



# A Complete Guide

Maintain Input Tax Credit Ledger

# STEP 1

The screenshot displays the SAG GEN GST software interface. On the left is a dark navigation menu with the following items: Master, Client, Bills, Registration, Return, Input Credit Ledger, GSTR-02A, GSTR-03B, GSTR-04, GSTR-04A, GSTR-07, GSTR-07A, GSTR-08, GSTR-09, GSTR-09A, Input Tax Credit, and Transaction. The 'Return' option is highlighted, and a mouse cursor is pointing at 'Input Credit Ledger'. 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), and a date selector (November). A row of four summary cards shows filing status for GSTR-01 (Monthly) [2], GSTR-01 (Quarterly) [0], GSTR-03B [2], and GSTR-04 [1]. The main content area is divided into four quadrants: 'Return Statement', 'Bill Statement', 'Ledger Statement', and 'E Way Bill Statement'. Each quadrant has a header with 'Total Sale' and 'Total Purchase' both showing '0.00'. The 'Return Statement' and 'Bill Statement' quadrants also have a 'Return Sale / Purchase' and 'Bill Sale / Purchase' section respectively, with a vertical axis for 'Amount (Rs.)' and a legend for 'Sale' and 'Purchase'. The 'Ledger Statement' and 'E Way Bill Statement' quadrants show various balance and bill status indicators. A vertical toolbar on the right side of the dashboard contains several icons for navigation and settings.

After sign-in, click on Return option then select input tax credit.

# STEP 2

The screenshot displays the SAG GEN GST software interface. The top header includes the logo 'SAG GEN GST' and navigation links for Dashboard, Important dates, SAG Live Support, Help, and New Update. The main content area is divided into several tabs: Client, Supplier Details, ITC Available, Payment, Common Credit Reversal, Utilized, ITC Register, Turnover, and Report. The 'Client' tab is active, showing a table of clients for the year 2018-2019 and month December. The table has columns for S No., Client Code, Client Name, GST No., Status, and Registration Date. Two records are listed: ABC LTD and XYZ LTD. The bottom of the screen shows pagination controls, including 'Page No 1 of 1' and 'No of Record(s) 2'. The SAG GEN GST logo is visible in the bottom right corner.

S No.	Client Code	Client Name	GST No.	Status	Registration Date
1	81e12be9-76e8-4ef5-a	ABC LTD	08AGMPG0450A1ZZ	Proprietorship	01/07/2017
2	ca7fd384-62e7-4499-9	XYZ LTD	08AAOCS2362J1ZY	Private Limited Company	01/07/2017

Input credit ledger is prepared to assess the correct amount of input tax credit as per rules 37, 42 and 43 of CGST rules the correct amount of ITC available, ITC reversal then to be filled in GSTR-3B so that admissible credit can only be availed and non-compliance can be avoided the same shall be used in GSTR-2 but as of now it is deferred. Firstly, user has to select the client.

Now click on the Supplier tab then a new window will be opened where user has to click on Add button.

A new page will be opened where we have provided two options for the user convenience i.e. new and import.

If user selects the import Radio button then he/she is able to import the details of the Supplier, There's a drop down list presented for the user convenience, Where user can select the Location i.e. Master, Year, Client, Seller, for importing the data.

After selecting the Type from the drop down menu a new window will be opened, where user has to select the client from the list.

Otherwise select the new Radio button, then Drop down is activated from where Receiver can select the type (Short, Description). Which he/she wants to insert in new record, then a new window will be opened, where user has to fill all the details which are required. After filling the same, save the details and proceed further.

# STEP 3

The screenshot shows the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile 'sag'. The main menu on the left lists various options: Master, Client, Bills, Registration, Return (with sub-options GSTR-01 to GSTR-09A), Input Tax Credit, and Transaction. The 'Input Credit Ledger' option is currently selected. The main content area displays the 'ITC Available' tab, which shows a table of client details for the year 2018-2019, filtered for the month of December. The table has the following data:

S.No.	Client Code	Client Name	GST No.	Status	Registration Date
1	81e12be9-76e8-4ef5-a...	ABC LTD	08AGMPG0450A1ZZ	Proprietorship	01/07/2017
2	ca7fd384-62e7-4499-9...	XYZ LTD	08AAOCS2362J1ZY	Private Limited Company	01/07/2017

At the bottom of the interface, there is a pagination bar showing 'Page No 1 of 1' and 'No of Record(s) 2'. The SAG GEN GST logo is visible in the bottom right corner.

After that click on "ITC Available" option. In ITC available all the purchase invoices need to be added so in a month, total available ITC as per books can be assessed, then ITC available shall be bifurcated into categories like exclusive for business i.e. Eligible ITC and in Non-Business, Exempted and Ineligible categories i.e. Ineligible ITC to be reversed as per rules 42 & 43.

# STEP 4

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists various sections like 'Master', 'Client', 'Bills', 'Registration', 'Return', 'Input Tax Credit', and 'Transaction'. The central area shows a 'Purchase' summary for 'XYZ LTD' with filters for 'ALL', 'B2B', 'B2BA', 'B2BUR', 'B2BURA', 'IMPG', 'IMPGA', 'IMPS', 'IMPSA', 'CDNR', 'CDNRA', 'CDNUR', and 'CDNURA'. A table with columns 'S.No.', 'Name', 'GST No.', 'Section', 'Original Invoice No.', 'Original Invoice Date', and 'Revised Invoice No.' is visible. A context menu is open over the 'Import' button, listing options: 'Billing', 'Import From Govt Excel', 'Import From Tally Excel', 'Import from GSTR2A (Per Return)', 'Import from GSTR2A (Per Period)', 'Import from GSTR2', and 'Import From Tally Voucher Excel'. The bottom status bar shows 'Page No 1 of 0' and 'No of Record(s) 0', along with buttons for 'Carry Forward', 'Import/Export', 'Save Action', 'View', 'Add', 'Modify', 'Delete', 'Back', and 'SAG GEN GST'.

You can import or export your data through import/export button. You can import data from 2A and GSTR-2 Govt. Excel, Tally excel and various option provided above.

# STEP 13

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists various sections like Master, Client, Bills, Registration, and Return. The central area is titled 'ITC Available' and shows a table of purchase entries. A context menu is open over the 'Billing' option, listing several import methods: 'Import From Govt Excel', 'Import From Tally Excel', 'Import from GSTR2A (Per Return)', 'Import from GSTR2A (Per Period)', 'Import from GSTR2', and 'Import From Tally Voucher Excel'. The table below shows 15 entries with columns for S.No., Name, GST No., Approved, Status, Return Filled By CP, Eligible ITC, Earlier Period, and Carry Forward.

S.No.	Name	GST No.	Approved	Status	Return Filled By CP	Eligible ITC	Earlier Period	Carry Forward
1	GOOGLE INDIA PVT LTD	06AACC0527D1Z8				Input Services		June
2	CONFEDERATION OF THE MI...	07AABAC7552K1ZL				Input Services		
3	TECHJOCKEY INFOTECH PR...	07AAFCT6332G1ZD				Input Services		
4	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5				Inputs		
5	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5				Input Services		
6	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5						
7	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5						
8	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5						
9	Vodafone Mobile Services Limit...	08AAACS4457Q1ZQ						
10	Y. CHATURVEDI & COMPANY	08AAAFY2591G1Z0						
11	TEEGEE SUPER STORES PR...	08AABCT3725B1ZQ						
12	GADIA SALES	08AABFG4775B1ZL						
13	AADHAR INFONET PVT. LTD.	08AAHCA4617P1Z9						
14	AADHAR INFONET PVT. LTD.	08AAHCA4617P1Z9						
15	P CUBE IT SERVICES PRIVAT...	08AAHCP3351M1Z3						

After import 2A option, you can also import the data of purchase through billing option, if you added billing option in our software.

# STEP 14

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile icon. The main menu on the left lists 'Master', 'Client', 'Bills', 'Registration', and 'Return'. The central area is titled 'Purchase' and shows 'Purchase Summary' for 'Client: XYZ LTD' and 'GST No.: 08AAOCS2362J1ZY'. It includes filters for 'Year: 2018-2019', 'Month: May', and 'Eligibility: Inputs'. A table lists 15 suppliers with columns for S.No., Name, GST No., Approved, Status, Return Filled By CP, Eligible ITC, Earlier Period, and Carry Forward. The 'Eligible ITC' column shows categories like 'Input Services' and 'Inputs'. At the bottom, there are buttons for 'Import', 'Export', and 'Export Into Govt Excel'. The footer shows 'Page No 1 of 2' and 'No of Record(s) 28'.

