

Maharashtra State Electricity Distribution Co. Ltd.

Online Cash Collection System

User Manual


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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.



Online Cash Collection System
Version 2.0.3.2.6

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

Downloads Reports

Receipt Entry New Connection Receipt Entry All fields marked * are mandatory

Book Number *	001000	Receipt Number *	0000147	Receipt Date *	14/06/2017	Bar Code String	
Consumer No. *	366474010524 SHRI SURESH RAMJI MAKESHAR	Billing Unit *	4295	Contact Number *	855555555	Email ID	
Receipt Type *	01 - Energy Bill	Amount Payable	0				
Amount *	400	Re-enter Amount *	400	Service Tax	0	Total Amount	400
<input checked="" type="radio"/> Cash			<input type="radio"/> Cheque			<input type="radio"/> DD	

Save

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 **Online Cash Collection System** Version 2.0.3.2.6
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

Receipt Print - Google Chrome
localhost:8081/occs/receiptPrint?t=<html><body>%20<font%20size=%276%27%20face=%27Times%20New%20F...</body></html>

001000 / 0000147
024540081-Test Mahila 3 14/06/2017
366474010524 /BU:4295
SHRI SURESH RAMJI MAKESHAR
Rs Four Hundred Only

CASH 400

Bar Code String
Contact Number *
Email ID
Total Amount

Cash Cheque DD

Save

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.

 **Online Cash Collection System** Version 2.0.3.2.9
cashierTest01 - Cashier Test 01
024540081 - Test Mahila 3
Role - CASHIER
LOGOUT

Last Login - 21 Jun 2017 02:33:14 PM

Home Receipts Data User Management Transaction Management Bank Management Cheque and DD Management Downloads Reports

Receipt Entry New Connection Receipt Entry All fields marked * are mandatory

Book Number * 141100 Receipt Number * 1456908 Receipt Date * 21/06/2017 Bar Code String 04578758963245882244

Consumer No. * 068040003430 DAULAT 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 Cheque DD

Save

1.2) Punching a receipt without a barcode reader –

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.

 MAHARASHTRA STATE 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
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Last Login - 15 Jun 2017 11:23:01 AM

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[Downloads](#) [Reports](#)

Receipt Entry New Connection Receipt Entry

All fields marked * are mandatory

Book Number *	001000	Receipt Number *	0000159	Receipt Date *	15/06/2017	Bar Code String	
Consumer No. *	068040003430 DAULAT DHARMA MAHALE	Billing Unit *	4829	Contact Number *	787585723	Email ID	
Receipt Type *	01 - Energy Bill	Amount Payable	0				
Amount *	300	Re-enter Amount *	300	Service Tax	0	Total Amount	300
<input checked="" type="radio"/> Cash			<input type="radio"/> Cheque			<input type="radio"/> DD	

Save

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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.

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Receipt Entry **New Connection Receipt Entry**

All fields marked * are mandator

Book Number *	<input type="text" value="001000"/>	Receipt Number *	<input type="text" value="0000148"/>	Receipt Date *	<input type="text" value="14/06/2017"/>	Bar Code String	<input type="text"/>
---------------	-------------------------------------	------------------	--------------------------------------	----------------	---	-----------------	----------------------

Consumer No. *	<input type="text" value="366474010524"/> SHRI SURESH RAMJI MAKESHAR	Billing Unit *	<input type="text" value="4295"/>	Contact Number *	<input type="text" value="855555555"/>	Email ID	<input type="text"/>
Receipt Type *	<input type="text" value="01 - Energy Bill"/>	Amount Payable	<input type="text" value="0"/>				

Receipt Type	Receipt Amount *
02 - CRA	<input type="text" value="200"/>
03 - First S.D.*	<input type="text" value="1000"/>
06 - Meter Cost	<input type="text" value="0"/>
16 - ORC	<input type="text" value="0"/>
18 - Cost of agreement	<input type="text" value="0"/>
22 - New Service Connection Supervison	<input type="text" value="0"/>
23 - Meter testing	<input type="text" value="0"/>
24 - CT/PT testing	<input type="text" value="0"/>

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Receipt Type	Receipt Amount *
02 - CRA	<input type="text" value="200"/>
03 - First S.D.*	<input type="text" value="1000"/> *
06 - Meter Cost	<input type="text" value="0"/>
16 - ORC	<input type="text" value="0"/>
18 - Cost of agreement	<input type="text" value="0"/>
22 - New Service Connection Supervision	<input type="text" value="0"/>
23 - Meter testing	<input type="text" value="0"/>
24 - CT/PT testing	<input type="text" value="0"/>
25 - Processing fee for shifting	<input type="text" value="0"/>
28 - Service Tax	<input type="text" value="0"/>

Total Receipt Amount

Cash Cheque DD

Summary of un-submitted transactions		Summary of today's transactions	
No. of Receipts	<input type="text" value="4"/>	No. of Receipts	<input type="text" value="4"/>
Total Amount	<input type="text" value="4410"/>	Total Amount	<input type="text" value="4410"/>

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.

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localhost:8081 says:
Receipt saved.

cashierTest01 - Cashier Test 01
024540081 - Test Mahila 3
Role - CASHIER
LOGOUT

Last Login - 12 Jun 2017 11:48:42 PM

Home Receipts Data User Management Transaction Management Bank Management Cheque and DD Management

Downloads Reports

Receipt Entry New Connection Receipt Entry All fields marked * are mandatory

Book Number * 001000 Receipt Number * 0000144 Receipt Date * 14/06/2017 Bar Code String

Consumer No. * 366474010524 SHRI SURESH RAMJI MAKESHAR Billing Unit * 4295 Contact Number * 855555555 Email ID

Receipt Type * 01 - Energy Bill Amount Payable 0 Loading..

Amount * 510 Re-enter Amount * 510 Service Tax 0 Total Amount 510

Cash Cheque DD

Save

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.

Online Cash Collection System
Version 2.0.3.2.6

cashierTest01 - Cashier Test 01
024540081 - Test Mahila 3
Role - CASHIER
LOGOUT

Last Login - 12 Jun 2017 11:48:42 PM

Home Receipts Data User Management Transaction Management Bank Management Cheque and DD Management

Receipt Print - Google Chrome

localhost:8081/occs/receiptPrint?t=<html><body>%20%20<font%20size=%276%27%20face=!

001000 / 0000144
024540081-Test Mahila 3 14/06/2017
366474010524 /BU:4295
SHRI SURESH RAMJI MAKESHAR
Rs Five Hundred Ten Only

CASH 510

01 - Energy Bill Ver No:2.0.3.2.6

Print

Save

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.

[Home](#) [Receipts Data](#) [User Management](#) [₹ Transaction Management](#) [Bank Management](#) [Cheque and DD Management](#)

[Downloads](#) [Reports](#)

All fields marked * are mandatory

Book Number *	001000	Receipt Number *	0000145	Receipt Date *	14/06/2017	Bar Code String	
Consumer No. *	366470544044 SHRI SATIESH BABULAJI WARMA	Billing Unit *	4295	Contact Number *	989898985	Email ID	
Receipt Type *	01 - Energy Bill	Amount Payable	0				
Amount *	1500	Re-enter Amount *	1500	Service Tax	0	Total Amount	1500
<input type="radio"/> Cash		<input checked="" type="radio"/> Cheque		<input type="radio"/> DD			
<input type="checkbox"/> Is Multi Consumer Cheque	Enter Total Cheque Amount for MultiConsumer*						
Cheque Number *	123456	Cheque Date *	14/06/2017	IFSC *	MAHB00001E	MICR	415014003
Bank	BANK OF MAHARASHTRA	Branch	KARAD	MultiConsumer Cheque balance Amt	0		

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.

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Home Receipts Data User Management Transaction Management Bank Management Cheque and DD Management

Downloads Reports

All fields marked * are mandatory

Book Number *	001000	Receipt Number *	0000146	Receipt Date *	14/06/2017	Bar Code String	
Consumer No. *	400000011931 M/S SHREE MAHAVIR ASSOCITES	Billing Unit *	4728	Contact Number *	774495186	Email ID	
Receipt Type *	01 - Energy Bill	Amount Payable	0				
Amount *	2000	Re-enter Amount *	2000	Service Tax		Total Amount	2000
<input type="radio"/> Cash		<input type="radio"/> Cheque		<input checked="" type="radio"/> DD			
<input type="checkbox"/> Is Multi Consumer DD	Enter Total DD Amount for MultiConsumer*						
Bank *	1495 - BANK OF MAHARASHTRA	IFSC	MAHB0000188	MICR	415014003		
Branch *	505863 - KARAD	DD Number *	54321	DD Date *	14/06/2017	MultiConsumer DD balance Amt	0

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.

The screenshot displays the 'Online Cash Collection System' interface. At the top, the MAHAVITARAN logo is on the left, the system name and version (2.0.3.2.6) are in the center, and user information (cashierTest01 - Cashier Test 01, 024540081 - Test Mahila 3, Role - CASHIER) and a LOGOUT button are on the right. The main area shows a 'Receipt Print' window in Google Chrome, which contains a receipt for a DD of 2000 from BANK OF MAHARASHTRA-KARAD. The receipt details include: 001000 / 0000146, 024540081-Test Mahila 3, 14/06/2017, 400000011931, /BU:4728, M/S SHREE MAHAVIR ASSOCITES, Rs Two Thousand Only, 54321, 14/06/2017, MAHB0000188, and 01 - Energy Bill. A 'Print' button is visible at the bottom of the window. In the background, the main application form is partially visible, showing 'Cheque and DD Management' and 'Receipt Entry' sections with various input fields and a 'Total Amount' field.

1.3) Receipts Modification

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'.

 **Online Cash Collection System** 024540081 - Test Mahila 3
Version 2.0.3.2.6 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
- Downloads Reports

Modify Receipts

Select Task *

- Select
- Select
- Cancel Receipt
- Change Receipt Type

a) Cancel Receipt

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.

 **Online Cash Collection System** 024540081 - Test Mahila 3
Version 2.0.3.2.6 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
- Downloads Reports

Modify Receipts

Select Task *

Cancel Receipt

Cancel Receipts by entering Book Number & Receipt Number

Book Number	Receipt Number	Consumer Number	Mode of Payment	Receipt Amount	Reason for Change	
001000	0000145	366470544044	Cheque	1500	01 - Incorrect receipt date	-

Submit

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

b) Change Receipt Type

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.

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Maharashtra State Electricity Distribution Co. Ltd.

Online Cash Collection System
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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

Downloads Reports

Modify Receipts

Select Task* Change Receipt Type

Change Receipt Type by entering Old Receipt Type, Book Number & Receipt Number

Existing Receipt Type	Book Number	Receipt Number	Consumer number	Receipt Amount	Mode of Payment	New Receipt Type	Reason for Change	
01 - Energy Bill	001000	0000145	366470544C	1500	Cheque	kcy	01 - Incorre	+ -

Submit

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.

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 NON-CANCELLED receipts and their sum is also displayed.

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

The screenshot displays the 'Online Cash Collection System' interface. At the top, the MAHAVITARAN logo is on the left, the system name and version (2.0.3.2.6) are in the center, and user details (cashierTest01 - Cashier Test 01, 024540081 - Test Mahila 3, Role - CASHIER) and a LOGOUT link are on the right. A navigation menu includes Home, Receipts Data, User Management, Transaction Management (selected), Bank Management, and Cheque and DD Management. A 'Submit Transactions' button is visible in the Transaction Management dropdown. Below this, a 'Transactions History' section is highlighted with a red box and a red arrow. It contains a table with the following data:

Cash Receipts	Cash Amount	Cheque Receipts	Cheque Amount	DD Receipts	DD Amount
2	910	1	1500	1	2000

Below the table are two summary sections:

- Summary of modified receipts:**

Total Receipts Cancelled	Total Receipt Type Changed
0	0
- Summary of un-submitted transactions:**

Total Receipts	Total Amount
4	4410

A 'Submit Transactions' button is located at the bottom left of the interface, highlighted with a red box.

Cashier will be prompted to confirm whether you want to submit the information now.

localhost:8081 says:
Do you want to submit transactions now?

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

Submit Transactions Downloads Reports

Cash Receipts	Cash Amount	Cheque Receipts	Cheque Amount	DD Receipts	DD Amount
2	910	1	1500	1	2000

Summary of modified receipts

Total Receipts Cancelled	Total Receipt Type Changed
0	0

Summary of un-submitted transactions

Total Receipts	Total Amount
4	4410

Submit Transactions

Clicking on OK will send this information to the corresponding Supervisor user of Cashier.

localhost:8081 says:
Transaction Submitted

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

Submit Transactions Downloads Reports

Cash Receipts	Cash Amount	Cheque Receipts	Cheque Amount	DD Receipts	DD Amount
2	910	1	1500	1	2000

Summary of modified receipts

Total Receipts Cancelled	Total Receipt Type Changed
0	0

Summary of un-submitted transactions

Total Receipts	Total Amount
4	4410

Submit Transactions

NOTE

- 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.

The screenshot displays the 'Online Cash Collection System' interface. At the top, the MAHAVITARAN logo is on the left, and the system name and version (2.0.3.2.6) are in the center. On the right, user information is shown: 'cashierTest01 - Cashier Test 01', '024540081 - Test Mahila 3', and 'Role - CASHIER'. A 'LOGOUT' link is also present. Below the header is a navigation menu with links for Home, Receipts Data, User Management, Transaction Management, Bank Management, and Cheque and DD Management. There are also links for Downloads and Reports. The main content area is titled 'Add New Bank' and features a 'Select Task' dropdown menu with 'Main Bank Addition' selected. Below this is a 'Bank Name' input field containing 'PRS Bank'. At the bottom of the form are two buttons: 'Add Bank' and 'Add Another'.

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

The screenshot displays the MAHAVITARAN web application interface. At the top left is the MAHAVITARAN logo. A central message box states: 'localhost:8081 says: PRS Bank added successfully' with an 'OK' button. On the top right, a user profile box shows: 'cashierTest01 - Cashier Test 01', '024540081 - Test Mahila 3', 'Role - CASHIER', and a 'LOGOUT' button. Below the header is a navigation menu with items: Home, Receipts Data, User Management, Transaction Management, Bank Management, Cheque and DD Management, Downloads, and Reports. The 'Last Login' timestamp is '14 Jun 2017 02:14:01 PM'. The main content area shows the 'Add New Bank' form with 'Main Bank Addition' selected in the 'Select Task' dropdown and 'PRS Bank' entered in the 'Bank Name' field. 'Add Bank' and 'Add Another' buttons are visible at the bottom of the form.

