This package has been developed by The Reserve Bank of India, Foreign Exchange Department, Central Office, Computer Division, and Mumbai in Visual FoxPro. The package is menu driven and user friendly. The package can be run either on a standalone PC or Multiuser LAN network.

Installation of the package:

The package can be installed on a machine by running **SETUP.EXE** and following instructions therein. Default installation folder is C:\XOSAD. A different folder other than (C:\XOSAD) can also be selected during the installation process.

LAN Setup:

The package can be accessed from any machine on the Local Area Network (LAN).To make the package accessible to other machines on the LAN the following procedures have to be followed after installing the package on the parent machine.

1. Share the XOSAD folder (or the folder where the package was installed) on the parent machine with write access to the users supposed to access the package.

Example: To share the folder XOSAD with Write Access:

i. On machines with Windows98/Me as operating systems → Right click on the folder XOSAD and click on " Sharing" → **Click the Radio Button "Shared As: "** → **Type "XOSAD"** → **Choose Access Type : Full or Depends on Password** → If you **choose "Full"** the folder will be given **both read-write access** . If you **choose "Depends on Password"** the folder can be accessible in **either read-only mode or full (read/write) mode depending on the password used** → **Leave the password fields blank if you do not want keep a password** → **Click on Apply and then click OK**.

ii. On machines with Windows2000 / XP as operating system → **Right click** on the folder XOSAD and **click on " Sharing and Security**"→ **Click on the TAB "Sharing"** → **Click on the radio button " Share this folder "** → **Type " XOSAD"** if its not appearing in the text box→ **Click "Permissions"** → **Allow Full control** to the users /groups you intend to give access to the folder → **Click OK** → **Click OK.**

Note: Before proceeding with the above instructions please verify the following:
* On machines having Windows XP as operating system, simple file sharing is disabled. To **disable simple file sharing on**

> ***Windows XP*** , ***Click on*** " ***Tools*** " on Windows Explorer →
> ***Click*** on ***"Folder Options"*** → ***Click*** on the ***"View"*** TAB → In
> the ***Advanced Settings uncheck (remove the tick)*** the Box "
> ***Use Simple file sharing (Recommended) ".***

2. Run ***"setup.exe"*** on client machines and finish the installation.
3. Remove the folder ***XOSAD*** created during the installation process on the client machines.
4. Browse the network share folder "***XOSAD"*** on the parent machine (it can be done by typing "\\ipaddressoftheparentmachine " (without quotes) in the address bar of windows explorer or internet explorer and pressing Enter.

Example: suppose the ip address of the parent machine is 172.16.10.25. To browse the above machine. Type \\172.16.10.25 in the address bar and press enter. Then Browse to the folder XOSAD.
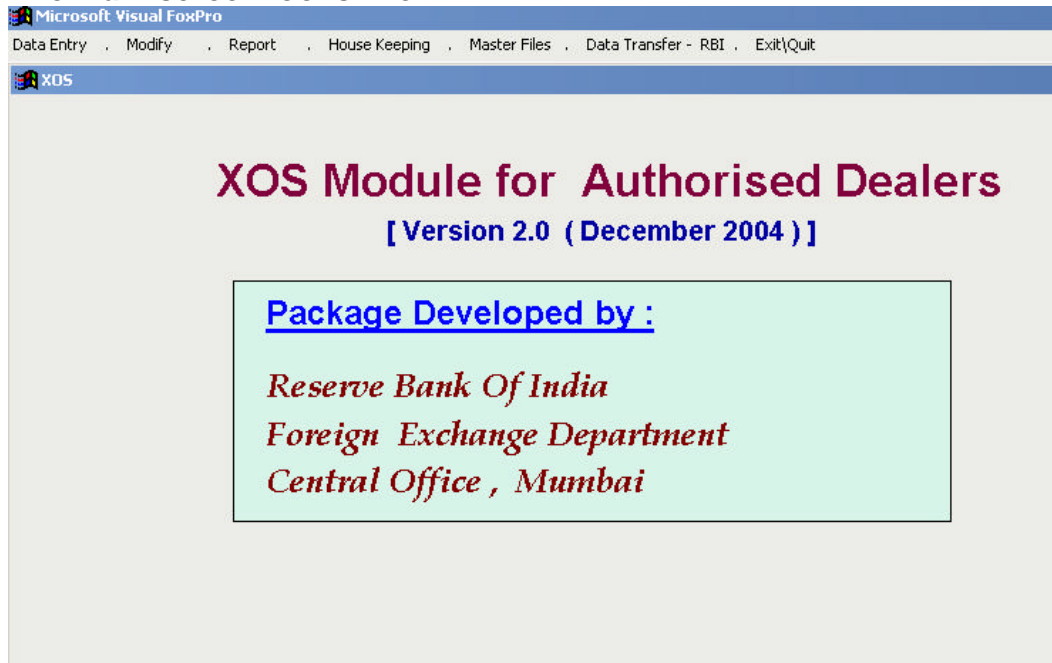
5. Run xos.exe

XOS Package (A. D. Module) Version 2.0 December2004

On starting xos.exe for the first time the AD has to enter the following details as shown in the screen shot and save the details entered. This is a one time entry.

