

2020



# GRAS (Government Receipt Accounting System)

## Registered User Module

**DIRECTORATE OF ACCOUNTS AND TREASURIES,  
FINANCE DEPARTMENT, GOVERNMENT OF  
MANIPUR**

**OCTOBER 2020**

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## 1.0 Purpose

The purpose of this document is to provide complete details about the module “New Registration”. In order to enable online payment, the module facilitates to fill Challan electronically (e-Challan) on its website and make online payment using the participating banks’ Internet Banking Facility.

- ❖ This is 24 X 7 facilities to pay Government tax and non-tax payments into the Government Account.
- ❖ Users of this site can remit amounts through e-payment facility of the participating banks.
- ❖ 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.

## 1.1 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 any time.

### **1.3 Mode of Payment:**

- **E-Payment:** It can be used to make direct payment to the Government using the banks' Internet payment facility.

#### Basic requirements for E- payment

- ❖ Internet Connection.
- ❖ User should have minimum knowledge of using browser for e- payment.
- ❖ User should have Internet enabled banking account for e- payment.

#### **E-payment**

- ❖ E- Payment is online method of govt. taxes and non-taxes payments process
- ❖ In e-payment user gets immediate receipt for the tax or non – tax payment made to the Government.
- ❖ User is required to have an Internet enabled banking account with any of the participating banks.

## Getting Started

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**Users Login**

User Name

Password

Image Text **RF Mu 7 x**

Input Image Text

[Login](#)

[Forgot Password](#)

**Pay Without Registration**  
Useful for users who pays taxes less frequently.

**New User Registration**  
Useful to keep track on history of transactions, easy Challan search facility.

**Search Challan**  
Useful to search Challan which is created using Pay Without Registration option.

**Departments**  
Useful to see list of all departments giving facility for ePayment.

Available Banks in GRAS




Available Cards & Banks for SBI e-Pay









(Charges Applicable) \* Service for SBI e-Pay Successful Challans will be given on T+2 basis.

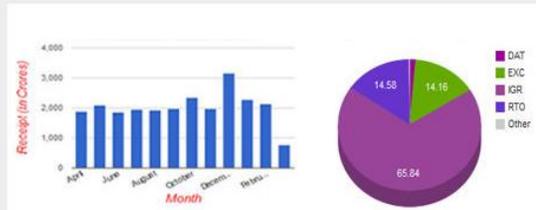
**Information About GRAS**

Finance Department (FD), Government of Manipur, has decided to receive payments electronically. e-payment is a mode of payment in addition to the conventional methods of payment offered by the Government of Manipur. The acceptance of on-line payment of Manipur State's Taxes through the internet portals of various banks have been developed, without having any implication on the existing procedure of the executive and accounting agencies of the Department. To avail of this facility the taxpayer is required to have a net-banking account with any of the banks listed by the government on this site

[More](#)

**Department Wise Tax Payment**

**GRAS Receipt Graph**



Month	Receipt (in Crores)
April	~1800
May	~2000
June	~2000
July	~2000
August	~2000
September	~2000
October	~2000
November	~2000
December	~3000
January	~2000
February	~2000
March	~1000

Category	Percentage
DAT	65.84
EXC	14.58
IGR	14.16
RTO	0
Other	0

**User Guide** | **GRAS Circular & Related GR** | **Download Links**

- >> How to pay without Registration : e-Payment
- >> How to pay without Registration : Across Bank Counter Payment
- >> How to Search & verify Challan : Unregistered users
- >> How to Pay with Registered User : e-Payment
- >> How to Pay with Registered User : Across Bank Counter Payment
- >> How to Search & verify Challan : Registered users



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OFFICIAL WEBSITE OF MANIPUR STATE, INDIA



**india.gov.in**





## **Introduction**

This module is meant for registered users who want to use the system frequently. User is able to get registered on the system after filling 'New User Registration' form. The user should approach portal and select the New User Registration option given below in the Categories index menu. User gets the screen for registration as described below.

## **Sign up New User Form**

User has to fill the form (Fig 2.1) so that user is able to get registered on the system.

