

**USER MANUAL FOR GENERATION OF CREDIT NOTE FOR REFUNDS
PROCESSED BY CLAIMS AGAINST TAX INVOICES GENERATED BY FOIS
IMPLEMENTATION IN FOIS/TMS APPLICATION**

Disclaimer: The User Manual is only to be used for general purpose and for reporting in FOIS/TMS Application and is not authorised by Railway Board. In case of any conflict, or policy issues, the concerned Rate Circulars along with related instructions issued by Railway Board/ Competent Authorities from time to time shall take precedence.

Refund of various freight related charges collected from the Customer are being refunded to the Customer after processing by Claims Department. However, the Credit Note for the refund is not being generated and shared with GST Server as the process for the generation of Credit Note is not being designed by the Claims module. Number of requests have been received from various Zonal Railways to design the functionality for generation of Credit Note for the refunds processed by Claims Department. All the collections and the corresponding GST Tax Invoices which are generated in FOIS/TMS Application shall be allowed for generation of Credit Notes. Once the Claim is processed by the Competent Authority and the corresponding amount has been refunded to the Customer, the Railway Users shall generate the Credit Note of the same in the system.

Hence, a web-based module has been developed in FOIS/TMS Query Application, to allow the Railway Users at the Station Level to generate the Credit Note against the refunded amount for existing tax invoices generated from FOIS/TMS Application.

Railway users shall login with their credentials in FOIS/TMS Queries available on FOIS Website at the address as below to identify and ensure the collection Tax Invoice before generating the Credit Note against the same.

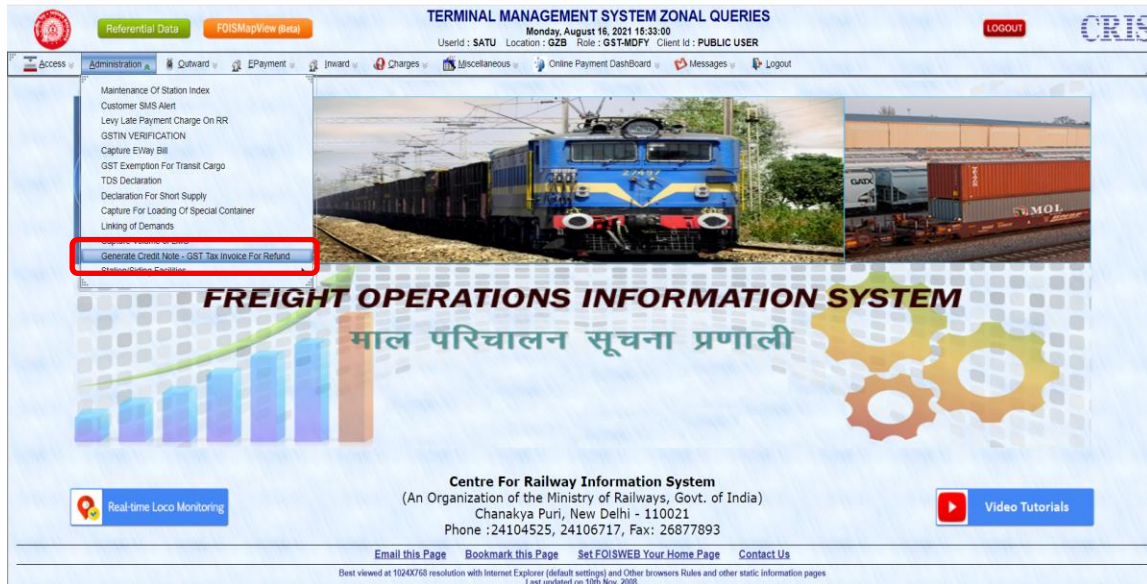
FOIS Network

<http://10.60.200.54:50014/>

Public Network

www.fois.indianrail.gov.in

The User shall select the Screen for Generation of Credit Note Tax Invoice for Refunds available at FOIS Web Site → Administration → Generate Credit Note – GST Tax Invoice for Refund



The following screen shall be shown to the user:

The screenshot displays the 'GENERATE CREDIT NOTE - GST TAX INVOICE FOR REFUND' form. It includes an 'Input Details' section with a 'Collection TAX Invoice Number' field and 'Retrieve'/'Reset' buttons. Below this are fields for 'TAX Invoice Date', 'RR/MR Number', 'Station', 'RR/MR Date', 'Railway GSTIN', 'Customer Name', and 'Customer GSTIN'. A table for tax details is provided, with columns for 'Collection' and 'Refund', each containing 'Taxable Amount' and 'Refunded Amount' sub-columns. The table rows include 'IGST', 'CGST', 'SGST', 'UGST', 'CESS(If Any)', 'Total GST', and 'Total Amount'. At the bottom, there are fields for 'Refunded Amount' and 'Refunded GST'.

