Batch Bill Generation & Bill Print Print Steps
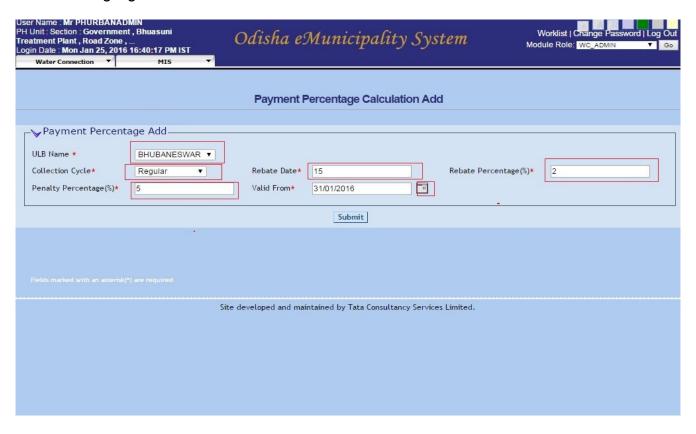
Before proceeding for the bill generation, there are some pre-requistes steps need to complete and they are mandatory.
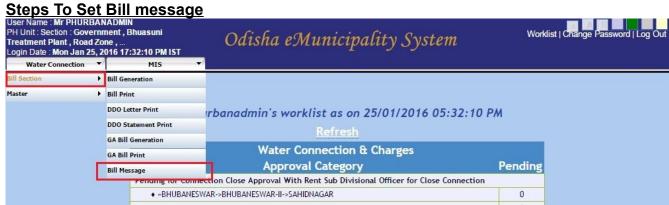
1. All collection for that month should be entered by Cashier and All collections should be approved by Cash Approver.
2. All demand correction initiated in that month should be approved.
3. All Meter reading should be taken and should be approved.
4. Rebate date should be set.
5. Set Bill message.

Step to set rebate date

Step-1: Log in as Water Connection Admin. Go to the path as highlighted below.

Now Select the ULB name as municipality name. Provide the date only in the rebate date box. Put rebate and Fine in the respective box. Select The date as the date of batch run. The boxes are highlighted below.
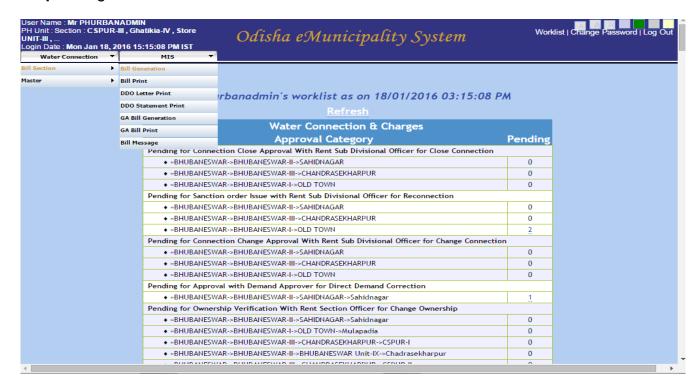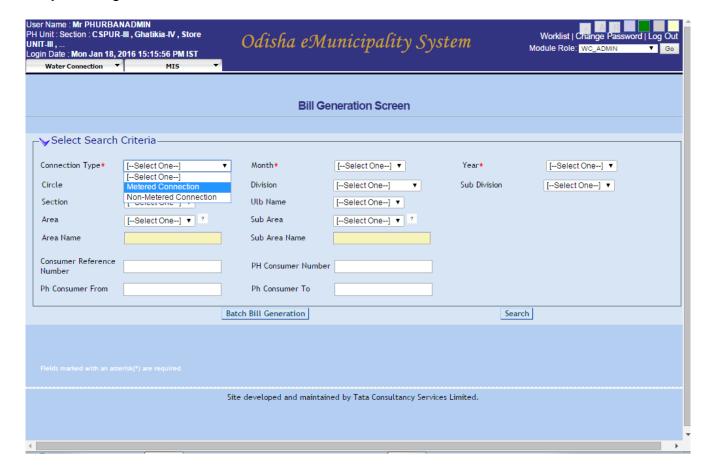

Steps To Set Bill message

In the next screen Write the message to be printed keeping as Status "Active" and click on update.
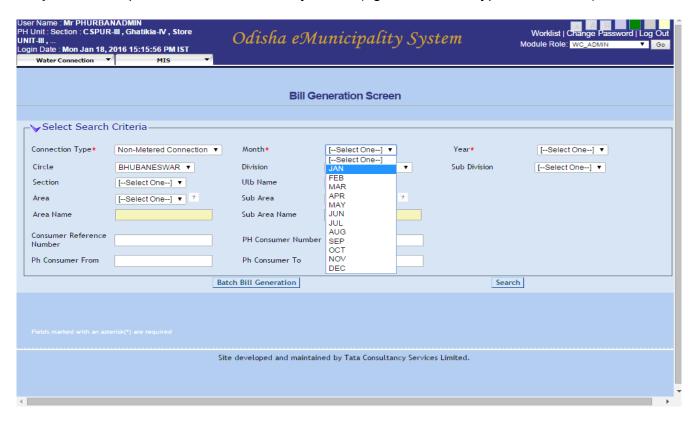
Steps For Batch Processing
Step-1: Log in as Water Connection Admin.

