

Guidelines for Correct Generation of Goods Balance Sheet

1) Do the following activities before sending request to FOIS/OCC for resetting the Opening Balance of FOIS Generated Goods Balance Sheet.

Procedure - Following below mentioned activities should be done as one time activity by FOIS USER before sending setting of OB Message

- **Old Remittance** should be reported in FOIS/TMS Application timely and correctly. (For Details refer S. No. **9**)
- **Timely reporting** of various accruals / collections / waivers / remittances in FOIS/TMS Application.
- **Clear the Previous Outstanding** of Freight / Demurrage / Wharfage / Local Charges through Forced Debit/Credit Input Screen.

2) One Time Reset the Opening Balance of FOIS Generated Goods Balance Sheet

Procedure - Opening Balance in the Goods Balance Sheet for any Freight Terminal can only be updated as a one-time activity.

The same needs to be updated by sending the authorized message from Competent Authority i.e. **Dy COM/FOIS or Sr. DCM** addressed to CAO/Systems Office with required details, i.e. Freight Terminal Code and Opening Balance Amount for a particular month, to OCC/CRIS/HQ.

3) Breakup of the Closing Balance of FOIS generated Goods Balance Sheet.

Procedure - The Closing Balance (Outstanding) for a month is based on the Remittance and not on the collection done.

User can view the details of the Closing Balance by viewing these statements of Balance Sheet i.e.

The Navigation for viewing Annexure A is available at **Main Menu** → **Queries** → **Charges** → **Balance Sheet** → **Summary of Outstanding - Annexure A**

The Navigation for viewing Annexure B is available at **Main Menu → Queries → Charges → Balance Sheet → Summary of Outstanding - Annexure B**

4) Submission of FOIS Generated Goods Balance Sheet to Traffic Accounts Office by 4th of Next Month.

Procedure - The submission of Monthly Station Goods Balance Sheet to Traffic Accounts Office can be done in FOIS/TMS Application. The Freight Terminal User needs to enter the Submission declaration, and date along with the specific remarks.

The Navigation for submitting Monthly Goods Balance Sheet to Traffic Accounts Office is available at **Main Menu → Queries → Charges → Balance Sheet → Submitted to Account Office.**

5) Collection of Error Sheet Debits in FOIS/TMS Application which have been raised by Traffic Accounts Office through Error Sheet Module

The Error Sheet Debits in FOIS/TMS Application can be viewed at the forwarding station in the Outward -> List of Forwarding Notes Screen.

LIST OF FORWARDING NOTES															
Station Details		Forwarding Notes Details				Cnstr/Cnsg Details		Demand Details							
From :	PNP	To :	ROK	Number :		Date :	..	Cnstr Code :		Cnsg Code :		Number :		Date :	..
F/NOTE NO	DATE	CNSR CODE	CNSG CODE	INVOICE NO	DATE	FROM	TO	MET	RR	PAID	RR	AMOUNT	ERDR SHEET		
1	09-04-12	PUB	PUB	1	09-04-12	PNP	ROK	Y	C	P	211000025	09-04-12	0	0	
4	29-06-12	PUB	PUB	2	29-06-12	PNP	ROK	Y	C	P	211000026	29-06-12	0	0	
19	18-09-12	PUB	PUB	3	18-09-12	PNP	ROK	Y	C	P	211000029	18-09-12	0	0	
70	06-09-13	LAT	LAT	1	07-09-13	PNP	ROK	Y	C	P	211000116	07-09-13	0	0	
71	06-09-13	LAT	LAT	2	07-09-13	PNP	ROK	Y	C	P	211000117	07-09-13	0	0	
72	07-09-13	ACC	ACC	3	07-09-13	PNP	ROK	Y	C	P	211000119	07-09-13	0	3656	
73	07-09-13	CONR	CONR	4	07-09-13	PNP	ROK	Y	C	P	211000118	07-09-13	0	0	
3	01-10-13	ACC	ACC	1	01-10-13	PNP	ROK	Y	R				0	0	
24	15-10-13	AMBC	AMBC	2	15-10-13	PNP	ROK	Y	C	P	211000149	15-10-13	0	0	
25	15-10-13	CONR	CONR	3	15-10-13	PNP	ROK	Y	C	P	211000152	15-10-13	0	0	
42	05-12-13	PUB	PUB	4	05-12-13	PNP	ROK	Y	A	P			17544	0	