Fig 2.1

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### New Users Signup Here

---

**Contact Information**

Fields marked with(\*)are mandatory.

Full Name (max 75) *	<input type="text"/>
District *	{Select District} ▾
Town/City/Area/Locality *	<input type="text"/>
Road/Street/Post Office *	<input type="text"/>
Premises/Building/Village *	<input type="text"/>
Flat/Door/Block No. *	<input type="text"/>
PIN *	<input type="text"/>
Contact Number (LandLine)	STD Code - <input type="text"/>
Mobile Number*	<input type="text"/>
Email ID *	<input type="text"/>
Alternate Email ID	<input type="text"/>
PAN Number	<input type="text"/>

**Personal Information**

User Name *	<input type="text"/> <span style="font-size: x-small; color: red;">Minimum 4 characters are required.Please Enter Lowercase chracters only</span>
Password *	<input type="password"/> <span style="font-size: x-small; color: red;">(Should have atleast one special character,one digit and one Uppercase letter.) Minimum 8 Characters are requird.</span>
Re-enter Password *	<input type="password"/>
Security Question *	{Select Security Question} ▾
Answer *	<input type="text"/>
Input Image Text *	<div style="display: flex; align-items: center;">   </div> <input style="width: 100%; margin-top: 5px;" type="text"/> <span style="font-size: x-small; color: red;">Type the characters you see in picture. Letters are case sensitive.</span>

## 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. Menu Bar: A menu bar is a horizontal strip that contains lists of available menus for a certain program.
7. User Name: Displays name on the top of the screen.
8. 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 User Registration' are listed below.

### Process:

1. Select New Registration option from the index menu Categories.
2. New Registration screen is displayed for user interaction.(fig2.1)
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 number 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 taxdepartment.

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 autochecks 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)

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

10. User selects Ok option .The following screen is displayed i.e. (fig 2.3)

Fig 2.2

Back To Home



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Finance Department, Government of Manipur*

### New Users Signup Here

**Contact Information**

Fields marked with(\*)are mandatory.

Full Name (max 75) *	<input type="text" value="Daina"/>
District *	<input type="text" value="Imphal West Treasury"/>
Town/City/Area/Locality *	<input type="text" value="Imphal"/>
Road/Street/Post Office *	<input type="text"/>
Premises/Building/Village *	<input type="text"/>
Flat/Door/Block No. *	<input type="text"/>
PIN *	<input type="text"/>
Contact Number (LandLine)	<input type="text" value="0385"/> - <input type="text" value="2441136"/>
Mobile Number*	<input type="text" value="1234567890"/>
Email ID *	<input type="text" value="dainadevi08@gmail.com"/>
Alternate Email ID	<input type="text"/>
PAN Number	<input type="text" value="ABCDD5675D"/>

164.100.122.143 says

Account Created Successfully

Please log-in with your new Use ID and password!

OK

**Personal Information**

User Name *	<input type="text" value="daina"/> <span style="font-size: x-small; color: red;">Minimum 4 characters are required.Please Enter Lowercase chracters only</span>
Password *	<input type="password" value="....."/> <span style="font-size: x-small; color: red;">(Should have atleast one special character,one digit and one Uppercase letter.) Minimum 8 Characters are requird.</span>
Re-enter Password *	<input type="password" value="....."/>
Security Question *	<input type="text" value="What is your mothers name?"/>
Answer *	<input type="text" value="...."/>
Input Image Text *	<div style="display: flex; align-items: center;">  </div> <input type="text" value="Ar3dit"/> <span style="font-size: x-small; color: red;">Type the characters you see in picture. Letters are case sensitive.</span>

Fig.2.3

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Search

**Users Login**

User Name:   
 Password:   
 Image Text: RF Mu 7 x  
 Input Image Text:   
 Login  
 Forgot Password

**Pay Without Registration**  
 Useful for users who pays taxes less frequently.

**Search Challan**  
 Useful to search Challan which is created using Pay Without Registration option.

**New User Registration**  
 Useful to keep track on history of transactions, easy Challan search facility.

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Available Banks in GRAS

Available Cards & Banks for SBI e-Pay

(Charges Applicable) \* Service for SBI e-Pay Successful Challans will be given on T+2 basis.

