Maharashtra State Electricity Distribution Co. Ltd. Online Cash Collection System

User Manual

VERSION 1.0

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CASHIER USER

- 1) Type occs.mahadiscom.in/occs in your browser
- 2) During Log-in Select User Type as Collection Center
- 3) enter your User ID and password
- 4) Click on the Login button.

Following is the home page of Cashier users, which is the receipt punching page. Cashier users will have to use this screen to punch any type of receipt – may it be an Energy receipt or a new connection receipt.

Home R L Downloads B Consumer No. B Consumer No. B Consumer No. B B B B B B B B B B B B B B B B B B B	Receipts Data User Reports 001000 Receipt 66474010524 SHRI SURE: 01 - Energy Bill	Management ₹ Number 0000147 SH RAMJI MAKESHAR	Receipt Receipt	Managen t Entry : Date *	Mew Connection Receip	ement O Chr ot Entry Bar Co	Last Login - 14 eque and DD ode String	Jun 2017 02 Managerr All fields m	2:14:01 PM nent arked * are mandatory
Downloads Downloads Book Number * Consumer No. * Benefit Time *	Image: Reports 001000 Receipt I 66474010524 * SHRI SURES 01 - Energy Bill	Number 0000147	Receipt Receipt	t Entry : Date *	New Connection Receip 14/06/2017	ot Entry Bar Co	ode String	All fields m	arked * are mandatory
Book Number *	001000 Receipt I * 66474010524 SHRI SURE: 01 - Energy Bill	SH RAMJI MAKESHAR	Receipt	Date *	14/06/2017	Bar Co	ode String		
Consumer No. 36	66474010524 SHRI SURE: 01 - Energy Bill	5H RAMJI MAKESHAR	Dillion i talk 🕈						
Design Trace	01 - Energy Bill		Billing Unit •	4295	Contact Number *	85555555	Email ID		
Receipt Type *		×	Amount Payable	0					
Amount	t* 400	Re-enter Amount *	400		Service Tax ()	Tota	al Amount	400
	Cash			Che	que			OD DD	

Maharashtra Slate Electricity Distribution Co. Ltd.	Online Cash Collection System Version 2.0.3.2.6	cashierTest01 - Cashier Test 01 024540081 - Test Mahila 3 Role - CASHIER LOGOUT
🛚 Home 🛛 🗧 Receipts Data 🚨 User Management	₹ Transaction Management 🏦 Bank Managem	ent O Cheque and DD Management
Recept Print - Google Chrome localhost:8081/occs/receiptPrint?t= <html><body>%20%20<font%20 001000 / 0000147 024540081-Test Mahila 3 366474010524 SHRI SURESH RAMII MAKESHAR Rs Four Hundred Only CASH</font%20 </body></html>	X Jsize=%276%27%20face=%27Times%20New%20F 14/06/2017 /BU:4295 400	ntry All fields marked * are mandator
	• ax	Total Amount

1.1) Punching a receipt using Barcode Reader

If cashier users have a bar code machine, they can use it to read the bill amount. If the BARCODE is read correctly, it will calculate the bill amount itself with respect to the due date, prompt payment date, incentive amount and DPC.

VITARA Vaharashtra Slate Electricity Distribution Co	N		Online Cas	Sh Coll Version 2.0	ection System	cashierTest01 - Cashier Te 024540081 - Test Mahila 3 Role - CASHIER	cashierTest01 - CashierTest 01 024540081 - Test Mahila 3 Role - CASHIER LOGOUT			
Home 🧧 Receipts Da	ita 🛔 User Management	₹ Transaction Manage	ement 🏛 Bank	Manageme	nt ① Cheque and DD Ma	nagement 📥 D	Last Login - 21 Jun 2017 Downloads III Reports	02:33:14 PM		
Book Number * 14	100 Receipt Nu	umber * 1456908	Receip Receipt	t Entry	New Connection Receipt E 21/06/2017	ntry	All fit Bar Code String 0457875896324	5882244		
Consumer No. * 068040	0003430 DAU	ILAT DHARMA MAHALE	Billing Unit *	4829	Contact Number	7875857236	Email ID			
Receipt Type * 01 -	Energy Bill	.	Amount Payable	0						
Amount *	300	Re-enter Amount *	300		Service Tax	0	Total Amount	300		
	Cash			Chec	ue		© DD			
			Save							

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1.2) <u>Punching a receipt without a barcode reader –</u>

If the cashier users do not have barcode readers, they can still punch-in the receipts by entering the consumer number mentioned in the bill.

The Bill Amount field will be calculated in the application itself with respect to the due date, prompt payment date, incentive amount and DPC.

MAHARASHIRa State Electricity Distribution Co. Ltd	Online Ca	Version 2.0.3.2.6	on System		cashlerTes 02454008 Role - CAS	it01 - Cashler 1 - Test Mahili HIER	Test 01 13
Home 🖉 Receipts Data 😩 User Manag	ement ₹ Transaction	Management	🏛 Bank Mana	gement O C	<u>Last Login - 15</u> heque and DD	Jun 2017 11 Managen	:23:01 AM
ook Number *	Recei O000159 Recei	pt Entry Ne ot Date *	w Connection Rece	ipt Entry Bar	Code String	All fields m	arked * are manda
onsumer No. 068040003430	Billing Unit *	4829	Contact Number *	787585723	Email ID		
eceipt Type * 01 - Energy Bill	Amount Payable	0					
Amount * 300 Re-er	ter Amount * 300		Service Tax	0	Tota	l Amount	300
Cash		Cheque				OD DD	

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A New Connection receipt can be filled in the similar manner. Click on the radio button next to '**New Connection Receipt Entry**'. Enter consumer number and amounts under appropriate receipt heads.

🖀 Home 🔳	Receipts Data	🎍 User Manage	ement ₹	Transaction	Manage	ment 📶	I Bank Mana	agement O	<u>Last Login - 1</u> Cheque and D	<u>4 Jun 2017 02:14:01 PM</u> D Management
🛓 Downloads	In Reports									
				Receip	t Entry	• New C	Connection Rec	eipt Entry		All fields marked * are mandate
Book Number *	001000	Receipt Number *	0000148	Receip	t Date *	14/06/2	017	E	ar Code String	
Consumer No.	366474010524	SHRI SURESH RAMJI I	MAKESHAR	Billing Unit *	4295		Contact Number *	85555555	Email ID	
Receipt Type *	01 - Energy Bill		•	Amount Payable	0					
Receipt Type							Receip	t Amount *		
02 - CRA							200			
03 - First S.D*							1000		*	
06 - Meter Cost							0			
16 - ORC							0			
18 - Cost of agree	ement						0			
22 - New Service	Connection Super	vison					0			
23 - Meter testing	g						0			
24 - CT/PT testing	ş						0			

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Receipt Type				Receipt Amount *		
02 - CRA				200]	
03 - First S.D*				1000]*	
06 - Meter Cost				0		
6 - ORC				0]	
8 - Cost of agreement				0]	
22 - New Service Connection	Supervison			0]	
23 - Meter testing				0		
24 - CT/PT testing				0		
25 - Processing fee for shifti	ng			0]	
28 - Service Tax				0		
		Total Receipt Amount	1200			
٩	Cash		Cheque		© DD	
Summary of un-submitted	ransactions	Save	Summary of to	day's transactions		
No. of Receipts	Total A	mount	No. of R	eceints	Total Amount	

Summary of un-submitted transactions will display the number of receipts punched and their corresponding amounts for which the data hasn't been submitted to Supervisor yet. **More on this, later.**

a) Payment Mode – Cash

In case the consumer makes payment in the form of cash, fill out the consumer number, bill amount, receipt type details and click on 'Save' button.

A 'Receipt Saved' alert message will be displayed.

VERSION	N 1.0							Р	age	7
Maharashtra State Electricity Dis	TARAN Stributson Co. Ltd	localh Receipt	ost:8081 says: saved.			C	×	cashlerTe 02454008 Role - CAS	st01 - Cashler I1 - Test Mahil SHIER	Test 01 a 3 LOGOUT
希 Home 🔳 R	Receipts Data 🔒 U	ser Management ₹	Transaction M	Manage	ment	🏛 Bank Mana	agement O	<u>Last Login - 12</u> Cheque and DI	2 Jun 2017 1 D Manager	1:48:42 PM nent
🛓 Downloads	III Reports									
			Receipt	t Entry	New	Connection Reco	eipt Entry		All fields n	narked * are mandatory
Book Number *	001000 Recei	pt Number 0000144	Receipt	Date *	14/06	2017	E	ar Code String		
Consumer No. 3	66474010524 SHRI SU	RESH RAMJI MAKESHAR	Billing Unit *	4295	•	Contact Number *	855555555	Email ID		
Receipt Type *	01 - Energy Bill	•	Amount Payable	0	Loading.					
Amount	t* 510	Re-enter Amount *	510			Service Tax	0	Tot	al Amount	510
	Cash			● Ch	eque				OD DD	
			Sav	/e						

After clicking 'OK' on the alert message, a new window containing the receipt print will be displayed. Click the 'Print' button on this window to print the receipt and hand it over to the consumer.

Maharashtra State Electricity Distribution Co. Ltd	Online Cash Co Version	ollection System	cashierT 0245400 Role - C4	est01 - Cashier Test 01 81 - Test Mahila 3 SHIER LOGOUT
🌴 Home 🔳 Receipts Data 🛔 User Management	₹ Transaction Manag	ement 🏛 Bank Management	Last Login - 1 O Cheque and D	2 Jun 2017 11:48:42 PM D Management
😹 Receipt Print - Google Chrome	- 🗆 X			
localhost:8081/occs/receiptPrint?t= <html><body>%20%20<font%< td=""><td>%20size=%276%27%20face='</td><td>-</td><td></td><td></td></font%<></body></html>	%20size=%276%27%20face='	-		
001000 / 0000144 024540081-Test Mahila 3	14/06/2017	◎ New Connection Receipt Entry		All fields marked * are mandatory
366474010524 SHRI SURESH RAMJI MAKESHAR Rs. Five Hundred Ten Only	/BU:4295	14/06/2017	Bar Code String	
CASH	510	Contact Number *	Email ID	
01 - Energy Bill Ver No:2.0.3.2.6		Service Tax	То	tal Amount
Print		neque		O DD
4	Save	1		

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b) Payment Mode – Cheque

In case the consumer makes payment in the form of Cheque, select the radio button next to 'Cheque'. Fill out the details like –

- 1) Cheque Number
- 2) Cheque date
- 3) IFSC of the bank mentioned on the cheque

Verify the auto-populated details about the bank and branch. Click on 'Save' button.

	ы керотся										
				Receip	ot Entry 🔍 Ne	w Connection Rece	eipt Entry		AI	l fields ma	irked * are man
ook Number *	001000	Receipt Number *	0000145	Receip	t Date * 14/0	6/2017		Bar Code String	5		
nsumer No. *	366470544044	RI SATIESH BABULA	LJI WARMA	Billing Unit *	4295	Contact Number *	989898989	Ema	il ID		
ceipt Type *	01 - Energy Bill		T	Amount Payable	0						
Amou	nt* 1500	Re-en	ter Amount *	1500		Service Tax	0		Total A	mount	1500
	Cash				Cheque				0	DD	
Is M	ulti Consumer Chec	lue		Enter Total C	heque Amount f	or MultiConsumer*					
eque Number	123456	Cheque Date	* 14/0	06/2017		IFSC *	IAHB000018		MICR	4150140	003
Bank	BANK OF MAH	ARASHTRA]		Branch	RAD		MultiConsun Cheque bala Amt	ner nce	0	
				Sa	ive						

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A new window containing the receipt print will be displayed. Click the 'Print' button on this window to print the receipt and hand it over to the consumer.

Maharashtra State Electricity Distribution Co. Ltd	Version 2.0.3.2	.6 J X	Role -	CASHIER LOGOUT
localhost:8081/occs/receiptPrint?t= <html><body>9 001000 024540081-Test Mahila</body></html>	620%20 <font%20size=%276%27%20face=%27tim / 0000145 3 14/06/2017</font%20size=%276%27%20face=%27tim 	nk Manager	ment ① Cheque and	DD Management
366470544044 SHRI SATIESH BABULALJI Rs One Thousand Fiv CHEQUE	/6U:4295 WARMA e Hundred Only	ction Receipt	Entry Bar Code String	All fields marked * are m
123456	14/06/2017	1500	Bar code String	
BANK OF MAHARASHTRA-KARAD MAHB0000188 01 - Energy Bill Ver No:2.	0.3.2.6 Cheque/DD subject to realizatio	Contact umber *	Email	
int		ce Tax		Total Amount
		*		

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c) Payment Mode – Demand Draft

In case the consumer makes payment in the form of Demand Draft, select the radio button next to 'DD'. Fill out the details like –

- 1) DD Number
- 2) DD date
- 3) Start typing the Main bank's name and the system will suggest matching names.
- 4) Now start typing the Branch's name and the system will suggest matching names of the bank's branches.

Downloads	🔝 Rep	orts												
					Receipt	t Entry	New	Connection Re	eceipt Entr	у		A	II fields marked *	are mai
ook Number *	001000	Recei	pt Number	0000146	Receipt	Date *	14/06	/2017		B	ar Code String			
onsumer No. *	Auser No. 400000011931 M/S SHREE MAHAVIR ASSOCITES reipt Type * 01 - Energy Bill		ASSOCITES	Billing Unit *	4728		Contac Number	t 7744	95186	Email	ID (
teceipt Type *			¥	Amount Payable	0									
Amou	int* 200	00	Re-en	ter Amount *	2000			Service Tax				fotal /	Amount 2000	
	۲	Cash				[©] Ch	eque					۲	DD	
Is	Multi Consu	umer DD			Enter Total	DD Amo	unt for N	IultiConsumer*	i					
(Select one from	Bank * dropdown)	1495 - BANk	(OF MAHAR/	ASHTRA	IFSC	MAHB	0000188		MICR	41501	4003			
(Select one from	Branch * dropdown)	505863 - KA	RAD		DD Number *	54321			DD Date *	Ħ	14/06/2017		MultiConsumer DD balance Amt	0

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After clicking on 'OK', a new window containing the receipt print will be displayed. Click the 'Print' button on this window to print the receipt and hand it over to the consumer.

	Online Cash Collectio Version 2.0.3.2.6	on Syst	em	cashlerT 0245400 Role - C/	est01 - Cashler Test 01 181 - Test Mahila 3 ISHIER
manarasina siate circuntry osanoeon co. La					LOGOUT
Receipt Print - Google Chrome	1]	Last Login - 1	2 Jun 2017 11:48:42 PM
localhost:8081/occs/receiptPrint?t= <html><body>%20%20<font9< td=""><td>620size=%276%27%20face=%27Times%</td><td>20New%20I</td><td></td><td></td><td></td></font9<></body></html>	620size=%276%27%20face=%27Times%	20New%20I			
			Management	Cheque and D	D Management
001000 / 00001 024540081-Test Mahila 3 400000011931 M/S SHREE MAHAVIR ASSOCITES Rs Two Thousand Only 54321 DD 54321 BANK OF MAHARASHTRA-KARAD MAHB0000188 01 - Energy Bill Ver No:2.0.3.2.6	16 14/06/2017 /BU:4728 14/06/2017 Cheque/DD subject to realizatio	2000	n Receipt Entry	Bar Code String	All fields marked * are mandatory
	2		ax	То	tal Amount
Print 4		•			O DD

1.3) <u>Receipts Modification</u>

Cashiers can cancel or change receipt type of a receipt in case of errors.

Click on 'Receipts Modification' menu. Select whether you want to 'Cancel Receipt' or 'Change Receipt Type'.

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Maharashira State Electricity Distribution Co.	N	Online Cash Collection System Version 2.0.3.2.6	024540081 - Test Mahila 3 Role - CASHIER LOGOUT
 A Home B Receipt: ▲ Downloads ■ Re 	Data User Management	₹ Transaction Management 🏛 Bank Managemer	Last Login - 14 Jun 2017 02:14:01 PM
Modify Receipts Select Task *	Select	×	
	Select Cancel Receipt		

a) <u>Cancel Receipt</u>

Enter the book number and receipt number of receipt which has to be cancelled. Select a reason for cancellation from dropdown.

You can add more such receipts by clicking the '+' button on the top right corner of the table.

You can delete the current row, if it has been added incorrectly, using the '-' button alongside each row.

MAHAVITAR/	AN	Online	Cash Collection	System	024540081 - Test Mahila 3 Role - CASHIER	~ ~ X
	2. E02				LOGOU Last Login - 14 Jun 2017 02:14:01 PN	т 1
🛚 Home 🔎 Receip 🖢 Downloads 💷 F	ts Data 🔒 User Man Reports	agement ₹ Transacti	on Management 🏾 🏛 🗎	Bank Management 🛛 🛈	Cheque and DD Management	
/lodify Receipts						
Select Task *	Cancel Receipt		¥			
		Cancel Receipts b	y entering Book Number &	Receipt Number		
	Dessint Number	Canadan Mumban	Mode of Payment	Receipt Amount		
Book Number	Receipt Number	Consumer Number	wode of Fayment	Receipt Amount	Reason for Change	+

Click on Submit button to confirm the cancellation request. This request will be further approved by the cashier's corresponding divisional/sub-divisional accountant.

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b) <u>Change Receipt Type</u>

In order to change the receipt type, enter

- 1) Original receipt type
- 2) Book number
- 3) Receipt number
- 4) New Receipt Type
- 5) Reason for receipt type change.

		Online Ca	version 2.0.3.2.6	on System		cashierTest01 - CashierTest 01 024540081 - Test Mahila 3 Role - CASHIER		
							LOGOUT	19 A
					Las	t Login - 14 J	un 2017 02:14:01 PM	ų.
ata 👗 User M	Management	₹ Transaction M	Management	盦 Bank Manage	ment O Cheq	ue and DD	Management	
urts								
Change Receipt	: Type							
	Change Receip	ot Type by entering	Old Receipt Type,	Book Number & Rec	elpt Number			
	1201010-01-01-01	Consumer	Receipt	Mode of	Many Decelet	Tume	Pearson for	
Book Number	Receipt Number	number	Amount	Payment	New Receipt	()pe	Change	+
2	lata 🛔 User M orts Change Receipt	tata 🛓 User Management orts Change Receipt Type	Nata ▲ User Management ₹ Transaction M prts Change Receipt Type	Aata ▲ User Management ₹ Transaction Management orts Change Receipt Type •	Nata ▲ User Management ₹ Transaction Management 盦 Bank Manager prts Change Receipt Type *	Las Las Las Las Las Las Change Receipt Type • Change Receipt Type •	Last Login14.j Nata ▲ User Management ₹ Transaction Management	Last Login - 14 Jun 2017 02:14:01 PM Last Login - 14 Jun 2017 02:14:01 PM Last Login - 14 Jun 2017 02:14:01 PM Last Login - 14 Jun 2017 02:14:01 PM Transaction Management

You can add more such receipts by clicking the '+' button the top right corner of the table.

You can delete the current row, if it has been added incorrectly, using the '-' button alongside each row.

Click on Submit button to confirm the modification request. This request will be further approved by the cashier's corresponding divisional/sub-divisional accountant.

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1.4) Submit Transactions

Once transactions for a particular period are over and the SUPERVISOR user is ready to submit the collected amount in bank, CASHIER must SUBMIT the transactions done so far.

Click on **Submit Transactions** as seen in the left hand side menu. After clicking it, cashier user will get a complete summary of his transaction history.

He will be able to see the summary of receipts and their corresponding amount in each mode of payment. Also they'll be able to view the number of receipt cancelled and the number of receipts whose receipt type has been changed.

A summary containing total <u>NON-CANCELLED</u> receipts and their sum is also displayed.

After confirming that the details are correct, click on **Submit Transactions** button.

Maharashtra State Electricity Distributi	RAN	Online Cash Collect Version 2.0.3.2.6	ion System	cashierTest 024540081 Role - CASH	01 - Cashier Test 01 - Test Mahila 3 IIER
🛠 Home 📓 Rec	eipts Data 🔒 User Management	₹ Transaction Management Submit Transactions	 ▲ Bank Management ▲ Downloads 通 R 	Last Login - 14 J Cheque and DD Reports	un 2017 02:14:01 PM Management
Cash Receipts	Cash Amount C	heque Receipts Ch	eque Amount	DD Receipts	DD Amount
Summary of modified	I receipts	Changed Tot	nary of un-submitted transac	ctions	2000
0 Submit Transaction	0	4		4410	

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MAHAN Maharashtra State Electric	VITARAN Ay Distribution Co. Ltd.		localhost:8081 says	s: transactions r	ow ?	ncel	02454008' Role - CASI	tu'i - Cashier Test U'i I - Test Mahila 3 HIER LOGOUT
Home 📕	Receipts Data	User Manag	gement ₹ Transactior	Manager	nent 🏛 Bank Mana	agement O C	Last Login - 14	Jun 2017 02:14:01 PM Management
			Submit Transacti	ons	🛓 Download	s 🖬 Reports		
Cash Receipts	Cash Ame	ount	Cheque Receipts	Transaction	Cheque Amount	DD	Receipts	DD Amount
	910		1		1500	1	•	2000
								- (************************************
Summary of m	odified receipts	Total Da	int Tune Changed		Summary of un-submit	ted transactions	Total Array	
Total Receipts	Cancelled	Total Rece	ipt Type Changed		Total Receipts		I otal Amou	nt
-								
o Submit Trans	actions	ond this in	nformation to the	e corre	4 sponding Sup	ervisor use	er of Cash	ier.
o Submit Trans Plicking o	actions	o d this in	nformation to the	e corre	4 sponding Sup	ervisor use	cashierTest01 - 024540081 - Te	iler. Cashier Test 01 st Mahila 3
Submit Trans	on OK will ser	o d this in	nformation to the Jocalhost:8081 says: Transaction Submitted	e corre	а sponding Sup	ervisor use	cashierTest01 - 024540081 - Te Role - CASHIER	ier. Cashler Test 01 st Mahlla 3 LOGOUT
0 Submit Trans	actions	nd this in	Iocalhost:8081 says: Transaction Submitted nt ₹ Transaction Man Submit Transactions	e corre	4 esponding Sup ок ш Bank Managen ≛ Downloads Б	ervisor use	cashierTest01 - 024540081 - Te Role - CASHIER st Login - 14 Jun : ue and DD Ma	ier. Cashler Test 01 st Mahlla 3 LOGOUT 2017 02:14:01 PM nagement
0 Submit Trans	actions	nd this in	Information to the localhost:8081 says: Transaction Submitted Int ₹ Transaction Man Submit Transactions	e corre	4 sponding Sup ок ■ Bank Managen ≛ Downloads tory	ervisor use	cashierTest01 - 024540081 - Te Role - CASHIER at Login - 14 Jun : ue and DD Ma	ier. Cashler Test 01 st Mahilla 3 LOGOUT 2017 02:14:01 PM nagement
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0 Submit Trans	actions on OK will ser	o nd this in Managemer	nformation to the localhost:8081 says: Transaction Submitted nt ₹ Transaction Man Submit Transactions Trans Cheque Receipts 1	e corre lagement actions His Ci 11	4 sponding Sup oĸ m Bank Managen ▲ Downloads tory heque Amount 500	ervisor use	er of Cash cashierTest01 - 024540081 - Te Role - CASHIER st Login - 14 Jun : ue and DD Ma	iicT. Cashier Test 01 st Mahila 3 LOGOUT LOGOUT LOGOUT DD Amount 2000
0 Submit Trans	actions on OK will ser actions	o nd this in Managemen	Iocalhost:8081 says: Transaction Submitted t ₹ Transaction Man Submit Transactions Trans Cheque Receipts 1	e corre	4 sponding Sup ок m Bank Managen ± Downloads tory heque Amount 500	ervisor use	er of Cash cashierTest01 - 024540081 - Te Role - CASHIER at Login - 14 Jun : ue and DD Ma	iieT. Cashler Test 01 st Mahila 3 LOGOUT 2017 02:14:01 PM nagement DD Amount 2000
0 Submit Trans	actions action	o Nanagemer	nformation to the Localhost:8081 says: Transaction Submitted Transaction Man Submit Transactions Trans Cheque Receipts 1 and Changed	e corre aggement actions His Cl 19 19	4 esponding Sup oĸ m Bank Managen ▲ Downloads tory heque Amount 500 mary of un-submitted tr ng.: atil Receipts	ervisor use	er of Cash cashierTest01 - 024540081 - Te Role - CASHIER at Login - 14 Jun 2 ue and DD Ma	iicr. Cashler Test 01 st Mahlla 3 LOGOUT 2017 02:14:01 PM nagement DD Arnount 2000

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<u>NOTE</u>

• There is no restriction on the number of times transactions have to be submitted. Cashiers can submit transactions as many times as they want.

• Once transaction is submitted, cashier has to handover the cash/cheques/DD's to Supervisor users.

• If there are multiple cashiers under one Supervisor, there is still no restriction that they all should submit their transactions at the same time. Every cashier user can submit transactions as and when he wants.

