CUSTOMER INFORMATION SYSTEM (CIS) APPLICATION DOCUMENTATION VOLUME IV CASH MODULE

Produced by:

USAID's POWER DISTRIBUTION PROGRAM

JANUARY 2015

Cover Photo:

USAID'S POWER DISTRIBUTION PROGRAM

CUSTOMER INFORMATION SYSTEM (CIS) APPLICATION DOCUMENTATION VOLUME IV

IRG, USAID contractor for the Power Distribution Program
House 23, Street 19, F-6/2
Islamabad, Pakistan
Phone: +92 (0) 42 662 2427/8
Email: ddumford@pdip.pk

This publication was made possible through support of the American people provided by the U.S. Agency for International Development (USAID). The opinions expressed herein are those of International Resources Group and do not necessarily reflect the views of USAID or the United States Government.

Table of Contents

1. GETTING START 1
- 1.1. Purpose 1
- 1.2. Getting Start 1
- 1.3. Internet Browser(s) 1
- 1.4. Additional Software Requirement(s): 1
- 1.5. Logging into the customer Information System 1
- 1.6. User Login 1
- 1.7. Login Screen 1
- 1.1. MAIN DASHBOARD FOR CASH MODULE 2

2. CASH 3

3. STANDALONE CASH MODULE 3
- 3.1. Scanning/Entry of Cash in Data Entry Section:- 3
  - 3.1.1. Scroll Operation Function. 3
  - 3.1.2. Stub Operation Function 3
- 3.2. Login Screen of Cash Application 4

4. MAIN DASHBOARD 5
- 4.1. Scroll Entry screen 5
  - 4.1.1. Field Description 5
- 4.2. STUB Entry screen 6
  - 4.2.1. SCANNING: 7

5. DAILY CASH PAYMENTS PROCESS 8
- 5.1. Preparation for cash scanning/entry 8
- 5.2. Scroll ID alottment 9
- 5.3. Scanning/entry 9
- 5.4. Online Cash Correction 9
  - 5.4.1. Scroll correction 9
  - 5.4.2. Stub Correction 9
- 5.5. Cash Reconciliation 10
- 5.6. Cash Reconciliation Steps 11
- 5.7. Correction (Process/List) 12
- 5.8. Correction (Process/List) Steps 12
- 5.9. Compare (Process/List) 14
- 5.10. CASH COMPARE LIST Steps 15
- 5.11. CP-100(Process/List) 16
- 5.12. CP-100(Process/List) Steps 17
- 5.13. Circle wise Separation: 18
- 5.14. Circle wise Separation Steps 18
- 5.15. Cash Posting (Process/List): 20
- 5.16. Cash Posting (Process/List) Steps 20
- 5.17. Surcharge CASES: 22
- 5.18. List of consumers issued DCNs (CP-112) 25
- 5.19. . CP-107 UN-IDENTIFIED CASH LIST: 26

6. WEEKLY CASH PAYMENT PROCESS 28

6.1. CP-101 Weekly cash collection book by bank branches. 29
6.2. CP-106 Weekly cash posted summary 31
6.3. CP-107 WEEKLY UN-IDENTIFIED CASH LIST: 34
1. CP-126 Weekly list of cash received on behalf of other divisions 36
6.4. CP-127 Weekly list of cash posted on behalf of other divisions. 38
6.5. CP-134 Weekly inter-office transactions. 40

7. MONTHLY CASH PAYMENT PROCESS 42

7.1. Cp-102 entry. 42
7.2. CP102 LIST. 43
7.3. Cp-102A entry. 44
7.4. Cp102a list. 45
7.5. CP-103 Monthly schedule of weekly remittance by bank branches. 47
7.6. CP-103A Monthly remittance adjustment. 49
7.7. CP-104 Divisional cash collection book. 51
7.8. CP-108 Divisional cash analysis summary. 53
7.9. CP-128 Monthly list of cash received on behalf of other divisions. 55
7.10. CP-130 Monthly journal adjustment posted. 57
7.11. CP-131 INTERS Divisional Journal Adjustment cash. 59
7.12. CP-132 INTERS Divisional Un-identified cash adjustments. 61
7.13. CP-135 Monthly INTERS office transactions posted. 62
7.14. Monthly Residual List. 64

Acronyms

DISCO	Distribution Company
PDP	Power Distribution Program
MDI	Maximum Demand Indicator
CP	Commercial Procedure
PITC	Power Information Technology Company
CC	Computer Center
RO	Revenue Officer
MIS	Management Information System
IOT	Inter Office Transaction
UT	Un-Identified Transaction
DPS	Data Preparation System
GST	General Sales Tax
NTN	National Tax Number
FBR	Federal Board of Revenue
LEVEL1	Developed Division, having Computer Section
WE	WAPDA Employee
MCO	Meter Change Order

1. GETTING START

1.1. PURPOSE

This document is the user manual for the Customer Information System (CIS) which can be used as a reference and also to clarify certain aspects of the system.

1.2. Getting Start

This section will help orient users to the Customer Information System functions and capabilities,
Also includes helpful information on logging in to the system.

1.3. INTERNET BROWSER(S)

Internet Explorer, Mozilla Firefox.

1.4. ADDITIONAL SOFTWARE REQUIREMENT(S):

DF Reader.

Note: "**Barcode Font**" is required if user want to Print bill from this computer.

1.5. LOGGING INTO THE CUSTOMER INFORMATION SYSTEM

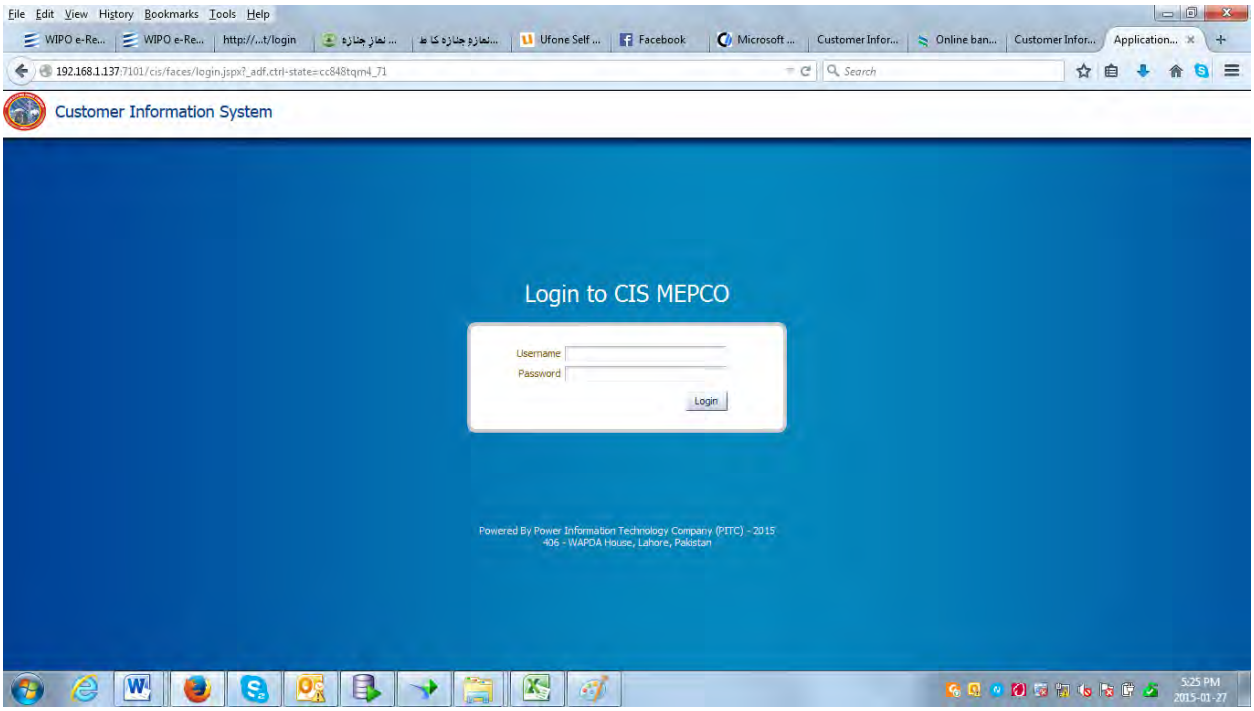
All users must have account before logging in to the customer Information System. If users are registered, they can log into the system using the personal login username and password.

1.6. USER LOGIN

Step: 1 open web browser and type URL http://192.168.2.3:7003/cis/faces/login.jspx"

Note: Internet Explorer or Mozilla Firefox are recommended

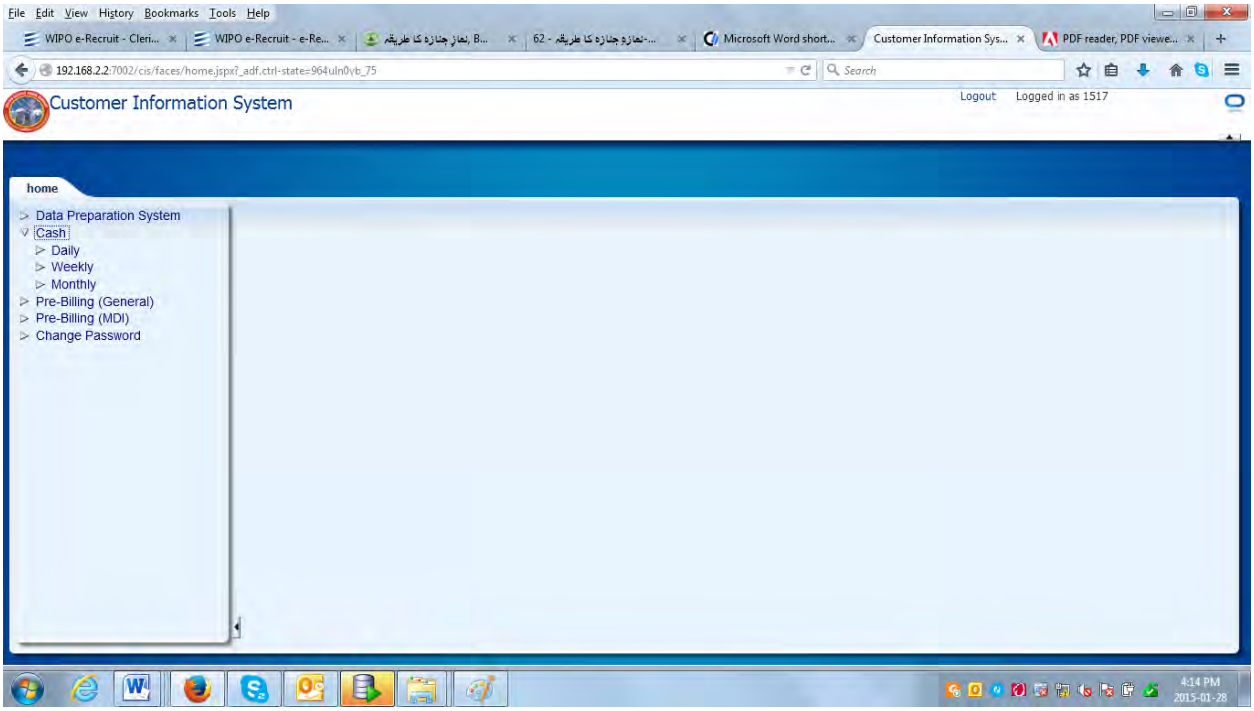
1.7. LOGIN SCREEN



Step: 1 enter user name and password

Step: 2 Click on Login button

1.1. MAIN DASHBOARD FOR CASH MODULE



2. CASH

Cash keeps track of all the balances of Consumers, Company / WAPDA Departments, Government Departments, Agencies and all other stake holders of the system. It handles any cash payments made by the Consumer, Government Departments or any Inter-Office transactions and updates the corresponding balances accordingly

3. STANDALONE CASH MODULE

There is a Separate Cash module for CIS. It is Desktop application that runs on client Machine.

3.1. Scanning/Entry of Cash in Data Entry Section:-

After receiving the cash stubs and scrolls Main Date wise from the Liaison Section, the Data Entry Supervisor manages the complete flow of cash entry jobs up to scanning. The cash entry process is further divided into two operations.

3.1.1. SCROLL OPERATION FUNCTION.

After receiving the cash from Liaison section, Data Entry Supervisor will perform "Scroll Operation function". After being logged in through supervisor's user a new screen will be displayed. The entry of main date is only required in this screen in DDMMYYYY form. The entry of correct Main Date must be ensured.

3.1.2. STUB OPERATION FUNCTION

In Machine Readable Cash Entry System, the Scanning/ Entry of stubs is to be performed by the Data Entry Operator. This function is called as "Stub Operation". The access of Data Entry Operator's User is limited up to "Stub Operation" Function only. As the Scroll operation in respect of all the scrolls of a bundle is completed by the Data Entry Supervisor, the respective bundle of stubs is allotted to Data Entry Operator for "Stub Operation" Function.

After being logged in through Data Entry Operator's user & password, a screen for entry of main date will be displayed. The main date is entered as DDMMYYYY form. The entry of correct main date must be insured.

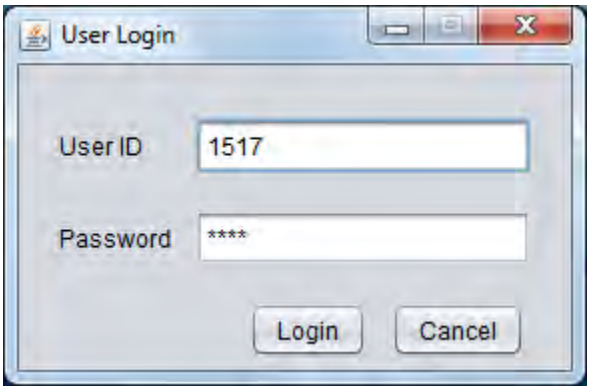
As the main date is entered, a new screen will be opened. Only the "ID number" is to be entered from the first stub of a specific scroll. The Date Of Payment, Bank Code, Scroll Number and Total Scroll Amount as entered during Scroll Operation Function will automatically be displayed on the screen. It must be ensured that all displayed particulars are same as entered on the first and last stub of the respective scroll.

3.2. LOGIN SCREEN OF CASH APPLICATION

Step: 1 Click on Desktop ICON of CASH

Login dialog will open.

Step: 2 Enter User Id and password and Click on Login



4. MAIN Dashboard

4.1. SCROLL ENTRY SCREEN

4.1.1. FIELD DESCRIPTION

SCROLL "ID

A four digits numeric "ID Number" as mentioned on the scroll is required to be entered in this column.

PAYMENT DATE

Payment Date is to be entered in this column as per scroll. The payment date is to be entered as DDMMYYYY form.

BANK CODE:

In this column bank code is required to be entered as available on the scroll. The bank code must be in five digits.

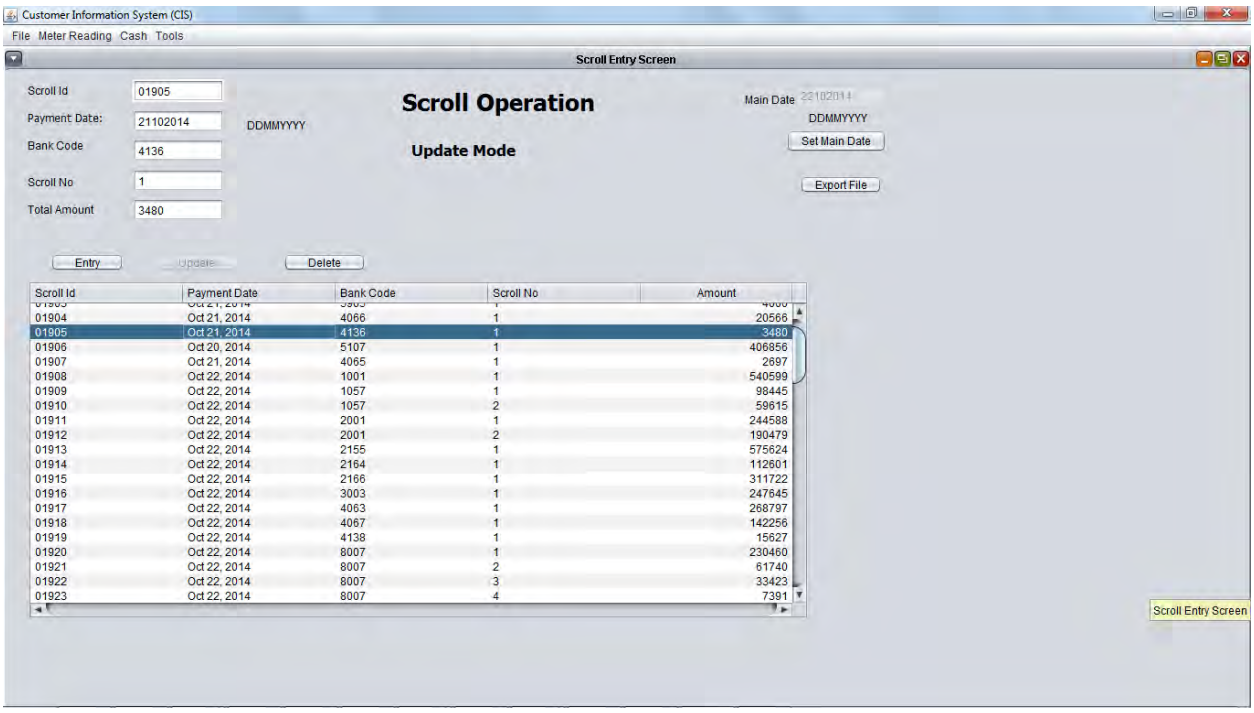
SCROLL NUMBER:-

In this column enter the scroll number in two digits as written on the scroll.

TOTAL AMOUNT:-

Total scroll amount, which is the sum of payments of all the stubs entered in a specific scroll, is to be entered in this column.

Step: 1 Click on cash menu**.**
Step: 2 Click on Scroll**.**
Step: 3 Set Main → Enter Main Date→ format 'MMDDYYYY'.
Step: 4 Click on Entry mode.



4.2. STUB ENTRY SCREEN

Following card types are available on the Screen for Stub Operation Function.

- SCANNING
- MANUAL BILL
- DETECTION
- ADVANCE BILL
- RCO

4.2.1. SCANNING:

This card type is used for normal scanning purposes. Normal computerized bills and DCNs are scanned with the help of Scanner/ Bar Code Reader. The data is recovered from the bar codes available on the stub. As a stub is scanned, Batch Number, Sub Division Code, Account Number and amount paid will be displayed on the screen. At the same time a new option "Adjusted Bill" will also be reflected on the screen. Now the scanned amount is to be verified from the amount as ticked/ encircled on the stub.

Sometimes, the amounts of the bills are to be amended by the concerned authority as a result of some adjustment. Moreover, sometimes net amount of bill is erroneously accepted by the bank after due date or gross amount of bill is erroneously received by the bank with in due date. As in this system, the amount to be scanned is selected by comparing Due Dates & Payment Dates. In all such cases, the scanned amount does not reconcile with the amount actually received by the bank. The "Adjusted Bill" option is to be Click ed for entry of such payments. As the "Adjusted Bill" option is Click ed, the scanned amount will automatically be omitted from the amount column. Correct amount is required to be manually entered. The entry is to be saved by pressing the "ENTER" key. The saved entry is displayed with entry code "A".

4.2.1.1. MANUAL BILL: -

This Card Type is available for entry of hand/duplicate bills, manually prepared by the concerned authorities. For this purpose, "Manual Bill" is Click ed. Batch Number, Sub Division Code, Account Number and amount paid fields are to be manually entered. The entry is to be saved by pressing the "ENTER" key.

4.2.1.2. DETECTION BILL: -

Detection bill payments are entered under Card Type "5". The scanning of detection bill is not possible. For entry of detection bill payments, Card Type "Detection Bill" is selected by making a Click . Batch Number, Sub Division Code, Account Number and amount paid fields are manually entered. The "ENTER" key is pressed to save the entry.

4.2.1.3. ADVANCE BILL: -

Sometimes manually prepared advance bills are issued to the consumers. The payments of advance bills are entered under Card Type "7". For this purpose Card Type "Advance Bill" is selected by making a Click . Batch Number, Sub Division Code, Account Number and amount paid fields are manually entered. The "ENTER" key is pressed to save the entry.

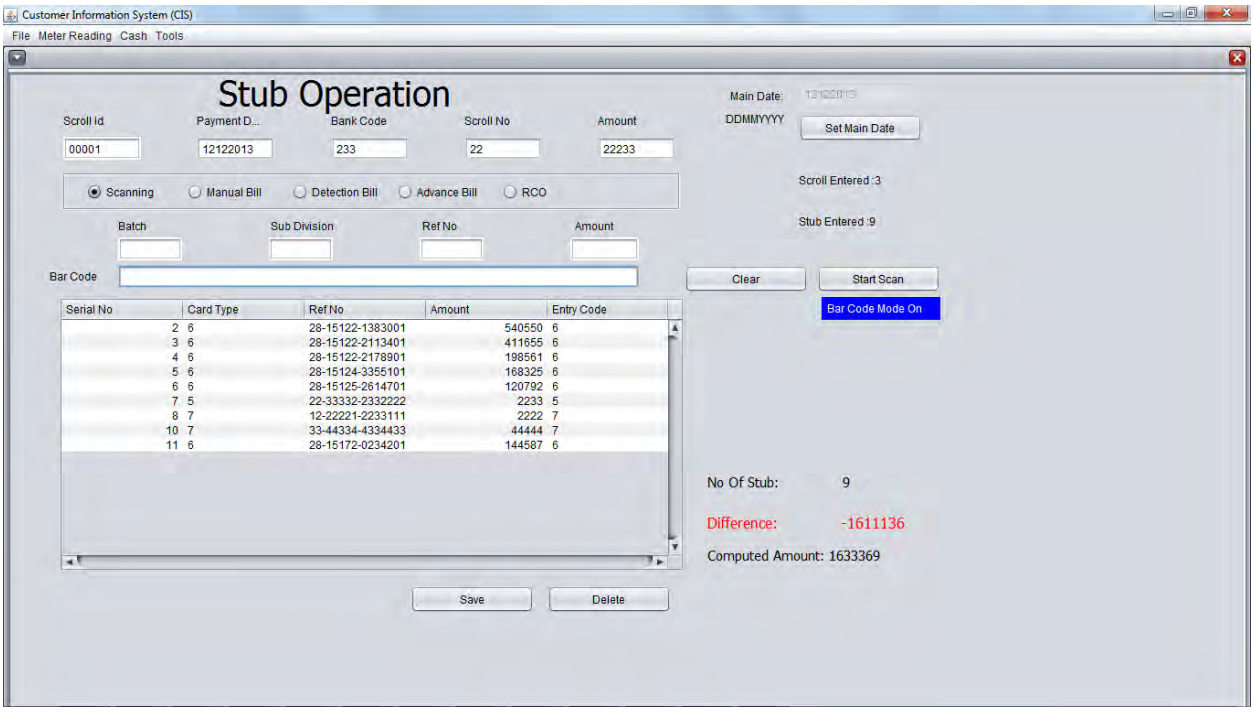
4.2.1.4. RCO: -

Reconnection fee, realized from the consumers at the time of reconnection is required to be posted under Card Type "R". For this purpose Card Type "RCO" is Click ed. Batch Number, Sub Division Code, Account

Number and amount paid fields are to be manually entered. The entry is to be saved by pressing the "ENTER" key.

The Stub Operation, as per procedure mentioned above, is repeated with all the stubs one by one. During scanning/ entry process, the entry file showing the Serial Number, Card Type, Complete Reference Number (i-e Batch Number, Sub Division Code, Account Number), amount and entry code will be continuously displayed on the screen. This entry file can be re-viewed at any time by using up and down keys. The erroneous entry may be selected from the entry file and updated at any time.

Step: 1 Click on cash menu**.**
Step: 2 Click on Cash**.**
Step: 3 Set Main → Enter Main Date→ format 'MMDDYYYY'.
Step: 4 Click on Scanning.



.

5. Daily Cash Payments Process

5.1. PREPARATION FOR CASH SCANNING/ENTRY.

Smaller part of the electricity bill is known as stub. These stubs and scrolls are maintained by the banks. These stubs and scrolls are then forwarded to the RO at the end of the day. RO receives stubs and scrolls and verifies. He prepares the CP 99 by analyzing the stubs and scrolls. Then these stubs and scrolls along with CP 99 are forwarded to the concerned DISCO computer centers for their further processing.

