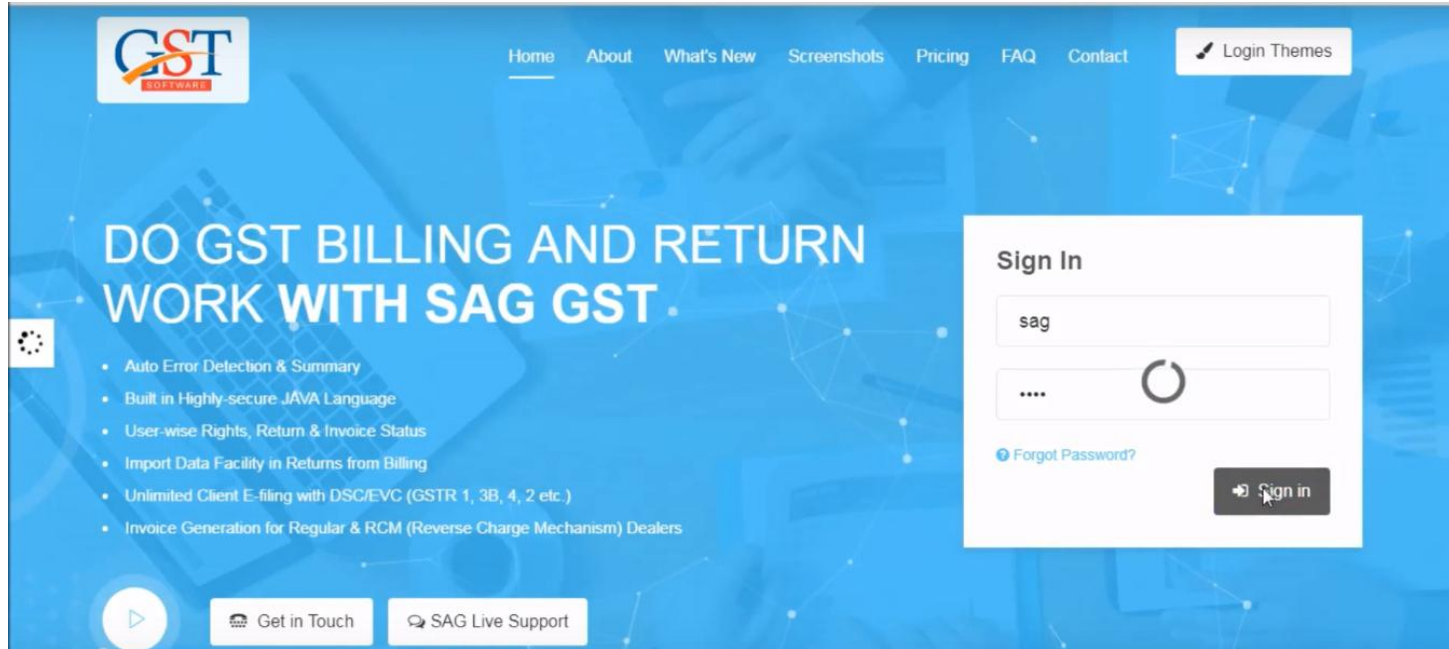




A Complete Guide
How to File GSTR 4 Return

STEP 1



The screenshot shows the GST Software website interface. At the top left is the GST Software logo. A navigation menu includes links for Home, About, What's New, Screenshots, Pricing, FAQ, and Contact. A 'Login Themes' button is located in the top right. The main heading reads 'DO GST BILLING AND RETURN WORK WITH SAG GST.' Below this, a list of features is provided:

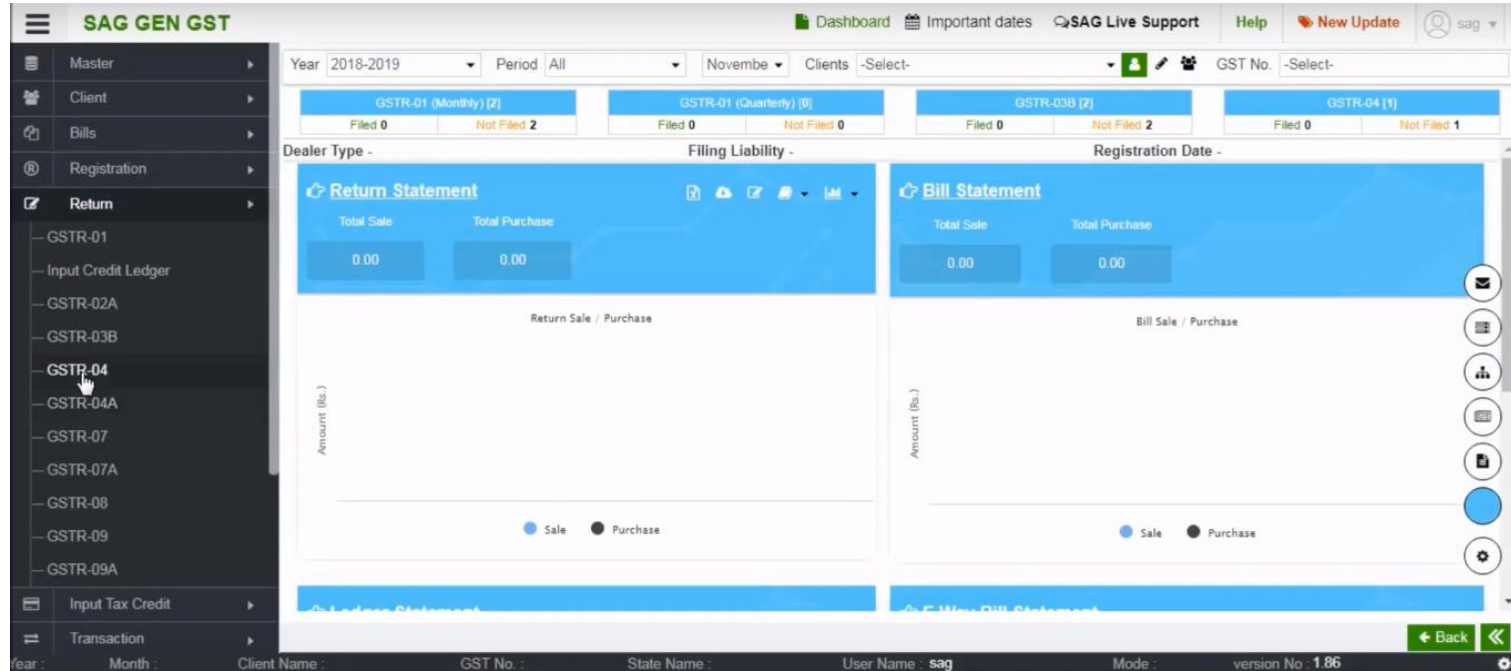
- Auto Error Detection & Summary
- Built in Highly-secure JAVA Language
- User-wise Rights, Return & Invoice Status
- Import Data Facility in Returns from Billing
- Unlimited Client E-filing with DSC/EVC (GSTR 1, 3B, 4, 2 etc.)
- Invoice Generation for Regular & RCM (Reverse Charge Mechanism) Dealers

