Billing - User Manual

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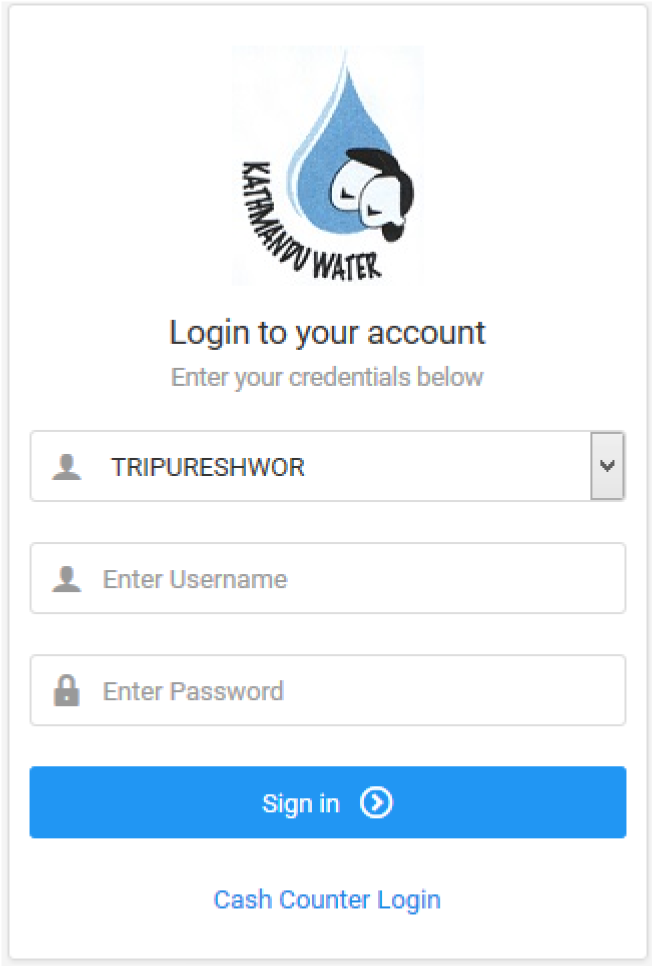
INDEX

1. Employee Login

1.1. Screen shot



1.2. Usage Description/Steps

- Select Branch.
- Enter Username
- Enter Password.
- Click on "**Sign in**" button

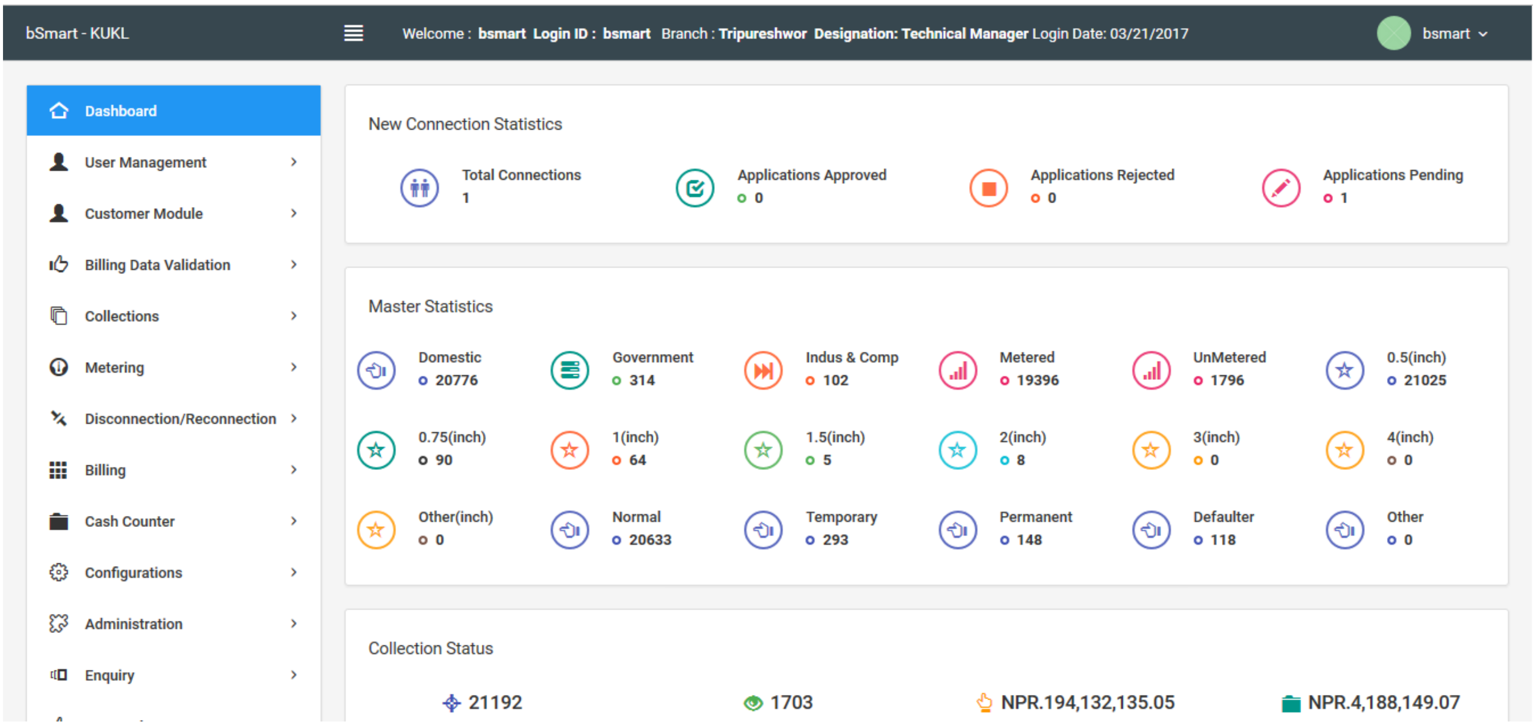
1.3. Result

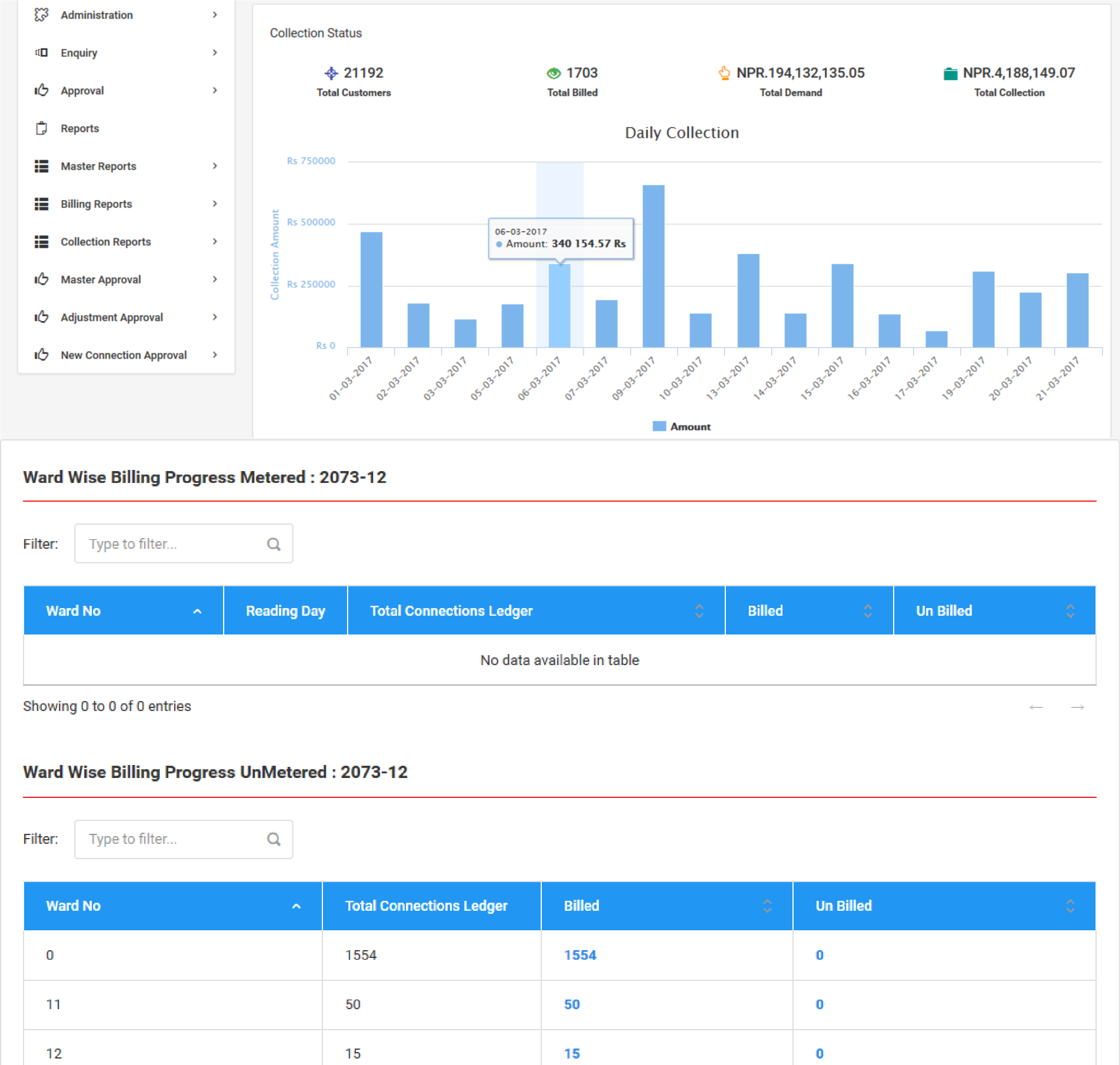
You will be logged in.

2. Dashboard

After Successful login you will be redirected to Dashboard.
All the branch related information is available in statistically and graphically.

2.1. Screen shot





2.2. Usage Description/Steps

- On top menu bar all the details of the person who logged in will be shown. His/her name, login id, Branch, Designation and date.
- On the top right corner login id will be shown, click on that to "**Change Password**" or "**Logout**".
- Left side of the page left menu bar is there. We will discuss all the functionality one by one in coming segments.
- In the body there are "**New Connection Statistics**", "**Master Statistics**", "**Collection Status**", "**Ward Wise Billing Progress Metered**" with current month year, and "**Ward Wise Billing Progress Unmetered**" with current month year.
- In "**Ward Wise Billing Progress Metered**" and "**Ward Wise Billing Progress Unmetered**" lists, click on the Hyperlinked number to see the number of billed or unbilled Consumers (Below Screenshot).

Connection History

Filter:

	CON No	Area No	R Day	Name	Name(Nep)	Tap	Category	Con Type	
1	2783	11		KRISHNA RAJ RAJBHANDARI	कृष्ण राज राजभण्डरी	0.5	Domestic	Unmetered	Print Bill
2	5590	11		RABETI DEVI MASKE	रेवती देवी मास्के	0.5	Domestic	Unmetered	Print Bill
3	1570	11		MAHENDRA MOHAN	महेन्द्र मोहन	0.5	Domestic	Unmetered	Print Bill
4	44599	11		KRISHNA BHAKTA PRADHAN	कृष्ण भक्त प्रधान	0.5	Domestic	Unmetered	Print Bill
5	4955	11		KRISHNA DAS SHRESTHA	कृष्ण दास श्रेष्ठ	0.5	Domestic	Unmetered	Print Bill
6	5935	11		NANI BABA BAIDH	नानी वावा वैद्य	0.5	Domestic	Unmetered	Print Bill
7	6345	11		DEVI PRASAD PRADHAN	देवी प्रसाद प्रधान	0.5	Domestic	Unmetered	Print Bill

3. User Management

User management is a functionality to manage users. Different functionalities are adding users, adding designations, assigning different types of operation authorization to different users. We will discuss about each and every options and there functionalities.

User Management

- User Type
- Modules
- User Designation
- User Creation

3.1. User Type

User Type

User Type *

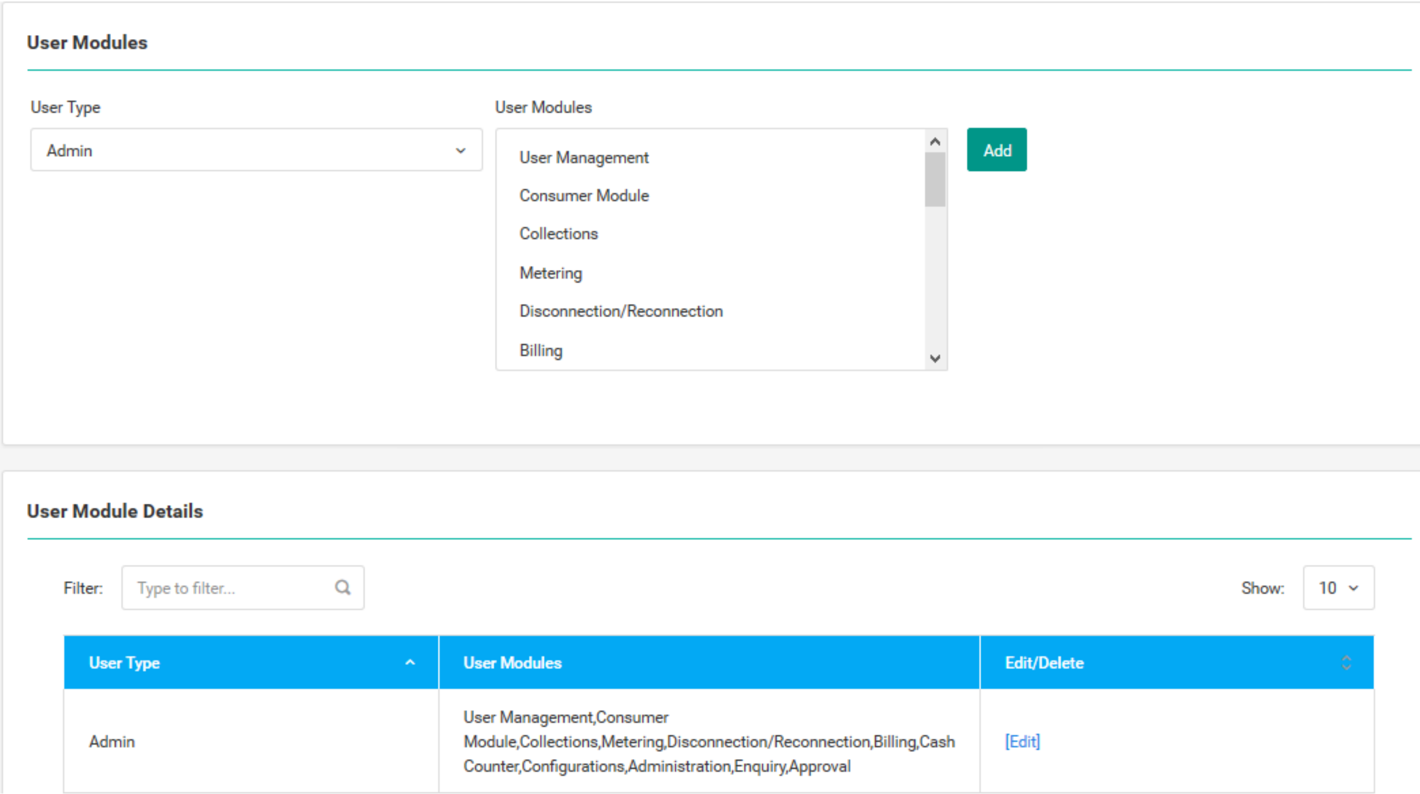
User Type... | Add

User Type Details

Filter: Type to filter... Show: 10

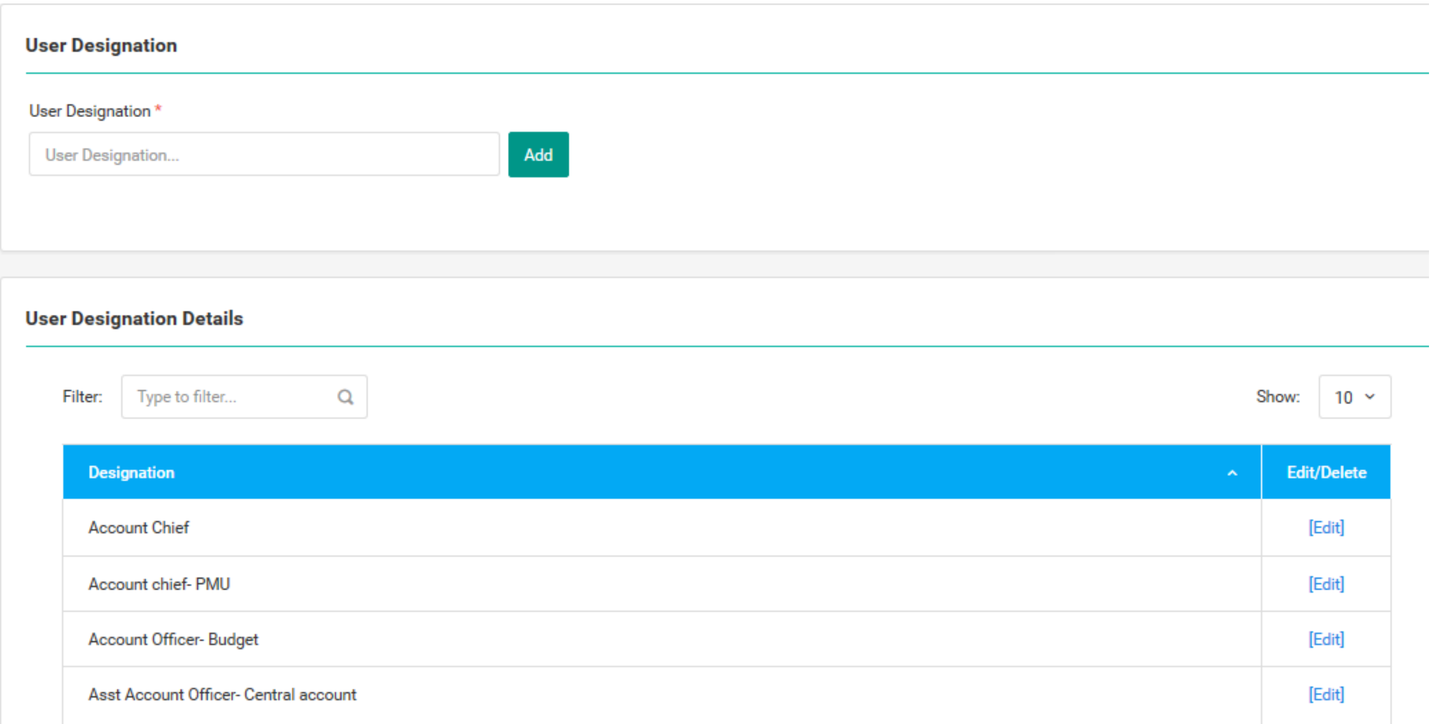
User Type	Edit/Delete
Admin	[Edit]
Billing	[Edit]
CashCounter	[Edit]
CIS	[Edit]

