NET PAISA

FUTURE OF PAISA

TRAINING MODULE FOR DISTRIBUTORS

PREFACE

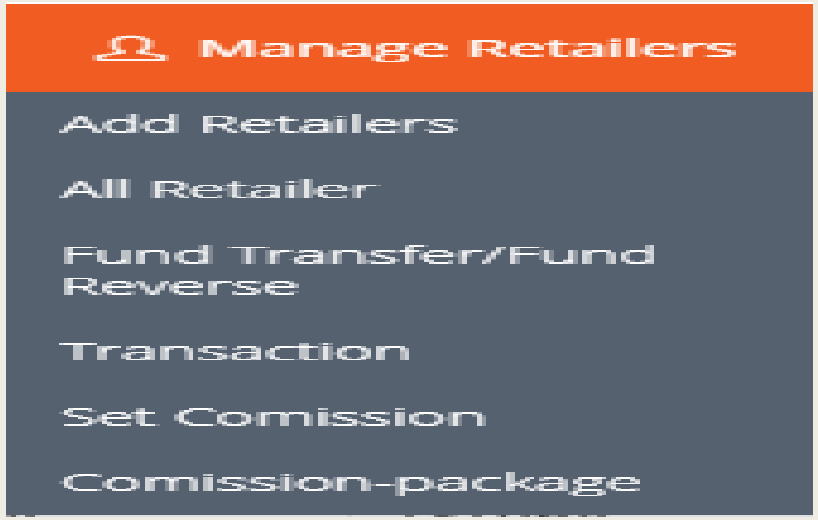
- THIS DOCUMENT WILL PROVIDE SUPPORT TO THE DISTRIBUTORS IN SOLVING WITH THEIR DAY TO DAY QUERIES.
- THIS DOCUMENT PROVIDES AN EASY APPROACH IN GUIDING OUR DISTRIBUTORS IN HANDLING THEIR PANEL WITH ITS ACTIVITY.
- STEP WISE DETAILED PROCEDURES FOR BUTTERFLOW USE OF INTERFACE