S.No.	Name	GST No.	Approved	Status	Return Filled By CP	Eligible ITC	Earlier Period	Carry F
1	GOOGLE INDIA PVT LTD	06AACCG0527D1Z8				Input Services		June
2	CONFEDERATION OF THE MI...	07AABAC7552K1ZL				Input Services		
3	TECHJOCKEY INFOTECH PR...	07AAFT6332G1ZD				Input Services		
4	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5				Inputs		
5	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5				Input Services		
6	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5				Input Services		
7	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5				Input Services		
8	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5				Input Services		
9	Vodafone Mobile Services Limit...	08AAACS4457Q1ZQ				Input Services		
10	Y. CHATURVEDI & COMPANY	08AAAFY2591G1Z0				Input Services		
11	TEEGEE SUPER STORES PR...	08AABCT3725B1ZQ				Input Services		
12	GADIA SALES	08AABFG4775B1ZL				Input Services		
13	AADHAR INFONET PVT. LTD.	08AAHCA4617P1Z9				Input Services		
14	AADHAR INFONET PVT. LTD.	08AAHCA4617P1Z9				Capital Goods		
15	P CUBE IT SERVICES PRIVAT...	08AAHCP3351M1Z3				Input Services		

You can export the data in export into Govt. excel



# STEP 5

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists various options like 'Master', 'Client', 'Bills', 'Registration', 'Return', 'Input Tax Credit', and 'Transaction'. The central area shows a 'Purchase' summary for client 'XYZ LTD' with filters for 'ALL', 'B2B', 'B2BA', 'B2BUR', 'B2BURA', 'IMPG', 'IMPGA', 'IMPS', 'IMPSA', 'CDNR', 'CDNRA', 'CDNUR', and 'CDNURA'. A pop-up message is displayed in the center, stating: 'You have downloaded the file last on 21/12/2018 at 13:06:49. To view the same file, click on the link available below the button. To generate the latest file, click on the download button again'. Below the message are three buttons: 'Generate', 'Download', and 'Close'. A red warning message below the buttons reads: 'Generate will generate Latest File in 20 mins. Download will be active after 20 mins of Generation If not already generated'. The bottom of the interface shows a footer with 'Page No 1 of 0', 'No of Record(s) 0', and various action buttons like 'Carry Forward', 'Import/Export', 'Save Action', 'Add', 'Delete', 'Back', and 'SAG GEN GST'.

After clicking GSTR-2A option, if you find a pop up that means your GSTR 2A details are not earlier downloaded in the software, you can generate it through generate button

# STEP 6

The screenshot shows the SAG GEN GST software interface. The main window is titled 'Compare' and contains the following filters and data:

- Year: 2018-2019
- Month: June
- Client: XYZ LTD
- GSTN: 08AAOCS2362J1ZY
- Section: All
- Compare Option: 2A Data Not Found
- Ignore Diff.: 0
- Ignore Date:

The 'GSTN Wise' filter is selected, and the following table of invoices is displayed:

S.No.	GSTN Number	Supplier Name	Section	Invoice Number	Invoice Date	Taxable Value	Total Value
1	06AACCG0527D1Z8	GOOGLE INDIA PVT LTD	B2B	3468973091	30-06-2018	17609.02	20778.64
2	08AAACH1766P1Z5	BHARTI HEXACOM LIMI...	B2B	283062762	03-06-2018	21459.00	25321.62
3	08AAACH1766P1Z5	BHARTI HEXACOM LIMI...	B2B	283146768	03-06-2018	499.00	588.82
4	08AAACH1766P1Z5	BHARTI HEXACOM LIMI...	B2B	283150219	03-06-2018	399.00	470.82
5	08AAACH1766P1Z5	BHARTI HEXACOM LIMI...	B2B	285242311	03-06-2018	528.00	623.04
6	08AAACH1766P1Z5	BHARTI HEXACOM LIMI...	B2B	289552288	03-06-2018	667.00	787.06
7	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806020195072568	11-06-2018	2.00	2.36
8	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806060198108117	26-06-2018	5.00	5.90
9	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806070192543419	02-06-2018	2.00	2.36
10	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806070198824905	28-06-2018	15.00	17.70
11	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806080197854920	25-06-2018	52.00	61.36
12	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806080198439249	27-06-2018	52.00	61.36
13	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806090199573232	30-06-2018	5.00	5.90
14	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806270199277949	30-06-2018	5.00	5.90
15	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806270199277953	30-06-2018	5.00	5.90
16	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806330196066924	15-06-2018	45.00	53.10
17	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806330198870933	28-06-2018	5.00	5.90
18	08AAACS4457Q17Q	Vodafone Mobile Services	B2B	10SQRJ0618115103	01-06-2018	100.00	118.00

If you already have the GSTR-2A data in software, then you can view all invoices or you can view invoices GSTN wise.

# STEP 7

The screenshot shows the SAG GEN GST software interface. The main window displays a 'Compare' pop-up window. The pop-up window has a title bar with a close button (X). Below the title bar, there are filters for Year (2018-2019), Month (June), Client (XYZ LTD), GSTN (08AAOCS2362J1ZY), Section (All), Compare Option (2A Data Not Found), Ignore Diff. (0), and Ignore Date (checkbox). Below the filters, there are tabs for 'All' and 'GSTN Wise'. The main content of the pop-up is a table with the following columns: S.No., GSTN Number, Supplier Name, Section, Invoice Number, Invoice Date, Taxable Value, and Total Value. The table contains 18 rows of data. At the bottom of the table, there is a checkbox labeled 'Select All (12)'. Below the table, there are buttons for 'Show Action', 'Select All', 'Override Existing Data', 'Import Non-Existing Data', 'Partially Matched Invoices', and 'Cancel'. The 'Select All' button is highlighted with a mouse cursor.

S.No.	GSTN Number	Supplier Name	Section	Invoice Number	Invoice Date	Taxable Value	Total Value
1	06AACCG0527D1Z8	GOOGLE INDIA PVT LTD	B2B	3468973091	30-06-2018	17609.02	20778.64
2	08AAACH1766P1Z5	BHARTI HEXACOM LIM...	B2B	283062762	03-06-2018	21459.00	25321.62
3	08AAACH1766P1Z5	BHARTI HEXACOM LIM...	B2B	283146768	03-06-2018	499.00	588.82
4	08AAACH1766P1Z5	BHARTI HEXACOM LIM...	B2B	283150219	03-06-2018	399.00	470.82
5	08AAACH1766P1Z5	BHARTI HEXACOM LIM...	B2B	285242311	03-06-2018	528.00	623.04
6	08AAACH1766P1Z5	BHARTI HEXACOM LIM...	B2B	289552288	03-06-2018	667.00	787.06
7	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806020195072568	11-06-2018	2.00	2.36
8	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806060198108117	26-06-2018	5.00	5.90
9	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806070192543419	02-06-2018	2.00	2.36
10	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806070198824905	28-06-2018	15.00	17.70
11	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806080197854920	25-06-2018	52.00	61.36
12	08AAACP0165G1ZP	PUNJAB B2B (12)	B	1806080198439249	27-06-2018	52.00	61.36
13	08AAACP0165G1ZP	PUNJAB CDN (0)	B	1806090199573232	30-06-2018	5.00	5.90
14	08AAACP0165G1ZP	PUNJAB B2BA (0)	B	1806270199277949	30-06-2018	5.00	5.90
15	08AAACP0165G1ZP	PUNJAB B2BA (0)	B	1806270199277953	30-06-2018	5.00	5.90
16	08AAACP0165G1ZP	PUNJAB CDNA (0)	B	1806330196066924	15-06-2018	45.00	53.10
17	08AAACP0165G1ZP	PUNJAB B	B	1806330198870933	28-06-2018	5.00	5.90
18	08AAACS44570170	Vodafone	B	10SORJ0618115103	01-06-2018	100.00	118.00

After that a compare Pop-up will be appeared where entries in software matched with 2A will appear, GSTR 2A data mismatch, Not matched in 2A etc.if you want to import all invoice not found in GSTR-2A in input credit ledger then click on the select option and select all.

# STEP 8

The screenshot shows the SAG GEN GST software interface. The main window is titled 'Compare' and is set to 'GSTN Wise' mode. The search criteria are: Year: 2018-2019, Month: June, Client: XYZ LTD, GSTN: 08AAOCS2362J1ZY, Section: All, Compare Option: 2A Data Not Found, Ignore Diff: 0, and Ignore Date: unchecked. The table below shows the results of the comparison.