5.2. SCROLL ID ALOTTMENT

Data supervisor and stuff of control section prepare the bundles of stubs and scrolls for its data entry in the system. The bundle are also allotted scroll ID.

5.3. SCANNING/ENTRY

These bundles are then distributed to the different DEOs by the Supervisor for scanning. DEOs then scans/enter the stub information in the system after entry of scrolls IDS and as a result of this data entry a cash table is generated min date wise. Supervisor exports this table in fix formats and submit request for reconcile list in machine room.

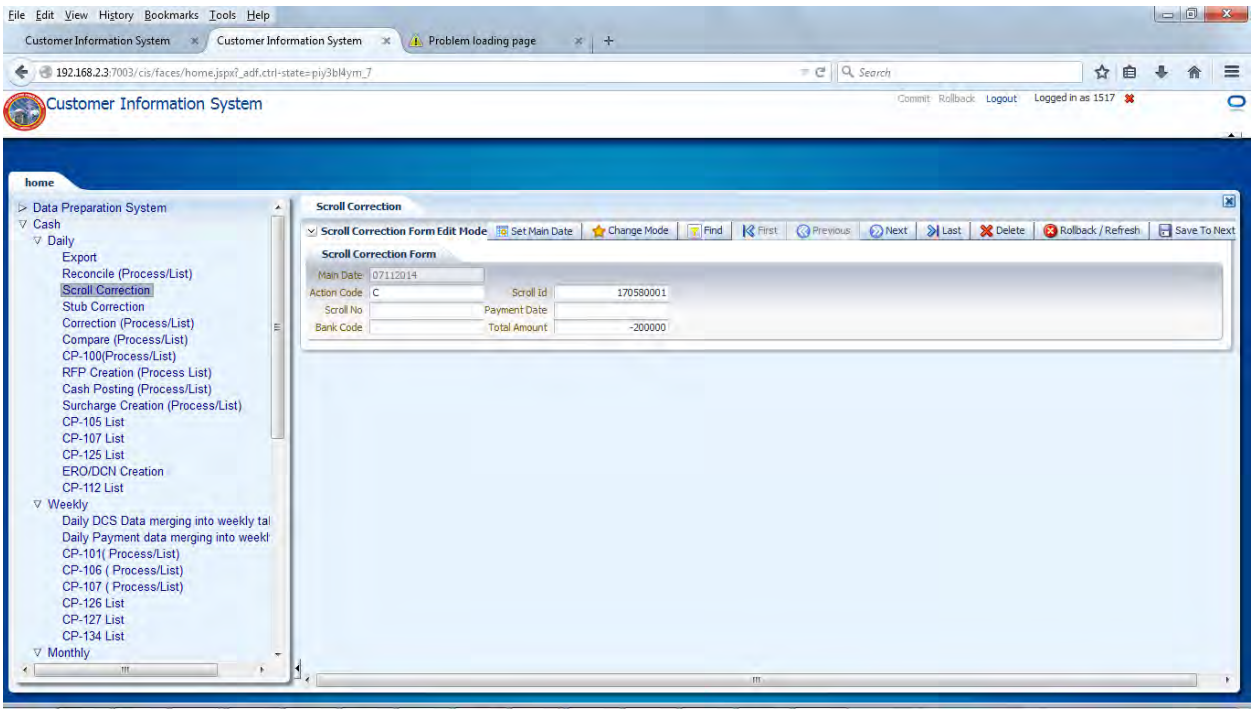
5.4. ONLINE CASH CORRECTION

5.4.1. SCROLL CORRECTION

Step: 1 Login in consumer information system

Step: 2 Click on cash → Scroll correction from.

Step: 3 Enter main dates.

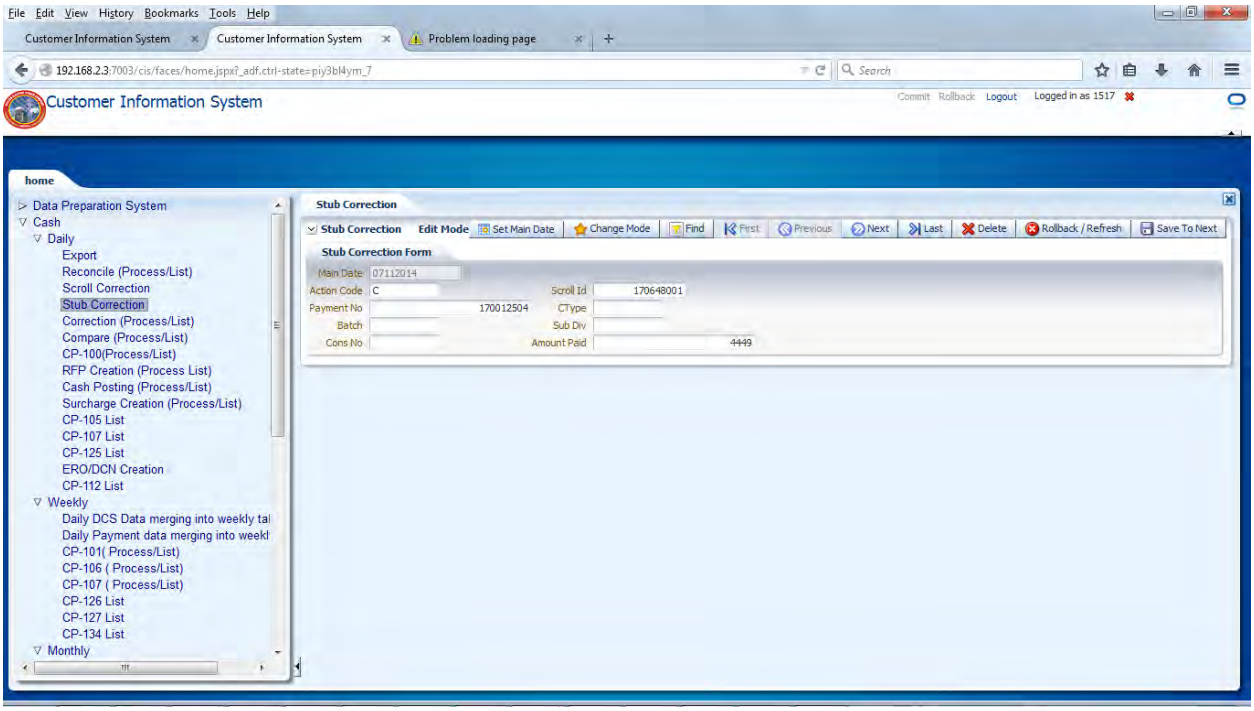


5.4.2. STUB CORRECTION

Step: 1 Login in consumer information system

Step: 2 Click on cash → stub correction from.

Step: 3 set main dates.



5.5. CASH RECONCILIATION

Reconcile list is being processed for Online cash and routine (daily) cash separately.. Only a single main date for online and daily cash each can be processed.

Machine room operator performs the reconciliation of cash. After the reconciling step a reconcile file is created. Reconciliation prints to corrections of mistakes if any. A correction file and a work sheet are generated after the process of reconciliation and correction by data control. Control Section performs the cash compare using cash reconcile and cash correction files and prepares the cash corrected file. A cash compare list is also generated at this step. AD Control Section also checks during cash compare that whether there is any variance in cash, if so then they forward it to the Supervisor for its correction and again cash compare is repeated after necessary corrections for an accurate processing of cash.

If there is not cash variance, then CP 100 is prepared along with daily cash summary and daily cash list. After this, Data Section Officer performs the circle wise separation on cash corrected file to generate a circle wise list and ready for posting file.

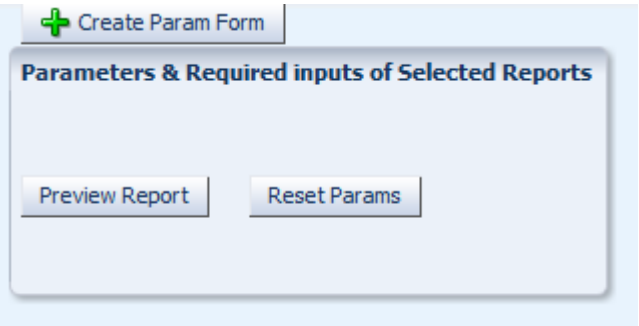
5.6. CASH RECONCILIATION STEPS

Step 1: Click on Left pan of tree.

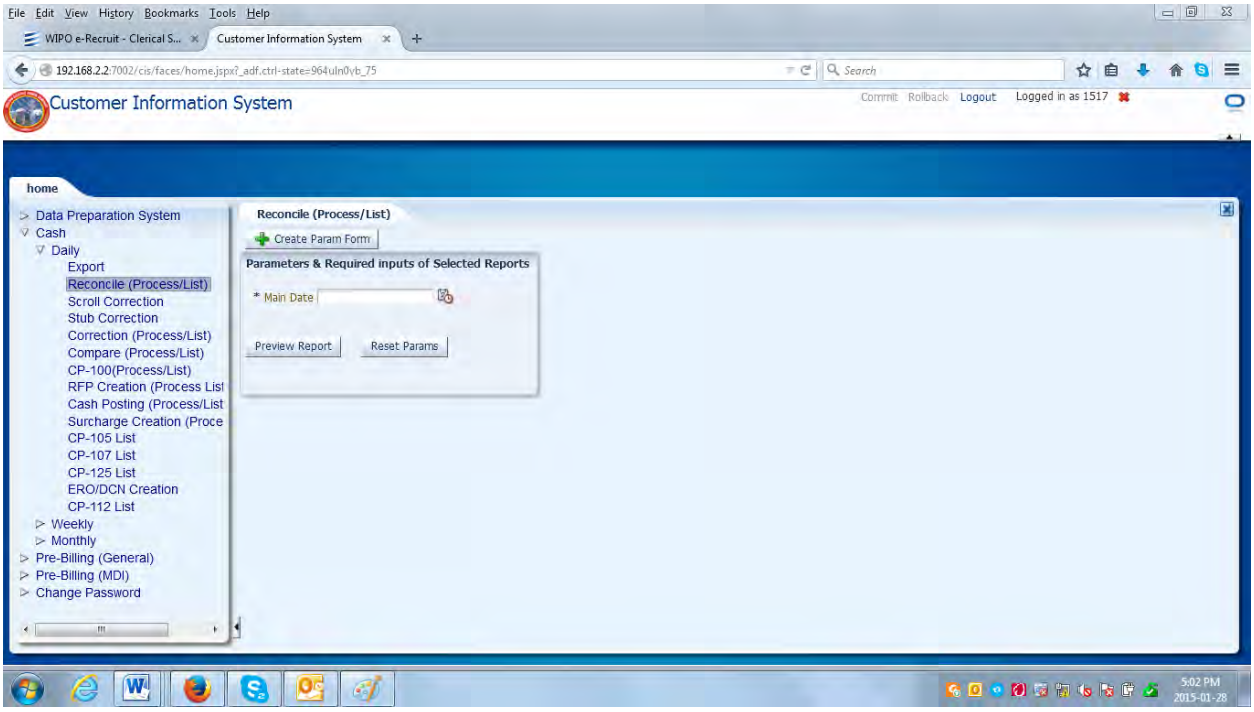
Step 2: Click on Cash.

Step 3: Click on Daily.

Step 4: Click on **"Cash Reconciliation**" List on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Main Date e.g. "01/27/20015" Format "MM/DD/YYYY"

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

PROCESS DATE: 23/12/2014 3:47:39PM CASH RECONCILIATION LIST (NORMAL COMPLETE) PAGE NO: 1

MAIN DATE: 17/12/2014

Pay #	REFERENCE NO	R/U	SCRL	BANK DUE-DATE	PAY-DATE	AMOUNT DUE	AMOUNT PAID	Messages
PK= 171243542			1	03123	16/12/2014		Scroll ID 1,901	
170050158	29 15123 0128303	U				B 0	10,853	
170050159	29 15123 0175004	U				B 0	1,085	
170050160	02 15123 0167300	U				B 0	60	
170050161	29 15123 0167400	U				B 0	2,192	
PK= 171243542	Scroll No	1	Computer = 14190			Bank = 14190	Scroll ID 1,901	Reconciled -
16/12/2014	DATE TOTALS ------>			14190				
03123	BANK TOTALS ------>			14190				
PK= 171243543			1	01001	17/12/2014		Scroll ID 1,902	
170050162	29 15174 0461112	U				B 0	11,809	NOT FOUND
170050163	29 15174 0962402	U				A 0	350	NOT FOUND
170050164	20 15174 7978600	U				B 0	195	NOT FOUND
170050165	29 15174 1268653	U				B 0	9,377	NOT FOUND
170050166	20 15171 8189800	U				B 0	1,479	NOT FOUND
PK= 171243543	Scroll No	1	Computer = 23210			Bank = 23210	Scroll ID 1,902	Reconciled -
17/12/2014	DATE TOTALS ------>			23210				
01001	BANK TOTALS ------>			23210				
PK= 171243544			1	01057	17/12/2014		Scroll ID 1,903	
170050167	05 15171 5760900	U				B 0	4,406	NOT FOUND
170050168	06 15171 5908000	U				B 0	1,844	NOT FOUND
170050169	06 15171 5908200	U				B 0	125	NOT FOUND
170050170	05 15171 5788900	U				B 0	189	NOT FOUND
170050171	05 15171 5789000	U				B 0	353	NOT FOUND
170050172	05 15171 5788600	U				B 0	1,557	NOT FOUND
170050173	29 15174 0338800	U				M 0	10,875	NOT FOUND
170050174	01 15171 5148600	U				M 0	1,600	NOT FOUND
170050175	29 15174 0132714	U				M 0	29,044	NOT FOUND
170050176	29 15174 0955500	U				B 0	735	NOT FOUND
170050177	17 15113 2347300	U				A 0	9,644	
PK= 171243544	Scroll No	1	Computer = 60372			Bank = 60372	Scroll ID 1,903	Reconciled -
17/12/2014	DATE TOTALS ------>			60372				

5.7. CORRECTION (PROCESS/LIST)

After completion of reconcile correction, all work sheets are compiled and numbered properly. These worksheets are sent to Data Entry Section for entry purpose. After entry of all work sheets, proof list of cash correction is obtained from the machine room. Proof list of cash correction is checked with the reconcile list and not from worksheets.

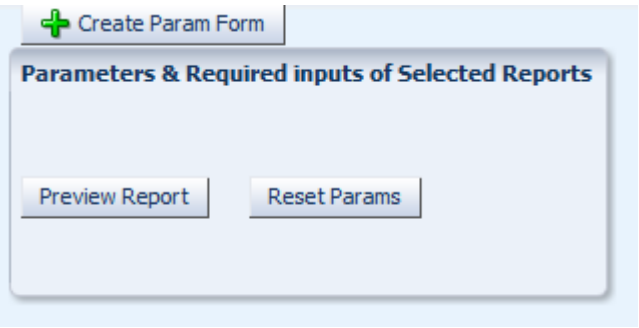
5.8. CORRECTION (PROCESS/LIST) STEPS

Step 1: Click on Left pan of tree.

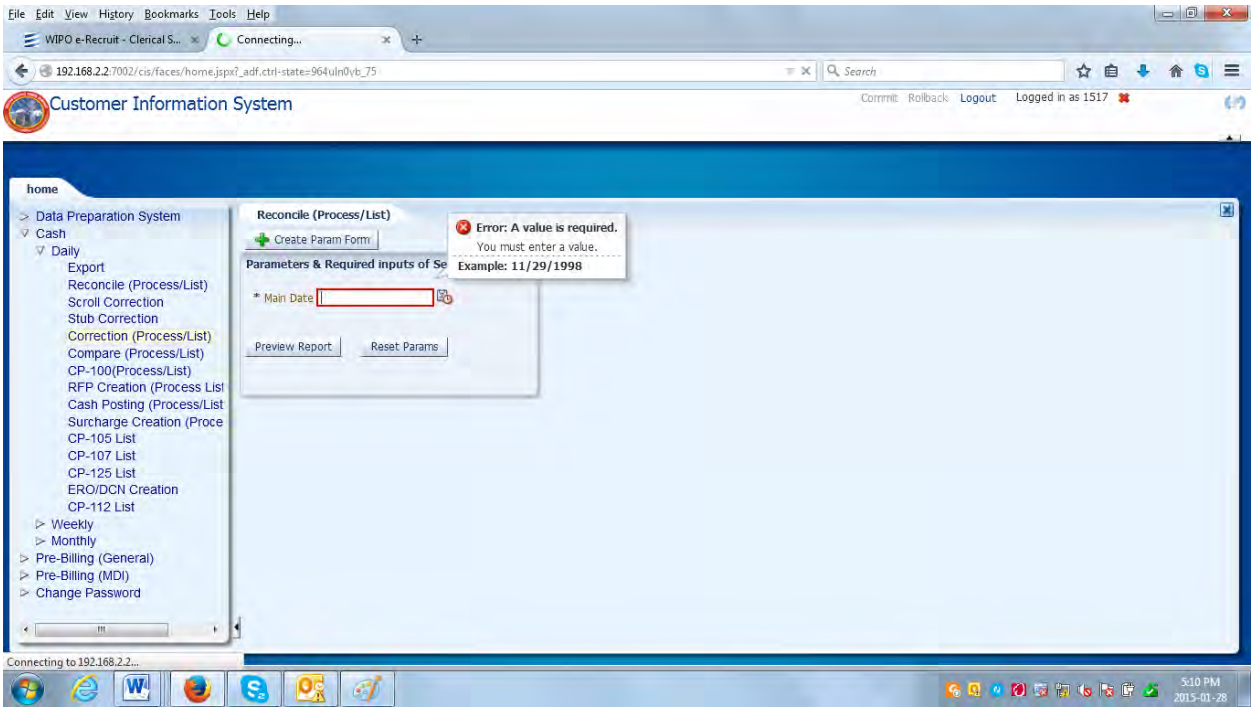
Step 2: Click on Cash.

Step 3: Click on Daily.

Step 4: Click on **"Correction (Process/List)**" List on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Main Date e.g. 'MM/DD/YYYY'

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form

Date 13-Jan-15 **DATA EDITING OF CASH CORRECTION MAIN DATI** 23/12/2014 Page 1 of 2

Sr#	Pay# B	Scrl-ID X or Y	Bch E	C-T D	SDiv F	Cons-No G	B-Code K	Payment J	Pay-Date I	Code K	Line-No C	Scroll-Total L	Error Messages
1	170370561	171243866	03		15174	4587800		9759		a			
2	170056191	171243880						1703		c			
3	170055939	171243866								d			
4	170370563	171243866	01		15171	5055900		10000		a			
5	170370562	171243866	27		15172	0580701		5811		a			
6	170370565	171243866	28		15173	0793101		4090		a			
7	170056190	171243880						269		c			
8	170054936	171243820						1580		C			
9		171243818								C		112,287.00	
10		171243833								C		83,985.00	
11		171243855					08008			C			

5.9. COMPARE (PROCESS/LIST)

When all the corrections on cash correction list are error free, cash compare list is requested. Cash corrections are posted on original cash files in this step and data is updated through this step. It must be ensured that

Total after correction records = Total records on reconcile list + Additions – Deletions

Of compare list

This equation ensures the updating of correct file. All exception messages on cash compare list are to be checked 100% from the exception stubs and no exception message should be ignored. It must be ensured that there is no any mismatching of scroll total with the computed total. If there is any mismatched scroll, it must be got corrected as per reconcile procedure. The message "Why updating rejected" indicates that although paid amount and due amount is equal, the amount is being updated. Such cases need complete scrutiny by Data Control Supervisor. However, this may be due to wrong tick on stub, entry omission in

reconcile list in amended bill or entry of incorrect reference number. This message is got removed by deleting record first and then making addition in the same compare.

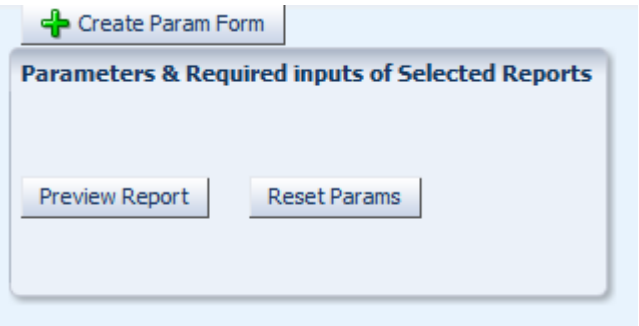
5.10. CASH COMPARE LIST STEPS

Step 1: Click on Left pan of tree.

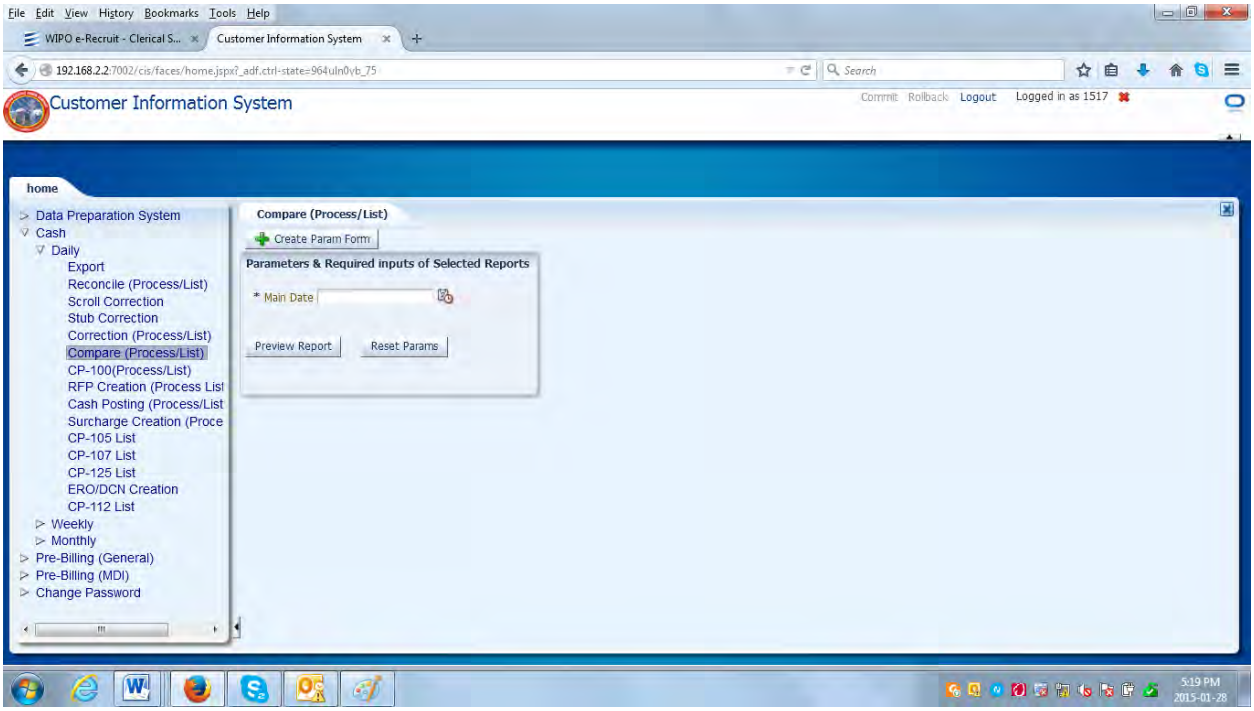
Step 2: Click on Cash.

Step 3: Click on Daily.

Step 4: Click on **"**CASH COMPARE LIST**"** on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Main Date e.g. 'MM/DD/YYYY'

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

PROCESS DATE: 02/01/2015 10:22:17AM

CASH COMPARE LIST
MAIN DATE: 23/12/2014

PAGE NO: 1

Sr #	A/C	SCROLL ID	SCROLL PK	SC#	BANK	PAY-DATE	AMOUNT	Messages
		Corrections (scrolls)						
1	C		171243818	1	04067	23/12/2014	122,287.00 112,287.00	
2	C		171243833	1	20347	23/12/2014	83,983.00 83,985.00	
3	C		171243854	1 1	08006 08008	23/12/2014	22,051.00	
4	C		171243855	2 2	08006 08008	23/12/2014	42,452.00	

5.11. CP-100(PROCESS/LIST)

After passing through cash reconcile / correction / compare and circle wise separation steps successfully, CP-100 list is requested. In this process CORRECTED-FILE generated in Cash Compare is used as input. CP-100 is the final list of all stubs in a scroll. CP-100 must be checked 100% before submitting the cash posting. CP-100 is checked through CP-99s. All totals on CP-100 should be checked with CP-99s and in case of difference individual scroll's entries should be examined. Statistics at the end of CP-100 must be checked with the statistics of final compare list.

