LOCAL BODY TAX – BANK TELLER'S GUIDE

<YourMunicipalCorporation>.mahalbt.com

Given below is a quick summary of things you can do on the Website as a Bank Teller.

| Feature	Description
Login	Login to the Website using the User Name and Password assigned to you
eChallan	View eChallan and accept payments
Print Receipts	Print & Issue receipts for accepted payments
Create Challans	Create challans
Daily Collection Reports	View and issue daily collection reports

THE HOME PAGE

The first page that you see when you visit the website is the Home Page.

↗ On the Top you see the current Municipal Corporation and the options to choose your Language.

↗ The Login Box allows you to Login to the Website with the User Name and Password assigned to you
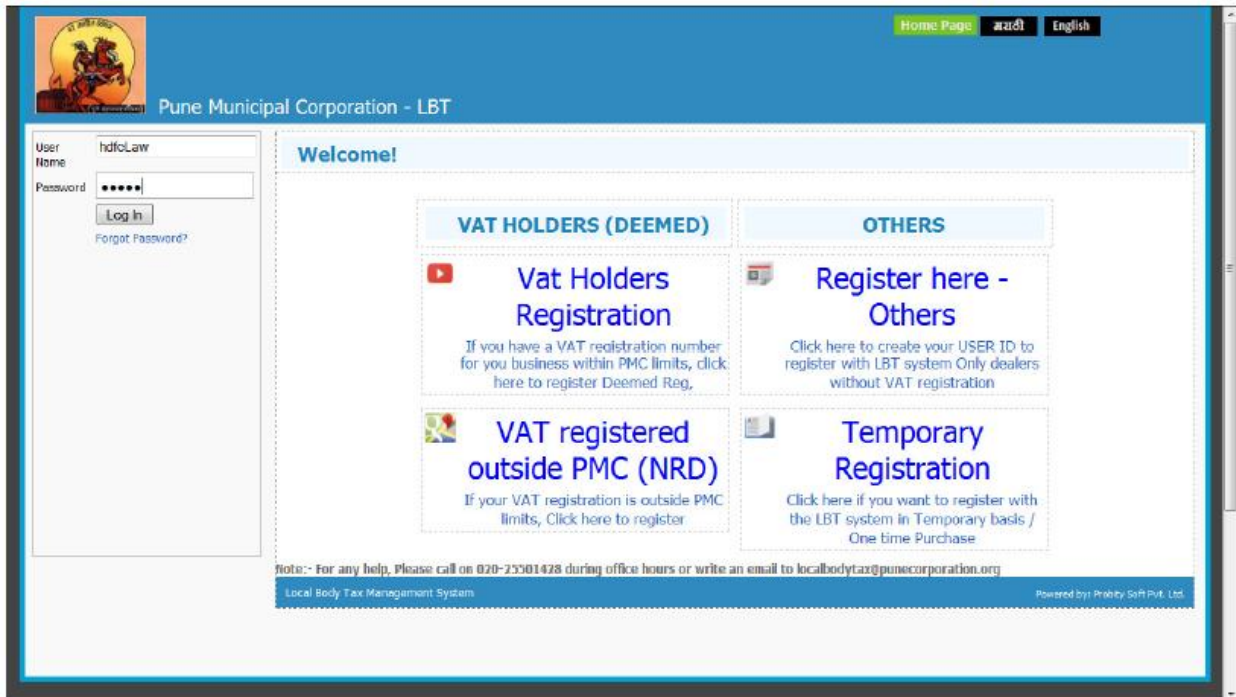
↗ Upon Login you will see the following screen
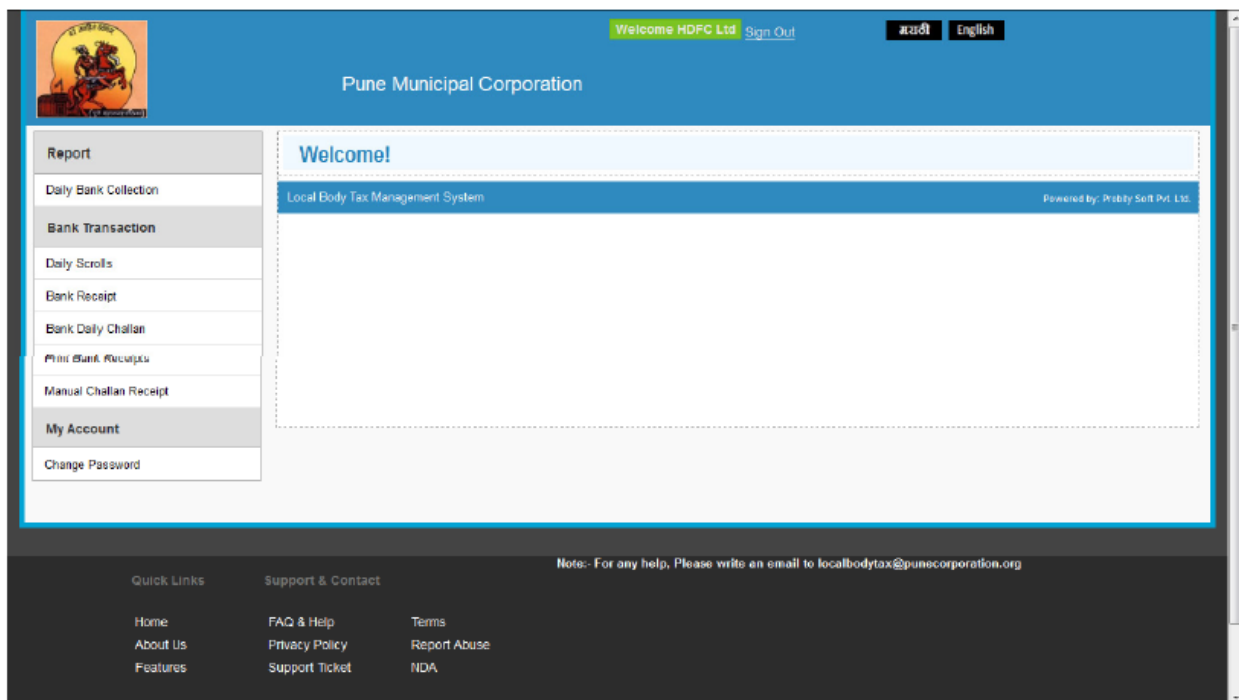
When a payer comes to the counter to pay LBT, do the following

