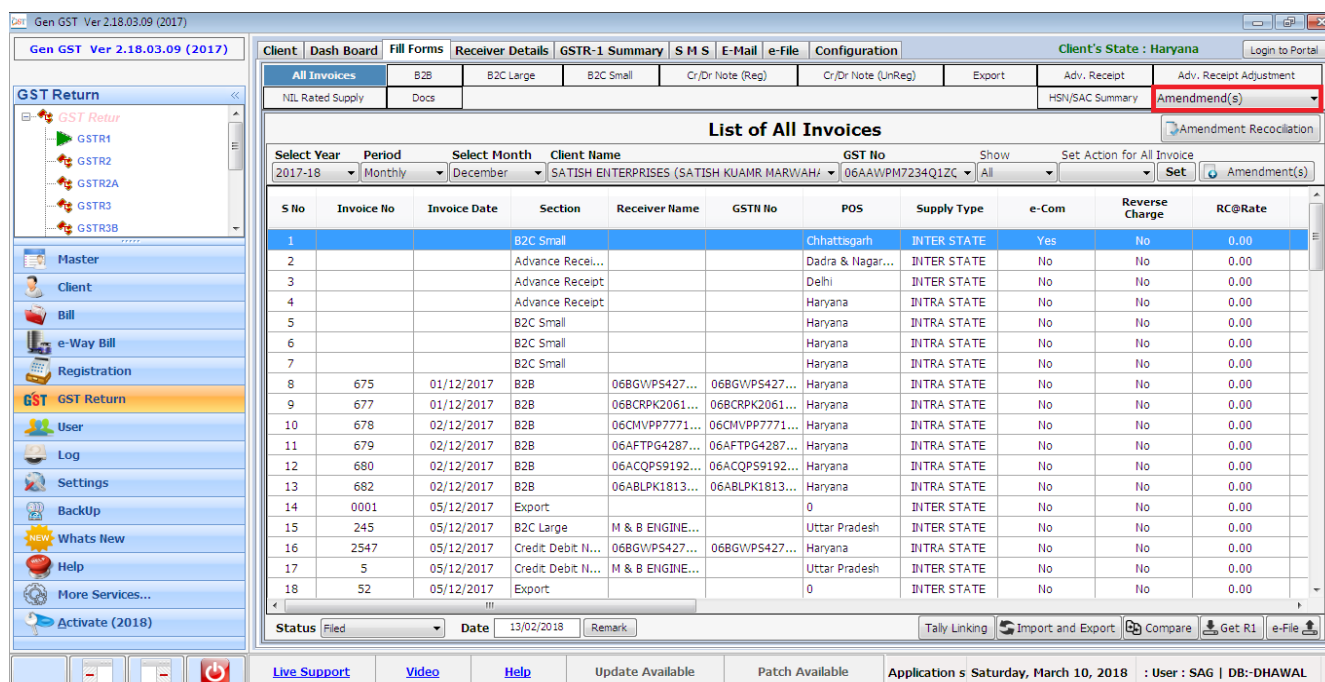


# GST SOFTWARE

## RETURNS

- **Amendment** means to rectify or correct the existing record/entries in GST Return Form. A record can be amended only once it cannot be amended twice.
- Amendment can be made only when the previous return is filled, it cannot be made for current Month.
- Click on **GST Returns** and you will be reached at GST Return Page. This section shows the list of returns i.e. GSTR-1, GSTR-2, GSTR-3, GSTR-4 etc.
- Click on GSTR-1 a new panel will be opened where Client, Dashboard, Fill Form, Receiver Details, Summary, SMS, Email, E-File tabs are Situated at the top of the Window. User has to First Select the client from Grid.
- After selecting the client there is a drop down menu available with the name of amendment as shown below.



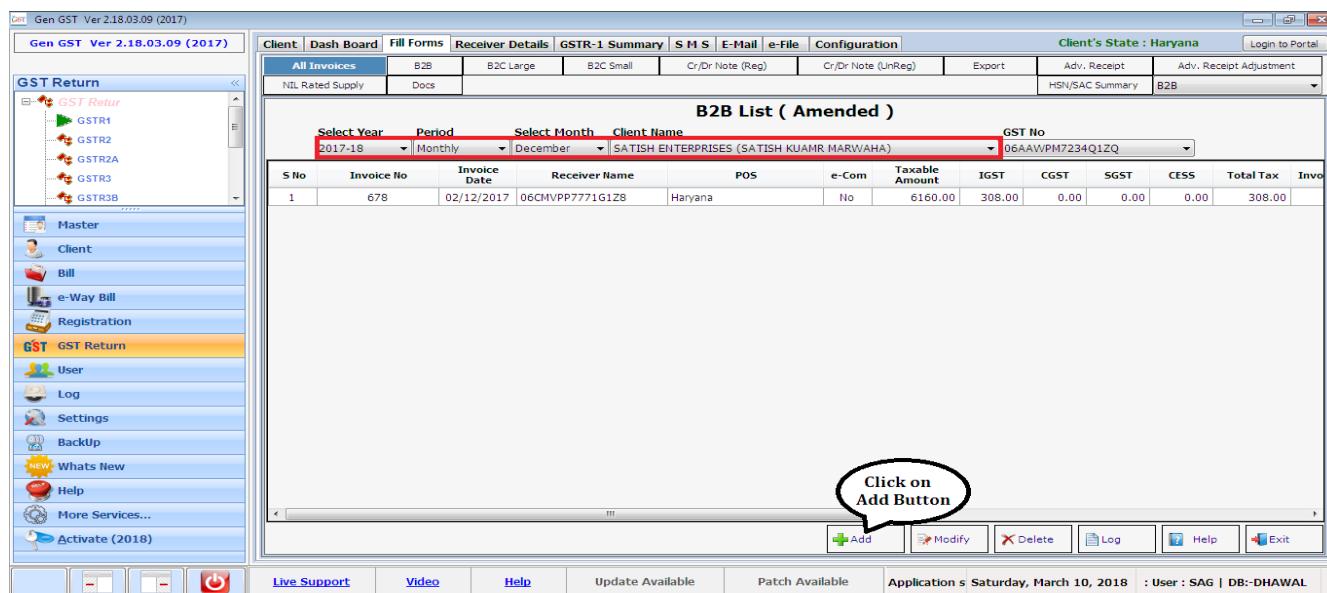
The screenshot displays the 'List of All Invoices' window in the GST software. The interface includes a navigation pane on the left with options like Master, Client, Bill, e-Way Bill, Registration, GST Return, User, Log, Settings, BackUp, Whats New, Help, and More Services... The main window shows a table of invoices with the following data:

S No	Invoice No	Invoice Date	Section	Receiver Name	GSTIN No	POS	Supply Type	e-Com	Reverse Charge	RC@Rate
1			B2C Small			Chhattisgarh	INTER STATE	Yes	No	0.00
2			Advance Recei...			Dadra & Nagar...	INTER STATE	No	No	0.00
3			Advance Receipt			Delhi	INTER STATE	No	No	0.00
4			Advance Receipt			Haryana	INTRA STATE	No	No	0.00
5			B2C Small			Haryana	INTRA STATE	No	No	0.00
6			B2C Small			Haryana	INTRA STATE	No	No	0.00
7			B2C Small			Haryana	INTRA STATE	No	No	0.00
8	675	01/12/2017	B2B	06BGWPS427...	06BGWPS427...	Haryana	INTRA STATE	No	No	0.00
9	677	01/12/2017	B2B	06BCRPK2061...	06BCRPK2061...	Haryana	INTRA STATE	No	No	0.00
10	678	02/12/2017	B2B	06CMVPP7771...	06CMVPP7771...	Haryana	INTRA STATE	No	No	0.00
11	679	02/12/2017	B2B	06AFTP64287...	06AFTP64287...	Haryana	INTRA STATE	No	No	0.00
12	680	02/12/2017	B2B	06ACQP59192...	06ACQP59192...	Haryana	INTRA STATE	No	No	0.00
13	682	02/12/2017	B2B	06ABLPK1813...	06ABLPK1813...	Haryana	INTRA STATE	No	No	0.00
14	0001	05/12/2017	Export			0	INTER STATE	No	No	0.00
15	245	05/12/2017	B2C Large	M & B ENGINE...		Uttar Pradesh	INTER STATE	No	No	0.00
16	2547	05/12/2017	Credit Debit N...	06BGWPS427...		Haryana	INTRA STATE	No	No	0.00
17	5	05/12/2017	Credit Debit N...	M & B ENGINE...		Uttar Pradesh	INTER STATE	No	No	0.00
18	52	05/12/2017	Export			0	INTER STATE	No	No	0.00