S.No.	GSTN Number	Supplier Name	Section	Invoice Number	Invoice Date	Taxable Value	Total Value
1	06AACCG0527D1Z8	GOOGLE INDIA PVT LTD	B2B	3468973091	30-06-2018	17609.02	20778.64
2	08AAACH1766P1Z5	BHARTI HEXACOM LIM...	B2B	283062762	03-06-2018	21459.00	25321.62
3	08AAACH1766P1Z5	BHARTI HEXACOM LIM...	B2B	283146768	03-06-2018	499.00	588.82
4	08AAACH1766P1Z5	BHARTI HEXACOM LIM...	B2B	283150219	03-06-2018	399.00	470.82
5	08AAACH1766P1Z5	BHARTI HEXACOM LIM...	B2B	285242311	03-06-2018	528.00	623.04
6	08AAACH1766P1Z5	BHARTI HEXACOM LIM...	B2B	289552288	03-06-2018	667.00	787.06
7	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806020195072568	11-06-2018	2.00	2.36
8	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806060198108117	26-06-2018	5.00	5.90
9	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806070192543419	02-06-2018	2.00	2.36
10	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806070198824905	28-06-2018	15.00	17.70
11	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	R2B	1806080197854920	25-06-2018	52.00	61.36
12	08AAACP0165G1ZP	PUNJAB	B	1806080198439249	27-06-2018	52.00	61.36
13	08AAACP0165G1ZP	PUNJAB	B	1806090199573232	30-06-2018	5.00	5.90
14	08AAACP0165G1ZP	PUNJAB	B	1806270199277949	30-06-2018	5.00	5.90
15	08AAACP0165G1ZP	PUNJAB	B	1806270199277953	30-06-2018	5.00	5.90
16	08AAACP0165G1ZP	PUNJAB	B	1806330196066924	15-06-2018	45.00	53.10
17	08AAACP0165G1ZP	PUNJAB	B	1806330198870933	28-06-2018	5.00	5.90
18	08AAACS44570170	Vodafone	R	10SORJ0618115103	01-06-2018	100.00	118.00

At the bottom of the window, there are buttons for 'Show Action', 'Select All', 'Override Existing Data', 'Import Non-Existing Data', and 'Partially Matched Invoices'.

There are two options to import the data, override existing data and import non-existing data, both help you to import data in input credit ledger

# STEP 9

The screenshot displays the SAG GEN GST software interface. The main window is titled 'Compare' and shows a table of invoices. The table has columns for S.No., GSTN Number, Supplier Name, Section, Invoice Number, Invoice Date, Taxable Value, and Total Value. The table is filtered for the year 2018-2019, month June, client XYZ LTD, and GSTN 08AAOCS2362J1ZY. The 'Compare Option' is set to '2A Data Not Found' and 'Ignore Diff.' is set to 0. The 'Show Action' button is highlighted in orange at the bottom of the table.

S.No.	GSTN Number	Supplier Name	Section	Invoice Number	Invoice Date	Taxable Value	Total Value
1	06AAACG0527D1Z8	GOOGLE INDIA PVT LTD	B2B	3468973091	30-06-2018	17609.02	20778.64
2	08AAACH1766P1Z5	BHARTI HEXACOM LIM...	B2B	283062762	03-06-2018	21459.00	25321.62
3	08AAACH1766P1Z5	BHARTI HEXACOM LIM...	B2B	283146768	03-06-2018	499.00	588.82
4	08AAACH1766P1Z5	BHARTI HEXACOM LIM...	B2B	283150219	03-06-2018	399.00	470.82
5	08AAACH1766P1Z5	BHARTI HEXACOM LIM...	B2B	285242311	03-06-2018	528.00	623.04
6	08AAACH1766P1Z5	BHARTI HEXACOM LIM...	B2B	289552288	03-06-2018	667.00	787.06
7	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806020195072568	11-06-2018	2.00	2.36
8	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806060198108117	26-06-2018	5.00	5.90
9	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806070192543419	02-06-2018	2.00	2.36
10	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806070198824905	28-06-2018	15.00	17.70
11	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806080197854920	25-06-2018	52.00	61.36
12	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806080198439249	27-06-2018	52.00	61.36
13	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806090199573232	30-06-2018	5.00	5.90
14	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806270199277949	30-06-2018	5.00	5.90
15	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806270199277953	30-06-2018	5.00	5.90
16	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806330196066924	15-06-2018	45.00	53.10
17	08AAACP0165G1ZP	PUNJAB NATIONAL BANK	B2B	1806330198870933	28-06-2018	5.00	5.90
		Vodafone Mobile Services	R2R	10SOR.I0618115103	01-06-2018	100.00	118.00

Now you can also import data invoice wise by clicking on "show action" option and you can choose invoice which you want to import in software.

# STEP 15

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a search icon. The left sidebar contains a menu with options like 'Master', 'Client', 'Bills', 'Registration', and 'Return'. The main area is titled 'SAG GEN GST' and shows a 'Purchase Summary' for 'Client 3-B2B'. Below this, there are tabs for 'ALL', 'B2B', 'B2BA', 'B2BUR', 'B2BURA', 'IMPG', 'IMPGA', 'IMPS', 'IMPSA', 'CDNR', 'CDNRA', 'CDNUR', and 'CDNURA'. The 'B2B' tab is selected. The interface shows filters for 'Year 2018-2019', 'Month May', 'Clients XYZ LTD', and 'GST No. 08AAOCS2362J1ZY'. There are also buttons for 'Search', 'Reset Eligibility', and 'Delete Eligibility'. The main table lists 15 records with columns for S.No., Name, GST No., Approved, Status, Return Filled By CP, Eligible ITC, Earlier Period, and Carry Forward. The 'Eligible ITC' column shows various categories like 'Input Services' and 'Inputs'. At the bottom, there is a pagination bar showing 'Page No 1 of 2' and 'No of Record(s) 28', along with a toolbar with buttons for 'Carry Forward', 'Import/Export', 'Save Action', 'View', 'Add', 'Modify', 'Delete', 'Back', and 'SAG GEN GST'.

S.No.	Name	GST No.	Approved	Status	Return Filled By CP	Eligible ITC	Earlier Period	Carry F
1	GOOGLE INDIA PVT LTD	06AACCG0527D1Z8				Input Services		June
2	CONFEDERATION OF THE MI...	07AABAC7552K1ZL				Input Services		
3	TECHJOCKEY INFOTECH PR...	07AAFCT6332G1ZD				Input Services		
4	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5				Inputs		
5	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5				Input Services		
6	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5				Input Services		
7	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5				Input Services		
8	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5				Input Services		
9	Vodafone Mobile Services Limit...	08AAACS4457Q1ZQ				Input Services		
10	Y. CHATURVEDI & COMPANY	08AAAFY2591G1ZD				Input Services		
11	TEEGEE SUPER STORES PR...	08AABCT3725B1ZQ				Input Services		
12	GADIA SALES	08AABFG4775B1ZL				Input Services		
13	AADHAR INFONET PVT. LTD.	08AAHCA4617P1Z9				Input Services		
14	AADHAR INFONET PVT. LTD.	08AAHCA4617P1Z9				Capital Goods		
15	P CUBE IT SERVICES PRIVAT...	08AAHCP3351M1Z3				Input Services		

You can add your data manually by using a particular section. First of all click on the B2B button then a new window will be opened where user has to click on add button as shown below.

When user click on the Add button then a new window will be opened.

Where user has to fill all the mandatory details.

ITC of particular invoice can also be set off, If there are several items and different types of eligibility are there.

# STEP 10

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists 'Master', 'Client', 'Bills', 'Registration', 'Return', 'Input Tax Credit', and 'Transaction'. The 'Input Tax Credit' section is expanded, showing 'Input Credit Ledger'. The main area shows a 'Purchase Summary' table with columns for Client, Supplier Details, ITC Available, Payment, Common Credit Reversal, Utilized, Register, Turnover, and Report. The 'ITC Available' column is highlighted, and the 'ITC Pending' option is selected. The table lists 15 invoices with columns for S.No., Name, GST No., Section, Original Invoice No., Original Invoice Date, and Revised Invoice No. The bottom of the interface shows 'Page No 1 of 2', 'No of Record(s) 28', and various action buttons like 'Carry Forward', 'Import/Export', 'Save Action', 'View', 'Add', 'Modify', 'Delete', 'Back', and 'SAG'.

S.No.	Name	GST No.	Section	Original Invoice No.	Original Invoice Date	Revised Invoice No.
1	GOOGLE INDIA PVT LTD	06AACCG0527D1Z8	B2B Invoices	3460835395	31/05/2018	
2	CONFEDERATION OF THE MI...	07AABAC7552K1ZL	B2B Invoices	CMSME/MAY/18/09	15/05/2018	
3	TECHJOCKEY INFOTECH PR...	07AAFCT6332G1ZD	B2B Invoices	DL/18-19/112	11/05/2018	
4	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5	B2B Invoices	215052886	03/05/2018	
5	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5	B2B Invoices	215136997	03/05/2018	
6	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5	B2B Invoices	215151248	03/05/2018	
7	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5	B2B Invoices	216885561	03/05/2018	
8	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5	B2B Invoices	221375507	03/05/2018	
9	Vodafone Mobile Services Limit...	08AAACS4457Q1ZQ	B2B Invoices	10SORJ0518082579	01/05/2018	
10	Y. CHATURVEDI & COMPANY	08AAAFY2591G1Z0	B2B Invoices	BRA1	05/05/2018	
11	TEEGEE SUPER STORES PR...	08AABCT3725B1ZQ	B2B Invoices	TG/006/2018-19	05/05/2018	
12	GADIA SALES	08AABFG4775B1ZL	B2B Invoices	C2955	18/05/2018	
13	AADHAR INFONET PVT. LTD.	08AAHCA4617P1Z9	B2B Invoices	857	21/05/2018	
14	AADHAR INFONET PVT. LTD.	08AAHCA4617P1Z9	B2B Invoices	921	24/05/2018	
15	P CUBE IT SERVICES PRIVAT...	08AAHCP3351M1Z3	B2B Invoices	092/2018-19	15/05/2018	

After adding or importing all invoices in ITC Ledger, they will be firstly shown in ITC pending option



# STEP 11

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'SAG GEN GST', 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists 'Master', 'Client', 'Bills', 'Registration', and 'Return'. The 'Return' section is expanded, showing various GSTR forms (GSTR-01 to GSTR-09A) and 'Input Tax Credit'. The 'Input Credit Ledger' is selected, showing a table with one record for 'BHARTI HEXACOM LIMITED'. The 'Eligibility' dropdown menu is open, showing options: --Select--, --Select--, Inputs, Input services, and Capital goods. The table below shows a single record for 'BHARTI HEXACOM LIMITED' with GST No. 08AAACH1766P1Z5, Section B2B Invoices, and Origin 21 Capital goods.

