MSEDCL

Multi Consumer Cheque Guide

OCCS

1. On receipt entry page select payment mode Cheque / DD
   a. For multi consumer cheque tick multi consumer check box.
   b. Bounced cheque consumers not allowed.

2. Enter number of receipt against Cheque / DD

3. Entre cheque/DD details for first receipt.

4. After receipt save, receipt available for view and modify on another page by clicking verify receipts button.

5. Clicking on verify receipt button this page shown with cheque details and current status of balance.
   a. User can delete receipt and punch it again, if it's wrong.

| Home | Receipts Data ▾ | Manage ▾ | Transaction Mgmt. ▾ | Reports | Search Consumer | | 👤 Dcashier | 🕩 LogOut |

Multi Consumer Cheque Receipts

‹ Back to Receipt Entry

Cheque Details

No:129634 Date: 01-May-20
IFSC: SBIN0000001 Bank: STATE BANK OF INDIA
Amount: 150 No of Consumers:3

Status

Balance
Amount: 100
Consumers: 2

Show 10 ▾ entries

Delete Button

ID	Consumer No	Receipt Type	Amount	CGST	SGST	TDS	B No	R No	Action
226	279940706500	01	50	0.00	0.00	0			🗑

Showing 1 to 1 of 1 entries

First   Previous   1   Next   Last

Please consume complete cheque amount and receipts count.

6. After first receipt saved successfully multi consumer cheque details are shown in preview on receipt entry page.
   a. Balance cheque amount and receipts.

7. More than balance cheque amount receipt amount not allowed.

8. More than receipt count which is entered while first receipt entry not allowed. If any change in amount or receipt count you can manipulate on verfy receipts page.

9. **[Thermal Printer]** : After all receipts are punched and balance amount and consumer count is **ZERO** then only **Verified and submit** button enables.

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Multi Consumer Cheque Receipts

❮ Back to Receipt Entry

Cheque Details

No:129634 **Date:** 01-May-20
IFSC: SBIN0000001 **Bank:** STATE BANK OF INDIA
Amount: 150 **No of Consumers:**3

Status

Balance
Amount: 0
Consumers: 0

Show 10 ▾ entries

ID	Consumer No	Receipt Type	Amount	CGST	SGST	TDS	B No	R No	Action
229	279940801111	01	50	0.00	0.00	0			🗑
228	279940800930	32	8	0.00	0.00	0			🗑
227	279940800930	02	42	3.78	3.78	0			🗑
226	279940706500	01	50	0.00	0.00	0			🗑

Showing 1 to 4 of 4 entries

First   Previous   1   Next   Last

Verified and Submit ✔

10. **[Thermal Printer]** : After clicking Verified and submit button actual receipt posting done and book number and receipt numbers displayed and receipt printing button available.

| Home | Receipts Data ▾ | Manage ▾ | Transaction Mgmt. ▾ | Reports | Search Consumer | | 👤 Dcashier | ➡ LogOut |

Multi Consumer Cheque Receipts

‹ Back to Receipt Entry

Cheque Details

No:129634 Date: 01-May-20
IFSC: SBIN0000001 Bank: STATE BANK OF INDIA
Amount: 150 No of Consumers:3

Status

All receipts are saved, please print all receipts.

Show 10 ▾ entries

ID	Consumer No	Receipt Type	Amount	CGST	SGST	TDS	B No	R No	Action
229	279940801111	01	50	0.00	0.00	0	B00915	0001403	🖨
228	279940800930	32	8	0.00	0.00	0	B00915	0001402	🖨
227	279940800930	02	42	3.78	3.78	0	B00915	0001402	🖨
226	279940706500	01	50	0.00	0.00	0	B00915	0001401	🖨

Receipt printing buttons

Showing 1 to 4 of 4 entries

First Previous **1** Next Last

Please print all receipts to accept next receipt.

11. **[Thermal Printer]** : After Print Button clicking.

12. **[Thermal Printer]** : After all receipts printing user can back to receipt entry page again by clicking **Back to Receipt Entry button.**

Home   Receipts Data ▾   Manage ▾   Transaction Mgmt. ▾   Reports   Search Consumer   👤 Dcashier   ⏻ LogOut

Multi Consumer Cheque Receipts

◄ Back to Receipt Entry

Cheque Details

No:129634 Date: 01-May-20
IFSC: SBIN0000001 Bank: STATE BANK OF INDIA
Amount: 150 No of Consumers:3

Status

All receipts are saved, please print all receipts.

