

Batch Bill Generation & Bill Print Steps

Before proceeding for the bill generation, there are some pre-requisites 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.

The screenshot shows the Odisha eMunicipality System interface. The user is logged in as Mr PHURBANADMIN. The system displays the 'Water Connection & Charges' section, which is currently in a 'Pending' state. The navigation path is highlighted in red: 'Water Connection' -> 'MIS' -> 'Bill Section' -> 'Master' -> 'Fee Master' -> 'Add'. The 'Add' button is highlighted with a red box. The system also displays a 'Refresh' button and a timestamp: 'List as on 25/01/2016 04:34:50 PM'.

Water Connection & Charges		Pending
Approval Category		
Connection Close Approval With Rent Sub Divisional Officer for Close Connection		
♦ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR		0
♦ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR		0
♦ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN		0
Pending for Sanction order Issue with Rent Sub Divisional Officer for Reconnection		
♦ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR		0
♦ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR		0
♦ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN		0
Pending for Connection Change Approval With Rent Sub Divisional Officer for Change Connection		
♦ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR		0
♦ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR		0
♦ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN		0
Pending for Approval with Demand Approver for Direct Demand Correction		
♦ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR->Sahidnagar		7
Pending for Ownership Verification With Rent Section Officer for Change Ownership		
♦ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR->Sahidnagar		0
♦ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN->Mulapadia		0
♦ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR->CSPUR-I		0
♦ -BHUBANESWAR->BHUBANESWAR-II->BHUBANESWAR Unit-IX->Chadrasekharpur		0

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.

Payment Percentage Calculation Add

Payment Percentage Add

ULB Name *

Collection Cycle*

Rebate Date*

Rebate Percentage(%)*

Penalty Percentage(%)*

Valid From*

Fields marked with an asterisk(*) are required.

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Steps To Set Bill message

Water Connection & Charges

Approval Category Pending

Pending for Connection Close Approval With Rent Sub Divisional Officer for Close Connection	
◆ ->BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR	0

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.

User Name : Mr PHURBANADMIN
 PH Unit : Section : CSPUR-III , Ghatikia-IV , Store
 UNIT-III , ...
 Login Date : Mon Jan 18, 2016 15:15:08 PM IST

Worklist | Change Password | Log Out

Water Connection MIS

Bill Section
 Master
 Bill Generation
 Bill Print
 DDO Letter Print
 DDO Statement Print
 GA Bill Generation
 GA Bill Print
 Bill Message

Urbanadmin's worklist as on 18/01/2016 03:15:08 PM

Refresh

Water Connection & Charges Approval Category Pending

Approval Category	Pending
Pending for Connection Close Approval With Rent Sub Divisional Officer for Close Connection	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR	0
◆ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR	0
◆ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN	0
Pending for Sanction order Issue with Rent Sub Divisional Officer for Reconnection	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR	0
◆ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR	0
◆ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN	2
Pending for Connection Change Approval With Rent Sub Divisional Officer for Change Connection	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR	0
◆ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR	0
◆ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN	0
Pending for Approval with Demand Approver for Direct Demand Correction	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR->Sahidnagar	1
Pending for Ownership Verification With Rent Section Officer for Change Ownership	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR->Sahidnagar	0
◆ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN->Mulapadia	0
◆ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR->CSPUR-I	0
◆ -BHUBANESWAR->BHUBANESWAR-II->BHUBANESWAR Unit-IX->Chadrasekharpur	0

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

User Name : Mr PHURBANADMIN
 PH Unit : Section : CSPUR-III , Ghatikia-IV , Store
 UNIT-III , ...
 Login Date : Mon Jan 18, 2016 15:15:56 PM IST

Worklist | Change Password | Log Out
 Module Role: WC_ADMIN Go

Water Connection MIS

Bill Generation Screen

Select Search Criteria

Connection Type* [--Select One--]
 Circle [--Select One--]
 Section [--Select One--]
 Area [--Select One--] ?
 Area Name
 Consumer Reference Number
 Ph Consumer From

