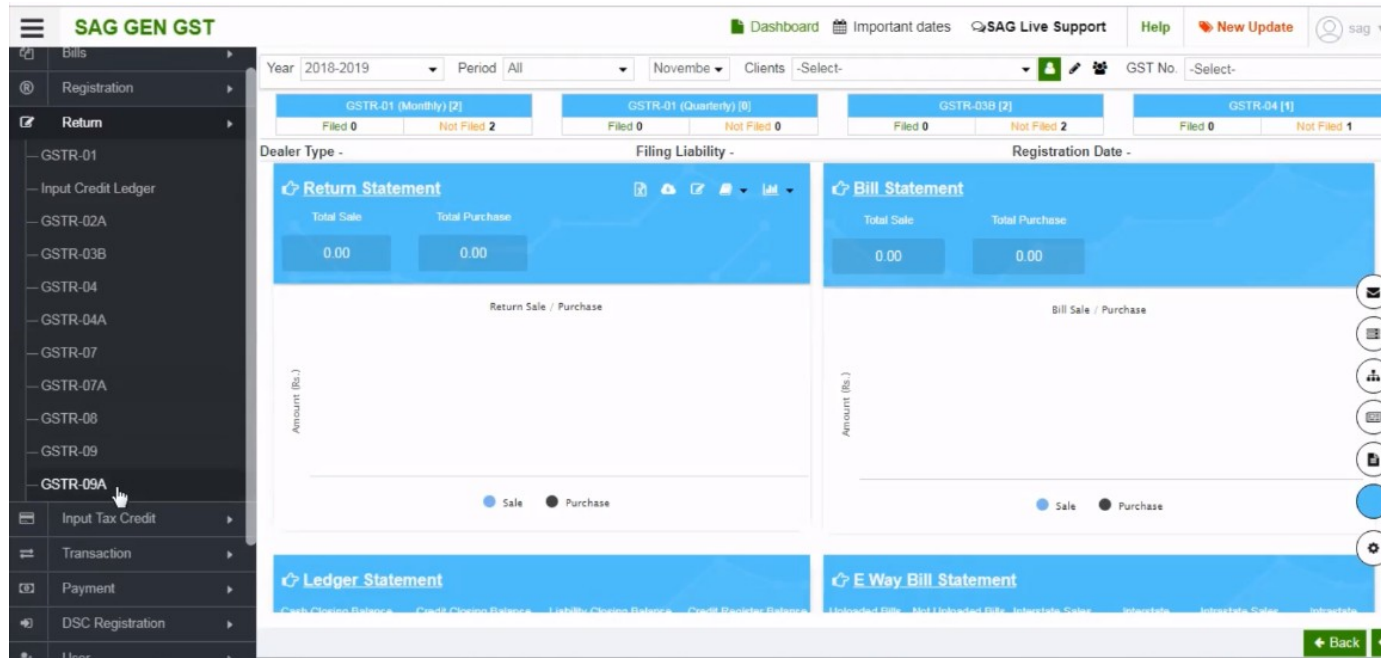




How to File GSTR 9A

A Complete Guide

STEP 1



The screenshot shows the SAG GEN GST software interface. On the left is a dark navigation menu with the following items: Bills, Registration, Return (highlighted), GSTR-01, Input Credit Ledger, GSTR-02A, GSTR-03B, GSTR-04, GSTR-04A, GSTR-07, GSTR-07A, GSTR-08, GSTR-09, GSTR-09A (with a mouse cursor), Input Tax Credit, Transaction, Payment, DSC Registration, and User. The main dashboard area has a top navigation bar with 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile 'sag'. Below this is a filter section for 'Year' (2018-2019), 'Period' (All), 'Novembe', 'Clients' (-Select-), and 'GST No.' (-Select-). The dashboard displays four summary cards: GSTR-01 (Monthly) [2] with 'Filed 0' and 'Not Filed 2'; GSTR-01 (Quarterly) [0] with 'Filed 0' and 'Not Filed 0'; GSTR-03B [2] with 'Filed 0' and 'Not Filed 2'; and GSTR-04 [1] with 'Filed 0' and 'Not Filed 1'. The main content area is divided into four sections: 'Return Statement', 'Bill Statement', 'Ledger Statement', and 'E Way Bill Statement'. Each section shows 'Total Sale' and 'Total Purchase' as 0.00. The 'Return Statement' and 'Bill Statement' sections also have a 'Return Sale / Purchase' and 'Bill Sale / Purchase' area respectively, with a legend for 'Sale' (blue dot) and 'Purchase' (black dot). The 'Ledger Statement' and 'E Way Bill Statement' sections show various balance categories. A 'Back' button is located at the bottom right of the dashboard.

