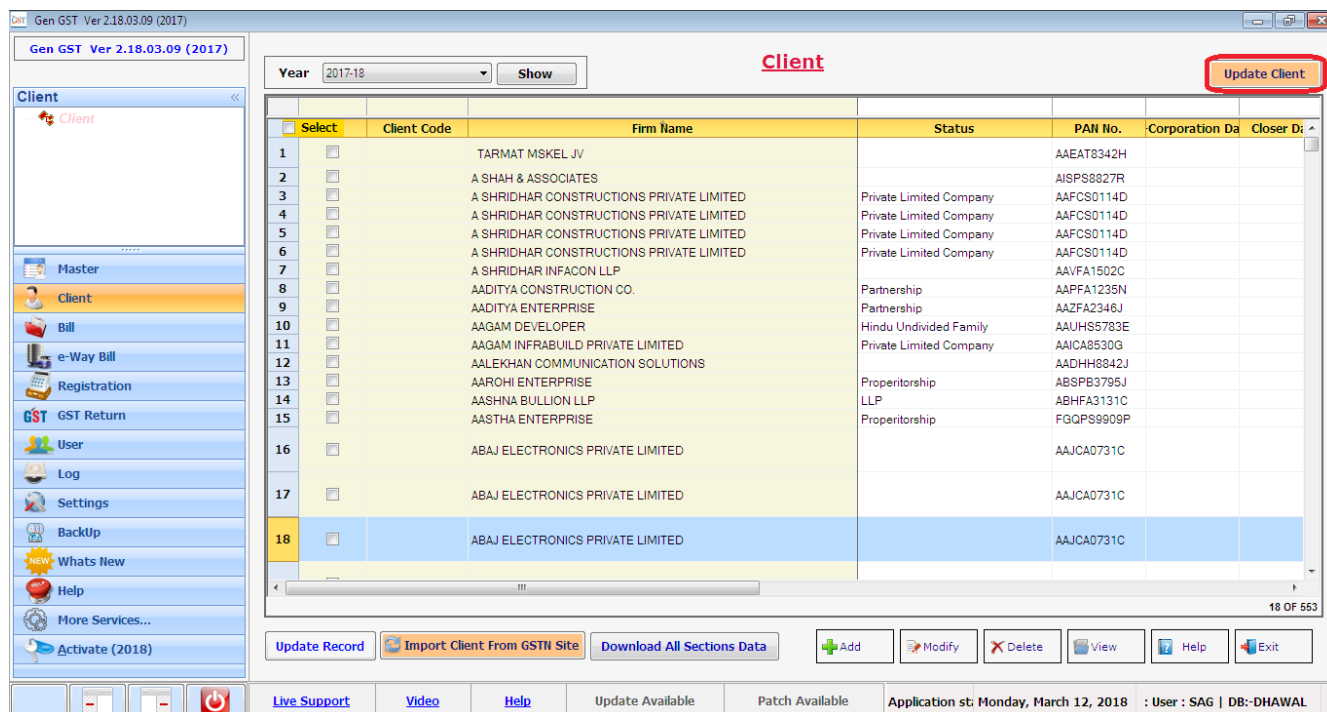


# GST SOFTWARE

## CLIENT

- **Client**
- It is a sub menu under master menu where user can add the details of Clients like partnership firm, Pvt. ltd. co., trusts, AOP etc.
- Here we have provided the facility of updating the clients detail, first of all user has to select the client by simply selecting the check boxes then click on the update client button.



**Client**

Year: 2017-18 Show

**Update Client**

Select	Client Code	Firm Name	Status	PAN No.	Corporation Da	Closes Date
<input type="checkbox"/>		TARMAT MSKEL JV		AAEAT8342H		
<input type="checkbox"/>		A SHAH & ASSOCIATES		AISPS8827R		
<input type="checkbox"/>		A SHRIDHAR CONSTRUCTIONS PRIVATE LIMITED	Private Limited Company	AAFCS0114D		
<input type="checkbox"/>		A SHRIDHAR CONSTRUCTIONS PRIVATE LIMITED	Private Limited Company	AAFCS0114D		
<input type="checkbox"/>		A SHRIDHAR CONSTRUCTIONS PRIVATE LIMITED	Private Limited Company	AAFCS0114D		
<input type="checkbox"/>		A SHRIDHAR CONSTRUCTIONS PRIVATE LIMITED	Private Limited Company	AAFCS0114D		
<input type="checkbox"/>		A SHRIDHAR INFACON LLP		AAVFA1502C		
<input type="checkbox"/>		AADITYA CONSTRUCTION CO.	Partnership	AAVFA1235N		
<input type="checkbox"/>		AADITYA ENTERPRISE	Partnership	AAZFA2346J		
<input type="checkbox"/>		AAGAM DEVELOPER	Hindu Undivided Family	AAUHS5783E		
<input type="checkbox"/>		AAGAM INFRABUILD PRIVATE LIMITED	Private Limited Company	AAICA8530G		
<input type="checkbox"/>		AALEKHAN COMMUNICATION SOLUTIONS		AADHH8842J		
<input type="checkbox"/>		AAROHI ENTERPRISE	Proprietorship	ABSPB3795J		
<input type="checkbox"/>		AASHNA BULLION LLP	LLP	ABHFA3131C		
<input type="checkbox"/>		AASTHA ENTERPRISE	Proprietorship	FGQPS9909P		
<input type="checkbox"/>		ABAJ ELECTRONICS PRIVATE LIMITED		AAJCA0731C		
<input type="checkbox"/>		ABAJ ELECTRONICS PRIVATE LIMITED		AAJCA0731C		
<input type="checkbox"/>		ABAJ ELECTRONICS PRIVATE LIMITED		AAJCA0731C		

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Update Record Import Client From GSTN Site Download All Sections Data Add Modify Delete View Help Exit

Live Support Video Help Update Available Patch Available Application st: Monday, March 12, 2018 : User : SAG | DB:-DHAWAL

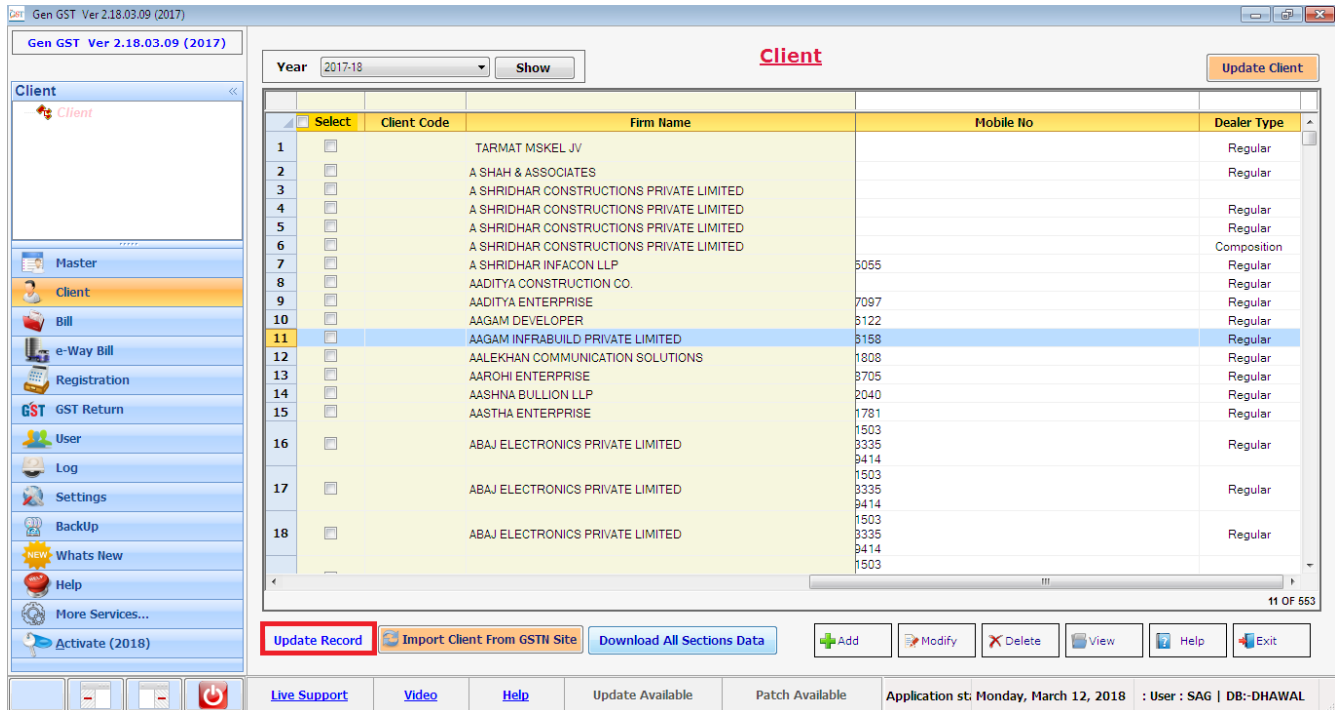
- After that a pop up box will be opened where user has to enter the captcha and click on Process Button as shown below.

The screenshot shows the 'Client' management interface in Gen GST. A 'GSTIN [Taxpayer] Locator' dialog box is open, requiring a captcha (981528) and login details. The background table lists client records with columns for Select, Client Code, Firm Name, Status, PAN No., Corporation Date, and Closes Date. A callout bubble highlights the 'Process' button in the dialog.

- After that a pop up box will be displayed which indicate that Data Update Successfully.

The screenshot shows the same 'Client' management interface. A 'Data Update Successfully' dialog box is now displayed over the table. The table content has been updated, showing client records such as 'TARMAT MSKEL JV', 'A SHAH & ASSOCIATES', and 'A SHRIDHAR CONSTRUCTIONS PRIVATE LIMITED'. The 'Process' button from the previous dialog is no longer visible.

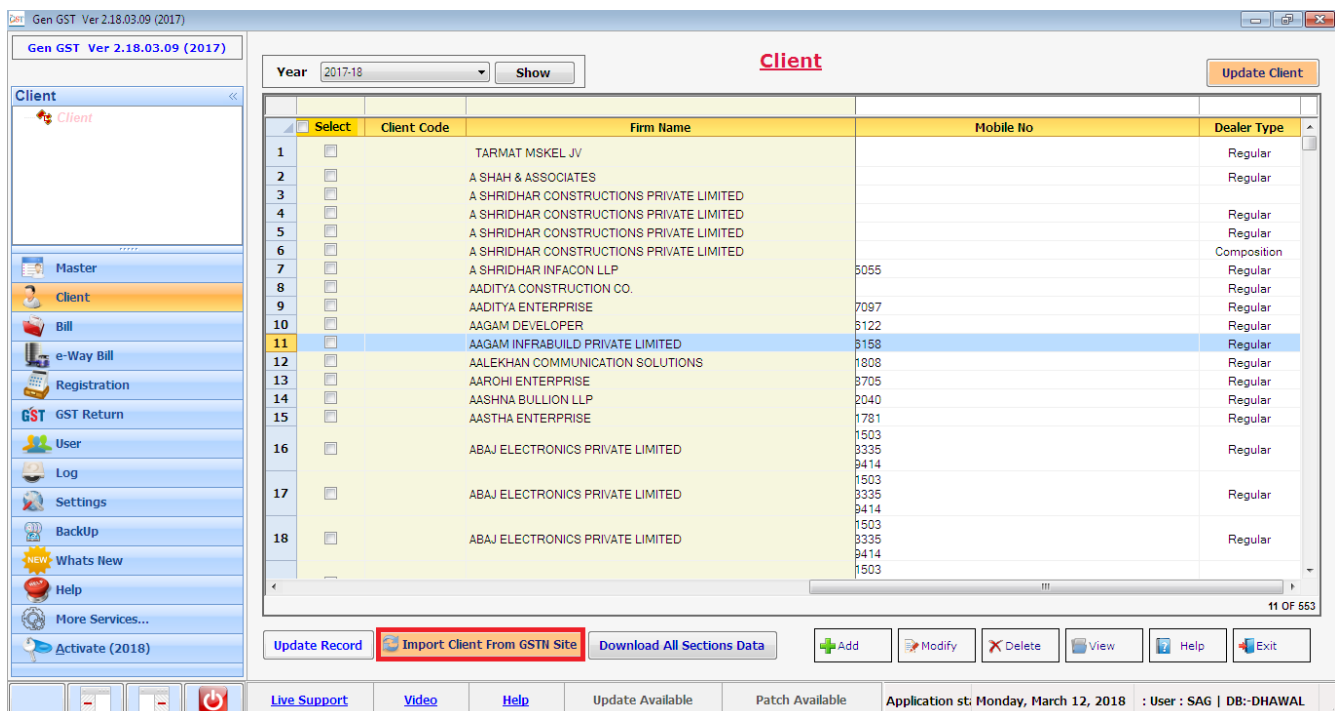
- Update record is used for manually updating the entries. Here first of all user has to update the entries manually like dealer Type and then click on Update record button.



The screenshot shows the 'Client' management screen in Gen GST software. The interface includes a sidebar with navigation options like Master, Client, Bill, e-Way Bill, Registration, GST Return, User, Log, Settings, BackUp, Whats New, Help, and More Services... The main area displays a table of clients for the year 2017-18. The table has columns for Select, Client Code, Firm Name, Mobile No, and Dealer Type. Row 11 is highlighted in blue. Below the table, there are buttons for 'Update Record' (highlighted in red), 'Import Client From GSTN Site', 'Download All Sections Data', 'Add', 'Modify', 'Delete', 'View', 'Help', and 'Exit'. The status bar at the bottom shows 'Application st: Monday, March 12, 2018 : User : SAG | DB:-DHAWAL'.

Select	Client Code	Firm Name	Mobile No	Dealer Type
<input type="checkbox"/>		TARMAT MSKEL JV		Regular
<input type="checkbox"/>		A SHAH & ASSOCIATES		Regular
<input type="checkbox"/>		A SHRIDHAR CONSTRUCTIONS PRIVATE LIMITED		Regular
<input type="checkbox"/>		A SHRIDHAR CONSTRUCTIONS PRIVATE LIMITED		Regular
<input type="checkbox"/>		A SHRIDHAR CONSTRUCTIONS PRIVATE LIMITED		Regular
<input type="checkbox"/>		A SHRIDHAR CONSTRUCTIONS PRIVATE LIMITED		Composition
<input type="checkbox"/>		A SHRIDHAR INFACON LLP	5055	Regular
<input type="checkbox"/>		AADITYA CONSTRUCTION CO.		Regular
<input type="checkbox"/>		AADITYA ENTERPRISE	7097	Regular
<input type="checkbox"/>		AAGAM DEVELOPER	8122	Regular
<input checked="" type="checkbox"/>		AAGAM INFRABUILD PRIVATE LIMITED	8158	Regular
<input type="checkbox"/>		AALEKHAN COMMUNICATION SOLUTIONS	1808	Regular
<input type="checkbox"/>		AAROHI ENTERPRISE	8705	Regular
<input type="checkbox"/>		AASHNA BULLION LLP	2040	Regular
<input type="checkbox"/>		AASTHA ENTERPRISE	1781	Regular
<input type="checkbox"/>		ABAJ ELECTRONICS PRIVATE LIMITED	1503 8335 9414	Regular
<input type="checkbox"/>		ABAJ ELECTRONICS PRIVATE LIMITED	1503 8335 9414	Regular
<input type="checkbox"/>		ABAJ ELECTRONICS PRIVATE LIMITED	1503 8335 9414 1503	Regular

- Next Button is import client from GSTN Site as shown below.



This screenshot is identical to the previous one, showing the 'Client' management screen. In this instance, the 'Import Client From GSTN Site' button is highlighted in red. The rest of the interface, including the table of clients and the sidebar, remains the same.

- When user click on this button then a pop-up box will be opened where user has to enter the credential details and captcha. After that click on Process Button and data is imported into the software.

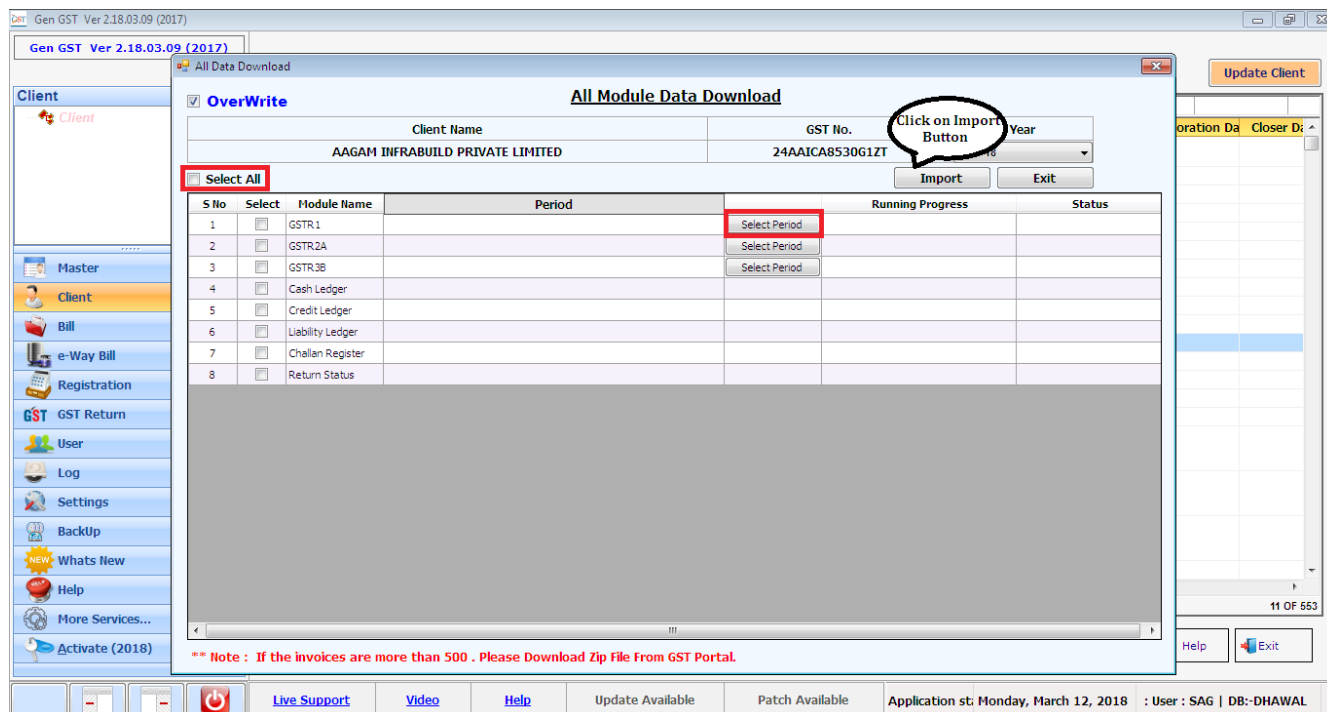
The screenshot shows the 'Client' management interface in Gen GST. A pop-up window titled 'Import Client Info' is displayed over a table of client records. The dialog box includes a captcha field with the value '323003', login details for 'Ram Prakash', and a profile section. A callout bubble with the text 'Click on the Process Button' points to the 'Process' button at the bottom of the dialog.

- Next Button is Download all section data. Here first of all user has to select the client and then click on download all section data.

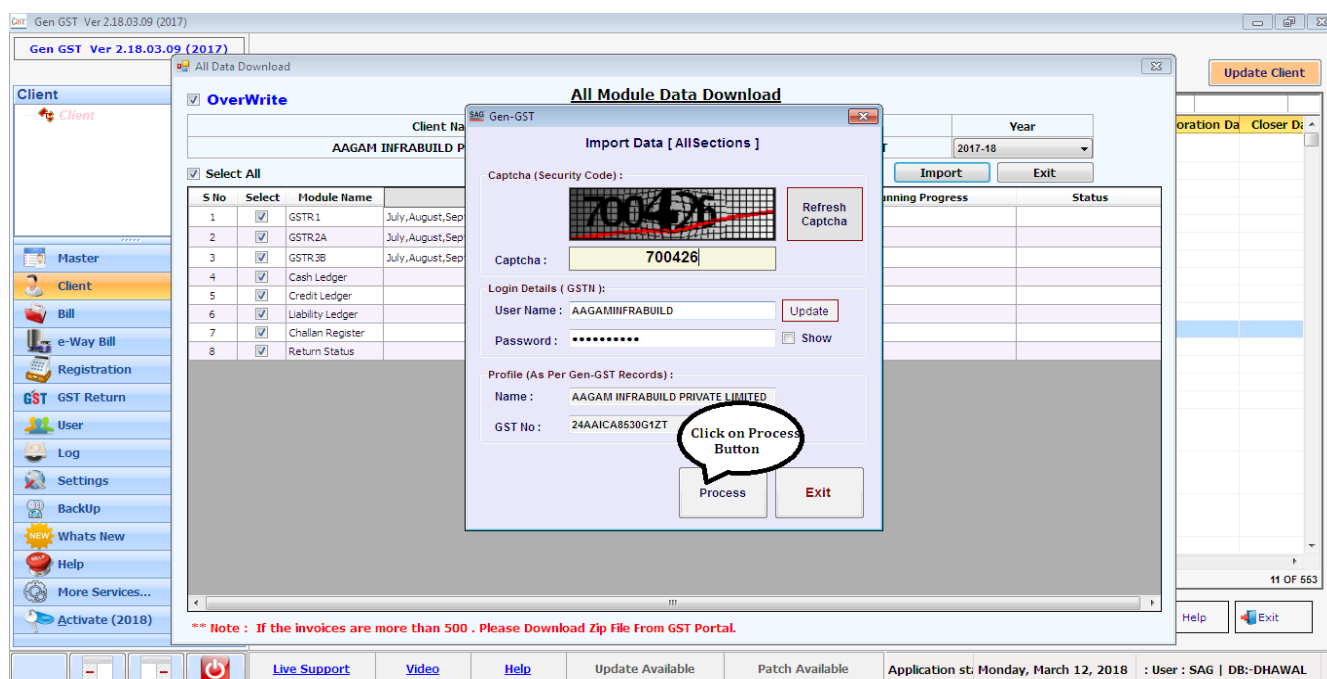
The screenshot shows the 'Client' table in the software. The table lists various clients with their details. A callout bubble with the text 'Click on Download All Sections Data' points to the 'Download All Sections Data' button in the bottom toolbar. The table data is as follows:

Select	Client Code	Firm Name	Status	PAN No.	Corporation Da	Closer Di
1		TARMAT MSKEL JV		AAEAT8342H		
2		A SHAH & ASSOCIATES		AISPS8827R		
3		A SHRIDHAR CONSTRUCTIONS PRIVATE LIMITED	Private Limited Company	AAFCS0114D		
4		A SHRIDHAR CONSTRUCTIONS PRIVATE LIMITED	Private Limited Company	AAFCS0114D		
5		A SHRIDHAR CONSTRUCTIONS PRIVATE LIMITED	Private Limited Company	AAFCS0114D		
6		A SHRIDHAR CONSTRUCTIONS PRIVATE LIMITED	Private Limited Company	AAFCS0114D		
7		A SHRIDHAR INFACON LLP		AAVFA1502C		
8		AADITYA CONSTRUCTION CO.	Partnership	AAVFA1235N		
9		AADITYA ENTERPRISE	Partnership	AAZFA2346J		
10		AAGAM DEVELOPER	Hindu Undivided Family	AAUHS5783E		
11		AAGAM INFRABUILD PRIVATE LIMITED	Private Limited Company	AAICA8530G		
12		AALEKHAN COMMUNICATION SOLUTIONS		AADHH8842J		
13		AAROH ENTERPRISE	Proprietorship	ABSPB3795J		
14		AASHNA BULLION LLP	LLP	ABHFA3131C		
15		AASTHA ENTERPRISE	Proprietorship	FGQPS9909P		
16		ABAJ ELECTRONICS PRIVATE LIMITED		AAJCA0731C		
17		ABAJ ELECTRONICS PRIVATE LIMITED		AAJCA0731C		
18		ABAJ ELECTRONICS PRIVATE LIMITED		AAJCA0731C		

- After that a new window will be opened as shown below.
- Here user has to select the period and module for which he/she want to download the data.
- After that click on the Import button for importing the data.



- After clicking on import button then a pop-up box will be opened where user has to enter the credential details and captcha. After that click on Process button for downloading the data.



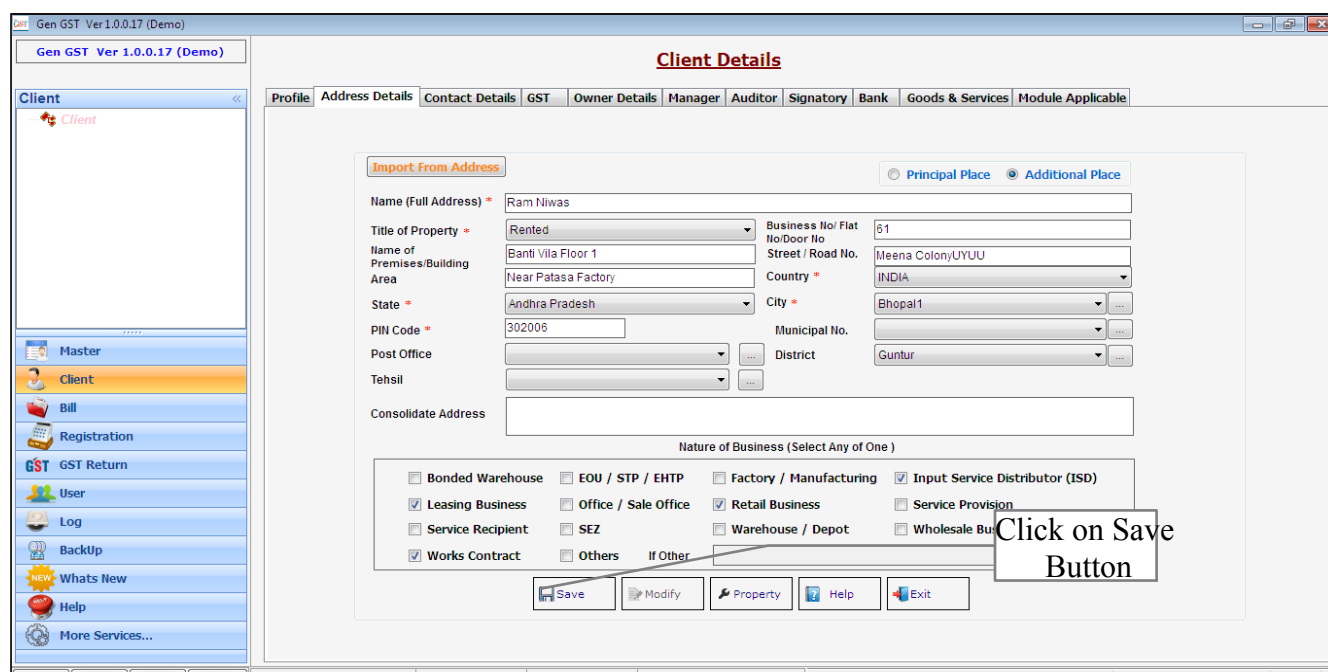
- First of all user has to click on Add Button then a new window will be opened. Where we have provided two options for the convenience of the user i.e. new and import from Other than Individual.
- When user clicks on the import from other than Individual radio button then a new Panel will be opened. Where user can search the Clients which he/she wants to import.