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**Department Wise Tax Payment**

**GRAS Receipt Graph**

Month	Receipt (in Crores)
Apr	1800
May	1800
June	1800
July	1800
Aug	1800
Sept	1800
Oct	1800
Nov	1800
Dec	1800
Jan	1800
Feb	1800
Mar	1800

Category	Value
Other	85.84
IGR	14.58
Exc	14.16

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- How to pay without Registration : Across Bank Counter Payment
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- How to Pay with Registered User : e-Payment
- How to Pay with Registered User : Across Bank Counter Payment
- How to Search & verify Challan : Registered users

11. User enters defined User Name and Password in the given field.
12. After entering User Name and Password, User selects Login option.
13. User can select Cancel option to re-enter the user name and password.
14. On selection on Login option, user gets the following screen on first login i.e.(fig 2.4) to change the password.
  - a. Enter the current password.
  - b. Enter new password.
  - c. Retype the new password for confirmation .
  - d. Select the present security question and enter corresponding Answer.
  - e. Click on Change Password. User will be logged out and thus should relogin in the system with the new password.

Fig 2.4

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User : dainab | Last Login : 14/10/2020 21:03 | [Home](#) [Make New Payment](#) [Repeat Payment](#) [Challan History](#) [Change Password](#) [Logout](#)

**PLEASE PROVIDE LOGIN DETAILS**

As per password policy password need to be changed in every 100 day(s).

User Name \*

Password \*

Enter New Password \*  Password field should have atleast one special character, one digit and Uppercase letter. Minimum 8 Characters are required.

Confirm Password \*

Security Question \*

Answer \*

\* fields are compulsory

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15. On re-login , by default user gets the personal details on the screen (Fig 2.5).

Fig 2.5

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## GRAS Government Receipt Accounting System

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User : dainab    Last Login : 14/10/2020 21:12

[Home](#)
[Make New Payment](#)
[Repeat Payment](#)
[Challan History](#)
[Change Password](#)
[Logout](#)

Name	Daina B		
Town/City	Imphal West Treasury	Area	Imphal
Road	Singjamei	Premises/Building	Singjamei
Flat/Door/Block No.	32	Pin No	795001
Contact Number(Land Line)	-	Mobile Number	9876543210
Email Id	dainadevi08@gmail.com	Pan Number	ABCDD7867D

[CLICK HERE TO SEE YOUR LAST 10 TRANSACTIONS](#)

No history Records Found for E-Payment  
No records found for financial Year 2020-2021

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16. User can click on the link to view the last 10 transactions made from the account.

17. 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 New Payment tab: To add more profiles for different department and various Tax IDs and locations.
- Repeat Payment tab : To repeat the same transaction.
- 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.

## A) Home tab

Fig A.1

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 **GRAS** Government Receipt Accounting System

*Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur*

User : dainab    Last Login : 14/10/2020 21:12

Home    Make New Payment    Repeat Payment    Challan History    Change Password    Logout

Name	Daina B		
Town/City	Imphal West Treasury	Area	Imphal
Road	Singjamei	Premises/Building	Singjamei
Flat/Door/Block No.	32	Pin No	795001
Contact Number(Land Line)	-	Mobile Number	9876543210
Email Id	dainadevi08@gmail.com	Pan Number	ABCDD7867D

[Update Payee Profile](#)

[CLICK HERE TO SEE YOUR LAST 10 TRANSACTIONS](#)

No history Records Found for E-Payment  
No records found for financial Year 2020-2021

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1. User's name and last login date and time is displayed on the top of the screen.
2. Registered User is able to view the details as to time and date of the previous/last login, the registration details abstract and able to view the last 10 transactions made from the account instantly.
3. User gets the transaction details with [Date (when transaction is made), GRN (Government Reference number), Tax ID (Tax ID for which the payment is made), Office Location (Selected office location for payment), Amount (Payment amount), Status (Status of the payment), Repeat Payment (to repeat the transaction) and payment verification with Bank.
4. In case of unknown status of the transaction, user can verify the status of the challan payment from bank site.

