International Postal System

Accounting Guide

version 2023

Table of contents

Getting started with IPS

What is IPS?

About the IPS main window

Welcome to IPS 2023.

When you launch IPS, the main window appears. You use the main window to access all the functions in IPS. When you click the tabs on this window, you access different functions.

As you use IPS, you can press the **F1** key on your computer's keyboard from any window to get help for that window. When a help screen has a **Related Topics** button, you can click it to display more detailed information, such as step-by-step instructions on how to complete a task.

When you close IPS, the system retains a record of the last viewed screen. When you restart IPS, the system automatically displays the last viewed screen before displaying the main window.

Overview of IPS

IPS is an application for handling international mail. The IPS application allows postal organizations to store and exchange data related to the mail handling process. This data is stored in a relational database and exchanged over a wide area network. With IPS, your country can exchange data not only within your postal organization, but also with postal organizations in other countries that use IPS. IPS item tracking records information about the mail events that happen to an item during each step of the international mail handling process. Postal organizations can use the IPS system to identify each mail event (the specific steps of the mail handling process as defined in international postal regulations) that happens to an item from the time it is received from the customer until it is delivered. IPS recognizes more mail events than are required by international regulations, and you can track the status of mail item at any point in the process. You can automatically produce the required standard shipping documentation, such as receptacle and dispatch manifests, letter bills, and delivery bills.

IPS user interface

The IPS user interface can be customized to meet the needs of individual sites. Each user can use a subset of the total available functions, depending on their business needs and responsibilities in the postal administration. The appearance of most of the screens in IPS can also be customized. The information that is provided in this on-line help file describes IPS as it is configured when it is shipped. The system administrator at your site may have made changes to the appearance of some of the windows in IPS, or limited the functionality available to some users. If you have trouble finding a specific window or cannot access a particular function, check with your system administrator.

Overview of the mail handling process

There are two main components of international mail handling: outbound processing and inbound processing. Outbound processing is the portion of the mail handling process that occurs in the country of origin of the mail items. Inbound processing is the portion of the mail handling process that occurs in the destination country of the items.

Outbound mail processing
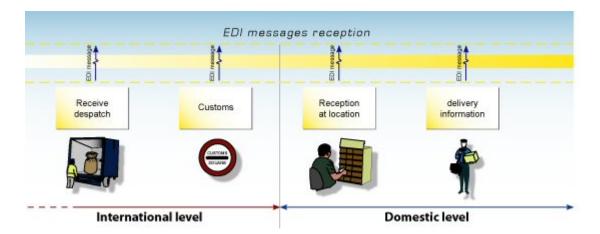
The point of lodging is the place where items are received from the customer. Typically, the items are first entered into IPS at the point of lodging, although they can also be received elsewhere, such as at the office of exchange. The point of lodging then sends all mail items to a mail processing facility or to an office of exchange for further processing.

At the mail processing facility, mail items are received from the various points of lodging, sorted, then sent to the appropriate office of exchange. At an office of exchange, the mail items are received from mail processing facilities or points of lodging, placed in receptacles and organized into dispatches. Dispatches must contain the same type of item (EMS items, letters, or parcels). The completed dispatches are then sent to the appropriate air mail facility. At an air mail facility (which can be an office of exchange in countries that do not have separate air mail facilities) the dispatches are arranged into consignments. Consignments can be a mixture of item types. The consignments are then turned over to the carrier and sent to the destination country.

Inbound mail processing

In the destination country, the consignments are received from the carrier at the inbound air mail facility. The dispatches are received in IPS at the office where they are received. This is usually an air mail facility. Then they sent to the office of exchange. Transit items may also be placed in a new consignment for further transportation by another carrier. At the office of exchange, the dispatches are received from the air mail facility and opened. Individual mail items in the dispatches are received, then sent to the appropriate mail processing facility or to the point of delivery. At a mail processing facility, the mail items are received from offices of exchange, sorted, and then sent to the appropriate point of delivery. The point of delivery receives all mail items from a mail processing facility or from an office of exchange. When an item is delivered, details about the delivery, such as the date and time, are recorded in IPS.

IPS functional entities

IPS uses generic names to refer to the offices where each major step of the mail handling process takes place, not the actual names of the facility. The generic names that IPS uses are:

- point of delivery

- mail processing facility

- office of exchange

- air mail facility

- surface mail facility

- point of lodging.

In some countries, there is a direct one-to-one correspondence between the IPS generic names and the actual physical facilities in a country. However, in smaller countries, many tasks may be completed at the same office. One office serves as more than one of these facility types. It is the responsibility of the postal organization in each country to define the functions of each office in their countries.

IPS basics

Changing the size of the application screen

By default, the different windows you see in the application are the same size. You can enlarge windows, and even make them full screen. This applies to all the windows in IPS, including the main window. When you change the size of the main IPS window, this becomes the default size for all the other screens in IPS if the **Show dialogs maximized** check box has been checked in the **Workstation level: Workstation parameters** screen. Other screens will be the same size or larger. You can still change the size of the other windows. However, changes you make to the size of any window other than the main window do not affect the other windows. When you change the size of the main window, these changes are saved, so that they apply next time you run IPS. Only changes you made to the main window are saved. Any changes you made to the other windows are not saved. The next time you run IPS, all windows will be the same size as the main menu.

In the lower right hand corner of each screen is an area that looks similar to the illustration on the right. You can click this area and drag it to enlarge the window to any size. When the cursor is over an area that you can drag, it changes shape to look like the following:

To enlarge the window, position the cursor over the area you can drag. Click and hold the *left* mouse button. Drag the mouse until the window is the size you want it to be, then release the mouse button.

You can also use the standard Windows icons to resize windows by clicking them with the mouse. In the upper right corner you will see some icons. When a window is its default size, the icons look similar to the following: :

On this row of icons, you can click an icon as follows:

- Click to minimize the window.

- Click to maximize the window (make it the size of your computer's display screen).

- Click to close the window.

When a window is maximized, the row of icons is slightly different: The middle icon changes, but the others stay the same. When you click the middle icon, the window returns to the size it was before you maximized it. The functions of the other icons stays the same.

Entering data into fields

Using the drop-down list

If you are using a mouse, you can click the down arrow to display a drop-down list, then scroll through the list to find the correct entry. If your PC does not have a mouse, you can use the up and down arrow keys on your computer's keyboard to scroll backward and forward through the list.

When you click the down arrow to display a drop-down list, you can type a letter to go immediately to values beginning with that letter. You can type the first few letters of an item to progress through the list. When you find the value you are looking for, click the item to select it in the list.

Typing information into fields

Sometimes you will already know the value that should go in the field without having to search for it in the list. For example, you may already know from memory the two-digit ISO code for a particular country. You can type the value in the field, then press the **[Tab]** key. IPS automatically fills in the value you specified and moves to the next field.

Using the selection screen
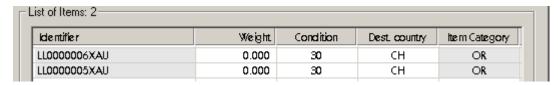
If there is a button with three dots next to a field, you can select the button to display a selection screen. The selection screen displays a more detailed view of the available choices for the field.

The advantage to using this screen is that you can sort the contents of the list in different ways, simply by clicking on the heading column at the top of the list. This feature is useful in helping you quickly locate information.

When you find the item you are looking is highlighted, you can press the **[F3]** key or click the **Select (F3)** button. You are automatically returned to the IPS screen you were working with previously and the value you selected is entered in the field.

Updating a record using inline editing

Some screens allow you to make changes to the record immediately as you record it. When items in a list box appear similar to the following example, you can edit some of the information in the record by making the changes directly in the list:

Fields with a gray background cannot be edited. You can edit the other fields simply by clicking on them. The field changes to an editable field or displays a down arrow so you can select from a list:

If the field becomes an editable field (there is no drop-down list) simply type over the existing data with the new data. With the drop-down list, select the new value for the field as you would normally.

Saving changes to IPS data

When you add, change, or delete information in IPS, the changes you make are not saved until you store the information in the IPS database. Any time you make a change to a screen, such as adding a new destination airport, or changing an existing flight, an icon will display in the window beside the altered data. The icon indicates that a change has been made, but still needs to be stored. You will see the following icons when working in IPS:

- A plus sign + appears when you add a new item.

- A check mark ✔ appears when you change an existing item.

- A minus sign − appears when you delete an existing item.

When you make a change and one of these icons is displayed in IPS, you must store the data in the database before you exit the window. Any changes you make will be lost unless you store them before you exit the IPS window. To store your changes, press the **[F2]** key on your keyboard, or click the **Store [F2]** button on the IPS window.

Searching for items in a list

You can search for a specific word or words in a list box. When you have a list box that contains a lot of information, you can often find the data you are looking for more quickly if you search.

Procedure

1. In any window that displays data in a list box, position your cursor under the column header that contains the specific data you want to find. For example, if one of the columns in the list is the destination country and you are looking for a specific destination country, position your cursor under the destination country column.
2. Click your right mouse button.
3. On the pop-up window that displays, select **Search**. A new window opens.
4. Enter at least a portion of the phrase you want to search for. In this example, you would enter the name of the destination country you want to find. If IPS finds information that matches the criteria you entered, it highlights the first instance of it.
   - If you check the **Search from current position** check box, IPS searches only to the end of the list.

   - If you leave this check box unchecked, IPS searches to the end of the list, then begins again at the top.

Changing the order of columns in list boxes

You can use the mouse to move a columns in a list box or report to a new position.
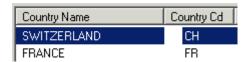
1. To move a column, position the cursor over the column header that you want to move.
2. Click and hold the left mouse button.

3. While holding down the mouse button, drag the field to the new location.

4. Release the mouse button to drop the field in the new location.

Changing the size of the columns in list boxes

You can change the size of a column in a list box or report by using the mouse.

When you position the left mouse button over the right edge of a column header, the cursor changes to ⊞. Click and hold down the left mouse button and move the mouse to the right or left to make the field larger or smaller.

You can also size a column so that it is the same width as either the column header or the largest line of text in the column. Position the left mouse button anywhere in the list box. Click the *right* mouse button. A menu appears:

Using the left mouse button, select:

- **Fit column to text** to make the column as wide as the largest line of text in the column
- **Fit column to header** to make the column as wide as the column header.

Changing the sort order of data in list boxes

On some windows, if your list box displays multiple items, you can select the field to use to sort the data. Sorting simply means putting your data in a specific order according to a column in the list. For example, when you run an enquiry, IPS displays the results of your search in order by item identifier. However, you could sort the data so that it is in order by another field, such as destination or origin country, or date.

To change the order in which items are sorted in a list, you can click on a column header. The items in the list will be sorted on that column. You can also position the left mouse button over the header of the column on which you want to sort and click the *right* mouse button to display a menu.

When you click **Sort by this column**, the data in the window will be sorted in ascending order for the column you selected.

Hiding a field in a list box

On many windows in IPS, you can customize the way data in a list box is displayed. This feature lets you arrange the data into a format that is most useful for you. You can even print the content of the list box as a report.

You can hide a field so that it does not display on the screen or print on a printed copy.

1. Position the left mouse button over the edge of a column header.
2. Click the *right* mouse button. A menu displays:

```
Fit column to text
Fit column to header
Hide column

Sort by this column

View Details
Search...

Print...
```

3. Click **Hide column**.

Printing and customizing lists

You can print a report of many of the lists that display on IPS windows. Any simple list box that has a header row and displays a list of items can be printed, much the same way as a report. For example, you can run an inquiry and print a report of the results.

You can print reports from any list box that has a column heading. The column heading is the line at the top that displays a word or phrase to describe the contents of the column. Simply right-click anywhere in the list box. A menu appears.

```
Fit column to text
Fit column to header
Hide column

Sort by this column

View Details
Search...

Print...
```

Using your left mouse button, click **Print**. A new window displays that lets you set up your report.

There are several things you can do to customize the way information is displayed on the lists that you print. For example, you can select only certain columns to be included in the report, or print the information in multiple columns.

The changes you make are valid only for the current session. The next time you log on, the default setting will again be active.

Navigating through application screens

As with most applications that use the Windows operating system, you can use the mouse to navigate through the application. You can also use the **[Tab]** key on your computer's keyboard to move from one field to the next. When the procedures in this document instruct you to select a screen element, such as a tab or radio button, you can use either the mouse or the keyboard.

Navigating with the keyboard

To use the keyboard keys, use the **[Tab]** key to move from one field to the next. To go backwards, press **[Shift]** + **[Tab]**. As you use the **Tab** key to move around the screen, different screen elements

become active. When a field is active, a blinking cursor displays in the active field. When an action button is active, it is highlighted with a dotted frame, similar to the illustration below:

When the button is highlighted and you press your computer's **Enter** key, IPS executes the button's action. For example, in the illustration above, you exit the current screen.

Many of the buttons on the application screens also have a keyboard equivalent. For example, most screens have a button similar to the one shown below:

This button causes online help for the current window to appear. The value in parentheses shows that there is also a button on your computer's keyboard that you can push to display help. In this case, it is the **F1** key. The following are some standard keys used throughout the application.

F1 - Displays online help

F2 - Stores and saves your information

F3 - Executes the currently highlighted task or is the same as double-clicking with the mouse

Esc - Cancels an action or closes the current screen

Navigating with the mouse

To navigate with the mouse, you click the left button on the mouse to activate a button or field. A down arrow next to a field indicates that there is a list of items for this field from which to choose. To make a selection, select the down arrow and scroll through the list. When you find the value that you want to enter in this field, click it and the value you selected displays in the list.

You use the mouse to click on action buttons in IPS windows. Clicking an action button causes some kind of action to occur. For example, when you click the **Store [F2]** button, your data is saved in the database.

Windows screen elements

Screens in IPS use different methods to allow you to enter data and make selections. These methods are all standard in the Microsoft Windows operating system. Before you use IPS, you should be familiar with using Windows applications. As in most Windows applications, IPS windows have screen elements such as fields, action buttons, and radio buttons. You should understand the specific terminology used throughout this document to describe the various screen elements you will see on IPS screens.

Fields

A field is any area on the window where you can enter or select information. A field can also display information that you cannot change. The following is an example of a field:

Drop-down Lists

Many fields have a list of valid values from which you can select. This list is called a drop-down list, because next to the field is a small arrow that you can click to display the list. A drop-down list lets you select one of multiple possible choices. The following is an example of a field that has a drop-down list.

Action buttons

An action button is an icon on a screen that will cause something to happen if you activate it. If you are using a mouse, you can click the action button to activate it. You can also activate an action button using the keyboard. For more information, see Navigating through application screens. The following is an example of an action button:

Radio buttons

A radio button is a round indicator than you use to make one selection from among multiple choices. You can select only one radio button in any one list. As you select different radio buttons, the one that was previously selected automatically becomes unselected. The following is an example of a radio button:

Check boxes

A check box is a square indicator that you can use to make one or more selections from among multiple choices. As you select different check boxes, any that were previously selected remain selected. The following is an example of a check box:

Sometimes check boxes allow you to toggle between three values. Typically, a checkmark in the box means "yes" or that the indicated value is selected. If there is no checkmark, it usually means "no", or that the indicated value is not selected. If there is a third possibility, there can be a checkmark in the box, but it will be gray. The exact meaning of the values depend on the context in which the check box appears, but is generally included to allow you to indicate uncertainty about a value.

Example of a checked check box:

Example of an unchecked check box:

Example of a gray check box:

List boxes
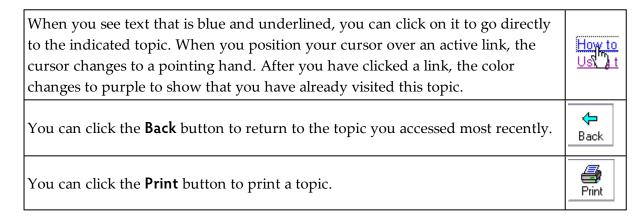
A list box is simply a box on a window that displays a list. You can order the list by any column by clicking on the relevant column header. This sorts the list by ascending order; if you click a second time, the list will be sort by descending order. Some list boxes can be customized to allow you to display data in different ways. The following is an example of a list box.

Id	Name
AC	AZORES
AF	AFGHANISTAN
BA	BOSNIA AND HERZEGOVINA
BR	BRAZIL
CH	SWITZERLAND
CN	CHINA (PEOPLE'S REP)
FR	FRANCE
GD	GRENADA
KZ	KAZAKHSTAN
MA	MOROCCO
MG	MADAGASCAR
NA	NAMIBIA
NC	NEW CALEDONIA
PF	FRENCH POLYNESIA (INCLUDIN

Using the online help

Navigating through online help

There are several ways you can move around in online help. Often topics are link together so that you can easily access topics that contain related information. For example, many topics contain links to related topics. Most topics are also organized into a series of related topics that you can page through, much like pages in a book.

When you see text that is blue and underlined, you can click on it to go directly to the indicated topic. When you position your cursor over an active link, the cursor changes to a pointing hand. After you have clicked a link, the color changes to purple to show that you have already visited this topic.	How to Use It
You can click the **Back** button to return to the topic you accessed most recently.	Back
You can click the **Print** button to print a topic.	Print

Using the table of contents

When you first launch the help file, the table of contents is displayed. The table of contents allows you to quickly access specific topics. Related topics are grouped together much like chapters in a book. You can double-click on the closed book icon ♦ to display the list of topics related to the subject indicated. The icon changes to an open book 📖. When the book is open, you can double-click on a topic in the list to go immediately to the topic.
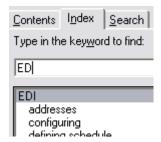
- The table of contents displays automatically when you run help. You can change this setting:

- ⊞ Hide If you want to display only the help text, you can close the table of contents. Click the **Hide** icon.

- ⊡ Show To display the table of contents again, click the **Show** icon.

Using the index

If you can't find the information you are looking for using the online help table of contents, there are other ways you can find information about a specific subject. You can use the index to find a list of all the topics in the help file by a particular word or phrase in the title. Or, you can search the entire help file for all instances of a particular word or phrase.

You can access the index by clicking on the **Index** tab. Index

In the **Type in the keyword to find** field, type a word or phrase that you want to look for. The index displays a list of topics that have an index entry associated with the word or phrase you typed.

Contents | Index | Search
Type in the keyword to find:

EDI

EDI
   addresses
   configuring
   defining schedule

To go to one of the topics in the list, double-click the topic or select the topic and click the **Display** button.

Using the search feature

You can search in the online help file for a particular word or phrase. From the table of contents, click the **Search** tab. Search

Type the word or phrase you are looking for, then click the **List topics** button. The list box at the bottom displays a list of all the topics that contain the word you searched for. To go to one of the topics in the list, double-click the topic or select the topic and click the **Display** button.

💡 Here are some tips to help you get the most accurate results when you search for phrases, for example 'EDI event':

- You type **edi event** - the word 'edi' and the word 'event' will both appear anywhere in the topic. They will not necessarily be next to each other.

- You type **edi or event** - topics will be retrieved which contain either the word 'edi' or the word 'event'. Some topics could contain both words.

- You type **edi not event** - topics will be retrieved containing the word 'edi' but not the word 'event'. This could be useful if, for example, you are interested in topics relating to EDI messaging or scheduling, rather than EDI events.

- You type **"edi event"** - the words enclosed in apostrophes will be searched as a phrase. This means topics are retrieved with the exact two words 'edi event' appearing next to each other.

Overview of Accounting in IPS

The IPS application incorporates an integrated accounting module that contains many features to help you automate and monitor your accounting tasks.

At the operational level, IPS provides a way for you to capture information from the paper documentation that you send or receive and compare it to data captured from scanning mail items. When necessary, you can create or record a **verification note**, or even generate substitute delivery bills when this documentation is missing from dispatches that you receive.

IPS manages the accounting necessary to create the accounting forms that you exchange with your partner operators and takes into account any relevant verification notes and inquiries. You can use IPS for managing indemnities as well as the general accounting. If your organization uses special product types, a specific rate structure can be defined for them and IPS handles the accounting for them accordingly. When it is time to print the documents that you must send to your partners, it is not necessary to print each document individually. Your system administrator can set up some group of forms to be printed as a batch, called an accounting action, and you simply run the accounting action when required.

Accounting concepts

Capturing information about dispatches

You can use IPS to capture information about inbound and outbound dispatches, including information from outbound, closed transit dispatches that you handle as the transit country. This information is used for accounting purposes. You can then compare information from the dispatch documentation to the scanned data or search for missing documentation. When the scanned data doesn't match the dispatch forms, you can generate a verification note.

You can search for and maintain dispatch document data, making changes as necessary. IPS keeps every version of the dispatch documentation that you have entered, and you can retrieve it at any time.

Verification notes

A **verification note** is a form that a receiving office generates to notify a sending office of an irregularity with the dispatch, such as difference between what was documented as sent and what was actually sent. You can use IPS to generate verification notes to send to the originating operator and to enter verification notes you have received.

A verification note may be associated with a dispatch, or not associated with any dispatch. Verification notes that are associated with a dispatch affect accounting.

Before you can generate a verification note associated with a dispatch, you must capture the data from the inbound shipment using the shipping documents. Because the information you want to record must be captured from the printed documents, this is a manual process. If you use EDI, you receive information from incoming EDI messages, but you still must record what was written on the paper documents. This gives you a way to record separately information about mail you physically received and information about mail you were expected to receive. If you don't have the shipping documents, you can still record information about the mail you have received and note that you do not have the correct documents. In the inbound process you can create verification notes directly from the same screen you use to capture dispatch document information and to check for gaps in dispatch documentation.

Next, you compare the captured data with the actual physical data. You can do this automatically from a window in IPS. When IPS finds any differences between captured data and scanned data, you can generate a verification note for the dispatch.

When you create the verification note, you can preview the document and send it by email as a PDF attachment. You can also print a hard copy of the verification note.

You can also send verification notes to your partners in electronic format according to the eVN standard.

Accounting data sources

IPS takes operational data from various sources to compile the accounting data. The following table is a summary of the data sources IPS uses, by accounting type and mail class.

Accounting type	Mail class	Outbound	Transit	Inbound
Terminal dues	EMS, letters and parcels	Dispatches closed during operational process and data captured from outbound dispatch documents.		Inbound dispatch documents captured
Surface closed transit	Letters	Surface dispatches having postal transit (defined for route) closed in operational process and captured surface outbound dispatch documents, with postal transit	Transit letter receptacles scanned and assigned to outbound consignment	
Surface closed transit	Parcels	Same as letters	Received CP88 captured	
Air closed transit	Letters and parcels	Air dispatches having postal transit (defined for route) closed in operational process / air outbound dispatch documents with postal transit captured	Transit receptacles scanned and assigned to outbound consignment	
Air open transit	Letters	Air dispatches containing à découvert items closed and CN65 printed / air outbound dispatch documents with à découvert items captured	Dispatch documents with à découvert items (CN65) captured	
Empty bags closed transit	Empty bags		Transit receptacles of empty bags scanned and assigned to outbound consignment	Inbound dispatch documents captured, with transit points

Accounting actions

IPS generates most of the standard forms required by international regulations. **Accounting actions** are a way of grouping the tasks of printing accounting forms that you must complete on a regular basis. For example, imagine that every quarter you must calculate the air dues for open transit mail, and as a part of this process you always print the CN51 and CN67 forms. You can execute an accounting action that will generate these forms for you. Your system administrator sets up the accounting actions. Accounting actions are defined by accounting type (such as terminal dues or air dues for closed transit mail) and by accounting period. IPS allows you to process many forms according to the requirements of your actual schedule. For example, the CN55 is a monthly form that is usually sent along with the quarterly CN56_REIMS/bis form. You could configure an accounting action to generate the CN55 on a quarterly basis, at the same time you generate the CN56_REIMS/bis (a CN56_REIMS/bis can also be generated monthly). In this case, IPS will print one CN55 for each month of the quarter. Whenever you want to print the official versions of accounting forms, you use accounting actions. However, you can also print draft versions.

You can execute accounting actions for partners individually, or set up a group of accounting partners. Accounting actions that you have executed can be monitored to verify that all the necessary actions were executed and that they were successful. When necessary, you can re-run an accounting action.

If a sending operator receives no objection to their accounting statements from the receiving operator within one month, the statements will be regarded as fully accepted.

Document mirroring

The documents that you generate as part of the accounting process are based on the flow of mail in one particular direction. This concept is called mail flow. A mail flow is outbound, inbound or transit. You can use IPS to generate accounting documents for all mail flows. IPS also supports "mirror" versions of all documents. A mirror document is a document that was generated for the opposite direction from the normal mail flow. For example, the CN55 Statement of Mails documents inbound mail flow. It lists the mail you received from a particular partner. The receiving designated operatorgenerates this form and sends it to you. If you generate an "outbound" CN55, it shows the mail you sent to the partner. Typically you do not print an official copy of the mirror documents or send them to partners. You use it only to compare your data in IPS with the data you receive from the partner.

Forms that are used for final settlement of bills, such as the CN61_REIMS/Old , are associated with money rather than mail flows. These forms are based on the concept of creditor and debtor. The creditor operator usually prints settlement forms. However, if you are the debtor, you can also print settlement forms for comparison purposes. The forms will look as though they were printed by the partner operator. This makes it easy for you to compare your data with the official forms you receive from the partner.

Product-specific accounting

IPS handles accounting for mail products. For example, when you capture dispatch documentation, you can specify the product type. All subsequent accounting processes, such as terminal dues, closed or open transit, handle products with a separate flow, including separate rates, if different rates are defined for products.

Editable forms

Some forms can be edited directly from a window in IPS before they are printed.

When the user executes an accounting action that prints an editable form, a window appears that closely resembles the paper form. Users can make any necessary changes before printing. When the values in a form are stored, rather than processed from captured data, the form can be edited before printing. The following forms can be edited in IPS:

- CN19
- CN20
- CN51
- CN52
- CN61
- CN62
- CN63
- CN64
- NO4

Terminal dues and transit rates

The rates your organization charges your partner countries for various types of mails are defined in IPS. Examples include the fees you charge for à découvert items or the terminal dues for mail you have sent and received.

Parcel bill rates are defined separately from rates for letters and EMS. For letters and EMS, there are separate terminal dues for mail dispatched (the rates that the partner post charges you for the mail you send) and mail received (the rates that your post charges the partner post for mail they send).

Accounting rates

Accounting in IPS is based on rates that you define for different accounting types. The accounting types are terminal dues, open transit, and closed transit mail.

- **Terminal dues** refers to ordinary situations where mail from one country goes directly to another country. As soon as there is international mail, there are terminal dues (unlike other accounting types). The receiving country requests reimbursement for the costs of handling the

mail for the sending country. You can define parcel bill rates, default rates, rates for mails dispatched and received, and rates for internal air conveyance.

- With **open transit**, also called *à découvert*, the dispatch containing the transit mail item is opened. The mail item is put in a new dispatch going to the final destination country. The open transit process applies to letter mail only. You can create groups of countries to which you apply a specific rate structure that you define.

- **Closed transit** is mail that goes from one country to another by way of a third country. The dispatch is not opened in the transit country. Closed transit is normally used for surface mail. You can define closed transit charges for surface letters, parcels and empty bags. You can also define specific closed transit air conveyance charges.

You use IPS to define these rates. The following tables show which rates IPS uses for mail of different accounting types, by mail class.

Terminal dues

Mail class	Outbound	Inbound
EMS	Terminal dues rates for mail dispatched	Terminal dues rates for mail received
Letters	Terminal dues rates for mail dispatched	Terminal dues rates for mail received
Parcels	Parcel bill rates (provided by UPU)	Parcel bill rates (provided by UPU)

Open transit

Conveyance	Mail class	Outbound	Transit
Air	Letters	A découvert transit charges, defined for the post destination of the dispatch, rate depends on final destination of item (à découvert group)	Own a découvert transit charges, rate depends on final destination of item (à découvert group)

Closed transit mail

Conveyance	Mail class	Outbound	Transit	Inbound
Surface	Letters	Surface letter charges (per pair of transit countries)	Surface letter charges (per pair of transit countries)	
Surface	Parcels	Surface parcel charges (per pair of transit coun-	Surface parcel charges (per pair of transit coun-	

Conveyance	Mail class	Outbound	Transit	Inbound
Air	Letters	tries) Air conveyance charges (per pair of transit countries)	tries) Air conveyance charges (per pair of transit countries)	
Air	Parcels	Air conveyance charges (per pair of transit countries)	Air conveyance charges (per pair of transit countries)	
	Empty bags		Empty bag charges (per pair of transit countries)	Empty bag charges (per pair of transit countries)

Accounting procedures

Configuring accounting functions

Defining accounting actions

An **accounting action** is a group of accounting forms that share some characteristics and that you generate together in a batch. Their purpose is to minimize the number of steps you need to perform in the accounting process. When you perform the official accounting process, you can only run accounting actions, you never directly run an accounting form. IPS provides a set of accounting actions that should cover most of your needs. You may want to adjust some actions slightly. For example you may want to include a cover letter. In rare cases, you may want to create new actions.

You define actions by the type of accounting process (such as terminal dues or air dues for closed transit mail) and by the accounting period. You can define individual accounting actions for specific mail classes and mail categories. The characteristics of the mail you are choosing determine the forms that you can select for the accounting action: Once you have selected the characteristics, IPS provides a list of possible forms you can add to the action. For example, if you want to define an action that creates quarterly terminal dues forms and you click the **Handle supplementary process** button and select the mail class **Parcels,** you can select forms CP75 and CP94 to add to your accounting action.

IPS also lets you print forms according to your accounting schedule. For example, some forms, such as the CN55_REIMS/bis are monthly forms, but in IPS you can specify it as part of a quarterly accounting action. This is because this form usually accompanies the CN56_REIMS/bis, which is a quarterly form and, although it is generated monthly, is typically sent out only quarterly. In a case such as this, if you define a quarterly accounting action for a CN55_REIMS/bis, IPS would print a separate CN55_REIMS/bis for each month in the quarter.

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Configuration** > **Accounting actions**.

Procedure

1. Click the **New (Ins.)** button.
2. In the **Action name** field, enter a name to identify the action.
3. In the **Accounting type** field, use the drop-down list to select the accounting type.
4. In the **Mail category** field, use the drop-down list to select the mail category if you want to limit the action to one mail category.
5. In the **Period** field, use the drop-down list to select the reporting period. For example, you could define some actions that occur monthly, or some that occur quarterly.
6. In the **Mail class** field, use the drop-down list to select the mail class if you want to limit the action to one mail class.

7. In the **Mail flow** section, click the radio button to specify whether the accounting action applies to inbound mail, outbound mail or transit.

8. Click the **Handle supplementary forms** check box if you want the action to handle supplementaries. If it handles supplementaries, you will be able to print supplementary versions of the forms for a given period, when changes have occurred after the initial set of forms has been generated officially. The set of supplementary forms will only include the changes since the initial set of forms.

9. In the **Accounting forms** list, select an accounting form that you want to include as part of this action and click the **–>** button. The form moves to the **Forms attached to action** list.

    💡 If you want to include a cover letter for this action, select **Cover letter** from the **Accounting forms** list.

10. Continue selecting the forms to add to this action.

11. You can select a form in the **Accounting forms** list and click the **Up** and **Down** buttons to change the order in which the form prints.

12. To export a form to the **UPU*Clearing** system, your administrator must first add the **Export UPU*Clearing** column to the display by right-clicking on the **Forms attached to action** grid, selecting **Personalize display** and adding the **Export UPU*Clearing** column.

13. Check the check box that corresponds to the form you want to be exported to the **UPU*Clearing** system. IPS keeps a list of all generated forms that can be exported to **UPU*Clearing**. If the check box for a specific form in the grid is disabled, this means that the form is not part of the list and exporting it is not possible.

14. Click the **Store (F2)** button to save the accounting action.

Managing accounting periods

⓵ This function is not supplied as part of the standard IPS application. It will be visible in the menu tree structure only if your postal organization has requested it specifically, to enable IPS to interface with a third-party invoicing system.

If you want IPS to interface with an invoicing system, you can use IPS to supply it with data on outstanding distribution liability estimates for completed and non-completed import, export and transit dispatches. You must define the closing dates for your accounting periods in IPS using the current function. IPS stores the closing dates and displays the status of the accounting period.

📝 You cannot create a new accounting period with a closing date that has already been used for an existing accounting period. If you do, IPS displays an error message. Change the date of the end of the period to one that has not been used before.

Navigation

The procedure(s) explained in this topic use window 🏢 **Accounting process** > 📁 **Configuration** > 🔷 **Accounting periods**.

Procedure

1. If you want to search for existing accounting periods, select the accounting year in the **Year** field and click the **Search (F3)** button.

2. IPS displays a list of accounting periods that meet your search criteria. Select the item you want to edit and click the **Edit (F5)** button.

3. If you want to create a new accounting period, click the **New (Ins)** button.

4. In the new window that opens, specify the year, month, the closing date of the period and the execution date.

5. The **Status** radio button indicates the accounting period status:

   - **Open** - the export has not been carried out yet
   - **Busy** - the export is in progress
   - **Closed** - the export has been carried out

6. When you have finished making changes, click the **OK** button.

7. Click the **Store (F2)** button to save your changes.

Defining the number of forms for accounting actions

You can specify the number of forms to print for accounting actions. You can also indicate whether you want the forms to be sent by email. You can specify the number of forms or email for each partner and for each accounting action that you have defined for that partner. The number of copies and the option to send the forms by email are independent of each other. For example, you can specify that you want to print paper copies but also to send an email. Similarly, you can send only an email or only paper forms. Before you can specify the number of forms, you must define the accounting actions.

Procedure

1. Open window Accounting process > Configuration > **Accounting actions: number of copies/email**.

2. In the **Accounting type** field, use the drop-down list to specify the accounting type.

3. In the **Partners** box, select the partner for which you want to specify the number of copies to generate. You can also use **<Default>** for all partners for which you do not want to specify a certain number, or if you want all partners to receive the same number of copies.

4. If you want to specify a new partner that is not in the list, click the **New (Ins.)** button. Select the partner from the list that appears and click the **OK** button.

5. If you want to specify accounting forms to be sent by email, in the **Accounting actions** list box, click in the **Email** column next to the name of the form. When you click in this column, a drop-down list appears. Use the drop-down list to select **Yes** (the default is No.)

6. In the **Accounting actions** list box, click in the **No. copies** column next to the name of the form and type the number of paper copies of this form you want to print.

7. Click the **Store (F2)** button.

Defining accounting agreements

Accounting agreements are the agreements you define with your partner postal organizations for the accounting for letters, parcels, EMS.

If your organization belongs to the REIMS agreement, you can also specify REIMS agreements which may use different parameters for the agreements for non-REIMS mail.

Each agreement is associated with a particular operator and specifies the currency that will be used for accounting purposes. For example, some countries use a different operator to handle EMS than

parcels and letters, or may use euros for REIMS mail but SDRs for non-REIMS mail. This means that for each mail class; letters, parcels, or EMS, a different operator can be specified.

Please note that if you use PREDES 2.1 EDI messages, you must define accounting agreements. This is because PREDES 2.1 contains operational *and* accounting information (PREDES 2.0 contains only operational information), allowing you to perform your accounting with a partner organization entirely paper-free, using only the information contained in the PREDES 2.1 messages.

You can define the agreement to use automatic validation, based on information in the received PREDES 2.1 messages (the default), or you can choose to disable PREDES 2.1 auto-validation for the selected partner, and perform the check manually, using the **Validate received dispatches** screen.

Navigation

The procedure(s) explained in this topic use window Accounting process > Configuration > Partners: accounting agreements.

Procedures

Adding or editing an accounting agreement

1. If you want to:
   - define a new agreement, click the **New (Ins)** button
   - edit or copy an existing agreement, select a **Year**, **Agreement type** and **Operator** and click the **Search (F3)** button. A list of agreements that meet your search criteria appear in the items list. Select an agreement in the list and click either the **Edit (F5)** or the **Copy (F6)** button.

2. In the new window that appears, select the operator to which this agreement applies from the **Operator** drop-down list.
3. Select the mail type to which this agreement applies from the **Agreement type** drop-down list.
4. If the agreement type is **LETR (Letters)** or **REIMS (letters)**,select an option from the **Accounting stage** drop-down list.
5. You can specify the agreement validity period using the **Year from** and **Year to** fields.
6. To manually validate dispatches received from the selected partner, un-check the **PREDES 2.1 Auto validation** check box, if it is checked.

   The default setting is auto-validation of PREDES 2.1, so this check box should be left checked unless you want to manually validate dispatches from the partner.
7. If the agreement type is **ICONN (Interconnect parcels)**, specify the four currencies required in an Interconnect agreement and configure the Interconnect product type for inbound parcels. Select:
   - the currency of the rates for direct Interconnect parcels from the **Currency for rates for direct parcels** drop-down list
   - the currency of the CP75 form for direct Interconnect parcels from the **Currency CP75 for direct parcels** drop-down list

- the currency of the CP75 form for returned Interconnect parcels from the **Currency CP75 for returned parcels** drop-down list

- the currency of the CP75 form for transit Interconnect parcels from the **Currency CP75 for transit parcels** drop-down list

- the **Pre-set Interconnect product type for all items in CX and CY dispatches** check box if you want IPS to automatically set the product type of items received in CX and CY dispatches from the selected partner operator in the selected time period

8. If the agreement type is **LETR (Letters)** and the accounting stage is 1.1, 1.2 or 2, activate content format separation for inbound or outbound mail flow by checking the **For mail received** or **For mail sent** check box. You can choose to exclude specific offices of exchange from content format separation for either flow by clicking the relevant **Exceptions** button. Move own and partner offices to be excluded to the right-hand list by selecting the office first, then clicking the right arrow. Click **OK** when complete.

9. For agreement types **LETR (Letters)** and **REIMS (letters)**, you can configure the receptacle sub-lass sampling exclusions for inbound and outbound mail flow by clicking the corresponding **Configure** button in the **Sampling subclass** section. Move the receptacle subclass to be excluded to the right-hand list by selecting the receptacle first, then clicking the right arrow. Click **OK** when complete.

10. If the agreement type is **LETR (Letters)**, check the **Use CN71/CN71bis for accounting non-sampled mail flows** check box to enable you to generate and validate the CN71 and CN71bis forms for this operator.

11. In the **Currency** section, select the currency that will appear on invoices and the currency you will use for accounting rates for this agreement.

    If you specified a currency other than SDRs, check the **SDR** radio button if the terminal dues and transit rates for this operator will still be in SDRs. If you leave this check box unchecked and select a currency other than SDRs in the **Currency** field, IPS will calculate the rates in the currency you specified.

12. If the agreement type is **LETR (Letters)**, check the **QoS Participation** check box if the partner operator participates in the [IPC's Quality of Service](#) program. Enter the QoS Compulsory and QoS Bonus calculations as percentage values in the relevant fields.

13. If the agreement type is **REIMS (letters)**, you can specify whether the REIMS accounting will be in gross (default) or net weight. You can specify the weight setting by mail sent and received and by mail category. In the **Net weight agreements** section, check the check boxes you want to be in net weight, unchecked check boxes mean the gross weight will be used.

    The weight settings are per year. This means that it is not possible to change from gross to net weight or from net to gross weight more than once a year. For example, it is not possible for accounting to work on gross weight from January to June, then on net weight from July.

14. If the agreement type is **REIMS (letters)**, you can select whether your organization opts in or out of the Bulky IBRS accounting process.