At the bottom of the main content area, there are buttons for 'Get in Touch' and 'SAG Live Support'. On the right side, a 'Sign In' form is displayed with the following elements:

- A text input field containing the username 'sag'.
- A password input field with masked characters '....' and a circular refresh icon.
- A link for 'Forgot Password?'.
- A 'Sign in' button with a right-pointing arrow.

Firstly you have to Sign-in with valid ID & password

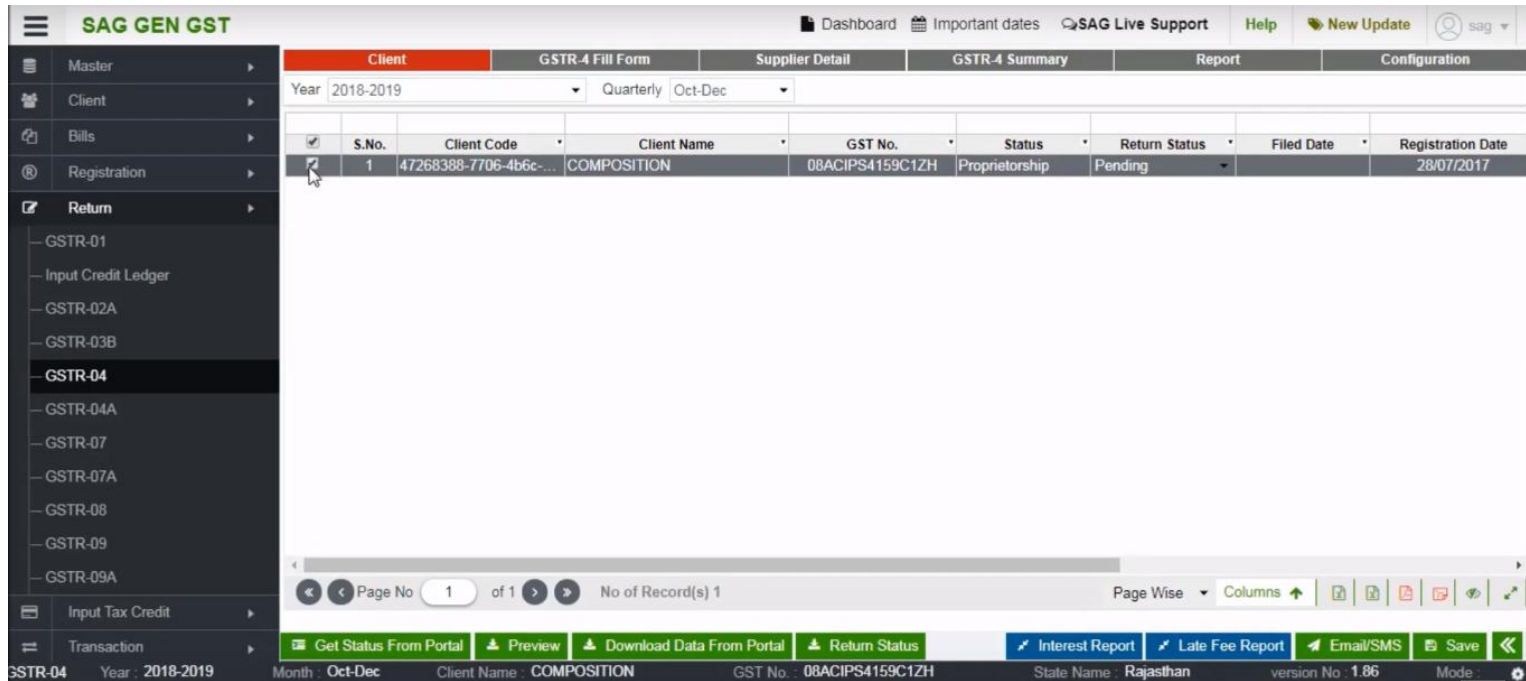
STEP 2



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 area is divided into several sections: 'Return Statement' and 'Bill Statement'. The 'Return Statement' section shows 'Total Sale' and 'Total Purchase' both at 0.00. The 'Bill Statement' section also shows 'Total Sale' and 'Total Purchase' both at 0.00. The interface includes a sidebar menu with options like 'Master', 'Client', 'Bills', 'Registration', and 'Return'. The 'Return' menu is expanded, showing options from 'GSTR-01' to 'GSTR-09A', with 'GSTR-04' selected. The bottom status bar shows 'Year: 2018-2019', 'Month: All', 'Client Name: -', 'GST No: -', 'State Name: -', 'User Name: sag', 'Mode: -', and 'version No: 1.86'.

After sign-in, click on Return option then select GSTR-4. The GSTR 4 is filed by composition scheme taxpayers.

STEP 3



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

Client | GSTR-4 Fill Form | Supplier Detail | GSTR-4 Summary | Report | Configuration