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 - 15 Jun 2017 01:07:51 PM

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Downloads Reports

Add New Bank

Select Task * Branch Addition

Bank Name	PRS Bank
Branch Name	pune
Address	pune
Pin Code	415122
Contact Number	4578964512
MICR Code	784596123
IFSC Code	PRS10000188

Add Another

Add Branch

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.



localhost:8081 says:
pune added successfully
OK

cashierTest01 - Cashier Test 01
024540081 - Test Mahila 3
Role - CASHIER
LOGOUT

Last Login - 15 Jun 2017 11:23:01 AM

Home Receipts Data User Management ₹ Transaction Management Bank Management Cheque and DD Management

Downloads Reports

Add New Bank

Select Task * Branch Addition

Bank Name	PRS Bank
Branch Name	pune
Address	pune
Pin Code	415122
Contact Number	4578964512
MICR Code	784596123
IFSC Code	PRSI0000188

Add Another

Add Branch

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

Last Login - 15 Jun 2017 01:07:51 PM

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Downloads Reports

Add New Bank

Select Task * Branch Addition

Bank Name	PRS Bank
Branch Name	sangali
Address	miraj
Pin Code	415510
Contact Number	4578986542
MICR Code	789562312
IFSC Code	PRSI0000555

Add Another

Add Branch

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

MAHAVITARAN Maharashtra State Electricity Distribution Co. Ltd.

localhost:8081 says:
sangli added successfully

OK

cashierTest01 - Cashier Test 01
024540081 - Test Mahila 3
Role - CASHIER
LOGOUT

Last Login - 15 Jun 2017 11:23:01 AM

Home Receipts Data User Management Transaction Management Bank Management Cheque and DD Management

Downloads Reports

Add New Bank

Select Task * Branch Addition

Bank Name	PRS Bank
Branch Name	sangli
Address	miraj
Pin Code	415510
Contact Number	4578986542
MICR Code	789562312
IFSC Code	PRSI0000555

Add Another

Add 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.

localhost:8081/occs/logout

MAHAVITARAN Maharashtra State Electricity Distribution Co. Ltd.

Online Cash Collection System
Version 2.0.3.2.3

User Login

User Type Collection Centre

User ID superTest007

Password

Login

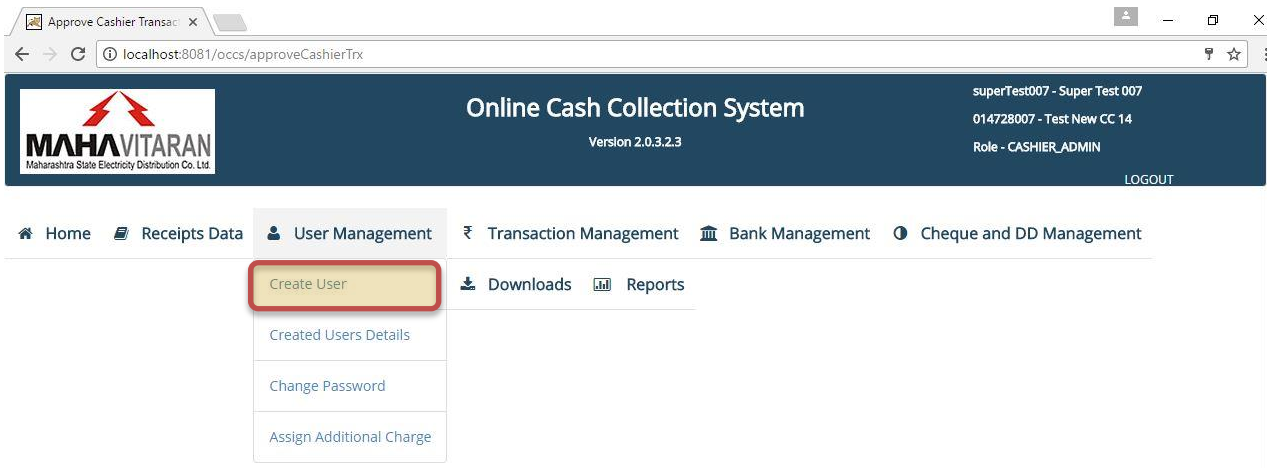
Forgot Password?

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 -



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-

Collection Center [Make sure this collection center's information has been filled]

User ID	User ID	User Name	User Name
014728002 - CC 001			
014728004 - CC 002			
014728007 - Test New CC 14			

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

Add User

In Case of Bank Supervisor it shows options, for Cashier supervisor it will show only one

So in addition to the fields –

- 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 be 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.

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.

Modified Time	Receipt Date	Collection Centre Code	Cashier ID	Receipt Amount
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

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.

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.
ONLINE CASH COLLECTION SYSTEM

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MAHAVITARAN
Maharashtra State Electricity Distribution Co. Ltd.

Online Cash Collection System
Version 2.0.3.2.6

superTest01 - Super Test 01
024540081 - Test Mahila 3
Role - CASHIER_ADMIN
LOGOUT

Last Login - 19 Jun 2017 09:51:39 AM

Home Receipts Data User Management Transaction Management Bank Management Cheque and DD Management

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Transactions not yet submitted by cashiers
Transactions approved by you in last two weeks

Transactions submitted by cashiers

Modified Time	Receipt Date	Collection Centre Code	Cashier ID	Receipt Amount
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

Approve and Generate Pay Slip ✓

Pay_Slip_02454008....zip

i) **Cash Report**

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD
Cash Report

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

Sr. No	Collection Centre	Receipt Date	Book No	Receipt No	Receipt Type	Consumer no.	BU	PC	Amount	Status
1	024540081	06/19/2017	141100	1456899	01	396010096511	1830	0	320	

ii) **Cheque Report**

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ONLINE CASH COLLECTION SYSTEM

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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	024540081	06/19/2017	141100	1456900	01	355500005010	3077	450	BANK OF MAHARASHTRA	KARAD	078456	06/19/2017	

iii) **DD Report**

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	024540081	06/19/2017	141100	1456901	01	352921412715	4767	800	BANK OF MAHARASHTRA	KARAD	455589	06/19/2017	

iv) **Cash Slip**

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD
Cash Slip
Version 2.0.3.2.6

Slip ID : 02454008120170619103848
Supervisor : superTest01
Office : 024540081

Receipts Count	Receipts Amount
1	320



v) **DD Slip**

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD
Demand Draft Slip
Version 2.0.3.2.6

Slip ID : 02454008120170619103848
Supervisor : superTest01
Office : 024540081

Receipts Count	Receipts Amount
1	800

vi) **Main Slip**

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

NOTE –

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.

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‘**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**’

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Transactions not yet submitted by cashiers

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 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	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

Transactions submitted by cashiers

Modified Time	Receipt Date	Collection Centre Code	Cashier ID	Receipt Amount
---------------	--------------	------------------------	------------	----------------

[Approve and Generate Pay Slip ✓](#)

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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Transactions 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 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	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.



Online Cash Collection System

Version 2.0.3.2.6

superTest01 - Super Test 01

024540081 - Test Mahila 3

Role - CASHIER_ADMIN

LOGOUT

Last Login - 19 Jun 2017 10:35:11 AM

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User Details

Sr. No.	Creation Date	User ID	User Name	Collection Centre	Mobile No.	Email ID.	Status
1	15 Apr 2017	cashierTest02	Cashier Test 02	024540081 - Test Mahila 3	9685748596	aa@aa.com	Active
2	15 Apr 2017	cashierTest01	Cashier Test 01	024540081 - Test Mahila 3	9685748596	ubale.priya@gmail.com	Active

2.4) Adding Local Banks and their branches

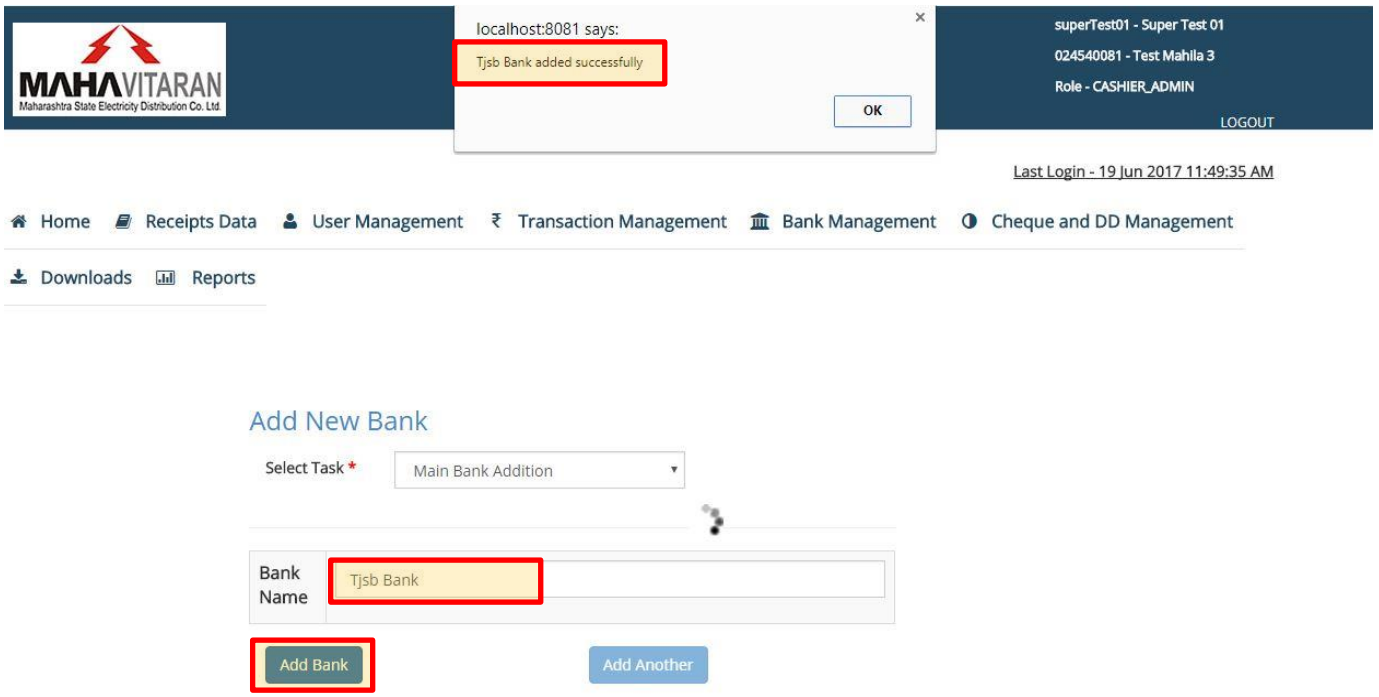
Local banks and their branches that are not present in the system database i.e the banks that are not present in RBI's updated data can be added manually by Supervisor. These banks will be later approved by HO accounts.

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.

The screenshot shows the 'Add New Bank' interface. At the top, there is a navigation bar with the MAHAVITARAN logo, the system name 'Online Cash Collection System', version '2.0.3.2.6', and user information: 'superTest01 - Super Test 01', '024540081 - Test Mahila 3', 'Role - CASHIER_ADMIN', and a 'LOGOUT' link. Below the navigation bar is a menu with 'Home', 'Receipts Data', 'User Management', 'Transaction Management', 'Bank Management', and 'Cheque and DD Management'. There are also links for 'Downloads' and 'Reports'. The main content area is titled 'Add New Bank' and contains a 'Select Task *' dropdown menu with 'Main Bank Addition' selected. Below this is a 'Bank Name' text input field containing 'Tjsb Bank'. At the bottom of the form are two buttons: 'Add Bank' and 'Add Another'.

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



The screenshot shows the 'Add New Bank' form with a success message overlay. The success message reads: 'localhost:8081 says: Tjsb Bank added successfully'. The form has a dropdown menu for 'Select Task' set to 'Main Bank Addition' and a text input for 'Bank Name' containing 'Tjsb Bank'. The 'Add Bank' button is highlighted with a red box.

MAHAVITARAN
Maharashtra State Electricity Distribution Co. Ltd.

localhost:8081 says:
Tjsb Bank added successfully

OK

superTest01 - Super Test 01
024540081 - Test Mahila 3
Role - CASHIER_ADMIN
LOGOUT

Last Login - 19 Jun 2017 11:49:35 AM

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Downloads Reports

Add New Bank

Select Task * Main Bank Addition

Bank Name Tjsb Bank

Add Bank Add Another

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**.



The screenshot shows the 'Add New Bank' form with the 'Select Task' dropdown set to 'Branch Addition'. The form fields are: Bank Name (Tjsb Bank), Branch Name (satara), Address (satara), Pin Code (415785), Contact Number (1245788956), MICR Code (415014352), and IFSC Code (TJSB00000188). The 'Add Branch' button is highlighted with a red box.

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Add New Bank

Select Task * Branch Addition

Bank Name	Tjsb Bank
Branch Name	satara
Address	satara
Pin Code	415785
Contact Number	1245788956
MICR Code	415014352
IFSC Code	TJSB00000188

Add Another Add Branch

Enter all the required fields and click on 'Add Branch' button.



The screenshot shows the MAHAVITARAN logo on the left. A central dialog box displays the message "localhost:8081 says: satara added successfully" with an "OK" button. On the right, a user profile box shows "superTest01 - Super Test 01", "024540081 - Test Mahila 3", and "Role - CASHIER_ADMIN" with a "LOGOUT" button.

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Add New Bank

Select Task * Branch Addition

Bank Name	Tjsb Bank
Branch Name	satara
Address	karad
Pin Code	466413
Contact Number	7894561433
MICR Code	456565998
IFSC Code	TJSB0000455

Add Another

Add Branch

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.

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Add New Bank

Select Task *

Branch Addition

Bank Name	Tjsb Bank
Branch Name	satara
Address	karad
Pin Code	466413
Contact Number	7894561433
MICR Code	456565998
IFSC Code	TJSB0000455

Add Another

Add Branch

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

localhost:8081 says:
satara added successfully

superTest01 - Super Test: 01
024540081 - Test Mahila 3
Role - CASHIER_ADMIN
LOGOUT

Last Login - 19 Jun 2017 11:49:35 AM

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Add New Bank

Select Task * Branch Addition

Bank Name Tjsb Bank

Branch Name satara

Address karad

Pin Code 466413

Contact Number 7894561433

MICR Code 456565998

IFSC Code TJSB0000455

Add Another Add Branch

2.5) Receipts Modification

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.

 **Online Cash Collection System** superTest01 - Super Test 01
Version 2.0.3.2.6 024540081 - Test Mahila 3
Role - CASHIER_ADMIN LOGOUT

Last Login - 19 Jun 2017 11:27:07 AM


Home Receipts Data User Management ₹ Transaction Management Bank Management Cheque and DD Management

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Modify Receipts


Select Task * Cancel Receipt

Cancel Receipts by entering Book Number & Receipt Number

Book Number	Receipt Number	Consumer Number	Mode of Payment	Receipt Amount	Reason for Change	
141100	1456904	367110003502	Cash	3300	01 - Incorrect receipt date	

Submit

You will be prompted to confirm your action.

 **localhost:8081 says:**
Following 1 receipts will be marked for Cancellation. Do you want to proceed?
OK Cancel

superTest01 - Super Test 01
024540081 - Test Mahila 3
Role - CASHIER_ADMIN LOGOUT

Last Login - 19 Jun 2017 11:27:07 AM


Home Receipts Data User Management ₹ Transaction Management Bank Management Cheque and DD Management

Downloads Reports

Modify Receipts


Select Task * Cancel Receipt

Cancel Receipts by entering Book Number & Receipt Number

Book Number	Receipt Number	Consumer Number	Mode of Payment	Receipt Amount	Reason for Change	
141100	1456904	367110003502	Cash	3300	01 - Incorrect receipt date	

Submit

After successful transaction, 'Receipt(s) Marked for Cancellation' message will be displayed. This request will be later approved by Divisional/Sub-divisional Accounts user.



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Maharashtra State Electricity Distribution Co. Ltd.

localhost:8081 says:

Receipt(s) Marked for Cancellation

OK

superTest01 - Super Test 01
024540081 - Test Mahila 3
Role - CASHIER_ADMIN

LOGOUT

Last Login - 19 Jun 2017 11:27:07 AM

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Modify Receipts

Select Task * Cancel Receipt

Cancel Receipts by entering Book Number & Receipt Number
Loading..