	Collection		Refund	
	Taxable Amount	Refunded Amount	Taxable Amount	Refunded Amount
	Rate(In %)	Amount (In Rs.)	Rate(In %)	Amount (In Rs.)
IGST				
CGST				
SGST				
UGST				
CESS(If Any)				
Total GST				
Total Amount				

Steps

- Railway User shall provide the Collection Tax Invoice Number and press “Retrieve” button.
- The details of the GST Tax Invoice shall be displayed on the Screen.

- Station, MR/RR Number, MR/RR Date, Railway GSTIN, Customer Code/Name, Customer’s GSTIN, Taxable Amount, Rate/Amount of IGST/CGST/SGST/UGST/CESS etc, Total GST and Total Amount collected shall be displayed on the Screen.

GENERATE CREDIT NOTE - GST TAX INVOICE FOR REFUND

Input Details

Collection TAX Invoice Number: 9920011923030001 Retrieve Reset

TAX Invoice Date: 31-01-2020 Station: RNG

RR/MR Number: 271000002 RR/MR Date: 31-01-2020

Railway GSTIN: 19AAAGM0289C1ZG

Customer Name: ACB(M/S ACB (INDIA) LIMITED)

Customer GSTIN: 22AABCA0043K1ZB

Collection			Refund	
	Rate(In %)	Amount (In Rs.)	Rate(In %)	Amount (In Rs.)
Taxable Amount		26008	Refunded Amount	
IGST	5	1300.4		
CGST	0	0		
SGST	0	0		
UGST	0	0		
CESS(If Any)	0	0		
Total GST		1301		
Total Amount		27309		

Refunded Amount: Refunded GST:

- In this screen, after due verification, the Railway User shall enter the **Refunded Amount** that has been refunded to the Customer by the Competent Railway Authority through the Claim Process.
- System shall automatically calculate the corresponding TAX Components on the Rate as computed on the Collected Tax Invoice and show the Total Refunded Amount and Refunded GST on the Screen.
- Railway User shall specify the Authority details in given input boxes
- Remarks are optional

GENERATE CREDIT NOTE - GST TAX INVOICE FOR REFUND

Railway GSTIN:

Customer Name:

Customer GSTIN:

Collection			Refund		
Taxable Amount	914392		Refunded Amount	91439	
	Rate(In %)	Amount (In Rs.)		Rate(In %)	Amount (In Rs.)
IGST	5	45719.6		5	4571.95
CGST	0	0		0	0
SGST	0	0		0	0
UGST	0	0		0	0
CESS(If Any)	0	0		0	0
Total GST		45720			4571
Total Amount		960112			96010

Refunded Amount:

Refunded GST:

Authority By:

Authority Number:

Authority Date:

Remarks:

- Now click “Save” button
- The system will show the successful modification message or the error in case if any

Validations & Assumptions

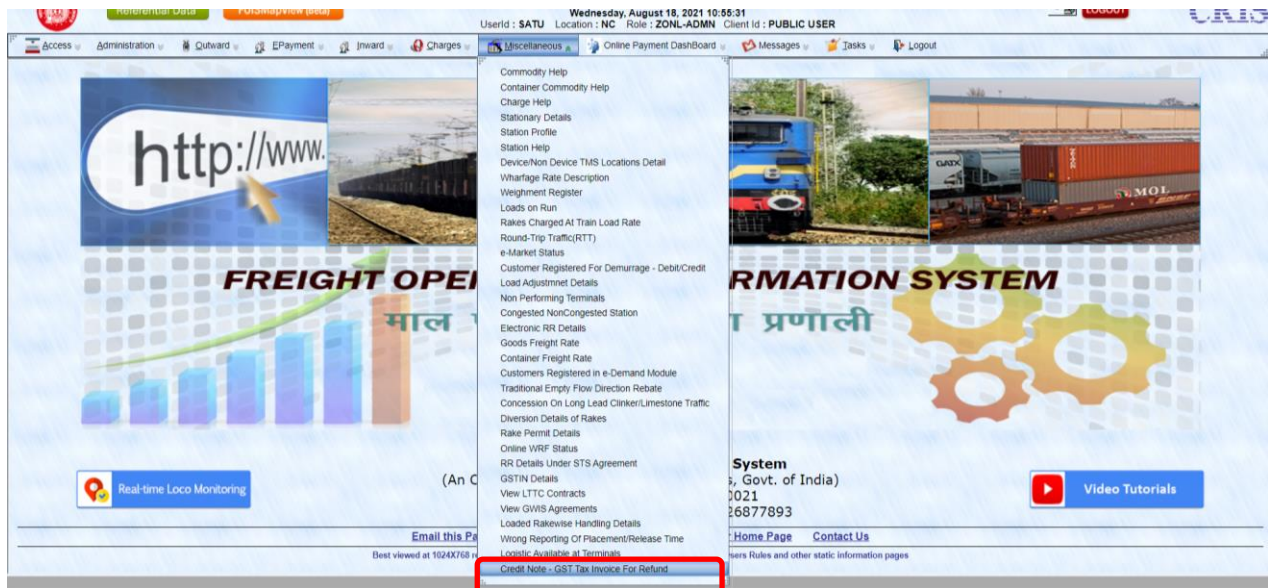
- Credit Note Tax Invoice for Refund shall be allowed to be generated by the Railway User of the station which has generated the collection GST Tax Invoice.
- System shall not validate the Refund Amount and any other particulars captured by the Railway User at the time of generating the Credit Tax Invoice.
- System shall only calculate the GST Part on the same percentage as is being done on the Collection Tax Invoice.
- Generation of Credit Note for Refund shall be allowed only for Collection Tax Invoices which are Approved by the GST Server and No further Modification has been reported in FOIS Application against the same.
- A validation check has been imposed that Credit Note can be generated against Collection Tax Invoices of the Previous Financial Year before 30th September of the current FY.
- Generation of Credit Note for Refund against Collection Tax Invoices of older period (i.e., before the Previous FY) shall not be allowed.