1.5) Adding Local banks and their branches

Local banks and their branches that are not present in the system database i.e the banks that are not present in RBI's updated data can be added manually by Cashier. These banks will be later approved by HO accounts.

1.5.1) Adding a Main Bank

If the main bank's name is not present in the system, it can be added manually. To add Main Bank's name, go to **Bank Data** -> **Add Main Bank** and simply enter main bank's name. Click on 'Add Bank' to submit the entry.

MAHAVITARAN	Online Cash Collection System Version 2.0.3.2.6	cashierTest01 - Cashier Test 01 024540081 - Test Mahila 3 Role - CASHIER
Maharashtra State Electricity Distribution Co. Ltd.		LOGOUT
		Last Login - 15 Jun 2017 01:07:51 PM
🏶 Home 🗧 Receipts Data 💄 User Manageme	nt ₹ Transaction Management 🏛 Bank Management	Cheque and DD Management
🕹 Downloads 💷 Reports		
Add New Bank		
Select Task * Main	Bank Addition	
Bank Name		
Add Bank	Add Another	

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A message '<Bank Name> added successfully will be displayed upon successful transaction.

Maharashtra State Electricity Distribution Co. Ltd	localhost:8081 says: PRS Bank added successfully	ОК	cashierTest01 - Cashier Test 01 024540081 - Test Mahila 3 Role - CASHIER LOGOUT
			Last Login - 14 Jun 2017 02:14:01 PM
🏶 Home 🗧 Receipts Data 💄 User Management	₹ Transaction Management	Bank Management	Cheque and DD Management
Add New Bank Select Task * Main B Bank PRS Bank Name Add Bank	ank Addition		

1.5.2) Adding it's branch

A local bank branch can be added manually by Cashier if it is not present in the system. To add a bank branch, go to **Bank Data -> Add Bank Branch.**

			Last Login - 1	5 Jun 2017 01:07:51 PN
Home 🛛 🗧 Receipts Data	Luser Manag	ement 🗧 Transaction Management 🏛 Bank Management	t O Cheque and D	D Management
Downloads 💷 Reports				
Ad	ld New Ban	lk		
Se	elect Task *	Branch Addition T		
Ва	nk Name	PRS Bank	×	
Bra	anch Name	pune		
Ad	dress	pune		
Pir	n Code	415122		
Co	ntact Number	4578964512		
	CR Code	784596123		
MI				
MI	SC Code	PRSI0000188		

Enter all the required fields and click on 'Add Branch' button. After successful validation of all the fields entry will be inserted in the database and a message '**<Branch name> added** successfully' will be displayed.

VERSION 1.0					Page 19
Maharashira State Electricity Distribution Co. Ltd.		localhost:8081 says: pune added successfully	ОК	cashlerTes 024540081 Role - CASH	t01 - Cashler Test 01 - Test Mahila 3 HER LOGOUT
🐔 Home 🛯 Receipts Data 🕯	User Manager	nent ₹ Transaction Mana	agement 🏛 Bank Managemen	Last Login - 15	un 2017 11:23:01 AM Management
🕹 Downloads 🔟 Reports					
Ada Sel	d New Bank ect Task * B	anch Addition	•		
Bar	ik Name	PRS Bank		×	
Bra	nch Name	pune			
Add	Iress	pune			
Pin	Code	415122			
Cor	tact Number	4578964512			
MIC	R Code	784596123			
IFSC	C Code	PRSI0000188			
	dd Another		Add Branch		

	U		0
EKSION 1.0		Page 2	20
1 ((1) 1		
K on Add A	nother button t	to add another bank branch	
		<u>Last Login - 15 Jun 2017 0</u>	1:07:51 PM
ome 🟉 Receipts	Data 💄 User Manage	ement ₹ Transaction Management 🏛 Bank Management 🕕 Cheque and DD Manager	ment
ownloads 💷 Rep	ports		
	Add New Bank	k	
	Add New Bank Select Task *	k Branch Addition	
	Add New Bank Select Task *	k Branch Addition	
	Add New Bank Select Task *	k Branch Addition • PRS Bank •	
	Add New Bank Select Task *	k Branch Addition • PRS Bank • sangali	
	Add New Bank Select Task *	k Branch Addition • PRS Bank • sangali miraj	
	Add New Bank Select Task *	k Branch Addition • PRS Bank • sangali miraj 415510	
	Add New Bank Select Task *	k Branch Addition PRS Bank PRS Bank Interpreted by the second by	
	Add New Bank Select Task *	k Branch Addition	

Clicking on 'Add Another' will disable this button and enable 'Add Branch' button with which you can add another bank branch.

Home Receipts Data L Downloads M Reports	User Managem New Bank Fask * Bra	Iocalhost:8081 sangli added succe nent ₹ Transact	says: essfully tion Management	: 🏛 Bank Mana	ж agement Ф	cashierTest0 024540081 - Role - CASHII <u>Last Login - 15 Ju</u> Cheque and DD M	of - Cashler Test 01 .Test Mahila 3 ER LOGOUT un 2017 11:23:01 AM Management
 	User Managem New Bank Task * Bra	nent ₹ Transact	tion Management	: 🏛 Bank Mana	agement O	Last Login - 15 Ju	un 2017 11:23:01 AM Management
 Home Receipts Data L Downloads Reports Add N Select T Bank N 	User Managem New Bank Fask *	nent ₹ Transact	tion Management	: 🏛 Bank Mana	agement 0	Cheque and DD M	Vanagement
▲ Downloads I Reports Add N Select T Bank N	Jew Bank Fask* Bra	anch Addition	¥				
Add N Select T Bank N	Jew Bank Fask * Bra	anch Addition	×				
	lame	PRS Bank	قر ا			v	
Branch	Name	sangli					
Address	s	miraj					
Pin Cod	de	415510					
Contact	t Number	4578986542					
MICR C	ode	789562312					
IFSC Co	ode	PRSI0000555					
Add A	Another			dd Branch			

SUPERVISOR USER

- 1) Type occs.mahadiscom.in/occs in your browser
- 2) During Log-in Select User Type as Collection Center
- 3) enter your User ID and password
- 4) Click on the Login button.

INTERNATION DE Electricity Distribution Co. Ltd	Online	Cash Collection Sys	tem	
		User Login		
	User Type	Collection Centre	•	
	User ID	superTest007		
	Password			
		Login Forgot Password?		

VERSION 1.0

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2.1) Creating Cashier Users:

This is how the home page looks for Supervisor users (regardless of his being a BANK Supervisor or a Cashier Supervisor)

On the top right hand side, you'll see 'UserID - Username'. Below will be collection center code and its name. Last line in the header displays the role that is - Cashier Supervisor. There is a LOGOUT button, to end the session.

To create cashier users under Supervisor - Click on 'Create Cashier Users' as shown below -

		Online Cash Collect Version 2.0.3.2.3	ion System	superTest007 - Super Test 007 014728007 - Test New CC 14 Role - CASHIER_ADMIN	
				LOGOUT	
希 Home 🔳 Receipts Data	User Management	₹ Transaction Management	🏛 Bank Management	Cheque and DD Management	
	Create User	🛓 Downloads 🗔 Report	5		
	Created Users Details				
	Change Password				
	and the second s				

If the Supervisor is a **Cashier Supervisor**, then cashier user creation screen will look as below-Fill all the details like -

- 1) Collection center code of cashier
- 2) User id of cashier
- 3) User name of cashier
- 4) Password for cashier
- 5) Mobile number of cashier
- 6) Email id of cashier.

After filling all the valid details and clicking on 'Add User' button, a message – 'User <user-id> <user-name> created successfully' will be displayed.

If the Supervisor is a **Cashier Supervisor of Bank**, then cashier user creation screen will look as below-

VERSION 1.0				P	age 23
Create New Collection Cr X				±	- 8 ×
← → C () localhost:8081/occs/userCreation					☆ :
MANARASHINA State Electricity Distribution Co. Ltd	Online Cash Co version 2	llection Syst	em	superTest007 - Super Test 007 014728007 - Test New CC 14 Role - CASHIER_ADMIN LO(SOUT
🏶 Home 🗧 Receipts Data 🛔 User Manaj	gement ₹ Transaction Manager	ment 🏛 Bank I	Management O Che	eque and DD Management	
▲ Downloads	Add New Collect	ion Centre User			In Case of Bank Supervisor it shows options, for Cashier supervisor it will
C [Make sure this information	ollection Center Select collection center's Select on has been filled 014728002 - CC 00 014728004 - CC 00 014728007 - Test 1)1)2 New CC 14			show only one
User ID	User ID	User Name	User Name		
Password	Password	Re-type Password	Re-type Password		
	Enter a password of maximum six characters with alphabets or numbers				
Mobile Number	Mobile Number	Email	Email ID		
I O C C N O N O N O N O N O N O N O N O N	L Add User			수 탓	11:56 AM 05-Jun-17

- 1) Collection center code of cashier
- 2) User id of cashier
- 3) User name of cashier
- 4) Password for cashier
- 5) Mobile number of cashier

6) Email id of cashier.

One more field – 'Bank Branch' has to filled which will be the branch with which cashier's collection center is associated.

*Note:

-If collection centre's information has not been updated by the respective Dy. Manager of Division then cashier users cannot be created for it.

-The number of cashier users to be created will be fixed by Dy. Manager of Division while updating the collection center's information.

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2.2) Approving Cashier Transactions

Supervisor user will be able to view all the transactions submitted by cashiers under him. Clicking on '**Transactions submitted by cashiers**', Supervisor user will be able to see real-time updated results.

Supervisor has to tally the amount visible in the rows with the receipts handed over by cashiers. Clicking on '**Approve and Generate Pay Slip**' will mean that the amounts have been matched by Supervisor and he is ready to submit the collected amount in the respective banks. Supervisor will be prompted to confirm his action.

State Electricity Distribution Co. Ltd.		OK Can	Last Login -	LOGOUT 19 Jun 2017 09:51:39 AM
ne 🗧 Receipts Data 💄 User N	Nanagement ₹ Transac	tion Management 🏾 🏛 Bank Mana	gement O Cheque and I	DD Management
nloads 💷 Reports				
actions not yet submitted by cashies				
actions not yet submitted by cashiers	S wooks			
ictions approved by you in last two v	weeks			
actions submitted by cashiers				
Modifed Time	Receipt Date	Collection Centre Code	Cashier ID	Receipt Amount
Modifed Time 19 Jun 2017 10:33:17 AM	Receipt Date	Collection Centre Code 024540081	Cashier ID cashierTest01	Receipt Amount

Clicking on OK, a new window will open which will download a .zip file. This file will contain cash/cheque/DD slips along with their summary reports and one main summary report. If there are no Cheque/DD transactions then no slip or report will be generated for them.

Print these slips and use it as a reference for submitting money in the bank. Once a pay slips are generated, Supervisor user's home screen will look as below.

VERSION 1.0

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Maharashtra State Electricity Distribution Co. Ltd.	Online C	ash Collection Sy Version 2.0.3.2.6	/stem	SUP 024 Rol	is40081 - Test Mahila 3 e - CASHIER_ADMIN LOG	OUT
				Last Logi	in - 19 Jun 2017 09:51:39	AM
🌴 Home 🛢 Receipts Data 🛔 User Man	lagement ₹ Transactio	on Management 🏾 🏛 Bai	nk Management	• Cheque ar	nd DD Management	
🕹 Downloads 💷 Reports						
Transactions not yet submitted by cashiers Transactions approved by you in last two wee	eks					
Transactions submitted by cashiers						
Modifed Time	Receipt Date	Collection Centre Code	e	Cashier ID	Receipt Amo	unt
19 Jun 2017 10:33:17 AM	19 Jun 2017	024540081		cashierTest01	320	
19 Jun 2017 10:33:18 AM	19 Jun 2017	024540081		cashierTest01	1250	
Pay_Slip_02454008zip ^	_					Show
Bample Files in the zip Cash Report						Show
Sample Files in the zip Cash Report MAHARAS Sip ID : 02454008120170619103848 Supervisor : superTest01 Office : 024540081 Status Code M - Modified(Cancelled/Receipt T	HTRA STATE ELECTRIC Cash ype Changed)	CITY DISTRIBUTION CC Report	OMPANY LTD			Show
Pay_Slip_02454008zip Sample Files in the zip Cash Report MAHARAS Slip ID : 02454008120170619103848 Supervisor : superTest01 Office : 024540081 Status Code M - Modified(Cancelled/Receipt T Sr. Collection Receipt Date Book	HTRA STATE ELECTRIC Cash ype Changed) : No Receipt Receipt No Type	CITY DISTRIBUTION CO Report	OMPANY LTD	Amount	Status	Show
Pay_Slip_02454008zip Sample Files in the zip Cash Report MAHARAS Slip ID : 02454008120170619103848 Supervisor : superTest01 Dffice : 024540081 Status Code M - Modified(Cancelled/Receipt T <u>No Centre 1 024540081 06/19/2017 1411 </u>	HTRA STATE ELECTRIC Cash ype Changed) :No Receipt Receipt No Type 100 1456899 01	Consumer no. 396010096511	OMPANY LTD BU PC 1830 0	Amount 320	Status	Show

VERSION 1.0

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MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD Cheque Report

Slip ID : 02454008120170619103848 Supervisor : superTest01

Office : 024540081

Status Code M - Modified(Cancelled/Receipt Type Changed)

Sr. No	Collecti on Centre	Receipt Date	Book No	Receipt No	Receipt Type	Consumer no.	BU	Amount	Bank Name	Branch Name	Cheque No	Cheque Date	Status
1	0245400 81	06/19/201 7	1411 00	145690 0	01	355500005010	3077	450	BANK OF MAHARASH TRA	KARAD	078456	06/19/201 7	

iii) <u>DD Report</u>

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD Demand Draft Report

Slip ID : 02454008120170619103848 Supervisor : superTest01 Office : 024540081 Status Code M - Modified(Cancelled/Receipt Type Changed)

Sr. No	Collecti on Centre	Receipt Date	Book No	Receipt No	Receipt Type	Consumer no.	BU	Amount	Bank Name	Branch Name	Cheque No	Cheque Date	Status
1	0245400 81	06/19/201 7	1411 00	145690 1	01	352921412715	4767	800	BANK OF MAHARASH TRA	KARAD	455589	06/19/201 7	

iv) <u>Cash Slip</u>

	MAHARASHTRA STAT
Page 27	VERSION 1.0
	VERSION I.O
TTY DISTRIBUTION COMPANY LTD n Slip 2.0.3.2.6	MAHARASHTRA
	Slip ID : 024540081201706191 Supervisor : superTest01 Office : 024540081
Receipts Amount	Receipts Count
320	1
🦉 Seiment Tool — 👘 👘	
) <u>DD Slip</u>
Y DISTRIBUTION COMPANY LTD raft Slip 0.3.2.6	MAHARASHTRA S
	Slip ID : 0245400812017061910 Supervisor : superTest01 Office : 024540081
Receipts Amount	Receipts Count
800	1
ITY DISTRIBUTION COMPANY LTD 1 Slip 2.0.3.2.6 Receipts Amount 320 Y DISTRIBUTION COMPANY LTD raft Slip 0.3.2.6 Receipts Amount 800	 MAHARASHTRA S Slip ID: 024540081201706194 Supervisor : superTest01 Office : 024540081 1 DD Slip MAHARASHTRA S Slip ID: 0245400812017061910 Supervisor : superTest01 Office : 024540081 20ffice : 024540081 20ffice : 024540081

VERSION 1.0

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MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD Pay Slip Version 2.0.3.2.6

Slip ID : 02454008120170619103848 Supervisor : superTest01 Office : 024540081

Receipts Count	Receipts Amount	
3	1570	

<u>NOTE –</u>

Receipts that are cancelled or whose receipt types are changed will be marked with status as 'M' in the report. In the above case, all the cheque receipts are marked with 'M' because all were cancelled; hence cheque slip is not generated.

VERSION 1.0

'Transactions submitted by cashiers' will show 'No Records' (unless by this time, another cashier submitted his transactions)

Recently approved data will be visible in 'Transactions approved by you in last two weeks'

sactions no	t yet submitted b	y cashiers										
sactions ap	proved by you in	last two we	<u>eeks</u>									
Approved on	Collection Centre	Cash receipts count	Cash amount	Cheque receipts count	Cheque amount	DD receipts count	DD amount	Total Amount	Total Receipts count	Cancelled Receipts count	Receipt Type Modified count	Approved Status
19 Jun 2017 10:38:48 AM	024540081 - Test Mahila 3	1	320	1	450	1	800	1570	3	0	0	Pending
17 Jun 2017 04:54:45 PM	024540081 - Test Mahila 3	3	3460	0	0	0	0	3460	3	2	1	Approved
17 Jun 2017 04:31:43 PM	024540081 - Test Mahila 3	1	250	2	700	0	0	950	3	0	0	Approved
16 Jun 2017 05:42:23 PM	024540081 - Test Mahila 3	2	1100	1	2560	o	0	3660	3	0	0	Approved
16 Jun 2017 04:45:42 PM	024540081 - Test Mahila 3	1	2000	9	19480	1	250	21730	11	0	0	Approved
sactions sul	omitted by cashie	rs										
Modif	ed Time	Rece	ipt Date		Collec	tion Centre C	ode		Cashier	ID	Receipt Amou	nt

Supervisor will also be able to check transactions that are yet to be submitted by cashiers under him. This information will be available under the tab – '**Transactions not yet submitted by cashiers**'

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🏘 Home 🗧 Receipts Data 🛔 User Management 🤾 Transaction Management 🏛 Bank Management 🕕 Cheque and DD Management

🛓 Downloads 🖬 Reports

Tr	ansactions not yet submitted by cashiers										
	Receipt Date	Collection Centre Code	Cashier	Receipt Count	Receipt Amount						
	19 Jun 2017	024540081	cashierTest01	2	4100						

Transactions approved by you in last two weeks

Approved on	Collection Centre	Cash receipts count	Cash amount	Cheque receipts count	Cheque amount	DD receipts count	DD amount	Total Amount	Total Receipts count	Cancelled Receipts count	Receipt Type Modified count	Approved Status
19 Jun <mark>201</mark> 7 10:38:48 AM	024540081 - Test Mahila 3	1	320	1	450	1	800	1570	3	0	0	Pending
17 Jun 2017 04:54:45 PM	024540081 - Test Mahila 3	3	3460	0	0	0	0	3460	3	2	1	Approved
17 Jun 2017 04:31:43 PM	024540081 - Test Mahila 3	1	250	2	700	0	0	950	3	0	0	Approved
16 Jun 2017 05:42:23 PM	024540081 - Test Mahila 3	2	1100	1	2560	0	0	3660	3	0	0	Approved
16 Jun 2017 04:45:42 PM	024540081 - Test Mahila 3	1	2000	9	19480	1	250	21730	11	0	0	Approved

2.3) Viewing existing user details

Go to **User Management -> Existing User Details** to view cashier user details. Users created by Supervisor whether Active or Disabled can be viewed one this page.

	/ITARAN		Online	e Cash Collection Syster Version 2.0.3.2.6	n	super lest 01 - Super Test 01 024540081 - Test Mahila 3 Role - CASHIER_ADMIN	
Home E	Receipts Data	🚨 User Manaj	gement ₹ Transa	ction Management 🏾 🏛 Bank Ma	nagement O Ch	Last Login - 19 Jun 2017 10:35: eque and DD Management	DGOUT <u>11 AM</u> t
Download	s 💷 Reports			User Details			
Download Sr. No.	5 In Reports Creation Date	User ID	User Name	User Details	Mobile No.	Email ID.	Status
Download: Sr. No.	Creation Date	User ID cashierTest02	User Name Cashier Test 02.	User Details Collection Centre 024540081 - Test Mahila 3	Mobile No. 9685748596	Email ID. aa@aa.com	Status Active

VERSION 1.0

2.4) Adding Local Banks and their branches

Local banks and their branches that are not present in the system database i.e the banks that are not present in RBI's updated data can be added manually by Supervisor. These banks will be later approved by HO accounts.

2.4.1) Adding a Main Bank

If the main bank's name is not present in the system, it can be added manually. To add Main Bank's name, go to **Bank Data** -> **Add Main Bank** and simply enter main bank's name. Click on 'Add Bank' to submit the entry.

	Online Cash Collection System Version 2.0.3.2.6	superTest01 - Super Test 01 024540081 - Test Mahila 3 Role - CASHIER, ADMIN
A Home 🖉 Receipts Data 💄 User Management	t ₹ Transaction Management 🏛 Bank Management	Locout Last Login - 19 Jun 2017 11:49:35 AM Cheque and DD Management
🕹 Downloads 🖬 Reports		
Add New Bank	Bank Addition	
Bank Name		
Add Bank	Add Another	

A message '<Bank Name> added successfully will be displayed upon successful transaction.

VERSION 1.0		Page 32
Aharashtra State Electricity Distribution Co. Ltd	localhost:8081 says: Tjsb Bank added successfully	× superTest01 - Super Test 01 024540081 - Test Mahila 3 Role - CASHIER_ADMIN LOGOUT
		Last Login - 19 Jun 2017 11:49:35 AM
Downloads III Reports	ment < Transaction Management III Bank Mar	agement • Cheque and DD Management
Add New Ban	k	
Add New Ban Select Task *	K Main Bank Addition	
Add New Ban Select Task * Bank Name	K Main Bank Addition	

2.4.2) Adding it's branch

A local bank branch can be added manually by Supervisor if it is not present in the system. To add a bank branch, go to **Bank Data -> Add Bank Branch**.

A	dd New Ban	<			
2	Select Task *	Branch Addition			
В	ank Name	Tjsb Bank		•	
В	ranch Name	satara			
А	ddress	satara			
Ρ	in Code	415785			
c	ontact Number	1245788956			
Ν	1ICR Code	415014352			
IF	SC Code	TJSB0000188			
		[
	Add Another		Add Branch		

VERSION 1.0

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State Electricity Distribution Co. Ltd.	localhost:8081 says: satara added successfully		ок	superTest01 024540081 Role - CASH	- Super Test 01 Test Mahila 3 IER_ADMIN LOGOUT
ne 🗧 Receipts Data 🛔 User Ma	inagement ₹ Transaction Ma	anagement 🏛 Bar	k Management 🏾 🛈	Last Login - 19 Ju Cheque and DD I	un 2017 11:49:35 AM Management
vnloads 💷 Reports					
A del Niever					
Add New E	Bank				
Select Task *	Branch Addition	Drag the curs			
Select Task *	Branch Addition	Drag the curs			
Select Task * Bank Name	Branch Addition	Drag the curs capture,		ot to	
Select Task * Bank Name Branch Name	Branch Addition Tjsb Bank satara	Drag the curs capture,		ot to	
Select Task * Bank Name Branch Name Address	Branch Addition Tjsb Bank satara karad	Drag the com capture;		at to	
Select Task * Bank Name Branch Name Address Pin Code	Branch Addition Tjsb Bank satara karad 466413	Drag the corn capture,		ot to	
Select Task * Bank Name Branch Name Address Pin Code Contact Numb	Branch Addition Tjsb Bank satara karad 466413 er 7894561433	Drag the cars		ot to	
Select Task * Bank Name Branch Name Address Pin Code Contact Numb MICR Code	Branch Addition Tjsb Bank satara karad 466413 r 7894561433 456565998	Drag the curs capture;		T I I I I I I I I I I I I I I I I I I I	

After successful validation of all the fields entry will be inserted in the database and a message '**Branch name> added successfully**' will be displayed.

Click on 'Add Another' button to add another bank branch.

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.	
ONLINE CASH COLLECTION SYSTEM	

VERSION 1.0			Page 3
🗄 Home 🔳 Receipts Data 💄 Use	er Management ₹ Tra	ansaction Management 🏾 🏛 Ba	Last Login - 19 Jun 2017 11:4
Downloads 🖩 Reports			
Add Ne Select Tas	w Bank Branch Addition	۲ ۵	
DealsNee			
Bank Nan	Tjsb Bank		•
Bank Nan Branch N.	ame satara		*
Branch N. Address	ame Tjsb Bank satara karad		•
Bank Nan Branch N. Address Pin Code	ame Tjsb Bank ame satara karad 466413		
Bank Nan Branch N. Address Pin Code Contact N	ame satara karad lumber 7894561433		· ·
Bank Nan Branch N. Address Pin Code Contact N MICR Cod	ame satara karad 466413 Jumber 7894561433 le 456565998		· · ·

Clicking on '**Add Another**' will disable this button and enable '**Add Branch**' button with which you can add another bank branch.