Book Number	Receipt Number	Consumer Number	Mode of Payment	Receipt Amount	Reason for Change	+
141100	1456904	367110003502	Cash	3300	01 - Incorrect receipt date	-

Submit

NOTE

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.’



MAHAVITARAN
Maharashtra State Electricity Distribution Co. Ltd.

localhost:8081 says:

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

OK

superTest01 - Super Test 01
024540081 - Test Mahila 3
Role - CASHIER_ADMIN

LOGOUT

Last Login - 19 Jun 2017 11:27:07 AM

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Modify Receipts

Select Task * Cancel Receipt

Cancel Receipts by entering Book Number & Receipt Number
Loading..

Book Number	Receipt Number	Consumer Number	Mode of Payment	Receipt Amount	Reason for Change	+
141100	1456899				01 - Incorrect receipt date	-

Submit

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.

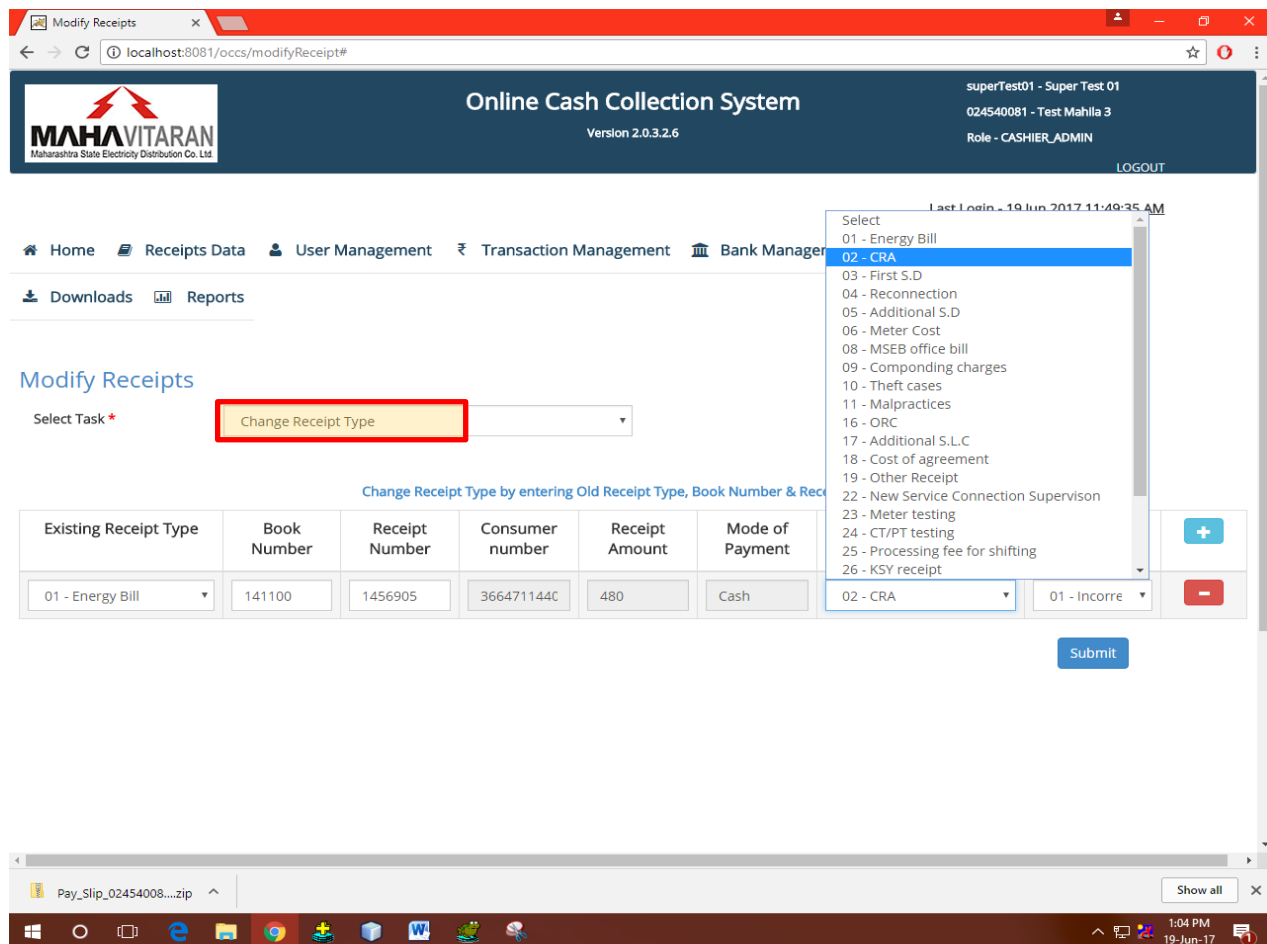
Enter its original receipt type, book number and receipt number. Consumer number, mode of payment and receipt amount will be populated automatically.

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.




You will be prompted to confirm your action.

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ONLINE CASH COLLECTION SYSTEM

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Maharashtra State Electricity Distribution Co. Ltd

localhost:8081 says:

Receipt Types of following 1 receipts will be modified. Do you want to proceed?

OK Cancel

superTest01 - Super Test 01
024540081 - Test Mahila 3
Role - CASHIER_ADMIN

LOGOUT

Last Login - 19 Jun 2017 11:49:35 AM

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Modify Receipts


Select Task * Change Receipt Type

Change Receipt Type by entering Old Receipt Type, Book Number & Receipt Number

Existing Receipt Type	Book Number	Receipt Number	Consumer number	Receipt Amount	Mode of Payment	New Receipt Type	Reason for Change	
01 - Energy Bill	141100	1456905	366471144C	480	Cash	02 - CRA	01 - Incorre	+
								-

Submit

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



MAHAVITARAN
Maharashtra State Electricity Distribution Co. Ltd

localhost:8081 says:

Receipt Types modified.

OK

superTest01 - Super Test 01
024540081 - Test Mahila 3
Role - CASHIER_ADMIN

LOGOUT

Last Login - 19 Jun 2017 11:49:35 AM

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Modify Receipts

Select Task * Change Receipt Type

Change Receipt Type by entering Old Receipt Type, Book Number & Receipt Number

Existing Receipt Type	Book Number	Receipt Number	Consumer number	Receipt Amount	Mode of Payment	New Receipt Type	Reason for Change	
01 - Energy Bill	141100	1456905	366471144C	480	Cash	02 - CRA	01 - Incorre	+
								-

Submit

NOTE

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.’

localhost:8081 says:
File ID has been generated for entered receipt number and book number.
Cannot process receipt type change request.

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 Management Transaction Management Bank Management Cheque and DD Management

Downloads Reports

Modify Receipts

Select Task * Change Receipt Type

Change Receipt Type by entering Old Receipt type, Book Number & Receipt Number

Existing Receipt Type	Book Number	Receipt Number	Consumer number	Receipt Amount	Mode of Payment	New Receipt Type	Reason for Change	
01 - Energy Bill	141100	1456899				Select	01 - Incorre	Submit

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.

The screenshot displays the 'Online Cash Collection System' login interface. At the top left is the MAHAVITARAN logo. The main heading is 'Online Cash Collection System'. Below this is a 'User Login' section with a form containing three input fields: 'User Type' (a dropdown menu set to 'MSEDCL Employee'), 'User ID' (containing '01884077'), and 'Password' (masked with dots). A blue 'Login' button is positioned below the password field. Underneath the login form is a section titled 'User and their functionalities', which is divided into three columns: 'Collection Centre' (with 'Upload cash collection file' and 'Add a local bank'), 'Accounts' (with 'Create/Disable Collection Centre Users', 'Approve cash collection files', and 'Approve cancelled/modified receipts'), and 'Head Office' (with 'Manage Bank Master.' and '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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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.

Cash Receipts	Total Cash (₹) Amount	Total Cheque Receipts	Total Cheque (₹) Amount	Total DD Receipts	Total DD (₹) Amount	Grand Total
6	2380	2	820	4	2690	5890

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

[Approve Selected Files](#)

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

The screenshot shows the 'Approve Collection' web application interface. A dialog box is displayed in the center with the text: 'localhost:8085 says: All selected files are Approved.' Below the text is a checkbox labeled 'Prevent this page from creating additional dialogues.' and an 'OK' button. The background shows the application header with the 'MAHAVITARAN' logo, user information (User: 01884077 - Mrs. Smita Narale, Assistant Accountant, Office: 728 - GADKARI S/DN.), and a navigation menu (Dashboard, Receipts Data, User Management, Collection Centre Management, Reports). Below the menu, there are sections for 'Transactions not yet submitted by collection centres', 'Transactions submitted but not Approved by Admins', and 'Transactions Approved in last two weeks'. A table titled 'Pending for Approval' is shown with a 'Loading..' indicator. The table has columns for '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', and 'Select All'. Three rows of data are visible, all with a 'Pending' status. At the bottom of the table, there is a summary row with columns: 'Cash Receipts', 'Total Cash (₹) Amount', 'Total Cheque Receipts', 'Total Cheque (₹) Amount', 'Total DD Receipts', 'Total DD (₹) Amount', and 'Grand Total'.

This screenshot shows the same 'Approve Collection' web application interface as above, but with a confirmation dialog box and a PDF report download. The dialog box is titled 'Untitled - Google Chrome' and contains the text 'IT_Wise_Appr....pdf'. A red arrow points to the dialog box, and another red arrow points to the 'Approve Selected Files' button. The background shows the application header and the 'Pending for Approval' table. The table has columns for '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', and 'Select All'. One row of data is visible, with a 'Pending' status. Below the table, there is a checkbox labeled 'I have confirmed that the cash/cheque received are as per bank statement.' and a button labeled 'Approve Selected Files'.

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ONLINE CASH COLLECTION SYSTEM

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

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Online Cash Collection System
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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						5890	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 Collection x

localhost:8085/occs/approveCashCollectionFiles#

Transactions not yet submitted by collection centres

No records.

Transactions submitted but not Approved by Admins

Receipt Date	Collection Centre Code	User ID	Receipt Count	Receipt Amount
22 Aug 2016	014728001	cashierT02	1	720

Transactions Approved in last two weeks

Approved 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
16 Sep 2016 12:45:57 PM	014728001 - OFFICE	cashierT01	4	1030	1	320	3	2090	3440	8	0	0	Approved
20 Sep 2016 01:33:58 PM	014728001 - OFFICE	cashierT01	2	1350	1	500	1	600	2450	4	0	0	Approved

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
01 Sep 2016 04:10:57 PM	014728001 - OFFICE	cashierT01	28	14261	1	600	1	200	15061	30	0	0	Pending	<input type="checkbox"/>

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

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.

The screenshot shows the 'New Collection Centre Request' form. The header includes the MAHAVITARAN logo and user information: 01884077 - Mrs. Smita Narale - Assistant Accountant, 728 - GADKARI S/DN., Role - ACCOUNTS_SUBDIVISION. The navigation menu shows 'Collection Centre Management' selected. The form fields are: Collection Center Name (empty), Zone (053 - BHANDUP (U) ZONE), Circle (539 - THANE (U) CIRCLE), Division (553 - THANE DIVISION-I), Sub-Division (728 - GADKARI S/DN.), Billing Unit (4728), and Agency Code (Select). There is a 'Remark' field and 'Add Another' and 'Save' buttons.

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

The screenshot shows the same form after a successful save. A message box is displayed: 'localhost:8085 says: New Request saved.' The form fields are: Collection Center Name (New Departmental CC), Zone (053 - BHANDUP (U) ZONE), Circle (539 - THANE (U) CIRCLE), Division (553 - THANE DIVISION-I), Sub-Division (728 - GADKARI S/DN.), Billing Unit (4728), and Agency Code (01 - DEPARTMENTAL). The 'Remark' field contains 'Outward Number - 015'. The 'Save' button is highlighted.

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.

The screenshot shows the 'Online Cash Collection System' interface. At the top left is the MAHAVITARAN logo. The main heading is 'Online Cash Collection System'. Below it is the 'User Login' section with a form containing three fields: 'User Type' (a dropdown menu with 'MESDCL Employee' selected and highlighted by a red box), 'User ID' (containing 'OCCS0005'), and 'Password' (containing '*****'). A 'Login' button is positioned below the form. Underneath the login form is the 'User and their functionalities' section, which displays four columns of user roles and their associated functions:

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.

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**

The screenshot displays the 'Online Cash Collection System' interface. The header includes the MAHAVITARAN logo, the system name, version 1.0, and user information: 'OCCS0005 - Dummy Online cash collection, By Manager(Finance and Accounts)', '553 - THANE DIVISION - I', and 'Role : ACCOUNTS_DIVISION'. The main navigation menu includes Home, User Management, Collection Centre Management (selected), Transaction Management, Downloads, and Reports. Under 'Collection Centre Management', the 'Add Existing Collection Centre Information' link is highlighted with a red box. Below the navigation, there are sections for 'Transactions not yet submitted by collection centres', 'Transactions submitted but not Approved by Admins', and 'Transactions Approved in last two weeks'. A 'Pending for Approval' section is also visible, followed by a table with columns: 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, and 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.

Role : ACCOUNTS_DIVISION LOGOUT

Home User Management Collection Centre Management Transaction Management Downloads Reports

Download as PDF Save Add Another +

Additional Collection Centre Information

Collection Center *	0	Collection Center Name*		Division *		Sub-Division *	
Billing Unit *	014540002 014540011 014655002	Contact Name *	Enter Contact Person's Name	Mobile *	Enter Contact Person's Mobile	Email *	Enter Contact Person's Email a
Address	014728001 Enter Address of Collection Centre						
Landmark	024655020 Enter Landmark of Collection Centre						
Service Tax No.	024655053	PAN *	024655061	Maximum allowed cashier users *	024655069		
Is Agreement Executed *	024655069	From Date		To Date			

- 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.

Role : ACCOUNTS_DIVISION LOGOUT

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Download as PDF Save Add Another +

Additional Collection Centre Information

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 Contact Person's Email a
Address *	Enter Address of Collection Centre						
Landmark *	Enter Landmark 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.

- 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 * <input type="text" value="Enter Landmark of Collection Centre"/>				
Service Tax Number *	<input type="text" value="ENTER SERVICE TAX NO."/>	PAN *	<input type="text" value="ENTER PAN NUMBER"/>	Maximum allowed cashier users *
Is Agreement executed? *	<input type="text" value="Select"/>	From Date (MM/DD/YYYY)	<input type="text" value=""/>	To Date (MM/DD/YYYY)
Cash Payments				
Bank	<input type="text" value="Start typing Main Bank's name."/>	Bank Branch	<input type="text" value="Start typing Branch's name."/>	
Account Number	<input type="text" value="ENTER ACCOUNT NUMBER"/>	IFSC	<input type="text" value=""/>	GL Code <input type="text" value=""/>
Cheque Payments				
Bank	<input type="text" value="Start typing Main Bank's name."/>	Bank Branch	<input type="text" value="Start typing Branch's name."/>	
Account Number	<input type="text" value="ENTER ACCOUNT NUMBER"/>	IFSC	<input type="text" value=""/>	GL Code <input type="text" value=""/>

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.

Account Number IFSC GL Code

Cheque Payments

Bank Bank Branch

Account Number IFSC GL Code

SD Receipts Details

SD Amount Deposited

Sr. No.	Type	Amount in Rs.(₹)	Receipt No.	Receipt Date (MM/DD/YYYY)	Bank Guarantee Expiry Date (MM/DD/YYYY)	+
1	Select ▼	SD Cash Amount	Receipt Number	<input type="text"/>	<input type="text"/>	-

Download as PDF Save Add Another +

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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 this collection centre's information.

