Web Application User Guide

1.1 Introduction

- This user manual includes the process for preparation of Recovery file to be uploaded and complete process flow from MLI to NCGTC.
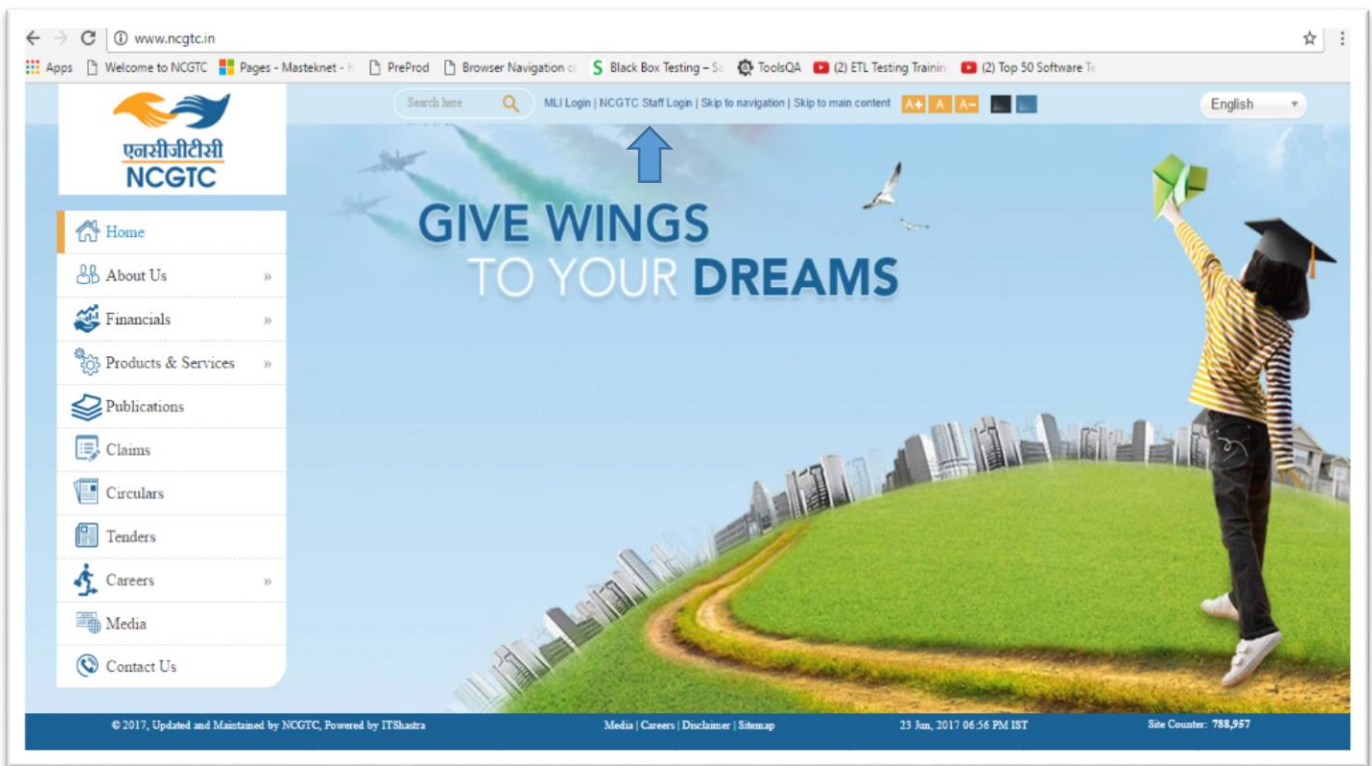
2. Configuration of Recovery Options (Yearly and Monthly)

2.1 Add or Edit Recovery Options to Schemes

This section describes the how user can set "Yearly" or "Monthly" recovery options to Scheme. As per options selected recovery will be calculate.

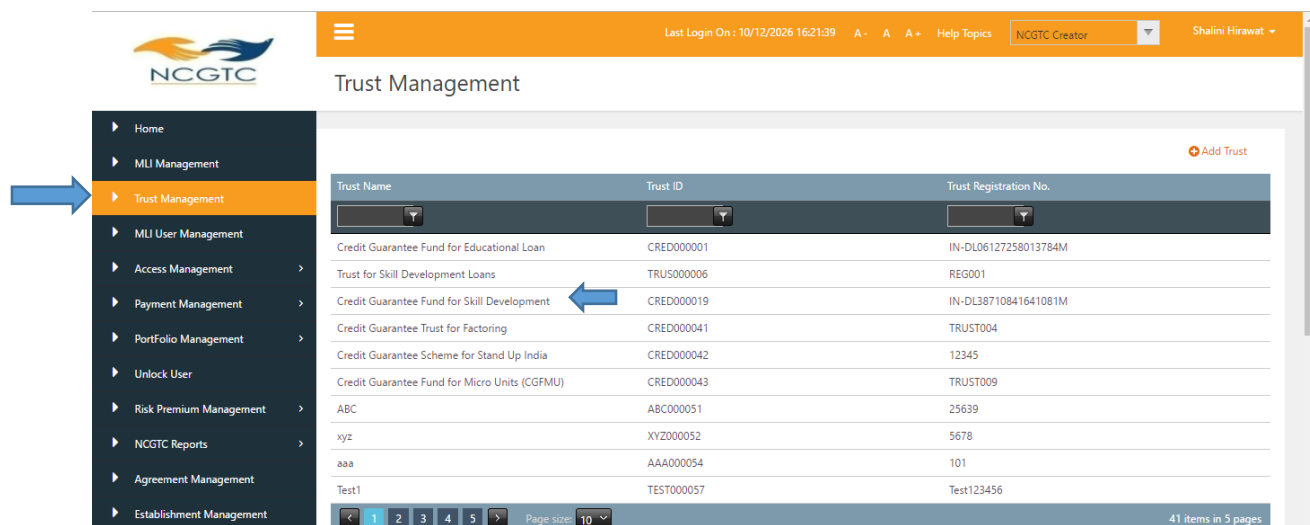**Follow Below steps:-**

1. Go to "**surge.ncgtc.in**".

(Fig.1)

2. To login as a **NCGTC Creator**, click on "**NCGTC Staff Login**"(Fig.1)
3. **NCGTC login** page would be loaded.

(Fig.2)

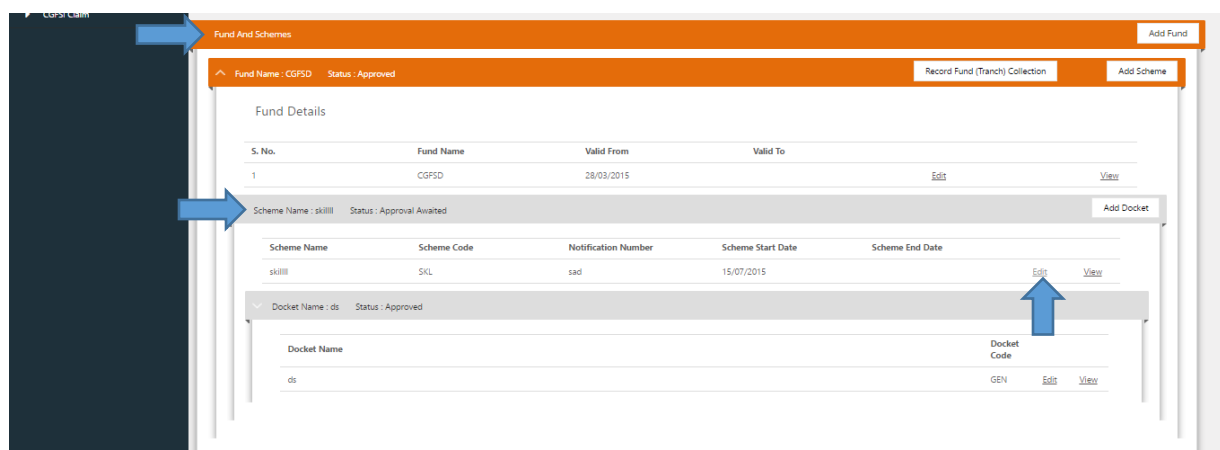4. Insert proper **Username**, **Password**, **Captcha** and then click on "**Sign in**" button (Fig.2)

(Fig.3)