Opt-in	Select this radio button if you want to use the Bulky IBRS accounting process for this agreement
Opt-out	Select this radio button if you do not want to use the Bulky IBRS accounting process for this agreement; bulky IBRS items will be treated as ordinary mail

Grace period	If you wish to opt out of the Bulky IBRS process, you must inform the IPC by 1 March of the year before you wish to opt out. Nevertheless, during the first year an operator has opted out, a grace period is granted. During the grace period Bulky IBRS items returned to/from this operator from/to an opt-in operator will be subject to special treatment: • Bulky IBRS items returned *by* opt-out operators to opt-in operators will be treated and remunerated as normal IBRS • Bulky IBRS items returned *to* opt-out operators by opt-in operators will be treated and remunerated as Bulky IBRS After the first year grace period, Bulky IBRS items exchanged between opt-out operators will be treated and remunerated as ordinary letters

15. For IBRS and Bulky IBRS, the final stage of the accounting process is different according to the operational method used:
    - Select the **Exclude from e55/CN55/56** radio button if the IBRS weight must not be included in the CN 55/56 and the IBRS weight from the CN 19bis must not be deducted from the NO4.

    - Select the **Include e55/CN55/56 and deduct from N04 (default)** radio button if the IBRS weight must be included in the CN 55/56 and the IBRS weight from the CN 19bis must be deducted from the NO4.

16. To exclude bulk mail from IAC CN66 and CN51 forms:
    - If you wish to exclude bulk mail from IAC forms you send, check **Exclude bulk mail from CN66/CN51 sent (for mail received)**

    - If you wish to exclude bulk mail from IAC forms you receive, check **Exclude bulk mail from CN66/CN51 received (for mail sent)**

17. If the agreement type is **PARC (Parcels)**, specify the weight bracket to use for CP94 "e-commerce" forms, if different from the default of **3**. The weight brackets are:
    - Bracket 1 = parcels weighing up to 2 kg

    - Bracket 2 = parcels weighing between 2 kg and 5 kg

    - Bracket 3 = parcels weighing between 5 kg and 30 kg

18. If the agreement type is EMS, specify the:
    - **Threshold value (%)** : This is the threshold to target for on-time delivery and on-time transmission of event data for items coming from the operator to which this agreement applies. Achieving this threshold means your organization has achieved its performance target and does not incur any penalties.

    - **Penalty %** : This value is used to calculate the penalty for items that fall below the threshold.

    When you generate a draft or an official EMS: CN61_REIMS/Old Pay-for-Performance (new) for a partner, IPS retrieves the above fields in the relevant form generation screens.

19. Click the **OK** button.
20. Click the **Store (F2)** button to save your changes.

You define accounting agreements for each partner operator and mail type, so you typically have many agreements. You can either specify a range of years for the agreement's validity period, or for one specific year. If an agreement is valid for one year and you need to extend its validation to a new year, you can simply copy it from one year to the next.

1. Click the **Copy** button. A new dialog box appears.
2. Next to the **Year** field, use the arrows to select the year for the new agreement.
3. Click the **OK** button.

Configuring special accounting partner information

Use this procedure to define specific information about your accounting partners. For example, you can define information about whether payment for accounting is submitted directly or through UPU*Clearing.

Procedure

1. Open window **Accounting process** > **Configuration** > **Partners: special configurations**.
2. You can search to find out whether any special configurations are already set up. Select a year in the **Year** field and click the **Search** button.
3. To add a new configuration, click the **New (Ins)** button. A new window opens.
4. In the **Operator** field, select the partner you want to configure.
5. In the **Year from** and **Year to** fields, specify the validity period of the configuration.
6. Specify the information about this configuration then click **OK**.

Payment method	• Select **Direct** if payments between your organization and the partner organization are made directly. • Select **Via UPU*Clearing** if you will use UPU*Clearing to handle payments between your organization and partner organization.
Sampling method	Select a radio button to specify the sampling method you want to use.
Receptacle types in CN53	Select a radio button to specify how receptacle types are to be handled in CN53 forms.
Period breakdown in CN54/CN54bis	For inbound and outbound mail flows: • Select **Monthly estimation, section A** if monthly totals will be calculated and displayed on section A of the CN54 form. • Select **Quarterly estimation, section B** if quarterly

	totals will be calculated and displayed on section B of the CN54 form.
	If no special configuration is defined, IPS generates totals by quarter.
Exclude ETOEs (extra-territorial offices of exchange)	If you check this check box, any data from the country's extra-territorial offices of exchange (offices of exchange that are located outside the geographic territory of the country) will be excluded from the accounting documents.
Show optional header components on Summary validation screen	Check this check box if you want to display the optional header components on your summary statements validation screen. Optional header components vary depending on the form. Some examples of optional headers are: Conveyance, Destination office, Mail category, Mail class, Origin office and Product type.
Allow EE bundle type separation in sampling	Check this check box if you want to allow separation of EE bundles into ES and EL when you perform sampling.
REIMS specific. Exclude UR dispatches from sampling calculations for	Check the relevant check box for mail received or mail sent, to exclude the UR dispatches from sampling calculations.
REIMS specific. Include receptacle category in eN01 stratum	Check the relevant check box for mail received or mail sent, to include the receptacle category in the eN01 stratum.
UPU*Clearing	Check the **Export to UPU*Clearing** check box if export files to the **UPU*Clearing** system are to be generated for this partner. Then, specify the **Currency for accounts** or the settlement currency between you and your **UPU*Clearing** partner.
E53 - Non-REIMS specific	- By default, the **Include IMPC codes in stratum** check box is checked. If you are a non-REIMS country and you want to exclude IMPC codes in the e53 stratum, uncheck this option. - Select the **Include receptacle category in stratum** check box if you are a non-REIMS country and you want to include the receptacle category in the e53 stratum.

E55 specific	Check the **Apply specific tolerances for validation of E55** check box to define tolerances for the date and weight for this operator. Enter the tolerances in the boxes **Dispatch date tolerance (days) for validation of E55 form** and **Weight tolerance (g) for validation of E55 forms**, respectively. ⚒ Related configurationYou can set the tolerances for all operators using the **Dispatch date tolerance (days) for validation of E55 forms** and **Weight tolerance (g) for validation of E55 forms** national parameters.

Defining accounting partner groups

Typically, you execute an accounting action for more than one partner. To simplify the process of generating accounting forms, you can define groups of accounting partners. When you execute the accounting action, you automatically generate the forms in the accounting action for all partners in the group at once.

Procedure

1. Open window ⊞ **Accounting process** > ▯ **Configuration** > ◊ **Partners: groups**.
2. The **Accounting partner groups** box shows any accounting partners that have already been defined. Click the **New (Ins.)** button. A new window appears.
3. In the **Group code** field, type a code for the group you want to define.
4. In the **Group name** field, type a name to identify the group.
5. Click the **OK** button.
6. In the **Accounting partner groups** box, select a group to which you want to assign partners.
7. In the **Partners not attached to this group** list, select a partner that you want to add to the selected group and click the -> button. The partner appears in the **Partners belonging to selected group** list.
8. Continue selecting partners to add to the group as necessary.

Defining allowed accounting partners for document capture

It is possible to define partnerships with other organizations from which you receive mail for accounting purposes. Accounting partnerships determine only the ability to capture documentation information for accounting partnerships. They do not affect your ability to exchange mail with any partners.

Partnerships are defined by the specific offices of origin and destination. Each office of exchange is associated with a postal partner. A partnership definition also includes specific mail categories and mail classes.

Navigation

See the specific procedures for navigation details.

Procedures

Defining accounting partnerships

1. Open window **Accounting data entry** > **Configuration & utilities** > **Allowed partners for document capture**.
2. Click the **New (Ins.)** button. A new window opens.
3. In the **Orig office** field, use the drop-down list to select the office of origin associated with this partnership.
4. In the **Dest office** field, use the drop-down list to select the destination office associated with this partnership.
5. In the **Mail category** field, use the drop-down list to select the mail category.
6. In the **Mail subclass** field, specify the mail subclass.
7. In the **Valid from** and **to** fields, enter the beginning and ending dates that this partnership is valid.

   The **Receptacles containing barcoded labels** check box is not currently used.
8. Click the **OK** button to close this window.
9. Click the **Store (F2)** button to save your changes.

Restricting document capture to defined partnerships

1. Open window 🖥 **National management** > 📁 **System** > 🔷 **National parameters**.
2. Click the **Accounting** tab.
3. Check the **Restrict dispatch doc capture to valid defined partnerships** check box.
4. Click the **Store (F2)** button.

🛠 Related configuration

You can limit users to work only with accounting documents from valid partners. To enable this feature, you must enable parameter **Restrict outbound accounting dispatch process** in the National parameters window.

Defining inquiry compensation types

In IPS, you can define inquiry compensation limits, which means you define the compensation types and amounts. You can then associate these limits with inquiries you create or receive. In other words, you can handle compensations by pre-defined category (type) using controlled amounts. You must define your compensation types before you can define compensation amounts. See Defining inquiry compensation amounts for help on defining compensation amounts.

🖱 Navigation

The procedure(s) explained in this topic use window 📊 **Accounting process** > 📁 **Configuration** > 🔷 **Inquiry compensation types**.

🔢 Procedure

1. If you want to add a new compensation type, click the **Add (Ins.)** button.
2. If you want to edit an existing compensation type, select the type you want to edit from the item list, click the **Edit (F5)** button.
3. A new window opens. In the **Code** field, enter a code for the type, up to five characters in length.
4. In the **Name** field, enter the name of the type, up to 64 characters in length.
5. Select a mail class from the **Mail class** drop-down menu.
6. Select a mail category from the **Handling class** drop-down menu.
7. Click the **OK** button to save your changes.

📝 The fields marked with an asterisk * are mandatory.

Defining inquiry compensation amounts

In IPS, you can define inquiry compensation limits, which means you define the compensation types and amounts. You can then associate these limits with inquiries you create or receive. In other words, you can handle compensations by pre-defined category (type) using controlled amounts.

❗You must define your compensation types before you can define compensation amounts. See Defining inquiry compensation types for help.

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Configuration** > **Inquiry compensation amounts**.

Procedure

1. If you want to add a new compensation type, click the **Add (Ins.)** button.
2. If you want to edit an existing compensation type, you must first search for the type you want to edit.
3. If you want to search for all existing compensation types, click the **Search (F3)** button.
4. If you want to search for a specific compensation type, select a type from the **Compensation type** drop-down menu. Click the **Search (F3)** button.
5. If you want to search for valid types by date, select a date from the **Valid on (mm/yyyy)** field. Click the **Search (F3)** button.
6. Select the type you want to edit from the item list, click the **Edit (F5)** button.
7. A new window opens. If you are adding a new amount, select a compensation type from the **Compensation type** drop-down menu.

   See [Defining inquiry compensation types](#) for help on defining compensation types.
8. If you are adding a new amount, enter the date from when the amount is valid in the **Valid on (mm/yyyy)** field.
9. In the **Amount per item** field, type the rate per mail item, in SDRs, that applies to this compensation type.
10. In the **Amount per kg** field, type the rate per kilogram of mail, in SDRs, that applies to this compensation type.
11. Click the **OK** button.
12. Click the **Store (F2)**] button to save the amount in the IPS database.

 The fields marked with an asterisk * are mandatory.

Managing accounting settlement relations

If you use IPS to interface with SAP, or another external application, you must define the SAP (or other interface) operator numbers in IPS, as it is possible that an IPS operator may correspond to more than one operator in the interface system. For example, some SAP codes are different for EMS and letters even though they are for the same operator. The Accounting settlement relations screen allows you to maintain the external application's operators and their association with UPU operators.

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Configuration** > **Accounting settlement relations**.

Procedure

1. If you want to search for existing accounting settlement relations, select the IPS operator from the drop-down list in the **IPS operator** field. To further refine your search, you can also select an accounting agreement from the **Accounting agreement** drop-down list. Click the **Search**

(F3) button.

2. IPS displays a list of settlement relations that meet your search criteria. Select the item you want to edit and click the **Edit (F5)** button.

3. If you want to create a new accounting settlement relation, click the **New [Ins]** button.

4. In the new window that opens, select the IPS operator from the drop-down list in the **IPS operator** field.

5. Select the accounting agreement from the **Accounting agreement** drop-down list.

6. Type the corresponding SAP operator code in the **Relation type** field.

7. If you are interfacing to a non-SAP system, type the corresponding operator code in the **Relation code** field.

8. Select the office of exchange type from the drop-down menu in the **ETOE relation type** field.

9. Select the settlement relation start date from the drop-down calendar in the **Start date** field.

10. You can specify an end date for the settlement relation using the drop-down calendar in the **End date** field.

11. When you have finished making changes, click the **OK** button.

12. Click the **Store (F2)** button to save your changes.

The fields marked with an asterisk * are mandatory.

Managing transport settlement relations

In the accounting process between postal organizations and transport companies, IPS uses the concept of **transport settlement relations**. A transport settlement relation defines the agreement between your organization and an intermediary company that handles the settlement on behalf of one or more transport companies. In some cases, transport companies settle the accounts with your organization without using intermediary companies; in those cases, you must define in IPS a transport settlement relation between your organization and the transport company.

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Configuration** > **Transport settlement relations**.

Procedure

1. If you want to add a new transport settlement relation, click the **New (Ins.)** button.

2. If you want to edit an existing transport settlement relation, select the starting validity date in the **Valid on** box, click the **Search (F3)** button. Select the settlement relation you want to edit from the item list, click the **Edit (F5)** button.

3. A new window opens. In the **Settlement company code** field, type the code for the company, up to a maximum of 10 characters.

4. In the **Settlement company name** field, type the company name, up to a maximum of 64 characters.

5. In the **Valid from** and **to** fields, use the drop-down calendars to select the start and end dates for the settlement relation validity. You do not have to specify an end date, you can leave that field blank.

6. Type the settlement company's postal address in the **Postal address** field. This address will be automatically added to Invoice Acceptance letters (these letters inform the settlement company that you accept their invoice; they contain details of the invoice, including information such as: the invoice number, date and the amount you have accepted).

7. Type the settlement company's email address in the **Email address** field.

8. In the **Accounting code (for interfacing)** field, type the code you want to use if you are exporting accounting information from IPS to another accounting system such as SAP. You can enter a maximum of 20 characters.

9. Click the **OK** button.

10. Click the **Store (F2)** button to save your changes the IPS database.

The fields marked with an asterisk * are mandatory.

Defining allowed closed transit

When your organization is the transit country, you can specify that the accounting will not be performed following UPU rules for mail originating from certain offices. This is the case when you have set up a bilateral agreement with the originating post for accounting to work differently. When you have set up such a bilateral agreement, IPS does not perform the accounting process for mail you receive from this partner. Instead, IPS provides a report listing this mail. This information can then be exported so that accounting is performed outside IPS.

If an originating office is defined as an 'allowed' closed transit and as not following the UPU standard accounting rules, IPS will automatically exclude the mail from this office in the UPU closed transit accounting process.
If an originating office is not defined as an 'allowed' transit, or if it is defined as 'allowed' but following UPU standard accounting, then its mail is included in the UPU closed transit accounting process.

If nothing is defined in this screen, IPS considers that all inbound closed transit mail is allowed and follows UPU rules.

Navigation

The procedure(s) explained in this topic use window **National management** > **Partners** > **Allowed closed transit**.

Procedure

1. If you want to add a new closed transit combination, click the **New (Ins.)** button.

2. If you want to edit an existing combination you must first search for it. To search for all existing combinations, click the **Search (F3)** button. For a more precise search, select the mail category, mail class or operator and click **Search (F3)**. You can also search using the **UPU standard accounting** check box. Check the box in the following way to:

   - □ - retrieve combinations that *do not* follow the standard UPU accounting rules

   - ☑ - retrieve combinations that follow the standard UPU accounting rules

   - ☑ - retrieve all combinations

   Select the combination you want to edit from the item list and click the **Edit (F5)** button.

3. In the new window that opens, select a mail category from the **Mail category** drop-down list.

4. Select a mail class from the **Mail class** drop-down list.

5. Select the originating office of the transit mail from the **Origin office** drop-down list.

6. You can select the destination office of the transit mail from the **Destination office** drop-down list. This field is not mandatory.

7. You can select the transport company carrying the mail that is to be excluded from the UPU standard accounting from the **Incoming transport** drop-down list. If you select an airline, enter a transport code up to 4 characters. If you select a surface transport, enter a transport code up to 64 characters.

8. Select the starting validity date from the drop-down calendar in the **Valid from** field.

9. You can select the ending validity date from the **Valid to** drop-down calendar. This field is not mandatory.

10. If you want this agreement to follow the standard UPU accounting rules, select the **UPU accounting** check box. Otherwise, if you selected a transport company in step 7, uncheck this box.

11. Click the **OK** button.

12. Click the **Store (F2)** button or press the **[F2]** key on your keyboard to save your changes.

Defining terminal dues and rates for transit, VAT and transport

Defining parcel bill rates

Although it is not strictly mandatory for IPS to function, specifying parcel bill rates is highly recommended. The information defined in these windows is used for printing the CP87 form when closing a dispatch for parcels, as well as in the accounting module.

You can define three types of parcel bill rates:

- Direct (or inward land) rates — to cover the cost of delivering parcels from another country, per parcel and per kilogram (see Defining direct parcel bill rates)

- Transit rates — to cover the cost of delivering parcels in transit to another country, per parcel and per kilogram (see Defining transit parcel bill rates)

- Return rates — for undeliverable parcels being returned to sender, i.e. in state Returned, Returned as transit agent, Redirected, Redirected as transit agent or Out of course (see Defining returned parcel bill rates)

You can also define the following special rates for parcels:

- Customs charges — to cover the handling of customs procedures for inbound EPG parcels (not to be confused with the duties and taxes payable by the recipient to import a parcel into the destination country)

- Air conveyance charges — a rate applicable per half-kilogram units (rounded in excess: a parcel weighing 1.1 KG counts as 3 units) to cover the air transport costs borne by an operator to forward transit parcels to destination or to return undeliverable parcels to the origin country

- Specific charges for undeliverable returned parcels — customs charge, redirection charge, non-postal charge, miscellaneous charge

You can define parcel bill rates for all four mail categories: airmail, SAL, surface and priority by surface, athough by default, IPS provides only two categorie: A (airmail) and C (surface non priority). You must provide all requested information for both of these categories.

The following rule covers all parcel categories:

- If no rate is defined for category B (SAL), IPS uses the category C rate

- If no rate is defined for category D (surface prio), IPS uses the category A rate

You can define specific rates for product types, such as EPG; these rates are then used when you generate accounting forms.

You can define parcel bill rates that apply to all inbound parcels for your postal organization, or alternatively, you can define inbound and/or outbound parcel bill rates for a specific postal partner or office.

Overlapping rates are not allowed in IPS. If you define a new rate that overlaps with an existing one, a warning message alerts you of the impact. You can either proceed to create the new rate or cancel it.

Before you begin

- By default, charges are specified as XDR units. You must already have defined the XDR rates.

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Rate management** > **Terminal dues** > **Parcel rate management**.

Procedures

Defining and editing parcel bill rates

1. You can search for existing parcel bill rates or add a new one. To:
    - add a new rate, click the **New (Ins.)** button

    - search for existing rates by entering any required search criteria and clicking the **Search (F3)** button, then select the rate in the list and click **Edit (F5)**

    - define a new rate based on an existing rate, specify search criteria (if required) and click the **Search (F3)** button, the select the rate and click **Copy (F6)**

    The Edit parcel rate window opens.

2. Specify the details about the rate structure, then click **Store (F2)** to save the rate.

    Click the **Help** button in the rate window for specific help on entering that rate type.

Deleting parcel bill rates

1. Search for the parcel bill rate by entering any required search criteria and clicking the **Search (F3)** button.
2. Select the rate in the list and click **Remove**.
3. Confirm the deletion and click **Store (F2)**.

Viewing the history of parcel bill rates

If the parcel bill rate for a given operator/validity pair has been changed retroactively (i.e. a rate for the current year has been updated and made effective for the same validity period), you can view the history of the changes.

1. Search for the parcel bill rate by entering any required search criteria and clicking the **Search (F3)** button.
2. From the list of matching rates that appears, select the parcel bill rate whose history you want to view.
3. Click the **History** button. The History of a rate window opens.
4. Click the **View** button to see the history of the rates for the given validity.

Defining terminal dues rates

Terminal dues are the rates you charge for non-transit inbound and outbound mail. You can define specific terminal dues rate structures for each postal operator and accounting stream. You can also define separate rates for your own and a partner organization's international mail processing centers (IMPCs). See also: National parameter **Give priority to origin IMPC terminal dues rate**.

You can also define default rates. These are the rates that apply to the operators for whom you do not define terminal dues rates. Default rates apply to inbound and outbound mail.

You define a different set of rates for *à découvert* mail that your organization handles as the transit country, and another set for closed transit mails.

Overlapping rates are not allowed in IPS. If you define a new rate that overlaps with an existing one, a warning message alerts you of the impact. You can either proceed to create the new rate or cancel it.

When printing the CN61_REIMS/Old form, IPS uses the rates that were valid as of 31 December of the accounting year.

Navigation

The procedures explained in this topic use windows in the menu **Accounting process** > **Rate management** > **Terminal dues** > .

Procedures

Defining default terminal dues

1. Open window **Default terminal dues rates**.
2. Click the **New (Ins.)** button. The **Edit terminal due rate** window opens.
3. In the **Valid from (mm/yyyy)** field, type the date that this agreement becomes effective.
4. In the **Valid to (mm/yyyy)** field, type the end date of this agreement, if required.
5. In the **Accounting streams** field, select the accounting stream for the rates you want to define. The value you enter in this field determines whether you can define rates per kilogram or per item.
6. In the **Rates** section, complete the **Rate kg**, and **Rate item** field(s) as applicable.

7. Click the **OK** button.

Editing default terminal dues

1. Open window ⬦**Default terminal dues rates**.

2. To search for all existing rates, click the **Search (F3)** button. For a more selective search, select a specific accounting agreement, or a validity date and click **Search (F3)** or do the following:
   - To search for rates not specific to any office, leave the two **no office** check boxes unchecked and the fields beside them blank.

   - To search for rates defined for your own office or partner office, check the **no office** check box next to **Own office** or **Partner office**.

   - To search for rates defined for a specific office in your organization or your partner organization, select the office from the relevant drop-down list.

   From the list of matching terminal dues rates that appears, select the rate you want to edit, and click the **Edit (F5)** button. The **Edit terminal due rate** window opens.

3. In the **Rates** section, edit the **Rate kg**, and **Rate item** field(s) as applicable.

4. Click the **OK** button.

Defining terminal dues rates for letters dispatched and received

1. Open window ⬦**Terminal dues rates for letters dispatched** or ⬦**Terminal dues rates for letters received**.

2. Click the **New (Ins.)** button. A new window opens.

3. In the **Operator** field, use the drop-down list to select the operator for which you want to define the terminal dues.

4. In the **Valid from (mm/yyyy)** field, type the date that this agreement becomes effective.

5. In the **Valid to (mm/yyyy)** field, type the end date of this agreement, if required.

6. If you want to define a specific rate structure for either your own or an operator's international mail processing center, use the drop-down list to specify either your own office in the **Own office** field or the partner office in the **Partner office** field.

7. In the **Accounting streams** field, select the accounting stream for the rates you want to define. The value you enter in this field determines whether you can define rates per kilogram or per item.

8. If you are defining terminal dues rates for bulk mail (accounting stream 'Letters: bulk'), you can define multiple rates per partner operator. To define a new multiple rate, select 'Letters: bulk' from the **Accounting streams** drop-down list. Select the **Handle multiple rates** check box. Enter the name of the rate in the **Criteria name** field (you can define multiple rates with the same criteria name). Click the **Add** button. In the new dialog that opens, enter a unique code (up to three characters in length) and a description of the rate. Click the **OK** button.

9. In the **Rates** section, complete the **Rate kg**, and **Rate item** field(s) as applicable.

10. Click the **OK** button.

Editing terminal dues rates for letters dispatched and received

1. Open window ⬦**Terminal dues rates for letters dispatched** or ⬦**Terminal dues rates for letters received**.

2. To search for all existing rates, click the **Search (F3)** button. For a more selective search, select an operator, an accounting agreement, or a validity date and click **Search (F3)**.

3. From the list that appears, select the terminal dues rate that you want to edit.

4. Click the **Edit (F5)** button. A new window opens.

5. If you want to define a specific rate structure for either your own or an operator's international mail processing center, use the drop-down list to specify either your own office in the **Own office** field or the partner office in the **Partner office** field.

6. In the **Rates** section, enter the new **Rate kg**, or **Rate item** field(s) as applicable.

7. Click the **OK** button.

Viewing the history of terminal dues rates for letters

If the terminal dues rate for a given operator/validity pair has been changed retroactively (i.e. a rate for the current year has been updated and made effective for the same validity period), you can view the history of the changes.

1. Open window **Terminal dues rates for letters dispatched** or **Terminal dues rates for letters received** or **Default terminal dues rates**.

2. From the list that appears, select the terminal dues rate whose history you want to view.

3. Click the **History...** button. The Rate history window opens.

4. Click the **Details** button to see the history of the rates for the given validity.

Defining rates for closed transit mails

You can define specific rates for closed transit mail. **Closed transit mail** is mail that transits a country and is forwarded to the destination country without having to be opened or handled as *à découvert.* You can define separate rates for letters, parcels and empty bags sent by surface and for air conveyance charges.

Navigation

The procedures explained in this topic apply to the following windows:

- **Accounting process** > **Rate management** > **Closed transit** > **Surface EMS charges**

- **Accounting process** > **Rate management** > **Closed transit** > **Surface letters charges**

- **Accounting process** > **Rate management** > **Closed transit** > **Empty bag charges**

- **Accounting process** > **Rate management** > **Closed transit** > **Surface parcel charges**

- **Accounting process** > **Rate management** > **Closed transit** > **Air conveyance charges**

Procedures

Defining closed transit rates

1. You can search for existing closed transit rates or add a new one. To search for all existing rates, click the **Search (F3)** button. For a more selective search, enter the country details or select a valid from date and click **Search (F3)**. The list of closed transit rates that match your criteria

appears. Select the rate you want to edit and click the **Edit (F5)** button. The **Edit closed transit charges** window opens.

2. To add a new rate, click the **New (Ins.)** button. The **Edit closed transit charges** window opens.

3. In the **Transit country** field, use the drop-down list to specify the transit country. 💡 If you are defining the rates for inbound mail (the rates that your organization charges other countries for transit mail) you select your own country in this field.

4. In the **Transit location** field, use the drop-down list to specify the transit location. The location is usually a city or town, but may also be another type of location, such as an airport.

5. In the **Dest (next) country** field, specify the final destination country for the rates you are defining.

6. In the **Dest (next) location** field, specify the final destination location for the rates you are defining.

7. The **Mail class** field specifies the mail class for the rates you are defining. This field cannot be edited.

8. In the **Product type** field, use the drop-down list to select the product type to which this rate structure applies. (For surface parcel charges only.)

9. In the **Valid from (mm/yyyy)** field, enter the month and year that this rate structure becomes valid.

10. In the **Rate Kg** field, enter the rate to be charged per kilogram.

11. In the **Rate per item** field, enter the rate to be charged per item. (For surface parcel charges only.)

Viewing the history of closed transit rates

If the closed transit rate for a given operator/validity pair has been changed retroactively (i.e. a rate for the current year has been updated and made effective for the same validity period), you can view the history of the changes.

1. From the list that appears, select the closed transit rate whose history you want to view.
2. Click the **History...** button. The Rate history window opens.
3. Click the **Details** button to see the history of the rates for the given validity.

⚒ Related configuration

When specifying the **Rate Kg** or **Rate per item**, if the accounting parameter **Allow specification of origin partner operator and rate currency for closed transit rates** is set to **True**, you can select the currency for the rate from the drop-down list, otherwise IPS uses the default currency SDR.

Defining internal air conveyance charges

Air conveyance charges are the fees that a country charges for air transport inside the country. In IPS you can define the charges for air transit inside your own country and the rates that other countries charge. Air conveyance charges apply to mail received and delivered. You can also define air conveyance costs that apply to closed transit mails. These are the rates that the postal organization handling the closed transit mail charges to the partner organization from which the mail is received.

Air conveyances are associated with a specific type of accounting agreement, but can also be defined in more detail. For example, you can have an agreement that applies to a specific partner operator, or specific rates defined by origin office and destination office.

Navigation

The procedures explained in this topic are in the menu **Accounting process** > **Rate management** > **Terminal dues** > .

Procedures

Defining your own internal air conveyances

1. Open window **Define own internal air conveyances (IAC)**.
2. Click the **New (Ins.)** button. A new window opens.
3. In the **Acc agreement** field, use the drop-down list to specify the accounting agreement category (EMS, letter, parcels or REIMS letters) to which this rate will apply.
4. In the **Valid from** and **Valid to** fields, specify the ranges of dates that this rate is valid.
5. If you want to define a rate that applies only to a particular partner or office, use the drop-down lists to specify the optional parameters.

Operator	To define a rate that applies to a specific partner operator, use the drop-down list to specify the operator.
Orig office	To define a rate that applies to mail originating from a specific partner office, use the drop-down list to specify the office.
Dest office	To define a rate that applies to mail going to a particular office in your own country, use the drop-down list to specify the office.

6. In the **IAC rate per kg** field, enter the amount you will charge per kilogram.
7. Click the **OK** button to close the window.
8. Click the **Store (F2)** button to save your changes.

Defining internal air conveyances provided by partners

1. Open window **Define internal air conveyances (IAC) provided by partners**.
2. Click the **New (Ins.)** button. A new window opens.
3. In the **Acc agreement** field, use the drop-down list to specify the accounting agreement category (EMS, letter, parcels or REIMS letters) to which this rate will apply.
4. In the **Valid from** and **Valid to** fields, specify the ranges of dates that this rate is valid.
5. If you want to define a rate that applies only to a particular partner or office, use the drop-down lists to specify the optional parameters.

Operator	To define a rate that applies to a specific partner operator, use the drop-down list to specify the operator.
Orig office	To define a rate that applies to mail originating from a specific partner office, use the drop-down list to specify the office.
Dest office	To define a rate that applies to mail going to a particular office in your own country, use the drop-down list to specify the office.

6. In the **IAC rate per kg** field, enter the amount you will charge per kilogram.

7. Click the **OK** button to close the window.

8. Click the **Store (F2)** button to save your changes.

Defining à découvert country groups

You can define the country groups to appear on the CN65. The CN65 shows the outbound dispatches by country group instead of listing each individually by country. A country group is a combination of transit countries and final destination countries for which a specific schedule of charges apply. For example, one set of charges might apply to an à découvert dispatch transiting Switzerland with a final destination of Austria. A different set of charges might apply to a dispatch transiting Switzerland with a final destination of Canada. You can define groups for the outbound transit mail that your organization sends, as well as the rates that you charge for à découvert mail that you receive as the transit country.

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Rate management** > **À découvert transit** > **Define a decouvert country groups**.

Procedure

1. Click the **New (Ins.)** button. A new window opens.

2. In the **Transit country with a decouvert mail** field, select the à découvert country.

3. Select the mail category from the **Mail category** drop-down list.

4. In the **A découvert group** field, type the number that you want to assign to the à découvert group. You can also use the up and down arrow keys.

5. In the **Countries available** field, select a final destination country to add to this group. To select multiple countries, hold down the **[CTRL]** key on your keyboard as you select countries. You can also hold down the **[Shift]** key to select a group of countries that are listed in sequence in the list.

6. Click the -> key. The countries you selected appear in the **Countries attached to this group** list.

7. Click the **OK** button.

Defining à découvert transit charges

When you define à découvert transit charges, you define the fees you charge as the transit country. In other words, these are the fees you charge other organizations for handling mail that they send that transits through your country but is destined for a third country. You can also define the fees that you are charged when you send à découvert mail.

The à découvert rates apply specifically to dispatches that must be opened. You define a separate set of rates for closed transit mails.

To simplify the accounting process, you first define à découvert country groups. When you create the rates, you assign them to a group.

Before you begin

All charges are specified as SDR units. You must already have defined the SDR rates.

You must also [Define your à découvert country groups](#).

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Rate management** > **À découvert transit** > **A decouvert transit charges**.

 Procedures

Adding new à découvert rates

1. You can search for existing à découvert rates or add a new one. To search for all existing rates, click the **Search (F3)** button. For a more selective search, enter the country details or select a mail category and click **Search (F3)**. The list of à découvert rates that match your criteria appears. Select the rate you want to edit and click the **Edit (F5)** button. The **Edit à découvert charge** window opens.
2. To add a new rate, click the **New (Ins.)** button. The **Edit à découvert charge** window opens.
3. In the **Transit country** field, use the drop-down list to select the transit country. If you are defining the rates you charge when you are the transit country, you would select your country in this field.
4. In the **A découvert group** field, select the number of the group for which you are defining rates. (If your organization sends à découvert mail to a transit country, typically that country will notify you in advance of their groups and which countries belong to the group.)
5. In the **Mail category** field, select the mail category.
6. In the **A découvert group name** field, type a brief name to describe the group. This name can be any name you want to use to help you identify the group.
7. In the **Valid from** field, enter the date that this rate structure becomes valid.
8. In the **Valid to** field, enter the end date of this rate structure.
9. By default, the **Use single rate** check box is selected. To use a single rate for both transitional and target origin countries for a defined à découvert (destination country) group, leave the check box as it is.
10. In the **Rate kg (SDR)** field, type the rate, in SDRs, that applies to this group.
11. To use different rates for transitional and target countries, uncheck the **Use single rate** check box.
12. In the **Target rate kg (SDR)** and **Transitional rate kg (SDR)** fields, type the target and transitional rates, in SDRs, respectively.
13. Click **OK**. The new rate is added to the **À découvert transit charges** list.
14. Click **Store (F2)** to save the new à découvert transit charge.

Viewing the history of à découvert rates

If the à découvert rate for a given operator/validity pair has been changed retroactively (i.e. a rate for the current year has been updated and made effective for the same validity period), you can view the history of the changes.

1. Open window **Accounting process** > **Rate management** > **À découvert transit** > **A decouvert transit charges**.

2. From the list that appears, select the à découvert rate whose history you want to view.

3. Click the **History...** button. The Rate history window opens.

4. Click the **Details** button to see the history of the rates for the given validity.

Defining EMS à découvert rates

You can define a specific set of rates for à découvert EMS dispatches sent outbound or received in transit.

Rates can either be defined by a transit operator in the absence of a bilateral rate, or they can be bilateral rates agreed between the origin and transit operator. Bilateral rates take precedence.

The rates are used in the generation of CN67 and CN51 forms. Rates are specified in SDR.

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Rate management** > **À découvert transit** > **EMS a decouvert rates**.

Procedure

Create or edit a rate

1. To search for an existing rate, enter some search criteria and click **Search (F3)**.

2. To edit a rate, select it from the list and click **Edit**, or click **New (Ins)** to specify a new rate. You can also click **Copy (F6)** to update a copy of an existing rate.

3. In the Edit EMS à découvert rate window, enter the **Transit operator** and **Destination country**.

4. If this is a bilateral rate, enter the **Origin operator**.

5. Enter the validity period. You must select at least a **Valid from** date.

6. Specify the details of the rate. You can specify a:
   - rate per document item and/or kg
   - rate per merchandise item and/or kg
   - internal or outward air conveyance rate
   - handling fee per item

7. Click **OK** to close the window.

8. Click **Store (F2)** to store the rate.

Delete a rate

1. Enter some search criteria and click **Search (F3)**.

2. Select the rate in the list and click **Remove**.

3. Click **Store**.

View the history of a rate

You can view details of historical rates for a rate which has more than one validity period defined.

1. Enter some search criteria and click **Search (F3)**.

2. Select the rate in the list and click **History**.

3. In the History of a rate window, you can view the details of a historical rate by selecting it in the list and clicking **View**.

Managing transport rates

In IPS, you can define the accounting rates for the transport companies you use for transportation on some or all of your routes. Use this procedure to define not only the rate, but also specific information about the company, transport origins and destinations, mail type and rate type.

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Rate management** > **Transport** > **Transport rates**.

Procedures

Defining transport rates

1. You can search to find out whether any transport rates are already set up. Select any of the following criteria and click the **Search** button:

Settlement company	The company that bills you for transport services. The settlement company can be a transport company or a company that acts as an intermediary between your organization and transport companies.
Mail category	Select the mail category you want to apply this rate to: • Air • S.A.L • Surface • Prio by surface
Transport type	Select the radio button for either **Airline** or **Other** (trucks, ships, trains).
Orig location	Select the originating location from the drop-down list. This is typically an airport, train station or port.
Transport company	The company that provides the transport, for example, a trucking company.

Dest location	Select the destination location from the drop-down list. This is typically an airport, train station or port.
Valid on	Select the starting validity date from the drop-down calendar.

2. To edit an existing transport rate, select the rate in the item list and click the **Edit (F5)** button.
3. To add a new transport rate, click the **New (Ins)** button.
4. A new window opens. Specify the information about this configuration:

Settlement company	The company that bills you for transport services. The settlement company can be a transport company or a company that acts as an intermediary between your organization and transport companies.
Transport type	Select the radio button for either **Airline, Ship, Truck** or **Train**.
Transport company	The company that provides the transport, for example, a trucking company.
Orig location	Select the originating location from the drop-down list. This is typically an airport, train station or port.
Dest location	Select the destination location from the drop-down list. This is typically an airport, train station or port.
Mail category	The mail category you want to apply this rate to. Select a category from the drop-down list: • Air • S.A.L • Surface • Prio by surface
Mail class	Select a mail class you want to apply this rate to, for example, parcels.
Valid from	Select the starting validity date from the drop-down calendar.
to	Select the ending validity date from the drop-down calendar.
Rate type	Select the basis for the rate calculation, for example, per kilogram or a flat rate per trip.
Rate	Type the rate.
Currency	Select the currency for this rate from the drop-down list.
Container type	This drop-down list is only visible if you selected 'LUNIT" as

	the **Rate type**. Choose the container type from the drop-down list. For details on how this list is created, see [Defining your own container types](#).
Surcharge 1/2/3	Type any extra charges and if you want to define a discount, type a negative value.
Comments	If you want to enter any special comments about the rate, type them here.

Viewing the history of transport rates

If the transport rate for a given operator/validity pair has been changed retroactively (i.e. a rate for the current year has been updated and made effective for the same validity period), you can view the history of the changes.

1. From the list that appears, select the transport rate whose history you want to view.
2. Click the **History...** button. The Rate history window opens.
3. Click the **Details** button to see the history of the rates for the given validity.

Managing calculated IPKs

If you do not use IPS for sampling, you can store and manage your calculated IPKs (items per kilo) in IPS. This information is used for accounting. When generating the forms CN54 bis, CN61_REIMS/Old and NO3, IPS automatically inserts the IPK values you have defined. You can define IPK values at the office level or operator level. IPS allows you to maintain IPK rates separately from your terminal dues rates.

IPS stores a history of all IPK changes, along with information about who updated an entry and when the change was made. You can run reports to check the history of your IPKs for a particular operator or accounting stream.

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Rate management** > **Terminal dues** > **Calculated IPKs, adjustments and proportions**.

