Batch Bill Generation & Bill Print Print Steps

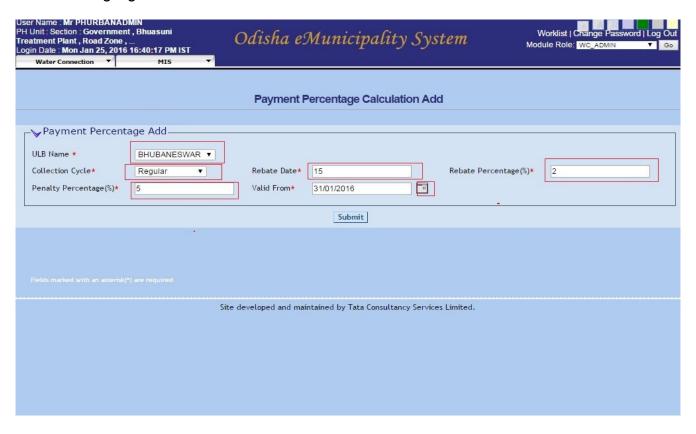
Before proceeding for the bill generation, there are some pre-requistes steps need to complete and they are mandatory.

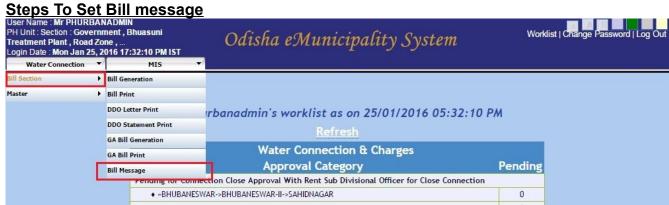
- All collection for that month should be entered by Cashier and All collections should be approved by Cash Approver.
- 2. All demand correction initiated in that month should be approved.
- 3. All Meter reading should be taken and should be approved.
- 4. Rebate date should be set.
- 5. Set Bill message.

Step to set rebate date

Step-1: Log in as Water Connection Admin. Go to the path as highlighted below. Worklist | Change Password | Log Out iser Name : wir Phurkbanadmin PH Unit : Section : Government , Bhuasuni Freatment Plant , Road Zone ,ogin Date : Mon Jan 25, 2016 16:34:50 PM IST Odisha eMunicipality System Fee Ma list as on 25/01/2016 04:34:50 PM PH Hierarchy Water Connection & Charges Fixer Master GA Master tion Close Approval With Rent Sub Divisional Officer for Close Connection Approval Category Pending AR->BHUBANESWAR-II->SAHIDNAGAR 0 Hike Percentage AR->BHUBANESWAR-III->CHANDRASEKHARPUR 0 ◆ »BHUBANESWAR->BHUBANESWAR-I->OLD TOWN Pending for Sanction order Issue with Rent Sub Divisional Officer for Reconnection ◆ »BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR ◆ »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 Pending for Ownership Verification With Rent Section Officer for Change Ownership • »BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR->Sahidnagar • »BHUBANESWAR->BHUBANESWAR-I->OLD TOWN->Mulapadia 0 ◆ »BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR->CSPUR-I 0 **BHUBANESWAR->BHUBANESWAR-II->BHUBANESWAR Unit-IX->Chadrasekharpur

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.

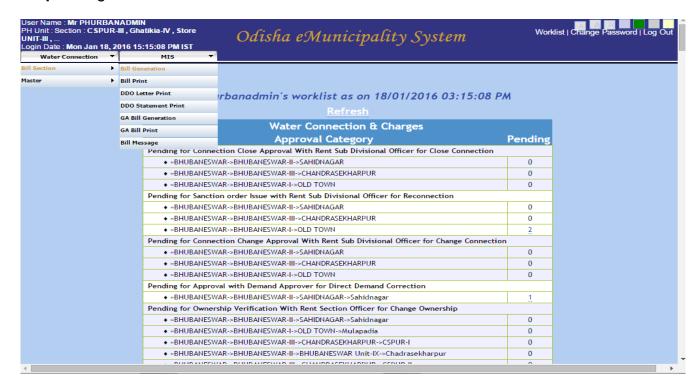




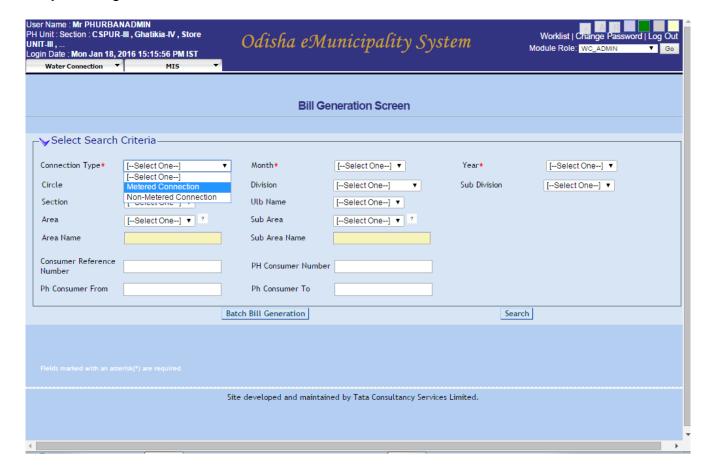
In the next screen Write the message to be printed keeping as Status "Active" and click on update.