The screenshot shows the 'Client' management window in Gen GST. At the top, there is a 'Year' dropdown set to '2017-18' and a 'Show' button. Below this is a table with columns: Select, Client Code, Firm Name, Status, PAN No., Corporation Da, and Closer Da. The table lists 18 clients, including 'TARMAT MSKEL JV', 'A SHAH & ASSOCIATES', and 'ABAJ ELECTRONICS PRIVATE LIMITED'. At the bottom of the window, there are buttons for 'Update Record', 'Import Client From GSTH Site', 'Download All Sections Data', 'Add', 'Modify', 'Delete', 'View', 'Help', and 'Exit'. A callout bubble with the text 'Click on Add Button' points to the 'Add' button.

- If user wants to add the new Clients, click on new radio button, then a new panel will be opened in which user has to fill all the **Profile** Details which are required, After filling the same, save the details and proceed further.

The screenshot shows the 'Client Details' form. The 'Profile' tab is selected. The 'Firm Details' section includes fields for Group Code (SAG), Client Code (21), Status (Private Limited Company), Year (2017-18), Name of Organisation, Short Name, PAN No. (AAPPP5454T), Date of Start (10/10/2010), Date of Closer (10/10/2025), Date of Incorporation, and Nationality (Indian). The 'Registration Details' section includes CIN (E33E23RERG549YR546) and Shop Registration No. (77546898). At the bottom, there are buttons for 'Save', 'Modify', 'Log', 'Property', 'Help', and 'Back'. The status bar at the bottom indicates 'Application started. No action yet.' and the date 'Tuesday, July 18, 2017'.

- Click on **Address details** tab, Then a new panel will be opened, in which user has to fill all the Address Details which are required, After filling the same, save the details and proceed further.
  - We also provide the facility of import,
  - when user select the import from Address button then he/she is able to import the detail of Area, State, Pin code, city, etc.
  - If user wants to add the new address, click on new radio button, then a new window will be displayed where user has to select the type of address whether it is principal or additional. Fill all the details which are required such as Title of property, basic address details. After filling the same, Proceed further by saving your details.



**Client Details**

Profile | Address Details | Contact Details | GST | Owner Details | Manager | Auditor | Signatory | Bank | Goods & Services | Module Applicable

**Import From Address**  Principal Place  Additional Place

Name (Full Address) \* Ram Niwas

Title of Property \* Rented Business No/Flat No/Door No 61

Name of Premises/Building Area Banti Vila Floor 1 Street / Road No. Meena Colony UYUU

Near Patasa Factory Country \* INDIA

State \* Andhra Pradesh City \* Bhopal1

PIN Code \* 302006 Municipal No. ...

Post Office ... District Guntur

Tehsil ...

Consolidate Address

Nature of Business (Select Any of One)

Bonded Warehouse  EOU / STP / EHTP  Factory / Manufacturing  Input Service Distributor (ISD)

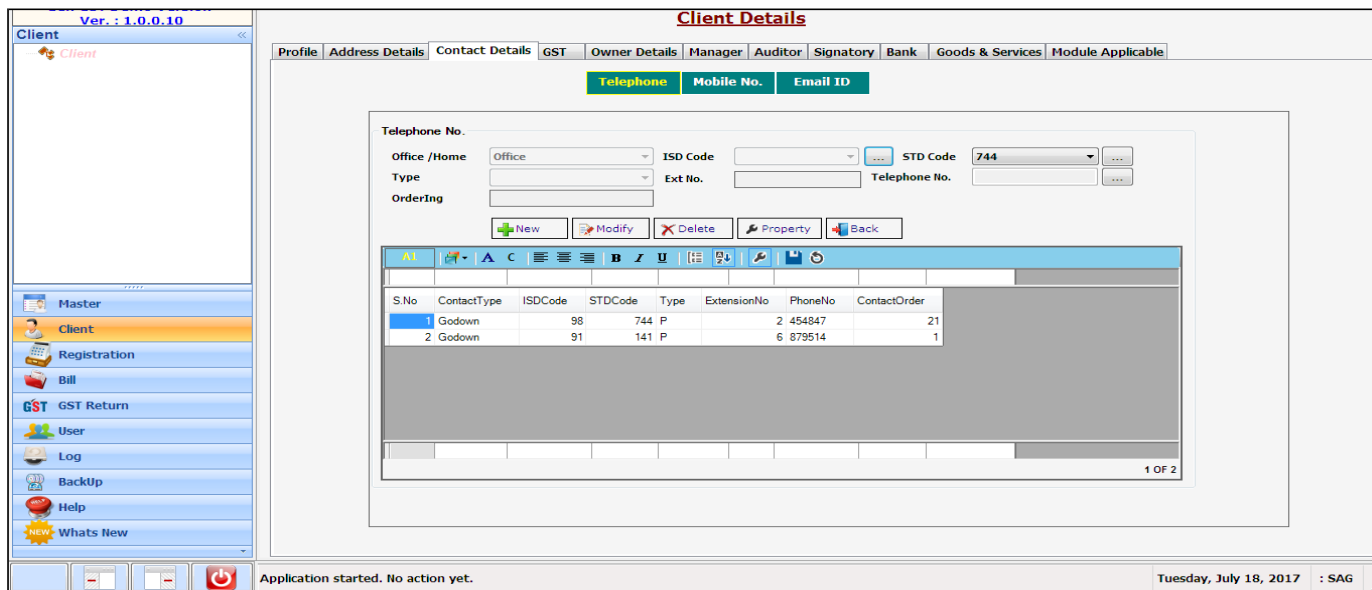
Leasing Business  Office / Sale Office  Retail Business  Service Provision

Service Recipient  SEZ  Warehouse / Depot  Wholesale Business

Works Contract  Others If Other

Click on Save Button

- Click on Contact details Tab, Where three tabs are situated at the top of the application i.e. Telephone number, Mobile no., Email id.
- Click on **Telephone number** tab, where user has to click on new button.



**Client Details**

Profile | Address Details | **Contact Details** | GST | Owner Details | Manager | Auditor | Signatory | Bank | Goods & Services | Module Applicable

**Telephone** | Mobile No. | Email ID

Telephone No.

Office /Home: Office | ISD Code: | STD Code: 744

Type: | Ext No.: | Telephone No.:

OrderIng:

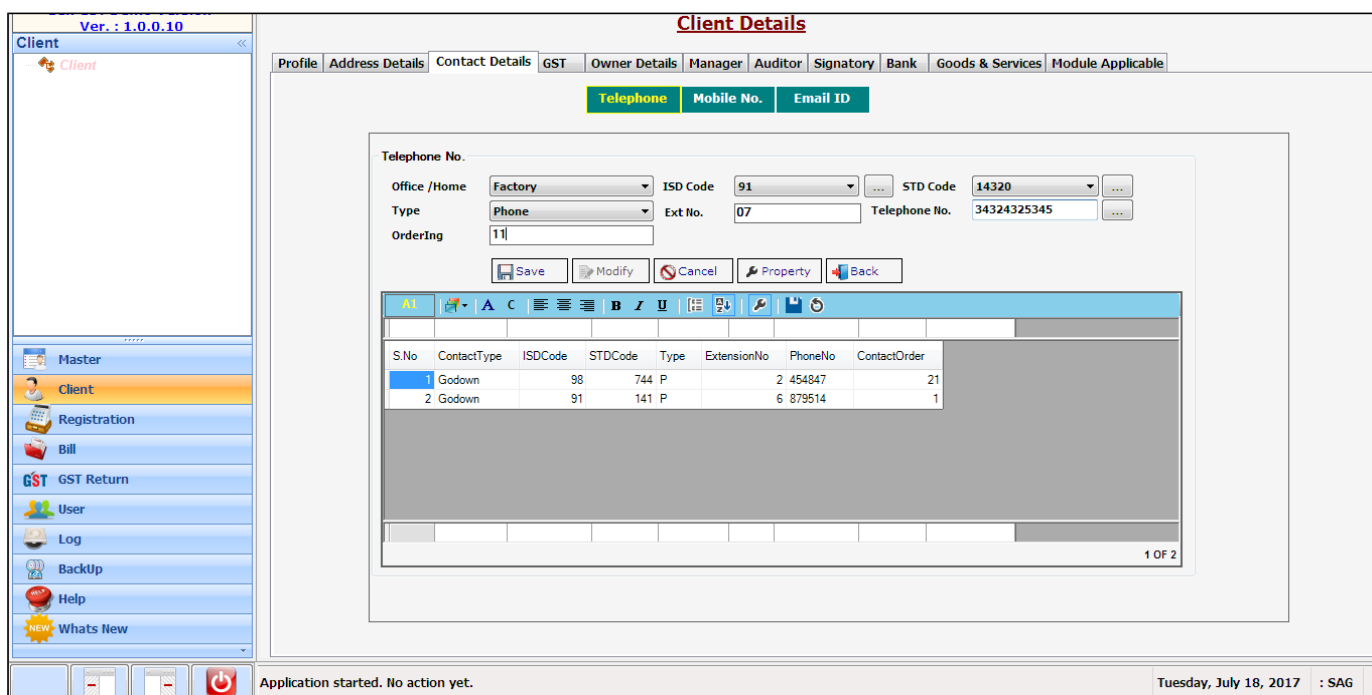
[New] [Modify] [Delete] [Property] [Back]

S.No	ContactType	ISDCode	STDCode	Type	ExtensionNo	PhoneNo	ContactOrder
1	Godown	98	744 P		2	454847	21
2	Godown	91	141 P		6	879514	1

1 OF 2

Application started. No action yet. Tuesday, July 18, 2017 : SAG

- Fill all the contact related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple telephone no. of the Clients in the same manner.



**Client Details**

Profile | Address Details | Contact Details | GST | Owner Details | Manager | Auditor | Signatory | Bank | Goods & Services | Module Applicable

**Telephone** | Mobile No. | Email ID

Telephone No.

Office /Home: Factory | ISD Code: 91 | STD Code: 14320

Type: Phone | Ext No.: 07 | Telephone No.: 34324325345

OrderIng: 11

[Save] [Modify] [Cancel] [Property] [Back]

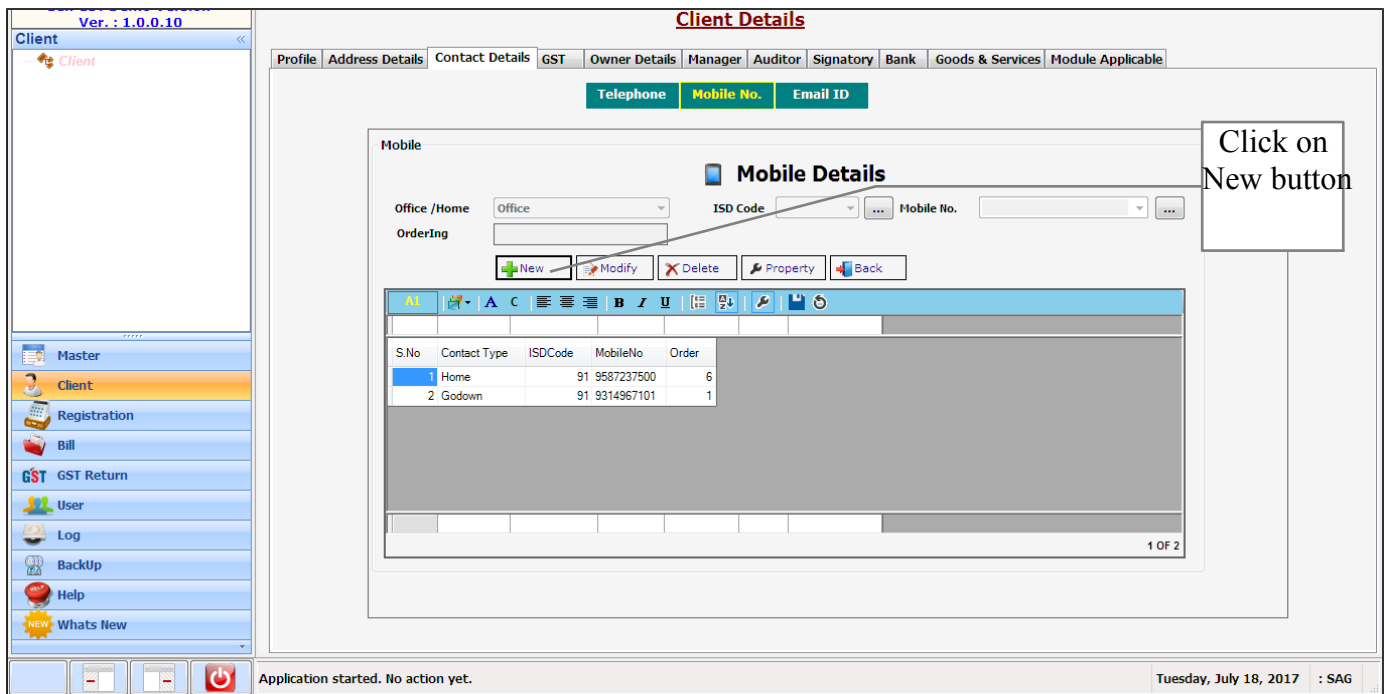
S.No	ContactType	ISDCode	STDCode	Type	ExtensionNo	PhoneNo	ContactOrder
1	Godown	98	744 P		2	454847	21
2	Godown	91	141 P		6	879514	1
3	Factory	91	14320	Phone	07	34324325345	11

1 OF 2

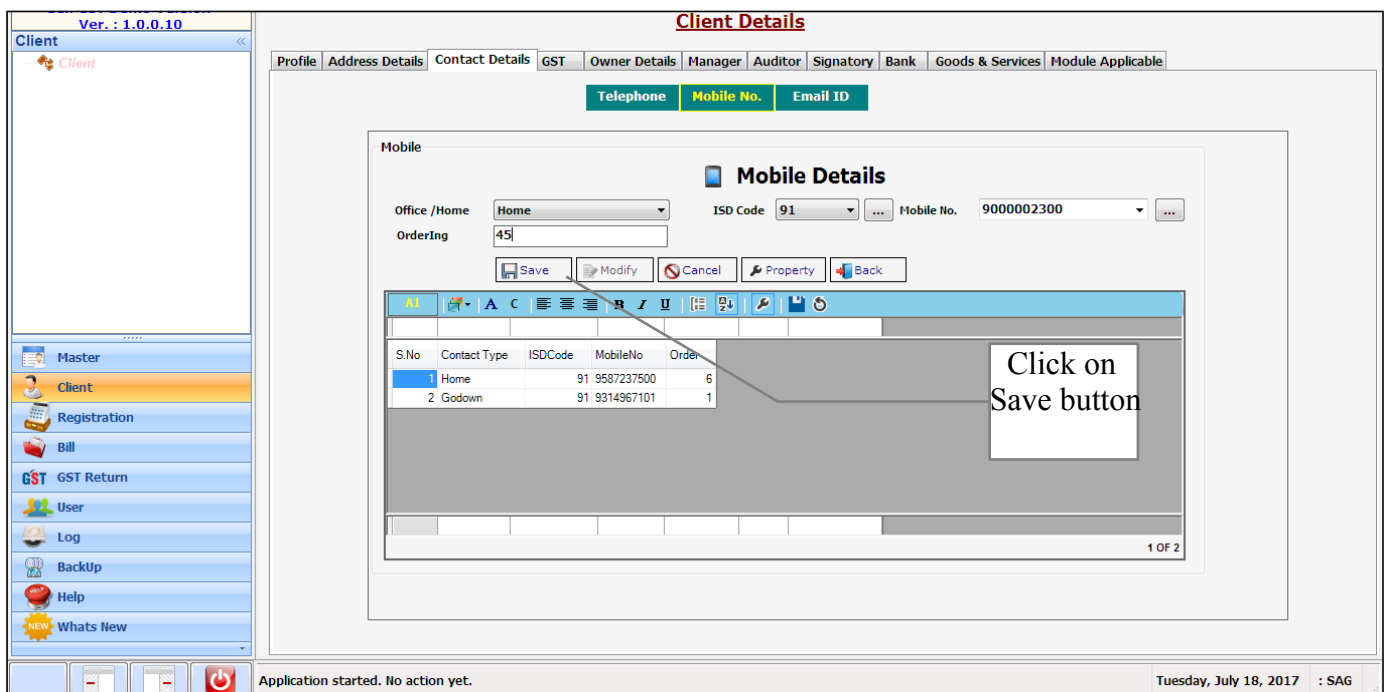
Application started. No action yet. Tuesday, July 18, 2017 : SAG



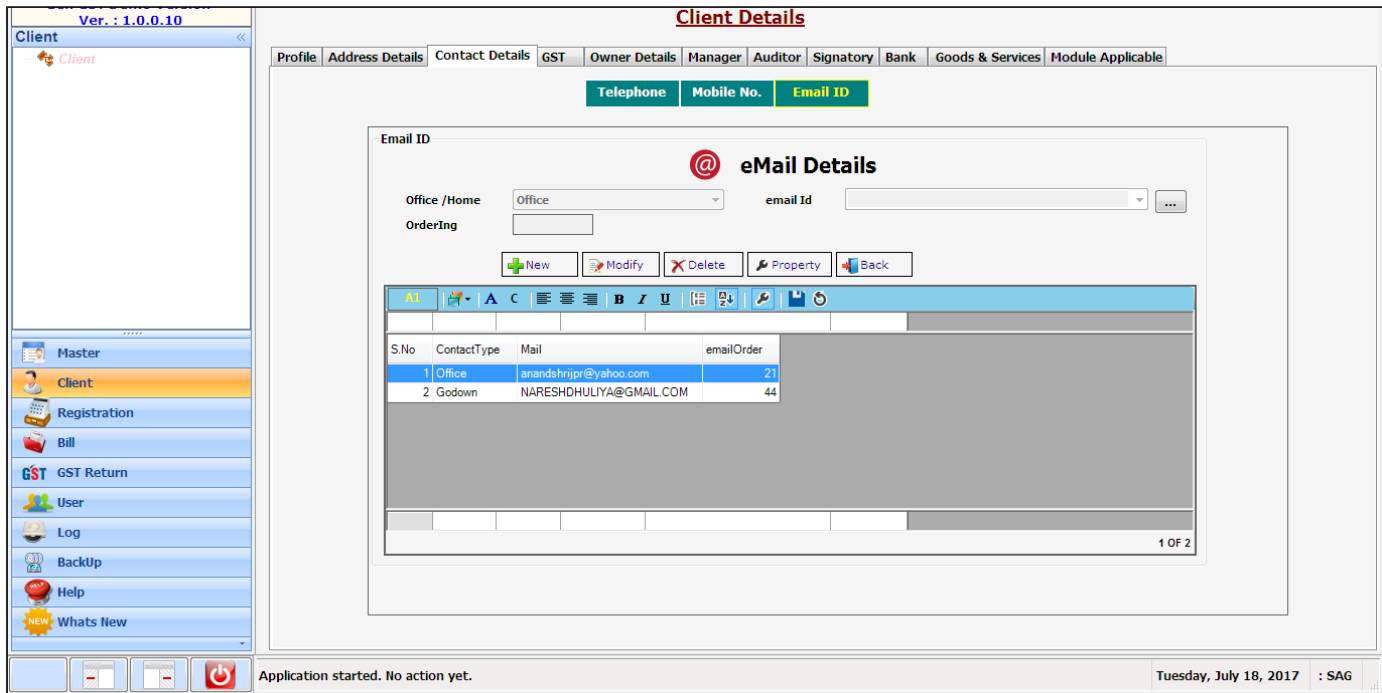
- Click on **Mobile number** tab, Where a new application window is shown. User has to click on new button.



- Fill all the mobile no. related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple mobile no. of the Clients in the same manner.



- Click on Email ID tab, Where a new application window is shown. User has to click on new button.



**Client Details**

Profile | Address Details | Contact Details | GST | Owner Details | Manager | Auditor | Signatory | Bank | Goods & Services | Module Applicable

Telephone | Mobile No. | **Email ID**

**Email ID**

**@ eMail Details**

Office /Home: Office | email Id: anandshrijpr@yahoo.com

OrderIng:

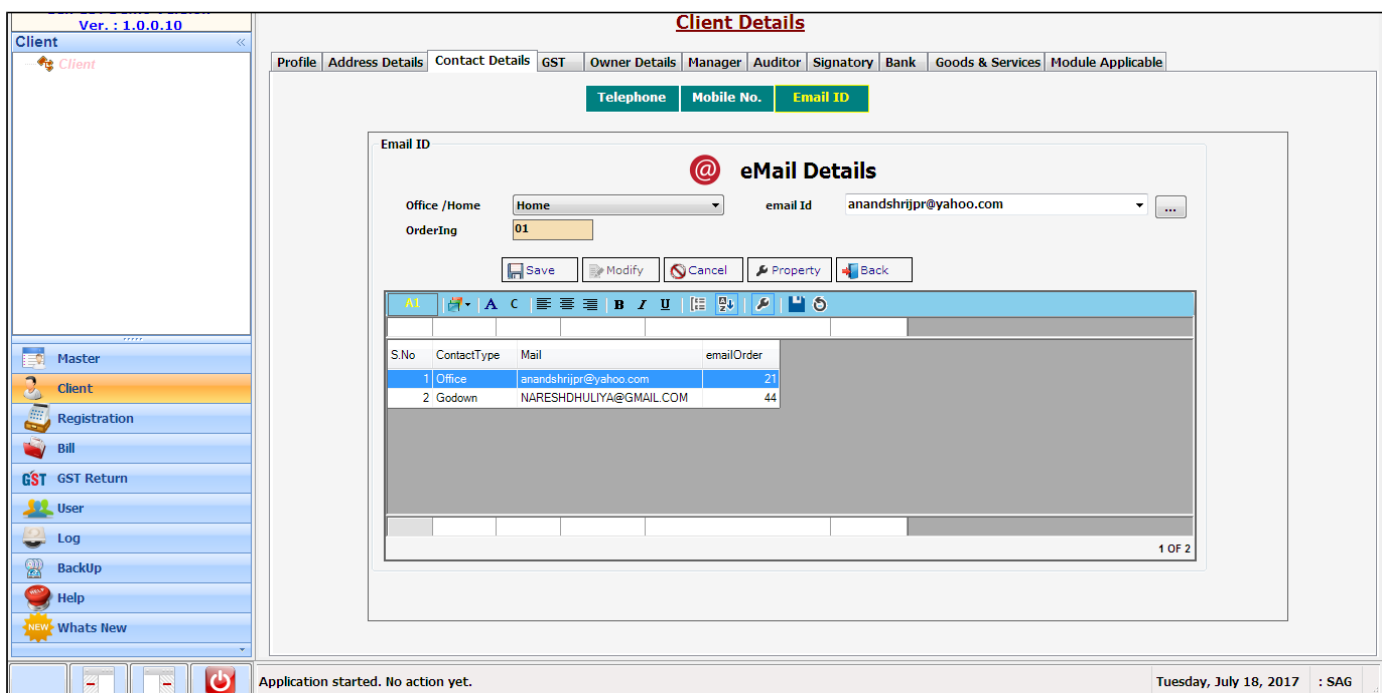
+New | Modify | Delete | Property | Back

S.No	ContactType	Mail	emailOrder
1	Office	anandshrijpr@yahoo.com	21
2	Godown	NARESHDHULIYA@GMAIL.COM	44

1 OF 2

Application started. No action yet. Tuesday, July 18, 2017 : SAG

- Fill all the Email Id. related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple Email Ids. of the Clients in the same manner.



**Client Details**

Profile | Address Details | Contact Details | GST | Owner Details | Manager | Auditor | Signatory | Bank | Goods & Services | Module Applicable

Telephone | Mobile No. | **Email ID**

**Email ID**

**@ eMail Details**

Office /Home: Home | email Id: anandshrijpr@yahoo.com

OrderIng: 01

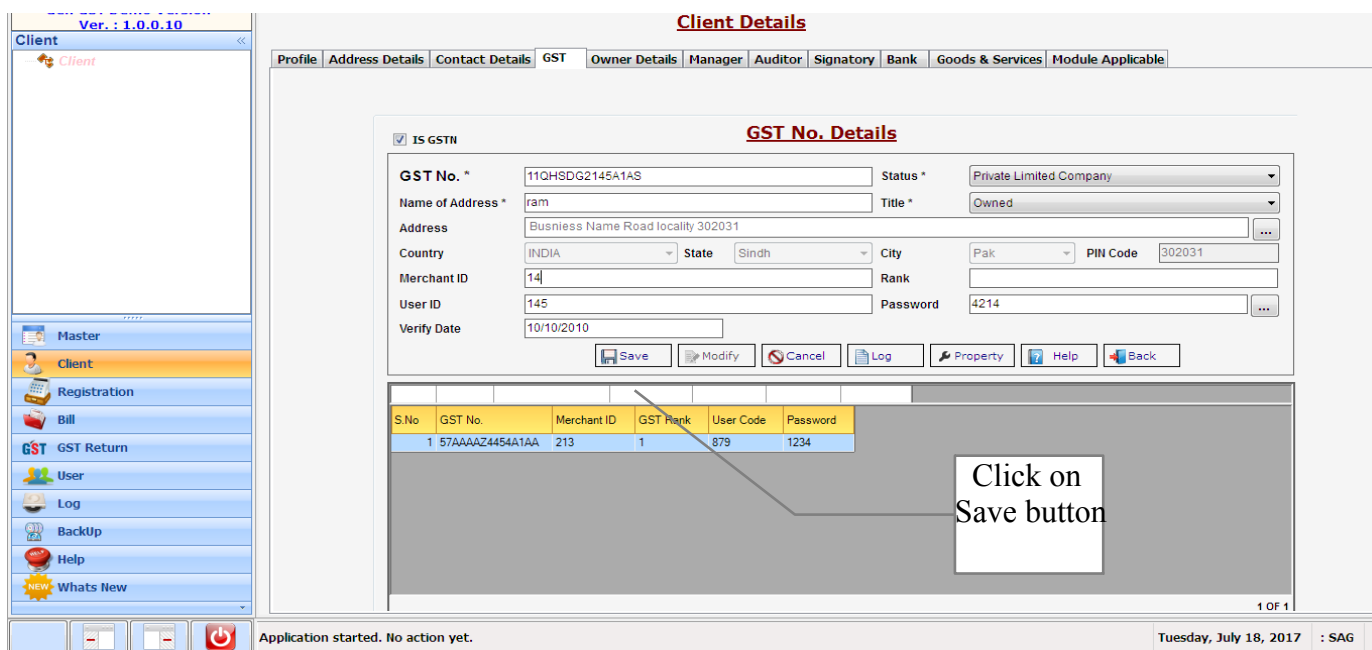
Save | Modify | Cancel | Property | Back

S.No	ContactType	Mail	emailOrder
1	Office	anandshrijpr@yahoo.com	21
2	Godown	NARESHDHULIYA@GMAIL.COM	44

1 OF 2

Application started. No action yet. Tuesday, July 18, 2017 : SAG

- Click on **GST** tab, Where user has to fill all the details like GST no., Name, status, Title etc. You can also save the user ID and password for GST login.
- If multiple address are inserted, you can insert multiple GST data in the same manner.