VERSION 1.0		Page 35
Veharasthra State Electricity Distribution Co. Ltd	localhost:8081 savs: satara added successfully OK	superTest01 - Super Test 01 024540081 - Test Mahila 3 Role - CASHIER ADMIN LOGOUT
		Last Login - 19 Jun 2017 11:49:35 AM
🕷 Home 🛛 Receipts Data 🔺 User Manag	ement ₹ Transaction Management 🏦 Bank Manageme	nt ① Cheque and DD Management
Add New Ban Select Task *	Branch Addition	
Add New Ban Select Task * Bank Name	Branch Addition Drag the cursor around the arcapture.	ea you want to
Add New Ban Select Task * Bank Name Branch Name	Branch Addition Drag the cursor around the or capture.	ea you want to
Add New Ban Select Task * Bank Name Branch Name Address	Branch Addition Drag the cursor around the or capture. Tjsb Bank satara karad karad	ea you waat to
Add New Ban Select Task * Bank Name Branch Name Address Pin Code	Image: Strate of the set of	ea you waat to
Add New Ban Select Task * Bank Name Branch Name Address Pin Code Contact Number	Branch Addition Drag the cursor around the arcepture. Tjsb Bank Satara karad 466413 7894561433 1894561433	ea you want to
Add New Ban Select Task * Bank Name Branch Name Address Pin Code Contact Number MICR Code	k Branch Addition Tjsb Bank satara karad 466413 7894561433 456565998	ea you want to

2.5) <u>Receipts Modification</u>

Incorrectly punched receipts can be later modified in this system. Modifications of **receipt** cancellation and **receipt type change** are allowed.

2.5.1) Cancel Receipts

In order to cancel a receipt, go to **Receipts Modification**. From the drop down of **Select Task**, select '**Cancel Receipt**'.

Click on the blue 'plus (+)' button to add a row.

Enter its book number and receipt number. Consumer number, mode of payment and receipt amount will be populated automatically. Enter reason for receipt cancellation.

In order to remove this row click on the red 'minus (-)' button.

Multiple rows can be added at a time and multiple receipts can be cancelled. After entering all the details, click on 'Submit' button.
MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.

Last Login - 19 Jun 2017 11:22:07 AM Home Receipts Data Luser Management Transaction Management Receipt Management Concurrence of the provided of the provide	Aharashira State Electricity Distribution (AN	Online	Cash Collection	System	SUper lest 01 024540081 - Test Mahila 3 Role - CASHIER_ADMIN LOGOUT
Notice 	Home 🖉 Recei	nte Data 💄 User Mar	agement ₹ Transact	ion Management	Bank Management	Last Login - 19 Jun 2017 11:27:07 AM
elet Task * Carcel Receipt Cancel Receipt Lyumber Consumer Number Mode of Payment Receipt Amount Reason for Change 14/100 1456904 267110003502 Cash 300 01 -Incorrect receipt date Counter State Cou	Downloads III	Reports	agement		Dank management	cheque and bo handpentent
elect Task * Cancel Receipt Cancel Receipt Consumer Number Mode of Payment Receipt Number Consumer Number Mode of Payment Receipt Amount Reason for Change Cancel Receipt Solat Says: Codify Receipts Cancel Receipt Can	odify Receipts	5				
Book Number Receipt Number Consumer Number Mode of Payment Receipt Anount Reason for Change 14100 1456904 367110003502 Cash 3300 01 - Incorrect receipt date • uswill be prompted to confirm your action. Out will be prompted to confirm your action. Image: State of the state	ielect Task *	Cancel Receipt		×		
Book Number Receipt Number Consumer Number Mode of Payment Receipt Amount Reason for Change 141100 1456904 367110003502 Cash 3300 01 - Incorrect receipt date Submit Submit Submit Superfect/1 - Superfec			Cancel Receipts b	y entering Book Number &	Receipt Number	
14100 1456904 367110003502 Cash 3300 01 - incorrect receipt date Submit Submit Submit Submit Submit Superfeetor - superfeet	Book Number	Receipt Number	Consumer Number	Mode of Payment	Receipt Amount	Reason for Change
Submit Submi	141100	1456904	367110003502	Cash	3300	01 - Incorrect receipt date 🔹
Cancel Receipt • Cancel Receipt Number Cancel Receipts by entering Book Number & Receipt Number Book Number Receipt Number Consumer Number Mode of Payment Receipt Amount Reason for Change Image: Consumer Number 141100 1456904 367110003502 Cash 3300 01 - Incorrect receipt date •	ou will be pro	Sumpted to confin	rm your action. localhost:8081 so Following 1 receipts proceed?	ays: will be marked for Cancellation. D	o you want to	Submit superTest01 - Super Test 01 024540081 - Test Mahila 3 Role - CASHIER, ADMIN LOGOUT
Cancel Receipts by entering Book Number & Receipt Number Book Number Receipt Number Consumer Number Mode of Payment Receipt Amount Reason for Change Image: Consumer Number Consumer Number Consumer Number Consumer Number Consumer Number Consumer Number Receipt Amount Reason for Change Image: Consumer Number Receipt Amount Reason for Change Image: Consumer Number Consumer Number Consumer Number Consumer Number Consumer Number Consumer Number Receipt Amount Reason for Change Image: Consumer Number	ou will be pro	Description of the confinence	rm your action. localhost:8081 s Following 1 receipts proceed? agement ₹ Transaction	ays: will be marked for Cancellation. D Of on Management 🏦 E	lo you want to Cancel	Submit SuperTest01 - Super Test 01 024540081 - Test Mahila 3 Role - CASHIER,ADMIN LOGOUT Last Login - 19 Jun 2017 11:27:07 AM Cheque and DD Management
Book Number Receipt Number Consumer Number Mode of Payment Receipt Amount Reason for Change 141100 1456904 367110003502 Cash 3300 01 - Incorrect receipt date Image: Consumer Number	ou will be pro	Des Data Luser Man	rm your action. localhost:8081 s Following 1 receipts proceed? agement ₹ Transacti	ays: will be marked for Cancellation. D OI on Management m E	o you want to Cancel Bank Management	Submit SuperTest01 - Super Test 01 024540081 - Test Mahila 3 Role - CASHIER,ADMIN LOGOUT Last Login - 19 Jun 2017 11:27:07 AM Cheque and DD Management
141100 1456904 367110003502 Cash 3300 01 - Incorrect receipt date	ou will be pro	Dis Data Luser Man Reports	rm your action. Iocalhost:8081 su Following 1 receipts proceed? agement ₹ Transaction Cancel Receipts by	ays: will be marked for Cancellation. D on Management m E	to you want to Cancel Bank Management O	Submit superTest01 - Super Test 01 024540081 - Test Mahila 3 Role - CASHIER_ADMIN LOGOUT Last Login - 19 Jun 2017 11:27:07 AM Cheque and DD Management
	ou will be pro	Descripted to confin	rm your action. Iocalhost:8081 s. Following 1 receipts proceed? agement ₹ Transaction Cancel Receipts by Consumer Number	ays: will be marked for Cancellation. D on Management m E y entering Book Number & I Mode of Payment	to you want to Cancel Bank Management O Receipt Number Receipt Amount	Submit Submit Submit Submit SuperTest01 - Super Test 01 024540081 - Test Mahila 3 Role - CASHIER_ADMIN LOGOUT Last Login - 19 Jun 2017 11:27:07 AM Cheque and DD Management Cheque and DD Management Reason for Change

This request will be later approved by Divisional/Sub-divisional Accounts user.

)				Page 37
Maharashtra State Electricity Distribution	AN ^{Co. LM}	localhost:8081 s Receipt(s) Marked fo	ays: or Cancellation	ОК	superTest01 - Super Test 01 024540081 - Test Mahila 3 Role - CASHIER_ADMIN LOGOUT
					<u>Last Login - 19 Jun 2017 11:27:07 AM</u>
			on Managamant 💼 I	ank Management	Cheque and DD Management
🕷 Home 🔳 Recei	pts Data 🛛 🛔 User Man	agement < Transacti			cheque una DD Management
🕷 Home 🔎 Recei	pts Data 🛔 User Man Reports	agement < Transacti	on Management <u>m</u> f		eneque une DD management
 Home Receipt: Modify Receipt: Select Task * 	pts Data Suser Man Reports S Cancel Receipt		v		
 Home Receipt: Downloads M Modify Receipt: Select Task * 	pts Data 🎍 User Man Reports S Cancel Receipt	Cancel Receipts b	y entering Bourn Jmber & Loading.	Receipt Number	
 Home Received Downloads M Modify Receipt: Select Task * Book Number 	pts Data 🎍 User Man Reports S Cancel Receipt Receipt Number	Cancel Receipts b	y entering Bourn Jmber & Loading Mode of Payment	Receipt Number Receipt Amount	Reason for Change

<u>NOTE</u>

For Supervisor user, only receipts that have not been approved by him/her can be cancelled. If the user attempts to cancel a receipt which has been approved, following message will be displayed –

'File ID has been generated for the entered receipt number and book number. Cannot process cancellation request.'

MACHAN VITAR Maharashtra State Electricity Distribution	AN	localhost:8081 sa File ID has been gen number. Cannot process canc	ays: erated for the entered receipt nun ellation request.	X aber and book	superTest01 - Super Test 01 024540081 - Test Mahila 3 Role - CASHIER_ADMIN
				ОК	Losour Last Login - 19 Jun 2017 11:27:07 AM
ℰ Home ■ Recei Ł Downloads III	pts Data 🛔 User Man Reports	agement ₹ Transactio	on Management 🏛 E	Bank Management	Cheque and DD Management
Modify Receipt	S Cancel Deceint				
	Cancer Accept	Cancel Receipts by	y entering Book number & Loading	Receipt Number	
Book Number	Receipt Number	Consumer Number	Mode of Payment	Receipt Amount	Reason for Change
141100	1456899				01 - Incorrect receipt date
					Submit

VERSION 1.0

2.5.2) Change Receipt Type

In order to change receipt type, go to **Receipts Modification**. From the drop down of **Select Task**, select '**Change Receipt Type**'.

Click on the blue 'plus (+)' button to add a row.

Enter its original receipt type, book number and receipt number. Consumer number, mode of payment and receipt amount will be populated automatically.

Select new receipt type from the drop down and enter reason for receipt type change.

In order to remove this row click on the red 'minus (-)' button.

Multiple rows can be added at a time and multiple receipt types can be changed.

After entering all the details, click on 'Submit' button.

INCHARAN				Version 2.0.3.2.6	, system	024540 Role - C	1081 - Test Mahila 3 ASHIER_ADMIN LOGOU	т
Home 🛢 Receipts I Downloads 💷 Rep	Data 💄 User orts	Management	₹ Transaction N	Management	🏛 Bank Manager	Select 01 - Energy Bill 02 - CRA 03 - First S.D 04 - Reconnection 05 - Additional S.D		
odify Receipts	Change Receip	at Type	1	Ţ		06 - Meter Cost 08 - MSEB office bill 09 - Componding charges 10 - Theft cases 11 - Malpractices		
	change Receip	Change Receip	t Type by entering	Old Receipt Type,	Book Number & Reco	 17 - Additional S.L.C 18 - Cost of agreement 19 - Other Receipt 22 - New Service Connecti 23 - Meter testing 	ion Supervison	
Existing Receipt Type	Book Number	Receipt Number	number	Receipt Amount	Mode of Payment	24 - CT/PT testing 25 - Processing fee for shi 26 - KSY receipt	fting •	+
Ji - Energy Bill	141100	1456905	3664/1144L	480	Cash	UZ-LKA	Submit	

You will be prompted to confirm your action.

ATTACHARAN Arashtra State Electricity Distribution Co. Ltd		ld Re pr	ocalhost:8081 says: eceipt Types of following roceed?	a 1 receipts will be mo	dified. Do you want to OK Cance	× superTest 02454008 Role - CAS	01 - Super Test 01 1 - Test Mahila 3 HIER_ADMIN LOGOUT	
Home 🔳 Receipts D	ata 💄 User I	Management	₹ Transaction N	Management	🟛 🛛 Bank Manage	Last Login - 19 ement ① Cheque and DD) Jun 2017 11:49:35 AM Management	
Downloads 🔟 Repo	rts							
Downloads 🖬 Repo	rts							
Downloads 🖬 Repo	rts							
Downloads 🖬 Repo	rts Change Receip	t Type						
Downloads 🖬 Repo	rts Change Receip	t Type Change Receip	ot Type by entering	v Old Receipt Type,	Book Number & Re	ceipt Number		
Downloads I Repo	rts Change Receip Book Number	t Type Change Receip Receipt Number	ot Type by entering Consumer number	v Old Receipt Type, Receipt Amount	Book Number & Re Mode of Payment	ceipt Number New Receipt Type	Reason for Change	•

After successful transaction, '**Receipt Types modified**' message will be displayed. This request will be later approved by Divisional/Sub-divisional Accounts user.

Maharashtra State Electricity Distribution Co. Ltd			ocalhost:8081 says: eceipt Types modified.		ок		superTest0 024540081 Role - CASH <u>t Login - 19 J</u>	1 - Super Test 01 - Test Mahila 3 IIER_ADMIN LOGOU un 2017 11:49:35 AN	т
🏶 Home 🔳 Receipts Da	ata 💄 User I	Management	₹ Transaction N	Management	🏛 Bank Manag	ement 🛈 Cheq	ue and DD	Management	
Aodify Receipts Select Task *	Change Receip	t Type							
		Change Receip	ot Type by entering	Old Receipt ype,	Book Number & Re	ceipt Number			
Existing Receipt Type	Book Number	Receipt Number	Consumer number	Receipt Amount	Mode of Payment	New Receipt	Туре	Reason for Change	+
01 - Energy Bill 🔹	141100	1456905	366471144C	480	Cash	02 - CRA	Ŧ	01 - Incorre 🔻	
								Submit	

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<u>NOTE</u>

For Supervisor user, only those receipts that have not been approved by him/her can be modified. If the user attempts to change receipt type for a receipt that has been approved, following message will be displayed –

'File ID has been generated for the entered receipt number and book number. Cannot process receipt type change request.'

	lc Fi C	ocalhost:8081 says: le ID has been generatec annot process receipt typ	d for entered receipt n be change request.	umber and book numb	× superTest 02454008 Role - CAS	01 - Super Test 01 1 - Test Mahila 3 iHIER.ADMIN LOGOUT
					Last Login - 19	Jun 2017 11:49:35 AM
a 🛎 Userr	Management	₹ Transaction N	lanagement .	ш Bank Manage	ement O Cheque and DL	Management
Change Receipt	t Type		¥			
	Change Receip	ot Type by entering (D <mark>ld Receipt դշրe,</mark> I Loading	Book Number & Re	ceipt Number	
Book Number	Receipt Number	Consumer number	Receipt Amount	Mode of Payment	New Receipt Type	Reason for Change
	a Luser	a LUser Management s Change Receipt Type Change Receipt Book Number Number Number Number	a Luser Management ₹ Transaction M s Change Receipt Type Change Receipt Type by entering (Book Receipt Consumer Number Number number	File ID has been generated for entered receipt n Change Receipt Type Change Receipt Type Change Receipt Type Change Receipt Type Change Receipt Type by entering Old Receive sype, Loading Book Receipt Number Number	File ID has been generated for entered receipt number and book number Cannot process receipt type change request. OK a ▲ User Management ₹ Transaction Management ▲ Bank Manage s	File ID has been generated for entered receipt number and book number. Cannot process receipt type change request. 02454008 OK Item to the construction of the constructio

SUB-DIVISIONAL ACCOUNTS USER

Accounts user will login with his RAPDRP credentials. Select user type as 'MESDCL Employee'

- Enter occs.mahadiscom.in/occs in your browser.
- On the login screen, select user type as 'MESDCL Employee'
- Use your RAPDRP credentials to get an access to the system.

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 → C O localhost:8085/occs/logout 		
MANARAN VITARAN Anarashira State Electricity Distribution Co. Ltd.	Online Cash Collection Sy	stem
	User Login	
	User Type MSEDCL Employee	¥
	User ID 01884077	
	Password	
	Login	
	User and their functionalities	
Collection Centre	Accounts	Head Office
Upload cash collection file	Create/Disable Collection Centre Users	🖨 Manage Bank Master.
🛚 Add a local bank	 Approve cash collection files Approve cancelled/modified receipts 	E Manage Collection Centre Master.

Accounts user's CPF number, name, designation, office code, office name, role in the system i.e. 'Accounts User' will be displayed on the header.

3.1) Approving transactions submitted by Supervisors.

For collection centres where cash tally is done at Sub-division level

Under the heading 'Pending for approval', accounts user will be able to see the transactions approved by Supervisor users. As you can see on the top is the row that was recently approved by our Supervisor User.

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Approve Co	llection ×												<u> </u>	0
- > C 🚺	ocalhost:8085/occs/a	pproveCashCollec	tionFiles										Q 🖣	☆ (
				Onlin	e Cash Colle	ection Syste	m			User : 01884 Assistant Acc	077 - Mrs. Smita Narale countant	a,		
MAHAVI	TARAN			011111	Versior	n 1.0				Office : 728 -	GADKARI S/DN.			
Maharashtra State Electricity D	listribution Co. Ltd.									Accounts Use	er LOGOUT			
Dashboard	Receipts Data	💄 User Mana	agement ₹ Co	llection Centre N	lanagement 💷	Reports								
Transactions no	ot yet submitted by	collection centre	s											
Transactions su	Ibmitted but not Ap	proved by Admir	ns											
Transactions A	oproved in last two	weeks												
	oval													
Pending for Appr	0.1.01													
Pending for Appr Created on	Collection Centre	User	Cash receipts	Cash amount	Cheque receipts	Cheque amount	DD receipts count	DD amount	Total Amount	Total Receipts	Cancelled Receipts	Receipt	Approved	Select
Pending for Appr	Collection Centre	User	Cash receipts count	Cash amount	Cheque receipts count	Cheque amount	DD receipts count	DD amount	Total Amount	Total Receipts count	Cancelled Receipts count	Receipt Type Modified count	Approved Status	Select
Created on	Collection Centre	User	Cash receipts count	Cash amount	Cheque receipts count	Cheque amount	DD receipts count	DD amount	Total Amount	Total Receipts count	Cancelled Receipts count	Receipt Type Modified count	Approved Status	Select
Created on 20 Sep 2016 01:33:58 PM	Collection Centre 014728001 - OFFICE	User cashierT01	Cash receipts count	Cash amount	Cheque receipts count	Cheque amount	DD receipts count	DD amount 600	Total Amount 2450	Total Receipts count	Cancelled Receipts count	Receipt Type Modified count	Approved Status Pending	Select All
20 Sep 2016 01:33:58 PM 16 Sep 2016 01:33:57 PM	Collection Centre 014728001 - OFFICE 014728001 - OFFICE	User cashierT01 cashierT01	Cash receipts count 2 4	Cash amount 1350 1030	Cheque receipts count 1	Cheque amount 500 320	DD receipts count	DD amount 600 2090	Total Amount 2450 3440	Total Receipts count 4 8	Cancelled Receipts count 0	Receipt Type Modified count 0	Approved Status Pending Pending	Selecc
20 Sep 2016 01:33:58 PM 16 Sep 2016 12:45:57 PM	Collection Centre 014728001 - OFFICE 014728001 - OFFICE	User cashierT01 cashierT01	Cash receipts count 2 4	Cash amount 1350 1030	Cheque receipts count	Cheque amount	DD receipts count	DD amount 600 2090	Total Amount 2450 3440	Total Receipts count 4 8	Cancelled Receipts count 0	Receipt Type Modified count 0	Approved Status Pending Pending	Select

A list of all such transactions approved by Supervisors will be displayed for Accounts user. (S)he has to tally the amount in the bank accounts against the records in the list. (S)he should also verify the amounts against the bank pay slip submitted by Supervisors.

Once the amounts have been checked, accounts user can select which all records he will approve for B60creation. (S)he will select appropriate rows, click on the 'I have confirmed that the cash/cheque received are as per bank statement.' checkbox and then click on 'Approve Selected Files' button.

🖊 🛃 Approve Coll	lection ×												· _	8
← → C 🛈 la	ocalhost:8085/occs/a	pproveCashColle	ctionFiles#										ର୍ 🖣 🕆	☆ 📦
✿ Dashboard	Receipts Data	💄 User Man	agement ₹ (Collection Centre N	lanagement 🖩	Reports								
Transactions no	t yet submitted by	collection centre	25											
Transactions sul	bmitted but not Ap	proved by Admi	ns											
Transactions Ap	proved in last two	weeks												
Pending for Appro	val													
Created on	Collection Centre	User	Cash receipts count	Cash amount	Cheque receipts count	Cheque amount	DD receipts count	DD amount	Total Amount	Total Receipt count	ts Cancelled Receipts count	Receipt Type Modified count	Approved Status	Select All
20 Sep 2016 01:33:58 PM	014728001 - OFFICE	cashierT01	2	1350	1	500	1	600	2450	4	0	0	Pending	۲
16 Sep 2016 12:45:57 PM	014728001 - OFFICE	cashierT01	4	1030	1	320	3	2090	3440	8	0	0	Pending	
01 Sep 2016 04:10:57 PM	014728001 - OFFICE	cashierT01	28	14261	1	600	1	200	15061	30	0	0	Pending	
		Cash Rec	eipts Tota	Cash (₹) Amount	Total Che	que Receipts	Total Cheque	(₹) Amount	Total DD Rec	eipts T	Fotal DD (₹) Amount	Gr	and Total	
		6	5	2380		2		820	4		2690		5890	
 I have confirm Approve Select 	med that the cash/che ted Files 🗸	eque received are a	as per bank staten	ient.										

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A message saying 'All selected files are Approved' will be alerted. After clicking on 'OK', a report will be downloaded.

C C K	CARAN Stibusion Co. Ltd.	pproveCashColled	ctionFiles#	Onli	localhost:808 All selected file:	5 says: s are Approved. page from creati	ing additional dial	× logues.		User : 0188 Assistant A Office : 728	34077 - Mrs. Smita Nara ccountant 3 - GADKARI S/DN.	ale,	<u></u>	7
								ОК		Accounts U	iser Logou	л		
Dashboard	Receipts Data	💄 User Man	agement ₹ C	ollection Centre M	Management 🖩	Reports								
nsactions no	t yet submitted by	collection centre	25											
nsactions su nsactions Ap	bmitted but not Ap	proved by Admi weeks	ns											
ding for Appro	wal					Loa	ading							
Created on	Collection Centre	User	Cash receipts count	Cash amount	Cheque receipts count	Cheque amount	DD receipts count	DD amount	Total Amount	Total Receipts count	Cancelled Receipts count	s Receipt Type Modified count	Appro Statu	us
20 Sep 2016 01:33:58 PM	014728001 - OFFICE	cashierT01	2	1350	1	500	1	600	2450	4	0	0	Pendi	lin
16 Sep 2016 12:45:57 PM	014728001 - OFFICE	cashierT01	4	1030	1	320	3	2090	3440	8	0	0	Pendi	lin
01 Sep 2016 04:10:57 PM	014728001 - OFFICE	cashierT01	28	14261	1	600	1	200	15061	30	0	0	Pendi	lir
		Cash Rec	eipts Total	Cash (₹) Amount	Total Che	que Receipts	Total Chequ	e (₹) Amount	Total DD Re	eceipts Tot	tal DD (₹) Amount	t G	irand To	C
														ŕ
		Untitled	- Google Chird	ome									0,1	1
out:plank													~	í
OUTIDIANK							m			User : 0188407 Assistant Acco	77 - Mrs. Smita Narale, untant		~	
OUTDIANK							m			User : 0188407 Assistant Accor Office : 728 - G Accounts User	77 - Mrs. Smita Narale, untant ADKARI S/DN. LOGOUT		~	
OUTDIANK							m			User : 0188407 Assistant Accor Office : 728 - G Accounts User	77 - Mrs. Smita Narale, untant ADKARI S/DN. LOGOUT			
Jouttolank							m			User : 01188407 Assistant Accol Office : 728 - G Accounts User	77 - Mrs. Smita Narale, untant ADKARI S/DN. LOGOUT			
OUCDIANK						3	m			User : 0188407 Assistant Acco Office : 728 - G Accounts User	7 - Mars Smita Narale, untant ADKARI STDN. LOGOUT			
ooutolank						2	m			User : 0188407 Assistant Acco Office : 728 - G Accounts User	77 - Mrs. Smita Narale, untant ADKARI STDN. LOGOUT			
Jourdolank	Ļ					3	m			User : 0188407 Assistant Acco Office : 728 - G Accounts User	77 - Mrs. Smita Narale, Antant Adkarı Si'dn. Logout			
					SF	iow all X	m			User : 0188407 Assistant Acco Office : 728 - G Accounts User	7 - Mrs. Smita Narale, untant ADKARI STDN. LOGOUT			
IT_Wise_Af	pprpdf ^	User	Cash receipts count	Cash amount	Sh Cheque receipts count	now all X Cheque amount	m	DD amount	Total Amount	User: 0188407 Assistant Acco Office : 728 - G Accounts User	7 - Mrs. Smita Narale, untant ADKARI SIDN. LOGOUT CGUT	Receipt A Type Modified count	A Provide the second seco	
IT_Wise_A Created on	pprpdf ^ Collection Centre	User	Cash receipts count 28	Cash amount 14261	SP Cheque receipts count 1	Now all X Cheque amount	m	DD amount 200	Total Amount 15061	User: 0188407 Assistant Acco Office : 728 - G Accounts User	7- Mrs. Smita Narale, Juntant ADKARI S/DN. LOGOUT	Receipt Modified Count	pproved Status	

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This report will contain IT center wise collection. Accounts user can save this report for further note.

