

Agent Manual



To install Digital Certificate:

<https://www.prabhusystem.com/certsrv/>

Please note: Need to install Digital Certificate before opening Agent Site

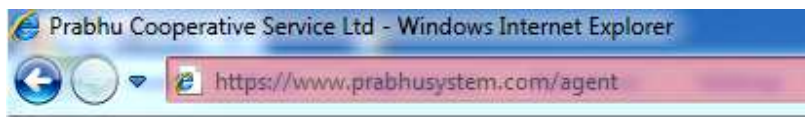
To Send/Receive Money (Agent Site):

<https://www.prabhusystem.com/agent/>

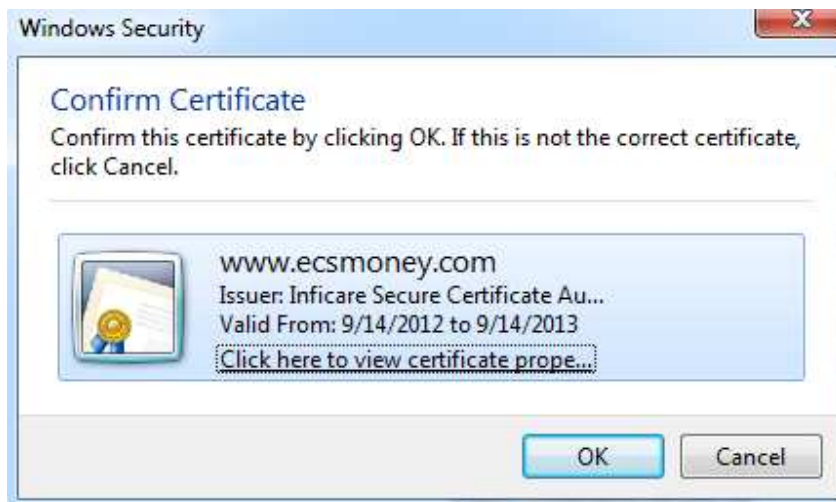
Step 1

>Open Internet Explorer

>Type <https://www.prabhusystem.com/agent/> in the address bar



>System will check **Digital Certificate** for verification



>Click in **OK**

>Following screen will be appeared

Agent Authorization



Login Name:

Password:

Access Code:

Prabhu Cooperative Service Ltd.

Thursday, October 04, 2012

Digital Certificate Detail :	
Name:	KAPIL ACHARYA (ECS-REMIT)
	888
Email ID :	
Your IP:	182.93.95.52