3.2. Modules



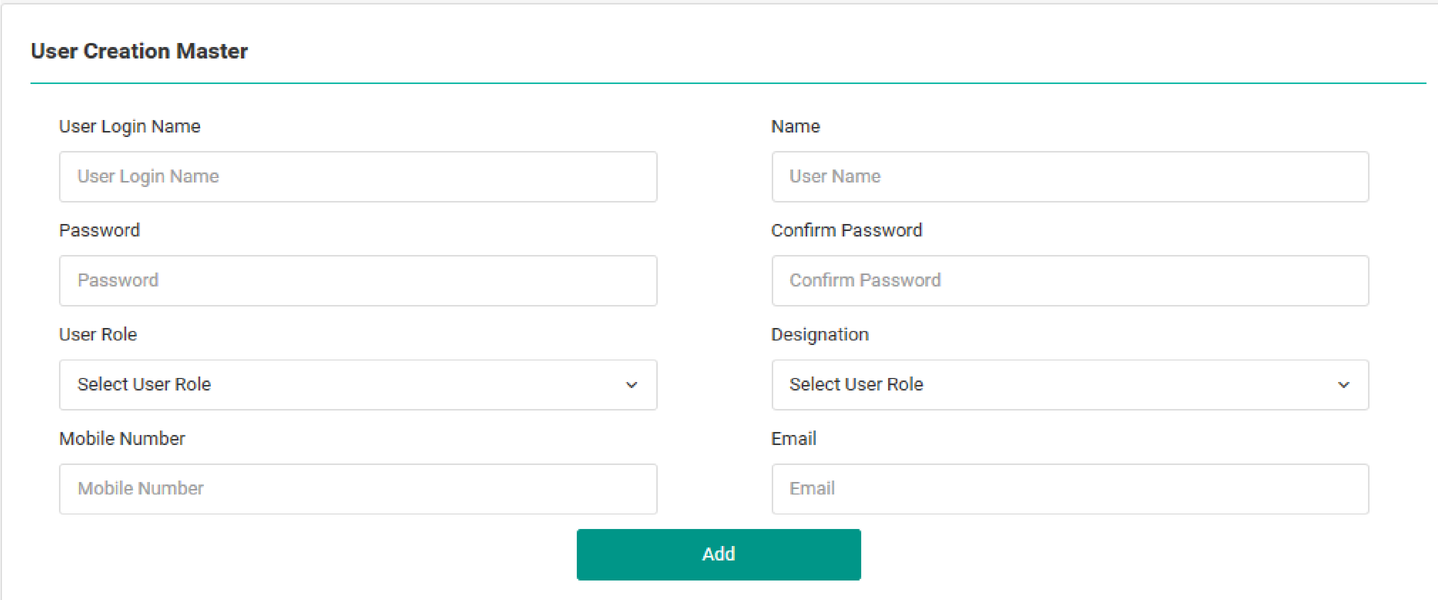
- Here you have to assign modules/functionalities for user type.
- For a new User Type, select the User Type from the dropdown box, and select the module. To select multiple modules, hold the **CTRL** button and select multiple modules.
- "**User Module Details**" will show the details of all the User Types and assigned modules. You can click "**Edit**" button to edit modules for respective User Types.

3.3. User Designation

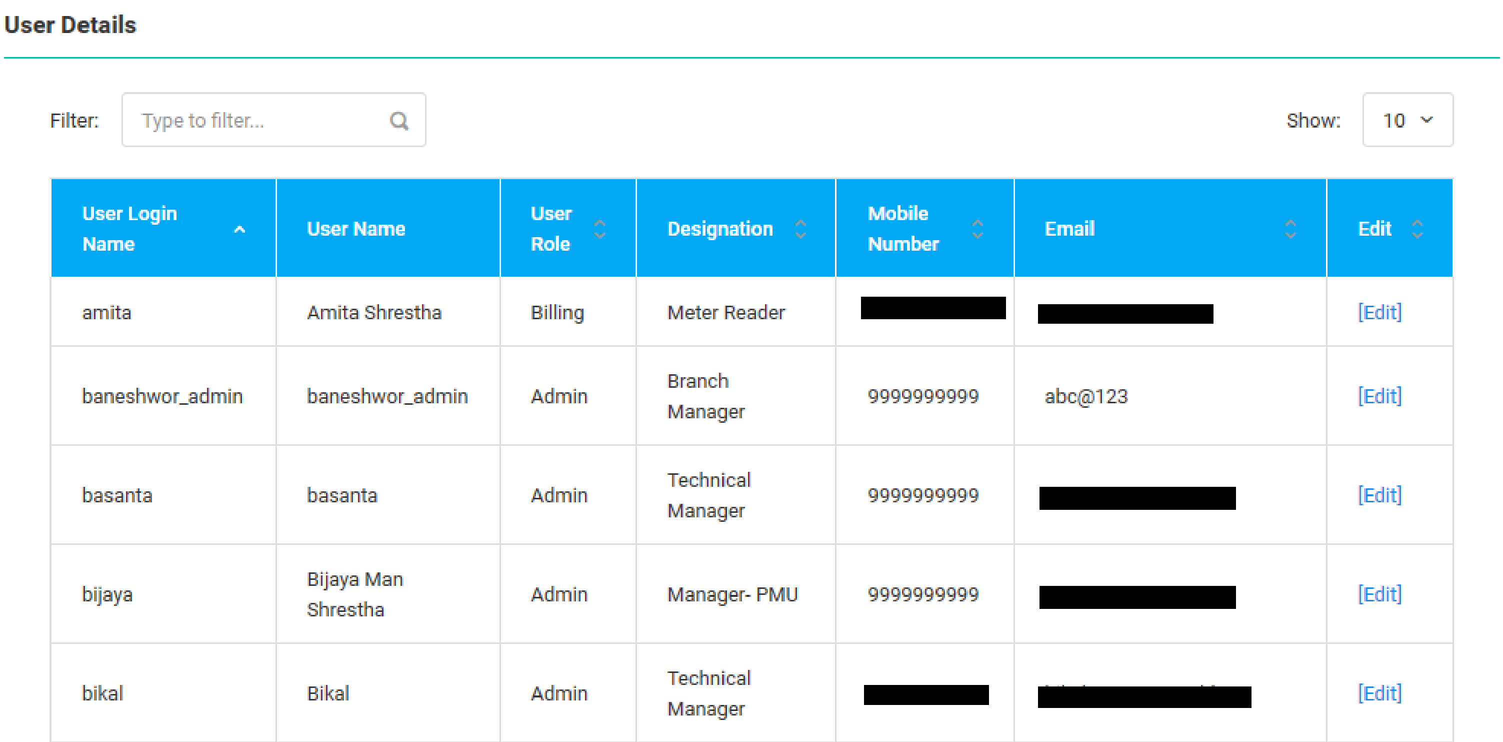


- Here you can create any new Designation/Post, for which you will create a new User. All the previous designation will be shown in the below table, you can also edit that.
- Type the Designation and click on "**Add**".
- To edit existing designation, Click on the "**Edit**" button, modify it and Click on "**Modify**".

3.4. User Creation



- Here all fields are mandatory tor user creation.
- Enter "**User Login Name**" and "**Name**" of the user.
- Enter "**Password**" and "**Confirm Password**", and these two should be exactly same.
- Select "**User Role**".
- Select "**Designation**" of the user.
- Enter "**Mobile No**" and "**Email**".
- Click on "**Add**".



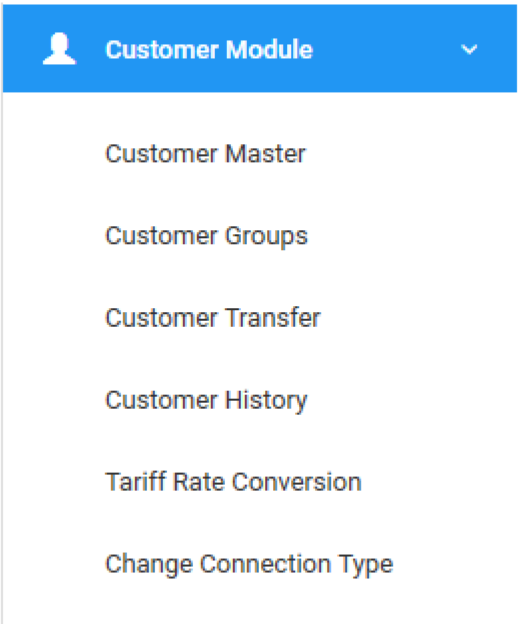
User Details

Filter: Type to filter... Show: 10

User Login Name	User Name	User Role	Designation	Mobile Number	Email	Edit
amita	Amita Shrestha	Billing	Meter Reader	[redacted]	[redacted]	[Edit]
baneshwor_admin	baneshwor_admin	Admin	Branch Manager	9999999999	abc@123	[Edit]
basanta	basanta	Admin	Technical Manager	9999999999	[redacted]	[Edit]
bijaya	Bijaya Man Shrestha	Admin	Manager- PMU	9999999999	[redacted]	[Edit]
bikal	Bikal	Admin	Technical Manager	[redacted]	[redacted]	[Edit]

- All the existing user list will be shown in the below table. To edit any existing user, click in "**Edit**" button, and modify it and Click on "**Modify**".

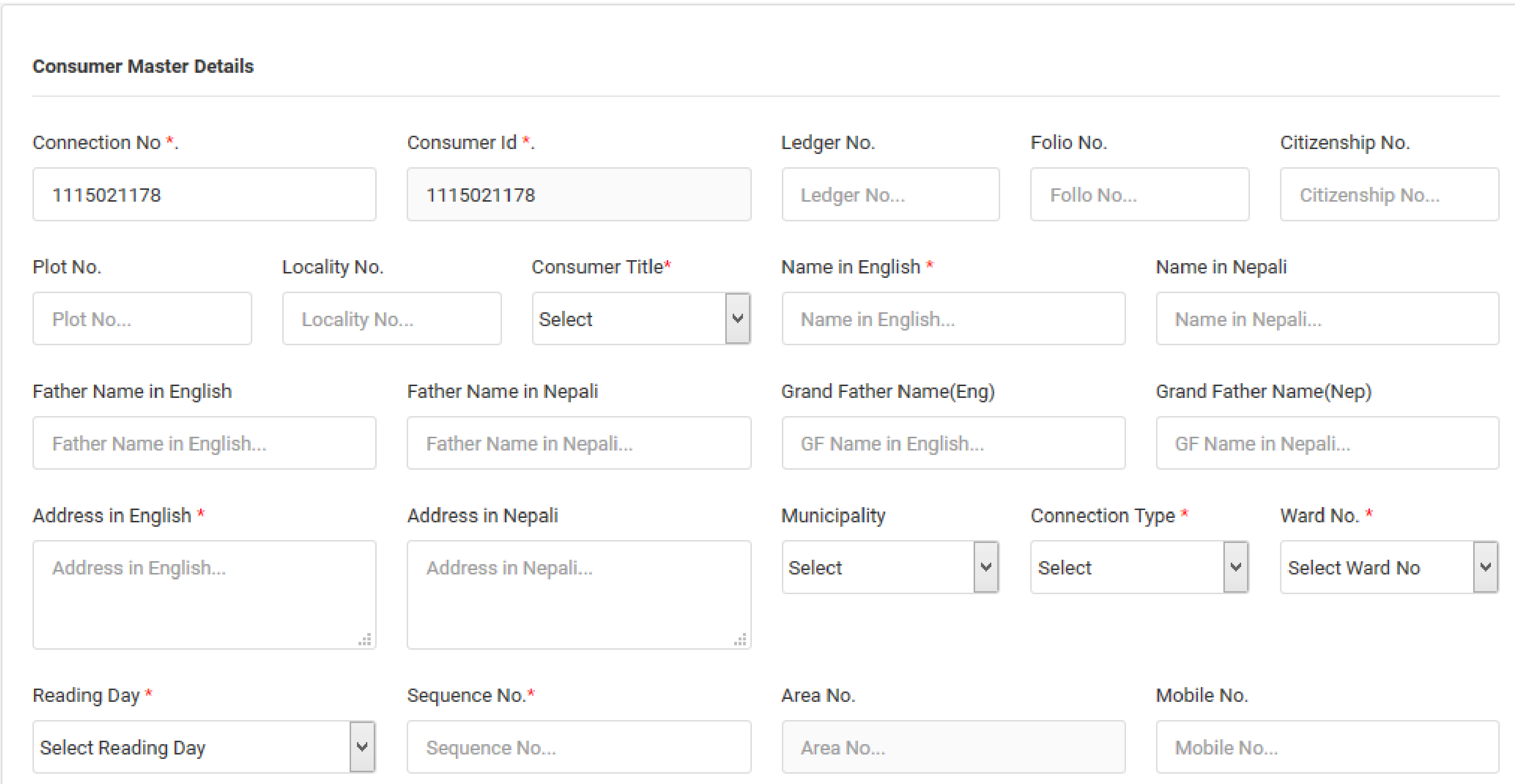
4. Customer Module



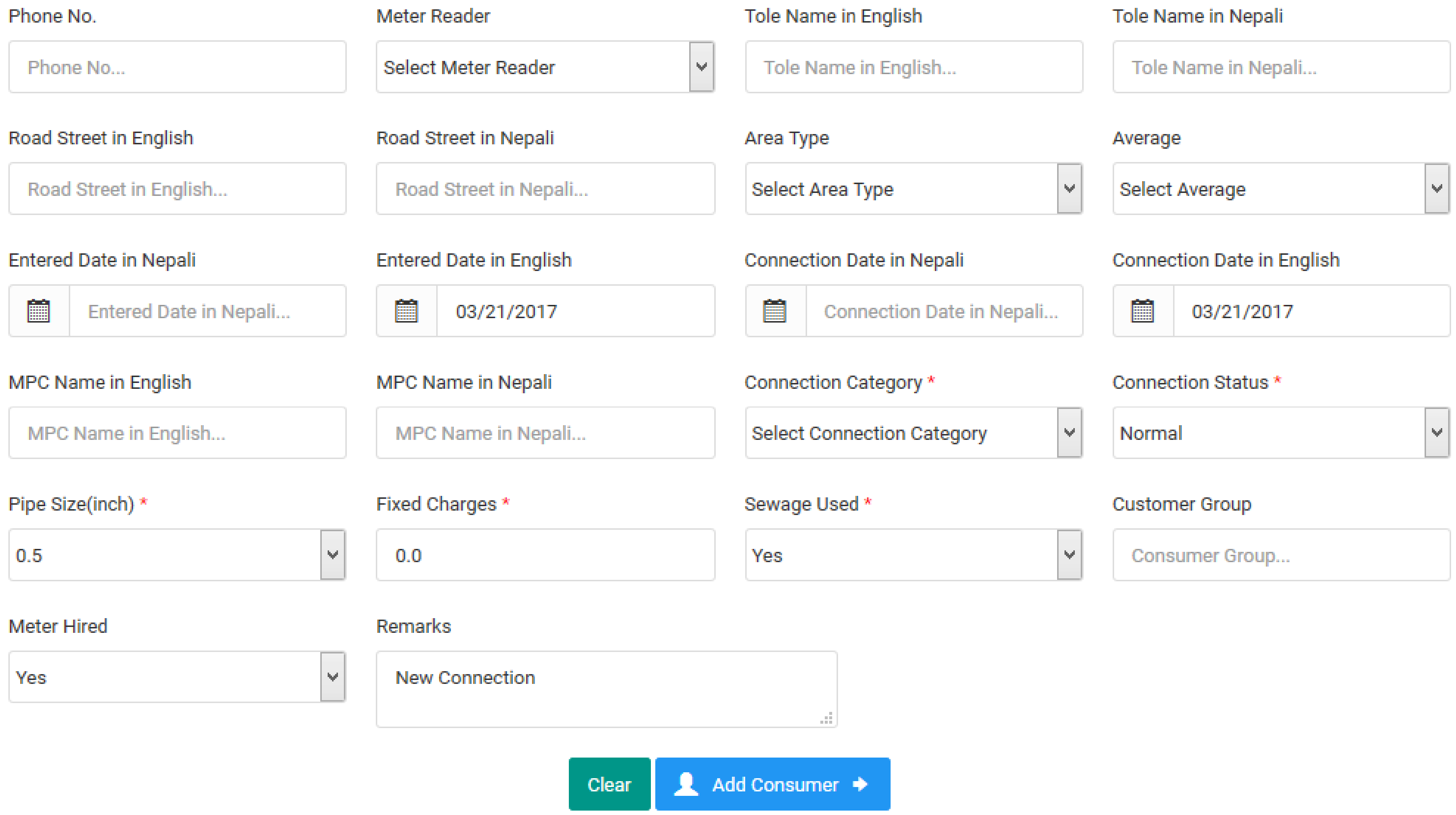
In Customer Module you can find all customer related data's and functionalities.

