

# User Manual of Reconciliation payment collection screen.

The DA/WEDS need's login with his/her login credentials in the GSWS website.

← → ↻ gramawardsachivalayam.ap.gov.in/GSW5/PF/Login

# గ్రామ - వార్డు సచివాలయము



Login to your account

Activate Windows  
Go to Settings to activate Windows.

Open the Services menu and select the option reconciliation payment collection.

The screenshot shows the main dashboard of the Gram Awards Sachivalayam. The left sidebar menu is expanded, and 'Reconciliation Payment Collection' is highlighted with a blue arrow. The dashboard features two pie charts: the left one shows SLA status (Open within SLA, Open Beyond SLA, Closed within SLA, Closed Beyond SLA) and the right one shows departmental revenue distribution. Below the charts is a row of service icons including YSR Rythu Bharosa, Jagannanna Vidya Deevena, Ban on Alcohol, Amma Vodi, YSR Asara, Pension, Gruha Vasati, Arogyaari, and Jalayagnam. A text block at the bottom contains instructions in Telugu regarding the NEFT/RTGS process and a link to a Telegram group.

మధ్యాహ్నం 2 గంటల తరువాత చలాన్ ఉత్పత్తి చేయాలి. NEFT/RTGS ద్వారా రోజులో ఉన్న మొత్తాన్ని ICICI బ్యాంక్ ఖాతా నుండి బయటపెట్టే విధంగా డివిజన్ బోర్డును డిస్ప్లేయ్ చేయాలి. డివిజన్ బోర్డు to be displayed at Village / Ward Secretariat

అధికారులు గ్రామ అవార్డుల సచివాలయం టెలిగ్రాం గ్రూప్ కు చేరాలి. గ్రూప్ లింక్ <https://t.me/joinchat/OLSf...>

The below showed window is going to appeared in the web page the DA/WEDS needs to enter the issue facing challan details

The screenshot shows a web form titled "Reconciliation Payment Collection" with a dark blue header bar on the left and a green "Log" button on the right. The form contains the following fields:

- Mode Of Payment \***: A dropdown menu with "Select" as the current value. The dropdown list is open, showing options: "Select", "Wallet", "ICICI Challan", "CFMS Challan", "Canara Bank UPI", and "BILLDESK".
- No. Of Services \***: A text input field.
- Challan Number \***: A text input field.
- Challan Date \***: A date picker field showing "dd-mm-yyyy".
- Date Of Payment To GSWS \***: A date picker field showing "dd-mm-yyyy".
- Amount Transferred To GSWS \***: A text input field.
- Amount Transferred To Bank \***: A dropdown menu with "Select" as the current value.
- Bank Transaction/Reference ID \***: A text input field.
- Challan Status In GSWS Portal \***: A dropdown menu with "Select" as the current value.
- Amount Refunded(Confirm Over Bank Statement) \***: A dropdown menu with "Select" as the current value.
- Remarks \***: A text area for notes.

At the bottom of the form, there are two buttons: a blue "ADD" button and a red "CLEAR" button.

- 1) Mode of Payment: Please select payment option from the dropdown menu where the DA/WEDS facing issue to for any challan for example.
  - a) If the issue in CFMS select as CFMS
  - b) If it in Wallet Select wallet vice versa
- 2) No of services: Please enter the no of services which carried out in the challan for example: 10,15,20 etc.
- 3) Challan number: Please enter the challan number: Please enter the Problematic challan number for example
- 4) a) CFMS starting with 41204500000000 (On the challan copy its mentioned on Left hand side top corner)
  - b) Wallet VSWS (Secretariate Code) Ex. VSWS101903XX
  - c) Canara bank UPI Challan EX: GSWS1000006977.
  - d) ICICI (GSWS280FE174BBCOXXXX)
- 5) Challan Date: Please enter Challan Generation Date.
- 6) Challan amount: Enter the Total challan amount which is mentioned on the challan copy.
- 7) Date of Payment GSWS: Select the Date when you have made the payment against the challan. (Date of payment should be greater than or equal to Challan generated Date)
- 8) Amount Transferred to GSWS: Enter the Amount which you have paid in the bank whether it's less or Excess or same amount paid.
- 9) Amount Transferred to bank: Select the option for example:
  - a) If you paid in CFMS select as CFMS
  - b) paid in wallet select ICICI
  - c) paid via UPI select as Canara bank
  - d) if you paid in bill desk select as ICICI bank.

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10) Bank Transaction/Reference id: Enter the bank reference number which given by bank authorities.

a) For Canara Bank UPI Payment Use reference of RRN number.

11) Challan status: Please select the chalan status if opened select as opened. For example, if you paid the amount but still the challan status showing as initiated select as opened only.

12) Amount refunded yes/no: Before selecting the option thoroughly check your bank statement for any kind of refund received at your end from the department.

13) Remarks: Mention your remarks like already paid the amount but challan reflecting in login, Excess amount paid, less amount etc; **Please mentioned DA/WEDS phone number in the remarks.**

Once all the details enter by the DA/WEDS please click on add and all the details will be submitted in the following table

S.No	Mode Of Payment	No. Of Services	Challan NO	Challan Date	Challan Amount	Date of payment to GSWS	Amount transferred to GSWS	Amount Transferred To Bank	Transaction/reference ID	Challan Status	Refund Status	Remarks
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**All the mentioned details will be verified by the concern finance team and update in the challan status as success. If any rejection done by the finance team the comments will be mentioned in the above-mentioned table.**

**For faster resolution please enter the details properly. Any kind of quires, & concerns please do contact your respective technical Spoc**