5. Click on "**Trust Management**" menu.(Fig.3)
6. Click on "**Trust**" from list.

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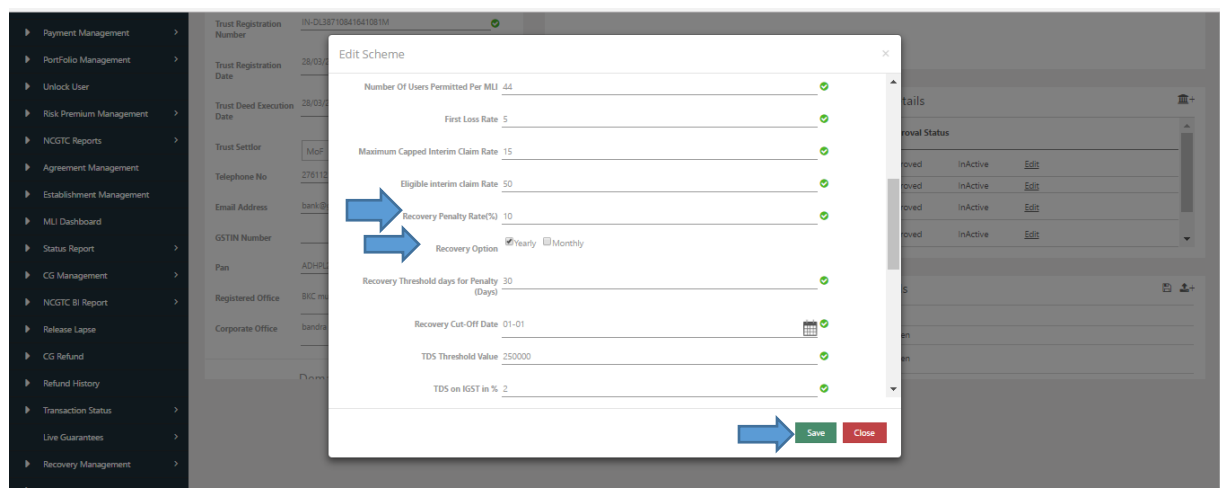
(Fig.4)

7. Go to "**Fund and Schemes**" section.(Fig.4)
8. Select on "**Scheme Name**" section.
9. Click on "**Edit**" link in Scheme Name.

(Fig.5)

10. Select "**Recovery Options**" (Fig.5) (**Note**: - There are now two options "**Yearly**" and "**Monthly**". User also can add "**Recovery Penalty (%)** Parameter for Yearly Recovery)
11. Click on "**Save**" button. (**Note**: - After save this details go to NCGTC approver login for approval.)

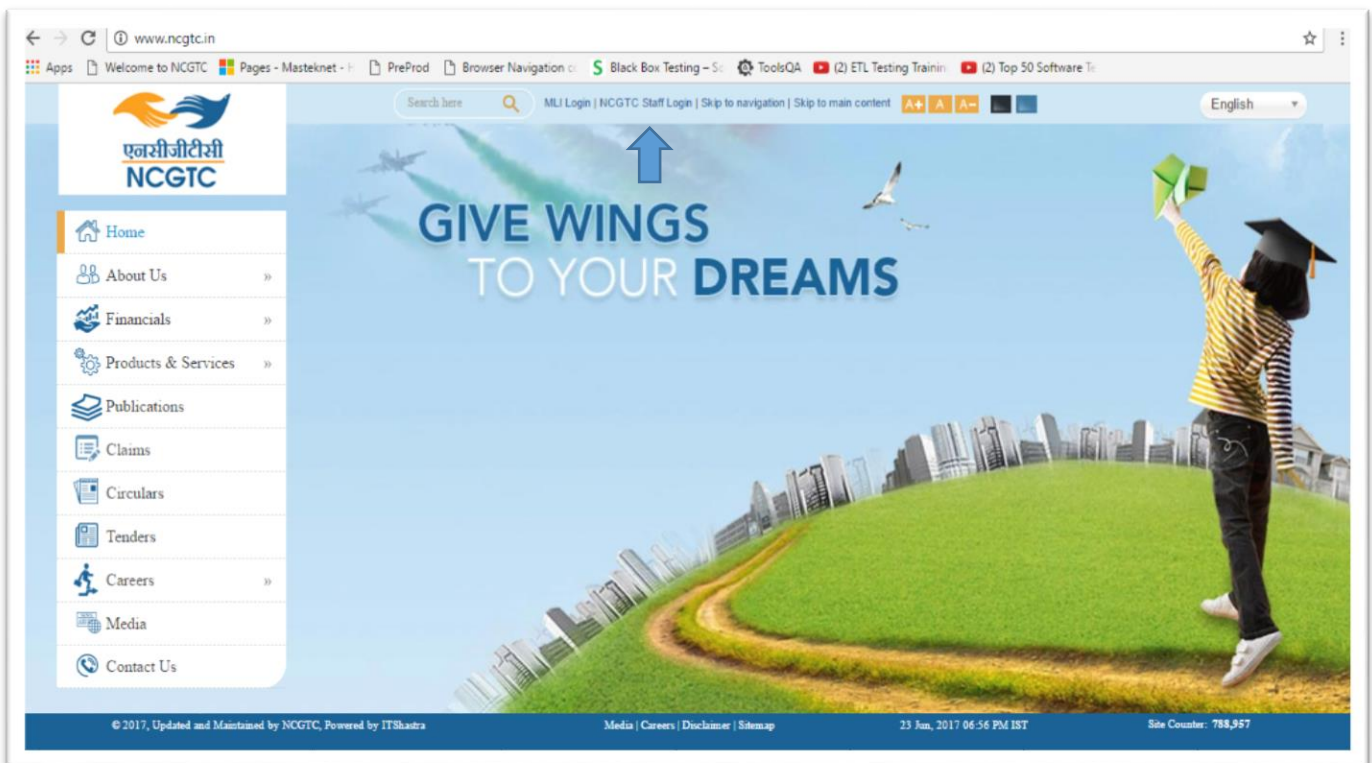## 2.2 Approval of Recovery Options (Yearly and Monthly)

This section describes the approval flow of recovery options to Scheme.

Follow Below steps:-

1. Go to "**surge.ncgtc.in**".

(Fig.6)

2. To login as a **NCGTC Approver Creator**, click on "**NCGTC Staff Login**"(Fig.6)
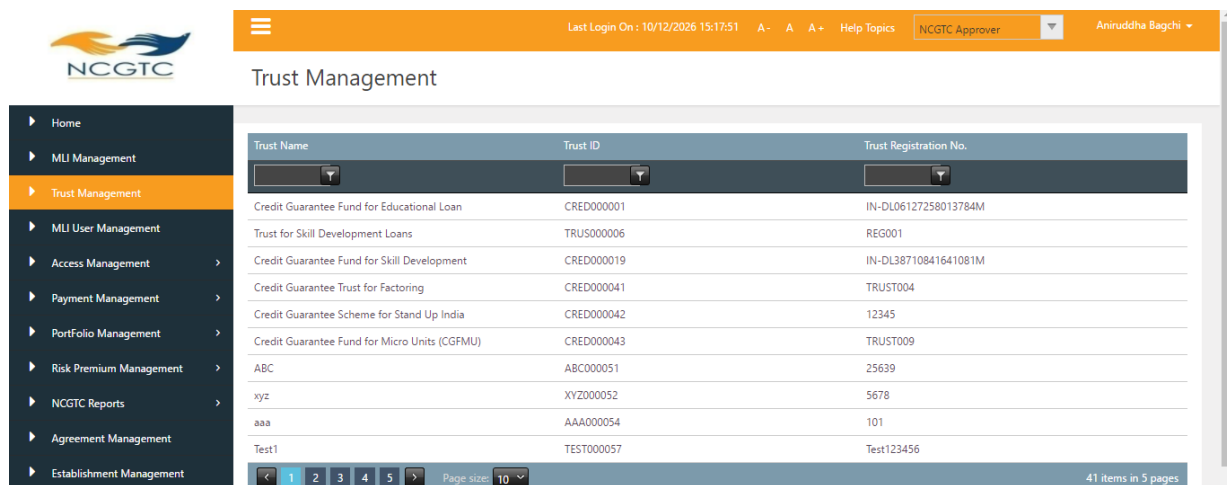3. **NCGTC login** page would be loaded.

(Fig.7)

4. Insert proper **Username**, **Password**, **Captcha** and then click on "**Sign in**" button (Fig.7)

(Fig.8)

5. Click on "**Trust Management**" menu.(Fig.8)
6. Click on "**Trust**" from list.

(Fig.9)

7. Go to "**Fund and Schemes**" section.(Fig.9)
8. Select on "**Scheme Name**" section.
9. Select "**Approved**" status from list. (Note: - Now there are three options "**Approved**", "**Rejected**" and "**OnHold**".)
10. Click on "**Submit**" button. (**Note**: - Scheme status will be in "**Approved**".)

1.2.1 Upload Input File

This section describes the process Upload Recovery file.

