

QCS Finance

Quick Start Guide

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About this guide

Intended audience

This guide is intended to help business partners become familiar with the basic functions of the QCS Finance application.

How to use this manual

For information on:

- how to display a report in QCS Finance, see "Display reports in QCS Finance" on page 11
- the types of reports that are available to business partner users, see "Appendix" on page 20

This guide does not describe the details of each individual report produced in QCS Finance. For a detailed description of each report, see the QCS Finance Online help.

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Introduction

Overview

Quality Control System Finance, or **QCS Finance**, is a web based application to monitor the performance of the IFS network. It is built on a Big Data platform (Apache Hadoop) which takes the form of a distributed file system over several machines.

With QCS Finance, you can:

- measure the traffic on the IFS network
- check the postal payment tracking events that are transmitted
- measure point to point performance (delays between each tracking event)
- permit measurements against quality standards
- track a particular file or postal payment
- create customized reports by writing queries against the raw data (in conjunction with the PTC)

The information for the quality metrics generated in QCS Finance is derived from all EDI exchanges occurring in the IFS network. EDI exchanges consist of:

- **Monord** These are the messages that the issuing organization sends to the organization paying the postal payment. These messages contain full details of new postal payments or cancellation requests.
- **Resord** These are the messages that the receiving and paying organization sends to the issuing organization. The receiving organization sends tracking information back to the organization that issued the money order.

IFSAck and **IFSErr** messages are also used in quality measurements. An **IFSAck** message confirms the receipt and successful processing of a Monord or Resord message. An **IFSErr** message, on the other hand, is sent when a Monord or Resord message is received but was rejected by the receiving organization.

Types of users

QCS Finance has three types of users:

- QCS Finance Master Administrator (PTC administrator) Manages all users registered in the application.
- **PTC/Operations user** Accesses the statistical information for all business partners and corridors.
- **Business partner user** Accesses the statistical information for its own organization only and its partners, for example, all the measurements for the EDI flow entering or leaving their organization.

Get started with QCS Finance

Log in

QCS Finance is available at <u>https://qcsfinance.ptc.post</u>. To log into QCS Finance, enter the user name and password provided by your QCS Finance Master Administrator then click **Log in**.

QCS Finance BigData	QUALITY CONTROL SYSTEM	Welcome to the QCS !
Username Password	Log in Reset	

The QCS Finance Home page

After you log in, the **Home** page is displayed showing the functions and reports that are relevant to your profile as a business partner user.

			Welcome to the QCS, N from UPU Log out
HOME			
Manage my preferences	Message file flows	Issued postal payments	Postal payment payouts
Corrected Postal payments	Cancellation requests	Payment time vs Purchase time	Monord transmission time vs Purchase time
Payment time vs Monord transmission time	Resord transmission time vs Payment time	NP event time vs Purchase time	Resord transmission time vs NP event time
NP event time vs Monord time	DR/ED event time vs DS event time	Monord transmission time vs DS event time	DR/ED event time vs Monord transmission time
Resord transmission time vs DR/ED event time	Money Order Flows	Message track and trace	Postal payment track and trace
Top 10 sending organizations on current year	Top 10 paying organizations on current year	Top 300 global paying locations on current year	Top 300 global sending locations on current year

The colors are used to group similar reports or functions together. For example, reports that measure payment KPIs are green, reports that represent Track and Trace functions are purple, etc.

The following table lists the icon colors, the functions or reports that they represent, and their corresponding description.

lcon color	What they represent	Function				
Dark red	Details of all EDI message files that have transited the FTP network	- Message file flows				
Dark blue	Postal payment events reports	 Issued postal payments Postal payment payouts Corrected Postal payments Cancellation requests 				
Light blue	Cancellation Requests Performance KPIs	 DR/ED event time vs DS event time Monord transmission time vs DS event time DR/ED event time vs Monord transmission time Resord transmission time vs DR/ED event time 				
Blue	Money Order Flows	- Money Order Flows				
Green	Payment performance KPIs	 Payment time vs Purchase time Monord transmission time vs Purchase time Payment time vs. Monord transmission time Resord transmission time vs. Payment time NP event time vs Purchase time Resord transmission time vs NP event time NP event time NP event time NP event time 				
Orange	Function to manage settings associated to current user's profile	- Manage my preferences				
Purple	Track and Trace	- Message track and trace - Postal payment track and trace				
Yellow	Customized reports (user-defined)	Examples:				

lcon color	What they represent	Function
	Customized reports are created by writing queries against the Hive tables that store the data being transferred via the IFS network. Accessibility may be restricted to certain user groups or busi- ness partners.	 Top 10 sending countries (user-defined) Top 100 sending organ- izations (user-defined) Top 300 global sending loc- ations (user-defined)

Manage your preferences

Use the **Manage my preferences** function to change your default language, time zone and email. You can also use this function to access the page for requesting a Google map API key if you experience problems displaying maps in some of your reports.