4.2) Creating Supervisor Users -

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

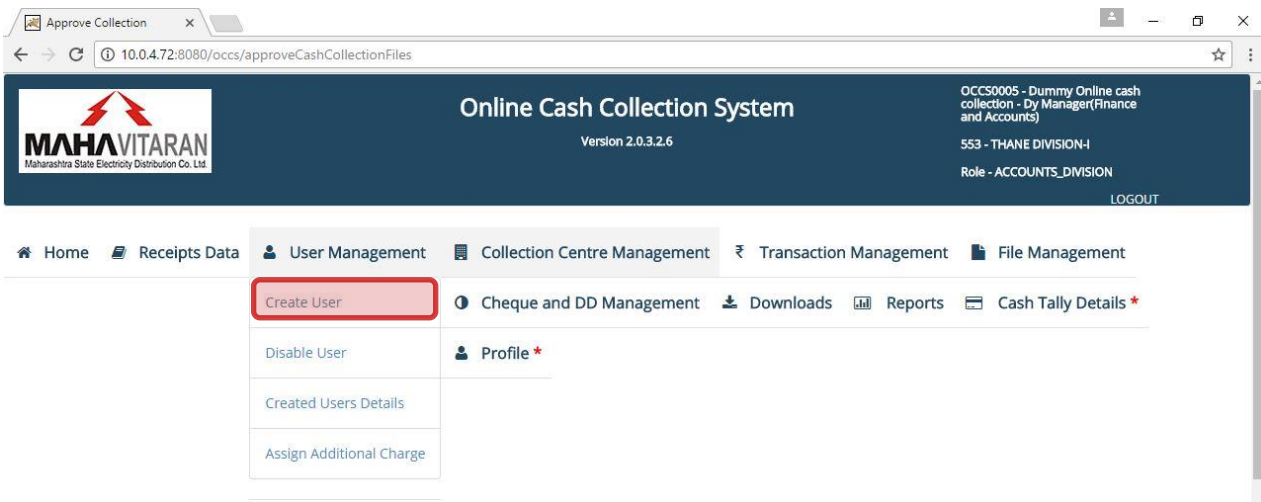
NOTE – Supervisor users for a collection center cannot be created if that collection center's information is not updated.

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

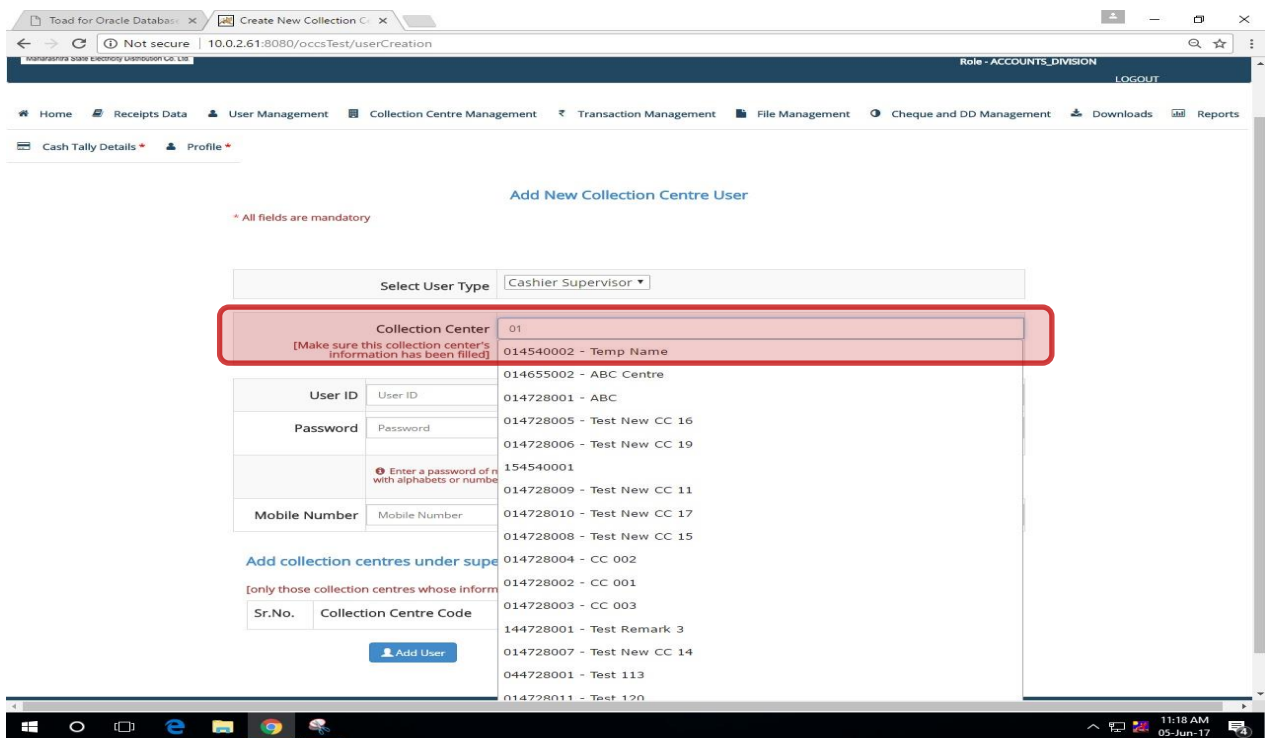
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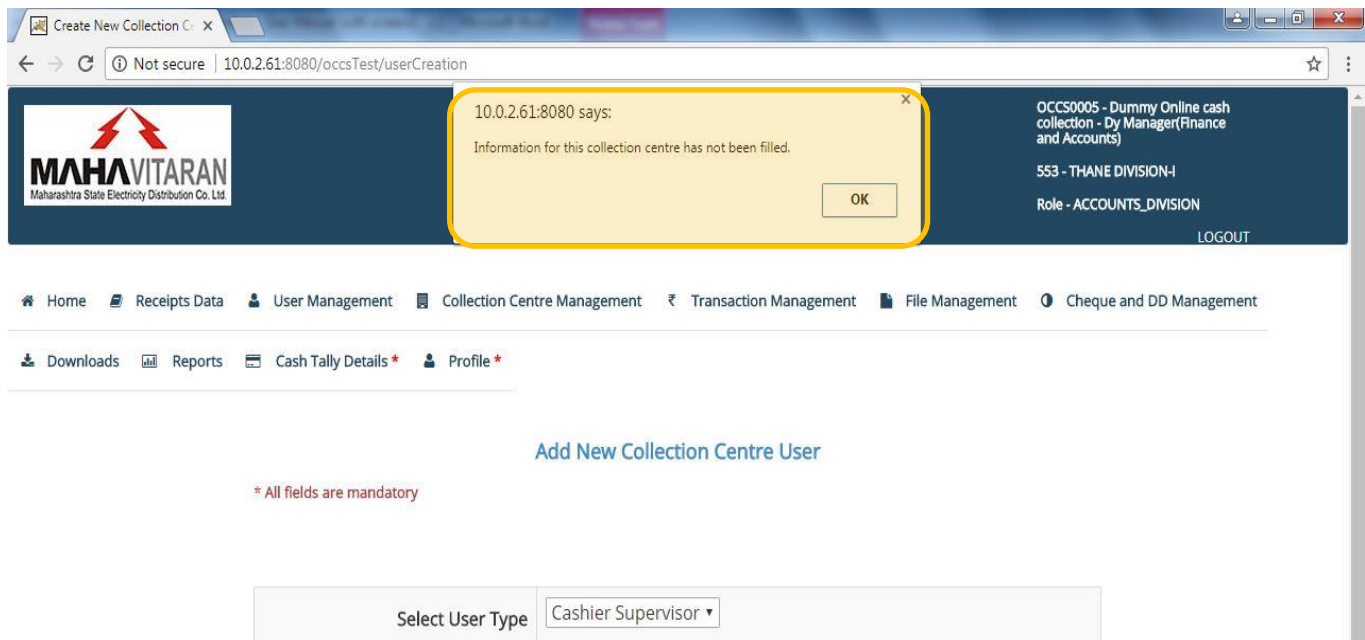
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Start typing collection center code, a list of possible codes will be displayed. Select one.



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



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.

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 Supervisor ▾
------------------	----------------------

Collection Center	014728009 - Test New CC 11
[Make sure this collection center's information has been filled]	

User ID	superTest007	User Name	User Name
Password	Password	Re-type Password	Re-type Password

Add New Collection Centre User

* All fields are mandatory

User superTest007 - Super Test 007
created .

Add Another

Select User Type

Collection Center

[Make sure this collection center's information has been filled]

User ID	<input type="text" value="superTest007"/>	User Name	<input type="text" value="Super Test 007"/>
Password	<input type="password" value="....."/>	Re-type Password	<input type="password" value="....."/>
<p>❗ Enter a password of maximum six characters with alphabets or numbers</p>			
Mobile Number	<input type="text" value="9800098000"/>	Email	<input type="text" value="super@gmail.com"/>

Optional: In Case of Multiple Collection centers Under Supervisor

Add collection centres under supervisor's collection centre (if any)

[only those collection centres whose information is filled will be displayed in suggestion list]

Sr.No.	Collection Centre Code	
1	<input type="text" value="014728002 - CC 001"/>	<input type="button" value="+"/>
2	<input type="text" value="014728004 - CC 002"/>	<input type="button" value="-"/>

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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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.

Cash Receipts	Total Cash (₹) Amount	Total Cheque Receipts	Total Cheque (₹) Amount	Total DD Receipts	Total DD (₹) Amount	Grand Total
6	2380	2	820	4	2690	5890

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

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

The screenshot shows the 'Approve Collection' web application interface. A modal dialog box is displayed in the center with the following text:

localhost:8085 says:
All selected files are Approved.
 Prevent this page from creating additional dialogues.
OK

The background interface includes the MAHAVITARAN logo, user information (User: 01884077 - Mrs. Smita Narale, Assistant Accountant; Office: 728 - GADKARI S/DN.), and a navigation menu with options like Dashboard, Receipts Data, User Management, Collection Centre Management, and Reports. Below the menu, there are sections for 'Transactions not yet submitted by collection centres', 'Transactions submitted but not Approved by Admins', and 'Transactions Approved in last two weeks'. A table titled 'Pending for Approval' is shown with a 'Loading..' indicator.

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
20 Sep 2016 01:33:58 PM	014728001 - OFFICE	cashierT01	2	1350	1	500	1	600	2450	4	0	0	Pending	<input checked="" type="checkbox"/>
16 Sep 2016 12:45:57 PM	014728001 - OFFICE	cashierT01	4	1030	1	320	3	2090	3440	8	0	0	Pending	<input checked="" type="checkbox"/>
01 Sep 2016 04:10:57 PM	014728001 - OFFICE	cashierT01	28	14261	1	600	1	200	15061	30	0	0	Pending	<input type="checkbox"/>

Summary Row:

Cash Receipts	Total Cash (₹) Amount	Total Cheque Receipts	Total Cheque (₹) Amount	Total DD Receipts	Total DD (₹) Amount	Grand Total
---------------	-----------------------	-----------------------	-------------------------	-------------------	---------------------	-------------

The screenshot shows the 'Approve Collection' web application interface with a file download dialog box open. The dialog box title is 'Untitled - Google Chrome' and it shows a PDF file named 'IT_Wise_Appr...pdf'. A red arrow points to the download icon in the dialog box. Another red arrow points to the 'Approve Selected Files' button in the application interface.

The background interface is similar to the previous screenshot, showing the 'Approve Collection' page with a table of pending transactions. A checkbox is visible at the bottom of the page with the text: 'I have confirmed that the cash/cheque received are as per bank statement.'

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
01 Sep 2016 04:10:57 PM	014728001 - OFFICE	cashierT01	28	14261	1	600	1	200	15061	30	0	0	Pending	<input type="checkbox"/>

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

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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						5890	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 Collection x

localhost:8085/occs/approveCashCollectionFiles#

Transactions not yet submitted by collection centres

No records.

Transactions submitted but not Approved by Admins

Receipt Date	Collection Centre Code	User ID	Receipt Count	Receipt Amount
22 Aug 2016	014728001	cashierT02	1	720

Transactions Approved in last two weeks

Approved 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
16 Sep 2016 12:45:57 PM	014728001 - OFFICE	cashierT01	4	1030	1	320	3	2090	3440	8	0	0	Approved
20 Sep 2016 01:33:58 PM	014728001 - OFFICE	cashierT01	2	1350	1	500	1	600	2450	4	0	0	Approved

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
01 Sep 2016 04:10:57 PM	014728001 - OFFICE	cashierT01	28	14261	1	600	1	200	15061	30	0	0	Pending	<input type="checkbox"/>

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

4.4) Viewing existing user details

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

Online Cash Collection System

User : 01884077 - Mrs. Smita Narale, Assistant Accountant
Office : 728 - GADKARI SDN.
Accounts User LOGOUT

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MAHAVITARAN
Maharashtra State Electricity Distribution Co. Ltd.

Dashboard Receipts Data **User Management** Collection Centre 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
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.	9878989767	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

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.

The screenshot shows the 'User Management' section of the 'Online Cash Collection System' interface. The header includes the MAHAVITARAN logo, the system name, version 1.0, and user information for Mrs. Smita Narale. The navigation menu highlights 'User Management'. The main content area is titled 'De-activate Collection Centre User under your office' and contains a form with the following fields:

User ID	cashierT01
User Name	Cashier Thane 01
Collection Centre	014728001
Mobile Number	8689899989
Email	cde@abc.com

At the bottom of the form is a blue button labeled 'Disable User'.