**Client Details**

Profile | Address Details | Contact Details | **GST** | Owner Details | Manager | Auditor | Signatory | Bank | Goods & Services | Module Applicable

**GST No. Details**

IS GSTN

GST No. \* 11QHSDG2145A1AS Status \* Private Limited Company

Name of Address \* ram Title \* Owned

Address Business Name Road locality 302031

Country INDIA State Sindh City Pak PIN Code 302031

Merchant ID 14 Rank

User ID 145 Password 4214

Verify Date 10/10/2010

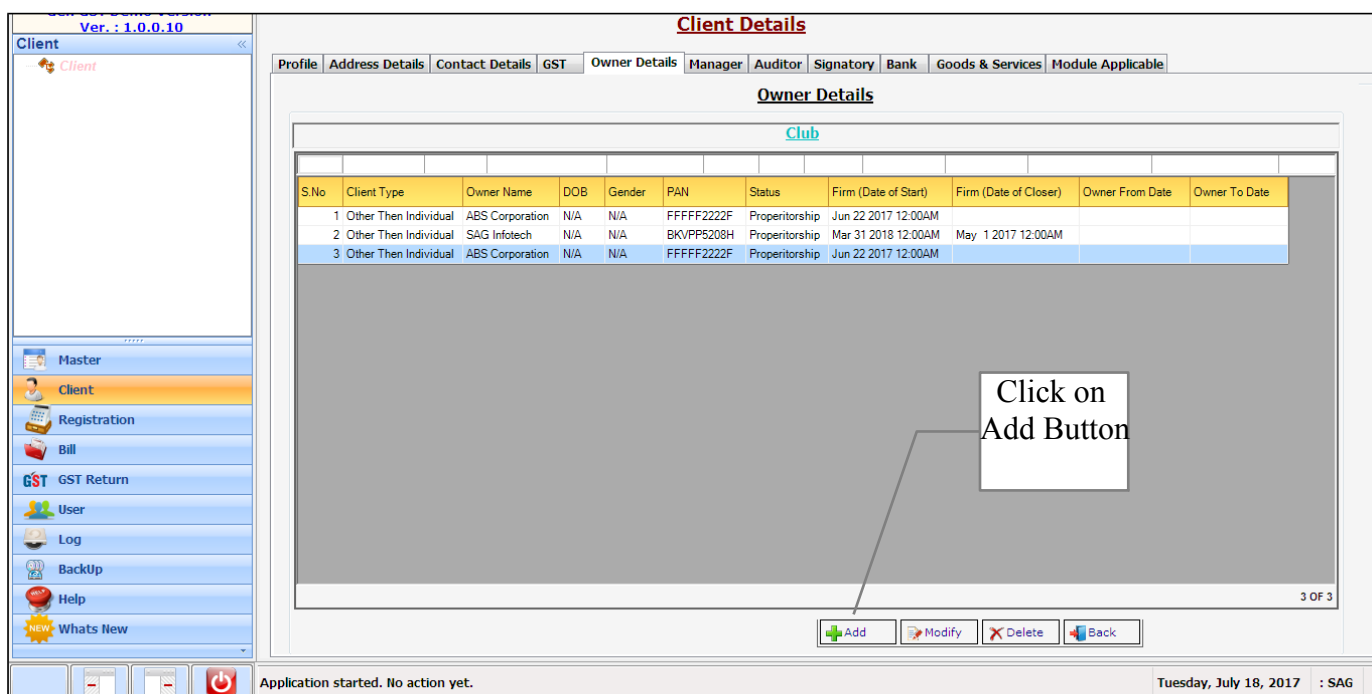
Save Modify Cancel Log Property Help Back

S.No	GST No.	Merchant ID	GST Rank	User Code	Password
1	57AAAAZ4454A1AA	213	1	879	1234

1 OF 1

Application started. No action yet. Tuesday, July 18, 2017 : SAG

- Click on **Owner Details** tab, A new panel is opened, In order to add a new Owner Details, Click on Add button.



**Client Details**

Profile | Address Details | Contact Details | GST | **Owner Details** | Manager | Auditor | Signatory | Bank | Goods & Services | Module Applicable

**Owner Details**

Club

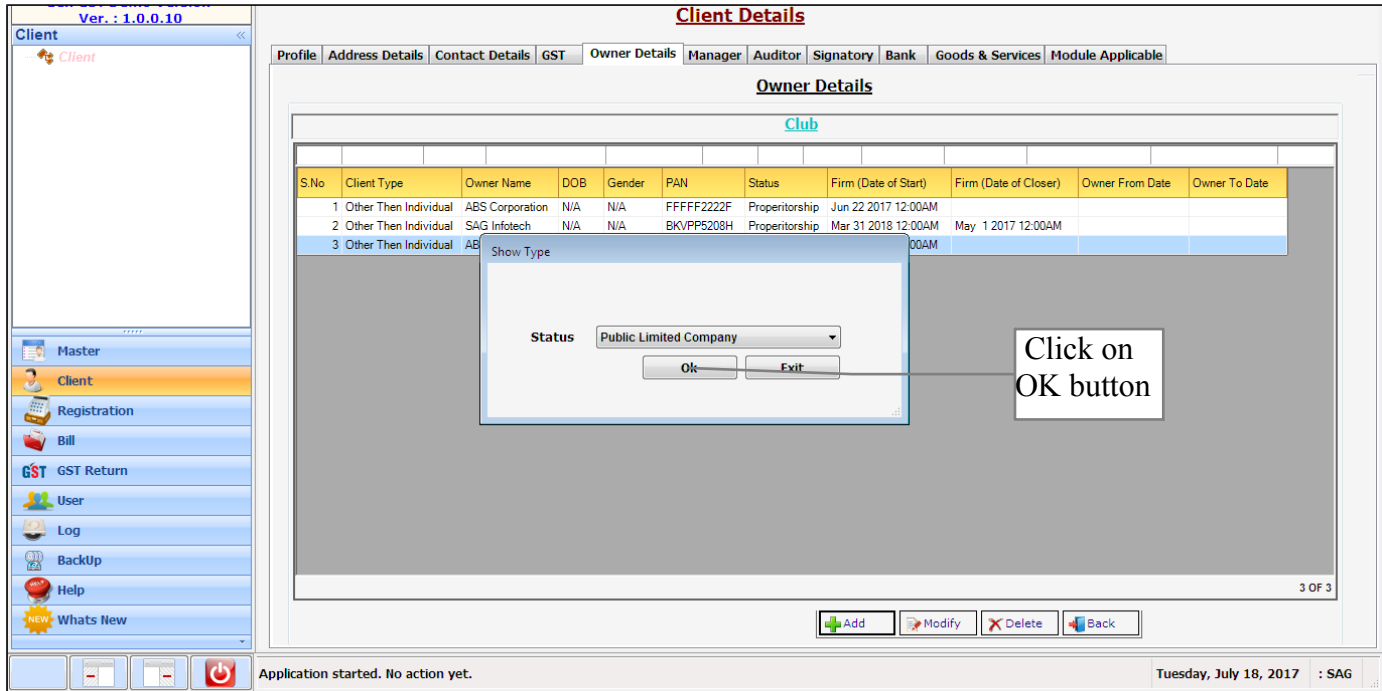
S.No	Client Type	Owner Name	DOB	Gender	PAN	Status	Firm (Date of Start)	Firm (Date of Closer)	Owner From Date	Owner To Date
1	Other Then Individual	ABS Corporation	N/A	N/A	FFFFF2222F	Properitorship	Jun 22 2017 12:00AM			
2	Other Then Individual	SAG Infotech	N/A	N/A	BKV/PP5208H	Properitorship	Mar 31 2018 12:00AM	May 1 2017 12:00AM		
3	Other Then Individual	ABS Corporation	N/A	N/A	FFFFF2222F	Properitorship	Jun 22 2017 12:00AM			

3 OF 3

+ Add Modify Delete Back

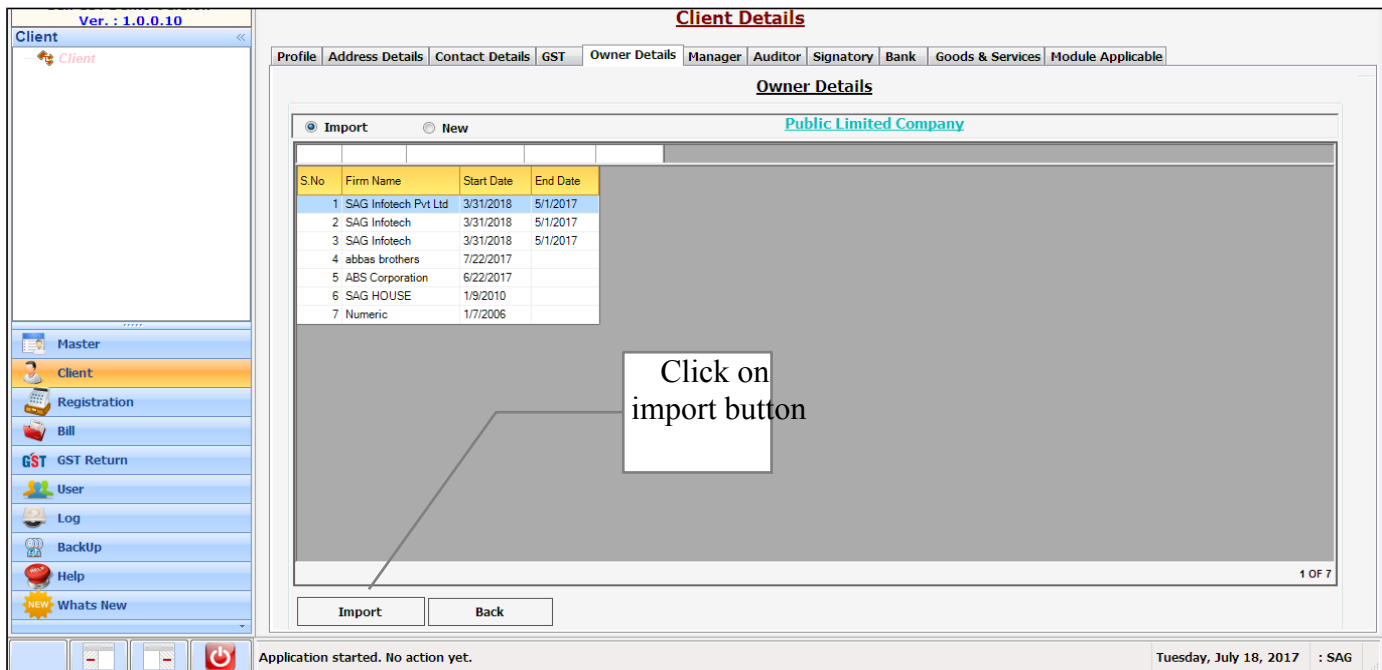
Application started. No action yet. Tuesday, July 18, 2017 : SAG

- A pop up box is shown with the drop down list from where user has to select the status type.



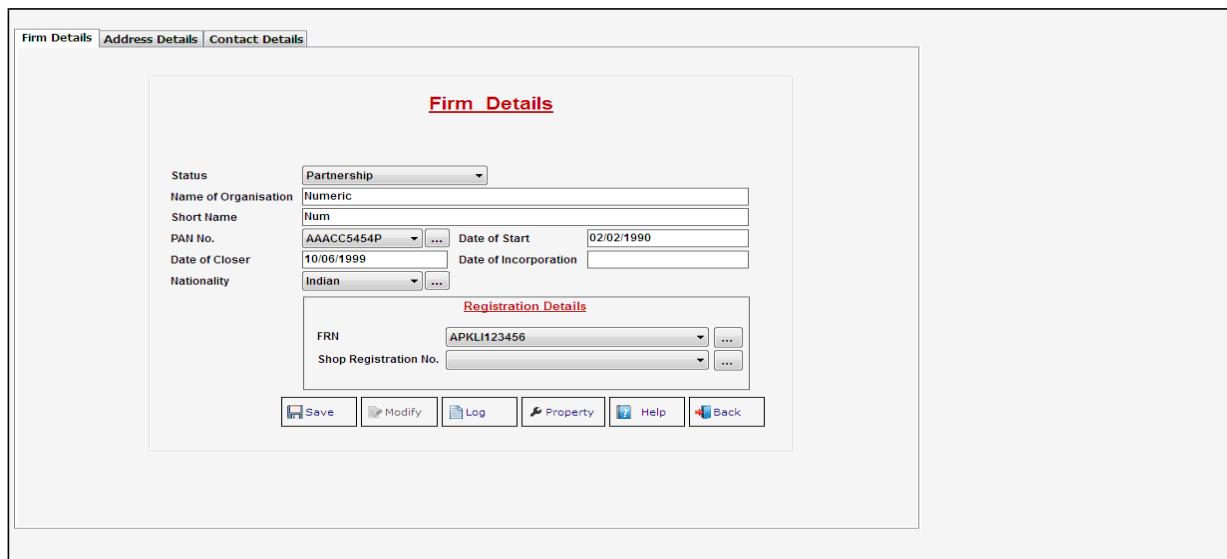
The screenshot shows the 'Client Details' window with the 'Owner Details' tab selected. A table lists owner information with columns for S.No, Client Type, Owner Name, DOB, Gender, PAN, Status, Firm (Date of Start), Firm (Date of Closer), Owner From Date, and Owner To Date. A 'Show Type' pop-up box is open, displaying a 'Status' dropdown menu with 'Public Limited Company' selected. Below the dropdown are 'Ok' and 'Exit' buttons. A callout box points to the 'Ok' button with the text 'Click on OK button'. At the bottom of the main window, there are 'Add', 'Modify', 'Delete', and 'Back' buttons. The status bar at the bottom indicates 'Application started. No action yet.' and the date 'Tuesday, July 18, 2017'.

- We have provided two options for the convenience of the user i.e. new and import.
- When user clicks on the import radio button then a new Panel will be opened. Where user can search the Owner details which he/she wants to import.

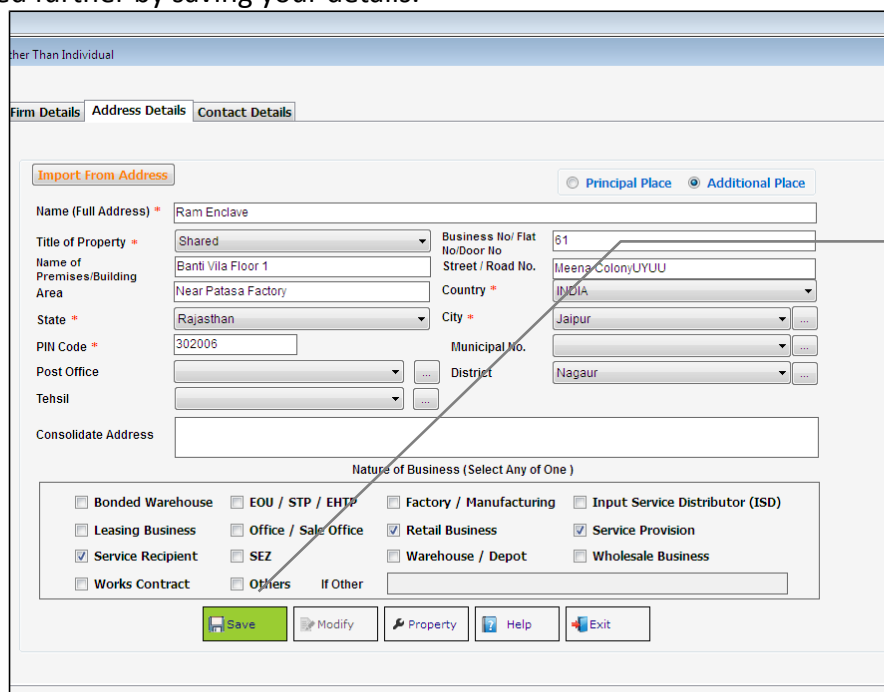


The screenshot shows the 'Client Details' window with the 'Owner Details' tab selected. The 'Import' radio button is selected, and a panel titled 'Public Limited Company' is displayed. This panel contains a table with columns for S.No, Firm Name, Start Date, and End Date. Below the table are 'Import' and 'Back' buttons. A callout box points to the 'Import' button with the text 'Click on import button'. The status bar at the bottom indicates 'Application started. No action yet.' and the date 'Tuesday, July 18, 2017'.

- If user wants to add the new owner, click on new radio button, then a new panel will be opened in which user has to fill all the **Firm Details** which are required, After filling the same, save the details and proceed further.

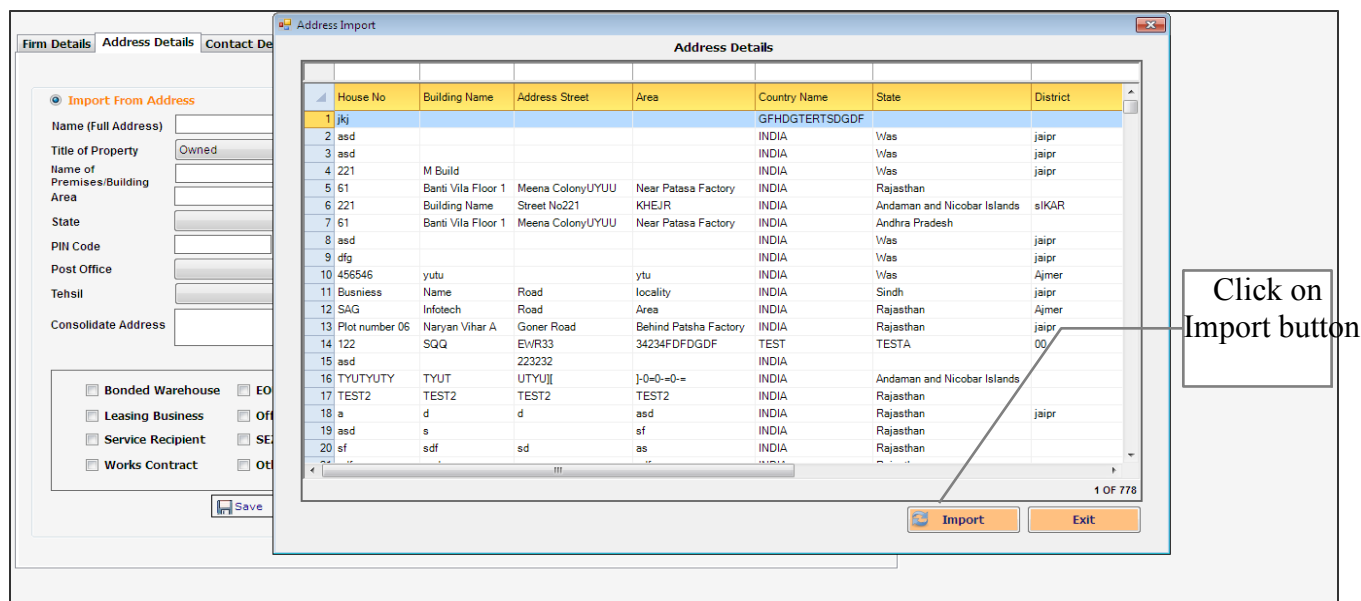


- When user clicks on the import radio button then a new Panel will be opened. Where user can search the Owner details which he/she wants to import.
- Click on Address details tab, Then a new panel will be opened, in which user has to fill all the **Address Details** which are required, After filling the same, save the details and proceed further.
- If user wants to add the new address, click on new radio button, then a new window will be displayed where user has to select the type of address whether it is principal or additional. Fill all the details which are required such as Title of property, basic address details. After filling the same, Proceed further by saving your details.

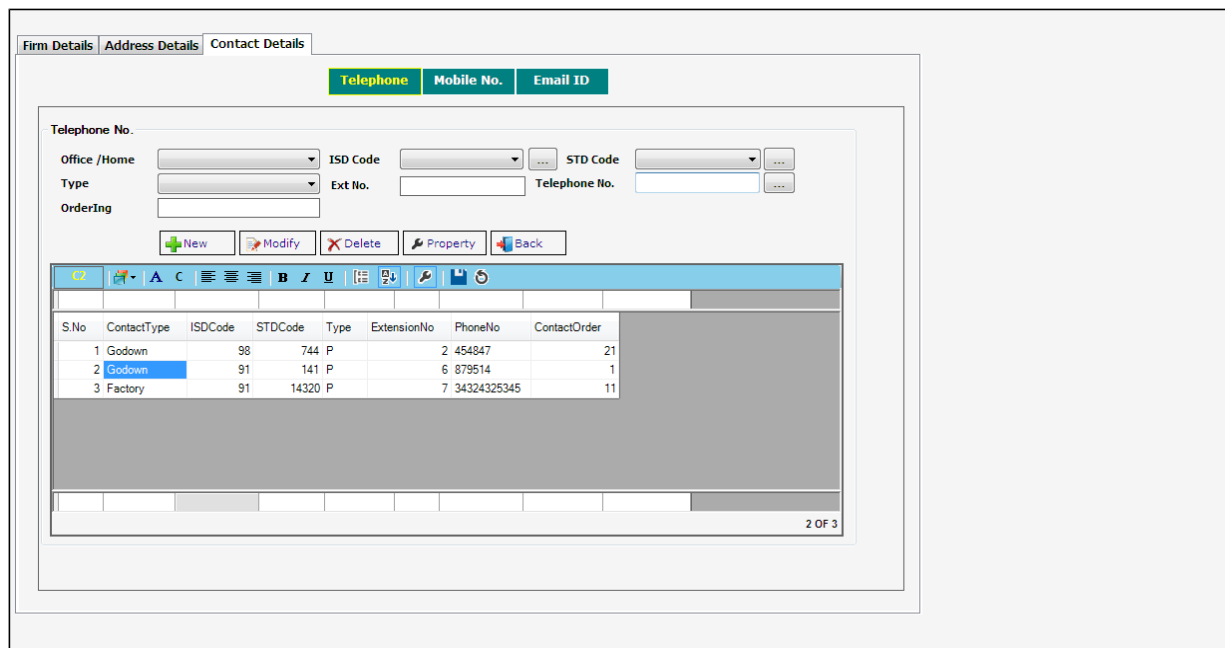


Click on  
Save Button

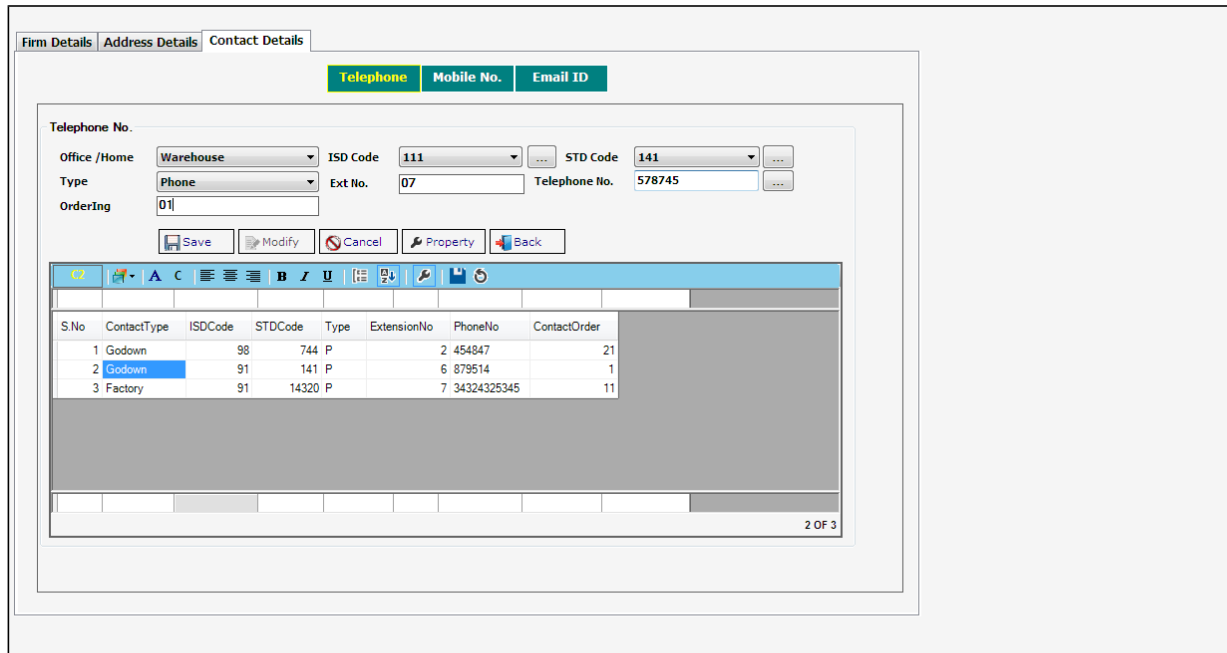
- We also provided the facility to Import From Address for the user convenience, When user Select Import From Address button, which is situated at the top of the application then he/she is able to import the address.



- Click on **Contact details** Tab, Where three tabs are situated at the top of the application i.e. Telephone number, Mobile no., Email id.
- Click on **Telephone number** tab, Where a new application window is shown, user has to click on new button.



- Fill all the contact related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple telephone no. of the Clients in the same manner.



Telephone No.