S.No.	Name	GST No.	Section	Origin	Input services	Original Invoice Date	Revised Invoice No.
1	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5	B2B Invoices	21	Capital goods	03/05/2018	

From here select the Type of eligibility like Input, Input Services and capital goods to be chosen for all invoices.

Now whether ITC in particular invoice is eligible or not, it is to be chosen from combo box “ITC set off” where purchase made specifically for business then purchase is eligible and be set as exclusive for business. Other option are for ITC Reversal under Rules 42 & 43 i.e. Non- Business ITC, Exempted & Nil Rated is sales which is to be reversed and Ineligible ITC is ITC not available as per section 17(5) of CGST Act. Rest ITC not falling in above categories to be set in common where any person deals both in taxable and exempted sales/income and purchase are party used for both.

# STEP 12

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists 'Master', 'Client', 'Bills', 'Registration', 'Return', 'Input Tax Credit', and 'Transaction'. The 'Return' section is expanded, showing various GSTR forms (GSTR-01 to GSTR-09A) and 'Input Credit Ledger'. The 'Input Credit Ledger' is selected, showing a table with columns for S.No., Name, GST No., Section, Original Invoice No., Original Invoice Date, and Revised Invoice No. The table is currently empty. The 'ITC Available' section is active, showing filters for 'Purchase' and 'Purchase Summary'. The 'ITC Completed' option is highlighted in green, indicating that an ITC entry has been moved from the pending state to the completed state. The bottom status bar shows 'Page No 1 of 0' and 'No of Record(s) 0'.

Now, itc is removed from ITC pending option and shown in "ITC Completed" option

# STEP 16

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists 'Master', 'Client', 'Bills', 'Registration', and 'Return'. The 'Return' section is expanded to show 'GSTR-01', 'Input Credit Ledger', 'GSTR-02A', 'GSTR-03B', 'GSTR-04', 'GSTR-04A', 'GSTR-07', 'GSTR-07A', 'GSTR-08', 'GSTR-09', and 'GSTR-09A'. The 'Input Credit Ledger' is selected, showing a table of invoices.

The table has the following columns: S.No., Name, GST No., Section, Original Invoice No., Original Invoice Date, and Revised Invoice No. The data rows are as follows:

S.No.	Name	GST No.	Section	Original Invoice No.	Original Invoice Date	Revised Invoice No.
1	GOOGLE INDIA PVT LTD	06AACCG0527D1Z8	B2B Invoices	3460835395	31/05/2018	
2	CONFEDERATION OF THE MI...	07AABAC7552K1ZL	B2B Invoices	CMSME/MAY/18/09	15/05/2018	
3	TECHJOCKEY INFOTECH PR...	07AAFCT6332G1ZD	B2B Invoices	DL/18-19/112	11/05/2018	
4	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5	B2B Invoices	215052886	03/05/2018	
5	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5	B2B Invoices	215136997	03/05/2018	
6	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5	B2B Invoices	215151248	03/05/2018	
7	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5	B2B Invoices	216885561	03/05/2018	
8	BHARTI HEXACOM LIMITED	08AAACH1766P1Z5	B2B Invoices	221375507	03/05/2018	
9	Vodafone Mobile Services Limit...	08AAACS4457Q1ZQ	B2B Invoices	10SORJ0518082579	01/05/2018	
10	Y. CHATURVEDI & COMPANY	08AAFY2591G1Z0	B2B Invoices	BRA1	05/05/2018	
11	TEEGEE SUPER STORES PR...	08AABCT3725B1ZQ	B2B Invoices	TG/006/2018-19	05/05/2018	
12	GADIA SALES	08AABFG4775B1ZL	B2B Invoices	C2955	18/05/2018	
13	AADHAR INFONET PVT. LTD.	08AAHCA4617P1Z9	B2B Invoices	857	21/05/2018	
14	AADHAR INFONET PVT. LTD.	08AAHCA4617P1Z9	B2B Invoices	921	24/05/2018	
15	P CUBE IT SERVICES PRIVAT...	08AAHCP3351M1Z3	B2B Invoices	092/2018-19	15/05/2018	

The bottom of the interface shows a navigation bar with 'Page No 1 of 2', 'No of Record(s) 28', and various action buttons like 'Import/Export', 'Save Action', 'View', 'Add', 'Modify', 'Delete', 'Back', and 'SAG GEN GST'.

Here some invoices are there, where ITC not to be availed in current month because of any reason can be carry forward in subsequent months.

After setting all the invoice you can see them in set eligibility tab where you can delete eligibility from delete eligibility ITC and can reset again.

## STEP 17

You can view the purchase summary of ITC available for purchase summary tab. It shows consolidated ITC available of all months, quarterly, half yearly & yearly. ITC available contain adjustment of Dr/Cr notes in summary. Carry forward invoices will be added in the month in which they were carried forward. Total ITC available shall only be exclusive for Business and Net ITC available.

## STEP 18

Next option is payment, Reversal as per rule 37(2) where ITC availed for particular invoice but payment in respect of such invoice is not made within 180 days from invoice date, then ITC availed to be reversed and added to output liability and on subsequent payment it shall be added again in the respective month in which payment is made.

# STEP 19

The screenshot shows the SAG GEN GST software interface. The 'Payment' tab is active, and the 'Get Invoice' button is highlighted. The interface displays a list of invoices with the following columns: S.No., Section, GST No., Name of Supplier, Bill No./Inv No., Bill/Inv Date, Taxable Value, Invoice Value, and Payment.

S.No.	Section	GST No.	Name of Supplier	Bill No./Inv No.	Bill/Inv Date	Taxable Value	Invoice Value	Payment
1	B2B Invoices	08AZJPS1208C1ZL	SINGH COMPUTER A...	020	05/05/2018	7450.00	8791.00	
2	B2B Invoices	27AADCA2308K1ZV	AVENUES INDIA PVT...	05201804431	31/05/2018	60450.21	71331.25	
3	B2B Invoices	08AAHCP3351M1Z3	P CUBE IT SERVICE ...	092/2018-19	15/05/2018	18000.00	21240.00	
4	B2B Invoices	08AAHCP3351M1Z3	P CUBE IT SERVICE ...	093/2018-19	15/05/2018	12000.00	14160.00	
5	B2B Invoices	08AAACS4457Q1ZQ	Vodafone Mobile Servi...	10SORJ0518082579	01/05/2018	100.00	118.00	
6	B2B Invoices	27AABCN2562L2Z9	NICHE SOFTWARE S...	144	08/05/2018	20000.00	23600.00	
7	B2B Invoices	23AAACP0165G1ZX	PUNJAB NATIONAL B...	1805230069807708	10/05/2018	235.00	277.30	
8	B2B Invoices	08AASF3913A1ZG	K V M R & CO	2018-19/4263	30/05/2018	5000.00	5900.00	
9	B2B Invoices	08AAACH1766P1Z5	BHARTI HEXACOM LI...	215136997	03/05/2018	499.00	588.82	
10	B2B Invoices	08AAACH1766P1Z5	BHARTI HEXACOM LI...	215151248	03/05/2018	399.00	470.82	
11	B2B Invoices	08AAACH1766P1Z5	BHARTI HEXACOM LI...	216885561	03/05/2018	499.00	588.82	
12	B2B Invoices	08AAACH1766P1Z5	BHARTI HEXACOM LI...	221375507	03/05/2018	499.00	588.82	
13	B2B Invoices	06AACCG0527D1Z8	GOOGLE INDIA PVT ...	3460835395	31/05/2018	18183.24	21456.22	
14	B2B Invoices	08ABRPG4883F1Z9	S.G. Computers	67	23/05/2018	16101.70	19000.00	
15	B2B Invoices	08AAHCA4617P1Z9	AADHAR INFONET P...	857	21/05/2018	238444.80	281365.00	

Click on the Get Invoice to get the invoices whose ITC are set in ITC available tab which shall be shown in payment tab.