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

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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	9689898989	cde@abc.com	Disabled
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/5 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

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**

MAHAVITARAN Maharashtra State Electricity Distribution Co. Ltd.		Online Cash Collection System Version 2.0.1		OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts) 553 - THANE DIVISION-I Role - ACCOUNTS_DIVISION LOGOUT					
Home	Receipts Data	User Management	Collection Centre Management	Transaction Management	File Management	Downloads	Reports	Cash Tally Details *	Profile *
Add/Update Existing Collection Centre Information									
Manage New Collection Centre Request									
Main Receipt Block Entry									

Transactions not yet submitted by collection centres


MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.
ONLINE CASH COLLECTION SYSTEM

VERSION 1.0

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Forwarding requests -

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



MAHAVITARAN
Maharashtra State Electricity Distribution Co. Ltd

Online Cash Collection System

Version 2.0.1

OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts)
553 - THANE DIVISION-I
Role - ACCOUNTS_DIVISION

LOGOUT


Home Receipts Data User Management Collection Centre Management Transaction Management File Management Downloads Reports Cash Tally Details * Profile *

Manage New Collection Centre Request

[Please click on the request IDs]

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	127	21 Apr 2017 11:07:13 AM	New Other CO-OP 01	Request initiated by subdivision

Click on the **Request ID**, a new window will pop up -



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Maharashtra State Electricity Distribution Co. Ltd

Online Cash Collection System

Version 2.0.1

OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts)
553 - THANE DIVISION-I
Role - ACCOUNTS_DIVISION

LOGOUT

Home Receipts Data User Management Collection Centre Management Transaction Management File Management Downloads Reports Cash Tally Details * Profile *

Manage new Collection Centre request [Request ID - 125]

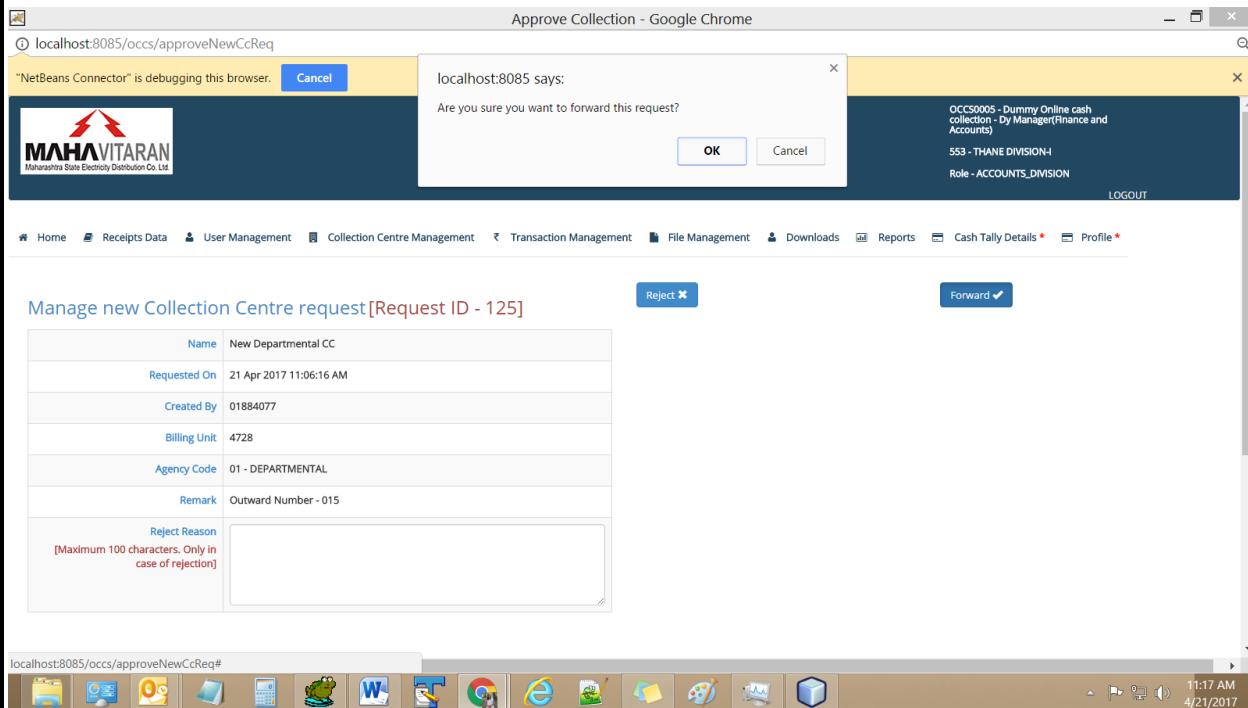
Reject ✖Forward ✔

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 <small>[Maximum 100 characters. Only in case of rejection]</small>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

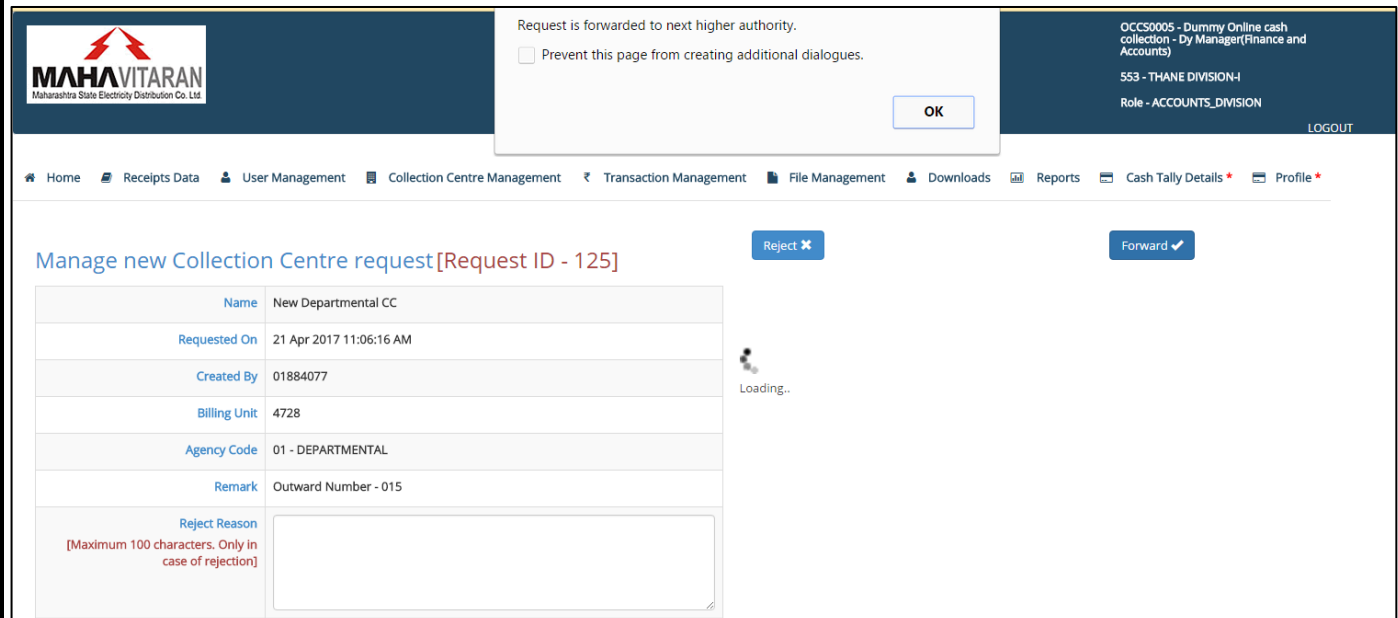
At this stage you can either forward the request or reject it by filling the reason in the **Reject Reason** text box.

Forwarding a request –

When you click on the ‘Forward’ button, a confirmation message will be shown.

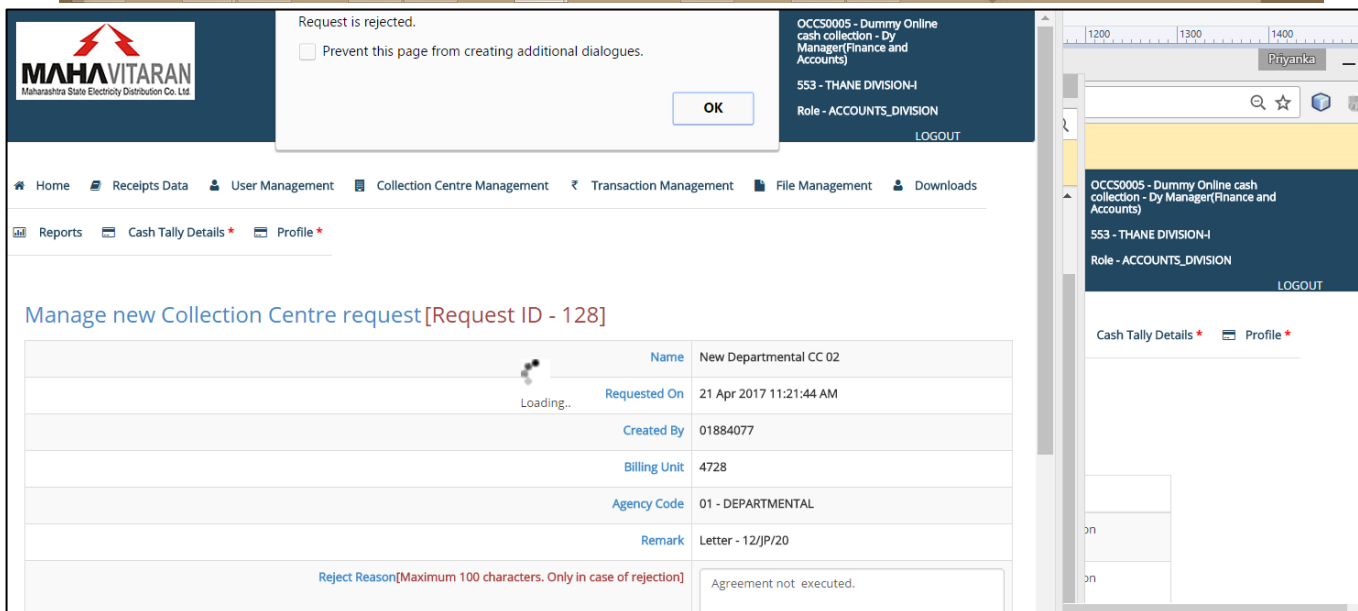
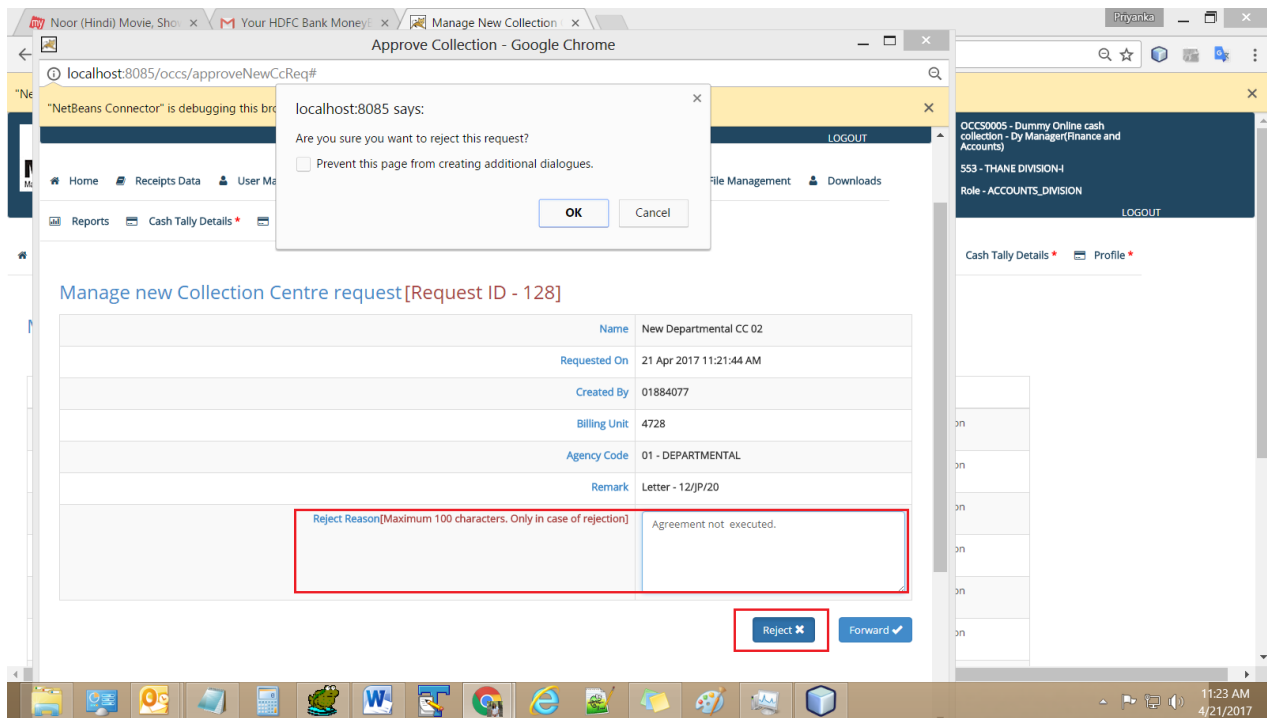


After clicking on ‘OK’ the request will be processed and forwarded to Circle.



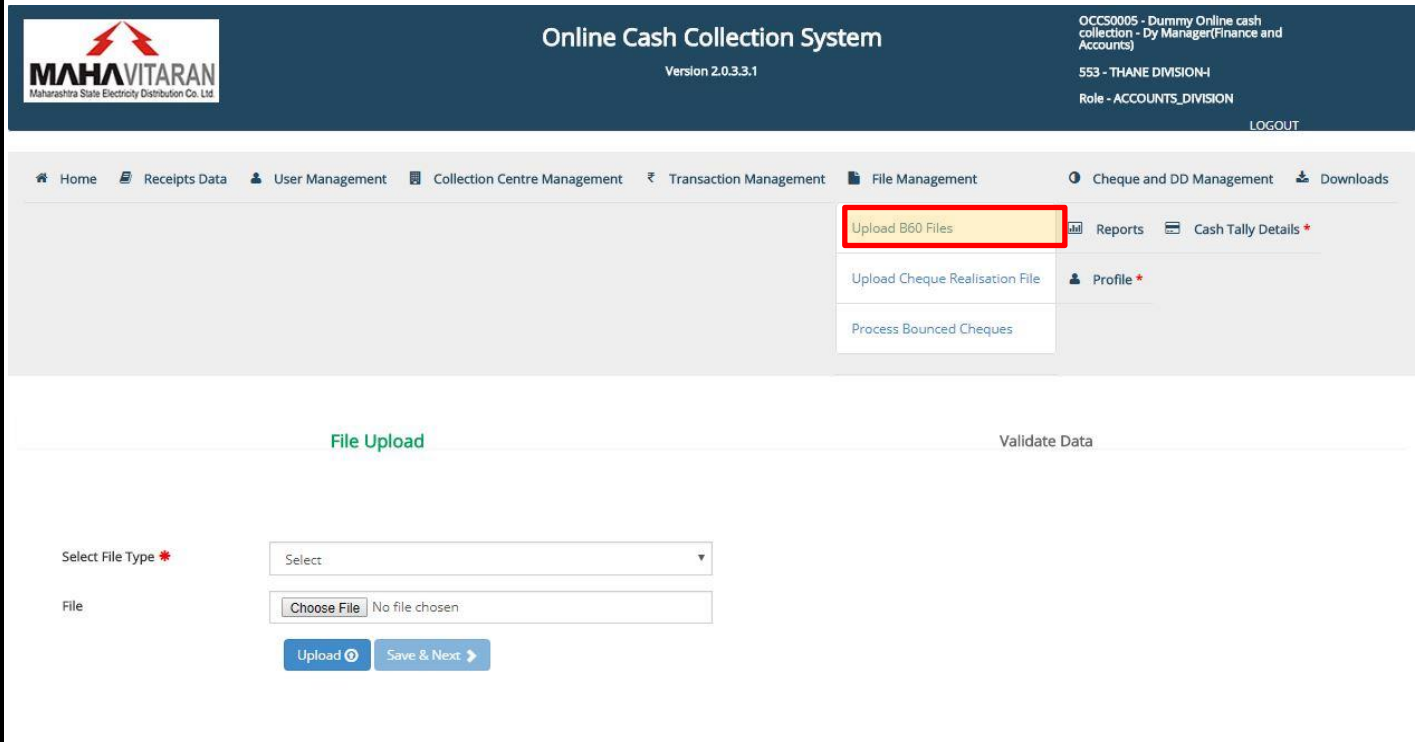
Rejecting a request –

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.