Office /Home: Warehouse | ISD Code: 111 | STD Code: 141

Type: Phone | Ext No.: 07 | Telephone No.: 578745

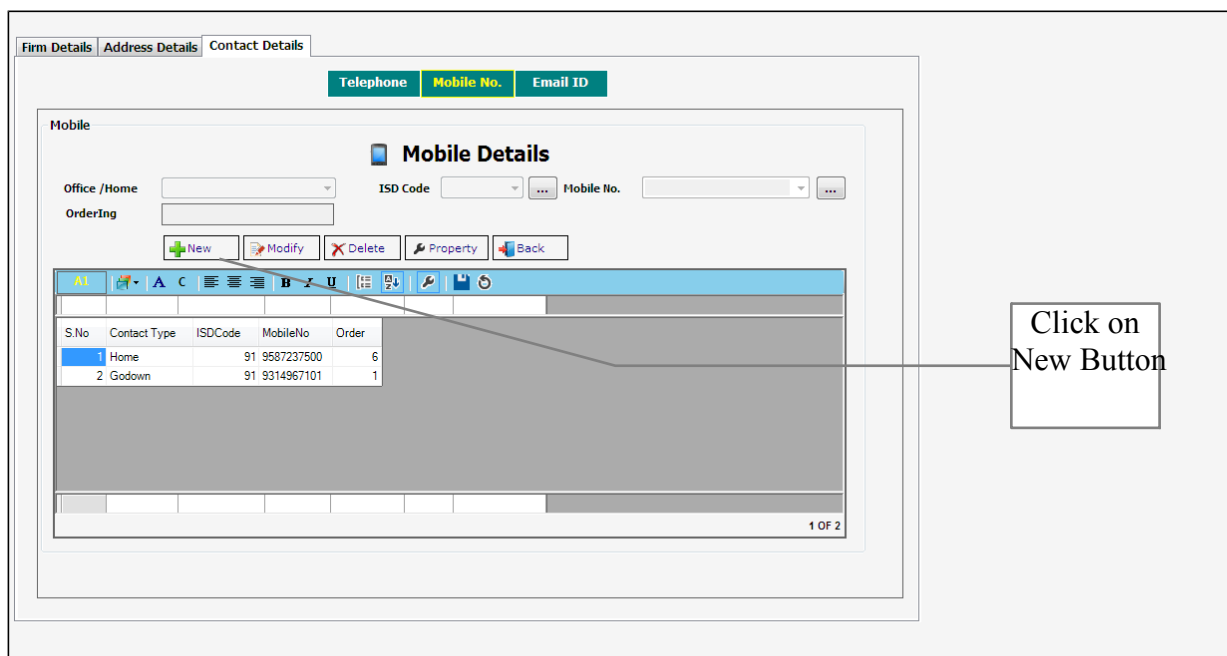
OrderIng: 01

Buttons: Save, Modify, Cancel, Property, Back

S.No	ContactType	ISDCode	STDCode	Type	ExtensionNo	PhoneNo	ContactOrder
1	Godown	98	744	P		2 454847	21
2	Godown	91	141	P		6 879514	1
3	Factory	91	14320	P		7 34324325345	11

2 OF 3

- Click on Mobile number tab, Where a new application window is shown, user has to click on new button.



Mobile

**Mobile Details**

Office /Home: | ISD Code: | Mobile No.: |

OrderIng: |

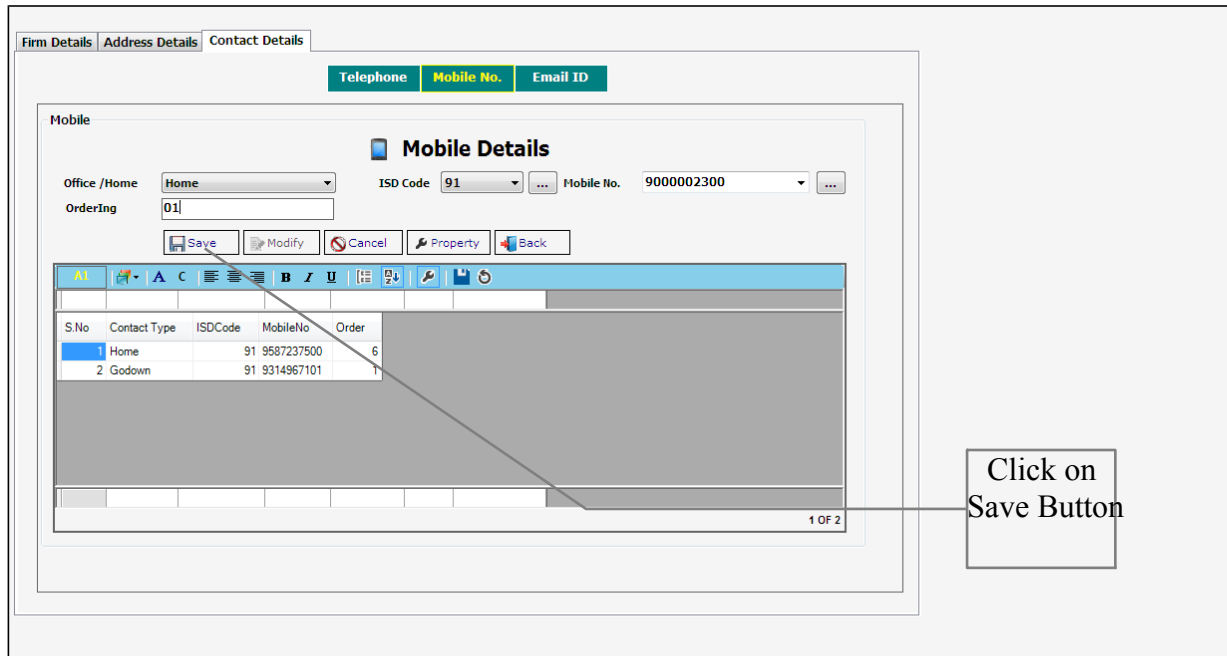
Buttons: New, Modify, Delete, Property, Back

S.No	Contact Type	ISDCode	MobileNo	Order
1	Home	91	9587237500	6
2	Godown	91	9314967101	1

1 OF 2

Click on New Button

- Fill all the mobile no. related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple mobile no. of the Clients in the same manner.



Mobile

**Mobile Details**

Office /Home: Home ISD Code: 91 Mobile No.: 9000002300

Ordering: 01

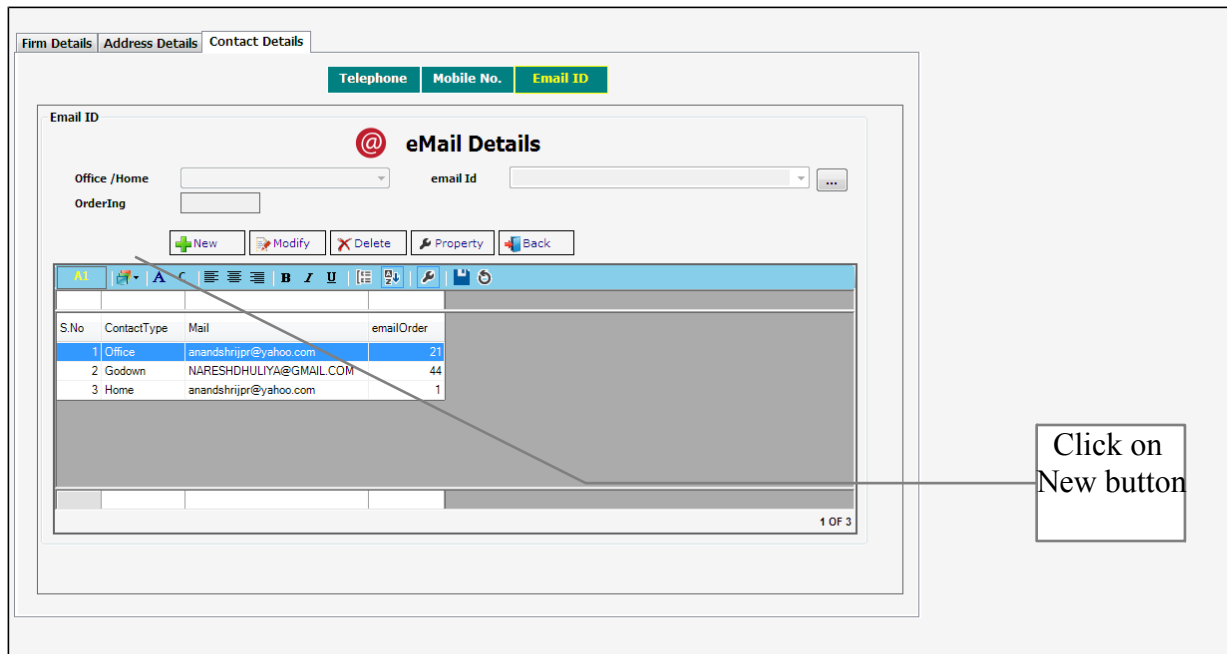
Buttons: Save, Modify, Cancel, Property, Back

S.No	Contact Type	ISDCode	MobileNo	Order
1	Home	91	9587237500	6
2	Godown	91	9314967101	1

1 OF 2

Click on Save Button

- Click on Email ID tab, Where a new application window is shown, user has to click on new button.



Email ID

**eMail Details**

Office /Home: email Id: Ordering:

Buttons: New, Modify, Delete, Property, Back

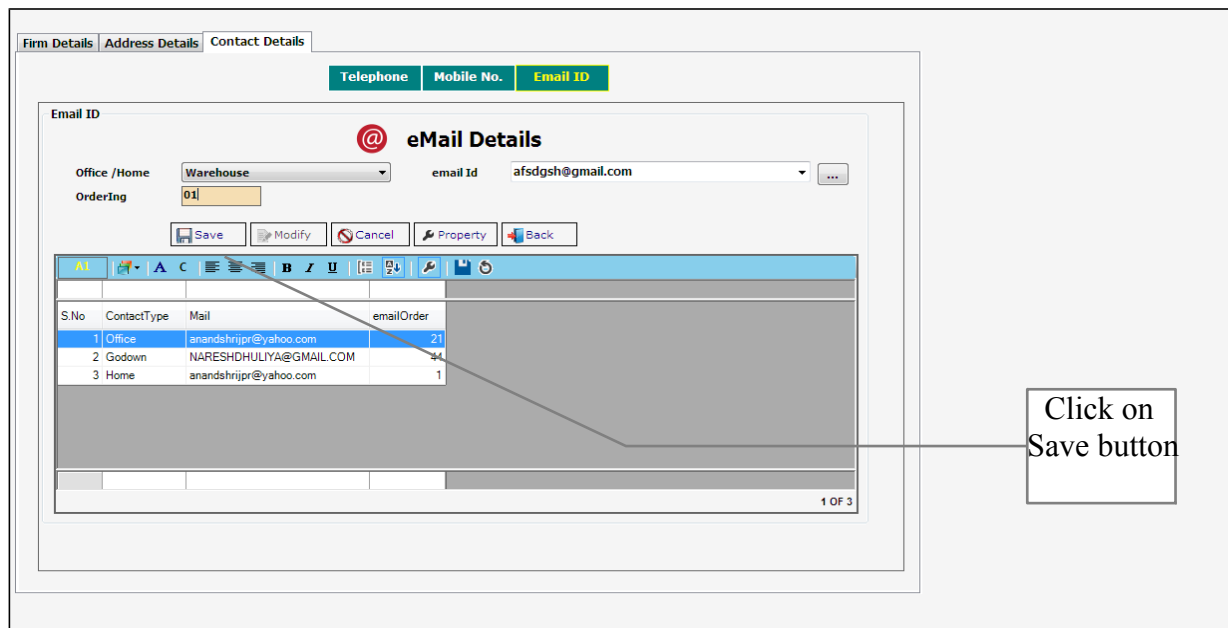
S.No	ContactType	Mail	emailOrder
1	Office	anandshrijpr@yahoo.com	21
2	Godown	NARESHDHULYA@GMAIL.COM	44
3	Home	anandshrijpr@yahoo.com	1

1 OF 3

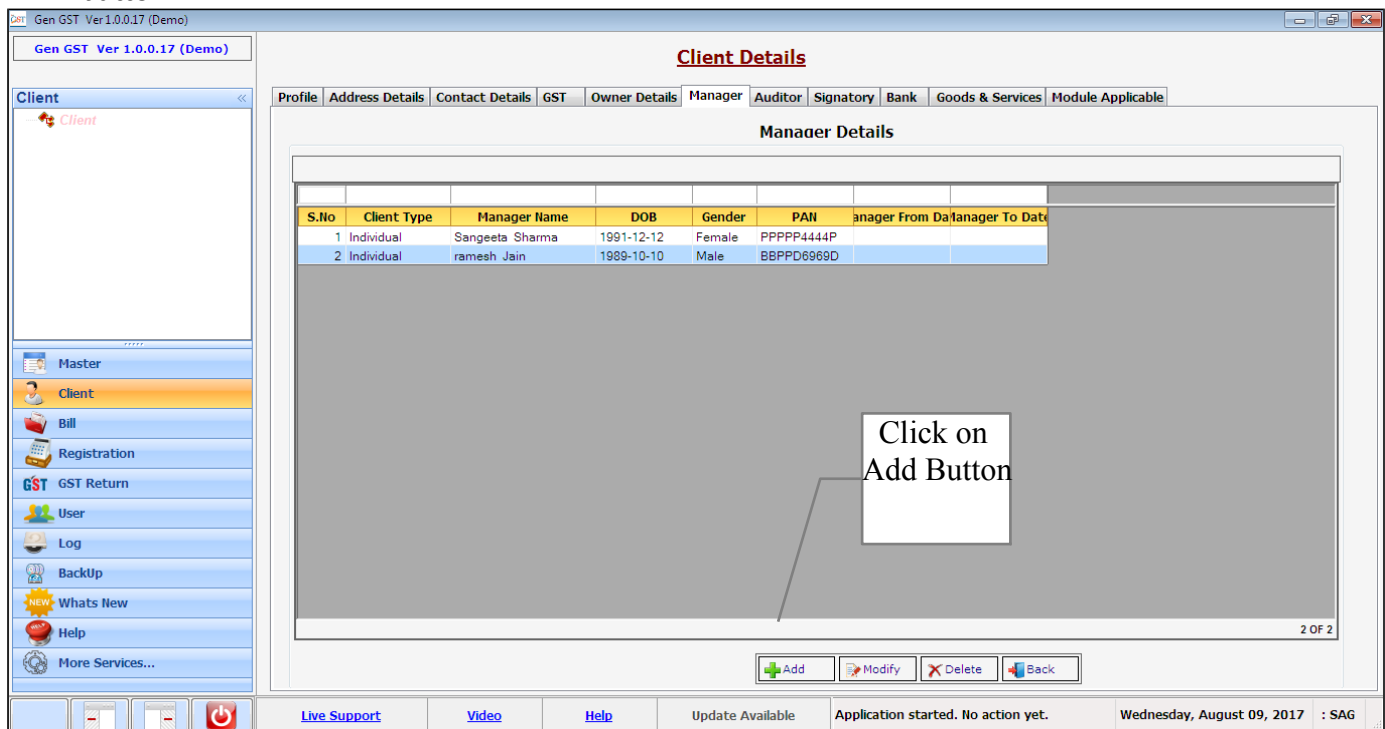
Click on New button



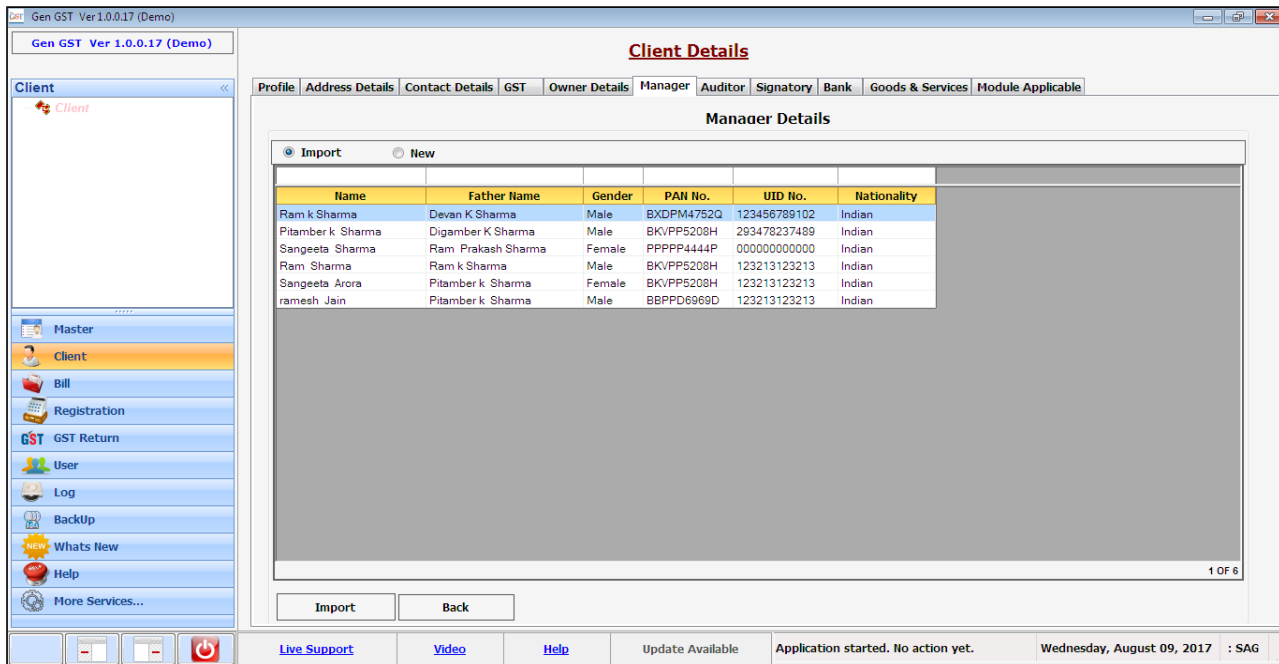
- Fill all the Email Id. related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple Email Ids. of the Clients in the same manner.



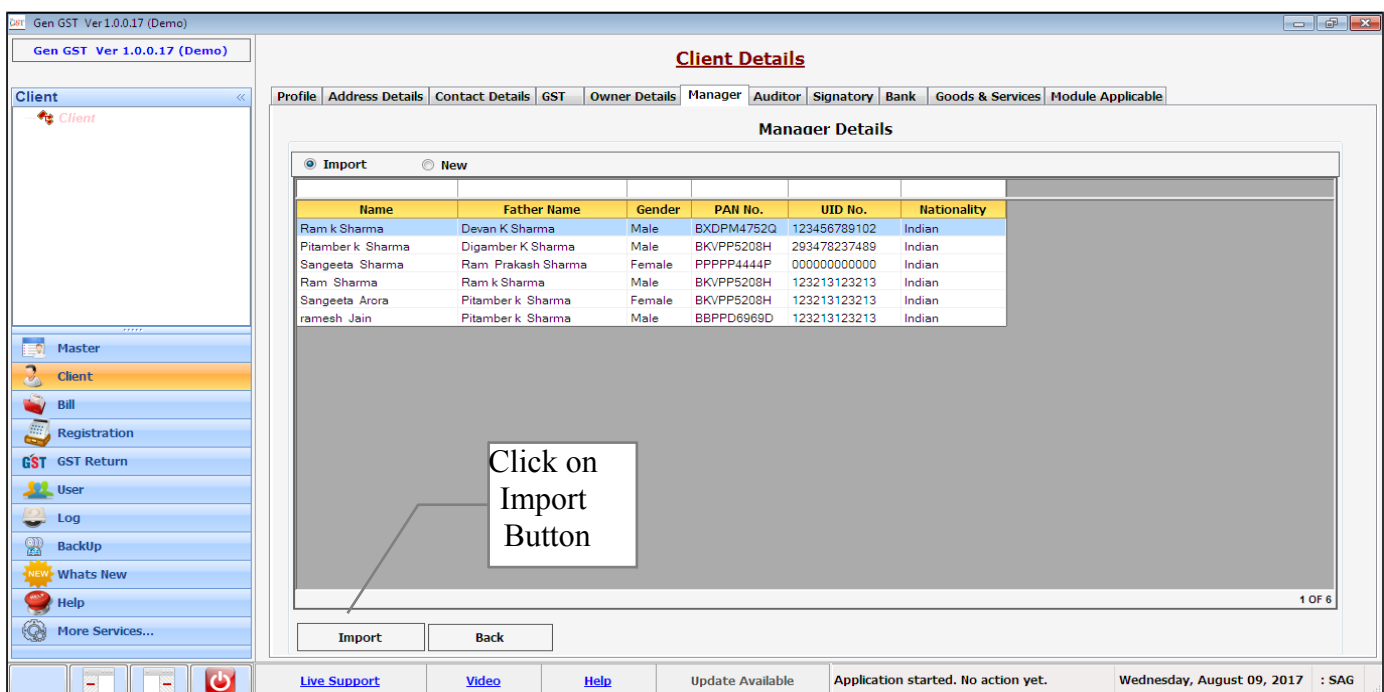
- Click on **Manager** tab, A new panel is opened, In order to add a new Manager Details, Click on Add button.



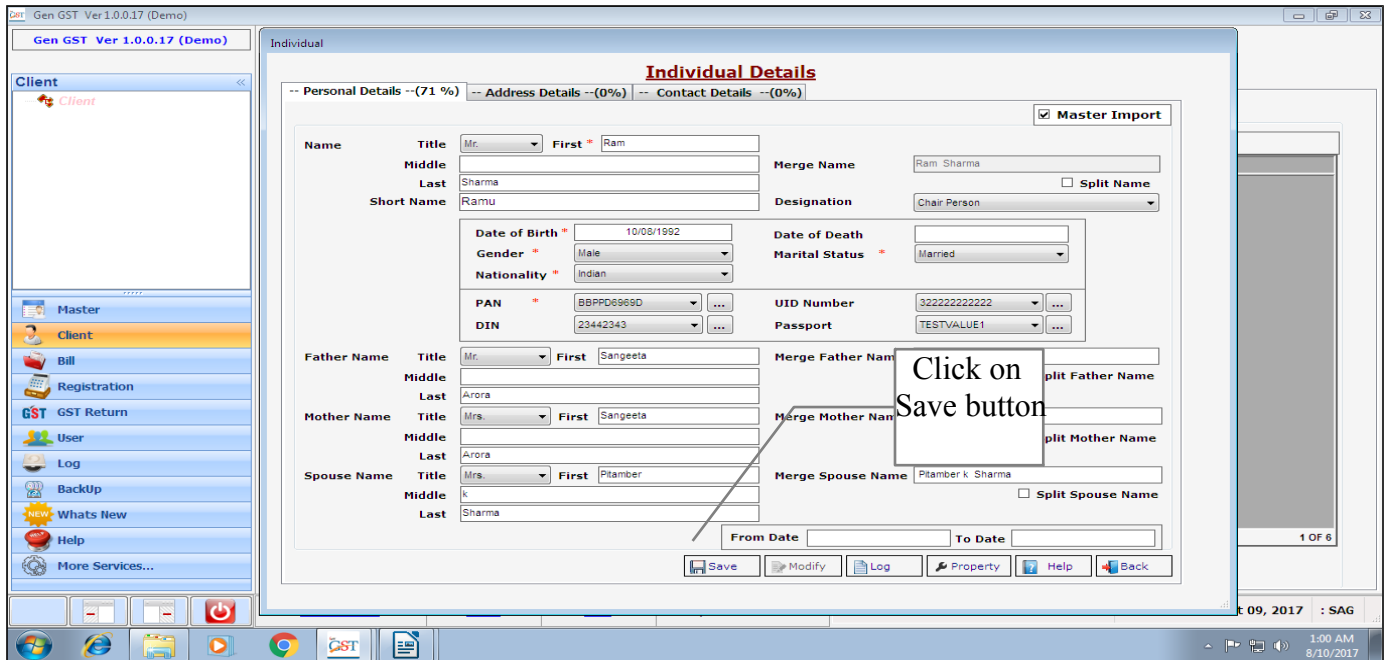
- We have provided two options for the convenience of the user i.e. new and import.



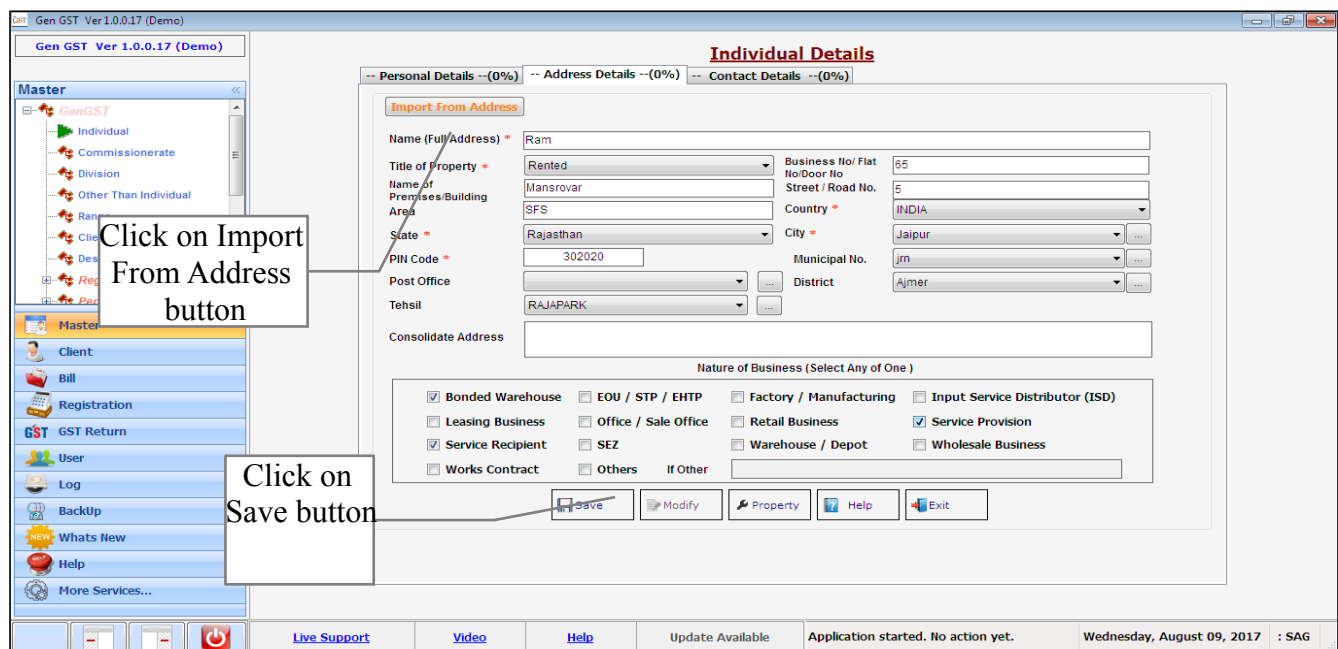
- When user clicks on the import radio button then a new Panel will be opened. Where user can search the Manager which he/she wants to import.
- If user wants to add the new Manager, click on new radio button, then a new panel will be opened in which user user has to fill all the **Personal Details** which are required, After filling the same, save the details and proceed further.