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD Online Cash Collection System Version 1.0

IT Centre Wise Approved Files Report

Date - 20-Sep-2016 02:13:49 PM Files approved by - 01884077 - Mrs. Smita Narale Belonging to office - 728 - GADKARI S/DN. Circle - 539 - THANE (U) CIRCLE Zone - 053 - BHANDUP (U) ZONE

Sr. No	IT Centre Code	Circle Code	Billing Unit	Collection Centre	Receipt Date	Sum of Amount	Count of Receipts
1	21	539 - THANE (U) CIRCLE	4728	014728001	01-Sep-2016	2610	6
2	21	539 - THANE (U) CIRCLE	4728	014728001	06-Sep-2016	30	1
3	21	539 - THANE (U) CIRCLE	4728	014728001	16-Sep-2016	800	1
4	21	539 - THANE (U) CIRCLE	4728	014728001	20-Sep-2016	2300	3
5	35	600 - NASIK CIRCLE	4829	014728001	20-Sep-2016	150	1
Tetals						5900	12

**Above amounts are tallied with the Bank Account by me.

Recently approved records will now move up in the 'Transactions approved in last two weeks' heading. Accounts user can also view a summary of transactions submitted but not yet approved by Supervisors. They can also view transactions that are not yet submitted by Cashiers.

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Approve Colle	ection × 🔼													I	
C 🛈 loc	calhost:8085/occs/ap	proveCashColle	ctionFiles#											Q	☆
nsactions not	t yet submitted by co	ollection centre	25												
ecords.															
sactions sub	omitted but not App	roved by Admi	ns												
	Descript Dete		C-11-				User ID			Develop Count		Develop			
ĸ	Receipt Date		Collec	cuon Centre C	.ode		User ID			Receipt Count		Receipt	Amount		
2	22 Aug 2016			014728001			cashierT02			1		72	20		
nsactions App	proved in last two w	eeks													
nsactions App Approved or	proved in last two w	eeks re User	Cash receipts count	Cash amount	Cheque receipts	Cheque	DD receipts	DD	Total Amount	Total Receipts count	Cancelled Receipts count	Receipt Type M count	lodified	Approved S	ita
Approved or 16 Sep 2010 12:4	Collection Cent Ol4728001 - OfFICE - OFFICE -	eeks re User cashierT01	Cash receipts count 4	Cash amount 1030	Cheque receipts	Cheque emount 320	DD receipts count	2090	Total Amount 3440	Total Receipts count	Cancelled Receipts count	Receipt Type M count	lodified	Approved S	ita
Approved or Approved or 16 Sep 2016 12:4 20 Sep 2015 01:3	Collection Cent 45:57 014728001- OFFICE - OFFICE - OFFICE - OFFICE -	re User cashierT01 cashierT01	Cash receipts 4 2	Cash amount 1030 1350	Cheque receipts	Cheque amount 320 500	DD receipts sound 3	2090 600	Total Amount 3440 2450	Total Receipts count 8 4	Cancelled Receipts 0	Receipt Type M count 0	lodified	Approved S Approve Approve	ite M
Approved or Approved or 16 Sep 2010 124 20 Sep 2016 01:3	Collection Cent 45:57 014728001 - 0FFICE - 0FFICE - 0FFICE - 0FFICE -	eeks User CashierT01 CashierT01	Cash receipts count 4 2	Cash amount 1030 1350	Cheque receipts router 1 1	Cheque emount 320 500	DD receipts source 3 1	2090 600	Total Amount 3440 2450	Total Receipts count 8 4	Cancelled Receipts count 0	Receipt Type M count 0	lodified	Approved S Approved Approve	ita
Approved or 16 Sep 2016 12:4 PM 20 Sep 2016 01:3 PM Ling for Approv Created on	Collection Cent 45:57 014728001 - OFFICE - O	eeks Te User CashierT01 CashierT01 User User	Cash receipts count 4 2 Cash receipts	Cash amount 1030 1350 Cash amo	Cheque receipts	Cheque emount 320 500 ts Cheque arr	DD receipts sound 1 DD receipts	2090 600	Total Amount 3440 2450 DD amount	Total Receipts courts 8 4 Total Amount	Cancelled Receipts	Receipt Type M count 0 0	Receipt	Approved S Approve Approve	Sta
Approved or Approved or 16 Stor Port Port 20 September 20 September 20	ASS7 014728001- OFFICE - OFFICE - OFFICE - OFFICE - Collection Centre	eeks re User cashierT01 cashierT01 User User	Cash receipts count 2 Cash receipts count	Cash amoynt 1030 1350 Cash amo	Cheque receipts rount 1 1 Cheque receipt	Cheque ensemble 320 500 500	DD receipts 3 1 DD receipts	2090 600 pts count	Total Amagent 3440 2450 DD amount	Total Receipts count 8 4 Total Amount	Cancelled Receipts count 0 0 Total Receipts	Receipt Type M count 0 0	Receipt Type Motified count	Approved S Approved Approved Status	Sta

B60 file will be created overnight and will be made available to all the respective IT centers on the development portal.

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3.2) Raise new collection center request

New collection center's request has to be raised by Sub-Divisional Accounts user. Go to **Collection Centre Management -> New Collection Centre Request** to get this page. Enter Collection Center name, select agency code. Click on 'Save' button to submit this request.

			Onl	ine Cash C	ollection System	Accountant	sistant
MALA\//17	ADAN			Ver	sion 2.0	728 - GADKARI S/DN.	
aharashtra State Electricity Di	ARAN tribution Co. Ltd.					Role - ACCOUNTS_SUBDIVISION	
							LOGOUT
Home 🖪 Col	ection Centre Management	₹ Transaction Management	Downloads	5 🔟 Reports	🚍 Profile *		
New C	ollection Centre Request						
Manag	e New Collection Centre Request						
eauest for	a new Collection Co	enter					
- 1							
Collection Center Name*	Name						
Collection Center Name*	Name						
Collection Center Name* Zone	Name 053 - BHANDUP (U) ZONE			Circle	539 - THANE (U) CIRCLE		
Collection Center Name* Zone Division	Name 053 - BHANDUP (U) ZONE 553 - THANE DIVISION-I			Circle Sub-Division	539 - THANE (U) CIRCLE 728 - GADKARI S/DN.		
Collection Center Name* Zone Division Billing Unit	Name 053 - BHANDUP (U) ZONE 553 - THANE DIVISION-I 4728			Circle Sub-Division Agency Code ⁴	539 - THANE (U) CIRCLE 728 - GADKARI S/DN. Select		

After saving, following message will be displayed if the transaction was successful – '**New Request saved**.'

Maharashira State Electricity Datr	ARAN boton Co. Ltd ction Centre Management ₹ Transaction Management ■ Downloads	185 says: saved. ана керогсь стр	OK .	01884077 - Mrs. Smita Narale - Assistant Accountant 728 - GADKARI S/DN, Role - ACCOUNTS_SUBDIVISION LOGOUT
Request for a	a new Collection Center			
Collection Center Name*	New Departmental CC			
Zone	053 - BHANDUP (U) ZONE	Circle	Loậaិអិត្ថȚ.HANE (U) CIRCLE	
Division	553 - THANE DIVISION-I	Sub-Division	728 - GADKARI S/DN.	
Billing Unit	4728	Agency Code*	01 - DEPARTMENTAL	Ŧ
Remark	tward Number - 015	Add Another Save		

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DIVISIONAL ACCOUNTS USER

For collection centres where cash tally is done at Division level.

Divisional accounts users have the right to approve the transactions done by collection centers falling under their office.

Accounts user will login with his RAPDRP credentials. Select user type as 'MESDCL Employee'

- Enter occs.mahadiscom.in/occs in your browser.
- On the login screen, select user type as 'MESDCL Employee'
- Use your RAPDRP credentials to get an access to the system.

Maharashira Slate Electricity Distribution Co. Ltd.	Online Cash C	ollection System	
	User Login		
	User Type MSEDCL Emplo	vee v	
	User ID OCCS0005		
	Password		
		Login	
	User and the	ir functionalities	
Cashier	Supervisor	Accounts	Head Office
Receipt Punching	 Create Cashier Users Approve Transactions of Cashier and submit amounts in MSEDCL's account. 	 Create/Disable Collection Centre Users Approve cash collection filestransactions submitted by Admins 	 Manage Bank Master. Manage Collection Centre Master.

Accounts user's CPF number, name, designation, office code, office name, role in the system i.e. 'Accounts User' will be displayed on the header.

VERSION 1.0

4.1) Add Existing Collection Center Information

We do not have information like details of the SD amount deposited, PAN, contact person of our existing collection centers. This information has to be filled by the Divisional/Sub-divisional accounts user.

To fill this information go to **Collection Centre Management -> Add Existing Collection Centre Information**

			Or	line Ca	sh Colle	ection Sys	stem			OCCS00 Dy Mana	05 - Dummy Onli ager(Finance and	ne cash coll Accounts)	ection,
		N				Version 1.0					553 - `	THANE DIVIS	510N - I
mangingener	, one country partonen or.									Role : ACCO	OUNTS_DIVISION	L	DGOUT
🖀 Home 💄	User Management	Colle	ction Centre	Management		₹ Transaction	Management	🛔 Download	ds 🗈 Rep	orts			
		Add Exis	sting Collect	ion Centre Info	ormation								
Transactions n	ot yet submitted by o	collection ce	ntres										
Transactions s	ubmitted but not Ap	proved by Ac	dmins										
Transactions A	pproved in last two v	weeks											
Pending for Ap	proval												
Created on	Collection Centre	User	Cash receipts	Cash amount	Cheque receipts	Cheque amount	DD receipts count	DD amount	Total Amount	Total Receipts	Cancelled Receipts	Receipt Type Modified	Approved Status

a. Collection Centre and Collection Centre Name -

In the field- 'Collection Centre', start typing the collection centre code. A list of possible collection centre codes will be suggested by the application. Choose one from the list, if collection centre's name is available in the database, it will be populated, otherwise the name field will be enabled and user has to enter the collection centre name.

VERSION 1.0

								Role : ACCOUN	TS_DIVISION	LOGOUT
Home 💄 U	ser Managemen	nt 📕 Collection C	Tentre Management ₹	Transaction Manage	ement 🛔	Downloads 💷	Reports			
					Downi	oad as PDF 🖻	Save 🖴		Add Anot	her +
		_	Addit	ional Collection	Centre	Information		•		
Collection Center *	0	Collection Center Name*		Di	vision *			Sub-Division *		
Billing Unit *	014540002 014540011	Contact Name *	Enter Contact Person's	Name	Nobile *	Enter Contact Pers	on's Mobile	Email *	Enter Conta	ct Person's Email a
Address	014655002 014728001	ress of Collection Ce	entre							
Landmark	024655020	dmark of Collection	Centre							
Se	024655053	er * ENTER SERV	/ICE TAX NO.	PAN *	ENTER	AN NUMBER	Maxi allow users	mum ed cashier		
Is Agr	024655069	d? *	•	From Date	=		To Da	ate		

- b. Division, Sub-Division and Billing Unit will be auto populated.
- c. Contact Name, Mobile and Email of the person responsible for the collection centre have to be entered.
- d. Enter Address and Landmark of the collection centre.

MAH		AN	Online Cash Collectio	on System		OCCS0005 - Dy Manager(Dummy Online ca Finance and Acco 553 - THAN	ash collection, punts) NE DIVISION - I
manarashi a da		o. cm.				Role : ACCOUNT	'S_DIVISION	LOGOUT
🎢 Home 💄 U	ser Managemen	it 📃 Collection C	Centre Management ₹ Transaction	n Management	🛎 Downloads 💷 Reports			
				_				
			Additional Cal	Down	nload as PDF 🖄 Save 🖹		Add Anoth	her 🕇
				lection Centre				
Collection Center *	Start typing	Collection Center Name*		Division *		Sub-Division *		
Billing Unit *		Contact Name *	Enter Contact Person's Name	Mobile *	Enter Contact Person's Mobile	Email *	Enter Contac	t Person's Email a
Address	* Enter Add	lress of Collection Ce	entre					
Landmark	* Enter Lan	dmark of Collection	Centre					

- e. Enter Service Tax Number, PAN Number
- f. Maximum allowed cashier users -

Value in this field will set a limit to the maximum number of cashier users permitted at this collection centre. This number does not include the number of supervisor users. Number of cashier users is equal to the number of people responsible for collection bills at counters. This number will decide how many users the supervisor will be able to create for his collection centre.

- g. Select whether the agreement with this collection centre has been executed or not, if yes, fill in the agreement dates.
- h. Cash Payments These fields are required for maintaining information about the bank where this collection centre deposits its cash amounts.

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- a. Start typing the main bank name in the Bank field. A list of possible bank names will be suggested.
- b. Start typing the branch name in Bank Branch field. A list of possible branch names will be suggested.
- c. Enter the bank account number.
- d. Enter GL Code.
- i. Cheque Payments These fields are required for maintaining information about the bank where this collection centre deposits its cheques.
 - a. Start typing the main bank name in the Bank field. A list of possible bank names will be suggested.
 - b. Start typing the branch name in Bank Branch field. A list of possible branch names will be suggested.
 - c. Enter the bank account number.
 - d. Enter GL Code.

	Enter Address (of collection centre						
Landmark *	Enter Landmar	of Collection Centre						
Servic	e Tax Number *	ENTER SERVICE TAX NO	0.		PAN *	ENTER PAN NUMBER	Maximum allowed cashier users *	
Is Agreem	ent executed? *	Select	¥	From Dat (MM/DD/	ie YYYY)	m	To Date (MM/DD/YYYY)	iii
Cash Payments								
Bank	Start typing Ma	in Bank's name.	Bank	Branch	Start typ	ing Branch's name.		
Account Number	ENTER ACCOUN	NT NUMBER		IFSC			GL Code	
Cheque Payments								
Bank	Start typing Ma	in Bank's name.	Bank	Branch	Start typ	ing Branch's name.		
Account Number	ENTER ACCOUN	NT NUMBER		IFSC			GL Code	

j. SD Receipts Details

Enter details about the Security deposit amount collection from this centre.

To fill in the details about the SD, click on the blue color plus '+' sign to add a row to the table.

In the type field – select whether it's a Cash or Bank Guarantee. Enter respective amounts, receipts numbers. In case of bank guarantee, enter the bank guarantee expiry date.

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Cheque Paymer	nts								
В	ank Start typ	ng Main Bank's name	e. Bar	k Branch	Start typing Branch	's name.			
Account Num	ber ENTER A	COUNT NUMBER		IFSC			G	L Code	
	- 11-								
SD Receipts Det	alls								
SD Amo	bunt Deposited	Enter SD Amount							
Sr. No.	Туре	An	nount in Rs.(₹)	Rece	pt No.	Receip	t Date (MM/DD/YYYY)	Bank Guarantee Expiry (MM/DD/YYYY)	Date +
1	Select	•	SD Cash Amount	Re	ceipt Number			iii	
					Down	oad as PDF 🛙	Save 🖪	Ad	d Another 🕇

Fill all the details and click on 'Save' button to submit this information.

After filling and validation a message 'Information Updated' will be given, after which click on 'Add Another'button to proceed with another centre. To download filled information in PDF, enter the collection centre code, the 'Download as PDF'button will be enabled. Click on it to download thiscollection centre's information.

4.2) <u>Creating Supervisor Users</u> -

Accounts user at Division level will create Supervisor users for all the collection centers under their office.

NOTE – Supervisor users for a collection center cannot be created if that collection center's information is not updated.

To create supervisors, click on User Management from the top menu and Select 'Create User'

Approve Collection ×			Page	52
C 0 10.04.72:8080/occs/	approveCashCollectionHiles	Online Cash Collection System Version 2.0.3.2.6	OCC50005 - Dummy Online cash collection - Dy Manager(Finance and Accounts) 553 - THANE DIVISION-I Role - ACCOUNTS_DMISION LOGOUT	¥ :
🗄 Home 🛛 🖉 Receipts Data	User Management	 Collection Centre Management ₹ Transaction Management O Cheque and DD Management ▲ Downloads 	File Management	
	Disable User Created Users Details	Profile *		
	Assign Additional Charge			1

Start typing collection center code, a list of possible codes will be displayed. Select one.

				and a second	LOGOUT
Cash Taily Details * Profile * Add New Collection Centre User *All fields are mandagement * Cransaction Management * In an anagement * Cransaction Management * Cransaction * Cransaction * Construction * Constructio					-lands III Based
Cash Taily Details Profile Add New Collection Centre User * All fields are mandatory Select User Type Cashler Supervisor * Collection Center 01 Collection Center 01 Make sure this collection center 014055002 - ABC User ID 014055002 - ABC Password 014728003 - Test New CC 16 014728009 - Test New CC 19 014728009 - Test New CC 19 Mobile Number 014728009 - Test New CC 11 014728009 - Test New CC 11 014728009 - Test New CC 12 014728009 - Test New CC 13 014728009 - Test New CC 13 014728009 - Test New CC 11 014728009 - Test New CC 12 014728009 - Test New CC 12 014728009 - Test New CC 13 014728009 - Test New CC 14 014728009 - C002 014728009 - Test New CC 15 014728009 - C002 014728009 - Test New CC 14 014728009 - C003 14728001 - Test New CC 14 014728007 - Test New C14 014728001 - Test New C14 014728007 - Test New C14	Home a Receipts Data	oser Management	E Collection Centre Mana	sgement 🤟 management 🔳 Pile Management 🔍 Cheque and DD Management 🛸 Dow	moads un Repor
Add New Collection Centre User * All fields are mandatory Select User Type Cashier Supervisor • Collection Center 01 Marke Sure Histo Sollection centeres: 01 User ID 014655002 - ABC Cente 014728003 - Test New CC 16 014728003 - Test New CC 16 014728003 - Test New CC 19 014728003 - Test New CC 11 014728003 - Test New CC 11 014728003 - Test New CC 15 014728003 - Test New CC 15 014728003 - Test New CC 15 014728003 - Test New CC 15 014728003 - Test New CC 15 014728003 - Test New CC 15 014728003 - Test New CC 15 014728003 - Test New CC 15 014728003 - Test New CC 15 014728003 - Test New CC 15 014728003 - Test New CC 15 014728003 - Test New CC 15 014728003 - Test New C2 15 014728003 - Test New C3 15 014728003 - CC 003 014728003 - CC 003 114728003 - Test New K3 014728003 - Test New K3 014728003 - Test New K3 014728003 - Test New K2 15 014728003 - CC 003 014728003 - Test New K2 15 014728003 - CC 003 014728003 - Test New K2 15 014728003 - CC 003 014728003 - Test New K2 15	Cash Tally Details * 🆀 Profi	le *			
All fields are mandatory Select User Type Cashier Supervisor Ol O				Add New Collection Centre Licer	
Select User Type Cashier Supervisor • Collection Center Information baseden filled Information baseden		* All fields are man	datory	Add New Collection Centre Oser	
Select User Type Cashler Supervisor • Collection Center Information has been filled User ID 01 User ID User ID 014555002 - ABC Centre 014728001 - ABC 014728005 - Test New CC 16 014728005 - Test New CC 19 014728006 - Test New CC 19 154540002 154540002 - Test New CC 11 014728006 - Test New CC 11 014728009 - Test New CC 11 014728008 - Test New CC 15 014728009 - Test New CC 15 Add collection centres whose information for the Number 014728004 - CC 002 If 1478001 - Test New CC 15 014728003 - Test New CC 15 Add collection centres whose information for the Simple inf					
Cashier Supervisor • Collection Centers Make sure this collection centers 01 Make sure this collection centers 01455002 - ABC Centre 014728001 - ABC 014728003 - Test New CC 16 014728005 - Test New CC 19 014728000 - Test New CC 19 Mobile Number Mobile Number Mobile Number Mobile Number Sr.No. Collection centres whose information Sr.No. Collection centres whose information 14728001 - Test New CC 15 014728002 - CC 002 14728002 - CC 001 014728003 - Test New CC 15 014728003 - Test New CC 15 014728003 - CC 002 14728003 - Test New CC 15 014728003 - CC 003 14728003 - Test New CC 15 014728003 - CC 003 14728003 - Test New CC 14 014728003 - Test New CC 14 014728003 - Test New CC 14 014728003 - Test New CC 14					
Collection Center information has been filled 01 User ID User ID 014555002 - ABC Centre 014728001 - ABC 014728005 - Test New CC 16 014728006 - Test New CC 19 014728001 Image: Strain Strai			Select User Type	Cashier Supervisor 🔻	
Collection Center 01 Information has been filled 01450002 - Temp Name User ID User ID Password Password Ol4055002 - ABC Centre 014728005 - Test New CC 16 014728006 - Test New CC 19 Isfs40001 Ol4728005 - Test New CC 11 Ol4728006 - Test New CC 11 Ol4728008 - Test New CC 15 Ol4728008 - Test New CC 15 Ol4728004 - CC 002 Ol4728003 - Test New CC 15 Ol4728004 - CC 002 Ol4728003 - Test New CC 15 Ol4728004 - CC 002 Ol4728003 - Test New CC 15 Ol4728003 - Test New CC 15 Ol4728004 - CC 002 Ol4728003 - Test New CC 15 Ol4728003 - Test New CC 16 Ol4728003 - Test New CC 15 Ol4728003 - Test New CC 16 Ol4728003 - Test New CC 14 Ol4728003 - Test New CC 14 Ol4728003 - Test New CC 14					
Information has been filled User ID User ID Password Password Ol455002 - ABC Centre Ol4728001 - ABC Ol4728005 - Test New CC 16 Ol4728006 - Test New CC 19 IS4540001 Ol4728001 - Test New CC 11 Ol4728000 - Test New CC 11 Ol4728000 - Test New CC 11 Ol4728000 - Test New CC 17 Ol4728000 - Test New CC 15 Ol4728000 - Test New CC 15 Ol4728000 - C002 Ol4728003 - CC 003 Idvalues Idvalues <td< td=""><td></td><td>[Make :</td><td>Collection Center sure this collection center's</td><td></td><td></td></td<>		[Make :	Collection Center sure this collection center's		
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Password 014728005 - Test New CC 16 014728006 - Test New CC 19 014728006 - Test New CC 19 Identified in the sequence of the s		Use	r ID User ID	014728001 - ABC	
Passedid Passedid 014728006 - Test New CC 19 154540001 154540001 Mobile Number Mobile Number Mobile Number 014728009 - Test New CC 11 Add collection centres under supe 014728008 - Test New CC 15 Collection centres under supe 014728002 - CC 002 Ionly those collector centres whose inform 014728003 - CC 001 Sr.No. Collector Centre Code 14728001 - Test New CC 14 014728003 - CC 003 014728001 - Test New CC 14 014728001 - Test New CC 14		Bassie	Descured	014728005 - Test New CC 16	
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Mobile Number 014728009 - Test New CC 11 Mobile Number Mobile Number 014728010 - Test New CC 17 Add collection centres under supe 014728008 - Test New CC 15 Add collection centres under supe 014728002 - CC 002 formula 014728002 - CC 001 Sr.No. Collection Centres collection 014728003 - CC 003 14728001 - Test Remark 3 014728007 - Test New CC 14 014728001 - Test New CC 14 014728001 - Test New CC 14			Enter a password of with alphabets or numb	154540001	
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Add collection centres under supe 014728008 - Test New CC 15 Add collection centres under supe 014728004 - CC 002 [only those collection centres whose inform 014728002 - CC 001 Sr.No. Collection Centre Code [Add User 014728001 - Test Remark 3 014728007 - Test New CC 14 014728001 - Test 113		Mobile Num	ber Mobile Number	014728010 - Test New CC 17	
Add Collection centres under supe 04728002 - CC 002 Ionly those collection centres whose inform 014728002 - CC 001 Sr.No. Collection Centre Code Id4728001 - Test Remark 3 014728007 - Test New CC 14 044728001 - Test 113 044728001 - Test 113				014728008 - Test New CC 15	
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Add User 014728007 - Test New CC 14 044728001 - Test 113		Sr.No. Co	bliection Centre Code	144728001 - Test Remark 3	
044728001 - Test 113			L Add User	014728007 - Test New CC 14	
				044728001 - Test 113	

If information for this collection center is not updated, following error message will be displayed. If this happens, refer to point 6.1 - <u>Add Existing Collection Center Information</u> to fill collection center's information.

VERSION 1.0		Page 53
Create New Collection C: ×		
← → C ① Not secure 10.0.2.61:8080/occsTest/userCreation		☆ :
1 Ir Maharashtra State Electricity Distribution Co. Ltd	0.0.2.61:8080 says: formation for this collection centre has not been filled.	OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts) 553 - THANE DIVISION-I Role - ACCOUNTS_DIVISION
🏶 Home 🖉 Receipts Data 💄 User Management 関 Collect	ion Centre Management 🔻 Transaction Management 📲 File Managem	ent O Cheque and DD Management
* All fields are mandatory	Add New Collection Centre User	
Select User	Type Cashier Supervisor •	

Supervisor users :

Cashier Supervisor -

Cashier Supervisor is a Supervisor belonging to individual collection center that are not associated to any banks. They may/may not follow hierarchy in terms of physical collection centers.