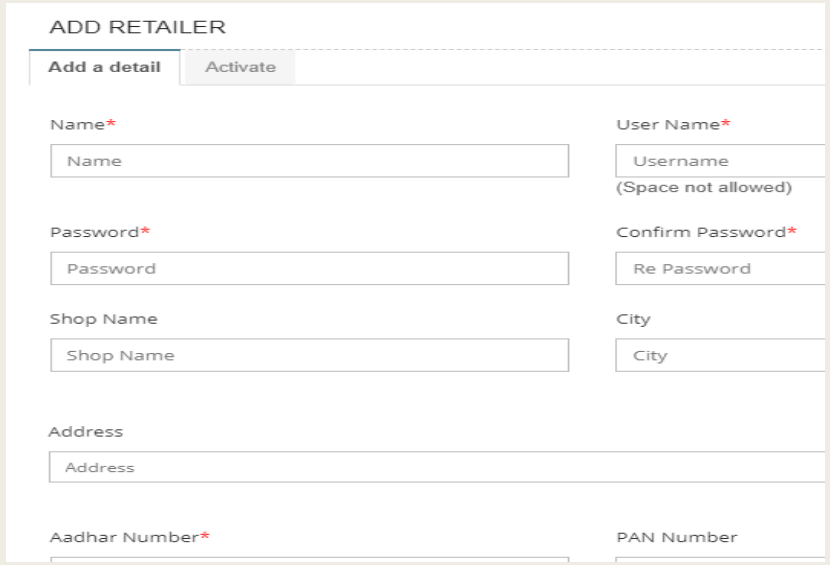
FREQUENTLY ASKED QUESTIONS

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



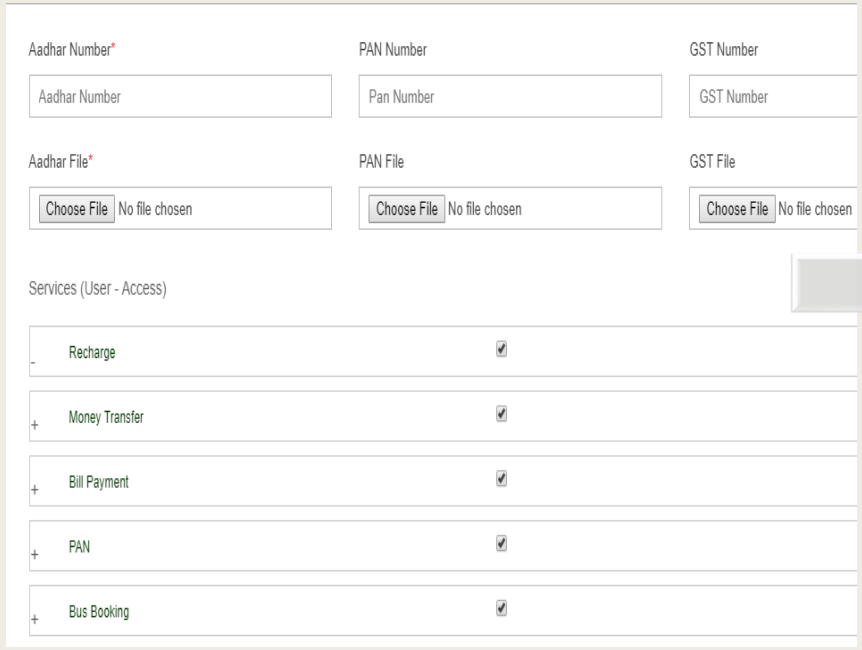


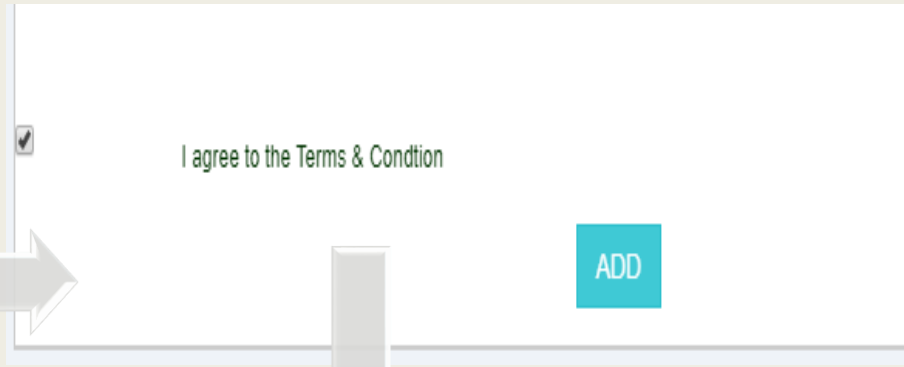
HOW TO ADD THE RETAILERS?