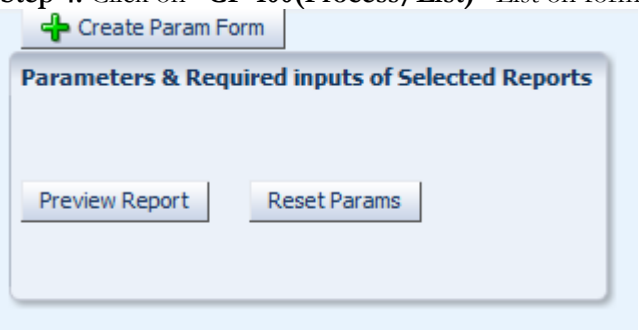
5.12. CP-100(PROCESS/LIST) STEPS

Step 1: Click on Left pan of tree.

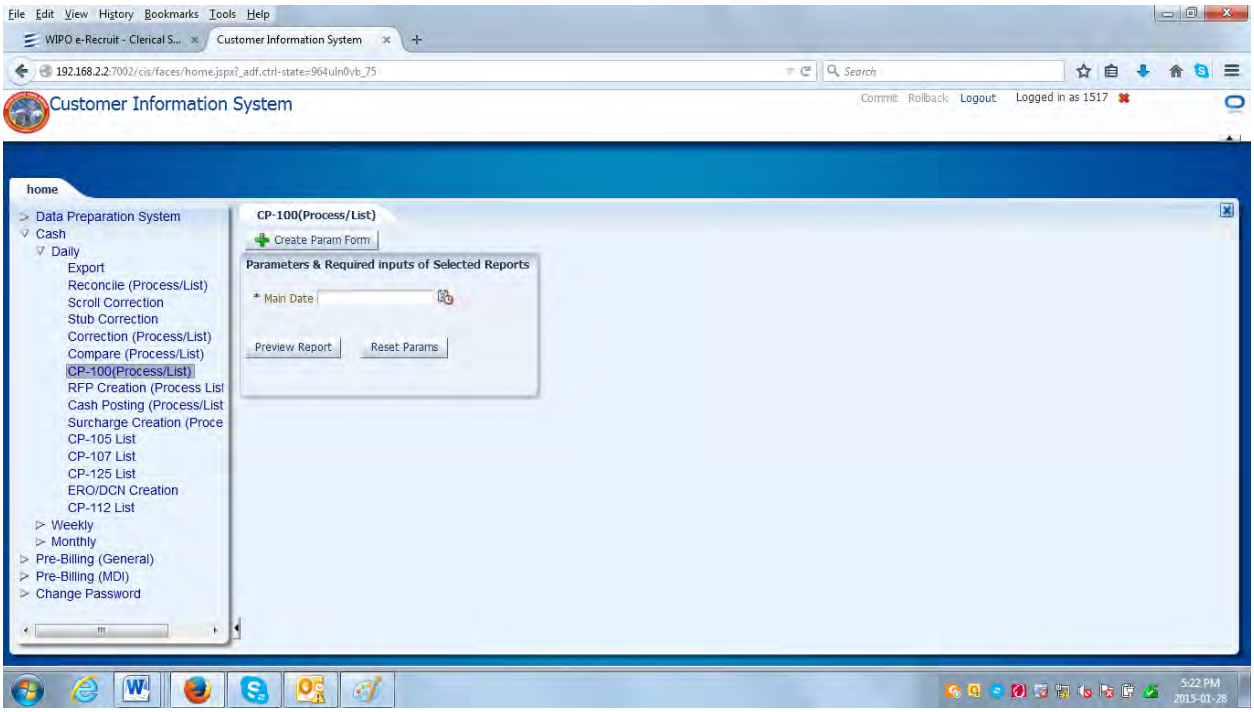
Step 2: Click on Cash.

Step 3: Click on Daily.

Step 4: Click on **"CP-100(Process/List)"** List on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Main Date e.g 'MM/DD/YYYY'

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

PROCESSING DATE 09/01/2015 DAILY CASH LIST (NORMAL) CP-FORM: 100
BANK DIVISION: B.ZAKRIA(MUSA PAK) 1517 MAIN DATE 23/12/2014 PAGE NO: 1

REFERENCE NUMBER	AMOUNT PAID	REFERENCE NUMBER	AMOUNT PAID	REFERENCE NUMBER	AMOUNT PAID	REFERENCE NUMBER	AMOUNT PAID
Div. 1517 B.ZAKRIA(MUSA PAK)							
Scroll Pk 171243806 Bank 01001 ABL BOSAN ROAD MULTAN			Payment Date 23/12/2014	Scroll No. 1			
6 28 15171 7110300 L R	552.00	6 03 15121 0171707 N U	418.00	6 03 15123 0331401 N U	2408.00	6 03 15117 0132500 N U	4629.00
6 02 15121 0091400 N U	1574.00	6 28 15174 1352300 L R	14100.00	6 07 15174 5100100 R	877.00	6 04 15171 5597800 L R	382.00
6 03 15174 4524900 E R	1979.00	6 03 15174 4510600 L R	12603.00				
Stub total	6 R	4 U		10 T	CP-99 amount	39522.00 Difference	0
Scroll total	30493.00 R	9029.00 U		39522.00 T			
Stub total	6 R	4 U		10 T			
Pay Dt total	30,493.00 R	9,029.00 U		39,522.00 T			
Stub total	6 R	4 U		10 T			
Bank total	30,493.00 R	9,029.00 U		39,522.00 T			
Scroll Pk 171243805 Bank 01003 ABL DEHLI GATE MULTAN			Payment Date 16/12/2014	Scroll No. 1			
6 01* 15131 0065200 R	683.00	6 01* 15131 0065300 R	620.00	6 01* 15131 0065400 R	165.00	6 02* 15131 0108100 R	56.00
6 02* 15131 0108401 R	124.00	6 02* 15131 0108000 R	281.00	6 01* 15131 0029000 R	207.00	6 01* 15131 0029600 R	216.00
6 01* 15131 0025402 R	775.00	6 01* 15131 0026004 R	773.00	6 01* 15131 0029500 R	661.00	6 01* 15131 0029700 R	1018.00
6 01* 15131 0039101 R	456.00	6 01* 15131 0039300 R	247.00	6 02* 15131 0088400 R	1211.00		
Stub total	15 R	0 U		15 T	CP-99 amount	7493.00 Difference	0
Scroll total	7493.00 R	U		7493.00 T			
Stub total	15 R	0 U		15 T			
Pay Dt total	7,493.00 R	U		7,493.00 T			
Scroll Pk 171243863 Bank 01003 ABL DEHLI GATE MULTAN			Payment Date 23/12/2014	Scroll No. 1			
6 08 15122 0722501 N U	676.00	6 08 15122 0716602 N U	2844.00	6 08 15122 0721603 N U	26.00	6 08 15122 0710900 N U	118.00
6 04 15122 0407401 N U	847.00	6 04* 15133 0238700 R	1542.00	6 03 15172 2205500 L R	2200.00	6 04 15122 0369900 N U	286.00
6 04 15122 0369901 N U	12.00	6 04 15122 0370401 N U	461.00	6 08 15122 0722600 N U	1725.00	6 04 15122 0370400 N U	603.00
6 08 15122 0728301 N U	1409.00	6 08 15122 0728300 N U	3787.00	6 08 15122 0722700 N U	2346.00	6 08 15122 0715501 N U	962.00
6 08 15122 0715500 N U	491.00	6 04 15122 0389303 N U	668.00	6 04 15122 0389301 N U	1041.00	6 08 15122 0724800 N U	768.00
Stub total	2 R	18 U		20 T	CP-99 amount	22812.00 Difference	0
Scroll total	3742.00 R	19070.00 U		22812.00 T			

5.13. CIRCLE WISE SEPARATION:

After this, Data Section Officer performs the circle wise separation on cash corrected file to generate a circle wise list and ready for posting (RFP) file. In this process, records having same reference numbers, payment date, bank code and card type are declared duplicate records and are listed. If any correction is required, it is made in the cash correction file and cash compare step is repeated.

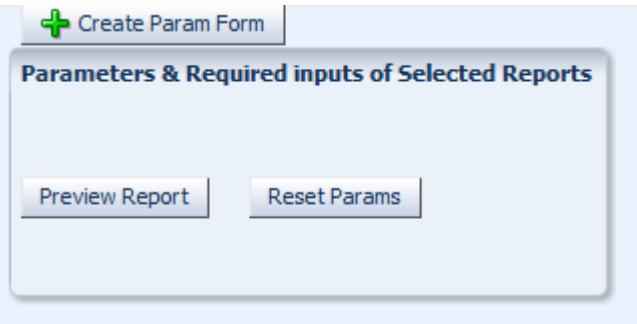
5.14. CIRCLE WISE SEPARATION STEPS

Step 1: Click on Left pan of tree.

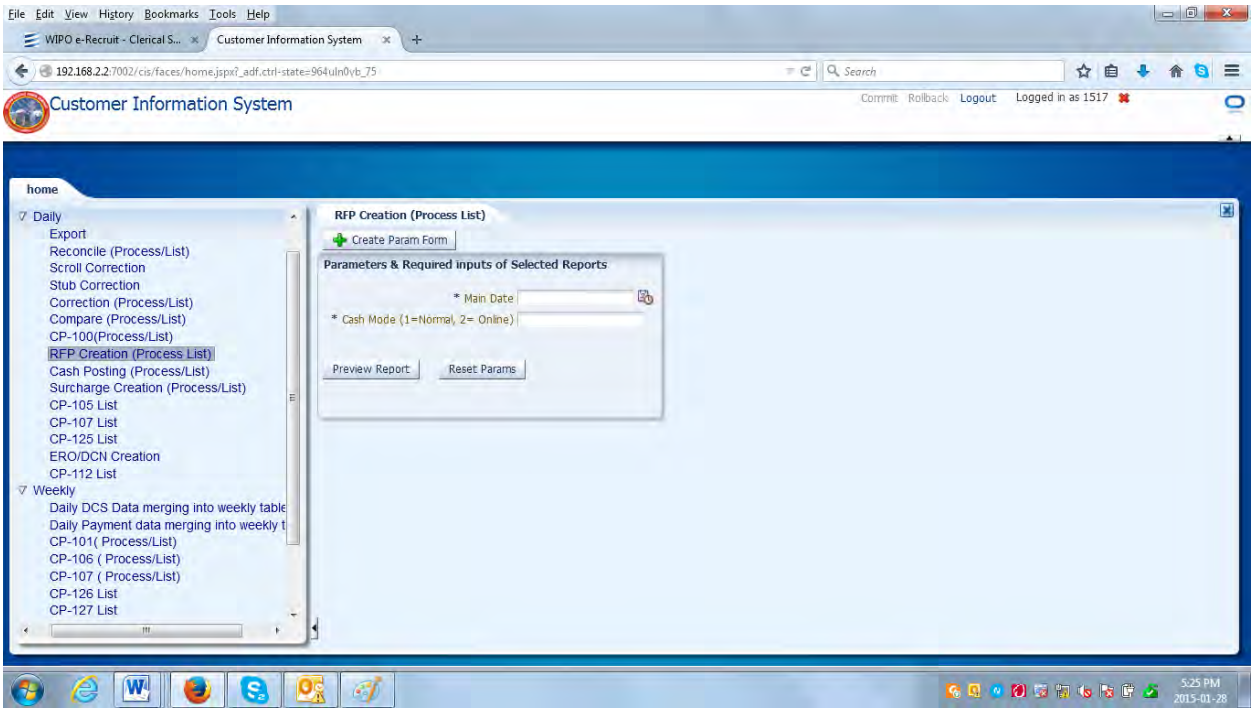
Step 2: Click on Cash.

Step 3: Click on Daily.

Step 4: Click on **"RFP Creation Process"** List on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Main Date e.g. 'MM/DD/YYYY' and enter cash mode **1** for normal and **2** for Online

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

PROCESS DATE: 14/01/2015

CASH COLLECTED SUMMARY
MAIN DATE: 05/12/2014

PAGE NO: 1

CIRCLE	<------ Grand -Totals ------->		<--------- Industrial --------->		<-------- Wapda Emp. ------->		<--------- RCO --------->		<--------- Inst. RCO --------->		<--------- Inst. COM --------->	
	Amount	Records	Amount	Records	Amount	Records	Amount	Records	Amount	Records	Amount	Records
Cir:	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Rgn:	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Grand	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0

5.15. CASH POSTING (PROCESS/LIST):

During Cash Posting process, payments are posted against the consumer accounts (closing balances) which are updated accordingly. The closing balances are updated according to current month/previous month balance which are selected on the basis of payment date and paid amount. Un-identified payment and RCO payments are posted against Others-Charges only. Un-identified payment is written on Residual File along with Misc.-File. The following components priority is observed in the cash posting process.

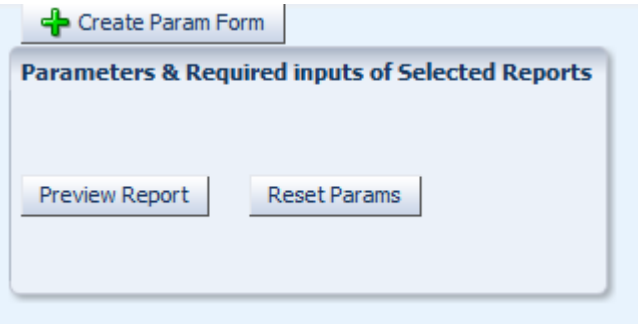
5.16. Cash Posting (Process/List) STEPS

Step 1: Click on Left pan of tree.

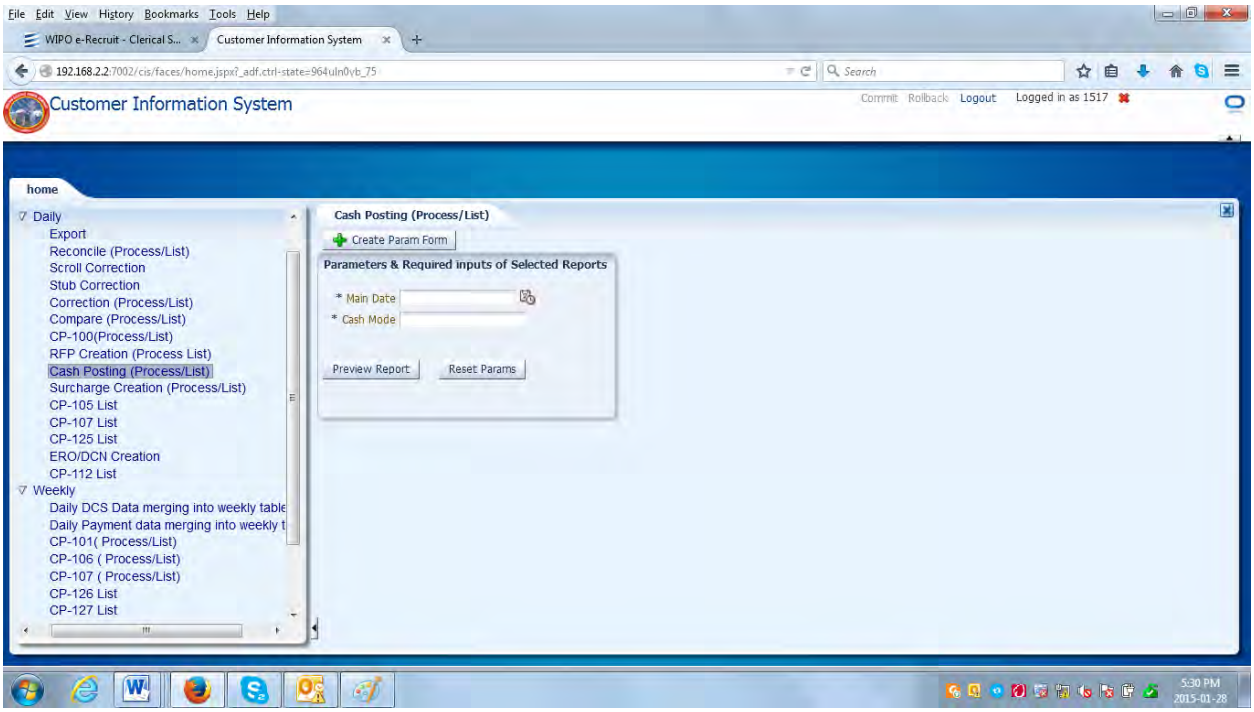
Step 2: Click on Cash.

Step 3: Click on Daily.

Step 4: Click on **"Cash Posting (Process/List**))**"** List on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Main Date e.g. 'MM/DD/YYYY' and enter cash mode **1** for normal and **2** for Online

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

PROCESS DATE: 13/01/2015 CASH POSTING SUMMARY MAIN DATE: 05/12/2014 ONLINE ITANIUM PAGE NO: 1

Bat	Cons	Others E-Tax	I-Tax F-Tax	G-S-T DSSUR	E-Duty ITS	NJ-Sur UOSUR	EQ-Sur	P-T-V	Lp-Sur	S-Tax	Inst-RCO	Total
01	12	61,961.15 0.00	690.00 0.00	10,090.00 551.06	814.35 0.00	603.44 0.00	0.00	1,015.00	5,836.00	0.00		81,561.00
02	21	83,244.38 0.00	0.00 19.00	11,486.00 739.27	629.41 0.00	555.94 0.00	0.00	1,810.00	4,970.00	0.00		103,454.00
03	14	44,145.63 -640.00	500.00 185.00	3,296.00 450.04	267.47 0.00	265.86 0.00	0.00	515.00	1,801.00	0.00		50,786.00
04	31	140,953.35 0.00	1,800.00 38.00	12,056.00 636.02	976.53 0.00	610.66 0.00	0.00	1,111.00	5,831.00	177.44		164,190.00
05	25	125,760.29 0.00	2,975.00 -333.00	9,657.00 1,111.20	589.40 0.00	940.89 0.00	0.00	1,190.00	5,307.00	-1,236.78		145,961.00
06	29	89,821.93 0.00	0.00 13.00	10,670.00 401.70	915.68 0.00	608.05 0.00	0.00	630.00	5,712.00	32.64		108,805.00
07	20	42,840.48 0.00	126.00 0.00	7,366.00 672.30	697.80 0.00	626.42 0.00	0.00	1,015.00	4,688.00	0.00		58,032.00
08	23	29,020.10 0.00	0.00 1.00	8,032.00 674.70	689.48 0.00	519.72 0.00	0.00	2,205.00	4,777.00	0.00		45,919.00
09	44	101,640.11 0.00	1,510.00 68.00	16,996.00 1,386.00	1,431.92 0.00	1,044.98 0.00	0.00	2,135.00	10,084.01	194.98		136,491.00
10	62	251,707.41 0.00	700.00 38.00	26,991.00 2,039.75	2,452.39 0.00	1,469.36 0.00	0.00	3,010.00	14,655.00	185.09		303,248.00
11	57	162,887.78 0.00	2,460.00 95.00	23,354.00 1,833.00	2,120.98 0.00	1,383.01 0.00	0.00	2,940.00	12,274.00	395.23		209,743.00
12	73	240,904.23 1,524.00	6,956.00 515.00	44,784.00 3,043.80	3,400.35 0.00	2,157.48 0.00	0.00	3,410.00	19,596.13	3,164.01		329,455.00
13	113	338,330.65 41.00	6,557.00 583.00	48,998.00 5,183.84	6,557.95 0.00	3,038.37 0.00	0.00	5,510.00	26,806.00	2,291.19		443,897.00
14	171	333,089.39 0.00	6,860.00 393.00	53,300.00 5,501.98	4,663.66 0.00	3,107.55 0.00	0.00	6,810.00	12,237.00	1,737.42		427,700.00
15	4725	8,454,070.10 48,365.00	317,205.00 23,784.00	1,589,864.00 189,943.43	130,069.66 0.00	85,674.73 0.00	0.00	156,307.00	192,151.00	43,377.08		11,230,811.00
16	556	825,289.76 3,709.00	28,802.00 2,418.00	149,350.00 20,471.13	11,978.81 0.00	8,435.86 0.00	0.00	18,390.00	11,055.00	2,974.44		1,082,874.00
17	389	484,889.25 708.00	5,400.00 420.00	92,155.00 11,966.02	7,910.22 0.00	5,564.50 0.00	0.00	12,835.00	11,556.00	1,518.01		634,922.00
18	424	743,274.65 1,097.00	7,337.00 405.00	132,934.00 17,258.12	11,156.88 0.00	7,289.77 0.00	0.00	14,795.00	10,133.00	1,436.58		947,117.00
19	297	362,011.66 0.00	2,050.00 143.00	104,802.00 9,332.46	8,978.63 0.00	5,344.93 0.00	0.00	10,185.00	10,780.00	644.32		514,272.00

5.17. SURCHARGE CASES:

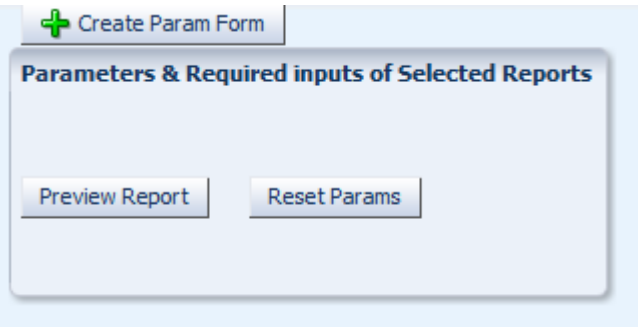
The bill issued to the consumer for example heaving B=01 for the month of 02/2015 have a due date 20-02-2015. When cash of 20-02-2015 is posted, it check from the billing schedule table about the batch have due date equal to cash posting date. The all consumers of selected batch are processed for checking is levied. If partial payment is made the surcharge levied is work out for remaining.

Step 1: Click on Left pan of tree.

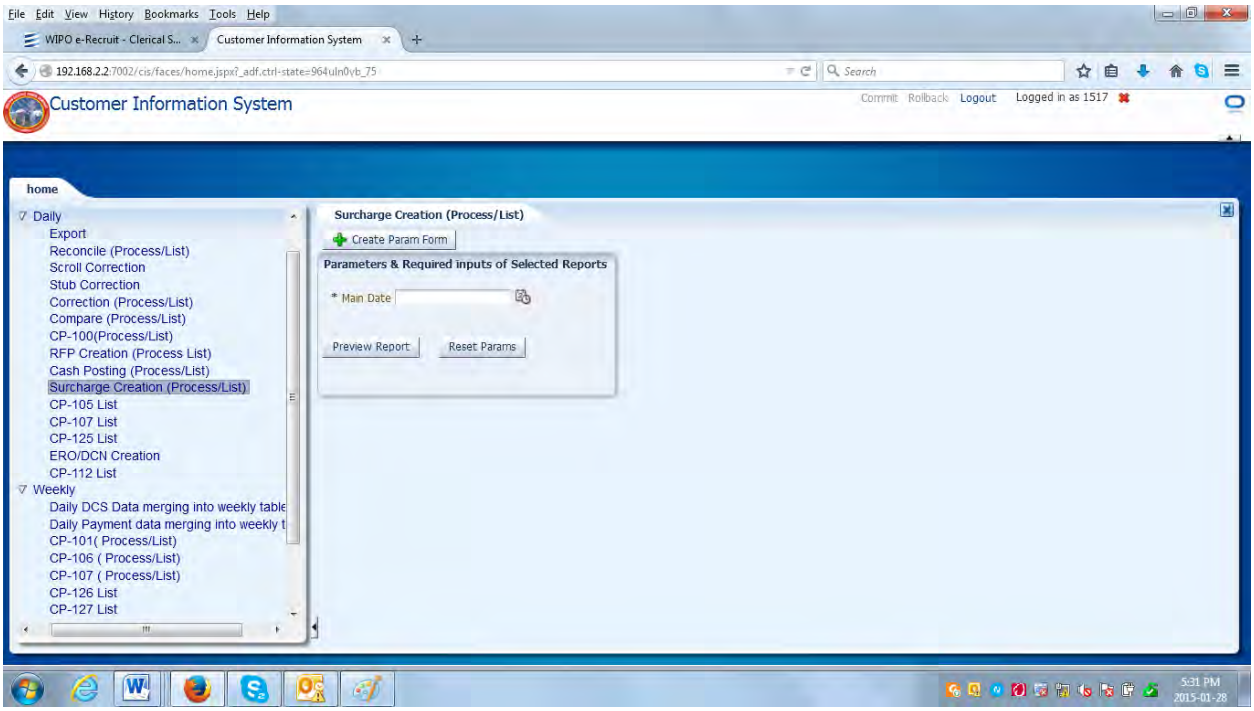
Step 2: Click on Cash.

