**PRESENTED BILL PAYMENT**

**CASH TRANSACTION**

* Invoke Menu PUBS
* Under action choose Pay
* Under bill type choose presented bill
* Under get details choose identification no
* Under additional criteria use the searcher under bill service to choose the biller
* Under bill details input the account number (bill ref no) on the field value field
* Click on save then Go
* Click on the checkbox on the bill details populated then Click on continue.
* Input customer name
* Under address list input address line 1 and phone number
* Use the pencil icon to edit the ‘Payment amount’ on the bill details list table,
* Then click on update.
* Click on the add button under Payment list to choose Payment mode as cash.
* Input denominations (denomination table to be provided)
* Click on save
* Click on recompute then submit
* Click on print.

**TRANSFER TRANSACTION**

* Invoke Menu PUBS
* Under action choose Pay
* Under bill type choose presented bill
* Input account ID/CIF ID
* Under get details choose identification no
* Under additional criteria use the searcher under bill service to choose the biller
* Under bill details input the account number (bill ref no) in the field value field
* Click on save then Go
* Click on the checkbox on the bill details populated then Click on continue.
* Use the pencil icon to edit the ‘Payment amount’ on the bill details list table,
* Then click on update.
* Click on the add button under Payment list to choose Payment mode as transfer
* Input the account ID
* Click on capture signature, (to be provided) the signature pad is activated to capture customer’s signature.
* Click on fetch signature to display the signature on the system. If the signatures match, click on approve.
* Click on save
* Click on recompute then submit
* Click on print.