Step 1: After sign-in click on Returns option and select GSTR-09A option. This is annual return for Composition taxpayers who have filed GSTR-4 Quarterly

STEP 2

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

Client Fill GSTR9A

Year 2018-2019

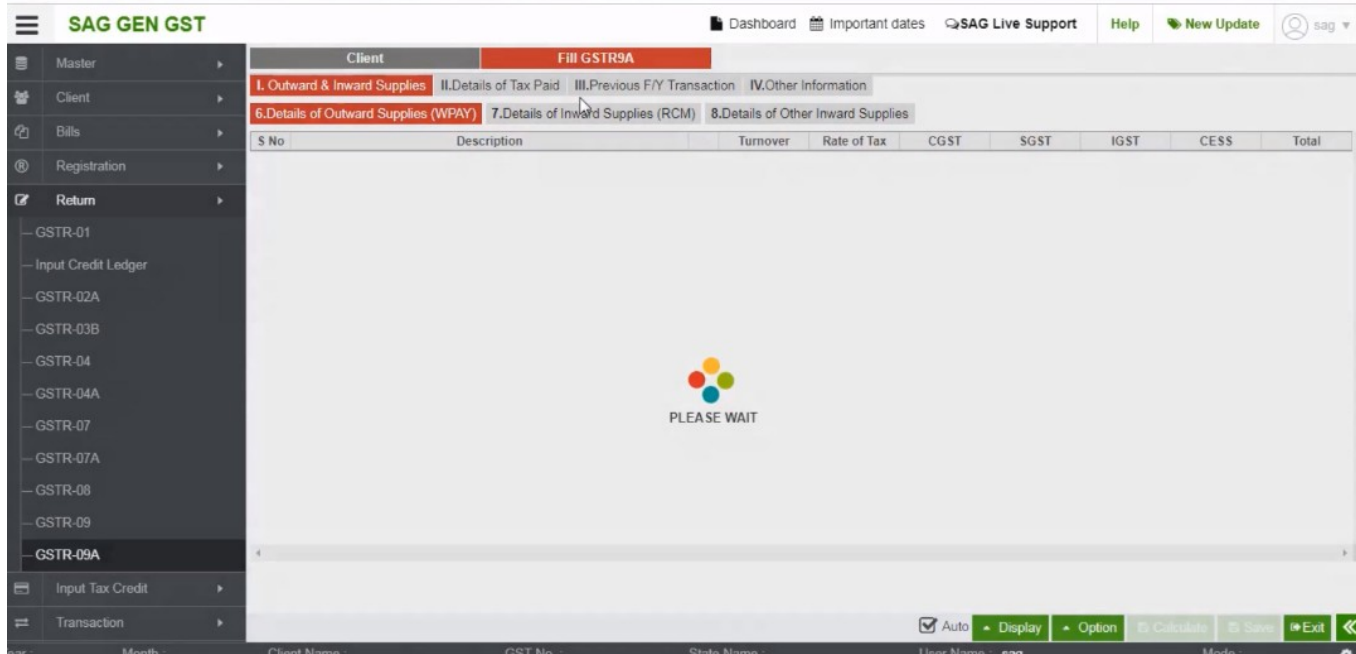
<input checked="" type="checkbox"/>	S.No.	Client Code	Client Name	GST No.	Status	Registration Date	Dealer Type	Turnover
<input checked="" type="checkbox"/>	1	47268388-7706-4b6c-...	COMPOSITION	08ACIPS4159C1ZH	Proprietorship	28/07/2017	Composition	Pe