Year: 2018-2019 | Quarterly | Oct-Dec

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

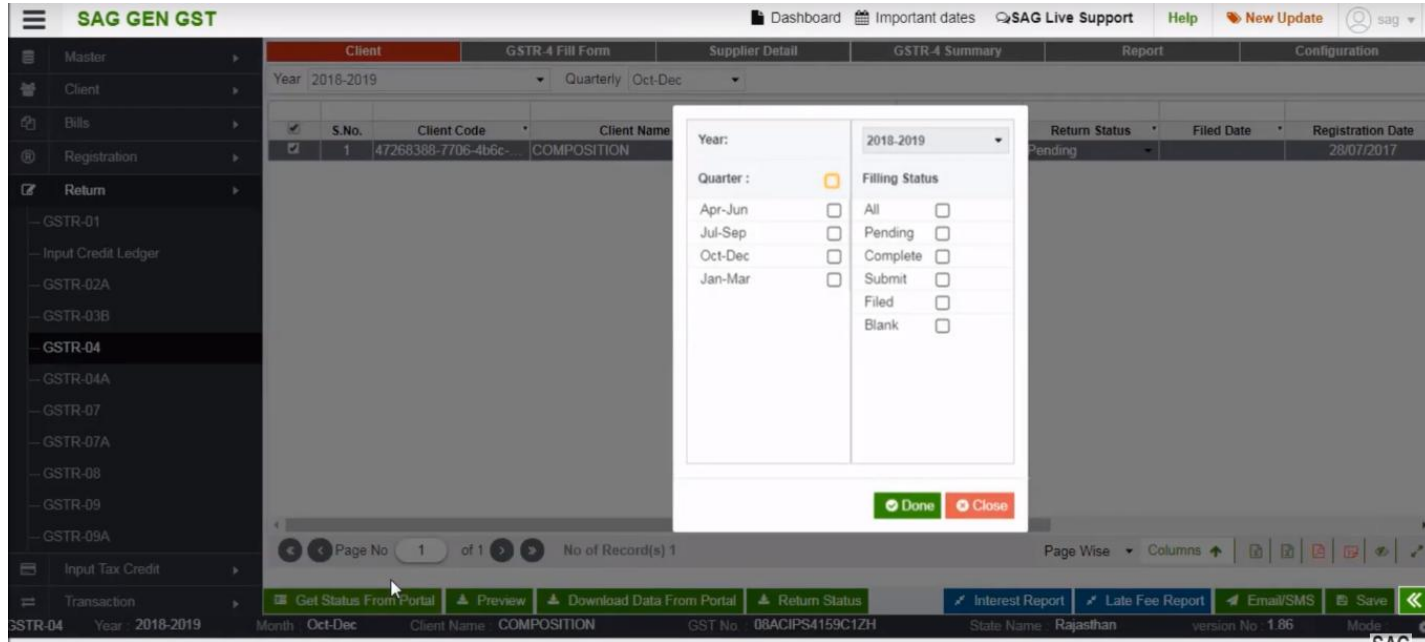
Page No: 1 of 1 | No of Record(s) 1 | Page Wise | Columns

Get Status From Portal | Preview | Download Data From Portal | Return Status | Interest Report | Late Fee Report | Email/SMS | Save

GSTR-04 | Year: 2018-2019 | Month: Oct-Dec | Client Name: COMPOSITION | GST No.: 08ACIPS4159C1ZH | State Name: Rajasthan | version No: 1.86 | Mode:

After selecting GSTR-4 option then select quarterly and client option.

STEP 4



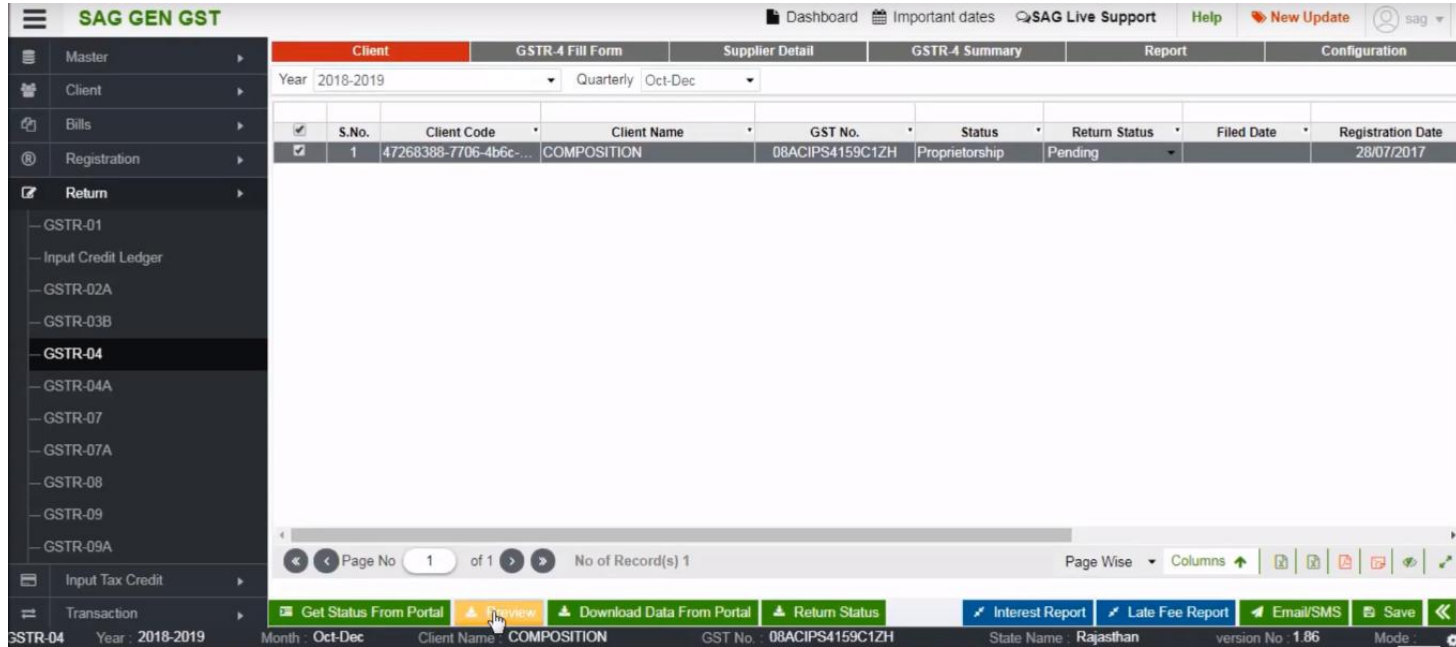
The screenshot shows the SAG GEN GST software interface. A modal window is open, allowing the user to select a quarter and a filling status. The modal contains the following options:

Quarter	Filling Status
Apr-Jun	All
Jul-Sep	Pending
Oct-Dec	Complete
Jan-Mar	Submit
	Filed
	Blank

At the bottom of the modal, there are two buttons: "Done" (green) and "Close" (red). The background interface shows a table with columns for S.No., Client Code, Client Name, Return Status, Filed Date, and Registration Date. The "Get Status From Portal" button is highlighted in the bottom toolbar.

After selecting client option now go below to get details of client, click on "Get Status from portal tab" and select quarter time period and status.