SUPERVISORS of Departmental collection centers, agencies with single collection centers, agencies with multiple collection centers can be termed as Cashier Supervisors.

Process -

- 1) Select User Type as 'Cashier Supervisor' from the drop down.
- 2) Start typing the collection center name or code and all the matching results will be suggested. Choose one that matches the collection center of which you're creating Supervisor user.
- 3) Enter a user ID for Supervisor, if it is already present an error message will be shown.
- 4) Enter Supervisor's name.
- 5) Create a password for Supervisor.
- 6) Fill in the mobile number (mandatory) and email ID (optional).
- 7) Click on 'Add User' button.
- 8) **Optional:** If multiple collection centers under supervisor then those can be added under supervisor by clicking '+' button.

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User id already present.

Add New Collection Centre User

* All fields are mandatory

This user ID already exists, please enter another one

	Select User Type	Cashier Super	Cashier Supervisor 🔻					
(Make sure this] informat	Collection Center collection center's ion has been filled]	014728009 - Test	New CC 11					
User ID	superTest007		User Name	User Name				
Password Password			Re-type	Re-type Password				

	VE	RS	ON	1.0
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	User superTest00 crea Add Another	7 - Super Test 007 ted .			
	Select User Type	Cashier Superviso	r •		
[Make sure thi informa	Collection Center is collection center's tion has been filled]	014728007 - Test Ne	w CC 14		
User ID	superTest007		User Name	Super Test 007	
Password			Re-type Password		Optional: In Case
	• Enter a password o characters with alphab	f maximum six ets or numbers			of Multiple Collection centers
Mobile Number	9800098000		Email	super@gmail.com	Under Supervisor
d collection	tion centres under s tion centres whose in ection Centre Code	upervisor's collec	tion centre (if a	gestion list]	
014	4728002 - CC 001				

If all the details are correctly filled a success message will be displayed. Click on 'Add Another' to create next Supervisor User.

4.3) Approving transactions submitted by Supervisors.

Under the heading 'Pending for approval', accounts user will be able to see the transactions approved by Supervisor users. As you can see on the top is the row that was recently approved by our Supervisor User.

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Approve Co	llection ×												<u> </u>	
	ocalnost:8085/occs/a	pproveCashCollec	tionFiles	• *						User : 01884	077 - Mrs. Smita Narale	۱	्म	¥ 0
MAHAVI	TARAN			Onlin		ection Syste	em			Office : 728 -	GADKARI S/DN.			
Maharashtra State Electricity D	istribution Co. Ltd.				version	n 1.0				Accounts Use	r LOGOUT			
# D		•												
Dashboard	Receipts Data	User Mana	igement ₹ Co	llection Centre N	lanagement 🛄	Reports								
Transactions n	ot yet submitted by	collection centre	s											
Transactions su	ibmitted but not Ap	proved by Admir	ıs											
Transactions A	oproved in last two	weeks												
Pending for Appr	oval													
Created on	Collection Centre	User	Cash receipts	Cash amount	Cheque receipts	Cheque amount	DD receipts count	DD amount	Total Amount	Total Receipts	Cancelled Receipts	Receipt	Approved	Select
			count		count					count	count	Modified	Juitas	750
20 Sep 2016	014728001 - OFFICE	cashierT01	2	1350	1	500	1	600	2450	4	0	0	Pending	•
20 Sep 2016 01:33:58 PM	014728001 - OFFICE	cashierT01	2	1350	1	500	1	600	2450	4	0	0	Pending	
20 Sep 2016 01:33:58 PM 16 Sep 2016 12:45:57 PM	014728001 - OFFICE 014728001 - OFFICE	cashierT01 cashierT01	2	1350	1	500	3	600 2090	2450 3440	4	0	0	Pending Pending	

A list of all such transactions approved by Supervisors will be displayed for Accounts user. (S)he has to tally the amount in the bank accounts against the records in the list. (S)he should also verify the amounts against the bank pay slip submitted by Supervisors.

Once the amounts have been checked, accounts user can select which all records he will approve for B60creation. (S)he will select appropriate rows, click on the 'I have confirmed that the cash/cheque received are as per bank statement.' checkbox and then click on 'Approve Selected Files' button.

Approve Coll	lection ×													<u> </u>	8
← → C 🛈 k	ocalhost:8085/occs/a	pproveCas	hCollectionFil	es#										Q 🖣	☆ 🕥
A Dashboard	Receipts Data	🛔 Use	r Manageme	nt ₹ Ci	ollection Centre M	lanagement 🖩	Reports								
Transactions no	t yet submitted by	collection	<u>centres</u>												
Transactions su	bmitted but not Ap	proved by	Admins												
Transactions Ap	proved in last two	weeks													
Pending for Appro	val														
Created on	Collection Centre	User	Ca	h receipts count	Cash amount	Cheque receipts count	Cheque amount	DD receipts count	DD amount	Total Amount	Total Recei count	count Cancelled Receipts	Receipt Type Modified count	Approved Status	Select All
20 Sep 2016 01:33:58 PM	014728001 - OFFICE	cashier	T01	2	1350	1	500	1	600	2450	4	0	0	Pending	۲
16 Sep 2016 12:45:57 PM	014728001 - OFFICE	cashier	T01	4	1030	1	320	3	2090	3440	8	0	0	Pending	
01 Sep 2016 04:10:57 PM	014728001 - OFFICE	cashier'	T01	28	14261	1	600	1	200	15061	30	0	0	Pending	
		Cas	sh Receipts	Total (Cash (₹) Amount	Total Che	que Receipts	Total Cheque	(₹) Amount	Total DD Rec	eipts	Total DD (₹) Amount	Gr	and Total	
			6		2380		2		820	4		2690		5890	
I have confirm Approve Select	med that the cash/che	que receive	ed are as per b	ank stateme	ent.										

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A message saying 'All selected files are Approved' will be alerted. After clicking on 'OK', a report will be downloaded.

Approve Col	lection ×												÷
	TARAN	pproveCashColle	ctionFiles#	Onli	localhost:808 All selected file	35 says: s are Approved.	_	×		User : 0188 Assistant A Office : 728	4077 - Mrs. Smita Nara ccountant - GADKARI S/DN.	le,	Q
ashtra State Electricity Di	stribution Co. Ltd.				Prevent this	page from creati	ing additional dial	ogues. OK		Accounts U	iser LOGOU	т	
Dashboard	Receipts Data	🚨 User Man	agement ₹ C	ollection Centre N	fanagement 🖬	l Reports							
insactions no	t yet submitted by	collection centre	es										
insactions su	bmitted but not Ap proved in last two v	proved by Admi weeks	ins										
ding for Appro	Collection Centre	User	Cash receipts	Cash amount	Cheque receipts	Loa Cheque amount	DD receipts count	DD amount	Total Amount	Total Receipts	Cancelled Receipts	Receipt	Approv
			count		count					count	count	Type Modified count	Statu
20 Sep 2016 01:33:58 PM	014728001 - OFFICE	cashierT01	2	1350	1	500	1	600	2450	4	0	0	Pendi
16 Sep 2016 12:45:57 PM	014728001 - OFFICE	cashierT01	4	1030	1	320	3	2090	3440	8	0	0	Pendi
01 Sep 2016 04:10:57 PM	014728001 - OFFICE	cashierT01	28	14261	1	600	1	200	15061	30	0	0	Pendi
		Cash Rec	eipts Total	Cash (₹) Amount	Total Che	que Receipts	Total Cheque	e (₹) Amount	Total DD R	eceipts Tot	al DD (₹) Amount:	Gr	rand To
		Untitled	- Google Chr	ome	_							4	_
out:blank		onadoa	e e e e e e e e e e e e e e e e e e e							Licoz 1 01 99407	7 Mer Celta Narala		9,1
						5	m			Assistant Accor	ADKARI S/DN.		
										Accounts User	LOGOUT		
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_	1						\sim						
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IT_Wise_A	oprpdf ^				Sł	now all X							
	Collection Centre	User	Cash receipts count	Cash amount	Cheque receipts count	Cheque amount	DD receipts count	DD amount	Total Amount	Total Receipts count	Cancelled Receipts count	Receipt Ar Type Modified count	oproved Status
Created on						600		200	15061	30	0	0 P	
Created on 11 Sep 2016 14:10:57 PM	014728001 - OFFICE	cashierT01	28	14261	1	000							ending
Created on 01 Sep 2016 04:10:57 PM	014728001 - OFFICE	cashierT01	28	14261	1	800							ending
Created on 01 Sep 2016 04:10:57 PM	014728001 - OFFICE	cashierT01	28	14261	1	800							'ending

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This report will contain IT center wise collection. Accounts user can save this report for further note.

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD Online Cash Collection System Version 1.0

IT Centre Wise Approved Files Report

Date - 20-Sep-2016 02:13:49 PM Files approved by - 01884077 - Mrs. Smita Narale Belonging to office - 728 - GADKARI S/DN. Circle - 539 - THANE (U) CIRCLE Zone - 053 - BHANDUP (U) ZONE

Sr. No	IT Centre Code	Circle Code	Billing Unit	Collection Centre	Receipt Date	Sum of Amount	Count of Receipts
1	21	539 - THANE (U) CIRCLE	4728	014728001	01-Sep-2016	2610	6
2	21	539 - THANE (U) CIRCLE	4728	014728001	06-Sep-2016	30	1
3	21	539 - THANE (U) CIRCLE	4728	014728001	16-Sep-2016	800	1
4	21	539 - THANE (U) CIRCLE	4728	014728001	20-Sep-2016	2300	3
5	35	600 - NASIK CIRCLE	4829	014728001	20-Sep-2016	150	1
Totals						5900	12

**Above amounts are tallied with the Bank Account by me.

Recently approved records will now move up in the 'Transactions approved in last two weeks' heading. Accounts user can also view a summary of transactions submitted but not yet approved by Supervisors. They can also view transactions that are not yet submitted by Cashiers.

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Approve Collect	tion ×											
\rightarrow C \bigcirc loca	Ilhost:8085/occs/ap	proveCashColle	ctionFiles#									ର ☆
ansactions not y	et submitted by c	ollection centre	<u>es</u>									
erecords. ansactions subm	nitted but not App	proved by Admi	ins									
Rec	ceipt Date		Coller	ction Centre Co	de		User ID		Receipt Count		Receipt Amount	
22	Aug 2016			014728001		c	ashierT02		1		720	
Approved on	oved in last two v	veeks tre User	Cash receipts count	Cash amount	Cheque receipts	Cheque DD emount	receipts DD	Total	Total Receipts	Cancelled Receipts count	s Receipt Type Modified count	Approved Statu
16 Sep 2016 12:45: PM	:57 014728001 OFFICE	- cashierT01	4	1030	1	320	3 2090	3440	8	0	0	Approved
20 Sep 2016 01:33: PM	58 014728001 OFFICE	cashierT01	2	1350	1	500	1 600	2450	4	0	0	Арргония
nding for Approval	Collection Centre	User	Cash receipts	Cash amour	nt Cheque receipts	Cheque amount	DD receipts count	DD amount	Total Amount	Total Receipts	Cancelled Receipts Receipt	Approved Se Status
			Louin		count					200110	Modifier	I

B60 file will be created overnight and will be made available to all the respective IT centers on the development portal.

4.4) <u>Viewing existing user details</u>

All the Supervisor users created can be viewed on this page. Go to **User Management** -> **Existing User Details** to view this page.

Maharashtra State	NUTARAN Electricity Distribution Co. Ltd		On	line Cash Collection System	User : 01884 Assistant Acc Office : 728 - Accounts Use	977 - Mirs. Smita Narale, GADKARI S/DN. sr LOGOUT	
🏶 Dashb	oard ┛ Receipts	s Data 💄 User Manag	ement ₹ Collection Cent	re Management 📾 Reports			
Sr. No.	Creation Date	User ID.	User Name	Collection Centre	Mobile No.	Email ID.	Status
1	20 Aug 2016	cashierT01	Cashier Thane 01	014728001 - OFFICE	8689898989	cde@abc.com	Active
2	24 Aug 2016	admin1	Ekta Society Admin	024728037 - Ekta Co.Op Credit Soc.Ltd	8787879789	ekta@123.com	Active
з	24 Aug 2016	admin2	SiddhiVinayak Admin	024728067 - SiddhiVinayak Nagari Pat.Mar.	6987987897	admin@123.com	Active
4	19 Sep 2016	testBankAdmin01	Test Bank Admin	024728070 - M/S Siddhivinayak Nagari Seva Saha San. Mary Thane	9898888999	test@admin.com	Active
5	22 Sep 2016	admin123	admin123	014728001 - OFFICE	8879088250	admin1@gmail.com	Active
6	22 Sep 2016	admin321	admin321	024728067 - SiddhiVinayak Nagari Pat.Mar.	0123456789	admin321@gmail.com	Active
7	16 Sep 2016	cadminT01	Admin Thane 01	014728001 - OFFICE	9809876789	cadmin@thane.com	Active
8	16 Sep 2016	cadminT02	Admin Thane 02	024728037 - Ekta Co.Op Credit Soc.Ltd	9876789008	cadmin@thane.com	Active
9	16 Sep 2016	cadminT03	Admin Thane 03	024728067 - SiddhiVinayak Nagari Pat.Mar.	9878998767	cadmin@thane.com	Active
10	16 Sep 2016	cadminT04	Admin Thane 04	024728068 - Siddhivinayak Nagari Pathsanstha Maryadit	9987657866	cadmin@thane.com	Active
11	19 Sep 2016	test01	Test User	014728001 - OFFICE	9878787878	uu@uu.com	Active
12	19 Sep 2016	test02	Test User	014728001 - OFFICE	7867564534	uj@uj.com	Active
13	19 Sep 2016	test03	Test User	014728001 - OFFICE	9898888899	uu@uu.com	Active
14	19 Sep 2016	test04	Test User	024728037 - Ekta Co.Op Credit Soc.Ltd	5654654645	abc@abc.com	Active

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4.5) **Disable Supervisor users**

Supervisor users created can be disabled using this menu.

Go to **User Management -> Disabled CC user** to get this page.

Enter the User ID of the user you wish to disable. His User name, collection center, mobile number and email will be displayed automatically. Click on '**Disable User**' button to permanently disable this user.

	Onli	ne Cash Collection System	User : 01884077 - Mrs. Assistant Accountant	Smita Narale,
MAHAVITARAN Matarashira State Electricity Distribution Co. Ltd.		Version 1.0	Office : 728 - GADKARI :	s/dn.
			Accounts User	LOGOUT
🏶 Dashboard 🔎 Receipts Data 💄 User Managemen	nt ₹ Collection Centre	Management 🖼 Reports		
	De-activate Collection	Centre User under your office		
	User ID	cashierT01		
	User Name	Cashier Thane 01		
	Collection Centre	014728001		
	Mobile Number	8689898989		
	Email	cde@abc.com		
		X Disable User		

After disabling this user, it will appear as 'Disabled' on Existing User Details page.

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			On	line Cash Collection System	User : 018 Assistant	184077 - Mrs. Smita Narale, Accountant 28 - GADKARI S/DN,	
harashtra State E	Sectricity Distribution Co. Ltd.			Version 1.0	Accounts	User LOGOUT	
Dashbo	ard 🖉 Receipts	Data 💄 User Manag	gement ₹ Collection Cent	re Management 💷 Reports			
Sr. No.	Creation Date	User ID.	User Name	Collection Centre	Mobile No.	Email ID.	Status
1	20 Aug 2016	cashierT01	Cashier Thane 01	014728001 - OFFICE	8689898989	cde@abc.com	Disable
2	24 Aug 2016	admin1	Ekta Society Admin	024728037 - Ekta Co.Op Credit Soc.Ltd	8787879789	ekta@123.com	Active
3	24 Aug 2016	admin2	SiddhiVinayak Admin	024728067 - SiddhiVinayak Nagari Pat.Mar.	6987987897	admin@123.com	Active
4	19 Sep 2016	testBankAdmin01	Test Bank Admin	024728070 - M/S Siddhivinayak Nagari Seva Saha San. Mary Thane	9898888999	test@admin.com	Active
5	22 Sep 2016	admin123	admin123	014728001 - OFFICE	8879088250	admin1@gmail.com	Active
6	22 Sep 2016	admin321	admin321	024728067 - SiddhiVinayak Nagari Pat.Mar.	0123456789	admin321@gmail.com	Active
7	16 Sep 2016	cadminT01	Admin Thane 01	014728001 - OFFICE	9809876789	cadmin@thane.com	Active
8	16 Sep 2016	cadminT02	Admin Thane 02	024728037 - Ekta Co.Op Credit Soc.Ltd	9876789008	cadmin@thane.com	Active
9	16 Sep 2016	cadminT03	Admin Thane 03	024728067 - SiddhiVinayak Nagari Pat.Mar.	9878998767	cadmin@thane.com	Active
10	16 Sep 2016	cadminT04	Admin Thane 04	024728068 - Siddhivinayak Nagari Pathsanstha Maryadit	9987657866	cadmin@thane.com	Active
1	19 Sep 2016	test01	Test User	014728001 - OFFICE	9878787878	uu@uu.com	Active
2	19 Sep 2016	test02	Test User	014728001 - OFFICE	7867564534	uj@uj.com	Active
3	19 Sep 2016	test03	Test User	014728001 - OFFICE	9898888899	uu@uu.com	Active

4.6) Forwarding new collection centre request

New collection centre requests raised by sub-division accounts office can be forwarded to higher authority or rejected by Dy Manager, F&A of Division.

To view requests raised by Sub-division for new collection centre, go to Collection Centre Management -> Manage New Collection Centre Request

	Online C	ash Collection Sys		OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts)				
MAHAVITARAN		Version 2.0.1			553 - THANE	DIVISION-I		
Maharashtra State Electricity Distribution Co. Ltd.					Role - ACCOU	JNTS_DIVISION		
						LOGO	DUT	
🕷 Home 🖉 Receipts Data 💄 User Management	Collection Centre Management	₹ Transaction Management	File Management	Downloads	M Reports	📰 Cash Tally Details *	📰 Profile *	
	Add/Update Existing Collection Centre Information							
	Manage New Collection Centre Request							
	Main Receipt Block Entry							
Transactions not vet submitted by collection centres								

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<u>Forwarding requests</u> -

List of all raised requests will be visible. You can select requests you want to forward to circle.

	N		Online Cash Collection System Version 2.0.1	collection - Dy Manager(Finance and Accounts) 553 - THANE DIVISION-I
ate Electricity Distribution Co. I	Ltd.			Role - ACCOUNTS_DMISION
Receipts Dat	ita 💄 User Ma	nagement 🚦 Co	ollection Centre Management 🛛 🔻 Transaction Management 📲 File Management 🛔	Downloads 🔟 Reports 🚍 Cash Tally Details * 🚍 Profile
age New Co (Please	Collection (e click on the reque	Centre Req	uest	
Sr. No	Request ID	Creation Time	Collection Centre Name	Status
1	121	31 Mar 2017 04:09:26 PM	Test CC New 01	Request initiated by subdivision
2	122	01 Apr 2017 12:18:56 PM	Test New CC 1001	Request initiated by subdivision
3	123	06 Apr 2017 05:16:36 PM	New Departmental CC	Request initiated by subdivision
4	125	21 Apr 2017 11:06:16 AM	New Departmental CC	Request initiated by subdivision
5	126	21 Apr 2017 11:06:44 AM	New CO-OP CC 01	Request initiated by subdivision
⁶ on the R	127 Request	^{21 Apr 2017}	New Other CO-OP 01	Request initiated by subdivision
on the R	127 Request	^{21 Apr 2017}	v window will pop up - Online Cash Collection System	Request initiated by subdivision OCCS0005 - Dummy Online cash collection - Dy Manager(Finance an Acrount - Dy Manager(Finance an
on the R	acquest]	ID, a nev	v window will pop up - Online Cash Collection System Version 2.0.1	Request initiated by subdivision OCCS0005 - Dummy Online cash collection - Dy Manager(Finance an Accounts) 553 - THANE DIVISION-I Role - ACCOUNTS_DIVISION
6 on the R CVITARA Receipts Dat	Lequest]	ID, a new	New Other CO-OP 01 V window will pop up - Online Cash Collection System Version 2.0.1 election Centre Management Transaction Management File Management Reject ×	Request initiated by subdivision OCCS0005 - Dummy Online cash collection - Dy Manager(Finance an Accounts) S53 - THANE DIVISION4 Role - ACCOUNTS_DIVISION Downloads Reports Cash Tally Details Profit
on the R	equest]	ID, a nev	New Other CO-OP 01	Request initiated by subdivision OCCS0005 - Dummy Online cash. collection - Dy Manager(Finance an Accounts) 553 - THANE DIVISION-I Role - ACCOUNTS_DIVISION Downloads Reports Cash Tally Details To reference of the second
on the R	LECOLOGICAL CONTRACTOR OF CONTRACTOR CONTRAC	ID, a nev	New Other CO-OP 01 Version 20.1 Online Cash Collection System Version 20.1 collection Centre Management Transaction Management Image: Transaction Management Reject × Image: Transaction Management	Request initiated by subdivision OCCS0005 - Dummy Online cash. collection - Dy Manager(Finance an Accounts) S53 - THANE DIVISION4 Role - ACCOUNTS_DIVISION Downloads Imager Reports Imager Cash Tally Details Imager Forward Imager F
6 on the R NUTARA as Electricy Distriction Co.	Acequest I Cequest I User Ma Ollection C Name Ne equested On 21 Created By 011	ID, a nev	New Other CO-OP 01 Version 2.0.1 Online Cash Collection System Version 2.0.1 Collection Centre Management Transaction Management File Management Reject × M	Request initiated by subdivision OCCS0005 - Dummy Online cash. collection - Dy Manager(Finance an Accounts) S53 - THANE DIVISION I Role - ACCOUNTS_DIVISION Downloads Reports E Cash Tally Details * Forward
6 on the R CVITARA ase Electricy Distribution Co. Receipts Dari age new Co Re	LECTION CONTRACTOR OF CONTRACTOR	ID, a nev Centre requ w Departmental CC Apr 2017 11:06:16 / 884077 28	New Other CO-OP 01 Version 2.0.1 Online Cash Collection System Version 2.0.1 Collection Centre Management Image: Transaction Management File Management Reject × Image: Transaction Management Image: Transaction Manageme	Request initiated by subdivision OCCS0005 - Dummy Online cash collection - Dy Manager(Finance an Accounts) S53 - THANE DIVISION4 Role - ACCOUNTS_DIVISION Downloads Reports Cash Tally Details Profit
6 on the R NUTARA as Electricity Distribution Co. Receipts Data	Acequest I Acequest I Acequest I Acequest I Area I user Ma Collection C Name Ne equested On 21 Created By 01: Billing Unit 47 Agency Code 01	ID, a nev ID, a nev ID, a nev Centre requ W Departmental CC Apr 2017 11:06:16 / 884077 28 - DEPARTMENTAL	New Other CO-OP 01 Version 20.1 Online Cash Collection System Version 2.0.1 Ollection Centre Management Transaction Management File Management Reject × M M	Request initiated by subdivision OCCS0005 - Dummy Online cash. collection - Dy Manager(Finance an Accounts) S53 - THANE DIVISION I Role - ACCOUNTS_DIVISION Downloads Image: Reports E Cash Tally Details • Image: Profit Forward
6 on the R Exception Database Co age new Co Re	LI27 Cequest I Nume Ne equested On 21 Created By 01 Billing Unit 47 Agency Code 01 Remark 00	ID, a nev Centre reque w Departmental CC Apr 2017 11:06:16 / 884077 28 - DEPARTMENTAL ttward Number - 01:	New Other CO-OP 01 Version 2.0.1 Online Cash Collection System Version 2.0.1 Collection Centre Management Transaction Management E File Management Celect (Request ID - 125) Reject ×	Request initiated by subdivision OCCS0005 - Dummy Online cash collection - by Manager(Finance an Accounts) S53 - THANE DIVISION4 Role - ACCOUNTS_DIVISION Downloads Reports Cash Tally Details Profile

At this stage you can either forward the request or reject it by filling the reason in the **Reject Reason** text box.

