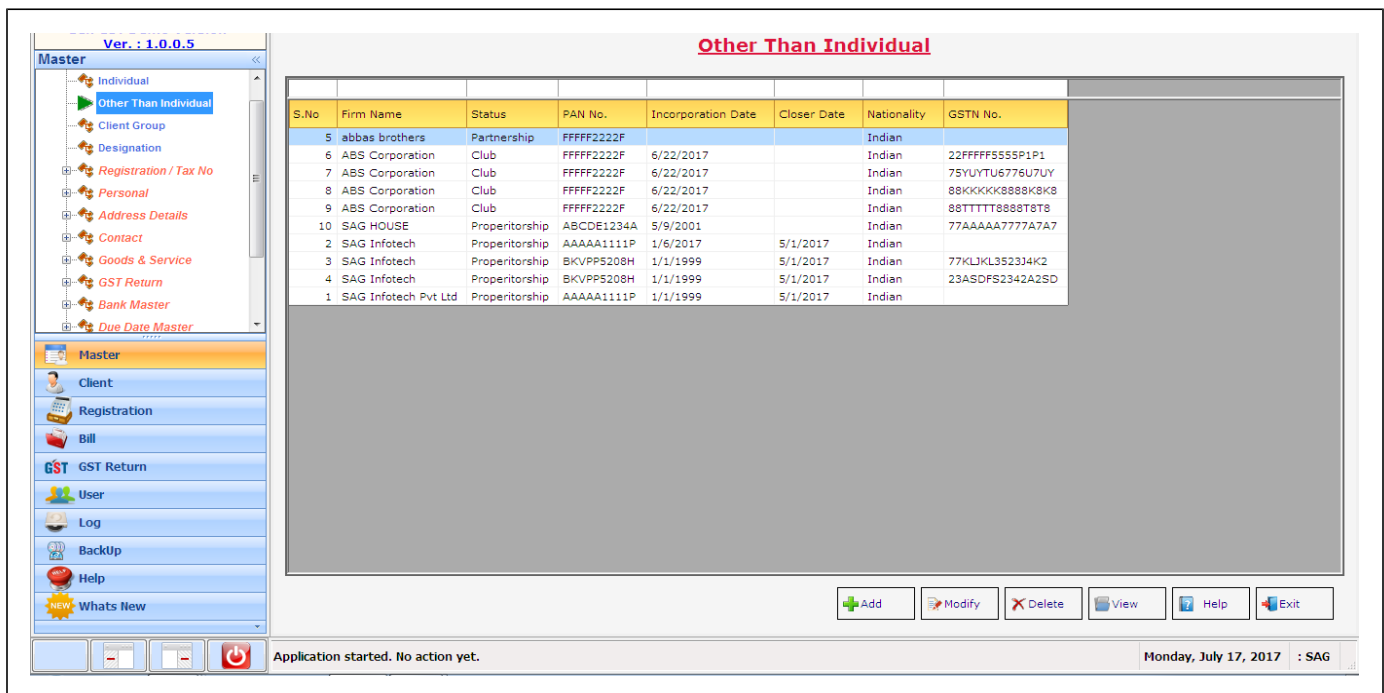


GST SOFTWARE

OTHER THAN INDIVIDUAL

- **Other than individual**
- It is a sub menu under master menu where user can add the details of other than individual like partnership firm, pvt co., trusts, AOP etc.

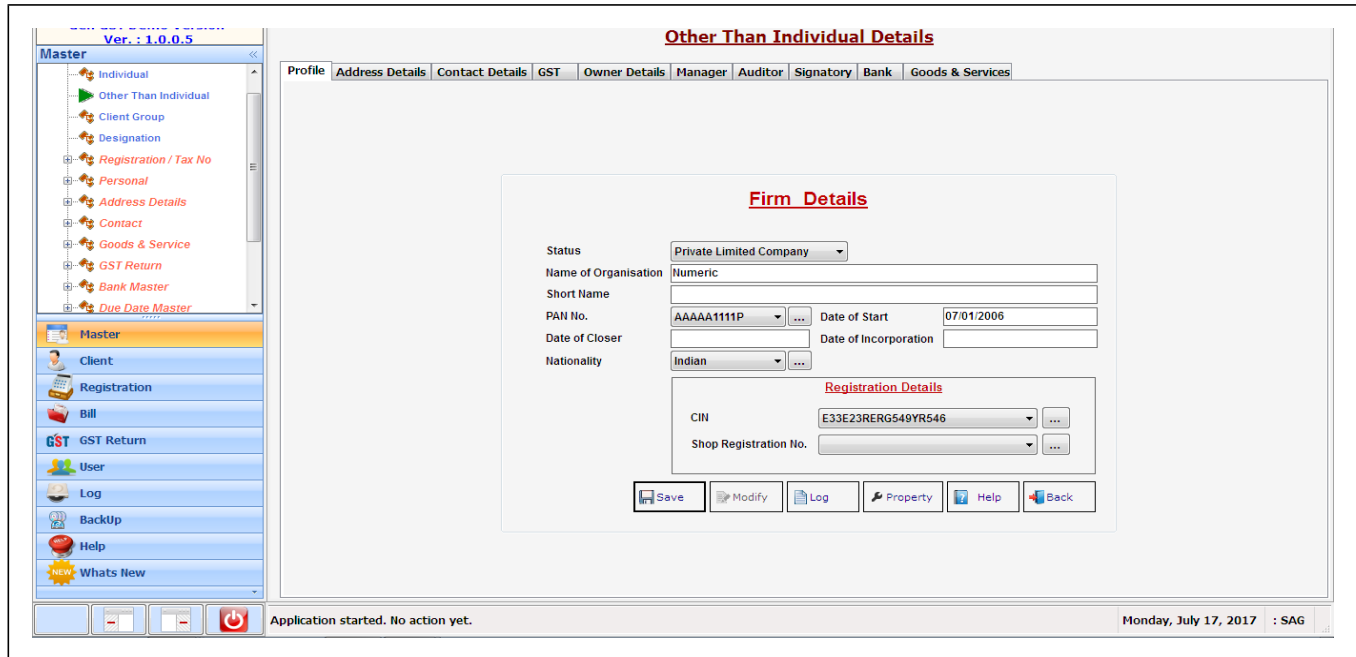


The screenshot displays the 'Other Than Individual' master menu in the GST Software. The interface includes a left-hand navigation pane with a tree view under 'Master' containing options like 'Individual', 'Other Than Individual', 'Client Group', 'Designation', 'Registration / Tax No', 'Personal', 'Address Details', 'Contact', 'Goods & Service', 'GST Return', 'Bank Master', and 'Due Date Master'. Below this is a 'Master' section with buttons for 'Client', 'Registration', 'Bill', 'GST Return', 'User', 'Log', 'Backup', 'Help', and 'Whats New'. The main window shows a table of records with the following data:

S.No	Firm Name	Status	PAN No.	Incorporation Date	Closer Date	Nationality	GSTN No.
5	abbas brothers	Partnership	FFFFF2222F	6/22/2017		Indian	22FFFFF5555P1P1
6	ABS Corporation	Club	FFFFF2222F	6/22/2017		Indian	75YUYTU6776U7UY
7	ABS Corporation	Club	FFFFF2222F	6/22/2017		Indian	88KKKKK8888K8K8
8	ABS Corporation	Club	FFFFF2222F	6/22/2017		Indian	88TTTTT8888T8T8
9	ABS Corporation	Club	FFFFF2222F	6/22/2017		Indian	77AAAAA7777A7A7
10	SAG HOUSE	Proprietorship	ABCDE1234A	5/9/2001		Indian	
2	SAG Infotech	Proprietorship	AAAAA1111P	1/6/2017	5/1/2017	Indian	
3	SAG Infotech	Proprietorship	BKVPP5208H	1/1/1999	5/1/2017	Indian	77KLJL3523J4K2
4	SAG Infotech	Proprietorship	BKVPP5208H	1/1/1999	5/1/2017	Indian	23ASDFS2342A2SD
1	SAG Infotech Pvt Ltd	Proprietorship	AAAAA1111P	1/1/1999	5/1/2017	Indian	

At the bottom of the window, there are buttons for 'Add', 'Modify', 'Delete', 'View', 'Help', and 'Exit'. The status bar at the very bottom indicates 'Application started. No action yet.' and the date 'Monday, July 17, 2017 : SAG'.

- After clicking on add, start with the creation of **Profile** of the organization. Select the status of the organization and enter the name, PAN, Nationality etc.



Other Than Individual Details

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

Firm Details

Status: Private Limited Company
 Name of Organisation: Numeric
 Short Name:
 PAN No.: AAAAA1111P Date of Start: 07/01/2006
 Date of Closer:
 Nationality: Indian

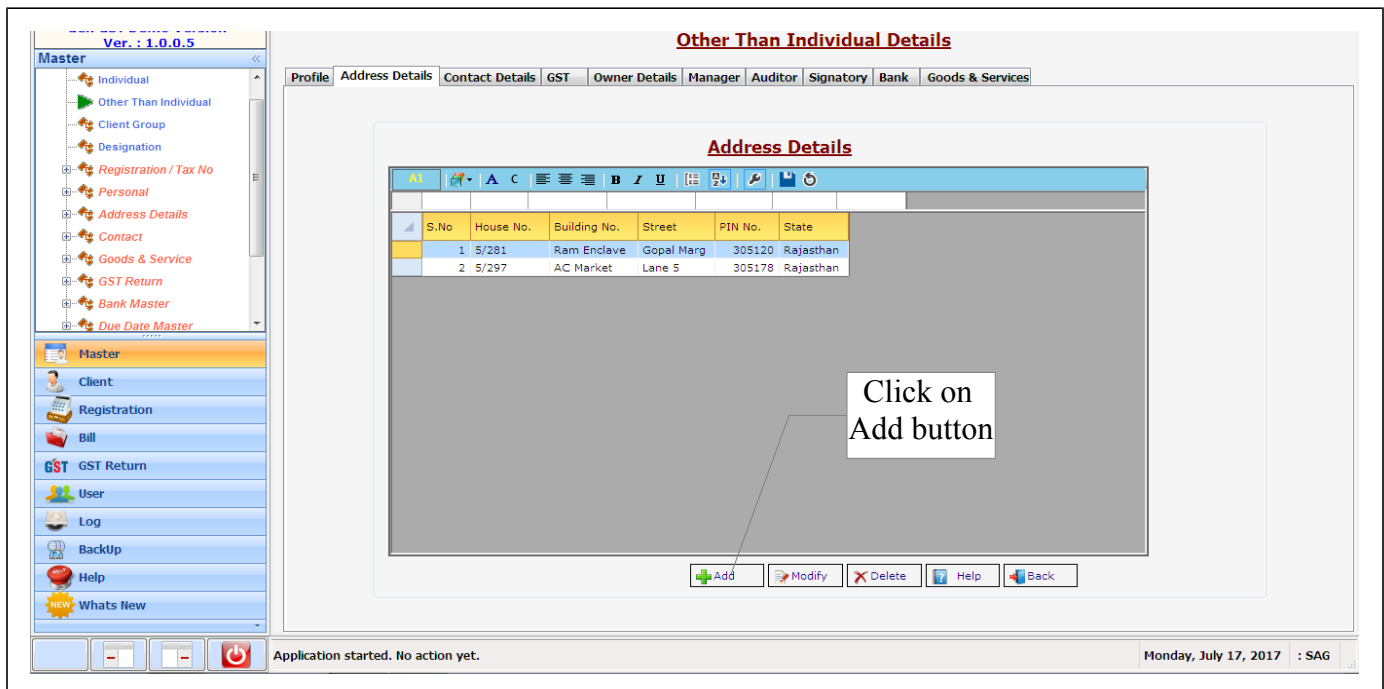
Registration Details

CIN: E33E23RERG549YR546
 Shop Registration No.:

Save | Modify | Log | Property | Help | Back

Application started. No action yet. Monday, July 17, 2017 : SAG

- After filling the profile detail click on the next tab i.e. **Address tab**.