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.

4. User has facility to repeat the transaction. Against every transaction, the user has the option to repeat the same transaction with minimal changes of Scheme code period and amount. The user simply clicks on the 'Repeat' option against the transaction that user desires to repeat on.

## How to verify challan?

Process:

To "Verify" the challan user must login with defined User Name and Password. After Login, user gets login details the following screen i.e. (fig A.2)

Fig A.2

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User : dainab    Last Login : 14/10/2020 21:12    [Home](#)   [Make New Payment](#)   [Repeat Payment](#)   [Challan History](#)   [Change Password](#)   [Logout](#)

Name	Daina B		
Town/City	Imphal West Treasury	Area	Imphal
Road	Singjamei	Premises/Building	Singjamei
Flat/Door/Block No.	32	Pin No	795001
Contact Number(Land Line)	-	Mobile Number	9876543210
Email Id	dainadevi08@gmail.com	Pan Number	ABCDD7867D

[Update Payee Profile](#)

[CLICK HERE TO SEE YOUR LAST 10 TRANSACTIONS](#)

No history Records Found for E-Payment  
No records found for financial Year 2020-2021

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To view last 10 transaction click on link “Click here to see last 10 transactions” user will get the screen (Fig A.3)

Fig A.3

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User : dainab    Last Login : 14/10/2020 21:12

Home
Make New Payment
Repeat Payment
Challan History
Change Password
Logout

Name	Daina B		
Town/City	Imphal West Treasury	Area	Imphal
Road	Singjamei	Premises/Building	Singjamei
Flat/Door/Block No.	32	Pin No	795001
Contact Number(Land Line)	-	Mobile Number	9876543210
Email Id	dainadevi08@gmail.com	Pan Number	ABCDD7867D

Update Payee Profile

CLICK HERE TO SEE YOUR LAST 10 TRANSACTIONS

Your Last 10 Transaction.							
Date	GRN	Office Location	Amount	Mode of payment selected	Status	Repeat Payment	Payment verification with bank
12/12/2014	<a href="#">MH004431023201415E</a>	ABN_AMBEGAON SUB REGISTRAR,PUNE	1.00	O-CAB	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
12/12/2014	<a href="#">MH004430949201415E</a>	ABN_AMBEGAON SUB REGISTRAR,PUNE	1.00	O-CAB	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
10/12/2014	<a href="#">MH004384199201415E</a>	ABN_AMBEGAON SUB REGISTRAR,PUNE	100.00	O-BOM	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
05/12/2014	<a href="#">MH004296018201415E</a>	HVL13_HAVELI 13 JOINT SUB REGISTRAR,PUNE	1.00	O-BOM	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004216038201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215970201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215923201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215734201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215698201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215626201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>

CLICK HERE TO HIDE YOUR TODAY'S TRANSACTIONS

When user point the mouse pointer on GRN explanatory message is displayed as shown in (figA.4)

Fig A.4

Back To Home



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---

User : dainab    Last Login : 14/10/2020 21:12

[Home](#)    [Make New Payment](#)    [Repeat Payment](#)    [Challan History](#)    [Change Password](#)    [Logout](#)

Name	Daina B		
Town/City	Imphal West Treasury	Area	Imphal
Road	Singjamei	Premises/Building	Singjamei
Flat/Door/Block No.	32	Pin No	795001
Contact Number(Land Line)	-	Mobile Number	9876543210
Email Id	dainadevi08@gmail.com	Pan Number	ABCDD7867D

[Update Payee Profile](#)

[CLICK HERE TO SEE YOUR LAST 10 TRANSACTIONS](#)