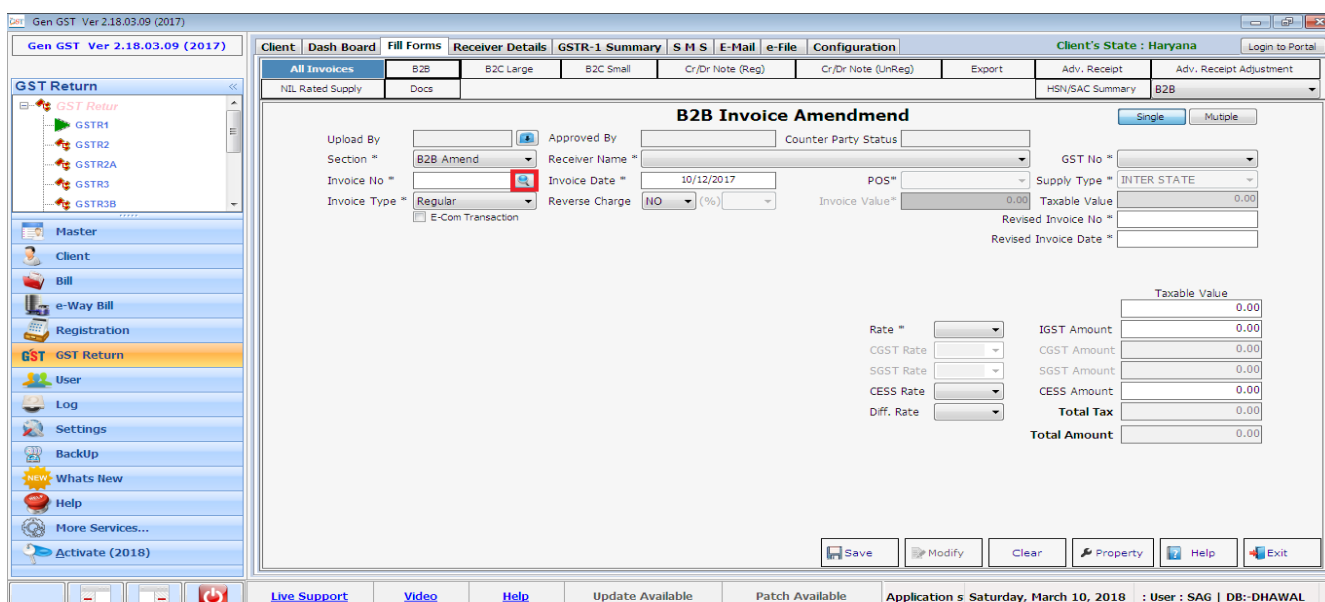
The 'Amendment(s)' dropdown menu is visible in the top right corner of the window, indicating the available options for amending the selected invoice.

## B2B

- Select the B2B tab from the drop-down menu.
- Here you have to select the financial year, month and the client from the drop-down list. After that click on add button.



- A new panel will be opened where the user will start with the creation of B2B Amendment invoice. Here user has to click on Search button as shown below.



- A new panel will be opened here user has to select the invoice which you want to amend and click on Select for Amendment Button.

Client: Dash Board | Fill Forms | Receiver Details | GSTR-1 Summary | S M S | E-Mail | e-File | Configuration | Client's State : Haryana | Login to Portal

All Invoices | B2B | B2C Large | B2C Small | Cr/Dr Note (Reg) | Cr/Dr Note (UnReg) | Export | Adv. Receipt | Adv. Receipt Adjustment

Available Invoices for Amendment ( B2B )

Select Year: 2017-18 | Period: Monthly | Select Month: December | Client Name: SATISH ENTERPRISES (SATISH KUAMR MARWAHA) | GST No: 06AAWPM7234Q1ZQ

S No	Invoice No	Invoice Date	Receiver Name	POS	e-Com	Taxable Amount	IGST	CGST	SGST	CESS	Invoice Value
10	687	05/12/2017	06ACQPS9192K1ZL	Haryana	No	6625.00	0.00	0.00	0.00	0.00	6625.00
11	777	05/12/2017	06AABFM4057C1ZQ	Haryana	No	7752.00	0.00	302.33	302.33	3798.48	12155.14
12	688	06/12/2017	06AFQPJ8698L1ZD	Haryana	No	1885.71	0.00	47.14	47.14	0.00	1980.00
13	689	06/12/2017	06AABFG2001Q1ZN	Haryana	No	9438.10	0.00	235.95	235.95	0.00	9910.00
14	692	08/12/2017	06CKNPP6764K1ZC	Haryana	No	71619.05	0.00	1790.48	1790.48	0.00	75200.00
15	693	08/12/2017	06AAJFK8396B1Z5	Haryana	No	16571.43	0.00	314.29	314.29	0.00	17200.00
16	694	09/12/2017	06AGOPG3944K1Z3	Haryana	No	3260.00	0.00	81.50	81.50	0.00	3423.00
17	695	09/12/2017	06ADAPL3604J1ZV	Haryana	No	979.58	0.00	24.49	24.49	0.00	1029.00
18	696	09/12/2017	06ABZPS3631D1ZD	Haryana	No	8992.38	0.00	224.81	224.81	0.00	9442.00
19	698	09/12/2017	06AGPPA8724L1Z2	Haryana	No	3016.38	0.00	75.41	75.41	0.00	3167.00
20	700	09/12/2017	06ACUPK0253B1ZV	Haryana	No	2039.29	0.00	17.86	17.86	0.00	2075.00
21	701	09/12/2017	06AABFM4057C1ZQ	Haryana	No	7890.00	0.00	0.00	0.00	0.00	7890.00
22	702	09/12/2017	06ABLPK1813B1Z7	Haryana	No	30003.57	0.00	650.71	650.71	0.00	31305.00
23	704	09/12/2017	06ACTPK9982A1Z5	Haryana	No	2889.82	0.00	57.09	57.09	0.00	3004.00
24	705	09/12/2017	06ACQPS9192K1ZL	Haryana	No	12069.28	0.00	479.36	479.36	0.00	13028.00
25	706	09/12/2017	06AHUPB8251F	Haryana	No	9014.76	0.00	241.61	241.61	0.00	9498.00
26	710	12/12/2017	06ABTPG1700	Haryana	No	15179.29	0.00	17.86	17.86	0.00	15215.00
27	711	13/12/2017	06AE7DD25431I	Haryana	No	7467.86	0.00	78.57	78.57	0.00	7575.00

Select for Amendment [Cancel]

- In the **Revised Invoice No.** field, enter the revised invoice number for the previous invoice.
- Select the **Revised Date** using the calendar. Make amendments to the details as required.
- Click the **SAVE** button.

Client: Dash Board | Fill Forms | Receiver Details | GSTR-1 Summary | S M S | E-Mail | e-File | Configuration | Client's State : Haryana | Login to Portal

All Invoices | B2B | B2C Large | B2C Small | Cr/Dr Note (Reg) | Cr/Dr Note (UnReg) | Export | Adv. Receipt | Adv. Receipt Adjustment

B2B Invoice Amendmend

Upload By: Supplier | Approved By: Receiver | Counter Party Status: Uploaded

Section: B2B Amend | Receiver Name: 06CKNPP6764K1ZC | GST No: 06CKNPP6764K1ZC

Invoice No: 692 | Invoice Date: 08/12/2017 | POS: Haryana | Supply Type: INTRA STATE

Invoice Type: E-Com Transaction | Reverse Charge: NO (%) | Invoice Value: 75200.00 | Taxable Value: 71619.05