RR Stts
 N - Not Ready For RR 0
 R - Ready For RR Grnr. 1
 A - Accrued 1
 I - Bill Generated 0
 C - Collected 9

Payment Mode
 ** Epayment Invoices
 ^ Container Hub-Spok Invoice

Invoice Type
 Normal External Agency DumpDepot Rebooked To Be Diverted Diverted Supersessional Container Data Received

User has to select the Invoice whose Error Sheet Outstanding Amount is available. User then clicks the Error Sheet Option to either object or admit the debits raised against the invoice.

ERROR SHEET CHARGES ACCRUAL / COLLECTION

File

RR Details

Error Sheet No	RR Number	RR Date	Station From	Station To	Issued At
PNP/6/2013/ES/JUL	211000119	07-09-13	PNP	ROK	PNP

Basic RR Details

	Stn From	Stn To	Dist	Load Type	G Rake	Rake	Commodity	Stat	Class	Wght	Rate	POL1			POL2		
	Numb Code	Numb Code			Cmtd	Cmtd	Code	Code				Wght	Rate	Amnt	Wght	Rate	Ar
CHARGED	3106011	3106039	72	W	CEMT	CEMT	2891122	350	160	1260	169.4	0	0	0	0	0	0
NEW VALUES	3106011	3106039		T	CEMT	CEMT	2891122	350	200		211.8	0	0	0	0	0	0

Wagon Type Details

Sr	Wgon	Wgon	N
No	Type	Count	C
1	BCN		2

Freight Details

Sr	Supr Charge	Othr Charge	Chrgd	New
No	Type	Type	Amnt	Amnt
1	B	BF	21344.4	25000
2	O	DS	1067.22	1067.22
3	R	GR1	5336.1	5336.1

Summary Freight Details

Sr	Charge	Chrgd	New	Dif
No	Type	Amnt	Amnt	Am
1	BASIC FREIGHT	21344.4	25000	
2	OTHER CHARGE	1067.22	1067.22	
3	REBATE	5336.1	5336.1	
4	SERVICE TAX	0	0	
5	TOTAL FREIGHT	17076	20732	

Reason:ERROR IN LOAD TYPE, CLASS, RATE, BASIC FREIGHT

Remark:ERROR SHEET

Admit/Object Action

Remark:

If the User has agreed for admitted debit then the collection of the outstanding is done by using the Charges-> Forced Debit/ Credit Input Screen.

FORCED DEBIT/REFUND

File Collection Refund Help

Station : Accrual Date From : Accrual Date To :

Transaction Details

Trxn	Error Sheet	Arty	Issuing	Accounted	Reported	Charge	Add/					
ID	Flag	Numb	Date	Numb	Date	Office	Station	Date	Date	Type	Modify	Nur
13142PNP40	Y	/2/2013/ES	08-11-13	1	08-11-13	CKRDLL1	PNP	08-11-13	08-11-13	F		1
13142PNP44	Y	/2/2013/ES	11-11-13	1	11-11-13	ADMNNR	PNP	11-11-13	11-11-13	F		1
13142PNP45	Y	/4/2013/ES	11-11-13	1	11-11-13	ADMNNR	PNP	11-11-13	11-11-13	F		5
13142PNP47	N			1	08-11-13	CKRDLL1	PNP	08-11-13	08-11-13	F		1
13142PNP48	N			1	08-11-13	CKRDLL1	PNP	08-11-13	08-11-13	F		1
13142PNP49	N			1	08-10-13	ADSFADF	PNP	08-11-13	08-11-13	F		1
13142PNP70	Y	/PNP/201	09-12-13	1	09-12-13	TA OFFICE	PNP	09-12-13	09-12-13	F		3

Charge Details

Paid On	Super Charge	Charge	Accounted	Amount
Flag	Code	Code	For	Due
N	F	ERSH	0	3656

User then clicks on the Collection Option to collect the outstanding amount.