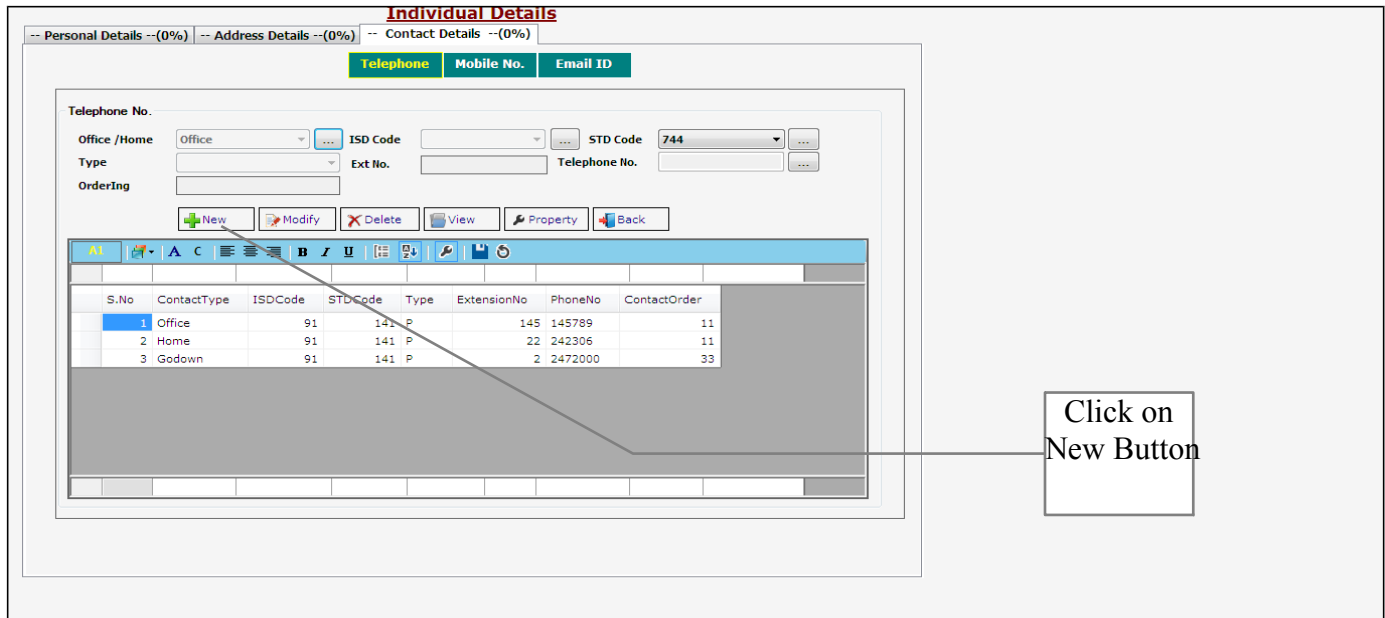
- We also provide the facility of import, When user tick on the import details Check box then he/she is able to import the detail of father's, Mother's & spouse name.



- Click on Address details tab, then a new panel will be opened, in which user has to fill all the **Address Details** which are required, After filling the same, save the details and proceed further.
- We also provide the facility of import, When user click on the import from address button then he/she is able to import the detail of address.



- Click on **Contact details** Tab, Where three tabs are situated at the top of the application i.e. Telephone number, Mobile no., Email id.
- Click on **Telephone number** tab, Where a new application window is shown, user has to click on new button.

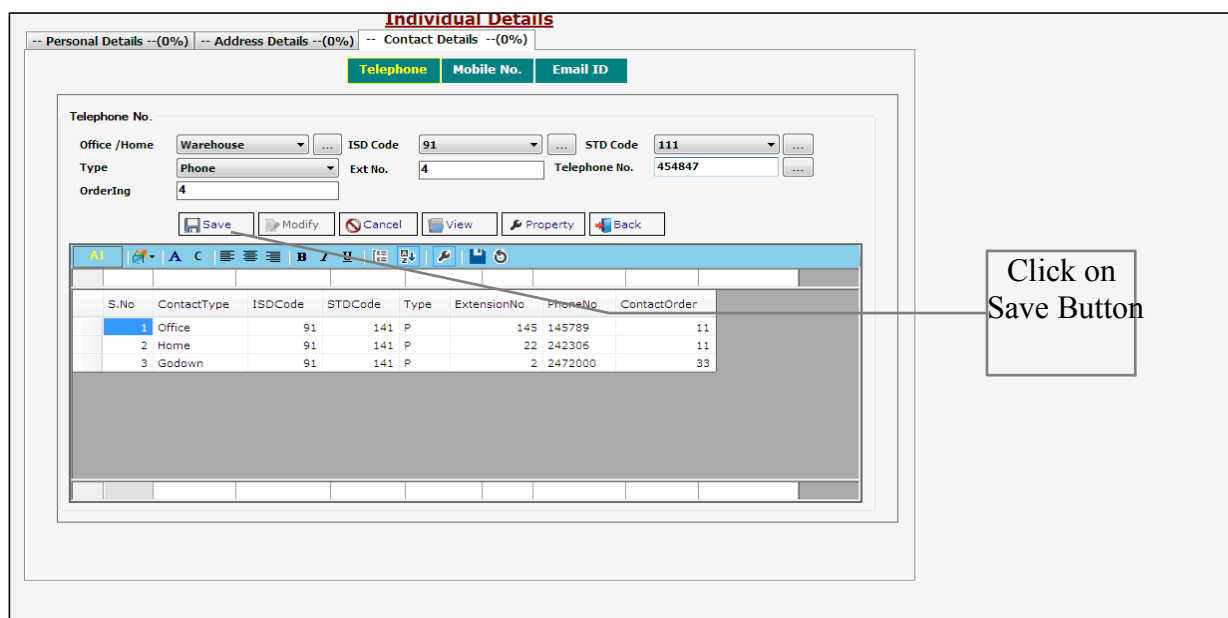


The screenshot shows the 'Individual Details' application window with the 'Contact Details' tab selected. The 'Telephone' sub-tab is active. The form contains fields for Office/Home, Type, Ordering, ISD Code, STD Code (744), Ext No., and Telephone No. Below the form is a table with the following data:

S.No	ContactType	ISDCode	STDCode	Type	ExtensionNo	PhoneNo	ContactOrder
1	Office	91	141	P	145	145789	11
2	Home	91	141	P	22	242306	11
3	Godown	91	141	P	2	2472000	33

A callout box points to the '+ New' button in the toolbar, with the text: "Click on New Button".

- Fill all the contact related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple telephone no. of the Manager in the same manner.

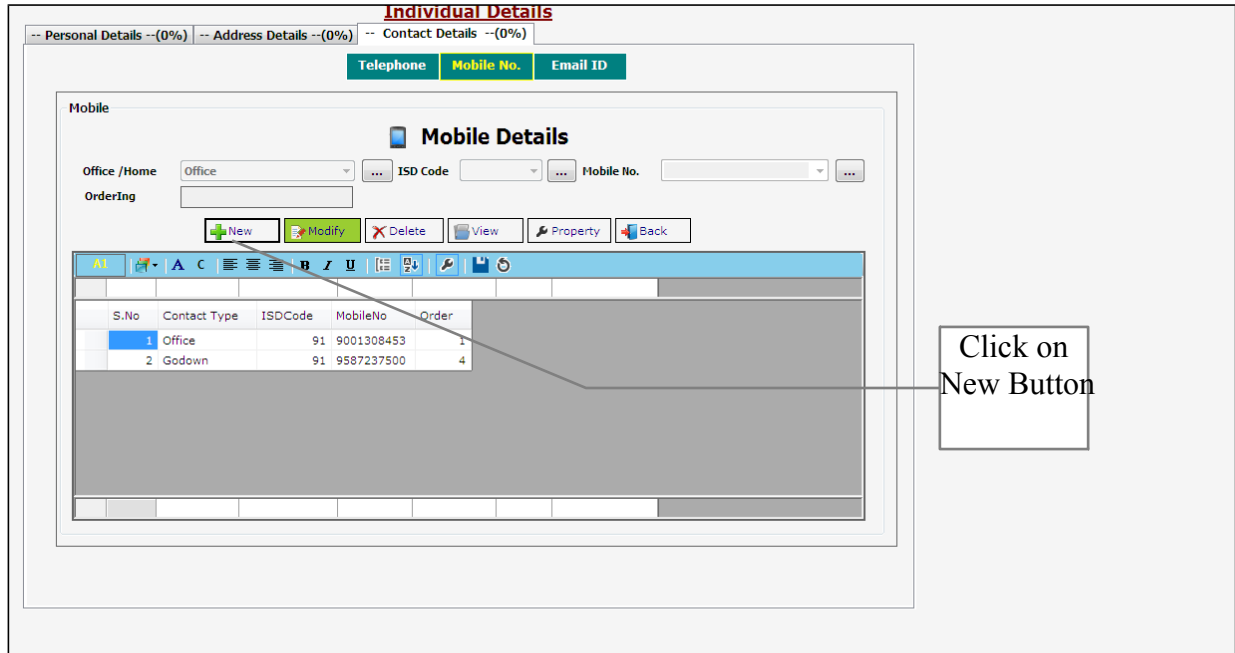


The screenshot shows the 'Individual Details' application window with the 'Contact Details' tab selected. The 'Telephone' sub-tab is active. The form fields are filled with: Office/Home: Warehouse, Type: Phone, Ordering: 4, ISD Code: 91, STD Code: 111, Ext No.: 4, Telephone No.: 454847. The 'Save' button is highlighted with a callout box, with the text: "Click on Save Button".

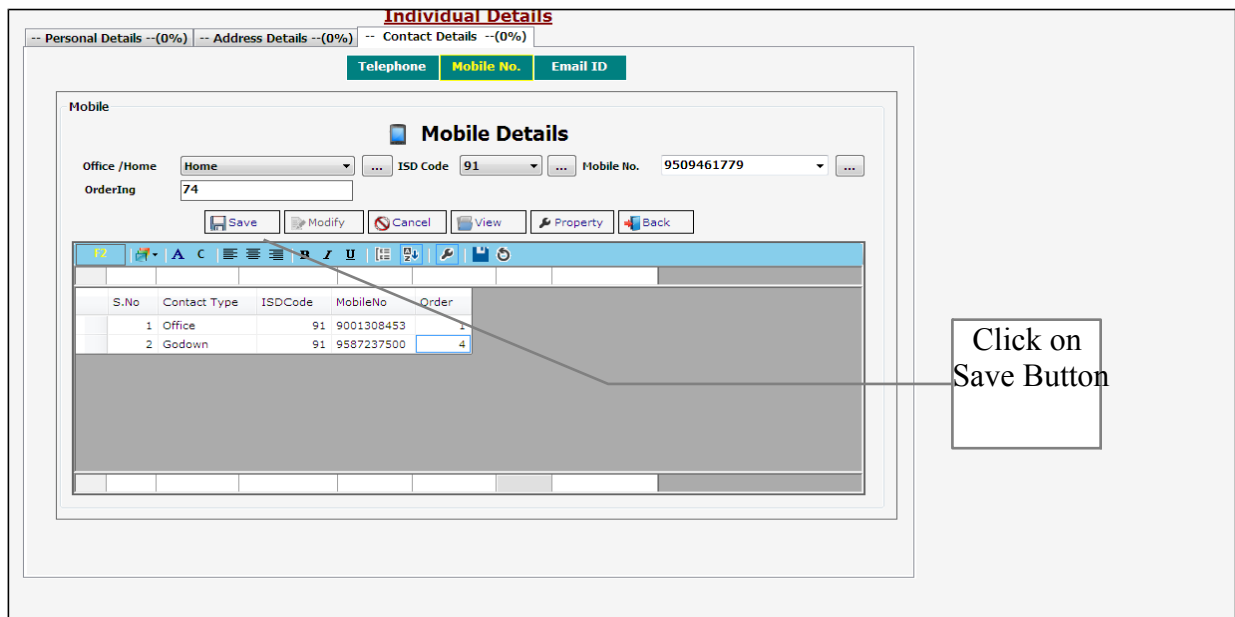
The table below the form contains the same data as in the previous screenshot:

S.No	ContactType	ISDCode	STDCode	Type	ExtensionNo	PhoneNo	ContactOrder
1	Office	91	141	P	145	145789	11
2	Home	91	141	P	22	242306	11
3	Godown	91	141	P	2	2472000	33

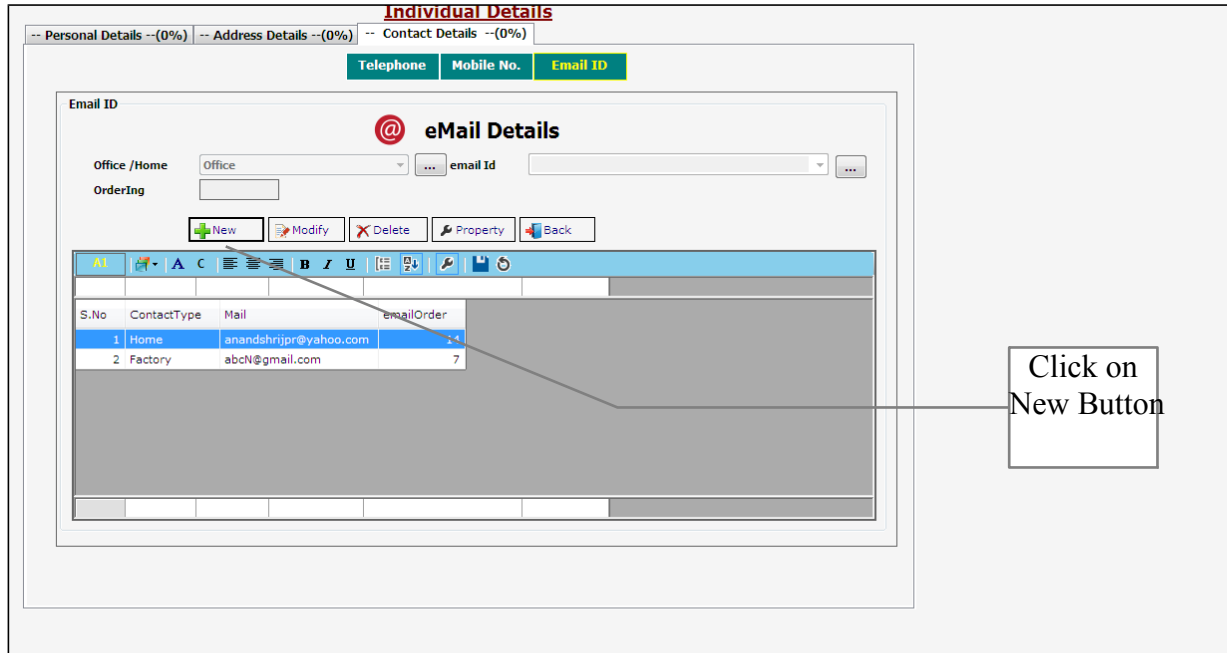
- Click on **Mobile number** tab, Where a new application window is shown, user has to click on new button.



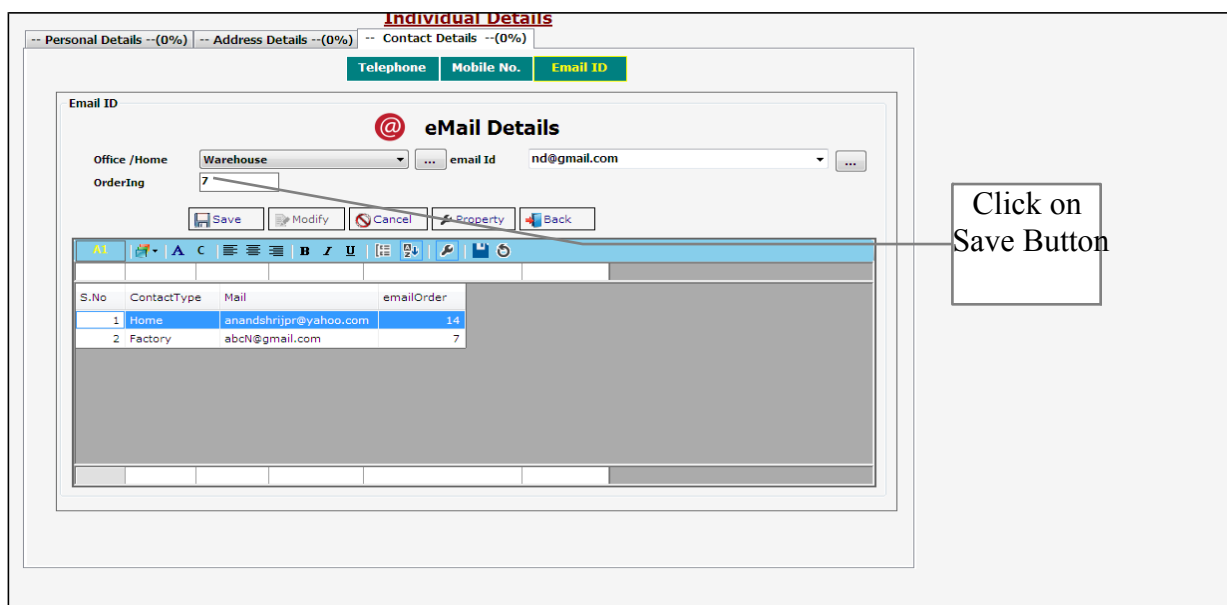
- Fill all the mobile no. related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple mobile no. of the Manager in the same manner.



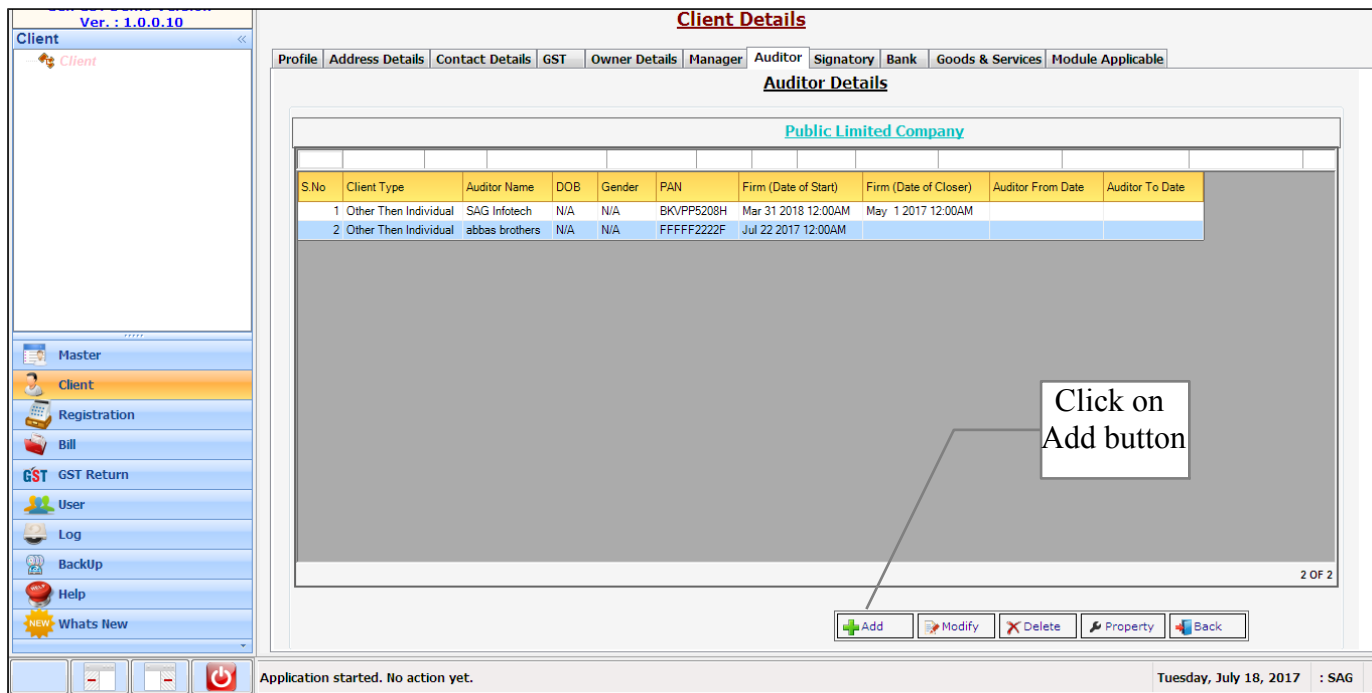
- Click on **Email ID** tab, Where a new application window is shown, **user has to click on new button.**



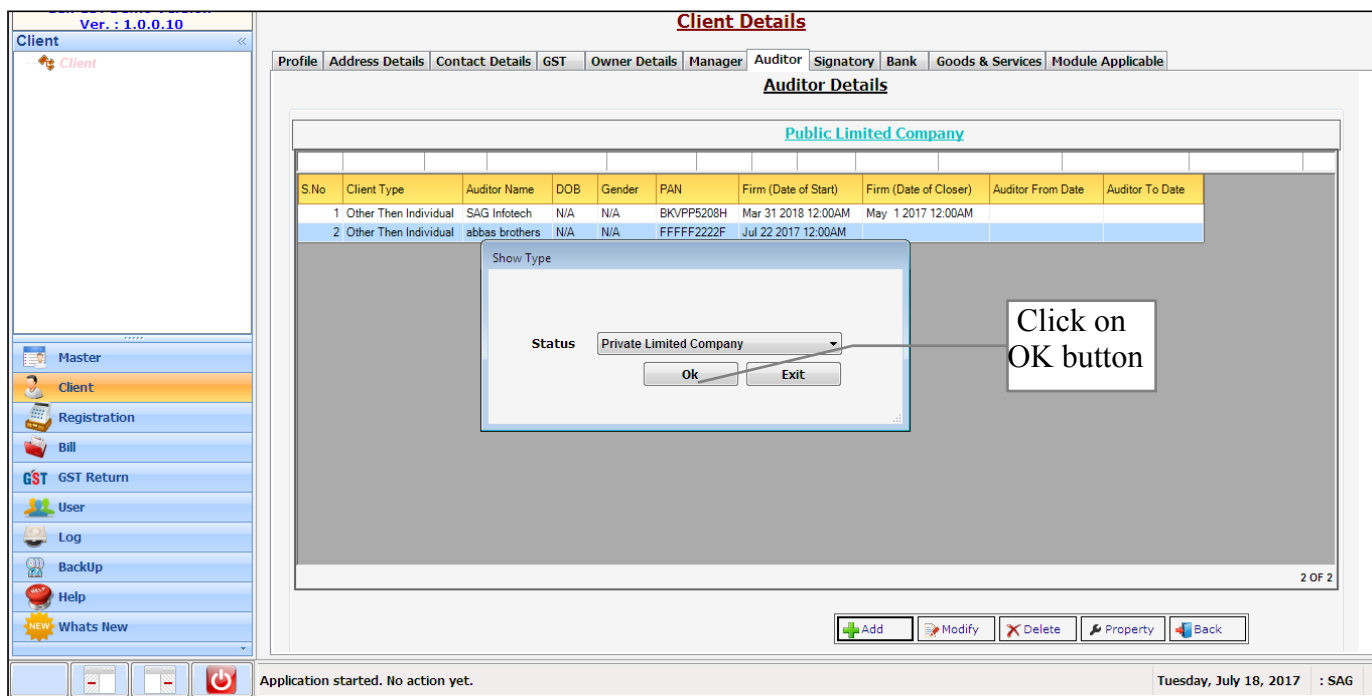
- Fill all the Email Id. related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple Email Ids. of the Manager in the same manner.



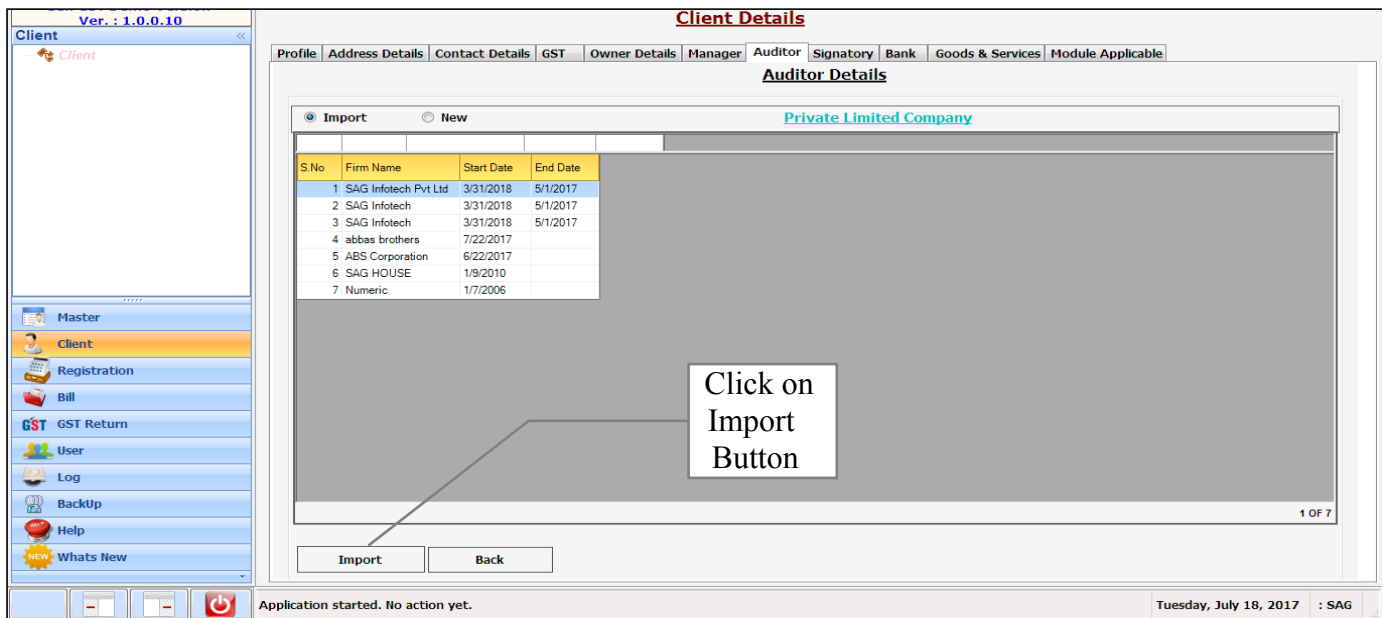
- Click on **Auditor** Tab, A new panel will be opened, In order to add a new Auditor Details, Click on Add button.



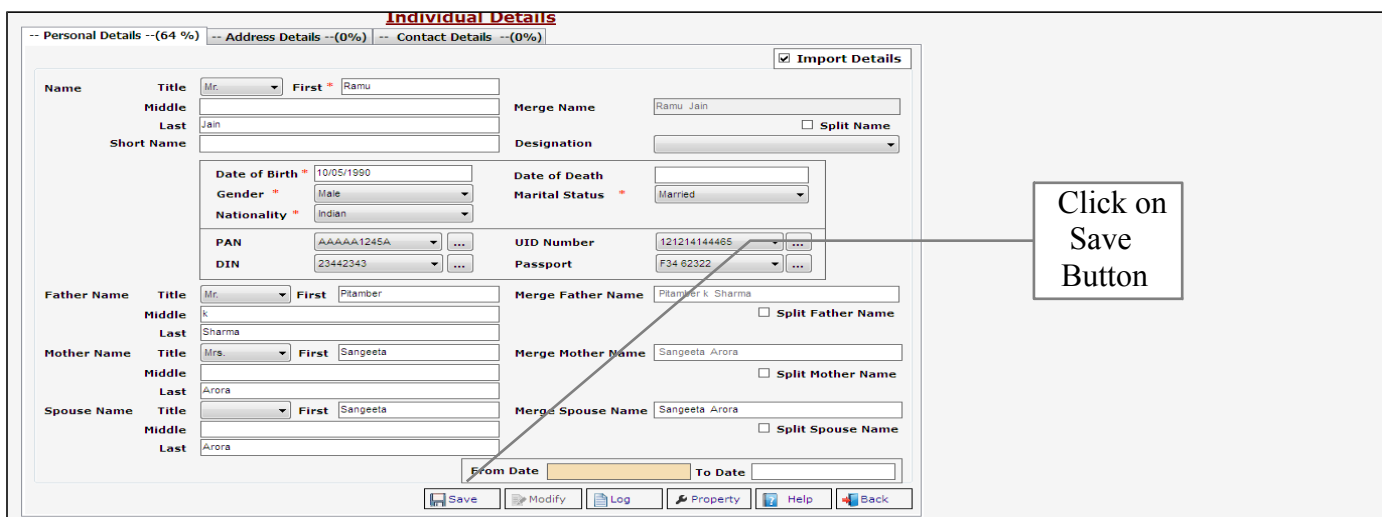
- A pop up box is shown with the drop down list from where user has to select the status type.