Month* [--Select One--]
 Division [--Select One--]
 Ulb Name [--Select One--]
 Sub Area [--Select One--] ?
 Sub Area Name

Year* [--Select One--]
 Sub Division [--Select One--]
 PH Consumer Number
 Ph Consumer To

Batch Bill Generation Search

Fields marked with an asterisk(*) are required

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

User Name : Mr PHURBANADMIN
PH Unit : Section : CSPUR-III , Ghatikia-IV , Store
UNIT-III , ...
Login Date : Mon Jan 18, 2016 15:15:56 PM IST

Odisha eMunicipality System
Worklist | Change Password | Log Out
Module Role: WWC_ADMIN Go

Water Connection MIS

Bill Generation Screen

▼ Select Search Criteria

Connection Type*	Non-Metered Connection	Month*	[--Select One--]	Year*	[--Select One--]
Circle	BHUBANESWAR	Division	[--Select One--]	Sub Division	[--Select One--]
Section	[--Select One--]	UlB Name	JAN		
Area	[--Select One--] ?	Sub Area	FEB		
Area Name		Sub Area Name	MAR		
Consumer Reference Number		PH Consumer Number	APR		
Ph Consumer From		Ph Consumer To	MAY		
			JUN		
			JUL		
			AUG		
			SEP		
			OCT		
			NOV		
			DEC		

Batch Bill Generation Search

Fields marked with an asterisk(*) are required.

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User Name : Mr PHURBANADMIN
PH Unit : Section : CSPUR-III , Ghatikia-IV , Store
UNIT-III , ...
Login Date : Mon Jan 18, 2016 15:15:56 PM IST

Odisha eMunicipality System
Worklist | Change Password | Log Out
Module Role: WWC_ADMIN Go

Water Connection MIS

Bill Generation Screen

▼ Select Search Criteria

Connection Type*	Non-Metered Connection	Month*	JAN	Year*	[--Select One--]
Circle	BHUBANESWAR	Division	[--Select One--]	Sub Division	[--Select One--]
Section	[--Select One--]	UlB Name	[--Select One--]		2013
Area	[--Select One--] ?	Sub Area	[--Select One--] ?		2014
Area Name		Sub Area Name			2015
Consumer Reference Number		PH Consumer Number			2016
Ph Consumer From		Ph Consumer To			

Batch Bill Generation Search

Fields marked with an asterisk(*) are required.

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

User Name : Mr PHURBANADMIN
PH Unit : Section : CSPUR-III , Ghatikia-IV , Store
UNIT-III , ...
Login Date : Mon Jan 18, 2016 15:15:56 PM IST

Odisha eMunicipality System

Worklist | Change Password | Log Out
Module Role: WC_ADMIN | Go

Water Connection | MIS

Bill Generation Screen

Select Search Criteria

Connection Type*	Non-Metered Connection	Month*	JAN	Year*	2016
Circle	BHUBANESWAR	Division	[--Select One--]	Sub Division	[--Select One--]
Section	[--Select One--]	UlB Name	[--Select One--]		
Area	[--Select One--] ?	Sub Area	[--Select One--] ?		
Area Name		Sub Area Name			
Consumer Reference Number		PH Consumer Number			
Ph Consumer From	0101001	Ph Consumer To	0202002		

Batch Bill Generation | Search

Fields marked with an asterisk(*) are required.

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

User Name : Mr PHURBANADMIN
PH Unit : Section : CSPUR-III , Ghatikia-IV , Store
UNIT-III , ...
Login Date : Mon Jan 18, 2016 15:20:13 PM IST

Odisha eMunicipality System

Worklist | Change Password | Log Out
Module Role: WC_ADMIN | Go

Water Connection | MIS

Batch Job Completed Successfully.

Bill Generation Screen

Select Search Criteria

Connection Type*	Non-Metered Connection	Month*	JAN	Year*	2016
Circle	BHUBANESWAR	Division	[--Select One--]	Sub Division	[--Select One--]
Section	[--Select One--]	UlB Name	[--Select One--]		
Area	[--Select One--] ?	Sub Area	[--Select One--] ?		
Area Name		Sub Area Name			
Consumer Reference Number		PH Consumer Number			
Ph Consumer From	0101001	Ph Consumer To	0202002		

Batch Bill Generation | Search

Fields marked with an asterisk(*) are required.