Follow Below steps:-

11. Go to "**surge.ncgtc.in**".
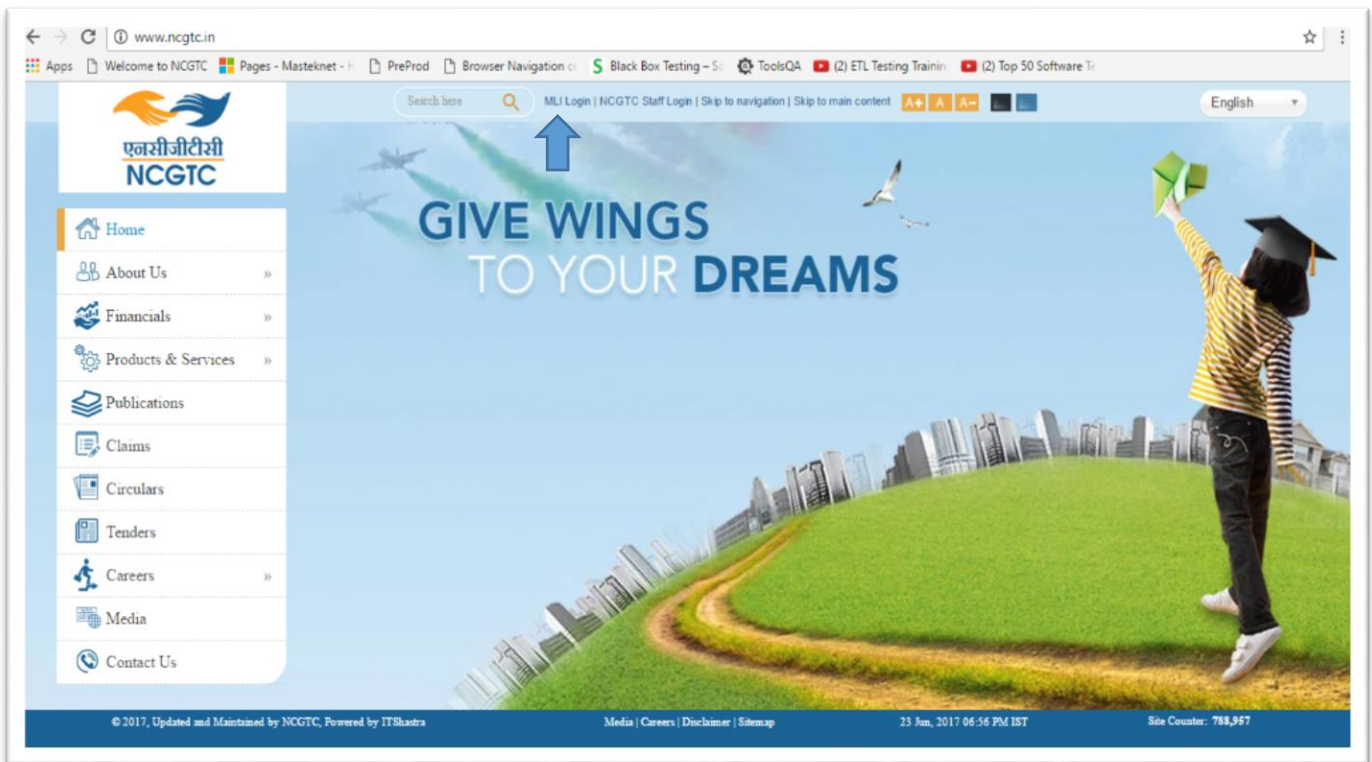
(Fig.10)

12. To login as a **MLI Creator**, click on "**MLI Login**"(Fig.10)
13. **MLI login** page would be loaded.

(Fig.11)

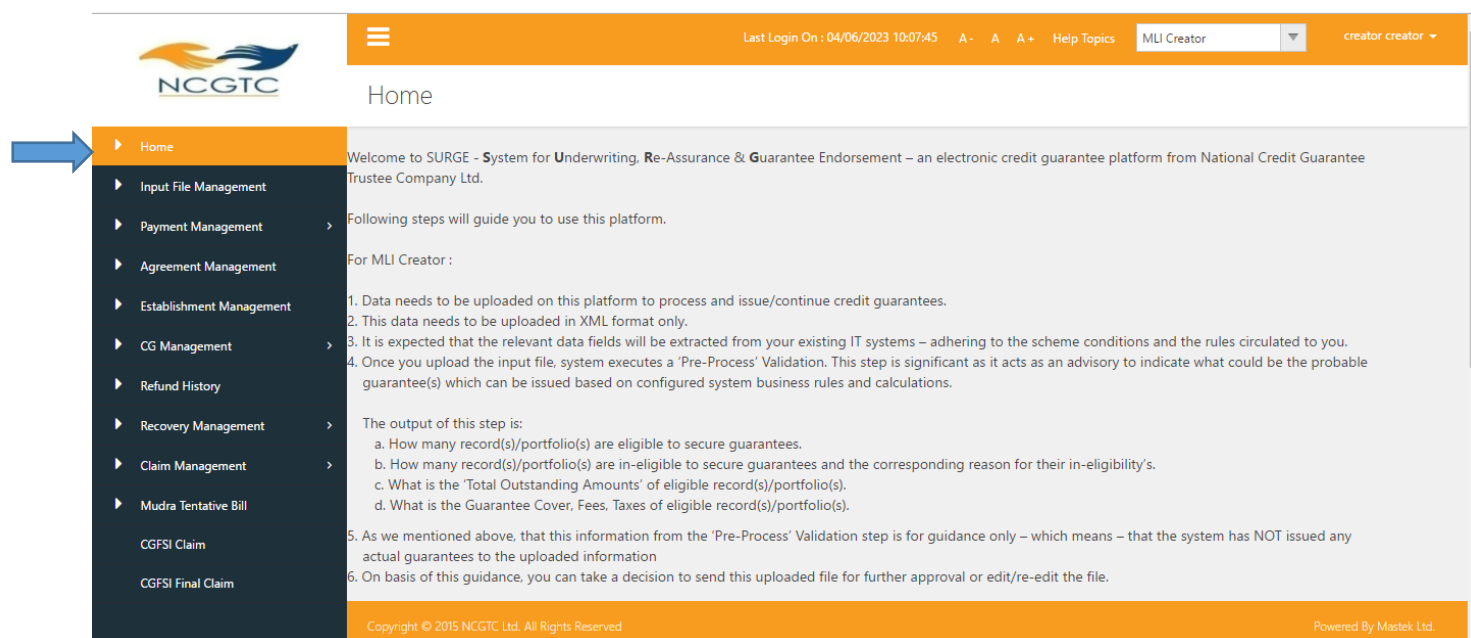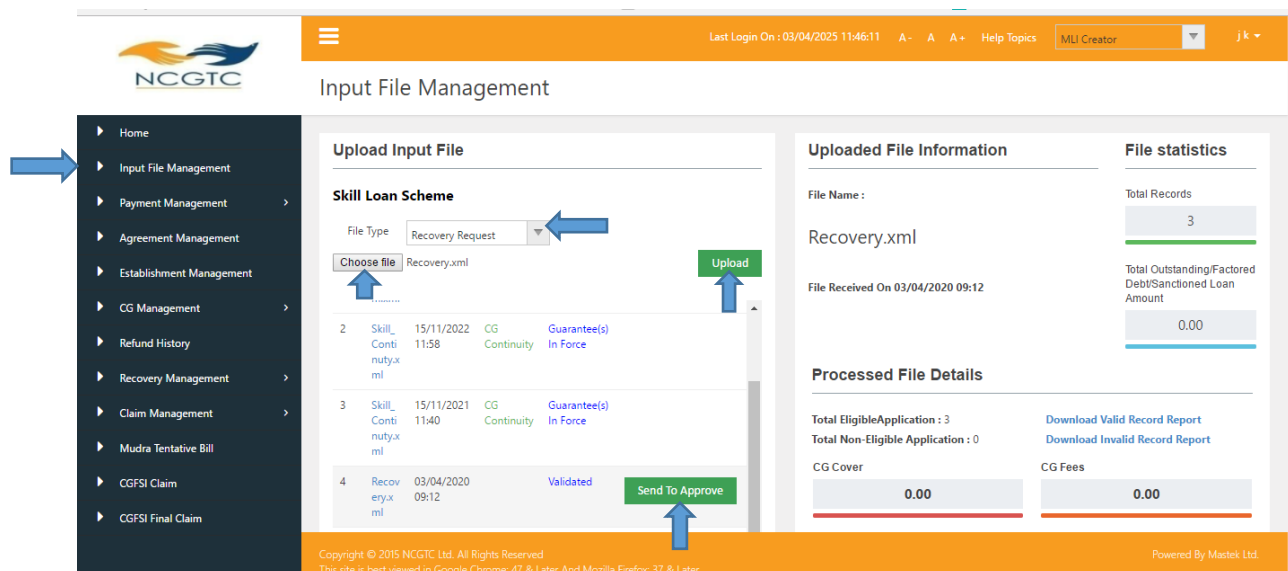14. Insert proper **Username**, **Password**, **Captcha** and then click on "**Sign in**" button (Fig.11)

(Fig.12)

15. After successfully login in Surge, **Home page** would be loaded and displayed to user. (Fig.12).

(Fig.13)

16. Under "**Input File Management**", after click "**Upload Input File**" page would be loaded.(Fig.13)
17. Select file type "**Recovery Request**" from file type drop down.
18. Click on "**Choose File** "and select file which want to upload.
19. Click on "**Upload**" button. (Note: - file status would be in "**validated**").