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

Page Wise Columns

Step 2: Click on GSTR-09A option and select the client option

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 icon. The left sidebar contains a menu with options like 'Master', 'Client', 'Bills', 'Registration', 'Return', 'Input Tax Credit', and 'Transaction'. The main area is titled 'Client' and 'Fill GSTR9A'. Below this, there are four tabs: 'I. Outward & Inward Supplies', 'II. Details of Tax Paid', 'III. Previous FY Transaction', and 'IV. Other Information'. The 'I. Outward & Inward Supplies' tab is active, showing a table with columns: 'S No', 'Description', 'Turnover', 'Rate of Tax', 'CGST', 'SGST', 'IGST', 'CESS', and 'Total'. The table is currently empty and displays a 'PLEASE WAIT' message with a loading icon in the center.

Step 3: After selecting the client, click on fill GSTR9A options then you find some of the options that given by department related GSTR-09A

STEP 4

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

Client: **Fill GSTR9A**

Year: 2018-2019 | Clients: | GST No: 08ACIPS4159C1ZH

I. Outward & Inward Supplies | II. Details of Tax Paid | III. Previous F/Y Transaction | IV. Other Information

6. Details of Outward Supplies (WPAY) | 7. Details of Inward Supplies (RCM) | 8. Details of Other Inward Supplies | Software

S No	Description		Turnover	Rate of Tax	CGST	SGST	IGST	CESS	Total
6A	Taxable	a	2075970.00	-Select-	10379.85	10379.85			2096729.70
6B	Exempted, Nil-Rated	a	0.00	0%	0.00	0.00			0.00
6C	Total	a	2075970.00	-Select-	0.00	0.00			2075970.00

Auto | Display | Option | Calculate | Save | Exit

Step 4: Click on the first option "Outward & Inward Supplies" in which you get the information related to "Outward & Inward Supplies"

STEP 5

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

Client: **Fill GSTR9A**

Year: 2018-2019 | Clients: | GST No: 08ACIPS4159C1ZH

I. Outward & Inward Supplies | II. Details of Tax Paid | III. Previous FY Transaction | IV. Other Information

6. Details of Outward Supplies (WPAY) | 7. Details of Inward Supplies (RCM) | 8. Details of Other Inward Supplies | **Software**

S No	Description	Turnover	Rate of Tax	CGST	SGST	IGST	CESS	Total
6A	Taxable	a 2075970.00	-Select-	10379.85	10379.85			2096729.70
6B	Exempted, Nil-Rated	a 0.00	0%	0.00	0.00			0.00
6C	Total	a 2075970.00	-Select-	0.00	0.00			2075970.00

- Import
- Difference in Software & Portal
- Difference in Software & Return
- Difference in Software & Books
- Difference in Books & Return
- Month / Rate Wise

Auto | Display | **Print** | Calculate | Save | Exit

Year: Month: Client Name: 3 GST No: State Name: Rajasthan User Name: sag Mode:

S

various files

STEP 6

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

Client: **Fill GSTR9A**

Year: 2018-2019 | Clients | GST No: 08ACIPS4159C1ZH

I. Outward & Inward Supplies | II. Details of Tax Paid | III. Previous FY Transaction | IV. Other Information

6. Details of Outward Supplies (WPAY) | 7. Details of Inward Supplies (RCM) | 8. Details of Other Inward Supplies | **Software**

