MSEDCL

# Online cash Collection System

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".

| Consumer No. * | 12345123 | 34565     |        |          | Bi               | ling Unit * 4141 |                                       | C        |         |   |
|----------------|----------|-----------|--------|----------|------------------|------------------|---------------------------------------|----------|---------|---|
| Receipt Type * | 01 - Er  | ergy Bill |        | Ŧ        | Amount Payable 0 |                  |                                       | Email ID |         |   |
| 1              | Amount * | 0         | Re-ent | er Amour | nt * 0           | Confirm<br>© The | nation!<br>consumer is not in Master. | ×        | GST@18% | 0 |
|                |          | Cash      |        |          |                  | Doy              | you still want to continue.           |          |         |   |
|                | 1 4      |           |        |          |                  |                  | Yes                                   | No       |         |   |

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

| Receipt Summary |          |        |
|-----------------|----------|--------|
| Mode Of Payment | Receipts | Amount |
| Cash            | 1        | 1      |
| Cheque          | 0        | 0      |
| DD              | 0        | 0      |
| Total           | 1        | 1      |

#### Transactions History

Summary of modified receipts

| 2 I   |               |
|---|---------------|
| Туре  | Count         |
| Receipts Cancelled                              | 0             |
| Receipt Type Changed                            | 0             |
| Consumer Not in Master                          | 1 Verify      |
| 3 Note: Please verify new consumers before Subm |               |
| To verify consumers click on V                  | erify 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.



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

| Receipt Summary |          |        | Summary of modified receipts |       |  |  |  |  |
|-----------------|----------|--------|------------------------------|-------|--|--|--|--|
| Mode Of Payment | Receipts | Amount | Туре                         | Count |  |  |  |  |
| Cash            | 2        | 11     | Receipts Cancelled           | 0     |  |  |  |  |
| Cheque          | 0        | 0      | Receipt Type Changed         | 0     |  |  |  |  |
| DD              | 0        | 0      | Consumer Not in Master       | 0     |  |  |  |  |
| Total           | 2        | 11     |                              |       |  |  |  |  |

## Transactions History

Submit Transactions

## **Role of Supervisor**

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

| ansactions                    |   | Before  | Before verify it shows in orange colour.  |   |   |  |  |  |  |  |
|-------------------------------|---|---|---|---|---|--|--|--|--|--|
| ending 2 Cashier Not yet subm | itted Approved  |   |   | - /   |   |  |  |  |  |  |
| Modifed Time                  | Receipt Date  | Collection Centre Code  | Cashier ID  | Receipt Amount  | Consul In Master  |  |  |  |  |  |
| 25 Oct 2017 11:44:32 AM       | 24 Oct 2017   | 024540081   | cashierTest01   | 1   | Ō   |  |  |  |  |  |
| 25 Oct 2017 11:44:32 AM       | 25 Oct 2017   | 024540081   | cashierTest01   | 10  | 0   |  |  |  |  |  |
|                               | Ansactions<br>Anding Cashier Not yet subm<br>Modifed Time<br>25 Oct 2017 11:44:32 AM<br>25 Oct 2017 11:44:32 AM | India 2 Cashier Not yet submitted Approved<br>Modifed Time Receipt Date<br>25 Oct 2017 11:44:32 AM 24 Oct 2017<br>25 Oct 2017 11:44:32 AM 25 Oct 2017 | Modified Time   Receipt Date   Collection Centre Code     25 Oct 2017 11:44:32 AM   24 Oct 2017   024540081     25 Oct 2017 11:44:32 AM   25 Oct 2017   024540081 | Modifed Time Receipt Date Collection Centre Code Cashier TD   25 Oct 2017 11:44:32 AM 24 Oct 2017 024540081 cashierTest01   25 Oct 2017 11:44:32 AM 25 Oct 2017 024540081 cashierTest01 | Modifed Time Receipt Date Collection Centre Code Cashier ID Receipt Amount   25 Oct 2017 11:44:32 AM 24 Oct 2017 024540081 cashierTest01 1   25 Oct 2017 11:44:32 AM 25 Oct 2017 024540081 cashierTest01 10 |  |  |  |  |  |

3 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.