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 sidebar menu on the left lists various modules such as Master, Client, Bills, Registration, Return, Input Tax Credit, and Transaction. The main content area shows the 'GSTR-4 Summary' screen for the year 2018-2019, Quarterly, Oct-Dec. A table displays the following data:

S.No.	Client Code	Client Name	GST No.	Status	Return Status	Filed Date	Registration Date
1	47268388-7706-4b6c-...	COMPOSITION	08ACIPS4159C1ZH	Proprietorship	Pending		28/07/2017

At the bottom of the interface, there are several action buttons: 'Get Status From Portal', 'Preview', 'Download Data From Portal', 'Return Status', 'Interest Report', 'Late Fee Report', 'Email/SMS', and 'Save'. The 'Preview' button is highlighted with a mouse cursor. The status bar at the bottom shows 'GSTR-04', 'Year: 2018-2019', 'Month: Oct-Dec', 'Client Name: COMPOSITION', 'GST No.: 08ACIPS4159C1ZH', 'State Name: Rajasthan', 'version No: 1.86', and 'Mode: ...'.

You can preview all the details by clicking on the preview tab.

STEP 6

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

Client | GSTR-4 Fill Form | Supplier Detail | GSTR-4 Summary | Report | Configuration

Year: 2018-2019 | Quarterly | Oct-Dec

S.No.	Client Code	Client Name	GST No.	Status	Return Status	Filed Date	Registration Date
1	47268388-7706-4b6c-...	COMPOSITION	08ACIPS4159C1ZH	Proprietorship	Pending		28/07/2017

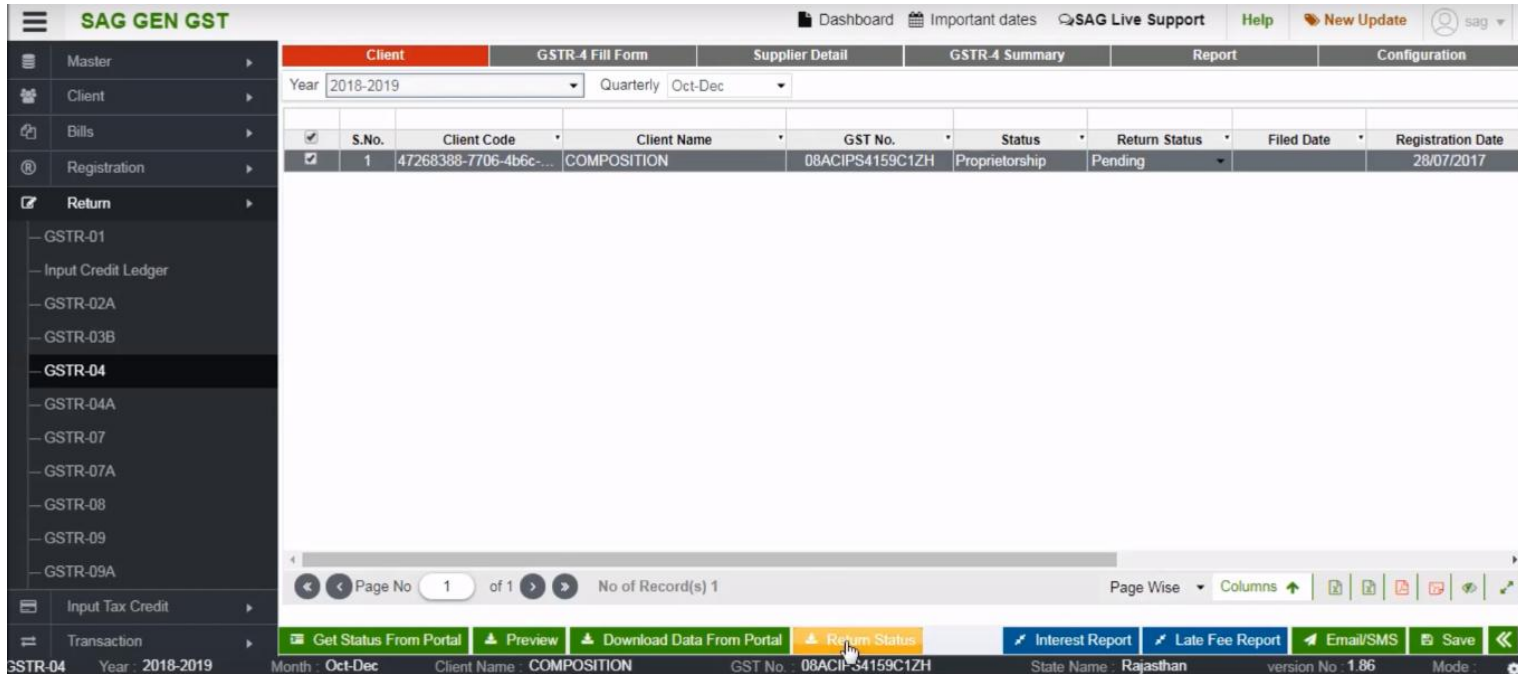
Page No: 1 of 1 | No of Record(s) 1 | Page Wise | Columns

[Get Status From Portal](#) |
 [Preview](#) |
 [Download Data from Portal](#) |
 [Return Status](#) |
 [Interest Report](#) |
 [Late Fee Report](#) |
 [Email/SMS](#) |
 [Save](#)

GSTR-04 | Year: 2018-2019 | Month: Oct-Dec | Client Name: COMPOSITION | GST No.: 08ACIPS4159C1ZH | State Name: Rajasthan | version No: 1.86 | Mode

You can download the data by click on the download data from portal tab.