Other Than Individual Details

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

Address Details

S.No	House No.	Building No.	Street	PIN No.	State
1	5/281	Ram Enclave	Gopal Marg	305120	Rajasthan
2	5/297	AC Market	Lane 5	305178	Rajasthan

Click on Add button

+ Add | Modify | Delete | Help | Back

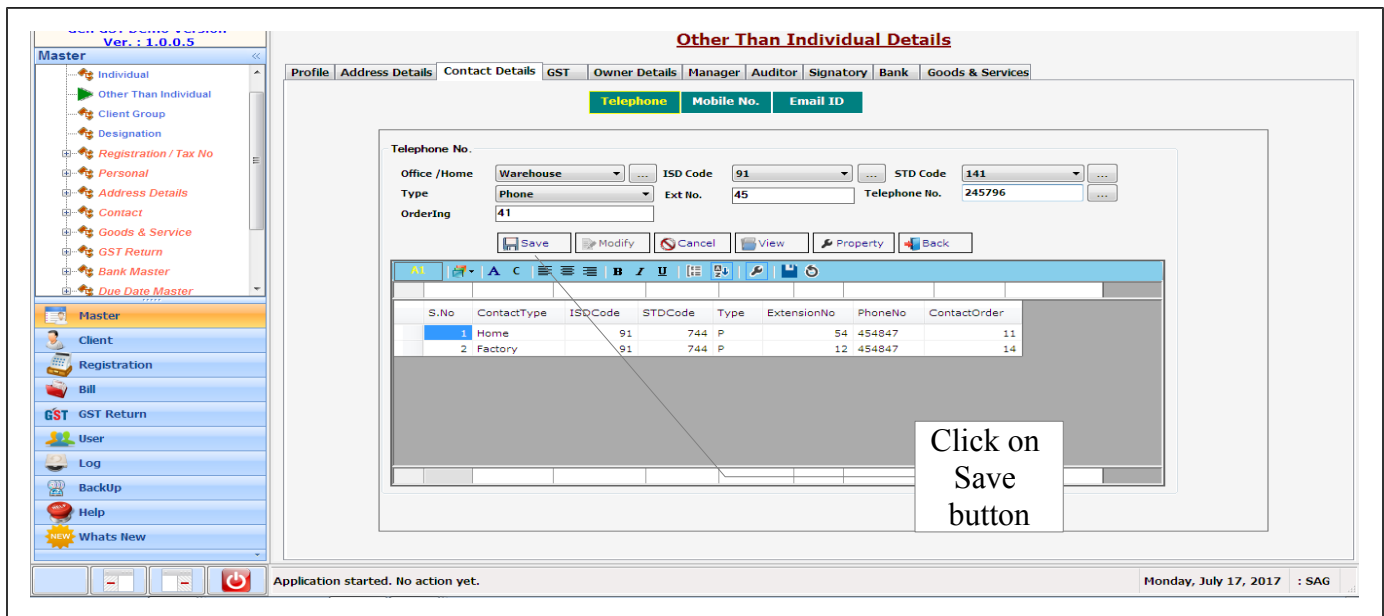
Application started. No action yet. Monday, July 17, 2017 : SAG

- A new Panel will be opened in which user has to fill all the details which are required, After filling the same, save the details and proceed further. You can also add multiple address of the other than individual in the same manner.

- After filling the Address details click on the next tab i.e. **Contact Details** tab.
- **Telephone number** tab, Where user has to click on new button.

S.No	ContactType	STDCode	Type	ExtensionNo	PhoneNo	ContactOrder
1	Home	91	744 P	54	454847	11
2	Factory	91	744 P	12	454847	14

- 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 other than individual in the same manner.



Other Than Individual Details

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

Telephone | Mobile No. | Email ID

Telephone No.

Office /Home: Warehouse | ISD Code: 91 | STD Code: 141

Type: Phone | Ext. No.: 45 | Telephone No.: 245796

Ordering: 41

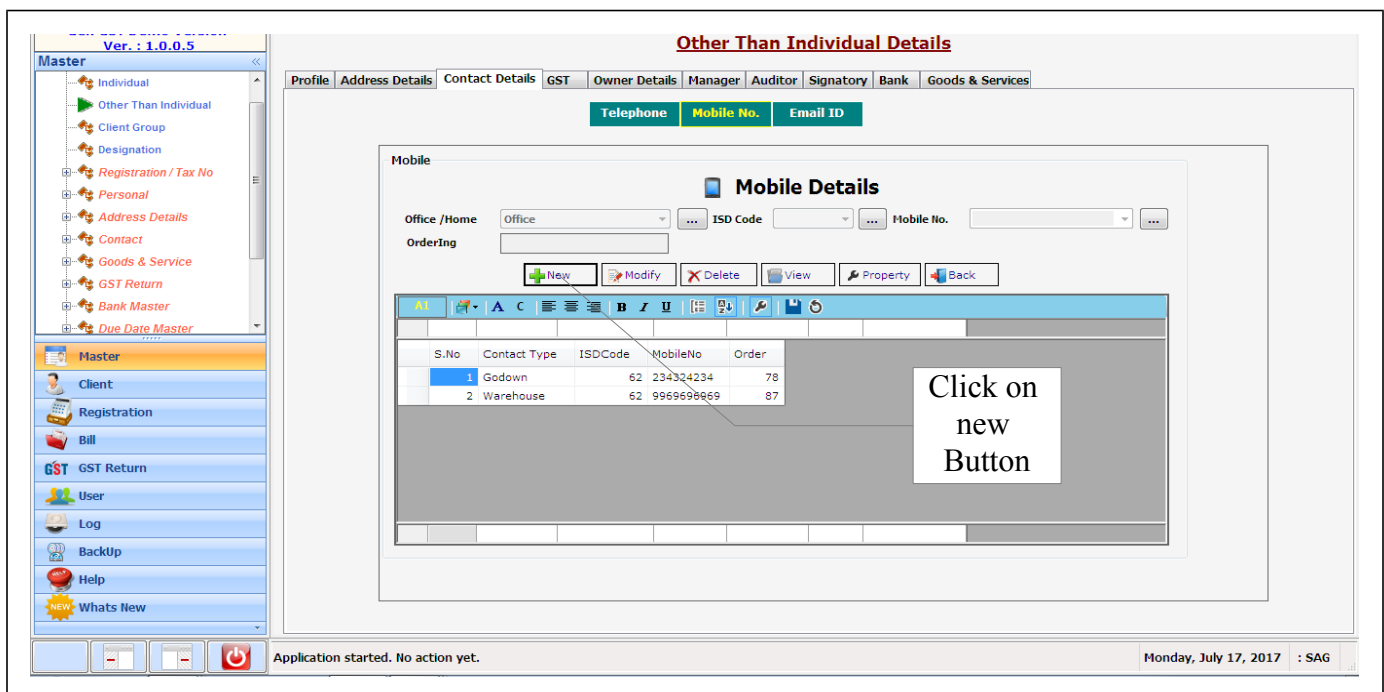
Save | Modify | Cancel | View | Property | Back

S.No	ContactType	ISDCode	STDCode	Type	ExtensionNo	PhoneNo	ContactOrder
1	Home	91	744	P	54	454847	11
2	Factory	91	744	P	12	454847	14

Click on Save button

Application started. No action yet. Monday, July 17, 2017 : SAG

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



Other Than Individual Details

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

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

Mobile

Mobile Details

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

Ordering:

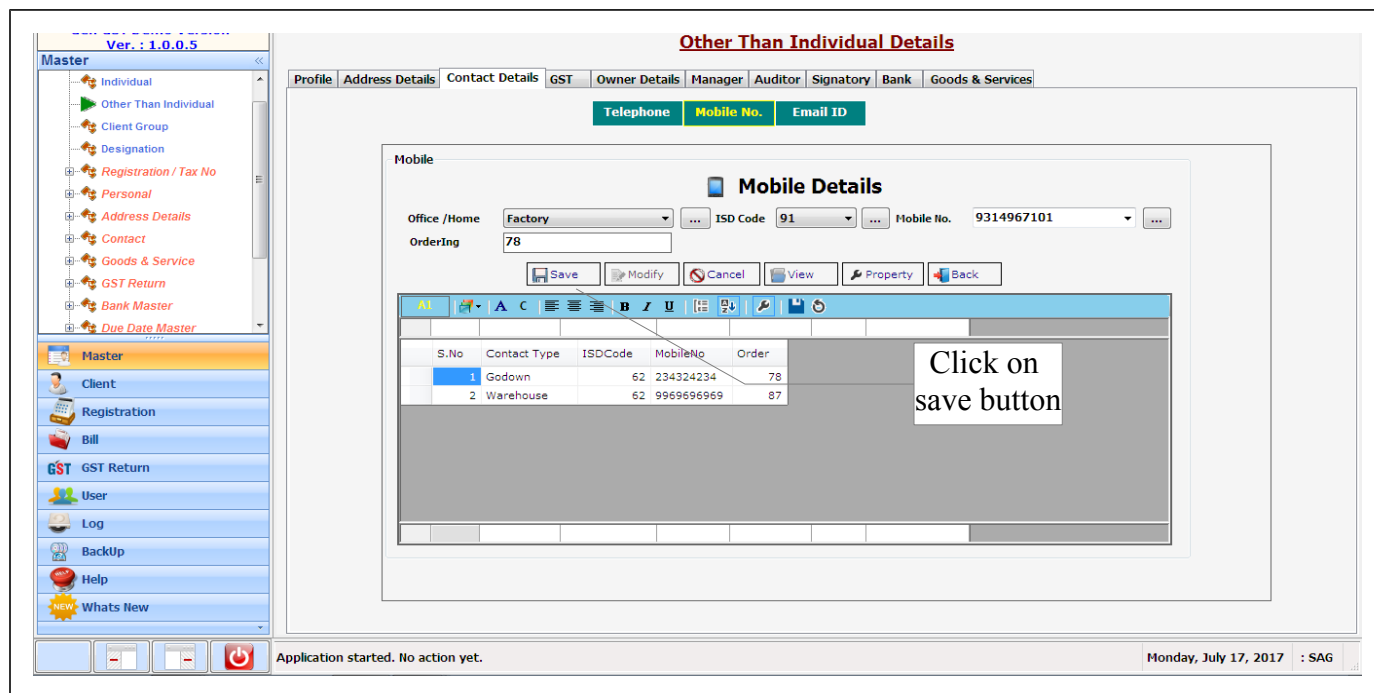
New | Modify | Delete | View | Property | Back

S.No	Contact Type	ISDCode	MobileNo	Order
1	Godown	62	234324234	78
2	Warehouse	62	9969998669	87

Click on new Button

Application started. No action yet. Monday, July 17, 2017 : SAG

- 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 other than individual in the same manner.