- 6) **For EOL siding, the free time for loading / unloading is less than normal free time. Feeding of EOL Sidings along with Customer Code in FOIS is must for availing the benefit of free time.**

Procedure Freight Terminal User needs to reports the EOL agreement details in the FOIS/TMS Application. On successful registration of the agreement, FOIS/TMS Application starts calculating the Demurrage charges as per the prescribed free time reported in the agreement for EOL sidings.

The EOL reporting task may be accesses in FOIS/TMS application as given below:-

Main Menu -> Administration -> Engine On Load Notification.

- 7) For Wharfage – Freight Terminals are classified into 3 Groups on the basis of average rakes dealt during the period Jan 1 to April 30 and the classification is reviewed every month in the month of May.**

Procedure - A task has already been designed in FOIS/TMS Application for the Railway Users to capture the Station Group in the application. Also, it may be modified from time to time by the User in FOIS/TMS application. If the User does not categorize their station in FOIS/TMS application, FOIS shall assume the station of Group A (Category – I) at the time of Wharfage calculation and grant free time and rate accordingly.

Provision for defining station group in FOIS/TMS application may be accessed as given below:-

Main Menu -> Administration -> Station Group.

- 8) Incorrect Opening & Closing Balances in FOIS generated Goods Balance Sheet**

Procedure - Teams of CMIs and TIAs should be formed for reconciliation of the old outstanding amount which may not be valid as of now at the terminals.

Once reconciliation has been done, Terminal User can invoke the **Forced Debit/Credit** Task available in FOIS/TMS Application for correcting the Head wise Opening Balance as a onetime activity. Thereafter correct and timely reporting is only needed for accurate balance sheet generation through FOIS.

- 9) Timely Remittance by Commercial Staff**

Procedure - Remittances in FOIS are not reported by Terminal Users leading to incorrect Outstanding and incorrect Balance Sheets. Payment of Freight Tariff is already 83% percent cashless and digital through FOIS.

Payment of Ancillary charges (other than freight charges) is also under development with **MeRCS/TAMS** team. Customer will get a web link on his authorized mobile for payment of Ancillary Charges and payment will be made through Payment Gateway. Once payment is confirmed, the confirmation request will be sent to FOIS for updation of the specific charges paid by the Customer.

All these digital payments will be reconciled by FOIS with the Banks on the next day. Whatever amount collected, other than the digital mode, should be timely remitted and reported in FOIS.

10) Field Users issuing Manual Money Receipt and not FOIS generated Money Receipt.

Procedure - Provision is available in FOIS/TMS for System Generated Money Receipt. This links all collections to the correct Forwarding Note/RR, thereby nullifying manual errors. FOIS also generates the GST Tax Invoice against which Money Receipt (MR) is issued. Railway Board vide Letter No. TC-I/2016/201/5/Pt. dated 29.11.2019 has issued instructions to all Zonal Railways to use system generated MRs in place of manual MRs.

Field Users should ensure issue of electronic Money Receipt for automatic accountal of Cash inflows. A strict discipline should be enforced by PCCM for issue of only e-Money receipt.

11) Demurrage/Wharfage Issues

Procedure - Feeding of Placement/Release of wagons/removal of consignment from Goods Shed are, sometimes, incorrectly fed in FOIS leading to wrong calculation of Demurrage and Wharfage charges by the system.

This often leads to incorrect reporting in the system as **“Undercharges”**, which then vitiates the data. Therefore, correct feeding of placement and removal time should be done to ensure automatic calculation of these charges by the system. The FOIS application is capable of calculating the correct free time as the terminal profiles are fed in the application and generates automatically demurrage accrual.