- We have provided two options for the convenience of the user i.e. new and import.
- When user clicks on the import radio button then a new Panel will be opened. Where user can search the Auditor which he/she wants to import.



- If user wants to add the new Auditor, click on new radio button, then a new panel will be opened in which user has to fill all the **Personal Details** which are required, After filling the same, save the details and proceed further.
- We also provide the facility of import, When user tick on the import details Check box then he/she is able to import the detail of father's name, Mother's name, spouse name.



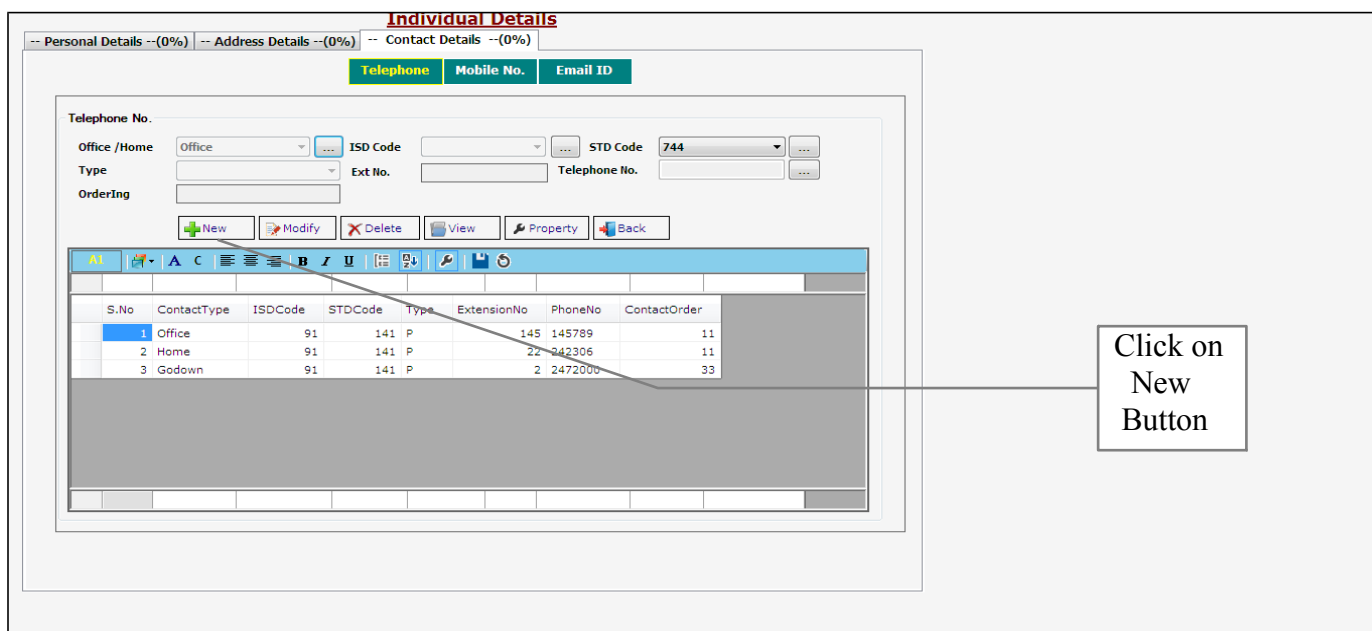


- Click on **Address details** tab, Then a new panel will be opened, in which user has to fill all the Address Details which are required, After filling the same, save the details and proceed further.
- If user wants to add the new address, click on new radio button, then a new window will be displayed where user has to select the type of address whether it is principal or additional. Fill all the details which are required such as Title of property, basic address details. After filling the same, Proceed further by saving your details.

- We also provided the facility to Import From Address for the user convenience, When user Select Import From Address radio button, which is situated at the top of the application then he/she is able to import the address.

House No	Building Name	Address Street	Area	Country Name	State	District
1	jkj			GFHDGTERTSOGDF		
2	asd			INDIA	Was	jaipr
3	asd			INDIA	Was	jaipr
4	221	M Build		INDIA	Was	jaipr
5	61	Banti Vila Floor 1	Meena ColonyUYUU	INDIA	Rajasthan	
6	221	Building Name	Street No221	INDIA	Andaman and Nicobar Islands	SIKAR
7	61	Banti Vila Floor 1	Meena ColonyUYUU	INDIA	Andhra Pradesh	
8	asd			INDIA	Was	jaipr
9	dfg			INDIA	Was	jaipr
10	456546	yutu	ytu	INDIA	Was	Ajmer
11	Business	Name	Road	INDIA	Sindh	jaipr
12	SAG	Infotech	Road	INDIA	Rajasthan	Ajmer
13	Plot number 06	Naryan Vihar A	Goner Road	INDIA	Rajasthan	jaipr
14	122	SQQ	EWR33	TEST	TESTA	00
15	asd		223232	INDIA		
16	TYUTYUTY	TYUT	UTYU[]	INDIA	Andaman and Nicobar Islands	
17	TEST2	TEST2	TEST2	INDIA	Rajasthan	
18	a	d	asd	INDIA	Rajasthan	jaipr
19	asd	s	sf	INDIA	Rajasthan	
20	sf	sdf	sd	INDIA	Rajasthan	

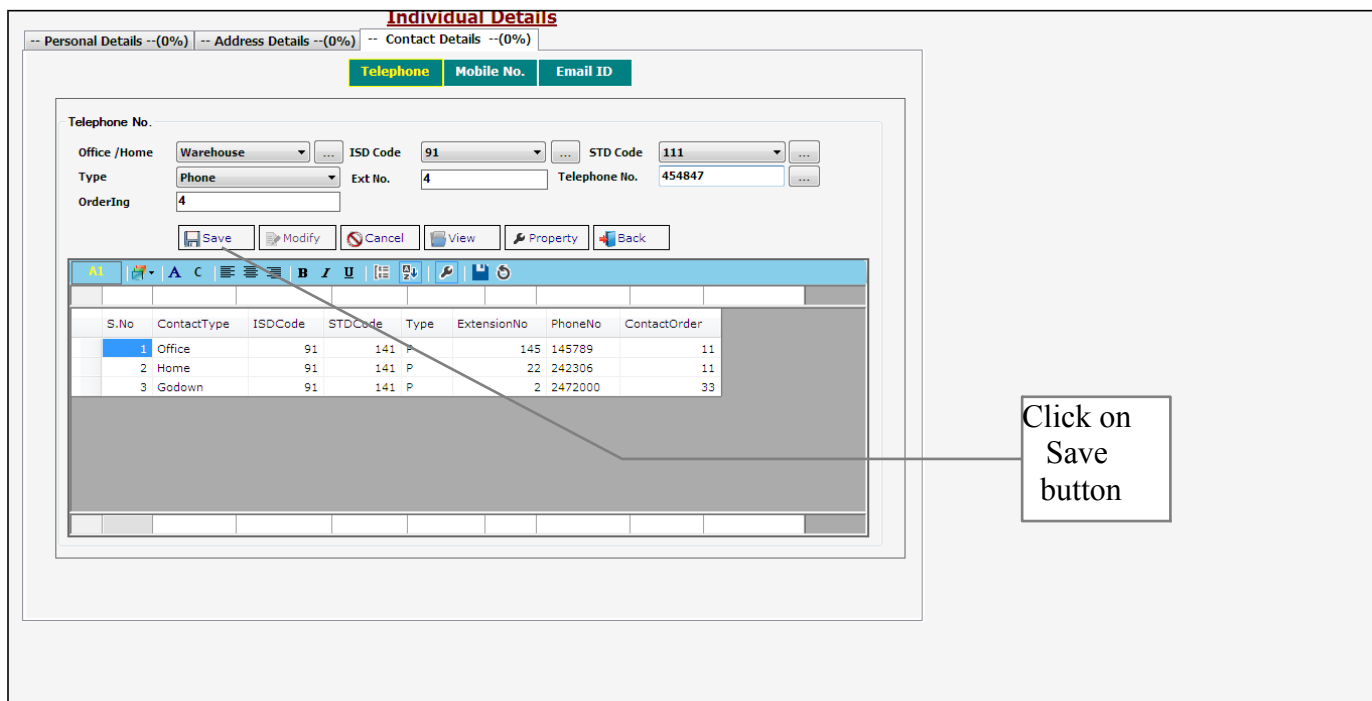
- Click on **Contact details** Tab, Where three tabs are situated at the top of the application i.e. Telephone number, Mobile no., Email id.
- Click on **Telephone number** tab, Where a new application window is shown, user has to click on new button.



The screenshot shows the 'Individual Details' window with the 'Telephone' tab selected. The 'New' button is highlighted with a callout box that says 'Click on New Button'.

S.No	ContactType	ISDCode	STDCCode	Type	ExtensionNo	PhoneNo	ContactOrder
1	Office	91	141	P	145	145789	11
2	Home	91	141	P	22	242306	11
3	Godown	91	141	P	2	2472000	33

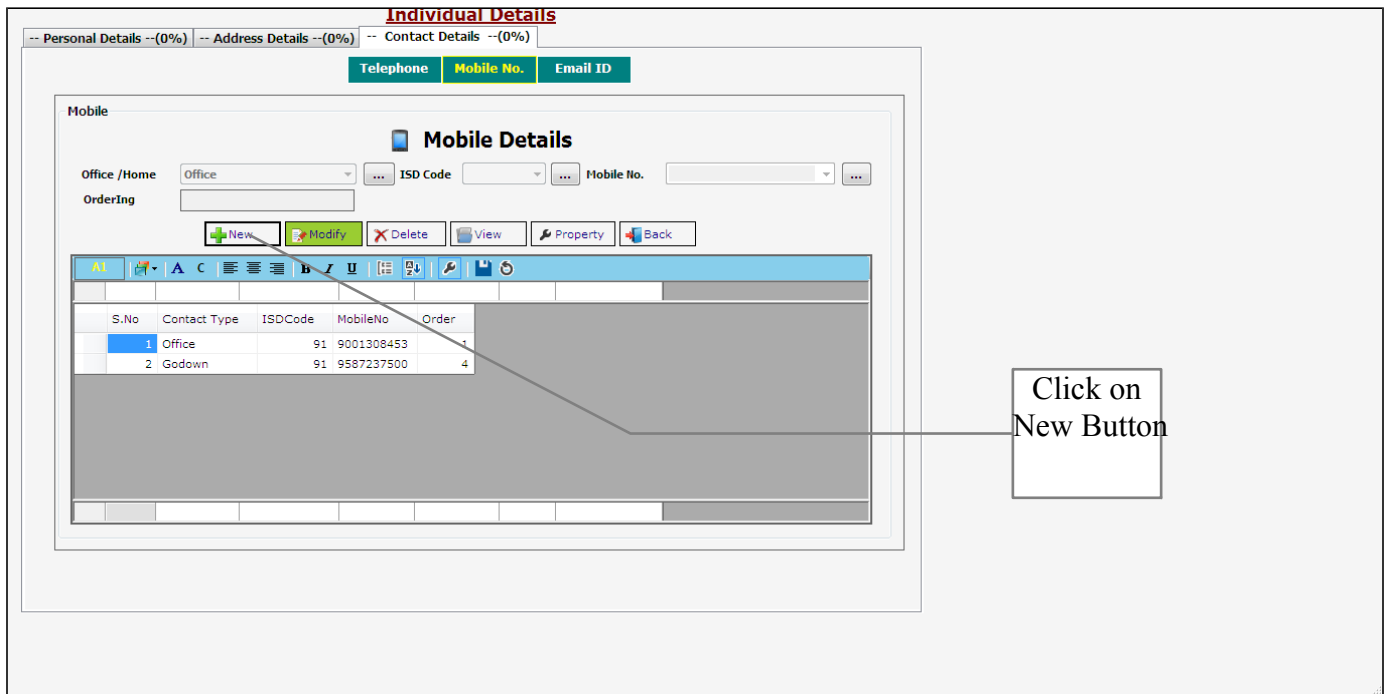
- Fill all the contact related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple telephone no. of the Auditor in the same manner.



The screenshot shows the 'Individual Details' window with the 'Telephone' tab selected. The 'Save' button is highlighted with a callout box that says 'Click on Save button'.

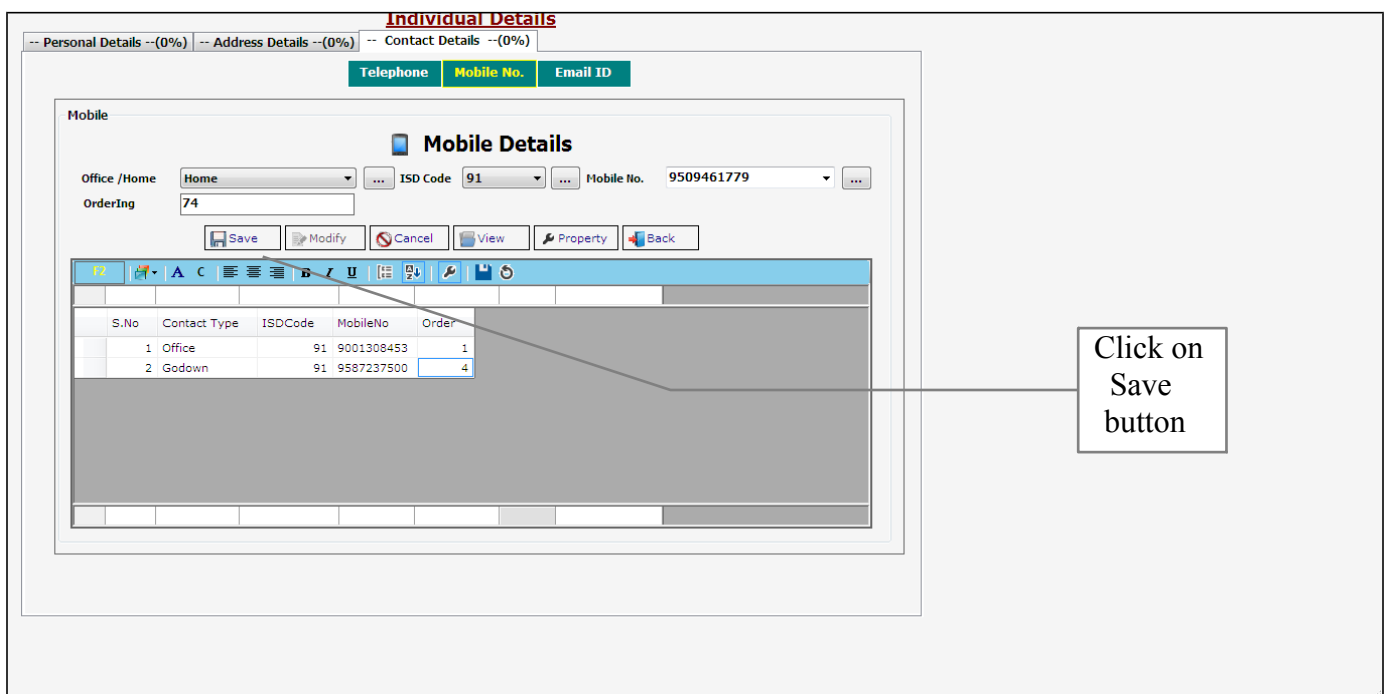
S.No	ContactType	ISDCode	STDCCode	Type	ExtensionNo	PhoneNo	ContactOrder
1	Office	91	141	P	145	145789	11
2	Home	91	141	P	22	242306	11
3	Godown	91	141	P	2	2472000	33

- Click on Mobile number tab, Where a new application window is shown, user has to click on new button.



The screenshot shows the 'Individual Details' window with the 'Mobile Details' form. The 'Mobile No.' tab is selected. The 'New' button is highlighted with a callout box that says 'Click on New Button'.

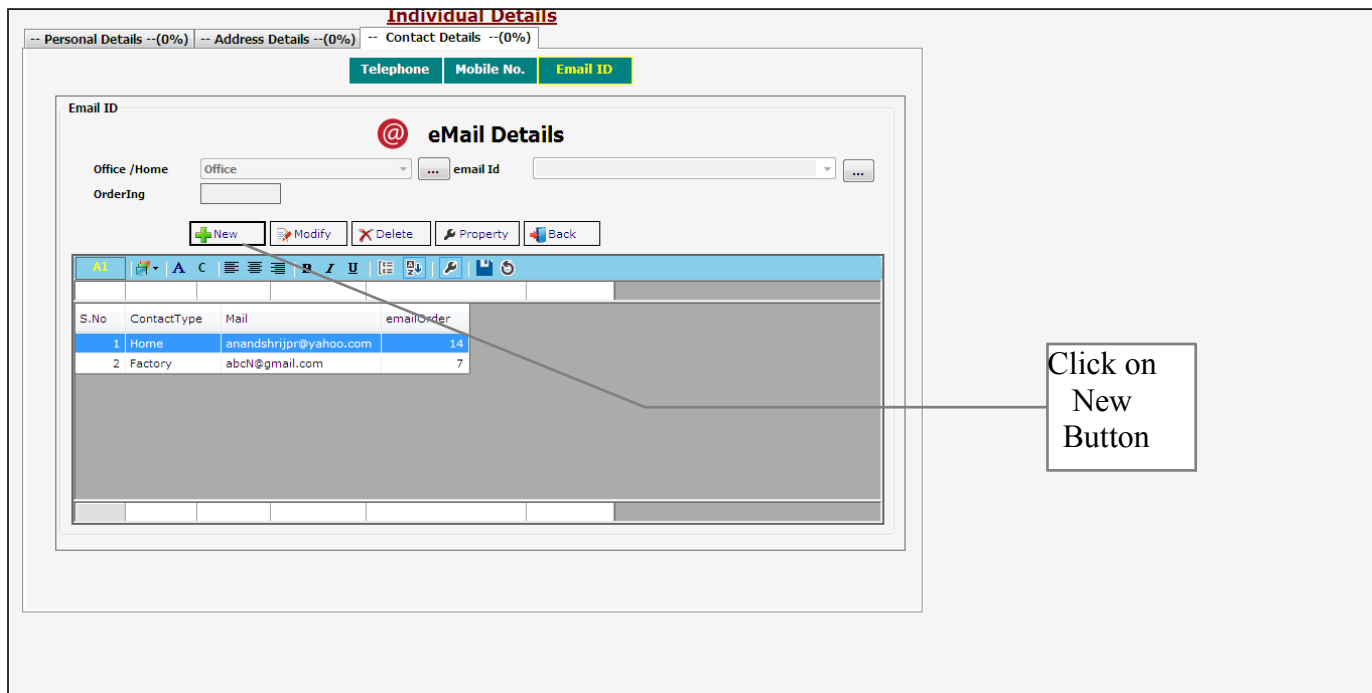
- Fill all the mobile no. related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple mobile no. of the Auditor in the same manner.



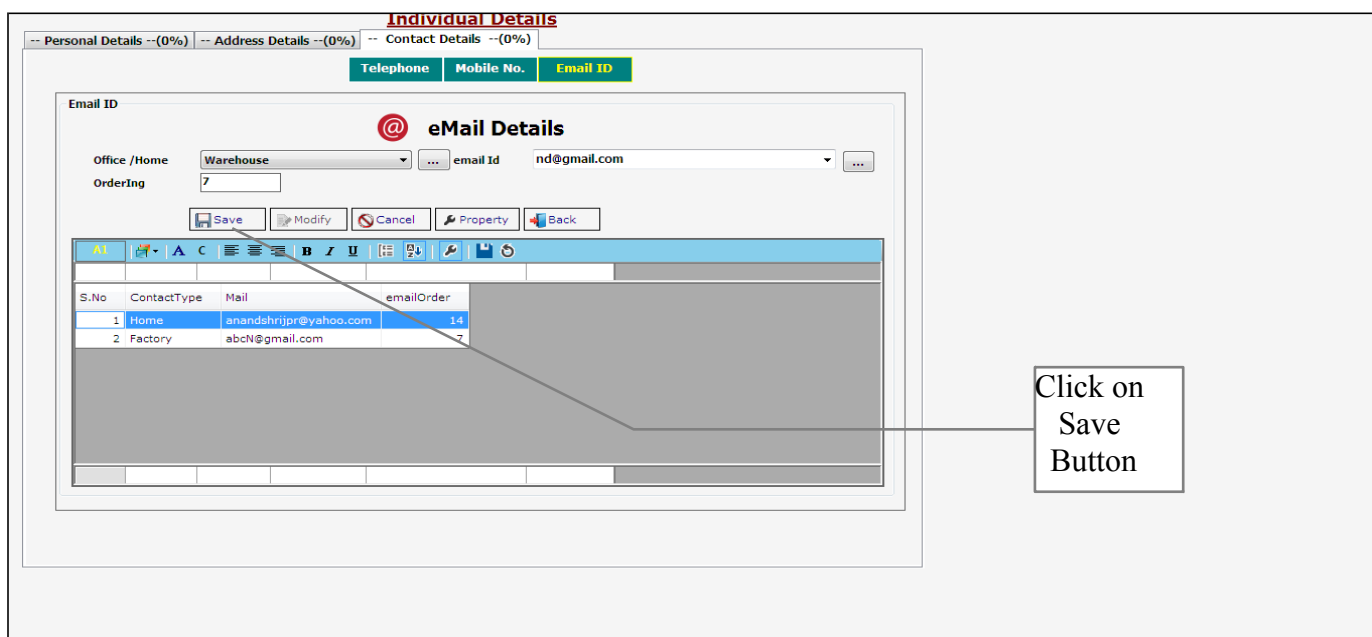
The screenshot shows the 'Individual Details' window with the 'Mobile Details' form. The 'Mobile No.' tab is selected. The 'Save' button is highlighted with a callout box that says 'Click on Save button'.

S.No	Contact Type	ISDCCode	MobileNo	Order
1	Office	91	9001308453	1
2	Godown	91	9587237500	4

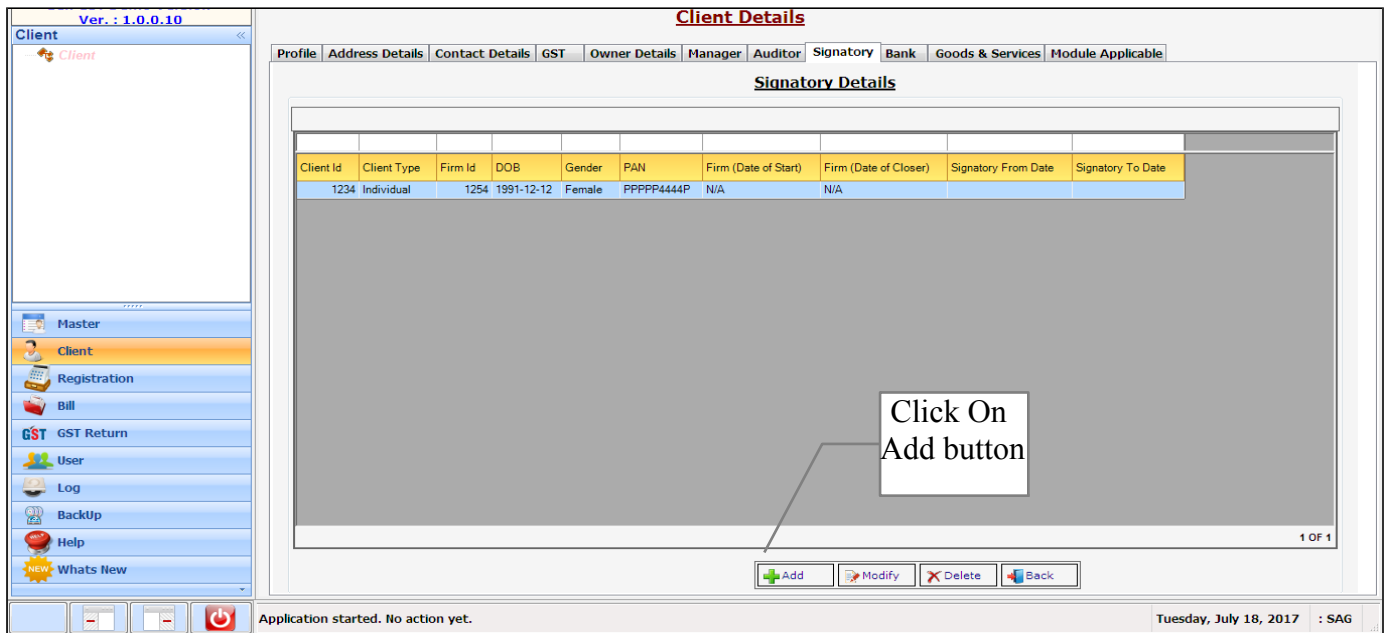
- Click on **Email ID** tab, Where a new application window is shown, user has to click on new button.