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

Uploading File



The screenshot displays the 'Online Cash Collection System' interface. At the top, the MAHAVITARAN logo is on the left, and the system name and version (2.0.3.3.1) are in the center. On the right, user information is shown: 'OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts)', '553 - THANE DIVISION-I', and 'Role - ACCOUNTS_DIVISION'. A 'LOGOUT' link is also present. Below the header is a navigation menu with items like Home, Receipts Data, User Management, Collection Centre Management, Transaction Management, File Management, Cheque and DD Management, and Downloads. A dropdown menu is open under 'File Management', with 'Upload B60 Files' highlighted in a red box. Other options in the dropdown include 'Upload Cheque Realisation File' and 'Process Bounced Cheques'. Below the navigation is a 'File Upload' section with a 'Validate Data' link. The 'File Upload' section contains a 'Select File Type *' dropdown menu (currently set to 'Select'), a 'File' input field with a 'Choose File' button and the text 'No file chosen', and two buttons: 'Upload' and 'Save & Next'.

File Type can be:

- 1) ATP
- 2) SD
- 3) POST
- 4) Cash Collection File

Uploading ATP File

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Online Cash Collection System

Version 2.0.3.3.1

OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts)

553 - THANE DIVISION-I

Role - ACCOUNTS_DIVISION

LOGOUT

Home Receipts Data User Management Collection Centre Management Transaction Management File Management Cheque and DD Management Downloads

Reports Cash Tally Details * Profile *

File Upload

Validate Data

Select File Type *

ATP

File

Choose File 18_OtherLocations_Energy_Bill.txt

Upload

Save & Next

346 records found.



Online Cash Collection System

Version 2.0.3.3.1

OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts)

553 - THANE DIVISION-I

Role - ACCOUNTS_DIVISION

LOGOUT

Home Receipts Data User Management Collection Centre Management Transaction Management File Management Cheque and DD Management Downloads

Reports Cash Tally Details * Profile *

File Upload

Validate Data

	Total Count	Total Amount
Cash	36	44400
Cheques	0	5780
Grand Total	46	50180

Validate

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

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



Online Cash Collection System

Version 2.0.3.3.4

OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts)

553 - THANE DIVISION-I

Role - ACCOUNTS_DIVISION

LOGOUT

- [Home](#)
- [Receipts Data](#)
- [User Management](#)
- [Collection Centre Management](#)
- [Transaction Management](#)
- [File Management](#)
- [Cheque and DD Management](#)
- [Downloads](#)
- [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	<input type="checkbox"/>

Cancel Receipt and Approving



10.0.2.61:8080 says:

All selected cancelled receipts are Approved.

OK

Approve Cancellation of Receipts

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	<input checked="" type="checkbox"/>

Loading..

Approve ✓

Change Receipt Type and Approving



Approve Receipt Type Change

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

Loading..



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 MAHAVITARAN Maharashtra State Electricity Distribution Co. Ltd.	<h3>Online Cash Collection System</h3> Version 2.0.3.3.4	OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts) 553 - THANE DIVISION-I Role - ACCOUNTS_DIVISION LOGOUT
---	--	--

- [Home](#) | [Receipts Data](#) | [User Management](#) | [Collection Centre Management](#) | [Transaction Management](#) | [File Management](#) | [Cheque and DD Management](#) | [Downloads](#) | [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

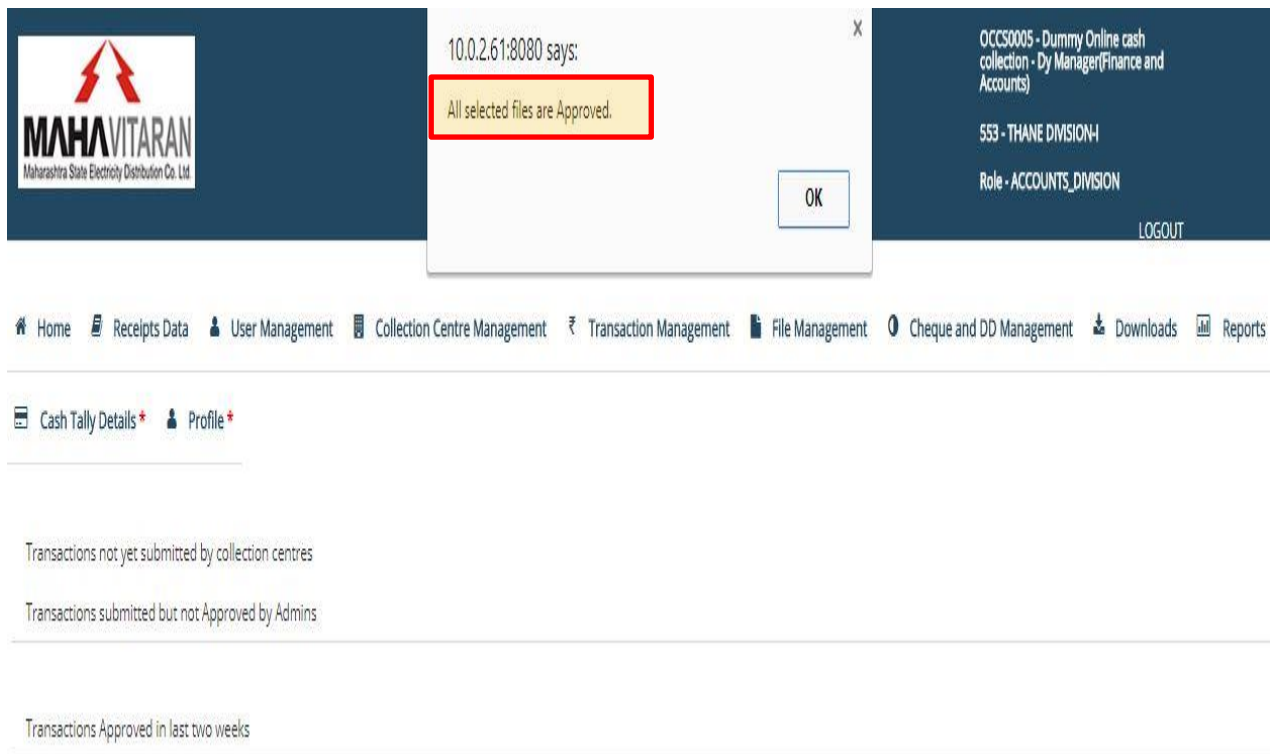
Pending for Approval

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	<input checked="" type="checkbox"/>

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

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

Approve Selected Files ✓



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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ONLINE CASH COLLECTION SYSTEM

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Online Cash Collection System
Version 1.0

User : 01884077 - Mrs. Smita Narale,
Assistant Accountant
Office : 728 - GADKARI S/DN.
Accounts User LOGOUT

Dashboard Receipts Data User Management **Collection Centre Management** Reports

Add Existing Collection Centre Information

New Collection Centre Request

New Collection Centres(Approved) Information

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.

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.

Online Cash Collection System
Version 1.0

User : 01884077 - Mrs. Smita Narale,
Assistant Accountant
Office : 728 - GADKARI S/DN.
Accounts User LOGOUT

Dashboard Receipts Data User Management **Collection Centre Management** 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 Centre Information

Collection Center Name * Billing Unit * Division *

Contact Person's Name * Contact Person's Mobile * Sub-Division *

Address *

Service Tax Number * PAN *

Is Agreement executed? * From Date To Date

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.
ONLINE CASH COLLECTION SYSTEM

VERSION 1.0

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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 Centre Information

Collection Center Name *	Test CC 01	Billing Unit *	4728	Division *	553 - THANE DIVISION - I
Contact Person's Name *	Test Contact	Contact Person's Mobile *	9898989889	Sub-Division *	728 - GADKARI S/DN.

Address *
BKC, Bandra - East, Mumbai - 4000053

Service Tax Number *	5656565656	PAN *	ABVP898989
Is Agreement executed? *	Yes	From Date	10/05/2016
		To Date	01/03/2017

Cash Payments

Bank	1563 - AXIS BANK	Bank Branch	565829 - MUMBAPUR
Account Number	78454515695574845454	IFSC	UTIB0002059

Cheque Payments

Bank	1534 - STANDARD CHARTERED BANK	Bank Branch	547588 - JAIPUR
Account Number	ABDBDB8989898989898	IFSC	SCBL0036039

Demand Draft Payments

Bank	1460 - HDFC BANK	Bank Branch	492071 - MUMBAI - BORIVALI WEST
Account Number	UYTRO898989898989898	IFSC	HDFC0000145

Security Deposit

Form of Deposit	Bank Guarantee	SD Amount Deposited	50000
-----------------	----------------	---------------------	-------

Bank Guarantee SD Receipts Details

Sr. No.	Amount in Rs. (₹)	Bank Guarantee No.	Validity Date	
1	25000	898	10/05/2016	+
2	25000	890	10/05/2016	-

[Save](#)

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

2. Fill cheque/DD details in template file as per information received from bank and upload that file.

The image displays two screenshots of the 'Online Cash Collection System' interface. The top screenshot shows the system's main menu with the 'Upload Cheque Realisation File' option highlighted in a red box. A red arrow points from this option to the bottom screenshot. The bottom screenshot shows the 'Upload bank file for realised cheques' section, where a file named 'Book2.xlsx' has been selected in the 'File' field, and a 'View File' button is visible below it. The interface includes a header with the MAHAVITARAN logo, version information (2.0.3.2.5 and 2.0.3.2.6), and user details (OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts), 553 - THANE DIVISION-I, Role - ACCOUNTS_DIVISION). The navigation menu includes Home, Receipts Data, User Management, Collection Centre Management, Transaction Management, File Management, and Cheque and DD Management. The bottom screenshot also shows additional menu items: Downloads, Reports, Cash Tally Details, and Profile.

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

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ONLINE CASH COLLECTION SYSTEM

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File: Cheque_Realisation_File060617.xlsx

Sr No	Cheque Number	Cheque Amount	Cheque Realisation Date
1	959497	5000	05 Jun 2017
2	959497	15000	05 Jun 2017
3	959497	10000	05 Jun 2017
4	959497	20000	05 Jun 2017
5	969498	1001	05 Jun 2017
6	959422	501	05 Jun 2017

I confirm that the uploaded data is correct.

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.

File Accepted. Please click on 'View Result and Approve' button.



On Click “View Results and Approve”
it shows matched and unmatched
cheques in that uploaded file.

localhost:8081/occs/getMatchedCheques

Manage un-matched and un-realised Cheques and DDs

Matched Cheques (4)

Sr No	Cheque No	Cheque Amount	Cheque Realised Date	Number of consumers matched	
1	959497	5000	05 Jun 2017	1	<input checked="" type="checkbox"/>
2	959497	10000	05 Jun 2017	1	<input checked="" type="checkbox"/>
3	959497	15000	05 Jun 2017	1	<input checked="" type="checkbox"/>
4	969498	1001	05 Jun 2017	1	<input checked="" type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
2	959497	20000	05 Jun 2017	167	<input type="checkbox"/>	<input type="checkbox"/>

3. Match Individual Cheques with receipts

Online Cash Collection System
Version 2.0.3.2.6
OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts)
553 - THANE DIVISION-I
Role - ACCOUNTS_DIVISION
LOGOUT

Home Receipts Data User Management Collection Centre Management ₹ Transaction Management File Management

Cheque and DD Management Downloads 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 Search cheque from bank statement

Enter a cheque number to find un-realised receipt(s) 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.*

- i. Cheque number mismatch
Cheque Un-match Report:

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ONLINE CASH COLLECTION SYSTEM

VERSION 1.0

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MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.
 ONLINE CASH COLLECTION SYSTEM

Run Date : 07-Jun-17

Cheque UnRealised Report for : 553 - THANE DIVISION-I

User: OCCS0005 Dummy Online cash Dy Manager(Finance and Accounts)

Page No. : Page 1 of 1

SR. NO.	CHEQUE ID	CHEQUE NO	CHEQUE REALISED DATE	CHEQUE AMOUNT
1	152	148185	14-May-2017	5500
2	167	959497	05-Jun-2017	20000
3	169	959422	05-Jun-2017	501
4	170	998987	06-Jun-2017	12000
5	171	007638	05-Jun-2017	520
Total Count :		5	Total Cheque Amount :	38521

Case 1

Case 2

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.
 ONLINE CASH COLLECTION SYSTEM

Run Date : 07-Jun-17

Cheque UnRealised Report for : 553 - THANE DIVISION-I

User: OCCS0005 - Dummy Online cash Dy Manager(Finance and Accounts)

Page No. : Page 1 of 1

CNTR_CODE	RECEIPT DATE	RECEIPT NUMBER	BOOK NUMBER	RECEIPT TYPE	CONSUMER NO	BU	CHEQUE AMOUNT	BANK	CHEQUE NO	CHEQUE DATE
024540081 - Test Mahila 3	06-JUN-17	142	1000	01	216580001796	4761	12000	BANK OF	998978	06-JUN-17
024540081 - Test Mahila 3	03-JUN-17	129	1000	01	216570001186	4761	100	HDFC BANK	146932	03-JUN-17
024540081 - Test Mahila 3	03-JUN-17	130	1000	01	216580003012	4761	900	HDFC BANK	146932	03-JUN-17
024540081 - Test Mahila 3	03-JUN-17	141	1000	01	216580003012	4761	510	ICICI BANK	959422	03-JUN-17
024540081 - Test Mahila 3	03-JUN-17	139	1000	01	216580001796	4761	20000	STATE BANK OF	959479	03-JUN-17
Total Count :		5	Total Amount :		33510					

Cheque Unrealized Report:

Get ID from "Cheque Un-match Report"

Get cheque Number from "Cheque Unrealized"

Enter a cheque ID to find unmatched cheque

Cheque Number	Cheque Amount	Cheque Realised Date
998987	12000	06 Jun 2017

Enter a cheque number to find un-realised receipt(s)

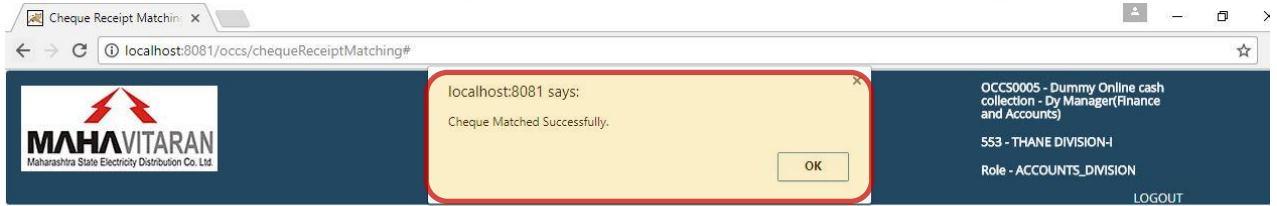
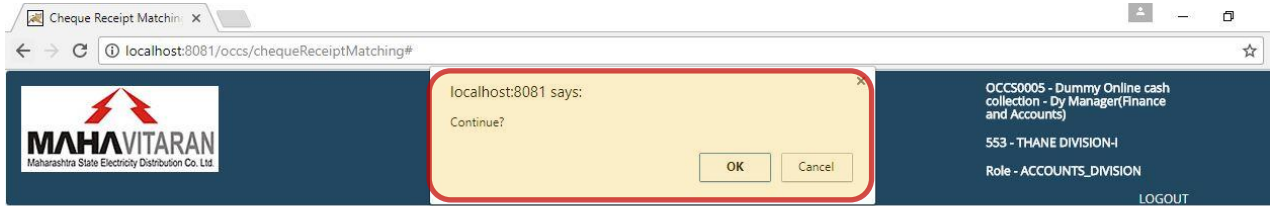
Sr No	Receipt Date	Collection Counter	Consumer No	BU Code	Book No	Receipt No	Receipt Amount	Cheque No	
1	06 Jun 2017	024540081	216580001796	4761	1000	142	12000	998978	<input checked="" type="checkbox"/>

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.
ONLINE CASH COLLECTION SYSTEM

VERSION 1.0

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If everything is fine then “submit matched data”, it will show two message consecutively
 “Confirmation” and after this “Successful”.