| Мо        | difed Time   | Re          | ceipt Date | Colle | ection Centre C | ode       | Cashier ID    | Receipt Amount | Consumer Not ir | n Master  |
|-----------|--------------|-------------|------------|-------|-----------------|-----------|---------------|----------------|-----------------|-----------|
| 25 Oct 20 | 017 11:44:32 | AM 24       | Oct 2017   |       | 024540081       |           | cashierTest01 | 1              | 0               |           |
| 25 Oct 2  |              |             |            |       | New Co          | nsumer De | tails         | ſ              | Verify          |           |
|           | BU           | Consumer Nu | mber Bo    | ok No | Receipt No      | Corrected | BU Cor        | rected Con No  | Action          |           |
|           | 4141         | 1234512345  | i65 01     | 12345 | 0000337         | 4141      | 1234512       | 234565         | < / ×           | Cancel Re |
|           |              |             |            |       |                 |           |               |                |                 |           |

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

| ra  | nsactions                    |                 |                        | After v       | After verify colour turns to green |                    |  |  |  |  |
|-----|------------------------------|-----------------|------------------------|---------------|------------------------------------|--------------------|--|--|--|--|
| Per | nding 2 Cashier Not yet subm | nitted Approved |                        |               | •                                  |                    |  |  |  |  |
|     | Modifed Time                 | Receipt Date    | Collection Centre Code | Cashier ID    | Receipt Amount                     | Consu pt in Master |  |  |  |  |
|     | 25 Oct 2017 11:44:32 AM      | 24 Oct 2017     | 024540081              | cashierTest01 | 1                                  | Ō                  |  |  |  |  |
|     | 25 Oct 2017 11:44:32 AM      | 25 Oct 2017     | 024540081              | cashierTest01 | 10                                 | 0                  |  |  |  |  |

Approve and Generate Pay Slip

## **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.

#### Transactions

| Pending 34 | Supervisor N         | ot Yet Submitted | i Not Ap                  | proved         | Approved                    |                  |                         |              |                 |                            |                                |                                      |                              |               |
|------------|----------------------|------------------|---------------------------|----------------|-----------------------------|------------------|-------------------------|--------------|-----------------|----------------------------|--------------------------------|--------------------------------------|------------------------------|---------------|
| Created on | Collection<br>Centre | User             | Cash<br>receipts<br>count | Cash<br>amount | Cheque<br>receipts<br>count | Cheque<br>amount | DD<br>receipts<br>count | DD<br>amount | Total<br>Amount | Total<br>Receipts<br>count | Cancelled<br>Receipts<br>count | Receipt<br>Type<br>Modified<br>count | Consumer<br>not in<br>Master | Select<br>All |
| 25-Oct-17  | 024540081            | superTest01      | 2                         | 11             | 0                           | 0                | 0                       | 0            | 11              | 2                          | 0                              | 0                                    | 2                            |               |
| 24-Oct-17  | 024540081            | superTest01      | 2                         | 210            | 0                           | 0                | ĥ                       | 0            | 210             | 2                          |                                |                                      |                              |               |
| 24-Oct-17  | 024540081            | superTest01      | 1                         | 70             | 0                           | 0                | Be                      | eforev       | erify i         | t is sh                    | own in                         | oran                                 | ze colo                      | ur.           |

## 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.

| Pending 34 | Supervisor I | Not Yet Submitted | Not A | Approved | Approved   |        |           |        |             |       |           |         |          |         |
|------------|--------------|-------------------|-------|----------|------------|--------|-----------|--------|-------------|-------|-----------|---------|----------|---------|
| Created on | Collection   | User              | Cash  | Cash     | Cheque     | Cheque | DD        | DD     | Total       | Total | Cancelled | Receipt | Consumer | Select  |
|            |              |                   |       |          | New C      | onsume | r Details |        |             |       | Ver       | ify     | Master   |         |
| 25-Oct-17  | BU           | Consumer Num      | nber  | Book No  | Receipt No | Corr   | ected BU  | Сог    | rrected Con | No    | Victio    | n       | 0        |         |
| 24-Oct-17  | 4141         | 12345123456       | 5     | 012345   | 0000337    | 4141   |           | 123451 | 234565      |       | × /       | ×       | Car      | ncel Re |
| 24-Oct-17  | 4140         | 12347851222       | 2     | 012345   | 0000338    | 4140   |           | 123478 | 512222      |       | × /       | ×       |          | U       |
| 13-Oct-17  |              |                   |       |          |            |        |           |        |             |       |           |         | 2        |         |
| 13-Oct-17  |              |                   |       |          |            |        |           |        |             |       | Submit    | Close   |          |         |
| 13-Oct-17  | 024540081    | superfestur       |       |          | 0          | 0      | 0         |        |             |       |           |         | 0        |         |