Now click on the save full payment button where full payment of selected invoices along with payment date shall be set. Payment date can be saved of particular invoice as invoice date or can be set manually from 2 radio button. (I) payment date as invoice date (ii) Set Payment date as.

Payment date as invoice date is used to set the payment date like he/she have mention in the invoice date.

Set payment date is used to set the date according to his/her convenience. When user click on the set payment as radio button then a text box is appear where user has to enter the date and click on the set button.



In case of Partial payment “Payment Configuration” button is provided. You can set the details like up to which decimal payment to be rounded off.

Rate-wise set off: - If in particular invoice different rates of items are there then payment can be bifurcated in different items as per lower rate, higher rate or proportionately. Software will bifurcate payment as per your option.

Eligibility ITC Type:- Payment shall be set-off as per ITC types i.e. payment shall be set-off as per ITC types i.e. First for Inputs, Input Services and capital Goods or as per your selection

If payment in respect of an invoice is made partially then click on Partial Payment button as shown above.

After that a new window will be opened where details of particular invoice along with payment due date shall be shown.

Now fill the amount to be paid in and its payment date.

The software will calculate payment due amount. Likewise subsequent payment can be made for particular invoice with different dates.

When due date is passed and due amount still remaining, automatic reversal shall be calculated in an invoice. Any payment made after due date shall be add-on payment and ITC reversed earlier shall be added back in month where payment is made.

# STEP 20

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'SAG GEN GST', 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile 'sag'. The left sidebar lists navigation options: Master, Client, Bills, Registration, Return (with sub-items GSTR-01 to GSTR-09A), Input Tax Credit, and Transaction. The main content area is titled 'Payment' and shows a table of payment details. The table has the following columns: S.No., Section, GST No., Name of Supplier, Bill No./Inv No., Bill/Inv Date, Taxable Value, Invoice Value, and Payment. Two rows are visible:

S.No.	Section	GST No.	Name of Supplier	Bill No./Inv No.	Bill/Inv Date	Taxable Value	Invoice Value	Payment
1	B2B Invoices	07AAFCT6332G1ZD	TECHJOCKEY INFOT...	DL/18-19/112	11/05/2018	450.00	531.00	
2	B2B Invoices	27AAOCS8610B1ZC	SPENTA MULTIMEDI...	TC28/18-19	02/05/2018	151000.00	158550.00	15

At the bottom of the page, there is a navigation bar with buttons for 'Reversal', 'Full Payment', 'Partial Payment', 'Delete', and 'Exit'. The 'Delete' button is highlighted with a mouse cursor.

Also if one wants to delete payment detail wrongly entered then there is a delete option at the bottom of the page.

## Payment Summary

The ITC reversed as per rule 37(2) shall be shown in payment reversal summary and subsequent ITC add-on shall be shown in payment add-on summary.

Now click on the Payment Summary tab then a new window will be opened where first of all Payment Reversal Summary is shown.

For viewing the Payment add-on summary click on the payment add-on Summary tab.

# STEP 21

**SAG GEN GST** Dashboard Important dates SAG Live Support Help New Update sag

Client Supplier Details ITC Available **Payment** Common Credit Reversal Utilized Register Turnover Report

Payment Payment Reversal Summary **Payment AddOn Summary**

Year: 2018-2019 Period: Monthly Clients: XYZ LTD GST No.: 08AAOCS2362J1ZY Eligibility: All

Particulars	April	May	June	July	August	September	October	November	Decem
Taxable Value	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1
Invoice Value	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1
Add on u/s 37(4)									
<b>Exclusive for Business</b>									
IGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
CGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Cess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Non Business</b>									
IGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
CGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Cess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Exempted &amp; Nil Rated</b>									
IGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
C.GST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Page No 1 of 1 No of Record(s) 34 Page Wise Columns Refresh Exit

Next option is Common Credit Reversal

# STEP 22

The screenshot shows the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists various options: Master, Client, Bills, Registration, Return, and Input Tax Credit. The 'Return' section is expanded, showing options from GSTR-01 to GSTR-09A. The 'Input Credit Ledger' section is also visible. The main content area is titled 'Common Credit Reversal' and shows a 'Credit Reversal Summary' table. The table has columns for S.No., Name, GST No., Section, Original Invoice No., Original Invoice Date, and Revised Invoice No. Two rows of data are displayed, both for AADHAR INFONET PVT. LTD. with B2B Invoices. The first row has an original invoice date of 21/05/2018 and invoice number 857. The second row has an original invoice date of 24/05/2018 and invoice number 921. The bottom of the interface shows a pagination bar with 'Page No 1 of 1' and 'No of Record(s) 2'.

S.No.	Name	GST No.	Section	Original Invoice No.	Original Invoice Date	Revised Invoice No.
1	AADHAR INFONET PVT. LTD.	08AAHCA4617P1Z9	B2B Invoices	857	21/05/2018	
2	AADHAR INFONET PVT. LTD.	08AAHCA4617P1Z9	B2B Invoices	921	24/05/2018	

In this option, Now ITC set as common ITC to be reversed as per rules 42 & 43 from common Credit Reversal tab. All the invoices set as common ITC in ITC available tab will be shown here.

# STEP 23

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists 'Master', 'Client', 'Bills', 'Registration', 'Return', and 'Input Tax Credit'. The 'Return' menu is expanded, showing options from GSTR-01 to GSTR-09A, with 'Input Credit Ledger' selected. The main content area shows the 'Common Credit Reversal' section, which is currently set to 'Reversal' and 'Credit Reversal Summary'. The filters are set to Year: 2018-2019, Month: May, Clients: XYZ LTD, GST No.: 08AAOCS2362J1ZY, Eligibility: All, and Section: All. A table displays the following data:

S.No.	Name	GST No.	Section	Original Invoice No.	Original Invoice Date	Revised Invoice No.
1	AADHAR INFONET PVT. LTD.	08AAHCA4617P1Z9	B2B Invoices	857	21/05/2018	
2	AADHAR INFONET PVT. LTD.	08AAHCA4617P1Z9	B2B Invoices	921	24/05/2018	

At the bottom, there is a pagination control showing 'Page No 1 of 1' and 'No of Record(s) 2'. There are also icons for 'Page Wise', 'Columns', and other utility functions.

After that, click on Reversal option to Auto calculate the ITC Reversed as per rules and below you can view 3 options, 5% Reversal, proportional Reversal and both option

## STEP 24

Client Supplier Details ITC Available Payment **Common Credit Reversal** Utilized Register Turnover Report

Reversal

Year 2018-2019 Month May Clients XYZ LTD GST No. 08AAOCS2362J1ZY Section All

S.no.	Particulars	IGST	CGST	SGST	CESS	Total
	Input	0.00	0.00	0.00	0.00	0.00
	Input Services	0.00	21460.04	21460.04	0.00	42920.08
	Capital Goods	0.00	1386.00	1386.00	0.00	2772.00
2	<b>Proportionate ITC of Capital Goods (1)</b>					
	Proportionate ITC of Capital Goods	0.00	277.20	277.20	0.00	554.40
3	<b>Turnover (2)</b>					
	Total turnover for the month					0.00
	Exempted turnover for the month					0.00
4	<b>5% Reversal under Rule 42(1)(m) (2)</b>					
	Inputs	0.00	0.00	0.00	0.00	0.00
	Input Services	0.00	1073.00	1073.00	0.00	2146.00
5	<b>Proportionate Reversal (3)</b>					
	Inputs under Rule 42(1)(m)	0.00	0.00	0.00	0.00	0.00
	Input Services under Rule 42(1)(m)	0.00	0.00	0.00	0.00	0.00
	Proportionate Reversal of Capital Goods under Rule 43(1)(h)	0.00	0.00	0.00	0.00	0.00
6	<b>Net ITC available (3)</b>					
	Input	0.00	0.00	0.00	0.00	0.00
	Input Services	0.00	20387.04	20387.04	0.00	40774.08
	Capital Goods	0.00	277.20	277.20	0.00	554.40

No of Record(s) 14 Page Wise Columns

5% Reversal  Proportionate Reversal  Both

Calculate Save

If goods are partly used for business and partly for non-businesses purpose then choose 5% Reversal.  
If goods are used partly for taxable and partly for exempted purpose then click on proportionate reversal.  
If goods are used both for non-business purpose and exempted purpose then click on both to calculate reversal.

# STEP 25

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists various options: Master, Client, Bills, Registration, Return, GSTR-01, Input Credit Ledger, GSTR-02A, GSTR-03B, GSTR-04, GSTR-04A, GSTR-07, GSTR-07A, GSTR-08, GSTR-09, GSTR-09A, Input Tax Credit, and Transaction. The 'Return' menu is expanded, and the 'Credit Reversal Summary' option is highlighted. The main content area shows a table with columns for S.No., Name, GST No., Section, Original Invoice No., Original Invoice Date, and Revised Invoice No. The table contains two rows of data for AADHAR INFONET PVT. LTD. The bottom of the interface shows a pagination bar with 'Page No 1 of 1' and 'No of Record(s) 2', along with a toolbar with buttons for View, Reversal, Back, and SAG.