(Fig.14)

20. Click on "**Send to approve**" button (Note: - file status would be in "**Approval awaited**").
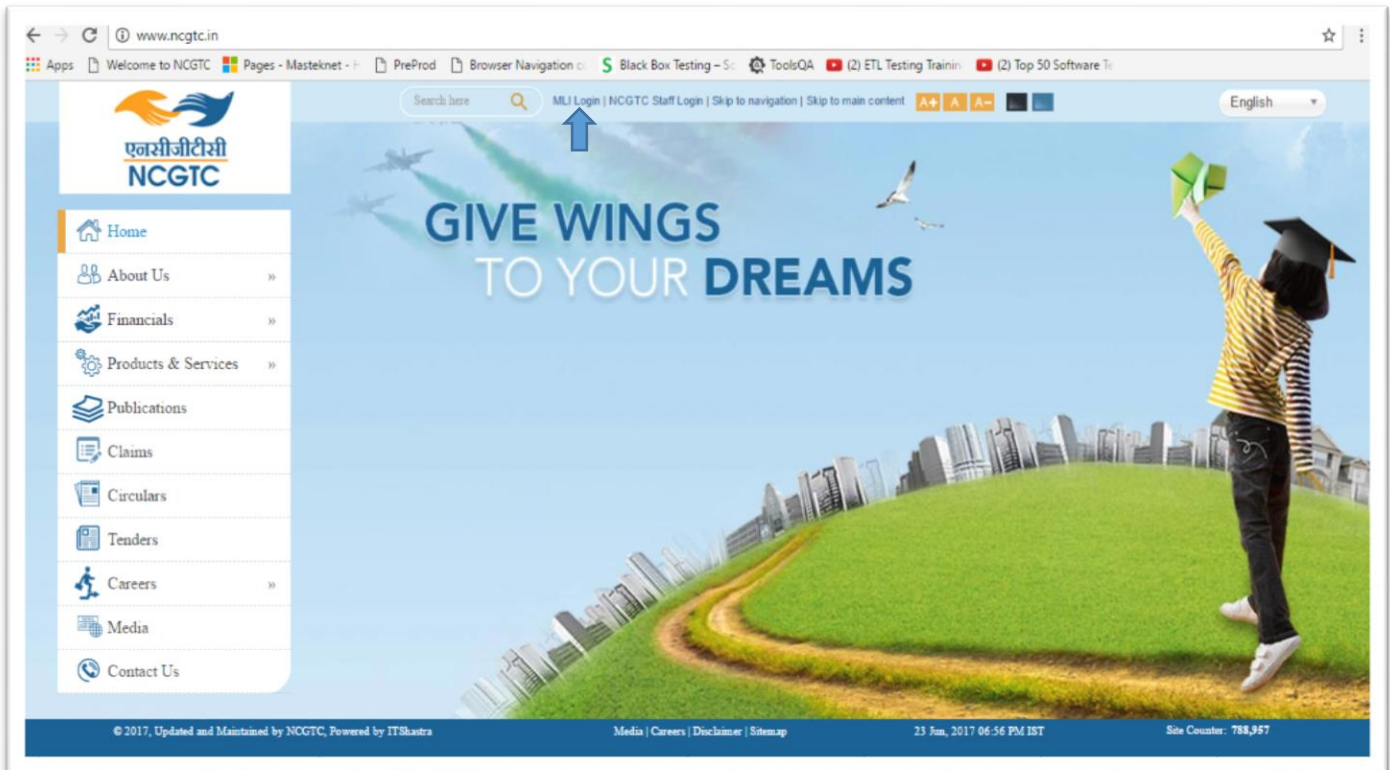
(Fig.14)

1.2.2 Approve Input File

This section describes the approval flow process of Recovery approval from MLI approver to NCGTC creator.

Follow Below steps:-

1. Go to "**surge.ncgtc.in**".
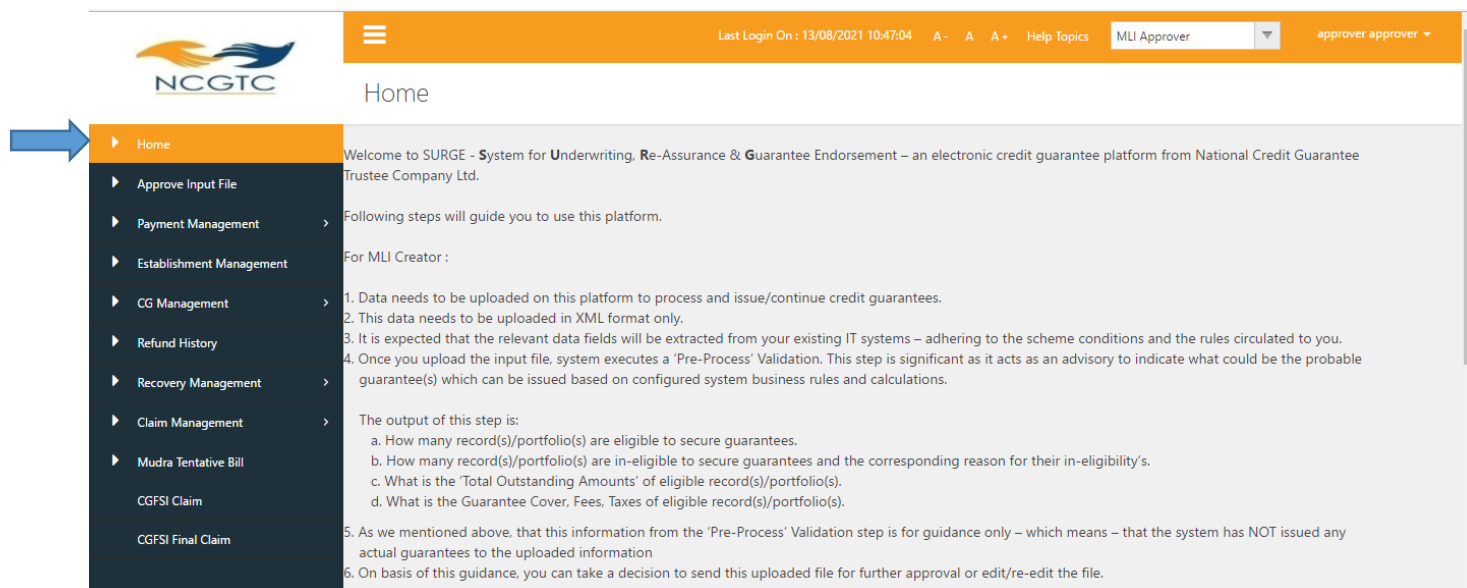
(Fig.15)

2. To login as a **MLI Approver**, click on "**MLI Login**"(Fig.15)
3. **MLI login** page would be loaded.

(Fig.16)

4. Insert proper **Username, Password, Captcha** and then click on "**Sign in**" button (Fig.16)

(Fig.17)

5. After successful login in Surge, **Home page** would be loaded and displayed to user.(Fig.17)
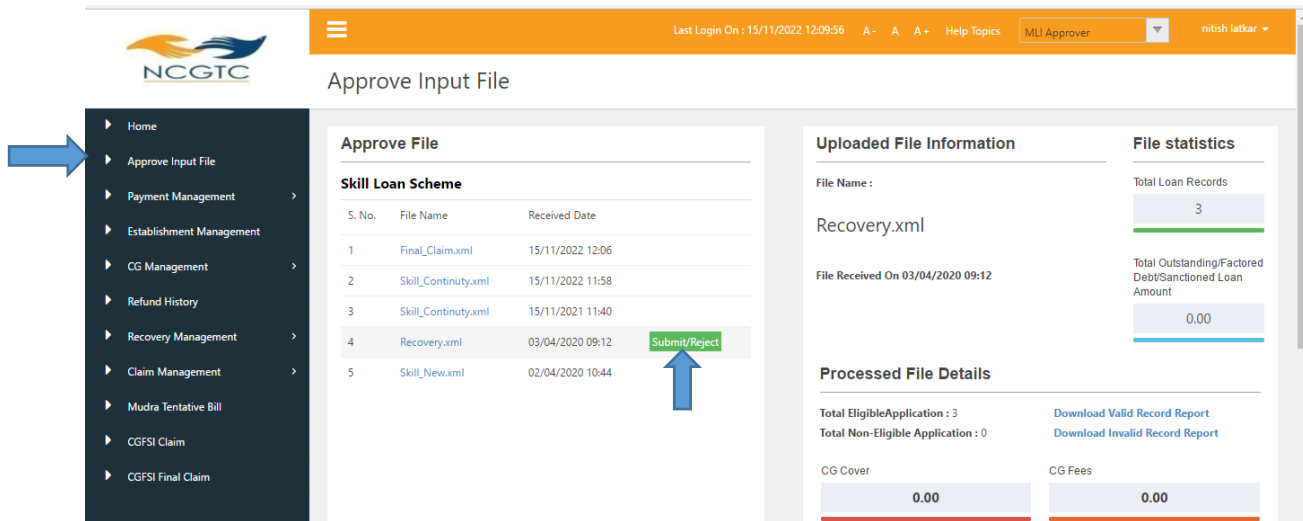
(Fig.18)