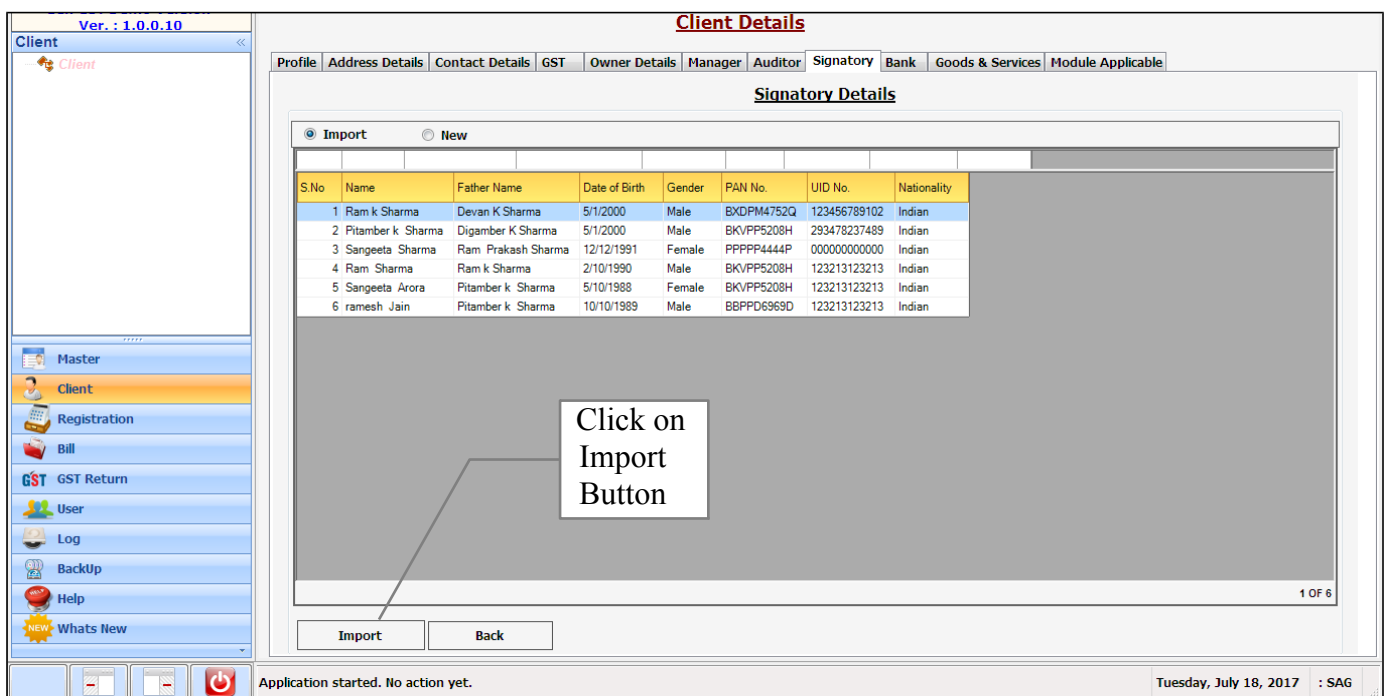
- Fill all the Email Id. related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple Email Ids. of the Auditor in the same manner.



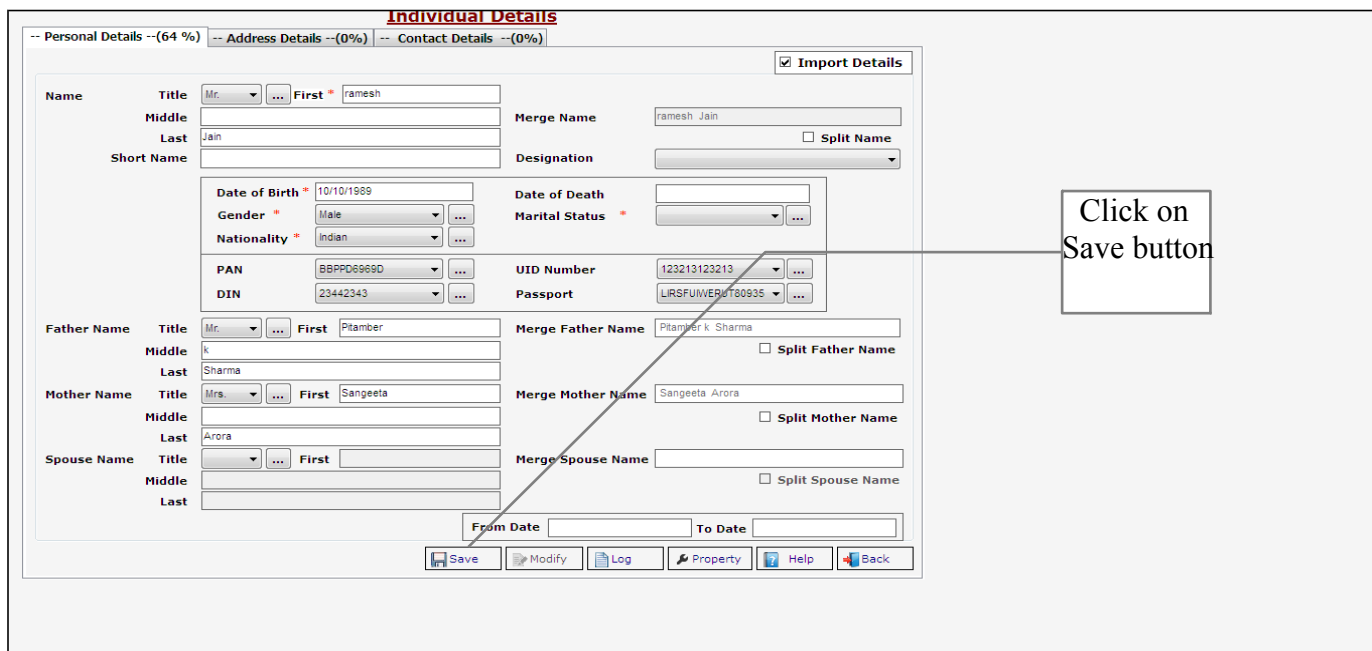
- **Signatory** is used for provide the authorized signature on a document.
- Click on Signatory Tab, A new panel will be opened, In order to add a new Signatory Details, Click on Add button.



- Two Radio button are shown at the top of the window i.e. import and new.
- When user clicks on the import radio button then a new Panel will be opened. Where user can search the Signatory details which he/she wants to import.



- If user wants to add the new Signatory, click on new radio button, then a new panel will be opened in which user has to fill all the **Personal Details** which are required, After filling the same, save the details and proceed further.
- We also provide the facility of import, When user tick on the import details Check box then he/she is able to import the detail of father's name, Mother's name, spouse name.



**Individual Details**

-- Personal Details --(64 %) -- Address Details --(0%) -- Contact Details --(0%)

Import Details

Name: Title: Mr. First: ramesh  
 Middle: Merge Name: ramesh Jain  
 Last: Jain Split Name:   
 Short Name: Designation:

Date of Birth: 10/10/1989 Date of Death:   
 Gender: Male Marital Status:   
 Nationality: Indian

PAN: BBPPD6969D UID Number: 123213123213  
 DIN: 23442343 Passport: LIRSFUIWERT80935

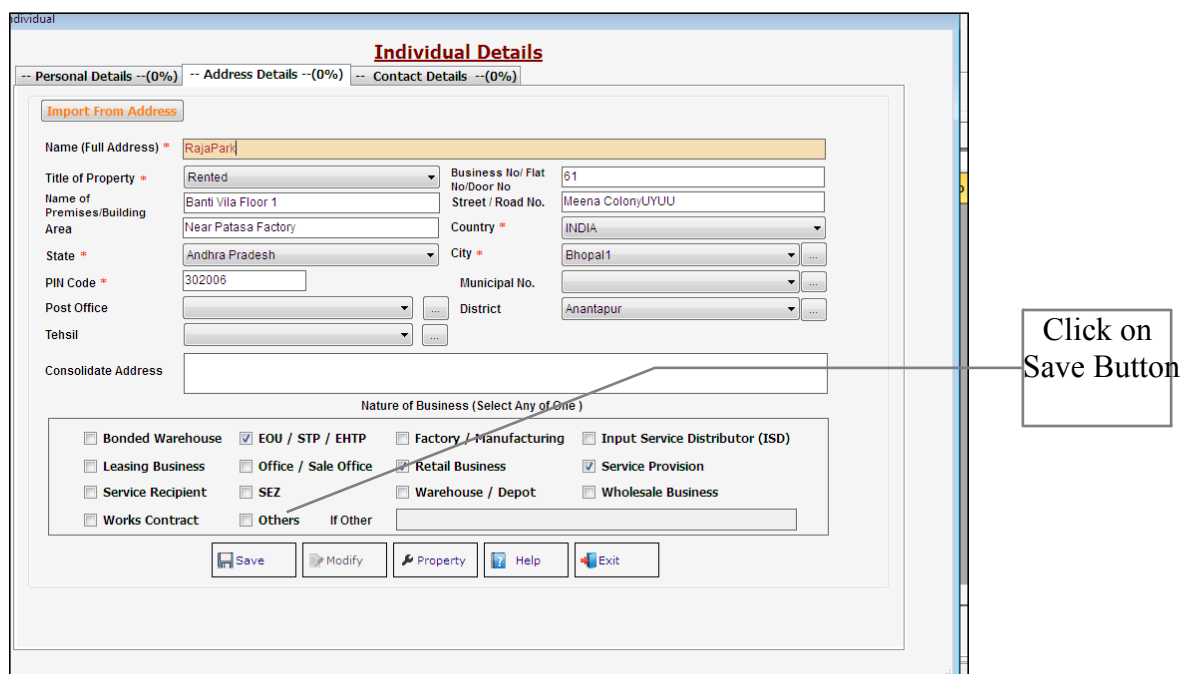
Father Name: Title: Mr. First: Ptamber Merge Father Name: Ptamber k Sharma  
 Middle: k Split Father Name:   
 Last: Sharma  
 Mother Name: Title: Mrs. First: Sangeeta Merge Mother Name: Sangeeta Arora  
 Middle: Split Mother Name:   
 Last: Arora  
 Spouse Name: Title: First: Merge Spouse Name: Split Spouse Name:

From Date: To Date:

Save Modify Log Property Help Back

Click on Save button

- Click on **Address details** tab, Then a new panel will be opened, in which user has to fill all the Address Details which are required, After filling the same, save the details and proceed further.



**Individual Details**

-- Personal Details --(0%) -- Address Details --(0%) -- Contact Details --(0%)

Import From Address

Name (Full Address): RajaPark  
 Title of Property: Rented Business No/ Flat No/Door No: 61  
 Name of Premises/Building: Banti Vila Floor 1 Street / Road No.: Meena Colony,UYUU  
 Area: Near Patasa Factory Country: INDIA  
 State: Andhra Pradesh City: Bhopal1  
 PIN Code: 302006 Municipal No.:  
 Post Office: District: Anantapur  
 Tehsil:

Consolidate Address:

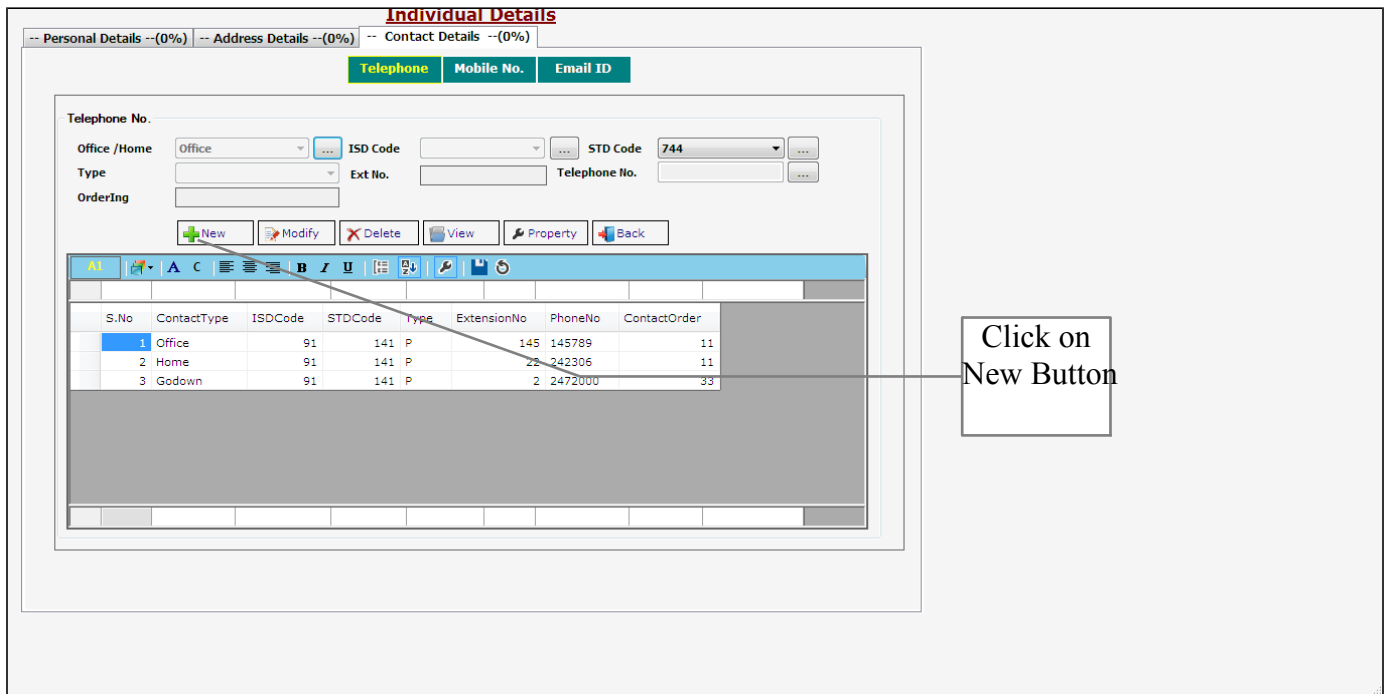
Nature of Business (Select Any of One)

Bonded Warehouse  EOU / STP / EHTP  Factory / Manufacturing  Input Service Distributor (ISD)  
 Leasing Business  Office / Sale Office  Retail Business  Service Provision  
 Service Recipient  SEZ  Warehouse / Depot  Wholesale Business  
 Works Contract  Others If Other:

Save Modify Property Help Exit

Click on Save Button

- Click on **Contact details** Tab, Where three tabs are situated at the top of the application i.e. Telephone number, Mobile no., Email id.
- Click on Telephone number tab, Where a new application window is shown, user has to click on new button.



**Individual Details**

-- Personal Details --(0%) -- Address Details --(0%) -- Contact Details --(0%)

**Telephone** | Mobile No. | Email ID

Telephone No.

Office /Home: Office | ISD Code: | STD Code: 744

Type: | Ext. No.: | Telephone No.: |

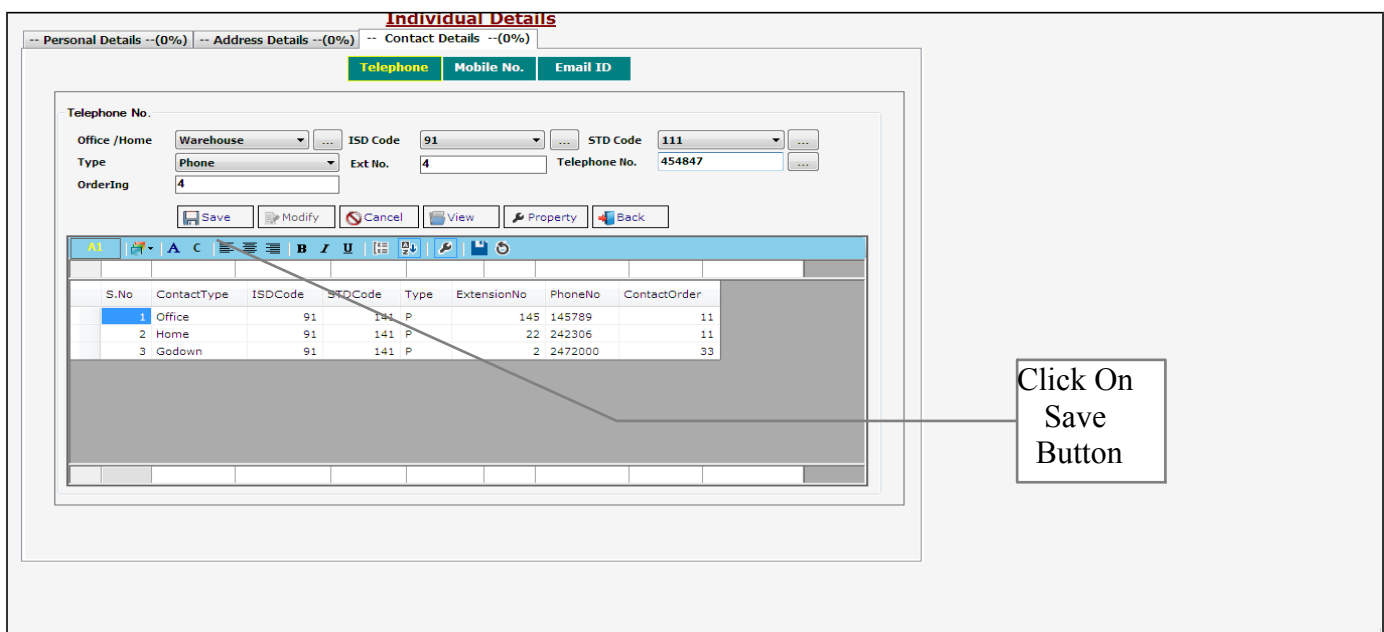
OrderIng: |

+ New | Modify | Delete | View | Property | Back

S.No	ContactType	ISDCode	STDCode	Type	ExtensionNo	PhoneNo	ContactOrder
1	Office	91	141	P	145	145789	11
2	Home	91	141	P	22	242306	11
3	Godown	91	141	P	2	2472000	33

Click on New Button

- Fill all the contact related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple telephone no. of the Signatory in the same manner.



**Individual Details**

-- Personal Details --(0%) -- Address Details --(0%) -- Contact Details --(0%)

**Telephone** | Mobile No. | Email ID

Telephone No.

Office /Home: Warehouse | ISD Code: 91 | STD Code: 111

Type: Phone | Ext. No.: 4 | Telephone No.: 454847

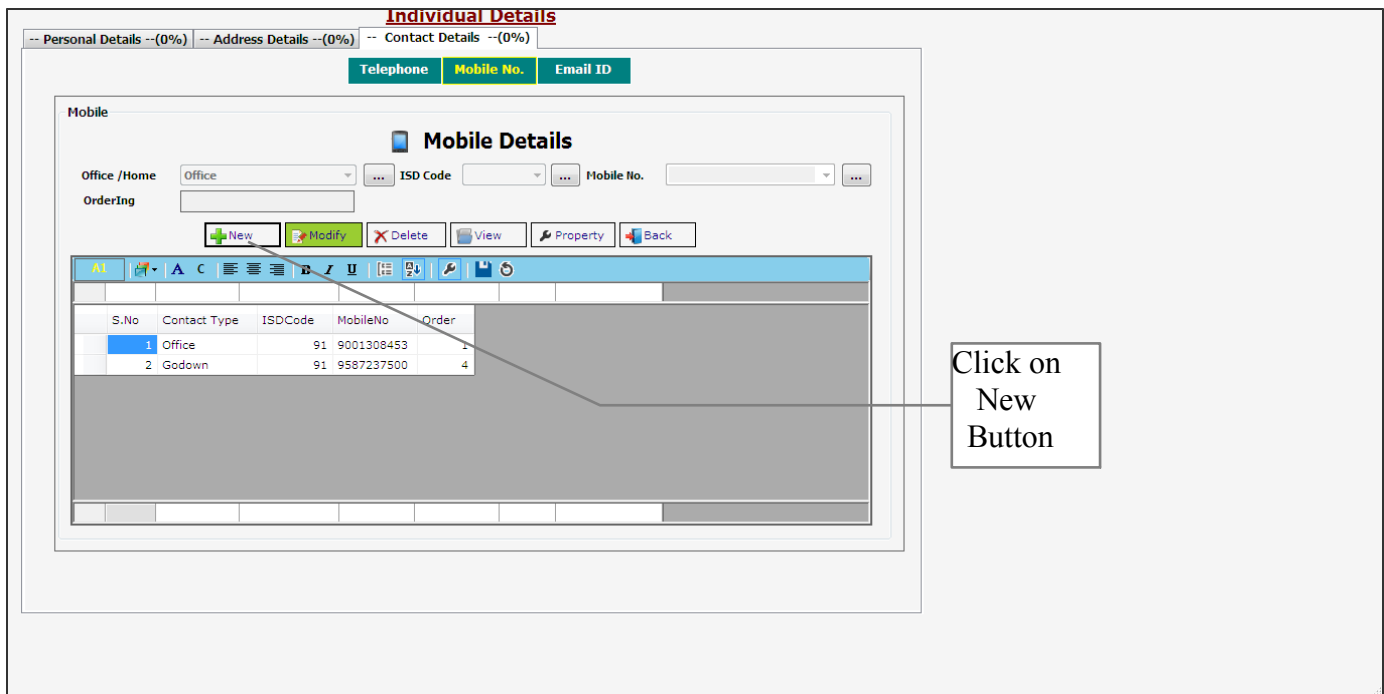
OrderIng: 4

Save | Modify | Cancel | View | Property | Back

S.No	ContactType	ISDCode	STDCode	Type	ExtensionNo	PhoneNo	ContactOrder
1	Office	91	141	P	145	145789	11
2	Home	91	141	P	22	242306	11
3	Godown	91	141	P	2	2472000	33

Click On Save Button

- Click on **Mobile number** tab, Where a new application window is shown, user has to click on new button.



**Individual Details**

Telephone | **Mobile No.** | Email ID

Mobile

**Mobile Details**

Office /Home: Office | ISD Code: | Mobile No.: |

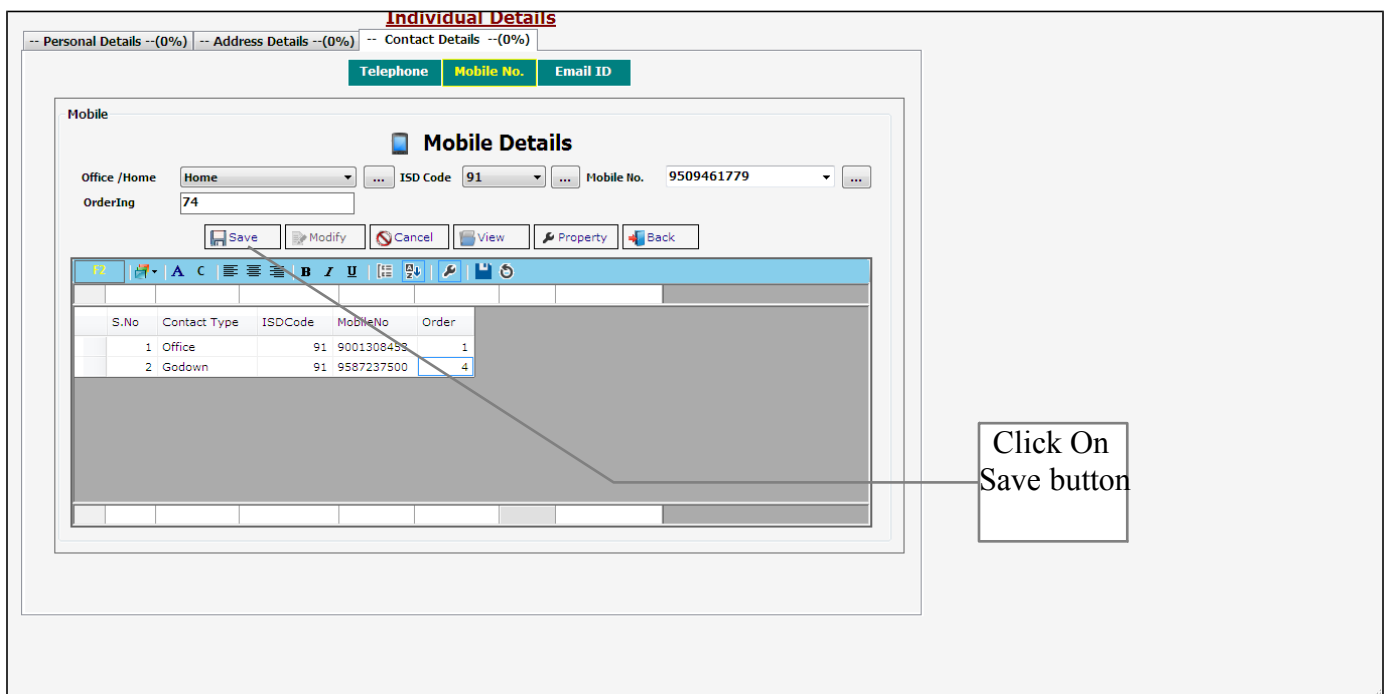
Ordering: |

+ New | Modify | Delete | View | Property | Back

S.No	Contact Type	ISDCode	MobileNo	Order
1	Office	91	9001308453	2
2	Godown	91	9587237500	4

Click on New Button

- Fill all the mobile no. related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple mobile no. of the Signatory in the same manner.