Other Than Individual Details

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

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

Mobile

Mobile Details

Office /Home: Factory | ISD Code: 91 | Mobile No.: 9314967101

Ordering: 78

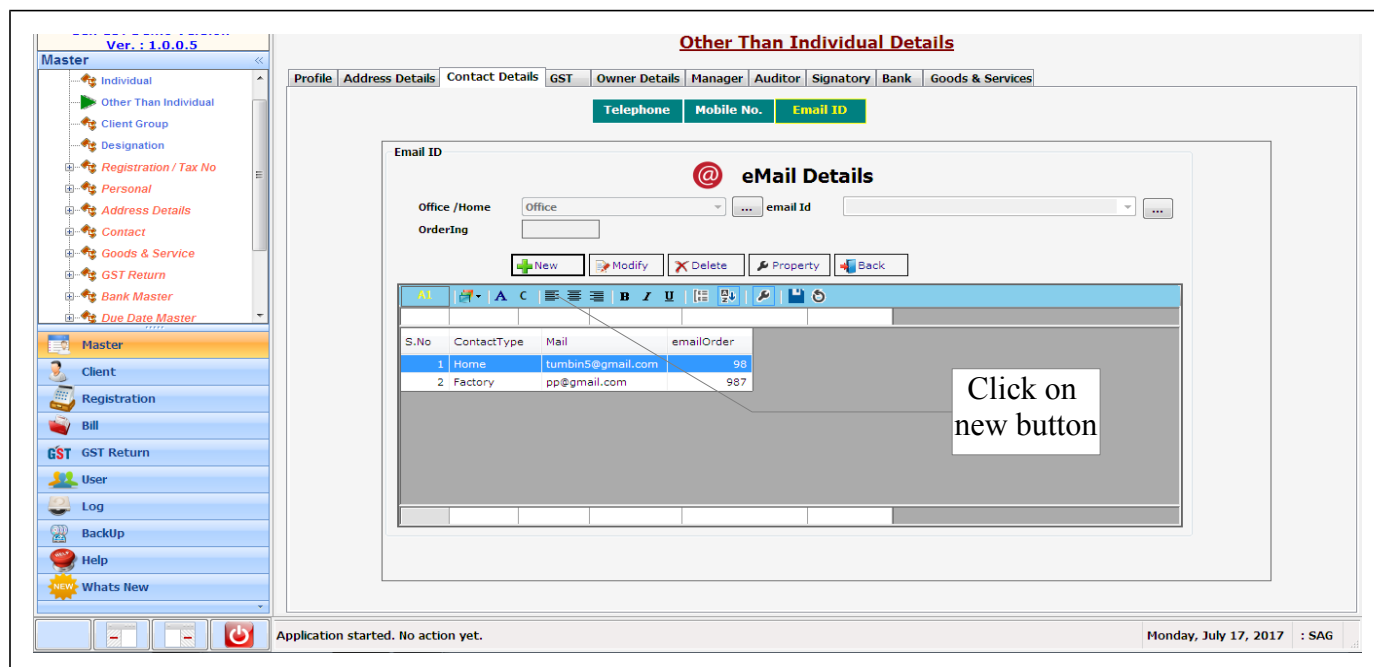
Save | Modify | Cancel | View | Property | Back

S.No	Contact Type	ISD Code	Mobile No	Order
1	Godown	62	234324234	78
2	Warehouse	62	9969696969	87

Click on save button

Application started. No action yet. Monday, July 17, 2017 : SAG

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



Other Than Individual Details

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

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

Email ID

eMail Details

Office /Home: Office | email Id: []

Ordering: []

New | Modify | Delete | Property | Back

S.No	Contact Type	Mail	emailOrder
1	Home	tumbins@gmail.com	98
2	Factory	pp@gmail.com	987

Click on new button

Application started. No action yet. Monday, July 17, 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 other than individual in the same manner.

Other Than Individual Details

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

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

eMail Details

Office /Home: Warehouse | email Id: HSD@gmail.com

Ordering: 28

Buttons: Save, Modify, Cancel, Property, Back

S.No	ContactType	Mail	emailOrder
1	Home	tumbin5@gmail.com	98
2	Factory	pp@gmail.com	987

Click on Save button

Application started. No action yet. Monday, July 17, 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.

Other Than Individual Details

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

GST No. Details

IS GSTN

GST No.: 54AAADS1245A1Z1 | Status: Private Limited Company

Name of Address: Ram niwas | Title: Owned

Address: | Country: | State: | City: | PIN Code: |

Merchant ID: 55555 | Rank: 21

User ID: 456 | Password: 123

Verify Date: 12/05/2010

Buttons: Save, Modify, Cancel, Log, Property, Help, Back

S.No	GST No.	Merchant ID	GST Rank	User Code	Password
1		547	1	578	1234
2	11AAAAAS1111A1A1	879	147	78	1234
3					

Application started. No action yet. Monday, July 17, 2017 : SAG

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

Other Than Individual Details

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

Owner Details

Government Department

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 Than Individual	SAG Infotech	N/A	N/A	AAAAA1111P	Proprietorship	Mar 31 2018 12:00AM	May 1 2017 12:00AM		
2	Other Than Individual	abbas brothers	N/A	N/A	FFFFF2222F	Proprietorship	Jul 22 2017 12:00AM			

Click on Add button

Application started. No action yet. Monday, July 17, 2017 : SAG

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

Other Than Individual Details

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

Owner Details

Government Department

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 Than Individual	SAG Infotech	N/A	N/A	AAAAA1111P	Proprietorship	Mar 31 2018 12:00AM	May 1 2017 12:00AM		
2	Other Than Individual	abbas brothers	N/A	N/A	FFFFF2222F	Proprietorship	Jul 22 2017 12:00AM			

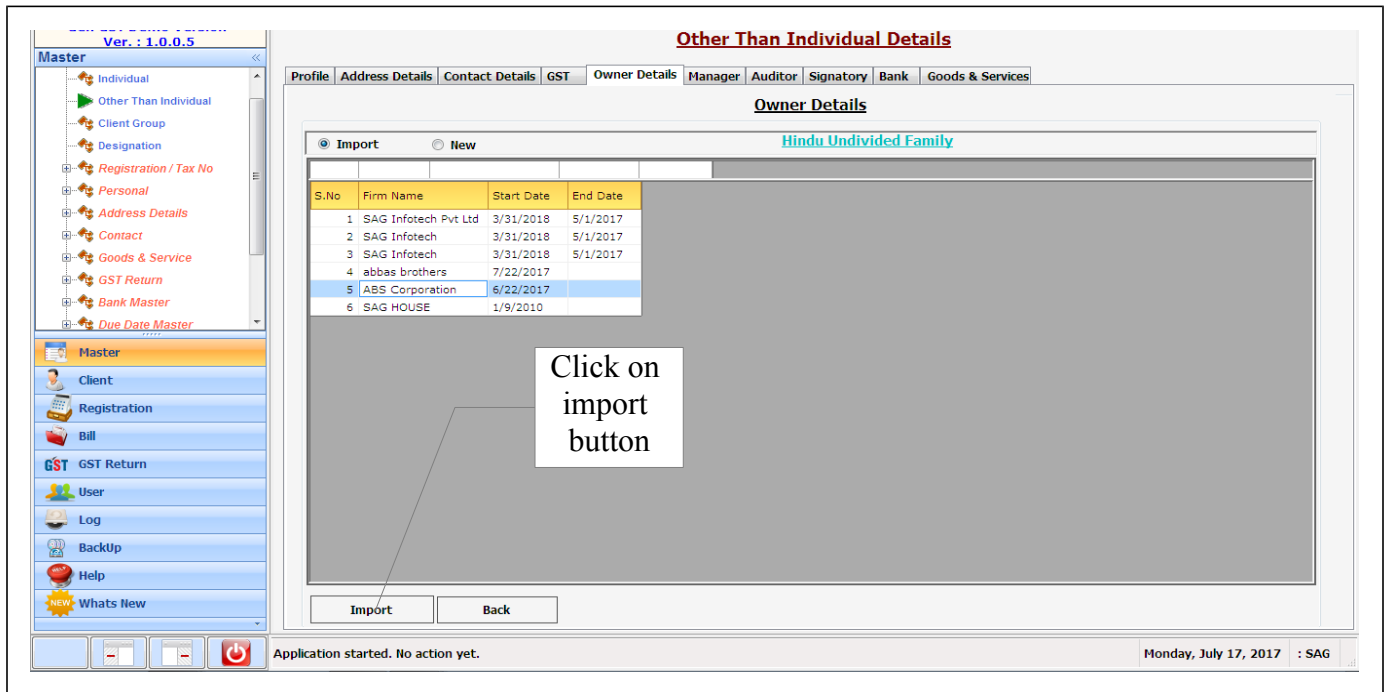
Show Type

Status

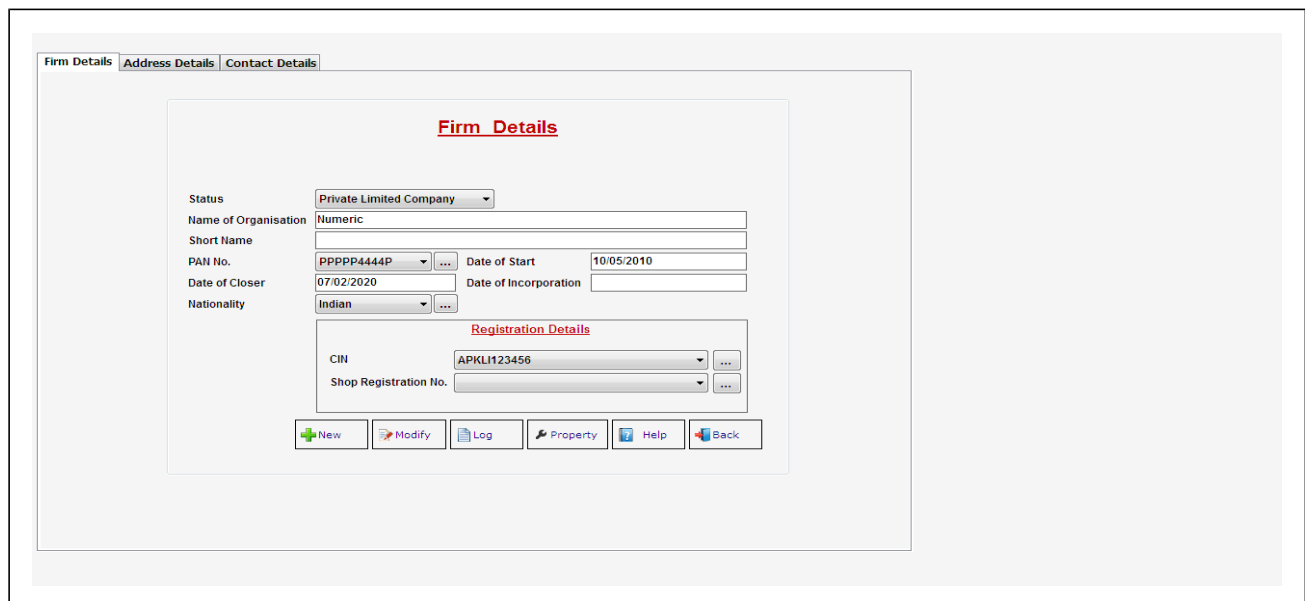
- Proprietorship
- Partnership
- Hindu Undivided Family
- Private Limited Company
- Public Limited Company
- Unlimited Liability Company
- Government Department**
- Society
- Club
- Trust
- AOP
- Statutory body
- LLP
- Local Authority
- Public Sector Undertaking
- Other (Please Specify)
- Individual

Application started. No action yet. Monday, July 17, 2017 : SAG

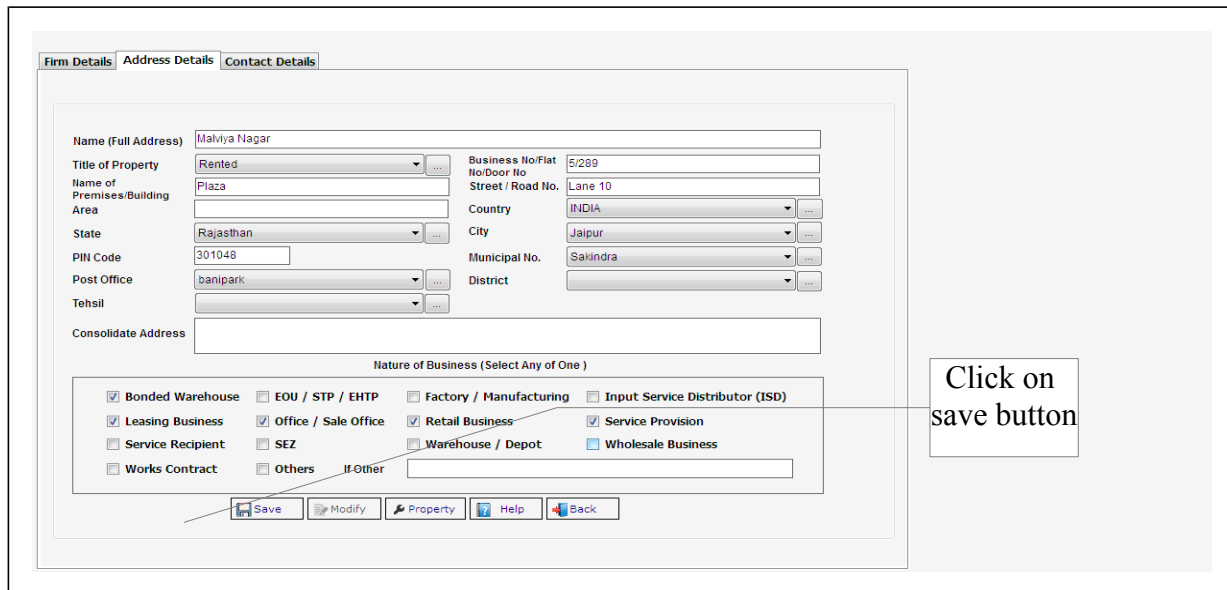
- We have provided two options for the convenience of the user i.e. new and import.
- When user clicks on the import radio button then a new Panel will be opened. Where user can search the Owner which he/she wants to import.