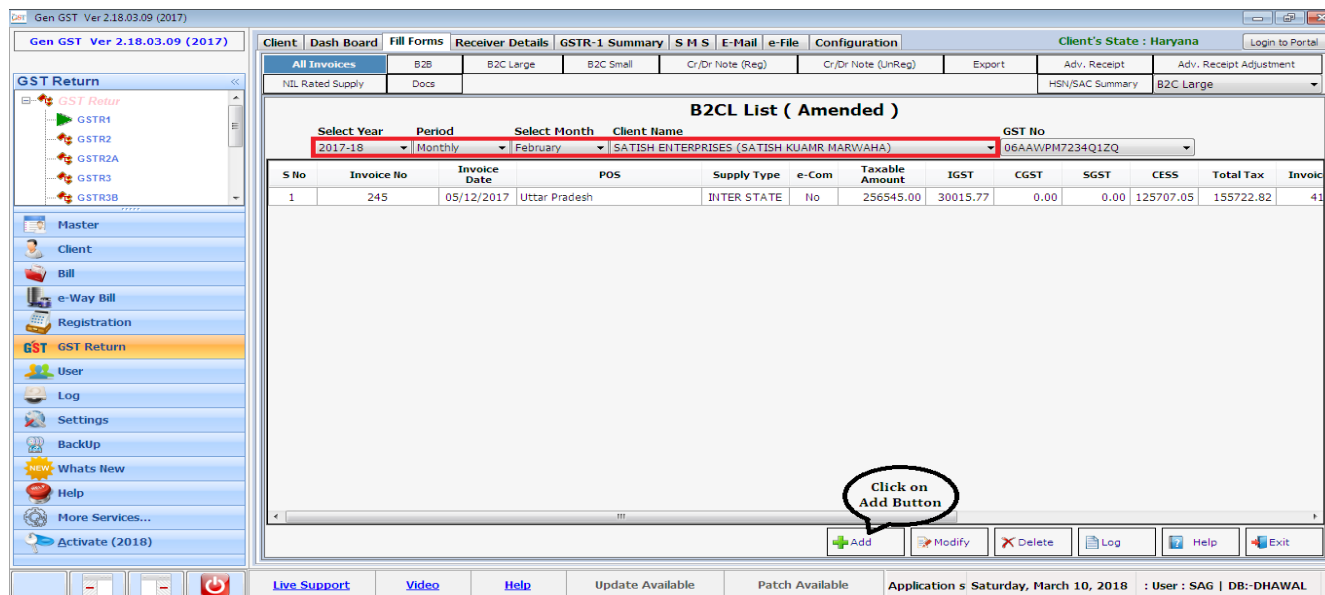
Revised Invoice No: 692 | Revised Invoice Date: 10/03/2018

Rate: 5.00 | IGST Amount: 0.00  
 CGST Rate: 2.50 | CGST Amount: 1790.48  
 SGST Rate: 2.50 | SGST Amount: 1790.48  
 CESS Rate: | CESS Amount: 0.00  
 Diff. Rate: 0.00 | Total Tax: 3580.96  
 Total Amount: 75200.01

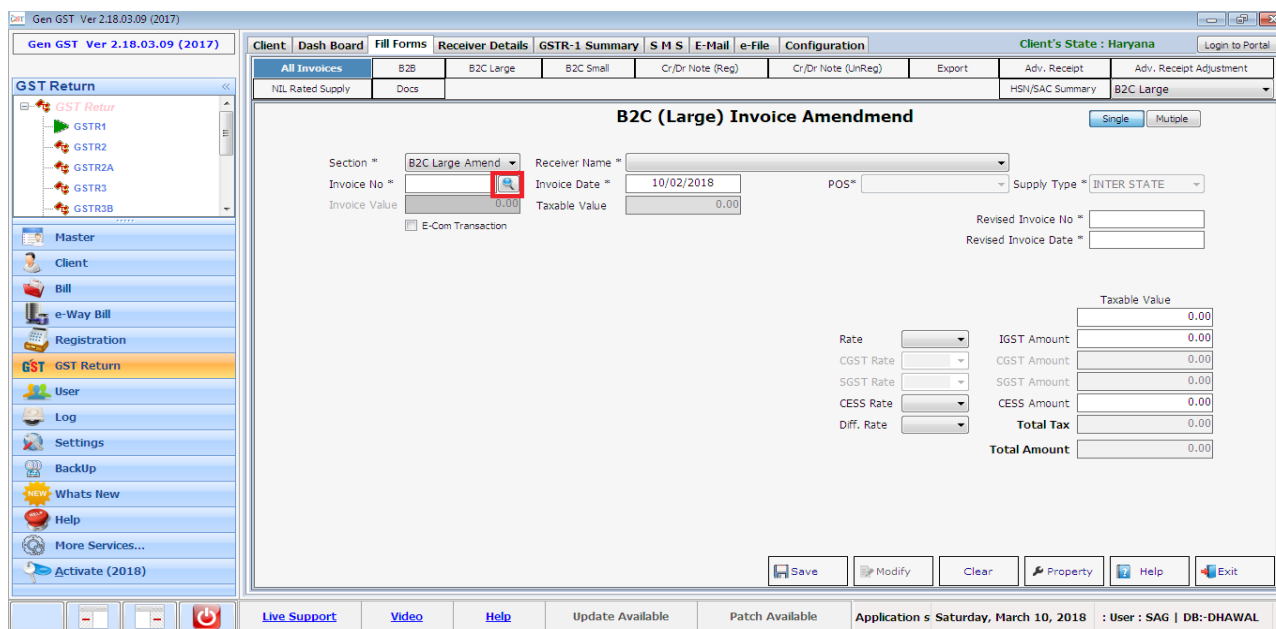
Save [Modify] [Clear] [Property] [Help] [Exit]

## B2C Large

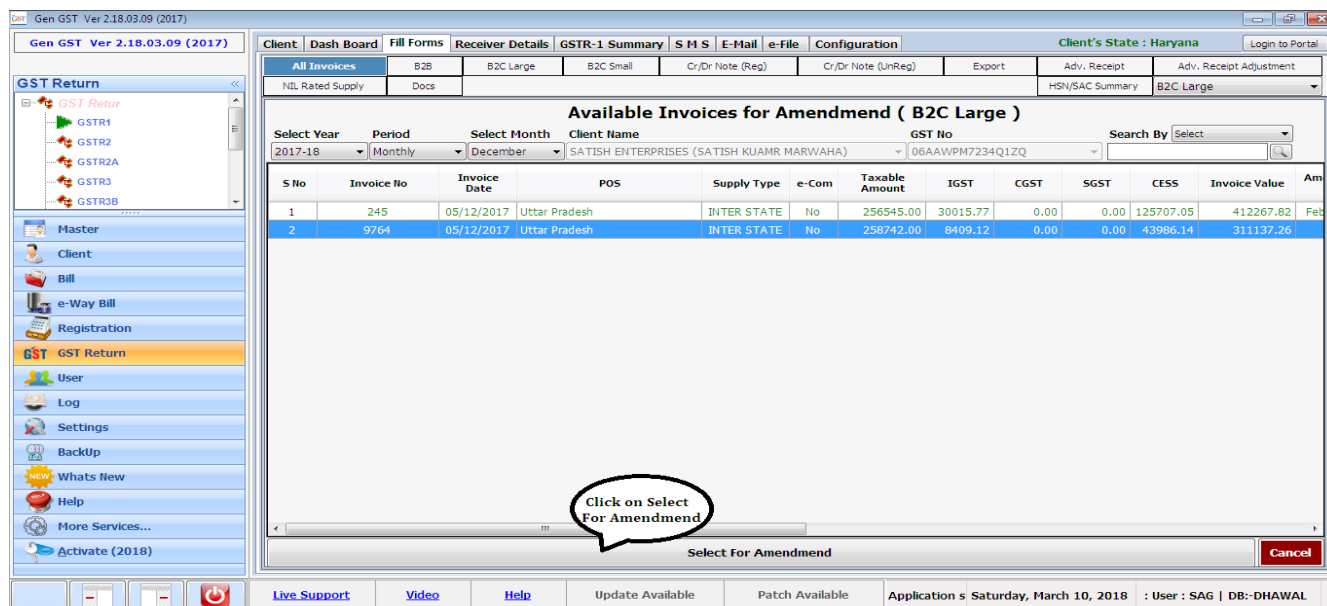
- Select the B2C Large tab from the drop-down menu.
- Here you have to select the financial year, month and the client from the drop-down list. After that click on add button.