Step 3: Click on Daily.

Step 4: Click on **"Surcharge CASES"** List on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Main Date e.g 'MM/DD/YYYY'

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

PROCESS DATE: 14/01/2015

SURCHARGE LEVIED SUMMARY
MAIN DATE: 03/12/2014

PAGE NO: 1

Batch	Surcharge	Batch	Surcharge	Batch	Surcharge	Batch	Surcharge	Batch	Surcharge
Division: 1513									
13	129652								
Divisional total	129652								
Division: 1517									
13	234321								
16	1270								
Divisional total	235591								
Grand total	365243								

5.18. LIST OF CONSUMERS ISSUED DCNS (CP-112)

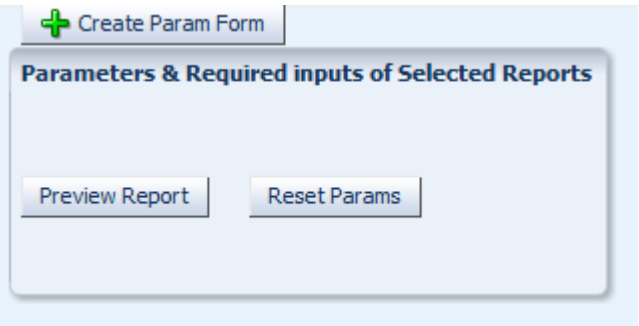
It is the list of all those consumers who are issued DCNs. Check the billing month printed on the list. The statistics (i-e Total number of DCNs) must be verified from the serial number of last DCN bill.

Step 1: Click on Left pan of tree.

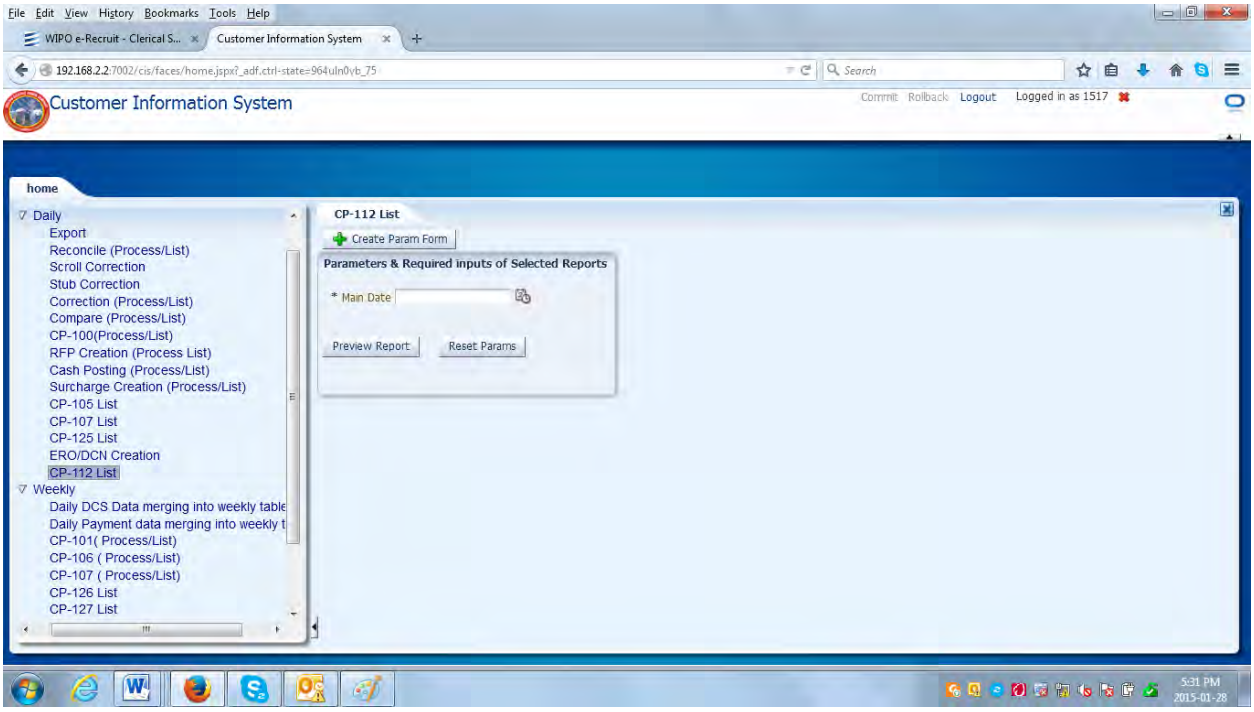
Step 2: Click on Cash.

Step 3: Click on Daily.

Step 4: Click on **"CP 112N**: List on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Main Date e.g 'MM/DD/YYYY'

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

Batch 15
S-Div. 15131

LIST OF CONSUMERS ISSUED DISCONNECTION NOTICES
issued on:

CP-FORM 11
Page 1 of

Reference No.	name and address	tariff	Notice No.	Due Date Issue Date	<----amount due----> E.D	SUR.	Total	Action Date	Remarks if no Action
0992500	ABDUL GHAFOOR S/O GHULAM MUHAMMAD H.NO.220 MTN	04	1	05/12/2014	1.09	17	676.00		
0996800	MUHAMMAD SHAFIQ H 1 INSIDE PAK GATE MTN	04	2	05/12/2014	7.43	50	764.00		
1029600	ABOU UL HASSAN S.NO.1689-7H INSIDE PAK GAT MTN	04	3	05/12/2014	14.41	96	1,578.00		
1014507	MUHAMMAD RAMZAN S-O KARIM BUX AL KARIM MARKEET SARAFA BAZAR MTN	01	4	05/12/2014	13.08	61	1,142.00		
0988000	MST FAZAL BIBI W/O HAJI MUHAMMAD SIDDIQUE GALI SHAHDAN WALI PAK GATE MULTAN	04	5	05/12/2014	30.65	202	3,050.00		
0992504	MOHAMMAD SHEHZAD S/O GHULAM JILANI SIDDIQI MARKET SHOP NO.2 MTN	04	6	05/12/2014	4.05	18	575.00		
0998300	SYED GHULAM MOHEY UD DIN H 155 I-S PAK GATE MTN	04	7	05/12/2014	13.15	88	1,516.00		
1015101	MUNAWAR EHSAN QURESHI S-O HAJI AHSAN QURESHI ANDRON PAK GATE MTN	01	8	05/12/2014	9.86	66	895.00		
1045205	SHAHID HUSSAIN S/O NOOR MUHAMMAD W 8 MOHALLA PONGRA MTN	04	9	05/12/2014	29.91	199	3,089.00		

5.19. . CP-107 UN-IDENTIFIED CASH LIST:

This is a progressive report with full information of un-identified cash and identified cash posted through CP-139 transaction type "1" and un-identified deleted cash through CP-139 transaction type "2". Following checks are implemented:-

Check week ending date as DD-MM-CCYY.

Un-identified cash of CP-107 must be equal to the sum of un-identified cash of all main dates of the week.

Identified cash of weekly CP-107 must be equal to total cash posted through CP-139 transaction type "1" during the week.

Deleted cash must be equal to the total cash deleted through CP-139 transaction type "2" during the week.

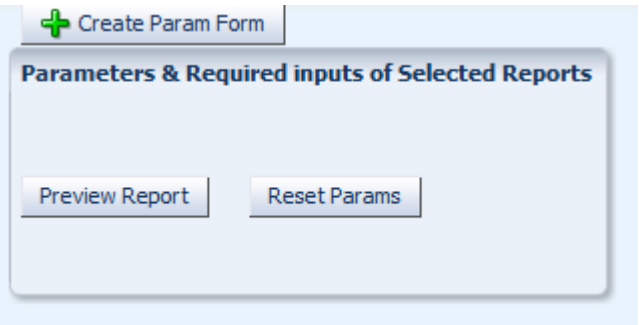
- Previous progressive balance of CP-107 must be equal to the new progressive balance of last week CP-107.
- New progressive balance = Previous progressive balance + Un-identified cash – Identified cash – Deleted cash.

Step 1: Click on Left pan of tree.

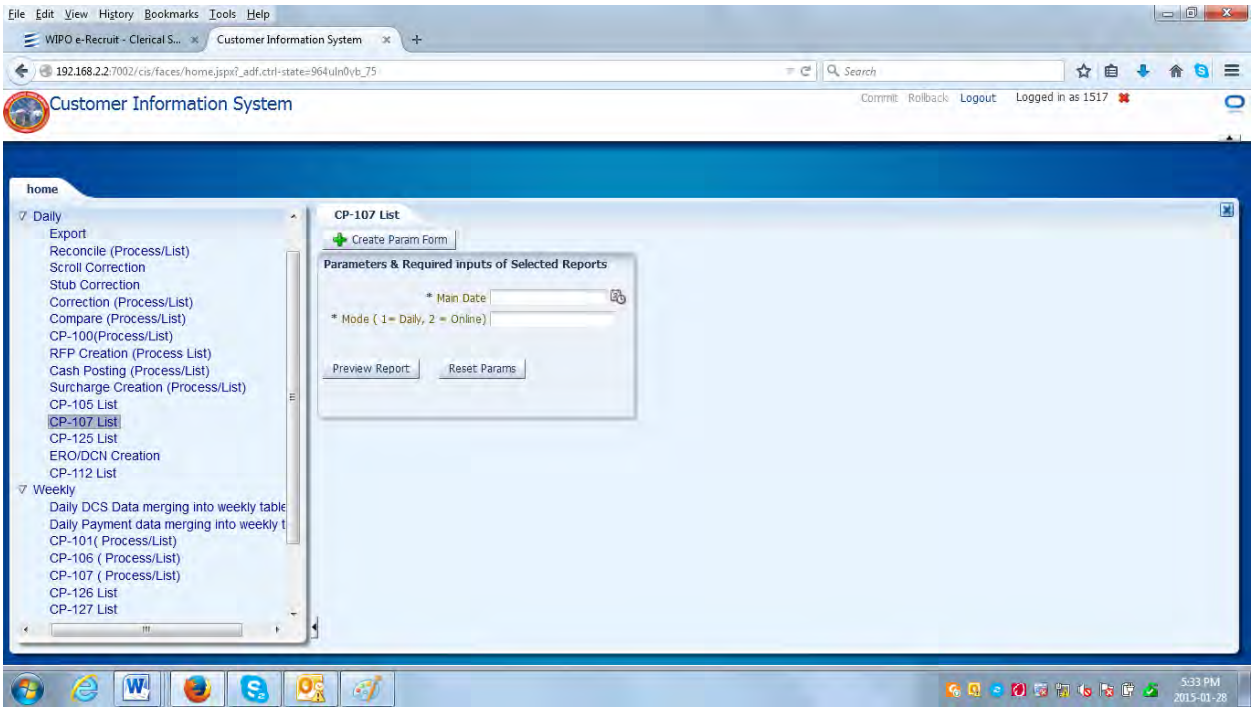
Step 2: Click on Cash.

Step 3: Click on Daily.

Step 4: Click on **"CP-107 LIST**: List on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Main Date e.g 'MM/DD/YYYY'

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

6. Weekly Cash Payment Process

As per commercial procedure Monday through Saturday is a week and Saturday or any last working day of the week is considered the week ending day. After the cash posting of the week ending day, weekly reports are processed. Following are the weekly reports:-

1. CP-101 Weekly cash collection book by bank branches.
2. CP-106 Weekly cash posted summary.
3. CP-107 Weekly un-identified cash list.
4. CP-126 Weekly list of cash received on behalf of other divisions.
5. CP-127 Weekly list of cash posted on behalf of other divisions.
6. CP-134 Weekly inter-office transactions.

6.1. CP-101 WEEKLY CASH COLLECTION BOOK BY BANK BRANCHES.

This output is prepared weekly in which all the cash collected in the week as shown in CP-100 daily is reflected. It is detail of all scrolls totals, processed during the week. These scrolls are shown date wise. It is sorted on bank branches in the sub division. Following checks are implemented to ensure accuracy:-

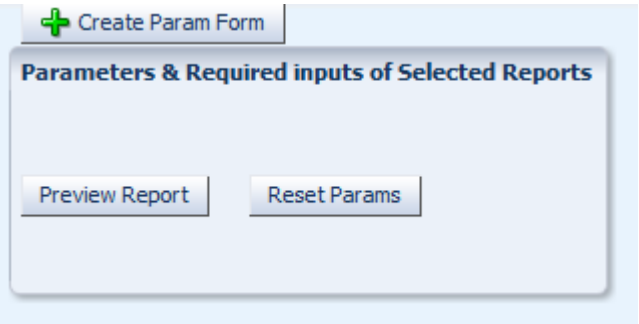
- Check week ending date as DD-MM-CCYY.
- Division wise total collection of CP-101 must be equal to the division wise total cash of CP-100 of all the dates existing in the week as per cash register.
- Region total of CP-101 must be equal to the total calculated cash of CP-100 of all the main dates existing in the week as per cash register.
- Progressive total for the month must be equal to the total calculated cash of CP-100 of all main dates posted up to the week ending as per cash register.

Step 1: Click on Left pan of tree.

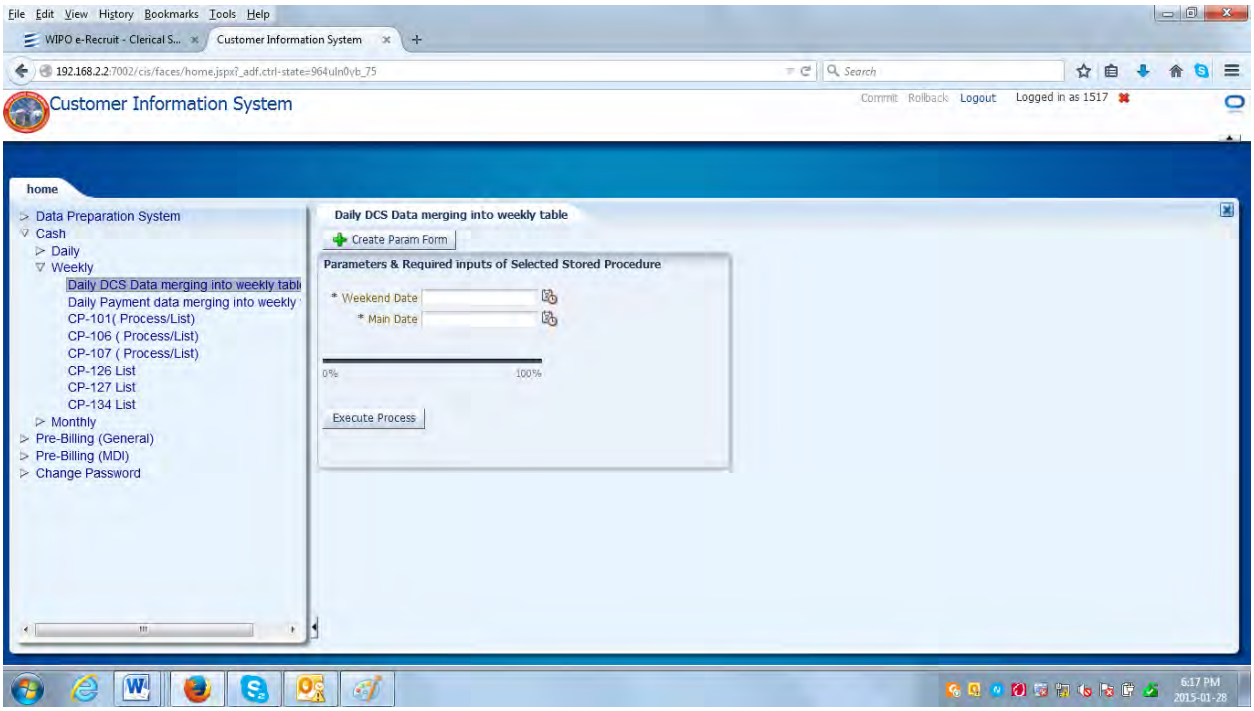
Step 2: Click on Cash.

Step 3: Click on **weekly**.

Step 4: Click on **"CP-101 LIST**: List on form



Step 5: Click on "Create Param Form"



Step: 6 Enter **Main Date** e.g 'MM/DD/YYYY' and **Weekend Date**

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

PROCESSING DATE 09/01/2015 WEEKLY CASH COLLECTION BOOK BY BANK BRANCHES CP-101
BANK DIVISION 1517 W/E 23/12/2014 Page No. 1

Payment Date			scroll No	scroll Amount	<----Progressive total <----> Daily	For the week	For the month	Negative Total
15171	01001	ABL BOSAN ROAD MULTAN				Total for the last week	0	
23/12/2014			1	39522	39522	39522	39522	0
Bank Total(R)				30493	30493	30493	30493	
Bank Total(U)				9029	9029	9029	9029	
Bank Total				39522	39522	39522	39522	0
15173	01003	ABL DEHLI GATE MULTAN				Total for the last week	0	
16/12/2014			1	7493	7493	7493	7493	0
23/12/2014			1	22812	22812	30305	30305	0
23/12/2014			2	19347	19347	49652	49652	0
Bank Total(R)				11730	11730	11730	11730	
Bank Total(U)				37922	37922	37922	37922	
Bank Total				49652	49652	49652	49652	0
15173	01030	ABL CHOWK RASHID ABAD				Total for the last week	0	
23/12/2014			1	61688	61688	61688	61688	0
23/12/2014			2	132920	132920	194608	194608	0
Bank Total(R)				180888	180888	180888	180888	
Bank Total(U)				13720	13720	13720	13720	
Bank Total				194608	194608	194608	194608	0
15173	01036	ABL BOHAPUR KWL RD MTN				Total for the last week	0	
23/12/2014			1	72468	72468	72468	72468	0
23/12/2014			2	696	696	73164	73164	0
Bank Total(R)				66758	66758	66758	66758	
Bank Total(U)				6406	6406	6406	6406	
Bank Total				73164	73164	73164	73164	0
15171	01057	ABL GULGASHT COLY BR MULTAN				Total for the last week	0	

6.2. CP-106 WEEKLY CASH POSTED SUMMARY

This is a weekly report in which posted cash of a sub division is listed batch wise. This list also shows un-identified cash, reconnection cash, cost of meter installment and postings made by other divisions. It gives component wise detail of all the cash posted during a week. Following checks are implemented to check the accuracy:-

- Check week ending date as DD-MM-CCYY.
- Grand total of CP-106 must be equal to the region total of CP-101 and also sum of total cash of all the main dates existing in the week as per register.

-	Total cash posted to own division of CP-106 + Total cash posted to other divisions of CP-106	=	Total General cash posted + Total Industrial cash posted during the week as per cash register.
-	Total cost of Meter on CP-106	=	Total cost of Meter posted during the week as per

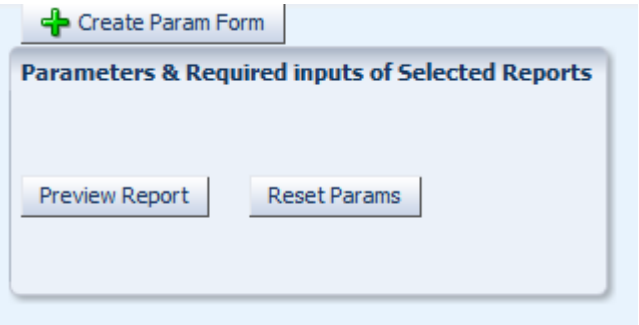
			register
-	Total RCO posted to own division of CP-106 + total RCO posted to other divisions CP-106	=	Total RCO cash posted during the week as per register
-	Total un-identified cash CP-106	=	Total of un-identified cash during the week as per register
-	Component wise cash posted to other divisions of CP-106.	=	Component wise total of CP-126 and CP-127.

Step 1: Click on Left pan of tree.

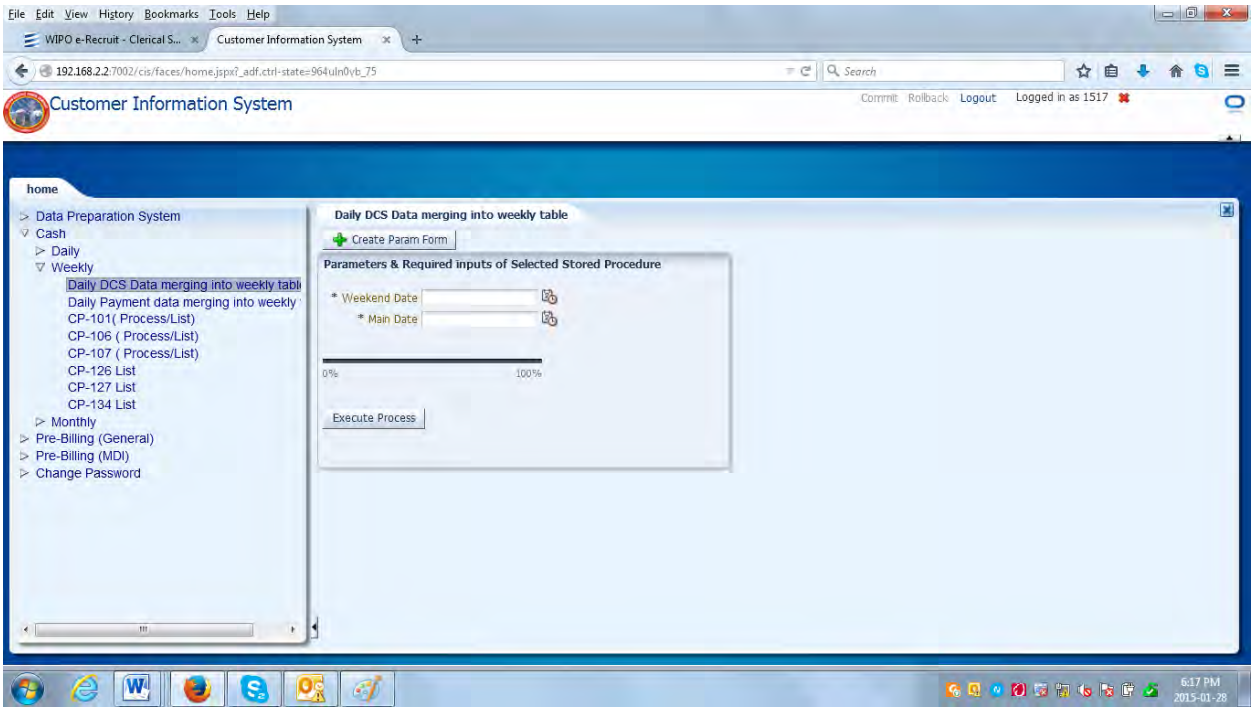
Step 2: Click on Cash.

Step 3: Click on **weekly**.