Procedure

1. If you want to edit an existing calculated IPK, first search for it. To search for:
   - all existing IPKs, select the mail flow direction (**Inbound**, **Outbound** or **Both**)

   - operator-level IPKs, specify the partner operator and validity date in the **Operator** and **Valid on** fields, then leave the two **No office** check boxes unchecked; you can also specify the mail flow

   - office-level IPKs, specify the partner operator and validity date in the **Operator** and **Valid on** fields, then select the origin office and/or partner office in the **Own office** and/or **Partner office** field

2. Click the **Search (F3)** button.

3. IPS displays a list of the calculated IPKs that meet your search criteria. Select the IPK you want to edit and click the **Edit (F5)** button.

4. If you want to create a new calculated IPK, click the **New (Ins)** button.

5. If you want to reuse the IPK values specified for one operator for another operator, select the IPK you want to reuse from the item list and click the **Copy (F6)** button.

6. In the new window that opens, specify the information for the calculated IPK. Fields marked with an asterisk (*****) are mandatory. Select the partner organization from the **Operator** drop-down list.

7. Select a radio button for the mail flow direction, either **Inbound** or **Outbound**.

8. If you want to define an IPK value for your own office and/or the counterpart office of the partner organization, specify the office in the **Own office** and **Partner office** fields. Note that if:
   - you fill in only the **Own office** field, the IPK applies to mail sent from/received to your own office, regardless of the counterpart office of the partner organization

   - you fill in only the **Partner office** field, the IPK applies to mail sent from/received to the counterpart office of the partner organization

   - you fill in both fields, the IPK applies to mail exchanged between the two offices for the mail flow selected

9. Select the starting validity date from the **Valid from** drop-down calendar.

10. If you want to specify a validity ending date, select it from the **Valid to** drop-down calendar.

11. Select the accounting period type and period from the **Period type** and **Period** drop-down lists.

12. Select the accounting year in the **Year** field.

13. Specify any of the following IPK information, if required:
    - **Mail category**

    - **Mail subclass**

    - **Receptacle type**

    - **Product type**

    - **Content format**

14. Enter the sampled gross and net weights in the **Sampled net weight** and **Sampled gross weight** fields, if required. IPS automatically calculates the adjustment and displays it in the **Adjustment** field. The adjustment is calculated by dividing the net weight by the gross weight.

15. If you did not enter gross and net weights in the **Sampled net weight** and **Sampled gross weight** fields and want to specify an adjustment amount, specify the amount in the **Adjustment** field.

16. If the receptacle content format is **X (Mix of all formats)**, you can specify the proportion of P (Small), G (Large) and E (Bulky) mail. Enter the proportion as a percentage in the **P proportion**, **G proportion** and **E proportion** fields.

17. Type the IPK value in the **IPK** field.

18. If the receptacle content format is **X (Mix of all formats)**, you can specify the IPK of P (Small), G (Large) and E (Bulky) mail in the **P IPK**, **G IPK** and **E IPK** fields.

19. Add any additional information about the calculated IPK in the **Comments** field.

20. When you have finished making changes, click the **OK** button.
21. Click the **Store (F2)** button to save your changes.

Managing predefined IPKs

You can store and manage your predefined IPKs (items per kilo) in IPS. This information is used for accounting. When you generate the CN54Ter form, IPS automatically inserts the IPK values you have defined.

IPS provides the list of IPKs defined by the POC for each content format. You must additionally define a rate for content format X. If you do not define an IPK for all four content formats, IPS cannot generate the CN54Ter.

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Rate management** > **Terminal dues** > **Predefined IPKs**.

Procedure

1. If you want to edit an existing predefined IPK, specify the search criteria. You can refine your search by specifying the partner operator, mail flow direction, content format and validity date in the **Operator**, **Mail flow**, **Content format** and **Valid on** fields. Click the **Search (F3)** button.
2. IPS displays a list of the predefined IPKs that meet your search criteria. If you specified no operator, or no IPK is defined for the operator and content format you specified, IPS displays the predefined POC rates for the content format (or all content formats if no content format was specified), IPS. Select the IPK you want to edit and click the **Edit (F5)** button. IPS enables the fields you can edit in the **IPK management** section at the bottom of the window.
3. If you want to create a new predefined IPK, click the **New (Ins)** button. IPS enables the fields in the **IPK management** section at the bottom of the window.
4. Specify the information for the IPK. The fields marked with an asterisk * are mandatory:
   - Select the partner organization from the drop-down list in the **Operator** field.
   - Select a radio button for the mail flow direction, either **Inbound** or **Outbound**.
   - Select the **Content format**.
   - Select the starting validity date from the **Valid from** drop-down calendar.
   - Specify the number of items per kilo in **IPK**.
   - When you finish making changes, click the **Store (F2)** button to save your changes.

Managing VAT percentages

For postal organizations located in European Union (EU) member countries, Value Added Tax (VAT) must be paid on transport within the EU. In IPS you can define the VAT percentage rate for each country. This allows you to correctly calculate the amounts you owe to transport companies when they bill you for their services.

Navigation

The procedure(s) explained in this topic use window **Accounting process** >**Rate management** > **Transport** >**VATs**.

Procedure

1. If you want to add the VAT percentage for a new country, click the **New (Ins)** button.
2. A new window opens. In the **Country** field, select a country from the drop-down list.
3. In the **Valid from** field, use the drop-down calendar to select the start date for the percentage validity.
4. Type the VAT percent rate for the country in the **VAT percentage** field.
5. If you want to edit an existing percentage, select the starting validity date in the **Valid on** box. Select a country from the **Country** drop-down list, or you can leave the **Country** field blank. Click the **Search (F3)** button. Select the country you want to edit from the item list, click the **Edit (F5)** button.

    You can only edit the VAT percentage rate. You cannot change the country or the starting validity date; these fields are disabled.
6. Click the **OK** button.
7. Click the **Store (F2)** button to save your changes the IPS database.

 The fields marked with an asterisk * are mandatory.

Defining direct access rates

Defining direct access rate properties

Before you can create any direct access rate structures, you must define the properties that they will be constructed from. This is a two stage process: first you define the properties themselves, and then you define the values that can be accepted by those properties.

Once you have defined all the necessary properties for a direct access rate, you can proceed to [define the direct access rate structure](#).

Navigation

The procedure(s) explained in this topic use window **Accounting process** >**Configuration** > **Direct access** > **Properties** or **Property values**.

Procedures

Defining direct access properties

1. You can search for existing properties or add a new one. To search for all existing properties, click the **Search (F3)** button. Alternatively, type the name of the property in the **Property name** field and click **Search (F3)**.

    An asterisk can stand for one or more characters in the name.

2. The list of properties that match your criteria appears. Select the property you want to edit and click the **Edit (F5)** button. The **Edit property** window opens. Click the **Reset** button to clear the display of direct access properties.

   ✎ To prevent the display of properties that are always present for all rate structures, check the corresponding check-box.

3. To create a new property, click the **New (Ins.)** button. The **Edit property** window opens.

4. In the **Property name** field, type the name of the property.

5. In the **Property type** drop-down list, select the type of the property : **Conditional** or **Additional information**.

6. In the **Value type** drop-down list, select the type of the value : **Defined values** or **Free text**. Defined values means the user can only enter one of the pre-defined values for that property, while for free text any values are allowed.

7. Click the **OK** button.

Defining direct access property values

1. First, define the property, following the steps in the above procedure.

2. You can search for existing property values or add a new one. To add a new property value, click the **New (Ins.)** button. The **Add/update Direct Access property value** window opens.

3. To search for all existing property values, click the **Search (F3)** button. To perform a more specific search, enter your required criteria in the relevant selection criteria fields, and then click **Search (F3)**. The list of property values that match your criteria appears. Select the value you want to edit and click the **Edit (F5)** button. The **Add/update Direct Access property value** window opens.

4. In the **Property** field, use the drop-down list to select the property for which you are defining a value. The property must be an existing one, defined using the procedure above this one.

5. In the **Mail flow** field, select the Inbound, Outbound or Both radio button, to define the direction of the mail.

6. In the **Operator** field, use the drop-down list to select the operator that the property value applies to.

7. In the **Accounting stream** field, use the drop-down list to select the accounting stream that the property value applies to.

8. In the **Value** field, type the value for the property.

9. In the **External code** field, type the code used to identify the property value to an external application. This field is optional.

10. Click the **OK** button.

Deleting direct access property values

1. Define your search criteria then click **Search (F3)** to search for property values. In IPS, you can delete property values that are not used in either rate or rate structure. Use the radio buttons to filter your search.
   - **In Use** - Select to display only property values which are used in a rate, in a rate structure, or both.

   - **Not in Use** - Select to display only property values which are not used in any rate or rate

structure

- **Both** - Select to display property values that match all other search criteria you define

2. Select one or more property values to be deleted from the search results then click **Remove**. IPS performs one of the following:
   - deletes all selected property values after validating that they are not in use

   - displays a message that deletion cannot be performed if all selected property values are in use

   - displays a message if only a portion of the selected property values can be deleted and asks for confirmation to proceed. If confirmed, the applicable property values marked for deletion are deleted. Otherwise, no deletion is performed.

Defining direct access rates

The use of **Direct Access rates** allows partner organizations to have direct access to your domestic mail processing system, for the purpose of accounting. Any mail that uses this type of rate is treated as if it originated in one of your own offices of exchange.

To define a Direct Access rate, you first need to create the underlying rate structure. This is a kind of template, that is constructed from a number of pre-defined properties, uses a particular formula type, and may have optional restrictions, as well as any number of applicable rebates or surcharges.

The Direct Access rate structure is then used to create a rate that is unique for a combination of the following parameters:

- Operator

- Mail flow (inbound or outbound)

- Accounting stream

- Period of validity

Before defining the rate structure, you must define the Direct Access properties that it uses.

Navigation

The procedures explained in this topic use windows in the menu **Accounting process** > **Configuration** > or **Rate management** > **Direct access** > .

Procedures

Defining Direct Access rate structures

1. Open window **Rate Structures**.
2. You can search for existing rate structures or add a new one. To search for all existing rate structures, click the **Search (F3)** button. For a more selective search, enter the operator or accounting stream details or select a mail flow and click **Search (F3)**. The list of rate structures that match your criteria appears. Select the rate you want to edit and click the **Edit (F5)** button. A new window opens.
3. To add a new rate structure, click the **New (Ins.)** button. A new window opens.

4. Fill in the details of the rate structure; the fields marked with an asterisk * are compulsory.

Operator	The postal operator for which this rate structure applies.
Accounting Stream	One of the valid Direct Access accounting streams.
Valid from	The date when this rate structure becomes valid. This must be at least one day after the end of the previous rate structure with the same parameters.
Valid to	The date after which this rate structure is no longer valid.
Mail flow	Inbound or outbound mail.
Rate structure properties	Click the **New (Ins.)** button or the **Edit (F5)** button to add or edit one or more rate properties that have previously been defined for the current operator. See [Adding or editing properties in Direct Access rate structures](#). 💡 Click here for details on how to [define rate properties](#).
Formula types	The formula to be used when calculating the rate.
Restrictions	Any restrictions that you want to apply to the rate structure. You can restrict it to a given Weight range, Item range or make it Specific for group of OEs.
Rate structure surcharge/rebate types	Select a surcharge/rebate from the list and click the **Edit** button to change an existing surcharge/rebate, or click the **New** button to create a new one. You can then include the surcharge/rebate, when creating the rate structure. See [Adding or editing properties in Direct Access rate structures](#).

5. Click the **Preview** button to see what the Direct Access rate that uses this structure will look like.
6. Click the **Store (F2)** button or press the **[F2]** key on your keyboard to save your changes.
7. Click the **Exit** button to close this window.

Adding or editing properties in Direct Access rate structures

📝 If the current rate structure has one or more rates based on it, you can only add a new property if you define a default value for it.

1. Add a new rate structure, or open an existing one for editing, as described in the above procedure, [Defining Direct Access rate structures](#).
2. In the screen, Direct Access:Rate Structure, under the section **Rate structure properties**, click the **New (Ins.)** button to add a new property, or select a property from the list and click the **Edit (F5)** button to edit the property. A new window opens.

3. In the **Property** field, use the drop-down list to select the property to add. This field is grayed out if you are editing a property in the rate structure.

4. If the property has a default value, use the **Pre-defined** drop-down list to select a value, or enter the default in the **Free text** field.

5. Check the **Default value can be changed** check box, if the property's default value can be changed.

6. Click the **OK** button.

Adding or editing surcharges and rebates in Direct Access rate structures

A Direct Access rate structure can include one or more rebates or surcharges. The total of the rebate/surcharge amounts will be taken into account when the rate is calculated.

1. Add a new rate structure, or open an existing one for editing, as described in the above procedure, Defining Direct Access rate structures.

2. In the screen, Direct Access:Rate Structure, under the section **Rate structure surcharge/rebate types**, click the **New** button to add a new property, or select a property from the list and click the **Edit** button to edit the property. A new window opens.

3. In the **Denomination** field, enter the denomination of the rebate or surcharge.

4. In the **Calculation type** field, use the drop-down list to select one of the Direct Access calculation types.

5. Select the **Rebate** or **Surcharge** radio button, depending on which one you are adding.

6. In the **Surcharge/rebate code** field, enter the code for the rebate/surcharge, as it is represented in the external application.

7. Click the **OK** button.

Adding or updating Direct Access rates

1. Open window 🔷**Direct access rates**.

2. You can search for existing rates or add new ones. To search for existing rates, specify your selection criteria then click **Confirm**. IPS enables the **Property** fields.

3. Enter values for the **Property** and **Defined value** or **Free value** fields then click **Search (F3)**.

   IPS displays the list of rates that match your criteria. 📝 If you use a product name as a search criterion, enter a partial product name and a wild card or a full product name in either lowercase or uppercase letters. You can also enter a product name containing parentheses.

4. Select the rate you want to edit and click the **Edit (F5)** button. A new window opens.

   📝 To see the previous versions of a rate, select it in the list and click the **History** button.

5. To update multiple rates belonging to the same operator, highlight the rates in the list, and click the **Subsequent** button. This lets you keep all the other details for the rate, and just update the **Valid from** and **Valid to** values, and the **Rate kg** or **Rate item**. For instructions on how to modify multiple rates, see Editing a Direct Access rate.

6. To perform bulk editing of direct access rates, highlight the rates in the list, or click **Select all** to select all the rates, then click the **Bulk edit** button. The **Bulk edit** pop up appears. Enter the date in the **Valid to** field, and click **OK**. If you leave this field blank, the rates you selected will be valid indefinitely.

   📝 If there are rates that cannot be updated, IPS displays a dialog box that prompts you for confirmation before proceeding with the update. Click **Yes** to update the rates.

Otherwise, click **No**. IPS prompts you to view the rates that cannot be updated.

7. If you are adding a new rate, click the **New (Ins.)** button. The Select direct access rate structure window opens.

8. In the **Operator** field, use the drop-down list to select the operator for which you want to define the rate.

9. In the **Accounting stream** field, use the drop-down list to select the accounting stream for the rate.

10. In the **Mail flow** field, click either the **Inbound** or **Outbound** radio button as appropriate.

11. In the **Valid from**field, use the drop-down list to enter the date when the rate becomes valid.

12. In the **Valid to**field, use the drop-down list to enter the date after which the rate is no longer valid.

13. Click the **OK** button. A new window opens, displaying the rate based on the rate structure you selected.

The layout of the Add/update Direct Access rate window depends on the rate structure that you chose to base it on. The structure acts as a template for the rate, into which you enter the specific values you want to use. For instructions on how to edit the rate, see the help topic, Editing a Direct Access rate.

Deleting Direct Access rates

1. Open window **Direct access rates**.

2. Perform a search for invalid rates to be deleted. In IPS, you can delete rates that were valid in the past and rates that will only be valid in the future.

 To search for rates that are no longer valid since a given date, enter a date in the **Invalid since** field.

3. Select one or more Direct Access rates to be deleted from the search results displayed then click **Remove**. IPS deletes the selected rates from the database.

Deleting Direct Access rate structures

1. Open window **Rate structures**.

2. Perform a search for rate structures to be deleted. Filter your search criteria using the radio buttons.
   - In Use - Select to display only rate structures that are used in existing rates
   - Not in Use - Select to display only rate structures that are not used in existing rates
   - Both - Select to display all rate structures that match all other search criteria you define

3. Select one or more rate structures to be deleted from the search results then click **Remove**. IPS:
   - deletes all rate structures after validating that they are not in use
   - displays a message that deletion cannot be performed if all selected rate structures are in use
   - displays a message if only a portion of the selected rate structures can be deleted and asks for confirmation to proceed. If confirmed, the rate structures applicable for deletion are deleted. Otherwise, deletion is canceled.

Editing Direct Access rates

A **Direct Access rate** is created by selecting the appropriate rate structure, and then completing the fields with the relevant data.

This topic describes how to edit a new or existing rate. Before doing that, you need to Define Direct Access rates.

The rate window can contain some or all of the following elements, depending on the definition of the rate structure on which it is based. The window displays the elements in the order listed, if applicable:

- Information about the rate (Product name, Conveyance and Validity)

- Properties of type Condition

- Any restrictions that apply to the rate:

    - Offices of exchange details

    - Weight or item ranges

- Rate value details (formula type, currency, factor, base weight etc.)

- Any surcharges or rebates that apply to the rate

- Properties of type Additional information

You can edit Direct Access rates in a number of ways:

- entering information for the first time in a new rate

- entering information for a rate which will replace an existing rate in the future (subsequent rate) using the EDI event log

- updating a single existing rate

- updating multiple rates for a specific operator

- entering information for multiple rates which will replace other rates (subsequent rates)

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Rate management** > **Direct access** > **Direct access rates**.

Procedures

1. Create a new rate, or select one or more existing rates for editing, as described in the procedure Defining Direct Access rates. A new window opens.
2. Fill in the details of the rate; the fields marked with an asterisk * are compulsory.

Product name	The name of the postal product to which the rate applies. Enter a meaningful name that will help you identify the rate.

Conveyance	Type of mail category; priority or non-priority.
Valid from	The date when this rate becomes valid. This must not be earlier than the start of validity of the structure on which the rate is based.
Valid to	The date after which this rate is no longer valid. This must not be later than the end of validity of the structure on which the rate is based.
Conditions	Any properties of type Condition that are defined in the underlying rate structure.
Offices of Exchange	If you checked the restriction **Specific for group of OEs** in the underlying structure, select one of the groups from the **Selected group** drop-down list, or check the **Valid for all offices of exchange** check box. If it is an outbound rate, the list contains your own post's groups of OEs; if inbound, the list displays the groups of the selected partner organization's OEs. See the related help topic for details of [defining groups of offices of exchange]().
Range	If either the weight or item range restriction was checked in the underlying structure, enter the corresponding lower and upper limits of the range in the appropriate text fields.
Rate	From the **Formula type** drop-down list, select one of the valid formulae as defined in the underlying structure, a currency from the **Currency** drop-down list, and in the **Factor**text field, enter the multiplier to be used when calculating the rate. The display of other fields (such as **Rate kg**, **Fixed rebate per item**, etc) depends on the formula type defined in the underlying structure.
Rate surcharges or rebates	According to which rebates/surcharges were defined in the underlying structure, enter the appropriate values in the text fields (for example, **Percentage** or **Amount item**). Any rebates/surcharges will only be effective if you check the corresponding **Selected** check box.
Additional information	Any properties of type 'Additional information' that are defined in the underlying rate structure.

3. When you have entered all the necessary information for the rate, you need to save it using one of the following options:

- Click the **Store & Exit** button to save the rate and return to the previous screen.

  If you are creating a subsequent rate and the start of validity date for the new rate is before the end of validity date for the previous version of that rate (or if the end of validity is open), IPS automatically adjusts the **Valid to** date of the old rate, so there is no overlap.

- If you want to create another rate using the same rate structure, click the **Store & Next** button. The Add/update Direct Access rate window opens, based on the same structure.

- If you are updating multiple rates for a given operator, click the **Store & Subsequent** button, if you want to save the current rate and create another subsequent rate for the following item in the 'Search rates' list.

  The subsequent rate will be stored and if the start of validity date for the new rate is before the end of validity date for the previous version of that rate (or if the end of validity is open), IPS automatically adjusts the **Valid to** date of the old rate, so there is no overlap.

Configuring accounting exclusions

The **Accounting Exclusion Configuration** function allows you to manage exclusion rules based on origin and destination operators of which one must be own operator, sets of offices, and mail class and subclasses. This feature is meant to exclude dispatch subclasses from accounting.

It is not possible to store two exclusion rules of the same type. This means that there cannot be the same operator combination, mail class, origin and destination office pairs, or validity period.

Possible closed transit dispatch charges are not excluded.

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Configuration** > **Accounting Exclusion Configuration**.

Procedure

1. Click the **New (Ins.)** button. The **Edit accounting dispatch exclusion configuration** window appears. Mandatory fields are marked with an asterisk.
2. Select the **Origin operator** from the drop-down list.
3. Select the **Destination operator** from the drop-down list.
4. Select the **Origin office** of the dispatch from the drop-down list.
5. Select the **Destination office** of the dispatch from the drop-down list.
6. Select the **Mail subclass** to be excluded from accounting from the drop-down list.
7. In the **Valid from** field, enter the desired starting year, or use the drop-down list. The default value is the current year. If left as is, the exclusion rule is to be applied as soon as it is stored when generating forms for the current year. If another value is selected, the rule applies from January 1st till December 31st of that year.

8. In the **Valid to** field, enter the desired ending year, or use the drop-down list. If a year is selected, the rule applies until the end of that year. If left blank, the rule applies indefinitely.

9. Click the **OK** button to save your record or **Cancel** to clear your entries and exit.

10. Click **Store (F2)** to save the exclusion rule.

Dispatches may manually be re-included into accounting by using the existing **Search/-modify dispatch documents** function. See "Viewing and modifying dispatch documentation" on page 120.

Working with accounting information and documents

Generating draft accounting forms

As you use IPS to create dispatches, IPS automatically produces the dispatch documentation. IPS stores the information about all the dispatches that were created and this information is used to create the outbound accounting forms. You can generate draft versions of your accounting forms either for comparing with forms received from a partner, or for checking before you print the final copy. You can also email a copy of the form to your partner. If the form you want to generate is an editable form, such as the CN52 General accounts, IPS displays a window that lets you enter your information before printing.

To print official versions of the forms, use an accounting action.

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Generation of forms** > **Generate draft accounting forms**.

Procedure

1. In the **Accounting Type** box, select the category of the form.
2. In the **Mail class** box, select the class of mail. Some of the radio buttons may be unavailable, depending on the type of form you selected in the **Accounting Type** box.
3. In the **Accounting form** box, select the specific form to print or email. The options available in this box depend on the accounting type and mail class you selected.
4. Click a radio button to specify the mail flow. Some of the radio buttons may be unavailable, depending on the accounting form you selected.
5. In the **Period** box, select the accounting year and click a radio button to select an accounting period, then use the drop-down list next to the period you selected to specify the exact month, quarter or semester. For example, if you select **Month**, you must select a specific month.
6. If you want to include only information for a certain mail type, select a product type, mail class, mail category, or conveyance using the drop-down lists in the **Mail type** box. This information is optional.

   For parcels, if you do not select a product type in the **Product type** drop-down list, the rate used is the default 'UPU parcels' rate. You define rates for parcel product types, such as EPG, in the Parcel bill rates screen.
7. If you want to include only information for a particular partner operator, partner office or own office, fill in the fields in the **Partner** box.
8. In **No copies**, specify the number of draft copies you want to print. This field has no effect if you are emailing the form.

9. If you want to preview the form, press the **[F7]** key or click the **Preview (F7)** button.

   If it is an editable form, such as the CN64_REIMS/Old Statement of terminal dues, a window opens allowing you to type information into the form's fields. When you have finished editing, click the **Store (F2)** button.

10. You can now print the draft form or email it to your partner. To:
    - print the form, press the **[F8]** key or click the **Print (F8)** button

    - email the form, press the **[F6]** key or click the **EMail (F6)** button; depending on how IPS is configured for your organization, IPS may display:
      - a pop-up dialogue for adding or editing email details; you can specify more than one recipient email address separated by semi-colon

      - an error message due to a missing or incorrect SMTP server or sender email address

    See **Related configuration** for tips on how to configure email for accounting forms.

You can create a custom signature for accounting forms using template files. See Customizing signatures on accounting forms for details.

Related configuration

If parameter **Do not allow generation of draft forms to modify IPK** is set to **True**, IPS does not overwrite the IPK values stored in the database when you generate CN54bis_Old or N03 forms in Draft mode. This parameter is set to **True** by default.

The following configuration **must** be set up before you can email accounting forms:

- **SMTP server address**: this parameter is in National management > System > National parameters, **Other** tab.

- a sender email address in the user setup screen (see Adding new users for more details).

These optional parameters are also available:

- **Show confirmation popup while sending email from accounting**: this parameter is in National management > System > National parameters, **General** tab. If set to **True**, a pop-up appears displaying details of existing email addresses configured for the partner, if any. You can edit the details or add them if none are specified. If the parameter is set to **False**, the email is sent without confirmation if the recipient email address is available; if not the pop-up is displayed so it can be specified.

- **Accounting email body**: this parameter is in National management > System > National parameters, **Custom** tab. You can use it to specify default body text for the email.

Running accounting actions

When you are ready to produce accounting forms, you can run accounting actions to generate many forms at once. Accounting actions are a way of grouping the separate accounting tasks that you must complete on a regular basis. For example, imagine that every quarter you must calculate the air dues for open transit mail, and as a part of this process you always print the CN51 and CN67 forms. You can execute an accounting action that will generate these forms for you. Your system administrator sets up the accounting actions. Accounting actions are defined by accounting type (such as terminal

dues or air dues for closed transit mail) and by accounting period. You can execute accounting actions for partners individually, or set up a group of accounting partners. Accounting actions that you have executed can be monitored to verify that all the necessary actions were executed and that they were successful. When necessary, you can re-run an accounting action.

You run accounting actions separately for each business partner, or even specifically for an office in a partner's organization. You have the option to print draft or official versions of the forms. Once you have executed your accounting actions, you can monitor them to identify any problems or any actions that were not executed.

Once you have run an accounting action, you can later re-run it if necessary. There are several reasons why you may need to re-run an accounting action. For example, if any rates were not correctly configured IPS may not be able to print one or more of the forms in the accounting action. Once your system administrator has corrected the problem, you can re-run the accounting action. If the accounting action prints a form that can be edited in IPS, you can adjust the values if necessary before reprinting.

Document mirroring

The documents that you generate as part of the accounting process are based on the flow of mail in one particular direction. This concept is called mail flow. A mail flow is outbound,inbound or transit. You can use IPS to generate accounting documents for all mail flows. IPS also supports "mirror" versions of all documents. A mirror document is a document that was generated for the opposite direction from the normal mail flow. For example, the CN55 Statement of Mails documents inbound mail flow. It lists the mail you received from a particular partner. The receiving designated operator generates this form and sends it to you. If you generate an "outbound" CN55, it shows the mail you sent to the partner. Typically you do not print an official copy of the mirror documents or send them to partners. You use it only to compare your data in IPS with the data you receive from the partner.

Forms that are used for final settlement of bills, such as the CN61_REIMS/Old , are associated with money rather than mail flows. These forms are based on the concept of creditor and debtor. The creditor designated operator usually prints settlement forms. However, if you are the debtor, you can also print settlement forms for comparison purposes. The forms will look as though they were printed by the partner designated operator. This makes it easy for you to compare your data with the official forms you receive from the partner designated operator.

Accounting actions are only available if your IPS system administrator has defined them for your organization.

Some forms can be edited directly from a screen in IPS. If you are executing an accounting action that prints an editable form, a new window will open that gives you the opportunity to adjust the values as necessary.

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Generation of forms** > **Perform & monitor accounting actions**.

Procedures

Running accounting actions

1. In the **Partner operator** field, use the drop-down list to select the partner for which you want to run this accounting action.

2. In the **Accounting year** field, use the arrow keys to select the year from which to include data. The current year is displayed by default.

3. Click the **Search (F3)** button. IPS displays any accounting actions that have already been executed in the list boxes on three tabs. Each tab shows you the actions that have already been executed, along with a brief status.

4. To create a new action, select the relevant tab for the type of accounts you want to generate (**Terminal dues**, **Transit**, or **Others**), and click the **Run new action (F2)** button. A new window opens.

5. If the accounting type is **Others**, in the **Accounting type** box, use the drop-down list to specify whether you want to run the action for indemnities or for general accounting.

6. If the accounting type is **Terminal dues**, in the **Mail class** box, select the mail class by clicking the corresponding radio button.

7. In the **Accounting action** box, select the accounting action you want to execute. The **Inbound** or **Outbound** radio button is automatically selected to show the accounting flow of the accounting action you selected.

8. In the **Accounting period** field, use the drop-down list to select the accounting period. The available choices in the list depend on the accounting action you selected.

9. Select a partner operator from the drop-down list in the **Partner operator** field.

10. If you want to generate the forms for a specific partner office, use the drop-down list to select it in the **Partner office** field.

11. If you want to generate the forms for a specific office from your organization, use the drop-down list to select it in the **Own office** field.

12. If the current accounting action includes a cover letter, the screen displays a number of corresponding fields that let you customize the cover letter body text. In the **Language** drop-down list, choose the language of the cover letter. In the **Denomination** drop-down list, select the name of the cover letter. If your organization has defined specific postal addresses for the type of accounting action, select the address from the **Postal address type** drop-down list. Click the **Edit letter body** button to change the contents of the cover letter.

    You can create a custom signature for accounting forms using template files. See Customizing signatures on accounting forms for details.

13. To enter additional costs for this accounting action form, click the **Capture additional costs** check box and enter the extra costs in the window that opens.

    You can enter negative values in the window to apply one or more rebates for the form.

14. Click the **Draft** or **Official** radio button to specify the type of document. If you select **Draft**, the word Draft will be printed on the form.

15. Check one or more of the following boxes, if required:
    - **Preview**, to see a preview of the form

    - **Print**, to print the form

- **Email**, to email the form; depending on how IPS is configured for your organization, IPS may display:
    - a pop-up dialogue for adding or editing email details; you can specify more than one recipient email address separated by semi-colon

    - an error message due to a missing or incorrect SMTP server or sender email address

    See **Related configuration** below for tips on how to configure email for accounting forms.

16. Click the **Run (F2)** button.
17. If the accounting action prints an editable form, a new window opens. This window closely resembles the paper form. Use this window to make any adjustments that are necessary.
    - You can use the arrow keys on your keyboard to move between fields on this window.

    - You can use the **Tab** key to advance to the next editable field or button, or the **Shift** and **Tab** keys together to move backward.

    - You can press the **Ctrl**, **Shift**, and **Tab** keys together to return to the first editable field.

    - When you have finished making adjustments, click the **Calculate** button to recalculate the totals.

    - If you want to clear your changes and reset the form to its original values, click the **Recall stored values** button.

18. When you have finished making changes, click the **Store (F2)** button.
19. Once the accounting action runs, the result box shows some messages identifying the status of the action. These messages indicate whether a document printed successfully, or if it was unsuccessful, the reason why. If there is a problem with a form on which other forms depend for data, the process cannot complete the subsequent forms.

If your organization owes money to your partner organization, specifying the document as **Official** will generate a preview rather than a printable document. Or the document may not generate at all.

You can create a list of the results of running the accounting action that you can easily search or modify by right-clicking on one of the items in the list and selecting **Print** or **Copy to clipboard**. If you copy to the clipboard, you can then paste the results in an Excel file and modify or search them there.

Re-running an accounting action

Once you have run an accounting action, you can re-run it or generate a supplementary form. If an action has the supplementary capability, you can print supplementary versions of the forms for a given period, when changes have occurred after the initial set of forms have been generated officially. Supplementary forms will only include the changes since the initial set of forms. You can create supplementary statements for the following:

Terminal dues

CN55/56
REIMS CN55/56
EMS CN55/56
Empty bags CN55/56
CP94/75
CN09/10 IBRS
IAC CN66/51 LC/AO
IAC CN66/51 EMS only
Closed transit
CN55/56
CP93/75 (transit CP88 only)
Open transit
CN67/51 missent
CN67/51 à découvert statistical
Others
CN48

1. In the **Partner operator** field, use the drop-down list to select the partner for which you want to run this accounting action.

2. In the **Accounting year** field, use the arrow keys to select the year from which to include data. The current year is displayed by default.

3. Click the **Search (F3)** button. IPS displays any accounting actions that have already been executed in the list boxes on the different tabs.

4. Select the accounting action you want to re-run.

   If the accounting action concerns a CN54 form, which has already been accepted, then it will not be possible to re-run the accounting action for the same period and partner. However, you can reprint the form by clicking on the Reprint button. If the IPK accepted by the partner differs from the one in the original form, the new value will then be displayed in the reprinted CN54.

5. Click the **Re-run action** button, or if the form handles supplementary statements and the Status is successful, click the **Supplementary** button. A new window opens.

6. Use the radio buttons to indicate whether you want to print a draft copy or an official copy. If you want to generate a supplementary statement, select the **Official** button.

7. Check one or more of the following boxes, if required:
   - **Preview**, to see a preview of the form

   - **Print**, to print the form

   - **Email**, to email the form; depending on how IPS is configured for your organization, IPS may display:
     - a pop-up dialogue for adding or editing email details; you can specify more than one recipient email address separated by semi-colon

     - an error message due to a missing or incorrect SMTP server or sender email address

     See **Related configuration** below for tips on how to configure email for accounting forms.

8. Click the **Run (F2)** button.

9. If this accounting action prints an editable form and the values on this form were edited before the form was first printed, a dialog box appears.
   - Select the **Display values previously printed** radio button if you want to display the form edit window with the values that were entered before the document was printed.

   - Select the **Reprocess** radio button if you want to recalculate data from the original source data, such as the dispatch documents.

10. Click the **OK** button to close the pop-up. The document edit window opens. This window closely resembles the paper form. You can make the necessary adjustments. Click the **Store (F2)** button when you have finished.

Generating a CN52 as part of an accounting action

The CN52 form is different from most of the other forms in IPS. You print the CN52 when necessary or as required by your organization's regulations. Most of the forms in IPS are generated automatically. However, the CN52 is only partly automatic, and can be completed manually. There are two ways to generate the CN52 in IPS. You can create it as part of a defined accounting action, or as a draft accounting form.

1. In the **Partner operator** field, use the drop-down list to select the partner for whom you want to generate the form.
2. Click the **Others** tab.
3. Click the **Run new action** button. A new window opens.
4. In the **Accounting type** box, select **General Account**.
5. In the **Accounting action** field, select **General account (CN52)**.
6. In the **Accounting period**, use the drop-down list to select the accounting period. The available choices in the list depend on the accounting action you selected.
7. Select a partner operator from the drop-down list in the **Partner operator** field.
8. If you want to generate the forms for a specific partner office, use the drop-down list to select it in the **Partner office** field.
9. If you want to generate the forms for a specific office from your organization, use the drop-down list to select it in the **Own office** field.
10. Click the **Draft** or **Official** radio button to specify the type of document. If you select Draft, the word Draft will be printed on the form.

11. Check one or more of the following boxes, if required:
    - **Preview**, to see a preview of the form

    - **Print**, to print the form

    - **Email**, to email the form; depending on how IPS is configured for your organization,IPS may display:
        - a pop-up dialogue for adding or editing email details; you can specify more than one recipient email address separated by semi-colon

        - an error message due to a missing or incorrect SMTP server or sender email address

        See **Related configuration** below for tips on how to configure email for accounting forms.

12. Click the **Run (F2)** button. If the accounting action prints an editable form, a new window opens. This window closely resembles the paper form.

13. If you want to complete the CN52 using data that IPS has already calculated, click **Add calculated form**. A new window opens. Use the fields on this window to specify the data to calculate. To use this option, in most cases you must already have run the accounting action for the type of form you select.

14. If you want to fill in the form manually, click the **Add blank form** button. A new window opens.

15. Fill in the fields to specify the data you want to calculate.

16. Click the **Store (F2)** button.

⚒ Related configuration

The following configuration **must** be set up before you can email accounting forms:

- **SMTP server address**: this parameter is in ▦ **National management** > ▯ **System** > ◈ **National parameters**, **Other** tab.

- a sender email address in the user setup screen (see <u>Adding new users</u> for more details).

These optional parameters are also available:

- **Show confirmation popup while sending email from accounting**: this parameter is in ▦ **National management** > ▯ **System** > ◈ **National parameters**, **General** tab. If set to **True**, a pop-up appears displaying details of existing email addresses configured for the partner, if any. You can edit the details or add them if none are specified. If the parameter is set to **False**, the email is sent without confirmation if the recipient email address is available; if not the pop-up is displayed so it can be specified.

- **Accounting email body**: this parameter is in ▦ **National management** > ▯ **System** > ◈ **National parameters**, **Custom** tab. You can use it to specify default body text for the email.

Performing accounting actions for partners or groups of partners

If some accounting actions and accounting partner groups have been defined for your organization, you can perform an accounting function for partner groups. An accounting action is a way to group the separate accounting tasks that you must complete on a regular basis. You can <u>execute accounting</u>

actions for each partner separately. However, if you print the same set of accounting forms regularly for multiple partner operators, you can simplify the process by performing accounting actions for a group of partners. For example, if you generate one set of accounting forms for your partners in Europe every quarter, but a different set of forms for your partners in Africa each quarter, you can perform two accounting actions instead of having to execute a separate accounting action for each partner in Europe and Africa. When you run an accounting action for a group, you can print the official set of forms or a draft.

You can use this function to execute final settlement actions for forms that are normally editable, such as the CN61_REIMS/Old . However, you cannot make manual adjustments to editable forms using this function. Before you run your final settlement actions, be sure your data is up to date.

Navigation

The procedure(s) explained in this topic use window **Accounting process > Generation of forms > Perform an accounting action for partner(s) or group of partners**.

Procedure

1. In the **Partner/group & action settings** section, select the **partner(s)** or **group(s)** radio button. Select your partner or group from the **Accounting** list for which you want to run the accounting action.

2. In the **Accounting type** list, select an accounting type. In the **Mail class** section, select a mail class.

3. The options available in the **Accounting action** list change to show the accounting actions that have been defined in your system for the accounting type and mail class you selected. Select the accounting action you want to run. The **Inbound**, **Outbound** or **Transit** radio button is selected to show the flow of your accounting action.

4. In the **Year** field, select the year for the forms you want to print.

5. In the **Period** field, use the drop-down list to select the accounting period.

6. If the current accounting action includes a cover letter, the screen displays a number of corresponding fields that let you customize the cover letter body text. In the **Language** drop-down list, choose the language of the cover letter. In the **Denomination** drop-down list, select the name of the cover letter. If your organization has defined specific postal addresses for the type of accounting action, select the address from the **Postal address type** drop-down list.Then click the **Edit Letter Body** button to change the contents of the cover letter. You can create a custom signature for accounting forms using template files. See Customizing signatures on accounting forms for details.

7. To enter additional costs for this accounting action form, click the **Capture additional costs** check box and enter the extra costs in the window that is displayed. You can enter negative values in the window to apply one or more rebates for the form.

8. Click the **Draft** or **Official** radio button to specify the type of document. If you select **Draft**, the word Draft will be printed on the form.

9. Check one or more of the following boxes, if required:
   - **Preview**, to see a preview of the form

   - **Print**, to print the form

- **Email**, to email the form; depending on how IPS is configured for your organization, IPS may display:
  - a pop-up dialogue for adding or editing email details; you can specify more than one recipient email address separated by semi-colon

  - an error message due to a missing or incorrect SMTP server or sender email address

  See **Related configuration** for tips on how to configure email for accounting forms.