- Home Receipts Data User Management Collection Centre Management Transaction Management File Management
- Cheque and DD Management Downloads Reports Cash Tally Details * Profile *

Enter a cheque ID to find unmatched cheque

Cheque Number	Cheque Amount	Cheque Realised Date
998987	12000	06 Jun 2017

Enter a cheque number to find un-realised receipt(s) Loading..

Sr No	Receipt Date	Collection Counter	Consumer No	BU Code	Book No	Receipt No	Receipt Amount	Cheque No	
1	06 Jun 2017	024540081	216580001796	4761	1000	142	12000	998978	<input checked="" type="checkbox"/>

Cheque Amount Mismatch

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

[Cheque and DD Management](#)
[Downloads](#)
[Reports](#)
[Cash Tally Details *](#)
[Profile *](#)

Enter a cheque ID to find unmatched cheque [Search cheque from bank statement](#)

Cheque Number	Cheque Amount	Cheque Realised Date
959422	501	05 Jun 2017

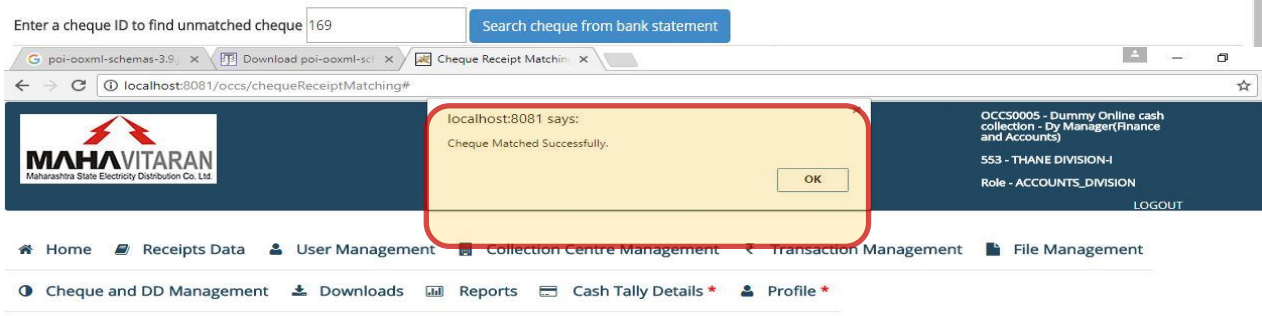
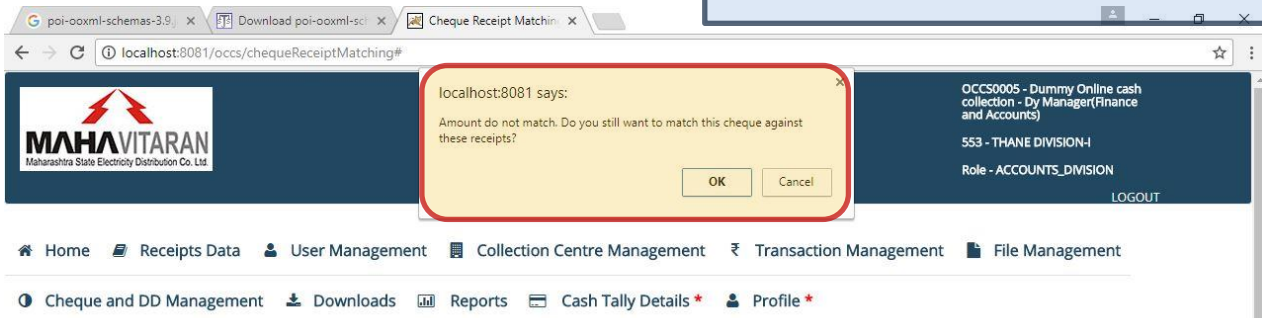
Enter a cheque number to find un-realised receipt(s) [Search Receipts](#)

Sr No	Receipt Date	Collection Counter	Consumer No	BU Code	Book No	Receipt No	Receipt Amount	Cheque No
1	03 Jun 2017	024540081	216580003012	4761	1000	141	510	959422 <input checked="" type="checkbox"/>

[Submit matched data](#)

If everything is fine then “submit matched data”, it will show two message consecutively “Confirmation” and after this “Successful”.

***Note: Dy Manager is completely responsible for matching amount and numbers of cheque/DD.**



Enter a cheque ID to find unmatched cheque [Search cheque from bank statement](#)

Cheque Number	Cheque Amount	Cheque Realised Date
959422	501	05 Jun 2017

Enter a cheque number to find un-realised receipt(s) [Search Receipts](#) loading..

Sr No	Receipt Date	Collection Counter	Consumer No	BU Code	Book No	Receipt No	Receipt Amount	Cheque No
1	03 Jun 2017	024540081	216580003012	4761	1000	141	510	959422 <input checked="" type="checkbox"/>

[Submit matched data](#)

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

Online Cash Collection System
Version 2.0.3.5.3
OCCS0005 - Dummy Online cash collection - By Manager(Finance and Accounts)
553 - THANE DIVISION-I
Role - ACCOUNTS_DIVISION
LOGOUT

Last Login - 12 Sep 2017 06:10:35 PM

Home Receipts Data User Mgmt. Collection Center Mgmt. Transaction Mgmt. Bank Mgmt. File Mgmt. Cheque and DD Mgmt. Downloads Reports Cash Tally Details* Profile*

Consumer Receipt Details *

Add/Update Existing Collection Center Information
Manage New Collection Center Request
Manage Receipt Stationary

Manage Receipt Stationary of Collection Center

* All fields are mandatory

Collection Center Start typing collection centre name...

Add New Stationary Stationary Details List

Sr.No.	Book Number	Start Receipt Number	End Receipt Number	
				<input type="button" value="+"/>

Fill in all the details like Select Collection Center, Select Add New Stationary radio button and click on button to add new row, and to delete row click on button.

Enter Book Number, start receipt number, end receipt number and click on "Save" Button.

Online Cash Collection System
Version 2.0.3.5.3
OCCS0005 - Dummy Online cash collection - By Manager(Finance and Accounts)
553 - THANE DIVISION-I
Role - ACCOUNTS_DIVISION
LOGOUT

Last Login - 12 Sep 2017 06:10:35 PM

Home Receipts Data User Mgmt. Collection Center Mgmt. Transaction Mgmt. Bank Mgmt. File Mgmt. Cheque and DD Mgmt. Downloads Reports Cash Tally Details* Profile*

Consumer Receipt Details *

Manage Receipt Stationary of Collection Center

* All fields are mandatory

Collection Center 024540046 - Test Name Mahila

Add New Stationary Stationary Details List

Sr.No.	Book Number	Start Receipt Number	End Receipt Number	
1	784521	4752001	4753500	<input type="button" value="-"/>
2	784521	4753501	4755000	<input type="button" value="-"/>

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ONLINE CASH COLLECTION SYSTEM

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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 ?”

Online Cash Collection System
Version 2.0.3.5.3

OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts)
553 - THANE DIVISION-I
Role - ACCOUNTS_DIVISION
LOGOUT

Last Login - 12 Sep 2017 06:10:35 PM

Home Receipts Data User Mgmt. Collection Center Mgmt. Transaction Mgmt. Bank Mgmt. File Mgmt. Cheque and DD Mgmt. Downloads Reports Cash Tally Details* Profile*

Consumer Receipt Details *

Receipt Stationary Details of following 2 books will be save against collection center code : 024540046 . Do you want to proceed?

OK Cancel

* All fields are mandatory

Collection Center 024540046 - Test Name Mahila

Add New Stationary Stationary Details List

Sr.No.	Book Number	Start Receipt Number	End Receipt Number	
1	784521	4752001	4753500	+
2	784521	4753501	4755000	-

Save

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

Online Cash Collection System
Version 2.0.3.5.3

OCCS0005 - Dummy Online cash collection - Dy Manager(Finance and Accounts)
553 - THANE DIVISION-I
Role - ACCOUNTS_DIVISION
LOGOUT

Last Login - 12 Sep 2017 06:10:35 PM

Home Receipts Data User Mgmt. Collection Center Mgmt. Transaction Mgmt. Bank Mgmt. File Mgmt. Cheque and DD Mgmt. Downloads Reports Cash Tally Details* Profile*

Consumer Receipt Details *

Manage Receipt Stationary of Collection Center

* All fields are mandatory

Collection Center 024540046 - Test Name Mahila

Add New Stationary Stationary Details List

Sr.No.	Collection Center	Book Number	Start Receipt Number	End Receipt Number	Total Receipts	Created By	Created Date	Status
1	024540046	784521	4752001	4753500	1500	OCCS0005	12 Sep 2017	Available
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	024540046	T12345	0000001	0000100	100	OCCS0005	06 Sep 2017	Available
6	024540046	123456	0000201	0000300	100	OCCS0005	06 Sep 2017	Available

CIRCLE USER - ACCOUNTS

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**

The screenshot shows the 'Online Cash Collection System' dashboard. The top navigation bar includes the MAHAVITARAN logo, the system name, version 2.0.1, and user information: OCCS0003 - Dummy Online cash collection - Sr Manager (Finance and Accounts), 539 - THANE (U) CIRCLE, Role - ACCOUNTS_CIRCLE, and a LOGOUT button. The main navigation menu has 'Home', 'User Management', 'Collection Centre Management', 'Downloads', 'Reports', and 'Profile *'. Under 'Collection Centre Management', 'Manage New Collection Centre Request' is highlighted with a red box, and 'Main Receipt Block Entry' is also visible. Below the menu, there is a 'Select All' dropdown and a prompt: 'Please enter the criteria based on which you want to generate the report'. There are also 'From Date' and 'To Date' input fields, both set to 21/04/2017.

The screenshot shows the 'Manage New Collection Centre Request' page. The top navigation bar is identical to the previous screenshot. The main heading is 'Manage New Collection Centre Request' with a sub-heading '[Please click on the request IDs]'. Below this is a table with the following data:

Sr. No	Request ID	Creation Time	Collection Centre Name	Status
1	116	22 Mar 2017 05:26:22 PM	Test 203	Request forwarded by division
2	118	22 Mar 2017 06:22:03 PM	Test 302	Request forwarded by division
3	119	29 Mar 2017 02:01:57 PM	Test Add Charge 01	Request forwarded by division
4	125	21 Apr 2017 11:06:16 AM	New Departmental CC	Request forwarded by division

The row for 'New Departmental CC' (Request ID 125) is highlighted with a red box.


Forwarding requests -

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

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.
ONLINE CASH COLLECTION SYSTEM

VERSION 1.0

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Are you sure you want to forward this request?

OCCS0003 - Dummy Online cash collection - Sr Manager (Finance and Accounts)
539 - THANE (U) CIRCLE
Role - ACCOUNTS_CIRCLE
LOGOUT

Home User Management Collection Centre Management Downloads Reports Profile *


Manage 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]

"NetBeans Connector" is debugging this browser

localhost:8085 says:
Request is forwarded to next higher authority.
 Prevent this page from creating additional dialogues.



OCCS0003 - Dummy Online cash collection - Sr Manager (Finance and Accounts)
539 - THANE (U) CIRCLE
Role - ACCOUNTS_CIRCLE
LOGOUT

Home User Management Collection Centre Management Downloads Reports Profile *

Manage new Collection Centre request [Request ID - 125]

Name	New Departmental CC
Requested On	21 Apr 2017 11:06:16 AM
Created By	01884077
Created By	Loading..
Billing Unit	4728
Agency Code	01 - DEPARTMENTAL
Remark	Outward Number - 015

Reject Reason[Maximum 100 characters. Only in case of rejection]

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

Rejecting Requests –

The screenshot shows the 'Manage new Collection Centre request' page for Request ID - 126. A confirmation dialog is displayed at the top with the text 'Are you sure you want to reject this request?' and 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box. Below the dialog, the request details are shown in a table:

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	Agreement not executed.

The 'Reject Reason' field is also highlighted with a red box. The 'Reject' button is highlighted with a red box. The 'Forward' button is visible on the right.

The screenshot shows the 'Manage new Collection Centre request' page for Request ID - 126. A dialog box is displayed at the top with the text 'Request is rejected.' and a checkbox 'Prevent this page from creating additional dialogues.' The 'OK' button is highlighted with a blue box. Below the dialog, the request details are shown in a table:

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	Agreement not executed.

The 'Reject' button is highlighted with a blue box. The 'Forward' button is visible on the right. A 'Loading..' indicator is present next to the table.

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**.

The screenshot shows the top navigation bar with the MAHAVITARAN logo, version 1.0.2, and user information: OPCS0002 - Dummy Online cash collection, Sr Manager (Finance and Accounts), 053 - BHANDUP (U) ZONE, Role: ACCOUNTS_ZONE, and LOGOUT. The main menu includes Home, Collection Centre Management, Downloads, Reports, and Cash Tally Details. Under 'Collection Centre Management', the link 'New Collection Centre Request Approval' is highlighted with a red box, and 'Collection Centres Approved by Head Office' is visible below it.

Forwarding requests -

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

The screenshot shows the same top navigation bar. Below the menu, a table lists requests. The 'Forward' button at the bottom is highlighted with a red box.

Request 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 Accounts.	<input checked="" type="checkbox"/>
84	03 Mar 2017 01:03:19 PM	01884077	Test CC 04	4728	01	Outward No 171	Request forwarded by Circle Accounts.	<input type="checkbox"/>

Buttons: 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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ONLINE CASH COLLECTION SYSTEM

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Rejecting Requests –

Online Cash Collection SystemOCCS0003 - Dummy Online cash collection,
Sr Manager (Finance and Accounts)

Version 1.0.2539 - THANE (U) CIRCLE


Role : ACCOUNTS_CIRCLELOGOUT

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	Select All
82	03 Mar 2017 12:25:57 PM	01884077	Test CC 02	4728	01	Outward No 167	Request forwarded by Division Accounts.	<input checked="" type="checkbox"/>

Forward ✓Reject ✕

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 Collection SystemOCCS0002 - Dummy Online cash collection,
Sr Manager (Finance and Accounts)

Version 1.0.2053 - BHANDUP (U) ZONE

Role : ACCOUNTS_ZONELOGOUT

Home Collection Centre Management Downloads Reports Cash Tally Details *

Request 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 Accounts.	<input type="checkbox"/>
84	03 Mar 2017 01:03:19 PM	01884077	Test CC 04	4728	01	Outward No 171	Request forwarded by Circle Accounts.	<input checked="" type="checkbox"/>

Forward ✓Reject ✕

ZONE USER – CHIEF ENGINEER

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.

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.

Request ID	Creation Time	Created By	Collection Centre Name	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 Accounts.	Choose file No file chosen	<input type="checkbox"/>

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.

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.