- In Customer Master new customer can be added or existing customer data's can be modified if any changes required.
- For transferring connection from one branch to another branch Customer Transfer is there.
- In Customer History, you can find consumer by name, connection no, word no, area no, phone no etc. Based on the search customer list will come. And u can see all the details and the ledger of the consumers
- For changing the connection type "Change connection Type" is there.

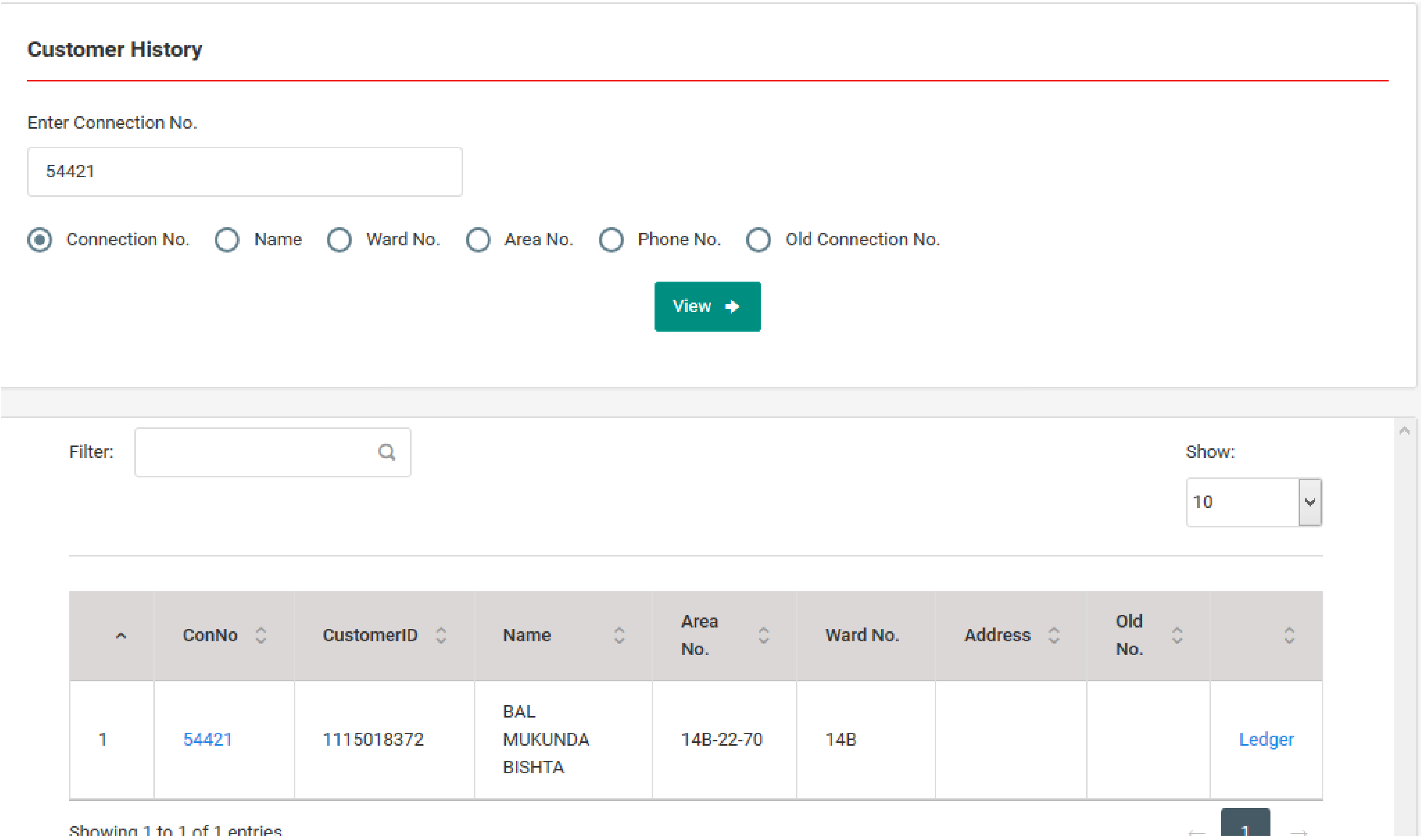
4.1. Customer Master



- Here in Consumer Master you can add a new consumer or you can modify a existing consumer details.
- Automatically system generated customer id and connection no will come, if you want to modify any existing customer, put the connection no and all the details of the customer will come. You can edit data's and to save click on "**Modify**".
- To add a new customer, enter the connection no and all the required details, and click on "**Add Consumer**", it will go to Approval -> Customer Approval. If authorised person approve then that customer details will be saved.

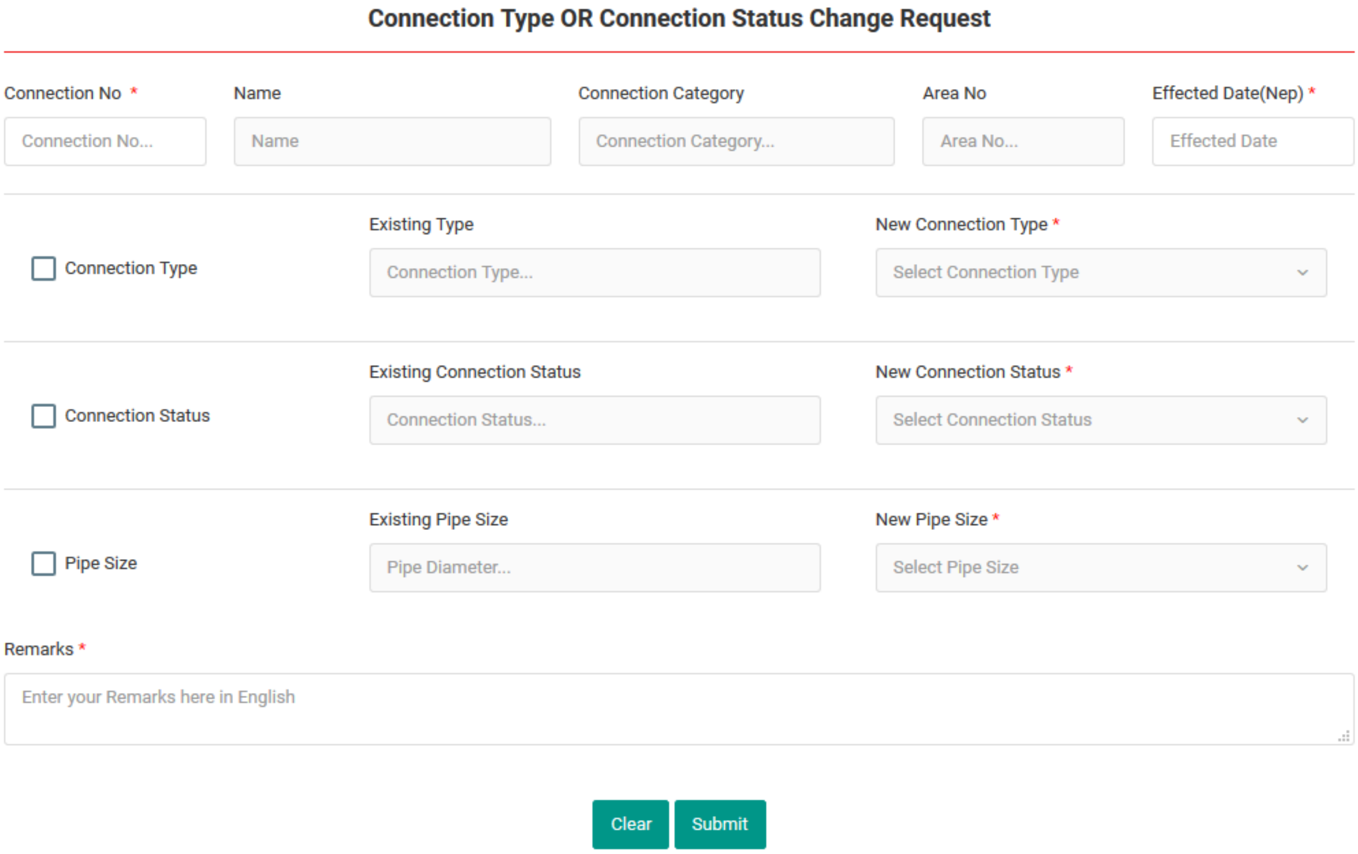


4.2. Customer History



- Here you can search customer(s), by Connection no, name, ward no, area no, phone no, or old connection no, based on search a list will come containing customer or customers.
- Click on connection no to see customer details, or click “**Ledger**” to view ledger details.

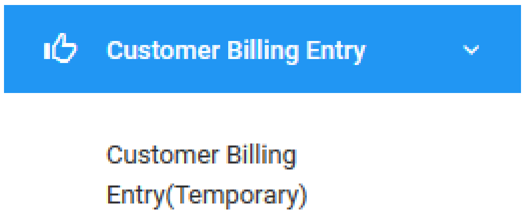
4.3. Change Connection Type



- Here you can change a connection type or connection status or Pipe Size for a particular customer.
- Enter the connection number, all the existing details will come.
- For changing connection type, Select Checkbox and select new connection type.
- For changing connection status Select Checkbox and select new connection status.
- For changing connection pipe size, select the pipe size checkbox and select the new pipe size.
- And select effective date and write some remarks.
- And click on "**Submit**", it will show in below list. And it will go to Master Approval -> Connection Type Approval for approval. Once it is approved by the authorised person, Connection type/status will be changed.

5. Customer Billing Entry

This module is for data validation for manual branches, before going live they have to verify all the data's.



Consumer Billing Entry

Consumer No *		Name	Address	Area No	Ward No
Consumer No	View	Consumer Name	Consumer Address	Consumer Area No.	Consumer Ward No.

Meter Rent Applicable *	Sewerage *	Set Amount	Connection Type	Pipe Size	Board Balance	
Select	Select	0	Metered	Pipe Size	0	View Ledger

	2073 Asadh	Water Charges	SW Charges	Meter Rent	Total Amount	Penalty	Rebate	
	0	0	0	0	0	0	0	
	2073 Shrawan ☐							
	0	0	0	0	0	0	0	
Open Balance	2073 Bhadra ☐							
0	0	0	0	0	0	0	0	
Open Balance	2073 Ashwin ☐							
0	0	0	0	0	0	0	0	
Open Balance	2073 Kartik ☐							
0	0	0	0	0	0	0	0	
Open Balance	2073 Mangsir ☐							
0	0	0	0	0	0	0	0	
Open Balance	2073 Poush ☐							
0	0	0	0	0	0	0	0	
Open Balance	2073 Magh ☐							
0	0	0	0	0	0	0	0	0 Reading

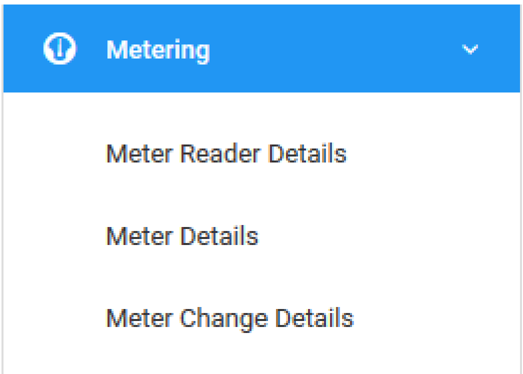
Calculate

Total Water Charges	
Total SW Charges	
Total Meter Rent Charges	
Total Arrears	
Total Bill Amount	
Total Penalty	
Total Rebate	
Total Payable	

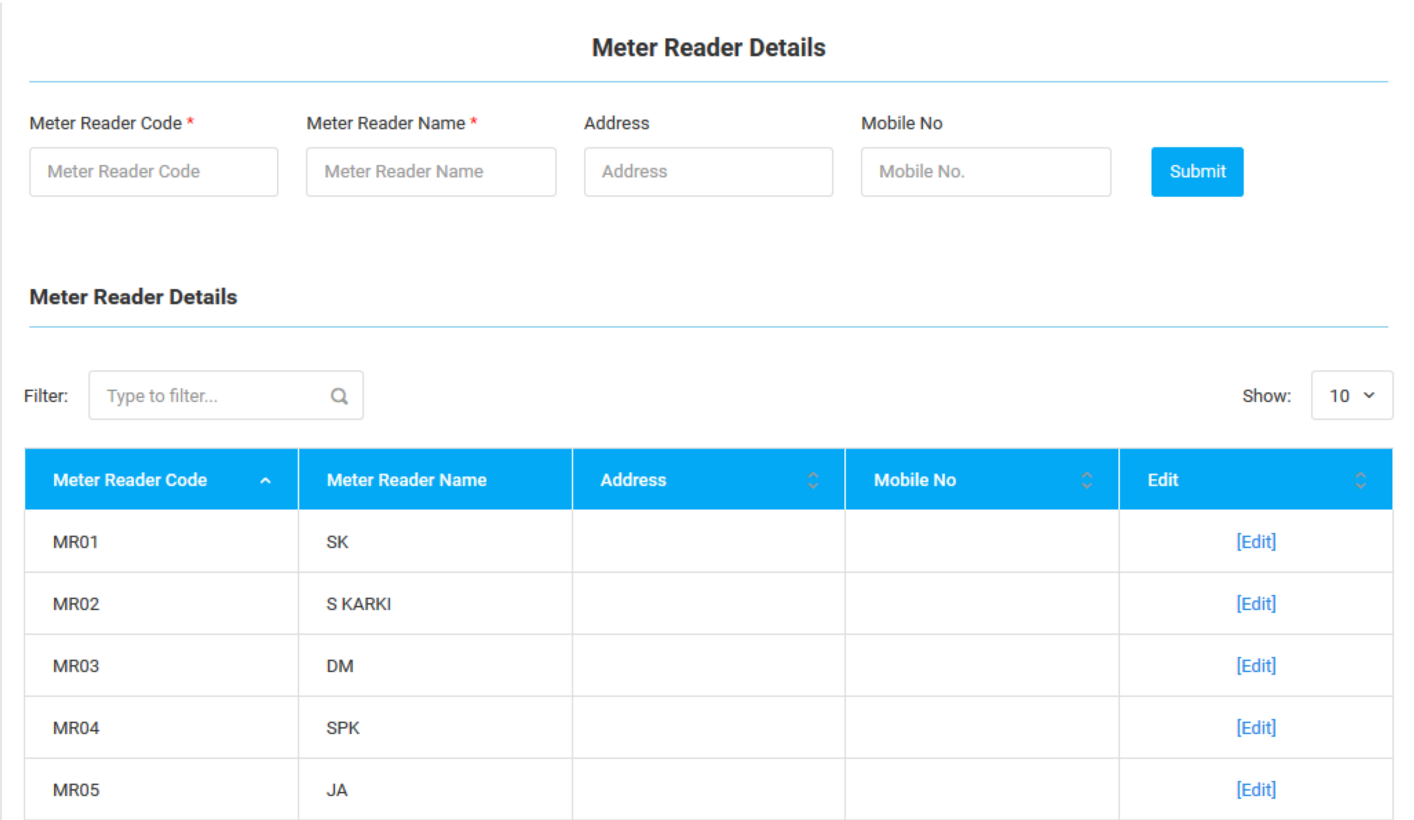
Clear Submit

- Enter the Consumer No and click on “**View**”.
- Click on view ledger button and check the ledger is correct or not.
- If ledger is not correct, enter the opening balance, and water charges and click on calculate and submit.