Procedure

1. From the **Home** page, click the **Manage my preferences** icon. The **Manage my preferences** page is displayed.

HOME >> MANAG	GE MY PREFERENCES
Default language *	EN (English)
Time zone *	(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna 💌
Email	nannette @upu
Google map API key	
	Store

- 2. To change your default language, select the desired language from the **Default language** drop-down list.
- 3. To change to a different time zone, select the time zone from the **Time zone** drop-down list.
- 4. To change your email address, enter a new email address in the **Email** field.
- 5. To access the page for requesting a Google map API key, click the **Google map API key** link.
- 6. Click **Store** to save the changes.
- 7. Click the **Home** link to go back to the **Home** page.

The report layout

All reports in QCS Finance are presented in a tabular format. By default, the report statistics are displayed as absolute values.

In the displayed report, you can click any of the hyperlinks to drill down to the details of the selected value. The following example shows the cancellation requests statistics for the year 2016. You can click any of the values in green.

	Cancellation requests														
Origin	Destination	Year	KPI	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
			Total				2								
			Canceled												
	J1CINA	2016	Accepted												
			Rejected												
			Pending												
UTGALA		CTNA 2016	Total	2	2	1	2	2	4						
			Canceled												
	J1CTNA		Accepted												
			Rejected												
			Pending												
			Total	<u>5</u>	<u>324</u>	<u>5</u>	<u>5</u>	4	<u>4</u>	1	3	<u>6</u>	1	<u>8</u>	<u>5</u>
			Canceled	1	1						1		1	1	
	J1CEGA	2016	Accepted	1							1		1	1	
			Rejected												
			Pending		1										

Click on a value to open a table showing the distribution of the selected value over a one-month period. QCS Finance also presents the data as a graph.



Click on a value for a particular day to open a table showing the details of all events associated with the postal payment cancellation - the date and time the cancellation request (DS event) was created, and the date and time the cancellation request was accepted or rejected (ED/DR event).

				l							
Details for origin J1CAEI, destination J1CINA, product OR, product type U, on 2016/08/01											
Postal Payment ID	CC Event UTC	DS Event UTC	ED Event UTC	DR Event UTC							
116268224	2016-08-01 14:18										
125067129	2016-08-01 06:57	2016-08-03 08:15	2016-08-03 08:34								

When defining your search criteria for a report, you have the option of showing the results as percentages by checking the **Display percentage** checkbox.

This report has be	en calculated oi	n 2017-01-30 13:38:01
Year	2016	•
Product	(All)	•
Product type	(All)	•
Origin	(All)	•
Destination	(All)	•
Display percentage		
Search		

Display reports in QCS Finance

Report criteria

You must define the criteria for extracting information in QCS Finance. Regardless of the type of report you are displaying, the input parameters remain the same.

Parameter	Description
Year	Select the year for the search from the drop-down list.
	Select the month for the search from the drop-down list.
Month	This field is not displayed for Message File Flows and any Monord and Resord message report functions such as Issued postal payments , Postal payment payouts , etc.
	Select a particular postal payment product or all products. Your product options include:
Product	• GT - Giro transfers
	• IN - Cash-to-account money orders
	• OR - Ordinary cash-to-cash money orders
	OT - Account-to-cash money orders
Product type	Select a particular product type or all product types. The product type options include:
i ioduci type	• Urgent (U)
	• Normal (N)
Origin	Select a particular origin business partner or all business part- ners.
Destination	Select a particular destination business partner or all business partners.
Display Percentage	Check this box if you want to display the totals as percentages.

After specifying your criteria, click the **Search** button. QCS Finance displays the results.

Display a sample report

The procedure for displaying a report in QCS Finance is the same for all reports, regardless of the type of report or quality measurement information to be extracted.

In this section, we will generate a sample report for all issued postal payments (CC events) from business partner J1CAEI to business partner J1CINA for all products and product types for year 2016. We will view the details of the report and save the extracted information in **Comma Separated Values** (CSV) format to our local drive.