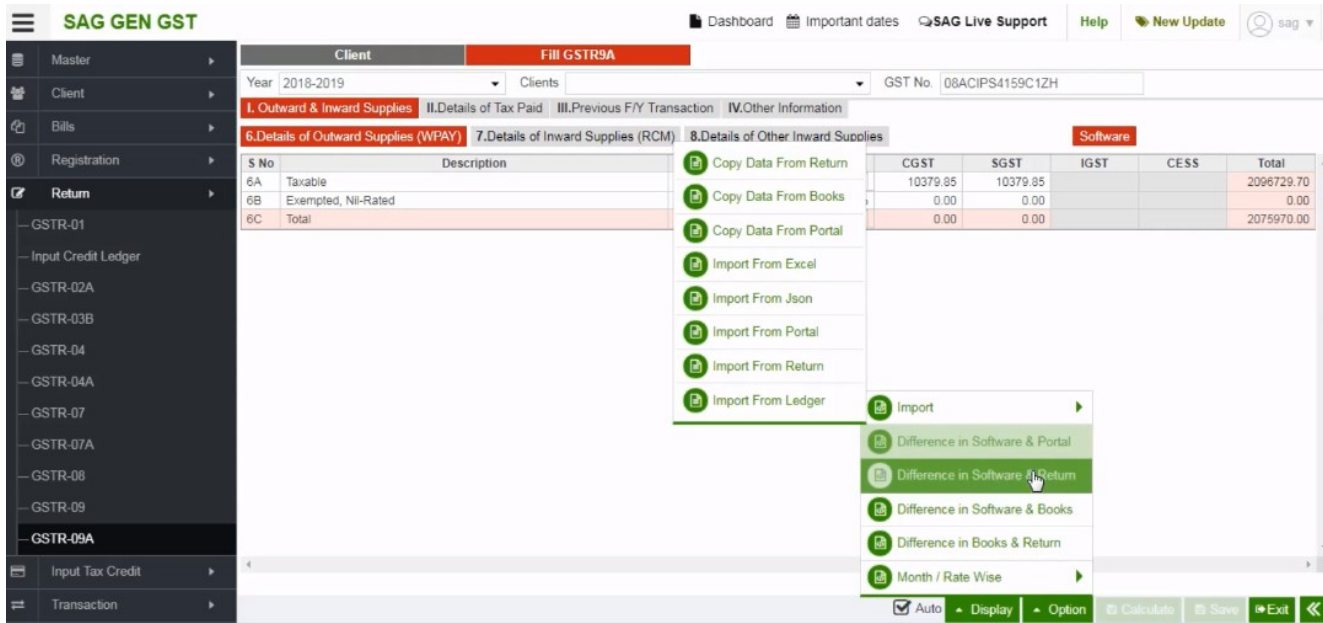
S No	Description	CGST	SGST	IGST	CESS	Total
6A	Taxable	10379.85	10379.85			2096729.70
6B	Exempted, Nil-Rated	0.00	0.00			0.00
6C	Total	0.00	0.00			2075970.00

- Copy Data From Return
- Copy Data From Books
- Copy Data From Portal
- Import From Excel
- Import From Json
- Import From Portal
- Import From Return
- Import From Ledger
- Import**
- Difference in Software & Portal
- Difference in Software & Return
- Difference in Software & Books
- Difference in Books & Return
- Month / Rate Wise

Auto | Display | Option | Calculator | Save | Exit

Step 6: After clicking on the options button, select import from the menu table, the tab will further let you to import data either manually or automatically

STEP 7



The screenshot shows the SAG GEN GST software interface. The main window is titled 'Client Fill GSTR9A'. The 'Year' is set to '2018-2019' and the 'GST No.' is '08ACIPS4159C1ZH'. The 'Software' tab is selected, showing a table with columns for 'S No', 'Description', 'CGST', 'SGST', 'IGST', 'CESS', and 'Total'. The table contains three rows: 6A (Taxable), 6B (Exempted, Nil-Rated), and 6C (Total). A context menu is open over the table, listing various import options. The 'Import' option is selected, and a sub-menu is displayed with the following options: 'Import', 'Difference in Software & Portal', 'Difference in Software & Return', 'Difference in Software & Books', 'Difference in Books & Return', and 'Month / Rate Wise'. The 'Difference in Software & Return' option is highlighted.

S No	Description	CGST	SGST	IGST	CESS	Total
6A	Taxable	10379.85	10379.85			2096729.70
6B	Exempted, Nil-Rated	0.00	0.00			0.00
6C	Total	0.00	0.00			2075970.00

Step 7: After check import option you will see other options like Difference in software & portal or Difference in software & return etc.