6. Metering



6.1. Meter Reader Details

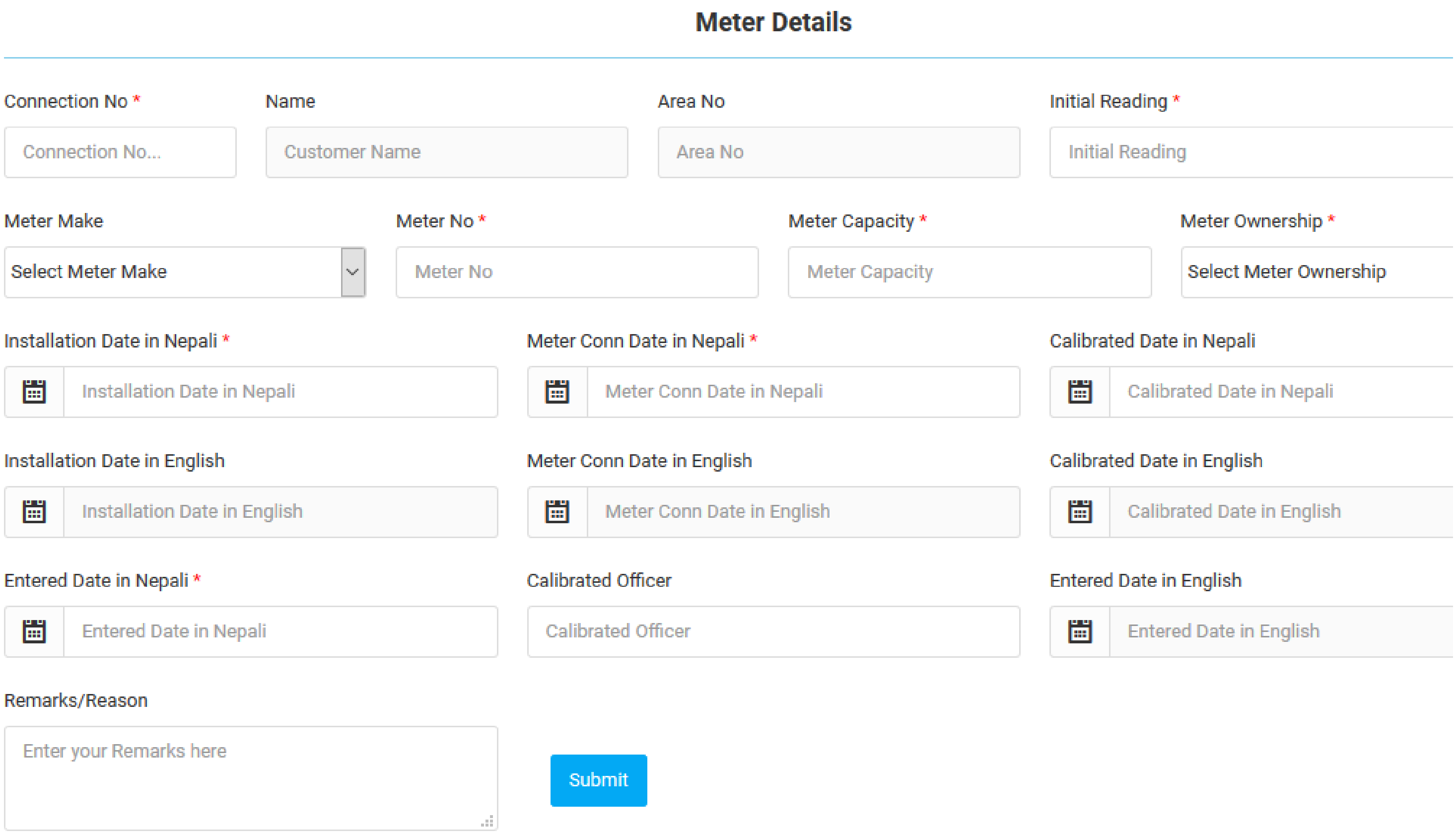


Meter Reader Code	Meter Reader Name	Address	Mobile No	Edit
MR01	SK			[Edit]
MR02	S KARKI			[Edit]
MR03	DM			[Edit]
MR04	SPK			[Edit]
MR05	JA			[Edit]

- Here the entire meter Reader Details will be shown.
- To add a new meter reader, entre Meter Reader Code, Name. And Address and Mobile No is optional field. If want then Enter and click on “**Submit**”. A new meter reader will be added.
- To modify an existing meter reader, click on “**Edit**” button, all the details will come on the text box, modify as per requirement, and click on modify. It will be modified and saved.

6.2. Meter details

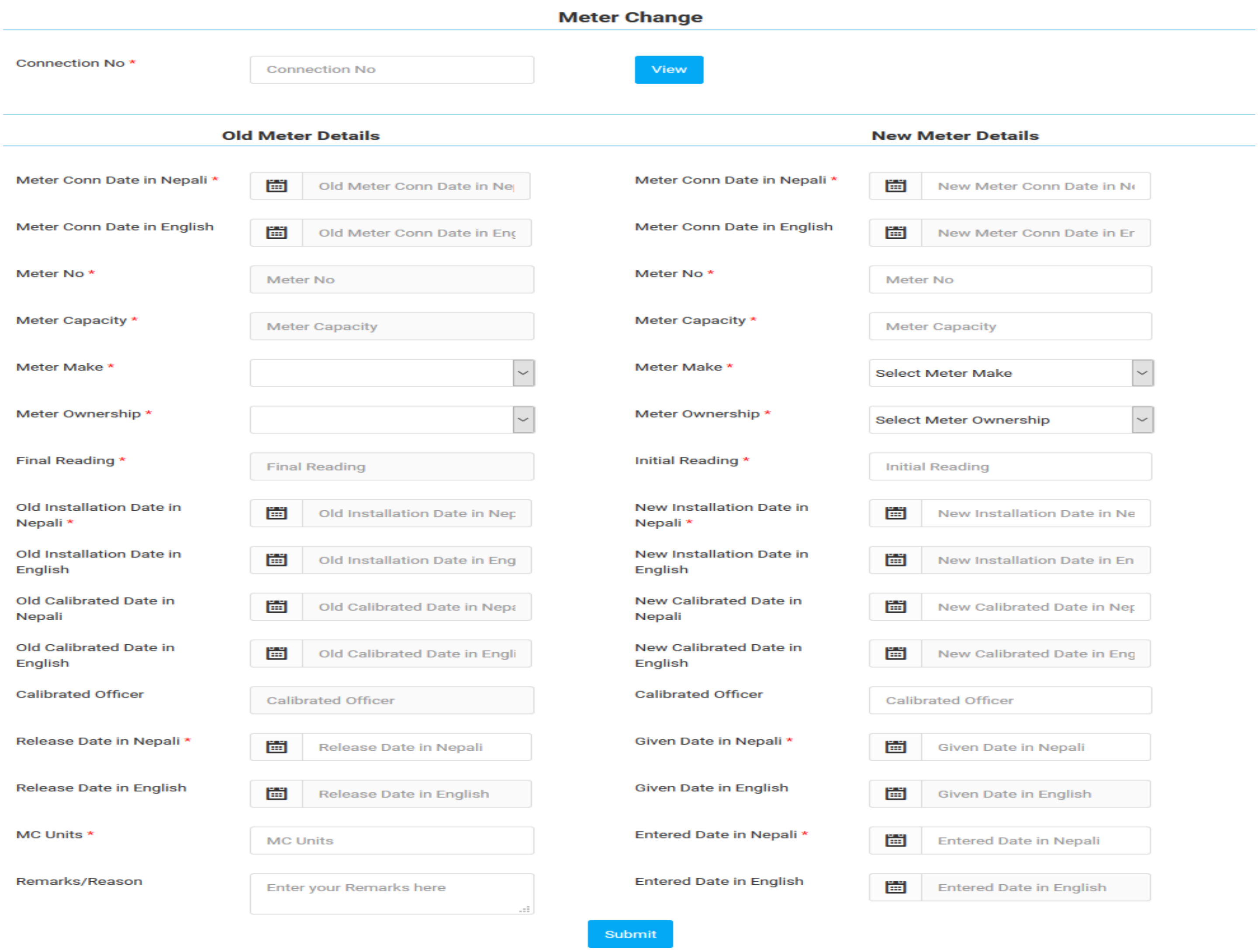
- Enter the connection number.
- Name and Area number will come, verify it.
- Enter Initial reading, Meter No and all the required details. Meter No should be unique.



Meter Details

Connection No *
Connection No...
Name
Customer Name
Area No
Area No
Initial Reading *
Initial Reading
Meter Make
Select Meter Make
Meter No *
Meter No
Meter Capacity *
Meter Capacity
Meter Ownership *
Select Meter Ownership
Installation Date in Nepali *
Installation Date in Nepali
Meter Conn Date in Nepali *
Meter Conn Date in Nepali
Calibrated Date in Nepali
Calibrated Date in Nepali
Installation Date in English
Installation Date in English
Meter Conn Date in English
Meter Conn Date in English
Calibrated Date in English
Calibrated Date in English
Entered Date in Nepali *
Entered Date in Nepali
Calibrated Officer
Calibrated Officer
Entered Date in English
Entered Date in English
Remarks/Reason
Enter your Remarks here
Submit

6.3. Meter Change Details



Meter Change

Connection No *
Connection No
View

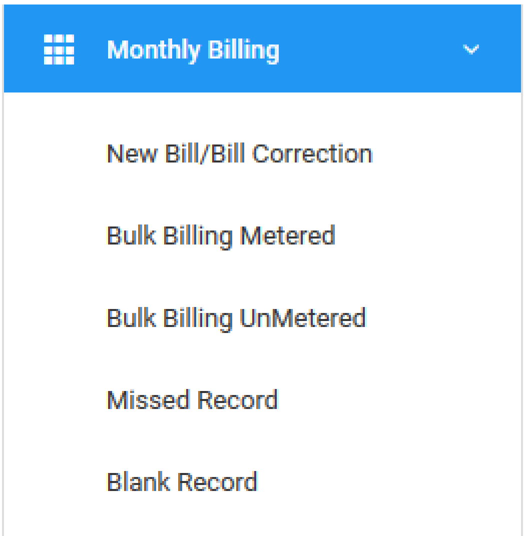
Old Meter Details		New Meter Details	
Meter Conn Date in Nepali *	Old Meter Conn Date in Ne	Meter Conn Date in Nepali *	New Meter Conn Date in N
Meter Conn Date in English	Old Meter Conn Date in Eng	Meter Conn Date in English	New Meter Conn Date in Er
Meter No *	Meter No	Meter No *	Meter No
Meter Capacity *	Meter Capacity	Meter Capacity *	Meter Capacity
Meter Make *		Meter Make *	Select Meter Make
Meter Ownership *		Meter Ownership *	Select Meter Ownership
Final Reading *	Final Reading	Initial Reading *	Initial Reading
Old Installation Date in Nepali *	Old Installation Date in Nep	New Installation Date in Nepali *	New Installation Date in Ne
Old Installation Date in English	Old Installation Date in Eng	New Installation Date in English	New Installation Date in En
Old Calibrated Date in Nepali	Old Calibrated Date in Nepa	New Calibrated Date in Nepali	New Calibrated Date in Nep
Old Calibrated Date in English	Old Calibrated Date in Engli	New Calibrated Date in English	New Calibrated Date in Eng
Calibrated Officer	Calibrated Officer	Calibrated Officer	Calibrated Officer
Release Date in Nepali *	Release Date in Nepali	Given Date in Nepali *	Given Date in Nepali
Release Date in English	Release Date in English	Given Date in English	Given Date in English
MC Units *	MC Units	Entered Date in Nepali *	Entered Date in Nepali
Remarks/Reason	Enter your Remarks here	Entered Date in English	Entered Date in English

Submit

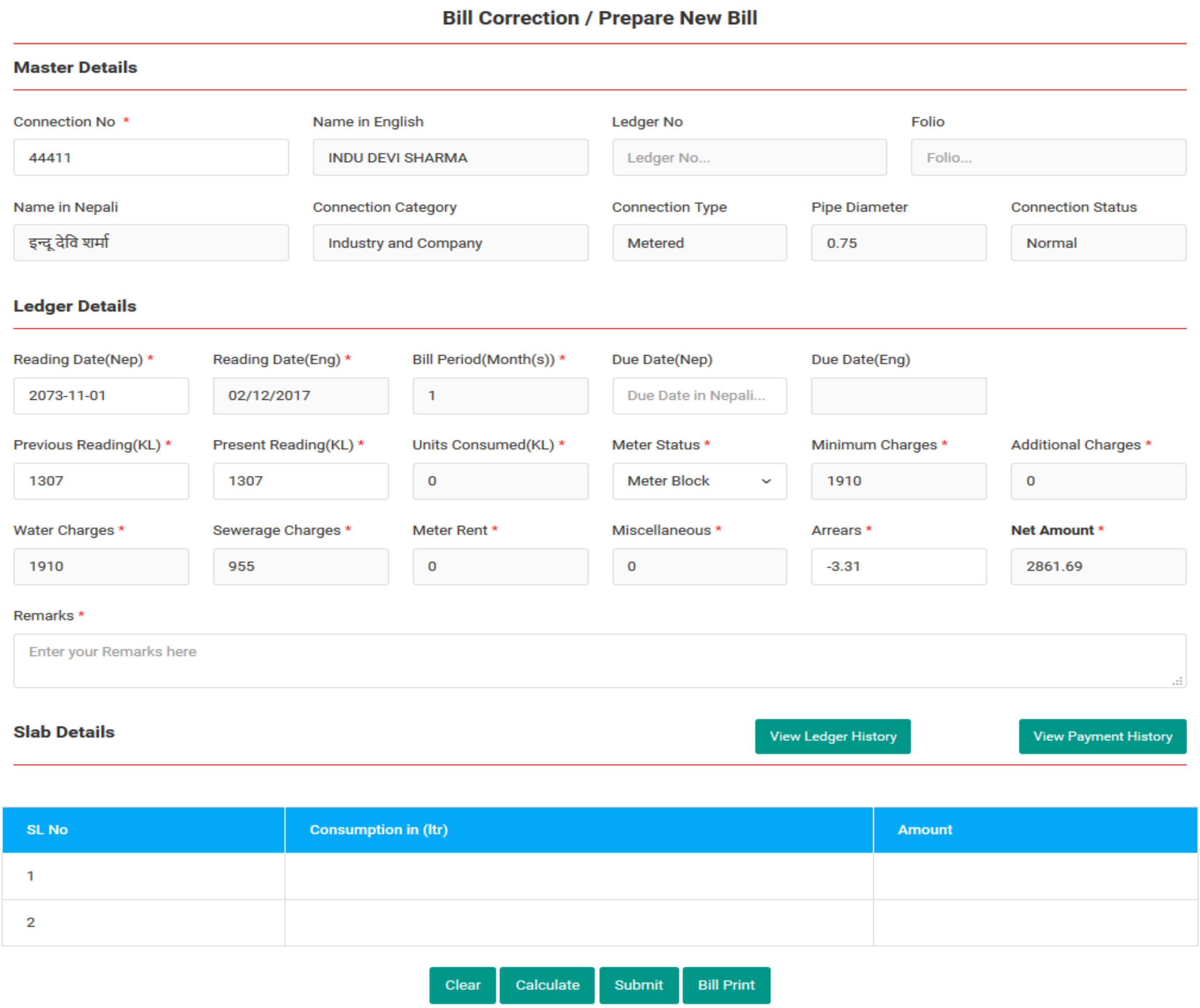
- Enter the connection Number. And click on view.
- Old meter details will come automatically.
- Enter the new meter details and click on submit.

7. Monthly Billing

In monthly billing you can do the billing of customers. Individually or bulk billing.

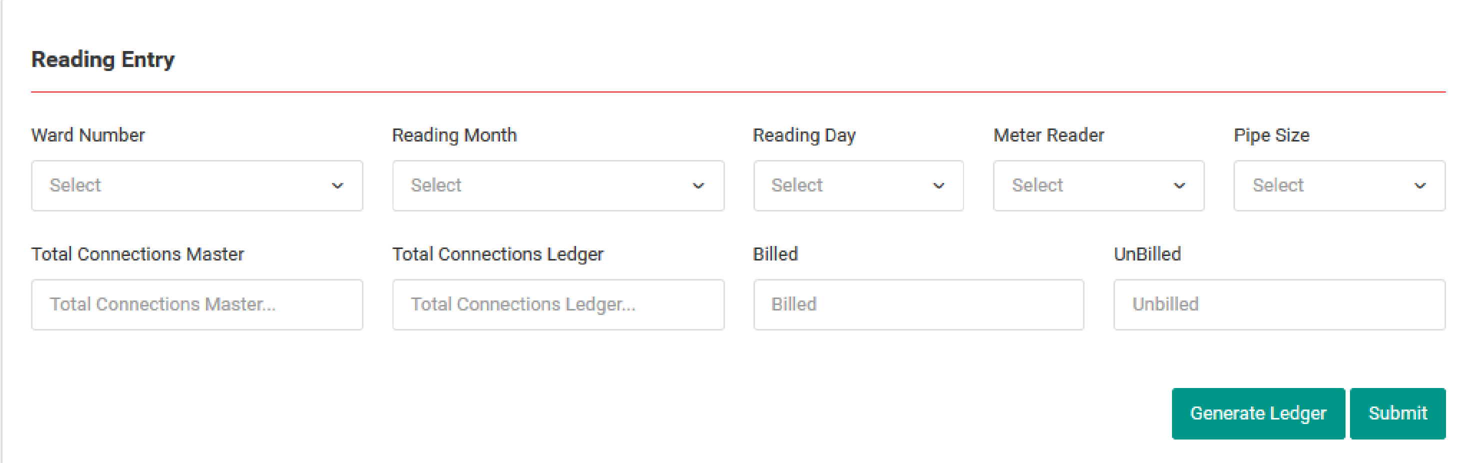


7.1. New Bill/Bill Correction



- Enter the connection number. All the current month bill details will come.
- Select the new Meter Status. And click on submit.

