

MSEDCL

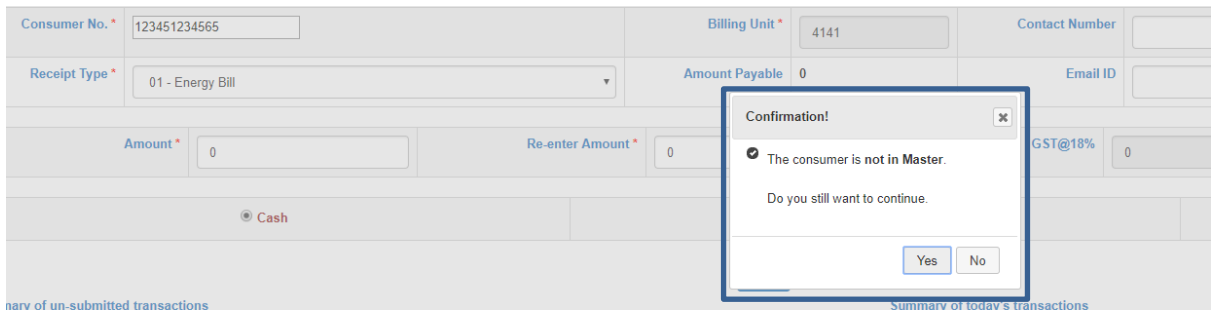
Online cash Collection System

Consumer is not in master manual

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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.

Transactions History

Receipt Summary

Mode Of Payment	Receipts	Amount
Cash	1	1
Cheque	0	0
DD	0	0
Total	1	1

Summary of modified receipts

Type	Count
Receipts Cancelled	0
Receipt Type Changed	0
Consumer Not in Master	1

Note: Please verify new consumers before Submitting

To verify consumers click on **Verify** button.

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.

The image shows the 'New Consumer Details' dialog box with three action buttons: 'Verify' (green checkmark), 'Cancel Receipt' (red X), and 'Edit' (yellow pencil). Callouts explain the results of each action: clicking 'Verify' shows a green tick, clicking 'Edit' shows a yellow pencil and enables textboxes for BU and Consumer Number, and clicking 'Submit' saves changes for supervisor visibility.

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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.

Transactions

Pending **2** Cashier Not yet submitted Approved

Modified Time	Receipt Date	Collection Centre Code	Cashier ID	Receipt Amount	Consumer Not in Master
25 Oct 2017 11:44:32 AM	24 Oct 2017	024540081	cashierTest01	1	1
25 Oct 2017 11:44:32 AM	25 Oct 2017	024540081	cashierTest01	10	1

Before verify it shows in orange colour.

Please approve Consumers not in master before Approve and Generate Pay Slip.

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.

Transactions

Pending **2** Cashier Not yet submitted Approved

Modified Time	Receipt Date	Collection Centre Code	Cashier ID	Receipt Amount	Consumer Not in Master
25 Oct 2017 11:44:32 AM	24 Oct 2017	024540081	cashierTest01	1	1
25 Oct 2017 11:44:32 AM	25 Oct 2017	024540081	cashierTest01	10	1

New Consumer Details

BU	Consumer Number	Book No	Receipt No	Corrected BU	Corrected Con No	Action
4141	123451234565	012345	0000337	4141	123451234565	Verify Edit Cancel Receipt

Submit Close

d.

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

Transactions

Pending **2** Cashier Not yet submitted Approved

Modified Time	Receipt Date	Collection Centre Code	Cashier ID	Receipt Amount	Consumer Not in Master
25 Oct 2017 11:44:32 AM	24 Oct 2017	024540081	cashierTest01	1	0
25 Oct 2017 11:44:32 AM	25 Oct 2017	024540081	cashierTest01	10	0

After verify colour turns to green

Approve and Generate Pay Slip

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Role of Accounts

- 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.

Transactions

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	2	11	0	0	0	0	11	2	0	0	2	<input type="checkbox"/>
24-Oct-17	024540081	superTest01	2	210	0	0	0	0	210	2	0	0	0	<input type="checkbox"/>
24-Oct-17	024540081	superTest01	1	70	0	0	0	0	70	1	0	0	0	<input type="checkbox"/>

Before verify it is shown in orange colour.

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

d.

- Example:**

- User verified 1st receipt and cancel 2nd receipt.

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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	<input type="checkbox"/>		

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

After verify colour turns green

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	<input type="checkbox"/>		

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