Date	GRN No	Office Location	Amount	Mode of payment selected	Status	Repeat Payment	Payment verification with bank
12/12/2014	<a href="#">MH004431023201415E</a>	ABN_AMBEGAON SUB REGISTRAR,PUNE	1.00	O-CAB	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
12/12/2014	<a href="#">MH004430949201415E</a>	ABN_AMBEGAON SUB REGISTRAR,PUNE	1.00	O-CAB	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
10/12/2014	<a href="#">MH004384199201415E</a>	ABN_AMBEGAON SUB REGISTRAR,PUNE	100.00	O-BOM	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
05/12/2014	<a href="#">MH004296018201415E</a>	HVL13_HAVELI 13 JOINT SUB REGISTRAR,PUNE	1.00	O-BOM	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004216038201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215970201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215923201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215734201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215698201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215626201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>

[CLICK HERE TO HIDE YOUR TODAYS TRANSACTION S](#)

- Select the respective GRN to view the challan as shown in (figA.5)
- Before selecting GRN please check “Payment verification with Bank”

Note: Payment verification with Bank

- If GRAS site receive the Bank CIN from Bank site, then Payment verification with bank is shown as “-” and user can click on GRN No. to view the challan. In case of successful payment (i.e. Customer account debited in bank but Bank CIN not updated on GRAS site), Please update the bank CIN by clicking on “Verify”

## GRAS (Government Receipt Accounting System)

- Click on “GRN” to verify from fig (A.4) user will get screen (figA.5)
- Since GRAS site has not received Bank CIN from Bank site, hence challan will not be able to view and following screen will appear (A.5)

Fig A.5 (Challan Notification)

[Back To Home](#)



### GRAS Government Receipt Accounting System

Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur

#### Echallan Notification

You cannot print the challan.  
This GRN(**MH004431023201415E**) is not successful as **Bank Cin** is not Received for this challan from Bank Site.  
Please Click on [Verify](#) to verify the transaction status from Bank Site.  
After Clicking on verify link, If the transaction is successful, then Bank CIN will be updated and you can print the  
challan.

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- Click on “Verify” or “GRN” from fig(A.6), user will get (figA.7)

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### GRAS Government Receipt Accounting System

Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur

GRN VERIFICATION RESPONSE FOR :: STATE BANK OF INDIA					
GRN	Bank CIN No.	Bank Reference No.	Bank TimeStamp	Status	Amount
MH004474239201415E	00040572014121507122	IK04030802	15-12-2014 14:24:11	Success	1.00

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- Click on Close Option
- Go to Home tab you will notice Payment verification with bank is shown “-” and status Successful.



User : dainab    Last Login : 14/10/2020 21:12    [Home](#)   [Make New Payment](#)   [Repeat Payment](#)   [Challan History](#)   [Change Password](#)   [Logout](#)

Name	Daina B		
Town/City	Imphal West Treasury	Area	Imphal
Road	Singjamei	Premises/Building	Singjamei
Flat/Door/Block No.	32	Pin No	795001
Contact Number(Land Line)	-	Mobile Number	9876543210
Email Id	dainadevi08@gmail.com	Pan Number	ABCDD7867D

[Update Payee Profile](#)

[CLICK HERE TO SEE YOUR LAST 10 TRANSACTIONS](#)

Your Last 10 Transaction.

Date	GRN	Office Location	Amount	Mode of payment selected	Status	Repeat Payment	Payment verification with bank
15/12/2014	<a href="#">MH004474239201415E</a>	BMT_BARAMATI SUB REGISTRAR,PUNE	1.00	O-SBI	Successful	<a href="#">Repeat</a>	-
12/12/2014	<a href="#">MH004430949201415E</a>	ABN_AMBEGAON SUB REGISTRAR,PUNE	1.00	O-CAB	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
10/12/2014	<a href="#">MH004384199201415E</a>	ABN_AMBEGAON SUB REGISTRAR,PUNE	100.00	O-BOM	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
05/12/2014	<a href="#">MH004296018201415E</a>	HVL13_HAVELI 13 JOINT SUB REGISTRAR,PUNE	1.00	O-BOM	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004216038201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215970201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215923201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215734201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215698201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215626201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>

[CLICK HERE TO HIDE YOUR TODAYS TRANSACTION](#)

Click on “GRN” to view the challan, refer B.7 Fig

## B) Make New Payment

To add more profiles for various departments.