7.2. Bulk Billing Metered



- This screen is for generating Ledger and bills for Metered Connection.
- Select the "**Word No**", "**Reading Month**", "**Reading day**", "**Meter Reader**" and "**Pipe Size**".
- Total respective connection of that ward will be shown in 'Total Connections Master'. If the Ledger is not generated for that ward, total Connections ledger will be shown as '**0**'. If some ledgers are generated that number will be shown. Click on "**Generate Ledger**" button to generate ledger, if no ledger is generated it will generate the entire ledger, and if only some ledgers are generated, it will generate rest of the connections ledgers. If all ledgers are generated it will give a message that "**Ledger is already generated**".
- In "**Billed**" it will show number of connections for which bill is already generated. And in "**UnBilled**" it will show number of Unbilled customer for that particular Ward No. To generate bills, click on "**Submit**" button. The below screen will come.

Connection No.	AreaNo.	LR(KL)	CR(KL)	Unit(KL)	MCStatus	Arrears	WC Amt	SWC	MR	TOTAL	Net Amount
46092	12-1-01	0	0	0	select	16822.5	0	0	0	0	0
50897	12-1-02	803	803	0	select	0	0	0	0	0	0
53188	12-1-03	592	592	0	select	296.83	0	0	0	0	0
31083	12-1-04	54	54	0	select	-465.8	0	0	0	0	0
24898	12-1-12	115	115	0	select	618	0	0	0	0	0
28858	12-1-13	150	150	0	select	-620	0	0	0	0	0
24723	12-1-14	161	161	0	select	2.05	0	0	0	0	0
21228	12-1-79	29	29	0	select	20856.6	0	0	0	0	0
29183	12-1-80	1	1	0	select	1705	0	0	0	0	0
51237	12-1-81	1380	1380	0	select	-450.59	0	0	0	0	0
22611	12-1-82	996	996	0	select	38169	0	0	0	0	0
55006	12-1-83	0	0	0	select	10597.5	0	0	0	0	0

Generate

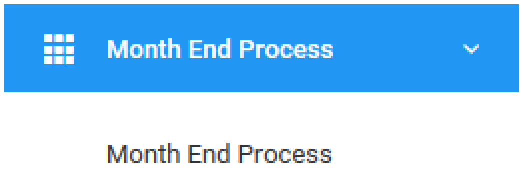
- In each row on connection no along with area number and last reading will be shown. Enter the Current reading if reading is there, unit will be calculate automatically, Select MC status as reading and rest will be automatically calculated.
- If reading is not there, select the appropriate "**MC Status"** from the list, bill will be automatically calculated.
- Click on "**Generate**" to generate the bill. In ledger all the value will be inserted, and bill will be generated, and you can now take printout of bills.

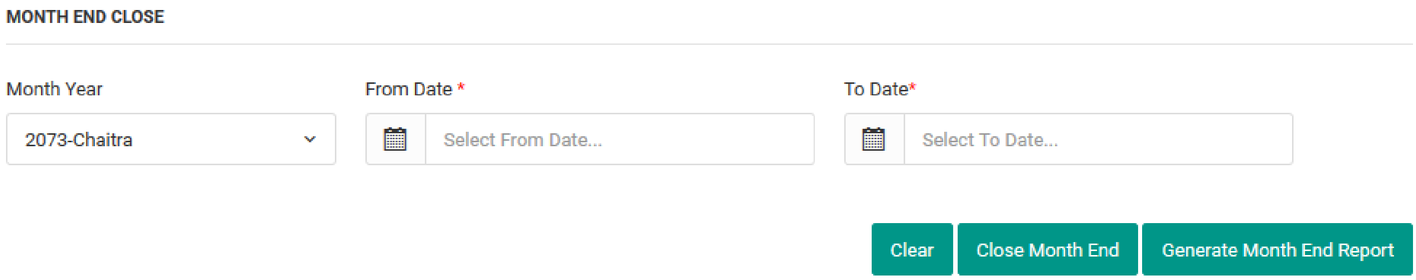
7.3. Bulk Billing Unmetered

- To generate the bills for unmetered connections of the branch, select the month year. And click on "**Submit**" button. It will give a success message that bill is generated.
- All the unmetered bills will be generated for the branch.

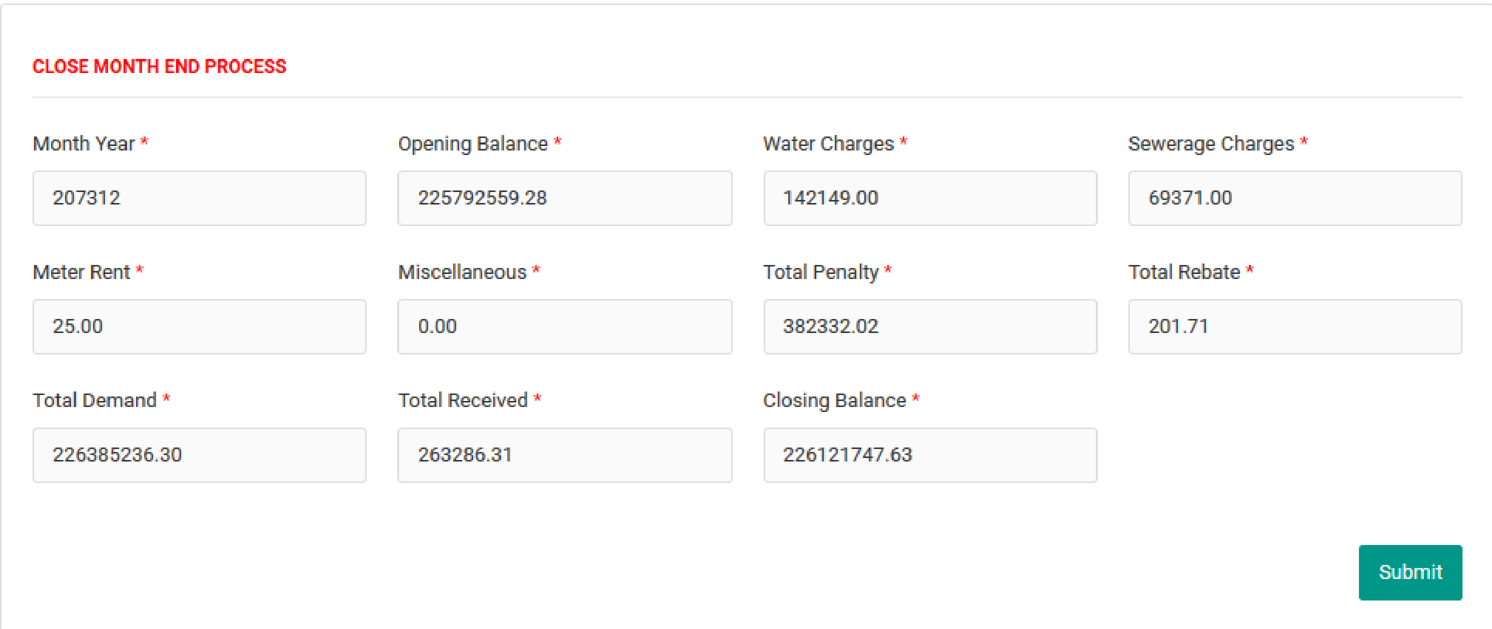
8. Month End

From here you can close a month, and start the next month Billing.





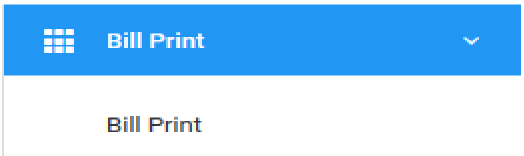
- Current running month will automatically come. Select the 1st date and last date of the month. Click on "Close Month End".

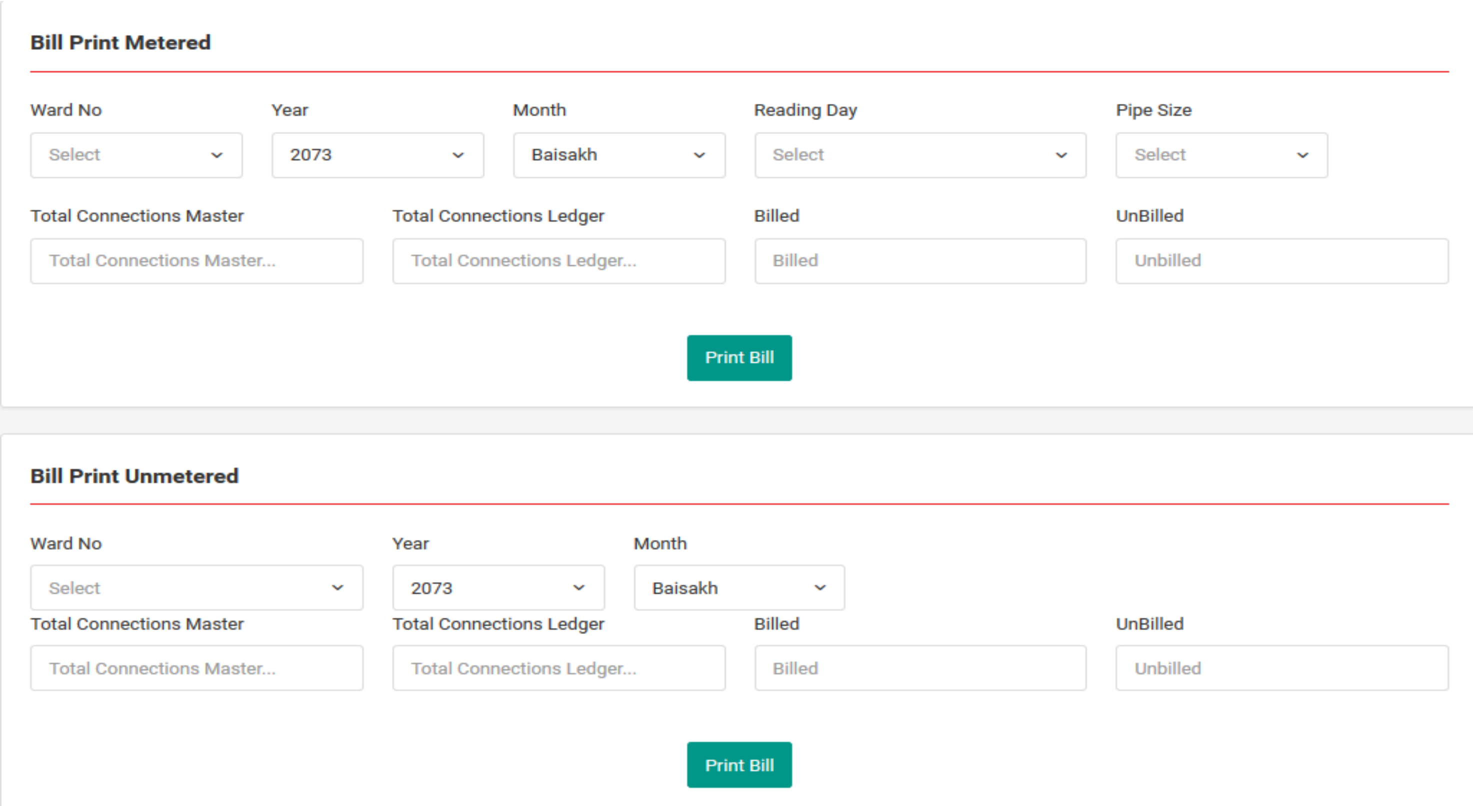


- All details will come below. Click on "Submit".

9. Bill Print

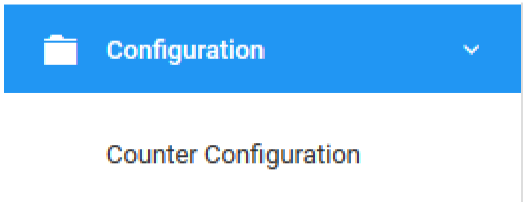
Here you have to take the bill print for all the consumers.



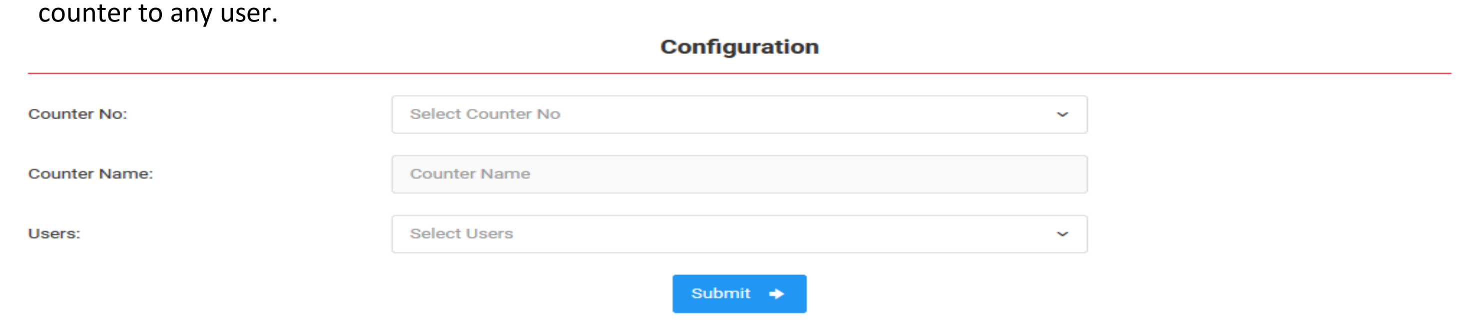


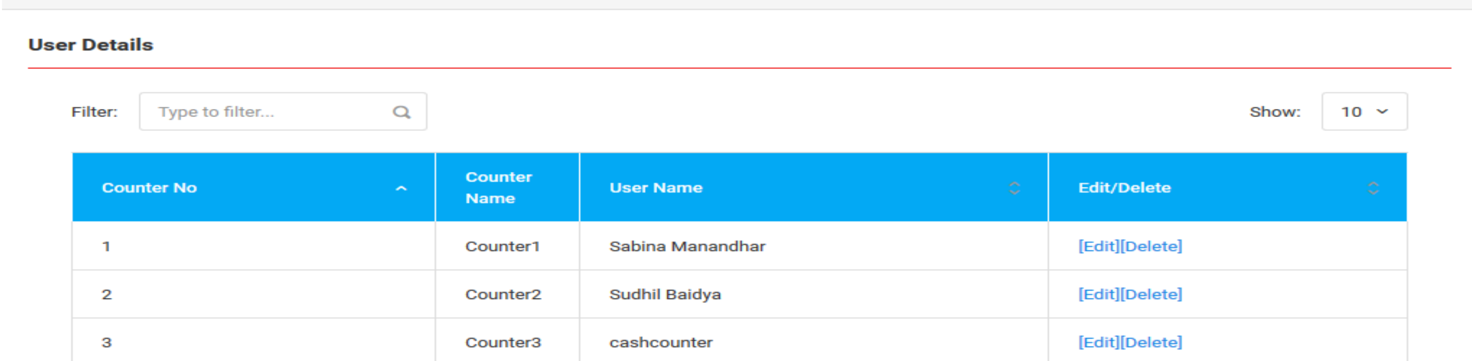
- Here two sections are there, for printing bills for metered connections, and unmetered connections.
- For metered connections, select **"Ward No"**, **"Year"**, **"Month"**, **"Reading Day"** and **"Pipe Size"**. And Click on **"Print Bill"** Button. A popup will come with a print preview of all the bills.
- For unmetered connections, select **"Ward No", "Year"** and **"Month".** Click on "**Print Bill**".
- Bill will be printed for Billed Customers.

10. Configuration



In configuration you can configure the cash counter. You can assign a cash counter to any user.