Agent Manual

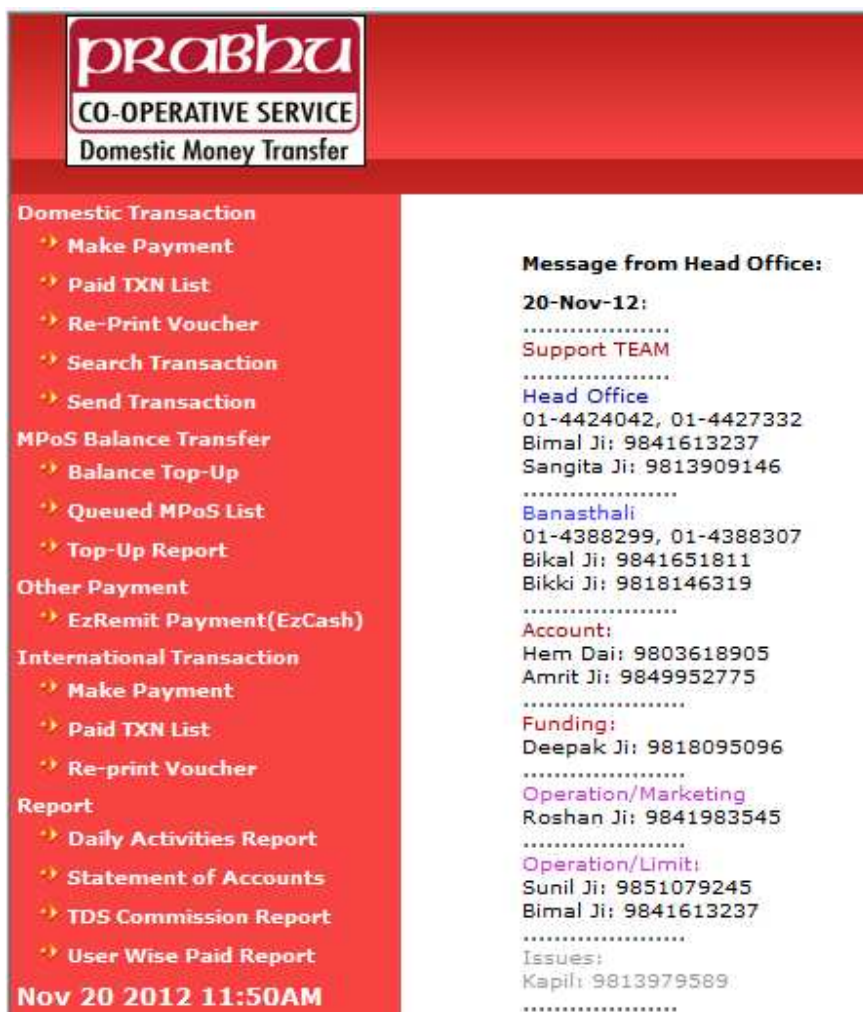


- > Type valid "Login Name, Password and Access Code"
- > Click in **Login**
- >Following screen will be appeared



>Click in **Remittance System**

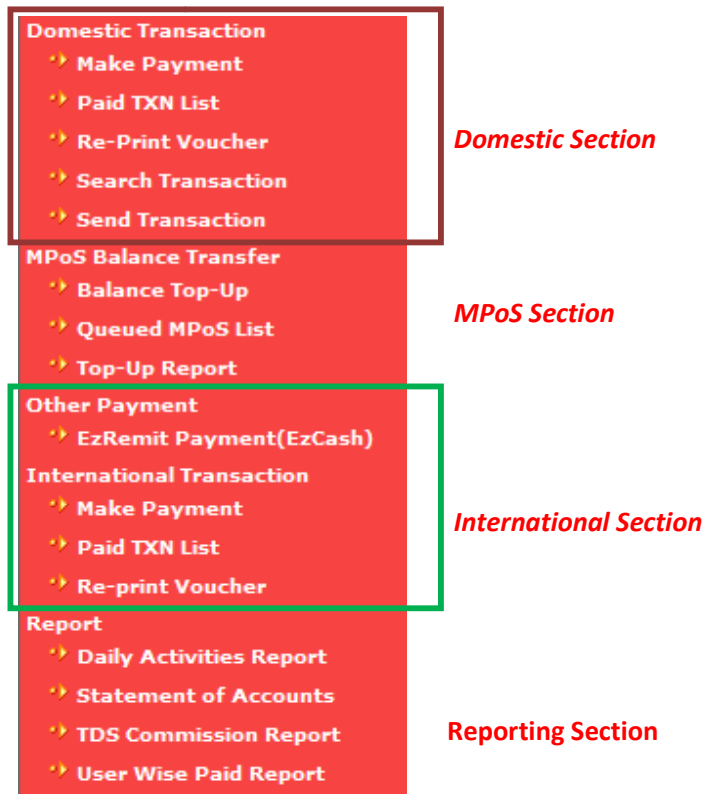
>Following Screen will be appeared



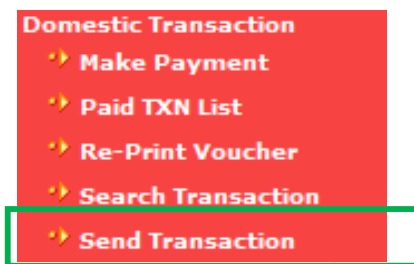
> **Message from Head Office**..... Will update you regarding system, you must read for understanding

Agent Manual

> Click in **Respective Menu Facility** to use system
> Menu Facility



> HOW TO SEND TRANSACTION?



>Click in **Send Transaction**

Your Current Balance: 0.00 Credit Limit: 100,000.00 Current Limit : 100,000.00 Limit Per TRN: 300,000.00

Your Branch should have, *ENOUGH CURRENT LIMIT* to send transactions

Current Balance: 0.00 **(You have Paid said Amount)**

Credit Limit: 100,000.00 **(You have deposited said amount)**

(Credit Limit–Current Balance) Current Limit: 1000,00.00

(You can send Transactions upto said Amount)

Limit Per TRN: 300,000.00 **(you can send said amount in one TXN)**

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>Following Screen will be appeared

>Choose Payout District

>System will display AMOUNT SLAB and COMMISSION

Service Charges for selected Send OR Receive's Category/Location			
Cash Payment			
Min Amt	Max Amt	Service Charge	Send Commission
1	25000	150	40
25001	50000	200	55
50001	100000	300	90
100001	200000	450	110
200001	300000	550	130