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

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# GRAS

Government Receipt Accounting System

Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur

User : daina | Last Login : 16/10/2020 14:40

Home
Make New Payment
Repeat Payment
Challan History
Change Password
Logout

### Department Details

Department *	Select Department	Payment Type *	Select Payment Type
Treasury *	Select Treasury	Office Name *	Select Office Name
Scheme Name *	Select Scheme Name		
Period Year *	2020-2021	Select Period	
Form ID	Select		

### Account Details

Scheme Name	Amount
Total Amount	₹ <input style="width: 80%;" type="text"/>

### Payer Details

Department Tax ID / TAN	<input type="text"/>	PAN	<input type="text"/>
Name*	<input type="text"/>		
Block No/ Premises	<input type="text"/>	Locality/Road	<input type="text"/>
Area/City	<input type="text"/>	PIN	<input type="text"/>
Mobile No. *	<input type="text"/>		
Remarks	<input style="height: 20px;" type="text"/>		

### Payment Details

Payment Mode	<input checked="" type="radio"/> e-Payment <input type="radio"/> Payment Across Bank Counter (Cash/Cheque) <input type="radio"/> SBI epay Payment Gateway (Customer Charges)		
Select Bank *	Select Bank		
Image Text	<div style="background-color: #ccc; padding: 5px; display: inline-block;">K H J W z B</div>	Input Image Text*	<input type="text"/>

Fields marked with (\*) are mandatory

Submit
Reset

- Select Period (Year) - Select year, Current Financial year selected by default.
- 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.

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 select any one period April – September or October – March
- Quarterly: It is divided into four intervals. User selects any one quarter as per the requirement from April–June, July-September, October-December, January-March
- Fill up all the details click on submit to view the draft Page

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**GRAS** Government Receipt Accounting System

Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur

User : daina Last Login : 16/10/2020 14:40 [Home](#) [Make New Payment](#) [Repeat Payment](#) [Challan History](#) [Change Password](#) [Logout](#)

DRAFT CHALLAN  
MTR FORM NUMBER - 6

GRN	To Be Generated	BARCODE	To Be Generated	Date	16/10/2020	Form Id	TR6
-----	-----------------	---------	-----------------	------	------------	---------	-----

Department <b>Department of Taxes</b> Type of Payment <b>Professional Taxes/Taxes on Profession, Trades, Callings</b> Office Name <b>CCPUR OUTPOST</b> Location <b>Churachandpur Treasury</b> Year <b>2020-2021 Annual From 01/04/2020 To 31/03/2021</b>		<b>Payer Details</b> Tax-Id / TAN <b>1</b> PAN No (If Applicable) <b>ABCDD2144G</b> Full Name <b>Daina</b> Flat/Block No,Prmises/Bldg Road/Street, Area/Locality Town/City/District PIN Mobile No. <b>1234567890</b> Remarks <b>Amount in Words</b> <b>One Rupees Only</b>	
<b>Account Head Detail</b> 0028001070000 Amount of Tax		<b>Amount in Rs</b> 1	
<b>Total Amount</b>		1.00	

Payment Details

Payment Mode Selected	Online/Internet Banking
Bank Selected	STATE BANK OF INDIA

All the information entered is found correct in the above draft. I want to proceed for Online/Internet Banking payment using STATE BANK OF INDIA.

**Note\***: Correction in challan data is not possible once you proceed, click on Cancel button if you want to modify the above information.

Refund of challan will be processed by respective Department

Agree  Disagree



- Click On Agree and then Proceed to view next page or click on cancel to reset the details

164.100.122.143 says  
Your GRN Number Is  
MN000004023202021E  
Note Down Your GRN Number For Future Reference

OK

Office Name	CCPUR OUTPOST	ABCDD2144G	
Location	Churachandpur Treasury	Daina	
Year	2020-2021 Annual From		
Account Head Detail			
0028001070000	Amount of Tax		
		Town/City/District	
		PIN	
		Mobile No.	1234567890
		Remarks	
Total Amount	1.00	Amount in Words	One Rupees Only