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

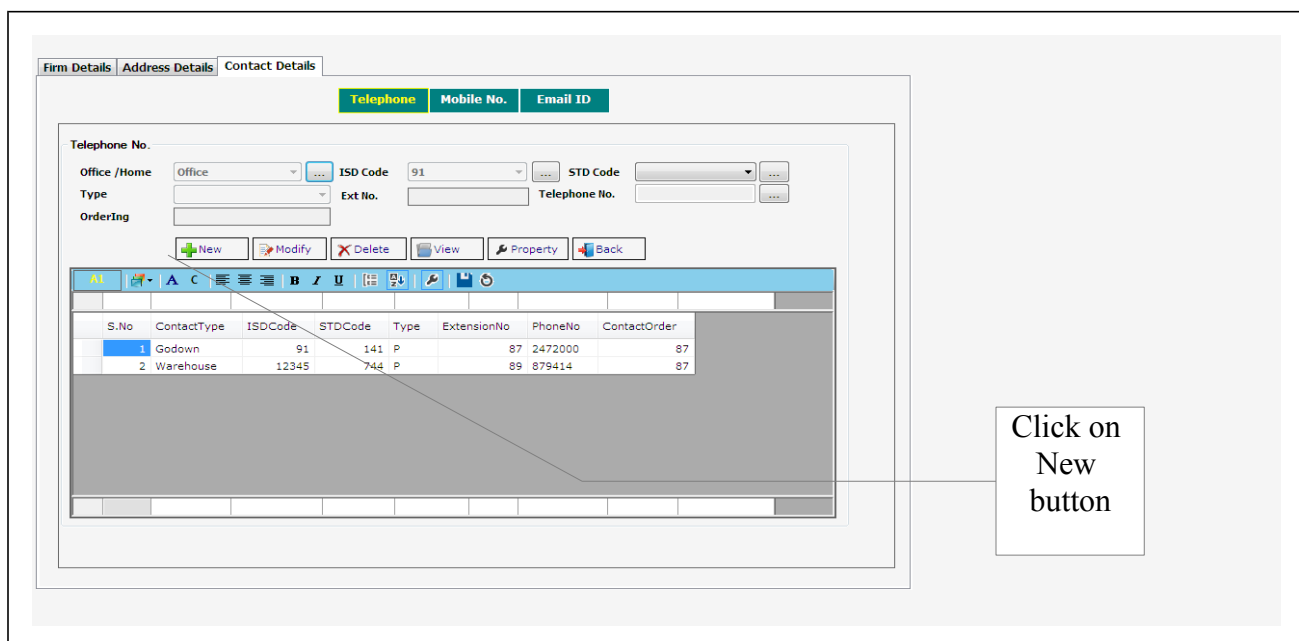


- Click on Address details tab, Then a new panel will be opened, in which user has to fill all the **Address Details** which are required, After filling the same, save the details and proceed further.



Click on save button

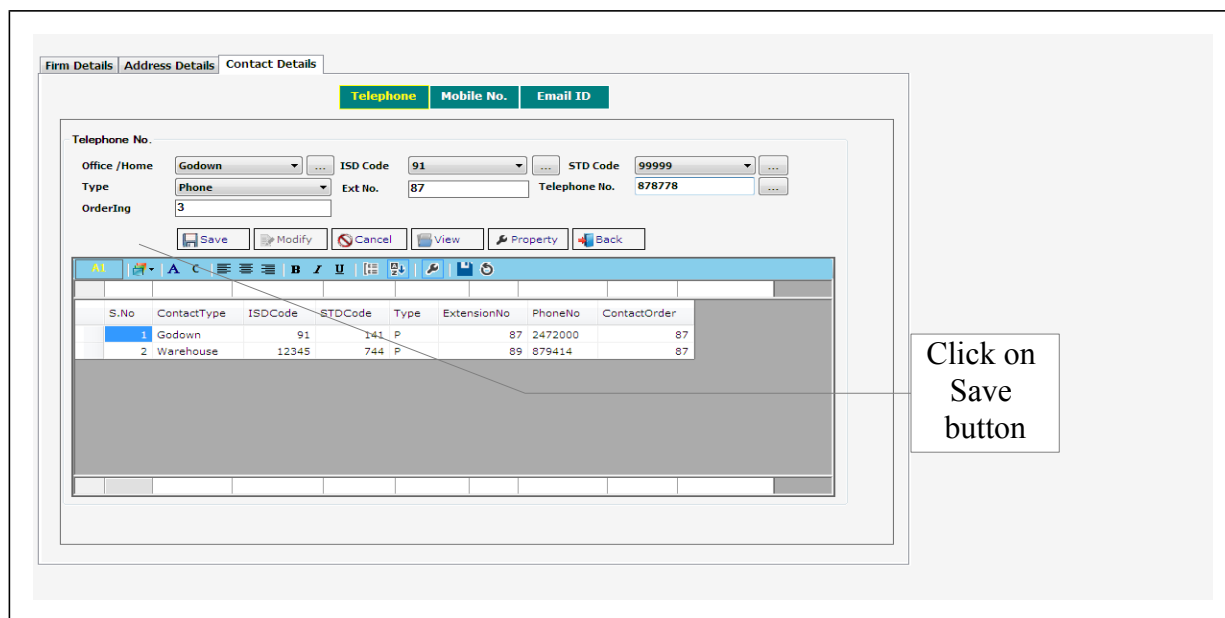
- Click on **Contact details** Tab, Where three tabs are situated at the top of the application i.e. Telephone number, Mobile no., Email id.
- Click on **Telephone number** tab, Where a new application window is shown, user has to click on new button.



Click on New button

S.No	ContactType	ISDCode	STDCode	Type	ExtensionNo	PhoneNo	ContactOrder
1	Godown	91	141	P	87	2472000	87
2	Warehouse	12345	744	P	89	879414	87

- 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 other than individual in the same manner.



Telephone No.

Office /Home: Godown ISD Code: 91 STD Code: 99999

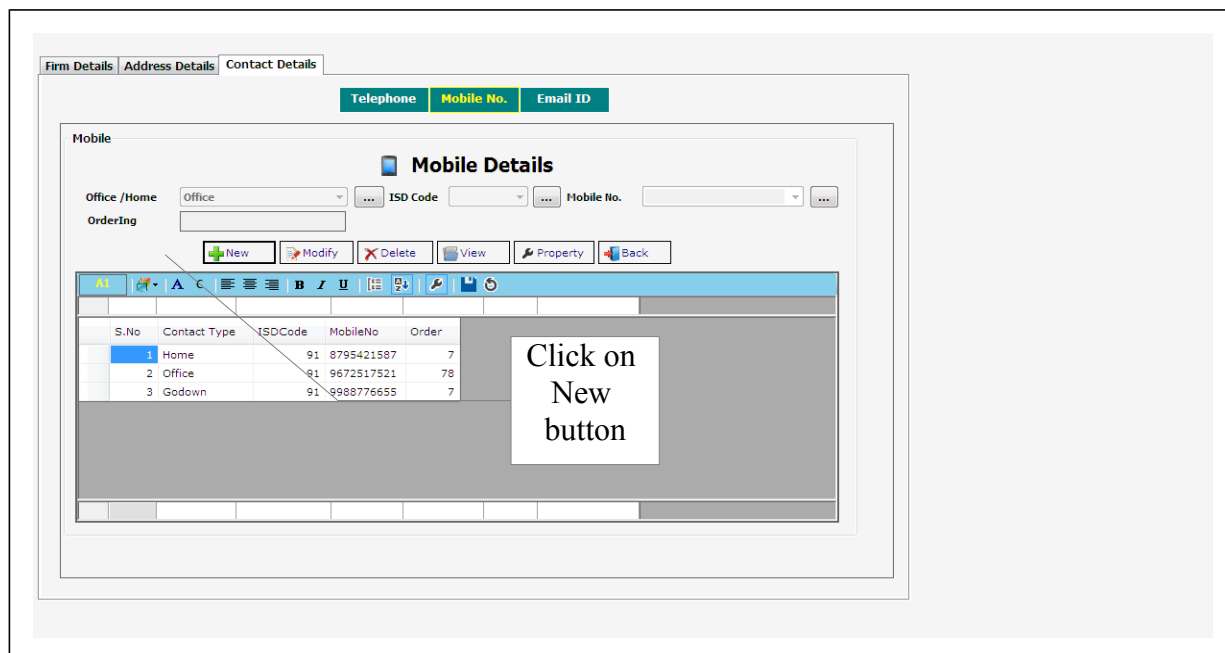
Type: Phone Ext. No.: 87 Telephone No.: 878778

OrderIng: 3

S.No	ContactType	ISDCode	STDCode	Type	ExtensionNo	PhoneNo	ContactOrder
1	Godown	91	141	P	87	2472000	87
2	Warehouse	12345	744	P	89	879414	87

Click on Save button

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



Mobile

Mobile Details

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

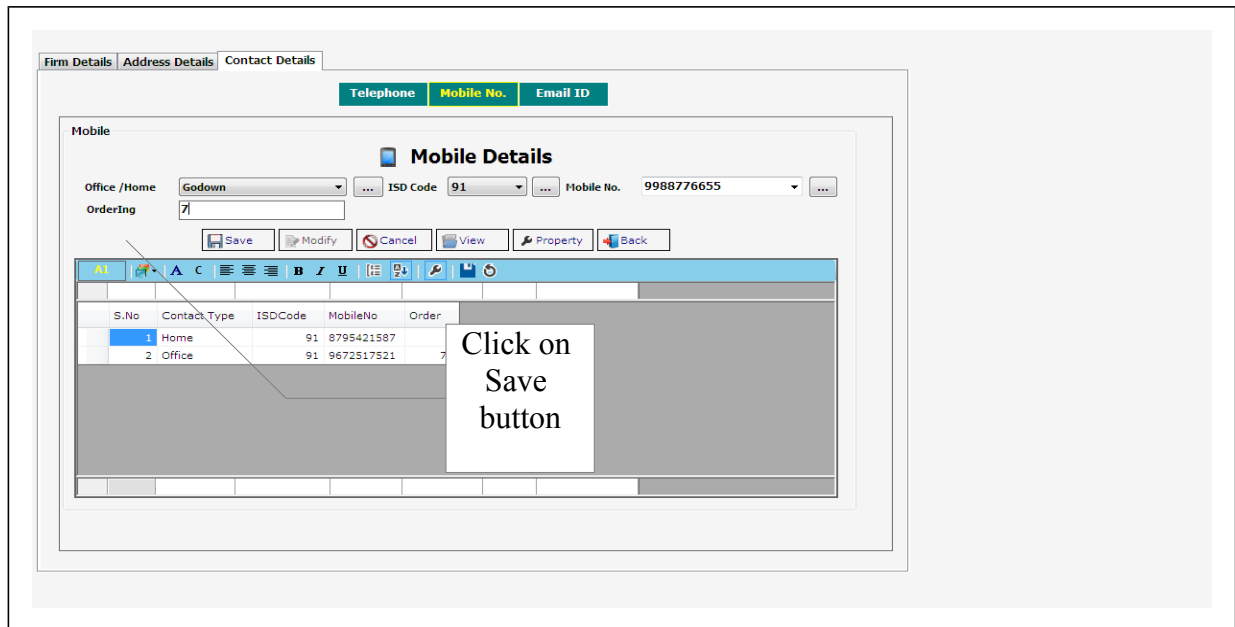
OrderIng:

+New Modify Delete View Property Back

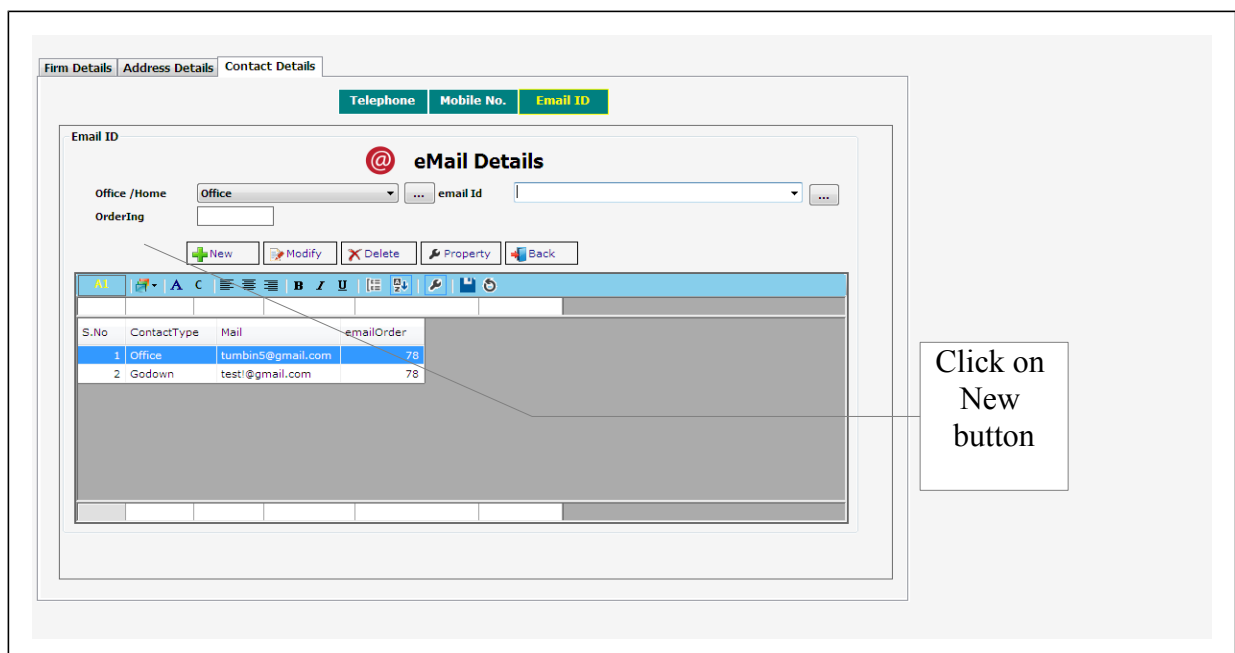
S.No	Contact Type	ISDCode	MobileNo	Order
1	Home	91	8795421587	7
2	Office	81	9672517521	78
3	Godown	91	8988776655	7

Click on New button

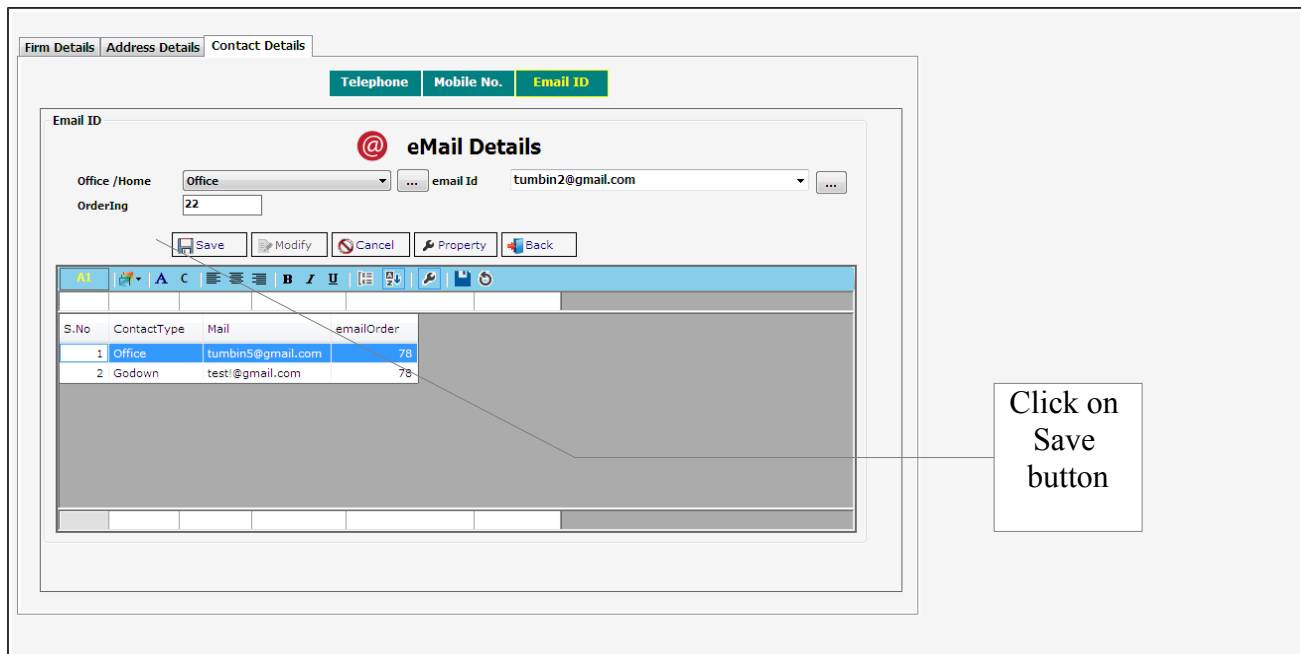
- Fill all the mobile no. related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple mobile no. of the other than individual in the same manner.



- 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 other than individual in the same manner.



Firm Details | Address Details | Contact Details

Telephone | Mobile No. | Email ID

Email ID

Office /Home: Office | email Id: tumbin2@gmail.com | OrderIng: 22

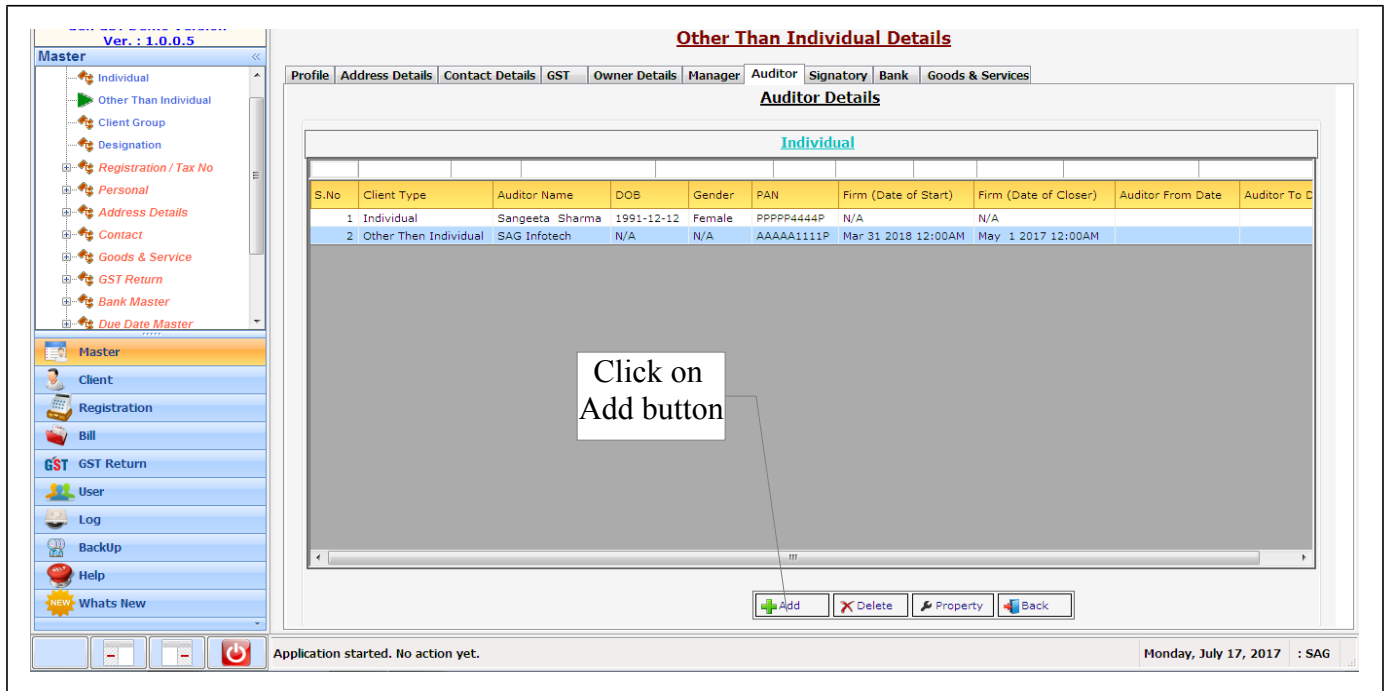
Save | Modify | Cancel | Property | Back

S.No	ContactType	Mail	emailOrder
1	Office	tumbin5@gmail.com	78
2	Godown	test@gmail.com	78

Click on Save button

- Click on **Manager** Tab, Where three tabs are situated at the top of the application i.e. Telephone number, Mobile no., Email id.

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



Other Than Individual Details

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

Auditor Details

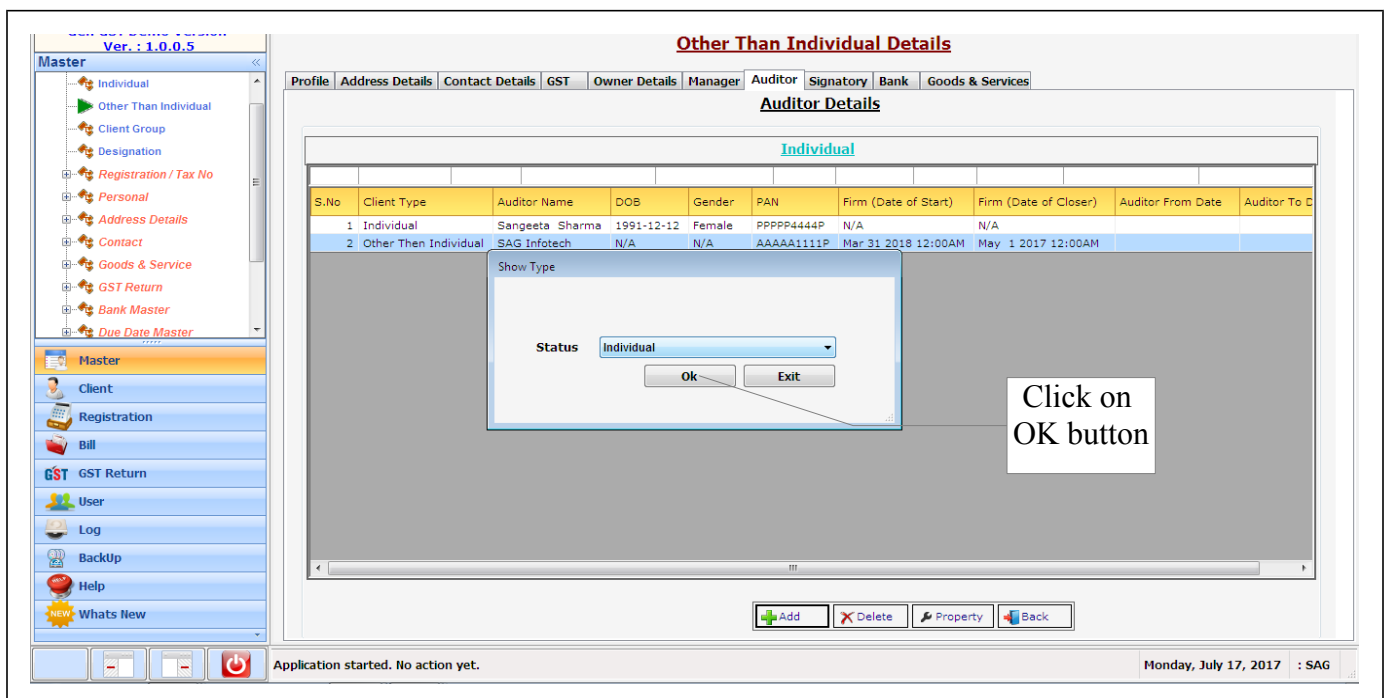
Individual

S.No	Client Type	Auditor Name	DOB	Gender	PAN	Firm (Date of Start)	Firm (Date of Closer)	Auditor From Date	Auditor To D
1	Individual	Sangeeta Sharma	1991-12-12	Female	PPPPP4444P	N/A	N/A		
2	Other Than Individual	SAG Infotech	N/A	N/A	AAAAA1111P	Mar 31 2018 12:00AM	May 1 2017 12:00AM		