Step 4: Click on **"CP-106 LIST**: List on form



Step 5: Click on "Create Param Form"



Step: 6 Enter **Main Date** e.g 'MM/DD/YYYY' and **Weekend Date**

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

PROCESSING DATE 13/01/2015 WEEKLY CASH POSTED SUMMARY CP-106
SUB DIVISION 15111 W/E 05/12/2014 Page No. 1

Batch	Ptv I-Tax	Wapda charges EQ-Sur/Dssur	Electricity Duty E-Tax/UOsur	Gen. Sales Tax F-Tax	NJ-Surcharge Tax-235B	Total 235A/Stax-2014	Sales Tax	Nor-rco Inst-Com	Inst-rco Inst-Sec	G. Total Un-identified
	<---------- Cash Posted to own division ---------->									
Sub Divisional Totals	C-sdiv 15173	B-sdiv 15111								
Total(R)	1500	234325.30	2764.79	36197	2195.69	284461.00	0	0	0	284461.00
	3465	0.00	0.00	0.00	0.00	0.00		0	0	
		3991.80	0.00			21.42				
Total(U)	48183	1960679.68	30646.35	380282	19766.90	2494821.49	0			2494821.49
	31268	0.00	12628.00	0.00	0.00	514.00				
		41015.51	0.00			10853.56				
UT										1981.00
Total	49683	2195004.98	33411.14	416479	21962.59	2779282.49	0	0	0	2781263.49
	34733	0.00	12628.00	0.00	0.00	514.00		0	0	
		45007.31	0.00			10874.98				

6.3. CP-107 WEEKLY UN-IDENTIFIED CASH LIST:

This is a progressive report with full information of un-identified cash and identified cash posted through CP-139 transaction type "1" and un-identified deleted cash through CP-139 transaction type "2". Following checks are implemented:-

- Check week ending date as DD-MM-CCYY.
- Un-identified cash of CP-107 must be equal to the sum of un-identified cash of all main dates of the week.
- Identified cash of weekly CP-107 must be equal to total cash posted through CP-139 transaction type "1" during the week.
- Deleted cash must be equal to the total cash deleted through CP-139 transaction type "2" during the week.
- Previous progressive balance of CP-107 must be equal to the new progressive balance of last week CP-107.
- New progressive balance = Previous progressive balance + Un-identified cash –

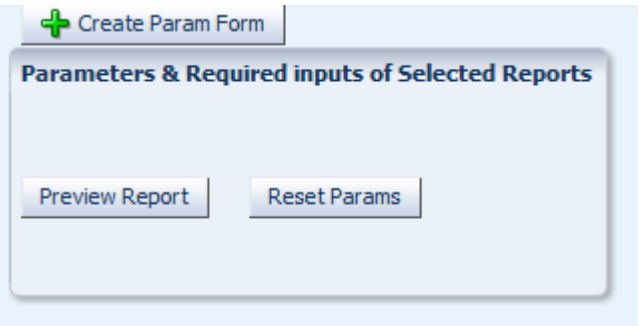
Identified cash – Deleted cash.

Step 1: Click on Left pan of tree.

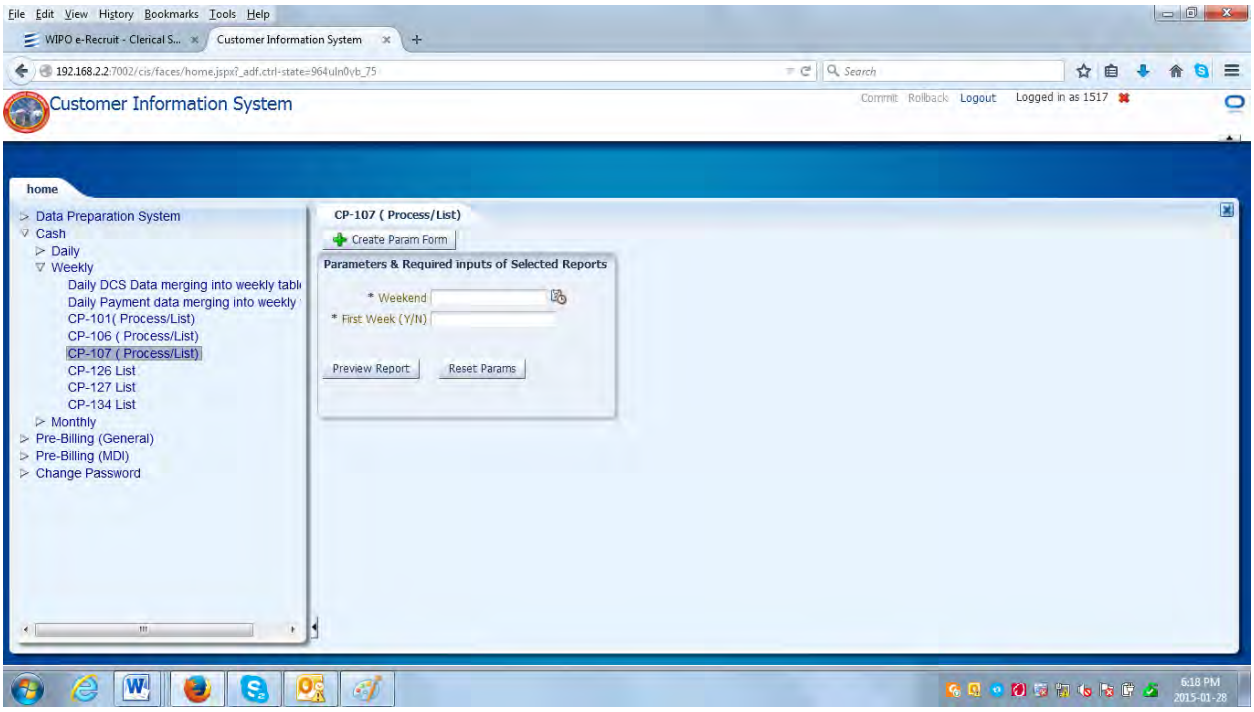
Step 2: Click on Cash.

Step 3: Click on **weekly**.

Step 4: Click on **"CP-107LIST**: List on form



Step 5: Click on "Create Param Form"



Step: 6 Enter **Main Date** e.g 'MM/DD/YYYY' and **Weekend Date**

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

PROCESSING DATE 13/01/2015
BANK DIVISION 1511

UNIDENTIFIED CASH LIST
W/E 05/12/2014

CP-107 weekly
Page No. 1

<---DEBIT--->							<---CREDIT--->				
Pay date	Bank Code	Type	Identified/ Reference No.	R/ U	Amount	Ramarks	Pay date	Bank Code	Type	Reference No. on Stub/Scroll	Amount
							02/12/2014	02139	X	05151322170901	10098.00
							02/12/2014	20368	X	19151330554900	1981.00

Total for Batch :

Divisional Totals **1511**

1.	Identified cash	0.00
2.	Deleted cash	0.00
3.	Unidentified cash	12,079.00
4.	Previous Progressive Balance	4397885.14
5.	Previous Progressive Balance (4 - 1 - 2 + 3)	4409964.14
6.	Residual totals for week end 05/12/2014	0.00
7.	Difference (5 - 6)	4409964.14

1. CP-126 WEEKLY LIST OF CASH RECEIVED ON BEHALF OF OTHER DIVISIONS.

It is an output generated from the payment summary of those consumers who do not pay their bills in their allotted divisions. The cash received on behalf of other divisions "CP-126" shows the detail i.e. payment date, bank code, reference number and component wise payment. It also indicates the actual sub division of the consumers. Following checks are implemented:-

- Check week-end date as DD-MM-CCYY.
- Component wise total of CP-126 = Component wise total of CP-127
- Component wise total of CP-126 = Component wise total of cash posted to other

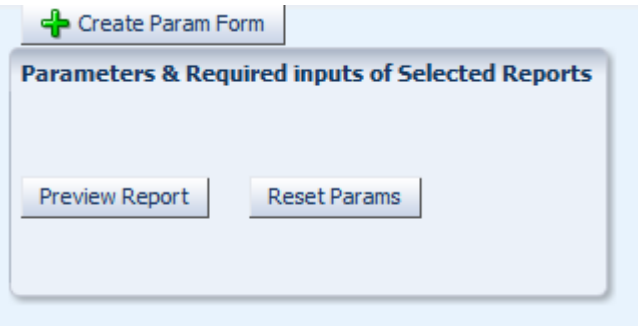
Divisions on CP-106.

Step 1: Click on Left pan of tree.

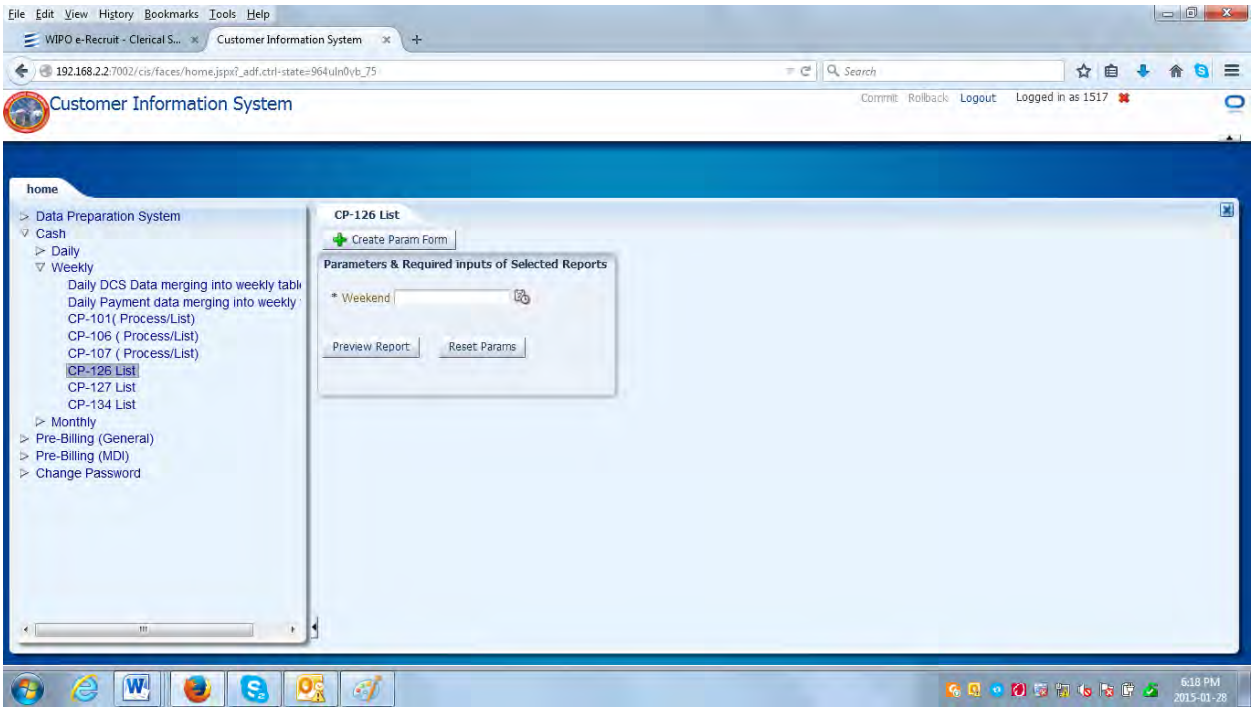
Step 2: Click on Cash.

Step 3: Click on weekly.

Step 4: Click on **"CP-107LIST**: List on form



Step 5: Click on "Create Param Form"



Step: 6 Enter **Main Date** e.g 'MM/DD/YYYY'

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

PROCESSING DATE 14/01/2015 WEEKLY LIST OF CASH RECEIVED ON BEHALF OF OTHER DIVISION CP-126

BANK DIVISION 1511 W/E 05/12/2014 Page No. 1

Payment Date	B-Code	Reference No.	R/U	Ptv I-Tax	Wapda charges EQ/DSSUR	Elec. Duty E-Tax/UOsur	Gen. Sales Tax F-Tax	NJ-Surcharge Tax-235B	Total Tax-235A Stax-2014	Sales Tax	rco Inst-Com	Inst-rco Inst-Sec	G. Total
				<---------- cash posted ---------->									
01/12/2014	11901	13151310895800	1	35	1973.70	29.50	352	22.70	2481.00	0	0	0	2481.00
				0	0.00	0.00		0.00	0.00		0	0	
					68.10	0.00			0.00				
03/12/2014	11901	13151310886901	1	0	93.59	1.41	16	0.00	111.00	0	0	0	111.00
				0	0.00	0.00		0.00	0.00		0	0	
					0.00	0.00			0.00				
03/12/2014	11901	13151310869301	1	0	918.81	13.79	162	5.00	1471.00	0	0	0	1471.00
				300	0.00	0.00		0.00	0.00		0	0	
					15.00	0.00			47.40				
02/12/2014	11901	14151310904101	1	0	452.06	6.77	80	7.27	562.00	0	0	0	562.00
				0	0.00	0.00		0.00	0.00		0	0	
					15.90	0.00			0.00				
02/12/2014	11901	14151310940102	1	0	360.03	5.40	63	2.00	539.00	0	0	0	539.00
				80	0.00	0.00		0.00	0.00		0	0	
					6.00	0.00			18.57				
01/12/2014	11901	14151310957200	1	70	1105.14	16.36	198	19.50	1448.00	0	0	0	1448.00
				0	0.00	0.00		0.00	0.00		0	0	
					39.00	0.00			0.00				
03/12/2014	11901	13151310877800	1	35	523.65	7.75	94	7.90	692.00	0	0	0	692.00
				0	0.00	0.00		0.00	0.00		0	0	
					23.70	0.00			0.00				
03/12/2014	11901	13151310842201	1	0	4086.00	0.00	707	23.00	4885.00	0	0	0	4885.00
				0	0.00	0.00		0.00	0.00		0	0	
					69.00	0.00			0.00				
03/12/2014	11901	13151310843201	1	0	75.00	0.00	13	0.00	88.00	0	0	0	88.00
				0	0.00	0.00		0.00	0.00		0	0	
					0.00	0.00			0.00				
03/12/2014	11901	13151310888401	1	35	326.20	3.77	56	4.03	425.00	0	0	0	425.00
				0	0.00	0.00		0.00	0.00		0	0	
					0.00	0.00			0.00				
01/12/2014	04003	13151310855000	1	35	112.98	1.02	19	0.00	168.00	0	0	0	168.00
				0	0.00	0.00		0.00	0.00		0	0	
					0.00	0.00			0.00				

6.4. CP-127 WEEKLY LIST OF CASH POSTED ON BEHALF OF OTHER DIVISIONS.

All the records, where the cash is posted to other divisions are listed in this weekly report. Whenever the CP-126 is processed from the payment summary, the CP-127 is generated simultaneously. It must be ensured that:-

Week ending date is correct as DD/MM/CCYY.

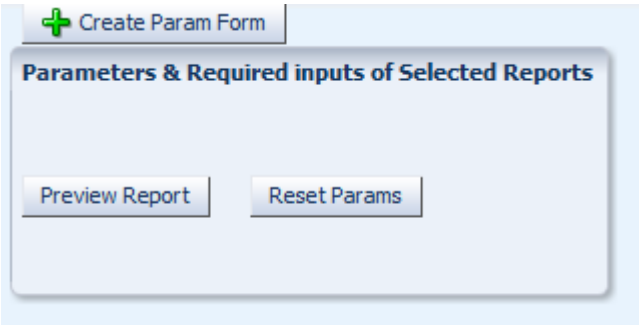
The other checking procedure is the same as in CP-126.

Step 1: Click on Left pan of tree.

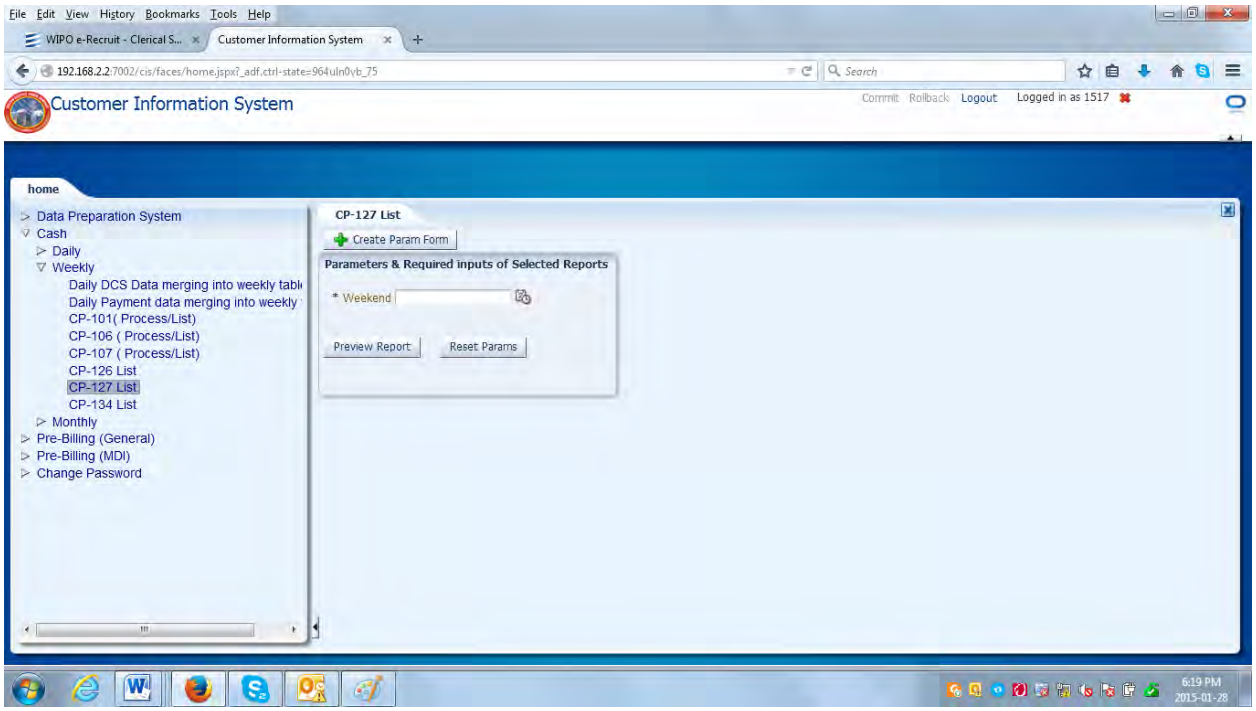
Step 2: Click on Cash.

Step 3: Click on weekly.

Step 4: Click on **"CP-127 LIST**: List on form



Step 5: Click on "Create Param Form"



Step: 6 Enter **Main Date** e.g. 'MM/DD/YYYY' and **Weekend Date**

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

-

PROCESSING DATE 14/01/2015 WEEKLY LIST OF CASH POSTED ON BEHALF OF OTHER DIVISION CP-127

CONSUMER DIVISION 1513 W/E 05/12/2014 Page No. 1

Payment Date	B-C	Reference No.	R/U	Ptv I-Tax	Wapda charges EQ/DSSUR	Elec. Duty E-Tax/UOSur	Gen. Sales Tax F-Tax	NJ-Surcharge Tax-235B	Total Stax-2014 Tax-235A	Sales Tax	rco Inst-Com	Inst-rco Inst-Sec	G. Total
					<---------- cash posted ---------->								
01/12/2014	01980	01151310046801	1	70	1605.59	20.66	261.00	19.90	2033.00	0			2033.00
				0	0.00	0.00	0.00	0.00	0.00				
					55.85	0.00			0.00				
Batch total	01			70	1605.59	20.66	261	19.90	2033.00	0			2033.00
				0	0.00	0.00	0.00	0.00	0.00				
					55.85	0.00			0.00				
03/12/2014	20015	02151310097000	1	180	596.11	3.12	96.00	1.00	922.00	0			922.00
				0	0.00	0.00	9.00	0.00	35.37				
					1.40	0.00			0.00				
04/12/2014	20015	02151310092700	1	0	2377.21	32.14	375.00	11.80	3560.00	0			3560.00
				620	0.00	0.00	24.00	0.00	109.75				
					10.10	0.00			0.00				
Batch total	02			180	2973.32	35.26	471	12.80	3862.00	0			4007.12
				620	0.00	0.00	33.00	0.00	145.12				
					11.50	0.00			0.00				
04/12/2014	02003	04151310255600	1	70	2761.83	35.71	417.00	31.60	3347.00	0			3347.00
				0	0.00	0.00	0.00	0.00	0.00				
					30.86	0.00			0.00				
Batch total	04			70	2761.83	35.71	417	31.60	3347.00	0			3347.00
				0	0.00	0.00	0.00	0.00	0.00				
					30.86	0.00			0.00				
01/12/2014	01980	05151310347800	1	245	-120.40	-4.40	-13.00	7.80	115.00	0			115.00
				0	0.00	0.00	0.00	0.00	0.00				
					0.00	0.00			0.00				
01/12/2014	02003	05151310315401	1	70	2284.59	31.11	362.00	27.40	2797.00	0			2797.00
				0	0.00	0.00	0.00	0.00	0.00				
					21.90	0.00			0.00				
01/12/2014	02003	05151310338200	1	0	1667.42	21.58	265.00	22.00	1976.00	0			1976.00
				0	0.00	0.00	0.00	0.00	0.00				
					0.00	0.00			0.00				

6.5. CP-134 WEEKLY INTER-OFFICE TRANSACTIONS.

This is a detailed report of inter office transactions received and posted during the week through CP-139. Following checks are implemented:-

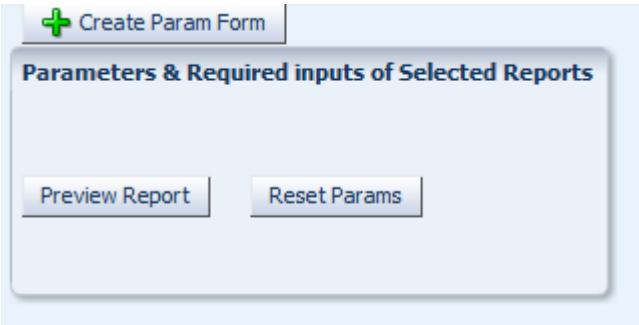
- Check week ending date as DD-MM-CCYY.
- Total amount of CP-134 = Total amount of IOT posted during week through CP-139 – Total amount of IOT reversed through CP-139

Step 1: Click on Left pan of tree.

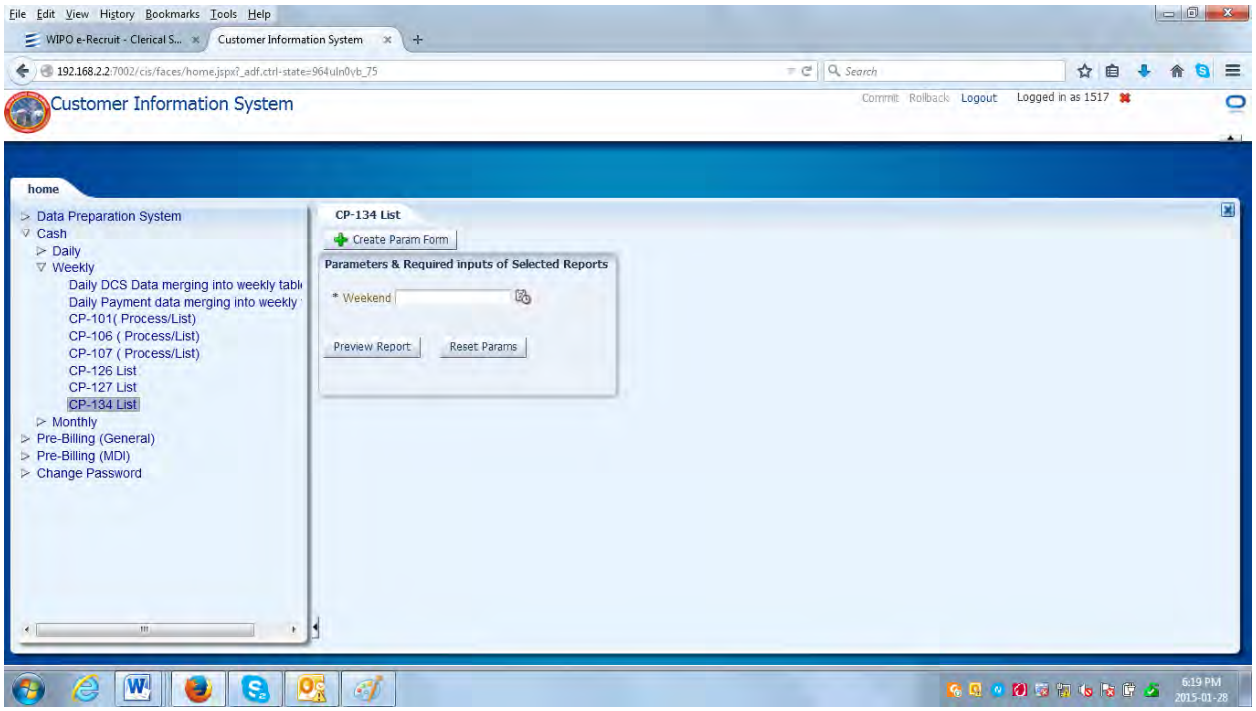
Step 2: Click on Cash.