**Individual Details**

Telephone | **Mobile No.** | Email ID

Mobile

**Mobile Details**

Office /Home: Home | ISD Code: 91 | Mobile No.: 9509461779 |

Ordering: 74 |

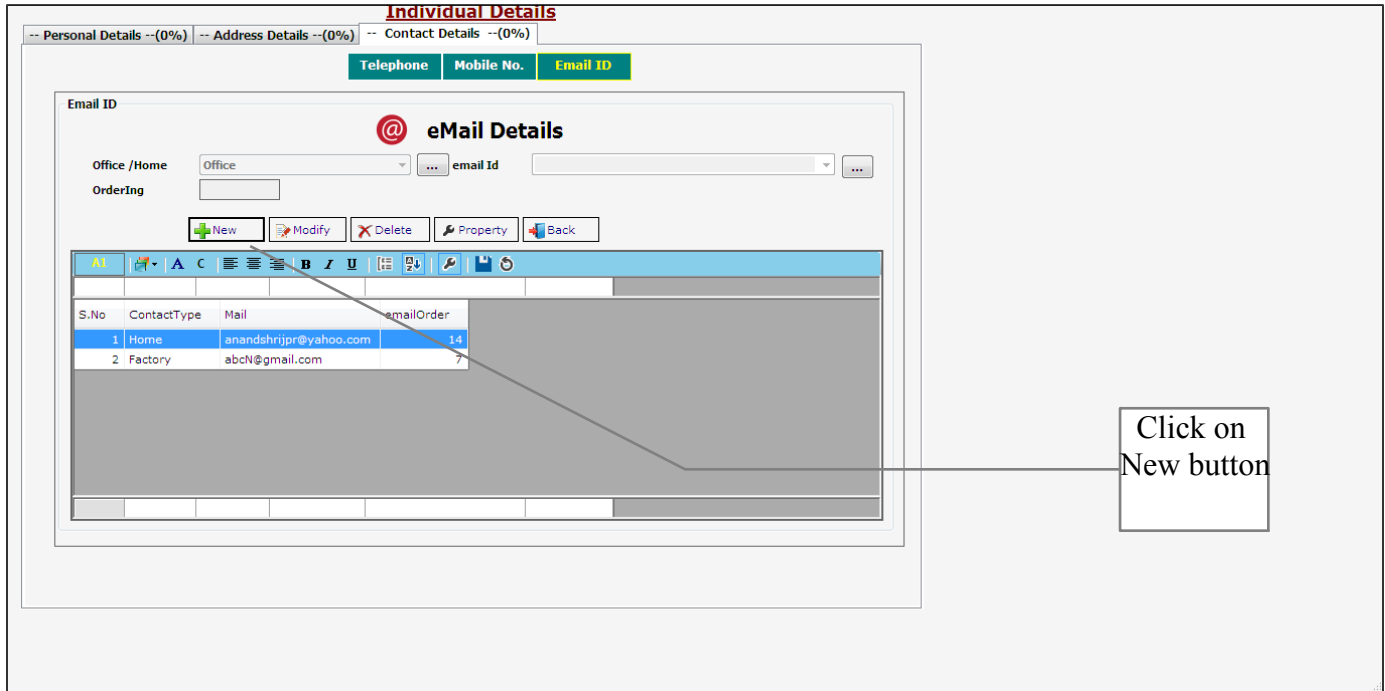
Save | Modify | Cancel | View | Property | Back

S.No	Contact Type	ISDCode	MobileNo	Order
1	Office	91	9001308453	1
2	Godown	91	9587237500	4

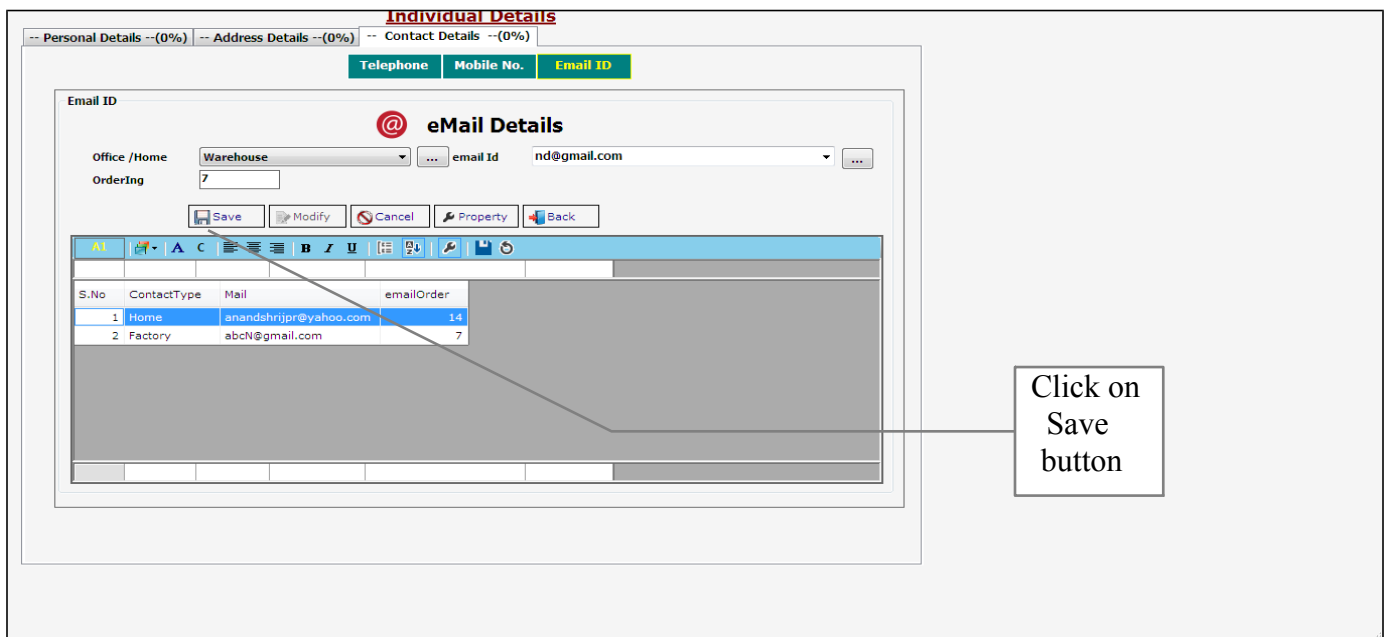
Click On Save button



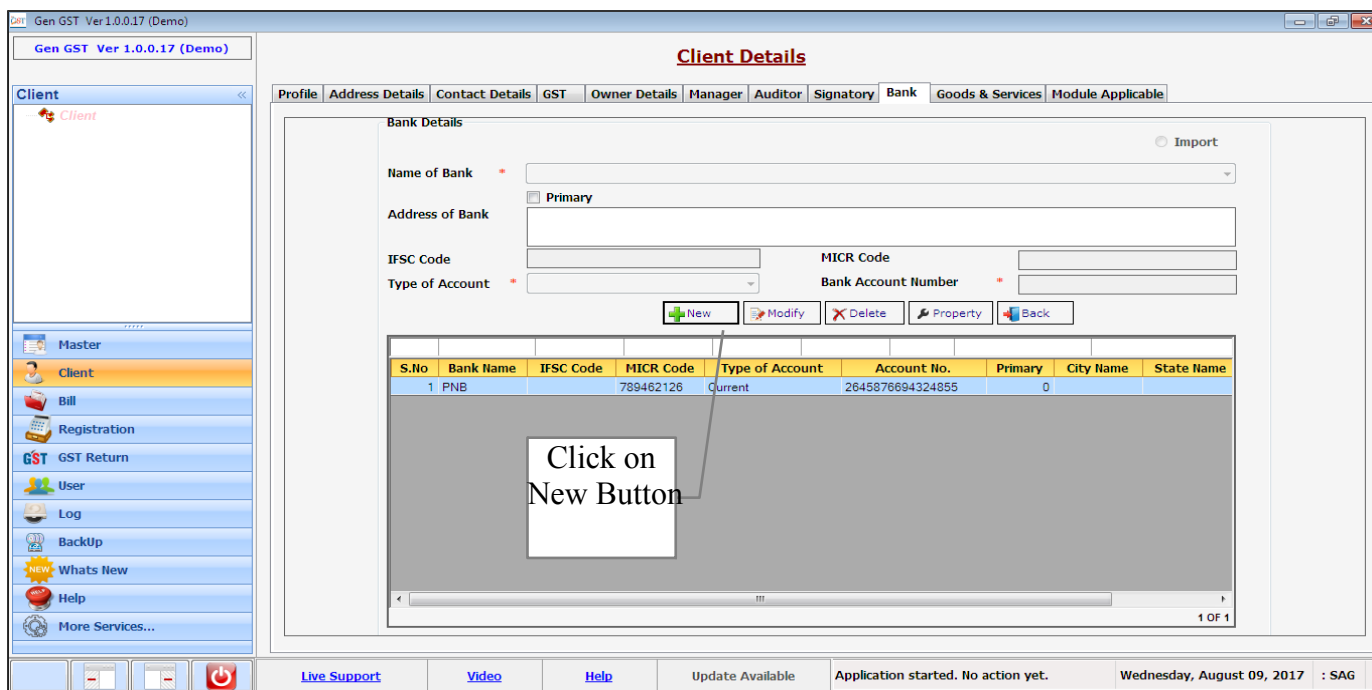
- Click on **Email ID** tab, Where a new application window is shown, user has to click on new button.



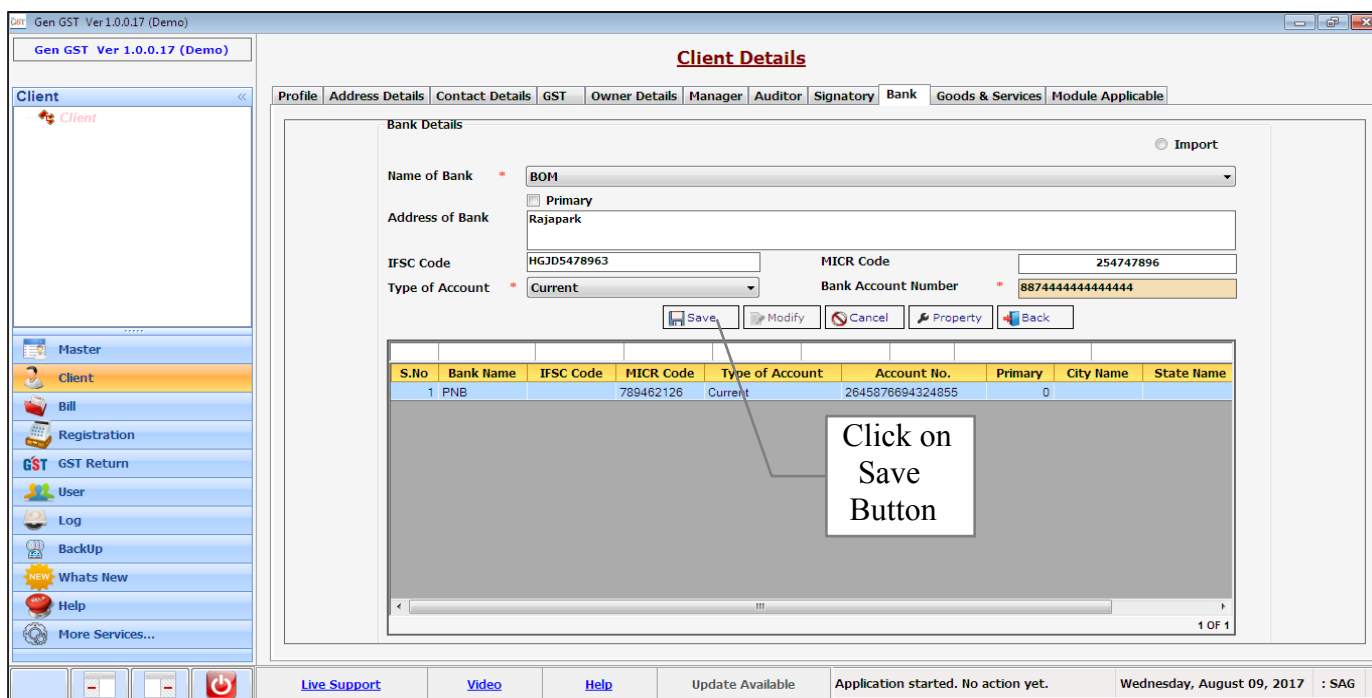
- Fill all the Email Id. related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple Email Ids. of the Signatory in the same manner.



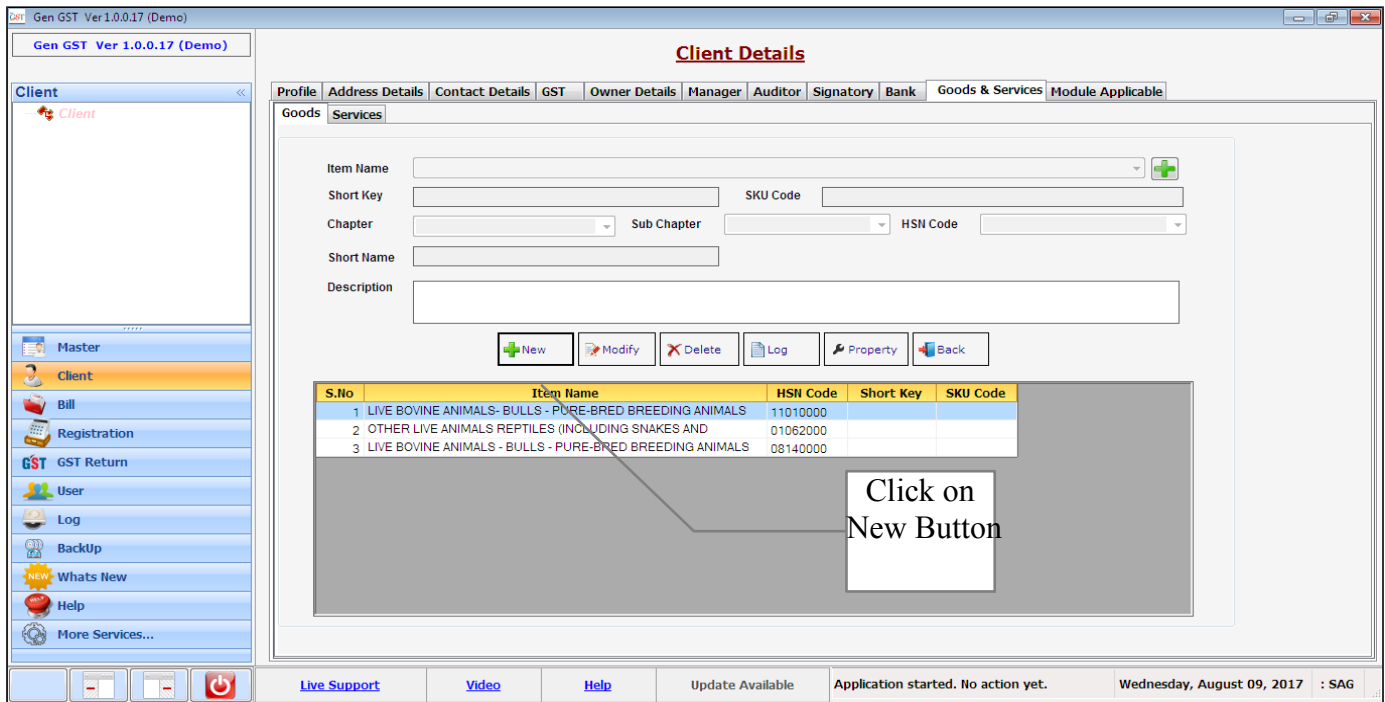
- Click on **Bank** Tab, A new panel will be opened, In order to add a new Bank Details, Click on New button.



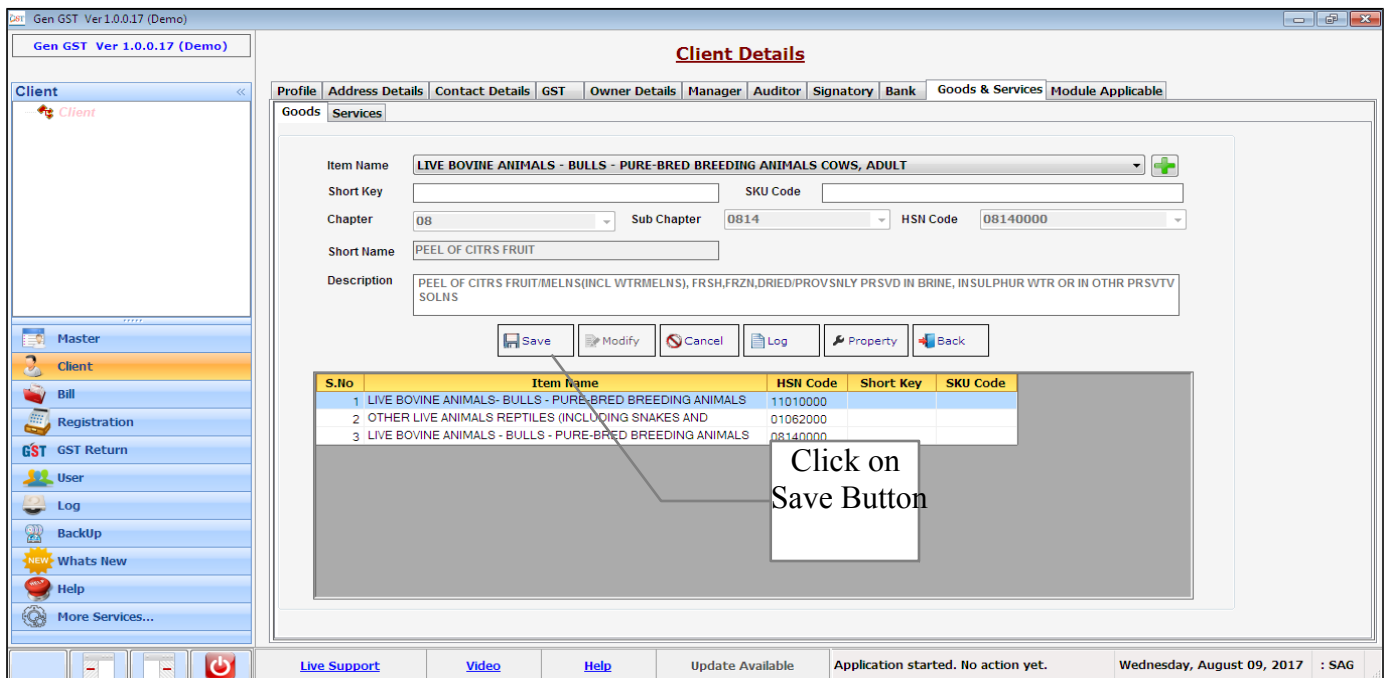
- Fill all the Bank related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple Banks of the Clients in the same manner.
- We also provide the facility of import, When user click on the import radio button then he/she is able to import the detail of Bank.



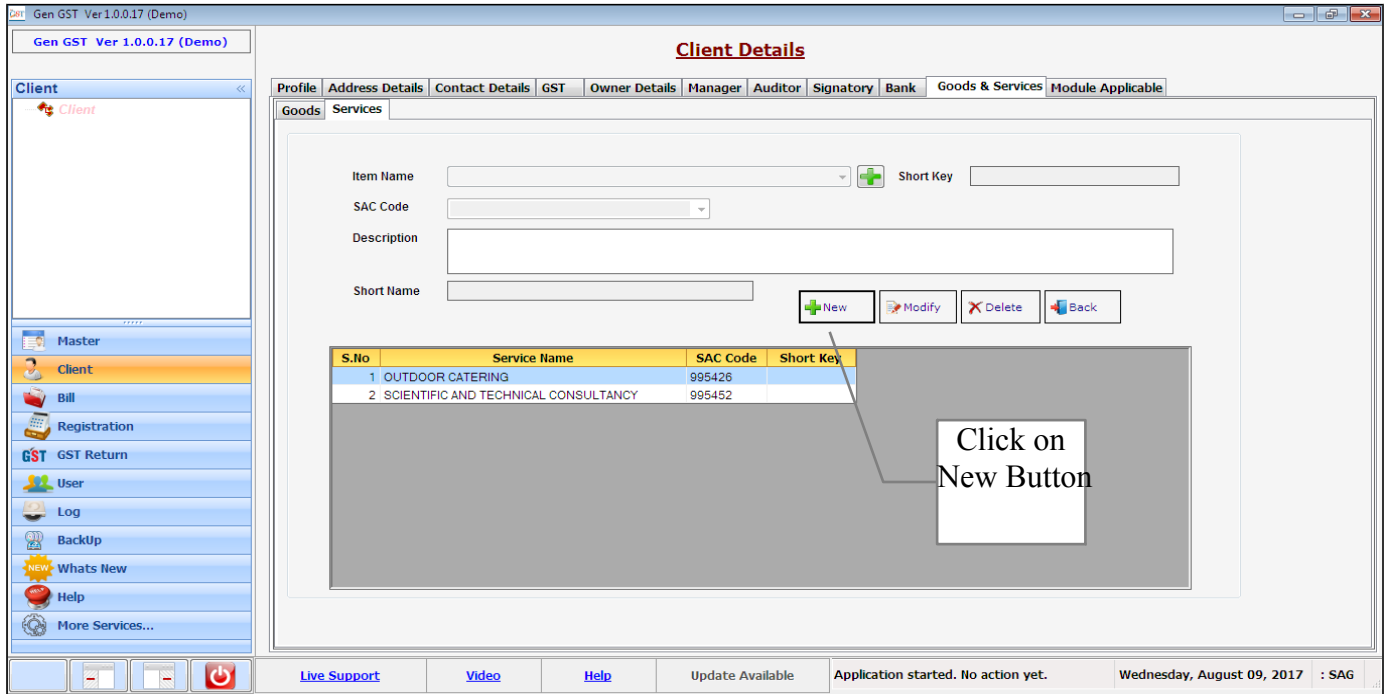
- Click on **Goods and service** Tab, then a new panel will be opened, Where two tab is situated top of the window.
- Click on Goods tab in order to add a new Details, Click on New button.



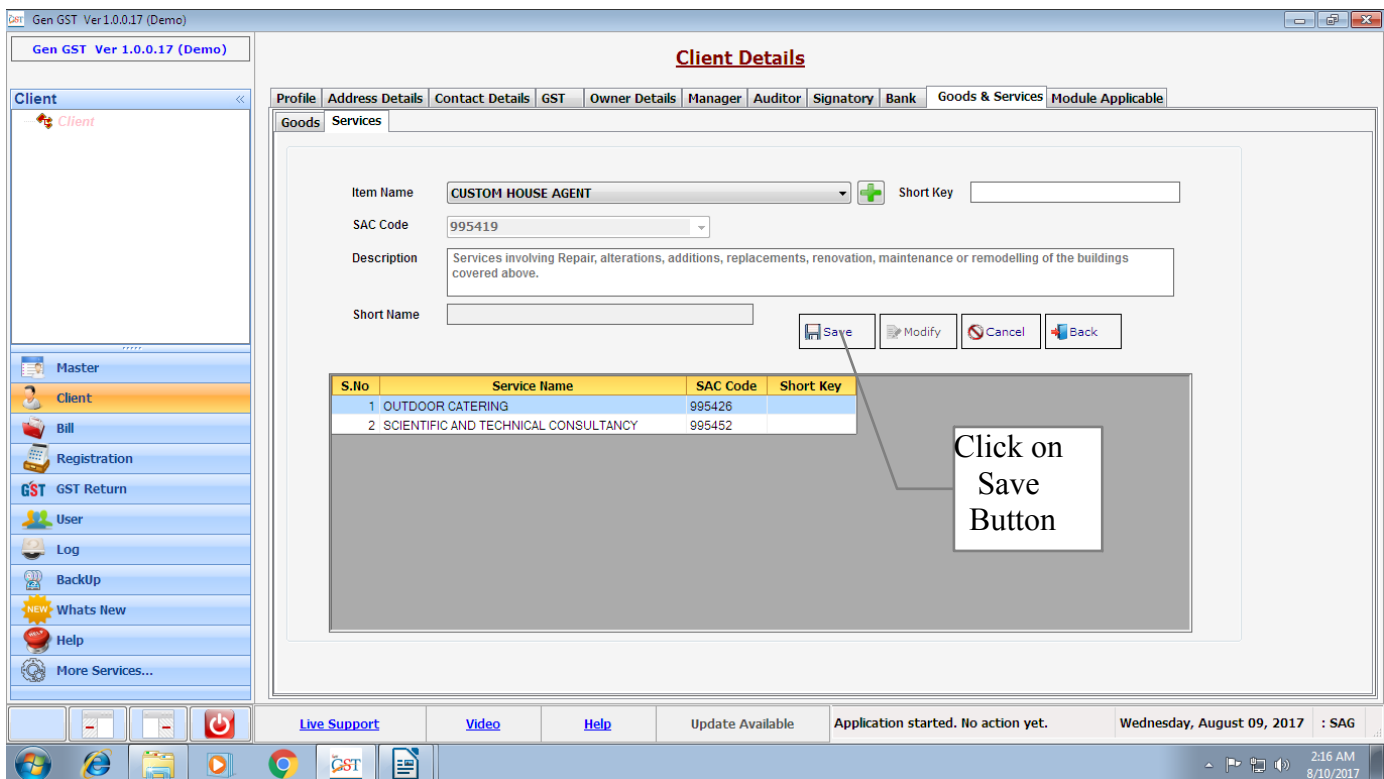
- Select the Item name from drop down list, fill the short key and click on Save button.



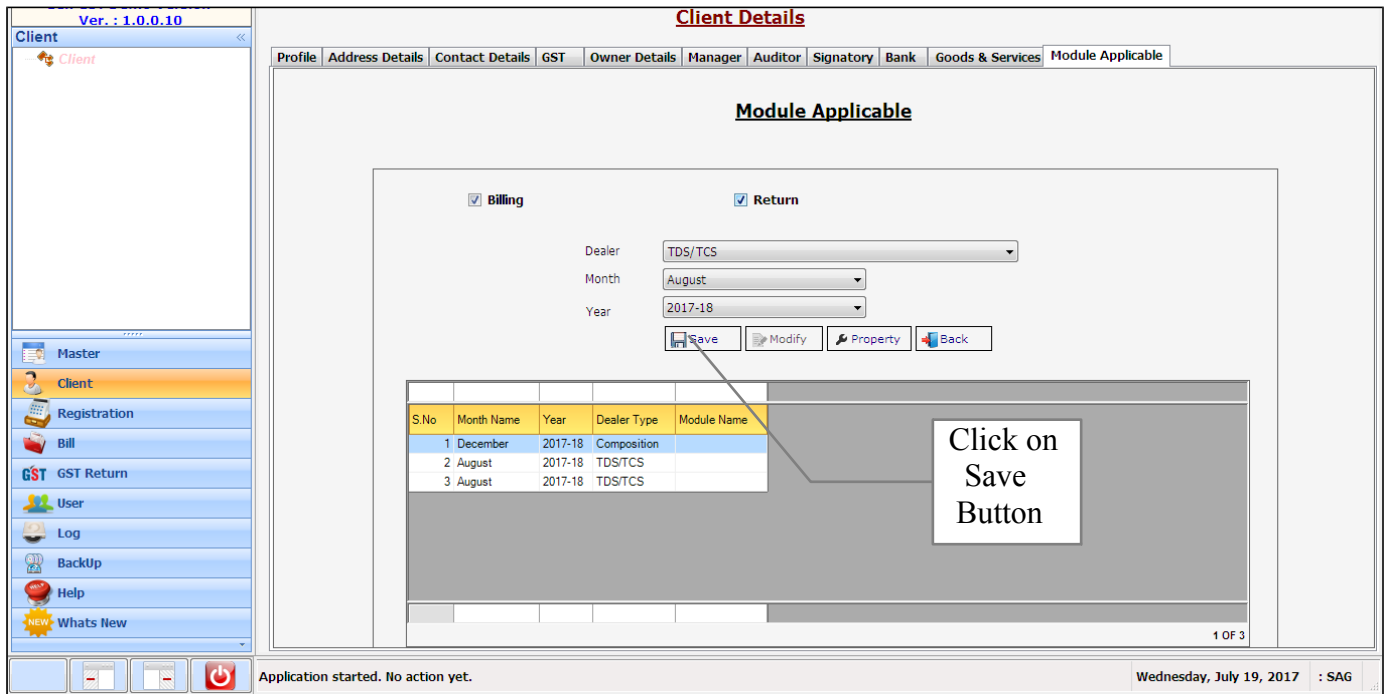
- Click on **service** Tab, then a new panel will be opened, in order to add a new Details for service, Click on New button.



- Select the Item name from drop down list, fill the short key and click on Save button.



- Click on **Module Applicable** tab, then a new Panel will be opened in which user has to fill all the details which are required such as Dealer, Month, Year of the Client. After filling the same, save the details and proceed further.
- We provide the facility of two check box at the top of the application for the user convenience, Where user can select the module i.e. billing, return or both.



**Client Details**

Profile | Address Details | Contact Details | GST | Owner Details | Manager | Auditor | Signatory | Bank | Goods & Services | **Module Applicable**

**Module Applicable**

Billing  Return

Dealer: TDS/TCS  
 Month: August  
 Year: 2017-18

Save | Modify | Property | Back

S.No	Month Name	Year	Dealer Type	Module Name
1	December	2017-18	Composition	
2	August	2017-18	TDS/TCS	
3	August	2017-18	TDS/TCS	

1 OF 3

Application started. No action yet. Wednesday, July 19, 2017 : SAG