STEP 7



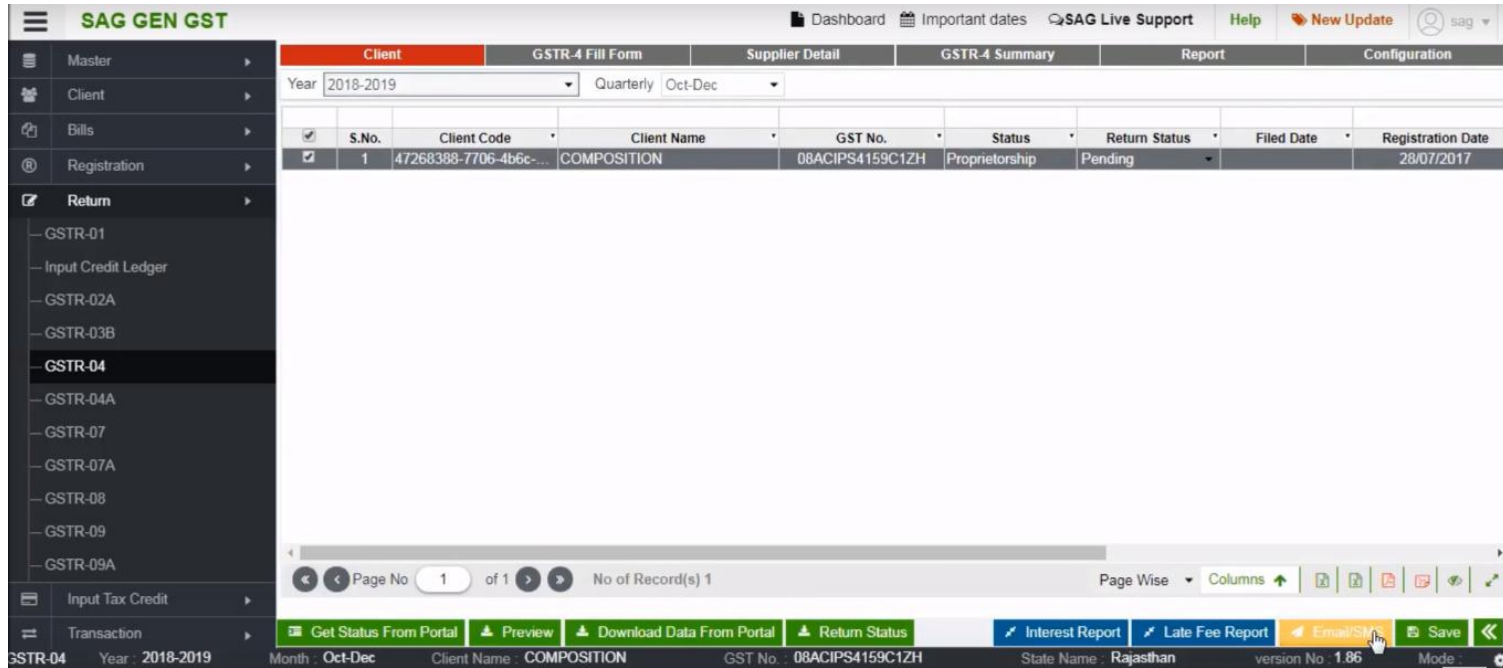
The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile 'sag'. The main menu on the left lists various modules: Master, Client, Bills, Registration, Return (with sub-items GSTR-01 to GSTR-09A), Input Tax Credit, and Transaction. The 'Return' module is selected, and the 'Return Status' tab is active. The interface shows a table with the following data:

S.No.	Client Code	Client Name	GST No.	Status	Return Status	Filed Date	Registration Date
1	47268388-7706-4b6c-...	COMPOSITION	08ACIPS4159C1ZH	Proprietorship	Pending		28/07/2017

At the bottom of the interface, there are several action buttons: 'Get Status From Portal', 'Preview', 'Download Data From Portal', 'Return Status' (highlighted with a mouse cursor), 'Interest Report', 'Late Fee Report', 'Email/SMS', and 'Save'. The status bar at the very bottom shows: 'GSTR-04 Year: 2018-2019 Month: Oct-Dec Client Name: COMPOSITION GST No.: 08ACIP-54159C1ZH State Name: Rajasthan version No: 1.86 Mode: ...'

You can also check the status of the client by using the return status tab.