>Following dialogue box will be appeared

>Type AMOUNT in TRANSFER AMOUNT

>Type "Sender Detail and Beneficiary Detail" as per customer request

Agent Manual

- >Click in "Send Transaction"
- >Receipt with **Ref No** will appeared
- >Provide **Ref NO** to Customer

prabhu Kathmandu
CO-OPERATIVE SERVICE
Tinkune, koteshwar
Great Saving And Credit Co-operative Ltd.,Nepal

Customer Copy

P41484167

Originated by: ILLAM, ILLAM, HOSPITAL ROAD
Originated on: 10/03/2012 1:40:51 PM

Date: 10/04/2012

Beneficiary (Nepal)
Name: KTM
Address: KTM
Tel. No: 000

Remiter (Nepal)
Name: Ilam
Address: Ilam
Tel. No: 000 / Mobile No:

Payment Details

Type	Amount in NPR	Che No/Account No	Branch/Bank
Cash Payment	4,000.00		Kathmandu

In Words: Four Thousand NPR and 00 Only.

Prepared By: kalpana L Authorized By Receiver

> HOW TO PAY DOMESTIC TRANSACTION [STARTS WITH Pxxxxxxx OR Cxxxxxxx] ?

>To pay Domestic Transaction (Starts with Pxxxxxxx or Cxxxxxxx)

Domestic Transaction

- Make Payment
- Paid TXN List
- Re-Print Voucher
- Search Transaction
- Send Transaction

- >Click in **Make Payment**
- >Following screen will be appeared

Pay Transactions (Starts with Pxxxxxxx or Cxxxxxxx)

Ref NO::

Find Transaction

- >Type the **Ref No** and Click in **Find Transaction**
- >If Transactions is **not found**, following message will be appeared

Transaction Number is not valid

Agent Manual



>If Transactions is found, then following screen will be appeared

Prabhu Cooperative Service Ltd.
Prabhu Complex, 3rd Floor,
Lainchaur, Kathmandu.
Tel. No.: +977-01-4427331
Fax: +977-1-N/A

Great

ILLAM

ILLAM, HOSPITAL ROAD

Sender Information

Name

Address Ilam
Phone 000
City Ilam , Nepal
Mobile Phone

P41484167

Payout Location/Bank: KATHMANDU

Receiver Information

Name

Address KTM
Phone 000
City KTM, Nepal
CITIZEN NO *****
Relation Brother

Transaction Information

Generate Date: 10/03/2012 1:40:51 PM **Payment Mode:** Cash Payment -Un-Paid

Payout Amt 4,000.00 [NPR] *Four Thousand and 00 Only*

Payout Branch: -

Amt to be Paid (please type payout amt)

Remarks

Pay
Do not Pay

- > You have to verify "Receiver Name, Amount and Type Amt to be paid".
- > Write **exact amount**
- > Write remarks, if applicable
- > Click in **Pay**
- > Following Screen will be appeared

Message from webpage

Confirmation: _____

Are you confirm to Pay this Transaction?

>Click in **OK**

> "Customer Copy" and "Official copy" will appear as below

Customer Copy

P41484167

Paid By :	Originated by:	ILLAM, ILLAM, HOSPITAL ROAD
Date: 10/04/2012	Originated on:	10/03/2012 1:40:51 PM

<u>Beneficiary (Nepal)</u>	<u>Remiter (Nepal)</u>
Name:	Name:
Address: KTM	Address: Ilam
Tel. No: 000	Tel. No: 000 / Mobile No:

Payment Details

Type	Amount in NPR	Cha No/Account No	Branch/Bank
Cash Payment	4,000.00		Kathmandu

In Word: Four Thousand NPR and 00 Only.

Prepared By: kalpana1	Authorized By	Receiver
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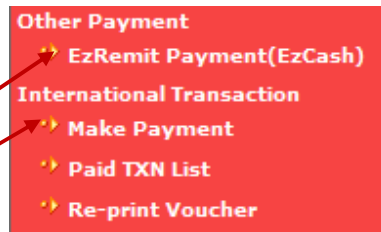
Official Copy

>Take the signatures from Customer with required documents and keep in your record

Agent Manual

> HOW TO PAY INTERNATIONAL TRANSACTIONS ?

Download Control Number Format: <http://www.prabhumanagement.com/downloads.php>



Available Options

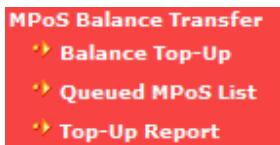
- > **EzRemit Payment (EzCash)** --> 12 Digits Only
- > **Make Payment** --> 8 to 18 Digits only

Payment Procedure same like earlier.

If transactions not found in the system, system will generate message.

Please note: If you did not find CONTROL NUMBER in system, kindly call our support team

> HOW TO RECHARGE (MPoS) ?