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<u> Forwarding a request –</u>

		Approve Collection - Google Chro	ome		_ 🗆 📉
ocalhost:8085/occs/approveNe	ewCcReq				e
Beans Connector" is debugging this	browser. Cancel	localhost:8085 says:	×		×
		Are you sure you want to forward this request?	Cancel	OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts) 553 - THANE DIVISION-1 Role - ACCOUNTS_DIVISION	
anage new Collection	n Centre request [Red	uest ID - 125]		Forward 🖌	
	requestine				
Name	New Departmental CC				
Requested On	21 Apr 2017 11:06:16 AM				
Constant Day	01004077				
Created By	01884077				
Created By Billing Unit	01884077 4728 01 - DEPARTMENTAL				
Created By Billing Unit Agency Code	01884077 4728 01 - DEPARTMENTAL				
Created By Billing Unit Agency Code Remark Reject Reason	01884077 4728 01 - DEPARTMENTAL Outward Number - 015				
Created By Billing Unit Agency Code Remark Reject Reason [Maximum 100 characters, Only in case of rejection]	01884077 4728 01 - DEPARTMENTAL Outward Number - 015				

After clicking on 'OK' the request will be processed and forwarded to Circle.

MANANANA DANK DURING CO. LM		Request is forwarded to next high	er authority. ng additional dialogues.	ОК		OCCS0005 - Dummy Or collection - Dy Manager Accounts) 553 - THANE DIVISION-I Role - ACCOUNTS_DIVIS	nline cash (Finance and) SION LOGOUT
🏶 Home 📓 Receipts Data 💄 Use	er Management 📕 Collection Centre N	fanagement र Transaction Manager	nent 📔 File Management	Downloads	an Reports	Cash Tally Details *	Profile *
Manage new Collectio	n Centre request <mark>[Requ</mark>	est ID - 125]	Reject 🗙			Forward 🗸	
Name	New Departmental CC						
Requested On	21 Apr 2017 11:06:16 AM						
Created By	01884077		Loading				
Billing Unit	4728		U				
Agency Code	01 - DEPARTMENTAL						
Remark	Outward Number - 015						
Reject Reason [Maximum 100 characters. Only in case of rejection]							

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Rejecting a request -

If for some reason the request cannot be approved at this moment then REJECT it after filling the reject reason and clicking on '**Reject**' button. A confirmation message will be displayed. After clicking on OK, request will be rejected.

🕅 Noor (Hindi) Movie, Shov 🗙 🕨	Your HDFC Bank Money 🛛 🗙 📈 Manage New Collection 🗠		Priyanka 🔔 🗐 🗙
	Approve Collection - Google Chrome		९ 🕁 🗊 🌆 💺 🗄
Ne The annoscobio (CCC) approximation of the approximation of t	this broker Iocalhost:8085 says: Are you sure you want to reject this request? Prevent this page from creating additional dialogues. OK	X LoGOUT	CCCS0005 - Dummy Online cash collection - Dy Manager(finance and Accounts) SG3 - THANE DIVISION4 Role - ACCOUNTS_DIVISION LOGOUT
*			Cash Tally Details * 🔤 Profile *
Manage new Collec	tion Centre request [Request ID - 128]		
1	Name	New Departmental CC 02	
	Requested On	21 Apr 2017 11:21:44 AM	
	Created By	01884077	
	Billing Unit	4728	nc
	Agency Code	01 - DEPARTMENTAL	n
	Remark	Letter - 12/JP/20	n
	Reject Reason[Maximum 100 characters. Only in case of rejection]	Agreement not executed.	nc
			on .
	📑 🔮 🕾 🌄 🚱 é 😢		♪ ● 伊 伊 小 1123 AM 4/21/2017
	Request is rejected. Prevent this page from creating additional dialogues.	OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts) 553 - THANE DIVISION-1 OK Role - ACCOUNTS_DIVISION LOGOUT	
e 🧧 Receipts Data 🛔 User Mai	agement 📕 Collection Centre Management ₹ Transaction Ma	nagement 🖺 File Management 💄 Downloads	OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts)
rts 📰 Cash Tally Details * 📰 I	rofile *		553 - THANE DIVISION-I Role - ACCOUNTS_DIVISION
age new Collection C	entre request [Request ID - 128]		Cash Tally Details * 🛛 🚍 Profile *
	Nam	e New Departmental CC 02	
	Loading Requested Or	21 Apr 2017 11:21:44 AM	
	Created B	01884077	
	Billing Uni	4728	
	Agency Code	01 - DEPARTMENTAL	
	Remar	Letter - 12/JP/20	nd

Note - The rejected request will be forwarded to Sub division where it will be corrected and can again be forwarded to division.

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Uploading File-

INHA VITARAN Irashtra State Electricity Distribution Co. Ltd	Onli	ne Cash Collection Sys Version 2.0.3.3.1	stem	OCCS9095 - Dummy Online cash collection - Dy Manager(Finance and Accounts) 553 - THANE DIVISION-I Role - ACCOUNTS_DIVISION LOGOUT
Home 🖉 Receipts Data	🕹 User Management 🚦 Collection Centre Manage	ment そ Transaction Management	File Management	Cheque and DD Management Download Reports Cash Tally Details
			Process Bounced Cheques	Prome*
	File Upload		Validate	Data
Select File Type 🏶	Select	¥		
	Upload ② Save & Next. >			
<u>e 1 ype can ľ</u> <u>ATP</u> D	<u>e:</u>			
<u>e Type can f</u> <u>ATP</u> <u>D</u> <u>OST</u> Cash Collection loading ATP F	<u>e:</u> <u>File</u> ile			
<u>e Type can f</u> <u>D</u> OST Cash Collection	<u>ve:</u> <u>File</u> ile			
<u>e Type can f</u> <u>ATP</u> <u>D</u> <u>OST</u> Cash Collection :	<u>File</u> ile			
<u>e Type can f</u> <u>D</u> <u>OST</u> <u>Cash Collection</u>	ve: File ile			
<u>e Type can f</u> <u>ATP</u> <u>D</u> <u>OST</u> <u>Cash Collection</u> loading ATP F	ve: File ile			

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.

	ONLINE CASH COLL	LECTION SYSTEM	
VERSION 1.0)		Page 66
A State Electricity Distitution Co. Ltd	Online Cash Co version	ollection System	OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts) 553 - THANE DIVISION-I Role - ACCOUNTS_DIVISION LOGOUT
ome 🗧 Receipts Data 🛔	User Management 🛛 Collection Centre Management 🤻 Trans	saction Management 🔹 File Management	0 Cheque and DD Management 🕹 Downloads
eports 🗮 Cash Tally Detai	ls * 💄 Profile *		
	File Upload		Validate Data
elect File Type 🏶	ATP	7	
le.	Choose File 18 OtherLocations Energy Bill.txt		
	Upload O Save & Next >		
~	Upload O Save & Next >		
	Upload Save & Next > 346 records found. Online Cash C	Collection System	OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts) 553 - THANE DIVISION+I
	Upload Save & Next S46 records found. Online Cash C	Collection System	OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts) 553 - THANE DIVISION-I Role - ACCOUNTS_DIVISION LOGOUT
Home Reports Cash Tally I Keports	Upload ② Save & Next ♪ 346 records found. At records found. User Management Collection Centre Management Transportations* Profile* File Upload 	Collection System	OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts) 553 - THANE DIMSIONH Role - ACCOUNTS_DIVISION LOGOUT
Home Receipts Data	Upload ⓒ Save & Next 346 records found. Conline Cash C Versi User Management	Collection System ion 2033.1	OCCS000S - Dummy Online cash collection - Dy Manager(Finance and Accounts) S53 - THANE DIVISIONH Role - ACCOUNTS_DIVISION LOGOUT O Cheque and DD Management Downloads
Home Reports Cash Tally I	Upload ① Save & Next ≯ 346 records found. A User Management Collection Centre Management ₹ Transport Details * ▲ Profile * File Upload File Upload	Collection System ion 2.0.3.3.1	OCCS0005 - Dummy Online cash Collection - Dy Manager(Finance and Accounts) 553 - THANE DIVISION Role - ACCOUNTS_DIVISION LOCOUT
Home Reports Cash Tally I	Upload ① Save & Next ≯ 346 records found. ▲ User Management Collection Centre Management Tran Details * Profile * File Upload Total Count 26	Collection System	OCCS0005 - Dummy Online cash Collection - Dy Manager(Finance and Accounts) 553 - THANE DINISIONI Role - ACCOUNTS_DIVISION LOGOUT Cheque and DD Management Downloads Validate Data
Home Receipts Data Reports Cash Tally I Cash Cheques	Upload ② Save & Next ≯ 346 records found.	Collection System	OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts) 553 - THANE DIMSIONH Role - ACCOUNTS_DIVISION LOGOUT

Receipt Modifications

In the case of Receipt modification there is cancel of receipt and receipt type changes has been done but while approving collection center file there is check box is not enable but after

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approving cancel receipt and receipt type change receipt then check box can be enable then user	
can approve collection center file	

Maharastra State Electroly Distribution Co. Ltd	Online	Cash Collection Sy Version 20.3.3.4	vstem	OCCS0005 - Dummy collection - Dy Mana Accounts) 553 - THANE DIMSIC Role - ACCOUNTS_D	Online cash ger(Finance and IN-I IVISION LOGOUT	
 ★ Home Ø Receipts Data ▲ User Management Gash Tally Details * ▲ Profile * 	Collection Centre Management	₹ Transaction Management	File Management	Cheque and DD Management	🕹 Downloads	I Reports
Transactions not yet submitted by collection centres Transactions submitted but not Approved by Admins						
Transactions Approved in last two weeks						
Pending for Approval						

Created on	Collection Centre	User	Cash receipts count	Cash amount	Cheque receipts count	Cheque amount	DD receipts count	DD amount	Total Amount	Total Receipts count	Cancelled Receipts count	Receipt Type Modified count	Approved Status	Select All
19 Jul 2017 02:49:34 PM	024540081 - Test Mahila 3	superTest01	2	120	1	80	1	90	290	4	1	-31	Pending	

Cancel Receipt and Approving

Approve Cancellation of Receipts	Invento das Les.							ОК
			Арр	orove Cancella	tion of Receipts			
Receipt Date Consumer Receipt Book Receipt Amount Payment Approved Image: Select Image: I	Receipt Date	Consumer Number	Receipt Number	Book Number	Receipt Amount (₹)	Payment Mode	Approved Status	Select All
07/19/2017 216460001741 1457050 141100 60 Cash Pending 🕑	07/19/2017 216	6460001741	1457050	141100	60	Cash	Pending	V

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Change Receipt Type and Approving

	10.0.2.61:8080 says: All selected modified receipts are Approved.	x	
Maharashtra State Electricity Distribution Co. Ltd.		OK	
	Approve Receipt Type Change		

Receipt Date	Consumer Number	Receipt Number	Book Number	Old Receipt Type	New Receipt Type	Receipt Amount (₹)	Payment Mode	Approved Status	Select All
07/19/2017	216570001232	1457052	141100	01 - Energy Bill	03 - First S.D	80	Cheque	Pending	

Loading..

Approve 🗸

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MATHENVITARAN Mathemastra State Electricity Distribution Co. Ltd	Online	Cash Collection S	OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts) 553 - THANE DMISION-I Role - ACCOUNTS. DIVISION			
					LOGOUT	
🕈 Home 🖉 Receipts Data 💄 User Manageme	nt 🚦 Collection Centre Management	₹ Transaction Management	File Management	0 Cheque and DD Management	🕹 Downloads	I Reports
🖥 Cash Tally Details * 🔺 Profile *						
Transactions not yet submitted by collection centres						
Transactions submitted but not Approved by Admins						
Transactions Approved in last two weeks						

Pending for Approval

Created on	Collection Centre	User	Cash receipts count	Cash amount	Cheque receipts count	Cheque amount	DD receipts count	DD amount	Total Amount	Total Receipts count	Cancelled Receipts count	Receipt Type Modified count	Approved Status	Select All
19 Jul 2017 02:49:34 PM	024540081 - Test Mahila 3	superTest01	2	120	1	80	1	90	290	4	1	1	Pending	V

Cash	Total Cash (₹)	Total Cheque	Total Cheque (₹)	Total DD	Total DD (₹)	Grand Total
Receipts	Amount	Receipts	Amount	Receipts	Amount	
2	120	1	80	1	90	290

I have confirmed that the cash/cheque received is as per bank statement.

Approve Selected Files 🗸

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ONLINE CASH COLLECTION SYSTEM

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	ОК	553 - THANE DIMISIC Role - ACCOUNTS_D	dn i In vision Logout
n Centre Management ₹ Transaction Manageme	ent 📱 File Management	O Cheque and DD Management	🛓 Downloads 🔟 Rep
	In Centre Management ₹ Transaction Manageme	un Centre Management ₹ Transaction Management	un Centre Management ₹ Transaction Management File Management O Cheque and DD Management

4.7) Additional information of collection centers approved by CE

Once the request for new collection centre is submitted by sub-divisional account user, it will be visible to Chief Engineer (CE) of the corresponding zone. Once approved by CE, the request will now be visible to Divisional accounts user to fill its additional information.

Select using the radio buttons against each row to fill the information one by one. As you can see below, the rows display time at which request was modified, collection center's name, its billing unit, agency code and current status of the request i.e. '**Request Approved by CE**'.

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ИЛН	AVITARAN		Online Cash Collection System					User : 01884077 - Mrs. Smita Narale, Assistant Accountant Office : 728 - GADKARI S/DN.		
harashtra State	Electricity Distribution Co. Ltd.							Accounts User	Logout	
Dashb	oard 🗧 Receipts Dat	a 💄 User Management	₹ Collection Centre	Management	Reports					
			Add Existing Collection	Centre Information						
			New Collection Centre F	Request						
			New Collection Centres	(Approved) Information						
	Request ID	Time		Collection Cen	tre Name	Rilling Unit	Agency Code		Status	
0	14	22 Sep 2016 02:5	i9:34 AM MSEDCL Dep		t Test 7	4728	01		Request Approved by CE.	
			2.07.414	Tart CC	01	4729	01	(Request Approved by CE	

Clicking on the radio button will display a form below. Fill all the mandatory fields on the form and click on 'Save' button. Details that have to be filled are -

Contact details, Address, Service Tax number, PAN, whether agreement was executed or not, if yes, duration of the agreement, cash /cheque/DD bank details and their respective account numbers, deposited submitted in the form of Cash or Bank Guarantee and details of their receipts, amount of security deposit submitted with the office.

				line Cash Collection Sys	stem	User : 01884077 - Mrs. Smita Narale, Assistant Accountant					
Maharashtra Stat	LAVITARAN te Electricity Distribution Co. Ltd.			Version 1.0		c	Office : 728 - GADKARI S/DN.				
						م	accounts User	LOGOUT			
🎓 Dashb	ooard 🛛 🖉 Receipts Da	ata 🚨 User	Management ₹ Collection Cent	re Management 🛛 💷 Reports							
	Request ID		Time	Collection Centre Name	Billing Unit	Agency Code		Status			
۲	14		22 Sep 2016 02:59:34 AM	MSEDCL Dept Test 7	4728	01		Request Approved by CE.			
۲	21	21 04 Oct 2016 06:02:07 AM		Test CC 01 4728		01	Request Approved by CE.				
				Additional Callesting	Control Information						
				Additional Collection	Centre Information						
	Collection Center Na	Test Co	C 01	Billing Unit *	4728		Division *	553 - THANE DIVISION - I			
	Contact Person's Na	me* Name		Contact Person's Mobile *	Mobile		Sub-Division *	728 - GADKARI S/DN.			
	Address of Collection Centre										
	Service	Tax Number *	Service Tax No.	PAN *	PAN number						
	Is Agreeme	nt executed? *	Select	+ From Date		1	To Date 🚞				
VERSION 1.0											

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	14	22 Sen 20	16.02·50·34.4M		MSED	OCI Dept Test 7		4728	01			Request Approved by CE
	21	04 Oct 20	16 06:02:07 AM		11020	Test CC 01		4728	01			Request Approved by CE.
Ū	2.1	04 0(120	10 00102107 7411					4720				request opproved by ee.
					Addition	nal Collectior	n Centre Info	rmation				
	Collection Center Name *	Test CC 01				Billing Unit *	4728			Div	vision *	553 - THANE DIVISION - I
	Contact Person's Name *	Test Contact			Contact Per	rson's Mobile *	98989898989			Sub-Div	vision *	728 - GADKARI S/DN.
	Address * BKC, Band	a - East, Mumbai - 4	000053									
	Service Tax N	umber * 565656	5656			PAN *	ARVP898989	3				
	Is Agreement exe	cuted? *				From Date				To Date		
	is Agreement exe	Yes			•	Trombuce	10/05	/2016		10 Dute		01/03/2017
Cash Paym	nents											
	Bank	1563 - AXIS BAN	к					Bank Branch	565829 - MUM	BAPUR		
	Account Number	7845451569557	4845454					IFSC	UTIB0002059			
Cheque Pay	ayments							Dank Dranch				
	BdHK	1534 - STANDAR	D CHARTERED BA	ANK				Dank Branch	547588 - JAIPU	R		
	Account Number	ABBDBD898998	98989898					IFSC	SCBL0036039			
Demand Dr	Account Number	ABBDBD898998	98989898					IFSC	SCBL0036039			
Demand Dr	Account Number Draft Payments	ABBDBD898998	98989898					IFSC	SCBL0036039	3		
Demand Dr	Account Number Draft Payments	ABBDBD898998	98989898 98989898					IFSC	SCBL0036039	9		
Demand Dr Cheque Paj	Account Number braft Payments ayments	ABBDBD898998	98989898 98989898 98989898 98989898 98989898 98989898 98989898 98989898 98989898 98989898 98989898 98989898 98989898 98989898 98989898 98989898 98989898					IFSC	SCBL0036039	3		
Demand Dr Cheque Pa	Account Number Draft Payments ayments Bank	ABBDBD898998	98989898 Montantan RD CHARTERED BJ	SANK				IFSC Bank Branc	SCBL0036039	9 PUR		
Demand Dr Cheque Paj	Account Number braft Payments ayments Bank Account Number	ABBDBD898998 764-511.0555 1534 - STANDA ABBDBD898998	98989898 NDCHARTERED B 19899898	BANK				IFSC Bank Branc IFS	SCBL0036039 STB500203 h 547588 - JAII C SCBL003603	9 PUR 19		
Demand Dr	Account Number braft Payments ayments Bank Account Number Draft Payments	ABBDBD898998 784-347,30533 1534 - STANDA ABBDBD898999	98989898 M945454 RD CHARTERED B 198989898	JANK				IFSC Bank Branc IFS	SCBL0036039 OT15005203 h 547588 - JAII C SCBL003603	9 PUR 19		
Demand Dr Cheque Par	Account Number braft Payments ayments Bank Account Number Draft Payments Bank	ABBDBD898998 1534 - STANDA ABBDBD898999 1534 - STANDA	98989898 RD CHARTERED B 398989898	BANK				IFSC Bank Branc IFS Bank Branc	scBL0036039 bit 547588 - JAI c scBL003603 h 547581 - JAI c scBL003603	9 PUR 19 JMRAI - BORIVALLI	WEST)	
Demand Di Cheque Paj	Account Number braft Payments ayments Bank Account Number braft Payments Bank Account Number	ABBDBD898998 1534 - STANDA ABBDBD898990 1460 - HDFC BA	98989898 11991-242 RD CHARTERED B 198989898 198989898	SANK				IFSC Bank Branc IFS Bank Branc	SCBL0036039	9 19 JMBAI - BORIVALI 1	WEST)	
Demand Di Cheque Pay	Account Number braft Payments ayments ayments Craft Payments Draft Payments Bank Account Number	ABBDBD898998 1534 - STANDA ABBDBD898998 1460 - HDFC BA UYTR08989898	98989898 RD CHARTERED B 998989898 NK 89899898	SANK				IFSC Bank Branc IFS Bank Branc	SCBL0036039 0115005203 h 547588 - JAII C SCBL003603 h 492071 - ML HDFC00001 HDFC00001	9 19 JMBAI - BORIVALI 1 45	WEST)	
Demand Di Cheque Pa Demand Di Security De	Account Number braft Payments ayments Bank Account Number Draft Payments Bank Account Number	ABBDBD898998 7.842801.00500 1534 - STANDA ABBDBD898994 1460 - HDFC BA UYTR08989898	98989898 14045353 RD CHARTERED B 398989898 1NK 89899898	BANK				IFSC Bank Branc IFS Bank Branc IFS	SCBL0036039 011000203 h 547588 - JAII C SCBL003603 h 492071 - ML C HDFC00001-	PUR 19 JMBAI - BORIVALI 1	WEST)	
Demand Di Cheque Pay Demand Di Security De	Account Number braft Payments ayments Account Number Draft Payments Bank Account Number Bank Form of Deposit	ABBDBD898998 ABBDBD898998 1534 - STANDA ABBDBD898998 1460 - HDFC BA UYTR08989898 Bank Guarantee	98989898 RD CHARTERED B 398989898 UNK 89899898 T	BANK				IFSC Bank Branc IFS Bank Branc IFS SD Amount Deposite	SCBL0036039 G115000203 h S47588 - JAI C SCBL003603 h 492071 - ML HDFC00001 d S0000	9 19 JMEAI - BORIVALI 1 45	WEST)	
Demand Di Cheque Par Demand Di Security De	Account Number braft Payments ayments Account Number Oraft Payments Bank Account Number Bank Form of Deposit	ABBDBD898998 1534 - STANDA ABBDBD898998 1460 - HDFC B4 UYTR08989898 Bank Guarantee	98989898 RD CHARTERED B 398989898 INK IS9899898 INK	BANK				IFSC Bank Branc IFS Bank Branc IFS SD Amount Deposite	SCBL0036039 0115500203 h 547588 - JAII C SCBL003603 h 492071 - ML H 492071 - ML C H 50000	9 19 JMEAI - BORIVALI 1 45	WEST)	
Demand D Cheque Pay Demand D Security De Bank Guara	Account Number braft Payments ayments Account Number Draft Payments Bank Account Number Bank Account Number Bank Form of Deposit rantee SD Receipts Details	ABBDBD898998 1534 - STANDA 1534 - STANDA ABBDBD898999 1460 - HDFC BA UYTR08989898 Bank Guarantee	98989898 RD CHARTERED B 398989898 INK 189899898 198899898 198899898 198899898 198899898 198899898 198899898 198899898 198899898 19889898 19889898 198898 198898 198898 198898 198898 198898 198898 198898 198988 19888 1988888 1988888 198888 1988888 198888 198	BANK				IFSC Bank Branc IFS Bank Branc IFS SD Amount Deposite	SCBL0036039 C11500203 h S47588 - JAII C SCBL003603 h S47588 - JAII C SCBL003603 H 492071 - ML H H S0000	9 19 JMBAI - BORIVALI 1 45	WEST)	
Demand D Cheque Pa Demand D Security De Sank Guarra	Account Number braft Payments ayments ayments Account Number Craft Payments Craft Paymen	ABBDBD898998 1534 - STANDA 1534 - STANDA ABBDBD898999 1460 - HDFC BA UYTR089898989 Bank Guarantee Bank Guarantee	98989898 14040404 RD CHARTERED B 398989898 101K 180899898 101 101 101 101 101 101 101 10	3ANIK Vali	idity Date			IFSC Bank Branc IFS Bank Branc IFS SD Amount Deposite	SCBL0036039 C11D302203 h S47588 - JAII C SCBL003603 h 492071 - ML C HDFC0001- H 50000	PUR 19 JMBAI - BORIVALI 1 45	WEST)	
Demand Di Cheque Par Demand Di Security De Bank Guara Sr. No.	Account Number braft Payments ayments ayments Account Number braft Payments Cont Payments Bank Account Number Bank Account Number Bank Cont Payments Bank Account Number Bank Cont Payments Bank Cont Payments Bank Cont Payments Cont Payments	ABBDBDB98999 ABBDBDB98999 1534 - STANDA ABBDBDS98994 1460 - HDFC BA UYTR08989898 Bank Guarantee Bank Gua 898	98989898 17575757 RD CHARTERED B 398989898 10K 189899898 10K 189899898 10K 189899898 10K 198899898 10K 10K 10K 10K 10K 10K 10K 10K	3ANIK Vali 10/05/24	idity Date 016			IFSC Bank Branc IFS Bank Branc IFS SD Amount Deposite	SCBL0036039 011000203 h 547598 - JAII C SCBL003603 h 492071 - ML C HDFC00001 d 50000	9 19 JMBAI - BORIVALI 1 45	WEST)	
Demand Di Cheque Pat Demand Di Security De Sank Guara Sr. No. 1 2	Account Number oraft Payments ayments ayments Account Number Oraft Payments Bank Account Number Cont Payments Bank Account Number Cont Payments Bank Account Number Cont Payments Cont Pay	ABBDBD898998 ABBDBD898998 1534 - STANDA ABBDBD898994 1460 - HDFC BA UYTR08989898 Bank Guarantee Bank Gua 898 890	98989898 RD CHARTERED B 98989898 NK 189899898 * * * * *	SANIK Vali 10/05/21 10/05/21	idity Date 016			IFSC Bank Branc IFS Bank Branc IFS SD Amount Deposite	SCBL0036039 0115005203 h 547588 - JAII C SCBL003603 h 492071 - ML d 50000	9 19 JMEAI - BORIVALI 1 45	WEST)	

After clicking on 'Save' button and validating the entire form, if success then a message '**Information Updated**' will be displayed.