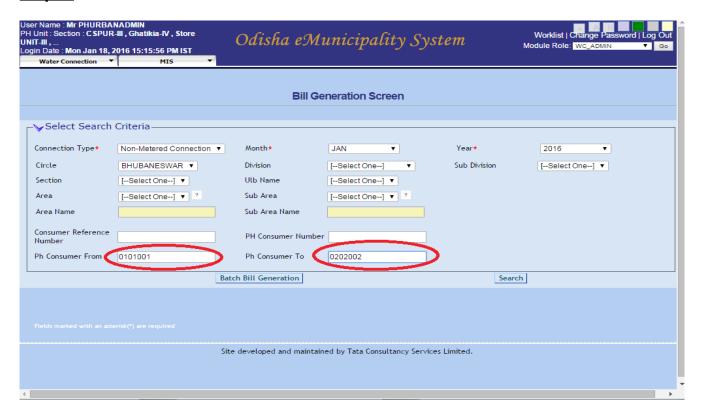**Step-2:** Navigate to Water Connection-->Bill Section-->Bill Generation

Step-3: Select options from all mandatory fields.(eg:Connection Type,Month,Year)

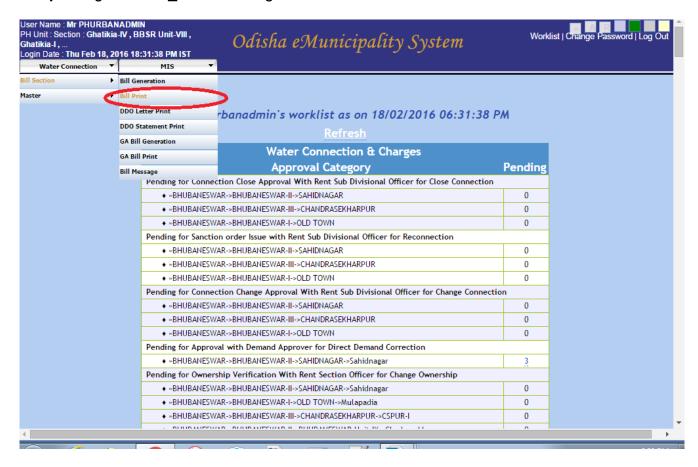**Step-4:** Give 'PhConsumer No From' to "PhConsumer No To'.

Step-5: Click on 'Batch Bill Generation' button.
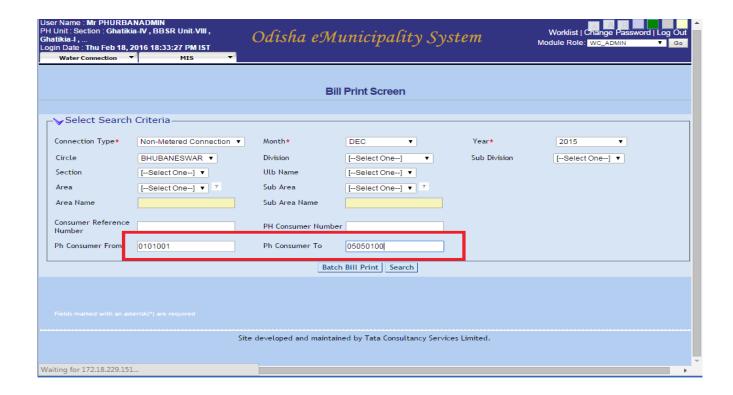

Step-6: After batch processing success message 'Batch job Completed Successfully' will appear.
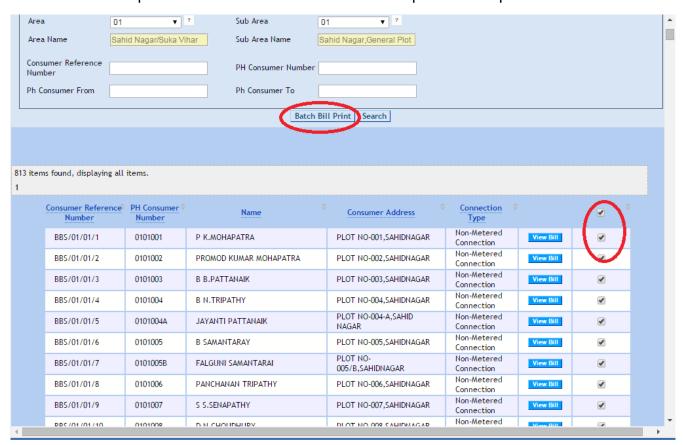
Steps For Bill Print

Step 1 Login as WC_ADMIN Navigate to Water Connection-->Bill Section-->Bill Print

Provide the Details such as Ph Consumer from and ph consumer to or the required parameters to print

click on Batch bill print button to download the text file to print in Line printer.

Click on "Search" button to view the all consumers in that range and check the check box. Now to get bill in PDF file for Laser printing click on "Print Bill" button and to get the file in text format for Line printing Click on "Pre print Bill" button. Simultaneous file be generated. Save those files to print bills