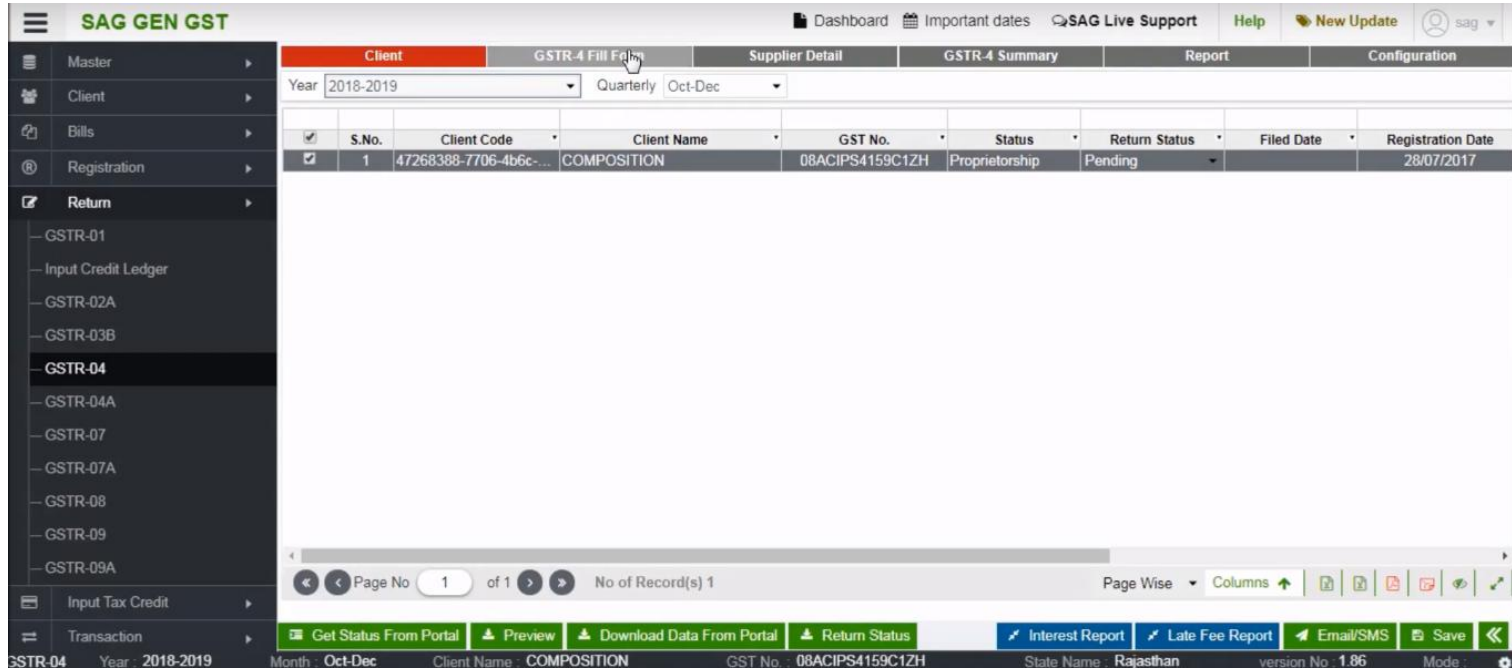
STEP 8



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 various modules such as Master, Client, Bills, Registration, Return (with sub-items GSTR-01 to GSTR-09A), Input Tax Credit, and Transaction. The main content area shows a table of client returns for the year 2018-2019, quarterly for Oct-Dec. The table has columns for S.No., Client Code, Client Name, GST No., Status, Return Status, Filed Date, and Registration Date. A single record is visible with S.No. 1, Client Code 47268388-7706-4b6c..., Client Name COMPOSITION, GST No. 08ACIPS4159C1ZH, Status Proprietorship, Return Status Pending, Filed Date, and Registration Date 28/07/2017. At the bottom, there are several action buttons: 'Get Status From Portal', 'Preview', 'Download Data From Portal', 'Return Status', 'Interest Report', 'Late Fee Report', 'E-mail/SMS', and 'Save'. The 'E-mail/SMS' button is highlighted with a mouse cursor. The footer shows 'STR-04', 'Year: 2018-2019', 'Month: Oct-Dec', 'Client Name: COMPOSITION', 'GST No.: 08ACIPS4159C1ZH', 'State Name: Rajasthan', 'version No: 1.86', and 'Mode:'.

You can send E-mail or SMS to your client by clicking on E-mail SMS tab.

STEP 9



The screenshot shows the SAG GEN GST software interface. The top navigation bar includes options like Dashboard, Important dates, SAG Live Support, Help, and New Update. The main menu on the left lists various options such as Master, Client, Bills, Registration, Return, Input Tax Credit, and Transaction. The 'Return' section is expanded, showing options from GSTR-01 to GSTR-09A. The 'GSTR-4' option is highlighted. The main content area displays a table with columns for S.No., Client Code, Client Name, GST No., Status, Return Status, Filed Date, and Registration Date. A single record is visible with S.No. 1, Client Code 47268388-7706-4b6c..., Client Name COMPOSITION, GST No. 08ACIPS4159C1ZH, Status Proprietorship, Return Status Pending, and Registration Date 28/07/2017. The bottom status bar shows the current selection: SSTR-04, Year 2018-2019, Month Oct-Dec, Client Name COMPOSITION, GST No. 08ACIPS4159C1ZH, State Name Rajasthan, version No. 1.86, and Mode.

Now click on GSTR-4 Fill Form option.

STEP 10

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

4-A&B-B2B

Dashboard | **GSTR-4 Fill Form** | Supplier Detail | GSTR-4 Summary | SMS | Email | Report | Configuration

ALL | B2B | B2BA | B2BUR | B2BURA | IMPS | IMPSA | CDNR | CDNRA | CDNUR | CDNURA | TXOS | TXOSA | AT | ATA | ATADJ | ATADJA | TDS | TAX PAYABLE

INTEREST | LATE FEE | DOCS | REFUND

Year: 2018-2019 | Quarterly | Oct-Dec | Clients | COMPOSITION | GST No. 08ACIPS4159C1ZH

S.No.	Name	GST No.	Section	Invoice No.	Invoice Date	Revise
1	SHREE OM DISTRIBUTORS	08ABMPA6760G1ZM	B2B	01288	15/11/2018	
2	SHIVAM DESIGNER	24AMNPG8566E1ZU	B2B	1/733	29/11/2018	
3	OM ENTERPRISES	08ABHPA3618E1Z4	B2B	10690	22/10/2018	
4	BAHUBALI PRINTS PVT LTD	24AABCB6232H1Z2	B2B	11513	26/10/2018	
5	EAST INDIA PRINTS	24AAGFE3324D1Z1	B2B	1546	08/10/2018	
6	BAPA SITARAM PRINTS	24AAMFB7174J1Z5	B2B	1906	10/10/2018	
7	EAST INDIA PRINTS	24AAGFE3324D1Z1	B2B	2011	30/11/2018	
8	MANISHA CREATION	24AAFPL5457M1ZD	B2B	211	06/10/2018	
9	KESHAV SILK MILLS	24AHWPB1958P1ZO	B2B	215	13/10/2018	
10	JAIN SYNTHETICS	24ABWPJ1442N1Z9	B2B	2363	18/10/2018	
11	M/S VIJAY MANI SAREES	24AGBPJ1985E1ZN	B2B	255	27/07/2018	
12	LIRIL FASHION	24AAHFL0408N1ZD	B2B	3075	08/10/2018	
13	ASHAPURI FASHION	24AGXPM2040F1ZG	B2B	351	16/10/2018	
14	LIRIL FASHION	24AAHFL0408N1ZD	B2B	3795	30/11/2018	
15	M/S VIJAY MANI SAREES	24AGBPJ1985E1ZN	B2B	383	24/08/2018	
16	AYUSHI PRINTS	24AEUPS4183C1Z7	B2B	400	16/10/2018	

Page No 1 of 3 | No of Record(s) 41 | Page Wise | Columns

Status Pending | Date | Remark | Import/Export | View | E-File | Add | Modify | Delete | Exit

localhost:8083/saost/userhome.htm#astfourbtob | COMPOSITION | GST No. 08ACIPS4159C1ZH | State Name: Rajasthan | version No. 1.86 | Mode

After clicking on GSTR-4 you can get information from the portal and you can also select the section for manually enter details

STEP 11

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

Client Dashboard **GSTR-4 Fill Form** Supplier Detail GSTR-4 Summary SMS Email Report Configuration

ALL **B2B** B2BA B2BUR B2BURA IMPS IMPSA CDNR CDNRA CDNUR CDNURA TXOS TXOSA AT ATA ATADJ ATADJA TDS TAX PAYABLE

INTEREST /LATE FEE DOCS REFUND

Upload No/Date Approved No/Date Status Match/Mismatch

Section B2B Supplier Name M/S VIJAY MANI SAREES GST No 24AGBPJ1985E1ZN

Invoice No. 255 Invoice Date 27/07/2018 Invoice Type Regular B2B Invoices Reverse Charge No

% RC -Select- POS Rajasthan Taxable Value 18423.30 Invoice Value 19344.00

Supply Type INTER STATE

Client State Rajasthan Supplier State Gujarat ADD DELETE

S.No.	Category	HSN/SAC	Item	Taxable Value	Rate	IGST Amount	CGST Amount	SGST Amount
1	-Select-	-Select-	-Select-	18423.30	-Select-	921.17		

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

Single Mode Entry Mode Update Back Exit

After selecting a section tab, you can fill the entry of client by using single mode and entry mode options.