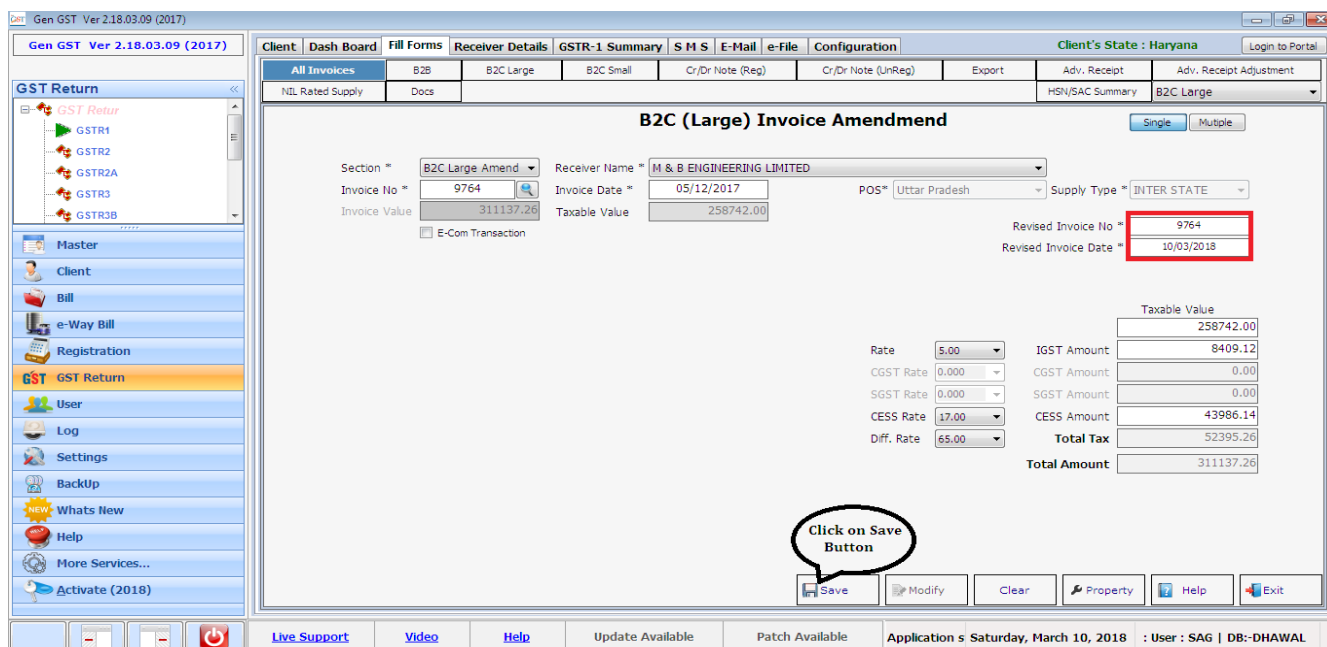
- A new panel will be opened where the user will start with the creation of B2C Large Amendment invoice. Here user has to click on Search button as shown below.



- A new panel will be opened where user has to select the invoice which you want to amend and click on Select for Amendment Button.



- In the **Revised/ Original Invoice No.** field, enter the revised or original invoice number for the previous invoice.
- Select the **Revised/ Original Invoice Date** using the calendar. Make amendments to the details as required. You cannot amend the POS of the invoice furnished earlier.
- Click the **SAVE** button.



## B2C Small

- Select the B2C Small tab from the drop-down menu.
- Here you have to select the financial year, month and the client from the drop-down list. After that click on add button.

The screenshot shows the 'B2CS List (Amended)' interface. At the top, there are filters for 'Select Year' (2017-18), 'Period' (Monthly), 'Select Month' (February), 'Client Name' (SATISH ENTERPRISES (SATISH KUAMR MARWAHA)), and 'GST No' (06AAWPM7234Q1ZQ). Below these filters is a table with the following data:

S No	POS	Supply Type	Tax Rate	Taxable Amount	IGST Amount	CGST Amount	SGST Amount	CESS Amount	Total Tax	Total Amount	Year (Orig.)	Period (Orig.)
1	Haryana	INTRA STATE	5.00	64751.28	0.00	1618.78	1618.78	0.00	3237.56	3237.56	2017-18	December
2	Haryana	INTRA STATE	12.00	38647.33	0.00	2318.84	2318.84	0.00	4637.68	4637.68	2017-18	December
3	Haryana	INTRA STATE	28.00	78.13	0.00	10.94	10.94	0.00	21.88	21.88	2017-18	December

At the bottom of the table, there is an 'Add' button circled with a callout bubble that says 'Click on Add Button'. Other buttons include 'Modify', 'Delete', 'Log', 'Help', and 'Exit'.

- A new panel will be opened here you have to click on Search POS Button.

The screenshot shows the 'B2C Small List' interface. At the top, there are tabs for 'All Invoices', 'B2B', 'B2C Large', 'B2C Small', 'Cr/Dr Note (Reg)', 'Cr/Dr Note (UnReg)', 'Export', 'Adv. Receipt', and 'Adv. Receipt Adjustment'. The 'B2C Small' tab is selected. Below the tabs, there is a 'Search POS' button highlighted with a red box. Below this is a 'Selected POS' section with a dropdown for 'Amendment Effect' set to 'No Effect'. Below that is a table with the following data:

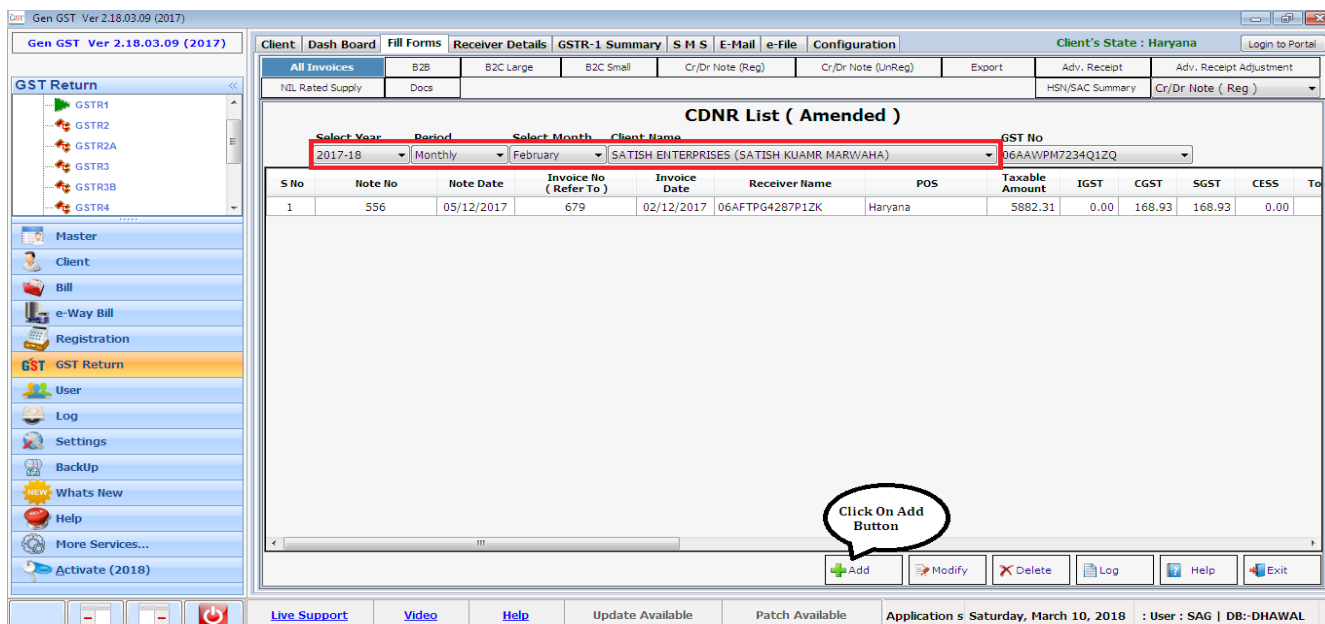
S No	Tax Rate	eCom	ECom-GSTIN	Taxable Amount	IGST Amount	CGST Amount	SGST Amount	CESS Amount	Total Tax
------	----------	------	------------	----------------	-------------	-------------	-------------	-------------	-----------

At the bottom of the table, there are 'Save Amendment' and 'Exit' buttons.

