User Manual

Registered User Module

(Version 2.0)

GRAS

(Government Receipt Accounting System)

Directorate of Accounts and treasuries

Finance Department,

Government of Jammu & Kashmir

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Purpose

The purpose of this document is to provide complete details about the module for "Registered User (Manual Payment)". It will help the user to make payment of Government taxes and non-taxes. User those who don't have Internet banking account they can use "**Payment Across Bank Counter (Cash/Cheque)**"

- This is 24 X 7 facilities to pay Government tax and non-tax payments into the Government Account.

- Provides facility for generating and printing challan on the web site.

- Facility to pay taxes, non-tax payments to many of the departments of the State from the same place.

- Facility to get registered to use the system frequently. It helps to avoid entering personal data repeatedly.

- Facility for viewing and storing historical records of payments and re-viewing / re-printing the challan at any time.

Audience

The target audience is registered user. This module has been developed taking into consideration the requirement of the user. User can be registered on the system as per his /her convenience. After registration; user gets the following facilities -

- User is able to edit/ delete the unwanted profiles, if any.

- On every login – user gets record of last 10 transactions made on „Home Page".

- User is able to „Repeat" the transactions with minimal input i.e. period and amount only from the „Home Page".

- User is able to maintain payment history of Challan – Date wise, Department wise and Tax wise.

- User is able to take prints of any challan at valid date.

Basic requirements for Manual Payment

1. **Internet Connection.**
2. User should have minimum knowledge of using Internet browsing.

Getting Started

Fig 2.1

Introduction Sign up New User

User has to fill this form so that user is able to get registered on the system.

Fig 2.1

Screen Details

1. **Contact Information**: Contact information of the user.

2. **Personal Information**: Personal information of the user.

3. **Save Button**: To save the registration form.

4. **Reset Button**: To clear the form and to re-enter the registration form.

5. **Home Button**: To display index home screen.

6. ⌐_____ : To enter the text in the text box.

7. ⌐_____ ▼ : Select drop down list to select given option.

8. **Menu Bar**: A menu bar is a horizontal strip that contains lists of available menus for a certain program.

9. **User Name**: Displays name on the top of the screen.

10. **Last Login Date and Time:** Displays last login date and time of the login.

Registration Details: User who wants to use the system frequently is able to register on the system. All the details related to „**New Registration**‟ are listed below.

Process:

1. Select **New Registration** option from the index menu **Categories.**

2. New Registration screen is displayed for user interaction.(fig1.3)

3. Enter **Contact Information** and **Personal Information.**

4. In the contact information user enters the field given below-

   ▪ **Full Name**: Full name of the user.

   ▪ **District**: District from where the user wants to make payment.

   ▪ **Town/ City/ Area/Locality**: Town/ City/ Area/Locality name of the address.

   ▪ **Road/ Street/ Post Office**: Road/ Street/ Post office name of the address.

   ▪ **Premises/ Building/ Village**: Premises/ Building/ Village name of the user.

   ▪ **Flat/Door/ Block No.:** Flat/Door/ Block Number of the user.

   ▪ **PIN**: PIN of the city or Area.

- **Contact Number (Landline):** Contact number of the user.

  In the Contact number, user enters STD code (if user enters Phone no.

  Field) Enter Phone No. (Landline number): landline number of the user.

  Enter Mobile No.: Mobile number of the user.

- **Email ID**: E -mail Id of the user.

- **Alternate Email ID**: Alternate E -mail Id of the user if any.

- **PAN**: PAN (Permanent account number) of the user issued by income tax department.

5. In the personal details user enters the fields given below-

   - **User Name**: User can create any name of his choice; he desires to use that name login into the system. The user needs to remember this name every time whenever he wants to access his account on GRAS afterwards. The system auto-checks the availability of that user name and displays the same. If the user name chosen by the user is already taken before; the user is prompted to choose another user name; till the time he chooses unique user name.

     Note: *Name should be in the small letters.*

   - **Password**: Appropriate password to login (User can create his own password for the login).

   - **Re-enter Password**: Re-enter same password for confirmation.

   - **Security Question**: Security question is used in case user forgets the user id and password; to retrieve his account. User selects the question from the drop down list.

   - **Answer**: Enter appropriate answer for that question in the given field.

   - **Word Verification**: Recognize the word and enter in the given field .The System displays some characters that the user has to enter in the text box provided.

6. After entering Contact information and Personal details user click on **Save** option to save the entered information.

7. User can select **Reset** option to re-enter the registration form. On **Reset**, User gets blank form. I.e. Fig 2.1. User can also select **Home** option to get home index screen.

8. On selection of **Save** option user gets the following screen (fig 2.2)

Fig 2.2

New Users Signup Here

Contact Information

Fields marked with(*)are mandatory.