S.No.	Name	GST No.	Section	Original Invoice No.	Original Invoice Date	Revised Invoice No.
1	AADHAR INFONET PVT. LTD.	08AAHCA4617P1Z9	B2B Invoices	857	21/05/2018	
2	AADHAR INFONET PVT. LTD.	08AAHCA4617P1Z9	B2B Invoices	921	24/05/2018	

Now click on, credit reversal summary option



# STEP 26

The screenshot shows the SAG GEN GST interface with the 'Credit Reversal Summary' selected. The summary is for client 'XYZ LTD' for the year '2018-2019' and period 'Monthly'. The table below shows the details of the reversal.

Particulars	April	May	June	July	August	September	October	November	December
Total Turnover	2000000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Exempted Turnover	1000000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Common ITC Balance									
IGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CGST	0.00	22846.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SGST	0.00	22846.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	45692.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5% Reversal									
IGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CGST	0.00	1073.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SGST	0.00	1073.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	2146.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Proportionate Reversal									
IGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

In the summary option, you can view all your 5% Reversal details or proportional Reversal details

# STEP 27

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists various options like Master, Client, Bills, Registration, Return, and Input Tax Credit. The central area shows the 'Common Credit Reversal' summary for the year 2018-2019, with a 'Utilized' tab selected. The table below details the reversal amounts for various GST categories (IGST, CGST, SGST, Cess) across the months of April to December. The total reversal is 2146.00, and the net ITC available is 41328.48.

Particulars	April	May	June	July	August	September	October	November	December
IGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CGST	0.00	1073.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SGST	0.00	1073.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>2146.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Proportionate Reversal</b>									
IGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Reversal(5% Reversal + Proport...</b>	<b>0.00</b>	<b>2146.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net ITC Available</b>									
IGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CGST	0.00	20664.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SGST	0.00	20664.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>41328.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Next click on utilized option.

# STEP 28

**SAG GEN GST** Dashboard Important dates SAG Live Support Help New Update sag

Client	Supplier Details	ITC Available	Payment	Common Credit Reversal	Utilized	Register	Turnover	Report	
Year: 2018-2019	Period: Monthly	All	Clients: XYZ LTD	GST No: 08AAOCS2362J1ZY	Eligibility: All				
S.No.	Particulars	April	May	June	July	August	September	October	November
1	☐ Opening balance (5)								
	IGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	SGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	☐ ITC Available (5)								
	IGST	0.00	36814.70	3272.98	0.00	0.00	0.00	0.00	0.00
	CGST	0.00	41656.86	0.00	0.00	0.00	0.00	0.00	0.00
	SGST	0.00	41656.86	0.00	0.00	0.00	0.00	0.00	0.00
	Cess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	120128.42	3272.98	0.00	0.00	0.00	0.00	0.00
3	☐ Add on (12)								
	Monthly under rule 37(4)								
	IGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	SGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Yearly under rule 42(2)(b)								

Page No 1 of 1 No of Record(s) 89 Page Wise Columns

Opening balance of month for which register is prepared first time to be entered manually in box. Rest will be auto calculated. As ITC available shall be total ITC available from ITC available tab and monthly add-on shall be from payment add-on summary. Yearly add-on to be inserted manually. Reversal shall be calculated from ITC available and payment reversal summary. Balance for use shall be available less reversal. Utilized to be filled the closing balance shall be calculated as balance for use utilized. When user click on the Utilized tab then a new window will be opened where two radio button is provided collapse All and Expand All.

# STEP 29

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists various options: Master, Client, Bills, Registration, Return (with sub-items GSTR-01, Input Credit Ledger, GSTR-02A, GSTR-03B, GSTR-04, GSTR-04A, GSTR-07, GSTR-07A, GSTR-08, GSTR-09, GSTR-09A), Input Tax Credit, and Transaction.

The main content area shows a table with the following filters: Client (XYZ LTD), Period (Monthly), All (Payment), GST No. (08AAOCS2362J1ZY), and Eligibility (All). The table is divided into three sections:

S.No.	Particulars	April	May	June	July	August	September	October	November
1 Opening balance (5)									
	IGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	SGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2 ITC Available (5)									
	IGST	0.00	36814.70	3272.98	0.00	0.00	0.00	0.00	0.00
	CGST	0.00	41656.86	0.00	0.00	0.00	0.00	0.00	0.00
	SGST	0.00	41656.86	0.00	0.00	0.00	0.00	0.00	0.00
	Cess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	120128.42	3272.98	0.00	0.00	0.00	0.00	0.00
3 Add on (12)									
Monthly under rule 37(4)									
	IGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	SGST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Yearly under rule 42(2)(b)									

The bottom of the interface shows a pagination bar with 'Page No 1 of 1' and 'No of Record(s) 89'. There are also buttons for 'Page Wise', 'Columns', and a 'SAG GEN GST' logo.

After clicking on the utilized option, now click on register option

# STEP 30

**SAG GEN GST** Dashboard Important dates SAG Live Support Help New Update sag

Client: XYZ LTD Supplier Details: ITC Available: Payment: Common Credit Reversal: Utilized: Register: Turnover: Report

Year: 2018-2019 Period: Monthly Clients: XYZ LTD GST No.: 08AAOCS2362J1ZY

All IGST ITC CGST ITC SGST ITC CESS ITC

S.No.	HSN/SAC	GST No.	Party Name	Bill No.	Bill Date	Taxable Amount	IGST
1		08AAACS4457Q1ZQ	Vodafone Mobile Servi...	10SORJ0518082579	01/05/2018	100.00	
2		27AAOCS8610B1ZC	SPENTA MULTIMEDI...	TC28/18-19	02/05/2018	151000.00	
3		08AAACH1766P1Z5	BHARTI HEXACOM LI...	215052886	03/05/2018	18641.50	
4		08AAACH1766P1Z5	BHARTI HEXACOM LI...	215136997	03/05/2018	499.00	
5		08AAACH1766P1Z5	BHARTI HEXACOM LI...	216885561	03/05/2018	499.00	
6		08AAACH1766P1Z5	BHARTI HEXACOM LI...	221375507	03/05/2018	499.00	
7		08AZJPS1208C1ZL	SINGH COMPUTER A...	020	05/05/2018	7450.00	
8		08AAAFY2591G1Z0	Y. CHATURVEDI & C...	BRA1	05/05/2018	25000.00	
9		08AABCT3725B1ZQ	TEEGEE SUPER STO...	TG/006/2018-19	05/05/2018	115897.00	
10		08AHIPJ2653D1ZJ	PRIYANSHA ENTPRI...	PE0102	07/05/2018	30576.00	
11		27AABCN2562L2Z9	NICHE SOFTWARE S...	144	08/05/2018	20000.00	
12		23AAACP0165G1ZX	PUNJAB NATIONAL B...	1805230069807708	10/05/2018	235.00	
13		07AAFCT6332G1ZD	TECHJOCKEY INFOT...	DL/18-19/112	11/05/2018	450.00	
14		09AAATN2595F1ZE	M/S NATIONAL ASSO...	NMN/18-19/0125	11/05/2018	50000.00	
15		08AAHCP3351M1Z3	P CUBE IT SERVICE...	092/2018-19	15/05/2018	18000.00	
16		08AAHCP3351M1Z3	P CUBE IT SERVICE...	093/2018-19	15/05/2018	12000.00	
17		07AABAC7552K1ZL	CONFEDERATION O...	CMSME/MAY/18/09	15/05/2018	12000.00	
18		08AABFC4775B1ZL	GADIA SALES	C2955	18/05/2018	845.00	
						908085.17	

No of Record(s) 26 Page Wise Columns Print Exit

ITC register is ITC report for a particular month which shows all the purchase invoices and Dr/Cr Notes. ITC set in these invoices shall be shown in ITC available and ITC set as reversal shall be shown in ITC reversed column. Net ITC available shall be Net ITC available for the particular month. With Dr/Cr Note and reversal as per rule 37(2), 42 and 43 of CGST Rules 2017.



# STEP 33

The screenshot shows the 'Turnover' entry screen in the SAG GEN GST software. The interface includes a sidebar with navigation options like Master, Client, Bills, Registration, Return, and Input Tax Credit. The main area displays a form for entering turnover details for the year 2018-2019, including fields for Previous Year Turnover (420000) and Turnover for The Period Apr-Jun 2017 (250000). A table lists months from April to March with columns for Total Turnover and Exempted Turnover. The April row shows a Total Turnover of 2000000.00 and an Exempted Turnover of 1000000.00. The bottom of the screen shows pagination (Page No 1 of 1) and a Save button.