6. Click on "**Approve Input File**" menu, "**Approve File**" page would be loaded.(Fig.18)
7. Click on "**Submit/Reject**" button.
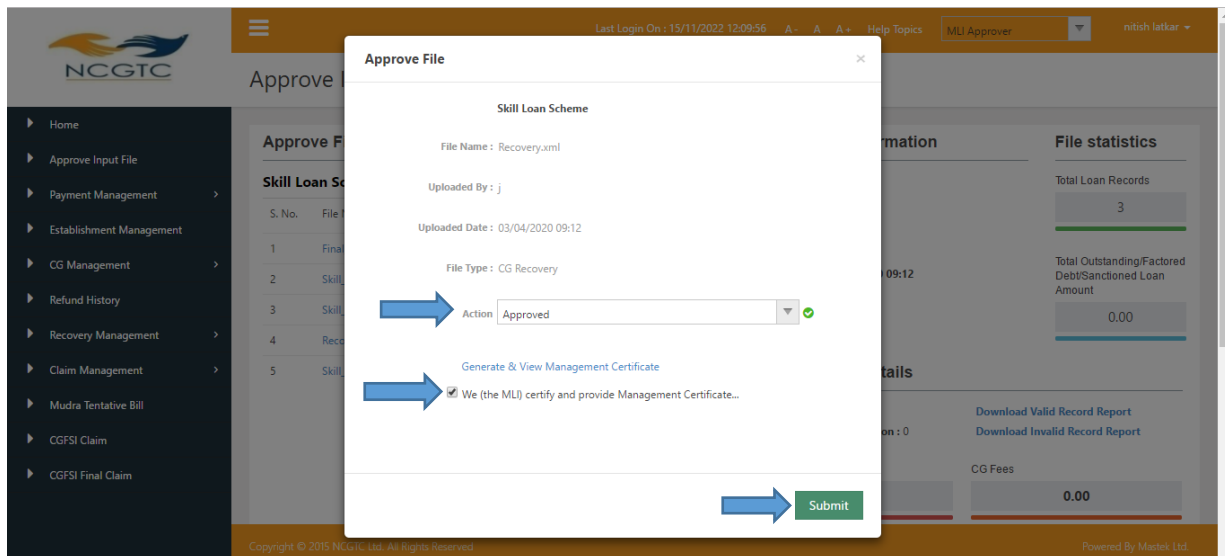
(Fig.19)

8. "**Approve File**" popup would be display.(Fig.19)
9. Select "**Approved**" action from drop down. (**Note**: User can Approve or reject file)
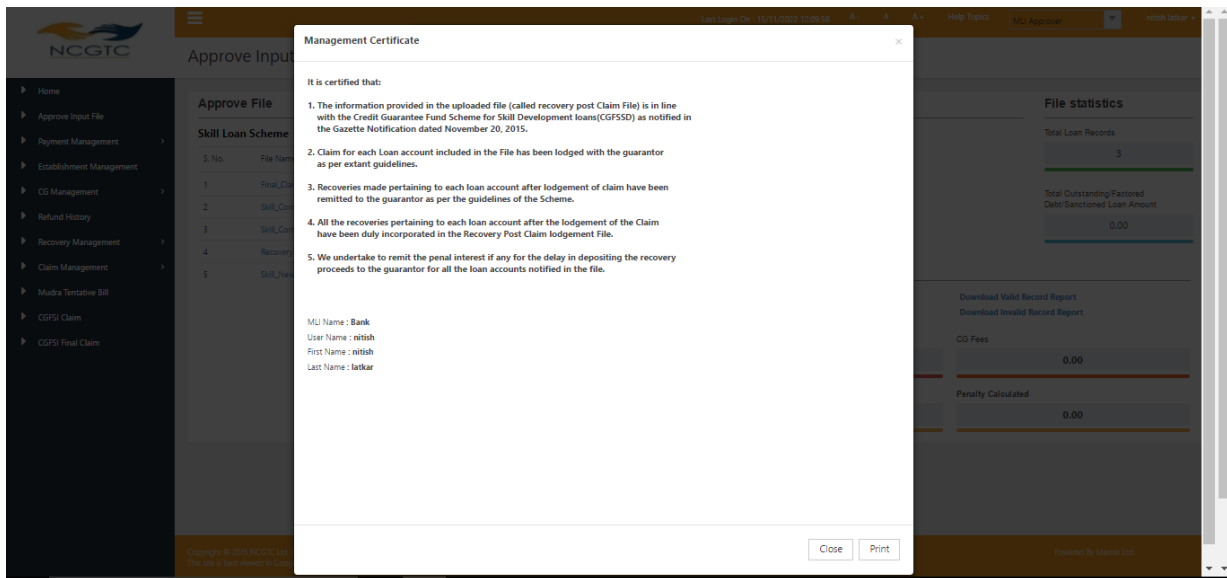
(Fig.20)

10. Click on "**Generate & View Management Certificate**" link (**Note**:- as per scheme management certificate would be display).(Fig.20)

(Fig.21)

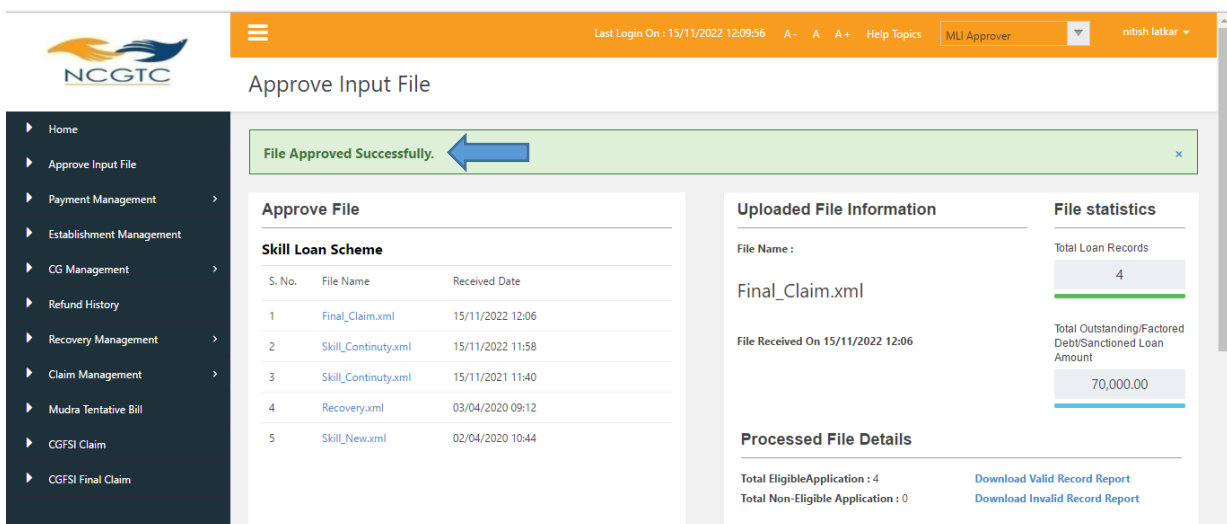11. Select the check box below management certificate link then click on "**Submit** button. (Note:- message display "**File approved successfully**" and file status is in "**NCGTC approval awaited**").(User cannot upload another file till current file will be approve from "**NCGTC Creator**").(Fig.21)

12. To login as a **NCGTC Creator**, click on "**NCGTC Staff Login**".

13. **NCGTC login** page would be loaded.
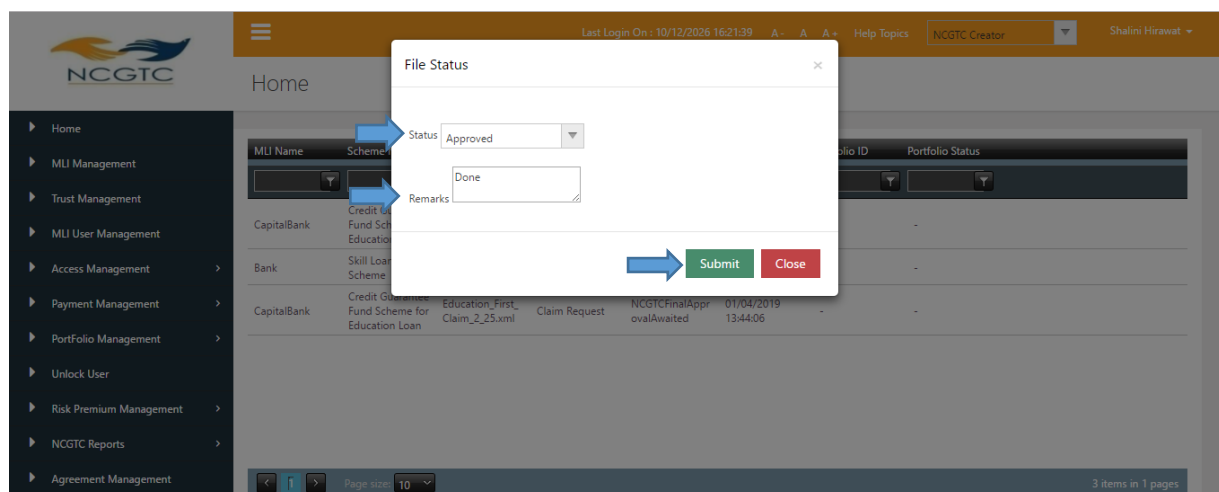