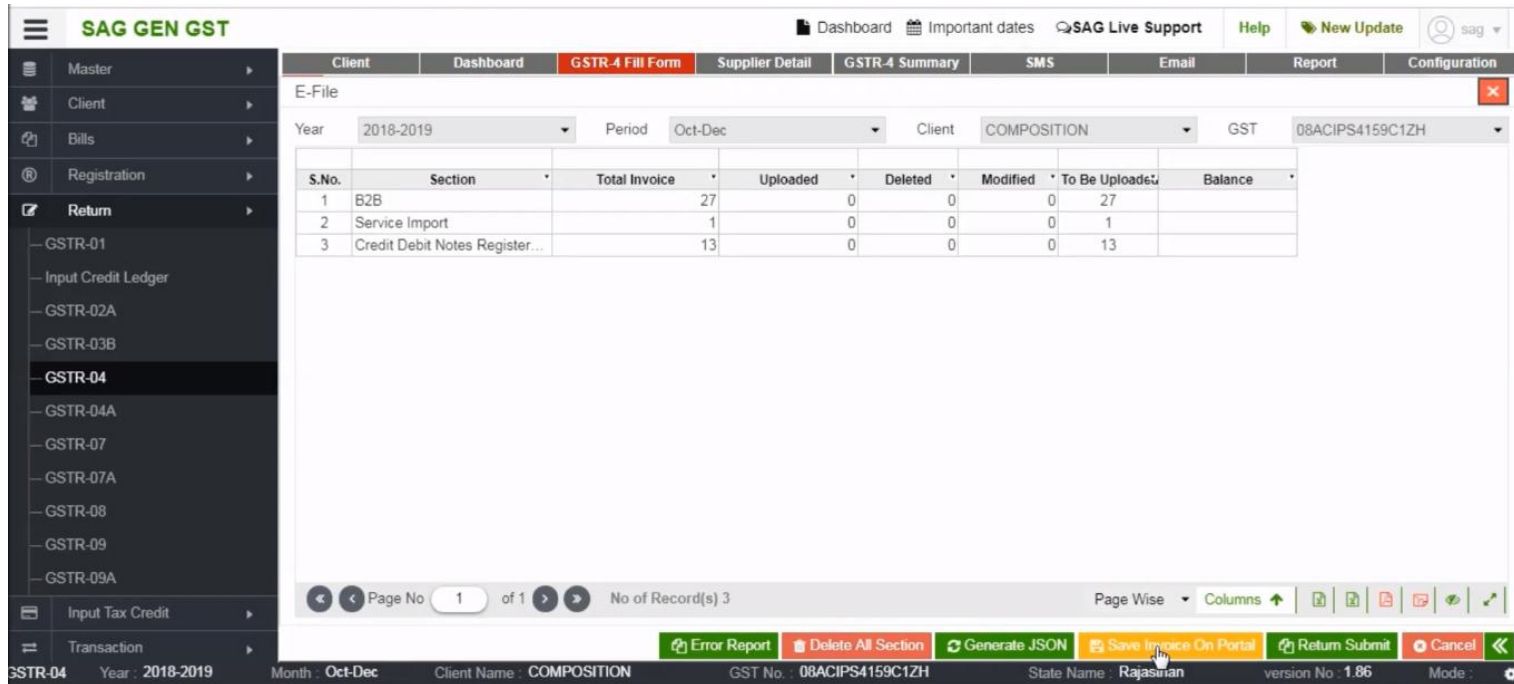
STEP 12

The screenshot displays the SAG GEN GST software interface. The main window shows a table of invoices with columns for S.No., Name, GST No., Section, Invoice No., and Invoice Date. A context menu is open over the table, offering options: Import From Govt Excel, Import From SAG Excel, Import From JSON, and Import from GSTR4A. The bottom status bar indicates: GSTR-04, Year: 2018-2019, Month: Oct-Dec, Client Name: COMPOSITION, GST No.: 08ACIPS4159C1ZH, State Name: Rajasthan, version No.: 1.86, Mode: [unintelligible].

S.No.	Name	GST No.	Section	Invoice No.	Invoice Date	Revise
1	SHREE OM DISTRIBUTORS	08ABMPA6760G1ZM	B2B	01288	15/11/2018	
2	SHIVAM DESIGNER	24AMNPG8566E1ZU	B2B	1/733	29/11/2018	
3	OM ENTERPRISES	08ABHPA3618E1Z4	B2B	10690	22/10/2018	
4	BAHUBALI PRINTS PVT LTD	24AABC6232H1Z2	B2B	11513	26/10/2018	
5	EAST INDIA PRINTS	24AAGFE3324D1Z1	B2B	1546	08/10/2018	
6	BAPA SITARAM PRINTS	24AAMFB7174J1Z5	B2B	1906	10/10/2018	
7	EAST INDIA PRINTS	24AAGFE3324D1Z1	B2B	2011	30/11/2018	
8	MANISHA CREATION	24AAFPL5457M1ZD	B2B	211	06/10/2018	
9	KESHAV SILK MILLS	24AHWPB1958P1Z0	B2B	215	13/10/2018	
10	JAIN SYNTHETICS	24ABWPJ1442N1Z9	B2B	2363	18/10/2018	
11	M/S VIJAY MANI SAREES	24AGBPJ1985E1ZN	B2B	255	27/07/2018	
12	LIRIL FASHION	24AAHFL0408N1ZD	B2B		08/10/2018	
13	ASHAPURI FASHION	24AGXPM2040F1ZG	B2B		16/10/2018	
14	LIRIL FASHION	24AAHFL0408N1ZD	B2B		30/11/2018	
15	M/S VIJAY MANI SAREES	24AGBPJ1985E1ZN	B2B		24/08/2018	
16	AYUSHI PRINTS	24AEUPS4183C1Z7	B2B		16/10/2018	

After the updation, you can also one by one import/export data from/to govt excel, SAG Excel, JSON, GSTR 4A.

STEP 13



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

Client | Dashboard | **GSTR-4 Fill Form** | Supplier Detail | GSTR-4 Summary | SMS | Email | Report | Configuration

E-File

Year: 2018-2019 | Period: Oct-Dec | Client: COMPOSITION | GST: 08ACIPS4159C1ZH

S.No.	Section	Total Invoice	Uploaded	Deleted	Modified	To Be Uploaded	Balance
1	B2B	27	0	0	0	27	
2	Service Import	1	0	0	0	1	
3	Credit Debit Notes Register...	13	0	0	0	13	

Page No: 1 of 1 | No of Record(s) 3 | Page Wise | Columns

SSTR-04 | Year: 2018-2019 | Month: Oct-Dec | Client Name: COMPOSITION | GST No.: 08ACIPS4159C1ZH | State Name: Rajasthan | version No.: 1.86 | Mode:

Buttons: Error Report, Delete All Section, Generate JSON, Save Invoice On Portal, Return Submit, Cancel

You can e-file all the data and can also save and view summarised detail..