S.No.	Particulars	Total Turnover	Exempted Turnover
1	April	2000000.00	1000000.00
2	May		
3	June		
4	July		
5	August		
6	September		
7	October		
8	November		
9	December		
10	January		
11	February		
12	March		

For Saving turnover to calculate reversal click on Turnover button.

Then a new window will be opened where user has to fill the previous financial year turnover and Monthly turnover.

After filling all the details click on the save Button.

# STEP 34

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile 'sag'. The main menu on the left lists various options: Master, Client, Bills, Registration, Return (with sub-items GSTR-01 to GSTR-09A), Input Tax Credit, and Transaction. The 'Turnover' tab is selected in the top navigation bar. Below this, the 'Report' option is highlighted with a mouse cursor. The interface shows filters for Year (2018-2019), Period (Monthly), and Client (XYZ LTD). It also displays 'Previous Year Turnover' as 420000 and 'Turnover for The Period Apr-Jun 2017' as 250000. A table with columns for S.No., Particulars, Total Turnover, and Exempted Turnover is visible, with data for April (Total: 2000000.00, Exempted: 1000000.00). The bottom of the screen shows pagination (Page No. 1 of 1, No of Record(s) 12) and action buttons for Save, Exit, and navigation.

S.No.	Particulars	Total Turnover	Exempted Turnover
1	April	2000000.00	1000000.00
2	May		
3	June		
4	July		
5	August		
6	September		
7	October		
8	November		
9	December		
10	January		
11	February		
12	March		

After clicking on the turnover tab, now click on the report option



# STEP 35

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile icon. The left sidebar contains a menu with options: Master, Client, Bills, Registration, Return (with sub-items GSTR-01 to GSTR-09A), Input Tax Credit, and Transaction. The main area is titled 'Report' and shows filters for Client (XYZ LTD), Year (2018-2019), Period (Monthly), and Month (May). It also displays 'GST No. 08AAOCS2362J1ZY' and buttons for 'Show All Invoices', '2A Data Matched', '2A Data Mismatched', '2A Data Not Found', 'New Invoices', and 'Consolidate'. A table lists 17 invoices with columns for S.No., GST No., Name, Section, Original Invoice No., Original Invoice Date, and Revised Invoice No. The table data is as follows:

S.No.	GST No.	Name	Section	Original Invoice No.	Original Invoice Date	Revised Invoice No.
1	06AACCG0527D1Z8	GOOGLE INDIA PVT LTD	B2B Invoices	3460835395	31/05/2018	
2	07AABAC7552K1ZL	CONFEDERATION OF THE MI...	B2B Invoices	CMSME/MAY/18/09	15/05/2018	
3	07AAFCT6332G1ZD	TECHJOCKEY INFOTECH PR...	B2B Invoices	DL/18-19/112	11/05/2018	
4	08AAACH1766P1Z5	BHARTI HEXACOM LIMITED	B2B Invoices	215052886	03/05/2018	
5	08AAACH1766P1Z5	BHARTI HEXACOM LIMITED	B2B Invoices	215136997	03/05/2018	
6	08AAACH1766P1Z5	BHARTI HEXACOM LIMITED	B2B Invoices	215151248	03/05/2018	
7	08AAACH1766P1Z5	BHARTI HEXACOM LIMITED	B2B Invoices	216885561	03/05/2018	
8	08AAACH1766P1Z5	BHARTI HEXACOM LIMITED	B2B Invoices	221375507	03/05/2018	
9	08AAACS4457Q1ZQ	Vodafone Mobile Services Limit...	B2B Invoices	10SORJ0518082579	01/05/2018	
10	08AAAFY2591G1Z0	Y. CHATURVEDI & COMPANY	B2B Invoices	BRA1	05/05/2018	
11	08AABCT3725B1ZQ	TEEGEE SUPER STORES PR...	B2B Invoices	TG/006/2018-19	05/05/2018	
12	08AABFG4775B1ZL	GADIA SALES	B2B Invoices	C2955	18/05/2018	
13	08AAHCA4617P1Z9	AADHAR INFONET PVT. LTD.	B2B Invoices	857	21/05/2018	
14	08AAHCA4617P1Z9	AADHAR INFONET PVT. LTD.	B2B Invoices	921	24/05/2018	
15	08AAHCP3351M1Z3	P CUBE IT SERVICES PRIVAT...	B2B Invoices	092/2018-19	15/05/2018	
16	08AAHCP3351M1Z3	P CUBE IT SERVICES PRIVAT...	B2B Invoices	093/2018-19	15/05/2018	
17	08AASF3913A1ZG	K V M R & CO	B2B Invoices	2018-19/4263	30/05/2018	

At the bottom, there is a pagination bar showing 'Page No. 1 of 1' and 'No of Record(s) 28'. The bottom right corner features buttons for 'GSTR3B & Register', 'GSTR2A & Register', and the SAG logo.

In the report section, you can find a comparison of the invoice that you get from 2A data.

# STEP 36

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile icon. The main header shows 'SAG GEN GST' and a sidebar with navigation options like 'Master', 'Client', 'Bills', 'Registration', 'Return', 'Input Tax Credit', and 'Transaction'. The main content area is titled 'Client' and shows filters for 'Year 2018-2019', 'Period Monthly', 'Month May', 'Clients XYZ LTD', and 'GST No. 08AAOCS2362J1ZY'. Below these filters, there are buttons for 'Show All Invoices', '2A Data Matched', '2A Data Mismatched', '2A Data Not Found', 'New Invoices', and 'Consolidate'. The '2A Data Matched' option is selected. A table of invoices is displayed with the following columns: S.No, GST No., Name, Section, Original Invoice No., Original Invoice Date, and Revised Invoice No. The table contains 17 rows of invoice data. At the bottom, there is a pagination bar showing 'Page No 1 of 1' and 'No of Record(s) 28'. The bottom right corner features a toolbar with icons for 'GSTR3B & Register', 'GSTR2A & Register', and the SAG logo.

S.No	GST No.	Name	Section	Original Invoice No.	Original Invoice Date	Revised Invoice No.
1	06AACCG0527D1Z8	GOOGLE INDIA PVT LTD	B2B Invoices	3460835395	31/05/2018	
2	07AABAC7552K1ZL	CONFEDERATION OF THE MI...	B2B Invoices	CMSME/MAY/18/09	15/05/2018	
3	07AAFCT6332G1ZD	TECHJOCKEY INFOTECH PR...	B2B Invoices	DL/18-19/112	11/05/2018	
4	08AAACH1766P1Z5	BHARTI HEXACOM LIMITED	B2B Invoices	215052886	03/05/2018	
5	08AAACH1766P1Z5	BHARTI HEXACOM LIMITED	B2B Invoices	215136997	03/05/2018	
6	08AAACH1766P1Z5	BHARTI HEXACOM LIMITED	B2B Invoices	215151248	03/05/2018	
7	08AAACH1766P1Z5	BHARTI HEXACOM LIMITED	B2B Invoices	216885561	03/05/2018	
8	08AAACH1766P1Z5	BHARTI HEXACOM LIMITED	B2B Invoices	221375507	03/05/2018	
9	08AAACS4457Q1ZQ	Vodafone Mobile Services Limit...	B2B Invoices	10SORJ0518082579	01/05/2018	
10	08AAAFY2591G1Z0	Y. CHATURVEDI & COMPANY	B2B Invoices	BRA1	05/05/2018	
11	08AABCT3725B1ZQ	TEEGEE SUPER STORES PR...	B2B Invoices	TG/006/2018-19	05/05/2018	
12	08AABFG4775B1ZL	GADIA SALES	B2B Invoices	C2955	18/05/2018	
13	08AAHCA4617P1Z9	AADHAR INFONET PVT. LTD.	B2B Invoices	857	21/05/2018	
14	08AAHCA4617P1Z9	AADHAR INFONET PVT. LTD.	B2B Invoices	921	24/05/2018	
15	08AAHCP3351M1Z3	P CUBE IT SERVICES PRIVAT...	B2B Invoices	092/2018-19	15/05/2018	
16	08AAHCP3351M1Z3	P CUBE IT SERVICES PRIVAT...	B2B Invoices	093/2018-19	15/05/2018	
17	08AASF3913A1ZG	K V M R & CO	B2B Invoices	2018-19/4263	30/05/2018	

After that click on 2A data matched option, this option show you the matched information of invoice that you fill manually, import through excel or import through 2A.

# STEP 37

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main header shows 'SAG GEN GST' and a user profile 'sag'. The left sidebar contains navigation options: Master, Client, Bills, Registration, Return, Input Tax Credit, and Transaction. The 'Return' section is expanded, showing 'Input Credit Ledger' with sub-items GSTR-01 through GSTR-09A. The main content area is a data table with columns: Client, Supplier Details, ITC Available, Payment, Common Credit Reversal, Utilized, Register, Turnover, and Report. The table is filtered for 'Year 2018-2019', 'Period Monthly', and 'Month May'. The '2A Data Mismatched' tab is selected, showing a list of invoices. The table has columns: S.No., GSTN Number, Supplier Name, Section, Invoice Number, Source, Invoice Date, Supply Type, and Invo. The data rows include invoices from Google India Pvt Ltd, Confederation of T..., Techjockey Infotec..., and Vodafone Mobile Services... The bottom of the interface shows 'Page No 1 of 2' and 'No of Record(s) 56'. The bottom right corner has buttons for 'GSTR3B & Register', 'GSTR2A & Register', and the SAG logo.