(Fig.22)

14. Insert proper **Username**, **Password**, **Captcha** and then click on "**Sign in**" button (Fig.22)
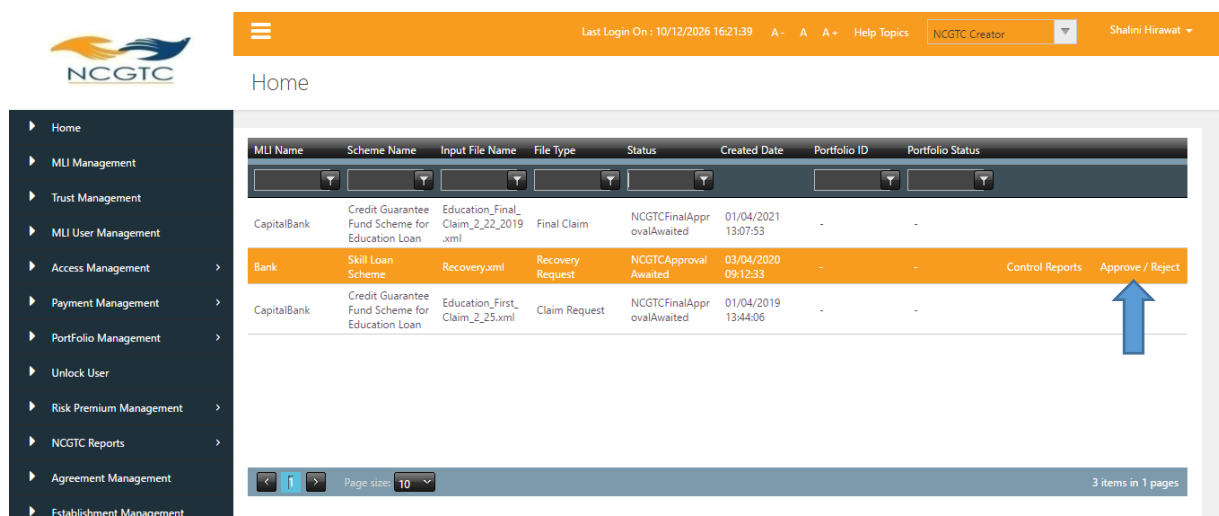
(Fig.23)

15. Select file from list.
16. Click on "**Approve/reject** link".(Fig.23)

(Fig.24)

17. Select **status** from drop down.(**Note**:- Approved or Reject status display in drop down).(Fig.24)
18. Enter **remarks**.
19. Click on "**Submit button**".
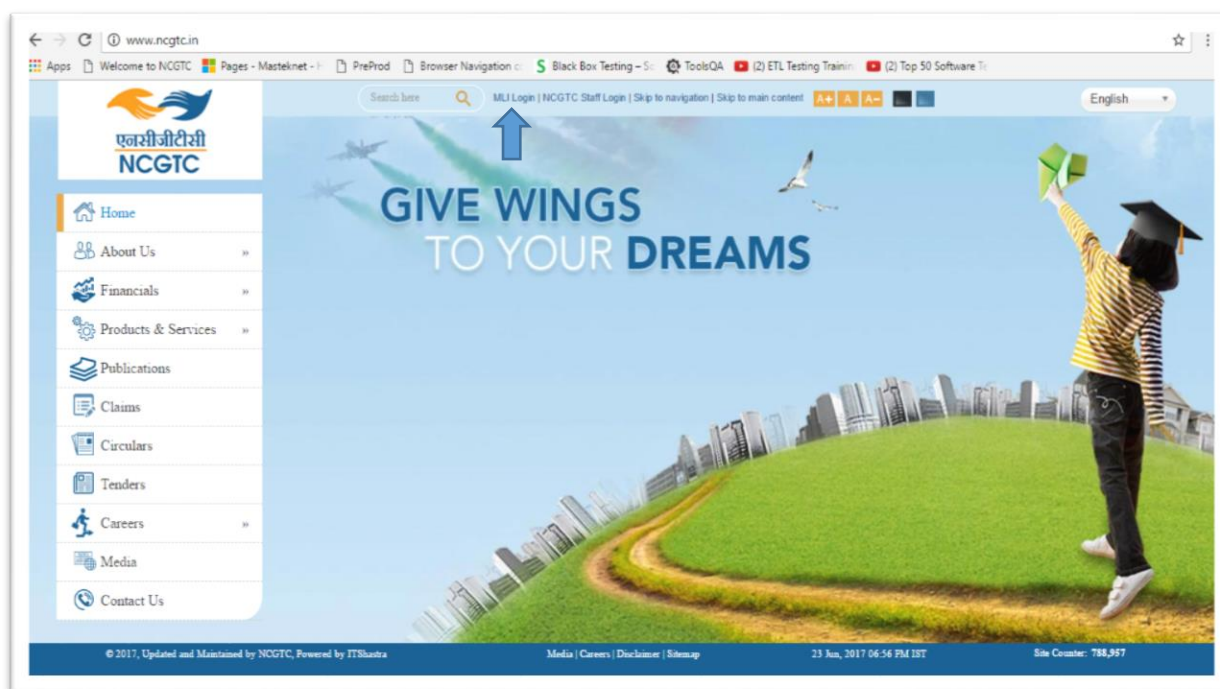
1.3　Payment Management

1.3.1　Recovery Payment Reference

1.3.1.1　Recovery(s) Due

This section describes details about Recovery payment from MLI, accepted for all the eligible records submitted by them in form of batch recovery file.

Follow Below steps:-

1. Go to "**surge**.**ncgtc**.**in**".

(Fig.25)

2. To login as a **MLI Creator**, click on "**MLI Login**"(Fig.25)
3. **MLI login** page would be loaded.

(Fig.26)

4. Insert proper **Username, Password, Captcha** and then click on "**Sign in**" button (Fig.26)

(Fig.27)

5. After successful login in Surge, click on "**Recovery Payment Reference**" sub menu of "**Payment Management**" main menu. (Fig.27).

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6. Click on "**Enter payment reference**". (Note: - user can download "**Statement of estimate and download details in excel**").
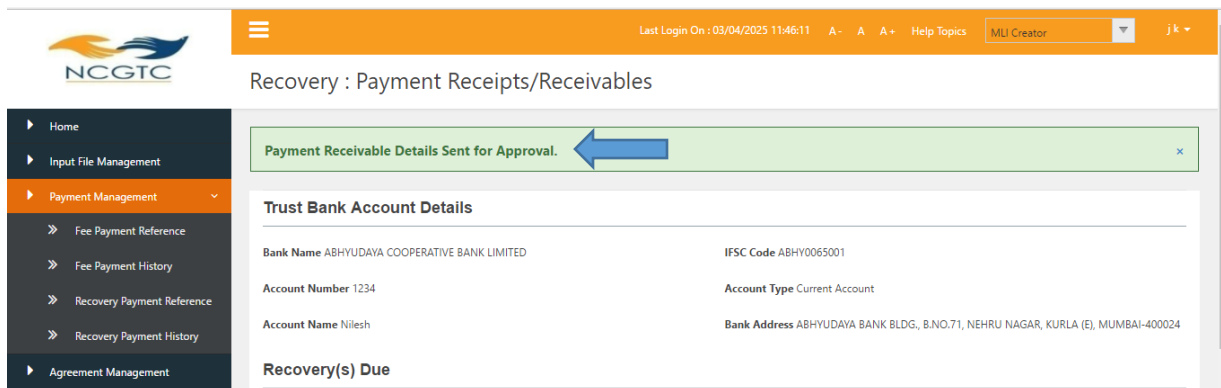
(Fig.28)

7. Select **payment mode**.(Fig.28)
8. Enter **payment referee**.
9. Enter **remarks**.
10. Click on **save** button. (Note: - payment receivable details send for approval).