Full Name (max 75) *	Himani
District *	Anantnag ▼
Town/City/Area/Locality *	Jammu
Road/Street/Post Office *	Jammu
Premises/Building/Village *	Jammu
Flat/Door/Block No. *	12
PIN *	180000
Contact Number (LandLine)	STD Code - Phone Number
Mobile Number*	9874563120
Email ID *	himani@gmail.com
Alternate Email ID	
PAN Number	

Personal Information

User Name *	himani	Minimum 4 characters are required.Please Enter Lowercase chracters only
Password *	••••••••••	(Should have atleast one special character,one digit and one Uppercase letter.) Minimum 8 Characters are requird.
Re-enter Password *	••••••••••	
Security Question *	{Select Security Question} ▼	
Answer *		
Input Image Text *	Y w Q x 4 H ↻	
	YwQx4H	Type the characters you see in picture. Letters are case sensitive.

Save   Reset

1. User gets the confirmation message of successful account created.

2. User selects **Ok** option .The following screen is displayed i.e. (fig 2.1)

Fig 2.3

1. User enters defined **User Name** and **Password** in the given field.

2. After entering User Name and Password, User selects **Login** option.

3. User can select **Cancel** option to re-enter the user name and password.

4. On selection on **Login** option, user gets the following screen i.e.(fig 2.4)

Fig2.4

9. After registration, by default user gets the personal details on the screen.

10. User clicks on the link to view the last 10 transactions made from the account.

11. Registered user gets the following facilities

    ▪ Home tab: To see and verify the personal details and confirm his own account also to get the view of last 10 transactions made from the account and to check the status of the Challan and repeat the payment with minimal fields.

    ▪ Make Payment tab: To add more profiles for different department and various Tax IDs and locations.

    ▪ Payee Profile tab: To update user‟s profile information.

    ▪ Challan History tab: To view history of payment transactions and print any/all historical challans paid by the user.

    ▪ Change Password tab: To change the password of the user account.

    ▪ Logout tab: To logout from the user account.

3.0 Options for the Registered user-

A. Home

B. Make Payment

C. Repeat Payment

D. Challan History

E. Change password

F. Logout

A) HOME

   Fig A.1

- Click on link to view last 10 transaction, user will get screen fig A

Fig A.2

Status can be:

- **Successful**- for successful payment to the Government

- **Failure**- for unsuccessful transaction/non-transfer of payment
  to Government

- **Pending-** for pending the authorization at the banks" side

- **Verified at Bank**- for Payment verified by Government at the banks"
  side

- **Verified at RBI**- For Payment verified by Government at the RBI

- User clicks on the GRN on the same screen and get the **Challan in MTR Form
  Number-6**.

- Incase if CIN not update or validity of challan (i.e. 8-days) expire then user will not
  be able to view Challan Print. Same challan need to be regenerate again.

A) Make New Payment

To add more profiles for various departments.

Select **Make New Payment'** tab. User gets the below screen i.e. (fig B.1)

Fig B.1

- Select **Payment Across Bank Counter (Cash Cheque).**
- Select **Period (Year)** - Select year, Current Financial year selected by default.

- o   Note: Else, user can pay taxes for the last 2 previous years and 2 next financial years by selecting proper year. Based on the mode of payment user selects the period.

- o   The following options are available for the period

- Annual: This option is used for making Annual payments i.e. 1st Financial year [April – March].

- Half Yearly: It is semiannual period or payable twice each year. User selects any one period
  - o   April – September
  - o   October – March

- Quarterly: It is divided into four intervals. User selects any one quarter as per the requirement
  - o   April–June
  - o   July–September
  - o   October – December
  - o   January – March

- Monthly: User selects any month of the financial year between {April – March}
  - o   Specific: It is specific period for the payment. The dates are displayed in the calendar format. User selects the date as per the requirement.
  - o   One time: This option is used for onetime payment only. The payment will be effective from the date on which the payment is made.
  - o   User enters the amount of tax in which the user intends to pay under each object. User enters the **Amount** in the given field.

- User selects the Bank through which he desires to make payment.

  - o   Select **Submit** option to submit the challan. User can select **Reset** option to re-enter the challan.