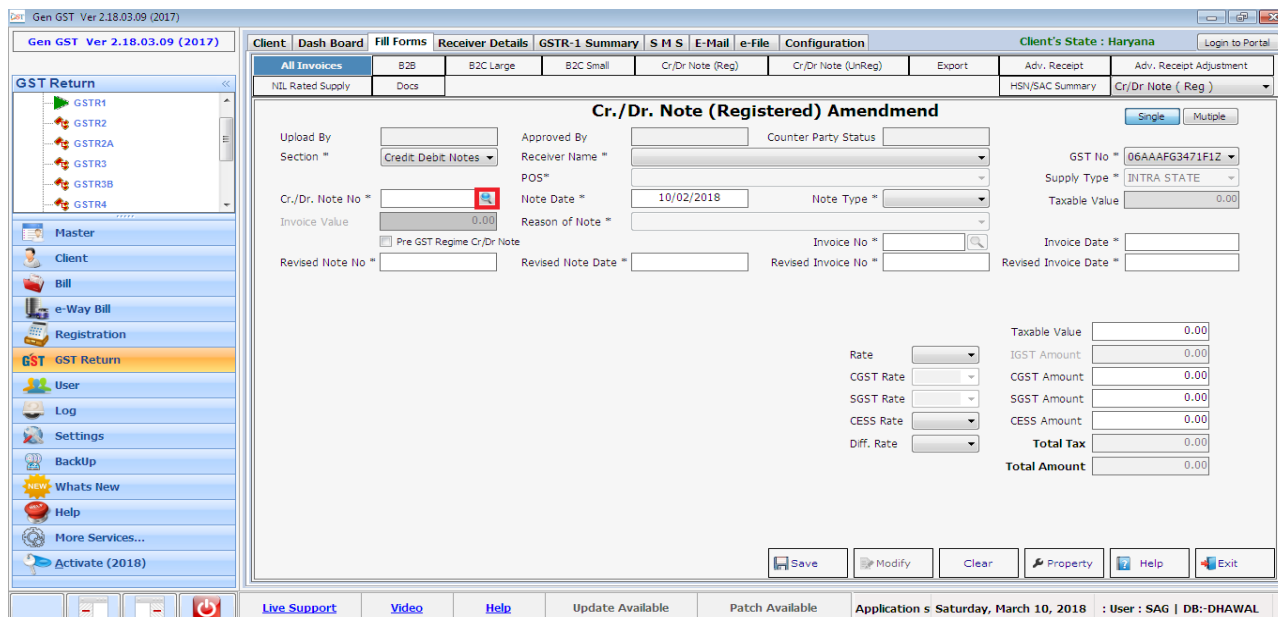


## Cr/Dr Note Reg

- Select the Cr/Dr Note Reg tab from the drop-down menu.
- Here you have to select the financial year, month and the client from the drop-down list. After that click on add button.

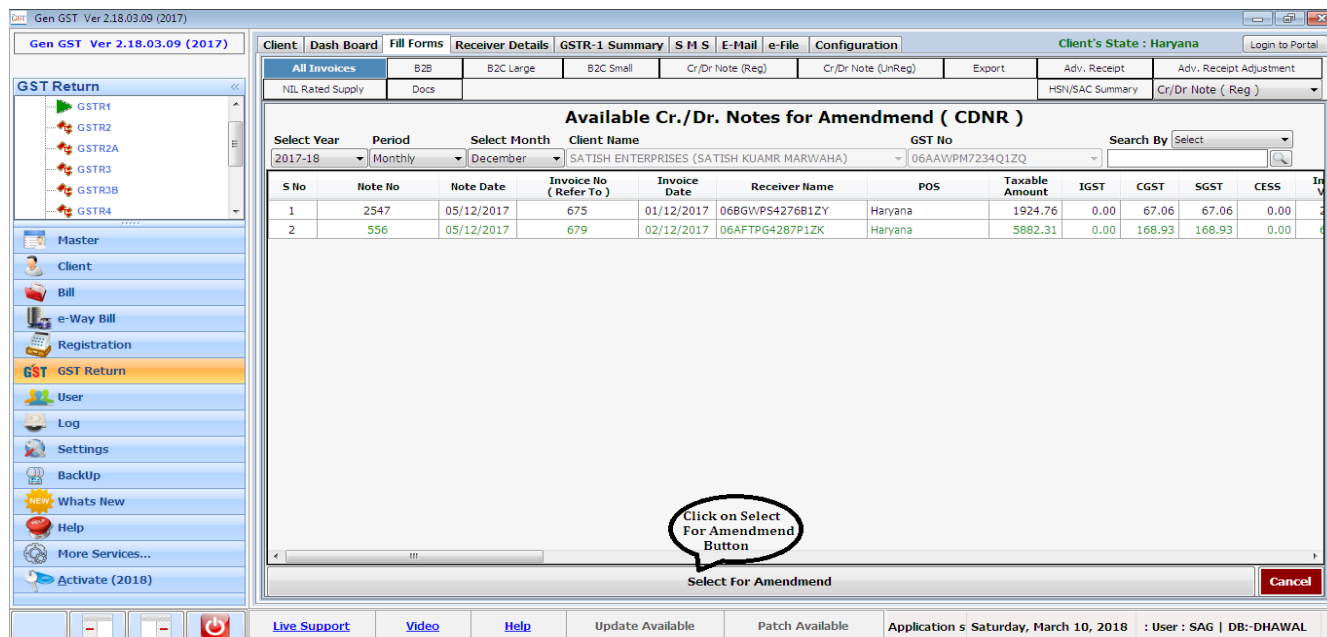


- A new panel will be opened where the user will start with the creation of Cr/Dr Note Reg Amendment invoice. Here user has to click on Search button as shown below.

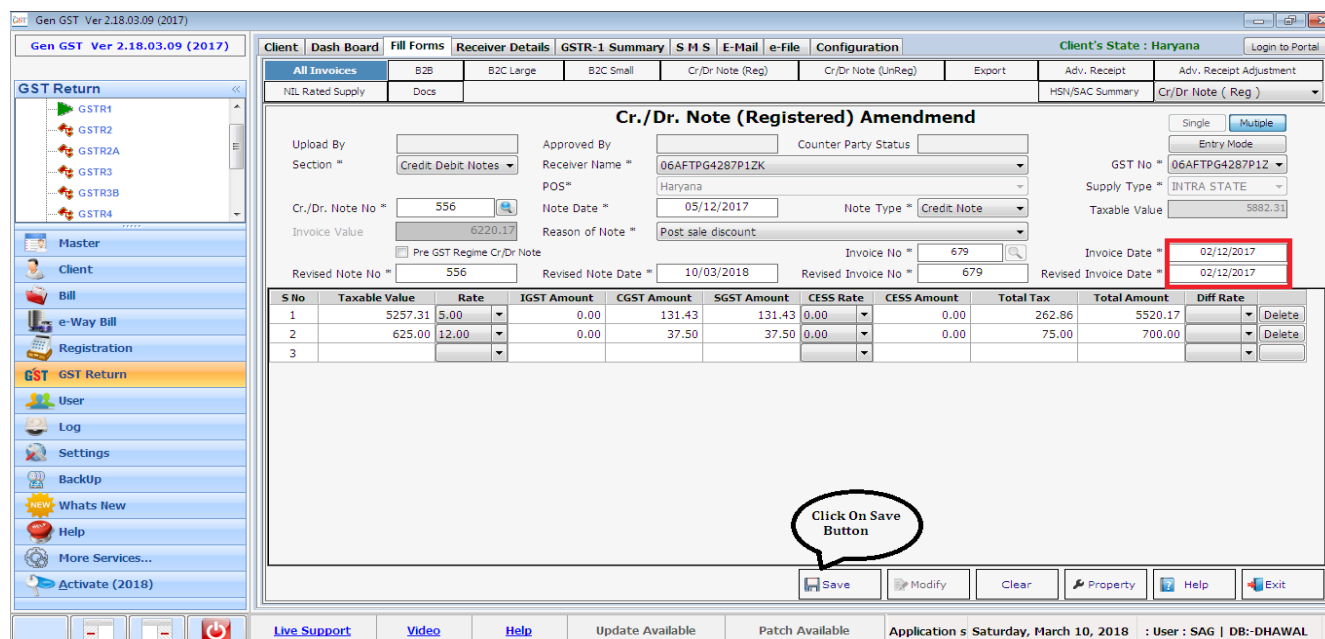




- A new panel will be opened where user has to select the invoice which you want to amend and click on Select for Amendment Button.



- In the **Revised/ Original Invoice No.** field, enter the revised or original invoice number for the previous invoice.
- Select the **Revised/ Original Invoice Date** using the calendar. Make amendments to the details as required.
- Click the **SAVE** button.

