

SOP – Retriggering of POSB by DDOs



Version 1.0
(last updated on 22nd Mar' 2023)

Introduction:

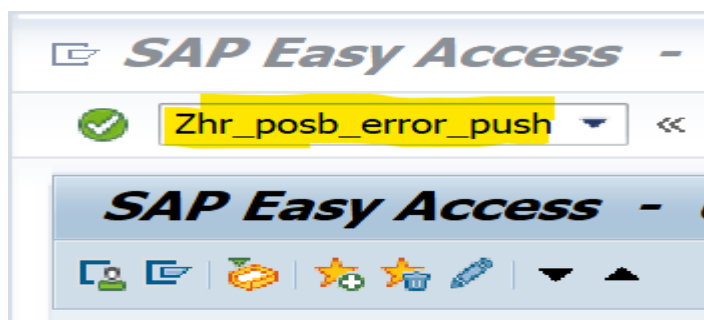
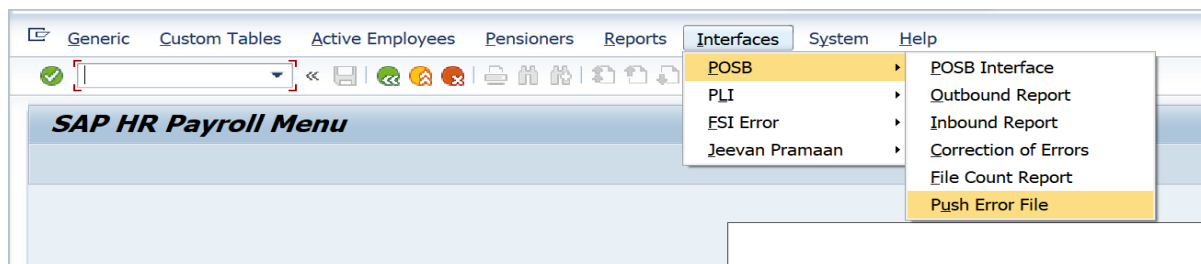
Main purpose: To facilitate retriggering of POSB outbound file (**Error file**) by DDOs wherein credit had not happened -- after satisfying the following points:

Points to be noted:

- a. Ensure that a minimum of ~1- 1^{1/2} hrs. gap exists from the time of triggering of the original file.
- b. Check HRMS audit report downloaded from Finacle after ~1- 1^{1/2} hrs.
- c. Ensure that Finacle server is UP and working fine.

Step 1: DDOs to Process 'Push Error File':

DDOs can process the error POSB Outbound file through the path:
ZPY_MENU→**Interfaces** →**POSB**→**Push Error File (or)** through T-code
Zhr_posb_error_push



Enter the Outbound File Name (Copy and paste from 'Outbound report' to avoid typo error) and 'Execute'.

For Reading POSB Error file data

Selection Values	
Path	<input type="text" value="/INTERFACE/HR/POSB/Outbound/Error/"/>
File Name	<input type="text" value="Sal_REQ_020323121847_"/>

If file is in Error state, after executing, the 'error' file will be processed and **'Success'** remark will appear.

For Reading POSB Error file data

File Name	Remarks
Sal_REQ_020323121847_DEP_TCS1205552_4_0.txt	Success

If the outbound file is not in error state, against the latest file, Remarks will be updated as 'File name not found in Error folder' and likewise old/past files will be updated as 'No data found'.

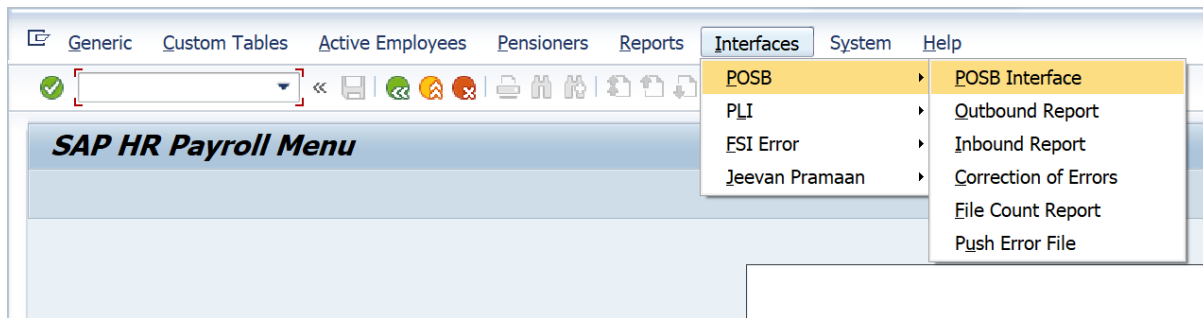
For Reading POSB Error file data

File Name	Remarks
Err_Clm_REQ_151217202014_DEPT EMP_6_0.txt	File name not found in Error folder
Clm_REQ_210319124250_DEP_EMP_3_0.txt	No data found
Sal_REQ_020323144448_DEP_10250634_5_0.txt	Success

Step 2: DDOs to re-trigger 'POSB Interface':

Once error file is executed, DDOs can re-trigger POSB for the same set of IDs again by selecting **'Only Error Cases'**.

Go to **ZPY_MENU**→**Interfaces** →**POSB**→ **POSB Interface**



Choose POSB File Type

Salary
 Claim

Employee Type: DEP_10250634
Transaction Particular: Departmental Salary Feb-2023

Simulation

Test Run

Please select only if you want to execute for error cases

Only Error Cases

After executing, 'Error' file will be replaced with a new 'outbound' file. This newly generated file will be shared to FSI for further processing. DDO can check for the credit / HRMS audit report after minimum of ~1- 1^{1/2} hrs gap from the time of re-triggering of error file.

It is also suggested to do some random check from Finacle to confirm the credit.

In case of any queries, mail to hrms.cept@indiapost.gov.in along with exported outbound file and HRMS audit report.

FAQ:

1. Is the SOP applicable for both OCP & Salary?
Yes.
2. Can DDO re-process the already processed/credited outbound file?
No. System will throw the error message in remarks column.
3. Who can re-trigger the error POSB file?
Users mapped with POSB Interface role can process the re-triggering.
4. Is it mandatory to do the Step 2 after processing Step 1?
Yes. It is mandatory to process Step 2 for successful credit.
5. What if 'Employee already Executed' error received while re-triggering of POSB?
It is mandatory to select 'Only Error Cases' check box while re-triggering.
6. Can DDO follow the same procedure in case of non-credit even from re-triggered outbound file?
Yes. DDO can follow the same procedure until credit happens.