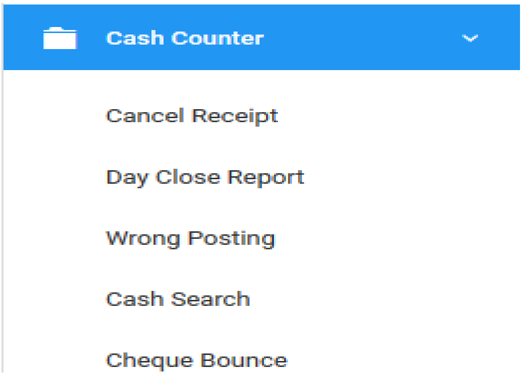


Counter No	Counter Name	User Name	Edit/Delete
1	Counter1	Sabina Manandhar	[Edit][Delete]
2	Counter2	Sudhil Baidya	[Edit][Delete]
3	Counter3	cashcounter	[Edit][Delete]

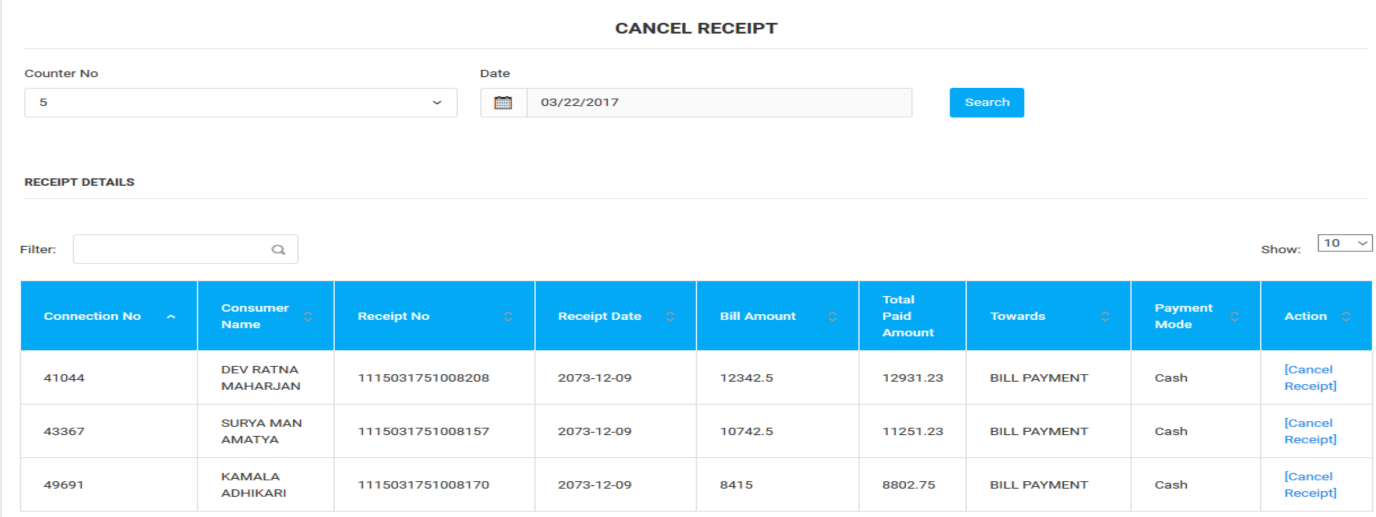
- In Counter No all the available (not assigned to anyone) counter numbers will be shown, select the counter which you want to assign to some person. Counter Name will come automatically.
- Select the user for whom you want to assign the counter.
- Click on "**Submit**" button.
- All the counter with assigned person details will come in below user Details.
- To delete click on "**Delete**" button.
- To modify, click on "**Modify**" button, all the details of that record in the above fields, modify as per requirement, and Click on "**Modify**" button. Changes will be saved.

11. Cash Counter

In cash counter Module you can configure cash counter, like assigning a cash counter to some user. You can cancel receipt or you can get the day close report of cash counters



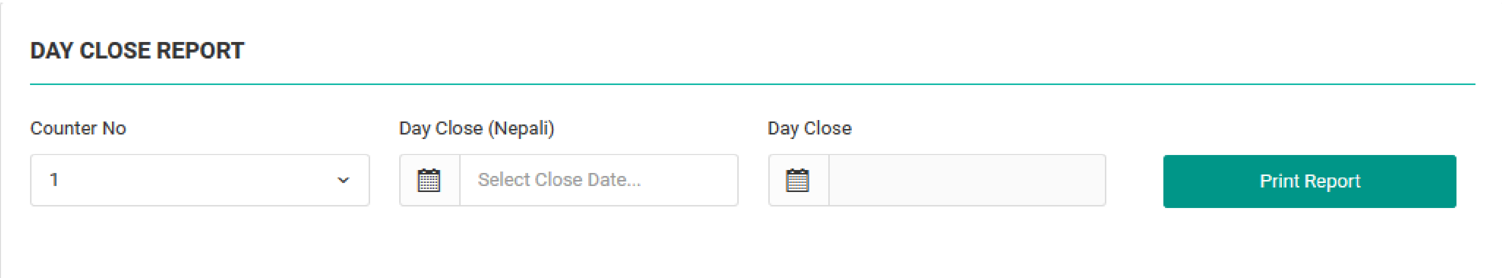
11.1. Cancel Receipt



Connection No	Consumer Name	Receipt No	Receipt Date	Bill Amount	Total Paid Amount	Towards	Payment Mode	Action
41044	DEV RATNA MAHARJAN	1115031751008208	2073-12-09	12342.5	12931.23	BILL PAYMENT	Cash	[Cancel Receipt]
43367	SURYA MAN AMATYA	1115031751008157	2073-12-09	10742.5	11251.23	BILL PAYMENT	Cash	[Cancel Receipt]
49691	KAMALA ADHIKARI	1115031751008170	2073-12-09	8415	8802.75	BILL PAYMENT	Cash	[Cancel Receipt]

- Select the Counter Number from the dropdown box, and by default current date will be selected, because you cannot cancel an old receipt.
- Click on "**Search**".
- All the payment receipt of that counter of the day will be shown in the below "**Receipt Details**" table.
- Click on a "**Cancel Receipt**" button to cancel that particular receipt.

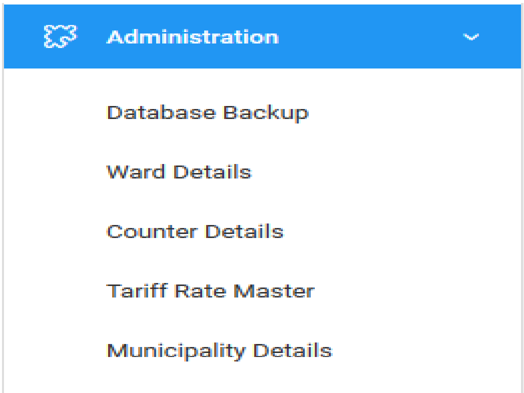
11.2. Day Close Report



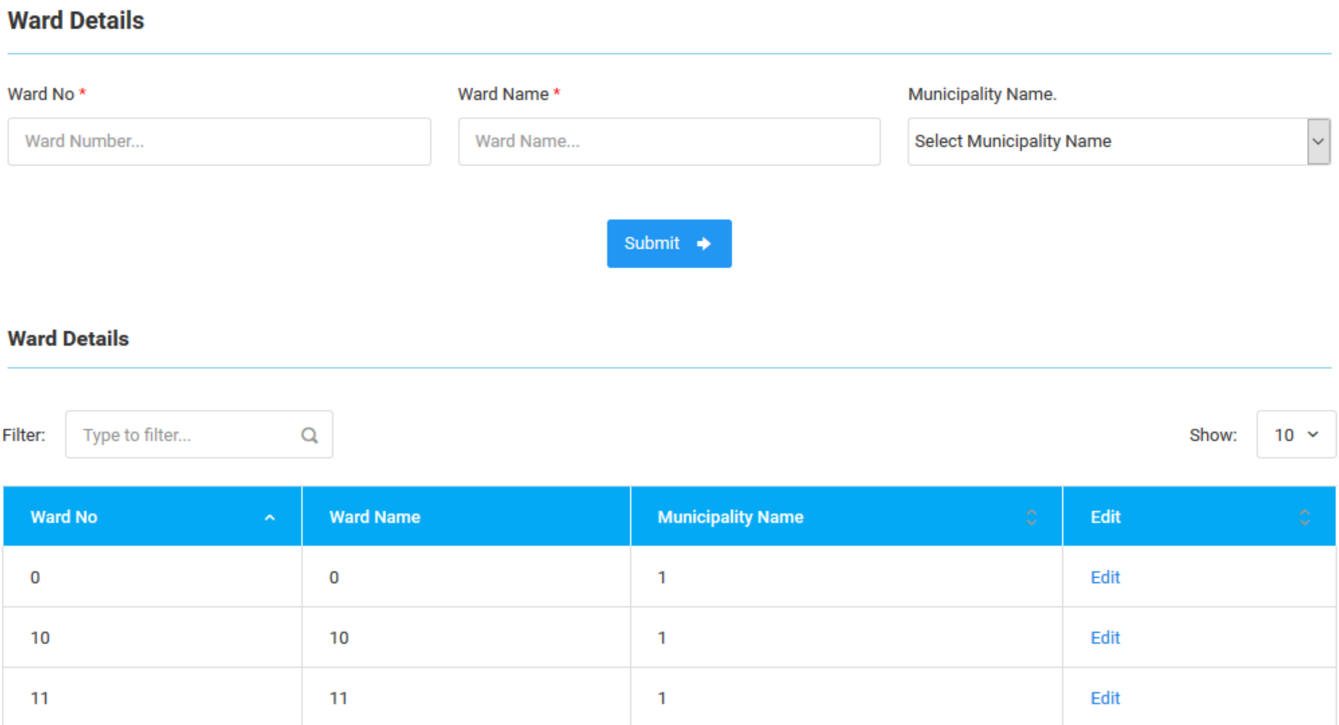
- Here you can get day close report of all the counters.
- Select the 'Counter No', select the 'Day Close (Nepali)' date.
- Click on "**Print Receipt**".

12. Administration

Here you can add/edit a new word details, a new counter details, Tariff details and Municipality Details.

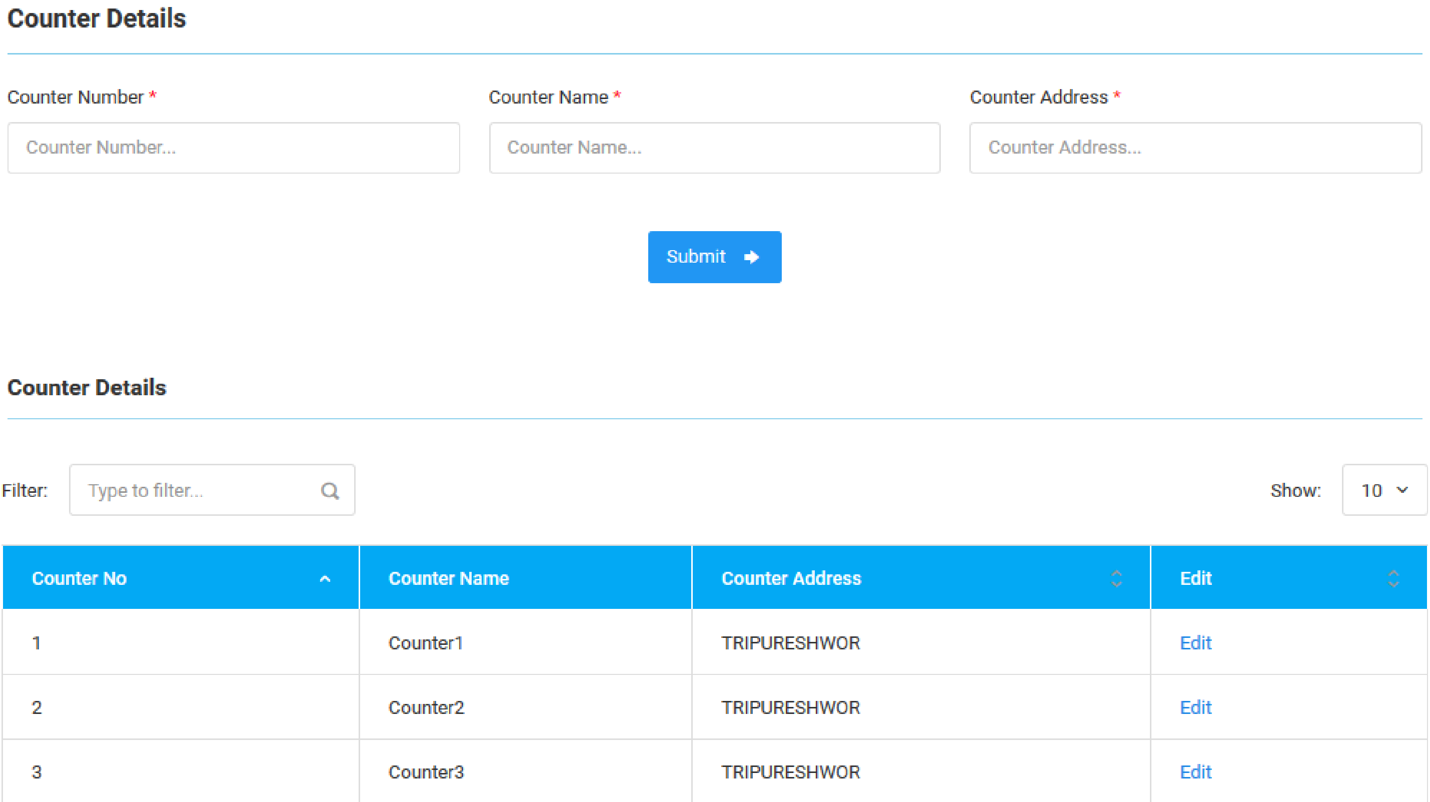


12.1. Ward Details



- Here you can add a new ward, or edit an existing ward.
- Enter ‘Ward No’, ‘Ward Name’ and select the municipality.
- Click on “**Submit**” button, a new ward will be added.
- To edit an existing ward, click on “**Edit**” which ward you want to edit. And after modifying click on “**Modify**”. Changes will be saved.

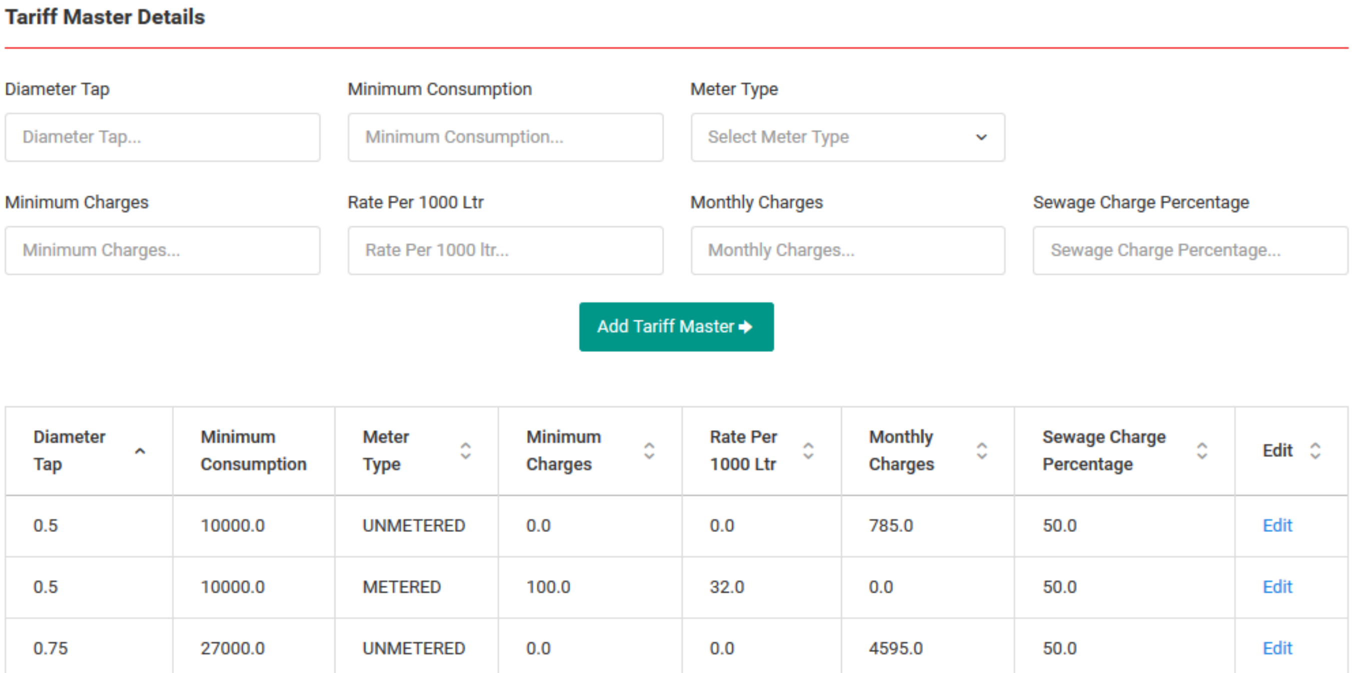
12.2. Counter Details



Counter No	Counter Name	Counter Address	Edit
1	Counter1	TRIPURESHWOR	Edit
2	Counter2	TRIPURESHWOR	Edit
3	Counter3	TRIPURESHWOR	Edit

- In counter details you can add or modify any counter.'
- To add a new counter, enter 'Counter Number', 'Counter Name', and 'Counter Address' and click on "**Submit**". New counter will be added and will be shown in the below Counter Details table.
- To modify a existing counter click on "**Edit"** and modify the data.

