Steps for Trip ID based money deposit at UTS counter against issued EFT

Admin of each TTE Lobby must ensure following:

1. *IPASS ID of each TTEs must be updated in the TTE application*
2. *EFT Booklet must be issued to TTE from TTE Lobby application.*
3. *Duty must be assigned to each TTE and Each TTE must be sign ON/OFF their duty as assigned in the TTE lobby application.*
4. *The details of each issued EFT leaf must be fed by respective TTEs in the TTE Lobby application*

Without above steps, the collected money cannot be deposited at UTS counter for MR generation.

Steps for Admin of TTE Lobby

Steps for feeding EFT stock in the TTE Lobby application

1. Login with Admin user id and password
2. Go to Master--->EFT Store . (it will show the list of all EFT booklet)
3. Click on "Add Booklet in Store" button. (right top button)
4. Fill Booklet Start Sr. No.(Example CD 51000),Booklet Start End. No.(example- CD 51099) and number of leaf i.e 50. (in case of lesser no. of leaf in booklet then feed the actual no. of each booklet)
5. Press Save button.
6. It will create two eft booklet in store i.e. (CD 51000 to CD 51049 and CD 51050 to CD 51099)

Issue EFT Booklet to TTE

1. Go to Master--->EFT Store
2. Go to Master--->EFT Store . (it will show the list of all EFT booklet)
3. Click on the issue button shown against each EFT booklet row which is to be issued. (search option is also available for booklet search)
4. A popup window will open. Select user to whom it will be issued
5. Press Save button
6. Password of user to whom the booklet issued will be asked. Ask the user to feed their password to accept/receive the booklet.

Cancellation of wrong EFT booklet entry

1. Go to Master--->EFT Store
2. Go to Master--->EFT Store . (it will show the list of all EFT booklet)
3. Click on the cancel button shown against each EFT booklet row which is to be cancelled. (search option is also available for booklet search)

Return/receipt of used EFT Booklet

1. Go to Master--->EFT Store
2. Go to Master--->EFT Store . (it will show the list of all EFT booklet)
3. Select "View Issued Booklet" tab.
4. Press Return button shown against each issued EFT Booklet
5. Provide reason and select return date.(If no leaf is used than please select no leaf used.)
6. Save it

Steps for TTE of TTE Lobby

Before feeding EFT Details in the TTE lobby application, each TTE must ensure following

1. *Your IPASS ID must be updated in the TTE application*
2. *Your EFT Booklet must be issued from TTE Lobby application.*
3. *Duty must be assigned and sign ON/OFF activity must be performed in the TTE lobby application.*
4. *The details of each EFT issued during respective duty must be fed in the TTE Lobby application*

Without above steps, the collected money cannot be deposited at UTS counter for MR generation.

Steps for feeding of issued EFT details

1. Login with user id and password
2. Go to TTE Activity-->EFT Entry
3. Select From and To date period and click on "SHOW DETAILS" button. It will show list of all performed duty.
4. Click on "EFT ENTRY" button shown against each duty for feeding of EFT details issued during respective performed duty.
5. A form will be open for EFT Records, Press "ADD ROW" button, A input form will be open for feeding of all particulars of issued EFT
6. Select EFT number (EFT number will be shown in the list which is comes automatically from list of issued EFT booklet).
7. Fill all the particulars of EFT like reason, class of ticket, source station, destination, GST component, number of passenger etc. please feed data carefully. Click "ADD" button to add the EFT particulars in the shown list.
8. Click "ADD ROW" button if you want to add more EFT particulars. Please ensure that all EFT particulars must be fed which are issued during the selected duty
9. Press "SUBMIT" button to save all the EFT details in the TTE Lobby application.

Steps to generate Transaction Slip

1. Go to TTE Activity-->EFT Entry
2. Select From and To date period and click on "SHOW DETAILS" button. It will show list of all performed duty.
3. Click on "GET REPORT" button shown against each duty for generating Transaction SLIP.
4. It will display one page summary report having TRIP ID, IPASS ID, TTE Details, Details of performed Duty and EFT summary.
5. Take it print or note down the TRIP ID and submit it along with collected cash to respective UTS COUNTER for generation of MR Receipt.

Steps to Generate monthly EFT RETURN

1. Go to TTE Activity-->VIEW EFT DETAILS RECORD
2. Select month for which the return to be generated
3. It will show the all EFT particulars issued during the selected month