AD Details

AD Code		Category	
Name of the AD			
Branch			
Address			
City		Pincode	State

Save   **Close**

The main screen looks like:

The Various Modules available are:
1. Data entry
2. Modify
3. Reports
4. House Keeping
5. Master Files
6. Data Transfer - RBI
7. Exit / Quit

   1. Data Entry:

XOS Data Entry Module XOS Period `30/06/2004`

| AD Code | `1234567` | Name of the A.D. | NAME OF THE BANK |
| | | Branch | NAME OF BRANCH |

I E Code No. `|`   Name of the Exporter `_____`

Address `_____`   City `_____`
`_____`   PinCode `_____`

ADD

Whether export under GR formalities or EDI System (SDF) `▼`
Whether export carried out by Status holder/EOU/SEZ/Others `▼`

SAVE

CLOSE

EXPORT BILL DETAILS

Export Bill No. `____`   GR/PP /SOFTEX Form No. `____`   Invoice Currency `▼`

Export Bill Date `/ /`   Date of Export `/ /`   Invoice Value (FC) `0.00`

Shipping Bill No. `____`   Due date of realisation `/ /`   Invoice Value (INR) `0.00`

Shipping Bill Date `/ /`   Country of Export `▼`   Currency of Realisation `▼`

Port of Shipment `____`   Commodity `▼`   Amount Realised (INR) `0.00`

Port Code `▼`   Total O/s Amt. (INR) `0.00`

Buyer's Name `_____`   Realised (Y/N)? `▼`

Buyer's Address `_____`   Ext. Granted (Y/N) `▼`
`_____`

Buyer's Country `_____`   Remarks `_____`

Buyer's pincode `____`

- Users can make data entry through this option. There is a validation check for XOS period- the XOS period cannot be blank and it must be either 30th June or 31st December of the year.
- In order to enter data click **ADD**.
- For type of export -whether under **GR or EDI(SDF)** ,click down-arrow button and select the required option.
- In case of exports under **GR, the** GR number field cannot be left blank.
- Shipping Bill number is **mandatory** under both GR and SDF forms. System will not allow further data entry till it is completed.
- The status of the exporter has to be indicated by clicking the down arrow button and selecting Status Holder/EOU /SEZ/Others. **EOU includes companies in STPI / BIO-TECHNOLOGY PARK / ETHP.**
- Shipping Port code is **mandatory** and can be selected by clicking the drop down box. System will not allow further data entry till it is completed.
- Date of Export is **mandatory** and cannot be left blank.
- Due date of realisation should correspond to the **tenor** of the bill.
- If extension is granted then the name of the authority which has granted extension and the date upto which extension has been granted **MUST** be indicated in the pop up box. To indicate name of the authority select **SELF, AD or RBI.**
- **Realised (Y/N)** option is provided to facilitate the AD to include / exclude the bill from the **XOS** statement.
- After the form has been filled up, it has to be saved by clicking the **SAVE** button.
- Click **CLOSE** on completion of data entry.

2. Modify

Any bill can be modified by using the modify option. Top/Bottom/Previous/Next/Delete/Recall/Browse/Search buttons have been provided to facilitate easy modification.

