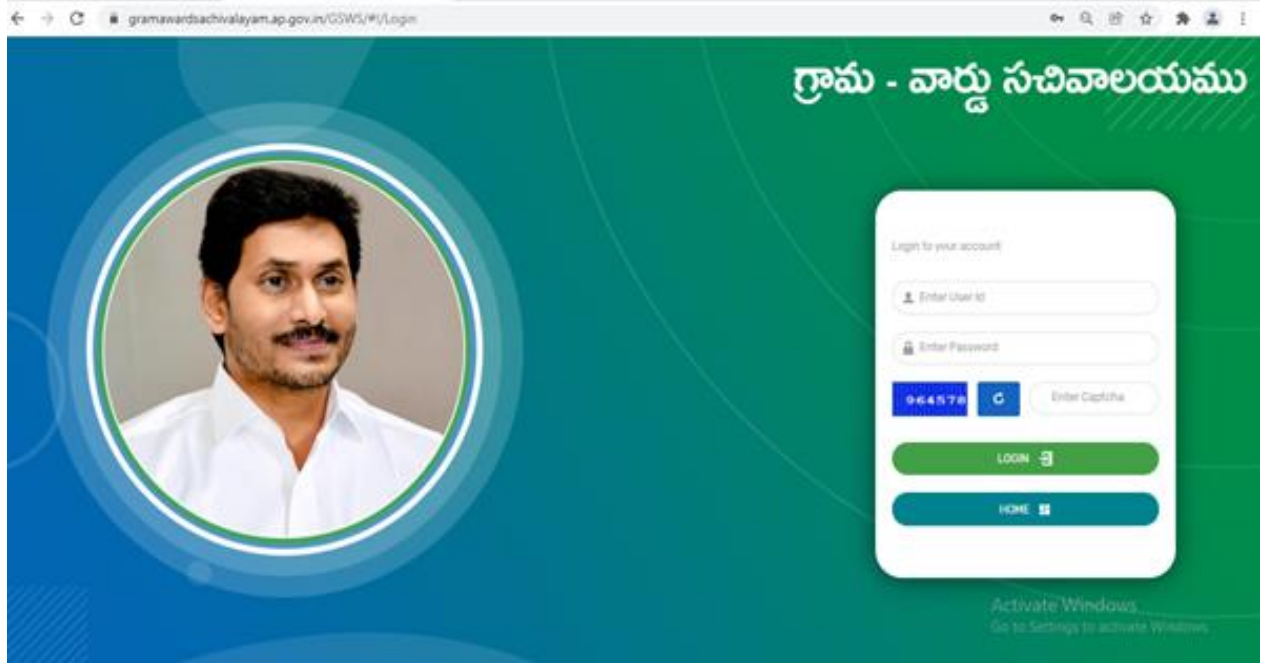


User Manual of Reconciliation payment collection screen.

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 screenshot shows the main dashboard of the Gram Awards Sachivalayam. The left sidebar menu is open, listing various services. The 'Reconciliation Payment Collection' option is highlighted with a blue arrow. The main dashboard area features two pie charts and a row of service icons. The first pie chart shows the status of reconciliation payments: Open within SLA (green), Open Beyond SLA (blue), Closed within SLA (red), and Closed Beyond SLA (orange). The second pie chart shows the distribution of payments across different departments: Revenue (pink), Consumer Affairs, Food and Civil Supplies (blue), Industries, Infrastructure, Investment and Commerce (yellow), Animal Husbandry, Dairy Development and Fisheries (red), and Registration and Stamps (brown). Below the icons, there is a line of Telugu text: 'మధ్యాహ్నం 2 గంటల తరువాత చలాన్ ఉత్పత్తి చేయాలి. NEFT/RTGS ద్వారా రోజులో ఉన్న మొత్తాన్ని ICICI బ్యాంక్ ఖాతా నుండి బయటపెట్టాలి. Board to be displayed at Village / Ward Secretariat'. Below this, there is a link: 'Employees are instructed to join GSWS official employees telegram group by clicking this link <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 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 input field with the placeholder "dd-mm-yyyy" and a calendar icon.
- Date Of Payment To GSWS ***: A date input field with the placeholder "dd-mm-yyyy" and a calendar icon.
- 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 with a small icon in the bottom right corner.

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 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: VSWWS1234 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
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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 any kind of quires, & concerns please do contact your respective technical Spoc