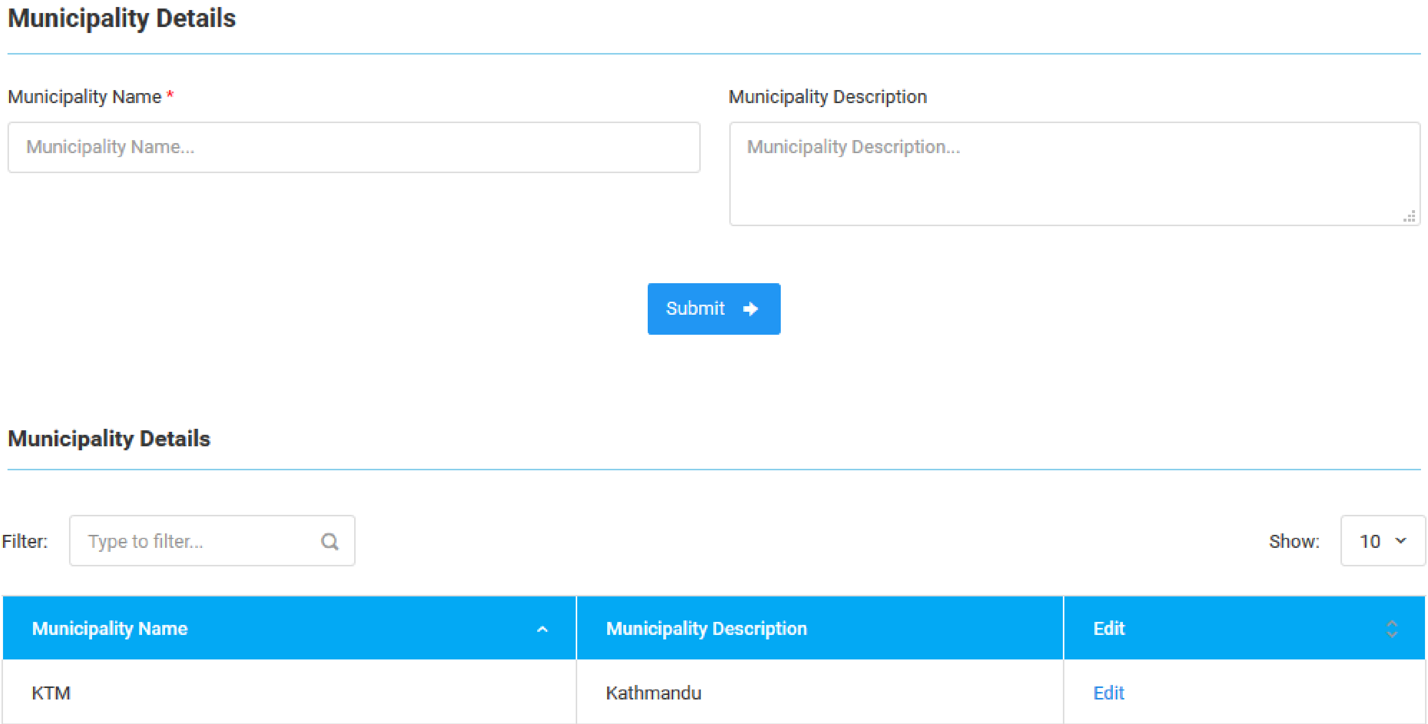
12.3. Tariff Rate Master



Diameter Tap	Minimum Consumption	Meter Type	Minimum Charges	Rate Per 1000 Ltr	Monthly Charges	Sewage Charge Percentage	Edit
0.5	10000.0	UNMETERED	0.0	0.0	785.0	50.0	Edit
0.5	10000.0	METERED	100.0	32.0	0.0	50.0	Edit
0.75	27000.0	UNMETERED	0.0	0.0	4595.0	50.0	Edit

- Here all the Tariff Master data will be shown in Table. This data is sensitive, not everyone can modify the data. You have to be a authorised person to perform any operation here.
- To add a new tariff, enter the tap diameter, minimum consumption, meter type, minimum charges, rate per 1000 Ltr, monthly charges and sewage charge percentage.
- Click on "**Add Tariff master**", a new tariff will be inserted.
- To modify the existing tariff click on "**Edit**" button. And modify.

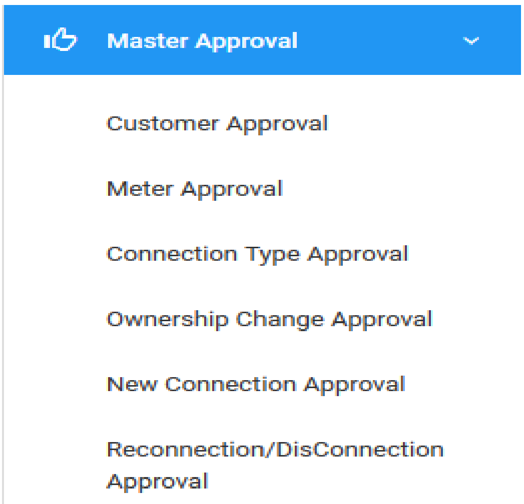
12.4. Municipality Details



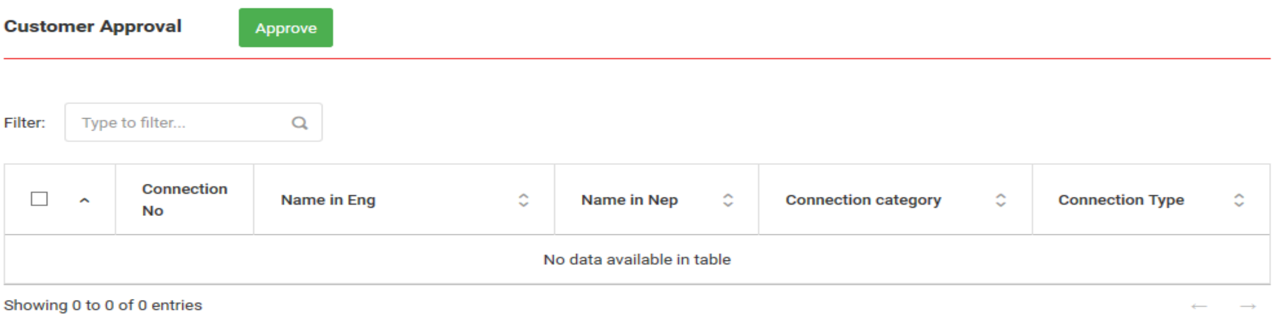
- Here Municipality details can be added or modified.
- To add a new Municipality Enter the municipality name and description and click on “**Submit**”.
- New municipality will be added.
- To edit an existing Municipality click on “**Edit**” button and modify.

13. Approval

Here you will approve or reject applications, like a new consumer, a bill correction, connection type approval, ownership change approval etc.



13.1. Customer Approval



- If you add a new consumer from “**Customer Master**” it will come for a approval here. Authorised person will select the connection no and click on “**Approve**”. New customer will be added.

13.2. Bill Approval

Bill Correction Approval Approve Reject

Filter: Type to filter...

	Connection No	Name in Eng	Name in Nepali	Connection Category	Connection Type	Mobile No
☐	44477	NARENDRA LAL CHIPALU	नरेन्द्र लाल चिपालु	Domestic	Metered	

- All the bill corrected from "**New Bill/Bill Correction**" will come here for Approval.
- Click on the connection no, to see the details what are correction made to that customer.

- To approve select the connection no by clicking the checkbox, and click on "**Approve**", to reject the bill correction click on "**Reject**".

Bill Correction Approval - 44477

Connection No *	44477
Name in English	NARENDRA LAL CHIPALU
Ledger No	Ledger No...
Folio	Folio...
Name in Nepali	नरेन्द्र लाल चिपालु
Connection Category	Domestic
Connection Type	Metered
Pipe Diameter	0.5
Connection Status	Normal
Previous Reading Date *	11/17/2016
Reading Date in English	12/19/2016
Reading Date in Nepali	2073-09-04
Bill Period	1
Bill Date in Eng	03/21/2017
Bill Date in Nepali	Bill Date in Nepali...
Previous Reading	3678
Present Reading	3696
Units Consumed	18
Meter Status	Reading
Minimum Charges	100
Additional Charges	256
Water Charges	356
Sewerage Charges	178
Meter Rent	5
Excess Charges	0
Arrears	1392.68
Others	0
Net Amount	1932
Remarks	Bill Correction

13.3. Meter Approval

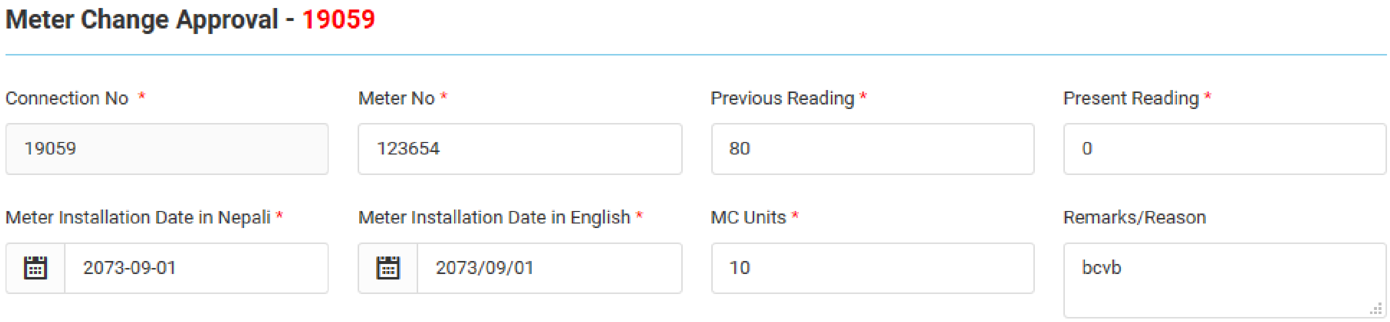
Metering Approval Approve Reject

	Connection No	Meter No	Meter Previous Reading	Meter Present Reading	Meter Change Units	Installation Date in Nepali	Installation Date in Englsih
☐	19059	123654	80	0	10.0	2073-09-01	2016/12/08
☐	13946	6542323	120	1	30.0	2073-09-13	2016/12/22
☐	43752	AD563	0	5	4.0	2073-09-12	2016/12/13
☐	21365	METER_NO	0	5	4.0	2073-09-05	2016/12/06

Showing 1 to 4 of 4 entries ← 1 →

-

- To see the details of the changes click on any particular connection no.

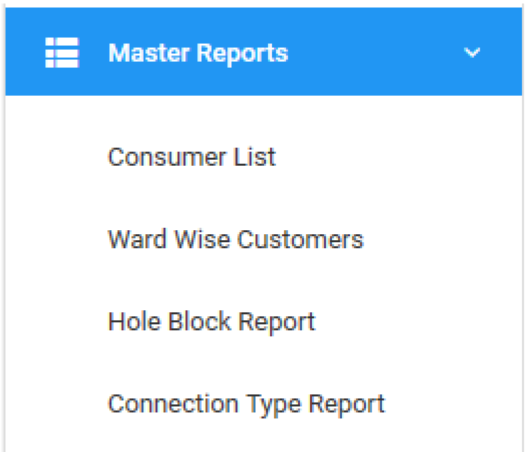


- Select the connection number, and click on "**Approve**" to approve or click on "**Reject**" to reject.

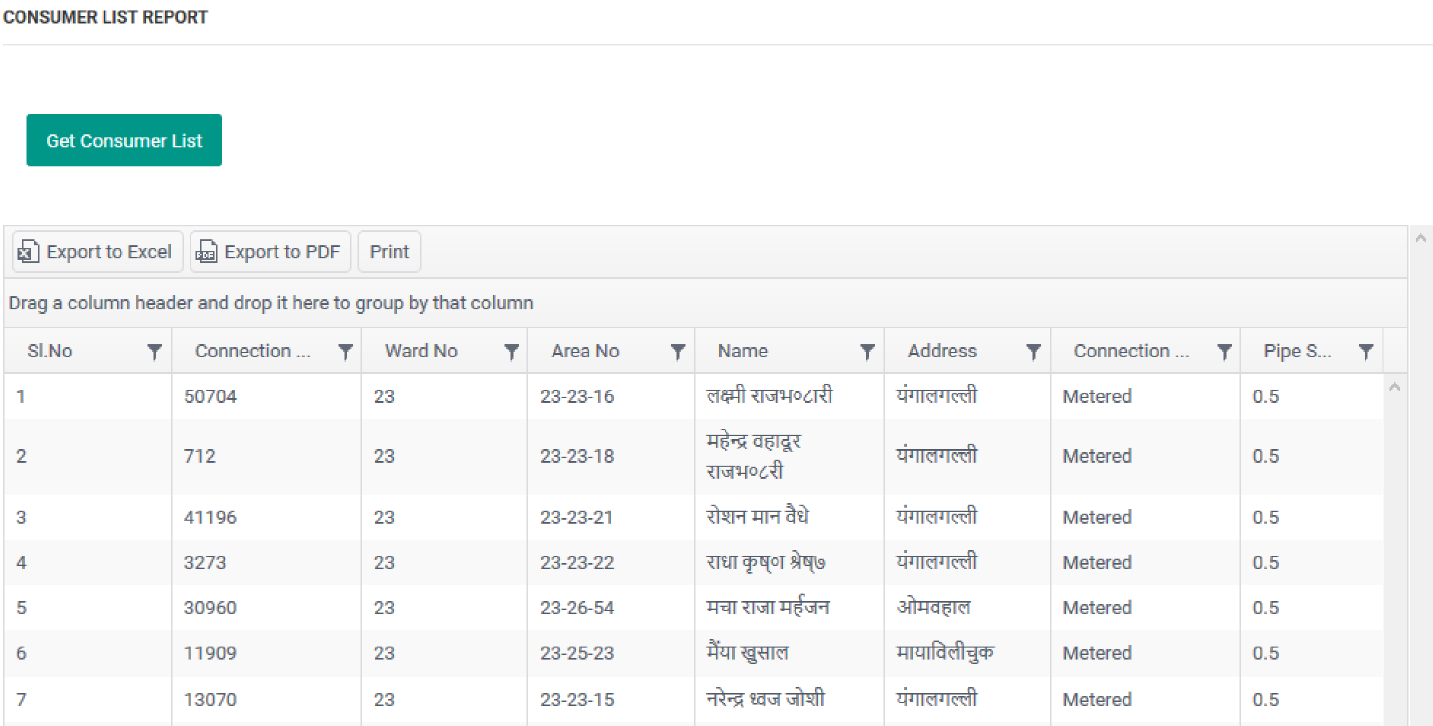
14. Master Reports

In Master Report there are four reports.

To get all the customer list of the branch, go to "**Customer List**". To get customer list ward wise, go to "**Ward Wise customers**". To get customers with hole block, go to "**Hole Block Report**" and to get connection type report click on "**Connection Type Report**".



14.1. Consumer List



Sl.No	Connection ...	Ward No	Area No	Name	Address	Connection ...	Pipe S...
1	50704	23	23-23-16	लक्ष्मी राजभ०८ारी	यंगालगल्ली	Metered	0.5
2	712	23	23-23-18	महेन्द्र वहादूर राजभ०८री	यंगालगल्ली	Metered	0.5
3	41196	23	23-23-21	रोशन मान वैधे	यंगालगल्ली	Metered	0.5
4	3273	23	23-23-22	राधा कृष्० श्रेष७	यंगालगल्ली	Metered	0.5
5	30960	23	23-26-54	मचा राजा मर्हजन	ओमवहाल	Metered	0.5
6	11909	23	23-25-23	मैंया खुसाल	मायाविलीचुक	Metered	0.5
7	13070	23	23-23-15	नरेन्द्र ध्वज जोशी	यंगालगल्ली	Metered	0.5

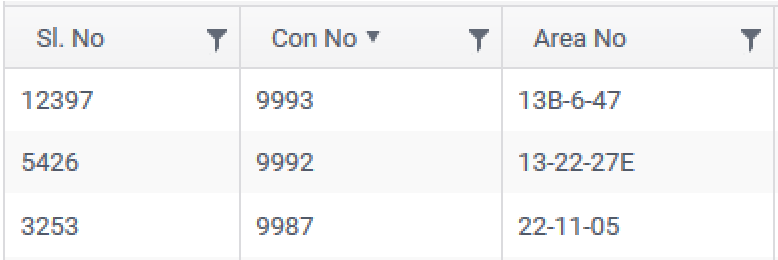
- Click on "**Get Consumer List**" to get the report.
- Report will come in the form of the table.

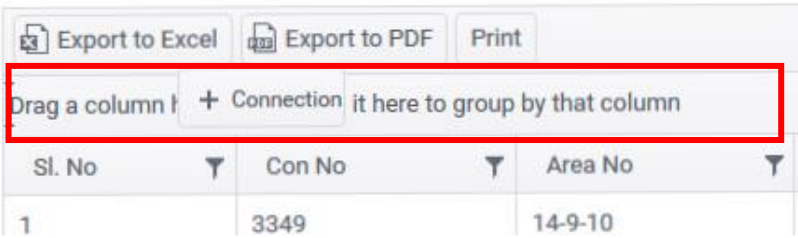
This Report table has some extra features and this is same for all the table. See below descriptions.

