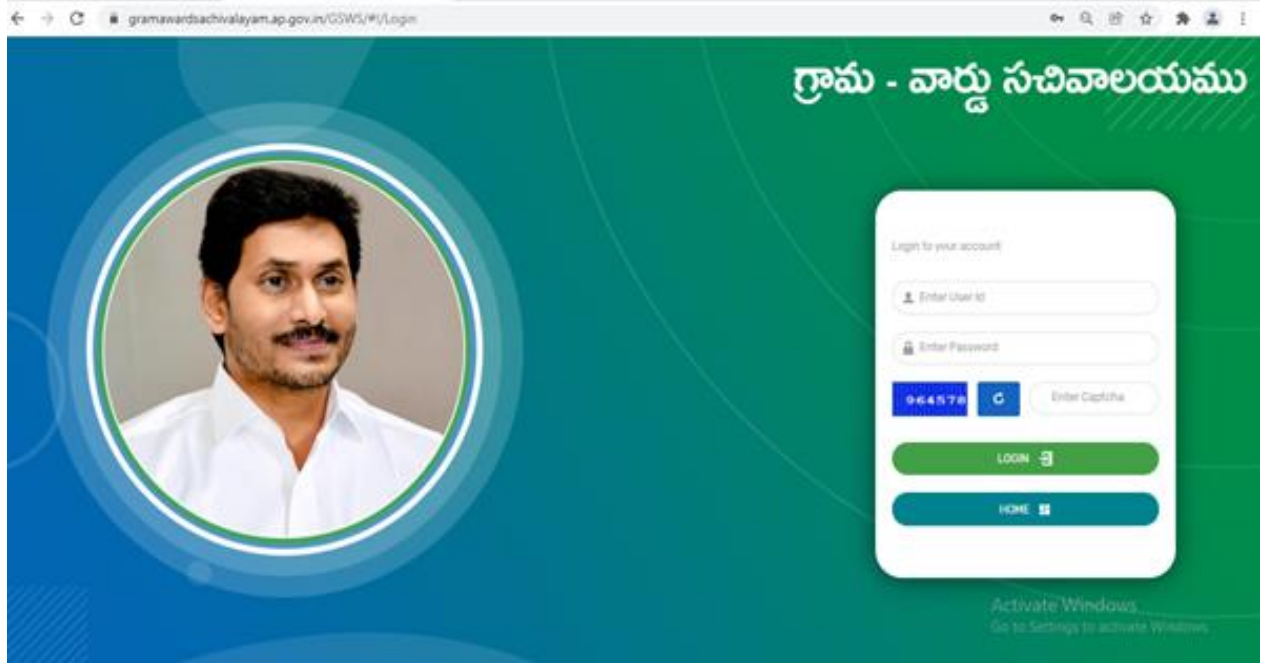# User Manual of Reconciliation payment collection screen.

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

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

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

1) Mode of Payment: Please select payment option from the dropdown menu where the DA/WEDS facing issue to for any challan for Example If the issue in CFMS select as CFMS if it is 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 for CFMS starting with 41204500000000, wallet: VSWS1234 ICICI GSWS123DB Canara bank UPI Challan GSWS1000006977.

4) Challan Date: Please enter Challan Generation Date.

5) Challan amount: Enter the Total challan amount which is mentioned on the challan copy.

6) Date of Payment GSWS: Select the Date when you have made the payment against the challan.

7) Amount Transferred to GSWS: Enter the Amount which you have paid in the bank whether it's less or Excess or same amount paid.

8) Amount Transferred to ban: Select the option for example: If you paid in CFMS select as CFMS, paid in wallet select ICICI, paid via UPI select as Canara bank & if you paid in bill desk select as ICICI bank.

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

10) 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.

11) 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.

12) 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

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 any kind of quires, & concerns please do contact your respective technical Spoc