Show 10 ▾ entries

ID	Consumer No	Receipt Type	Amount	CGST	SGST	TDS	B No	R No	Action
229	279940801111	01	50	0.00	0.00	0	B00915	0001403	🖨
228	279940800930	32	8	0.00	0.00	0	B00915	0001402	🖨
227	279940800930	02	42	3.78	3.78	0	B00915	0001402	🖨
226	279940706500	01	50	0.00	0.00	0	B00915	0001401	🖨

Showing 1 to 4 of 4 entries

First   Previous   1   Next   Last

Please print all receipts to accept next receipt.

13. **[Dot Matrix/ Pre-Printed Receipts]** : this page is similar to thermal printer page only one thing is additional on this page which is Book number and receipt number range.
    a. Ex: In this case we have punched 3 receipts that means we required 3 receipts
        i. Book number **057004** Receipt Number from **100004** to **100006**
        ii. Click on add button to add a range multiple range can be allowed.

| Home | Receipts Data ▾ | Manage ▾ | Transaction Mgmt. ▾ | Reports | Search Consumer | | 👤 cashierTest01 | ⏻ LogOut |

Multi Consumer Cheque Receipts   ◄ Back to Receipt Entry

Cheque Details

No:316245 Date: 02-May-20
IFSC: KKBK0000963 Bank: KOTAK MAHINDRA BANK LIMITED
Amount: 150 No of Consumers:3

Status

Balance
Amount: 0
Consumers: 0

Show [10 ▾] entries

ID	Consumer No	Receipt Type	Amount	CGST	SGST	TDS	B No	R No	Action
249	279940706500	01	50	0.00	0.00	0			🗑
248	279940801111	01	50	0.00	0.00	0			🗑
247	279940801022	32	8	0.00	0.00	0			🗑
246	279940801022	02	42	3.78	3.78	0			🗑

Showing 1 to 4 of 4 entries

First | Previous | 1 | Next | Last

* Please enter book number and receipt number range which are available to print. **Balance receipts: 3**

Add Range [Book no] [Receipt Start No] [Receipt End No] [Add ➕]

Receipt Book Range

Show [5 ▾] entries

Id	Book No	Receipt No Start	Receipt No End	No of Receipts
		No data available in table		

Showing 0 to 0 of 0 entries

First | Previous | Next | Last

OCCS – Multi Consumer Cheque Guide for cashier

14. After range add done in receipt book range and balance receipts count must be **ZERO** to Submit receipts by clicking **Verified and submit** button.

* Please enter book number and receipt number range which are available to print. **Balance receipts:** 3

| Add Range | 057004 | 1000004 | 1000006 | Add + |

Receipt Book Range

Show 5 ▼ entries

Id	Book No	Receipt No Start	Receipt No End	No of Receipts
		No data available in table		

Showing 0 to 0 of 0 entries

First Previous Next Last

Verified and Submit ✔

* Please enter book number and receipt number range which are available to print. **Balance receipts: 0**

| Add Range | Book no | Receipt Start No | Receipt End No | Add + |

Receipt Book Range

Show 5 ▼ entries

Id	Book No	Receipt No Start	Receipt No End	No of Receipts
27	057004	1000004	1000006	3

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Verified and Submit ✔

15. **[Dot Matrix/ Pre-Printed Receipts]** After successfully submitting receipts then only receipts are available for printing.
    a.   **Please print receipts in receipt number sequence.**

Figure: Multi Consumer Cheque Receipts screen

| Home | Receipts Data ▾ | Manage ▾ | Transaction Mgmt. ▾ | Reports | Search Consumer | | 👤 cashierTest01 | ⏻ LogOut |

Multi Consumer Cheque Receipts

‹ Back to Receipt Entry

Cheque Details

No:316245 **Date:** 02-May-20
IFSC: KKBK0000963 **Bank:** KOTAK MAHINDRA BANK LIMITED
Amount: 150 **No of Consumers:**3

Status

All receipts are saved, please print all receipts.

Please print receipts in receipt number sequence.

Show 10 ▼ entries

ID	Consumer No	Receipt Type	Amount	CGST	SGST	TDS	B No	R No	Action
249	279940706500	01	50	0.00	0.00	0	057004	1000006	🖨
248	279940801111	01	50	0.00	0.00	0	057004	1000005	🖨
247	279940801022	32	8	0.00	0.00	0	057004	1000004	🖨
246	279940801022	02	42	3.78	3.78	0	057004	1000004	🖨

Receipt printing buttons

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Please print all receipts to accept next receipt.

16. **[Dot Matrix/ Pre-Printed Receipts]** : Print preview.

Thank You!