Procedure

- 1. From the Home page, click the **Issued postal payments** icon.
- 2. Specify the search criteria. See "Report criteria" on the previous page for a description of the fields. In this example, the **Origin** field must show J1CAEI and the **Destination** field must show J1CINA.

QCS Finance QUALITY CONTROL SYSTEM								
HOME >> ISSUE	D POSTAL PAYMEN	ITS						
This report has be	een calculated on	2017-01-30 13:34:00						
Year	2016	•						
Product	(All)	•						
Product type	(All)	•						
Origin	J1CAEI	-						
Destination	J1CINA	•						
Search								

- 3. Click Search.
- 4. QCS Finance displays the results in a table, showing for each month of the selected year the total number of postal payments issued from J1CAEI to J1CINA.

Issued postal payments															
Origin	Destination	Year	KPI	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
J1CAEI	J1CINA	2016	Total	<u>187</u>	<u>162</u>	<u>195</u>	<u>169</u>	<u>98</u>	<u>160</u>	<u>100</u>	<u>170</u>	<u>135</u>	<u>178</u>	<u>96</u>	<u>120</u>

- 5. Click on the value corresponding to a particular month to view its breakdown. In this example, click **187** to display the breakdown for January.
- 6. A table opens showing the distribution of postal payments issued over the month per day between the two business partners. QCS Finance also displays the distribution of postal payments issued over the month as a graph.



7. Click on the value corresponding to a particular day to show the details of the postal payments issued that day. In this example, we will click **10**, the total for January 6th. QCS Finance shows the postal payment IDs issued that day and the date and time the postal payment events (CC events) were captured in the system.

ils for origin J1CAEI, dest	ination J1CINA, product O	R, product typ	e U, on 2016/0
Postal Payment ID	CC Event UTC	Status	Ack/Err UT(
113907017	2016-01-06 14:05		
113882288	2016-01-06 06:51		
113885759	2016-01-06 07:51		
103451898	2016-01-06 14:03		
103451899	2016-01-06 15:09		
113921844	2016-01-06 18:09		
113919060	2016-01-06 17:22		
113907022	2016-01-06 14:06		
113887473	2016-01-06 08:20		
113892037	2016-01-06 09:43		

8. After viewing the details, we can now export and save the raw data of the report in CSV

format. Click the **CSV** icon to export and download. (I This icon is displayed only if QCS Finance finds information that matches your search criteria).



You have just displayed a report in QCS Finance, exported and saved the report's raw data. For information on the QCS Finance reports that you have access to, see "Appendix" on page 20.

Perform Track and Trace

Message Track and Trace

Use the **Message track and trace** function to search for a message file (Monord or Resord) containing the postal payment that is the subject of the inquiry.

Procedure

- 1. From the Home page, select the Message track and trace icon.
- 2. Define your search criteria. You can use "Report criteria" as a guide. In the **Message type** field, specify whether you are searching for a Monord or Resord.

HOME >> ME	SSAGE TRACK AN	ID TRACE
Year	2016	-
Month	02	-
Product	OR	•
Product type	U	•
Origin	J1CAEI	•
Destination	J1CINA	-
Message type	Monord	-

- 3. Click Search.
- 4. QCS Finance displays the results that match your criteria. To filter the results further, use the **Day** or **List ld** drop-down lists.

Day	List Id	Msg Type	File UTC	Ack UTC	Error UTC
(All)	(All)				
01	160000217	Monord	2016-02-01 06:24	2016-02-01 06:30	
01	1600000218	Monord	2016-02-01 06:48	2016-02-01 07:00	
01	1600000219	Monord	2016-02-01 07:19	2016-02-01 07:30	
01	1600000220	Monord	2016-02-01 08:19	2016-02-01 08:30	
01	1600000221	Monord	2016-02-01 08:54	2016-02-01 09:00	
01	1600000222	Monord	2016-02-01 11:34	2016-02-01 11:45	
01	160000223	Monord	2016-02-01 12:24	2016-02-01 12:30	
01	1600000224	Monord	2016-02-01 20:24	2016-02-01 20:30	
01	1600000225	Monord	2016-02-01 20:34	2016-02-01 20:45	
02	1600000226	Monord	2016-02-02 09:59	2016-02-02 10:15	

The search results may consist of several pages. Scroll down to the bottom of the page then use the page numbers to navigate between pages.