The screenshot shows the 'Online Cash Collection System' interface. The header includes the MAHAVITARAN logo, version 1.0.2, and user information: 'OCCS0001 - Dummy Online cash collection, Chief Engineer(Distribution), 053 - BHANDUP (U) ZONE, Role : TECHNICAL_CE, LOGOUT'. A navigation menu contains 'Home', 'Collection Centre Management', 'Downloads', and 'Cash Tally Details *'. Below the menu is a table with columns: Request ID, Creation Time, Created By, Collection Centre Name, Billing Unit, Agency Code, Remark, Status, Upload Approval Letter, and Select All. The table contains one row with Request ID 84, Creation Time 03 Mar 2017 01:03:19 PM, Created By 01884077, Collection Centre Name Test CC 04, Billing Unit 4728, Agency Code 01, Remark Outward No 171, Status Request forwarded by Zone Accounts., Upload Approval Letter Choose file No file chosen, and a checked Select All checkbox. Below the table are 'Reject ✖' and 'Approve ✔' buttons. The 'Approve' button is highlighted with a red box.

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

The screenshot shows the same interface as above, but with a confirmation message box displayed. The message box contains the text 'Selected request(s) are Approved.' and a checkbox 'Prevent this page from creating additional dialogues.' with an 'OK' button. The table below now shows the 'Upload Approval Letter' field with the file 'Collection Cen...017162926.pdf' and the 'Select All' checkbox checked. The 'Approve ✔' button is highlighted with a red box. A 'Loading..' indicator is visible at the bottom of the page.

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

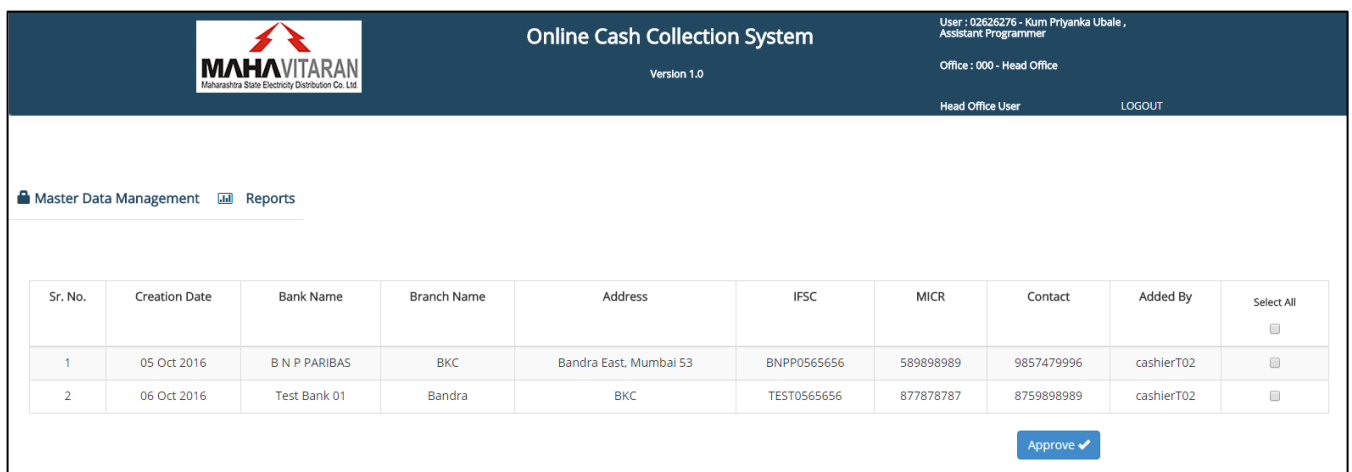
HEAD OFFICE USER - ACCOUNTS

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.



Sr. No.	Creation Date	Bank Name	Branch Name	Address	IFSC	MICR	Contact	Added By	Select All
1	05 Oct 2016	B N P PARIBAS	BKC	Bandra East, Mumbai 53	BNPP0565656	589898989	9857479996	cashierT02	<input type="checkbox"/>
2	06 Oct 2016	Test Bank 01	Bandra	BKC	TEST0565656	877878787	8759898989	cashierT02	<input type="checkbox"/>

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.

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.
ONLINE CASH COLLECTION SYSTEM

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occs.mahadiscom.in says:
Selected Bank(s) are Approved.

OK

User : 02626276 - Kum Priyanka Ubale,
Assistant Programmer
Office : 000 - Head Office
Head Office User LOGOUT

Master Data Management 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	BKC	Bandra East, Mumbai!	BNPP0565656	589898989	9857479996	cashierT02	<input checked="" type="checkbox"/>
2	06 Oct 2016	Test Bank 01	Bandra	BKC Loading..	TEST0565656	877878787	8759898989	cashierT02	<input type="checkbox"/>

Approve ✓

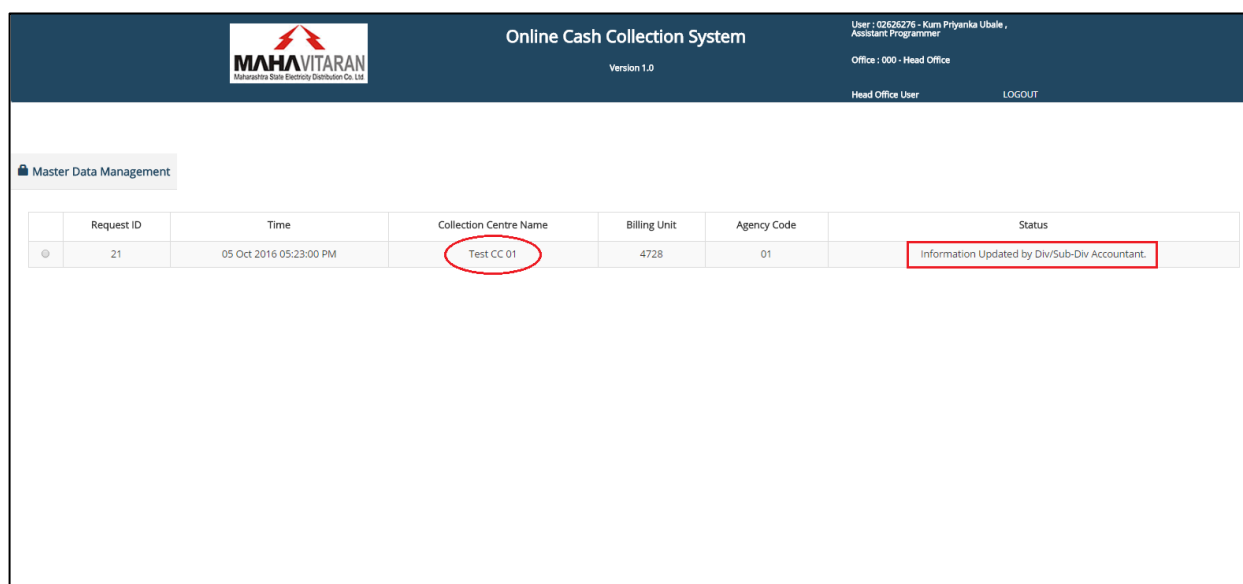
HEAD OFFICE USER - ERP

1) Approving newly added collection centers.

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.



The screenshot displays the 'Online Cash Collection System' interface. At the top, there is a header with the MAHAVITARAN logo, the system name, version 1.0, and user information: 'User : 02626276 - Kurn Priyanka Ubale, Assistant Programmer', 'Office : 000 - Head Office', and 'Head Office User' with a 'LOGOUT' link. Below the header, there is a 'Master Data Management' section with a table of requests. The table has columns for Request ID, Time, Collection Centre Name, Billing Unit, Agency Code, and Status. A single row is visible with Request ID 21, Time 05 Oct 2016 05:23:00 PM, Collection Centre Name 'Test CC 01', Billing Unit 4728, Agency Code 01, and Status 'Information Updated by Div/Sub-Div Accountant.'.

Request ID	Time	Collection Centre Name	Billing Unit	Agency Code	Status
21	05 Oct 2016 05:23:00 PM	Test CC 01	4728	01	Information 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.

NOTE –

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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ONLINE CASH COLLECTION SYSTEM

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Master 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	Information Updated by Div/Sub-Div Accountant.

Additional Collection Centre Information

Collection Center Code *	014728006	Collection Center Name	Test CC 01	Billing Unit	4728
Contact Person's Name	Test Contact	Contact Person's Mobile	9898989889		
Division	553 - THANE DIVISION - I	Sub-Division	728 - GADKARI S/DN.		
Address: BKC, Bandra - East, Mumbai - 4000053					
Service Tax Number	5656565656	PAN	ABVP898989		
Is Agreement executed?	Yes	From Date	05 Oct 2016	To Date	03 Jan 2017

Cash Payments

Bank	AXIS BANK	Bank Branch	MUMBAPUR
Account Number	78454515695574845454	IFSC	UTIB0002059

Cheque Payments

Bank	STANDARD CHARTERED BANK	Bank Branch	JAIPUR
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Cash Payments

Bank	AXIS BANK	Bank Branch	MUMBAPUR
Account Number	78454515695574845454	IFSC	UTIB0002059

Cheque Payments

Bank	STANDARD CHARTERED BANK	Bank Branch	JAIPUR
Account Number	ABBDBD8989898989898	IFSC	SCBL0036039

Demand Draft Payments

Bank	HDFC BANK	Bank Branch	MUMBAI - BORIVALI WEST
Account Number	UYTRO8989898989898	IFSC	HDFC0000145

Security Deposit

Form of Deposit	Bank Guarantee	SD Amount Deposited	50000
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SD Receipts Details

Receipt Sr No	Deposit Type	SD Amount
898	Bank Guarantee	25000
890	Bank Guarantee	25000


[Approve](#)

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.

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.
ONLINE CASH COLLECTION SYSTEM

VERSION 1.0

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MAHAVITARAN
Maharashtra State Electricity Distribution Co. Ltd.

Information updated.

User : 02626276 - Kam Priyanka Ubale,
Assistant Programmer

Office : 000 - Head Office

Head Office User LOGOUT

Master 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	Information Updated by Div/Sub-Div Accountant.

Additional Collection Centre Information

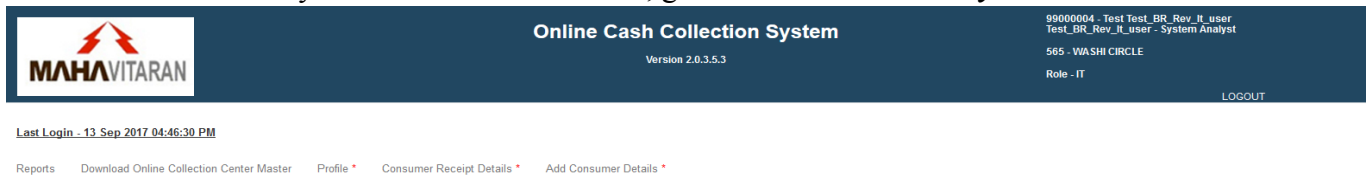
Collection Center Code *	<input type="text" value="014728006"/>	Collection Centre Name	<input type="text" value="Test CC 01"/>	Billing Unit	<input type="text" value="4728"/>
Contact Person's Name	<input type="text" value="Test Contact"/>	Contact Person's Mobile	<input type="text" value="989898989"/>		
Division	<input type="text" value="553 - THANE DIVISION - I"/>	Sub-Division	<input type="text" value="728 - GADKARI S/DN."/>		
Address <input type="text" value="BKC, Bandra - East, Mumbai - 4000053"/>					
Service Tax Number	<input type="text" value="5656565656"/>	PAN	<input type="text" value="ABVP898989"/>		
Is Agreement executed?	<input type="text" value="Yes"/>	From Date	<input type="text" value="05 Oct 2016"/>	To Date	<input type="text" value="03 Jan 2017"/>

Cash Payments

IT USER

1) Add Dummy Consumer Details :

To Add Dummy / Theft Consumer Details, go to menu “*Add Dummy Consumer Details*”

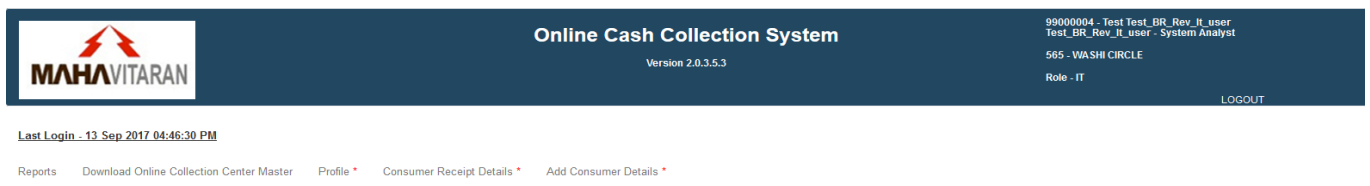


The screenshot shows the top navigation bar with the MAHAVITARAN logo, the system name 'Online Cash Collection System', version '2.0.3.5.3', and user information: '98000084 - Test Test_BR_Rev_IT_user', 'Test_BR_Rev_IT_user - System Analyst', '565 - WASHI CIRCLE', and 'Role - IT'. A 'LOGOUT' link is visible. Below the navigation bar, the breadcrumb trail is 'Reports > Download Online Collection Center Master > Profile * > Consumer Receipt Details * > Add Consumer Details *'. The main heading is 'Add Dummy Consumer Details'.

Type Of Consumer	<input type="radio"/> Theft Consumer <input checked="" type="radio"/> Dummy Consumer
Billing Unit	<input type="text" value="BU"/>
PC	<input type="text" value="PC"/>
Consumer Number	<input type="text" value="Consumer Number"/>
Consumer Name	<input type="text" value="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.



The screenshot shows the same interface as above, but with the form fields filled. The 'Type Of Consumer' is 'Dummy Consumer'. The 'Billing Unit' is '4641', 'PC' is '1', 'Consumer Number' is '464122416549', and 'Consumer Name' is 'TEST DUMMY CONSUMER'. The 'Submit Details' button is highlighted.

Type Of Consumer	<input type="radio"/> Theft Consumer <input checked="" type="radio"/> Dummy Consumer
Billing Unit	<input type="text" value="4641"/>
PC	<input type="text" value="1"/>
Consumer Number	<input type="text" value="464122416549"/>
Consumer Name	<input type="text" value="TEST DUMMY CONSUMER"/>

[Submit Details](#)

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

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.
ONLINE CASH COLLECTION SYSTEM

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MAHAVITARAN Online Cash Collection System Version 2.0.3.5.3 99000004 - Test Test_BR_Rev_It_user
Test_BR_Rev_It_user - System Analyst 565 - WASHI CIRCLE Role - IT LOGOUT

Last Login - 13_Sep 2017 04:46:30 PM

Reports Download Online Collection Center Master Profile * Consumer Receipt Details * Add Consumer Details *

Add Dummy Consumer Details

Do you really want to save Dummy Consumer Details ?

OK Cancel

Type Of Consumer	<input type="radio"/> Theft Consu
Billing Unit	4641
PC	1
Consumer Number	464122416549
Consumer Name	TEST DUMMY CONSUMER

Submit Details

MAHAVITARAN Online Cash Collection System Version 2.0.3.5.3 99000004 - Test Test_BR_Rev_It_user
Test_BR_Rev_It_user - System Analyst 565 - WASHI CIRCLE Role - IT LOGOUT

Last Login - 13_Sep 2017 04:46:30 PM

Reports Download Online Collection Center Master Profile * Consumer Receipt Details * Add Consumer Details *

Add Dummy Consumer Details

Consumer details saved.

Prevent this page from creating additional dialogs

OK

Type Of Consumer	<input type="radio"/> Theft Consu
Billing Unit	4641
PC	1
Consumer Number	464122416549
Consumer Name	TEST DUMMY CONSUMER

Loading ...

Submit Details

For Any Query regarding Online Cash Collection System (OCCS) please feel free to contact on following email ID :
occs_admin@mahadiscom.in