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

The screenshot shows the Odisha eMunicipality System interface. The user is logged in as Mr PHURBANADMIN. The navigation path is: Water Connection > Bill Section > Bill Print. The 'Bill Print' option is circled in red. Below the navigation menu, there is a table titled 'Water Connection & Charges Approval Category Pending'. The table lists various categories and their counts.

Approval Category	Pending
Pending for Connection Close Approval With Rent Sub Divisional Officer for Close Connection	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR	0
◆ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR	0
◆ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN	0
Pending for Sanction order Issue with Rent Sub Divisional Officer for Reconnection	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR	0
◆ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR	0
◆ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN	0
Pending for Connection Change Approval With Rent Sub Divisional Officer for Change Connection	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR	0
◆ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR	0
◆ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN	0
Pending for Approval with Demand Approver for Direct Demand Correction	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR->Sahidnagar	3
Pending for Ownership Verification With Rent Section Officer for Change Ownership	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR->Sahidnagar	0
◆ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN->Mulapadia	0
◆ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR->CSPUR-I	0
◆ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR->CSPUR-II	0

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

The screenshot shows the 'Bill Print Screen' in the Odisha eMunicipality System. The user is logged in as Mr PHURBANADMIN. The screen displays search criteria for bill printing. The 'Ph Consumer From' and 'Ph Consumer To' fields are highlighted with a red box.

Fields marked with an asterisk(*) are required.

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

Area: 01 Sub Area: 01
Area Name: Sahid Nagar/Suka Vihar Sub Area Name: Sahid Nagar,General Plot
Consumer Reference Number: PH Consumer Number:
Ph Consumer From: Ph Consumer To:

Batch Bill Print Search

813 items found, displaying all items.

Consumer Reference Number	PH Consumer Number	Name	Consumer Address	Connection Type	View Bill	<input checked="" type="checkbox"/>
BBS/01/01/1	0101001	P K.MOHAPATRA	PLOT NO-001,SAHIDNAGAR	Non-Metered Connection	View Bill	<input checked="" type="checkbox"/>
BBS/01/01/2	0101002	PROMOD KUMAR MOHAPATRA	PLOT NO-002,SAHIDNAGAR	Non-Metered Connection	View Bill	<input checked="" type="checkbox"/>
BBS/01/01/3	0101003	B B.PATTANAİK	PLOT NO-003,SAHIDNAGAR	Non-Metered Connection	View Bill	<input checked="" type="checkbox"/>
BBS/01/01/4	0101004	B N.TRIPATHY	PLOT NO-004,SAHIDNAGAR	Non-Metered Connection	View Bill	<input checked="" type="checkbox"/>
BBS/01/01/5	0101004A	JAYANTI PATTANAİK	PLOT NO-004-A,SAHID NAGAR	Non-Metered Connection	View Bill	<input checked="" type="checkbox"/>
BBS/01/01/6	0101005	B SAMANTARAY	PLOT NO-005,SAHIDNAGAR	Non-Metered Connection	View Bill	<input checked="" type="checkbox"/>
BBS/01/01/7	0101005B	FALGUNI SAMANTARAI	PLOT NO-005/B,SAHIDNAGAR	Non-Metered Connection	View Bill	<input checked="" type="checkbox"/>
BBS/01/01/8	0101006	PANCHANAN TRIPATHY	PLOT NO-006,SAHIDNAGAR	Non-Metered Connection	View Bill	<input checked="" type="checkbox"/>
BBS/01/01/9	0101007	S S.SENAPATHY	PLOT NO-007,SAHIDNAGAR	Non-Metered Connection	View Bill	<input checked="" type="checkbox"/>
BBS/01/01/10	0101008	D N.CHOURBURY	PLOT NO-008,SAHIDNAGAR	Non-Metered	View Bill	<input checked="" type="checkbox"/>

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