5. Click any of the hyperlinks to display the XML file message in a new window, as in the image below.



6. To download the XML message, click the **Download** button.

Postal payment track and trace

Use the **Postal payment track and trace** function to search for the details of a postal payment by directly entering the postal payment Id or the postal payment characteristics such as product, period, etc.

Procedure

- 1. From the **Home** page, select the **Postal payment track and trace** icon.
- 2. Specify the option to use for the search:
 - **Search by characteristics** Check this box then specify values for the fields that you want to use as criteria.
 - Search by Postal payment Id Check this box then enter the Postal payment Id.

Search by chara	cteristics:	
/ear	2016	•
Month	01	•
Product	OR	•
Product type	Ν	•
Origin	J1CAMA	•
Destination	J1CRUA	T
Search by Postal payment Id:		
Postal payment Id		

- 3. Click Search.
- 4. QCS Finance displays the results that matched your criteria. To filter the results further, use the **Purchase date UTC** and **Deposited currency** drop-down lists.

Postal payment Id	Purchase date UTC	Deposited currency	Transferred currency	Payment date UTC
	(All)	(All) 💌		
J20AAMARUAORN6010000017696	2016-01-08 05:02			2016-01-13 12:44
J20AAMARUAORN6010000017697	2016-01-08 08:17			2016-01-25 23:40
J20AAMARUAORN6010000017698	2016-01-08 08:43			2016-01-12 12:14
J20AAMARUAORN6010000017700	2016-01-08 10:31			2016-01-12 08:15
J20AAMARUAORN6010000017701	2016-01-08 11:17			
J20AAMARUAORN6010000017699	2016-01-08 11:18			2016-01-12 02:40
J20AAMARUAORN6010000017702	2016-01-08 12:03			2016-01-13 05:24
J20AAMARUAORN6010000017703	2016-01-09 11:12			2016-01-11 12:28
J20AAMARUAORN6010000017708	2016-01-11 05:20			2016-01-15 08:30
J20AAMARUAORN6010000017704	2016-01-11 07:05			2016-01-13 14:30
J20AAMARUAORN6010000017711	2016-01-11 08:08			2016-01-15 08:21
J20AAMARUAORN6010000017709	2016-01-11 08:27			2016-01-16 10:25
J20AAMARUAORN6010000017705	2016-01-11 09:21			2016-01-16 07:38
J20AAMARUAORN6010000017706	2016-01-11 11:48			2016-01-18 11:58
J20AAMARUAORN6010000017710	2016-01-11 12:13			2016-01-12 13:25

The search results may consist of several pages. Scroll down to the bottom of the page then use the page numbers to navigate between pages.

5. Click any of the **Postal payment ld** hyperlinks. Details of the history of the selected postal payment at various stages are shown. The event code, the creation date of each event, the event office code, the event office name, and the name of the file containing the postal payment event are displayed.

Postal payment Id	Event code	Event UTC	Event LTC	Event office code	Event office name	Event File
J20AAMARUAORN6010000017697	<u>cc</u>	1601081119	1601081519	0220000	HayPost	J1CAMA#J1CRUA#2016#000000000
J20AAMARUAORN6010000017697	EP	1601260747	1601261047	4000200	Обмен с IFS IFS	J1CRUA#J1CAMA#2016#000006703
20AAMARUAORN6010000017697	<u>FP</u>	1602050832	1602051132	106000	Обмен с IFS IFS	J1CRUA#J1CAMA#2016#000006714

6. To view the Monord or Resord message containing the postal payment, click the **Event code** associated with the desired postal payment. The XML message is displayed in a new window.



7. To download the XML message, click the **Download** button.

Appendix

List of reports available to business partner users

As an QCS Finance business partner user, you have access to the reports listed in the following table. The reports display details of exchanges between your organization and your partners of exchange. Use the color-coded icons on your **Home** page to display any of these reports.

For information on how reports are classified, see "The QCS Finance Home page" on page 6.