- On Selection of „Submit‟ option the draft challan screen is displayed i.e. (fig B.9)

- User can select **Cancel** option to cancel the Challan/ Payment. User gets previous screen to re –enter the challan details i.e. (fig B.1)

- Click on **Proceed** option user gets the message to continue the process of the payment. The message screen is displayed (B.3)

- User selects **Ok** option. The system generates **GRN Number** (Government Reference Number)**.** User gets the message of GRN . The message screen is displayed (figB.4)

- Note: *Government Reference Number (GRN) is a Unique System Generated Number on the Challan to identify the challan made by the user on the system. GRN should be quoted for any further enquiry regarding the Challan payment issues.Therefore, user must ensure that 18 digit GRN generated is properly noted and saved.*

Fig B.3

1. Select **Ok** option. User will get the print of challan. Select **Ok** option. User gets Challan Print.

2. Validity of challan is for 8days to be submitted at respective bank.

3. If user fail to submit challan within valid period then user need to create new challan for same.

4. Please Note the **Remark cell** to know **validity date and bank name** where challan is accepted.

5. Bank copy is at bottom of challan print.

6. On the HOME PAGE of GRAS site fig 2.1 .Please see the list of Bank and there branches available, where manual payment can be made.

Fig B.5

CHALLAN
TR Form F.C.2

GRN JK 00000 **7321** 201819M BARCODE ‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖	Date 05/10/2018-10:59:59 Form ID

Department	EXCISE AND TAXATION	Payer Details	

| Type of Payment | Country malt liquor
Country malt liquor collection of tax | TAX ID (If Any) | 1 |
| | | PAN No.(If Applicable) | |

Office Name	ETO BANIHAR	Full Name	test
Location	ANANTNAG		
Year	2018-2019 From 01/04/2018 To 31/03/2019	Flat/Block No.	

Account Head Details	Amount In Rs.	Premises/Building	
00390010400998033 Licence Fee	300.00	Road/Street	
		Area/Locality	
		Town/City/District	
		PIN	
		Remarks (If Any)	
		Amount In Words	Three Hundred Rupees Only
Total	300.00		

Payment Details	J and K Manual	FOR USE IN RECEIVING BANK		
Cheque-DD Details		Bank CIN	Ref. No.	
Cheque/DD No.		Bank Date	RBI Date	Not Verified with RBI
Name of Bank		Bank-Branch	J and K Manual	
Name of Branch		Scroll No. , Date		

Make payment at any of the listed branches * of J and K Manual handling GOVERNMENT OF Jammu and Kashmir Business Before 12/10/2018

Mobile No. :   9874651223

-----Cut Here---Bank Copy---Cut Here-----

GRN	JK000007321201819M	Challan Date	05/10/2018	Challan Amount	300.00
Party Name	test				

C.   Repeat Payment
To avoid filling of same information repeatedly

Fig C.1

- This is used to repeat the same challan information filled in any one of last 50 transactions
- Click on the link to view last 50 Transaction as listed in fig C.2

Fig C.2

Date	GRN	Payment Type	Office Location	Amount	Mode of payment selected (M-Counter /O-Online)	Status	Repeat Payment	Payment verification with bank
05/10/2018	JK000007401201819M	Law1	ETO JAMMU, SADDAR JAMMU	350.00	M-TEB	Unknown	Repeat	Verify
05/10/2018	JK000007381201819P	Country malt liquor	ETO BANIHAR, ANANTNAG	100.00	JK Payment Gateway	Successful	Repeat	-
05/10/2018	JK000007361201819P	Country malt liquor	ETO BANIHAR, ANANTNAG	200.00	JK Payment Gateway	Successful	Repeat	-

4. User gets the Challan entry screen with pre-defined details. User has to fill challan with minimal fields (changes of scheme name, period and amount on the screen). The procedure to repeat the transaction is same the procedure already defined in section HOME fig A.2 or C.2 Click on "**repeat**" as shown below.

Fig C.3

- Repeat same Steps in as per mention in B) Make Payment.

D. Challan History (Search Challan)

To view Challan history

- Select **Challan History** tab.
- User is able to check the number of Challan created Period wise, Department wise, Pay-Type wise, Status wise, amount wise and Tax ID wise using this option.
- Select **From Date** and **To Date** as per the requirement with the help of given calendar.
- Select **Pay Type** from the list i.e. (**Manual Payment**).
- Select **Tax ID** from the drop down list, user can see the number of Challan made for that particular tax ID.
- Select **Status** of the challan from the list.
- Enter amount range of the payment in **From Amount** and **To Amount** fields.
- Select **Show** option, user gets the history of all previous transactions as per the selection of date and Pay Type.

Fig D.1

Fig D.2

- Click on GRN, user can view the Challan refer (Fig B.5)

E. 3.5 Change Password

To change the existing password

Fig d.1

- Select **Change Password** tab. User gets the above screen to change the password.

- Enter **User Name** in the given field.

- Enter current password in the **Password** field.

- User enters **New Password** in the given field.

- User enters the same new password in the **Confirm Password** field.

- After entering all the fields" user selects **Change Password** option to update new password. User can select **Reset** option to re-enter the fields.

- User"s new password is updated and user can login the system with new password.

F. Logout

When the user completes the work user should logout immediately to free the resources with the central server. The system displays the home page.