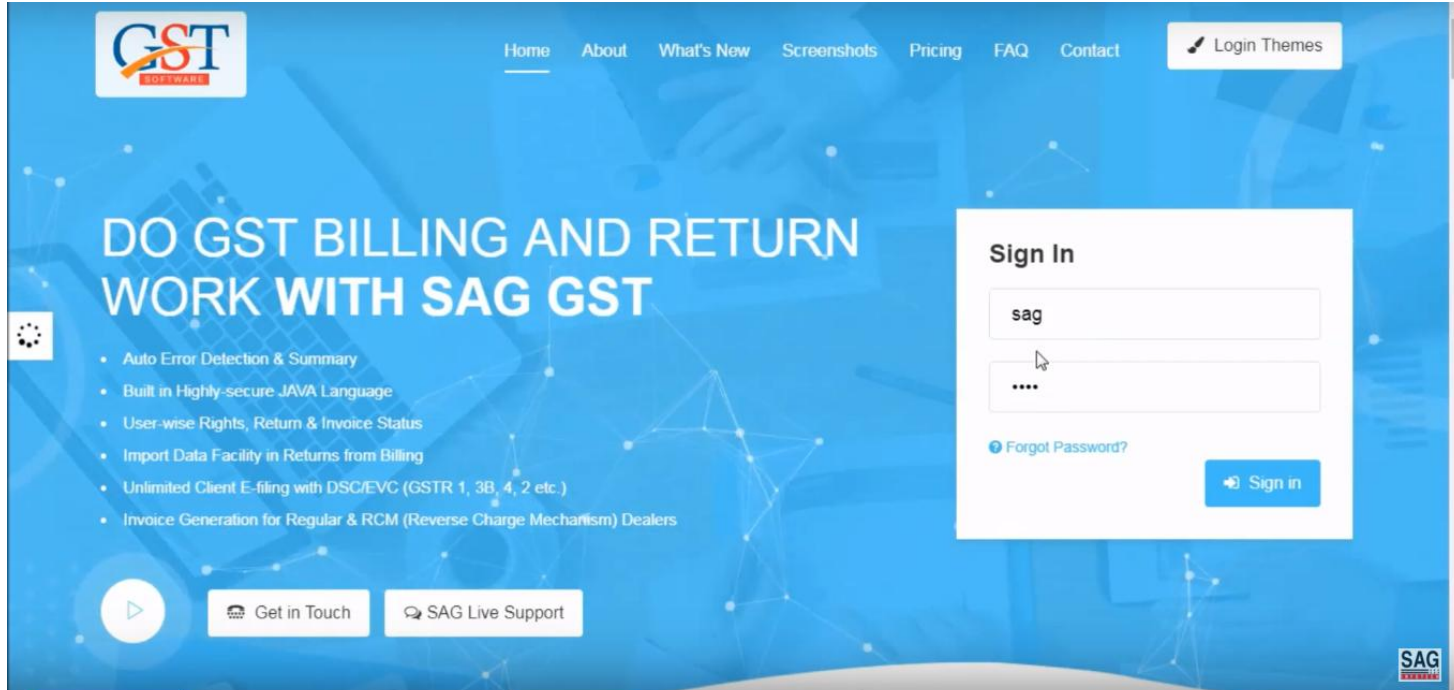




A Complete Guide
Form ITC 04

STEP 1



The screenshot displays the SAG GST software website. The header includes the GST Software logo, navigation links (Home, About, What's New, Screenshots, Pricing, FAQ, Contact), and a Login Themes button. The main content area features the headline "DO GST BILLING AND RETURN WORK WITH SAG GST" and a list of features: Auto Error Detection & Summary, Built in Highly-secure JAVA Language, User-wise Rights, Return & Invoice Status, Import Data Facility in Returns from Billing, Unlimited Client E-filing with DSC/EVC (GSTR 1, 3B, 4, 2 etc.), and Invoice Generation for Regular & RCM (Reverse Charge Mechanism) Dealers. A "Sign In" form is overlaid on the right, with the username "sag" entered in the first field and a masked password "...." in the second. A "Forgot Password?" link is visible below the password field, and a "Sign in" button is at the bottom right of the form. At the bottom of the page, there are buttons for "Get in Touch" and "SAG Live Support".