Click on Add button

Application started. No action yet. Monday, July 17, 2017 : SAG

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



Other Than Individual Details

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

Auditor Details

Individual

S.No	Client Type	Auditor Name	DOB	Gender	PAN	Firm (Date of Start)	Firm (Date of Closer)	Auditor From Date	Auditor To D
1	Individual	Sangeeta Sharma	1991-12-12	Female	PPPPP4444P	N/A	N/A		
2	Other Than Individual	SAG Infotech	N/A	N/A	AAAAA1111P	Mar 31 2018 12:00AM	May 1 2017 12:00AM		

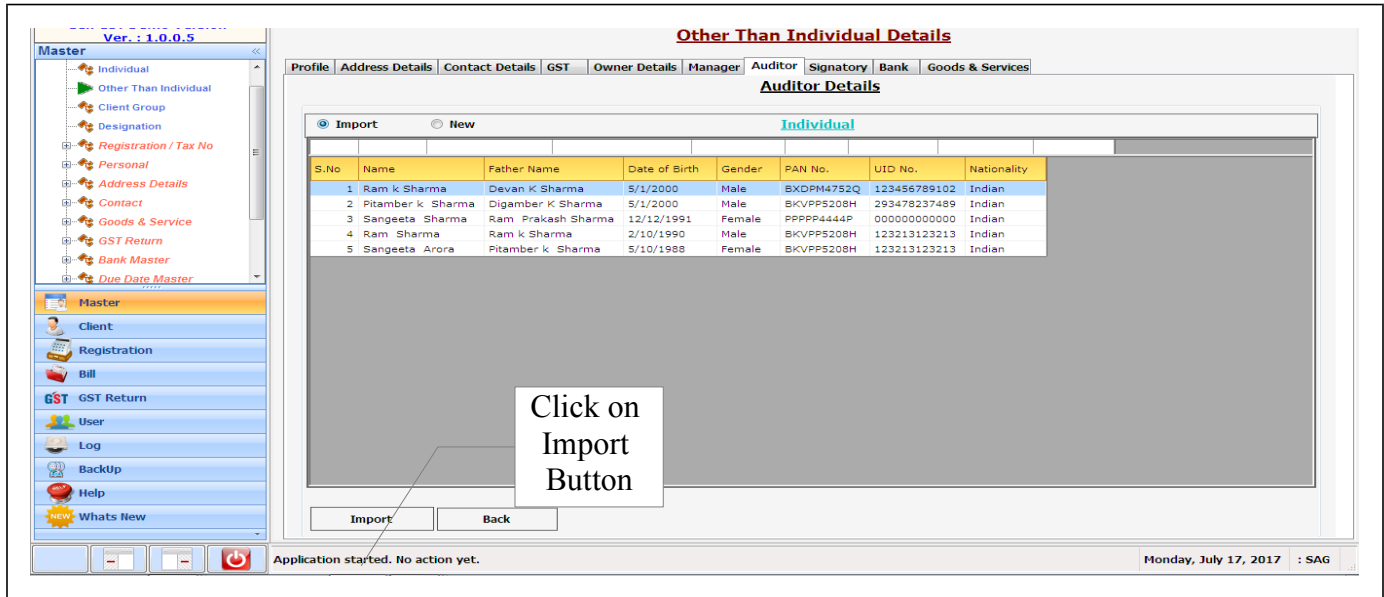
Show Type

Status: Individual

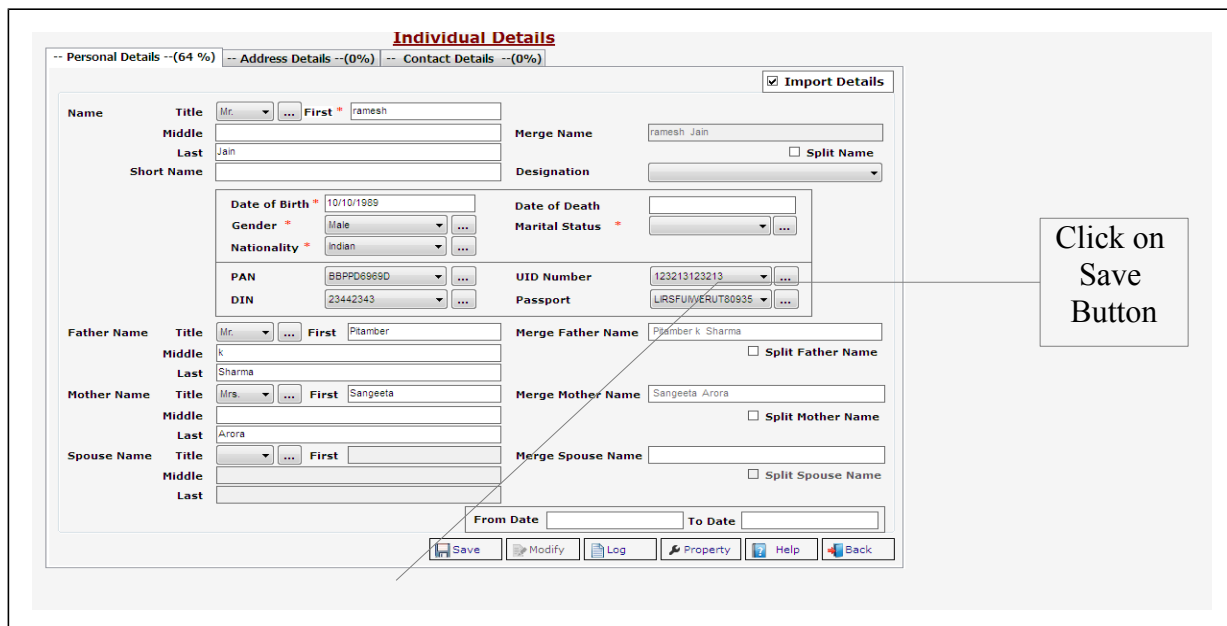
Click on OK button

Application started. No action yet. Monday, July 17, 2017 : SAG

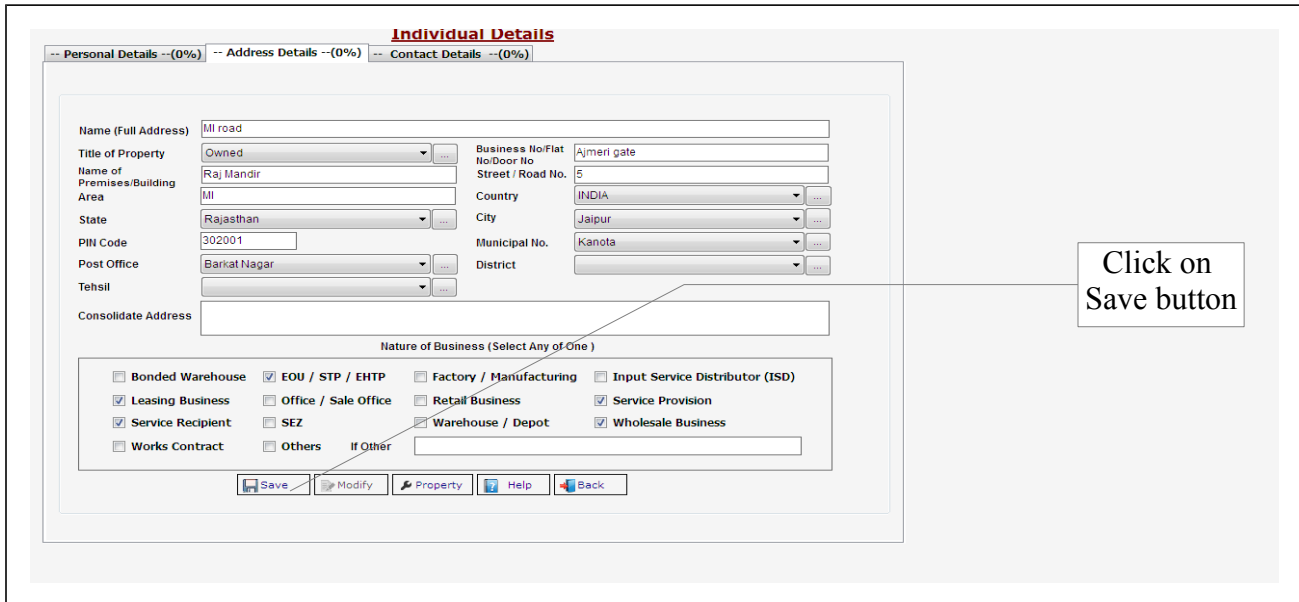
- We have provided two options for the convenience of the user i.e. new and import.
- When user clicks on the import radio button then a new Panel will be opened. Where user can search the Auditor which he/she wants to import.



- 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, 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.



Individual Details

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

Name (Full Address)

Title of Property Business No./Flat No./Door No.

Name of Premises/Building Area Street / Road No.

State Country

PIN Code City

Post Office Municipal No.

Tehsil

Consolidate Address

Nature of Business (Select Any of One)

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

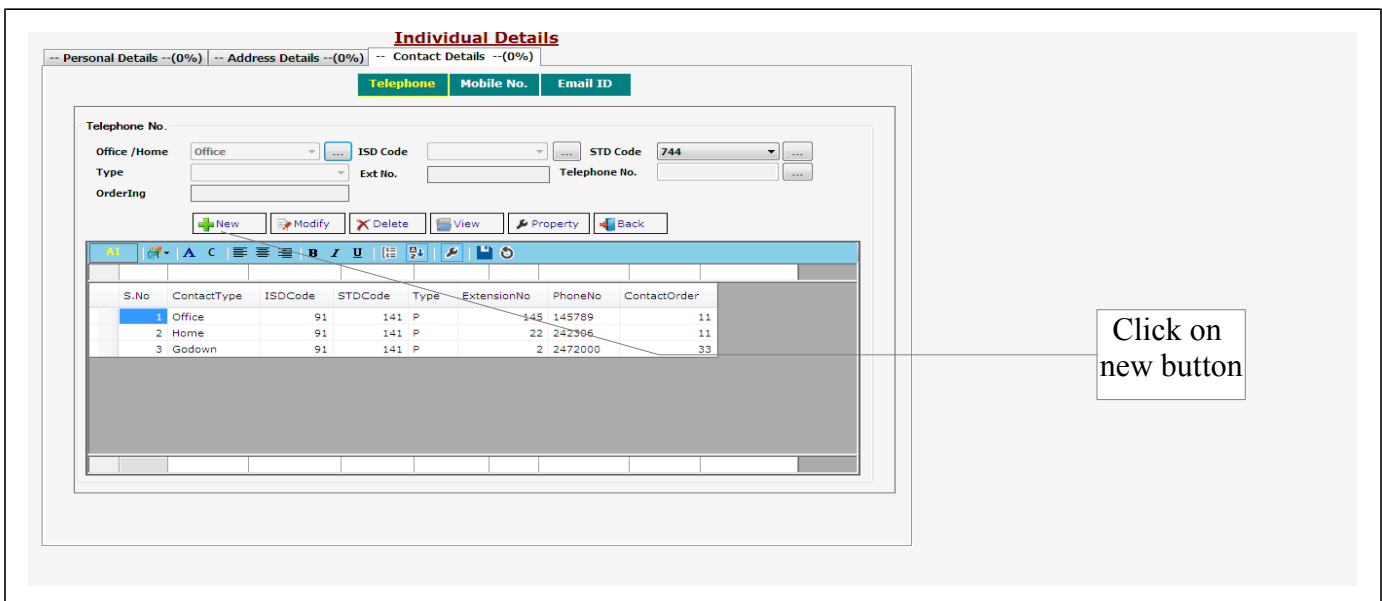
Leasing Business Office / Sale Office Retail Business Service Provision

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 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 ISD Code STD Code