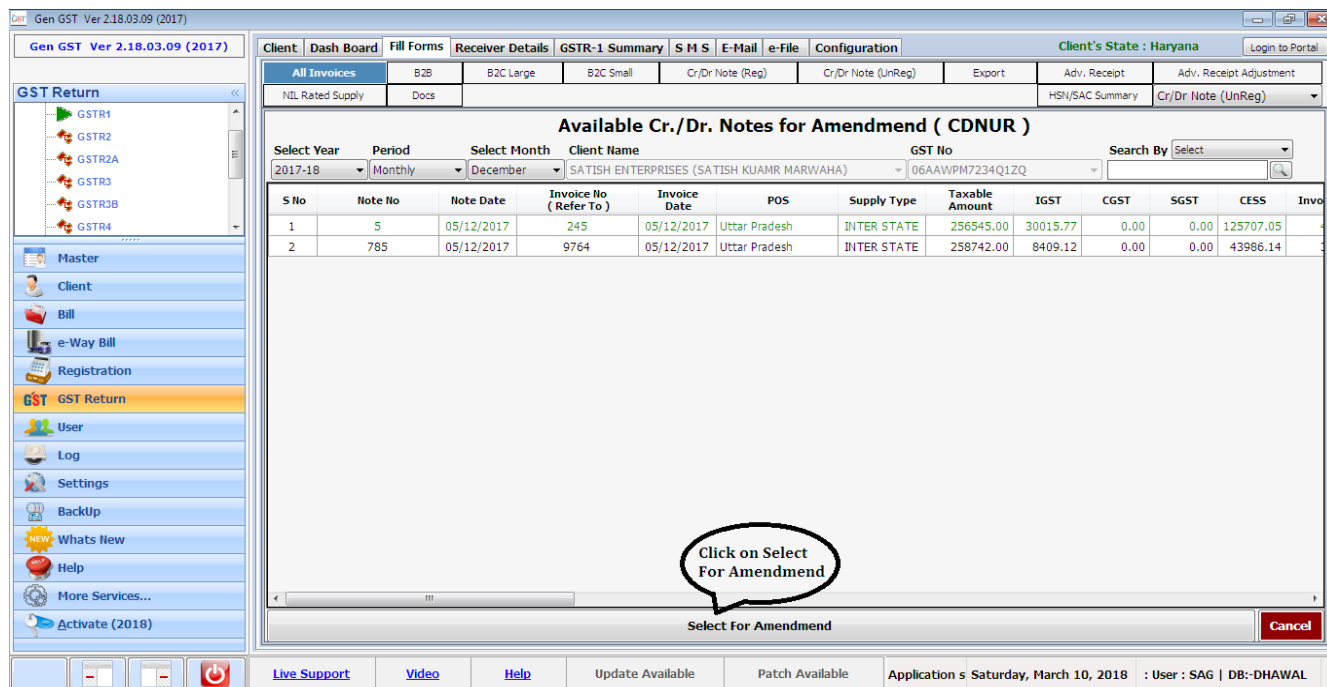


## Cr/Dr Note (Un-Reg)

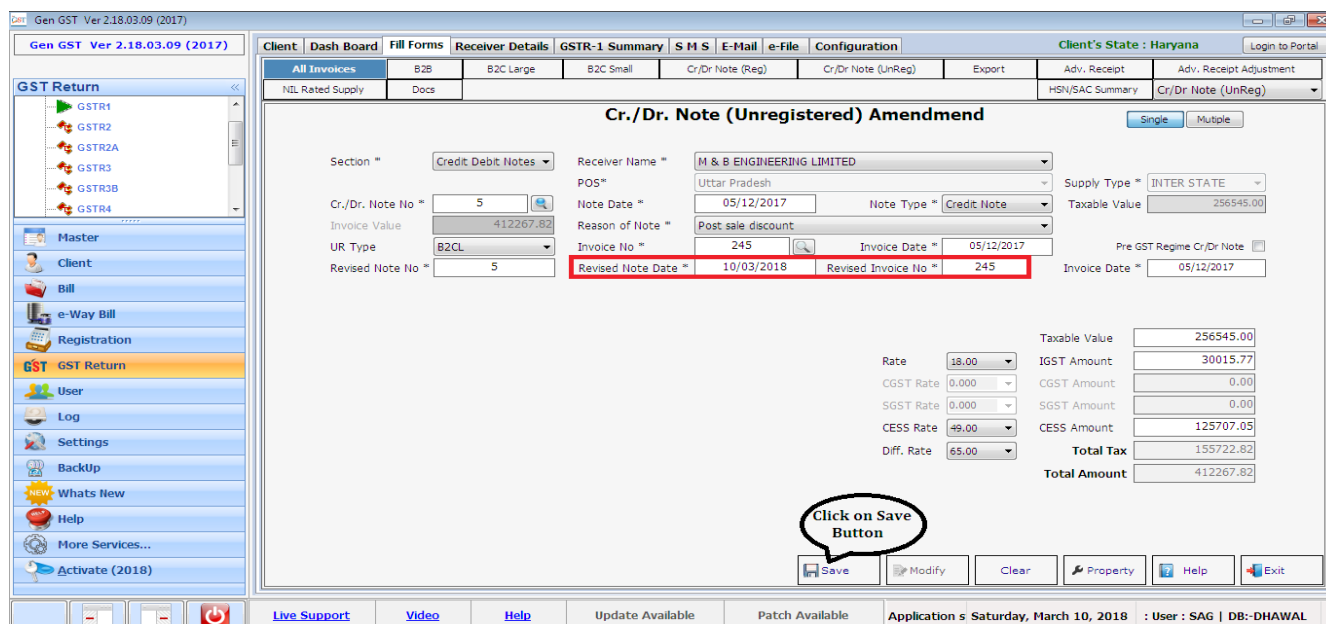
- Select the Cr/Dr Note Reg tab from the drop-down menu.
- Here you have to select the financial year, month and the client from the drop-down list. After that click on add button.

- A new panel will be opened where the user will start with the creation of Cr/Dr Note Un-Reg Amendment invoice. Here user has to click on Search button as shown below.

- A new panel will be opened where user has to select the invoice which you want to amend and click on Select for Amendment Button.

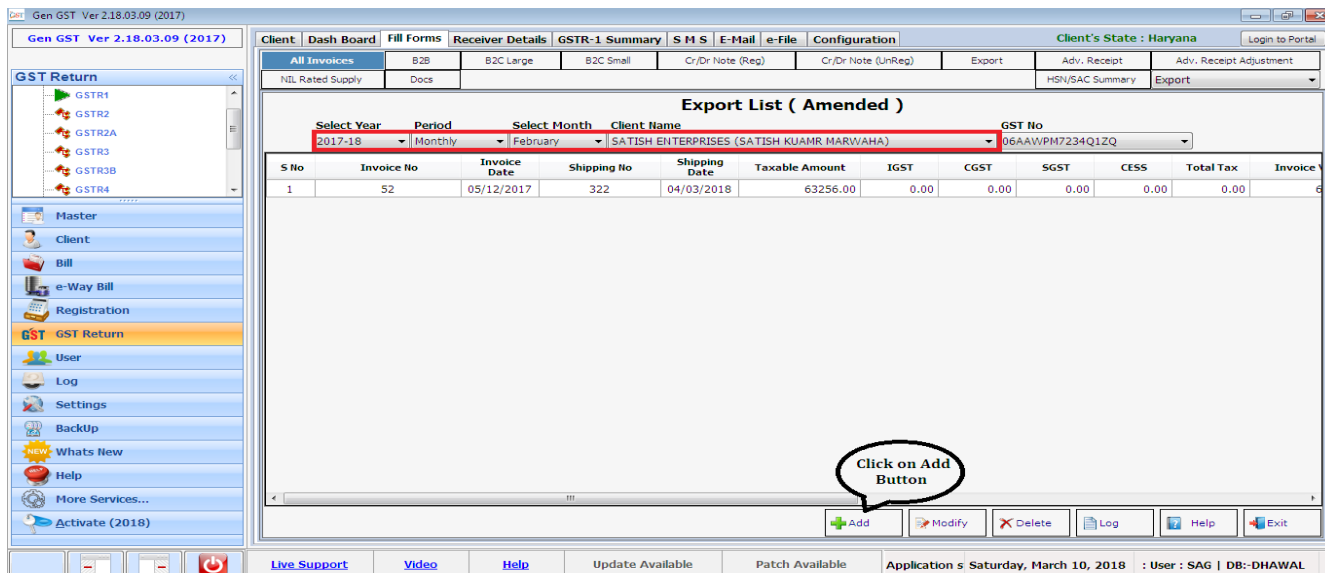


- In the **Revised/ Original Invoice No.** field, enter the revised or original invoice number for the previous invoice.
- Select the **Revised/ Original Invoice Date** using the calendar. Make amendments to the details as required.
- Click the **SAVE** button.

