**25 NOV 2022 AFTRNOON SESSION**

**STATEMENT PROCESSING**

**(a): Download Statement**

1. Invoke the menu – “PPS” **Print Pass Sheet**
2. Select statement type as **Statement of A/c**
3. Select Set ID as **ALL**
4. Key A/C Id as Customer Account
5. Key statement date
6. Select pass sheet category as **DUPLICATE**
7. Pass sheet holder **NO**
8. Click **Submit**
9. **From the Menu Tab Select menu PQR to download & print statement.**

# **(b). Maintain statement Register**

1. Select the menu – “CSTMT”
2. Select the function Add
3. Key in Account Id ( Account no) & click **GO** Button
4. Key statement start date & End date( This are dates as per the statement printed in exercise 1a above )
5. Select delivery mode as “**Collect by person** “
6. Types in statement collected by……
7. Select the statement generated date & date of collection
8. Key in No of Pages & Charge amount **( Full amount + Excise duty)**
9. Capture customer signature using the available signature pad.

**Verification**

1. The Checker Select the same menu “CSTMT”
2. Select the function Verify
3. Select Ref. Code.. Select the same from the searcher and search using the account Id
4. Click Go Button
5. The details captured on exercise **(1b)** will be displayed
6. Click Submit

# **(C). Upload Statement on EDMS**

1. Select the menu – “CSTMT”
2. Select the function **“DMS Upload”**
3. Select Ref. Code.. Select the same from the searcher and search using the account Id
4. Click Go Button

The details captured on exercise **(1b)** will be displayed

1. Click DMS upload the generated register.
2. Click submit