Step 3: Click on weekly.

Step 4: Click on **"CP-134 LIST**: List on form



Step 5: Click on "Create Param Form"



Step: 6 Enter **Main Date** e.g. 'MM/DD/YYYY' and **Weekend Date**

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

-

PROCESSING DATE 14/01/2015
CONSUMER DIVISION 1513

WEEKLY LIST OF CASH POSTED ON BEHALF OF OTHER DIVISION
W/E 05/12/2014

CP-127
Page No. 1

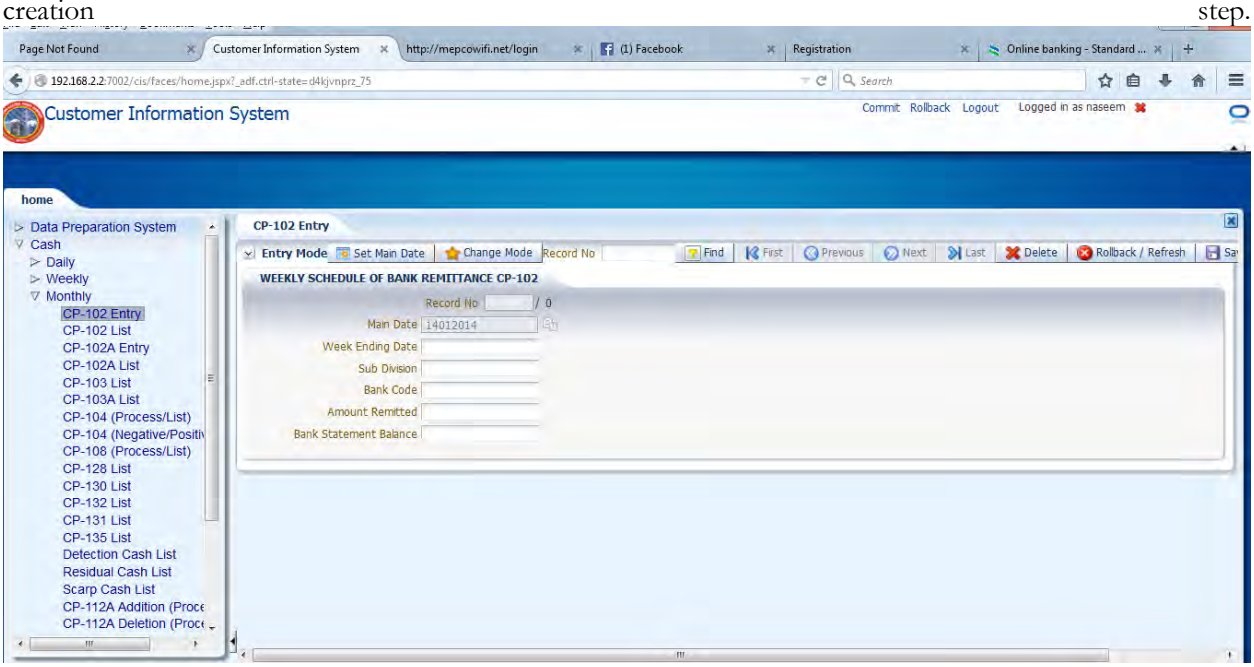
Payment Date	B-C	Reference No.	R/U	Ptv I-Tax	Wapda charges EQ/DSSUR	Elec. Duty E-Tax/UOSur	Gen. Sales Tax F-Tax	NJ-Surcharge Tax-235B	Total Stax-2014 Tax-235A	Sales Tax	rco Inst-Com	Inst-rco Inst-Sec	G. Total
					<---------- cash posted ---------->								
01/12/2014	01980	01151310046801	1	70	1605.59	20.66	261.00	19.90	2033.00	0			2033.00
				0	0.00	0.00	0.00	0.00	0.00				
					55.85	0.00			0.00				
Batch total	01			70	1605.59	20.66	261	19.90	2033.00	0			2033.00
				0	0.00	0.00	0.00	0.00	0.00				
					55.85	0.00			0.00				
03/12/2014	20015	02151310097000	1	180	596.11	3.12	96.00	1.00	922.00	0			922.00
				0	0.00	0.00	9.00	0.00	35.37				
					1.40	0.00			0.00				
04/12/2014	20015	02151310092700	1	0	2377.21	32.14	375.00	11.80	3560.00	0			3560.00
				620	0.00	0.00	24.00	0.00	109.75				
					10.10	0.00			0.00				
Batch total	02			180	2973.32	35.26	471	12.80	3862.00	0			4007.12
				620	0.00	0.00	33.00	0.00	145.12				
					11.50	0.00			0.00				
04/12/2014	02003	04151310255600	1	70	2761.83	35.71	417.00	31.60	3347.00	0			3347.00
				0	0.00	0.00	0.00	0.00	0.00				
					30.86	0.00			0.00				
Batch total	04			70	2761.83	35.71	417	31.60	3347.00	0			3347.00
				0	0.00	0.00	0.00	0.00	0.00				
					30.86	0.00			0.00				
01/12/2014	01980	05151310347800	1	245	-120.40	-4.40	-13.00	7.80	115.00	0			115.00
				0	0.00	0.00	0.00	0.00	0.00				
					0.00	0.00			0.00				
01/12/2014	02003	05151310315401	1	70	2284.59	31.11	362.00	27.40	2797.00	0			2797.00
				0	0.00	0.00	0.00	0.00	0.00				
					21.90	0.00			0.00				
01/12/2014	02003	05151310338200	1	0	1667.42	21.58	265.00	22.00	1976.00	0			1976.00
				0	0.00	0.00	0.00	0.00	0.00				
					0.00	0.00			0.00				

7. Monthly Cash Payment Process

After successful processing and checking of weekly reports of last week-end of the month, following monthly cash reports are processed:
This process describes the processing of cash payments on monthly basis. The accurate processing of monthly cash results in error free processing of cash overall and correct MIS reporting.
The process is initiated at the end of the month.

7.1. CP-102 ENTRY.

Bank remittances week wise, bank wise are entered in relevant table month wise. It will be used in CP-104 creation step.



7.2. CP102 LIST.

This list will list all records listed in above step.

14/01/2015 PROOF LIST OF WEEKLY BANK REMIITANCES CP-102

W/E 31/12/2014 PAGE 1

Sr #	WEEK END	SUB DIVISION	BANK CODE	AMOUNT REMIITED	BALANCE AMOUNT	ERROR MESSAGES
1	31/12/2014	15171	01001	500.00		
SUB DIVISIONAL TOTALS		15171		500.00		
DIVISIONAL TOTALS		1517		500.00		
COMPANY TOTALS				500.00		

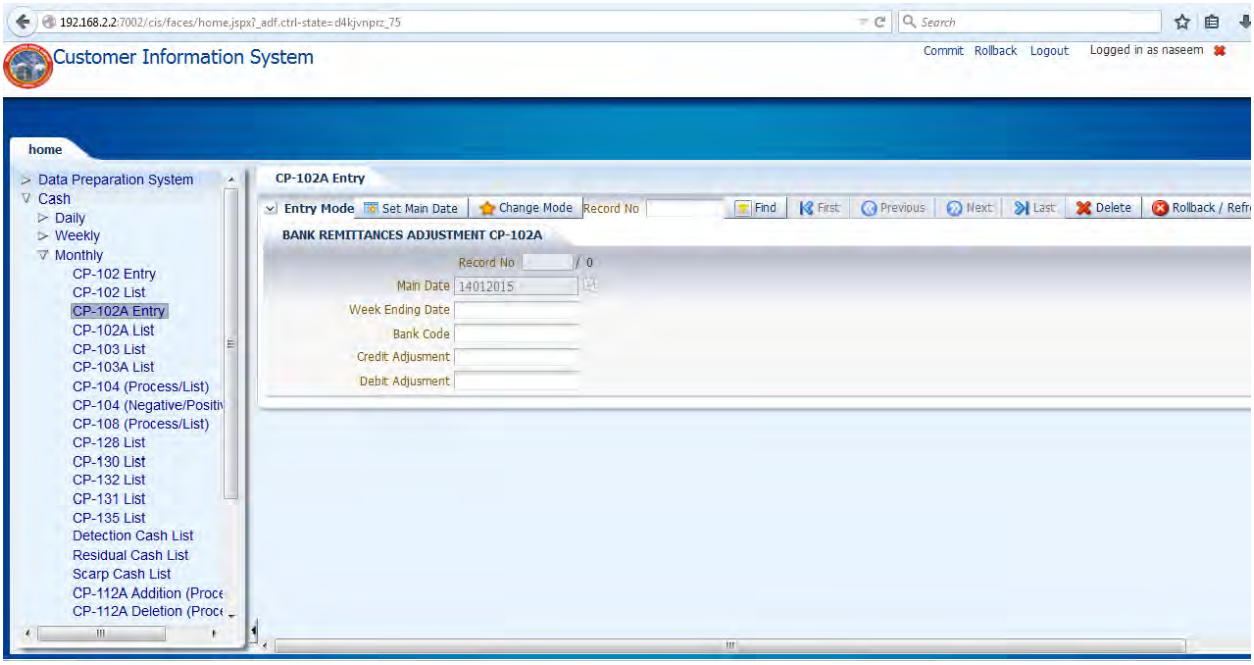
STATISTICS

Total number of records	1
Total number of records with error	0
Total number of errors	0

ERROR CODE	SEVERITY	DESCRIPTION
W02	Rejection	Week ending date is not valid
S15	Rejection	Sub div code is not numeric
B15	Rejection	Bank code not alloted in bank table
B16	Warning	Sub div mismatch with alloted sub div in bank table

7.3. CP-102A ENTRY.

Bank remittances Adjustment (Credit/Debit) week wise, bank wise are entered in relevant table month wise. It will be used in CP-104 creation step.



7.4. CP102A LIST.

This report is generated as a result of adjustments of remittances reflected through CP-102A. Following checks are implemented to ensure accuracy:-

- Check the month end of the report as MM-CCYY.
- Total credit amount of CP-103A must be equal to the total credit amount appearing in final proof list of CP-102A and CP-104 list.
- Total debit amount of CP-103A must be equal to the total debit amount appearing in final proof list of CP-102A and CP-104.

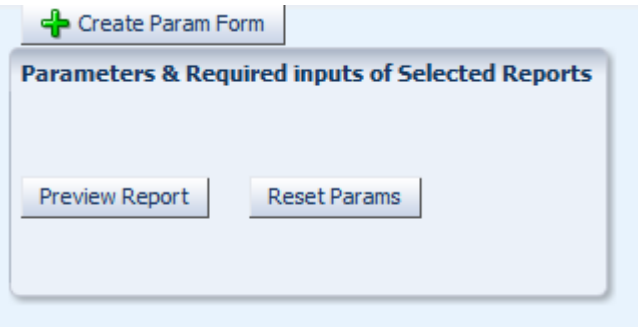
Step 1: Click on Left pan of tree.

Step 2: Click on Cash.

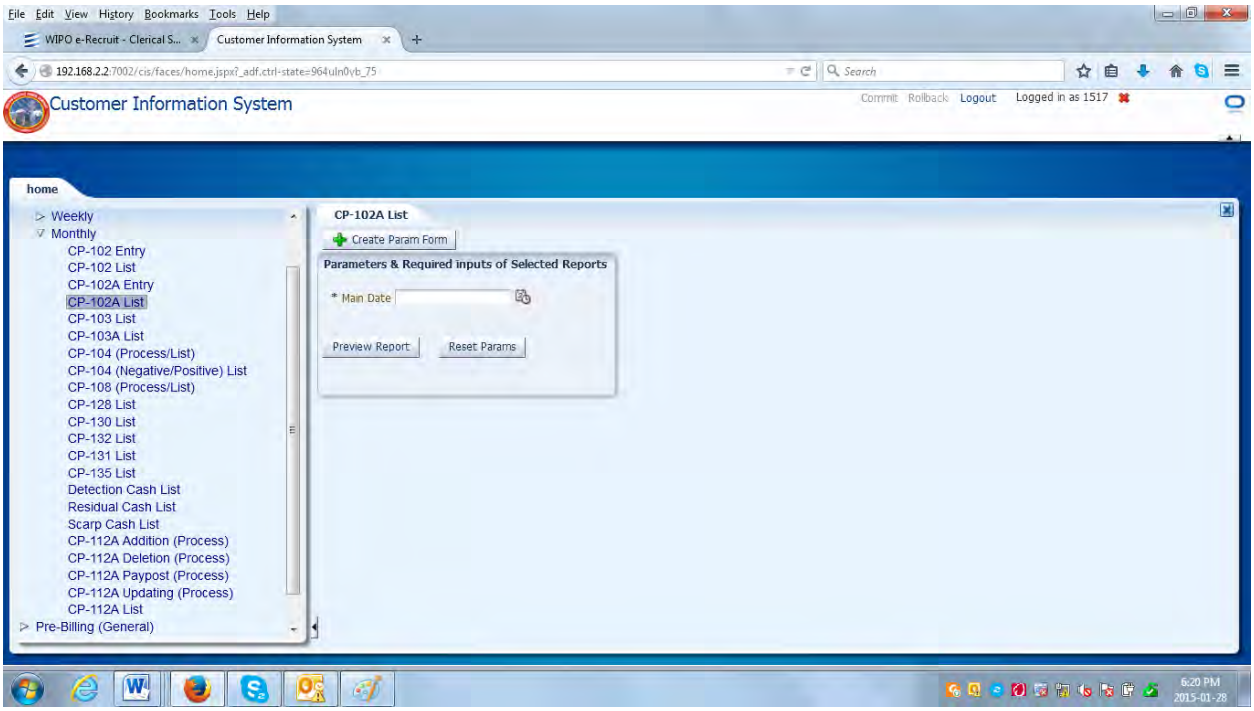
Step 3: Click on Monthly.

Step 4: Click on **"**Cp102a list

"List on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Main Date e.g. 'MM/DD/YYYY'

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

14/01/2015 CrystalViewer.pdf PROOF LIST OF WEEKLY BANK REMIITANCES ADJUSTMENTS CP-102A

W/E PAGE 1

Sr #	DIVISION	ERROR WEEK END	BANK CODE	ADJUSTMENT(CR)	ADJUSTMENT(DB)	ERROR MESSAGES
1	1517	31/12/2014	01001	5400.00	1000.00	05
DIVISIONAL TOTALS		**1517**		5400.00	1000.00	
COMPANY TOTALS				5400.00	1000.00	

STATISTICS

Total number of records	1
Total number of records with error	1
Total number of errors	1

ERROR CODE	DESCRIPTION
01	Week ending date is not valid
02	div code is not numeric
03	Bank code is not valid
04	Bank code is out of division
05	Both credit and debit cannot be given
06	Both credit and debit cannot be null

ERROR CODE	DESCRIPTION
01	Week ending date is not valid
02	div code is not numeric
03	Bank code is not valid
04	Bank code is out of division
05	Both credit and debit cannot be given
06	Both credit and debit cannot be null

7.5. CP-103 MONTHLY SCHEDULE OF WEEKLY REMITTANCE BY BANK BRANCHES.

This output report is generated by using remittances reflected in CP-102 and is sorted bank wise in a sub division. Following checks are implemented:-

- Check the month end as MM-CCYY.
- Division wise total of CP-103 must be equal to the division wise total of final proof list of CP-102.
- Division wise total of CP-103 must be equal to the division wise remittances of CP-104 list.

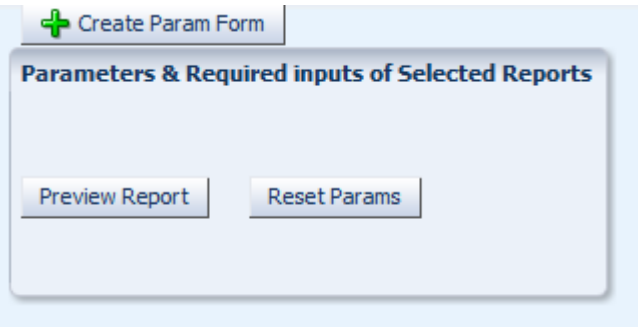
Step 1: Click on Left pan of tree.

Step 2: Click on Cash.

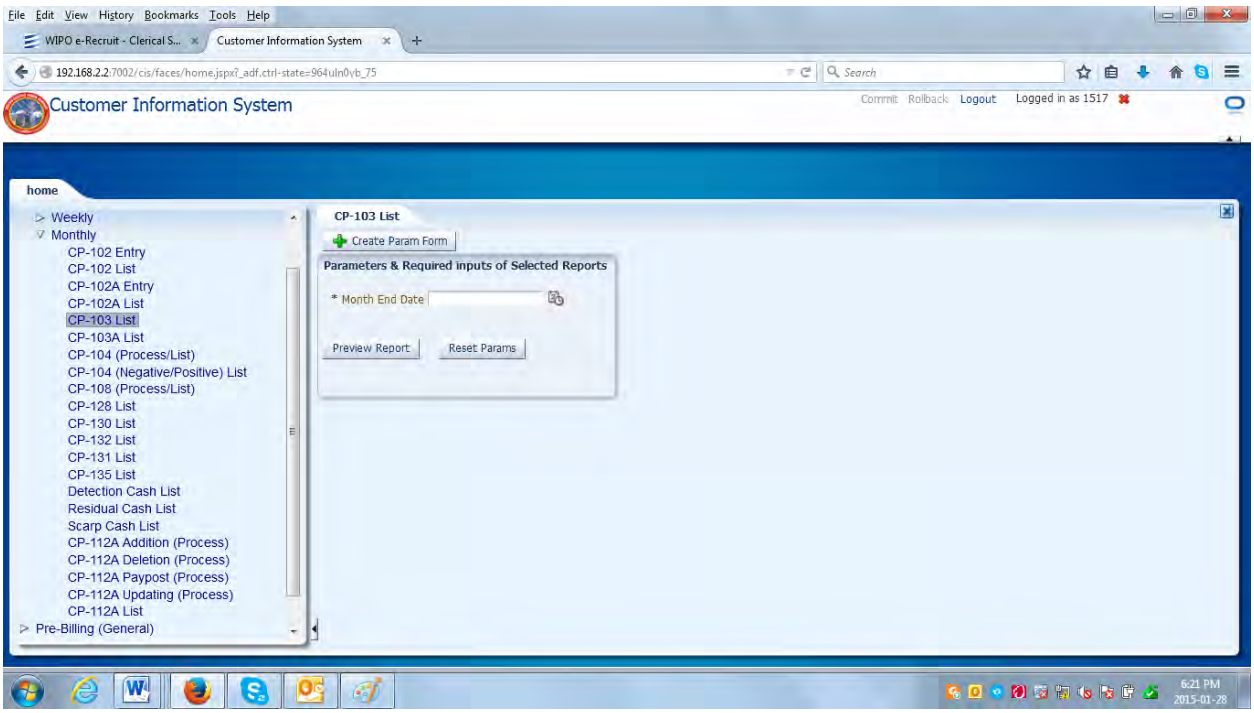
Step 3: Click on Monthly.

Step 4: Click on **"**Cp103 list

"List on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Month End Date e.g. 'MM/DD/YYYY'

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

14/01/2015 MONTHLY SCHEDULE OF WEEKLY REMITTANCES BY BANK BRANCHES CP-103

W/E 31/12/2014 PAGE 1

Sr #	SUB DIVISION	BANK CODE	WEEK END	BANK REMITTANCES	BALANCE AMOUNT	ERROR MESSAGES
BANK NAME:		ALLIED BANK LIMITED				
1	15171	01001	31/12/2014	500.00		
BRANCH TOTALS				500.00		
BANK TOTALS				500.00		
SUB DIVISIONAL TOTALS		15171		500.00		
DIVISIONAL TOTALS		1517		500.00		

This will list all cp-103 records div. wise.

7.6. CP-103A MONTHLY REMITTANCE ADJUSTMENT.

This report is generated as a result of adjustments of remittances reflected through CP-102A. Following checks are implemented to ensure accuracy:-

- Check the month end of the report as MM-CCYY.
- Total credit amount of CP-103A must be equal to the total credit amount appearing in final proof list of CP-102A and CP-104 list.
- Total debit amount of CP-103A must be equal to the total debit amount appearing in final proof list of CP-102A and CP-104.

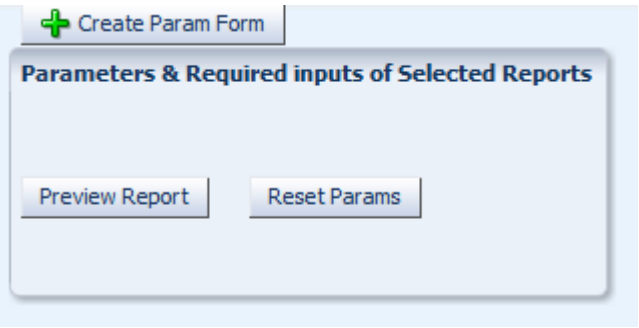
Step 1: Click on Left pan of tree.

Step 2: Click on Cash.

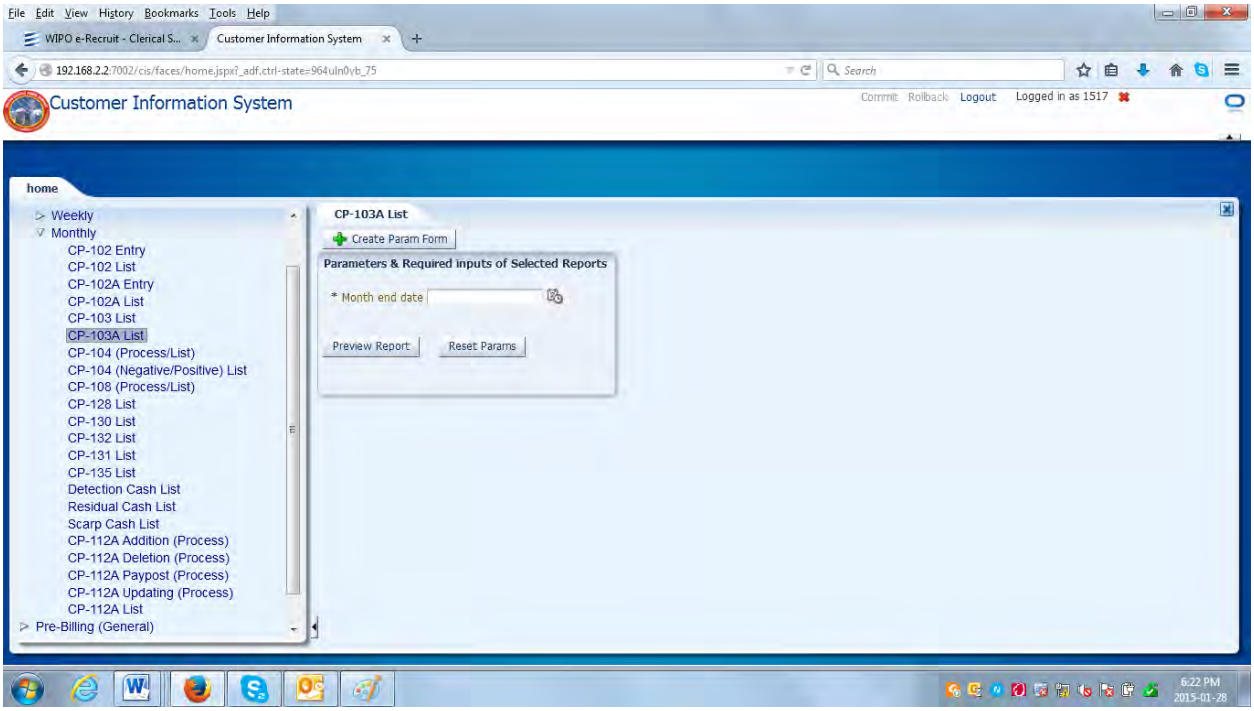
Step 3: Click on Monthly.

Step 4: Click on **"**Cp103A list

”List on form



Step 5: Click on “Create Param Form”



Step: 6 Enter Month End Date e.g. ‘MM/DD/YYYY’

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

.