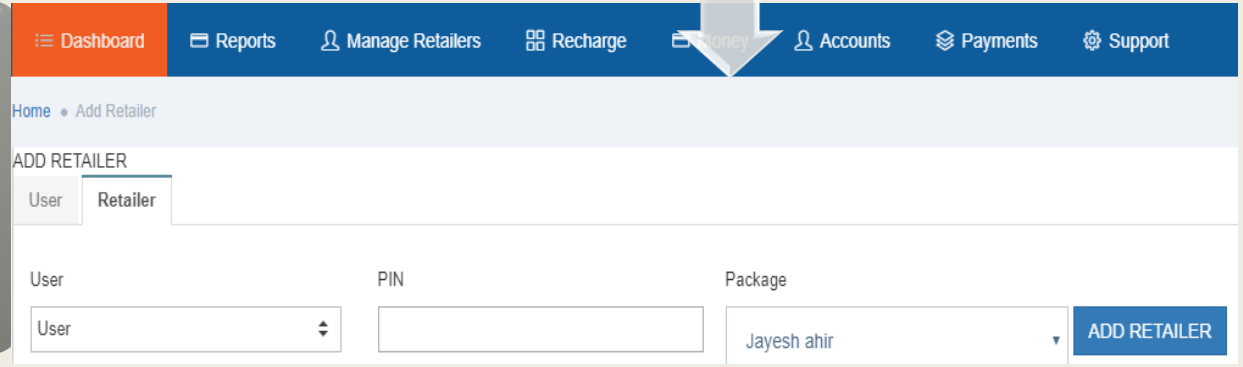
UPLOAD PANCARD, AADHAR AND GST

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

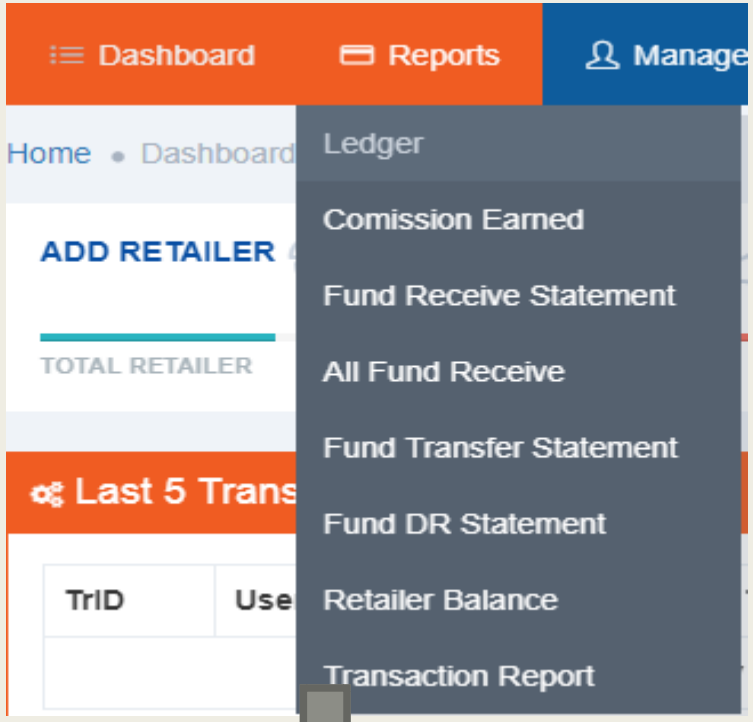


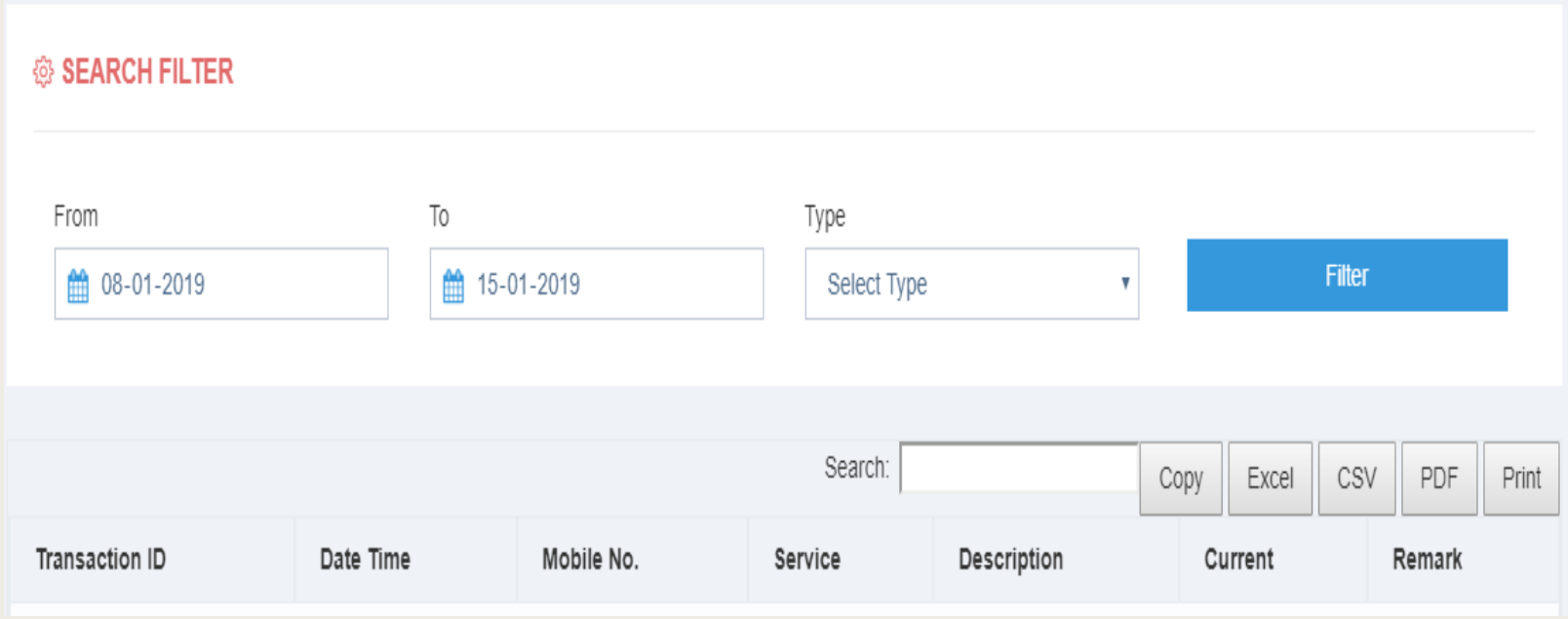


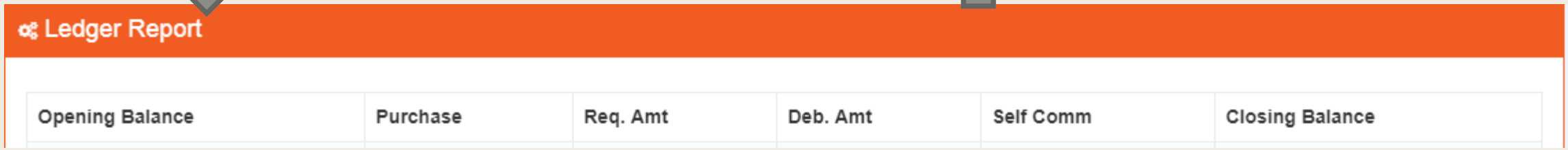


Ledger Report

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


Dashboard
Reports
Manage
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
08-01-2019
To
15-01-2019
Type
Select Type