First of Sign in with your valid ID & password. ITC 04 is filed by the principal including details like goods purchased, sent to the job worker.

STEP 2

The screenshot displays the SAG software dashboard. On the left is a dark navigation menu with the following items: Master, Client, Bills, Registration, Return, Input Tax Credit, ITC-04 (highlighted with a mouse cursor), Transaction, Payment, DSC Registration, User, Template Setup, Ledger, E Way Bill, and IT Return. The main dashboard area shows a top navigation bar with 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. Below this are filters for 'Year' (2018-2019), 'Period' (All), 'Novembe', and 'Clients' (-Select-). A row of summary cards shows filing status for GSTR-01 (Monthly) [2], GSTR-01 (Quarterly) [0], GSTR-03B [2], and GSTR-04 [1]. Below these are filters for 'Dealer Type', 'Filing Liability', and 'Registration Date'. The central part of the dashboard features four main sections: 'Return Statement', 'Bill Statement', 'Ledger Statement', and 'E Way Bill Statement'. Each section has a 'Total Sale' and 'Total Purchase' card, both showing '0.00'. The 'Return Statement' and 'Bill Statement' sections also include a chart area for 'Return Sale / Purchase' and 'Bill Sale / Purchase' respectively, with a legend for 'Sale' (blue dot) and 'Purchase' (black dot). The 'Ledger Statement' and 'E Way Bill Statement' sections are partially visible at the bottom. The SAG logo is in the bottom right corner.

After sign-in, click on input tax credit and select ITC-04

STEP 3

The screenshot displays a software interface for client management. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile icon labeled 'sag'. The main content area shows a table with the following data:

S.No.	Client Code	Client Name	Status	GST No.	Pan	Mobile	Email
1	81e12be9-76e8-4ef5-a6ca-e4f...	ABC LTD	Proprietorship	08AGMPG0450A1ZZ	AGMPG0450A	9414060505	info@sag
2	47268388-7706-4b6c-bb3c-5dd...	COMPOSITION	Proprietorship	08ACIPS4159C1ZH	ACIPS4159C	9414276265	DILIPSHARMA
3	ca7fd384-62e7-4499-9017-6f7...	XYZ LTD	Private Limited Company	08AAOCS2362J1ZY	AAOCS2362J	9414060505	info@sag

The interface also features a sidebar menu on the left with options like 'Master', 'Client', 'Bills', 'Registration', 'Return', 'Input Tax Credit', and 'ITC-04'. The bottom of the screen shows pagination controls: 'Page No 1 of 1' and 'No of Record(s) 3'. A 'SAG' logo is visible in the bottom right corner.

After selecting ITC-04 option then select the client option.

STEP 4

The screenshot shows a software interface with a sidebar on the left and a main content area. The sidebar contains a menu with items: Master, Client, Bills, Registration, Return, Input Tax Credit (with a sub-item ITC-04), Transaction, Payment, DSC Registration, User, Template Setup, Ledger, E.Way Bill, and IT Return. The main content area has a top navigation bar with 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. Below this is a sub-navigation bar with 'Client', 'Fill Form', and 'Job Worker' tabs. The 'Fill Form' tab is active, and a mouse cursor is pointing at it. Below the tabs are filters for 'Year' (2017-2018) and 'Quarter' (Jul-Sep). A table displays client information with columns: S.No., Client Code, Client Name, Status, GST No., Pan, Mobile, and an email field. The table contains three rows of data. Below the table, a large grey area contains a blue dot and the text 'PLEASE WAIT'. At the bottom, there is a pagination bar showing 'Page No 1 of 1' and 'No of Record(s) 3', along with various utility icons and a 'SAG' logo.