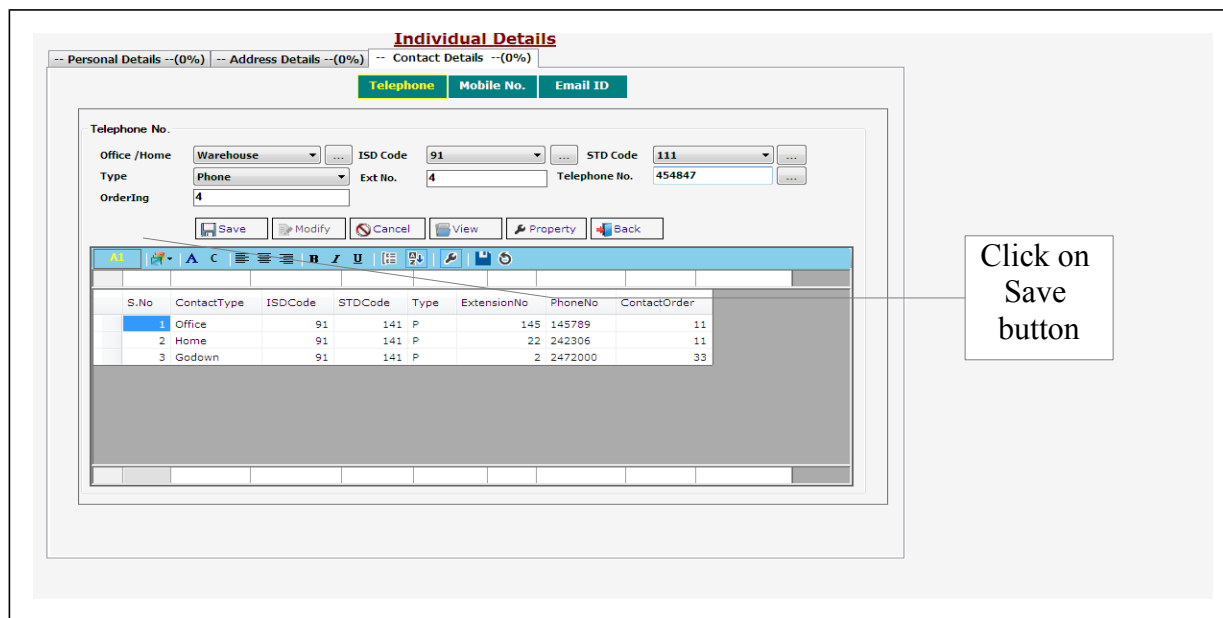
Type Ext No. Telephone No.

OrderIng

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 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 other than individual 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 | Telephone No.: 454847

Type: Phone | Ext No.: 4

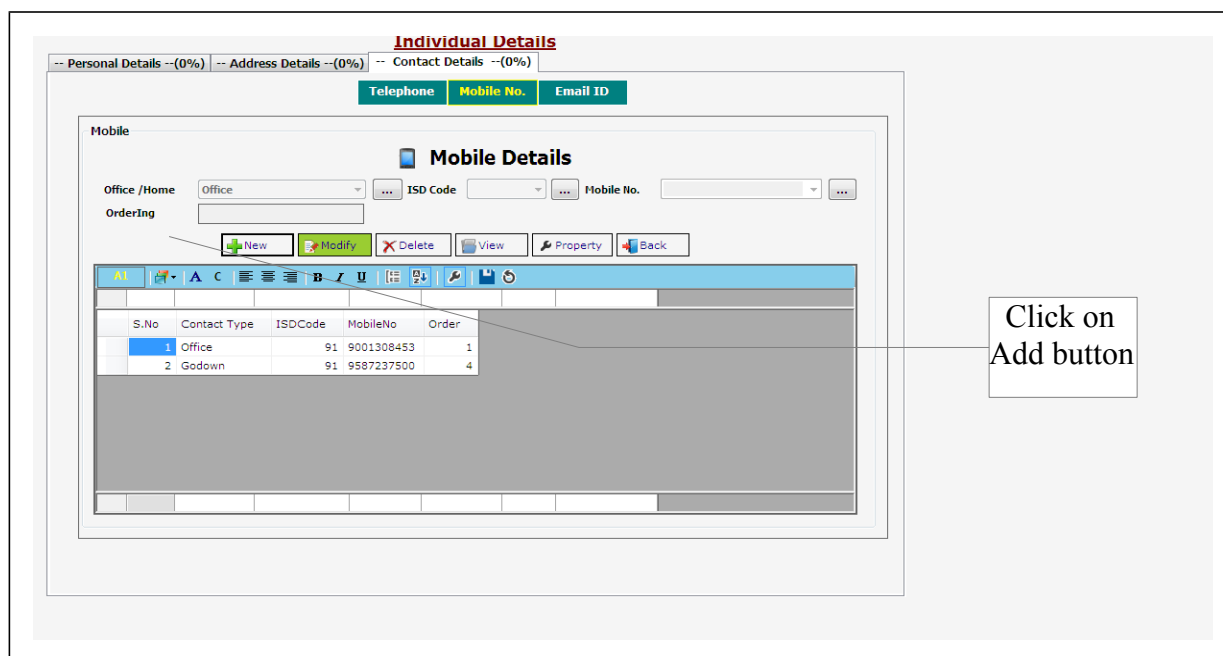
Ordering: 4

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

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

Telephone | Mobile No. | Email ID

Mobile

Mobile Details

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

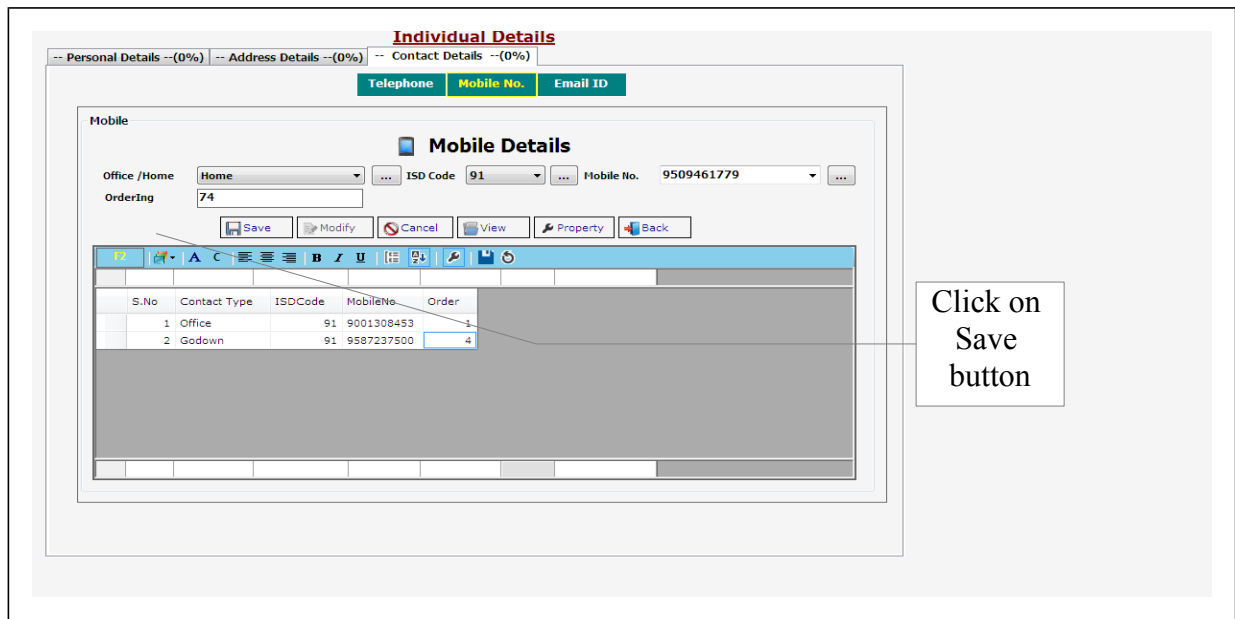
Ordering: |

New | Modify | Delete | View | Property | Back

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

Click on Add 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 other than individual in the same manner.



Individual Details

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

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

Mobile

Mobile Details

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

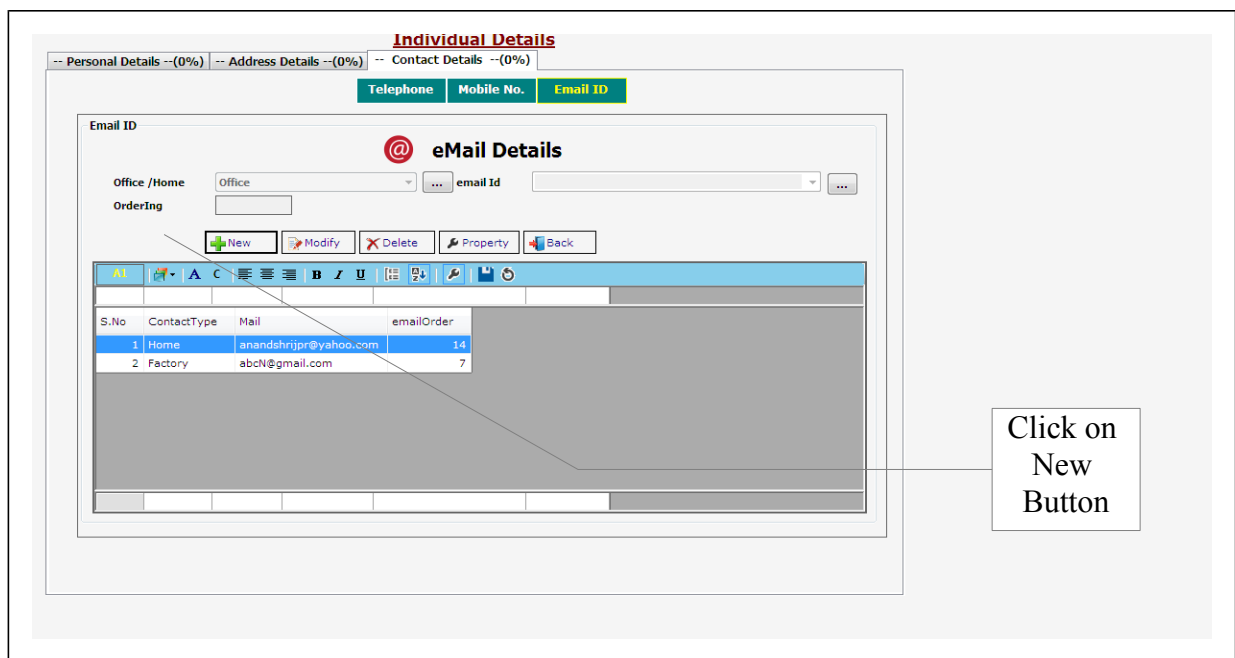
Ordering: 74

Save | Modify | Cancel | View | Property | Back

S.No	Contact Type	ISD Code	Mobile No.	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.