STEP 8

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

Client: **Fill GSTR9A**

Year: 2018-2019 | Clients: | GST No.: 08ACIPS4159C1ZH

I. Outward & Inward Supplies | II. Details of Tax Paid | III. Previous F/Y Transaction | IV. Other Information

6. Details of Outward Supplies (WPAY) | 7. Details of Inward Supplies (RCM) | 8. Details of Other Inward Supplies | **Software**

S No	Description	Turnover	Rate of Tax	CGST	SGST	IGST	CESS	Total
6A	Taxable	2075970.00	-Select-	10379.85	10379.85			2096729.70
6B	Exempted, Nil-Rated	0.00	0%	0.00	0.00			0.00
6C	Total	2075970.00	-Select-	0.00	0.00			2075970.00

Software
 Portal
 Books
 Return

Auto | Display | Option | Calculate | Save | Exit

Step 8: To use this options firstly you have to select from different check box from which you want to compare the data, For example you select software, books and return etc.

STEP 9

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

Client: **FIII GSTR9A**

Year: 2018-2019 | Clients: | GST No: 08ACIPS4159C1ZH

I.Outward & Inward Supplies
 II.Details of Tax Paid
 III.Previous FY Transaction
 IV.Other Information

6.Details of Outward Supplies (WPAY)
 7.Details of Inward Supplies (RCM)
 8.Details of Other Inward Supplies
 Software

S No	Description	Turnover	Rate of Tax	CGST	SGST	IGST	CESS	Total
6A	Taxable	a 2075970.00	-Select-	10379.85	10379.85			2096729.70
6B	Exempted, Nil-Rated	a 0.00	0%	0.00	0.00			0.00
6C	Total	a 2075970.00	-Select-	0.00	0.00			2075970.00

Software
 Portal
 Books
 Return

Auto | Display | Option | Calculate | Save | Exit

Step 9: And after which if we want compare data between the taxes paid, we have to click on the tab above.

STEP 10

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

Client **Fill GSTR9A**

Year Clients GST No

I. Outward & Inward Supplies **II. Details of Tax Paid** III. Previous FY Transaction IV. Other Information

9. Details of Tax paid

S No	Description		Total Tax Payable (A)	Paid (B)	Balance (A-B)
9A	+ IGST	a	0.00	0.00	0.00
9B	+ CGST	a	0.00	0.00	0.00
9C	+ SGST	a	0.00	0.00	0.00
9D	+ CESS	a	0.00	0.00	0.00
9E	+ Late Fee	a	0.00	0.00	0.00
9F	+ Interest	a	0.00	0.00	0.00
9G	+ Penalty	a	0.00	0.00	0.00

Auto Display Option Calculate Save Exit

Step 10: There will be multiple option displayed, under which you can click on the plus sign just aside of the IGST option.