(Fig.29)

11. After save "**payment receivable details send for approval**" message will be display to the user.(Fig.29)
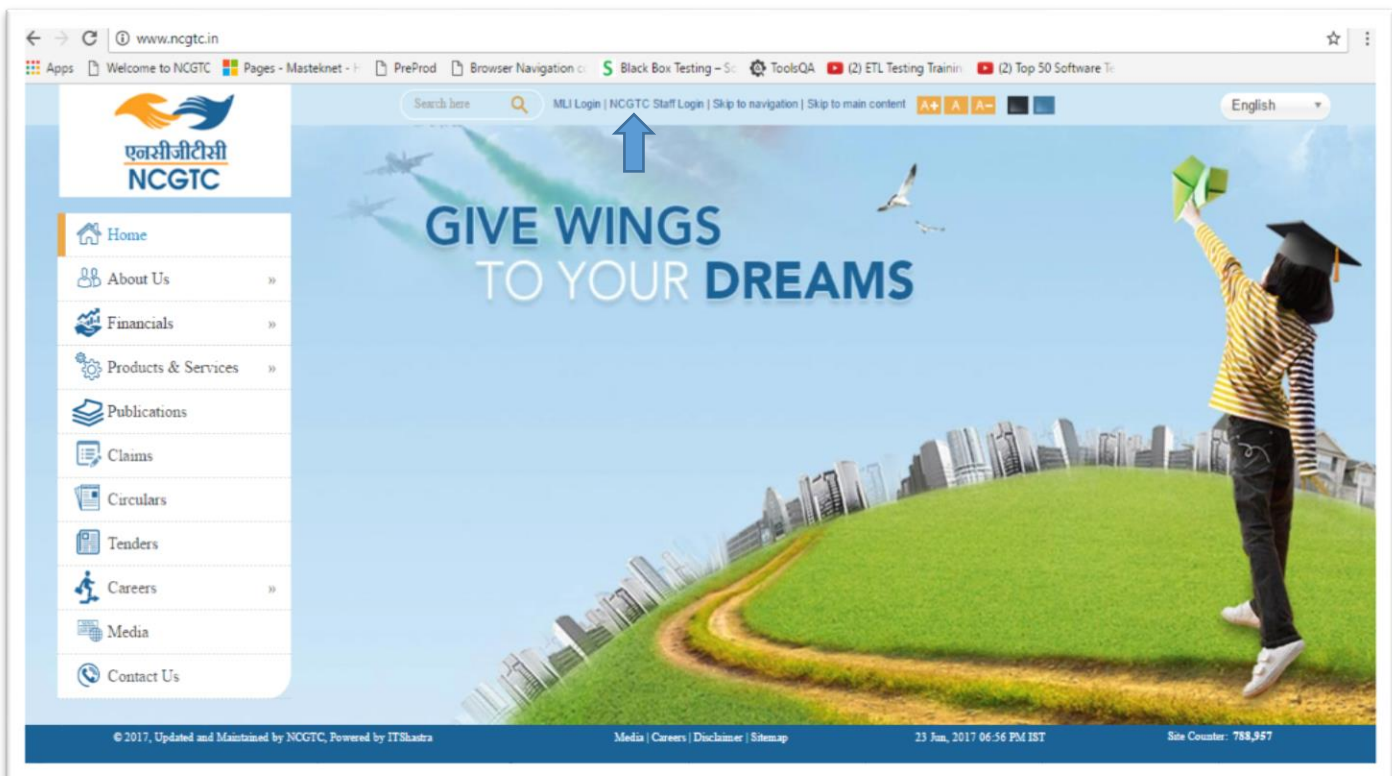
1.4 Payment Management (Reconciliation)

1.4.1 Recovery Payment Reconciliation

This section contains the flow of Recovery payment reconciliation.
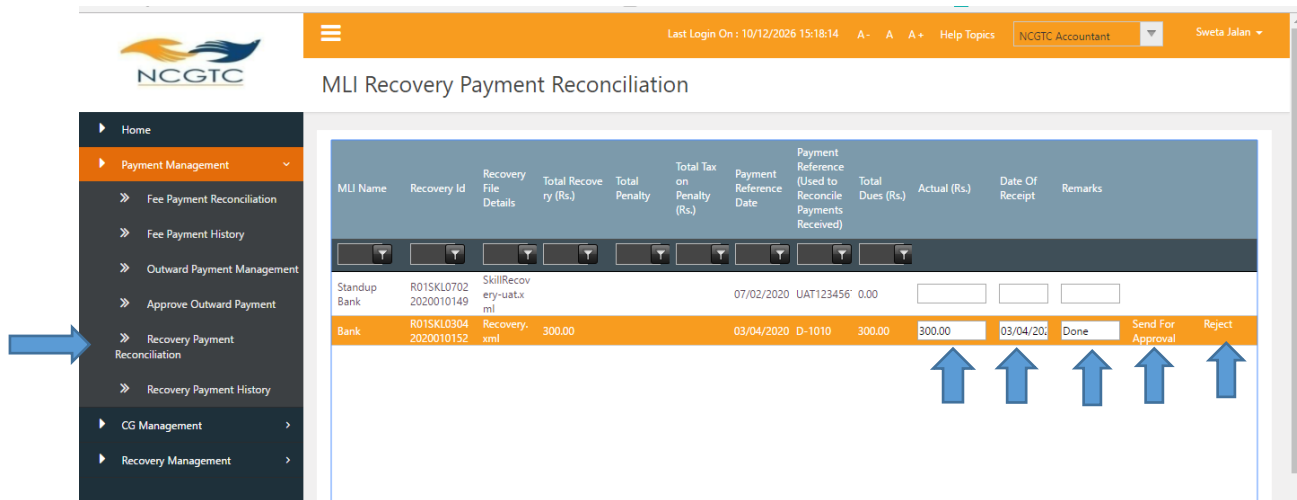
Follow Below steps:-

1. Go to "**surge.ncgtc.in**".

(Fig.30)

2. To login as a **NCGTC Accountant**, click on "**NCGTC Staff Login**"(Fig.30)
3. **NCGTC login** page would be loaded.

(Fig.31)

4. Insert proper **Username, Password, Captcha** and then click on "**Sign in**" button (Fig.31)

(Fig.32)

4. After successful login in Surge, click on "**Recovery Payment Reconciliation**" sub menu of "**Payment Reconciliation**" main menu. (Fig.32).

5. Enter **actual amount, date of receipt** and **remarks**.
6. Click on "**send for approval/reject**". (Note: - payment receivable details sent for approval. File status is in "**payment approval**" and user can "**Reject**" the details).
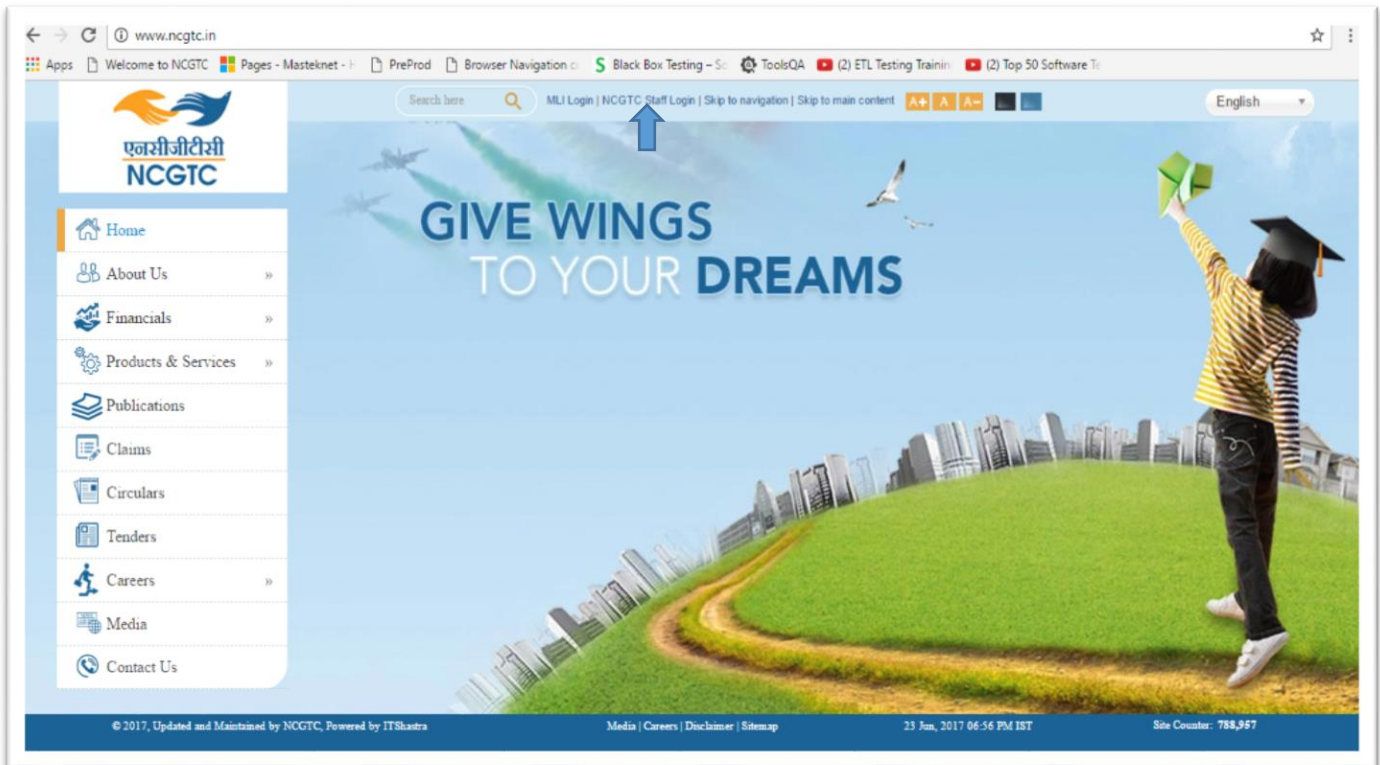

(Fig.33)

7. After send for approval "**Payment Receivable Details Sent for Approval**" message display to the user (Fig.33) (Note:-File status is in "**payment approval**").

