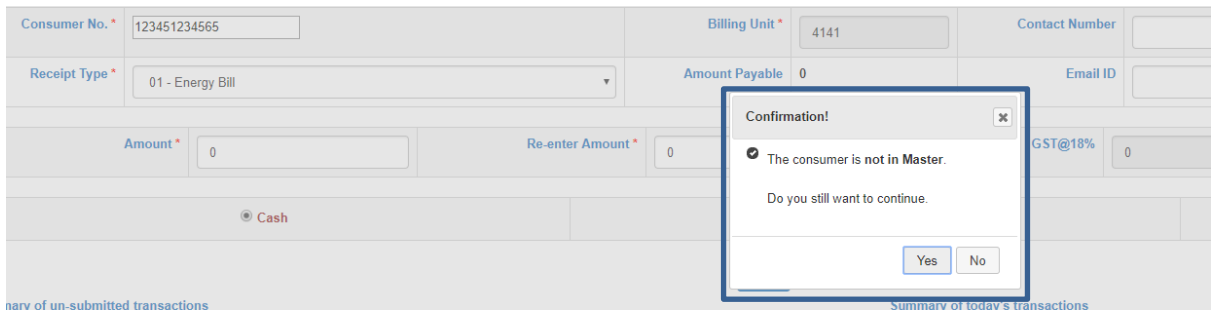MSEDCL

Online cash Collection System

Consumer is not in master manual

Consumer is not in master manual

Role of cashier

1. **Receipt Entry:** If consumer number is not added/updated in OCCS, a popup "Do you still want to continue!" is shown.
   If consumer number is correct then press "Yes" else if consumer number is wrongly entered then press "No".

2. **Transaction Submission:** While submitting transactions cashier user needs to verify consumers which are not in present in OCCS.

3. **Verify:** Users have 3 options(Actions)
   a. Verify: Consumer number is correct and cross checked with stub.
   b. Edit: BU or Consumer number is editable for corrections.
   c. Cancel Receipt: User can cancel this receipt.
   d.

Consumer is not in master manual

4. **Submit Transactions:** After successful verification user is able to submit transactions.

Transactions History

Receipt Summary

Mode Of Payment	Receipts	Amount
Cash	2	11
Cheque	0	0
DD	0	0
Total	**2**	**11**

Summary of modified receipts

Type	Count
Receipts Cancelled	0
Receipt Type Changed	0
Consumer Not in Master	0

Submit Transactions

Consumer is not in master manual

Role of Supervisor

1. **Approve Transaction:** Before approving transactions supervisor has to verify consumers which are not present in OCCS.

2. **Approve & verify:** Users have 3 options(Actions)
   a. Verify: Consumer number is correct and cross checked with stub.
   b. Edit: BU or Consumer number is editable for corrections.
   c. Cancel Receipt: User can cancel this receipt.

   d.

3. **Approve transactions:** After successful verification supervisor will be able to approve transactions.

Consumer is not in master manual

Role of Accounts

1. **Approve transactions:** Before approving transactions accounts user has to verify consumer not present in OCCS.
   Similar to approving cancelled & modified receipts, checkbox will not be enabled until these consumers are verified.

Before verify it is shown in orange colour.

2. **Verify:** Users have 3 options(Actions)
   a. Verify: Consumer number is correct and cross checked with stub.
   b. Edit: BU or Consumer number is editable for corrections.
   c. Cancel Receipt: User can cancel this receipt.

   d.

3. *Example:*
   a. User verified 1st receipt and cancel 2nd receipt.

After click on **Verify** it shows green **tick.**

After click on **Cancel** it shows **Red Cross.**

On clicking **Submit** all changes will be saved and reflected in **B60**, so be careful.

Consumer is not in master manual

b. After submissions

Transactions

| Pending **34** | Supervisor Not Yet Submitted | Not Approved | Approved |

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	Consumer not in Master	Select All
														☐
25-Oct-17	024540081	superTest01	1	1	0	0	0	0	1	1	1	0	0	

> After verify colour turns green

c. User has to approve cancel receipt to enable checkbox.

Transactions

| Pending **34** | Supervisor Not Yet Submitted | Not Approved | Approved |

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	Consumer not in Master	Select All
														☐
25-Oct-17	024540081	superTest01	1	1	0	0	0	0	1	1	1	0	0	☐

d. Now user is able to approve transactions by checkbox enabled.