10. If you want to run accounting actions only for those partners for which the accounting actions have not yet been run, check the **Do not run for a partner if it has been done successfully already** box. You can click the **Show status** button to find out if this action has been run yet for this group of partners. A new window opens showing whether the accounting action has been performed for each partner in the group.

11. Click the **Run (F2)** button to run the accounting action. The **Results** section shows the results of running the accounting action.

If your organization owes money to your partner organization, specifying the document as **Official** will generate a preview document instead of a printable document. Or, the document may not generate at all.

Related configuration

The following configuration **must** be set up before you can email accounting forms:

- **SMTP server address**: this parameter is in **National management** > **System** > **National parameters**, **Other** tab.

- a sender email address in the user setup screen (see Adding new users for more details).

These optional parameters are also available:

- **Show confirmation popup while sending email from accounting**: this parameter is in **National management** > **System** > **National parameters**, **General** tab. If set to **True**, a pop-up appears displaying details of existing email addresses configured for the partner, if any. You can edit the details or add them if none are specified. If the parameter is set to **False**, the email is sent without confirmation if the recipient email address is available; if not the pop-up is displayed so it can be specified.

- **Accounting email body**: this parameter is in **National management** > **System** > **National parameters**, **Custom** tab. You can use it to specify default body text for the email.

Exporting to the UPU*Clearing system

In IPS, generated forms can be exported to the **UPU*Clearing** system after they have been enabled for export and validated (see Configuring_accounting_actions for more details). The export file can contain data from various **UPU*Clearing** partners.

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Generation of forms** > **Export for UPU*Clearing**.

Procedure

1. Specify the **Directory** from which the CSV file will be exported.

2. The **Filename** field displays the suggested name of the export file with the format UPUCLEARING_<timestamp>_<operator code>.csv. You can modify the suggested file name.

3. Forms that have been accepted and marked for export are listed in the grid. Note that for the export process to be successful, the currency of the forms must be one of the following: USD, EUR, CHF or XDR.

4. Click **OK** to export the forms. IPS displays a message that indicates the number of forms successfully exported. If there are forms that failed to export for whatever reason, the number of failed forms is also indicated.

Generating supplementary statements

If you have made any changes to accounting data after the official accounting action has been run, you can create a supplementary statement. If the statement has already been run official, re-run the accounting action and specify **Official** for the execution to create the supplementary statement. The statement is marked as a supplementary statement, and contains only the changed data.

You can run a Terminal dues summary report to see which supplementary statements you need to generate.

Generating forms for Reply coupon statements raised

Accounting for International Reply Paid Coupons (IRPC) does not follow the same rules as other accounting processes in IPS. IRPC accounting is between postal operators and the Universal Postal Union (UPU), whereas all other accounting handled by IPS is between postal operators, You can generate and send CN03 forms for Reply coupons several times per year, depending on the volume of coupons returned to the UPU.

Navigation

The procedure(s) explained in this topic use window **Accounting process > Generation of forms > Reply coupon statements raised**.

To search for existing CN03 statements, select a **Year** and a **Status** and click the **Search (F3)** button. A list of statements meeting your search criteria appears in the item list box.

Procedures

Adding a new CN03

1. Click the **Add (Ins)** button. A new window opens.

2. In the **Number of coupons** box, enter the number of reply coupons you have exchanged and sent to the UPU. IPS calculates the value of your coupons using the value per coupon. You can see the amount in SDR units in the **Amount (SDR)** box.

3. Select a reimbursement option from the **Method of reimbursement** section.

Option 1	Transfer to a bank or postal account. Check the USD, EUR or CHF check box to specify the reimbursement currency in US Dollars, Euro or Swiss Francs.
Option 2	The reimbursement is sent to your organization's credit with the UPU.
Option 3	Use the reimbursement to settle amounts you owe to the UPU. You must provide details of the bills to be settled separately.
Option 4	Use UPU*Clearing.

4. Select an action in the **Take action** section. The actions you see will depend on the current status of the CN03. For example, if the CN03 is new, the only action available is **Send statement**. If you do not select an action when you are creating a new form, IPS automatically sets it to status **Not sent yet**.

Send statement	You have sent the CN03 to the UPU.
Acknowledge statement	The UPU has sent you an acknowledgment for the form.
Payment received	You have received a reimbursement for this CN03 from the UPU.
Update statement	You have changed some information in the CN03, but not the action. The form's status remains the same.

5. If you want to add some further information, type it in the **Commentary** box.
6. Click the **OK** button to save your changes.

Editing an existing CN03

1. Select the statement you want to edit from the item list. Click the **Edit (F5)** button. A new window opens.

2. In the **Number of coupons** box, enter the number of reply coupons you have exchanged and sent to the UPU. IPS calculates the value of your coupons using the value per coupon. You can see the amount in SDR units in the **Amount (SDR)** box.

3. Select a reimbursement option from the **Method of reimbursement** section.

Option 1	Transfer to a bank or postal account. Check the USD, EUR or CHF check box to specify the reimbursement currency in US Dollars, Euro or Swiss Francs.
Option 2	The reimbursement is sent to your organization's credit with the UPU.

Option 3	Use the reimbursement to settle amounts you owe to the UPU. You must provide details of the bills to be settled separately.
Option 4	Use UPU*Clearing.

4. Select an action in the **Take action** section. The actions you see will depend on the current status of the CN03. For example, if the CN03 is new, the only action available is **Send statement**. If you do not select an action when you are creating a new form, IPS automatically sets it to status **Not sent yet**.

Send statement	You have sent the CN03 to the UPU.
Acknowledge statement	The UPU has sent you an acknowledgment for the form.
Payment received	You have received a reimbursement for this CN03 from the UPU.
Update statement	You have changed some information in the CN03, but not the action. The form's status remains the same.

5. If you want to add some further information, type it in the **Commentary** box.
6. Click the **OK** button to save your changes.

Showing CN03 events

You can see a list of events associated with the form, along with information such as the date of each event, offices, user names and workstations.

1. Select a statement from the item list. Click the **Events** button.
2. In the new window that appears, scroll to the right to see all the event information for your selected CN03 form. The information is read-only, you cannot make any changes in this window.

Printing a CN03 form

When you create or edit a CN03, the documentation is printed automatically. However, when necessary you can also reprint a form.

1. Select the statement you want to reprint from the item list.
2. Click the **Reprint (F8)** button.

Validating summary statements

In IPS, you can manually adjust and validate accounting data in invoices and accounting forms which contain payment information. The forms can be summary forms or final forms. You can make changes to accounting forms with payment information even if the values in the statement are dif-

ferent from the dispatch level values in forms CN31, CN31 EMS, CP87 and CN65, The data contained in summary forms is used to calculate the final settlements.

The ability to make adjustments can help you avoid disputes and non-reconciliation between your organization and your partners. For example, you produce a CN56_REIMS/bis for a quarter with a weight of 90kg and the receiving country accepts the CN56_REIMS/bis, but for 89kg. You can agree to this lower value, record it as accepted and use it in subsequent CN61_REIMS/Old and CN64_ REIMS/Old forms.

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Validation of forms** > **Validation of forms received** and **Validation of forms sent**, or **Accounting process** > **Validation of forms** > **Validation of Direct Access forms received** and **Validation of Direct Access forms sent**.

Procedures

The check mark ✔ next to an item indicates that the accounting statement is accepted.

Adding a new summary form

1. To add a new form, click the **New (Ins)** button.

2. In the new window that appears, select the type of accounting form and the year. Depending on the type of accounting form selected, either the **Origin operator** or the **Destination operator** field is enabled.

3. Select the appropriate value from the operator drop-down list. This field is mandatory.

4. *For new statements only:* if you want to change the form's type, year or operator, click the **Modify** button.

5. *For new statements only:* select the new form's mail category or categories, conveyance type and period. If the form is a CN56New or a CN61New, specify the own office and/or partner office relevant to the form. If the form is a supplementary form, you can specify the form number in the **Suppl no** field (note that this number can be automatically assigned by IPS and the user cannot change it, if your administrator has configured it that way).

6. Click the **Confirm** button. You can change the details of the form or header by clicking the **Modify** button.

7. In the **Totals per type of mail** table you can see the form's values; this is where you make your adjustments. The fields can vary by form type.

Title (read only)	The entries you see in this column will depend on the type of accounting form. You cannot make changes to the Title entries.
Original value (read and write)	Modifiable for some form types. This is the only value you can adjust for e55 and e09 forms.
Calculated value (read only)	The value calculated by IPS. You cannot make changes to the Calculated values.

Accepted value (read and write)	Make your adjustments to the values in this column (not modifiable for all form types). Before you make any changes, the figures in this column will be the same as those in the Calculated value column. ⬚ e55 and e09 form imported values cannot be updated here. To modify them, see "Comparing and performing manual adjustments to electronically imported data" below.
Variation (read only)	In this column you can see the percentage variation between the calculated value and the value in statement. You cannot edit the Variation column entries, IPS automatically makes the calculation for you.
Reason for difference (read and write)	When a figure in the Variation column is not zero, you must type a reason for the difference in this column.

8. If, when the form was first created, you entered any additional costs before accepting the form, these will be displayed. You can change any of the additional costs by editing the fields directly.

Original amount (read only)	This is the amount that was originally entered as an additional cost for the current form.
Amount accepted	Enter the amount to be accepted for the additional cost.
Currency (read only)	This is the currency specified for the additional cost when the form was first generated.
Observation	Enter any comments that are relevant to the additional cost.

9. The **Total accepted amount relative to the local postal administration** is shown. This is the total of the **Amount accepted**, plus the sum of any accepted **additional costs**.

10. When validating forms received, you can reprint them by clicking the **Reprint form** button. ⬚ IPS does not allow you to reprint forms with a New status and forms that do not support reprinting when accepted, for example, CN19.

11. If you are validating forms received, you can include a cover letter. The screen displays a number of fields that let you customize the cover letter body text. In the **Language** drop-down list, choose the language of the cover letter. In the **Denomination** drop-down list, select the name of the cover letter. Click the **Edit letter body** button to change the contents of the cover letter.

12. Select an action from the **Take action** menu.

Receive	Indicates that you are ready to receive the new summary statement (for new statements only).
Update	Indicates that the summary statement has been updated (for existing statements only).
Dispute	Indicates that the summary statement is still in dispute with the partner operator. If you select this action you will see a

	warning message in your IPS screen when you generate a final settlement.
Accept	Indicates that you have accepted the values in the summary statement.
Mark as paid	Indicates that your partner has paid an accepted form.

13. In the **Comments** box, type any additional information about the adjustments you have made.

14. Click the **Reset** button to return the values in the form to their original values before you made your adjustments.

15. Press the **[F3]** key or click the **Store (F3)** button to save your changes. If you are validating an e55 or e09, a new form is generated and stored in the path specified in the National Parameters **Shared folder to store e55/e09** parameter.

    Alternatively, press the **[F2]** key or click **Store (F2)** (visible only for **Validation of forms received**) to save your changes. The system retains the values you have selected on the screen, allowing you to validate another form from the same partner or period with minimal changes.

    If you are editing a CN54 form, you can enter new IPK values accepted by your partner in the **Accepted value** field in the **Totals per type of mail** table of the screen. Then, click the **Store & Print** button to save the new data and print the CN54 with the new, accepted IPK values, instead of the calculated values.

Adding a new final form

1. To add a new form, click the **New (Ins)** button.

2. In the new window that appears, select the type of accounting form and the year. Depending on the type of accounting form selected, one or more of the **Origin operator**, **Destination operator** and **Transit operator** fields is enabled.

3. Select the appropriate value(s) from the operator drop-down list(s). These fields are mandatory.

4. *For new statements only:* if you want to change the form's type, year or operators, click the **Modify** button.

5. *For new statements only:* select the new form's mail category, conveyance type and period from the drop-down menus. If the form is a CN56New or CN61New, specify the own office and/or partner office relevant to the form. If you select **Range** as the period, select the start and end month (note that the start and end month can be the same, and the period must fall within a single year). Click the **Confirm** button.

6. Below the **Confirm** button you can see the form's values, including the currency; this is where you make your adjustments.

Edit total amounts	Allows you to edit total amounts on form and accepted.
	The check box only appears if this function has been associated with your user group.
	To enable the check box, open the window 🖥 **Local management** > 🗀 **System** > 💠 **Users & workstations**. Next, select the DEFAULT entry on the User groups tab, and click the IPS

	functions **Associate...** button. Lastly, on the **Associate functions and groups** screen, in the 🔲 **Accounting process** > 🔲 **Validation of forms** > 💠 **Validation of forms received/sent** function, check the additional setting, **Allow editing via total amounts**, and then click the **Store (F2)** button.
Amount on form (read and write)	The entries you see in this column are the values calculated by IPS. If **Edit total amounts** is checked, only **Total amount** can be updated; **Credit** and **Debit** can no longer be updated manually, and are updated automatically based on the figure entered in **Total amount**.
Amount accepted (read and write)	Make your adjustments to the values in this column. Before you make any changes, the figures in this column will be the same as those in the **Amount calculated** column. If **Edit total amounts** is checked, only **Total amount** can be updated; **Credit** and **Debit** can no longer be updated manually, and are updated automatically based on the figure entered in **Total amount**.
Amount calculated (read only)	The value calculated by IPS. You cannot make changes to the Calculated values.
Variation (read only)	In this column you can see the percentage variation between the calculated value and the value in statement. You cannot edit the Variation column entries, IPS automatically makes the calculation for you.
Reason for difference (read and write)	When a figure in the Variation column is not zero, you must type a reason for the difference in this column.

7. If, when the form was first created, you entered any additional costs before accepting the form, these will be displayed. You can change any of the additional costs by editing the fields directly.

Original amount	(Read only) This is the amount that was originally entered as an additional cost for the current form.
Amount accepted	Enter the amount to be accepted for the additional cost.
Currency	(Read only) This is the currency specified for the additional cost when the form was first generated.
Observation	Enter any comments that are relevant to the additional cost.

8. The **Total accepted amount relative to the local postal administration** is shown. This is the total of the **Amount accepted**, plus the sum of any accepted **additional costs**.

9. If you want to view the form before printing it, click the **Preview form** button.

10. If you are validating forms received, you can include a cover letter. The screen displays a number of fields that let you customize the cover letter body text. In the **Language** drop-down list,

choose the language of the cover letter. In the **Denomination** drop-down list, select the name of the cover letter. Click the **Edit letter body** button to change the contents of the cover letter.

11. Select an action from the **Take action** drop-down menu.

Receive	Indicates that you are ready to receive the new summary statement (for new statements only).
Update	Indicates that the summary statement has been updated (for existing statements only).
Dispute	Indicates that the summary statement is still in dispute with the partner operator. If you select this action you will see a warning message in your IPS screen when you generate a final settlement.
Accept	Indicates that you have accepted the values in the summary statement.
Mark as paid	Indicates that your partner has paid an accepted form.

12. In the **Comments** box, type any additional information about the adjustments you have made.

13. Click the **Reset** button to return the values in the form to their original values before you made your adjustments.

14. Press the **[F2]** key or click the **Store (F2)** button to save your changes.

Adding a new Direct Access form

1. To add a new form, click the **New (Ins)** button.

2. In the new window that appears, select the type of accounting form and the year. Depending on the type of accounting form selected, either the **Origin operator** or the **Destination operator** field is enabled.

3. Select the appropriate value from the operator drop-down list. This field is mandatory.

4. *For new statements only:* if you want to change the form's type, year or operators, click the **Modify** button.

5. *For new statements only:* select the accounting streams by checking the relevant check boxes, then select the new form's range (the names of two months) from the drop-down lists before clicking the **Confirm** button. A pop-up window appears.

6. Verify if the accounting streams previously selected are checked and non-editable, then select the currency from the drop-down list before clicking **OK**. You can click the **Modify** button to change the accounting streams selected.

7. Below the **Confirm** button you can see the form's values, including the currency; this is where you make your adjustments. The fields marked with an asterisk (*) are read-only fields; these cannot be edited.

Currency (documents) *	This is either the currency you selected in the previous pop-up, or the common currency of dispatch documents.

Invoice rebate:	
Percentage (%)	The percentage rebate to be applied to the invoice.
Amount*	The calculated value of the rebate.
VAT:	
Percentage (%)	The percentage VAT to be applied to the invoice.
VAT No.	For information purposes only; not used by IPS.
Amount*	The calculated value of VAT based on the Amount calculated (documents) minus the rebate.
Exchange rate	The rate of exchange between the Currency (documents) and the 2nd currency value.
Currency	The 2nd currency to be used for calculating the Amount accepted (2nd currency).
Amount calculated (docs) *	The sum of all linked dispatches for new and existing, but not yet accepted, invoices. For new invoices, it is the total of all potential dispatches (for the selected period/currency). For existing invoices, if the dispatch data has changed, a warning is shown next to the value.
Amount calculated (minus VAT and invoice rebate) *	The **Amount calculated**, minus the VAT and the invoice rebate. For an existing invoice that has not yet been accepted, if the **Amount calculated (docs)** has changed, an error is shown next to the value.
Amount received from partner	For sent invoices, it is the amount the partner has agreed to pay; for received invoices, it is the amount being charged by the partner.
Variation (received from partner vs. accepted) *	In this column you can see the percentage variation between the amount received from partner and the accepted amount. You cannot edit the **Variation** column entries, IPS automatically does the calculation for you.
Amount accepted	If it is for an existing invoice, it is the value entered by the user, otherwise it is the same as the **Amount calculated (minus VAT and invoice rebate)**.
Amount accepted (2nd currency)	If the **Exchange rate** and 2nd currency values have been selected, this is the **Amount accepted**, converted into the 2nd currency.

8. If, when the form was first created, you entered any additional costs before accepting the form, these will be displayed. You can change any of the additional costs by editing the fields directly.

Original amount	(Read only) This is the amount that was originally entered as

	an additional cost for the current form.
Amount accepted	Enter the amount to be accepted for the additional cost.
Currency	(Read only) This is the currency specified for the additional cost when the form was first generated.
Observation	Enter any comments that are relevant to the additional cost.

9. The **Total accepted amount relative to the local postal administration** is shown. This is the total of the **Amount accepted**, plus the sum of any accepted **additional costs**.

10. If you are handling sent invoices and you want to view the form before printing it, click the **Preview form** button.

11. If you are validating forms received, you can include a cover letter. The screen displays a number of fields that let you customize the cover letter body text. In the **Language** drop-down list, choose the language of the cover letter. In the **Denomination** drop-down list, select the name of the cover letter. Click the **Edit letter body** button to change the contents of the cover letter.

12. Select an action from the **Take action** drop-down menu.

Receive	Indicates that you are ready to receive the new summary statement (for new statements only).
Update	Indicates that the summary statement has been updated (for existing statements only).
Dispute	Indicates that the summary statement is still in dispute with the partner operator. If you select this action you will see a warning message in your IPS screen when you generate a final settlement.
Accept	Indicates that you have accepted the values in the summary statement.
Mark as paid	Indicates that your partner has paid an accepted form.

13. In the **Comments** box, type any additional information about the adjustments you have made.

14. Click the **Reset** button to return the values in the form to their original values before you made your adjustments.

15. Press the **[F2]** key or click the **Store (F2)** button to save your changes.

Editing an existing summary form

1. First you must find the form you want to edit. To search for all existing forms, click the **Search (F3)** button.

2. For a more selective search, enter the accounting type, time period, form, status, partner operator, mail flow or invoice number and click the **Search (F3)** button. A list of statements meeting your search criteria appear in the item list box.

3. Select the statement you want to edit from the item list, click the **Edit (F5)** button. A new window appears.

4. *For new statements only:* if you want to change the form's type, year or operator, click the **Modify** button.

5. *For new statements only:* select the new form's mail category or categories, conveyance type and period. If the form is a CN56New or a CN61New, specify the own office and/or partner office relevant to the form. If the form is a supplementary form, you can specify the form number in the **Suppl no** field (note that this number can be automatically assigned by IPS and the user cannot change it, if your administrator has configured it that way).

6. Click the **Confirm** button. You can change the details of the form or header by clicking the **Modify** button.

7. In the **Totals per type of mail** table you can see the form's values; this is where you make your adjustments. The fields can vary by form type.

Title (read only)	The entries you see in this column will depend on the type of accounting form. You cannot make changes to the Title entries.
Original value (read and write)	Modifiable for some form types. This is the only value you can adjust for e55 and e09 forms.
Calculated value (read only)	The value calculated by IPS. You cannot make changes to the Calculated values.
Accepted value (read and write)	Make your adjustments to the values in this column (not modifiable for all form types). Before you make any changes, the figures in this column will be the same as those in the Calculated value column. e55 and e09 form imported values cannot be updated here. To modify them, see "Comparing and performing manual adjustments to electronically imported data" below.
Variation (read only)	In this column you can see the percentage variation between the calculated value and the value in statement. You cannot edit the Variation column entries, IPS automatically makes the calculation for you.
Reason for difference (read and write)	When a figure in the Variation column is not zero, you must type a reason for the difference in this column.

8. If, when the form was first created, you entered any additional costs before accepting the form, these will be displayed. You can change any of the additional costs by editing the fields directly.

Original amount (read only)	This is the amount that was originally entered as an additional cost for the current form.
Amount accepted	Enter the amount to be accepted for the additional cost.
Currency (read only)	This is the currency specified for the additional cost when the form was first generated.
Observation	Enter any comments that are relevant to the additional cost.

9. The **Total accepted amount relative to the local postal administration** is shown. This is the total of the **Amount accepted**, plus the sum of any accepted **additional costs**.

10. When validating forms received, you can reprint them by clicking the **Reprint form** button. IPS does not allow you to reprint forms with a New status and forms that do not support reprinting when accepted, for example, CN19.

11. If you are validating forms received, you can include a cover letter. The screen displays a number of fields that let you customize the cover letter body text. In the **Language** drop-down list, choose the language of the cover letter. In the **Denomination** drop-down list, select the name of the cover letter. Click the **Edit letter body** button to change the contents of the cover letter.

12. Select an action from the **Take action** menu.

Receive	Indicates that you are ready to receive the new summary statement (for new statements only).
Update	Indicates that the summary statement has been updated (for existing statements only).
Dispute	Indicates that the summary statement is still in dispute with the partner operator. If you select this action you will see a warning message in your IPS screen when you generate a final settlement.
Accept	Indicates that you have accepted the values in the summary statement.
Mark as paid	Indicates that your partner has paid an accepted form.

13. In the **Comments** box, type any additional information about the adjustments you have made.

14. Click the **Reset** button to return the values in the form to their original values before you made your adjustments.

15. Press the **[F3]** key or click the **Store (F3)** button to save your changes. If you are validating an e55 or e09, a new form is generated and stored in the path specified in the National Parameters **Shared folder to store e55/e09** parameter.

Alternatively, press the **[F2]** key or click **Store (F2)** (visible only for **Validation of forms received**) to save your changes. The system retains the values you have selected on the screen, allowing you to validate another form from the same partner or period with minimal changes.

If you are editing a CN54 form, you can enter new IPK values accepted by your partner in the **Accepted value** field in the **Totals per type of mail** table of the screen. Then, click the **Store & Print** button to save the new data and print the CN54 with the new, accepted IPK values, instead of the calculated values.

Editing an existing final form

1. First you must find the form you want to edit. To search for all existing forms, click the **Search (F3)** button.

2. For a more selective search, enter the accounting type, time period, form, status, partner operator, mail flow or invoice number and click the **Search (F3)** button. A list of statements meeting your search criteria appear in the item list box.

3. Select the statement you want to edit from the item list, click the **Edit (F5)** button. A new window appears.

4. *For new statements only:* if you want to change the form's type, year or operators, click the **Modify** button.

5. *For new statements only:* select the new form's mail category, conveyance type and period from the drop-down menus. If the form is a CN56New or CN61New, specify the own office and/or partner office relevant to the form. If you select **Range** as the period, select the start and end month (note that the start and end month can be the same, and the period must fall within a single year). Click the **Confirm** button.

6. Below the **Confirm** button you can see the form's values, including the currency; this is where you make your adjustments.

Edit total amounts	Allows you to edit total amounts on form and accepted. The check box only appears if this function has been associated with your user group. To enable the check box, open the window **Local management** > **System** > **Users & workstations**. Next, select the DEFAULT entry on the User groups tab, and click the IPS functions **Associate...** button. Lastly, on the **Associate functions and groups** screen, in the **Accounting process** > **Validation of forms** > **Validation of forms received/sent** function, check the additional setting, **Allow editing via total amounts**, and then click the **Store (F2)** button.
Amount on form (read and write)	The entries you see in this column are the values calculated by IPS. If **Edit total amounts** is checked, only **Total amount** can be updated; **Credit** and **Debit** can no longer be updated manually, and are updated automatically based on the figure entered in **Total amount**.
Amount accepted (read and write)	Make your adjustments to the values in this column. Before you make any changes, the figures in this column will be the same as those in the **Amount calculated** column. If **Edit total amounts** is checked, only **Total amount** can be updated; **Credit** and **Debit** can no longer be updated manually, and are updated automatically based on the figure entered in **Total amount**.
Amount calculated (read only)	The value calculated by IPS. You cannot make changes to the Calculated values.
Variation (read only)	In this column you can see the percentage variation between the calculated value and the value in statement. You cannot edit the Variation column entries, IPS automatically makes the calculation for you.
Reason for difference (read and write)	When a figure in the Variation column is not zero, you must type a reason for the difference in this column.

7. If, when the form was first created, you entered any additional costs before accepting the form, these will be displayed. You can change any of the additional costs by editing the fields directly.

Original amount	(Read only) This is the amount that was originally entered as an additional cost for the current form.
Amount accepted	Enter the amount to be accepted for the additional cost.
Currency	(Read only) This is the currency specified for the additional cost when the form was first generated.
Observation	Enter any comments that are relevant to the additional cost.

8. The **Total accepted amount relative to the local postal administration** is shown. This is the total of the **Amount accepted**, plus the sum of any accepted **additional costs**.

9. If you want to view the form before printing it, click the **Preview form** button.

10. If you are validating forms received, you can include a cover letter. The screen displays a number of fields that let you customize the cover letter body text. In the **Language** drop-down list, choose the language of the cover letter. In the **Denomination** drop-down list, select the name of the cover letter. Click the **Edit letter body** button to change the contents of the cover letter.

11. Select an action from the **Take action** drop-down menu.

Receive	Indicates that you are ready to receive the new summary statement (for new statements only).
Update	Indicates that the summary statement has been updated (for existing statements only).
Dispute	Indicates that the summary statement is still in dispute with the partner operator. If you select this action you will see a warning message in your IPS screen when you generate a final settlement.
Accept	Indicates that you have accepted the values in the summary statement.
Mark as paid	Indicates that your partner has paid an accepted form.

12. In the **Comments** box, type any additional information about the adjustments you have made.

13. Click the **Reset** button to return the values in the form to their original values before you made your adjustments.

14. Press the **[F2]** key or click the **Store (F2)** button to save your changes.

Performing manual statement level adjustments in forms received

You can add detailed changes manually at the dispatch level. You must first add the additional setting **View and perform adjustments at detailed level** to the **Validation of forms received** function. This setting is located in the window **Local management** > **System** > **Users &**

workstations, when associating IPS functions with a given user/user group.

1. If you want to perform manual validation for a new statement, click the **New (Ins)** button. In the new window that appears, select the type of accounting form and the year. Depending on the type of accounting form selected, one or more of the **Origin operator**, **Destination operator** and **Transit operator** fields is enabled.

2. Select the appropriate value(s) from the operator drop-down list(s). These fields are mandatory.

3. Click **Confirm**.

4. If you want to perform manual validation for an existing statement, you must first find the statement. To search for all existing statements, click the **Search (F3)** button. For a more selective search, enter the accounting type, time period (for Direct Access forms, you can choose a range between two months), form, status, partner operator, mail flow or invoice number and click the **Search (F3)** button. A list of statements appear in the item list box. Select your statement from the item list. Click the **Edit (F5)** button.

5. Modify the **Original value**, if required.

6. In the new window that appears, click the **Perform documents validation** button. The steps that follow do not apply to adjusting e09 and e55 form values. For e09 and e55 forms, follow procedure [Comparing and performing manual adjustments to electronically imported data](#) below.

7. A new window opens. If you want to show unvalidated forms for the current year only, click **current year**. Click **current and previous year** to show unvalidated forms for the current year and previous year. Click **current and all previous years** for all years, including archived years.

8. Uncheck the **Show already validated entries** check box to show only unvalidated dispatches.To show all dispatches, make sure it is checked.

   If you do not want validated dispatches shown by default when the screen opens, in the **Associate functions and groups** screen, in the **Accounting process** > **Validation of forms** > **Validation of forms received** function, check the additional setting, **Hide validated entries by default**.

9. *In the Validation of Direct Access forms received screen only:* if you want to filter your list of forms, click the **Filter** button and select criteria for the forms you want to validate. For example, you can select forms from a particular origin or with an exact total gross amount. When you have made your filter selection(s), click the **Search** button. IPS displays the results that match your search criteria. To view relevant details of the dispatches, personalize the display by right-clicking on the list and selecting additional display variables. Click the **Clear filter** button to clear the current filter.

10. If you want to validate a dispatch, select it from the Documents list and click the **Validate selection (F5)** button. The box next to the dispatch contains a cross,indicating that it has been validated.

11. If you want to invalidate a dispatch, select it from the Documents list and click the **Invalidate selection (F6)** button. The box next to the dispatch is empty, indicating that it has not been validated.

12. If you want to modify dispatch details in the Dispatch document capture screen (also accessed from **Accounting data entry** > **Dispatch document capture** > **Inbound dispatch documents**), click **Modify Dispatch**.

13. If you want to validate or invalidate all dispatches in the list, click the **Select all** button, then click either the **Validate selection (F5)** or **Invalidate selection (F6)** button.

14. Click the **Show session totals (F7)** button to display the current calculated values and values in a statement for your validated dispatches. If you are validating a Direct Access form, the total number of items in validated dispatches and the total weight of validated dispatches (in kg) are also displayed. IPS displays all values in the **Session totals** window using the thousand and decimal separators defined in the **Common** tab of **National parameters**. If you are updating a CP75 form, the values are calculated as follows.

The calculations in the following table are based on column names in the window opened in step 3. Values calculated are for **selected** dispatch rows in the same window.

A	Total of the Bulk weight column (in kg).
B	The total number of Bulk items.
C	Total of the Rate Col 6 column.
D	Total of the Rate Col 7 column.
E	Total of the Due Col 8 column.
F	Total of the Due Col 9 column.
G	The rate applied to Bulk weight, either Rate per kg from the Terminal dues rates for parcels dispatched dialog, or Inward rate per kg from the Default parcel bill rates dialog.
H	The rate applied to Bulk tems, either Rate per parcel from the Terminal dues rates for parcels dispatched dialog, or Inward rate per parcel from the Default parcel bill rates dialog.
I	The currency used for the calculation.
J	Total amount for Bulk weight (A * G).
K	Total amount for Bulk items (B * H).
L	Total amount in credit (J + K + C + E).
M	Total amount in debit (D + F).
N	Outstanding balance (L - M).

15. Click **Monthly statements** to view the sum of the à découvert weights of the selected dispatches for each group and month.
16. Click the **OK** button to return to the previous screen (nothing is stored in the IPS database at this time).

Performing manual statement level adjustments in forms sent

You can add detailed changes manually at the dispatch level. ⚠ You must first add the additional setting **View and perform adjustments at detailed level** to the **Validation of forms sent** function.

This setting is located in the window 🖥 **Local management** > 🗐 **System** > 🌀 **Users & workstations**, when associating IPS functions with a given user/user group.

1. To perform manual validation for an existing statement, you must first find the statement. To search for all existing statements, click the **Search (F3)** button. For a more selective search, enter the accounting type, time period (for Direct Access forms, you can choose a range between two months), form, status, partner operator, mail flow or invoice number and click the **Search (F3)** button. A list of statements appear in the item list box. Select your statement from the item list. Click the **Edit (F5)** button.

2. In the new window that appears, click the **Perform documents validation** button.

3. A new window opens. If you want to show unvalidated forms for the current year only, click **current year**. Click **current and previous year** to show unvalidated forms for the current year and previous year. Click **current and all previous years** for all years, including archived years.

4. Uncheck the **Show already validated entries** check box to show only unvalidated dispatches.To show all dispatches, make sure it is checked.

5. *In the Validation of Direct Access forms sent screen only:* if you want to filter your list of forms, click the **Filter** button and select criteria for the forms you want to validate. For example, you can select forms from a particular origin or with an exact total gross amount. When you have made your filter selection(s), click the **Search** button. IPS displays the results that match your search criteria. To view relevant details of the dispatches, personalize the display by right-clicking on the list and selecting additional display variables. Click the **Clear filter** button to clear the current filter.

6. If you want to validate a dispatch, select it from the Documents list and click the **Validate selection (F5)** button. The box next to the dispatch contains a cross,indicating that it has been validated.

7. If you want to invalidate a dispatch, select it from the Documents list and click the **Invalidate selection (F6)** button. The box next to the dispatch is empty, indicating that it has not been validated.

8. Click the **Show session totals (F7)** button to display the current calculated values and values in a statement for your validated dispatches. The total number of items in validated dispatches and the total weight of validated dispatches (in kg) are also displayed. IPS displays all values in the **Session totals** window using the thousand and decimal separators defined in the **Common** tab of **National parameters**.

9. If you want to modify dispatch details in the Dispatch document capture screen (also accessed from 🖼**Accounting data entry** > 🗐 **Dispatch document capture** > **Outbound dispatch documents**), click **Modify Dispatch**.

10. If you want to validate or invalidate all dispatches in the list, click the **Select all** button, then click either the **Validate selection (F5)** or **Invalidate selection (F6)** button.

Comparing and performing manual adjustments to electronically imported data

1. To perform manual validation for an imported e55 or e09 form, you must first find the data. To search for an imported form, enter the **Terminal dues** accounting type, time period, **e55** or **e09** form, status, partner operator or mail flow and click the **Search (F3)** button. A list of statements appear in the item list box. 🖉 You must first set accounting parameters **Shared folder to read/store e09/e55 forms** before you can find them here.

2. Select your statement from the item list and click the **Edit (F5)** button. Values displayed in the **Original value** and **Calculated value** columns are calculated from data stored in IPS. You can modify **Original value** directly in this screen.

3. Values displayed in the **Accepted value** column are imported electronically. Click the **Perform documents validation** button to modify them. When validating an e55 form, the tolerances applied to the form during validation are indicated here.

4. The **Accepted value** column is recalculated based on the values entered in the previous screen.

5. If you are validating forms received, you can include a cover letter. The screen displays a number of fields that let you customize the cover letter body text. In the **Language** drop-down list, choose the language of the cover letter. In the **Denomination** drop-down list, select the name of the cover letter. Click the **Edit letter body** button to change the contents of the cover letter.

6. Select an action from the **Take action** drop-down menu.

Update	Indicates that the summary statement has been updated.
Dispute	Indicates that the summary statement is still in dispute with the partner operator. If you select this action you will see a warning message in your IPS screen when you generate a final settlement. Generates new e55/e09 form.
Accept	Indicates that you have accepted the values in the summary statement. Generates new e55/e09 form.

7. In the **Comments** box, type any additional information about the adjustments you have made.

8. Click the **Reset** button to return the values in the form to their original values before you made your adjustments.

9. Press the **[F2]** key or click the **Store (F2)** button to save your changes.

Showing accounting form events

You can see a list of events associated with accounting forms, along with information such as the date of each event, offices and user names.

1. First you must find the summary statement that you want to view. To search for all existing statements, click the **Search (F3)** button.

2. For a more selective search, enter the accounting type, time period, form, status, partner operator or mail flow and click the **Search (F3)** button. A list of statements meeting your search criteria appear in the item list box.

3. Select a statement from the item list. Click the **Show events** button.

4. In the new window that appears, scroll to the right to see all the event information for your selected accounting form.

   The information is read-only, you cannot make any changes in this window.

Invoicing for transport accounting

Most accounting in IPS is between postal organizations. Transport accounting differs in that it involves postal organizations and companies providing transport services. These companies are usually airlines, but they can also be truck, shipping or train companies. Your organization may choose to delegate some transport routes to a transport company intermediary - this is an intermediate party between your organization and one or more transport companies; in IPS they are known as 'transport settlement companies'.

In IPS, you can manually check, adjust and validate the invoices you receive from transport companies and intermediaries. The data contained in transport invoices is used to calculate the final settlements. (The two accounting forms previously used for transport accounting - CN66 and CN51 are no longer needed.)

The ability to make invoice adjustments at transport level can help you avoid disputes and non-reconciliation between your organization and your settlement companies. You can also closely monitor all transported mail, including empty bags.

Before you can process transport invoices, you must have already defined your transport companies, transport settlement relations and transport rates (although you can add unrated transport lines to invoices, see the section below - Validating invoices at transport line level).

Before you can process transport invoices, your system administrator must set up a batch job in SQL Server scheduled to run a special stored procedure. When you close a consignment, the stored procedure prepares information about the consignment for the transport accounting process; these pieces of information are called transport lines. See the *IPS Install Guide* for more information.

To add or remove columns from the list views displayed in the procedures below, hover the cursor over the column header row or one of the list entries, right-click and select **Personalize display**. Move items between the **Non displayed columns** and **Displayed columns** lists using the arrows. You can also control the order of display of the columns, their width and alignment.

Navigation

The procedure(s) explained in this topic use window **Accounting process** > **Validation of forms** > **Transport invoices**.

Procedures

Editing transport invoices that have already been added to IPS

1. At the top of the window in the **Selection criteria** section, you can search for existing transport invoices by a number of criteria, for example, by settlement company, transport company or invoice status.
2. Enter your search criteria and click the **Search (F3)** button.
3. A list of invoices matching your search criteria is displayed in the **Items in list** table. Select the invoice you want to edit and click the **Edit (F5)** button.
4. If you want to validate, invalidate or edit the transport lines in the invoice, or just view an invoice that was already accepted, click the **Transport level validation** button, See the Validating invoices at transport line level section below for more information.
5. In the **Total amounts** section you can compare the IPS calculated amounts and the amount you entered from the invoice you received.
6. If, when the form was first created, you entered any additional costs before accepting the form, these will be displayed. You can change any of the additional costs by editing the fields directly.

Original amount	(Read only) This is the amount that was originally entered as

	an additional cost for the current form.
Amount accepted	Enter the amount to be accepted for the additional cost.
Currency	(Read only) This is the currency specified for the additional cost when the form was first generated.
Observation	Enter any comments that are relevant to the additional cost.

7. The **Total accepted amount** is shown. This is the total of the **Amount accepted**, plus the sum of any accepted **additional costs**.

8. You can select an action from the **Take action** field. This becomes the invoice status:
   - **Create/Update** - the invoice information is entered into IPS, but is not ready yet as some part still needs to be checked

   - **Mark as ready** - the information entered into IPS is correct

   - **Dispute** - the invoice is refused, you must contact the settlement company about the discrepancy

   - **Accept** - you are validating the invoice

   - **Mark as ready for export** - the invoice is ready to be exported to another application, such as SAP

   - **Mark as deleted** - the invoice is deleted

9. Type any comments you want to make about the invoice in the **Comments** field.
10. Click the **Store (F2)** button to save your changes.

