**ADHOC BILL PAYMENT**

**CASH TRANSACTION**

* Invoke Menu PUBS
* Under action choose Pay
* Under bill type choose Adhoc bill then click on GO
* Input customer’s name
* Under address list input address line one and phone number.
* Under bill details list click on Add.
* Under Payee details use the search button under biller service to choose the biller.
* Input bill reference number and payment amount.
* Then click on save and preview.
* 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 Adhoc bill then click on GO
* Input customer’s name
* Under address list input address line one and phone number.
* Under bill details list click on Add.
* Under Payee details use the search button under biller service to choose the biller.
* Input bill reference number and payment amount.
* Then click on save and preview.
* 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.