Filter
Search:
Copy
Excel
CSV
PDF
Print
Transaction ID
Date Time
Mobile No.
Service
Description
Current
Remark

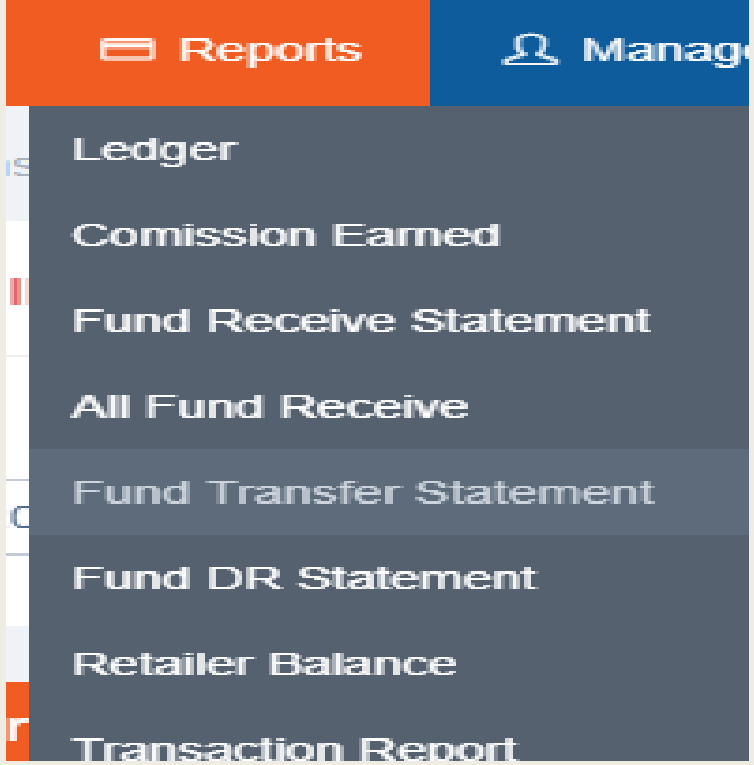

Ledger Report
Opening Balance
Purchase
Req. Amt
Deb. Amt
Self Comm
Closing Balance

Fund Transfer statement

Go to Reports Tab

In the drop down select Fund Transfer statement

Search and get the desired fund transfer statement



Fund Transfer Statement

Copy | Excel | CSV | PDF | Print

Search:

Sl	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

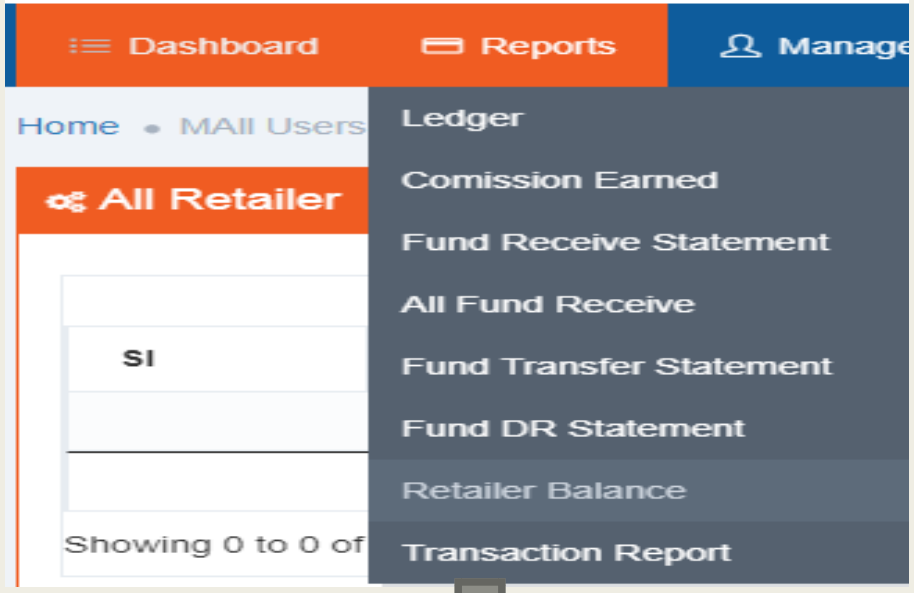
Previous Next

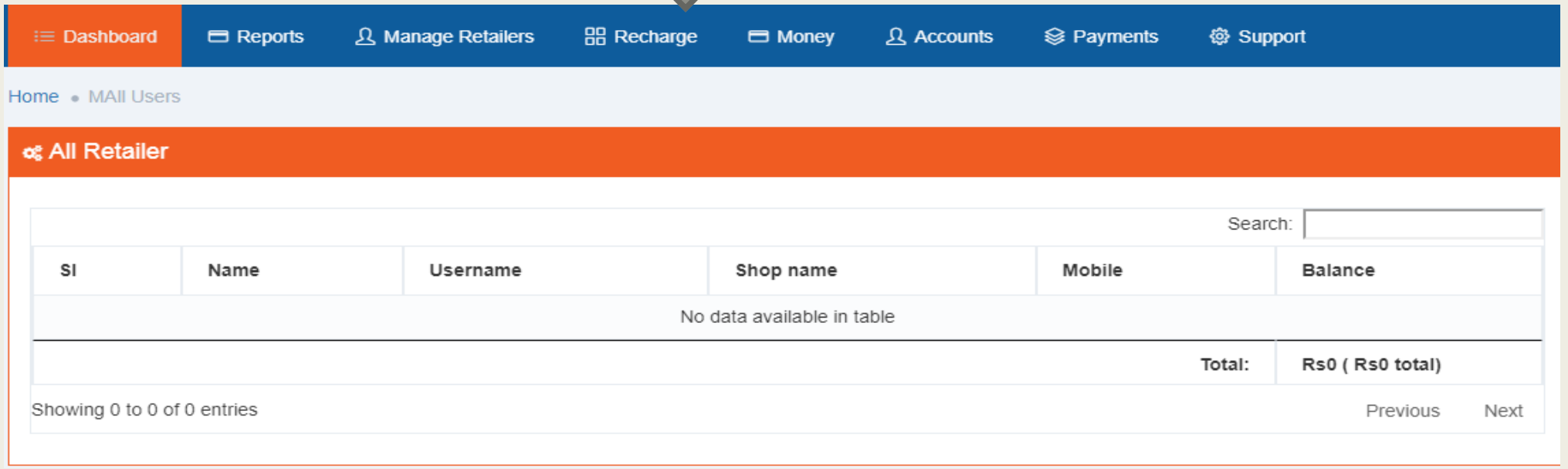
Check Retailer Balance?

Click on reports tab

Go to Retailer balance

Search all retailers balance by their names


Dashboard
Reports
Manage
Home • MAll Users
All Retailer
Sl
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 • MAll Users
All Retailer
Search:
Sl
Name
Username
Shop name
Mobile
Balance
No data available in table
Total:
Rs0 (Rs0 total)
Showing 0 to 0 of 0 entries
Previous
Next