Adding new transport invoices

1. To add a new transport invoice, click the **New (Ins)** button. A new window opens.
2. In the **Settlement relation** field, select the company from the drop-down menu. This is the company that sent you the invoice. The settlement relation company is not always the company which actually transported the mail.
3. In the **Invoice #** field, type the number of the invoice that was sent to you from the settlement company. This field is mandatory.
4. Select a radio button for the transport type, for example, **Train**.
5. In the **Own ref #** field, type your own reference number for this invoice.
6. In the **Transport company** field, select the company which actually transported the mail from the drop-down menu.
7. In the **Amount** field, type the amount of the invoice and select the currency from the drop-down list.
8. Use the **Date from** and **to** fields to specify the date range you are being billed for.
9. Select a **Ref date** radio button to specify what the date range of the invoice refers to:
   - **Dispatching** - the dates when the dispatches closed
   - **Transport** - the dates when the transports departed

10. Select any or all of the **Mail categories** check boxes for the mail categories being invoiced:
    - **A** for Air

    - **B** for S.A.L

    - **C** for Surface

    - **D** for Prio by surface

11. Click the **OK** button. A list of invoice summaries at accounting level matching the criteria you specified is displayed in the **Items in list** table. If you want to validate, invalidate or edit the invoice at transport line level, click the **Transport level validation** button, See the Validating invoices at transport line level section below for more information.

12. In the **Total amounts** section you can compare the IPS calculated amounts and the amount you entered from the invoice you received.

13. If the calculated and accepted values are different, select a predefined reason for the difference from the drop-down list.

14. If, when the form was first created, you entered any additional costs before accepting the form, these will be displayed. You can change any of the additional costs by editing the fields directly.

Original amount	(Read only) This is the amount that was originally entered as an additional cost for the current form.
Amount accepted	Enter the amount to be accepted for the additional cost.
Currency	(Read only) This is the currency specified for the additional cost when the form was first generated.
Observation	Enter any comments that are relevant to the additional cost.

15. The **Total accepted amount** is shown. This is the total of the **Amount accepted**, plus the sum of any accepted **additional costs**.

16. You can select an action from the **Take action** field. This becomes the invoice status:
    - **Create/Update** - the invoice information is entered into IPS, but is not ready yet as some part still needs to be checked

    - **Mark as ready** - the information entered into IPS is correct

    - **Dispute** - the invoice is refused, you must contact the settlement company about the discrepancy

    - **Accept** - you are validating the invoice

    - **Mark as ready for export** - the invoice is ready to be exported to another application, such as SAP

    - **Mark as deleted** - the invoice is deleted

17. Type any comments you want to make about the invoice in the **Comments** field.

18. Click the **Store (F2)** button to save your changes.

Creating and reprinting invoice acceptance letters

When you have finished adding or editing a transport invoice, you can create an invoice acceptance

letter to inform the settlement company that you accept their invoice. The letter contains details of the invoice, including information such as: the invoice number, date and the amount you have accepted.

You can also reprint a letter for an accepted invoice by searching for the invoice from the main **Transport invoices** dialog, selecting the invoice and clicking **Reprint letter**. You can then edit it by following the procedure below beginning from step 3.

1. In the **Add/update a transport invoice** window, select the **Accept** action in the **Take action** field.
2. Click the **Store (F2)** button.
3. A dialog opens. You can edit the **Total accepted amount**, **Period** and **Your reference** fields.
4. To edit the body of the letter, select the **Language** of the letter and the name of the letter to customize in **Denomination**, then click **Edit letter body**. A new window opens. Edit the letter as outlined in how to edit the body text of the cover letter. IPS stores the letter in the relevant language sub-folder of the \Tpl folder located within the IPS \Bin folder (e.g. FR for French). The letter now appears in the **Denomination** list with the name specified followed by suffix **<customized>**.
5. Click the **OK** button.
6. IPS displays a preview of the letter. You can print, save or email it.

Validating invoices at transport line level

Transport level validation allows you to edit and add information relating to dispatches appearing on transport invoices. For example, you can change the number of receptacles and weight in a dispatch, you can add or update rate information per dispatch, or you can add a dispatch that was originally planned to be transported by another transport company. You can also view the details of a transport invoice that has already been accepted.

The dispatch information for transport accounting is contained in transport lines.

1. If you are editing or viewing an invoice that has already been added to IPS, at the top of the window in the **Selection criteria** section, search for the invoice by a number of criteria, for example, by settlement company, transport company or invoice status. Click the **Search (F3)** button. A list of invoices matching your search criteria is displayed in the **Items in list** table. Select the invoice you want to edit and click the **Edit (F5)** button.
2. If you are adding a new invoice, click the **New (Ins)** button.
3. The **Add/update a transport invoice** window opens. Click the **Transport level validation** button.
4. In the new window that opens, a summary is displayed of every transport the settlement company is billing you for over the period of the invoice. These are called transport summary lines. The window contains two tabs:
   - **Summary lines** - this tab displays all merged transport summary lines having the same category, rate and transport segment, but separated according to mail class

   - **Grouped summary lines** - this tab displays grouped transport summary lines. These are the same as displayed on the previous tab, but shows all mail classes grouped into a single line

⬚ If you want the grouped summary lines tab to be displayed by default when the window opens, check the relevant setting of the function, **Accounting process > Validation of forms > Transport invoices** in the Local management screen for associating functions to user groups.

5. From this window, you can perform a number of tasks on the transport lines and grouped transport lines:

Validating transport summary lines

1. Select the (grouped) summary line you want to validate, and click the **Validate** button.
2. If the summary line contains mail categories C or D, the line or group is validated immediately.
3. If the summary line contains mail categories A or B, a new window opens. For details on how to continue with the validation, follow the appropriate procedure below. See Editing transport summary lines for air and S.A.L. category mail.
4. Click the **OK** button.

Invalidating transport summary lines

1. Select the (grouped) summary line you want to invalidate, and click the **Invalidate** button.
2. If the summary line contains mail categories C or D, the line or group is invalidated immediately.
3. If the summary line contains mail categories A or B, a new window opens. For details on how to continue with the invalidation, follow the appropriate procedure below. See Editing transport summary lines for air and S.A.L. category mail.
4. Click the **OK** button.

Adding new transport summary lines

Adding a new transport line allows you to add dispatches to the invoices. For example, dispatches would need to be added if they were not originally planned to be part of this transport.

1. Click the **Add** button.
2. In the dialog that opens, define the criteria for your new transport summary line.

Origin	Select the originating location from the drop-down list. This is typically an airport, train station or port.
Mail class	Select a mail class for this transport summary line, for example, parcels.
Destination	Select the destination location from the drop-down list. This is typically an airport, train station or port.
Mail category	Select a category from the drop-down list: • Air

	• S.A.L
	• Surface
	• Prio by surface
Rate type	Select the basis for the rate calculation, for example, per kilogram or a flat rate per trip.
Rate	Type the rate.
Currency	Select the currency for this rate from the drop-down list.
Container type	This drop-down list is only visible if you selected 'Per loading unit' as the **Rate type**. Choose the container type from the drop-down list.

3. Click the **Enter details** button.

4. A new window opens. The main table in the window displays a list of dispatches associated to the current summary transport line. If you want to also display non validated transport lines with a departure time earlier than the invoice's period, check the **Show non validated for previous period** check box.

5. If you want to validate a summary line, select the line you want to validate, click the **Validate (F5)** button.

6. If you want to invalidate a summary line, select the line you want to invalidate, click the **Invalidate (F6)** button.

7. If you want to validate or invalidate all lines in the list, click the **Select all** button, then click either the **Validate (F5)** or **Invalidate (F6)** button.

8. If you want to edit the values of a dispatch, click the **Edit dispatch (F3)** button. In the dialog that opens, type the new values for the number of receptacles, number of loading units and total dispatch weight. Click the **OK** button.

9. If you want to add a dispatch to the transport line, click the **Add dispatch** button.
   a. In the window that opens, search for the dispatch you want to add. You can use a number of criteria to refine your search.

Dispatches with transport / other dis-patches	Select one of these radio buttons to specify whether you want to search for dispatches that are/are not included in existing transport lines (i.e. dispatches containing receptacles that have never been scanned to consignments). This allows you to add dispatches with no existing transport accounting data to transport invoices.
Origin	You cannot change the originating location of the dispatch; it is pre-filled from the parent transport summary line.
Transport	Select the transport company from the drop-

	down list.
Destination	You cannot change the destination location of the dispatch; it is pre-filled from the parent transport summary line.
Mail class	Select the dispatch's mail class from the drop-down menu.
Date from/to	Select the dispatch date range from the drop-down calendars.
Mail category	Select a category from the drop-down list: • Air • S.A.L • Surface • Prio by surface
Dispatch ID	If you know the dispatch identifier, enter it here.

b. Click the **Search** button. A list of dispatches matching your search criteria is displayed in the Items in list section.

c. If you want to change a dispatch's number of receptacles, number of loading units or total weight, select the dispatch from the items list, click the **Edit dispatch** button. In the dialog that opens, type the new values and click the **OK** button.

d. If you want to add a dispatch to the invoice, select it from the items list and click the **Add selected dispatches** button.

e. A new dialog opens asking you to confirm that you want to add the dispatch to the invoice. Click the **OK** button to make your confirmation.

10. In the **Dispatches in summary line** dialog, if you want to add inbound empty bags to the dispatch, select the summary line and click the **Add inb empty bags** button. Add the dispatch information in the new window that opens and click the **OK** button. 🖉 To add an inbound empty bag, the summary line must be airmail and its mail class 'T empty bags'.

11. Click the **OK** button.

Editing transport summary lines for air and S.A.L. category mail

Editing a transport line for air and S.A.L. category mail lets you validate or invalidate complete dispatches or just some of the included receptacles, and also add a dispatch or receptacle to the transport line.

1. Select the summary line (or grouped summary line) you want to edit, and click the **Edit line (F3)** or **Edit group (F2)** button.

2. A new window opens, and the transport line details are shown in the **Selected transport** section of the screen, in the read-only fields: **Origin**, **Destination**, **Mail category** and, for ungrouped summary lines, **Mail class**.

3. You can view the list of consignments or dispatches associated with the current summary line, by clicking the corresponding tab. In the bottom half of the screen you can see the individual receptacles that make up each consignment/dispatch. To display non validated transport lines with a departure time earlier than the period of the invoice, check the **Show non validated for previous period** check box.

4. To validate a consignment/dispatch, select the **Validate** check box next to the relevant item.

5. To invalidate a consignment/dispatch, unselect the **Validate** check box next to the relevant item.

6. To validate or invalidate all consignments/dispatches, click the **Validate all** button or **Invalidate all** button.

7. To validate or invalidate individual receptacles in a consignment/dispatch, select or unselect the **Validate** check box next to the relevant item. The combined weight of all the receptacles in the dispatch that have the **Validate** check box ticked will be automatically shown in the **Selected weight** field.

8. To validate or invalidate all receptacles in the selected consignment/dispatch, click the **Validate all** button or **Invalidate all** button.

9. If you are working with ungrouped summary lines, to add a dispatch or receptacle to the invoice, click the **Add dispatch/receptacle...** button.
   a. In the window that opens, search for a dispatch/receptacle which has not been invoiced. You can use a number of criteria to refine your search:

Origin location	You cannot change the originating location of the dispatch; it is pre-filled from the parent transport summary line.
Transport	Select the transport company from the drop-down list.
Destination location	You cannot change the destination location of the dispatch; it is pre-filled from the parent transport summary line.
Mail class	Select the dispatch's mail class from the drop-down menu.
Date from/to	Select the dispatch date range from the drop-down calendars.
Mail category	Select a category from the drop-down list: • Air • S.A.L
Dispatch ID	If you know the dispatch identifier, enter it here.

b. Click the **Search** button. A list of dispatches that meet your search criteria is displayed,and below that a list of the receptacles that are included in any selected dispatch.

c. To add one or more dispatches or receptacles to the invoice, click the **Validate** button next to the relevant item in the list and click the **Add validated dispatches/receptacles** button.

d. To add all dispatches or receptacles to the invoice, click the **Validate all** button next to the relevant item list and click the **Add validated dispatches/receptacles** button.

10. Click the **OK** button.

Editing transport summary lines for surface category mail

Editing a transport line allows you to adjust the number of receptacles and weight of the dispatches associated with the transport line. You can also validate and invalidate individual transport lines.

1. Select the line you want to edit, click the **Edit line (F3)** button.

2. A new window opens. The main table in the window displays a list of transport lines associated to the current summary line. If you want to also display non validated transport lines with a departure time earlier than the invoice's period, check the **Show non validated for previous period** check box.

3. If you want to validate a summary line, select the line you want to validate, click the **Validate (F5)** button.

4. If you want to invalidate a summary line, select the line you want to invalidate, click the **Invalidate (F6)** button.

5. If you want to validate or invalidate all lines in the list, click the **Select all** button, then click either the **Validate (F5)** or **Invalidate (F6)** button.

6. If you want to edit a dispatch, click the **Edit dispatch (F3)** button. In the dialog that opens, type the new values for the number of receptacles, number of loading units and total dispatch weight. Click the **OK** button.

7. If you want to add a dispatch to the invoice, click the **Add dispatch** button.
   a. In the window that opens, search for the dispatch you want to add. You can use a number of criteria to refine your search:

Origin	You cannot change the originating location of the dispatch; it is pre-filled from the parent transport summary line.
Transport	Select the transport company from the drop-down list.
Destination	You cannot change the destination location of the dispatch; it is pre-filled from the parent transport summary line.
Mail class	Select the dispatch's mail class from the drop-

	down menu.
Date from/to	Select the dispatch date range from the drop-down calendars.
Mail category	Select a category from the drop-down list: • Air • S.A.L • Surface • Prio by surface
Dispatch ID	If you know the dispatch identifier, enter it here.

b. Click the **Search** button. A list of dispatches that meet your search criteria is displayed.

c. If you want to change the dispatch's number of receptacles, number of loading units or total weight, select the dispatch from the items list, click the **Edit dispatch** button. In the dialog that opens, type the new values and click the **OK** button.

d. To add a dispatch to the invoice, select it from the items list and click the **Add selected dispatches** button.

e. A new dialog opens asking you to confirm that you want to add the dispatch to the invoice. Click the **OK** button to make your confirmation.

8. If you want to add inbound empty bags to the dispatch, select the summary line and click the **Add inb empty bags** button. Add the dispatch information in the new window that opens and click the **OK** button. To add an inbound empty bag, the summary line must be airmail and its mail class 'T empty bags'.

9. Click the **OK** button.

Adding and changing rates for transport lines and their associated dispatches

It is possible that your organization has not defined rates for some transport lines, or you want to add a dispatch to a transport line which has a different rate than the other dispatches in the transport line.

Adding unrated dispatches to transport lines

When you add unrated dispatches to a transport line, IPS will ask you to confirm that you want to apply the transport line's rate to those dispatches. The procedure is explained below.

Adding rated dispatches to a transport line with a different rate than the dispatch

You can add dispatches that already have a rate applied to them to a transport line that has a different rate. IPS will ask you to confirm that you want to apply the transport line's

rate to those dispatches. The procedure is explained below.

1. If you want to add dispatches to an existing transport line, click the **Edit (F3)** button. Go to step 5.

2. If you want to add dispatches to a new transport line, click the **Add** button.

3. In the dialog that opens, define the criteria for your new transport summary line.

Origin	Select the originating location from the drop-down list. This is typically an airport, train station or port.
Mail class	Select a mail class for this transport summary line, for example, parcels.
Destination	Select the destination location from the drop-down list. This is typically an airport, train station or port.
Mail category	Select a category from the drop-down list: • Air • S.A.L • Surface • Prio by surface
Rate type	Select the basis for the rate calculation, for example, per kilogram or a flat rate per trip.
Rate	Type the rate.
Currency	Select the currency for this rate from the drop-down list.

4. Click the **Enter details** button.

5. A new window opens. Now you can add dispatches to the new summary line, click the **Add dispatch** button.

6. In the window that opens, search for the dispatch you want to add. You can use a number of criteria to refine your search:

Origin	You cannot change the originating location of the dispatch; it is pre-filled from the parent summary line.
Transport	Select the transport company from the drop-down list.
Destination	You cannot change the destination location of the dispatch; it is pre-filled from the parent summary line.
Mail class	Select the dispatch's mail class from the drop-down menu.

Date from/to	Select the dispatch date range from the drop-down calendars.
Mail category	Select a category from the drop-down list: • Air • S.A.L • Surface • Prio by surface
Dispatch ID	If you know the dispatch identifier, enter it here.

7. Click the **Search** button. A list of dispatches that meet your search criteria is displayed.

8. To add a dispatch to the invoice, select it from the items list. Click the **Add selected dispatches** button.

9. A new dialog opens asking you to confirm that you want to add the dispatch to the invoice. Click the **OK** button to make your confirmation.

10. If the dispatch is unrated, the following dialog will open:

    "There are unrated lines. Please confirm to use the rate and currency of the parent summary line" - if you click the **Yes** button, the rate defined for the transport line is applied to the dispatch.

11. If the dispatch is already rated, but the rate is different from the transport line rate, the following dialog will open:

    "There are some lines with rate characteristics different from the parent summary line. Please confirm to use the rate and currency and settlement company of the parents summary line" - if you click the **Yes** button, the rate defined for the transport line is applied to the dispatch.

Customizing the cover letter for accounting forms and transport invoices

This topic explains how to customize the cover letters for accounting forms (CoverLetter.rtf) and for transport invoices (InvoiceAcceptLetter.rtf).

Changing the cover letter text

The default English versions of the cover letters are available in the directory \Bin\Tpl of the directory where IPS was installed (IPS also includes default French versions in sub-directory\Bin\Tpl\FR). You can edit the cover letters with any application that is capable of reading .rtf (Rich Text Format) files, such as Microsoft Word. Only certain parts of the cover letter can be customized. You can only change the labels, not the part that is generated automatically. The parts that you cannot change begin with **$** and are enclosed in parentheses **( )**. In the illustration below, the examples of text that you cannot change are highlighted in yellow.

```
Accounting Year: $(ACCOUNTING_YEAR)
Accounting Period: $(ACCOUNTING_PERIOD)
Account Action Name: $(ACCOUNTING_ACTION_NAME)
```

See the IPS Administration Guide for more details on how to edit the body text of a cover letter.

When you have finished changing the cover letter, save it in one of the locations described in Where you can store cover letters, cover letter logos and cover letter signature files. If you want to customize the default (English) cover letter, save the edited .rtf file to a sub-folder called EN. In this way, if at some time you need to restore the default templates for any reason, your customized copy will not be over-written.

In order for IPS to use your localized version of the cover letter, you must change the interface language setting using function **Local management** > **Workstation level** > **Change language**. Restart IPS to make the changes effective.

Changing the cover letter logo

The cover letter's background graphic is in the file **CoverLetterLogo** (with .bmp, .jpg or .jpeg file extension). The image is aligned with the top left corner of the document. To add your own logo, create the new graphic and name it **CoverLetterLogo**, with the appropriate extension for the format (.jpg, .jpeg or .bmp) and store it in one of the locations described in Where you can store cover letters, cover letter logos and cover letter signature files. It is not mandatory for your graphic to be the same size as the original, but the image will be aligned with the top left corner, no matter what size it is. So if your graphic is smaller than the original size but you want it to appear in a different location in the document, include some white space in your graphic to position it.

Including a signature file in a cover letter

You can automatically include a signature in a cover letter. To do this, scan the signature in question and save it as the image file **Signature**, with the appropriate extension for the format (.jpg, .jpeg or .bmp) and save it in one of the locations described in Where you can store cover letters, cover letter logos and cover letter signature files. If the file exists in one of the designated template folders, the signature will automatically appear at the bottom of any cover letters you create.

Where you can store cover letters, cover letter logos and cover letter signature files

You can store cover letters, cover letter logo image files and cover letter signature image files in any of the following locations:

- the default IPS template folder \Bin\Tpl

- a language-specific sub-folder within the default IPS template folder, such as \Bin\Tpl\FR (for French)

- a custom template folder, specified with parameter Custom defined location for templates

- a language-specific sub-folder within the custom template folder, such as \<Custom_folder>\FR (for French)

If the custom or language-specific locations apply, IPS attempts to load the image file from the custom or language location first before using the default location.

If no folder exists yet for your local language, you can create one with the same name as the 2 letter code of the language, e.g. NL for Dutch.

Capturing dispatch information

Defining allowed accounting partners for document capture

It is possible to define partnerships with other organizations from which you receive mail for accounting purposes. Accounting partnerships determine only the ability to capture documentation information for accounting partnerships. They do not affect your ability to exchange mail with any partners.

Partnerships are defined by the specific offices of origin and destination. Each office of exchange is associated with a postal partner. A partnership definition also includes specific mail categories and mail classes.

Navigation

See the specific procedures for navigation details.

Procedures

Defining accounting partnerships

1. Open window **Accounting data entry** > **Configuration & utilities** > **Allowed partners for document capture**.
2. Click the **New (Ins.)** button. A new window opens.
3. In the **Orig office** field, use the drop-down list to select the office of origin associated with this partnership.
4. In the **Dest office** field, use the drop-down list to select the destination office associated with this partnership.
5. In the **Mail category** field, use the drop-down list to select the mail category.
6. In the **Mail subclass** field, specify the mail subclass.
7. In the **Valid from** and **to** fields, enter the beginning and ending dates that this partnership is valid.

    The **Receptacles containing barcoded labels** check box is not currently used.
8. Click the **OK** button to close this window.
9. Click the **Store (F2)** button to save your changes.

Restricting document capture to defined partnerships

1. Open window ⬛ **National management** > 🗂 **System** > 🜂 **National parameters**.
2. Click the **Accounting** tab.
3. Check the **Restrict dispatch doc capture to valid defined partnerships** check box.
4. Click the **Store (F2)** button.

⚒ Related configuration

You can limit users to work only with accounting documents from valid partners. To enable this feature, you must enable parameter **Restrict outbound accounting dispatch process** in the National parameters window.

Capturing dispatch information

IPS contains a feature that lets you capture information about inbound and outbound dispatches. This information is used for accounting purposes. Once you have captured the dispatch documentation information, you can search for and update any data as necessary. The accounting information in IPS is automatically updated. IPS keeps every version of the dispatch documentation that you have entered, and you can retrieve it at any time. You can edit an existing verification note directly from the screen you used to capture the dispatch information. In the inbound process, you can also create a new verification note.

You can capture dispatch information even if you use another system besides IPS to handle your outbound mail. If you do use IPS to handle your outbound mail, the dispatch information is automatically recorded for you. You can also record dispatch level information for closed transit dispatches that you handle as the transit country. IPS prints a CP88 for each transit point.

If there is a product type associated with the dispatch, you can specify it. This information is used in the accounting process, for example, if different rates apply to various products, IPS handles the accounting for these different rates.

When you capture an inbound dispatch document, IPS tries to automatically fill in information based on the scans performed in the inbound mail process and the PREDES v2.0 EDI messages received. If you receive PREDES v2.1 EDI messages, IPS automatically creates a record for the dispatch and you do not have to run this function. This is because PREDES v2.0 does not contain all the information required for accounting, but PREDES v2.1 does. However, if an updated PREDES 2.1 is sent, the dispatch document will not be amended and saved if the dispatch document has already been manually captured or accounted.

🛈 You can also use this function if you have disabled the PREDES 2.1 auto-validation in the accounting agreement for a specific partner. If that is the case, you can manually validate dispatches using the **Validate received dispatches** screen.

When you handle surface, closed transit dispatches as the transit country you can capture the dispatch information. IPS uses this information to create the CP88 Special parcel bill. Because the dispatches are transiting your country, they are handled in both the inbound and outbound processes. Capturing the CP88 information is part of the inbound process.

When you handle closed transit dispatches for all mail classes and categories, except surface parcels, you can capture the information in a similar way to capturing CP88 information. "Transit dispatches" will be then be created automatically, using the captured information, when you close consignments containing transit mail.

Navigation

The procedures in this topic use the following windows:

- **Accounting data entry** > **Dispatch document capture** > **Inbound dispatch documents** to record information from documents you have received

- **Accounting data entry** > **Dispatch document capture** > **Outbound dispatch documents** to record information in IPS about your own outbound mail

- **Accounting data entry** > **Dispatch document capture** > **Inbound CP88**

- **Accounting data entry** > **Dispatch document capture** > **Inbound closed transit mails**

Procedures

1. If you are using a document with a barcoded dispatch identifier, click the **Barcoded dispatch ID** radio button and simply scan the barcode and press **Enter** (Enter may be automatically sent by your barcode reader, depending on its configuration).

    If you need to make changes, you can select the **Manual dispatch** entry to make the changes as necessary.

2. Select **Manual dispatch** entry if you are typing the dispatch information. If you enter the information manually, you must supply the following information in the appropriate fields:
    - **Orig office**

    - **Dest office** (by default, the current office)

    - **Category** (by default, your default mail category used for IPS)

    - **Subclass**

    - **Year** - the last digit of the year of the dispatch (by default, the current year)

    - **Serial No**

3. Click the **OK** button. If any data already exists for this dispatch, IPS fills in the data on this window. The message Source of pre-filled data: shows where the data displayed is coming from: it may be from an EDI message, from scanned inbound mail, from the PREDES or from recorded data captured in the IPS database. If no data exists, the message reads Source of pre-filled data: NONE. Only one tab is enabled, depending on the dispatch characteristics.

    If you enter a dispatch ID for which an accounting document already exists, a dialogue is displayed listing all dispatches with the same dispatch ID. State is Created if you created the accounting document manually in the main screen, or New if IPS created the document automatically by the receipt of a PREDES. You have three options:

- **Select (F3)** - the accounting values of the selected dispatch document are populated with the values of the existing document, which you can change before storing. The message Source of prefilled data: EXISTING DOC is displayed.

- **New (Ins)** - a new dispatch document is created, with no accounting values prefilled from the database. The message Source of prefilled data: NONE is displayed.

- **New with data** - a new dispatch document is created, with values prefilled from operation scans or PREDES. The message Source of prefilled data: SCAN or Source of prefilled data: PREDES is displayed. If no data can be prefilled then Source of prefilled data: NONE is displayed.

When you store the dispatch document a new dispatch document with the same dispatch ID is created. The state of the document is Created, and event 801 (Creation/update from document capture) is added to the document.

4. Enter the date of departure of the dispatch in the **Dispatch date** field.

5. Enter the date when the dispatch was received in the **Receipt date** field (only for inbound dispatches and CP88). The default date is the current date. The difference between the dispatch and receipt dates is calculated and displayed in **Elapsed days**.

6. In the **Previous No. on doc** field, type the previous dispatch serial number if this number is mentioned in the document you are capturing. It is normally mentioned by partners if they skip some numbers, to inform you about not formed dispatches. This field only exists for inbound and outbound dispatch documents.

   ![edit icon] By entering this information in IPS, IPS will not consider the not formed dispatch as missing. Example: you are capturing dispatch 12 from a partner and the document mentions that the previous dispatch was 10. You enter 10 in field Previous No on doc. This informs IPS that dispatch 11 will never be received from this partner and it is normal, no need to raise a VN about it.

7. Check the **Priority** box if applicable. This box is enabled only for surface mail.

8. Check the **Substitute document** box if you did not receive the original paper form and are using other means to get the information, such as the labels from the physical receptacles.

9. Check the **Contains express mail**, **Contains closed transit**, **Trial note attached** or **Contains receptacles prepared by customers** boxes if applicable.

10. In the **Flights** field, type the list of flights as text. Separate the list of flights with a plus sign (+). For example: SR001 + KL002.

11. If this dispatch is associated with a specific product type, in the **Product** field, use the drop-down list to specify the product type. (Product types are associated with specific mail classes. If there are no product types associated with the mail class, there are no product types in the list from which to choose.)

12. If this is an outbound dispatch sent with closed transit and you want to add or edit transit points, click the **Edit transit points** button. A new window opens. You can specify up to four transit points. In the **Country** field, use the drop-down list to specify the first transit country. Click a radio button to specify whether this segment uses air transit or surface transit. If there are additional transit points, repeat this step for each one. Click the **OK** button when you have finished.

13. Fill in the accounting information for the dispatch. More details can be found in the following sections:

- [Capturing inbound or outbound dispatch information](#)

- [Capturing closed transit (inbound CP88) dispatch information](#)

- [Capturing inbound closed transit dispatch information](#)

14. If you want to enter any special comments about the dispatch, such as noting that it was damaged, type free text in the **Comments** field. 💡 Any comments that you enter on the CP87 tab of the 'Inbound dispatch documents' screen will be printed on the corresponding CP94 form, if the **Print dispatch comments on CP94** parameter is set to true on the Accounting tab of the national or office configuration parameters screen.

15. If any verification notes exist for this dispatch, a message is displayed above **Edit VN**. Click **Edit VN** to view or update existing verification notes.

16. If you are capturing data for an inbound letter dispatch that was received with a CN65 form, you can click the **Add/Edit CN65** button to enter or modify the information from the CN65 (or **Remove CN65** to delete it). A new window opens. There are two tabs on this window for documenting registered and unregistered mail. Enter the data as necessary and click the **OK** button to close the window.

17. Click the **Store & next** button to go to the next record, or **Store & create VN** to create a verification note for this dispatch.

Capturing inbound or outbound dispatch information

In the middle section of the window, the tab that is active depends on the mail characteristics of the dispatch. Enter the information about the dispatch as necessary.

Notes:

- If this is a parcel dispatch and there are SDR values in the **Col 6** through **Col 9** fields, the value in the **No. parcels in dispatch** field in the **Dispatch totals** section cannot be the same as the value in the **No. parcels** field in the **Bulk entry** section.

- If the dispatch comes under the REIMS agreement, you must record the number of registered items **No. reg items** field. The **Net weight** columns may be disabled if you have specified that accounting for this agreement is based on to the gross weight (you specify gross/net weight when you [define your accounting agreements](#)).

- If you have created an accounting agreement for exchanging UX dispatches with this partner, IPS displays a table in the **Others** tab containing a single line for the stream type and columns for you to fill in with more detail (you can specify an agreement type of **Bilaterally agreed UX dispatches** when you [define your accounting agreements](#))

- If this is a UB dispatch to/from a REIMS or a non-REIMS partner, IPS displays four sets of the following fields for bulk mail content format separation: **No. receptacles**, **Weight (kg)** and **Total items**. Use these fields to enter details of the receptacle formats P (Small) , G (Large), E (Bulky) and X (Mix of all formats). For a REIMS UB dispatch, this information must be captured. For a non-REIMS UB dispatch, the information may be captured if specified in the accounting agreement. 📝 For outbound non-REIMS bulk mail dispatches, if the dispatch date is 1st January 2018 or later, IPS no longer displays the **IBRS weight** and **No. IBRS items** fields in Section 2, as bulk mail dispatches can no longer contain IBRS mail.

    When you place the cursor in a given field, discrepancies between the prefilled values and the current value are displayed in the **PREDES**, **Scan** and **Captured** fields (**PREDES** and **Captured**

are only shown if they exist). Captured refers to the current value of the field in the document stored on disk.

- If the dispatch falls under the Interconnect agreement, IPS prefills values in the **ICONN** tab based on the scanned data or PREDES. If a duplicate dispatch exists, a pop-up with the duplicate dispatch is displayed. If you select it, IPS populates the fields in this tab with details from the selected dispatch.

Capturing or removing à découvert EMS dispatch information

If you are entering an EMS dispatch, you can add or remove à découvert data as follows:

1. In the **EMS Manifest** tab, click **Add/edit à découvert manifest**. Note that if an à découvert manifest already exists and you want to remove it, you can click the **Remove à découvert manifest** button.
2. In the Add/edit à découvert data screen, enter the number and weight of à découvert items, clicking the **Add / Update** button after each manifest.
3. Click **OK** when you have finished.

Capturing closed transit (inbound CP88) dispatch information

1. In the **CP88** tab, enter the accounting information about the dispatch in the **Gross weight**, **Total items**, and **No recptcls** fields.

   When you place the cursor in a given field, discrepancies between the prefilled values and the current value are displayed in the **PREDES**, **Scan** and **Captured** fields (**PREDES** and **Captured** are only shown if they exist). Captured refers to the current value of the field in the document stored on disk.

2. Check a radio button to specify whether the incoming transport is by land or by sea.
3. If the dispatch will pass through another transit country that is not the final destination when it leaves your country, use the drop-down list in the **Next transit country** field to specify the next transit country. If the transit country displayed in the **Transit country** field is the final destination of the dispatch, leave the **Next transit country** field blank. You can also select the location of the transit and next transit countries.

Capturing inbound closed transit dispatch information

1. On the **Closed mails** tab, enter the accounting information about the dispatch in the **Gross weight** and **No. receptacles** fields.

   When you place the cursor in a given field, discrepancies between the prefilled values and the current value are displayed in the **PREDES**, **Scan** and **Captured** fields (**PREDES** and **Captured** are only shown if they exist). Captured refers to the current value of the field in the document stored on disk.

2. If the dispatch will pass through another transit country when it leaves your country, use the drop-down list in the **Next transit country** field to specify the next transit country. If the next country is the final destination of the dispatch, leave this field blank.

⚒ Related configuration

If you enable configuration parameter **Prevent modification of accounting dispatch date** in the National or Office parameters **Accounting** tab, accounting dispatch import fails if the dates do not match. For more details, see the IPS Import/Export Administrator Guide.

Creating a substitute delivery bill

When the delivery bill is missing from an inbound dispatch for which you are capturing the dispatch information, you can create a substitute delivery bill. When you capture the inbound information, you create a verification note. You can specify on the window you use to create the verification note that you want to create a substitute delivery bill.

📝Note: IPS prints a normal delivery bill with an indication that it is a substitute, rather than a CN46 Substitute Delivery Bill. Depending on the mail category, the form that is created is one of the following:

- CN37 Delivery bill. Surface mails

- CN38 Delivery bill. Airmails

- CN41 Delivery bill. S.A.L. mails

- CN47 Delivery bill. Mails of empty receptacles

🔢 Procedure
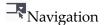
1. Capture the inbound dispatch information.
2. In the window that opens, click the **Store & Create VN** button. The Create/Edit VN window opens.
3. On the **Documents** tab, check the **Missing document** check box.
4. In the **Document** box, check the **Delivery bill** check box.
5. Click the **Edit substitute** button. A new window opens.
6. In the **Add receptacle** field, enter the receptacle number for which the document is missing.
7. Click the **Add** button.
8. Click the **OK** button.

Capturing Direct Access dispatch information

When you receive an inbound Direct Access dispatch, you must capture the information from the accompanying dispatch form; CN32 etc.

Each dispatch can contain one or more positions, which correspond to an individual product (newspapers, leaflets etc). A position can, in turn, consist of one or more rebates or surcharges to be applied to that product.

The following procedure explains how to capture all of the dispatch information relating to Direct Access mail, for accounting purposes.

🖱Navigation

The procedure(s) explained in this topic use window ▣ **Accounting data entry** > 🗒 **Dispatch document capture** > 🝢 **Inbound dispatch documents**

🔢 Procedures

Capturing Direct Access dispatch information

The CN32-DA Capture window opens when you select one of the Direct Access subclasses (UF, UG, UH or UC) in the Inbound dispatch documents screen, and then click the **View Details** button in the window that opens. For more details, see [Capture dispatch information](#).

1. The list of positions that match your criteria appears in the CN32-DA Capture window. Select the position you want to edit and click the **Edit (F5)** button. The Add/update Direct Access dispatch position window opens.
2. To capture a new DA position, click the **New (Ins.)** button.
3. Type in the details about the position; the fields marked with an asterisk * are compulsory.

Customer denomination	The name of the customer that the position belongs to.
Customer code	The code used by own post to identify the customer.
Product	A label that describes the Direct Access product, e.g. "Leaflets, sorted".
Customer code of partner	The code used by partner post to identify the customer.
Additional product information	For example, the name of a newspaper.
Customer number	A number that the own post uses to identify the customer. If the **Customer code** and/or **Customer code of partner** field is used, this field is optional.
Delivery number	This applies generally to newspapers. In some countries, imported newspapers have their own specific number. Enter this here.
No. items	The total number of items contained in the position.
Access code	Required in some countries: this is the code needed by your organization to be allowed to send direct dispatches.
Weight per item	The weight per item, in grams.
Total weight	The total weight of all items, in kilograms.
Price per item	The price charged per item.

Total price per item	The amount which is calculated by the formula: *Price per item* + ((*Weight per item * Price per weight*) / 1000)
Price per weight	The price charged per kilogram.
Total amount gross	The result of: (**No. of items**) x (**Total price per item**).
Surcharge/rebates	The dependent surcharges/rebates for the position. Click the **New (Ins.)** button or the **Edit (F5)** button to add or edit any surcharges/rebates for the position. See the [procedure below].

4. Click the **Store (F2)** button to save your changes.
5. Click the **Exit** button to close this window.

Adding or editing surcharges and rebates to Direct Access positions

A Direct Access dispatch position can include one or more rebates or surcharges. The rebate/surcharge amounts will be taken into account when the total amount for the position is calculated.

The following procedure explains how to add or update surcharges and rebates to a DA position.

1. In the screen, Add/update Direct Access dispatch position, under the section **Surcharge/rebates**, click the **New (Ins.)** button to add a new surcharge/rebate, or select an entry from the list and click the **Edit (F5)** button to edit the surcharge/rebate.
2. In the **ID** field, enter the unique ID of the surcharge/rebate.
3. In the **Denomination** field, enter the denomination of the rebate or surcharge.
4. In the **No. items** field, enter the number of items in the current position that the surcharge/rebate applies to.
5. In the **Total amount gross** field, enter the total amount of the position, before the surcharge/rebate is applied.
6. In the **Percentage** field, enter the percentage value of the surcharge/rebate.
7. Click the **Store** button to save the new or modified surcharges/rebates.

Viewing and updating dispatch information

Viewing and modifying dispatch documentation

At any time you can search for information that has been recorded about dispatch documentation. The dispatch documentation is the information you captured from inbound and outbound dispatches for accounting purposes.

There are several functions for finding the information you need. You can view existing information only, or view and update information. There are two separate functions for updating dispatch information. You can work with documents for which accounting has not yet been done, or specifically those documents for which the accounting has already been completed. These are documents for which the summary statement has been officially generated.

If necessary, you can delete a document or even raise a verification note at the same time you make the updates to the documentation. IPS keeps a history of all the changes that are made to dispatch documentation so that you can retrieve the original information if necessary.

Changing an accounted dispatch document can affect the accounting between you and the partner organization. You must notify the partner of any changes.

Procedures

Viewing dispatch documents

Use this procedure when you only want to view information. If you want to update dispatch documentation information, use the functions for modifying dispatch documentation or modifying accounted dispatch documentation.

1. Open window **Accounting data entry** > **Search documents** > **View dispatch documents**.
2. In the **Selection criteria** box, specify some criteria for your search. You must specify at least a range of dates.
3. Press the **[F3]** key or click the **Search (F3)** button. IPS displays a list of the dispatch documents that match your criteria in the **dispatches** list box.
4. You can click on a document in the list to see more information. When you select a document in the list, the **Events on selected dispatch document** box shows the events that have occurred to this document.
5. To see the details of the document, click the **View** button. A new window opens, showing the details of the document. You cannot change the dispatch documentation, but if there is a verification note for this document, you can click the **Edit VN** button to update the verification note.

Modifying dispatch documentation

Use this procedure to search for a document you want to change. IPS automatically updates the accounting information.

