



NET PAISA

FUTURE OF PAISA
TRAINING MODULE FOR DISTRIBUTORS

PREFACE

- THIS DOCUMENT WILL PROVIDE SUPPORT TO THE DISTRIBUTORS IN SOLVING WITH THEIR DAY TO DAY QUERIES.
- THIS DOCUMENT PROVIDES AN EASY APPROACH IN GUIDING OUR DISTRIBUTORS IN HANDLING THEIR PANEL WITH ITS ACTIVITY.
- STEP WISE DETAILED PROCEDURES FOR BUTTERFLOW USE OF INTERFACE

FREQUENTLY ASKED QUESTIONS

HOW TO ADD AND MANAGE RETAILERS?

GO TO PANEL AND CLICK ON
MANAGE RETAILERS AND CLICK
ON ADD RETAILERS

FILL THE MANDATORY FIELDS REQUIRED
LIKE NAME, MOBILE AND EMAIL ETC



The image shows the 'ADD RETAILER' form. It has two tabs: 'Add a detail' and 'Activate'. The form contains the following fields:

- Name* (input field)
- User Name* (input field, Username, (Space not allowed))
- Password* (input field)
- Confirm Password* (input field, Re Password)
- Shop Name (input field)
- City (input field)
- Address (input field)
- Aadhar Number* (input field)
- PAN Number (input field)

HOW TO ADD THE RETAILERS?

UPLOAD
PANCARD,
AADHAR AND
GST

TICK THE
CHECKBOX ON
TERMS AND
CONDITIONS
AND SUBMIT

IN THE DROPDOWN BOX SELECT THE
DESIRED RETAILER AND DO THE PIN
GENERATION AND CLICK ON ACTIVATE

Aadhar Number*	PAN Number	GST Number
<input type="text" value="Aadhar Number"/>	<input type="text" value="Pan Number"/>	<input type="text" value="GST Number"/>
Aadhar File*	PAN File	GST File
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
Services (User - Access)		
- Recharge	<input checked="" type="checkbox"/>	
+ Money Transfer	<input checked="" type="checkbox"/>	
+ Bill Payment	<input checked="" type="checkbox"/>	
+ PAN	<input checked="" type="checkbox"/>	
+ Bus Booking	<input checked="" type="checkbox"/>	

I agree to the Terms & Condition

Dashboard Reports Manage Retailers Recharge Money Accounts Payments Support

Home • Add Retailer

ADD RETAILER

User Retailer

User	PIN	Package	<input type="button" value="ADD RETAILER"/>
<input type="text" value="User"/>	<input type="text"/>	Jayesh ahir	

Ledger Report

1

- Click on the reports tab
- Select ledger in the dropdown

2

- In the Ledger report select the date “from” “to”
- This helps to filter the search summary

3

- You can search the retailer reports by their names
- Get complete summary of transaction ID and service description

Home • Dashboard

ADD RETAILER

TOTAL RETAILER

Last 5 Trans

TrID	Use

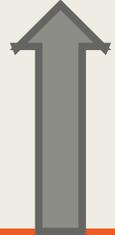
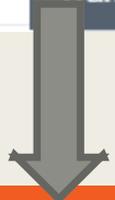
- Ledger
- Comission Earned
- Fund Receive Statement
- All Fund Receive
- Fund Transfer Statement
- Fund DR Statement
- Retailer Balance
- Transaction Report

SEARCH FILTER

From: To: Type:

Search:

Transaction ID	Date Time	Mobile No.	Service	Description	Current	Remark
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Ledger Report

Opening Balance	Purchase	Req. Amt	Deb. Amt	Self Comm	Closing Balance
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Fund Transfer statement

Go to Reports Tab



In the drop down select Fund Transfer statement



Search and get the desired fund transfer statement

Ledger

Comission Earned

Fund Receive Statement

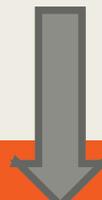
All Fund Receive

Fund Transfer Statement

Fund DR Statement

Retailer Balance

Transaction Report



Fund Transfer Statement

Copy

Excel

CSV

PDF

Print

Search:

SI	Transaction Id	Date & Time	Retailer	Debit Amount	Balance Amount	Remark
No data available in table						
Total:				Rs0 (Rs0 total)		

Showing 0 to 0 of 0 entries

Previous

Next

Check Retailer Balance?

Click on reports tab



Go to Retailer balance



Search all retailers
balance by their names

Dashboard Reports Manage

Home • MAIL Users

All Retailer

SI

Showing 0 to 0 of

- Ledger
- Comission Earned
- Fund Receive Statement
- All Fund Receive
- Fund Transfer Statement
- Fund DR Statement
- Retailer Balance
- Transaction Report



Dashboard Reports Manage Retailers Recharge Money Accounts Payments Support

Home • MAIL Users

All Retailer

Search:

SI	Name	Username	Shop name	Mobile	Balance
No data available in table					
Total:					Rs0 (Rs0 total)

Showing 0 to 0 of 0 entries Previous Next