Steps For Batch Processing

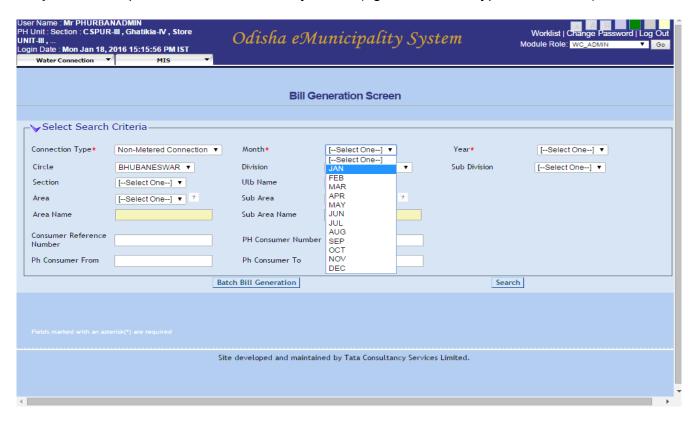
Step-1: Log in as Water Connection Admin.



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

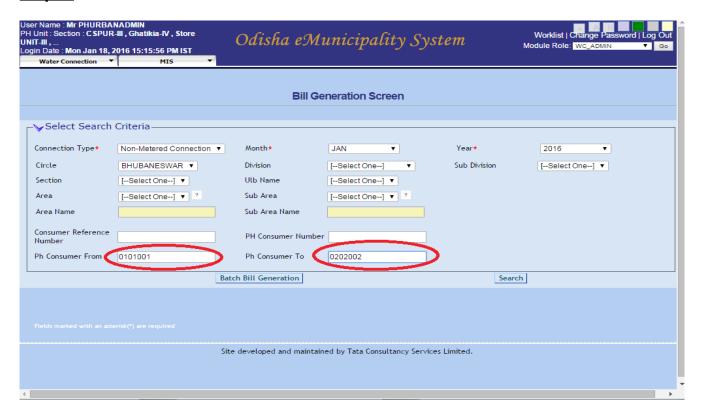


Step-3: Select options from all mandatory fields.(eg:Connection Type,Month,Year)





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



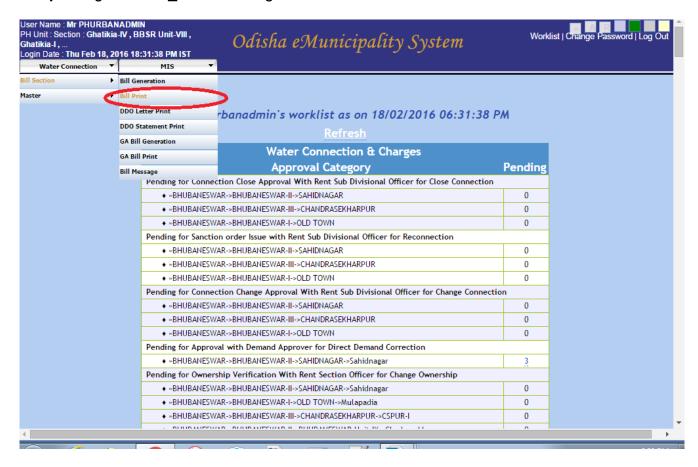
Step-5: Click on 'Batch Bill Generation' button.

User Name : Mr PHURBANADMIN PH Unit : Section : C SPUR-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	r		
Ph Consumer From	0101001	Ph Consumer To	0202002		
	Bar	tch Bill Generation		Searc	ch
4					

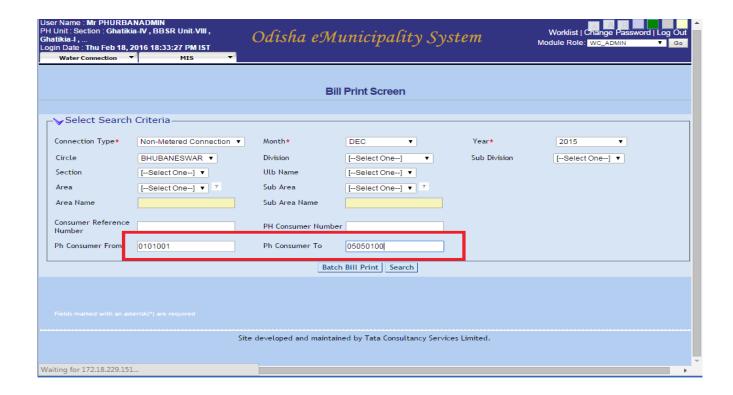
Step-6: After batch processing success message 'Batch job Completed Successfully' will appear.

Steps For Bill Print

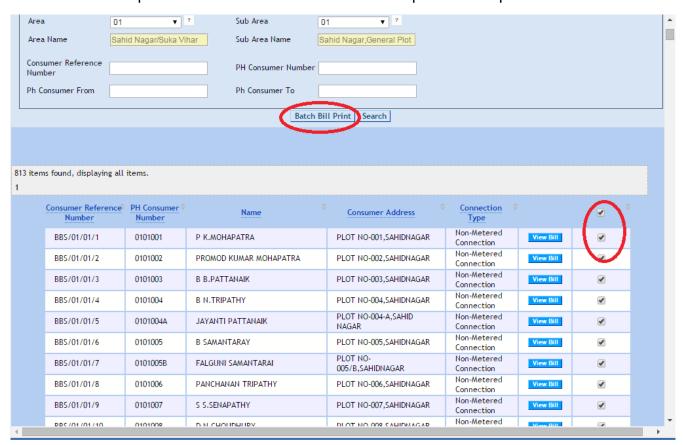
Step 1 Login as WC ADMIN Navigate to Water Connection-->Bill Section-->Bill Print



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