1. Open window ▤ **Accounting data entry** > ▯ **Search documents** > ◊ **Search/modify dispatch documents**.

2. In the **Selection criteria** box, specify some criteria for your search. You can specify the following data:

    - Originating country

    - Originating operator

    - Destination country

    - Destination operator

    - Mail category

    - Current state (accounting state, for example, New; Accounted; Modified by VN)

    - Mail class/subclass

    - Dispatched date

    - Receipt date

    - Serial Number

    You must specify at least a range of dates.

    You can check the **Include deleted dispatches** check box to include deleted dispatches.

3. Press the **[F3]** key or click the **Search (F3)** button. IPS displays a list of the dispatch documents that match your criteria in the **dispatches** list box.

4. There are several things you can do from this window:
    - If you want to make changes to the captured dispatch information, select the dispatch you want to change and click the **Edit (F5)** button. IPS takes you to the same window you use for capturing dispatch-level information. From this window you can enter information about the dispatch or raise a verification note, the same as when the information was initially recorded.

    - If you want to modify the dispatch ID, select the dispatch you want to change and click the **Modify ID** button. From this window you can modify the high-level information about the dispatch.

    - If you want to mark a dispatch document for deletion, select the dispatch and click the **Remove** button. You can select multiple dispatches. Documents are deleted when you click **Store**.

    - To see previous information about the dispatch documentation, select the dispatch in the **dispatches** list box. In the **Events on selected dispatch document** list box, select an event. The events are in order beginning with the most recent. You can select any event except the most recent. Click the **View history** button. IPS displays the dispatch information capture screen as it was stored for this event.

Modify accounted dispatch documentation

Accounted dispatch documents are documents for which the summary statement has been officially generated. If you change an accounted dispatch document, you should notify the partner organization.

1. Open window **Accounting data entry** > **Search documents** > **Search/modify accounted dispatch documents**.

2. In the **Selection criteria** box, specify some criteria for your search. You can specify the following criteria:

   - Originating country

   - Originating operator

   - Destination country

   - Destination operator

   - Mail category

   - Mail class/subclass

   - Dispatched date

   - Receipt date

   - Serial Number

   You must specify at least a range of dates.

3. Press the **[F3]** key or click the **Select (F3)** button. IPS displays a list of the dispatch documents that match your criteria in the **dispatches** list box.

4. There are several things you can do from this window:

   - If you want to make changes to the captured dispatch information, select the dispatch you want to change and click the **Edit (F5)** button. IPS takes you to the same window you use for capturing dispatch-level information. From this window you can enter information about the dispatch or raise a verification note, the same as when the information was initially recorded.

   - If you want to modify the dispatch ID, select the dispatch you want to change and click the **Modify ID** button. From this window you can modify the high-level information about the dispatch.

   - If you want to mark a dispatch document for deletion, select the dispatch and click the **Remove** button. You can select multiple dispatches. Documents are deleted when you click **Store**.

   - To see previous information about the dispatch documentation, select the dispatch in the **dispatches** list box. In the **Events on selected dispatch document** list box, select an event. The events are in order beginning with the most recent. You can select any event except the most recent. Click the **View history** button. IPS displays the dispatch information capture screen as it was stored for this event.

Viewing captured dispatches or PREDES messages

You can use IPS to get different kinds of information about received dispatches. Using the Summary/detail dispatch report, you can choose to show information about dispatches for which you have received a [PREDES](#) message by EDI, or for which you have [captured the dispatch documentation](#). You can compare the information from these reports, for example, if you want to verify that you physically received the dispatches listed in the EDI message and have recorded the information from the dispatch documents.

Navigation

The procedure(s) explained in this topic use window **Accounting data entry** > **Search documents** > **Summary/detail dispatch view**.

Procedure

1. Specify some search criteria to help you find the records you want to check. You must specify at least the office of origin, office of destination, mail category, mail class or subclass, and a range of dates.

2. Check the **Dispatch document** radio button if you want the report to show information from the captured dispatch documentation. Check the **PREDES** radio button if you want the report to show information from PREDES messages.

3. Click the **Search (F3)** button. IPS lists the dispatches that match the criteria you specified.

4. To view details about the dispatch, select the dispatch in the list and click the **View details** button. A new window opens, showing the electronic form containing the information about this dispatch.

   Click the **Prev** buttons to show the detail view for the previous dispatch in the list, or **Next** to show the detail view for the next dispatch in the list.

Column label	Meaning	Explanation
Gap	Missing dispatch flag	Contains an asterisk (*) if the dispatch is estimated from a gap.
Cal Elapsed days	Calendar elapsed days	Number of calendar days between dispatch date to the receipt date.
Rpt Elapsed days	Report elapsed days	Number of business days (Monday to Friday) between receipt date to the initial data entry date.
A	Trial note flag	Contains **A** if a trial note is attached to the dispatch.
B	VN flag	Contains **B** if the dispatch has a verification note.
C	Comments flag	Contains **C** if the dispatch has text in the **Comments** field.
D	MBags exist flag	For LCAO dispatches, contains **D** if there is at least one MBag.
E	Exempt receptacles exist flag	Contains **E** if there are exempt receptacles in the dispatch. This information is populated from the PREDES message.
PREDES	PREDES existence	Contains **Y** if there is a corresponding PREDES message for the dispatch in the view by dispatch document. Contains **D** if there are duplicated PREDES messages.
Doc	Document existence	Contains **Y** if there is a corresponding dispatch document for the dispatch key in the view by PREDES. Contains **D** if there are duplicate dispatch documents.

Validating pre-advised dispatches

When you exchange PREDES version 2.1 messages with a partner organization, by default, the dispatches you receive from that partner are validated automatically by IPS, using the information contained in the PREDES messages.

However, it is possible to disable the auto-validation of dispatches for a specific partner, when you define the accounting agreement. In that case, you must validate the dispatches manually, using the procedure below.

To find the dispatch(es) you want to validate, you can search by the dispatch identifier or the dispatch characteristics.

This procedure explains how to validate dispatches received from partners for which PREDES 2.1 auto-validation has been disabled in their accounting agreement.

Navigation

The procedure(s) explained in this topic use window **Accounting data entry** > **Search documents** > **Validate received dispatches**.

Procedure

1. In the **Selection criteria** box, click the **By dispatch identifier** radio button to search for a specific dispatch, and enter the dispatch identifier, or click the **By dispatch characteristics** radio button, then specify one or more criteria for your search. You can select from the following criteria:
   - Origin operator
   - Origin office
   - Mail category
   - Mail class/subclass
   - Current state
   - Dispatched date
   - Receipt date

You must specify at least a range of dates. If you also want to see documents that have already been validated, tick the **Include validated documents** check box.

2. Press the **[F3]** key or click the **Search (F3)** button. IPS displays a list of the dispatch documents that match your criteria in the **Accounting dispatches** list box.
3. To modify or check the details of a specific dispatch, select it and click the **Edit (F5)** button. The **Dispatch form capture for accounting** screen opens. You can use this screen to capture dispatch information, then click the **Store & Validate** button to return to the current function.
4. Select the check box in the left-hand column next to each dispatch that you want to validate, or select the check box in the headings row to select all displayed unvalidated dispatches, and

click the **Validate all selected** button.

5. Click **Exit** to quit the screen.

Working with verification notes

Creating and capturing VNs

Use this window to create a verification note or enter a verification note you received from a partner. The verification note can be associated with a specific dispatch or not associated with any dispatch. By default, some fields are enabled to allow you to enter the dispatch number associated with the verification note. If the VN is not associated with a dispatch, check the **Not attached to a dispatch** check box and use the drop-down lists to specify the information about the origin, destination, and mail class of the VN.

When you click the **Confirm** button, some tabs appear. The tabs that are displayed depend on the mail class you selected. The fields on the tabs are filled in with any existing information. The information can come from EDI messages or from the information you provided when you captured the dispatch-level documentation.

Creating verification notes

With IPS, you can generate verification notes which you send to your partners, or verification notes for your own mail which has been sent to a partner. For example, if there is a known problem with a dispatch you are sending, you can create a VN which you can send to the destination country to advise them. You can also add a CN24 report to the verification note.

The number of irregularities that can be entered when creating or editing VNs is limited to those that can be displayed on the current VN forms in IPS. If you add more irregularities than what is allowed, IPS prompts you to create a subsequent VN.

Procedure

1. Open window Accounting data entry > Verification notes > Own VNs > Create VN for mail received to create a VN concerning mail you have received from a partner, or Accounting data entry > Verification notes > Own VNs > Create VN for own mail to create a VN concerning your own sent mail. You can also access this screen from the Declared vs actual inbound mail screen.

2. If the VN is:
   - not associated with a dispatch, check the **Not attached to a dispatch** check box and use the drop-down lists to specify the country of origin, destination country and mail class

   - associated with a dispatch, enter the dispatch information in the **Dispatch ID** fields or scan the label. You can also click the **Manual entry** button and use the drop-down lists on the window that opens to enter the dispatch information.

   - for a transit dispatch, check the **For a transit dispatch** check box and enter the dispatch information as above

- for a consignment, check the **For a consignment** check box and enter the consignment information in the **Consignment ID** fields

  ☼ If this is an outbound consignment and your administrator has enabled parameter **Check consignment existence in VNs for own consignments** IPS checks for the consignment in the database and displays an error if it does not exist.

  📝 All VNs are generated in a new format from IPS 2014.

3. Click the **Confirm** button. Some tabs appear. The tabs displayed depend on the mail class you selected and other IPS configuration, and the information you can enter depends on the mail class of the dispatch. The fields on the tabs are filled in with any existing information. The information can come from EDI messages or from the information you provided when you captured the dispatch-level documentation.

   Letters

Receptacles	Use this tab to record differences or irregularities in received receptacles as compared to the information in the shipping documents. Appears only if both partners are REIMS countries.
Documents	Use this tab to record missing documentation and differences in the number of insured or registered items, errors in the calculations on the delivery bill and differences between amounts on the letter bill and the scanned data. If the information is not already in your system, you can use this tab to document it. • To note that documentation is missing, check the appropriate check box in the **Missing documents** section. The **Deliv. bill** check box and **Edit bill substitute...** buttons are disabled if the document is associated with a dispatch. To create a missing CN65 Weight of à découvert items form for normal or missent items, check the **CN65** check box and click the **Edit CN65 substitute ...** button. A new window opens. The exact window you see depends on whether IPS at your site is configured to handle these forms by country or by country group. • To record the number of registered, insured or express items, indicate the

	correct number in the **Identified items received** section.
	• To correct a discrepancy in the delivery bill, check the appropriate check box to indicate the nature of the discrepancy and enter the correct information in the applicable fields.
	• To note a discrepancy in the number received according to the documentation as compared to the actual number received, check the corresponding check box.
Item irregularities	Use this tab to document differences or irregularities with the information received from a partner for letters, such as missing, damaged, or missent letters if the information is not already in your system. After you have specified the **Irregularity** and **Letter ID** values, the system retrieves values (if any) for the **Origin**, **Destination** and **Weight** fields. You can proceed to update the irregularity information.
Terminal Dues mail	Use this tab to record differences in the information that appears in the Terminal dues section of the CN31 form. If the information is not already in your system, you can use this tab to document it. Appears only if one or both partners is not a [REIMS] country, otherwise Terminal dues are split into receptacles and items tabs as described below.
T Dues mail (receptacles)	Use this tab to record differences in receptacle weights. Appears only if both partners are [REIMS] countries.
T Dues mail (Items)	Use this tab to record differences in item weights. Appears only if both partners are [REIMS] countries.
Bulk mail	Use this tab to record differences in format-separated bulk mail dispatches.

IBRS	Appears only if one or both partners are not [REIMS] countries. If the dispatch is a UB dispatch containing receptacles with content format-separated mail (P, G, E, and X), the information is shown in this tab.
	This tab shows differences in the number and weight of IBRS items. If the information is not already in your system, you can use this tab to document it. Appears only if one or both partners is not a [REIMS] country.
Bilateral UX	Use this tab to record differences or irregularities in received bilateral UX dispatches as compared to the information in the shipping documents.
Other	Use this tab to document other problems not handled by the other tabs and to specify a reason for the VN. In the **Reason** field, use the drop-down list to specify the reason for the VN. This list shows all your own defined VN reasons, except those that are associated with the category Receptacle. Use the **Receptacles** tab to define these.
Event codes	Click this tab to indicate an event code or codes which describes the reason for the VN. These eventcodes are at the receptacle level. You can click the **Old** radio button to display the list of receptacle VN reasons that were used on the VN forms before 2006.
CN24	Click this tab to show a list of the CN24 documents associated with this VN. To create a new CN24, click the **Add** button and fill in the fields. The fields correspond to the information on the paper form.
Attachments	Click this tab to specify a list of files to

	attach to the VN. You can browse to a file or specify any URL beginning with http:// or https://.
Rec irregularities	Use this tab to document differences or irregularities with the information received from a partner for receptacles. If the information is not already in your system, you can use this tab to document it. Appears only if one or both partners is not a REIMS country.
Irregularities CN32IDM	Use this tab to record differences or irregularities in dispatches of harmonized Direct Mail. Appears only if both partners are REIMS countries for dispatches with mail category C and mail subclass UC.
Irregularities dispatch	Use this tab to record differences or irregularities in dispatches. Appears only if both partners are REIMS countries for dispatches with mail category C and mail subclass UC.

Parcels

Documents	Use this tab to record a missing or irregular CN38, CP87 or CP88 form. The **Delivery bill** check box and **Edit bill substitute...** buttons are disabled if the document is associated with a dispatch.
Parcels	Use this tab to record discrepancies in the number or weight of parcels, number of receptacles or rates. If the VN is for an Interconnect dispatch, record the discrepancy between the declared and actual number of items and weight of the relevant Interconnect dispatch type (X-standard and Y-premium) and subclass (CY, CX and EY).
Rec irregularities	Use this tab to document differences or irregularities with the information received from a partner for receptacles. If

Item irregularities	the information is not already in your system, you can use this tab to document it. Use this tab to document differences or irregularities with the information received from a partner for parcels, such as missing, damaged, or missent parcels. If the information is not already in your system, you can use this tab to document it.
Errors	This tab displays any information that was received by EDI in a pre-advice message (PRESDES) about the parcels in this dispatch that contain errors. If the information is not already in your system, you can use this tab to document it. Enter the **Parcel ID**. The system then retrieves values for the following fields: **Weight entered/Weight observed** (as applicable), **Origin** and **Destination** so you can proceed to add information about the errors.
Other	Use this tab to document other problems not handled by the other tabs and to specify a reason for the VN. In the **Reason** field, use the drop-down list to specify the reason for the VN. This list shows all your own defined VN reasons.
Event codes	Click this tab to indicate an event code or codes which describes the reason for the VN. These event codes are at the receptacle level.
CN24	Click this tab to show a list of the CN24 documents associated with this VN. To create a new CN24, click the **Add** button and fill in the fields. The fields correspond to the information on the paper form.
Attachments	Click this tab to specify a list of files to attach to the VN. You can browse to a

	file or specify any URL beginning with http:// or https://.

EMS

Documents	Use this tab to record missing or irregular documents. The **Delivery bill** check box and **Edit bill substitute...** buttons are disabled if the document is associated with a dispatch.
Rec irregularities	Use this tab to document differences or irregularities with the information received from a partner for receptacles. If the information is not already in your system, you can use this tab to document it.
Item irregularities	Use this tab to document missing, excess, damaged or delayed EMS items. Use the drop-down list to specify the type of irregularity. Enter some information about the item. You must enter at least the item identifier, and can add information about the sender and recipient. Click the **Add (Ins.)** button.
Subsequent treatment of items	Check the check box that best describes what steps were taken next with the item. For example, an addressee can refuse an item, or it may sometimes be necessary to destroy the contents.
Event codes	Click this tab to indicate an event code or codes which describes the reason for the VN. These eventcodes are at the receptacle level.
CN24	Click this tab to show a list of the CN24 documents associated with this VN. To create a new CN24, click the **Add** button and fill in the fields. The fields correspond to the information on the paper form.
Attachments	Click this tab to specify a list of files to attach to the VN. You can browse to a file or specify any URL beginning with

	http:// or https://.

⚠ The **Clear values on current tab** button removes the data from all fields on the currently active tab. Use this feature with caution. Once you store your data the values you cleared cannot be recovered.

4. In the **Take action** field, select **Send own VN** to partner.

5. Click the **Store (F2)** button. You can also select the **Print draft when storing** check box to print a copy of the verification note.

🛠 Related configuration

IPS administrators can configure IPS to return an error when creating a VN for an outbound consignment if it does not exist in the database by enabling parameter **Check consignment existence in VNs for own consignments**.

Checking for gaps in dispatch documentation

You create verification notes for any discrepancy between mail physically received and dispatch documents received, such as when mail is received but dispatch document is not received. This can happen if the final bag was not received. Once you have captured dispatch-level information from the documents you have received, you can check for missing documentation. IPS shows any gaps in captured documentation and shows any information from the PREDES message or the physically scanned mail. You can use this information to help identify the nature of the problem. You can then generate a verification note for the discrepancies.

📝 This function is for inbound mail only.

🔢 Procedure

1. Open window 📊**Accounting data entry** > 📁 **Verification notes** > 📁 **Own VNs** > 🔵 **Show dispatch gaps and generate VNs**.

2. Enter some information to define the dispatch documents you want to search for.

3. Click the **Search (F3)** window. For example, you can search for documents by operator, or just for those from a particular office. IPS displays any gaps it finds in the dispatch document information that corresponds to the search criteria you supplied. The numbers in the **Gap start** and **Gap end** columns are the dispatch numbers for which the captured documentation is missing. If there is only one document missing, the same number appears in both these columns.

4. Select a gap from the list and click the **Show details and create VN** button. A new window appears.

5. The **Selected dispatch # in** field shows the number of the dispatch for which captured documentation is missing. If information for more than one dispatch is missing, you can click the **Next** and **Previous** buttons to page forward and backward through the information.

6. The **Available information on selected dispatch** section shows the information that you have for this dispatch, either from the PREDES message or from scanning the physical mail.

7. To create a verification note, check the **PREDES** or **Scanned receptacle** radio button to indicate whether you want the verification note to be based on the PREDES message or the scanned

data and click the **Create VN** button. The window for creating verification notes opens.

8. [Create the verification note.](#)

Showing differences between EDI, documents and scans

You can use IPS to compare actual data that you have scanned against accounting data or pre-advised EDI data. You can also view dispatches you have scanned for which no accounting data exists.

The procedures described below are for inbound dispatches, not transit dispatches.

Procedures

Comparing operational data against pre-advised accounting data

This function allows you to compare dispatch data declared in received PREDES messages with the scanned operational data for a given list of dispatches.

1. Open window **Accounting data entry** > **Verification notes** > **Own VNs** > **Declared vs actual inbound mail**.
2. Specify some search criteria to find the dispatch or dispatches you want to check.
3. If you want include dispatches that have already been marked as checked, check the **Include dispatches already checked** check box.
4. If you want to only view dispatches for which no accounting data exists, check the **Only dispatches without accounting data** check box.
5. Click the **Search (F3)** button. The **Dispatches found** box displays a list of the dispatches that meet your search criteria.
6. You can select one or more dispatches in the list (CTRL+left click for multiple selection) and perform any of the following operations on them. Note that the only operation available for multiple dispatches is **Mark as checked**:
    - view the list of receptacles associated with the dispatch in the **Items in list** box

    - mark it as checked, by clicking the **Mark as checked** button; when you click this button, the Checked timestamp is displayed next to the dispatch, if an IPS Administrator added this column using the **Personalize display** feature; checked dispatches are only displayed if you select the **Include dispatches already checked** check box (see step 3 above)

    - view more detailed information on the data differences, by clicking the **Detailed comparison** button

    - view or create accounting data, by clicking the **View accounting data** or **Create accounting data** button; in both cases the [Inbound dispatch documents](#) window opens, but only in read-only mode if viewing

    - create or edit a verification note, by clicking the **Create VN** or **Edit VN** button; in both cases the [Create VN for mail received](#) window opens (only available if accounting data exists for the dispatch)

7. For more information on one of the receptacles in the dispatch, select it in the list in the lower half of the window and click **Detailed comparison** for more information on the differences, or **Open in Track and Trace** for more information on the receptacle.

Comparing operational data against captured accounting data

This function allows you to compare captured accounting data with the scanned operational data for

a given list of dispatches.

1. Open window ▣Accounting data entry >◨ Verification notes >◨ Own VNs > ◈Accounting data vs actual inbound mail.

2. Specify some search criteria to find the dispatch or dispatches you want to check. It is mandatory to supply at least the dispatch date range in the **Dispatch date from** and **to** fields.

3. If you want to only view dispatches for which no accounting data exists, check the **Only dispatches without accounting data** check box.

4. Click the **Search (F3)** button. The **Dispatches found** box displays a list of the dispatches that meet your search criteria.

5. You can select any of the dispatches in the list and perform the following:
   - view the list of accounting streams associated with the dispatch in the lower half of the window; to view only accounting streams that have discrepancies, check the **Show only differences** check box

   - view or create accounting data, by clicking the **View accounting data** or **Create accounting data** button; in both cases the Inbound dispatch documents window opens, but only in read-only mode if viewing

   - create or edit a verification note, by clicking the **Create VN** or **Edit VN** button; in both cases the Create VN for mail received window opens

   - open the dispatch in the Track & trace window by clicking **Open in Track and Trace**

Checking for differences between declared and actual mail values received

You can use IPS to compare the values declared by the sending operator in the received EDI message (PREDES) against the data actually scanned for the mail items received in the operational inbound process. Accuracy is important because the data is used for accounting and billing purposes between designated operators. The comparison covers several aspects of the dispatch such as the number of items, number of receptacles, total weight of the dispatch, etc. and anomalies such as missing, excess or missent items. If discrepancies exist, you can create a verification note to send to the sending postal operator.

💡 You can display additional columns in this screen. Ask your administrator to personalize the display by right-clicking on the grid, selecting **Personalize display** and specifying the columns to be added.

🔢 Procedure

1. Open window ▣Accounting data entry >◨ Verification notes >◨ Own VNs > ◈Declared vs actual inbound mail.

2. Enter your search criteria to find the dispatch or dispatches you want to check. There is no mandatory field for the search but the more information you specify, the more specific your search will be. Additionally, you can filter the search results using the following check boxes:
   - Include dispatches already checked - when checked, the search results will include all dispatches that were checked and whose declared and actual values matched

- Only dispatches without accounting data - when checked, the search results will include dispatches with no accounting data

3. Click the **Search (F3)** button. The system displays the dispatches that meet your search criteria in the **Dispatches found** list box. Details:

Dispatch ID	The dispatch identifier.
Dispatch date	The data of the dispatch as indicated in PREDES.
Mail category	The dispatch mail category (A, B, C or D).
Mail subclass	The dispatch subclass.
Declared # receptacles	The number of receptacles declared in the dispatch. If the dispatch is not pre-advised, this column displays a value of "-".
Declared # items	The total number of identified items declared in the dispatch. If the dispatch is not pre-advised, this column displays a value of "-".
Declared weight	The total declared weight for the dispatch. If the dispatch is not pre-advised, this column displays a value of "-".

If you selected a dispatch in the **Dispatches found** list box with mail subclass Letters, you can display the following additional columns:

Declared content format	The receptacle content format as pre-advised. If the receptacle is not pre-advised, this column displays a value of "-".
Actual content format	The actual receptacle content format as captured in IPS. If the receptacle is not received, this column displays a value of "-".
Declared # reg. items	The total number of registered items declared in the receptacle. If the receptacle is not pre-advised, this column displays a value of "-".
Actual # reg. items	The total number of registered items actually received for the receptacle. If the receptacle is not received, this column displays a value of "-".
Difference - # reg. items	The difference between declared and actual number of registered items. If one of the values is missing, this column displays a value of "-".
Declared # ins. items	The total number of insured items declared in the receptacle. If the receptacle is not pre-advised, this column displays a value of "-".

Actual # ins. items	The total number of insured items actually received for the receptacle. If the receptacle is not received, this column displays a value of "-".
Difference - # ins. items	The difference between declared and actual number of insured items. If one of the values is missing, this column displays a value of "-".
Declared # exp. items	The total number of express items declared in the receptacle. If the receptacle is not pre-advised, this column displays a value of "-".
Actual # exp.items	The total number of express items actually received for the receptacle. If the receptacle is not received, this column displays a value of "-".
Difference - # exp. items	The difference between declared and actual number of express items. If one of the values is missing, this column displays a value of "-".

4. Select a dispatch then click the **Detailed comparison** button.

5. Examine the details to find out whether discrepancies exist between the declared values and the actual scanned data for the dispatch received. Once you select a dispatch, the system displays all the receptacles belonging to that dispatch in the **Receptacles in dispatch** list box. Details:

Receptacle ID	The receptacle identifier.
Receipt date	The date and time when the receptacle is first scanned in inbound IPS. If the receptacle is not received, this column displays a value of "-".
Status	The receptacle status: • Pre-advised - the receptacle was included in the PREDES and was received in inbound • Missing - the receptacle was in the PREDES but was not received • In excess - the receptacle was received but not included in the PREDES • Received - the receptacle was received but no PREDES exists in IPS for the dispatch
Declared subclass	The receptacle-level subclass as pre-advised. If the receptacle is not pre-advised, this column displays a value of "-".
Actual subclass	The receptacle-level subclass as scanned in inbound. If the receptacle is not received, this column displays a value of "-".

Declared # items	The total number of identified items declared in the receptacle. If the receptacle is not pre-advised, this column displays a value of "-".
Declared weight	The total declared weight of the receptacle. If the receptacle is not pre-advised, this column displays a value of "-".

6. Select a receptacle then click the **Detailed comparison** button.

7. Examine the details to find out whether discrepancies exist. You can also open the Track & Trace screen for the selected receptacle by clicking **Open in Track & Trace**.

8. After viewing the detailed comparison both at the dispatch and receptacle levels, choose the action to perform on the dispatch. There are several things that you can do in this screen:

   - **Create accounting data** - Click this button to create accounting data for the dispatch. The system displays the Inbound dispatch documents screen that is automatically pre-filled with the dispatch details (either from PREDES or scans), depending on your IPS configuration.

   - **View accounting data** - This button is available only if accounting data exists for the selected dispatch. Click to open the Inbound dispatch documents screen that is automatically pre-filled with the accounting dispatch data.

   - **Create VN** - Click this button to create a verification note to send to the sending partner postal operator if discrepancies exist. The system displays the VN screen that is automatically pre-filled with the dispatch details.

   - **Edit VN** - This button is available only if one or more VNs exist for the selected dispatch. Click to edit an existing VN or to select a VN to edit from the pop-up if multiple VNs exist for the dispatch.

   - **Mark as checked** - Click this button to mark a selected dispatch as "Checked".

Creating a substitute CN65

When you receive a dispatch containing à découvert or missent letters that does not have the CN65, you can create a substitute CN65. You create the substitute CN65 either by individual countries or by country groups, depending on how IPS is configured in your organization. In either case, the accounting process is updated accordingly. To be able to create a substitute CN65 by country groups, the country groups and the rates for each must be defined. This task is the responsibility of your organization's IPS system administrator.

Creating a substitute CN65 by country group

1. [Create the verification note](#).
2. Click the **Documents** tab.
3. In the **Missing documents** section, click the **CN65** check box.
4. Click the **Edit CN65 substitute** button. A new window opens.
5. Click the relevant tab, depending on whether the items were registered or unregistered normal à découvert, or registered or unregistered items which were missent.
6. Enter a document number in **Doc No** if required.

7. Check the **Statistical** check box if this dispatch is part of sampling data. Note that this box is automatically checked for registered or unregistered à découvert items if the dispatch date falls in May of an odd year, or October of an even year; you can uncheck the check box if it is not required.

8. In the **Net weight** field, enter the weight subtotals of the items, in grams, for each country group. For example, if the total dispatch weight is three kilos and there is a total of two kilos for the various countries in your country group 1 and one kilo for the countries in your country group 2, you would type 2000 in the **Net weight** field next to Group 1 and 1000 next to Group 2.

9. If you want to add some comments, type them in the **Observations** field.

10. Click the **OK** button.

11. If you want to send verification n Notes to the partner countries, on the Create/edit VN window in the **Take action** section, check the **Send VN to partner** radio button.

12. Click the **Store (F2)** button.

Creating a substitute CN65 by country

1. Create the verification note.

2. Click the **Documents** tab.

3. In the **Missing documents** section, click the **CN65** check box.

4. Click the **Edit CN65 substitute** button. A new window opens.

5. Click the relevant tab, depending on whether the items were registered or unregistered normal à découvert, or registered or unregistered items which were missent.

6. In the **Dest country** field, use the drop-down list to specify the destination country of the mail items.

7. In the **Total item weight** field, type the weight of the items in grams

8. Click the **Add** button.

9. Repeat steps 6 to 8 above for each of the destination countries that you need to specify in the substitute CN65 form.

10. If you want to delete any of the details you entered for the destination countries, select the corresponding country in the **Countries weights** list and click the **Remove** button.

11. Click the **OK** button.

12. On the Create/edit VN window in the **Take action** section, check the **Send VN to partner** radio button.

13. Click the **Store (F2)** button.

Attaching a CN24 to a VN

When you are working with a VN, you can attach a CN24 to it. The CN24 is a detailed report of irregularities or problems with a mail item. The fields on the IPS screen correspond to the paper form. For example, you can use this form to explain that the item was damaged, specify details about the conveyance or packaging, or whether a package was destroyed, forwarded or refused by the sender or recipient.

Procedure

1. Create the VN.

2. Click the **CN24** tab.

3. Click the **Add** button. A new window opens.

4. In the **Reference no** field enter.

5. In the **Item ID** field enter the identifier number of the item you want to document.

6. Click each tab, which corresponds to a section on the paper CN24 form, and complete the fields as they apply to the CN24.

7. Click the **OK** button. The CN24 window closes and the new CN24 appears in the list of CN24s associated with the VN.

Searching for and modifying VNs

You can find and make changes to verification notes.

Procedure

1. Open window Accounting data entry > Verification notes > Search/modify VNs.

2. Click the **Own VNs** button to find or change a VN you sent, or **VNs received** to find or change a VN sent by a partner.

3. In the **Selection criteria** box, specify some criteria for your search.

4. Press the **[F3]** key or click the **Search (F3)** button. IPS displays a list of the dispatch documents that match your criteria in the **VNs** list box.

5. There are several things you can do from this window:

   - If you want to make changes to the VN information, select the VN you want to change and click the **Edit (F5)** button. IPS takes you to the same window you use to create a VN. From this window you can change or enter new information about the VN.

   - Click **Preview** to see a preview of the VN.

   - To see events associated with the VN, select the VN in the top list box. In the bottom list box, select an event. The events are in order beginning with the most recent. You can select any event except the most recent. Click the **History** button. IPS displays the dispatch information capture screen as it was stored for this event.

   - Take action on one or more VNs, as follows:

     1. Select one or more VNs in the top list box. To select a range of consecutive VNs, hold down the SHIFT key when you click. To select more than one non-consecutive VN, hold down the CTRL key when you click each VN.

     2. Click **Take action**. IPS opens a new dialog containing the selected VNs and the actions you can take for each one.

     3. Update all required actions and click **Store (F2)**.

Searching for updates for existing verification notes

A previously created verification note (VN) may become out-of-date when new operational data is available or when EDI messages are imported involving the same dispatch. This applies to pending VNs created to report the following:

- Missing items

- Missing receptacles

- Receptacles in excess

You can use this screen to search for a verification note that has become out-of-date based on new data received, and update or remove it if it is no longer needed.

Navigation

The procedures in this topic use window **Accounting data entry** > **Verification notes** > **Search updates for existing VNs**.

Procedure

1. In the **Search criteria**, specify one or more criteria for your search. You can select from among the following criteria:

   - **Origin operator**

   - **Origin office**

   - **Mail class**

   - **VN date from**

   - **VN date to**

   You must specify at least a range of dates.

2. Press the **[F3]** key or click the **Search (F3)** button. IPS displays a list of the dispatch documents that match your criteria.

3. Choose the tab relating to the VN type you wish to view or update: **Missing items**, **Missing receptacles** or **Receptacles in excess**.

4. Select the VN to be updated and press **[F2]** or click **Edit VN (F2)...** to edit or delete the verification note.

Receiving verification notes

A partner organization can send you a verification note when they received a letter or parcel dispatch from you that contained an irregularity, such as missing items or documentation. When you receive a verification note, you must enter it into IPS. You can accept the verification note or simply note it and send it back. Occasionally, you may also need to receive a verification note for your own mail. For example, you can create and send a verification note if you realize that there is a mistake in a dispatch you have sent.

Procedure

1. Open window **Accounting data entry** > **Verification notes** > **VNs received** > **Capture VN received for own mail** or **Capture VN received for mail received**.

2. If the VN is:

- not associated with a dispatch, check the **Not attached to a dispatch** check box and use the drop-down lists to specify the country of origin, destination country and mail class

- associated with a dispatch, enter the dispatch information in the **Dispatch ID** fields or scan the label; you can also click the **Manual entry** button and use the drop-down lists on the window that opens to enter the dispatch information

- for a transit dispatch, check the **For a transit dispatch** check box and enter the dispatch information as above

- for a consignment, check the **For a consignment** check box and enter the consignment information in the **Consignment ID** fields

   If this is an **outbound** consignment and your administrator has enabled parameter **Check consignment existence in VNs for own consignments** IPS checks for the consignment in the database and displays an error if it does not exist.

   You can opt to capture the VN in the old format by checking **Use old VN template**. This option is not available for consignment-level VNs.

3. Click the **Confirm** button. Some tabs appear. The tabs depend on the mail class you selected. The fields on the tabs are filled in with any existing information. The information can come from EDI messages or from the information you provided when you captured the dispatch-level documentation.

4. To record information about the reason for the verification note, click the appropriate tabs and enter the information you want to change or document.

Letters

Receptacles	Use this tab to record differences or irregularities in received receptacles as compared to the information in the shipping documents. Appears only if both partners are [REIMS](#) countries.
Documents	Use this tab to record missing documentation and differences in the number of insured or registered items, errors in the calculations on the delivery bill and differences between amounts on the letter bill and the scanned data. If the information is not already in your system, you can use this tab to document it. • To note that documentation is missing, check the appropriate check box in the **Missing documents** section. The **Deliv. bill** check box and **Edit bill substitute...** buttons are disabled if the document is associated

	with a dispatch. To create a missing CN65 Weight of à découvert items form for normal or missent items, check the **CN65** check box and click the **Edit CN65 substitute ...** button. A new window opens. The exact window you see depends on whether IPS at your site is configured to handle these forms by country or by country group.
	• To record the number of registered, insured or express items, indicate the correct number in the **Identified items received** section.
	• To correct a discrepancy in the delivery bill, check the appropriate check box to indicate the nature of the discrepancy and enter the correct information in the applicable fields.
	• To note a discrepancy in the number received according to the documentation as compared to the actual number received, check the corresponding check box.
Item irregularities	Use this tab to document differences or irregularities with the information received from a partner for letters, such as missing, damaged, or missent letters if the information is not already in your system. After you have specified the **Irregularity** and **Letter ID** values, the system retrieves values (if any) for the **Origin**, **Destination** and **Weight** fields. You can proceed to update the irregularity information.
Terminal Dues mail	Use this tab to record differences in the information that appears in the Terminal dues section of the CN31 form. If the information is not already in your system, you can use this tab to document it. Appears only if one or both partners is not a REIMS country, otherwise Terminal dues are split into receptacles and items tabs as described below.

T Dues mail (receptacles)	Use this tab to record differences in receptacle weights. Appears only if both partners are REIMS countries.
T Dues mail (Items)	Use this tab to record differences in item weights. Appears only if both partners are REIMS countries.
Bulk mail	Use this tab to record differences in format-separated bulk mail dispatches. Appears only if one or both partners are not REIMS countries. If the dispatch is a UB dispatch containing receptacles with content format-separated mail (P, G, E, and X), the information is shown in this tab.
IBRS	This tab shows differences in the number and weight of IBRS items. If the information is not already in your system, you can use this tab to document it. Appears only if one or both partners is not a REIMS country.
Bilateral UX	Use this tab to record differences or irregularities in received bilateral UX dispatches as compared to the information in the shipping documents.
Other	Use this tab to document other problems not handled by the other tabs and to specify a reason for the VN. In the **Reason** field, use the drop-down list to specify the reason for the VN. This list shows all your own defined VN reasons, except those that are associated with the category Receptacle. Use the **Receptacles** tab to define these.
Event codes	Click this tab to indicate an event code or codes which describes the reason for the VN. These eventcodes are at the receptacle level. You can click the **Old** radio button to display the list of receptacle VN reasons that were used on the VN

	forms before 2006.
CN24	Click this tab to show a list of the CN24 documents associated with this VN. To create a new CN24, click the **Add** button and fill in the fields. The fields correspond to the information on the paper form.
Attachments	Click this tab to specify a list of files to attach to the VN. You can browse to a file or specify any URL beginning with http:// or https://.
Rec irregularities	Use this tab to document differences or irregularities with the information received from a partner for receptacles. If the information is not already in your system, you can use this tab to document it. Appears only if one or both partners is not a REIMS country.
Irregularities CN32IDM	Use this tab to record differences or irregularities in dispatches of harmonized Direct Mail. Appears only if both partners are REIMS countries for dispatches with mail category C and mail subclass UC.
Irregularities dispatch	Use this tab to record differences or irregularities in dispatches. Appears only if both partners are REIMS countries for dispatches with mail category C and mail subclass UC.

Parcels

Documents	Use this tab to record a missing or irregular CN38, CP87 or CP88 form. The **Delivery bill** check box and **Edit bill substitute...** buttons are disabled if the document is associated with a dispatch.
Parcels	Use this tab to record discrepancies in the number or weight of parcels, number of receptacles or rates. If the VN is for an Interconnect dispatch, record the dis-

	crepancy between the declared and actual number of items and weight of the relevant Interconnect dispatch type (X-standard and Y-premium) and subclass (CY, CX and EY).
Rec irregularities	Use this tab to document differences or irregularities with the information received from a partner for receptacles. If the information is not already in your system, you can use this tab to document it.
Item irregularities	Use this tab to document differences or irregularities with the information received from a partner for parcels, such as missing, damaged, or missent parcels. If the information is not already in your system, you can use this tab to document it.
Errors	This tab displays any information that was received by EDI in a pre-advice message (PRESDES) about the parcels in this dispatch that contain errors. If the information is not already in your system, you can use this tab to document it. Enter the **Parcel ID**. The system then retrieves values for the following fields: **Weight entered/Weight observed** (as applicable), **Origin** and **Destination** so you can proceed to add information about the errors.
Other	Use this tab to document other problems not handled by the other tabs and to specify a reason for the VN. In the **Reason** field, use the drop-down list to specify the reason for the VN. This list shows all your own defined VN reasons.
Event codes	Click this tab to indicate an event code or codes which describes the reason for the VN. These event codes are at the receptacle level.

CN24	Click this tab to show a list of the CN24 documents associated with this VN. To create a new CN24, click the **Add** button and fill in the fields. The fields correspond to the information on the paper form.
Attachments	Click this tab to specify a list of files to attach to the VN. You can browse to a file or specify any URL beginning with http:// or https://.