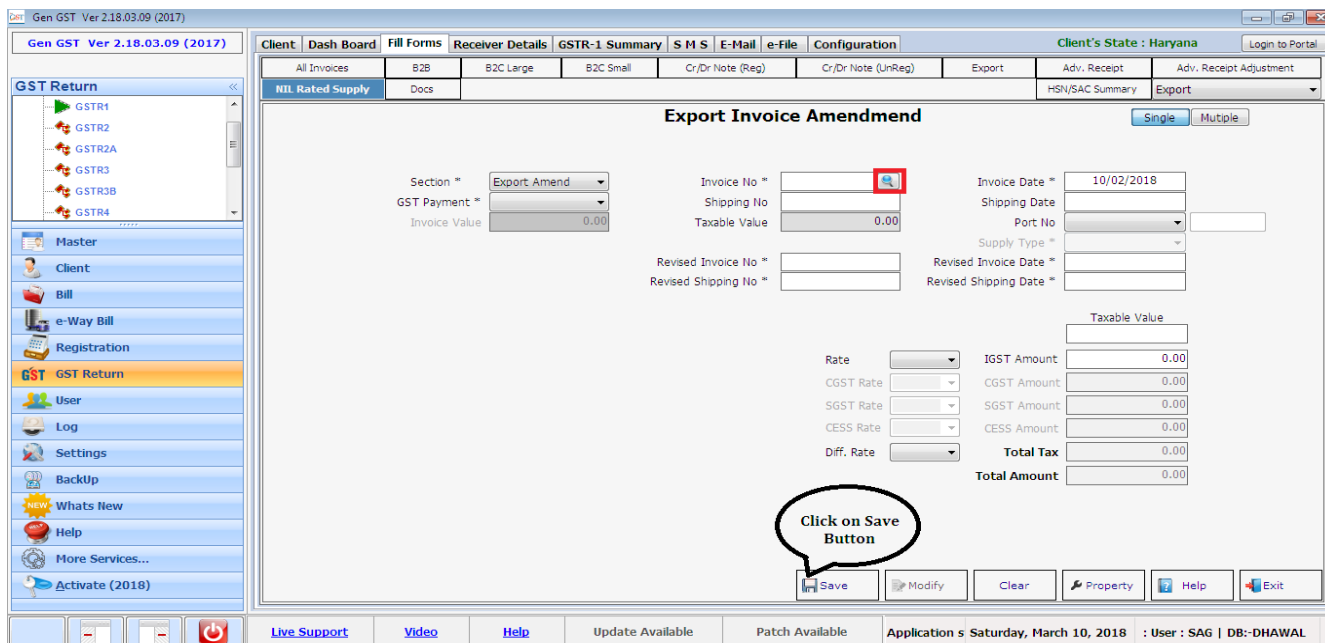


## Export

- Select the Export tab from the drop-down menu.
- Here you have to select the financial year, month and the client from the drop-down list. After that click on add button.



- A new panel will be opened where the user will start with the creation of Export Amendment invoice. Here user has to click on Search button as shown below.



- A new panel will be opened where user has to select the invoice which you want to amend and click on Select for Amendment Button.

Available Cr./Dr. Notes for Amendment ( CDNUR )

S No	Note No	Note Date	Invoice No (Refer To)	Invoice Date	POS	Supply Type	Taxable Amount	IGST	CGST	SGST	CESS	Invo
1	5	05/12/2017	245	05/12/2017	Uttar Pradesh	INTER STATE	256545.00	30015.77	0.00	0.00	125707.05	
2	785	05/12/2017	9764	05/12/2017	Uttar Pradesh	INTER STATE	258742.00	8409.12	0.00	0.00	43986.14	

Click On Select For Amendment Button

- In the **Revised/ Original Invoice No.** field, enter the revised or original invoice number for the previous invoice.
- Select the **Revised/ Original Invoice Date** using the calendar. Make amendments to the details as required.
- Click the **SAVE** button.

Cr./Dr. Note (Unregistered) Amendment

Section \* Credit Debit Notes Receiver Name \* M & B ENGINEERING LIMITED

POS \* Uttar Pradesh Note Date \* 05/12/2017 Note Type \* Debit Note Supply Type \* INTER STATE

Cr./Dr. Note No \* 785 Invoice Value \* 311137.26 Reason of Note \* Post sale discount Taxable Value \* 258742.00

UR Type \* B2CL Invoice No \* 9764 Invoice Date \* 05/12/2017 Pre GST Regime Cr/Dr Note \*

Revised Note No \* 785 Revised Note Date \* 10/03/2018 Revised Invoice No \* 9764 Invoice Date \* 05/12/2017