S.No.	GSTN Number	Supplier Name	Section	Invoice Number	Source	Invoice Date	Supply Type	Invo
1	06AACCG0527D1Z8	GOOGLE INDIA PVT LTD	B2B	3460835395	Credit Register	31-05-2018	INTER STATE	Regu
3	07AABAC7552K1ZL	CONFEDERATION OF T...	B2B	CMSME/MAY/18/09	Credit Register	15-05-2018	INTER STATE	Regu
5	07AAFACT6332G1ZD	TECHJOCKEY INFOTEC...	B2B	DL/18-19/112	Credit Register	11-05-2018	INTER STATE	Regu
7	08AAACH1766P1Z5	BHARTI HEXACOM LIM...	B2B	215052886	Credit Register	03-05-2018	INTRA STATE	Regu
			B2B	216885561	Credit Register	03-05-2018	INTRA STATE	Regu
			B2B	221375507	Credit Register	03-05-2018	INTRA STATE	Regu
			B2B	215136997	Credit Register	03-05-2018	INTRA STATE	Regu
17	08AAACS4457Q1ZQ	Vodafone Mobile Services...	B2B	215151248	Credit Register	03-05-2018	INTRA STATE	Regu
			B2B	10SORJ0518082579	Credit Register	01-05-2018	INTRA STATE	Regu

After clicking on 2A data matched tab, click on 2A data mismatched tab, if the invoice is mismatched in 2A or register you can view it in this tab.

# STEP 38

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists various options: Master, Client, Bills, Registration, Return, Input Tax Credit, and Transaction. The 'Return' section is expanded, showing options like GSTR-01, Input Credit Ledger, GSTR-02A, GSTR-03B, GSTR-04, GSTR-04A, GSTR-07, GSTR-07A, GSTR-08, GSTR-09, and GSTR-09A. The main content area shows a filter for '2A Data Mismatched' selected under 'Show All Invoices'. The filter options include 'All' and 'GSTN Wise'. The 'Ignore Difference' field is set to 0, and the 'Ignore Date' checkbox is unchecked. The table below has columns for S.No., GSTN Number, Supplier Name, Section, Invoice Number, Source, Invoice Date, and Supply Type. The footer shows 'Page No 1 of 0' and 'No of Record(s) 0'. There are buttons for 'GSTR3B & Register', 'GSTR2A & Register', and the SAG logo.

Next click on 2A data not found option, In this you can view the data that is visible in 2A but not import in register option

# STEP 39

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists various options: Master, Client, Bills, Registration, Return (with sub-items GSTR-01, Input Credit Ledger, GSTR-02A, GSTR-03B, GSTR-04, GSTR-04A, GSTR-07, GSTR-07A, GSTR-08, GSTR-09, GSTR-09A), Input Tax Credit, and Transaction.

The main content area shows a filter section with the following details:  
Year: 2018-2019 | Period: Monthly | Month: May | Clients: XYZ LTD | GST No.: 08AAOCS2362J1ZY  
Buttons: Show All Invoices, 2A Data Matched, 2A Data Mismatched (highlighted), 2A Data Not Found, New Invoices, Consolidate  
Radio buttons: All, GSTN Wise (selected)  
Input: Ignore Difference: 0 | Ignore Date:

Below the filter section is a table with the following headers: S.No., GSTN Number, Supplier Name, Section, Invoice Number, Source, Invoice Date, Supply Type, and Inv. The table is currently empty.

The bottom status bar shows: Page No. 1 of 0 | No of Record(s) 0 | Page Wise | Columns | GSTR3B & Register | GSTR2A & Register | SAG GEN GST logo.

Next click on 2A data not found option, In this tab you can view the data that is visible in 2A but not import in register option

# STEP 40

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile icon labeled 'sag'. The main menu on the left lists 'Master', 'Client', 'Bills', 'Registration', 'Return', 'Input Tax Credit', and 'Transaction'. The 'Return' menu is expanded, showing options from 'GSTR-01' to 'GSTR-09A', with 'Input Credit Ledger' selected. The main content area shows a filter bar with 'Client' (XYZ LTD), 'Year' (2018-2019), 'Period' (Monthly), 'Month' (May), and 'GST No.' (08AAOCS2362J1ZY). Below the filter bar, there are tabs for 'Show All Invoices', '2A Data Matched', '2A Data Mismatched', and '2A Data Not Found' (which is highlighted in red). There are also radio buttons for 'All' and 'GSTN Wise', and an 'Ignore Date' checkbox. A table with columns 'S.No.', 'GSTN Number', 'Supplier Name', 'Section', 'Invoice Number', 'Invoice Date', 'Supply Type', 'Invoice Type', and 'Reverse C' is visible but empty. The bottom status bar shows 'Page No 1 of 0' and 'No of Record(s) 0'. At the bottom right, there are buttons for 'Partially Matched Invoices', 'GSTR3B & Register', 'GSTR2A & Register', and the SAG logo.

difference you can set it in a partially matched invoices option.

# STEP 41

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile 'sag'. The main menu on the left lists 'Master', 'Client', 'Bills', 'Registration', 'Return', 'Input Tax Credit', and 'Play (k)'. The 'Return' menu is expanded, showing options like 'GSTR-01', 'Input Credit Ledger', 'GSTR-02A', 'GSTR-03B', 'GSTR-04', 'GSTR-04A', 'GSTR-07', 'GSTR-07A', 'GSTR-08', 'GSTR-09', and 'GSTR-09A'. The main content area shows a filter for '2A Data Not Found' in red. Below this, there are radio buttons for 'All' and 'GSTN Wise', and an 'Ignore Date' checkbox. A table with columns 'S.No.', 'GSTN Number', 'Supplier Name', 'Section', 'Invoice Number', 'Invoice Date', 'Supply Type', 'Invoice Type', and 'Reverse C' is visible. At the bottom, there are navigation controls for 'Page No 1 of 0' and 'No of Record(s) 0'. On the right, there are buttons for 'Partially Matched Invoices', 'GSTR3B & Register', 'GSTR2A & Register', and 'SAG GEN GST'.

Under the 2A data not found option, you can also check comparison between GSTR3B & Register or GSTR2A & Register

# STEP 42

The screenshot displays the SAG GEN GST software interface. 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 (selected), Input Tax Credit, and Transaction. Under 'Return', the 'Input Credit Ledger' is expanded, showing sub-items: GSTR-01, GSTR-02A, GSTR-03B, GSTR-04, GSTR-04A, GSTR-07, GSTR-07A, GSTR-08, GSTR-09, and GSTR-09A. The main content area features a filter bar with tabs: '2A Data Matched', '2A Data Mismatched', '2A Data Not Found' (highlighted in red), and 'New Invoices' (highlighted in yellow). Below the tabs, there are radio buttons for 'All' and 'GSTN Wise', and an 'Ignore Date' checkbox. A table with columns 'S.No.', 'GSTN Number', 'Supplier Name', 'Section', 'Invoice Number', 'Invoice Date', 'Supply Type', 'Invoice Type', and 'Reverse C' is visible. The bottom status bar shows 'Page No 1 of 0', 'No of Record(s) 0', and buttons for 'Partially Matched Invoices', 'GSTR3B & Register', 'GSTR2A & Register', and 'SAG'. The 'SAG' logo is also present in the bottom right corner.

After clicking on 2A data not found tab, Click on new invoices option and you can view the invoices that is manually added in the register and not showing in 2A data.



# STEP 43

The screenshot displays the SAG GEN GST software interface. 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 'Master', 'Client', 'Bills', 'Registration', 'Return', 'Input Tax Credit', and 'Transaction'. The 'Return' section is expanded, showing options from 'GSTR-01' to 'GSTR-09A', with 'Input Credit Ledger' selected. The main area shows a report for 'Client: XYZ LTD' and 'GST No: 08AAOCS2362J1ZY' for the year '2018-2019'. The report filters are set to 'Monthly' and 'May'. The report shows '2A Data Matched', '2A Data Mismatched', '2A Data Not Found', and 'New Invoices'. The 'New Invoices' button is highlighted. The table below has columns for S.No., GSTN Number, Supplier Name, Section, Invoice Number, Invoice Date, Supply Type, Invoice Type, and Reverse C. The footer shows 'Page No 1 of 0' and 'No of Record(s) 0'. At the bottom right, there are buttons for 'GSTR3B & Register', 'GSTR2A & Register', and 'Exit'.

2A data matched, 2A data not found and new invoices.

# GEN GST SOFTWARE



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