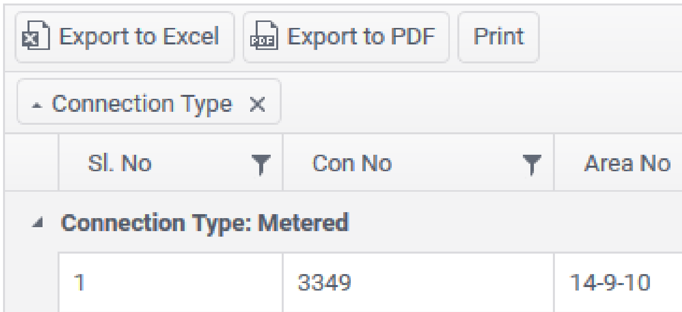
- On the top of the table there are three buttons, to get the report in excel format, click on "**Export to Excel**". To get the report in pdf format, click on "**Export to PDF**".

And to print the report click on “**Print**”.

- To sort any column by ascending or descending order, click on the column title. On 1st click it will sort in ascending order, click again to sort in descending order.

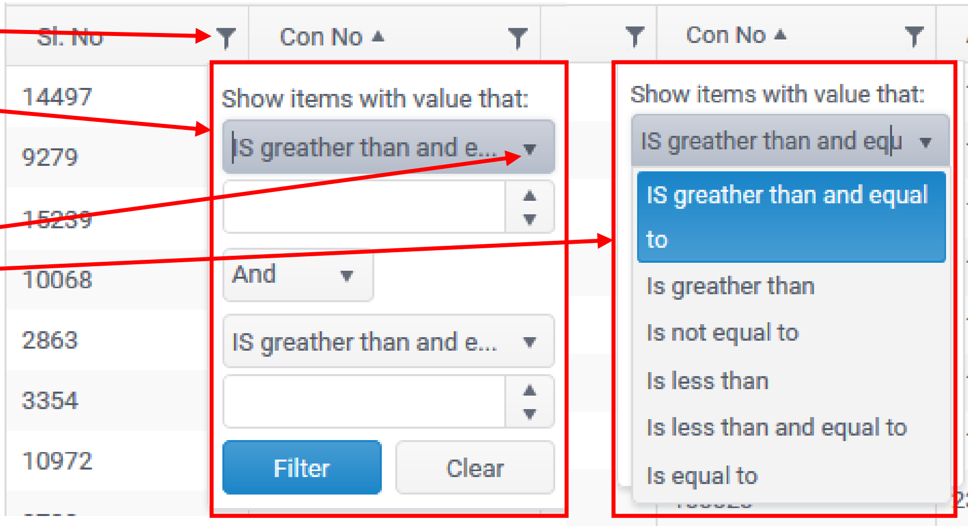




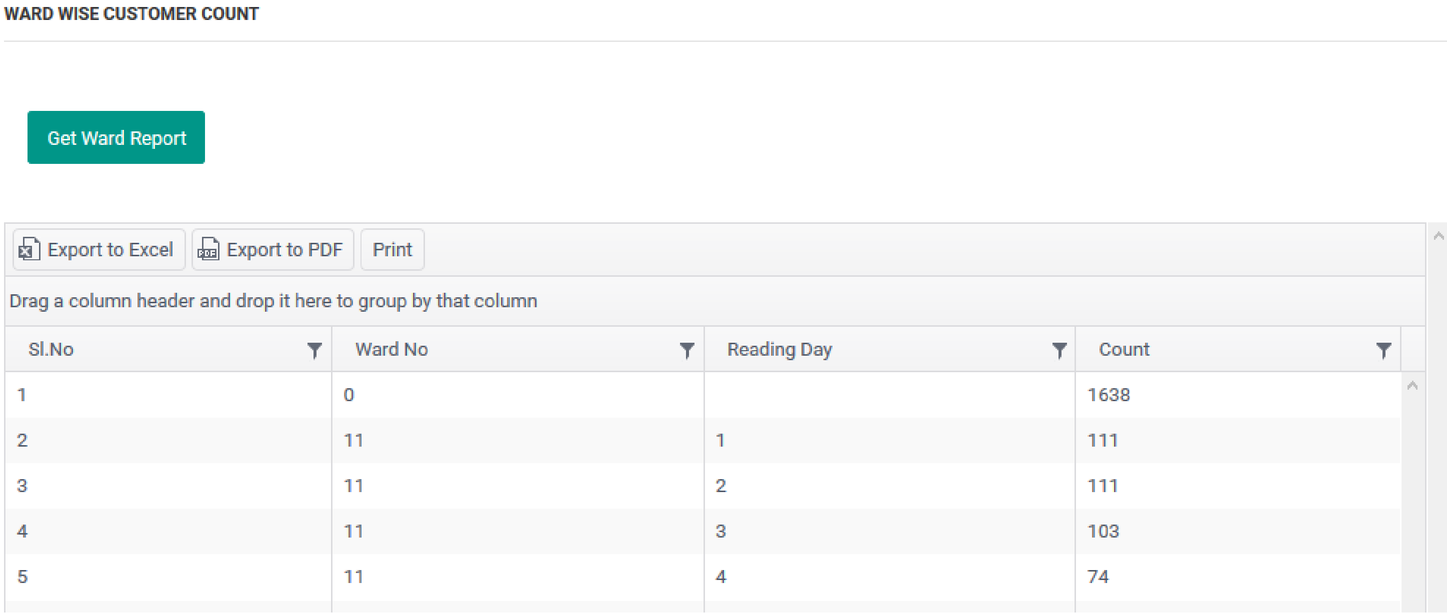


- To make the report group by any column, just drag the column and drop in the red marked area (left screenshot). After dropping the whole table will be grouped by that column type (right screenshot).

- Click here to search a particular data. After clicking this box will come, here you can make various types of search. To select the search type click and a list will come select any relevant search type and enter the data which you want to search in the below box, and click on “**Filter**”. Table will show the search result.



14.2. Ward Wise Customers


WARD WISE CUSTOMER COUNT

Get Ward Report

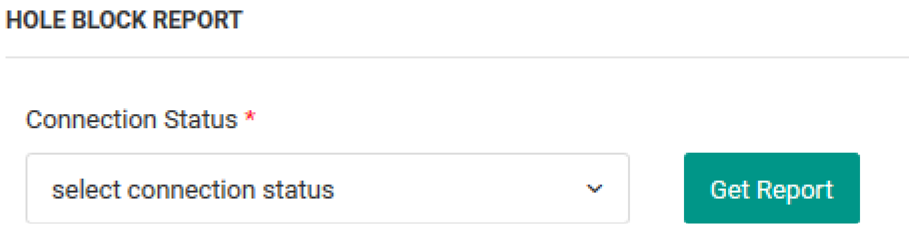
Export to Excel | Export to PDF | Print

Drag a column header and drop it here to group by that column

Sl.No	Ward No	Reading Day	Count
1	0		1638
2	11	1	111
3	11	2	111
4	11	3	103
5	11	4	74

- Click on "**Get Ward Report**", report will come below showing ward wise and reading day wise customer count. To group by ward, just drag and drop the title "Ward No".\

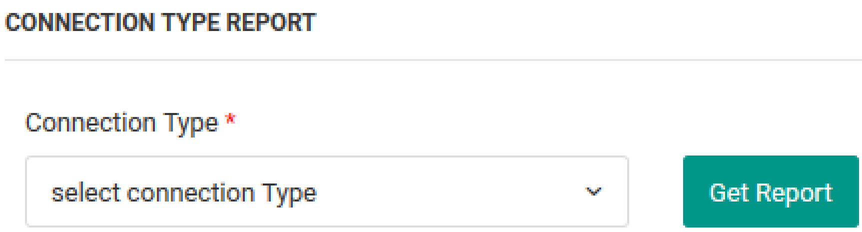
14.3. Hole Block Report



- Select the Connection Status, and click on "**Get Report**" button.
- Report will come in below table.

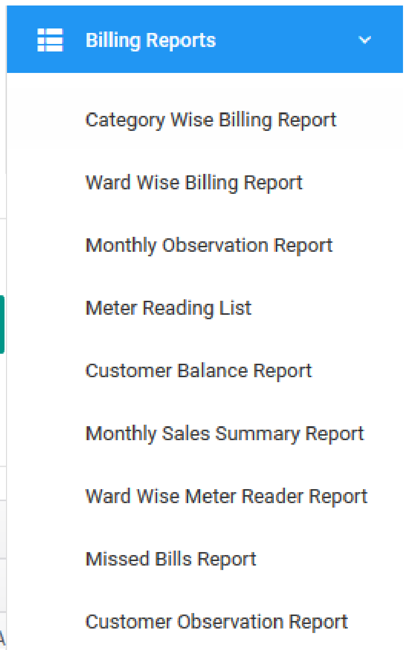
14.4. Connection Type Report

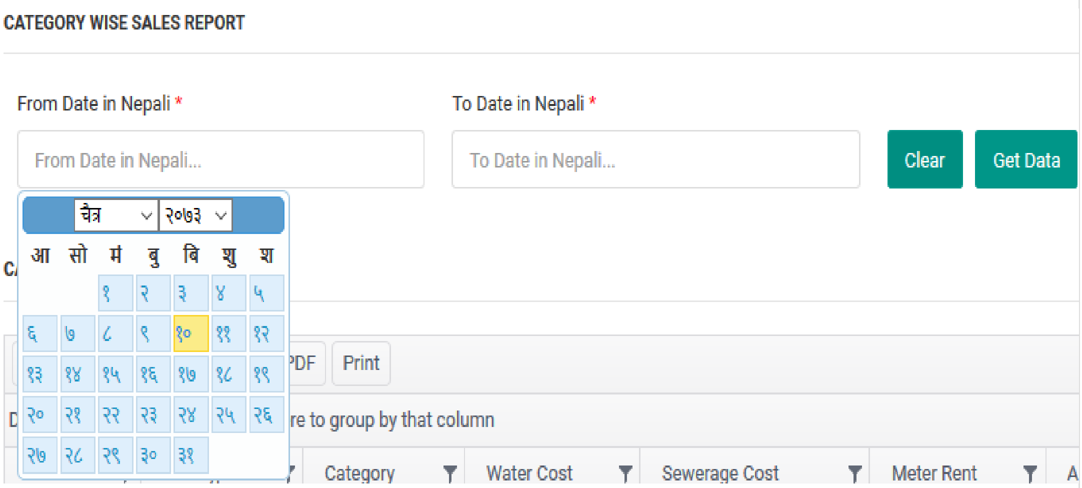
- Select the Connection Type and click on "**Get Report**".



15. Billing Report

In billing report all the billing related reports are there.





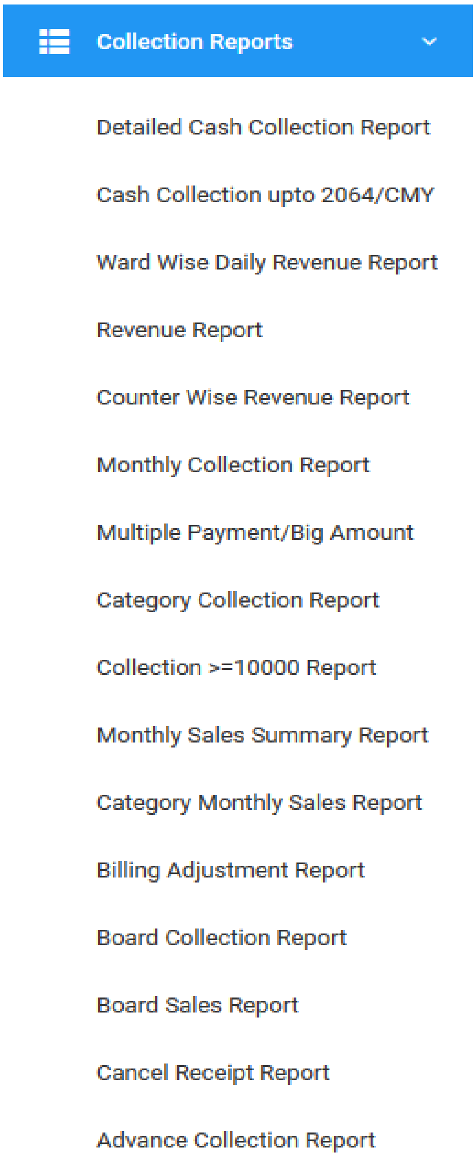
- Select from date and to date and click on "**Get Data**".
- To clear the fields and report click on "**Clear**".

For All the Other Reports you only have to select date or monthyear.

16. Collection Report

All the collection related reports are available here.

Select the required field as per requirement and generate the report.

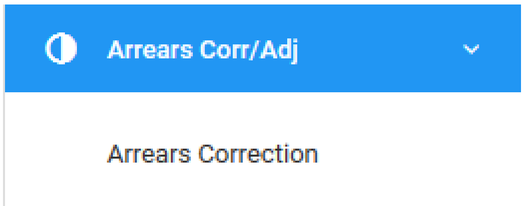


17. Metering Reports

All the Metering related reports are available here.

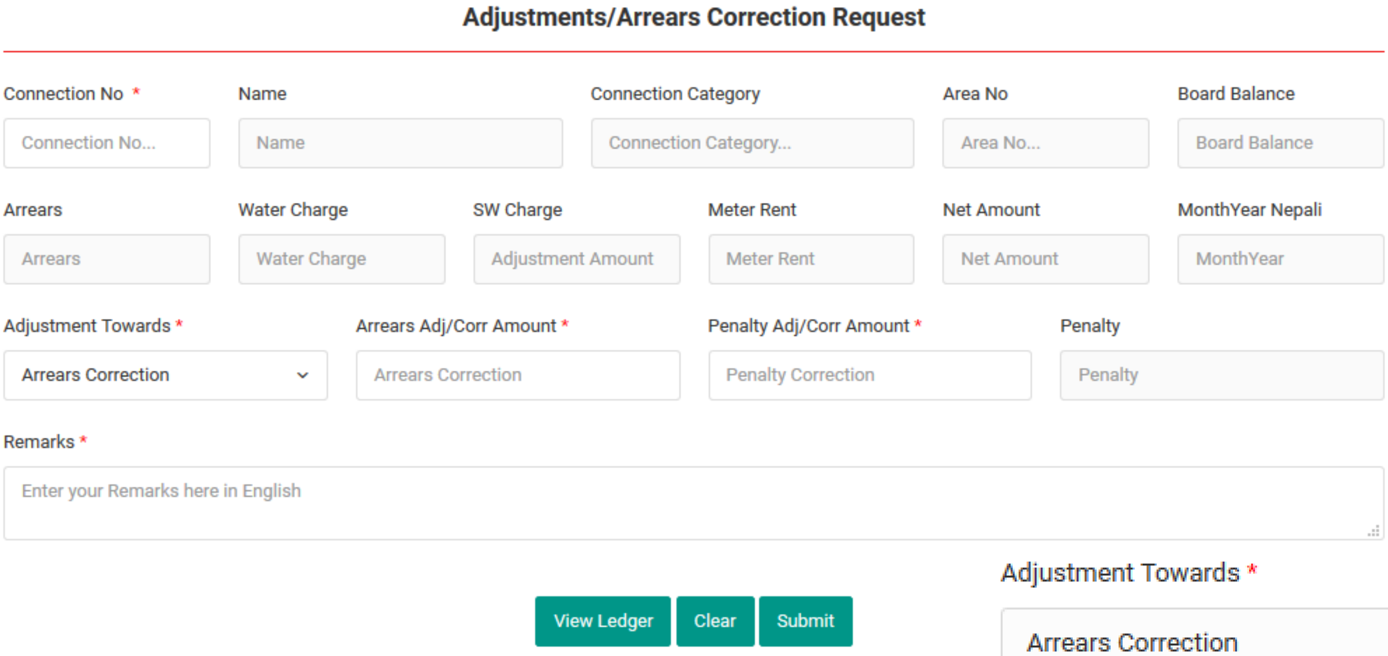
Select the required field as per requirement and generate the report.

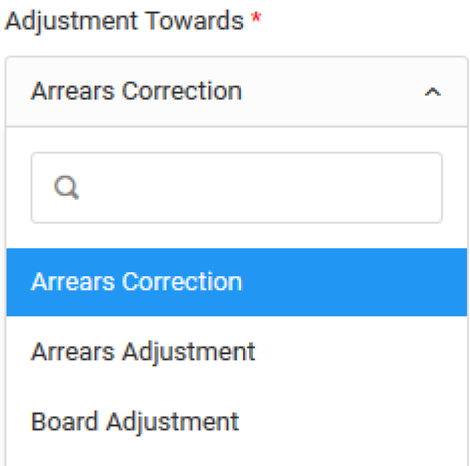
18. Arrear Correction / Adjustment



For Arrear Correction or Adjustment or Board Balance Adjustment can be done from here.

- Use Arrear Correction just to adjust previous month's wrong billing, missed billing or Correcting the Ledger.
- Use Arrear Adjustment when customer will come and ask for some discount. This needed a head office approval.
- Use Board Adjustment to adjust the board amount, or give discount on the board amount.





- Enter the connection number. All the details will be populated.
- Select the "**Adjustment Towards**".
- Select Arrear Correction in case of correction.
- Select Arrear Adjustment in case of Adjustment.
- Select Board Adjustment in case of board balance adjustment.
- After that enter the Arrear correction or adjustment or board adjustment value. And enter the penalty corr/adj value.
- Enter remarks and submit.