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J H	VITARAN Electricity Distribution Co. Ltd					ОК	of	fice : 728 - GADKAF counts User	NI SYDN.
00	ard / Rece	ipts Data 🛔	धser Management ₹ Collection Ce	ntre Manag	ement 🖮 Reports				
	Request ID		Time		Collection Centre Name	Billing Unit	Agency Code		Status
	14		22 Sep 2016 02:59:34 AM		MSEDCL Dept Test 7	4728	01		Request Approved by CE.
	21		04 Oct 2016 06:02:07 AM		Test CC 01	4728	01		Request Approved by CE.
					Additional Collection	contre Information oading			
	Collection Ce	nter Name *	Test CC 01		Billing Unit *	4728		Division *	553 - THANE DIVISION - I
	Contact Pers	on's Name *	Test Contact		Contact Person's Mobile *	989898989		Sub-Division *	728 - GADKARI S/DN.
	Address *	BKC, Bandra	- East, Mumbai - 4000053						
	:	Service Tax Nur	mber * 5656565656		PAN *	ABVP898989			
		reement ever	uted? *		From Date	-	Тс	Date 🛶	

4.8) Matching Individual Cheque with Receipt.

This option is required for correcting cashier user data entry mistakes, like wrong cheque number or amount. In this scenario we assume bank data is correct. Dy Manager is playing vital role in matching bank data with receipts data.

After bank data is uploaded into system it shows matched and unmatched cheque/DD, focus on unmatched cheques. Use un-realized & unmatched reports to get cheque number and cheque ID.

Following steps are required -

1. Download Template file from 'Downloads' menu.

Maharashtra State Electricity Distra	KRAN uten Ce. Lid	Online Cash Co Versio	ollection Sys	stem	5 5 7	OCCS0005 - Dummy Or ollection - Dy Manager ccounts) 53 - THANE DIVISION-I iole - ACCOUNTS_DIVIS	lline cash (Finance and I SION LOGOUT	
Home Recei	ots Data Luser Managen	ent 📕 Collection Centre Management ₹ Transac	tion Management	File Managem	ent 0 Cheque and I	D Management	Downloads Cheque Realisation Fi	le
ile Home	Insert Page Layo	ut Formulas Data Review	View				۵ (
Calibri ste di Bari iboard G	- 11 - • <u>U</u> - ⊡ - & Font	A A A A A A A A A A E E E # # # ⊠ · Alignment 5	General ▼ \$ ▼ % • €.00 .000 Number 15	Conditions Conditions Format	onal Formatting ~ as Table ~ les ~ Styles	Gells	Σ · A · Z · Sort & · Filter · Edition	Find & Select *
	- (= fx							
B4								

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD. ONLINE CASH COLLECTION SYSTEM VERSION 1.0 Page | 74 2. Fill cheque/DD details in template file as per information received from bank and upload that file.



After successfully uploading of .xlsx file it will show follows.

$\epsilon \rightarrow C$ localhost:80	81/occs/chqFileUpload#		
	Online	Cash Collection System	OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts)
MAHAVITARA	N	Version 2.0.3.2.6	553 - THANE DIVISION-I
Maharashtra State Electricity Distribution Co.	Ltd.		Role - ACCOUNTS_DIVISION
			LOGOUT
Cheque and DD Mar	nagement 🛓 Downloads 💷 Reports 🗄	Cash Tally Details * Second Profile *	
	Upload	bank file for realised cheques	
	Upload File Choose File Ch	bank file for realised cheques	
-	Upload File Choose File Ch View File	bank file for realised cheques	
Sr No	Upload File Choose File Ch View File Cheque Number	bank file for realised cheques heque_Realisation_File060617.xlsx Cheque Amount	Cheque Realisation D
Sr No 1	Upload File Choose File Ch View File Cheque Number 959497	bank file for realised cheques heque_Realisation_File060617.xlsx Cheque Amount 5000	Cheque Realisation D 05 Jun 2
Sr No 1 2	Upload File Choose File Ch View File Cheque Number 959497 959497	bank file for realised cheques heque_Realisation_File060617.xlsx Cheque Amount 5000 15000	Cheque Realisation D 05 Jun 2 05 Jun 2
Sr No 1 2 3	Upload File Choose File Ch View File Cheque Number 959497 959497 959497	bank file for realised cheques heque_Realisation_File060617.xlsx Cheque Amount 5000 15000 10000	Cheque Realisation D 05 Jun 2 05 Jun 2 05 Jun 2
Sr No 1 2 3 4	Upload File Choose File <td>bank file for realised cheques heque_Realisation_File060617.xlsx Cheque Amount 5000 15000 10000 20000</td> <td>Cheque Realisation D 05 Jun 2 05 Jun 2 05 Jun 2 05 Jun 2 05 Jun 2</td>	bank file for realised cheques heque_Realisation_File060617.xlsx Cheque Amount 5000 15000 10000 20000	Cheque Realisation D 05 Jun 2 05 Jun 2 05 Jun 2 05 Jun 2 05 Jun 2
Sr No 1 2 3 4 5	Upload File Choose File <td>bank file for realised cheques heque_Realisation_File060617.xlsx Cheque Amount Cheque Amount 15000 15000 20000 1001</td> <td>Cheque Realisation D 05 Jun 2 05 Jun 2 05 Jun 2 05 Jun 2 05 Jun 2 05 Jun 2</td>	bank file for realised cheques heque_Realisation_File060617.xlsx Cheque Amount Cheque Amount 15000 15000 20000 1001	Cheque Realisation D 05 Jun 2 05 Jun 2 05 Jun 2 05 Jun 2 05 Jun 2 05 Jun 2

If uploaded data is correct then tick "I confirm that uploaded data is correct" and upload otherwise "Cancel" and try again. Upload successfully complete following window display.

Maharashira State Electricity Distribution Co. Ltd	Online Cash Collection System Version 2.0.3.2.8	OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts) 553 - THANE DIVISION-I Role - ACCOUNTS_DIVISION LOGOUT
🏶 Home 🖉 Receipts Data 💄 User Man	agement 🚦 Collection Centre Management 🤾 Transaction Management 🖺 File Mar	nagement 0 Cheque and DD Management
🕹 Downloads 🔚 Reports 🚍 Cash Tally	y Details * 👗 Profile *	
File Accepted. Please click on View Result and A View Result and Approve On Click	Upload bank file for realised cheques Approve' button.	ck "View Results and Approve" ows matched and unmatched eques in that uploaded file.

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☆

← → C 🛈 localhost:8081/occs/getMatchedCheques

Manage un-matched and un-realised Cheques and DDs

Matched Cheques (4)

d	Number of consumers matched	Cheque Realised Date	Cheque Amount	Cheque No	Sr No
1 🗷	1	05 Jun 2017	5000	959497	1
1 🖉	1	05 Jun 2017	10000	959497	2
1	1	05 Jun 2017	15000	959497	3
1	1	05 Jun 2017	1001	969498	4

Un-matched Cheques (2)

Sr No	Cheque No	Cheque Amount	Cheque Realisation Date	Cheque ID	Is Multi-Consumer Cheque?	
1	959422	501	05 Jun 2017	169		
2	959497	20000	05 Jun 2017	167		

3. Match Individual Cheques with receipts

MAHARSHITA Slate Electricity Distribution Co. List	Online Cash Collection System Version 2.0.3.2.6	OCCS9005 - Dummy Online cash collection - Dy Manager(Finance and Accounts) 553 - THANE DIVISION-I Role - ACCOUNTS_DIVISION
		LOGOUT
希 Home 🔳 Receipts Data 🛔 User M	nagement 🚦 Collection Centre Management Transaction Management	File Management
Cheque and DD Management ± D	wnloads 🖩 Reports 🚍 Cash Tally Details * 🛔 Profile *	
Manage Unrealised Cheques and DD		
Bank Statement Uploaded details		
Match Individual Cheques with Receipts		
Enter a cheque ID to find unmatched cheque	Field 1 Search cheque from bank statement	
Enter a cheque number to find un-realised receipt(s	Field 2 Search Receipts	

There are 2 cases to match

- i. Cheque number mismatch.
- ii. Cheque amount mismatch.

Note: Please keep Cheque Un-match (for cheque number Field 2) & Cheque Unrealized (for cheque ID Field 1) report with you to match and verify cheque/DD.

Cheque number mismatch

Cheque Un-match Report:

i.

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		Cheque Uni	ILINE CAS Realised Rep	Ort for :	553 - T	YSTEM	IVISION	J-1		
	User:	OCCS0008	5 Dumr	ny Online	cash Dy M	lanager(F	inance	and Accou	ints)	
									Page No	.:Page 1 of 1
SR. NO	o. c	HEQUE ID	CH	EQUE NO	CHEQ	UE REA	LISED	DATE	CHEQUE A	MOUNT
	1	152	1	148185		14-May	-2017			5500
	2	167	5	959497		05-Jun-	2017			20000
	3	169	ş	959422		05-Jun-	2017			501
	4	170	Ş	998987		06-Jun-	2017			12000
	5	171	(007638		05-Jun-	2017			520
		Total	Count :	5		Total Che	e <mark>que A</mark> n	nount :	38521	
	MAHARA User:	SHTRA STA ONLI Cheque OCCS00	TE ELEC INE CASH UnRealised 05 - Dur	COLLE Report for mmy Onlin	DISTRIBU CTION SYS r: 553 - ne cash Dy	TION C TEM THANE Manager	OMPA E DIVISI (Finance	NY LTD. ON-I e and Acco	Run Date : unts)	07-Jun-17
									Page No. : I	Page 1 of 1
CNTR_CO	DE	RECEIPT R DATE N	ECEIPT BOO	K RECEI		NO BU	AMOUNT	BANK	CHEQUE	DATE
024540081	1 - Test Mahila 3	06-JUN-17	142 100	0 01	21658000179	6 4761	12000	BANK OF	998978	06-JUN-17
024540081	1 - Test Mahila 3	03-JUN-17	129 100	0 01	21657000118	6 4761	100	HDFC BANK	146932	03-JUN-17
02454008	1 - Test Mahila 3	03-JUN-17	141 100	0 01	216580003012	2 4761	510	ICICI BANK	959422	03-JUN-17
024540081	1 - Test Mahila 3	03-JUN-17	139 100	0 01	216580001796	6 4761	20000	STATE BAN	K OF 959479	03-JUN-17
6. 7		т	otal Count :	5	Tota	al Amoun	t: 335	10		8
3 1	Cheque U	nrealized Re	port:					-		
ID from			s.						N	Get cheque
ID from eque Un-						200 200 200 200 200				"Cheque
ID from eque Un- h Report"	Enter a cheque ID t	to find unmatched chec	Jue 170	Sear	rch cheque from bank	statement				Unrealized
ID from eque Un- h Report"	Enter a cheque ID Cheque Number	to find unmatched chec	ue 170	Sear Cheque Amount	rch cheque from bank	statement	Che Rea Dat	eque llised e		Uniteanzet
ID from eque Un- h Report"	Enter a cheque ID I Cheque Number 998987	to find unmatched chec	170	Cheque Amount 12000	rch cheque from bank	statement	Che Rea Dat	eque Ilised e un 2017		
ID from eque Un- h Report"	Enter a cheque ID 1 Cheque Number 998987 Enter a cheque nur	to find unmatched check	ue 170	Cheque Amount 12000	rch cheque from bank	statement	Che Rea Dat	ique llised e un 2017		
ID from eque Un- h Report"	Enter a cheque ID I Cheque Number 998987 Enter a cheque nur Sr No Receipt D	to find unmatched check nber to find un-realised Nate Collection Count	ue 170 d receipt(s) 998978 er Consumer No	Cheque Amount 12000 BU Code Ba	Search Receipts	statement	Che Rea Dat 06 J	e un 2017 e No		
ID from eque Un- h Report"	Enter a cheque ID 1 Cheque Number 998987 Enter a cheque nur Sr No Receipt E	to find unmatched cheer mber to find un-realised Tate Collection Count 017 02454000	ue 170 d receipt(s) 998978 er Consumer No 81 216580001796	Cheque Amount 12000 BU Code Bu 4761	Search Receipts ook No Receipt No 1000 142	Receipt Amo	Che Rea Dat 06 J unt Chequ	e e e e e e e e e e e e e e e e e e e		
ID from eque Un- h Report"	Enter a cheque ID I Cheque Number 998987 Enter a cheque nur Sr No Receipt D 1 06 Jun 2	to find unmatched cher mber to find un-realised ate Collection Count 017 02454000	ue 170 d receipt(s) 998978 er Consumer No 81 216580001796	Cheque Amount 12000 BU Code 4761	Search Receipts ook No Receipt No 1000 142	Receipt Amo	Chequunt Chequ	e No 28978 2		
ID from eque Un- h Report"	Enter a cheque ID o Cheque Number 998987 Enter a cheque nur Sr No Receipt D 1 06 Jun 2	to find unmatched cheer mber to find un-realised vate Collection Count 017 02454008	ue 170 d receipt(s) 998978 er Consumer No 81 216580001796	Cheque Amount 12000 BU Code Bu 4761	Search Receipts ook No Receipt No 1000 142	Receipt Amo	unt Chequ 06 J 000 99	eque elised e No 2017 8978 @		Submit matched o
ID from eque Un- h Report"	Enter a cheque ID Cheque Number 998987 Enter a cheque nur Sr No Receipt D 1 06 Jun 2	to find unmatched check mber to find un-realised tate Collection Count 017 02454000	ue 170 d receipt(s) 998978 er Consumer No 81 216580001796	Cheque Amount 12000 BU Code Bu 4761	Search Receipts Sook No Receipt No 1000 142	Receipt Amo	Che Rea Dat 06 J 000 99	eque ellised e 2017 e No 2018 8978 2		Submit matched o
ID from eque Un- h Report"	Enter a cheque ID Cheque Number 998987 Enter a cheque nur Sr No Receipt D 1 06 Jun 2	to find unmatched cheer mber to find un-realised bate Collection Count 017 02454008	ue 170 d receipt(s) 998978 er Consumer No 81 216580001796	Cheque Amount 12000 BU Code Bu 4761	Search Receipts ook No Receipt No 1000 142	Receipt Amo	Che Rea Dat 06 J 00 99	eque elised e No 2017 8978 Ø		Submit matched d

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減 Che	eque Receipt Match	in ×								A	٥
• >	C i localho	st:8081/occs/chequeRe	eceiptMatching#								1
M aharashi	CHACVITA NHACVITA ra State Electricity Distribut	RAN for Co. List		localho. Continue	st:8081 say ?	'S:	ОК	Cancel		OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts) 553 - THANE DIVISION-I Role - ACCOUNTS_DIVISION LOGOUT	
減 Che	eque Receipt Match	iin ×								<u>*</u>	٥
• >	C 🛈 localho	st:8081/occs/chequeRe	eceiptMatching#								T
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Submit matched data

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Cheque Amount Mismatch

In this case cheque number must be same only amount may differ.

nter a chequ	e ID to find unmatched cheque	a 169	Se	earch chequ	ue from bank	statement						
Cheque Number			Cheque Amount				Cheque Realised Date					
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nter a chequ	e number to find un-realised re	eceipt(s) 959422		Searc	h Receipts							
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4.9) Manage Receipt Stationary Details :

Accounts user at Division level can manage the receipt stationary details for all the collection centers under their office.

Collection Center Mgmt. →Manage Receipt Stationary

MAHAVITAR	AN		Online Cash Co Version	llection System	collection - Uy Manager(Finance and Accounts) 553 - THANE DIVISION-I Role - ACCOUNTS_DIVISION LOGOUT
it Login - 12 Sep 2017 06	:10:35 PM				
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All fields are mandatory			манаде кесерг зтаног	ary of concenter	
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You will be prompted with Confirmation.

"Receipt Stationary Details of following <<No. of Rows>> books will be save against collection center code <<Collection Center Code>>. Do you want to proceed ?"

	RAN	Online Cash ve	Collection System	OCCS0005 - Dummy Online cash collection - Dy Manager[Finance and Accounts] 553 - THANE DIVISION-1 Role - ACCOUNTS_DIVISION
				LOGOUT
Login - 12 Sep 2017	<u>7 06:10:35 PM</u>			
te Receipts Data	a 🔸 User Mgmt. 👻 Collection Cent	er Mgmt. + Transaction Mgmt. + Bank Mgmt. +	File Mgmt Cheque and DD Mgmt Downl	oads + Reports Cash Tally Details* Profile *
sumer Receipt Detail:	ls *	Receipt Stationary Datails of following 3 hostic will be an	in against collection center code : 024E40046. Do you want to	
		Receipt Stationary Details of following 2 books will be sa	ve against collection center code : 024540046 : Do you want to	(proceed)
All fields are mandat	ton		ОК С	Cancel
u neus are manuau	uny.			
	Co	024540046 - Test Name Mahila		
		Add New Station	ary O Stationary Details List	
			End Pocoint Number	
Sr.No.	Book Number	Start Receipt Number	End Receipt Number	
Sr.No.	Book Number 784521	4752001	4753500	
Sr.No. 1 2	Book Number 784521 784521	4752001 475301	4753500 4755000	

Once you save the details successfully, list can be view by selecting the radio button for "Stationary Details List"

м		TARAN		Online Cas	h Collection System Version 2.0.3.5.3	Online Cash Collection System Version 2.0.3.5.3						
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* All I	* All fields are mandatory											
			Collection Center	024540046 - Test Name Mania								
				O Add New Stat	ionary Stationary Details List							
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2		024540046	784521	4753501	4755000	1500	OCCS0005	12 Sep 2017	Available			
3		024540046	123456	0000001	0000100	100	OCCS0005	06 Sep 2017	Available			
4		024540046	123456	0000101	0000200	100	OCCS0005	06 Sep 2017	Available			
5	i	024540046	T12345	0000001	0000100	100	OCCS0005	06 Sep 2017	Available			
6		024540046	123456	0000201	0000300	100	OCCS0005	06 Sep 2017	Available			

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<u>CIRCLE USER – ACCOUNTS</u>

1) Forwarding new collection centre request

New collection centre requests raised by sub-division and forwarded by Divisional accounts user, can be forwarded to higher authority or rejected by Sr. Manager, F&A of Circle.

To view requests forwarded by division, go to Collection Centre Management -> Manage New Collection Centre Request

				Online Cash Collection System	OCCS0003 - Dummy collection - Sr Mana Accounts)	y Online cash Iger (Finance and
	MAHA VITA	RAN		Version 2.0.1	539 - THANE (U) CIR	RCLE
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		Manag	ge New Collection Centre Request			
		Main F	Receipt Block Entry			
		Se	elect All	¥		
		Pleas	se enter the criteria based on whic	h you want to generate the report		
		From	n Date *			
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	А			Online Cash Collection System	OCCS0003 - Du collection - Sr N Accounts)	immy Online cash Manager (Finance and
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Forwarding requests -

List of all raised requests will be visible. You can select requests you want to forward to circle.

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Are you sure you want to forward this request?	Cancel OCCS0003 - Dummy Online cash collection - Sr Manager (Finance and Accounts) 539 - THANE (U) CIRCLE Role - ACCOUNTS_CIRCLE LOGOUT
lanage new Collection Centre request [Request ID - 125]	
Name	New Departmental CC
Requested On	21 Apr 2017 11:06:16 AM
Created By	01884077
Billing Unit	4728
Agency Code	01 - DEPARTMENTAL
Remark	Outward Number - 015
Reject Reason[Maximum 100 characters. Only in case of rejection]	
	6
	Reject 🛠 💦 Forward 🗸
Prevent this page from creating additional dialogues.	Cash collection - Sr Manager (Finance and Accounts) 539 - THANE (U) CIRCLE OK Role - ACCOUNTS_CIRCLE LOGOUT
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ter clicking on FO	rward button and confirmin	g your action, following messag	ge will be displayed –
lected request(s)	are approved".		
iaating Dagua	a t a		
ejecting Reque	<u>sts –</u>		
	Are you sure you	u want to reject this request?	OCCS0003 - Dummy Online cash collection - Sr Manager (Finance and Accounts)
MAHAVITARAN		OK Cancel	539 - THANE (U) CIRCLE
anarashira State Electricity Distribution Co. Ltd.			Role - ACCOUNTS_CIRCLE
Home 💄 User Management 📃	Collection Centre Management 🛔 Downloads 🖬 Rep	oorts 🚍 Profile *	
		Reject ¥	Forward
Manage new Collection	Centre request [Request ID - 126]	Reject •	Forward
Name	New CO-OP CC 01		
Requested On	21 Apr 2017 11:06:44 AM		
Created By	01884077		
Billing Unit	4728		
Agency Code	02 - CO-OP		
Remark	Letter Number - 12/AD/234		
Reject Reason [Maximum 100 characters. Only in	Agreement not executed.		
case of rejection]			
	Request is reject	ted.	OCC50003 - Dummy Online cash collection - Sr Manager (Finance and
MAHAVITARAN	Request is rejec	ted. s page from creating additional dialogues.	OCCS0003 - Dummy Online cash collection - Sr Manager (Finance and Accounts) 539 - THANE (U) CIRCLE
	Request is rejec	ted. s page from creating additional dialogues.	OCCS0003 - Dummy Online cash collection - Sr Manager (Finance and Accounts) 539 - THANE (U) CIRCLE Role - ACCOUNTS_CIRCLE
	Request is rejec	ted. s page from creating additional dialogues.	OCCS0003 - Dummy Online cash collection - 5r Manager (Finance and Accounts) 539 - THANE (U) CIRCLE Role - ACCOUNTS_CIRCLE LOGOI
Home Suser Management	Collection Centre Management 🛓 Downloads 🖼 Rep	cted. page from creating additional dialogues. OK Profile *	OCCS50003 - Dummy Online cash collection - Sr Manager (Finance and Accounts) 539 - THANE (U) CIRCLE Role - ACCOUNTS_CIRCLE LOGOI
Home	Collection Centre Management 🗳 Downloads 🖼 Rep	eted. s page from creating additional dialogues. OK Doorts Profile * Reject X	OCCS0003 - Dummy Online cash collection - Sr Manager (Finance and Accounts) 539 - THANE (U) CIRCLE Role - ACCOUNTS_CIRCLE LOGO
Home User Management	Collection Centre Management Collection Centre request [Request ID - 126]	cted. s page from creating additional dialogues. OK Profile * Reject X	OCCS0003 - Dummy Online cash collection - Sr Manager (Finance and Accounts) 539 - THANE (U) CIRCLE Role - ACCOUNTS_CIRCLE LOGOU
Home Luser Management Manage new Collection	Collection Centre Management Collection Centre Management Collection Centre request [Request ID - 126] New CO-OP CC 01	<pre>cted. s page from creating additional dialogues. OK Doorts Profile* </pre>	OCCS0003 - Dummy Online cash collection - Sr Manager (Finance and Accounts) 539 - THANE (U) CIRCLE Role - ACCOUNTS_CIRCLE LOGOL
Home User Management Manage new Collection Name Requested On	Collection Centre Management Collection Centre request [Request ID - 126] New CO-OP CC 01 21 Apr 2017 11:06:44 AM	Ited. s page from creating additional dialogues. OK Profile * Reject X	OCCS0003 - Dummy Online cash collection - Sr Manager (Finance and Accounts) 539 - THANE (U) CIRCLE Role - ACCOUNTS_CIRCLE LOGOU
Home Luser Management Collection Manage new Collection Name Requested On Created By	Collection Centre Management Centre request [Request ID - 126] New CO-OP CC 01 21 Apr 2017 11:06:44 AM 01884077	<pre>ted. s page from creating additional dialogues. OK OK Profile Reject × Loading</pre>	OCCS0003 - Dummy Online cash collection - Sr Manager (Finance and Accounts) 539 - THANE (U) CIRCLE Role - ACCOUNTS_CIRCLE LOGOL
Home LUSer Management Manage new Collection Name Requested On Created By Billing Unit	Request is reject Prevent this Collection Centre Management Downloads Image: Republic content of the second secon	tted. s page from creating additional dialogues. OK OK Reject ★ Loading	OCCS0003 - Dummy Online cash collection - Sr Manager (Finance and Accounts) 539 - THANE (U) CIRCLE Role - ACCOUNTS_CIRCLE LOGOU
Home Luser Management Manage new Collection Name Requested On Created By Billing Unit Agency Code	Request is reject Prevent this Collection Centre Management Downloads Rep Centre request [Request ID - 126] New CO-OP CC 01 121 21 Apr 2017 11:06:44 AM 01884077 4728 02 - CO-OP		OCCSS0003 - Dummy Online cash collection - Sr Manager (Finance and Accounts) S39 - THANE (U) CIRCLE Role - ACCOUNTS_CIRCLE LOGOL
Home LUSer Management Manage new Collection Name Requested On Created By Billing Unit Agency Code Remark	Request is reject Prevent this Collection Centre Management Downloads Image: Repuest ID - 126 New CO-OP CC 01 Image: Repuest ID - 126 21 Apr 2017 11:06:44 AM Image: Repuest ID - 126 01884077 Image: Repuest ID - 126 4728 Image: Repuest ID - 126 02 - CO-OP Image: Repuest ID - 126 Letter Number - 12/AD/234 Image: Repuest ID - 126	ted. s page from creating additional dialogues. OK OK Cocts Reject ★ Loading	OCCS0003 - Dummy Online cash collection - Sr Manager (Finance and Accounts) 539 - THANE (U) CIRCLE Role - ACCOUNTS_CIRCLE LOGOU
Home User Management Manage new Collection Name Manage new Collection Name Created By Billing Unit Agency Code Remark Reject Reason (Maximum 100 characters, Only in	Request is reject Prevent this Collection Centre Management Downloads Republic Centre request [Request ID - 126] New CO-OP CC 01 21 Apr 2017 11:06:44 AM 01884077 4728 02 - CO-OP Letter Number - 12/AD/234 Agreement not executed.	ted. s page from creating additional dialogues. OK OK Corts ■ Profile * Loading	OCCS6003 - Dummy Online cash collection - Sr Manager (Finance and Accounts) 339 - THANE (U) CIRCLE Role - ACCOUNTS_CIRCLE LOGOL

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ZONE USER – ACCOUNTS

1) Forwarding new collection centre request

New collection centre requests raised by sub-division and forwarded by Circle accounts user can be forwarded to higher authority or rejected by Sr. Manager, F&A of Zone.