STEP 11

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

Client: **Fill GSTR9A**

Year: 2018-2019 | Clients: | GST No: 08ACIPS4159C1ZH

I. Outward & Inward Supplies | **II.Details of Tax Paid** | III.Previous F/Y Transaction | IV.Other Information

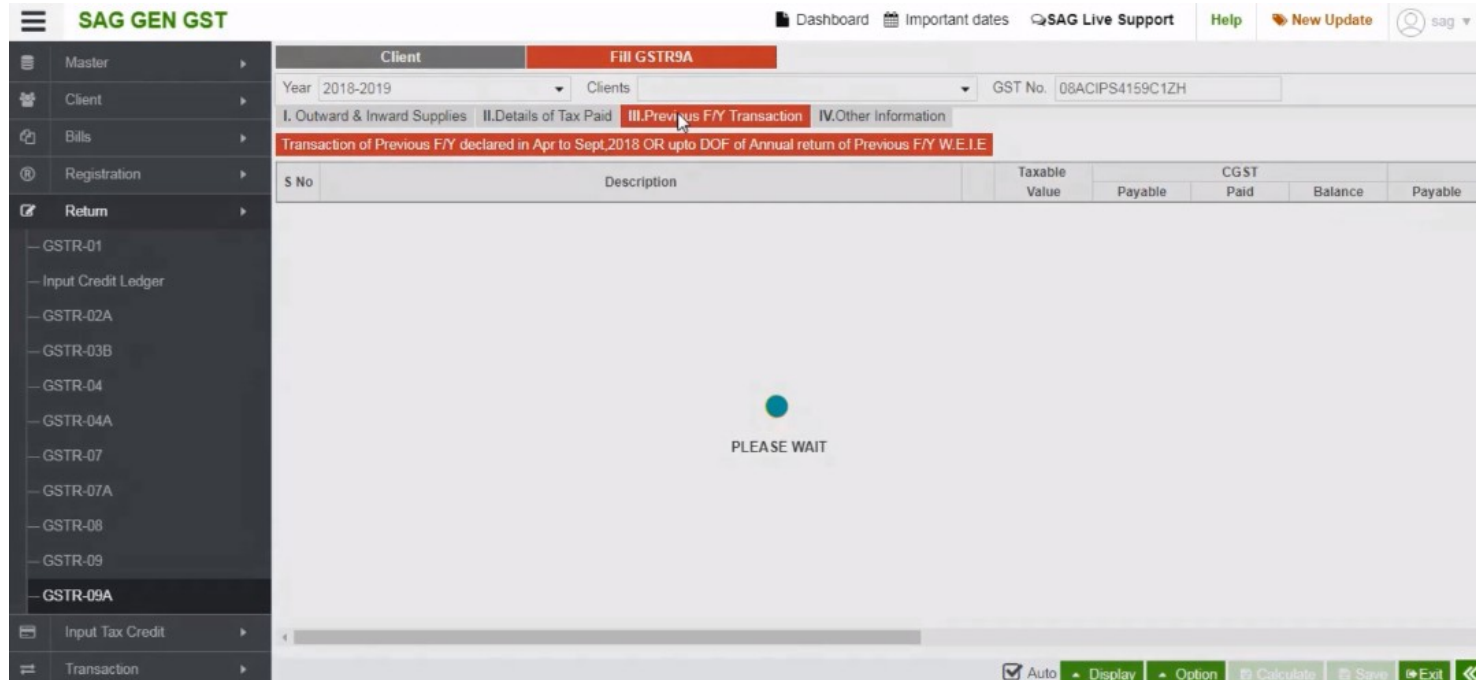
9.Details of Tax paid

S No	Description	Total Tax Payable (A)	Paid (B)	Balance (A-B)
9A	- IGST			
	As per Ledger	0.00	0.00	0.00
	As Per Return	0.00	0.00	0.00
	Difference in Software & Ledger (a & c)	0.00	0.00	0.00
	Difference in Software & Return (a & d)	0.00	0.00	0.00
	Difference in Ledger & Return (c & d)	0.00	0.00	0.00
9B	+ CGST	0.00	0.00	0.00
9C	+ SGST	0.00	0.00	0.00
9D	+ CESS	0.00	0.00	0.00
9E	+ Late Fee	0.00	0.00	0.00
9F	+ Interest	0.00	0.00	0.00
9G	+ Penalty	0.00	0.00	0.00

Auto | Display | Option | Calculate | Save | Exit

Step 11: You can select and see all the details as per the ledger or as per the return also.

STEP 12



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 header is 'Client' and 'Fill GSTR9A'. Below this, there are fields for 'Year' (2018-2019) and 'GST No.' (08ACIPS4159C1ZH). The interface has four tabs: 'I. Outward & Inward Supplies', 'II. Details of Tax Paid', 'III. Previous FY Transaction' (which is selected), and 'IV. Other Information'. A message is displayed: 'Transaction of Previous FY declared in Apr to Sept,2018 OR upto DOF of Annual return of Previous FY W.E.I.E'. Below this is a table with columns: 'S No', 'Description', 'Taxable Value', 'CGST Payable', 'CGST Paid', 'Balance', and 'Payable'. The table area is currently empty and displays a 'PLEASE WAIT' message with a loading spinner. The left sidebar contains a menu with options like 'Master', 'Client', 'Bills', 'Registration', 'Return' (with sub-items GSTR-01 to GSTR-09A), 'Input Tax Credit', and 'Transaction'. The bottom right corner has buttons for 'Auto', 'Display', 'Option', 'Calculate', 'Save', 'Exit', and a back arrow.