3. Reports

- This option may be used to generate reports - Exporter wise, Currency wise, Country wise and Age- wise for the use by ADs for follow up purpose. Screen shots for the reports menu and exporter wise report generation are given below.
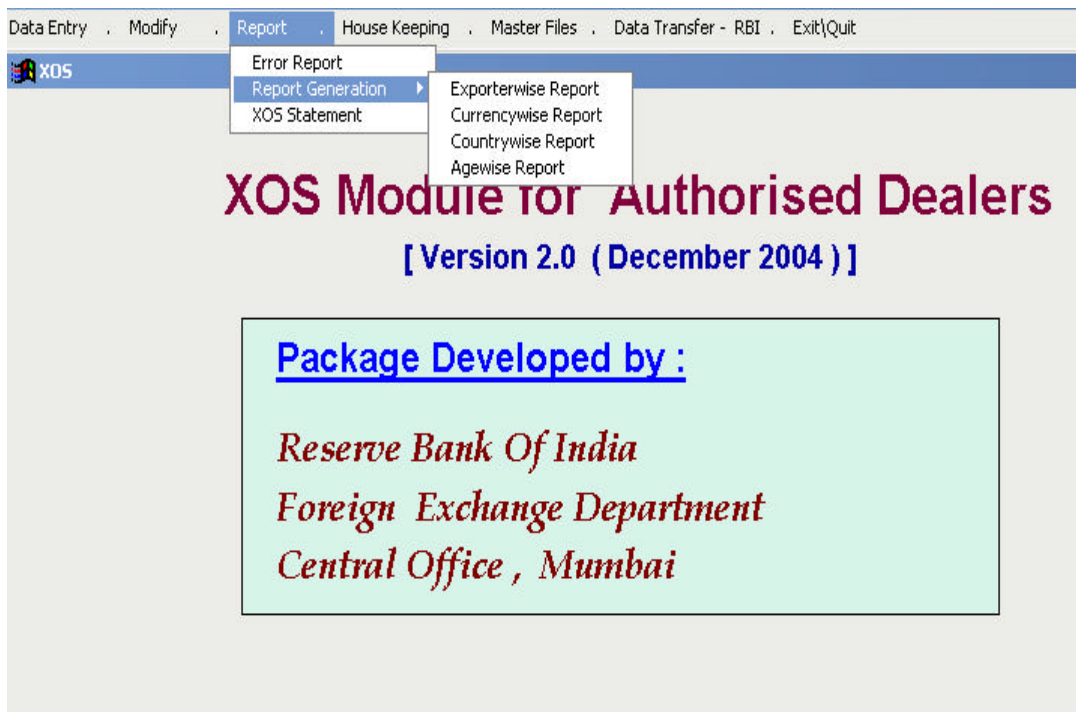
- Exporter wise report generation screen

- Any error committed in the generation of XOS will be reflected in the error report, which can be generated by using the Error Report option. Errors may be rectified by using the Modify option.

- AD can generate XOS statement for the relevant period for their record by using the option - XOS Statement.

4. House Keeping

There are four options -Indexing of files, Backup of data, Deletion of records and View deleted records.

- *AD can take a backup of the XOS data on a floppy/HDD/CD (from HDD) for their record, if required, by using the backup option.*

- *Records marked for deletion can be deleted from the system by using the option -Deletion of Records, after ensuring that all the nodes (through LAN) accessing the package are closed.*

- *AD can generate a report of deleted records by using the option - View deleted records, the screen shot for which is shown below.*

Details of Deleted Records

Enter the Period from [/ /] to [/ /]
(Enter the period between which the records were deleted)

| Preview | Print | CLOSE |

5. Master Files

- There are five Master files-**AD file, Currency Master , Country Master Commodity Master and Port Code Master.** The   AD must enter AD code and Address in the AD File before beginning the data entry. The screen shot of Port code master is shown below.

Port Code Master File

Port code	INAPT6
Name of the Port	ANAPARTHI
State	ANDHRA PRADESH
Port Code for GR/SDF	SDF

| Add | Modify | First | Last | Previous | Next | Delete | Recall | Brows | Find | Close |

Print preview

- The AD may use these master files for **reference only** and not make any changes therein without advice from RBI.

6. Data Transfer to RBI

- Transfer of XOS data: This option enables the AD to transfer the XOS data onto a floppy for submission to RBI. The file on the floppy can also be sent by e-mail.
- Summary Report: This option enables the AD to generate all the four summaries, viz , Exporter wise, Currency wise, Country wise and Age wise in hard copy/soft copy (stored in Reports folder) for submission to RBI ,along with the floppy.

- After the entire XOS data entry has been completed, the system will also generate separate outstanding summaries for **Status Holders , SEZ units, EOU, OTHERS.** This will reflect all the bills outstanding for more than 180 days from the date of export and their Sum Total **MUST** agree with the **TOTAL OUTSTANDING** column figures.

7. *Exit / Quit* :

This option allows the user to exit the module.

8. *Help*

In case any technical assistance / clarification are required, ADs may mail the same to "fedcocomp@rbi.org.in" or write to:

The General Manager,
Reserve Bank of India,
Foreign Exchange Dept.
Central Office, Trade Division,
Amar Building, 5th floor,
Fort, Mumbai.
400001.
Tel- 022-22632089(Direct)
*   022-22661644 Ext- 4523*
Fax-022-22654121