14/01/2015 MONTHLY REMIITANCES ADJUSTMENTS PROCESSED CP-103A
W/E 31/12/2014
PAGE 1

Sr #	WEEK END WHEN ERROR OCCURED	BANK CODE	ADJUSTMENT CREDIT	ADJUSTMENT DEBIT	ERROR MESSAGES
1517					
1	31/12/2014	01001	5400.00	1000.00	05
DIVISIONAL TOTALS		1517	5400.00	1000.00	

14/01/2015 MONTHLY REMIITANCES ADJUSTMENTS PROCESSED CP-103A
W/E 31/12/2014
PAGE 2

Sr #	WEEK END WHEN ERROR OCCURED	BANK CODE	ADJUSTMENT CREDIT	ADJUSTMENT DEBIT	ERROR MESSAGES
COMPANY TOTALS			5400.00	1000.00	

STATISTICS

Total number of records	1
Total number of records with error	1
Total number of errors	1

ERROR CODE	DESCRIPTION
01	Week ending date is not valid
02	div code is not numeric
03	Bank code is not valid
04	Bank code is out of division
05	Both credit and debit cannot be given
06	Both credit and debit cannot be null

7.7. CP-104 DIVISIONAL CASH COLLECTION BOOK.

This list will use last month closing balances of bank branches a opening balances for this month. The current collection will be taken from weekly CP-101 of all weeks. The bank remittance/adjustments are taken from Cp-102, CP-102a, and new balances is generated. A simple example is a under:

Open balance + current month collection – bank remittance + Credit adjustment – Debit adjustment = closing balance.

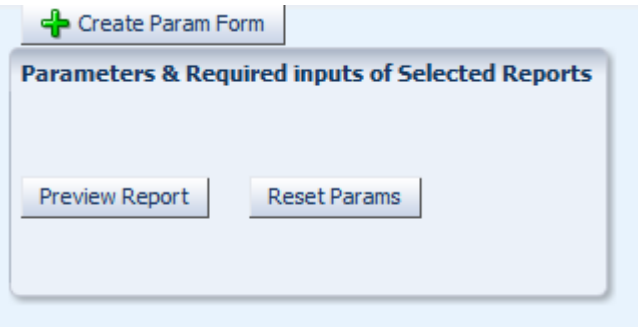
A list is generated, and a closing balance row is generated for next month usage.

Step 1: Click on Left pan of tree.

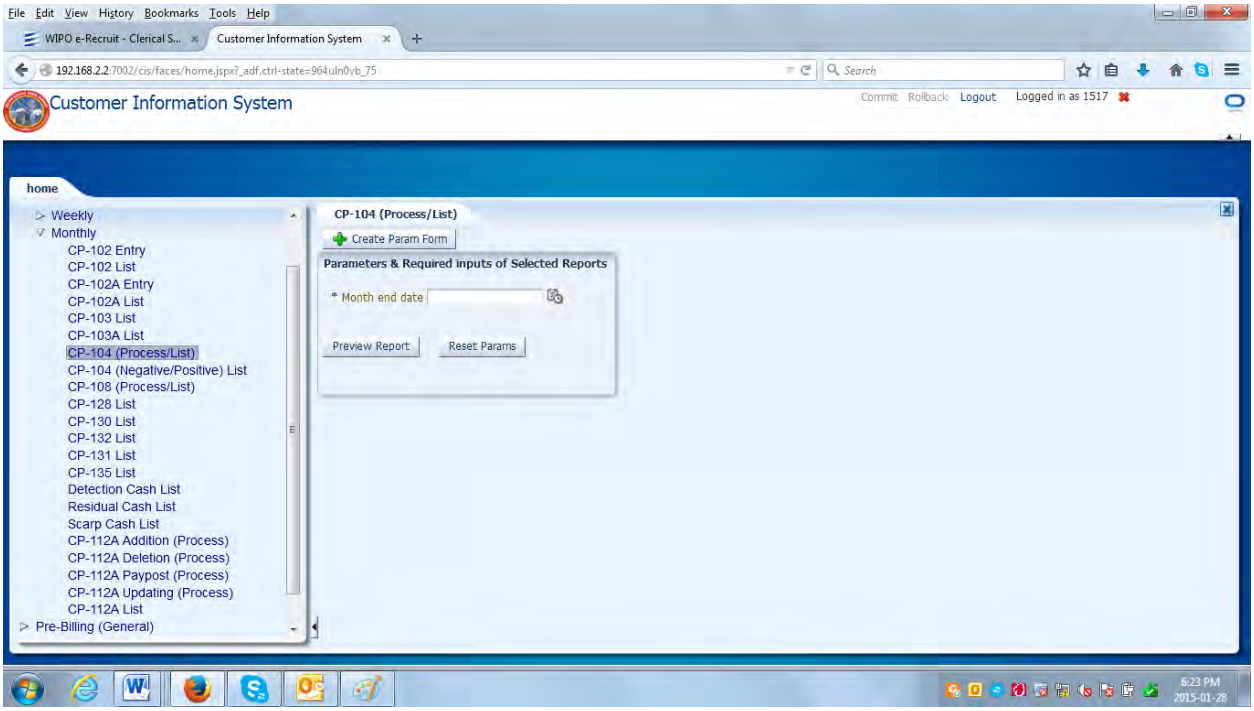
Step 2: Click on Cash.

Step 3: Click on Monthly.

Step 4: Click on **"CP 104 PROCESS LIST** "on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Month End Date e.g. 'MM/DD/YYYY'

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

7.8. CP-108 DIVISIONAL CASH ANALYSIS SUMMARY.

This is a monthly report in which cash collected / posted to own division and to other divisions is reflected component wise as in weekly CP-106. This is the most important cash report and 100% checking must be ensured. Following checks are implemented:-

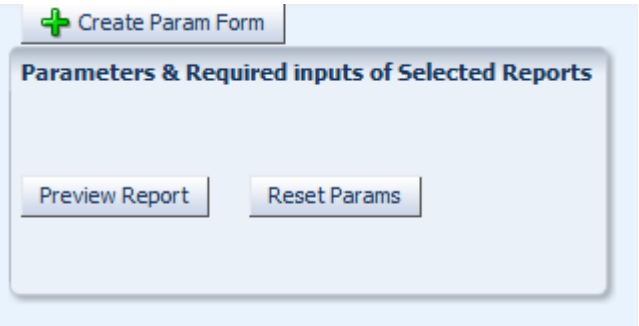
- Check the month end of the report as MM-CCYY.
- Grand total (i.e. total cash collection) must be equal to the total collection of CP-104 as well as total of CP-101 of all the weeks.
- Un-identified cash of CP-108 must be equal to the total un-identified cash of all dates from the posting register. This must also be equal to the total un-identified cash appearing in CP-106 of all the weeks.
- Total reconnection cash posted to own division and to other divisions of CP-108 must be equal to the total reconnection cash of all dates from the register.
- Total "cost of meter" of CP-108 must be equal to the total of "cost of meter" cash of all dates from register.
- Total posted cash of CP-108 must be equal to the total of "General cash posted" and "Industrial cash posted" of all the dates from the register.
- Cash posted to other divisions of CP-108 must be equal to the total amount of CP-128. (Component wise amounts also be checked).

Step 1: Click on Left pan of tree.

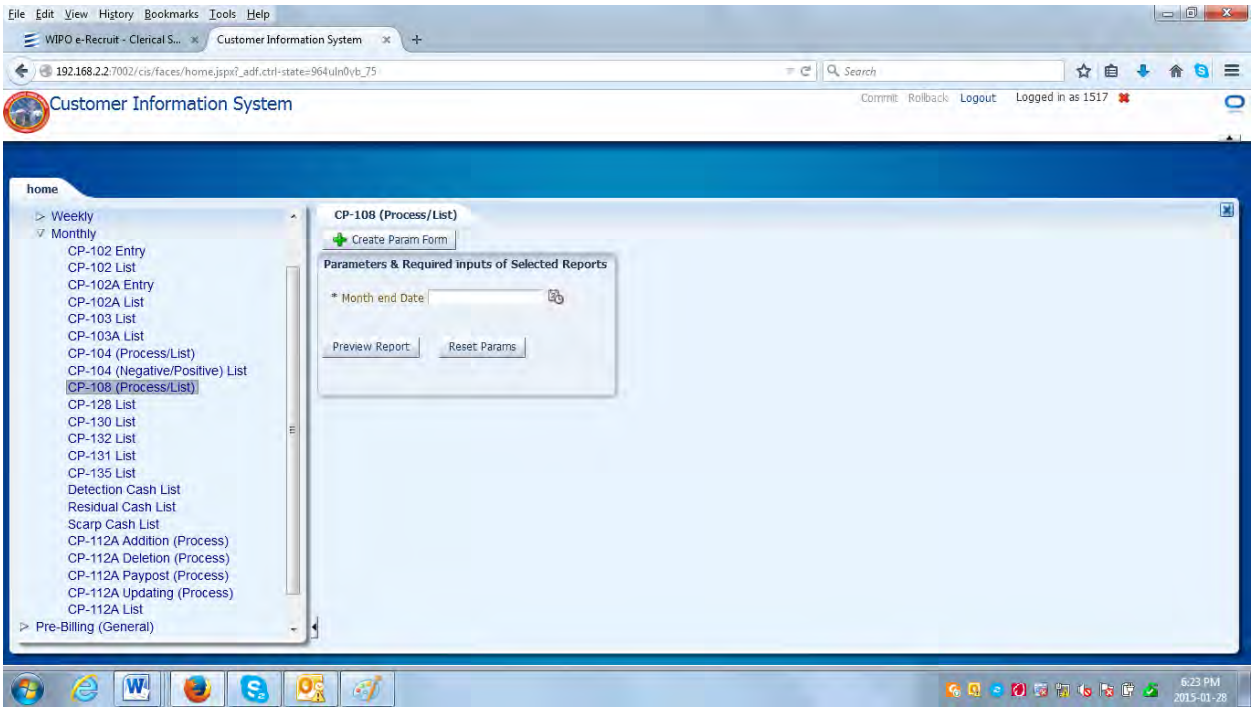
Step 2: Click on Cash.

Step 3: Click on Monthly.

Step 4: Click on **"CP 108 PROCESS LIST** "on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Month End Date e.g. 'MM/DD/YYYY'

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

PROCESSING DATE 14/01/2015 DIVISIONAL CASH ANALYSIS SUMMARY CP-108

CONSUMER DIVISION 1511 For the month 12-2014 Page No. 1

Week/end	1. Ptv 2. I-Tax	3. Wapda charges 4. EQ-Sur//DSSur	5. Elec. Duty 5a. E-Tax/UOSur	6. G. S Tax 6a. F- Tax	7. NJ-sur 7a.tax-235B 9a. S Tax 14	1+2+3+4+5+5a+6+ 6a+7+7a-8 . Total 9b.tax-235A	9. S Tax	10. rco 12. Com	11. Inst-rco 13. Sec	8+9a+9b+10+11+12 +13+14-G. Total 14. UT
	<---------- Cash Posted ---------->									
SUB DIV: 15111 (Rural)										
05-12-2014	3465	234325.30	2764.79	36197	2195.69	284439.58	0	0	0	284439.58
	1500	0.00	0.00	77.00	0.00	0.00		0	0	0.00
		3,991.80	0.00		21.42					
05-12-2014	0.00	0.00	0.00	0	0.00	0.00	0	0	0	0.00
	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0	0
Total	0.00	0.00	0.00	0	0.00	0.00	0	0	0	0.00
	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0	0
SUB DIV: 15111 (Urban)										
05-12-2014	31268	1960679.68	30646.35	380282	19766.90	2511841.44	0	0	0	2511841.44
	48183	0.00	12,628.00	4,406.00	0.00	514.00		0	0	0.00
		41,015.51	0.00		10,853.56					
05-12-2014	0.00	0.00	0.00	0	0.00	0.00	0	0	0	1981.00
	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0	1981
Total	0.00	0.00	0.00	0	0.00	0.00	0	0	0	1981.00
	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0	1981
SUB DIV: 15111 (total)										
Total	0.00	0.00	0.00	0	0.00	0.00	0	0	0	1981.00
	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0	1981
SUB DIV: 15113 (Rural)										
05-12-2014	7467	334865.73	5565.84	59736	3438.46	417112.91	0	0	0	417112.91
	0	0.00	0.00	4.00	0.00	0.00		0	0	0.00
		6,039.88	0.00		11.09					
05-12-2014	0.00	0.00	0.00	0	0.00	0.00	0	0	0	0.00
	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0	0
Total	0.00	0.00	0.00	0	0.00	0.00	0	0	0	0.00
	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0	0
SUB DIV: 15113 (Urban)										

7.9. CP-128 MONTHLY LIST OF CASH RECEIVED ON BEHALF OF OTHER DIVISIONS.

This is a monthly report in which cash movement as per CP-126 / CP-127 during the month are listed . Following checks are implemented.

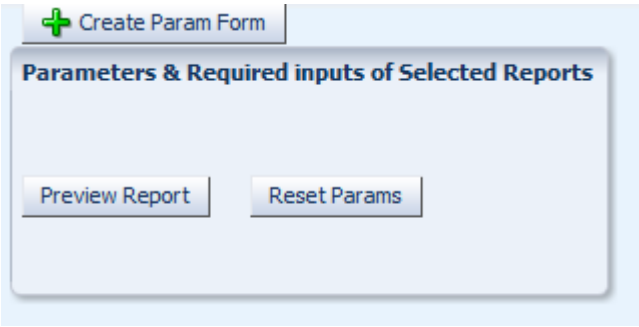
- Check month end of the report as MM-CCYY.
- The total amount of all the weekly CP-126 and CP-127 reports should be equal to the total amount of CP-128.
- Sum of component wise amount of all the weekly CP-126 and CP-127 reports should also be compared with the all components of CP-128.
- Component wise amount of cash posted to other divisions of CP-108 must be compared with component wise amount of CP-128.

Step 1: Click on Left pan of tree.

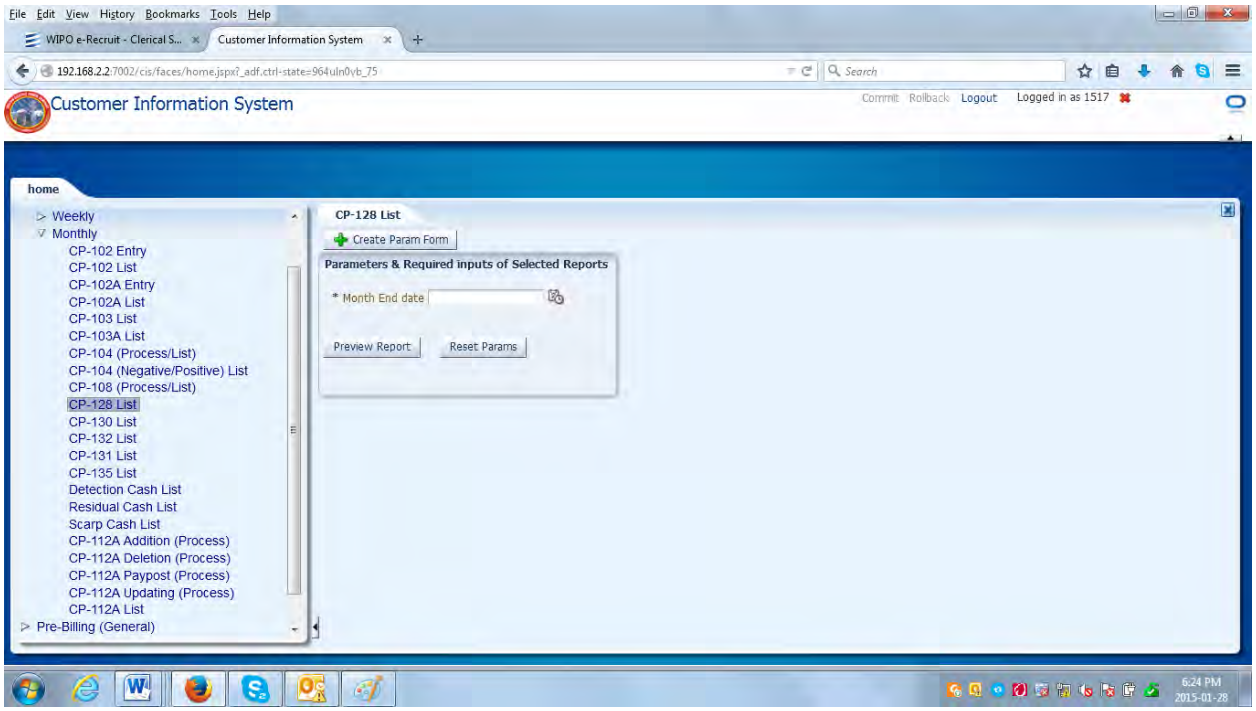
Step 2: Click on Cash.

Step 3: Click on Monthly.

Step 4: Click on **"CP 128 LIST** "on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Month End Date e.g. 'MM/DD/YYYY'

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

PROCESSING DATE 14/01/2015 MONTHLY LIST OF CASH RECEIVED ON BEHALF OF OTHER DIVISION CP-128

COLLECTING DIVISION 1511 For the month 12 2014 Page No. 1

<---------- Cash Posted ----------->

Div	Pay Date	1. Ptv 2. I-Tax	3. Wapda charges 4. EQ-Surcharge	5. ED 5a. e-tax	6. GST 6a. f-tax	7. NJ-Surcharge	1+2+3+4+5+5a+ 6+6a+7=8 . Total	9. S Tax	10. rco 12. Com	11. I-rco 13. Sec	8+9+10+11+12+13 +14=G. Total
1513	28/11/2014	105.00	2202.63	31.71	394.00	29.76	2763.10	0	0	0	2763.10
		0.00	0.00	0.00	0.00				0	0	
1513	30/11/2014	140.00	6048.62	89.73	1077.00	69.85	7425.20	0	0	0	7425.20
		0.00	0.00	0.00	0.00				0	0	
1513	01/12/2014	8230.00	566352.74	8003.69	101512.00	5771.48	705321.91	0	0	0	705321.91
		11274.00	0.00	2961.00	1,217.00				0	0	
1513	02/12/2014	11250.00	747207.62	11586.10	133811.00	7242.01	924982.73	0	0	0	924982.73
		13191.00	0.00	0.00	695.00				0	0	
1513	03/12/2014	15635.00	946582.40	14594.37	176032.00	9504.00	1174679.77	0	0	0	1174679.77
		10643.00	0.00	926.00	763.00				0	0	
1513	04/12/2014	12350.00	714388.48	10280.85	122168.00	6775.51	879830.84	0	0	0	879830.84
		11651.00	0.00	1459.00	758.00				0	0	
Total posted in Div.	1513	47710.00	2982782.49	44586.45	534994.00	29392.61	3695003.55	0	0	0	3695003.55
		46759.00	0.00	5346.00	3433.00				0	0	
1517	10/11/2014	35.00	741.15	31.85	128.00	12.00	948.00	0	0	0	948.00
		0.00	0.00	0.00	0.00				0	0	
1517	28/11/2014	210.00	20687.83	288.10	3343.00	166.37	24695.30	0	0	0	24695.30
		0.00	0.00	0.00	0.00				0	0	
1517	29/11/2014	140.00	6442.36	90.99	1080.00	79.55	7832.90	0	0	0	7832.90
		0.00	0.00	0.00	0.00				0	0	
1517	30/11/2014	315.00	13133.93	225.88	2688.00	174.09	16536.90	0	0	0	16536.90
		0.00	0.00	0.00	0.00				0	0	
1517	01/12/2014	8588.00	523827.71	8808.44	94833.00	4935.54	641068.69	0	0	0	641068.69
		62.00	0.00	-7.00	21.00				0	0	
1517	02/12/2014	12390.00	651563.68	11367.36	146878.00	7628.34	857060.06	0	0	0	857060.06
		16077.00	82.68	8907.00	2,166.00				0	0	
1517	03/12/2014	16427.00	974358.23	14702.56	172956.00	9137.18	1202302.97	0	0	0	1202302.97
		13064.00	0.00	692.00	966.00				0	0	

7.10. CP-130 MONTHLY JOURNAL ADJUSTMENT POSTED.

All the journal adjustments posted through CP-139 transaction type "3" are listed in this monthly report. Following checks are implemented to ensure accuracy:-

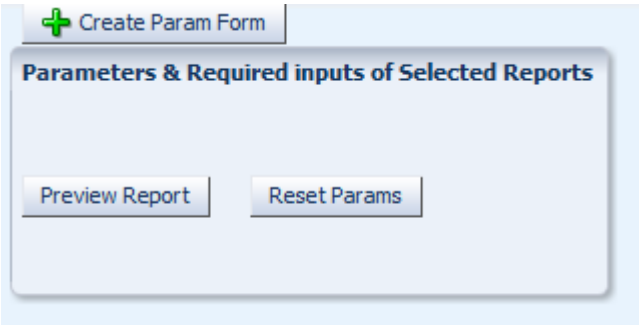
- Check the month end of the report as MM-CCYY.
- Total amount posted through CP-139 transaction type "3" must be equal to the total debit and credit amount of CP-130.
- The credit total of CP-130 must be equal to the debit total of CP-130.

Step 1: Click on Left pan of tree.

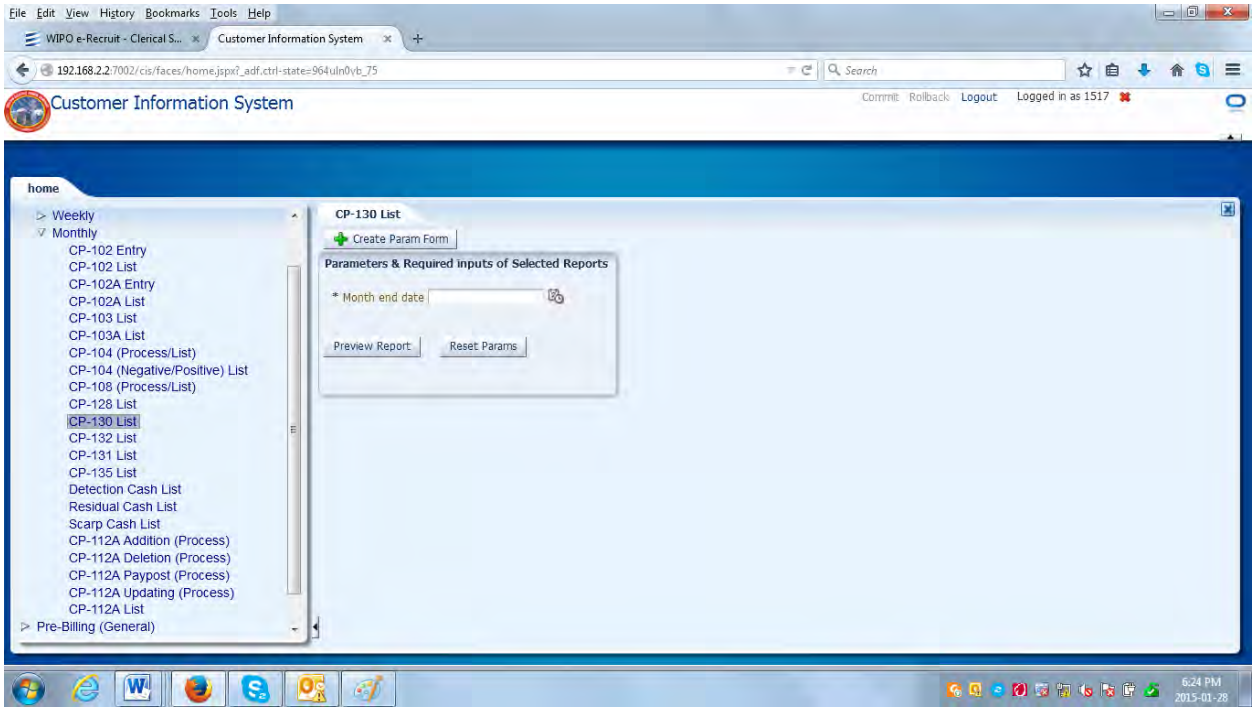
Step 2: Click on Cash.

Step 3: Click on Monthly.