**Payment Details**

Payment Mode Selected	Online/Internet Banking
Bank Selected	STATE BANK OF INDIA

All the information entered is found correct in the above draft. I want to proceed for Online/Internet Banking payment using STATE BANK OF INDIA.  
Note\*: Correction in challan data is not possible once you proceed, click on Cancel button if you want to modify the above information.  
 Refund of challan will be processed by respective Department

Agree    Disagree

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- Click On OK to Proceed
- **User:**
  - o If the user is Retail User/individual user then user should enter the **InternetBanking Log-in ID** and **Password** issued by the respective Bank and login into bank account.
  - o Enter the User Id and Login Password issued by the respective Bank.
  - o User gets the payment detail screen form bank side

GRAS (Government Receipt Accounting System)

Bank Payment confirmation

After confirmation user will be redirected to the following challan format



**CHALLAN**  
TR Form Number-6



GRN	MN 00000 4024 202021M	BARCODE				Date	16/10/2020-15:04:09	Form ID	TR6
Department	Department of Taxes		Payer Details						
Type of Payment	Professional Taxes Taxes on Profession, Trades, Callings		TAX ID / TAN (If Any)						
Office Name	CCPUR OUTPOST		PAN No.(If Applicable)	ABCDG7676D					
Location	Churachandpur Treasury		Full Name	Daina					
Year	2020-2021 From 01/04/2020 To 31/03/2021		Flat/Block No.						
Account Head Details		Amount In Rs.	Premises/Building						
0028001070000 Amount of Tax		300.00	Road/Street						
			Area/Locality						
			Town/City/District						
			PIN						
			Remarks (If Any)						
			Amount In	Three Hundred Rupees Only					
Total	300.00		Words						
Payment Details	BANK OF MAHARASHTRA			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	BANK OF MAHARASHTRA					
Name of Branch			Scroll No. , Date						

**Make payment at any of the listed branches \* of BANK OF MAHARASHTRA**  
handling **GOVERNMENT OF MANIPUR Business Before 23/10/2020**

Department ID :

Mobile No. : 1234567890

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

GRN	MN000004024202021M	Challan Date	16/10/2020	Challan Amount	300.00
Party Name	Daina				
Amount In	Three Hundred Rupees Only				
Words					
Account Head Details			Payment Details		
Cheque-DD Details			Bank CIN	Ref. No.	
Cheque/DD No.			Bank Date	RBI Date	Not Verified with RBI
Name of Bank			Bank-Branch	BANK OF MAHARASHTRA	
Name of Branch			Scroll No. , Date		

\*Please see the list of branches on the HOME PAGE of GRAS site where you can make payment.

## C. Repeat Payment

To avoid filling of same information repeatedly

Fig C.1

The screenshot displays the GRAS web application interface. At the top right, there is a green bar with the text "Back To Home". Below this, the GRAS logo (a bull) and the text "GRAS Government Receipt Accounting System" are visible on the left. On the right, the text "Cyber Treasury, Directorate of Accounts & Treasuries Finance Department, Government of Manipur" is displayed. A navigation menu contains buttons for "Home", "Make New Payment", "Repeat Payment", "Challan History", "Change Password", and "Logout". The user information shows "User : daina" and "Last Login : 16/10/2020 14:40". A prominent blue link reads "CLICK HERE TO SEE LAST 50 TRANSACTIONS, AND CLICK ON THE REPEAT BUTTON TO REPEAT THE SAME TRANSACTION". The footer includes the NIC logo, site design information, and contact details for the Directorate of Accounts & Treasuries, Manipur.

### Repeat Payment

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

Back To Home



## GRAS Government Receipt Accounting System

Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur

User : daina    Last Login : 16/10/2020 14:40

Home
Make New Payment
Repeat Payment
Challan History
Change Password
Logout

CLICK HERE TO SEE LAST 50 TRANSACTIONS, AND CLICK ON THE REPEAT BUTTON TO REPEAT THE SAME TRANSACTION

**Your Last 50 Transaction.**

Date	GRN	Payment Type	Office Location	Amount	Mode of payment selected ( M-Counter /O-Online )	Status	Repeat Payment	Payment verification with bank
16/10/2020	<a href="#">MN000004024202021M</a>	Professional Taxes	CCPUR OUTPOST, Churachandpur Treasury	300.00	M-BOM	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
16/10/2020	<a href="#">MN000004023202021E</a>	Professional Taxes	CCPUR OUTPOST, Churachandpur Treasury	1.00	O-SBI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
28/09/2020	<a href="#">MN000002121202021M</a>	Professional Taxes	,	300.00	M-SBI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>