To view requests forwarded by circle, go to Collection Centre Management -> New Collection Centre Request Approval.



Forwarding requests -

List of all raised requests will be visible. You can select requests you want to forward to circle.

				Online Cash Col	lection Sys	stem		OCCS0002 - Dummy Online cash collection, Sr Manager (Finance and Accounts)			
					Version 1.0.2				053 - BHANDUP (U) ZONE		
		manalularitis date coderety erane	51011 00. Els.					Role : ACCOUNTS_ZONE	LOGOUT		
A Home	Co	llection Centre Management 🛔 🛛	Jownloads 🔟	Reports 🚍 Cash Tally Details *							
Red	uest ID	Creation Time	Created By	Collection Centre Name	Billing Unit	Agency Code	Remark	Status		Select All	
	81	03 Mar 2017 12:10:23 PM	01884077	Test CC 01	4728	01	Outward No - 166	Request forwarded by Circl	e Accounts.		
	84	03 Mar 2017 01:03:19 PM	01884077	Test CC 04	4728	01	Outward No 171	Request forwarded by Circl	e Accounts.		
					[Forward 🗸		Reject 🗙			

After clicking on **Forward** button and confirming your action, following message will be displayed – **"Selected request(s) are approved"**.

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Select All 🗆

Rejecting Requests – OCCS0003 - Dummy Online cash co Sr Manager (Finance and Accounts) **Online Cash Collection System** X 539 - THANE (U) CIRCLE **MAHA**VITARAN Version 1.0.2 LOGOU ACCOUNTS_CIRCLE 🏶 Home 🔺 User Management 🔲 Collection Centre Management 🛔 Downloads 🗔 Reports 🚍 Cash Tally Details * Request ID Creation Time Created By Collection Centre Name Billing Unit Agency Code Remark Status 82 03 Mar 2017 12:25:57 PM 4728 01884077 Test CC 02 01 Outward No 167 Request forwarded by Division Accounts.

To reject a request, select one from the list and click on 'Reject'. A message – "Selected request(s) are Rejected" will be displayed.

	Online Cash Colle							OCCS0002 - Dummy Online o Sr Manager (Finance and Acc 053 - BHAI		
								Role : ACCOUNTS_ZONE	LOGOUT	
🖶 Home 関	Co	llection Centre Management 🔒 [Downloads 📾	Reports 🚍 Cash Tally Details *						
Reques	t ID	Creation Time	Created By	Collection Centre Name	Billing Unit	Agency Code	Remark	Status		Select All
	81	03 Mar 2017 12:10:23 PM	01884077	Test CC 01	4728	01	Outward No - 166	Request forwarded by Circle	e Accounts.	
	84	03 Mar 2017 01:03:19 PM	01884077	Test CC 04	4728	01	Outward No 171	Request forwarded by Circle	e Accounts.	
						Forward 🗸		Reject 🗙		

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<u>ZONE USER – CHIEF ENGINEER</u>

Chief Engineers are assigned with the responsibility to approve new collection center creation requests. These requests will be initiated by accounts level officers from sub-divisional offices and will be forwarded or rejected at each Division, Circle and Zone Accounts office.

To login to the system, follow these steps -

- 1) Go to http://occs.mahadiscom.in/occs
- 2) Select 'MSEDCL Employee' from the User Type drop down.
- 3) Enter your RAPDRP username and password.

MATARANA State Electrony Distribution Co. List	Online	e Cash Collection System	
		User Login	
	User Type	MSEDCL Employee	
	User ID	OCCS0001	
	Password		
		Login	
		User and their functionalities	
Cashier	Admin	Accounts	Head Office
Receipt Punching	Create Cashier Users Approve Transactions of Cashier and amounts in MSEDCL's account.	▲ Create/Disable Collection Centre I ◆ Approve cash collection filestrans submitted by Admins ◆ Approve cancelled/modified received	Users actions Manage Bank Master.

This is how the home page for a CE's login will look like.

This page is new collection centre approval page wherein you will be all to view all the new collection centre requests raised by sub-divisional accounts office and forwarded by zone accounts office.

			Onl	ine Cash	Collectio	on System	OCC Chie	OCC50001 - Dummy Online cash collection, Chief Engineer(Distribution)			
	MAH	VITAR	AN		Version	11.0.2		053 - BHANDUP (U) ZONE			
	Maharashtra Sta	te Electricity Distribution	Co. Ltd.				Role : T	ECHNICAL_CE	LOGOUT		
🐐 Home 🛽	Collection Centre Managem	ent 💄 Dov	/nloads 🛛 🚍 Cash Tally De	tails *							
Request ID	Creation Time	Created By	Collection Centre Name	Billing Unit	Agency Code	Remark	Status	Uplo	ad Approval Letter	Select All	
84	03 Mar 2017 01:03:19 PM	01884077	Test CC 04	4728	01	Outward No 171	Request forwarded by Zone Accounts.	Choose file N	lo file chosen		
				Reject 🗙				Approve 🗸			

Information like Request ID, Request creation time, request created by, collection center's name, billing unit, agency code and the current status of the request i.e '**Request forwarded by Zone Accounts.**' will be displayed. You can upload the approval letter if you want.

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Click on the checkbox against a particular request to select it for approval. Clicking on 'Select All' will select all the requests present in the table and will be approved together.

			Onl	ine Cash	Collectio	on System	OCCS0001 - Dummy Online cash collection, Chief Engineer(Distribution)			
	MAH	VITAR	AN	Version 1.0.2				053 - BHANDUP (U) ZONE		
		, central de la construcción de					Role : T	ECHNICAL_CE	LOGOUT	
🕷 Home 🛽	Collection Centre Manageme	ent 🚨 Dov	rnloads 🛛 🗖 Cash Tally De	tails *						
Request ID	Creation Time	Created By	Collection Centre Name	Billing Unit	Agency Code	Remark	Status	Uplo	oad Approval Letter	Select All
84	03 Mar 2017 01:03:19 PM	01884077	Test CC 04	4728	01	Outward No 171	Request forwarded by Zone Accounts.	Choose file	No file chosen	
						Reject 🗙		Approv	ie 🗸	

After clicking on **Approve**, a message – "Selected request(s) are approved" will be displayed.

	Maharashtra Star	C C	Selected reque	st(s) are Appro	ved. eating additional d	ialogues.	OCCS0001 - Dur Chief Engineer(I Role : TECHNICAL_(nmy Online cash collection, Jistribution) 053 - BHANDUP (U) ZONE 26 LOGOUT		
# Home 🖪 Request ID	Collection Centre Manageme	ent 💄 Dow	nloads 🚍 Cash Tally De	etails * Billing Unit	Agency Code	Remark	Status		Upload Approval Letter	Select All
84	03 Mar 2017 01:03:19 PM	01884077	Test CC 04	4728	01	Outward No 171	Request forwarded by Zone Acco	ounts. Choos	e file Collection Cen017162926.pdf	
						Reject 🗙 Loading			Approve 🗸	

Similarly you can reject the request by clicking on Reject button.

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HEAD OFFICE USER - ACCOUNTS

HO Accounts officers are assigned with the responsibility to manager master data of banks and collection centers.

1) Approving locally added banks.

Local banks that are not in RBI data can be added manually by Cashiers and Supervisors. Once added by them, they will appear to HO accounts user for approval.

Go to Master Data Management -> Bank Master -> Approve locally added banks to view this page.

		мл	HA VITARAN		Online Cash Collectio	n System	User : 026 Assistant Office : 00	526276 - Kum Priyanka Ub Programmer 10 - Head Office	ale ,	
		Tindi karabi iu	sale Decardy Distribution Co. Co.				Head Offi	ce User	LOGOUT	
_ ,	Aaster Data	a Management	Reports							
-	Naster Date		Reports							
	Sr. No.	Creation Date	Bank Name	Branch Name	Address	IFSC	MICR	Contact	Added By	Select All
	1	05 Oct 2016	B N P PARIBAS	ВКС	Bandra East, Mumbai 53	BNPP0565656	589898989	9857479996	cashierT02	
	2	06 Oct 2016	Test Bank 01	Bandra	BKC	TEST0565656	877878787	8759898989	cashierT02	
								Approve 🗸		

Details such as creation date, bank name, branch name, address, IFS code, MICR code, contact and created by (user id) will be displayed.

To select banks for approval, click on their respective checkboxes. Clicking on 'Select All' will select all the branches and approval them all together.

After selecting the banks, click on '**Approve**' button. After a successful transaction, a message '**Selected Bank(s) are Approved'** will be displayed.

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	MA	HA VITARAN	L	Selected Bank(s) are Approved.		Office : 00	00 - Head Office		
	Maharashtri	a State Electricity Distribution Co. Ltd.			ок	Head Offi	ce User	LOGOUT	
aster Data	Management 💷	Reports							
aster Data	Management 💷	Reports							
aster Data Sr. No.	Management III	Reports Bank Name	Branch Name	Address	IFSC	MICR	Contact	Added By	Select All
aster Data Sr. No.	Management 🖬	Reports Bank Name	Branch Name	Address	IFSC	MICR	Contact	Added By	Select All
Sr. No.	Management Management	Reports Bank Name B N P PARIBAS	Branch Name BKC	Address Bandra East, Mumbal !	IFSC BNPP0565656	MICR 589898989	Contact 9857479996	Added By cashierT02	Select All

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HEAD OFFICE USER - ERP

1) <u>Approving newly added collection centers.</u>

New collection centers requests raised by divisional/sub-divisional accounts officers and approved by CE's will be displayed to ERP (FICO-CTM) user for approval.

Go to Master Data Management -> Collection Center Master -> New Collection Center to view this page.

All new collection centers requests approved by CE's will be visible on this page. Information such as Request ID, Updated time, Collection center name, its billing unit, agency code and current status i.e '**Information Updated by Div Accountant**' will be displayed.

			Online Cas	h Collection Sy	vstem	User : 02626276 - Kum Priyan Assistant Programmer	ka Ubale ,	
		MAHAVITARAN Maharashtra State Electricity Distribution Co. Ltd.		Version 1.0		Office : 000 - Head Office		
						Head Office User	LOGOUT	
A Maste	er Data Management							
	Request ID	Time	Collection Centre Name	Billing Unit	Agency Code		Status	
•	21	05 Oct 2016 05:23:00 PM	Test CC 01	4728	01	Informatio	n Updated by Div/Sub-Div Accountant.	

Click on the radio button next to each request to view its additional information. This page will display following information –

Contact details, Address, Service Tax number, PAN, whether agreement was executed or not, if yes, duration of the agreement, cash /cheque/DD bank details and their respective account numbers, deposited submitted in the form of Cash or Bank Guarantee and details of their receipts, amount of security deposit submitted with the office.

<u>NOTE –</u>

A collection center code e.g 014728006 in this case, will be generated and displayed on the form. This collection center code is calculated based on the next sequence belonging to the existing BU-agency combination.

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Request ID		Time	Collection C	entre Name	Billi	ing Unit	Agency Code			s	itatus
21	05 Oc	t 2016 05:23:00 PM	Test	CC 01	4	4728	01		Information Up	dated t	by Div/Sub-Div Accountant
				Additional Col	ection (Centre In	formation				
Collect	tion Center Code *			Colle	tion Cent	ter Name			Billir	g Unit	4729
concer	ion center code	014728006		conc	don cent		Test CC 01			S Onic	4720
Conta	act Person's Name	Test Contact		Cont	ct Person'	n's Mobile	989898989				
	Division	553 - THANE DIVISION - I			Sub	b-Division	728 - GADKARI S/DN.				
Address	BKC, Bandra - Eas	it, Mumbai - 4000053									
	Service Tax Numb	5656565656			PAN	ABVP8989	89				
ls	s Agreement execute	d? Yes		Fro	n Date	05 Oct 20	6		To Da	e o	3 Jan 2017
ments											
	Bank A	IS BANK					Bank Branch	MUME	APUR		
Acc	rount Number						IESC				
100	78	454515695574845454					1.50	UTIBO	02059		
Payments											
Payments	Bank ST	ANDARD CHARTERED BANK					Bank Branch	JAIPUR			
ments	Bank ST	ANDARD CHARTERED BANK					Bank Branch Bank Branch	JAIPUR	-UR		
Payments	Bank ST	ANDARD CHARTERED BANK 5 BANK 154515695574845454					Bank Branch Bank Branch IFSC	MUMBAI	UR 2059		
Payments Acc Payments	Bank ST Bank AX ount Number 78	ANDARD CHARTERED BANK S BANK IS4515695574845454					Bank Branch Bank Branch IFSC	MUMBAI	UR 2059		
Payments Acc Payments	Bank ST Bank AX ount Number 78 Bank ST	ANDARD CHARTERED BANK					Bank Branch Bank Branch IFSC Bank Branch	MUMBAI JAIPUR	UR 1059		
Payments Acco Payments Acco	Bank 51 Bank AX ount Number 78 Bank 51 ount Number AB	ANDARD CHARTERED BANK S BANK IS4515695574845454 NNDARD CHARTERED BANK BDBD89899898989898					Bank Branch Bank Branch IFSC Bank Branch IFSC	MUMBAI UTIB000 JAIPUR SCBL003	UR 2059		
Arrents Acc Payments Comparis Comparis	Bank AX Bank AX ount Number 78 Bank ST. ount Number AB	ANDARD CHARTERED BANK S BANK ISJ4515695574845454 INDARD CHARTERED BANK BDBDB9899898989898					Bank Branch Bank Branch IFSC Bank Branch IFSC	MUMBAI UTIB000 JAIPUR SCBL003	UR 1059 5039		
Payments ments Acc Payments Draft Payments	Bank ST Bank AX ount Number 78 Bank ST ount Number AB Bank HC	ANDARD CHARTERED BANK S BANK IS4515695574845454 IS4515695574845454 INDARD CHARTERED BANK BDBB08999898989898 FC BANK					Bank Branch Bank Branch IFSC Bank Branch IFSC Bank Branch	JAIPUR MUMBAI UTIBOOO JAIPUR SCBLOO3	UR 1059 5039 - BORIVALI WESTJ		
Payments Acco Payments Acco Draft Payments Acco Acco Acco Acco Acco Acco Acco Acc	Bank 51 Bank AX ount Number 78 Bank 51 ount Number AB Bank HC	ANDARD CHARTERED BANK 5 BANK 154515695574845454 NNDARD CHARTERED BANK BDBDB9699898989898 FC BANK					Bank Branch Bank Branch IFSC Bank Branch IFSC Bank Branch IFSC	MUMBAI JAIPUR JAIPUR SCBL003 MUMBAI	UR 20059 5039 - BORIVALI WEST) 0145		
Interns: Acco tayments Draft Payments Acco	Bank AX Ount Number 78 Bank 57 Ount Number AB Bank HC Ount Number UY	ANDARD CHARTERED BANK S BANK S BANK NDARD CHARTERED BANK BDBD999989898999998 FC BANK TROB999989898999998					Bank Branch Bank Branch IFSC Bank Branch IFSC Bank Branch IFSC	MUMBAI JAIPUR JAIPUR SCBL003 MUMBAI	UR 2059 5039 - BORIVALI WEST) 0145		
Payments Acc Payments Draft Payments Constraints Const	Bank ST Bank AX ount Number 78 Bank ST ount Number AB Bank HC ount Number UY	ANDARD CHARTERED BANK S BANK IS4515695574845454 IS4515695574845454 IS4515695998989898989898989898989898989898989					Bank Branch Bank Branch IFSC Bank Branch IFSC Bank Branch IFSC SD Amount Deposited	JAIPUR MUMBAA UTIB000 JAIPUR SCBL003 SCBL003	UR 2059 5039 - BORIVALI WEST) 0145		
Payments Acco Payments Acco Draft Payments Acco Deposit Fo	Bank 51 Bank AX ount Number 78 Bank 51 ount Number A8 Bank HC ount Number UV rm of Deposit Bank	ANDARD CHARTERED BANK 5 BANK 154515695574845454 NNDARD CHARTERED BANK BDBD89699896989898 FC BANK TRO6998989898989898 Guarantee					Bank Branch Bank Branch IFSC Bank Branch IFSC Bank Branch IFSC SD Amount Deposited	JAIPUR MUMBAI UTIBOOO JAIPUR SCBLO03 SCBLO03 SCBLO03 SCBLO03 SCBLO03	UR 2059 5039 - BORIVALI WEST) 0145		
Payments Acc Payments Acc Draft Payments Acc Draft Payments Fo Deposit Fo Deposit Excepts School	Bank 51 Bank AX ount Number 78 Bank 51 ount Number A8 Bank HC ount Number UY mm of Deposit Bank	ANDARD CHARTERED BANK S BANK S BANK S BANK NDARD CHARTERED BANK BDBD98998989999898 FC BANK TR0999998989999998 Guarantee Guarantee Deposit Ne*		52 Anourt			Bank Branch Bank Branch IFSC Bank Branch IFSC Bank Branch IFSC SD Amount Deposited	JAIPUR MUMBAA UTIBOOO JAIPUR SCBL003 MUMBAA HDFCOOC	UR 2059 5039 - BORIVALI WESTJ 0145		
Payments Acc Payments Comparison	Bank ST Bank AX ount Number 78 Bank ST. ount Number AB Bank HC ount Number UY	ANDARD CHARTERED BANK S BANK S BANK S BANK NDARD CHARTERED BANK BDBD89999898999989 FC BANK TRO699989898999998 Guarantee Deposit Type		SD Amount			Bank Branch Bank Branch IFSC Bank Branch IFSC Bank Branch IFSC SD Amount Deposited	JAIPUR MUMBAU UTIBOOO JAIPUR SCBL003 MUMBAU HDFC000	UR 2059 5039 - BORIVALI WEST) 0145		
Payments Acc Payments Comparents	Bank ST Bank AX ount Number 78 Bank ST ount Number AB Bank HC ount Number UY rm of Deposit Bank	ANDARD CHARTERED BANK S BANK S BANK S BANK NDARD CHARTERED BANK BDBD8999989898998998 FC BANK TRO99989898989898989898 Guarantee Bens Guarantee Bank Guarantee Bank Guarantee		50 Amount 2500			Bank Branch Bank Branch IFSC Bank Branch IFSC Bank Branch IFSC SD Amount Deposited	JAIPUR MUMBAU UTIBOOO JAIPUR SCBL003 SCBL003 SC000	UR 2059 - BORIVALI WEST) 0145		

After viewing all the information, if correct, click on the '**Approve**' button to approve this request. A message '**Information Updated**' will be displayed.

This collection center will now appear in collection center master.

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				Informatio	on updated.			User : 02626276 - Kum Priyanka Ubal Assistant Programmer Office : 000 - Head Office	
		Mat	ANALY I AKAN Anashtra Slate Electricity Distribution Co. Ltd				OK	Head Office User	LOGOUT
aster	Data Manageme	nt							
	Request ID		Time	Collection Centre Na	me Bi	illing Unit	Agency Code		Status
۲	21	05 O	ct 2016 05:23:00 PM	Test CC 01		4728	01	Information Upd	ated by Div/Sub-Div Accountant.
	Collectio	n Center Code *	014728006	Add	ditional Collection	Name	formation	Billing	Unit 4728
	Contac	t Person's Name	Test Contact		Contact Perso	Loading	989898989		
		Division	553 - THANE DIVISION - I		Su	ub-Division	728 - GADKARI S/DN.		
	Address	BKC, Bandra - Ea	ist, Mumbai - 4000053						
		Service Tax Numl	5656565656		PAN	ABVP8989	189		
		areement everyt	ed?		From Date	05.0+1.20		To Date	03 Jan 2017

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IT USER

1) Add Dummy Consumer Details :

To Add Dummy / Theft Consumer Details, go to menu "Add Dummy Consumer Details"

		Online Cash Collection System	99000004 - Test T Test_BR_Rev_It_u	est_BR_Rev_lt_user user - System Analyst
MAHAVITARAN		Version 2.0.3.5.3	565 - WASHI CIRC	
			Noie - II	LOGOUT
Last Login - 13 Sep 2017 04:46:30 PM				
Reports Download Online Collection Ce	nter Master Profile * Consum	er Receipt Details * Add Consumer Details *		
	Add Dummy Consumer	Details		
	Type Of Consumer	O Theft Consumer		
	Dillion Hale			
	Dilling Unit	BU		
	PC	PC		
	Comment Number			
	Consumer Number	Consumer Number		
	Consumer Name	Consumer Name		
		Submit Details		

Select Type Of Consumer to Add, Theft Consumer / Dummy Consumer Fill in all the details Billing Unit, PC, Consumer Number, Consumer Name etc. and Click on "Submit Details" button.

MAHAVITARAN		Online Cash Collection System Version 2.0.3.5.3	99000004 - Test Test_BR_Rev_It 565 - WASHI CIR Role - IT	Test_BR_Rev_It_user _user - System Analyst KCLE LOCOUT
Last Login - 13 Sep 2017 04:46:30 PM				
Reports Download Online Collection Cen	ter Master Profile * Consumer Rece	ipt Details * Add Consumer Details *		
	Add Dummy Consumer Deta	ils		
	Type Of Consumer	O Theft Consumer O Dummy Consumer		
	Billing Unit	4641		
	PC	1		
	Consumer Number	464122416549		
	Consumer Name	TEST DUMMY CONSUMER		
		Submit Details		

You will be prompted with confirmation and once confirmation done consumer details will be saved successfully.

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MAHAVITARAN		Online Cash Collection System Version 2.0.3.6.3	99000004 - Test Tost, BR, Rev_It_user Test_BR, Rev_It_user - System Analyst 565 - WASHI CIRCLE Role - IT LOGOUT
<u>t Login - 13 Sep 2017 04:46:3</u>	<u>30 PM</u>		
orts Download Online Coll	lection Center Master Profile * Consu	mer Receipt Details * Add Consumer Details *	
	Add Dummy Consume	Pr Details Do you really want to save Dummy Consumer Details ?	
	Type Of Consumer	O Theft Consu OK Cancel	
	Billing Unit	4641	
	PC	1	
	Consumer Number	464122416549	
	Consumer Name	TEST DUMMY CONSUMER Submit Details	
	Consumer Name	TEST DUMMY CONSUMER Submit Details Online Cash Collection System	99000004 - Test Test_BR_Rev_It_user Test_BR_Rev_It_user - System Analyst 565_WiskUTCPC1E
	Consumer Name	TEST DUMMY CONSUMER Butwart Details Online Cash Collection System Version 2.0.3.5.3	99000004 - Test Test, BR, Rev. IL, user Test, BR, Rev. IL, user - System Analyst 565 - WA SHI CIRCLE Role - IT
Login - 13 Sep 2017 04:46:30	Consumer Name	TEST DUMMY CONSUMER Robust Details Online Cash Collection System Version 2.0.3.5.3 mer Receipt Details * Add Consumer Details *	99000004 - Test Test_BR_Rev_IL_user Test_BR_Rev_IL_user - System Analyst 565 - WA SHI CIRCLE Role - IT LOGOUT
Login - 13 Sep 2017 04:46:34 irts Download Online Colle	Consumer Name O.PM ection Center Master Profile* Consure Add Dummy Consumer	TEST DUMMY CONSUMER Submit Datails Online Cash Collection System Lersion 2.0.3.5.3 mer Receipt Details * Add Consumer Details * Consumer details saved. Prevent This page from creating additional dialogs	99000004 - Test Test, BR, Rev. R. uner Test, BR, Rev. R., unor - System Analyst 965 - WASH CIRCLE Role - IT LOCOUT
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For Any Query regarding Online Cash Collection System (OCCS) please feel free to contact on following email ID : occs_admin@mahadiscom.in