Step 4: Click on **"CP 130 LIST** "on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Month End Date e.g. 'MM/DD/YYYY'

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

PROCESSING DATE 14/01/2015 JOURNAL ADJUSTMENT POSTED For the month CP-130
DIVISION Page No. 1

Reference No.	Ptv E-Tax	Wapda charges F-Tax	Elec. Duty	NJ-Surcharge	Sales Tax	I-Tax	G. Sales Tax	EQ-Surcharge	G. Total	CD
Tot Div.(CR)										
(DB)										
Company (CR)										
Company (DB)										

7.11. CP-131 INTERS DIVISIONAL JOURNAL ADJUSTMENT CASH.

All the inter division adjustment for the month, where division of two reference number on CP-139 is not same, are listed in this report. Following checks are implemented:-

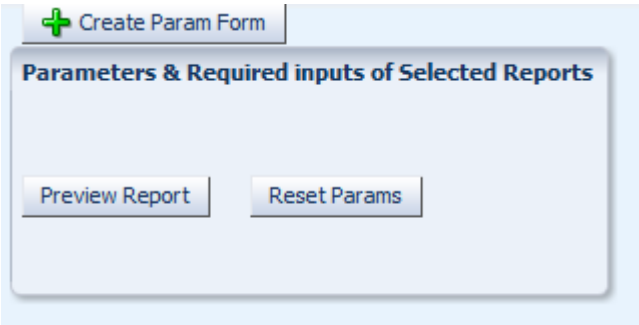
- Check the month end of the report as MM-CCYY.
- This list must be 100% checked with the posting lists of CP-139 during the month.
- Credit and debit totals of this report are same and grand totals are always zero.

Step 1: Click on Left pan of tree.

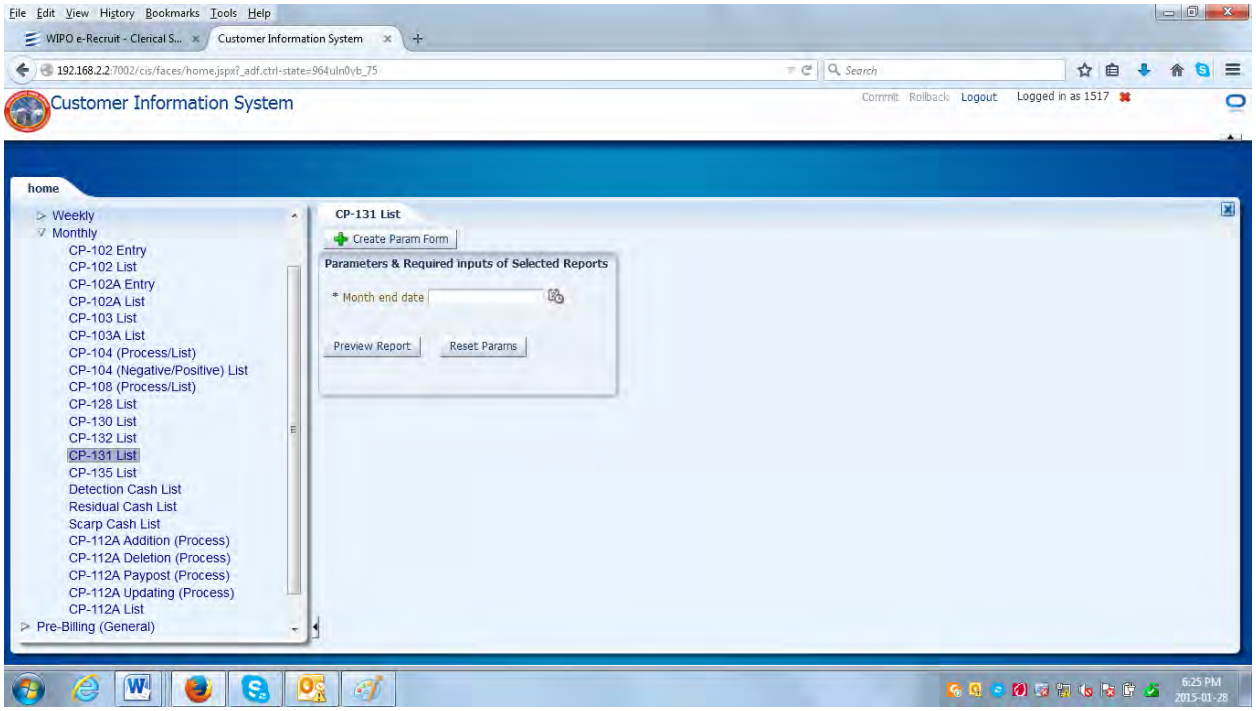
Step 2: Click on Cash.

Step 3: Click on Monthly.

Step 4: Click on **"CP 131 LIST** "on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Month End Date e.g. 'MM/DD/YYYY'

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

PROCESSING DATE 14/01/2015
CONSUMERS DIVISION

INTER DIVISION JOURNAL ADJUSTMENT POSTED

For the month

CP-131
Page No. 1

BATCH	REFERENCE NO	AMOUNT	PAYMENT DATE	BANK CODE	BANK SUB DIVISION

Collecting sub div:		Totals
Collecting Division		Totals
Consumer Division:		Totals
Company	(DB)	Totals
Company	(CR)	Totals
Company Grand		Totals

7.12. CP-132 INTERS DIVISIONAL UN-IDENTIFIED CASH ADJUSTMENTS.

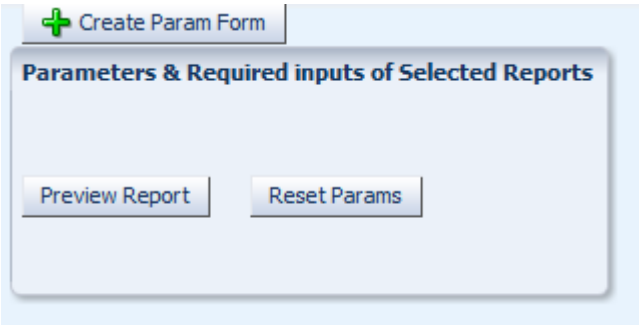
During the posting of CP-139 transaction type "1" if the division codes of un-identified and identified reference numbers are different, it means that it is a case of inter division un-identified adjustment. All the inter division un-identified cash adjustments are listed in this monthly report. This report should be 100% checked with CP-139 posting during the month.

Step 1: Click on Left pan of tree.

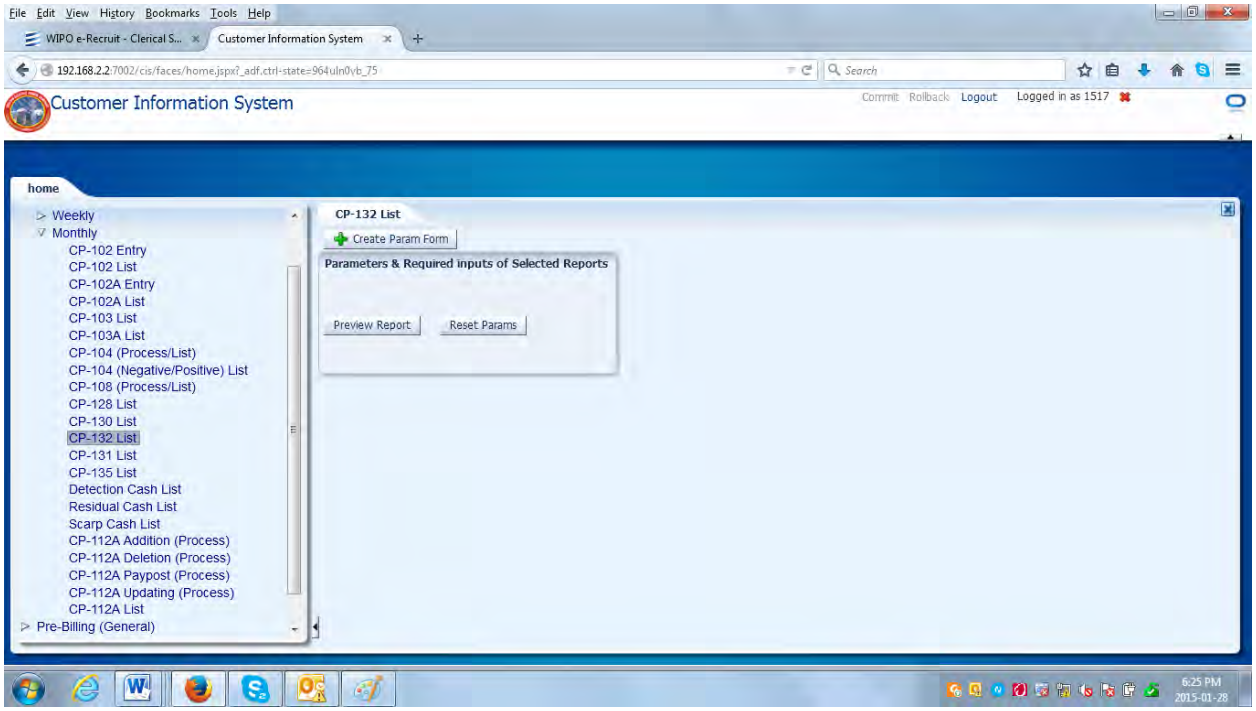
Step 2: Click on Cash.

Step 3: Click on Monthly.

Step 4: Click on **"CP 132 LIST** "on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Month End Date e.g. 'MM/DD/YYYY'

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

7.13. CP-135 MONTHLY INTERS OFFICE TRANSACTIONS POSTED.

This output is generated from the merging of WCL files of all the weeks. The month end printed on the report must be checked as MM-CCYY. The total amount of CP-135 must be equal to the total amount

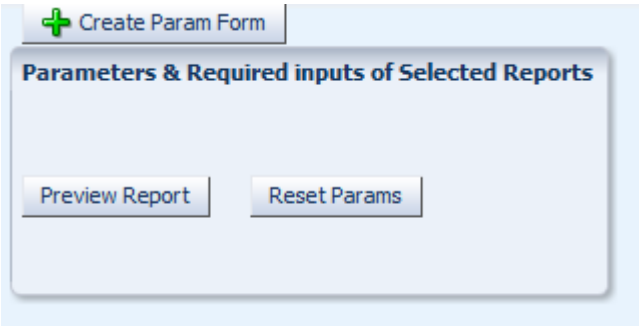
posted through CP-139 (transaction type "7") after subtracting the reversal of I.O.T (i.e. CP-139 transaction type "8"). Total amount of CP-135 must be equal to the total amount of CP-134 of all the weeks.

Step 1: Click on Left pan of tree.

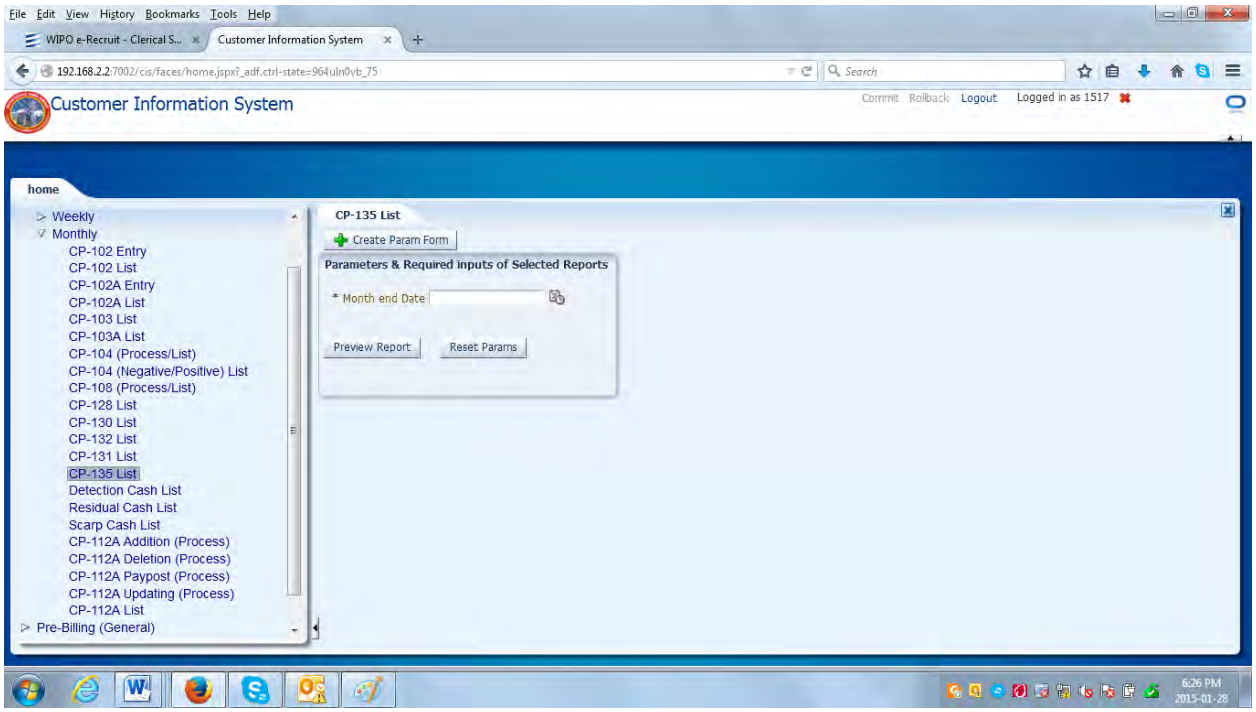
Step 2: Click on Cash.

Step 3: Click on Monthly.

Step 4: Click on **"CP 135 LIST** "on form



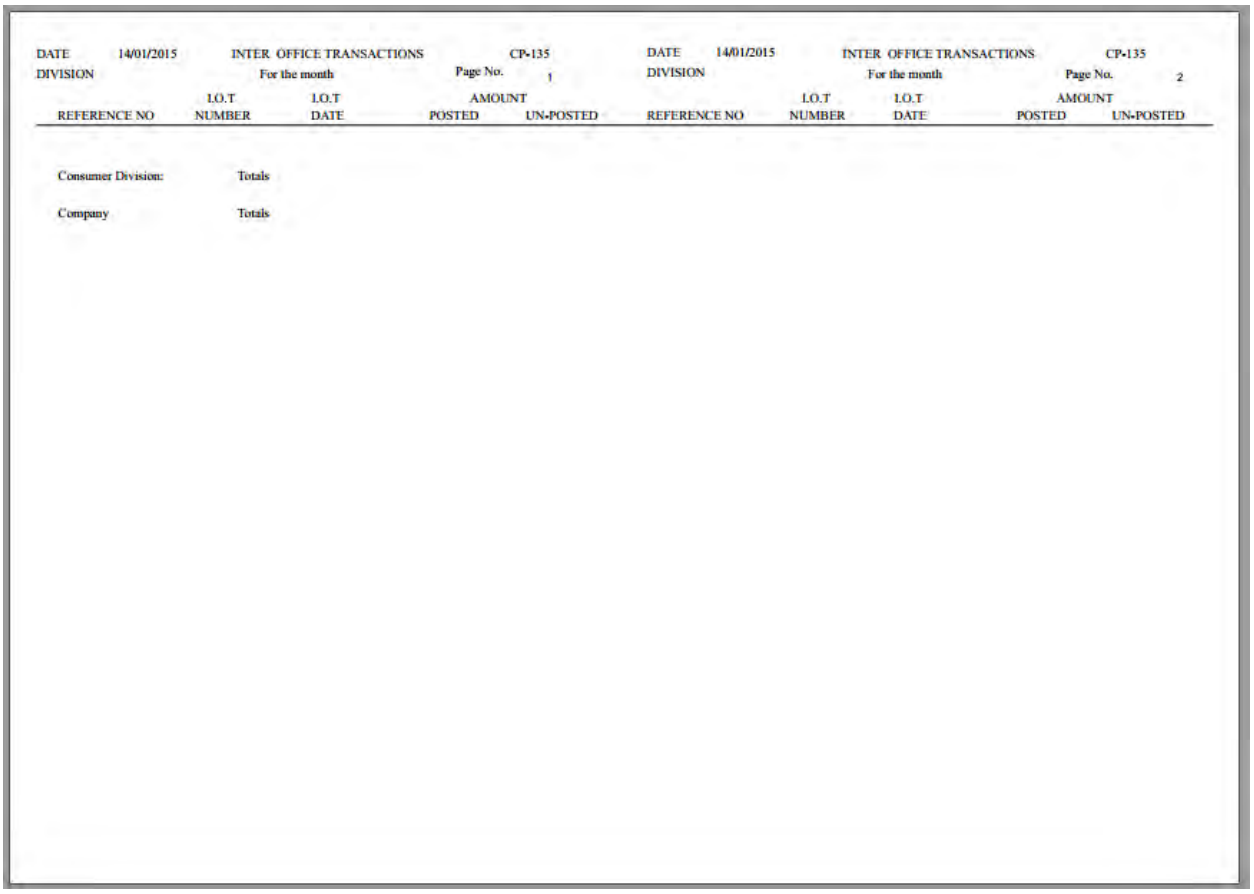
Step 5: Click on "Create Param Form"



Step: 6 Enter Month End Date e.g. 'MM/DD/YYYY'

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.



DATE 14/01/2015 INTER OFFICE TRANSACTIONS CP-135
DIVISION For the month Page No. 1

REFERENCE NO	I.O.T NUMBER	I.O.T DATE	AMOUNT POSTED	AMOUNT UN-POSTED
Consumer Division:	Totals			
Company	Totals			

DATE 14/01/2015 INTER OFFICE TRANSACTIONS CP-135
DIVISION For the month Page No. 2

REFERENCE NO	I.O.T NUMBER	I.O.T DATE	AMOUNT POSTED	AMOUNT UN-POSTED

7.14. MONTHLY RESIDUAL LIST.

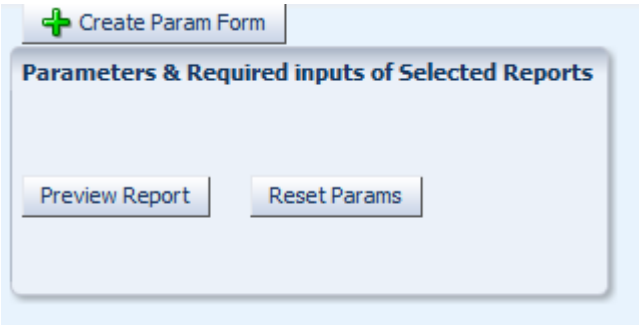
This list shows all records of residual table division wise.

Step 1: Click on Left pan of tree.

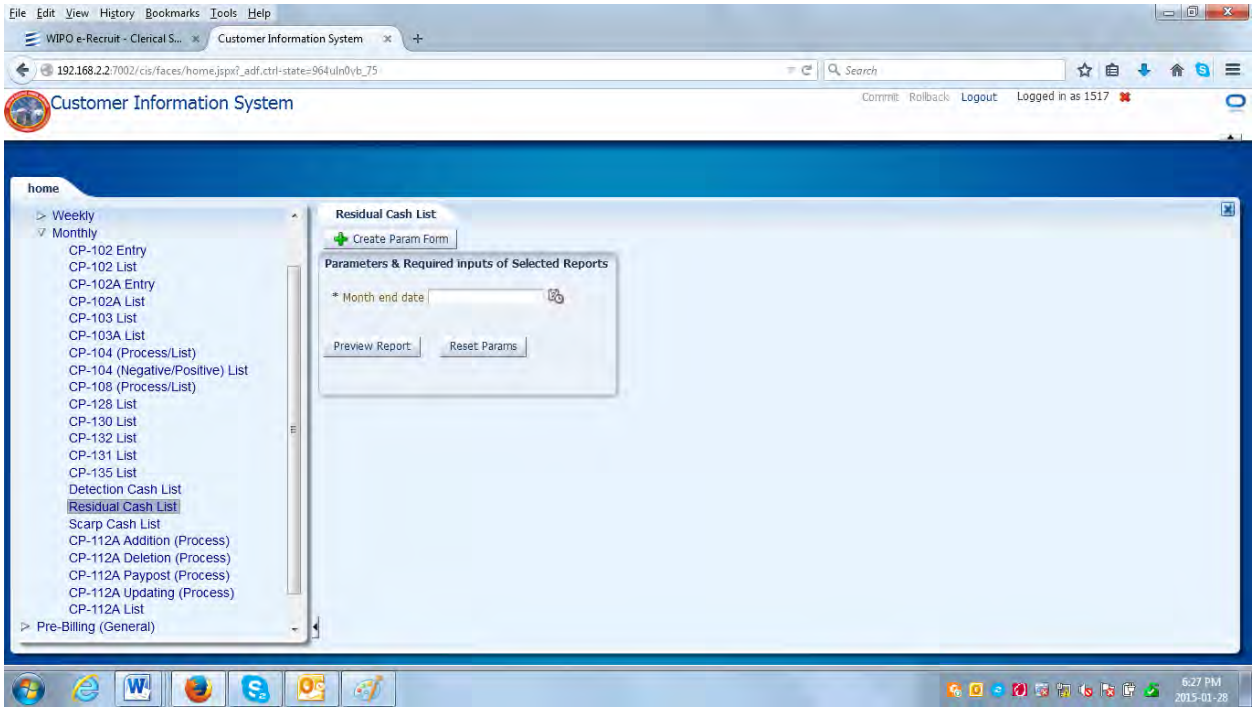
Step 2: Click on Cash.

Step 3: Click on Monthly.

Step 4: Click on **"CP 135 LIST** "on form



Step 5: Click on "Create Param Form"



Step: 6 Enter Month End Date e.g. 'MM/DD/YYYY'

Step: 7 Click on Preview Report.

Step: 8 Report will open .Export it into PDF form.

DATE 14/01/2015
BANK DIVISION 1511

RESIDUAL UNACCOUNTED LIST
For the month End 31/12/2014

Page No. 1

Sr #	REFERENCE NO	Scrl #	Payment Date	Main Date	Amount	Age	Sr #	REFERENCE NO	Scrl #	Payment Date	Main Date	Amount	Age
Bank Sub. Div	15118		Bank Code	**02139**									
1	05151322170901	2	02/12/2014	02/12/2014	10098.00	0							
Bank	**02139**	Totals			10098.00								
Bank Sub. Div	1511		Bank Code	**1002**									
2	4151380856101	1	30/01/2008	14/02/2008	182.00	83	3	9151120722204	1	30/01/2008	14/02/2008	76.00	83
4	25151320489087	1	30/01/2008	14/02/2008	150.00	83	5	14151140089042	2	23/10/2008	23/10/2008	10000.00	74
6	7151340234311	1	27/10/2008	27/10/2008	404.00	74	7	16151321326101	2	09/01/2009	10/01/2009	83.00	71
8	25151139999999	1	05/03/2009	07/03/2009	366.00	69	9	21151241151400	1	15/10/2009	15/10/2009	3000.00	62
10	25151740620301	1	30/10/2009	30/10/2009	1158.00	62	11	4151130516517	1	22/11/2010	24/11/2010	3046.00	49
12	25151170994100	1	29/06/2009	29/06/2009	159.00	66	13	25151131745603	1	12/10/2010	12/10/2010	1532.00	50
14	25151131760705	1	12/10/2010	12/10/2010	1221.00	50	15	16151310891900	1	03/07/2012	31/07/2012	159.00	29
16	25151132263201	1	03/07/2012	31/07/2012	817.00	29	17	25151740621517	1	03/07/2012	31/07/2012	4452.00	29
18	25151322468002	1	26/03/2012	26/03/2012	123.00	33							
Bank	**1002**	Totals			26928.00								
Bank Sub. Div	1511		Bank Code	**1009**									
19	18151341177909	1	27/12/2007	27/12/2007	953.00	84	20	25151349990024	2	04/06/2008	04/06/2008	245.00	78
21	15113217341016	1	30/08/2008	30/08/2008	1380.00	76	22	1151340275900	3	26/12/2008	26/12/2008	812.00	72
23	25151171497112	1	10/11/2009	10/11/2009	389.00	61	24	16151241304601	1	05/06/2009	05/06/2009	1402.00	66
25	25151711434043	1	14/10/2009	14/10/2009	3510.00	62	26	25151310866400	1	03/08/2010	03/08/2010	175.00	52
27	6151380623400	3	25/11/2008	27/11/2008	1156.00	73	28	5151710362030	4	09/03/2011	09/03/2011	400.00	45
29	11151321771700	1	06/04/2011	06/04/2011	1522.00	44	30	25151170552501	2	30/12/2013	30/12/2013	134.00	12
31	25151174587362	1	04/02/2013	04/02/2013	730.00	22	32	25151180766241	1	04/02/2013	04/02/2013	1675.00	22

USAID's Power Distribution Program (PDIP)
House 23, Street 19, Sector F-6/2, Islamabad
Tel: +92 51 2270911-916 Ext (106) / Fax: +92 51 8312997