Rate \* 5.00 Taxable Value \* 258742.00

CGST Rate \* 0.000 IGST Amount \* 8409.12

SGST Rate \* 0.000 CGST Amount \* 0.00

CESS Rate \* 17.00 SGST Amount \* 0.00

Diff. Rate \* 65.00 CESS Amount \* 43986.14

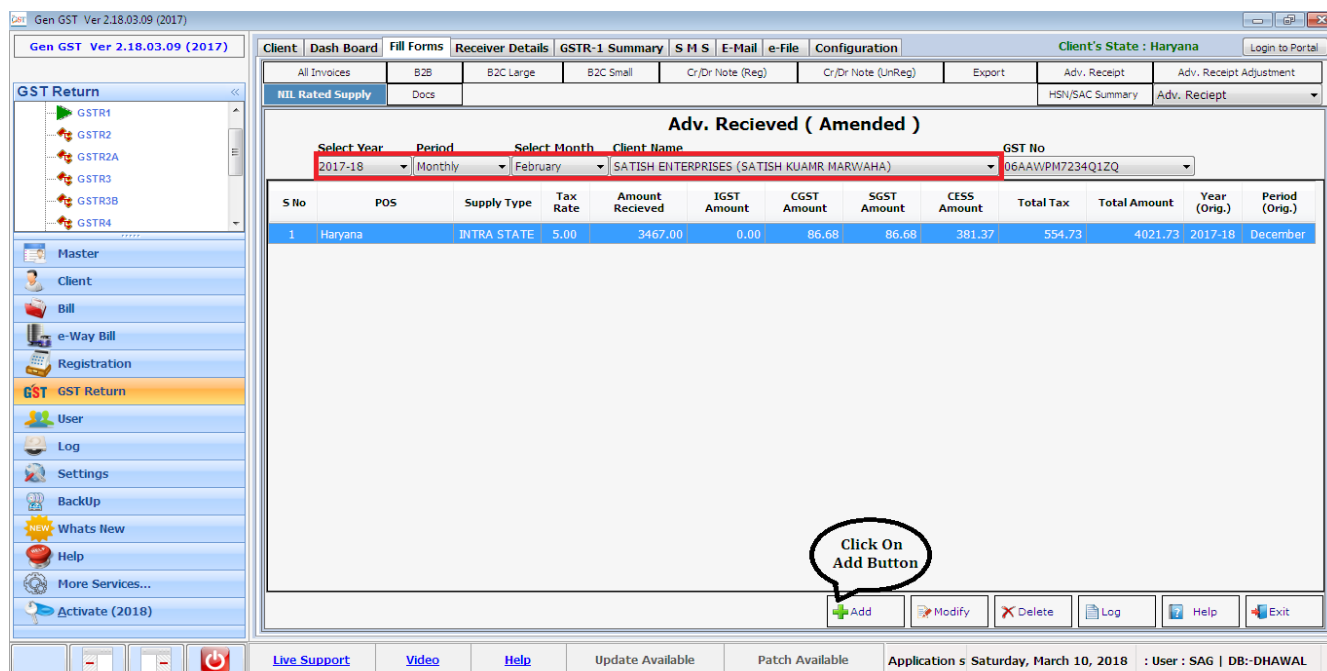
Total Tax \* 52395.26

Total Amount \* 311137.26

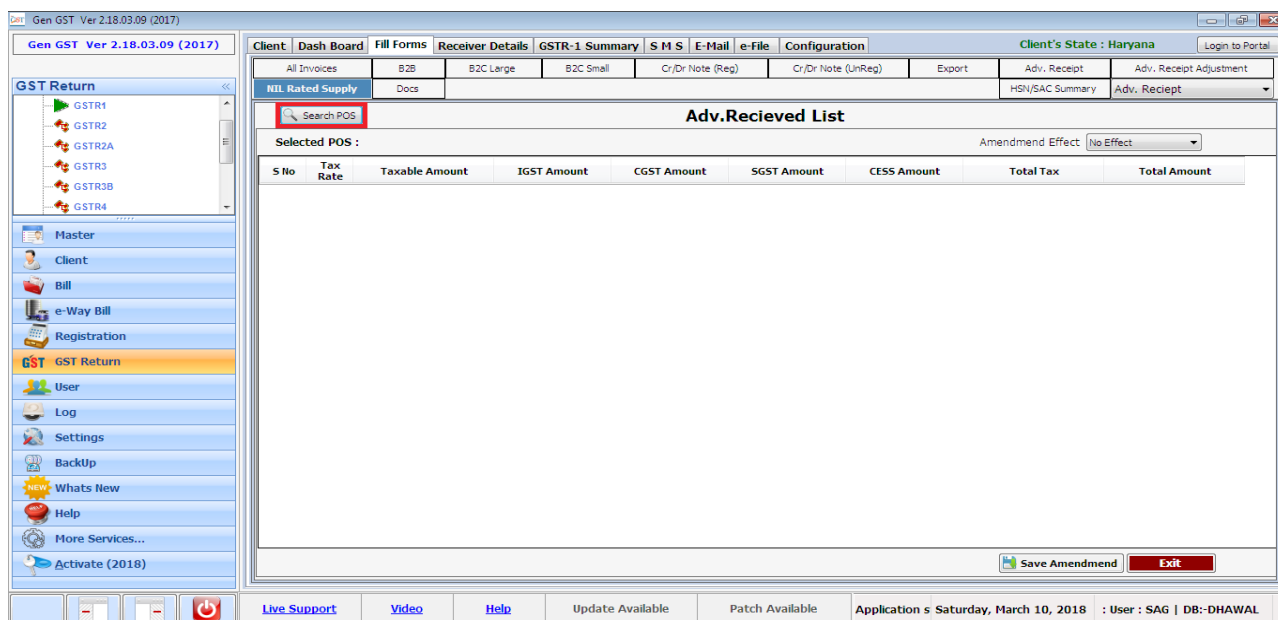
Click on Save Button

## Adv. Receipt

- Select the Adv. Receipt tab from the drop-down menu.
- Here you have to select the financial year, month and the client from the drop-down list. After that click on add button.



- A new panel will be opened where the user has to click on Search POS button as shown below.



- A new panel will be opened here user has to select the invoice which you want to amend and click on Select for Amendment Button.

Client: Dash Board | Fill Forms | Receiver Details | GSTR-1 Summary | S M S | E-Mail | e-File | Configuration | Client's State : Haryana | Login to Portal

All Invoices | B2B | B2C Large | B2C Small | Cr/Dr Note (Reg) | Cr/Dr Note (UnReg) | Export | Adv. Receipt | Adv. Receipt Adjustment

NIL Rated Supply | Docs | HSN/SAC Summary | Adv. Receipt

Search POS

**Adv. Received List**

Select Year: 2017-18 | Period: Monthly | Select Month: February | Client Name: SATISH ENTERPRISES (SATISH KUAMR MARWAHA) | GST No: 06AAWPM7234Q1ZQ

S No	Tax Rate	POS	Supply Type	Taxable Amount	IGST Amount	CGST Amount	SGST Amount	CESS Amount	Total Tax
1	5.00	Haryana	INTRA STATE	3467.00	0.00	86.68	86.68	381.37	554.73

Select For Amendment [Cancel]

Live Support | Video | Help | Update Available | Patch Available | Application s Saturday, March 10, 2018 | User : SAG | DB:-DHAWAL

- A new panel will be opened where user can add the new entries after that click on Save amendment button as shown below.

Client: Dash Board | Fill Forms | Receiver Details | GSTR-1 Summary | S M S | E-Mail | e-File | Configuration | Client's State : Haryana | Login to Portal

All Invoices | B2B | B2C Large | B2C Small | Cr/Dr Note (Reg) | Cr/Dr Note (UnReg) | Export | Adv. Receipt | Adv. Receipt Adjustment

NIL Rated Supply | Docs | HSN/SAC Summary | Adv. Receipt

Search POS

**Adv. Received List**

Selected POS : Haryana ( INTRA STATE ) | Amendmend Effect: No Effect

S No	Tax Rate	Taxable Amount	IGST Amount	CGST Amount	SGST Amount	CESS Amount	Total Tax	Total Amount
1	0.00							
2	0.25							
3	3.00							
4	5.00	3467.00	0.00	86.68	86.68	381.37	554.73	4021.73
5	12.00							
6	18.00							
7	28.00							

Save Amendmend [Exit]

Live Support | Video | Help | Update Available | Patch Available | Application s Saturday, March 10, 2018 | User : SAG | DB:-DHAWAL

## Adv. Receipt Adjustment

- Select the Adv. Receipt Adjustment tab from the drop-down menu.
- Here you have to select the financial year, month and the client from the drop-down list. After that click on add button.

Client: Dash Board | Fill Forms | Receiver Details | GSTR-1 Summary | S M S | E-Mail | e-File | Configuration | Client's State : Haryana

All Invoices | B2B | B2C Large | B2C Small | Cr/Dr Note (Reg) | Cr/Dr Note (UnReg) | Export | Adv. Receipt | Adv. Receipt Adjustment

Adv. Received Adj. ( Amended )

Select Year: 2017-18 | Period: Monthly | Select Month: February | Client Name: SATISH ENTERPRISES (SATISH KUAMR MARWAHA) | GST No: 06AAWPM7234Q1ZQ

S No	POS	Supply Type	Tax Rate	Amount Adjusted	IGST Amount	CGST Amount	SGST Amount	CESS Amount	Total Tax	Total Amount	Year (Orig.)	Period (Orig.)
1	Dadra & Nagar Haveli	INTER STATE	5.00	9895.00	494.75	0.00	0.00	1236.88	1731.63	11626.63	2017-18	December

Buttons: Add, Modify, Delete, Log, Help, Exit

Application s: Saturday, March 10, 2018 : User : SAG | DB:-DHAWAL

- A new panel will be opened where the user has to click on Search POS button as shown below.

Client: Dash Board | Fill Forms | Receiver Details | GSTR-1 Summary | S M S | E-Mail | e-File | Configuration | Client's State : Haryana

All Invoices | B2B | B2C Large | B2C Small | Cr/Dr Note (Reg) | Cr/Dr Note (UnReg) | Export | Adv. Receipt | Adv. Receipt Adjustment

Adv. Received Adjustment List

Search POS

Selected POS : | Amendment Effect: No Effect

S No	Tax Rate	Taxable Amount	IGST Amount	CGST Amount	SGST Amount	CESS Amount	Total Tax	Total Amount
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Buttons: Save Amendment, Exit

Application s: Saturday, March 10, 2018 : User : SAG | DB:-DHAWAL



- A new panel will be opened where user has to select the invoice which you want to amend and click on Select for Amendment Button.

The screenshot shows the 'Adv. Recieved Adjustment List' window in Gen GST. The window title is 'Adv. Recieved Adjustment List'. It includes a search bar for POS, filters for Select Year (2017-18), Period (Monthly), and Select Month (December). The Client Name is 'SATISH ENTERPRISES (SATISH KUAMR MARWAHA)' and the GST No is '06AAWPM7234Q1ZQ'. The table below shows one entry:

S No	Tax Rate	POS	Supply Type	Taxable Amount	IGST Amount	CGST Amount	SGST Amount	CESS Amount	Total Tax
1	5.00	Dadra & Nagar Haveli	INTER STATE	9895.00	494.75	0.00	0.00	1236.88	1731.63

At the bottom of the window, there is a 'Select for Amendment' button and a 'Cancel' button. A callout bubble points to the 'Select for Amendment' button with the text 'Click On Select For Amendmend'.

- A new panel will be opened where user can add the new entries after that click on Save amendment button as shown below.

The screenshot shows the 'Adv. Recieved Adjustment List' window in Gen GST. The window title is 'Adv. Recieved Adjustment List'. It includes a search bar for POS, filters for Selected POS (Dadra Nagar Haveli ( INTER STATE )) and Amendmend Effect (No Effect). The table below shows seven entries:

S No	Tax Rate	Taxable Amount	IGST Amount	CGST Amount	SGST Amount	CESS Amount	Total Tax	Total Amount
1	0.00							
2	0.25							
3	3.00							
4	5.00	9895.00	494.75	0.00	0.00	1236.88	1731.63	11626.63
5	12.00							
6	18.00							
7	28.00							

At the bottom of the window, there is a 'Save Amendment' button and an 'Exit' button. A callout bubble points to the 'Save Amendment' button with the text 'Click On Save Amendmend Button'.