S.No.	Client Code	Client Name	Status	GST No.	Pan	Mobile	
1	81e12be9-76e8-4ef5-a6ca-e4f...	ABC LTD	Proprietorship	08AGMPG0450A1ZZ	AGMPG0450A	9414060505	info@sag
2	47268388-7706-4b6c-bb3c-5dd...	COMPOSITION	Proprietorship	08ACIPS4159C1ZH	ACIPS4159C	9414276265	DILIPSHARMA
3	ca7fd384-62e7-4499-9017-617...	XYZ LTD	Private Limited Company	08AAOCS2362J1ZY	AAOCS2362J	9414060505	info@sag

After that click on fill form tab.

STEP 5

The screenshot shows a software interface for filing GST returns. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The left sidebar contains a menu with options like 'Master', 'Client', 'Bills', 'Registration', 'Return', 'Input Tax Credit', 'Transaction', 'Payment', 'DSC Registration', 'User', 'Template Setup', 'Ledger', 'E Way Bill', and 'IT Return'. The main area is titled 'Client Fill Form Job Worker' and displays a table of challan details for the year 2017-2018. A dropdown menu is open over the 'GST Portal' tab, with 'Get Data From Portal' selected. The table below shows 7 records with columns for S.No., Chalan Date, Chalan No., Job Worker Name, and Worker GST No.

S.No.	Chalan Date	Chalan No.	Job Worker Name	Worker GST No.
1	06/07/2017	101		24AACCR7093K1Z1
2	06/07/2017	102		24AACCR7093K1Z1
3	06/07/2017	103		24ABFO2994G1Z8
4	09/07/2017	104		24AFWPS9876F1ZF
5	09/07/2017	105		24ABFO2994G1Z8
6	12/07/2017	106		24ABPC8652MIZK
7	04/12/2018	12		24ABPC8652MIZK

After clicking on fill form option, go below click on GST Portal tab and select get data from portal to directly get data from the portal.

STEP 6

The screenshot displays a software interface for managing GST data. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile 'sag'. The main content area shows a table with the following data:

S.No.	Challan Date	Challan No.	Job Worker Name	Worker GST No.
1	06/07/2017	101		24AACCR7093K1Z1
2	06/07/2017	102		24AACCR7093K1Z1
3	06/07/2017	103		24AABFO2994G1Z8
4	09/07/2017	104		24AFWPS9876F1ZF
5	09/07/2017	105		24AABFO2994G1Z8
6	12/07/2017	106		24ABCP8652MIZK
7	04/12/2018	12		24ABCP8652MIZK

The interface also features a sidebar menu with options like 'Master', 'Client', 'Bills', 'Registration', 'Return', 'Input Tax Credit', 'Transaction', 'Payment', 'DSC Registration', 'User', 'Template Setup', 'Ledger', 'E Way Bill', and 'IT Return'. The bottom toolbar contains buttons for 'GST Portal', 'Search', 'Import/Export', 'Add', 'Modify', 'Delete', and 'SAG'.

After clicking on GST Portal tab, now click on add option to add information

STEP 7

Dashboard Important dates SAG Live Support Help New Update sag

Fill Form ITC-04 Detail

Challan

Job Worker GST No 02AAAAA1234A1Z0 Job Worker Name State Assam

Job Work Type Goods Sent out to JW Challan No sfsg Challan Date 10/12/2018 Balance

Client State Rajasthan Job Worker's Type Non-Sass

Only Job Worker Goods ADD DELETE

S No	HSN	Item	Quantity	UQC	Taxable Value	Type
1	20019000	Inputs1		BILLION OF UNITS		Inputs

Save Entry Mode Cancel SAG

After adding the information you can save it by clicking save button

STEP 8

Client: **Fill Form** Job Worker

Year: 2017-2018 Clients: XYZ LTD GST No.: 08AAOCS2362J1ZY Quarter: Jul-Sep **Previous Quarter**