- Credit Note for Refund shall be generated by the Railway Users once the actual Refund has been processed by Railways and amount has been refunded to the Customer.
- Credit Note for Refund shall be generated only to update the TAX liabilities and sharing the data with the GST Server. No actual money transfer/refund shall be done through FOIS Application.

Once the details are captured in the Web based module, the Credit Note Tax Invoice shall be provided to CRIS/GST Database for further processing and uploading the details onto the GST Portal. This data shall not be shared with any other application of Railways.

To view the Credit Tax Invoice details, a Query has also been designed in FOIS/TMS Query Application for the Railway Users.

The User shall select the Screen for Generation of Credit Note Tax Invoice for Refunds available at **FOIS Web Site → Miscellaneous → Credit Note – GST Tax Invoice for Refund**



The following screen shall be shown to the user:

Steps

- Railway User shall provide the Location and Period of Refund Detail entry in the System and press “Submit” button.
- The details of the Collection GST Tax Invoice along with the Credit Note for Refund shall be displayed on the Screen.

SR NO	ZONE	DVSN	STATION	CUSTOMER	MR	DATE	TAX INVOICE NUMBER	AMOUNT (In Rs.)	COLLECTION RATE (%)					AMOUNT (In Rs.)					TOTAL AMOUNT (In Rs.)	TAX INVOICE NUMBER
									IGST	CGST	SGST	UGST	CESS	IGST	CGST	SGST	UGST	CESS		
1	NC	JHS	JHS	ARIL	271000001	05-02-2020	9920020929050001	68225	0	2.5	2.5	0	0	0	1705.63	1705.63	0	3412	71637	9921080929050001
2	NC	JHS	NEW	ACU	272000003	04-02-2020	9920022329410001	914392	5	0	0	0	0	45719.6	0	0	0	45720	960112	9921082329410001
3	NC	JHS	NEW	ACU	272000001	03-02-2020	9920022329030001	130131	5	0	0	0	0	6506.55	0	0	0	6507	136638	9921082329030001

3 Rows To Display, displaying all Rows.1

TERMINAL MANAGEMENT SYSTEM ZONAL QUERIES
 Wednesday, August 18, 2021 11:02:43
 UserId : SATU Location : NC Role : ZONL-ADMN Client Id : PUBLIC USER

CREDIT NOTE - GST TAX INVOICE FOR REFUND
 DateFrom: 01-08-2021, DateTo: 18-08-2021, Zone: NC

Refresh/Back

File & Print Options: Full Page Selective | FANFOLD | NORMAL | Excel | XML | PDF | WORD | PRINT

AMOUNT (In Rs.)				TOTAL		TAX INVOICE			REFUND				TOTAL		REMARKS
CGST	SGST	IGST	CESS	GST (In Rs.)	AMOUNT (In Rs.)	NUMBER	DATE	AMOUNT (In Rs.)	IGST	CGST	SGST	IGST	CESS	GST (In Rs.)	
0	1705.63	1705.63	0	3412	71637	9921080929050001	13-08-2021	682	0	17.05	17.05	0	0	34	ASDAS
6	0	0	0	45720	960112	9921082329410001	13-08-2021	9143	457.15	0	0	0	0	457	ADSSDSD
5	0	0	0	6507	136638	9921082329030001	18-08-2021	12321	616.05	0	0	0	0	616	12937REFUND PROCESSED BY CLAIMS OFFICE

3 Rows To Display, displaying all Rows.1