CLICK HERE TO HIDE YOUR TRANSACTIONS

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Click on Repeat link to make payment with the same details as filled in previous transaction

You can see already filled form in fig C.3

Fig C.3

Back To Home



## GRAS Government Receipt Accounting System

Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur

User : daina | Last Login : 16/10/2020 14:40

Home
Make New Payment
Repeat Payment
Challan History
Change Password
Logout

#### Department Details

Department *	Department of Taxes	Payment Type *	Professional Taxes
District *	Churachandpur Treasury	Office Name *	CCPUR OUTPOST
Scheme Name *	Professional Taxes		
Period Year *	2020-2021	Select Period	
Form ID	TR6		

#### Account Details

Scheme Name	Amount
0028001070000 Amount of Tax	<input type="text"/>
<b>Total Amount</b>	<input type="text"/>

#### Payer Details

Department Tax ID / TAN	<input type="text"/>	PAN	ABCDG7678D
Name*	<input type="text" value="Daina"/>		
Block No/ Premises	<input type="text"/>	Locality/Road	<input type="text"/>
Area/City	<input type="text"/>	PIN	<input type="text"/>
Mobile No.*	<input type="text"/>		
Remark	<input type="text"/>		

#### Payment Details

Payment Mode	<input checked="" type="radio"/> e-Payment <input type="radio"/> Payment Across Bank Counter (Cash/Cheque) <input type="radio"/> SBI epay Payment Gateway           (Customer charges)		
Select Bank *	<input type="text" value="Select Bank"/>		
Image Text		Input Image Text*	<input type="text"/>

Fields marked with (\*) are mandatory

Submit
Reset

## D. Challan History (Search Challan)

To view Challan history Select Challan History tab.

Back To Home



### GRAS Government Receipt Accounting System

*Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur*

User : daina    Last Login : 16/10/2020 14:40

Home
Make New Payment
Repeat Payment
Challan History
Change Password
Logout

From Date *	16/10/2020	To Date *	16/10/2020	Pay Type *	[SELECT PAY TYPE]	Tax Id	[SELECT]
Status	[SELECT]	From Amount	<input type="text"/>	To Amount	<input type="text"/>	<input type="button" value="Show"/>	

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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 givencalendar.
- Select Pay Type from the list.
- 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

[Back To Home](#)



## GRAS Government Receipt Accounting System

Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur

User : daina    Last Login : 16/10/2020 14:40

[Home](#)    [Make New Payment](#)    [Repeat Payment](#)    [Challan History](#)    [Change Password](#)    [Logout](#)

From Date *	16/10/2020	To Date*	16/10/2020	Pay Type*	MANUAL PAYMENT	Tax Id	{SELECT}
Status	{SELECT}	From Amount	<input type="text"/>	To Amount	<input type="text"/>	<a href="#">Show</a>	

Challan Details								
Sr. No	Date	GRN	Bank ID	Bank Name	Office	Amount(Rs)	Status	Payment verification with bank
1	16/10/2020	MN000004024202021M	-	BOM	CCPUR OUTPOST	300.00	Unknown	<a href="#">Verify</a>

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

## E. Change Password

To change the existing password

Fig E.1

Back To Home

GRAS Government Receipt Accounting System  
Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur

User : daina Last Login : 16/10/2020 14:40 Home Make New Payment Repeat Payment Challan History Change Password Logout

**PLEASE PROVIDE LOGIN DETAILS**

User Name \* daina

Password \*

Enter New Password \* Password field should have atleast one special character, one digit and Uppercase letter. Minimum 8 Characters are required.

Confirm Password \*

Change Password Reset

\* fields are compulsory

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- 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.