S.No.	Challan Date	Challan No.	Job Worker Name	Worker GST No.
1	06/07/2017	101		24AACCR7093K1Z1
2	06/07/2017	102		24AACCR7093K1Z1
3	06/07/2017	103		24AABFO2994G1Z8
4	09/07/2017	104		24AFWPS9876F1ZF
5	09/07/2017	105		24AABFO2994G1Z8
6	12/07/2017	106		24ABPC8652MIZK
7	04/12/2018	12		24ABPC8652MIZK

Page No. 1 of 1 No of Record(s) 7

M2JW Total: 1115038 JW2M Total: 626957

Import Import From Govt Excel

Import/Export Add Modify Delete SAGK

Next click on import/export option, you can import the details by Govt. excel directly

STEP 9

The screenshot displays a software interface for managing GST returns. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile 'sag'. The main area is titled 'Client Fill Form Job Worker' and shows filters for 'Year: 2017-2018', 'Clients: XYZ LTD', 'GST No.: 08AAOCS2362J1ZY', and 'Quarter: Jul-Sep'. A table lists 7 records with columns for S.No., Challan Date, Challan No., Job Worker Name, and Worker GST No. A context menu is open over the table, with 'Upload to GST Portal' selected. The bottom status bar shows 'JW2M Total: 626957' and various action buttons like 'Import/Export', 'Add', 'Modify', 'Delete', and 'SAG'.

S.No.	Challan Date	Challan No.	Job Worker Name	Worker GST No.
1	06/07/2017	101		24AACCR7093K1Z1
2	06/07/2017	102		24AACCR7093K1Z1
3	06/07/2017	103		24AABFO2994G1Z8
4	09/07/2017	104		24AFWPS9876F1ZF
5	09/07/2017	105		24AABFO2994G1Z8
6	12/07/2017	106		24ABPC8652MIZK
7	04/12/2018	12		24ABPC8652MIZK

After all details display, you can upload the information on the portal through the upload to GST portal option

STEP 10

The screenshot displays a software interface for managing GST returns. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main header shows 'Client: Fall Form Job Worker', 'Year: 2017-2018', 'Clients: XYZ LTD', 'GST No.: 08AAOCS2362J1ZY', and 'Quarter: Jul-Sep'. A table lists 7 records with columns for S.No., Challan Date, Challan No., Job Worker Name, and Worker GST No. A context menu is open over the table, with 'File Return' selected. The bottom of the interface shows a footer with 'JW2M Total: 626957' and various action buttons like 'Import/Export', 'Add', 'Modify', 'Delete', and 'SAG'.

S.No.	Challan Date	Challan No.	Job Worker Name	Worker GST No.
1	06/07/2017	101		24AACCR7093K1Z1
2	06/07/2017	102		24AACCR7093K1Z1
3	06/07/2017	103		24ABFO2994G1Z8
4	09/07/2017	104		24AFWPS9876F1ZF
5	09/07/2017	105		24ABFO2994G1Z8
6	12/07/2017	106		24ABCPC8652MIZK
7	04/12/2018	12		24ABCPC8652MIZK

You can directly file a return by using "File Return option"

STEP 11

The screenshot displays a software interface for managing GST returns. At the top, there are navigation options: Dashboard, Important dates, SAG Live Support, Help, and New Update. The main header shows the Client as 'XYZ LTD' and the GST No. as '08AAOCS2362J1ZY'. The current quarter is 'Jul-Sep', and a 'Previous Quarter' button is visible.