## 3. Example:

a. User verified 1<sup>st</sup> receipt and cancel 2<sup>nd</sup> receipt.

| Transactio | ns             |                      |          |            |                    |                           |               |                               |
|------------|----------------|----------------------|----------|------------|--------------------|---------------------------|---------------|-------------------------------|
| Pending 34 | Supervisor     | Not Yet Submitted No | Af Af    | ter click  | on <b>Verify</b> i | it shows green            | tick.         |                               |
| Created on | Collection     | User Cash            |          |            |                    |                           | Receipt       | Consumer Select<br>not in All |
|            |                |                      |          | New Cor    | nsumer Details     |                           | ×             | After click                   |
| 25-Oct-17  | BU             | Consumer Number      | Book No  | Receipt No | Corrected BU       | Corrected Con No          | - Pu          | on <b>Cancel</b>              |
| 24-Oct-17  | 4141           | 123451234565         | 012345   | 0000337    | 4141               | 123451234565              | <b>~</b> C    | it shows                      |
| 24-Oct-17  | 4140           | 123478512222         | 012345   | 0000338    | 4140               | 123478512222              | ×C            | Red                           |
| 13-Oct-17  |                |                      |          |            |                    |                           |               | Cross.                        |
| 13-Oct-17  |                |                      |          |            |                    |                           | Submit Close  |                               |
| 13-Oct-17  | 024540081      | superiest01 1        | 11       | U          | 0 0                | 0                         |               | 0                             |
| On click   | ing <b>Sul</b> | <b>bmit</b> all char | iges wil | l be save  | ed and ref         | lected in <b>B60</b> , so | o be careful. |                               |

## Consumer is not in master manual

#### b. After submissions

| Pending 34 | Supervisor No | ot Yet Submitted | Not Ap | oproved | Approved |        |   |  |
|------------|---------------|------------------|--------|---------|----------|--------|---|--|
| Created on | Collection    | User             | Cash   | Cash    | Cheque   | Cheque | E |  |

| Created on | Collection<br>Centre | User        | Cash<br>receipts<br>count | Cash<br>amount | Cheque<br>receipts<br>count | Cheque<br>amount | DD<br>receipts<br>count | DD<br>amount | Total<br>Amount | Total<br>Receipts<br>count | Cancelled<br>Receipts<br>count | Receipt<br>Type<br>Modified<br>count | Consumer<br>not in<br>Master | Select<br>All |  |
|------------|----------------------|-------------|---------------------------|----------------|-----------------------------|------------------|-------------------------|--------------|-----------------|----------------------------|--------------------------------|--------------------------------------|------------------------------|---------------|--|
| 25-Oct-17  | 024540081            | superTest01 | 1                         | 1              | 0                           | 0                | 0                       | 0            | 1               | 1                          | 1                              | 0                                    |                              |               |  |

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

After verify colour turns green

| Pending 34 | Supervisor Not Yet Submitted Not Approved Approved |             |                           |                |                             |                  |                         |              |                 |                            |                                |                                      |                              |               |
|------------|--|-------------|---------------------------|----------------|-----------------------------|------------------|-------------------------|--------------|-----------------|----------------------------|--------------------------------|--------------------------------------|------------------------------|---------------|
| Created on | Collection<br>Centre                               | User        | Cash<br>receipts<br>count | Cash<br>amount | Cheque<br>receipts<br>count | Cheque<br>amount | DD<br>receipts<br>count | DD<br>amount | Total<br>Amount | Total<br>Receipts<br>count | Cancelled<br>Receipts<br>count | Receipt<br>Type<br>Modified<br>count | Consumer<br>not in<br>Master | Select<br>All |
| 25-Oct-17  | 024540081  | superTest01 | 1                         | 1              | 0                           | 0                | 0                       | 0            | 1               | 1                          | 0                              | 0                                    | 0                            |               |

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