Report	Description
Message file flows	This report displays the total number of EDI message files that have transited the IFS network and the central FTP server. The total is further broken down into the number of acknowledged files (IFSAck) and files returned in error (IFSErr) for the Monord or Resord message.
Issued postal payments	This report displays all postal payments issued (CC events created) from the sending business partners to their payout business partners.
Postal payment payouts	This report displays the number of postal payments paid out (EP events created) in relation to all postal pay- ments sent (CC events created).
Corrected Postal payments	This report displays the number of corrections made to paid postal payments (EC events vs. EP events).
Cancellation requests	This report displays the number of cancellation requests (DS events) sent for all issued postal payments (CC events). The number is broken down into the number of cancellation requests that were accepted (ED events), rejected (DR events) or pending.
Payment time vs Purchase time	This report measures the time it takes (time interval) to pay out a postal payment from the time the postal pay- ment was purchased.
	ated over the life cycle of a postal payment (0 to 10 days and 10+ days).
Monord transmission time vs Purchase time	This report measures the performance of the origin organization in terms of the time it takes (time interval)

Report	Description
	to transmit a Monord message to the destination organ- ization from the time the postal payment was pur- chased.
	The distribution of postal payments is indicated over the life cycle of a postal payment (0 to 10 days and 10+ days).
Payment time vs Monord transmission	This report measures the performance of the destination organization in terms of the time it takes (time interval) to pay out the postal payment from the time the Monord message was transmitted.
time	The distribution of postal payments paid out is indic- ated over the life cycle of a postal payment (0 to 10 days and 10+ days).
Resord transmission time vs Payment time	This report measures the performance of the destination organization in terms of the time it takes (time interval) to transmit the Resord message to the sending organ- ization from the time the postal payment was paid out.
	The distribution of postal payments is indicated over the life cycle of a postal payment (0 to 10 days and 10+ days).
NP event time vs Purchase time	This report measures the speed of customer service in terms of the time it takes (time interval) to register a noti- fication (NP event) in IFS from the time the postal pay- ment was purchased.
	The distribution of postal payments is indicated over the life cycle of a postal payment (0 to 10 days and 10+ days).
Resord transmission time vs NP event time	This report measures the performance of the destination organization in terms of the time it takes (time interval) to transmit a Resord message to the sending organ- ization from the time the notification (NP event) was registered in IFS.
	The distribution of postal payments is indicated over the life cycle of a postal payment (0 to 10 days and 10+ days).

Report	Description
NP event time vs Monord time	This report measures the performance of the destination organization in terms of the time it takes (time interval) to register a notification (NP event) in IFS from the time the Monord message was transmitted.
	The distribution of postal payments is indicated over the life cycle of a postal payment (0 to 10 days and 10+ days).
DR/ED event time vs DS event time	This report measures the customer service speed in terms of how long it takes (time interval) to generate a cancellation reply (DR/ED event) from the time the can- cellation request (DS event) was generated.
	The distribution of postal payments is indicated over the life cycle of a postal payment (0 to 10 days and 10+ days).
Monord transmission time vs DS event time	This report measures the reactivity of the sending organ- ization in terms of the transmission delay between the generation of a cancellation request and the generation of a Monord message containing the cancellation request (DS).
DR/ED event time vs Monord trans- mission time	This report measures the reactivity of the receiving organization in terms of generating a response to a can- cellation request on reception of the corresponding Monord.
Resord transmission time vs DR/ED event time	This report measures the reactivity of the receiving organization in terms of the transmission delay between the generation of the response to the cancellation request (DR or ED event) and the transmission of the corresponding Resord.
Money Order Flows	This report displays trends in terms of postal payments issued/received over time from an origin to a des- tination business partner for a given period and indic- ates the service development over time.
Accessibility by type of service	This a Quality of Service KPI report which displays, per designated operator, the number of access points (post offices branches or other agents) providing postal pay- ment services.

Report	Description
Customer Satisfaction	This is a Quality of Service KPI report which displays data on the number of FEIS inquiries raised relative to the total number of postal payments issued or received.
Development of Service	This is a Quality of Service KPI report which displays the percentage change in the number of postal pay- ments issued and paid out.
Efficiency of Service	This is a Quality of Service KPI report which displays data on the number of postal payments paid out, rel- ative to the total number of postal payments issued.
On-Time Processing of Inquiries	This is a Quality of Service KPI report which displays the number of inquiries resolved within an acceptable period of time. The acceptable period of time is a num- ber of days defined in the FEIS system.
Total Payout Time	This is a Quality of Service KPI report which displays the number of postal payments paid out within an acceptable period of time (in-time payments). This time limit, or number of days, is set in QCS Finance by an administrator. The time limit can differ for urgent and normal postal payments.
Customized reports, if any	These are user-defined reports indicated by yellow icons on your Home page. These reports are developed by writing custom Hive queries on the Hadoop tables from which the reports are produced.