Individual Details

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

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

Email ID

eMail Details

Office / Home: Office | email Id:

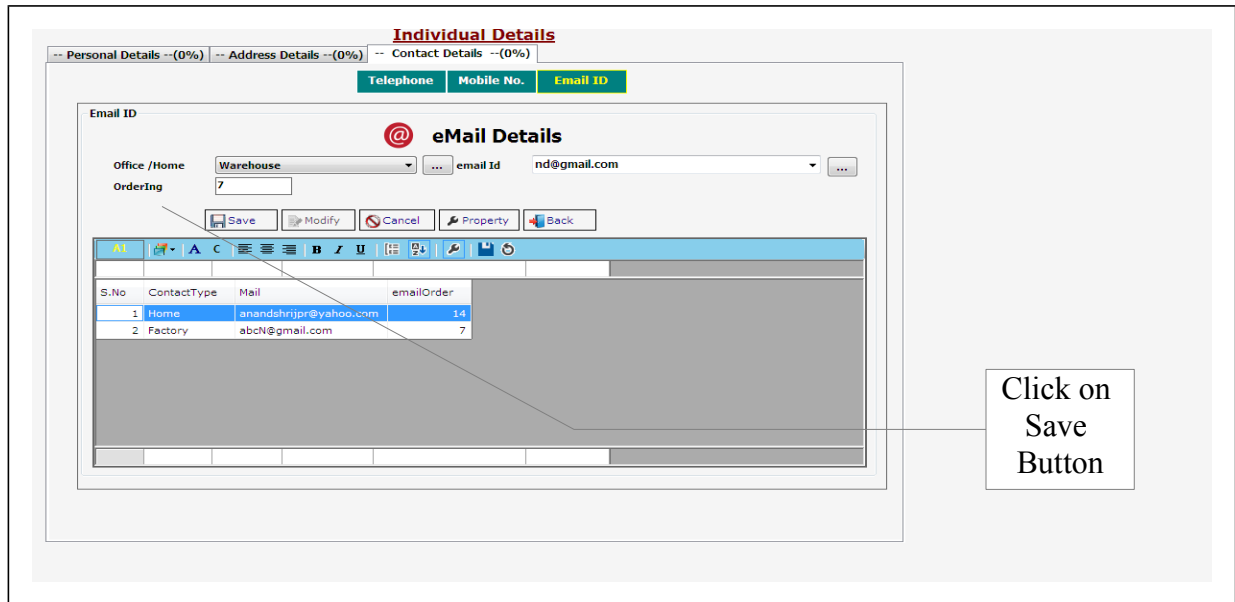
Ordering:

New | Modify | Delete | Property | Back

S.No	ContactType	Mail	emailOrder
1	Home	anandshrijpr@yahoo.com	14
2	Factory	abcN@gmail.com	7

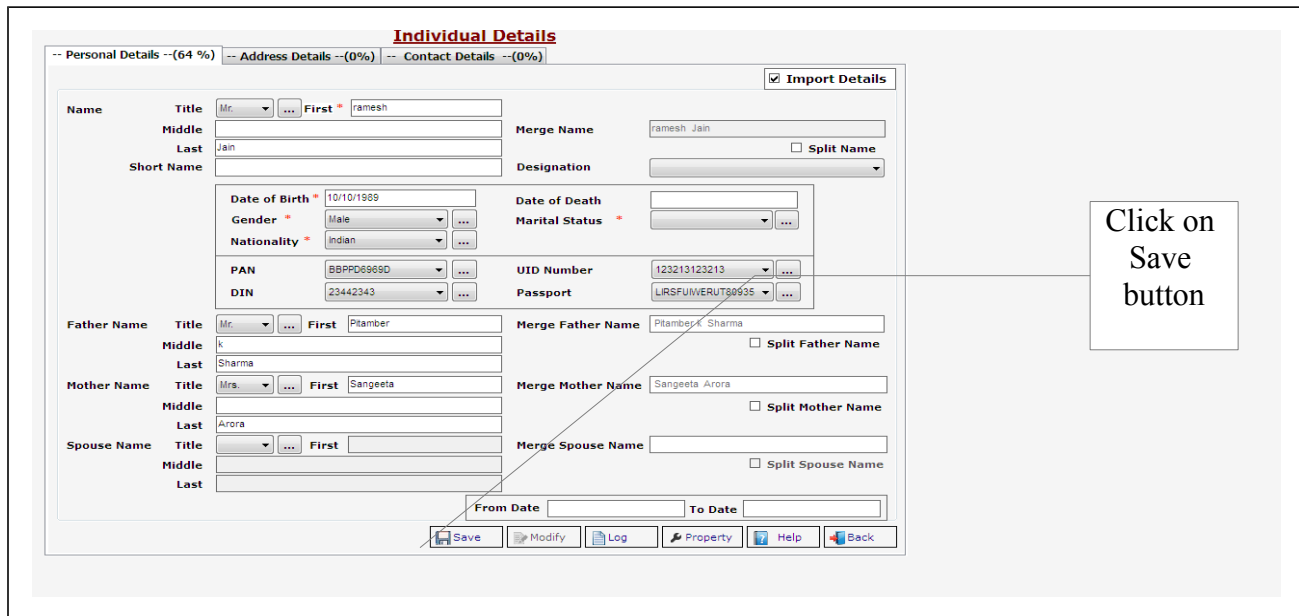
Click on New Button

- 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 other than individual 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 as we discussed earlier.

- 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.

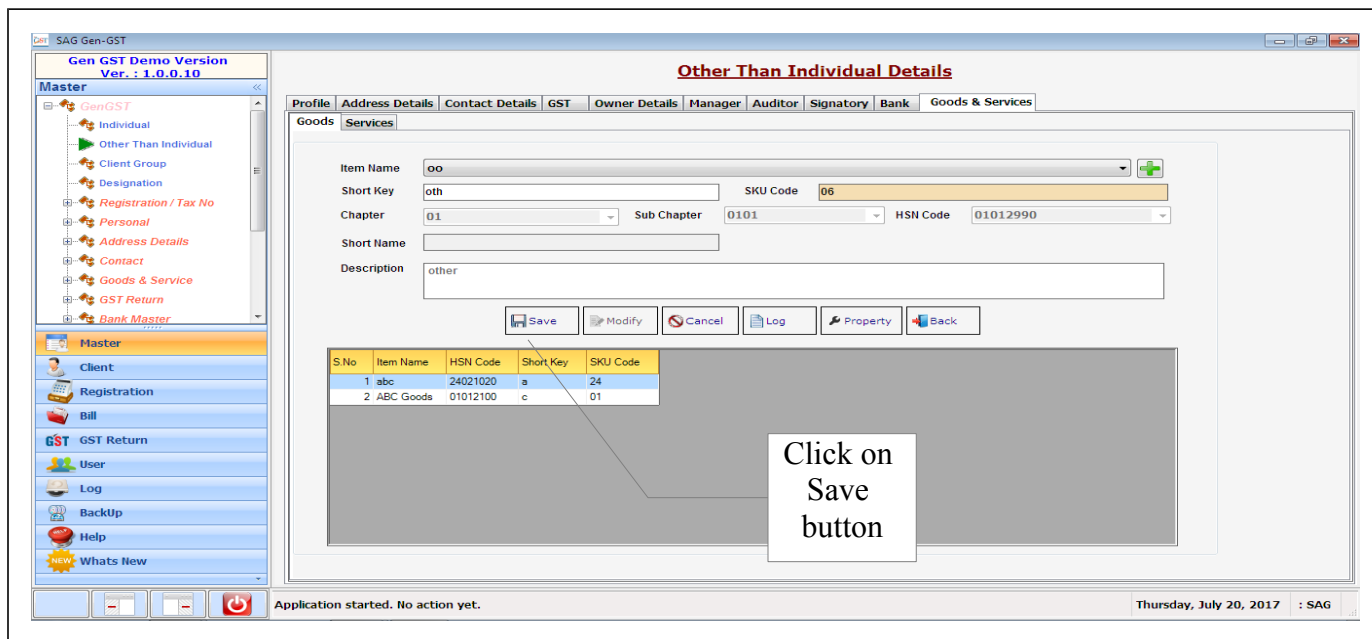


The screenshot shows the 'Individual Details' form with the following fields:

- Name:** Title (Mr.), First (ramesh), Middle, Last (Jain), Short Name, Merge Name (Ramesh Jain), Split Name checkbox.
- Personal Information:** Date of Birth (10/10/1989), Date of Death, Gender (Male), Marital Status, Nationality (Indian).
- Identification:** PAN (BBPPD6969D), UID Number (123213123213), DIN (23442343), Passport (LIRSFUNVERUT89935).
- Family Details:**
 - Father Name:** Title (Mr.), First (Pitamber), Middle (k), Last (Sharma), Merge Father Name (Pitamber Sharma), Split Father Name checkbox.
 - Mother Name:** Title (Mrs.), First (Sangeeta), Middle, Last (Arora), Merge Mother Name (Sangeeta Arora), Split Mother Name checkbox.
 - Spouse Name:** Title, First, Middle, Last, Merge Spouse Name, Split Spouse Name checkbox.
- Navigation:** From Date, To Date, Save, Modify, Log, Property, Help, Back buttons.

- 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.
- After completing the Personal Details, address and contact of Signatory proceed further for **Bank** tab.

- Click on **Goods and service** tab, then a new Panel will be opened in which user has to fill all the Goods details which are required such as chapter, sub-chapter and HSN Code of your goods. After filling the same, save the details and proceed further.



Other Than Individual Details

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

Goods | Services

Item Name: oo

Short Key: oth

SKU Code: 06

Chapter: 01 | Sub Chapter: 0101 | HSN Code: 01012990

Short Name:

Description: other

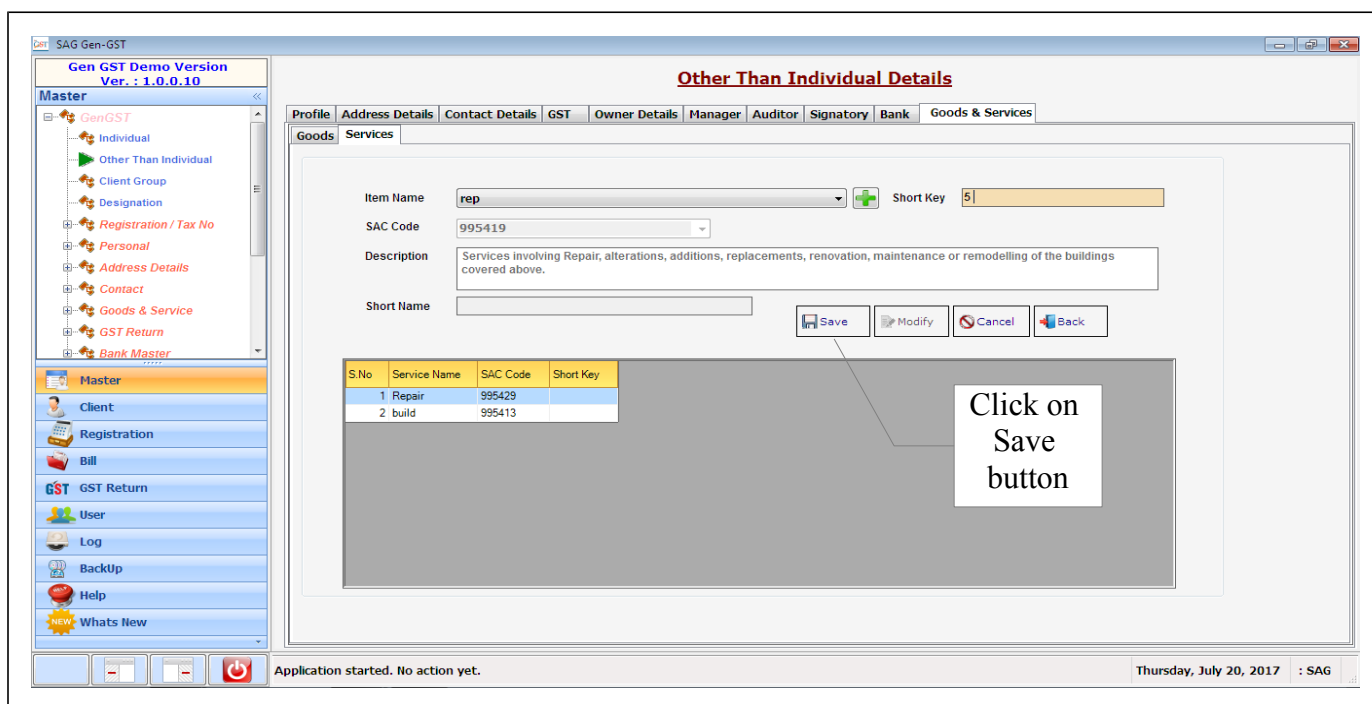
Save | Modify | Cancel | Log | Property | Back

S.No	Item Name	HSN Code	Short Key	SKU Code
1	abc	24021020	a	24
2	ABC Goods	01012100	c	01

Click on Save button

Application started. No action yet. Thursday, July 20, 2017 : SAG

- Click on Service tab, then services details will be opened, Where user has to fill all the Service details which are required such as SAC Code and item name, after filling the same, save the details and proceed further.



Other Than Individual Details

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

Goods | Services

Item Name: rep

Short Key: 5

SAC Code: 995419

Description: Services involving Repair, alterations, additions, replacements, renovation, maintenance or remodelling of the buildings covered above.

Short Name:

Save | Modify | Cancel | Back

S.No	Service Name	SAC Code	Short Key
1	Repair	995429	
2	build	995413	

Click on Save button

Application started. No action yet. Thursday, July 20, 2017 : SAG