1.4.2 Approve Recovery payment

This section contains the flow of Recovery payment reconciliation.

Follow Below steps:-
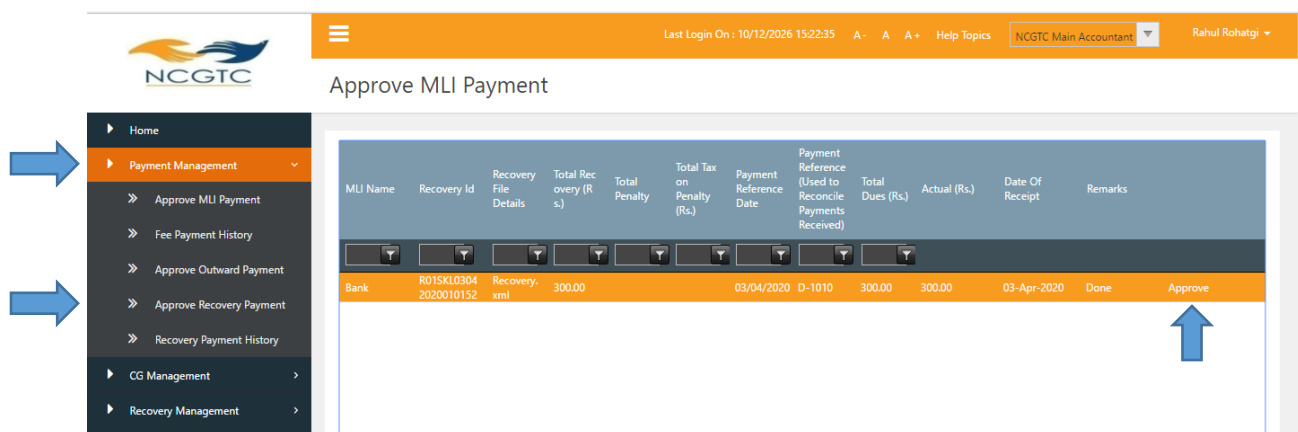
1. Go to "**surge.ncgtc.in**".

(Fig.34)

2. To login as a **NCGTC Main Accountant**, click on "**NCGTC Staff Login**"(Fig.34)
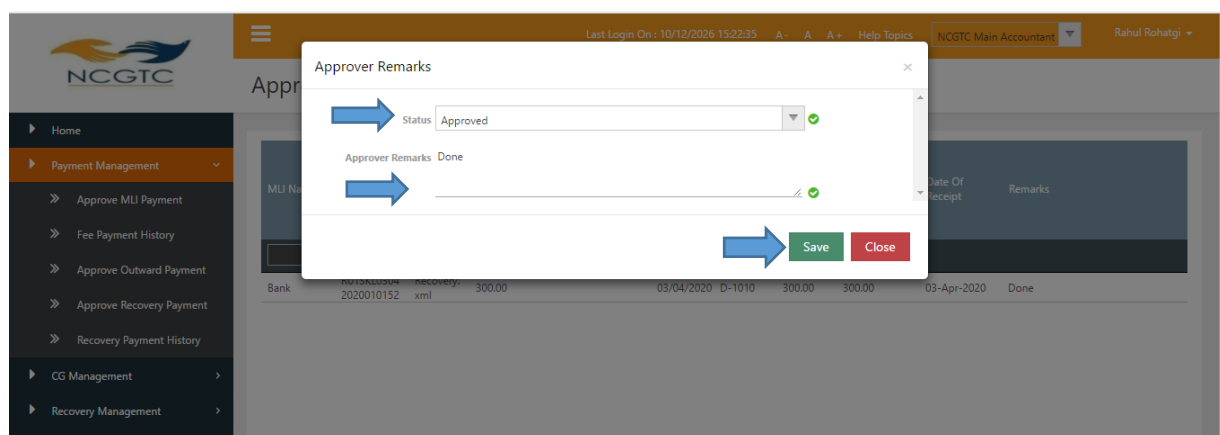3. **NCGTC login** page would be loaded.

4. Insert proper **Username, Password, Captcha** and then click on "**Sign in**" button (Fig.35)

(Fig.36)

5. After successful login in Surge, click on "**Approve Recovery Payment**" sub menu of "Payment Management" main menu. (Fig.36).
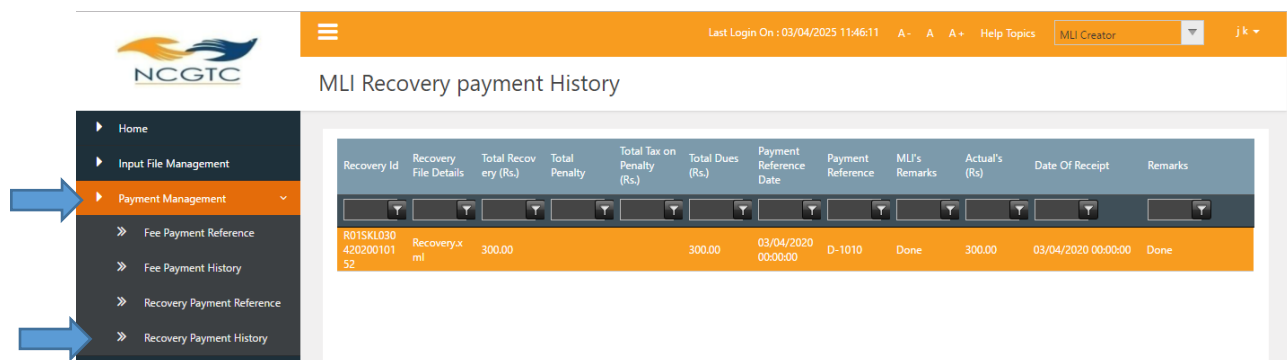6. Click on "**Approve**" link.

(Fig.37)

7. Select "**Approved**" status from drop down list. (Fig.37)(Note: - Now "**Approved**" and "**Rejected**" status is in drop down.)
8. Enter "**Remarks**".
9. Click on "**Save**" button.

(Fig.38)

10. Once saved "**Approved successfully**" message will be display to user. (Fig.38)(Note:-File status is in "**Recovered Received").**

1.4.3 Recovery Payment History
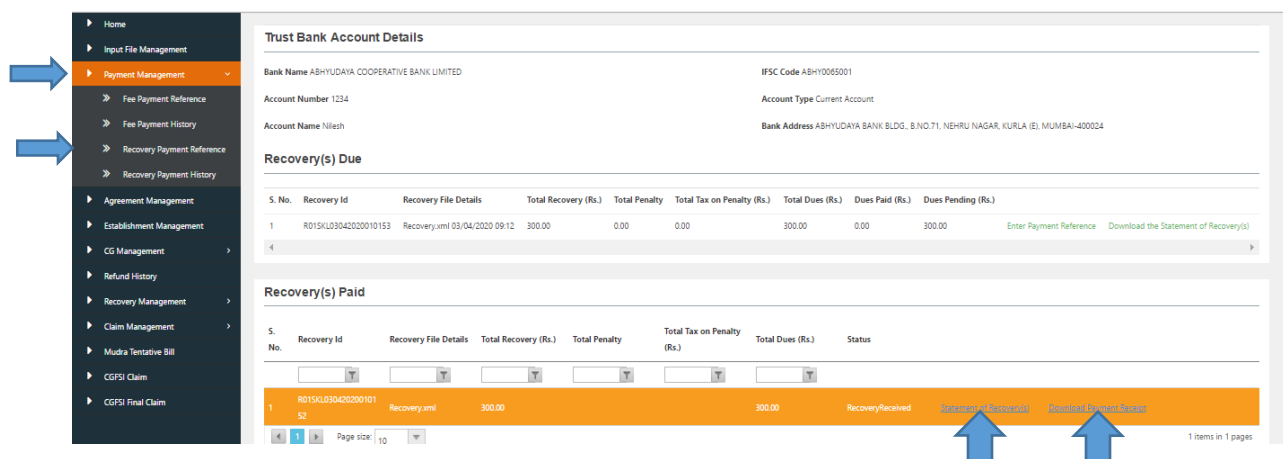
This section contains history of Recovery payment.

(Fig.39)

1. User able to see Fee payment history in "**Recovery Payment**".(Fig.39)

1.5 Recovery: Payment Receipts/Receivables

This section contains report after payment done.

(Fig.40)

1. User able to see the "**Statement of Recovery(s)**", "Download Payment R**eceipt**" and "**tax Invoice**".(Fig.40)