Step 12: You can also check the previous financial year details by clicking on the tab Next to the details of tax paid.

STEP 13

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

Client | **Fill GSTR9A**

Year: 2018-2019 | Clients: | GST No: 08ACIPS4159C1ZH

I. Outward & Inward Supplies | II. Details of Tax Paid | III. Previous FY Transaction | **IV. Other Information**

15. Particulars of Demands and Refunds | 16. Details of Credit Reversed or Availed | 17. Late fee payable and Paid | **Software**

S No	Description	CGST(I)	SGST(II)	IGST(III)	Cess(IV)	Interest	Penalty	Lab O
15A	Total Refund claimed	0.00	0.00	0.00	0.00			
15B	Total Refund sanctioned	0.00	0.00	0.00	0.00			
15C	Total Refund Rejected	0.00	0.00	0.00	0.00			
15D	Total Refund Pending	0.00	0.00	0.00	0.00			
15E	Total Demand of taxes	0.00	0.00	0.00	0.00	0.00	0.00	
15F	Total Taxes paid in respect of E	0.00	0.00	0.00	0.00	0.00	0.00	
15G	Total Demand pending out of E	0.00	0.00	0.00	0.00	0.00	0.00	

Auto | Display | Option | Calculate | Save | Exit

Step 13: For the details of particular demand and refunds you can click on the next tab aside of the previous one.

STEP 14

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

Client **FIII GSTR9A**

Year: 2018-2019 Clients: GST No: 08ACIPS4159C1ZH

I. Outward & Inward Supplies II. Details of Tax Paid III. Previous FY Transaction **IV. Other Information**

15. Particulars of Demands and Refunds 16. Details of Credit Reversed or Availed 17. Late fee payable and Paid Software

S No	Description	CGST(I)	SGST(II)	IGST(III)	Cess(IV)	Interest	Penalty	Lat-O
15A	Total Refund claimed	a	0.00	0.00	0.00	0.00		
15B	Total Refund sanctioned	a	0.00	0.00	0.00			
15C	Total Refund Rejected	a	0.00	0.00	0.00			
15D	Total Refund Pending	a	0.00	0.00	0.00			
15E	Total Demand of taxes	a	0.00	0.00	0.00	0.00	0.00	0.00
15F	Total Taxes paid in respect of E	a	0.00	0.00	0.00	0.00	0.00	0.00
15G	Total Demand pending out of E	a	0.00	0.00	0.00	0.00	0.00	0.00

Auto Display Option Calculate Save Exit

Step 14: For the details of credit reversed and availed click on the tab aside of the previous one.

STEP 15

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

Client | **Fill GSTR9A**

Year: 2018-2019 | Clients | GST No: 08ACIPS4159C1ZH

I. Outward & Inward Supplies | II. Details of Tax Paid | III. Previous FY Transaction | **IV. Other Information**

15. Particulars of Demands and Refunds | 16. Details of Credit Reversed or Availed | **17. Late fee payable and Paid** | Software

S No	Description	Payable (A)	Paid (B)	Balance (A-B)
17A	CGST	a 0.00	0.00	0.00
17B	SGST	a 0.00	0.00	0.00

Auto | Display | Option | Calculate | Save | Exit

Step 15: For the details of late fee payable and paid click on the tab aside of the previous one along with the CGST and SGST details.

GEN GST SOFTWARE



- Gen GST Hosts Complete GSTR Forms i.e. 7, 8, 1, 3B, 4
- GST Annual & Audit Return Filing Forms
- GST Billing & E Way Bill Solutions
- JSON File Validation Before Portal Uploading
- Import/Export Facility From Govt Portal
- GSTR Forms Reconciliation for Invoice Match-Mismatch



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