EMS

Documents	Use this tab to record missing or irregular documents. The **Delivery bill** check box and **Edit bill substitute...** buttons are disabled if the document is associated with a dispatch.
Rec irregularities	Use this tab to document differences or irregularities with the information received from a partner for receptacles. If the information is not already in your system, you can use this tab to document it.
Item irregularities	Use this tab to document missing, excess, damaged or delayed EMS items. Use the drop-down list to specify the type of irregularity. Enter some information about the item. You must enter at least the item identifier, and can add information about the sender and recipient. Click the **Add (Ins.)** button.
Subsequent treatment of items	Check the check box that best describes what steps were taken next with the item. For example, an addressee can refuse an item, or it may sometimes be necessary to destroy the contents.
Event codes	Click this tab to indicate an event code or codes which describes the reason for the VN. These eventcodes are at the receptacle level.

CN24	Click this tab to show a list of the CN24 documents associated with this VN. To create a new CN24, click the **Add** button and fill in the fields. The fields correspond to the information on the paper form.
Attachments	Click this tab to specify a list of files to attach to the VN. You can browse to a file or specify any URL beginning with http:// or https://.

The **Clear values on current tab** button removes the data from all fields on the currently active tab. Use this feature with caution. Once you store your data the values you cleared cannot be recovered.

5. In the **Take action** field, select **Accept received VN and send it back to partner** or **Note received VN and send it back to partner**.

6. Click the **Store (F2)** button. You can also click the **Print draft when storing** button print a copy of the verification note.

Related configuration

IPS administrators can configure IPS to return an error when capturing a VN for an outbound consignment if it does not exist in the database by enabling parameter **Check consignment existence in VNs for own consignments**.

Configuring verification note rules for partners

IPS allows you to generate automatic verification notes (VN) for anomalies in dispatches discovered during scanning. The list of abnormal conditions that trigger the automatic creation of draft VNs is as follows:

- Item anomalies
  - Item received in a condition other than Good

  - Items missing/in excess in respect to what was pre-advised in the PREDES

  - Item marked as Missent

  - Mail items of a different mail class to their receptacle (e.g. parcels in a letter receptacle)

- Receptacle anomalies identified as improper conditions:
  - A receptacle is received and its barcode is unreadable (but the identifier is still human readable)

  - Dispatch documentation is missing in a receptacle supposed to contain it

  - Pre-advised receptacle characteristics are wrong (weight*****, subclass, type and/or content format)

- Receptacle anomalies identified differently
  - A receptacle is received and its label is either missing or completely unreadable

  - A missent receptacle is received

  - The receptacle is received at an Exchange Office other than the one it was supposed to have been received at (according to the receptacle identifier)

You can use this screen to configure rules to define the conditions for automatic VN generation. By default, IPS comes with one global rule, i.e. one applying to all operators and mail classes, which appears as the first line in this screen with a blank operator and mail class. You can create more specific rules to either enable or disable automatic VN creation per operator, per mail class, or per operator and mail class, using the following procedure.

✎ Before creating an automatic verification note, IPS first checks if a draft VN exists already for the same dispatch with the same reason code.

¹²₃ Procedure

1. Open window 🖥 **National management** > 📄 **Partners** > ◈ **Verification notes partnerships**.
2. Click **New (Ins)**.
3. Update the **Operator** and/or **Mail class** fields as required.
4. Check the following check boxes, according to the required configuration:
   - **Auto VN creation** to create VNs automatically for this operator/mail class, or uncheck it to disable automatic creation of VNs.

   - **Generate eVN** to allow eVN creation for this operator/mail class

   - **Print paper form** to allow paper VN creation for this operator/mail class

   ✎ You need to consider if there is a more general rule before deciding whether to check or uncheck any of the check boxes. For example, if you have a rule to create VNs automatically for all operators and mail classes, you should uncheck the **Auto VN creation** check box for specific operators/mail classes.

5. Click **Store**.

You can also:

- Edit existing rules by selecting the rule, clicking **Select (F3)** and modifying the values as in the procedure above

- Delete existing rules by selecting the rule and clicking **Remove**

🔧 Related configuration

The acceptable weight difference is configurable with parameter **Receptacle weight difference threshold (g)** in the Accounting tab of 🖥 **National management** > 📄 **System** > ◈ **National parameters**. This is to avoid generating automatic VNs for negligible weight differences.

You can force IPS to only create verification notes automatically when the receptacle weight is higher than the declared weight by the threshold in the above parameter, by setting parameter **Suppress**

VN creation for underweight receptacles to **True** in the Accounting tab of **National management** > **System** > **National parameters**.

Working with inquiry documents

Working with item inquiries

You can use IPS to manage item inquiries. You can raise an inquiry, or enter information about an inquiry you received from a partner. You can update an inquiry to record that an issue with an inquiry has been resolved. The item inquiry in IPS corresponds to the form CN08 Inquiry for letters and parcels and E3 Inquiry for EMS items.

Procedures

Raising an item inquiry

1. Open window **Accounting data entry** > **Inquiries** > **Inquiry documents raised**.

2. Click the **New (Ins.)** button. A new window opens.

3. In the **Item Identifier** field, enter the item identifier number.

4. Click the **Confirm** button. Some new tabs appear. The tabs that appear depend on the mail class of the item.

   If IPS does not find the item in the database, you are prompted to verify that you want to create the inquiry. You will also be prompted to specify the mail class of item.

5. Enter the information about the inquiry. Fill in as much information as possible on each of the tabs. To be able to store the inquiry, you must complete the **Partner post** field on the **Amount** tab.

   The compensation amounts for each compensation type are set up in separate windows. Click here for help on configuring compensation amounts. Click here for help on configuring compensation types.

6. In the **Take action** section, click the radio button for the action you want to take with this inquiry.

7. Enter any additional information in the **Internal comments** box.

8. Click the **Store (F2)** button. You can also select the **Print document when storing** check box to print a copy of the verification note.

Receiving an item inquiry

1. Open window **Accounting data entry** > **Inquiries** > **Inquiry documents received**.

2. Click the **New (Ins.)** button. A new window opens.

3. In the **Item Identifier** field, enter the item identifier number.

4. Click the **Confirm** button. Some new tabs appear. The tabs that appear depend on the mail class of the item.

   If IPS does not find the item in the database, you are prompted to verify that you want to create the inquiry. You will also be prompted to specify the mail class of item.

5. In the **Doc number** field, enter the document number of the inquiry you received from the partner.

6. Enter the information about the inquiry. Fill in as much information as possible on each of the tabs. To be able to store the inquiry, you must complete the **Partner post** field on the **Amount** tab.

7. In the **Take action** section, click the radio button for the action you want to take with this inquiry.

8. Click the **Store (F2)** button. You can also select the **Print document when storing** check box to print a copy of the verification note.

Updating an existing inquiry

1. Open window **Accounting data entry** > **Inquiries** > **Inquiry documents raised or Inquiry documents received**.

2. Search for the query you want to update by entering your criteria and then clicking **Search (F3)**. IPS displays the inquiries that correspond to your criteria.

3. To edit details of an inquiry, select the inquiry from the list and then click the **Edit (F5)** button. Make changes to the details. You can edit only a single inquiry at a time.

4. To delete an inquiry, select the inquiry from the list and then click the **Remove** button. You are prompted for a confirmation. You can delete only a single inquiry at a time.

5. To change the date for inquiries, select the inquiries from the list and then click the **Change date** button. Enter the new date and then click the **Store (F2)** button. If an inquiry does not allow changing the date, it will not be possible to change the date for all inquiries.

6. To take action for inquiries, select the inquiries from the list and then click the **Take action** button. A list of available actions for the selected inquiries appears. If an inquiry does not allow a certain action, that action will not be available for the selected inquiries. Choose the desired action and then click the **Store (F2)** button. By checking the **Print documents when storing** check box, the CN08 document for the selected inquiries will be printed when the change is stored.

Accounting reports

Terminal dues summary report

The Terminal dues summary report shows which accounting forms you have generated. The report is generated by year and mail class and shows an **OK** for each quarter for which you have already generated the accounting. You can use this report to see quickly which reports you have generated and which you still need to run. This report also displays which supplementary reports must be run for each quarter. If you need to run a supplemental report, the code **Suppl** will appear on the report.

Procedure

1. Open window **Accounting process** > **Reports** > **Terminal dues summary**.
2. In the **Year** field, enter the year for which you want to run the report. This field is required.
3. In the **Mail class** field, use the drop-down list to select the mail class for which you want to run the report. This field is required.
4. In the **Mail category** field, use the drop-down list to select the mail category for which you want to run the report.
5. Click the **Show result (F3)** button. The report opens in a new window.
6. Click **Print (F8)** or press the **[F8]** key to print the report, or click **Preview (F7)** or press the **[F7]** key for a print preview.

IBRS Summary Report

The IBRS report summary is a summary of the IBRS accounting forms you have generated for your partner organizations for a particular period. Use this summary to assist you in your accounting procedures.

Procedure

1. Open window **Accounting process** > **Reports** > **IBRS Summary Report**.
2. In the **Year** field, enter the year for which you want to display data. This field is required.
3. In the **Mail category** field, enter a [mail category](#) for which you want to display data. If you leave this field blank, the report will include IBRS summary information for all mail categories.
4. Click the **Show result (F3)** button. The report opens in a new window.
5. You can click the **Preview (F7)** button or click the **[F7]** key to view your report on the screen, or click the **Print (F8)** button or press the **[F8]** key to print the report.

Open transit summary report

The Open transit summary report shows which accounting forms you have generated. The report is generated by year and mail type and shows an **OK** for each quarter for which you have already generated the accounting. You can use this report to see quickly which reports you have generated,

which reports you still need to run, and which supplementary forms must be run for each quarter. The code **Suppl** on the report indicates that you need to generate a supplemental form.

Procedure

1. Open window **Accounting process** > **Reports** > **Open transit summary**.

2. In the **Year** field, enter the year for which you want to display data. This field is required.

3. In the **Type** field, enter the type for which you want to display data. If you leave this field blank, the report will include open transit summary information for all mail types. This field is required.

4. In the **Categ** field, enter the mail category.

5. Click the **Show result (F3)** button. The report opens in a new window.

6. You can click the **Preview (F7)** button or click the **[F7]** key to view your report on the screen, or click the **Print (F8)** button or press the **[F8]** key to print the report.

CN64-bis report

The CN64-bis report lists all the postal operators that meet the following criteria:

- you have a LETR agreement with them

- a CN64_REIMS/Old form was executed in the accounting year you specify for the report

For each operator, the report displays the QSF percentage and the QSF amounts receivable and payable.

Procedure

1. Open window **Accounting process** > **Reports** > **CN64-bis**.

2. In the **Year** field, type the accounting year you want to display in the report. This field is required.

3. Click the **Show result (F3)** button. The report opens in a new window.

4. Press the **[F8]** key or click the **Print (F8)** button to print the report, or press the **[F7]** key or click the **Preview (F7)** button to view your report on the screen.

Postal Airway bill report

The Postal Airway bill (PAWB) report contains a listing of the postal airway bill numbers produced by a particular carrier, typically an airline. The carrier assigns PAWB numbers to consignments when they receive a CARDIT message from a postal organization. The PAWB number is included in the RESDIT message sent from the carrier to the postal organization.

You must specify the carrier and a date range for your PAWB report. You can also specify other criteria such as mail category and class.

Procedure

1. Open window **Accounting process** > **Reports** > **PAWB report**.

2. In the **Carrier** field, use the drop-down list to specify the carrier for which you want to display data.

3. In the **From date** and **To date** fields, enter the beginning and ending dates for the information to include in the report.

4. If you want to limit the report to data for only a specific mail category use the drop-down list in the **Mail category** field to specify the mail category. This is an optional field. If you do not specify a value in this field, the report will show data for all mail categories.

5. If you want to limit the report to data for only a specific mail class use the drop-down list in the **Mail class** field to specify the mail class.

6. If you want to limit the report to data for only a specific origin location, use the drop-down list in the **Origin** field to specify the origin office.

7. If you want to limit the report to data for only a specific destination location, use the drop-down list in the **Destination** field to specify the destination office.

8. Click the **Show result (F3)** button. A new window opens.

9. Click **Print (F8)** or press the **[F8]** key to print the report, or click **Preview (F7)** or press the **[F7]** key for a print preview.

Closed transit mail not following UPU accounting report

The Closed transit mail not following UPU accounting report shows the closed transit dispatches that you received as the transit destination or as the final destination. These dispatches are marked in **National management > Partners > Allowed closed transit** as not following UPU standard accounting.

Procedure

1. Open window **Accounting process** > **Reports** > **Closed transit mail not following UPU accounting**.

2. In the **Partner post** field, enter the partner post that sent the closed transit dispatches marked as not following UPU standard accounting for which you want to display data. This field is required.

3. In the **Date from** and **Date to** fields, enter the date range for which you want to display data. These fields are required.

4. In the **Direction** field, enter the direction of the closed transit dispatches not following UPU accounting.

5. In the **Mail category** and **Office 1** to **Office 5** fields, you can enter optional information.

6. Click the **Show result (F3)** button. The report opens in a new window.

7. Press the **[F8]** key or click the **Print (F8)** button to print the report, or press the **[F7]** key or click the **Preview (F7)** button to view your report on the screen.

Statements and invoices verification report

The Statements and invoices verification report lists the accounting forms that require further action by the accounting team, for example, the generation of a supplementary form, or the update of a form's validation status.

Procedure

1. Open window **Accounting process** > **Reports** > **Statements and invoices verification**.
2. In the **Year** field, enter the year for which you want to display data.
3. In the **Partner** field, specify the partner post for which you want to display data. If you leave this field blank, the report will include all partner posts information.
4. In the **Form type** field, enter the specific accounting form for which you want to display data. If you leave this field blank, the report will include all form types.
5. In the **Month from** and **Month to** fields, enter the period for which you want to display data.
6. Click the **Show result (F3)** button. The report opens in a new window.
7. Click **Print (F8)** or press the **[F8]** key to print the report, or click **Preview (F7)** or press the **[F7]** key for a print preview.

Transport invoices: dispatches report

The Transport invoices: dispatches report lists for the specified year, the outbound dispatches with the number of receptacles and total weights that were included in the received transport invoices.

Procedure

1. Open window **Accounting process** > **Reports** > **Transport invoices: dispatches**.
2. In the **Orig office** field, enter the origin office of the outbound dispatches that were included in the received transport invoices for which you want to display data.
3. In the **Dest office** field, enter the destination office of the outbound dispatches that were included in the received transport invoices for which you want to display data.
4. In the **Mail categ** field, enter the mail category for which you want to display data. If you leave this field blank, the report will include all mail category information.
5. In the **Mail subclass** field, enter the mail subclass for which you want to display data. If you leave this field blank, the report will include all mail subclass information.
6. In the **Year** field, enter the year for which you want to display data. This field is required.
7. In the **Dispatch serial number** field, enter the specific dispatch serial number for which you want to display data.
8. In the **Date from** field, enter the start date of the report. This field is required.
9. In the **Date to** field, enter the end date of the report.
10. Click the **Show result (F3)** button. The report opens in a new window.
11. Click **Print (F8)** or press the **[F8]** key to print the report, or click **Preview (F7)** or press the **[F7]** key for a print preview.

Sampling: Items received with split EE bundle type report

The Sampling: Items received with split EE bundle type report is a comma-delimited (CSV) report that shows the sampled receptacles containing bulky items split into **Large bulky** and **Small bulky** for the specified operator, mail flow and sampling year.

Procedure

1. Open window **Accounting process** > **Reports** > **Sampling: Items received with split EE bundle type**.
2. In the **Mail flow** field, specify the mail flow for which you want to display data.
3. In the **Sampling Year** field, enter the sampling year.
4. In the **Partner operator** field, enter the partner post for which you want to display data. This field is required.
5. In the **Period** box, check the check box of the relevant period for which you want to display data.
6. In the **Partner office** field, enter the partner office.
7. In the **Own office** field, enter the location of your own office for which you want to display data.
8. In the **Mail Category** field, enter the mail category.
9. Click the **Show result (F3)** button. IPS prompts you to select a folder to store the report.
10. Select a folder or create a new one, and then click **OK**. A confirmation message that the report has been successfully saved to the folder is displayed.
11. Click **OK** to close the dialog box.

Form validation status report

The Form validation status report displays the validation status of accounting forms generated or received from partner postal operators and highlights the forms that have not yet been marked as **Accepted**. This report simplifies the tracking process.

You can view information on terminal dues accounting for **Letters** (CN56_REIMS/bis, CN61_REIMS/Old , CN64_REIMS/Old), **Parcels** (CP75) and **EMS** (CN56EMS, CN61EMS, CN64EMS) in this report.

Procedure

1. Open window **Accounting process** > **Reports** > **Form validation status**.
2. In the **Year** field, enter the year for which you want to run the report.
3. Select the **Mail class**.
4. Select the **Mail category**, if required.
5. In the **Form directions** drop-down list, select whether you want the report to contain **Sent** or **Received** accounting forms.
6. Click the **Show result (F3)** button. The system displays the report.

7. You can click the **Preview (F7)** button or click the **[F7]** key to view your report on the screen, or click the **Print (F8)** button or press the **[F8]** key to print the report.

Provisional accounting summary report

The **Provisional accounting summary report** calculates and shows the amounts for provisional letter mail accounting (CN61_REIMS/Old Provisional) for all partner operators together. The report helps accounting departments determine which partners need to have an official CN61_REIMS/Old provisional form generated and sent. They can also use the report to quickly verify the amount requested by a partner operator via a CN61_REIMS/Old provisional form.

Navigation

The procedure(s) explained in this topic use window 📁 **Accounting process** > 📁 **Reports** > 🔷 **Provisional accounting summary**.

Procedure

1. Choose either a **Partner group** (defined previously in 📁 **Accounting process** > 📁 **Configuration** > **Partners: groups**) or one or more **Partner(s)**. 💡 To select multiple partners, hold the CTRL key down as you click the partners in the list.

2. Enter the **Year**.

3. Click **Show result (F3)**. IPS opens a new window with a row for each of the partners selected in step 1 (either selected in the **Partner(s)** list or belonging to the selected **Partner group**) including the operator code and long name and the calculated provisional amount, corresponding to the net amount of the CN61_REIMS/Old provisional form generated for the concerned operator in the specified accounting year.

4. In the new window, click **Preview** or **Print** if you wish to display the report on screen or print it.

Reference

Forms and labels

About standard forms

One of the functions of IPS is to allow you to print the standard postal forms that are sent between countries. The UPU and its member countries work together to agree on the content and format of the documentation that is exchanged between countries. The forms produced in IPS conform to these standards. These forms are printed automatically at the various steps of the international mail process. In addition to the standard forms required by regulations, IPS provides additional reports, called internal manifests, that are used at the operational level.

All UPU standard forms are in English. In some countries, the text on IPS windows and forms may be translated into the local language. Where this is the case, the translation of all titles appears next to the English text, except for on the DNC and DNL forms. On these forms, the translated text appears on the forms instead of English.

When configuring IPS, the system administrator configures the number of copies of each form to print and the printer they will be printed on. The system administrator can also configure IPS so that certain forms do not print at all. The system administrator at your site is also responsible for configuring the printer to print forms. IPS can be configured to print all forms on the same printer, or different forms on different printers. Check with your system administrator to find out how IPS is configured at your site. You can also use IPS to produce other forms that are not part of the standards required by international regulations.

Accounting forms

Accounting forms suffixed with 'DE' indicate direct entry accounting, for example, CN57_Old-DE. Accounting forms prefixed with 'BA' indicate bilateral agreement accounting, for example, BA-CN64_REIMS/Old.

CN03 Statement of Reply coupons exchanged

The CN03 Statement of Reply coupons exchanged is a summary of IRPC (International Reply Paid Coupons) items an operator has exchanged and sent to the Universal Postal Union (UPU). IRPC accounting is between postal operators and the UPU, whereas all other accounting handled by IPS is between postal operators, CN03 forms can be generated several times per year, depending on the volume of coupons returned to the UPU.

CN09 Statement of IBRS Items Sent

The CN09 Statement of IBRS Items Sent is a summary, at dispatch level, of IBRS (International Business Reply Service) items from the CN31 Letter Bill. After sending the last mail of the month, the office of exchange of origin of the IBRS items prepares the CN09 using data from the CN31. The CN09 is sent to the designated operator of destination. The CN31 is also used as support for the CN10 Recapitulative Statement of IBRS Items.

CN09bis Statement of IBRS Items Sent

This form is sent between REIMS partners only. The CN09bis Statement of IBRS Items Sent is a summary, at dispatch level, of Normal IBRS (International Business Reply Service) and Bulky IBRS items from the CN31 Letter Bill. After sending the last mail of the month, the originating office of exchange of the IBRS items prepares the CN09bis using data from the CN31. The CN09bis is sent to the destination designated operator. The CN31 is also used as support for the CN10 Recapitulative Statement of IBRS Items.

e09 Recapitulative Statement of IBRS Items

The form is sent between REIMS partners only. From the 1st January 2014, this form is the electronic replacement for the CN10bis (see below). The e09 Recapitulative Statement of IBRS Items contains a summary of CN09bis statements. The e09 is prepared quarterly by the designated operator of origin of the IBRS items using the information from CN09bis statements. The data on the e09 is provided by office of origin, office of destination, and forwarding route.

CN10 Recapitulative Statement of IBRS Items

The CN10 Recapitulative Statement of IBRS Items contains a summary of CN09 statements. The CN10 is prepared quarterly by the designated operator of origin of the IBRS items using the information from CN09 statements. The data on the CN10 is provided by office of origin, office of destination, and forwarding route.

CN10bis Recapitulative Statement of IBRS Items

This form is sent between REIMS partners only. The CN10bis Recapitulative Statement of IBRS Items contains a summary of CN09bis statements. The CN10bis is prepared quarterly by the designated operator of origin of the IBRS items using the information from CN09bis statements. The data on the CN10bis is provided by office of origin, office of destination, and forwarding route.

CN19 Detailed Account of IBRS Charges

The CN19 Detailed Account of IBRS Charges lists the difference between the amounts to be brought to account, based on the number and weight of IBRS items received and dispatched as shown on the CN10. The creditor administration prepares this form and sends it to the debtor administration. The CN19 is subject to threshold limits, which means that if the amount in the final settlement is below the threshold, it is cancelled and no payment is made.

CN19bis Detailed Account of IBRS Charges

This form is sent between REIMS partners only. The CN19bis Detailed Account of IBRS Charges lists the difference between the amounts to be brought to account, based on the number and weight of Normal and Bulky IBRS items received and dispatched as shown on the CN10bis. The creditor administration prepares this form and sends it to the debtor administration. The CN19bis is subject to threshold limits, which means that if the amount in the final settlement is below the threshold, it is cancelled and no payment is made.

CN20 Statement of IBRS Charges

The CN20 Statement of IBRS Charges is a statement of final sums due. The creditor administrator

prepares the CN20. The CN20 is calculated from information in the CN19 (or CN19bis between REIMs operators).

CN24 Report of item irregularities

The CN24 Report documents in detail any problem or irregularity with a mail item and typically accompanies a verification note.

CN51 Detailed Account

The CN51 Detailed Account form is a list of amounts due, prepared by the creditor administration. The information for the CN51 comes from the CN55_REIMS/bis Statement of Mails, CN66 Statement of Weights and CN67 Statement of Weights. A CN51 can be either for closed transit mail or open transit mail items (including missent items) reforwarded by surface, SAL or air. This form is prepared on a monthly, quarterly or annual basis, as agreed between the two designated operators.

CN51 EMS

New in IPS 2023, this form summarizes the data from the CN67 EMS, grouping it by destination country. Each line on the form represents all EMS à découvert mail received from the form's partner operator to a particular destination country. It uses the applicable EMS à découvert rates to calculate monetary amounts.

CN52 General Account

The CN52 General Account is an accounting form that can be filled in as necessary. It is typically used to claim old debts or to present a summary for accounting purposes. This form can be generated monthly, quarterly, half-yearly or yearly. The CN52 is subject to threshold limits, which means that if the amount in the final settlement is below the threshold, it is not paid and is carried over to the next accounting period.

CN53 Statement by Mail

The CN53 Statement by Mail details the number of items and weight of receptacles from a statistical sample of mail, and is used when a designated operator has requested a revision for the purpose of evaluating terminal dues. The office of exchange of the operator requesting application of the revision mechanism prepares the CN53. The CN53 is also used to prepare a CN54 Recapitulative Statement.

A new version of the CN53, which displays more clearly the sampling data when format-separation is applied, replaces the current form from 1st April 2018.

e53 Electronic Statement by Mail

The e53 lists each receptacle sampled for a specific quarter with its corresponding attributes and sampling information. It is in electronic format (csv) and replaces the printed CN53/54 for partner operators in non-REIMS countries with a LETR accounting agreement. The form is based on the UPU M50-2 specifications. The initial form is prepared by the operator performing the sampling operation on inbound letter receptacles. After the initial e53 is sent, several e53 files can be exchanged between partner operators until an agreement on the contents is reached.

The e53 uses the concept of stratum, a set of mail characteristics, to correctly sample mail. Examples of elements included in the stratum are mail category, origin office and content.

⚒ Related configuration

In IPS, you specify the directory where the e53 forms will be stored using one of the following functions: **National management** > **System** > **National parameters**, click the **Accounting** tab; or **Local management** > **System** > **Office parameters**, click the **Accounting** tab.

CN54_Old Recapitulative Statement of Items

The CNDMS Dispatch Manifest/Summary form consolidates the data from sampled mail listed in the CN53. The operator that requested the special statistical count prepares the CN54 and sends it to the partner operator, along with the related CN53 forms.

📝 The CN54_Old Recapitulative Statement of Sampling replaces this form from 1st January 2017.

CN54_Old Recapitulative Statement of Sampling

The CN54_Old Recapitulative Statement of Sampling form replaces the CN54 Recapitulative Statement of Items form from 1st January 2017. The CN54_Old Recapitulative Statement of Sampling is generated on a quarterly basis and no longer contains the monthly estimation breakdown. The information is broken down by content format (P, G, E and Mixed) for mail categories.

CN54bis_Old Annual Recapitulative Statement

The CN54bis_Old Annual Recapitulative Statement is an annual statement consolidating data for sampled mail. An operator that requests a special statistical count prepares the CN54bis_Old using the data from the CN54 and CN55_REIMS/bis statements. The CN54bis_Old is used to calculate the average number of items per kilogram and, when applicable, the new rates for terminal dues.

📝 The CN54bis_Old Annual Recapitulative Statement of Sampling replaces this form from 1st January 2017.

CN54bis_Old Annual Recapitulative Statement of Sampling

The CN54bis_Old Annual Recapitulative Statement of Sampling replaces the CN54bis_Old Annual Recapitulative Statement from 1st January 2017. The CN54bis_Old Annual Recapitulative Statement of Sampling is generated on an annual basis and contains only the quarterly breakdown of data concerning sampled mail. The CN54bis_Old is used to calculate the average number of items per kilogram per content format.

CN54_2020New

The CN54_2020New form is the actual 2020 version of the CN54 template (CN54_2020 takes the 2014 version of the template). The new form calls for a different instance of the form for each mail category and format. This form no longer has the **Observations** field. The content format being reported (mixed format mail (X) or content-format-separated mail (P/S, E, or G) determines how this form should be filled out.

CN54bis_2020New

The CN54bis_2020New form is the actual 2020 version of the CN54bis template (CN54bis_2020 takes

the 2014 version of the template). This is a yearly form that takes validated data from four (quarterly) CN54_2020New forms. As implemented in IPS, this form shows both mixed and content-format-separated sampling totals; there is no separate generation of CN54bis_2020New forms for content-format-separated mail and mixed format mail.

CN54ter

(No longer used from January 2017)

The CN54Ter form is an annual form showing all content formats. It shows a summary of the CN54bis_Old, separated by priority and non-priority, and a summary of data from the received operational CN56is form. This can be used when sampling has not been performed for this partner.

CN55_REIMS/bis Statement of Mails

The CN55_REIMS/bis form is filled out every month in the destination office of exchange after the receipt of the last mail of the month. The CN55_REIMS/bis is filled out by type of mail and dispatching office of exchange using the information on the CN31 letter bills.

The standard CN55_REIMS/bis statement is for letters, but IPS can create a CN55_REIMS/bis specifically for EMS items, transit mails, empty bags, REIMS countries or UX dispatches. Each type of document contains slightly different information. For example, the CN55_REIMS/bis for REIMS uses REIMS codes for mail content format and is available only to REIMS customers.

The CN69 Statement of Closed Transit Mail replaces the CN55_REIMS/bis forms generated specifically for transit mails and empty bags from 1st January 2017. If you are migrating to the latest version of IPS anytime within the year but have used CN55_REIMS/bis in the previous months of the current accounting year, you must continue using the CN55_REIMS/bis forms. It is recommended to use either CN55_REIMS/bis or CN69 in an accounting year, but not both.

CN55_2017 Statement of Mails

The CN55_2017 replaces the existing CN55_REIMS/bis and CN55bis forms from 1st January 2017.

The new CN55_REIMS/bis forms - the CN55_2017 Statement of Mails form, and its derivative, the BA-CN55_2017, are based on the existing CN55bis form. The new documents display information about content format and no longer include bulk mail and closed transit mail information. A new column, **Number of express items**, is added to the forms. Another major difference is that the new CN55_REIMS/bis forms are generated on a quarterly basis, instead of a monthly basis.

The CN55_2017 forms are completed every quarter in the destination office of exchange after the receipt of the last mail of the quarter. The CN55_2017 forms are completed by type of mail, by format (where applicable), by dispatching office of exchange, and by destination office of exchange using the information from the CN31 letter bills.

The new forms are to be used only if a partner has Letters accounting agreements. The forms cannot be validated. Supplementary forms can be generated for the new forms.

CN55bis

(No longer used from January 2017)

The CN55bis form replaces the CN55_REIMS/bis form from 1st January 2014. It is exactly the same, except it shows content format separated into P (P/G), G, E and LCAO. The form will be used whenever the operating accounting agreement is in stage 1.1, 1.2 or 2. For forms generated for years prior to 2014, the CN55_REIMS/bis form will be used.

e55 Electronic Statement of Mails

The e55 is an electronic version of CN55_REIMS/bis, in comma separated values (csv) format. It is available to both REIMs and non-REIMS members and operates in parallel with the paper CN55_REIMS/bis form - the creation of e55 is optional and the exchange of paper CN55_REIMS/bis remains mandatory. The e55 format can be used to generate both draft and official e55s.

✖ Related configuration

In IPS, you specify the directory where the e55 forms will be stored using one of the following functions: **National management** > **System** > **National parameters**, click the **Accounting** tab; or **Local management** > **System** > **Office parameters**, click the **Accounting** tab.

CN56_REIMS/bis Recapitulative Statement of Mails

The CN56_REIMS/bis Recapitulative Statement of Mails is a quarterly statement that can also be generated monthly. It is completed in the destination country and provided to the transit designated operator using the information from the CN55_REIMS/bis. The CN56_REIMS/bis is completed by type of mail, by office of origin, office of destination and forwarding route.

The standard CN56_REIMS/bis statement is for letters, but IPS can create a CN56_REIMS/bis specifically for EMS items, transit mails, empty bags, REIMS countries or UX dispatches. Each type of document contains slightly different information. For example, for transit mails users can use IPS to enter details about postal transits, which then appears on the form.

🛈 The CN69 Statement of Closed Transit Mail replaces the CN56_REIMS/bis forms generated specifically for transit mail and empty bags from 1st January 2017. If you are migrating to the latest version of IPS any time within the year but have used CN56_REIMS/bis in the previous months of the current accounting year, you must continue using the CN56_REIMS/bis forms. It is recommended to use either CN56_REIMS/bis or CN69 in an accounting year, but not both.

CN56_2017 Recapitulative Statement of Mails

The CN56_2017 replaces the existing CN56_REIMS/bis and CN56bis forms from 1st January 2017.

The new CN56_REIMS/bis forms - the CN56_2017 form, and its derivative, the BA-CN56_2017, are based on the existing CN56_REIMS/bis form but no longer include information on empty bags. A new totals section for sampled flows and non-sampled flows are also added to the forms.

The CN56_2017 forms are completed every quarter in the destination office of exchange by type of mail, office of origin, office of destination and format (where appropriate), using the information from the CN55_2017 form.

CN56bis

(No longer used from January 2017)

The CN56bis form replaces the CN56_REIMS/bis form from 1st January 2014. It is exactly the same, except it shows content format separated into P (P/G), G, E and LCAO. The form will be used whenever the operating accounting agreement is in stage 1.1, 1.2 or 2. For forms generated for years prior to 2014, the CN56_REIMS/bis form will be used.

CN57_Old Account of Bulk Mail Received

The CN57_Old Account of Bulk Mail Received contains information the bulk mail that an organization has received. The designated operator of destination prepares the CN57_Old using data collected from the CN32 Letter Bills that were sent to the designated operator of origin.

The CN57_2018 Bulk Mail Recapitulative Statement replaces this form and the CN58 Recapitulative Statement of Terminal Dues Accounts for Bulk Mail form from 1st January 2017.

CN57_2018 Bulk Mail Recapitulative Statement

The CN57_2018 Bulk Mail Recapitulative Statement replaces the CN57_Old Account of Bulk Mail Received and the CN58 Recapitulative Statement of Terminal Dues Acounts for Bulk Mail forms from 1st January 2017.

The CN57_2018 is generated on a quarterly basis and uses the same data as the existing CN57_Old and CN58 forms. While the existing CN57_Old lists information for a single dispatch per form and the CN58 summarizes the CN57_Old accounts, the CN57_2018 lists one dispatch per line. The CN57_2018 can be validated at document level.

The CN57_2018 form now also supports content format separation for bulk mail.

CN57bis Bulk Mail Final Account

The CN57bis Bulk Mail Final Account is generated yearly for a partner operator and a mail category. This form calculates the difference between the rates used to generate the four quarterly CN57s for an accounting year and the rate used when the CN57bis is generated for that same accounting year. For example, if the four quarterly CN57s were generated using provisional rates and the valid rate at the time the CN57bis is generated is different, the form shows the discrepancy in amounts: a positive amount means a credit while a negative amount means a debit. If there is no difference, the form shows zero (0) values.

CN58 Recapitulative Statement of Terminal Dues Accounts for Bulk Mail

The CN58 Recapitulative Statement of Terminal Dues Accounts for Bulk Mail form is a summary of the CN57_Old accounts. The amount on the CN58 is deducted from the CN61_REIMS/Old .

The CN57_2018 Bulk Mail Recapitulative Statement replaces this form and the CN57_Old Account of Bulk Mail Received form from 1st January 2017.

CN61_REIMS/Old Detailed Account of Terminal Dues

The CN61_REIMS/Old Detailed Account of Terminal Dues is a detailed listing of terminal dues, calculated on the basis of the difference between the amounts to be brought to account based on the weights of mail received and dispatched for each category of mail. This information is compiled from information in the CN56_REIMS/bis and CN19 forms.

There are two types of CN61_REIMS/Old forms: transitional and non-transitional. The creditor administration prepares the CN61_REIMS/Old . You can also create the CN61_REIMS/Old as a provisional document which can be used to settle accounts before they are normally due.

When printing the CN61_REIMS/Old form, IPS uses the rates that were valid as of 31 December of the accounting year.

CN61_2017 Detailed Account of Terminal Dues

The CN61_2017 Detailed Account of Terminal Dues and CN61_REIMS/Old provisional forms replace the existing CN61_REIMS/Old and CN61_REIMS/Old provisional forms from 1st January 2017.

The CN61_2017 form merges the existing CN61_REIMS/Old transitional and non-transitional forms into a 2-page CN61_REIMS/Old form. The first page of the form displays the annual mail volumes per quarter and mail category for mail received and mail sent. The information is taken from the CN19 form and the CN56_2017. The second page of the form displays the terminal dues calculations for mail received and mail sent, using the volumes on the first page. If sampling was performed, the IPK per content format is displayed with 4 decimal places.

The CN61_2017 provisional form has the same layout as the CN61_2017 but does not include IBRS data. This form is generated only if a validated CN56_REIMS/bis exists for any quarter of the given year, or the previous two years, for both inbound and outbound flows. For example, the 2nd quarter of 2017 has just ended and you are generating a CN61_REIMS/Old provisional form. IPS searches and finds a validated CN56_REIMS/bis for the 2nd quarter of 2017. This quarter will be used as the initial quarter, and the other three quarters will be the previous contiguous quarters (1st quarter of 2017 and last 2 quarters of 2016), regardless of whether a validated CN56_REIMS/bis exists for them or not. The information from these 4 quarters is used to generate the CN61_REIMS/Old provisional form.

However, if no validated CN56_REIMS/bis exists for the 4 quarters mentioned above, IPS searches for the most recent validated CN56_REIMS/bis in the previous two years, following the same logic as above.

Before printing, you can edit the values of the CN61_2017 and its provisional form.

A derivative of the CN61_2017 form, the BA-CN61_2017, is also created. It has the same template as the CN61_2017 form and takes data from the BA-CN56_2017 (see CN56_2017 Recapitulative Statement of Mails for more information).

CN61PROV_2017 Provisional Detailed Account

The CN61PROV_2017 form has been implemented to account for a change in the calculation of the CN61_REIMS/Old (Detailed account, terminal dues) form.

When generating the CN61PROV_2017 form for a specified year, IPS takes the CN61_REIMS/Old form from the preceding year into account, if it has been accepted. However, the rates (and thus related totals) will be based on the valid rates entered into IPS for the year and partner operator for the generation of the form, as opposed to the one used for the generation of the previously accepted

CN61_REIMS/Old . If the CN61_REIMS/Old form from the preceding year has not been accepted, IPS uses the last four accepted [CN56_REIMS/bis](#) forms instead.

If the [CN71](#) form is used for quarterly settlement of non-sampled mail flow, the CN61PROV_2017 form will exclude all non-sampled mail flows in its calculation.

CN61_REIMS/Old Detailed Account of Terminal Dues (EMS)

The CN61_REIMS/Old Detailed Account of Terminal Dues is a detailed listing of terminal dues for EMS items. The CN61_REIMS/Old for EMS is calculated on the basis of the difference between the amounts to be brought to account based on the weights of mail received and dispatched. This form is similar to the UPU-standard but contains only information related to EMS mail. You can also create the CN61EMS as a provisional document which can be used to settle accounts before they are normally due.

You can generate the form on a quarterly or a yearly basis. For quarterly forms, if there are multiple rates defined for the accounting stream, IPS uses the latest rate that is applicable at the end of the quarter for that accounting stream.

For yearly forms, IPS generates the form only if there is one rate defined for the accounting stream wihin the year. This rate is applied to all dispatches received and sent within that year. Otherwise, if there are multiple rates defined for the accounting stream within that year, IPS displays an error message. You can either remove the rates or generate the form on a quarterly basis.

CN61_REIMS/Old Detailed Account of Terminal Dues (UX)

The CN61_REIMS/Old Detailed Account of Terminal Dues is a detailed listing of terminal dues for UX dispatches. If a bilateral agreement for UX dispatches exists with your partner, you can account UX dispatches separately on this form.

CN62 Detailed Account of Transit Charges – Surface mail

The CN62 Detailed Account of Transit Charges is a detailed listing of transit charges, for closed transit of surface mail and transit of empty bags, calculated on the basis of the total weight of the categories of mail that appears on the CN56_REIMS/bis. The creditor administration prepares this form.

Since this form now fulfills the functions of both the CN62 and CN63 forms, you can specify an annual balance carried over from the previous year.