↗ Click on "Bank Receipt" from the options on the left menu
↗ Take the challan from the payer and enter the challan number on the screen on the right and press
   the "Tab" button on the keyboard

↗ A copy of the challan made by the payer will be displayed on your screen
↗ Check the amount and accept the payment
↗ Enter "Mode of Payment" in-case of cheque or DD, enter all relevant details of the payment
   instrument
↗ Click "Save"

- ↗ The receipt will be generated and displayed
- ↗ Click "Print" on the top left hand corner
- ↗ Issue the printed receipt to the payer

CREATE MANUAL CHALLAN RECEIPT

In-case a payer comes to the bank without having created a challan, you may follow these steps to create a challan, accept payment and issue a receipt. (The payer must have his/her LBT number in order to complete this process)

- ↗ Click "Manual Challan Receipt"
- ↗ Enter the following details
    - o LBT registration number of the payer
    - o Date range of payment (usually previous calendar month)
    - o Amounts under relevant heads
- ↗ Confirm name of the payer and firm as displayed on the screen
- ↗ Enter "Mode of Payment" details
- ↗ Click "Save"

- ↗ The challan and receipt will be displayed on the screen, print it and give it to the payer (Retain the bank copy of challan)

↗ Click "Print Bank Receipts" from the options on the left menu bar
↗ Select the date range you wish to print the receipts for
↗ Click "Search"

↗ All receipts for the said date range will be displayed

↗ Click "View" to open the receipt
↗ Click "Edit" to change DD or Cheque details
↗ Click "Print" to print the receipt

↗ Click "Bank Daily Challan" to generate a end-of-day report of the total collection at your counter for the day

↗ Choose "Mode of Payment" and click "Show"
↗ Fill up the coinage details and click "Save"

↗ The "Bank Daily Challan" report is ready to be printed

↗ To view and print back-dated "Bank Daily Challans" click "Daily Scrolls" enter the required date range and click "Search"

- ⬀ Click "Daily Bank Collection" to view Daily Collection Summary at your bank
- ⬀ Choose the "Date Range"
- ⬀ Choose the "Bank"
- ⬀ Choose the Branch"
- ⬀ Click "Search"

- ⬀ Bank-wise daily collection will be displayed
- ⬀ Click on No. of payments to see all the payments for the branch

↗ To see the challan for a certain payment, click on the challan no.