The main data area contains a table with the following columns: S.No., Challan Date, Challan No., Job Worker Name, and Worker GST No. The table lists 7 records:

S.No.	Challan Date	Challan No.	Job Worker Name	Worker GST No.
1	06/07/2017	101		24AACCR7093K1Z1
2	06/07/2017	102		24AACCR7093K1Z1
3	06/07/2017	103		24AABFO2994G1Z8
4	09/07/2017	104		24AFWPS9876F1ZF
5	09/07/2017	105		24AABFO2994G1Z8
6	12/07/2017	106		24ABCP8652MIZK
7	04/12/2018	12		24ABCP8652MIZK

A context menu is open over the table, showing options: File Return, View Error (highlighted), Get Data From Portal, Upload to GST Portal, GST Portal, and Search. Below the table, there is a status bar indicating 'of 1' records and 'No of Record(s) 7'. The total amount is shown as 'JW2M Total: 626957'. At the bottom, there are buttons for Import/Export, Add, Modify, Delete, and Exit.

After that click on "View Error" option to check any errors on the data that you upload

STEP 12

The screenshot displays a software interface for managing job workers. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The sidebar menu on the left lists various options: Master, Client, Bills, Registration, Return, Input Tax Credit, ITC-04, Transaction, Payment, DSC Registration, User, Template Setup, Ledger, E Way Bill, and IT Return. The main content area shows a table with columns for S No., Name, GST No., Status, E-TIN No., Rank, and Mobile No. The table is currently empty. The bottom of the interface features a footer with pagination controls (Page No. 1 of 0, Record No. 0 of 0, No of Record(s) 0) and action buttons like 'Update Trade Name', 'Get Filing Return Status', 'Get Job Worker Details', 'Merge', 'Add', 'Modify', 'Delete', and 'SAG'.

Next click on job worker option to check the list of worker

STEP 13

The screenshot shows a web application interface for managing job workers. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile 'sag'. The left sidebar contains a menu with options: Master, Client, Bills, Registration, Return, Input Tax Credit (with a sub-option 'ITC-04'), Transaction, Payment, DSC Registration, User, Template Setup, Ledger, E Way Bill, and IT Return. The main content area is titled 'Job Worker' and displays a table with columns: S.No., Name, GST No., Status, E-TIN No., Rank, and Mobile No. The table is currently empty. Below the table, there is a footer area with pagination controls (Page No. 1 of 0, Record No. 0 of 0, No of Record(s) 0, Page Wise, Columns) and a row of action buttons: 'Update Trade Name', 'Get Filing Status', 'Get Job Worker Details', 'Merge', 'Add', 'Print', 'Delete', and the 'SAG' logo.

You can directly add the job worker by click on add option

STEP 14

The screenshot shows a software interface for adding job worker details. The interface includes a sidebar menu with options like Master, Client, Bills, Registration, Return, Input Tax Credit (ITC-04), Transaction, Payment, DSC Registration, User, Template Setup, Ledger, E Way Bill, and IT Return. The main form area is titled 'Job Worker' and contains fields for Job Worker Name, GST No, E-TIN No, Rank, Address, Country, State, City, ZIP Code, Email, User Code, and Password. There are also buttons for 'Add Goods' and 'Delete Goods'. A tooltip message 'Please select an item in the list.' is visible over the Country dropdown menu.

After that you can add the job worker details like- name, country and city etc. then click on add goods option to add goods information relevant to the job worker.

STEP 15

The screenshot shows a software interface for managing Job Worker details. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main header has tabs for 'Client', 'Fill Form', and 'Job Worker'. Below this, there are input fields for 'Year' (2018-2019), 'Clients' (XYZ LTD), and 'GST No.' (08AAOCS236ZJ1ZY). A table with columns for S.No., Name, GST No., Status, E-TIN No., Rank, and Mobile No. is displayed, but it is currently empty. The left sidebar contains a menu with options like Master, Client, Bills, Registration, Return, Input Tax Credit, ITC-04, Transaction, Payment, DSC Registration, User, Template Setup, Ledger, E Way Bill, and IT Return. At the bottom, there is a control bar with pagination (Page No 1 of 0), record navigation (Record No 0 of 0), and various action buttons including 'Update Trade Name', 'Get Job Worker Details', 'Merge', 'Add', 'Modify', 'Delete', and 'SAG'.

You can also get trade name but fill out the complete details of the job worker first by clicking on the 'Update trade name' tab

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