From January 2017, the CN62 form also includes information about empty receptacles that are directly returned by the transit operator. The form takes data from the CN69, instead of from the CN56Transit. The template has been changed to allow printing more than two pages of the form, with the first page showing the total number of pages, and each additional page indicated by 'additional page' in the form's header. The first page also shows the total amount, broken down into the total for the first page, the second page, and all other additional pages, as applicable. When generating the form for empty bags, the **Designated operator of origin of mails** is shown as the title in the operator column.

CN62bis Detailed Account of Additional Sea Transit Charges

The CN62bis is a detailed listing of additional sea transit charges incurred by the shipping line at the

port of arrival, e.g. any port charges, terminal or pier charges etc. The CN62bis is prepared by the creditor designated operator.

CN63 Statement of Transit Charges

(No longer used from January 2016)

The CNDMS Despatch Manifest/Summary form is a statement showing the balance of transit charges as compiled from the CN62 Detailed Account of Transit Charges form. The creditor administration prepares this form when the CN62 accounts between designated operators have been accepted. You can also create the CN63 as a provisional document which can be used to settle accounts before they are normally due. The CN63 is subject to threshold limits, which means that if the amount in the final settlement is below the threshold, it is not paid and is carried over to the next accounting period.

CN64_2017 Statement of Terminal Dues

The CN64_2017 Statement of Terminal Dues replaces the existing CN64_REIMS/Old form from 1st January 2017. There is no change to the template but the new form takes data from the CN61_2017 Detailed Account of Terminal Dues form.

The CN64_2017 Statement of Terminal Dues form is a statement showing the balance of terminal dues as compiled from the CN61_REIMS/Old Detailed Account of Terminal Dues form. The creditor administration prepares this form when the CN61_REIMS/Old accounts between designated operators have been accepted.

The standard CN64_2017 is for letters. You can use IPS to create a CN64_2017 specifically for EMS items or for REIMS countries. You can also create a provisional CN64_2017 for letters or EMS which can be used to settle accounts before they are normally due. The CN64_2017 is subject to threshold limits, which means that if the amount in the final settlement is below the threshold, it is not paid and is carried over to the next accounting period.

CN66 Statement of Weights for Airmail and SAL

The CN66 form is used for the accounting of air conveyance dues. The creditor administrator prepares this statement monthly or quarterly as preferred using the airmail information from the CN38. The CN66 contains information about transit mail carried over the same air sector by office of origin, by country and office of destination and in chronological order of the mails for each office of destination.

CN67 Statement of Weights for à découvert items

The CN67 Statement of Weights is a detailed listing of *à découvert* or missent mail items reforwarded by surface, SAL or air. The creditor administration prepares the CN67 annually.

CN67 EMS

New in IPS 2023, the CMN67 EMS shows details of transit mail items in EMS dispatches received by a transit operator from a specified partner operator.

Only dispatches which have not been included in an official CN67 are included (this allows for supplementary forms to be generated).

CN69 Statement of Closed Transit Mail

The CN69 Statement of Closed Transit Mail form replaces the CN55transit, CN56transit, CN55empty and CN56empty forms from 1st January 2017.

The CN69 Statement of Closed Transit Mail is generated for a selected period for mail forwarded by surface. IPS generates three separate CN69 forms for: normal mail handled in surface closed transit, dispatches of surface empty receptacles from an operator to the owner of the receptacles (the destination operator), and dispatches of surface transit empty receptacles from the origin operator to the destination operator. The forms are identical but the check box **Return of empty receptacles** is checked when generating the CN69 for empty and transit empty receptacles.

The CN69 Statement of Closed Transit Mail form displays information generated from accounting data and deviates from the standard. Instead of "Transit date", the form uses "Dispatch date" in one of its columns and shows the dispatch information per line instead of breaking the dispatch information into several lines (a given dispatch may have several transit dates depending on the arrival of the receptacles belonging to the dispatch). With this change, data is not lost if only a portion of a receptacle has been scanned operationally.

You can generate a draft or an official CN69 form on a quarterly basis.

CN71 Quarterly Account of Non-sampled Mail Flows Received

The CN71 Quarterly Account of Non-sampled Mail Flows Received contains calculated values of terminal dues and additional payments for received letter mail flows. The calculations are based on dispatches with items that do not require sampling (tracked and registered/insured items) for dues calculation.

The calculated amounts and values in the CN71 form are derived from the relevant CN56_REIMS/bis form for the same quarter and operator (for non-sampled mail flows only).

CN71bis Final Account of Non-sampled Mail Flows Received

The CN71bis (final account of non-sampled mail flows received) is a yearly issued form that contains a summary of the amounts issued in the CN71 forms. The calculated amounts can be corrected in case the applied rates need to be corrected for a given quarter/s.

The CN71bis form should be exchanged between operators even if no corrections are needed if any CN71 form has been exchanged between them for that year.

CP75 Summarized Account

IPS generates two separate CP75 forms for terminal dues and for closed transit accounting purposes. CP75 forms are summaries of the information in the CP93 and CP94 forms (including CP94 e-commerce and CP94bis). CP75 forms can serve as bills for settlement of accounts. You can generate these forms to include transit information. As of 1 January 2006, the CP75 form for terminal dues is a summary of the CP94 form for parcels sent by surface, SAL and air. The CP75 form for transit accounting purposes is a summary of CP93 for closed transit parcels.

From IPS 2019, separate CP75 forms are available for returned, in-transit, or normal Interconnect parcels. All three forms support generation on a monthly, quarterly, semi-annual, and annual basis, and can be generated with a partner office and/or own office specified.

CP93 Statement of Amounts Due – closed transit surface parcels

In 2006, IPS began generating CP93 for closed transit surface parcels only. This is because the CP93 was incorporated into a new, modified CP94 form for parcels sent by surface, SAL and air.

CP94 Statement of Amounts Due – surface, SAL and air parcels

The CP94 is a statement that each office of exchange prepares at the end of the month or quarter for all the parcels received from each designated operator by dispatching office and by type of mail. In 2006, a new CP94 form became available that incorporates data from CP93 and covers parcels sent by surface, SAL and air.

From IPS 2017, there is a separate CP94 e-commerce form for E-commerce parcels. The rate used for bulk parcels (i.e. all parcels excluding transit and return parcels) is the rate specified in the rate definition screens of IPS for Bracket 3, unless a different rate has been bilaterally agreed between the origin and destination operators.

There is also a new CP94bis accounting form in IPS 2017 for E-commerce dispatches. The purpose of the CP94bis is to adjust the calculations in the CP94 e-commerce form, using individual parcel weights declared in PREDES 2.1 messages for E-commerce dispatches.

eNO1 Record of the number of items received for calculation of terminal dues

This form contains information about items received and calculations adjusted for the sampling rates that were used. The information from this form is used for the calculation of terminal dues and is exchanged between REIMS countries. The eNO1 is in electronic format (csv) and replaces the printed NO1.

NO2 Recapitulatory Statement of Number of Items Received

This form is a quarterly statement of items received. The information from this form is used for the calculation of terminal dues. The form lists the number of items by mail format and the total weight by category and is exchanged between REIMS countries. The information on this form is compiled from the NO1 forms.

NO3 Calculation of Annual Average Weights

This form shows the average weights and items per kilo (IPK) that were received from a particular partner organization. This form is exchanged between REIMS countries only. The information on this form is calculated from the quarterly NO2 forms.

NO4 Detailed Account of Terminal Dues

The NO4 Detailed Account of Terminal Dues form is used in REIMS countries. This form provides various totals by weight, calculations of totals by weight and format from the CN61_REIMS/Old , and numbers of registered and insured items from the CN56_REIMS/bis.

Supplementary statements

When an accounting form that has already been billed is modified, you must create a supplementary statement form. This form does not contain the current values but instead shows the difference between the current, modified values and the values already accounted. You can create supplementary statements for the following:

Terminal dues	CN55_REIMS/bis/56
	CN55_REIMS/bis/56
	EMS CN55/56
	Empty bags CN55/56
	CP94/75
	CN09/10 IBRS
	IAC CN66/51 LC/AO
	IAC CN66/51 EMS only
Closed transit	CN55_REIMS/bis/56
	CP93/75 (transit CP88 only)
Open transit	CN67/51 missent
	CN67/51 à découvert statistical
Others	CN48

If a sending operator receives no objection to their accounting statements from the receiving operator within one month, the statements will be regarded as fully accepted.

Customizing signatures on accounting forms

It is possible to automatically include a signature on accounting forms. To do this, capture the signature you want to use and save it as an image file with the name AccFormSignature (IPS supports images with file extension .bmp, .jpg. and .jpeg) in the folder \Bin\Tpl (the default folder for accounting form templates). If the file exists in that folder, the signature will automatically appear at the bottom of the accounting forms you create. You can also save a language-specific signature image in a sub-folder for the required language (e.g. \Bin\Tpl\FR for French).

You can also store signature files in a custom location if your administrator has specified one using parameter Custom defined location for templates, and in language-specific sub-folders within the custom location if you require language-specific signatures (e.g. \<*Custom_folder*>\FR for French).

Receptacle forms

CNRM À Découvert Receptacle Manifest

When you close an EMS receptacle that contains at least one *à découvert* item, the CNRM À Découvert form prints automatically instead of the standard receptacle manifest, provided your office parameters have been set up for it. The number of copies printed is the same as the CNRM. The À Découvert Receptacle Manifest is similar to the regular CNRM Receptacle Manifest, but lists fewer items per page, and has additional columns showing charges for the à découvert items and page and document totals.

CN16 Special List of Insured Items

This form lists the non-EMS insured items contained in an inner bag. It prints automatically when you close a receptacle containing insured items. The items listed on the CN16 Special list of Insured Items will also appear on the CNRM Receptacle Manifest. The number of copies printed is the same as for the standard CNRM. This parameter is defined when you define national parameters or office parameters. IPS also supports the CN16 Special List of Insured Items (Inner Bag) which lists the insured items contained in an inner bag.

CN33 Special List of Registered Items

This form lists the non-EMS registered items contained in an inner bag. It prints automatically when you close a receptacle containing registered items. The items listed on the CN33 Special list of Registered Items will also appear on the CNRM Receptacle Manifest. The number of copies printed is the same as for the standard CNRM. IPS also supports the CN33 Special List of Registered Items (Inner Bag), which lists the non-EMS registered items contained in an inner bag. The number of registered M bags is indicated by the letter 'M' in the Observations column of the form.

CNIBM Inner Bag Manifest

The CNIBM is similar to the CNRM Receptacle Manifest. This form lists the items contained in the inner bag and prints automatically when you close the inner bag. The number of copies printed is the same as for the standard CNRM; you can define this number. If the number of copies to print is 0, this form does not print.

CNRM Receptacle Manifest

The CNRM Receptacle Manifest prints automatically when you close a receptacle. This form contains information about the receptacle and lists each item contained in the receptacle.

CNRM Receptacle Manifest (à Découvert)

When you close an EMS receptacle that contains at least one *à découvert* item, the CNRM À Découvert form prints automatically instead of the standard receptacle manifest if your operational parameters have been set up to allow it. The number of copies printed is the same as the CNRM. The À Découvert Receptacle Manifest is similar to the regular CNRM Receptacle Manifest, but lists fewer items per page, and has additional columns showing charges for the à découvert items and page and document totals.

Dispatch forms

CN31 Letter Bill

The CN31 Letter Bill prints automatically when you close a dispatch, except when the mail subclass for the dispatch is UB (letter bulk). This document provides details about the dispatch, the number of different types of receptacles in the dispatch, and includes information pertaining to transit charges and terminal dues.

If you close two dispatches that do not have consecutive dispatch numbers, a notification is printed in the top right corner. This notification is for the benefit of the destination postal administration, so they can know that the out-of-sequence dispatch number is intentional and that there is not a missing dispatch. This happens, for example, when a dispatch was created by mistake, then removed. It also happens when creating the first dispatch of the year because each year the dispatch numbering system starts over.

You can specify the number of copies of this form that you want to print when you define national parameters or office parameters.

IPS also supports the REIMS version of this form.

See also: CN31 contents

CN32 Letter Bill (Bulk Mail)

The CN32 Letter Bill for Letters prints automatically when you close a dispatch when the mail subclass for the dispatch is UB (letter bulk). This form displays similar information to the CN31 Letter Bill. This form is printed only for bulk letter dispatches.

You can specify the number of copies of this form that you want to print when you define national parameters or office parameters.

See also: CN32 contents

CN44 Trial Note

This is a form that is filled out and sent with the CN31 letter bill and is used to determine the best route and most efficient transit time for a mail item. The office of destination returns the CN44 form by the quickest route to the office that sent it.

The user can print this form when closing a dispatch. A prompt displays which allows the user to specify whether or not to print the form.

CNDM Dispatch Manifest

The CNDM Dispatch Manifest prints automatically when you close a dispatch. It displays the list of all items in the dispatch in order by bag number and item ID. If the dispatch contains only EMS items, this form displays the EMS logo in the top left corner.

You can specify the number of copies of this form that you want to print when you define national parameters or office parameters.

CNDMS Dispatch Manifest/Summary

The CNDMS Dispatch Manifest/Summary prints automatically when you close a dispatch. This form is a combination of the CNDM and CNDS and can be printed in addition to the CNDM Dispatch Manifest and CNDS Dispatch Summary, or can replace both of these. Its purpose is to allow you to print fewer pages. For example, it is more efficient to print just the CNDMS Dispatch Manifest/Summary when dispatches are always small for a particular type of mail (EMS, letters or parcels), rather than printing a separate manifest and summary page. This form contains a summary section and a detail section. A second page prints if either of the sections is too long to fit on a single page. If the dispatch contains only EMS items, this form displays the EMS logo in the top left corner.

CNDS Dispatch Summary

The CNDS Dispatch Summary prints automatically when you close a dispatch. This form displays a list of the receptacles in the dispatch. If the dispatch contains only EMS items, this form displays the EMS logo in the top left corner.

CP86 Parcel Bill (surface and SAL)

As of 1 January 2006, this form no longer exists. Form CP86 has been incorporated into a new, modified CP87 Parcel Bill for parcels sent by surface, SAL and air. It is only possible to reprint the CP86 Parcel Bill (SAL and surface) for dispatches sent before 1 January 2006.

CP87 Parcel Bill (surface, SAL and air)

The CP86 (surface and SAL parcels) and CP87 (air parcels) have been incorporated into a new CP87 form. This new form, CP87 Parcel Bill, now covers parcels sent by surface, SAL and air. IPS began generating this form in 2006.

The CP87 Parcel Bill for parcels sent by surface, SAL and air, prints automatically when you close a dispatch.

This form has a section for a detailed listing and a section for a bulk listing. IPS provides the option to print only summary information in the bulk entry section.

Insured, registered, and any kind of special parcel, such as prisoner of war packages, are always listed individually in the detail section, even if the bulk entry option is used. The **Gross weight** field in the bulk entry section displays only the weight of items that appear in the bulk entry section. This form typically prints on two pages, however the second page prints only if it contains information.

See also: CP87 contents

CP88 Special Parcel Bill

The CP88 Special Parcel Bill is a statement of rates due for the transit of parcels. You can configure IPS to print this form automatically for transit parcels when you configure mail services for a country.

Consignment forms

CN37 Delivery Bill (Surface Mails)

The CN37 Delivery Bill prints when you close a consignment for surface mail. This form lists the receptacles in the consignment.

CN38 Delivery Bill (Air Mail)

The CN38 Air Mail Delivery Bill prints when you close a consignment. By default, this form lists every receptacle in the consignment. However, you can configure IPS so that this form lists only insured, registered, and special receptacles. In this case, a one-line summary for all ordinary receptacles in the dispatch is displayed, with **Ordinary receptacles** in the observations column. Otherwise, one line is printed per receptacle. Unlike the other forms, the **Date/Time of departure** field displays the date and time of the first flight *without* the pre-flight delay.

You can specify the number of copies of this form that you want to print when you define national parameters or office parameters.

CN41 Delivery Bill (SAL and Surface)

This form prints when you close a consignment. Like the CN38 Delivery Bill, this form by default lists every receptacle in the consignment, but can be configured to list only insured, registered, and special receptacles. In this case, a one-line summary for all ordinary receptacles in the dispatch is displayed, with **Ordinary receptacles** in the observations column. Otherwise, one line is printed per receptacle. Unlike the other forms, the **Date/Time of departure** field displays the date and time of the first flight *without* the pre-flight delay.

You can specify the number of copies of this form that you want to print when you define national parameters or office parameters.

CN47 Delivery Bill (Empty Bag Consignments)

The CN47 Empty Bag Consignments Delivery Bill is printed when you close a consignment containing only empty bags. This form displays one line per dispatch showing the number of empty bags in the dispatch.

You can specify the number of copies of this form that you want to print when you define national parameters or office parameters.

Verification notes

CN43 Verification Note

A verification note is a form that a receiving office generates to notify a sending office of an irregularity with the dispatch, such as missing documentation or receptacles that were never received. The CN43 Verification Note is for letters.

IPS also supports the:

- CN43 Verification Note REIMS, which contains similar information and is exchanged between REIMS countries

- CN43 Verification Note IDM, which contains similar information and is exchanged between REIMS countries for dispatches of harmonized Direct Mail

- CN43 Verification Note UX dispatches, which contains similar information and is generated for UX dispatches

CP78 Verification Note

A verification note is a form that a receiving office generates to notify a sending office of an irregularity with the dispatch, such as missing documentation or receptacles that were never received. The CP78 Verification Note is for parcels.

E2 Verification Note

A verification note is a form that a receiving office generates to notify a sending office of an irregularity with the dispatch, such as missing documentation or receptacles that were never received. The E2 Verification Note is for EMS items.

Labels

CN34 Bag label (Surface mail)

This is the standard label that must be attached to any receptacle that is sent by surface mail as required by international regulations.

CN35 Bag label (Airmail)

This is the standard label that must be attached to any receptacle that is sent by airmail as required by international regulations.

CN36 Bag label (S.A.L.)

This is the standard label that must be attached to any receptacle that is sent by S.A.L. (surface airlifted) as required by international regulations.

CP77 Statement of charges

The CP77 Statement of charges is a form that is completed when it was impossible to deliver a parcel and the parcel will be returned. IPS prints a CP77 Statement of Charges form for each returned or redirected parcel.

The charges listed on the CP77 form are calculated as follows:

Charge type	Value
Presentation-to-customs charge	Free value, dynamically entered per parcel
Storage charge	Free value, dynamically entered per parcel
Return charge	For surface dispatches: CP87 Return Rates For air dispatches, CP87 return Dues + CP87 Return Rates See Notes below for details
Redirection charge	Free value, dynamically entered per parcel

Charge type	Value
Non-postal fees	Free value, dynamically entered per parcel
Miscellaneous	Free value, dynamically entered per parcel

Notes:

- CP87 Return Rates for SAL and surface dispatches = (Inward rate per parcel from CP81(Re)) + (Inward rate per kg from CP81(Re)) * (parcel weight) + (Transit charge per parcel from CP81 (Re)) + (Dues per kg from CP81(Re))* (parcel weight)

- CP87 Return Rates for air dispatches = (Inward rate per parcel from CP82(Re)) + (Inward rate per kg from CP82(Re)) * (parcel weight)

- CP87 Return Dues for air dispatches = (air conveyance dues as far as destination per half kilo from CP82(Re)) * (number of half kilo units) + (air conveyance dues of destination per half kilo from CP82(Re)) * (number of half kilo units)

CP83 Label for surface parcel mail

The CP83 label is the standard label for parcels sent by surface mail.

CP84 Label for air parcel mail

The CP84 label is the standard label for parcels sent by air mail.

CP85 Label for S.A.L. parcel mail

The CP85 label is the standard label for SAL parcels.

Other documents

CN08 Inquiry

The CN08 is a form that can be filled out to request information about an item. The CN08 form is used only for inquiries on specific postal items, and should be submitted within six months from the time the mail item was posted.

A similar form is available for EMS messages only. This form is E2 Inquiry.

DNC (Delivery Notification Card)

The DNC Delivery Notification Card is the notification that is printed and delivered to the customer. If the form is translated, the translated text replaces the English

DNL (Delivery Notification List)

The DNL Delivery Notification List displays a list of mail items. The delivery agent writes the details about the delivery of each item on this form as each item is delivered. The information is then entered in IPS from the completed documents. The DNL Delivery Notification List displays a bar code for the item ID, which can be scanned to facilitate entering the information. You can print this form from the Send *Item* from office of exchange window or the Handover to Delivery Agent window by clicking the **Print DNC** button. You can also create or reprint DNLs (Delivery Notification Lists) under the

Utilities tab.

If this form is translated, the translated text replaces the English. You can customize the footer for this form.

Advice of Arrival

An advice of arrival letter is a form that you send to the addressee of a mail item instructing them to come to the post office to receive an item. To be able to print the letter, the recipient information must already have been entered into IPS. Users can print the form from two user screens in IPS: Record & print customs information, and Create a manifest/advice of arrival.

Internal manifests

Internal manifests are reports that users can print as needed. The item internal manifest is a listing and summary of items by specific criteria that you specify when you create the form. The receptacle internal manifest is a similar document that shows information for receptacles. You can customize the footer for this form.

CN70 (Consignment Security Declaration)

CN70s can be created for each consignment closed in IPS. You can create CN70s at national, office and route level. You can configure CN70s to print when closing a consignment, and you can reprint CN70s when looking up a consignment in Track & trace.

Identifier Number Formats

Item identifier format

Item numbers are always 13 characters long and must be in the following format:

- Characters 1 and 2 are always the service indicator. These characters must be alphabetic.

- Characters 3 through 10 are the unique serial number that identifies the item. If a serial number is less than eight digits, leading zeros should be inserted. These characters must be numeric.

- Character 11 is the check digit. This is a computer generated number. The check digit is mandatory for all EMS identifiers. For identifiers of other products it is optional. Instead of the check digit a meaningless character X may be used. The position may never be left blank.

- Characters 12 and 13 are the two-digit ISO country code that indicates the country of origin.

Receptacle identifier format

Receptacle numbers are 29 characters long and must be in the following format:

- Characters 1 through 20 are the number of the dispatch to which the receptacle belongs.

- Characters 21 through 23 are the number of the receptacle within the dispatch. This is a numeric value that has leading zeroes if necessary.

- Characters 24 and 25 consist of a two-digit code from UPU code list 161 that describes the receptacle. (Character 24 was previously the highest numbered receptacle indicator. Character 25 was previously the registered/insured indicator.)

- Characters 26 through 29 is the receptacle weight in multiples of 0.1 kg. If these characters are 9999, it indicates the receptacle weighs more than 999.8 kg.

Dispatch number format

Dispatch numbers are always 20 characters long and must be in the following format:

- Characters 1 through 6 are the code for the office of exchange where the dispatch originated. These characters must be alphabetic.

- Characters 7 through 12 are the code for the office of exchange that is the destination of the dispatch. These characters must be alphabetic.

- Character 13 is the mail category code. This code is always A, B, or C.

- Characters 14 and 15 are the mail subclass code. These characters must be alphabetic.

- Character 16 is the last digit of the current year. This character must be numeric.

- Characters 17 through 20 are the serial number of the dispatch. IPS calculates this number, numbering dispatches with a particular combination of characteristics (origin office, destination office, mail category and subclass) in sequence. These characters must be numeric.

Consignment number format

Although there is no formal international standard for consignment numbers, consignment numbers in IPS consist of a 12-character number containing the code that identifies the originating office of exchange and a six-digit serial number. IPS numbers consignments sequentially, incrementing one number for each new consignment.
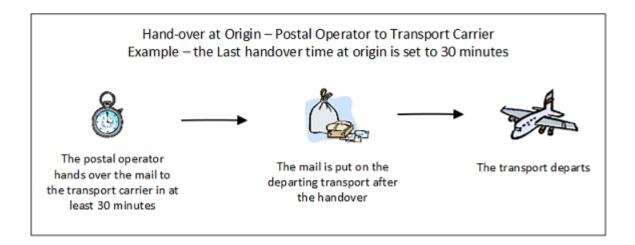
Messages

Hand-over information in CARDIT v2.1

CARDIT messages may include information about the hand-over of mail between the postal operator and the transport carrier for both origin and destination consignments. The information consists of:
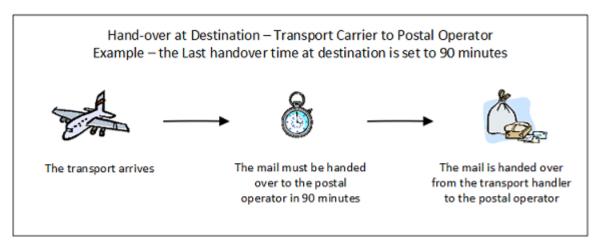
At origin:

- Hand-over origin location - the place where the mail is available for pick-up by the transport company

- Last handover time at origin - the minimum number of minutes for the postal operator to hand over the mail to the carrier before the flight departs

Hand-over at Origin – Postal Operator to Transport Carrier
Example – the Last handover time at origin is set to 30 minutes

The postal operator hands over the mail to the transport carrier in at least 30 minutes

The mail is put on the departing transport after the handover

The transport departs

At destination:

- Hand-over origin destination - the place where the mail is available for pick-up by the postal operator

- Last handover time at destination - the maximum number of minutes that is allowed for the carrier to hand over the mail to the postal operator at the destination location

Hand-over at Destination – Transport Carrier to Postal Operator
Example – the Last handover time at destination is set to 90 minutes

The transport arrives

The mail must be handed over to the postal operator in 90 minutes

The mail is handed over from the transport handler to the postal operator

Defining the Last handover time (LHOT)

The last handover time allows you to use the information in CARDIT messages to verify that transport carriers comply with agreed handover times in the origin and destination. You can define the LHOT in any or all of three levels:

- at transport level in the Transport segments screen

- at location level in the Locations screen

- globally in the Other parameters screen

Glossary

Accounting stages

Accounting stages are country classifications used to calculate terminal dues rates. Two types of rates are used: target and transitional.

Accounting stage group	Rate to be used
I	Target
II	Target
III	Target
IV	Transitional
IV-LDC (Least Developed Countries)	Transitional

Accounting stages apply to letters only.

Accounting stages are used to classify countries from most to least industrialized. Rules that govern the use of content format separation for groups are as follows:

- For exchanges between countries in Group I: letters are dispatched in separate receptacles for each of the three formats (P, G and E) to destinations where the annual outward volume of mails dispatched, excluding M bags, is above a certain threshold; for volumes below this threshold mixed mail receptacles are acceptable

- For exchanges between countries in all other Groups: letters are dispatched in separate receptacles for format E, and for format P and G combined to destinations where the annual outward volume of mails dispatched, excluding M bags, is above a certain threshold; for volumes below this threshold mixed mail receptacles are acceptable

CARDIT

A **CARDIT** message is sent from the administration of origin of a consignment to the carrier that is going to transport that consignment. The message contains information about one particular consignment of mail, as it is going to be sent from a place of loading. The message in fact pre-advises the carrier about a consignment of mail that should be arriving as specified in that particular message.

Custom actions

Custom actions allow you to further adapt IPS to suit your organization's needs. Use custom actions to add specific rules to a scanning process, for example, an action can be executed when a particular event occurs.

An action is defined in a custom .Net assembly which can be developed by your organization or the PTC. The assembly that contains the custom actions must be stored in the \Bin folder on each IPS client workstation.

It is recommended that you contact the PTC if you are interested in adding custom actions to IPS.

Editable forms

Forms that can be edited from an IPS screen:

- CN19
- CN20
- CN51
- CN52
- CN61
- CN62
- CN63
- CN64
- NO4

EMSEVT

A message that documents an event relating to the exchange of international mail.

EVTRPT

An **EVTRPT** message is similar to an EMSEVT message in that it contains information regarding mail items. EVTRPT incorporates multiple messages originating from one post and arriving at the same post. Multiple mail item messages are contained in one single EVTRPT message.

Indemnities

International accounting amounts associated to claims on mail items for which a postal organization is liable. For example, a destination postal operator that has lost an insured item must reimburse the sending organization for the cost of the item.

IPK

Items Per Kilo. IPK rates are used only between two target countries. Normally, the IPK rates are calculated on the CN54bis_Old are based on sampling. However, IPS uses the IPK rate you define when you configure the rates.

ITMATT

An **ITMATT** message is sent from the administration of origin of a dispatch to the administration of final destination of that dispatch. The message is used to advise the receiving post of the impending arrival and attributes of up to 99,999 mail items. The message contains details regarding the transport security, customs and quarantine implications of the identified items. This message is sent at dispatch document production time.

Journey IDs

Journey IDs are automatically created by IPS when you scan receptacles to a transport segment. The ID contains information such as:

- the loading unit ID

- the 3-digit alpha code for your country

- a 1-digit location indicator

- a 2-digit code for the carrier

- the 3-digit code for the destination airport

- the last digit of the year the loading unit was created

- the month the loading unit was created: 1-9 for January to September; A-C for October to December

- the 2-digit day the loading unit was created

- a 2-digit sequence number

Logical conditions

A **logical condition** checks and verifies whether a condition is met. The check can be run on either qualitative data (components or text) or quantitative data (numerical measurements or values). A logical condition is in the following format:

- **operand 1** - the input field containing data that is being checked.

- **operator** - the connector between operands 1 and 2 that indicates how you want the condition to check the input data, for example, equal to or greater than a numeric value.

- **operand 2** - the text, component or value that is being checked, for example, text beginning with a country code, such as AU.

Mail category

A broad classification of mail that describes the priority of its handling. Mail categories include:

- A - Air

- B - S.A.L

- C - Surface
- D - Prio by surface

Mail class

Code that describes the type of the mail item. Mail classes are:

- C – Parcels
- E – EMS
- T – Empty bags
- U – Letters

Mail flow

The direction of the mail, for accounting purposes.

- Outbound: your own organization is sending (exporting) the mail
- Inbound: your organization is receiving (importing) the mail
- Transit: the mail transits through your own organization

Mail subclass

Describes the specific type of contents of mail within the larger mail class. Some examples of sub-classes include:

- EMS – Documents
- EMS – Merchandise
- Letters – Postcards
- Letters – A découvert
- Parcels – Ordinary
- Empty bags – Mixed

Message types

EMSEVT	A message that documents an event relating to the exchange of international mail.
CARDIT	A CARDIT message is sent from the administration of origin of a consignment to the carrier that is going to transport that consignment. The message contains information about one particular consignment of mail, as it is going to be sent from a place of loading. The message in fact pre-advises the carrier about a consignment of mail that should be arriving as

	specified in that particular message.
PRECON	A PRECON message is sent from the administration of origin of a consignment to the administration of final destination of that consignment. The message contains information about one particular consignment of mail, as it is going to be sent from a place of loading to a place of final destination. The message in fact pre-advises the administration of final destination about a consignment of mail that should be arriving as specified in that particular message. This message will be sent ideally after carrier confirmation of uplift. If this is not possible then it will be sent at transport document production time.
PREDES	A PREDES message is sent from the origin administration of a dispatch to the final destination administration of that dispatch. The message contains information about one particular dispatch of mail, as it is going to be sent from an origin office of exchange to an office of exchange of final destination. The message pre-advises the administration of final destination about a dispatch of mail that will arrive, as specified in that particular message. This message is sent at dispatch document production time.
RESDES	A RESDES message is sent from the administration of final destination of a dispatch to the administration of origin of that dispatch. It either confirms the correct arrival of the dispatch as it was pre-advised in the PREDES message, or it reports the exceptions to the information pre-advised. Ideally, this message will be sent upon registration of the relevant events (such as arrival of the compete dispatch, registration of exceptions, etc.) the information in the RESDES message can be used for receptacle tracking.
RESCON	A RESCON message is sent from the administration of final destination of a consignment to the administration of origin of that consignment. It either confirms the correct arrival of the consignment as it was pre-advised in the PRECON message, or it reports the current exceptions to the information pre-advised. Ideally, this message will be sent upon registration of the relevant events (such as arrival of the complete consignment, registration of exceptions, etc.). The information in the RESCON message can be used for receptacle tracking.
ITMATT	An ITMATT message is sent from the administration of origin of a dispatch to the administration of final destination of that dispatch. The message is used to advise the receiving post of the impending arrival and attributes of up to 99,999 mail items. The message contains the transport security, customs and quarantine details about the identified items. This message is sent at dispatch document production time.

Next office

The next office to which mail items are sent when they leave your office.

Operators in logical conditions

Operators used in logical conditions are connectors between operand 1 and operand 2 representing the relationship between the operands. The operator indicates how you want to check the input data, for example, equal to or greater than a numeric value. The operators you can use for logical conditions in IPS are:

- Equal
- Not equal
- Less than
- Less than equal
- Greater than
- Greater than equal
- Begins with
- Does not begin with
- Ends with
- Does not end with
- Contains
- Does not contain
- In
- Not in
- Is blank
- Is not blank

Operators in logical expressions

The operators AND, OR and NOT are connectors you can use between logical conditions in a logical expression. They allow you to refine the functionality of your logical expression.

- Using **AND** indicates that both logical conditions must be met, for example, 'c[1] AND c[2]'.
- Using **NOT** excludes a logical condition, for example, 'c[1] NOT c[2]' means that the condition in c[1] must be met, while the condition in c[2] must not be met.
- Using **OR** indicates that either condition must be met, for example, 'c[1] OR c[2]'.

Postal status

An indication that describes why a mail item is being processed in your office. Examples of some common postal statuses are À découvert, returned to sender, forwarded or normal.

PRE-Advice messages

Notification messages sent by partners, advising that an item has been sent.

Pre-segment delay

The amount of time to allow, before the scheduled beginning of a transport segment, for processing of items to include in that segment. For example, if a pre-segment delay is two hours, a mail item or receptacle must arrive at the facility at least two hours before the scheduled departure time of the transport segment.

PRECON

A **PRECON** message is sent from the administration of origin of a consignment to the administration of final destination of that consignment. The message contains information about one particular consignment of mail, as it is going to be sent from a place of loading to a place of final destination. The message in fact pre-advises the administration of final destination about a consignment of mail that should be arriving as specified in that particular message. This message will be sent ideally after carrier confirmation of uplift. If this is not possible then it will be sent at transport document production time.

PREDES messages

A **PREDES** message is sent from the originating administration of a dispatch to the final destination administration of that dispatch. The message contains information about one particular dispatch of mail, as it is going to be sent from the origin office of exchange. The message pre-advises the administration of final destination about a dispatch of mail that will arrive. This message is sent at dispatch document production time.

PREDES 2.1

PREDES v2.1 is handled in IPS from version 5.03.

PREDES v2.1 differs from PREDES v2.0 in that v2.1 includes all information needed for accounting, for example, total weight and the number of mail items subject to inward land rates. This means that when a PREDES v2.1 message is received, IPS automatically copies the information to the accounting module. It is no longer necessary to capture accounting dispatch documents, they are created automatically.

Please note that if you use PREDES 2.1 EDI messages, you must define accounting agreements for your partner operators (use window: **Accounting process** > **Configuration** > **Partners: accounting agreements**).

Quality of Service

The **Quality of Service (QoS)** program is run by the International Post Corporation (IPC). The program measures quality of service performance by monitoring approximately 400,000 test letters per

year as they move anonymously through the international mail processing system, from posting to delivery. Participants of the QoS can charge other operators more for handling their mail. These rates apply to letters only.

Quality of Service Fund

The purpose of the **Quality of Service Fund (QSF)** is to finance projects for improving the quality of postal services in developing countries. In an accounting agreement, the amount paid to the QSF is based on the accounting stage classification of the two partner countries. The QSF percentage and amount are calculated by IPS and appear on the CN64_REIMS/Old terminal dues final account for letters. The QSF payment is for letters only.

Registered/Insured indicator

A code that indicates if the receptacle is registered or insured:

- 0 - No, the receptacle does not contain registered or insured items.
- 1 - Yes, the receptacle contains registered or insured items.
- 9 - Unknown, no information is available in the barcode.

REIMS

A postal agreement between European postal organization.

Replication

Replication is the process by which data from one database is transmitted to another database. Replication ensures that all the countries in your network are working with current operational data.

RES-Advice

Messages that incorrectly advise receipt of mail items that were never actually sent. RES-advice messages in IPS are always anomalies, meaning the item in the message was never sent by the origin country.

RESCON

A **RESCON** message is sent from the administration of final destination of a consignment to the administration of origin of that consignment. It either confirms the correct arrival of the consignment as it was pre-advised in the PRECON message, or it reports the current exceptions to the information pre-advised. Ideally, this message will be sent upon registration of the relevant events (such as arrival of the complete consignment, registration of exceptions, etc.). The information in the RESCON message can be used for receptacle tracking.

RESDES

A **RESDES** message is sent from the administration of final destination of a dispatch to the administration of origin of that dispatch. It either confirms the correct arrival of the dispatch as it was pre-advised in the PREDES message, or it reports the exceptions to the information pre-advised. Ideally, this message will be sent upon registration of the relevant events (such as arrival of the compete dispatch, registration of exceptions, etc.) the information in the RESDES message can be used for receptacle tracking.

Sampling rule

Instructions for a specific action that a user must take for inbound receptacles that conform to a specific set of criteria.

Segment number

A unique number that identifies a transport segment of a route. The segment is similar to a flight number, and in fact can be a flight number. However, as segments also include other types of transport, such as a train or truck, segment numbers are not limited to flights. The segment number typically begins with a code that identifies the carrier. For example, if the segment is a flight, the segment number begins with the two-digit IATA code of the airline.

Service Indicator

A two-digit code indicating the type of postal product. Countries can define their own service indicator. An example of a typical service indicator is EE for EMS items.

Threshold limits

When a final settlement has an amount which is below the threshold limit, you don't have to pay what you owe to a partner operator. The amount is carried forward to the next billing period and is only payable when the amount is above the threshold limit. The forms will still be printed and sent to the partner operator for information.

The following editable forms are liable to the threshold limit:

Form	Threshold amount	Message on form	Action
CN19	1,000 IBRS items	(under threshold)	Cancelled, no payment is made
CN52	163.35 XDR	FOR INFORMATION ONLY, DO NOT PAY THIS BILL	Carry over to next billing period
CN63	163.35 XDR	FOR INFORMATION ONLY, DO NOT PAY THIS BILL	Carry over to next billing period

Form	Threshold amount	Message on form	Action
CN64	326.70 XDR	FOR INFORMATION ONLY, DO NOT PAY THIS BILL	Carry over to next billing period

Transport lines

Transport lines contain information about dispatches that are sent using the services of external transport companies such as airlines. Transport lines are stored when you close a consignment. When you receive invoices from transport companies, transport lines help you check if the data stored in IPS is the same as the data contained in the invoices. Transport lines contain the following information:

- transport line ID

- the airline/transport company

- type of transport - plane, truck, ship, train

- the settlement company - the transport company or an intermediary company acting for one or more transport companies

- transport segments associated with the transport line - normally a line consists of only one segment

- Postal Airway Bill number - airlines assign PAWB numbers to consignments when they receive a CARDIT message from a postal operator

- origin location of the transport line*

- destination location of the transport line*

- departure date and time of the transport

- arrival date and time of the transport

- dispatch IDs

- mail category*

- mail class*

- number of receptacles in the transport line

- number of containers in the transport line

- total weight*

- rate type - per kilo, per trip, per loading unit*

- currency of the rate*

- rate for the transport line*

- VAT percentage payable

- the ID of the transport invoice in which the transport line appears

* These items appear in transport summary lines.