>Click in **Balance Top-Up**

>Queued MPoS List

- You can view txns, which are in queued
- You have to click in in Check Transactions, if it is in queued

>Top-Up report

- You can view report via filter (Success, Failed)

>After clicking in Balance Top-Up, following screen will be appeared

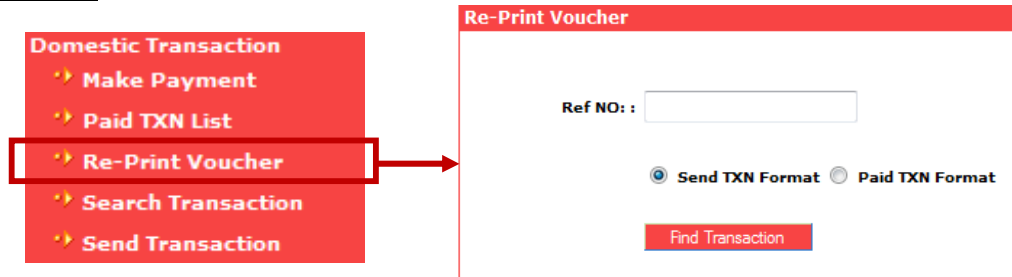
>Choose NTC or NCELL (As required)

>Choose Amount as required

>Click in **SUBMIT**

> HOW TO REPRINT VOUCHER?

Domestic Section



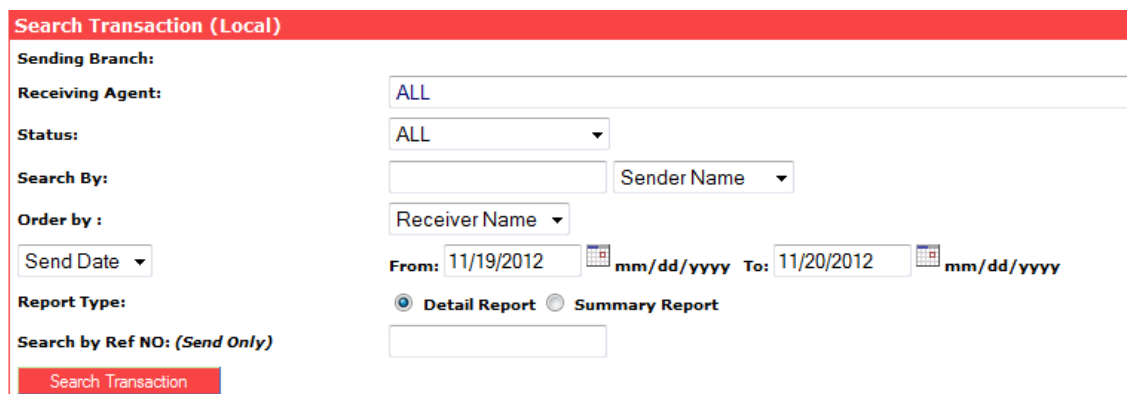
-We can reprint "Domestic SEND" or "Domestic PAID" transaction via choosing respective radio bottom.

>Paid TXN List

- You can see list of all LOCAL PAID TRANSACTIONS

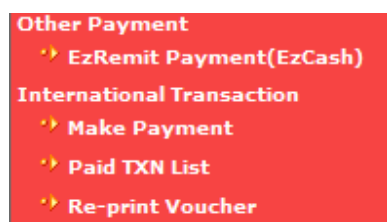
>Search Transaction

- You can see SEARCH local transactions



The image shows a 'Search Transaction (Local)' form with the following fields: Sending Branch, Receiving Agent (set to ALL), Status (set to ALL), Search By (set to Sender Name), Order by (set to Receiver Name), Send Date (dropdown), From (11/19/2012) and To (11/20/2012) date pickers, Report Type (radio buttons for Detail Report and Summary Report), and Search by Ref NO: (Send Only) input field. A 'Search Transaction' button is at the bottom.

International Section



>Re-Print Voucher

- You can reprint all INTERNATIONAL PAID TRANSACTIONS

>Paid TXN List

- You can see list of all LOCAL PAID TRANSACTIONS

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> HOW TO VIEW REPORT ?
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Daily Activities Report:

- From this menu user can view daily report with all types of transactions
 - International PAID
 - Domestic Send
 - Domestic Paid
 - MPoS

Statement of Accounts

- User Can View Funding Details

TDS Commission Report

- User Can View commission report including TDS and total

User wise Paid Report

- Branch manager can check User Wise Paid Report, If they have more than one user.

Updated By: Kapil Acharya

**THANK YOU
MANAGEMENT**