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 '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 'Return' section is expanded, and 'GSTR-04' is selected. The main content area shows the 'GSTR-4 Fill Form' screen with a table of data. A 'Cancel' button is visible in the bottom right corner of the table area. The bottom status bar shows 'GSTR-04', 'Year 2018-2019', 'Month Oct-Dec', 'Client Name COMPOSITION', 'GST No. 08ACIPS4159C1ZH', 'State Name Rajasthan', 'version No 1.86', and 'Mode'. A toolbar at the bottom contains buttons for 'Error Report', 'Delete All Section', 'Generate JSON', 'Save Invoice On Portal', 'Return Submit', and 'Cancel'.

You can also generate JSON for the tax data prepared till now.

STEP 15

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

Client | Dashboard | **GSTR-4 Fill Form** | Supplier Detail | GSTR-4 Summary | SMS | Email | Report | Configuration

Error

S.No.	Section Name	Invoice No.	Error Name	Error Value	Error Message
6	B2B Invoices	1906	Gstin	24AAMFB7174J1Z5	Invalid Gstin Number
7	B2B Invoices	2011	Gstin	24AAGFE3324D1Z1	Invalid Gstin Number
8	B2B Invoices	211	Gstin	24AAFPL5457M1ZD	Invalid Gstin Number
9	B2B Invoices	215	Gstin	24AHWPB1958P1ZO	Invalid Gstin Number
10	B2B Invoices	2363	Gstin	24ABWPJ1442N1Z9	Invalid Gstin Number
11	B2B Invoices	255	Gstin	24AGBPJ1985E1ZN	Invalid Gstin Number
12	B2B Invoices	3075	Gstin	24AAHFL0408N1ZD	Invalid Gstin Number
13	B2B Invoices	351	Gstin	24AGXPM2040F1ZG	Invalid Gstin Number
14	B2B Invoices	3795	Gstin	24AAHFL0408N1ZD	Invalid Gstin Number
15	B2B Invoices	383	Gstin	24AGBPJ1985E1ZN	Invalid Gstin Number
16	B2B Invoices	400	Gstin	24AEUPS4183C1Z7	Invalid Gstin Number
17	B2B Invoices	542/F	Gstin	24AFIPJ3639P1ZO	Invalid Gstin Number
18	B2B Invoices	721/F	Gstin	24AFIPJ3639P1ZO	Invalid Gstin Number
19	B2B Invoices	7236	Gstin	08ANMPA3230B1ZO	Invalid Gstin Number
20	B2B Invoices	853	Gstin	08ANMPA3230B1ZO	Invalid Gstin Number
21	B2B Invoices	G/244	Gstin	24ASBPR2359G1ZS	Invalid Gstin Number
22	B2B Invoices	G/272	Gstin	24ACCPA2170P1ZT	Invalid Gstin Number
23	B2B Invoices	OCT-001	Gstin	03BELPS0763L1Z6	Invalid Gstin Number
24	B2B Invoices	OCT-002	Gstin	03ALNPM8060A1ZD	Invalid Gstin Number
25	B2B Invoices	OCT-003	Gstin	03ALNPM8060A1ZD	Invalid Gstin Number

OK Cancel

SSTR-04 Year: 2018-2019 Month: Oct-Dec Client Name: COMPOSITION GST No.: 08ACIPS4159C1ZH State Name: Rajasthan version No.: 1.86 Mode:

You can correct all the errors in case any JSON file is corrupt or having any problem while loading or in any tax data.

STEP 16

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

Client | Dashboard | **GSTR-4 Fill Form** | Supplier Detail | GSTR-4 Summary | SMS | Email | Report | Configuration

Error

S.No.	Section Name	Invoice No.	Error Name	Error Value	Error Message
6	B2B Invoices	1906	Gstin	24AAMFB7174J1Z5	Invalid Gstin Number
7	B2B Invoices	2011	Gstin	24AAGFE3324D1Z1	Invalid Gstin Number
8	B2B Invoices	211	Gstin	24AAFPL5457M1ZD	Invalid Gstin Number
9	B2B Invoices	215	Gstin	24AHWPB1958P1Z0	Invalid Gstin Number
10	B2B Invoices	2363	Gstin	24ABWPJ1442N1Z9	Invalid Gstin Number
11	B2B Invoices	255	Gstin	24AGBPJ1985E1ZN	Invalid Gstin Number
12	B2B Invoices	3075	Gstin	24AAHFL0408N1ZD	Invalid Gstin Number
13	B2B Invoices	351	Gstin	24AGXPM2040F1ZG	Invalid Gstin Number
14	B2B Invoices	3795	Gstin	24AAHFL0408N1ZD	Invalid Gstin Number
15	B2B Invoices	383	Gstin	24AGBPJ1985E1ZN	Invalid Gstin Number
16	B2B Invoices	400	Gstin	24AEUPS4183C1Z7	Invalid Gstin Number
17	B2B Invoices	542/F	Gstin	24AFIPJ3639P1Z0	Invalid Gstin Number
18	B2B Invoices	721/F	Gstin	24AFIPJ3639P1Z0	Invalid Gstin Number
19	B2B Invoices	7236	Gstin	08ANMPA3230B1Z0	Invalid Gstin Number
20	B2B Invoices	853	Gstin	08ANMPA3230B1Z0	Invalid Gstin Number
21	B2B Invoices	G/244	Gstin	24ASBPR2359G1ZS	Invalid Gstin Number
22	B2B Invoices	G/272	Gstin	24ACCPA2170P1ZT	Invalid Gstin Number
23	B2B Invoices	OCT-001	Gstin	03BELPS0763L1Z6	Invalid Gstin Number
24	B2B Invoices	OCT-002	Gstin	03ALNPM8060A1ZD	Invalid Gstin Number
25	B2B Invoices	OCT-003	Gstin	03ALNPM8060A1ZD	Invalid Gstin Number

OK Cancel

SSTR-04 Year: 2018-2019 Month: Oct-Dec Client Name: COMPOSITION GST No: 08ACIPS4159C1ZH State Name: Rajasthan version No: 1.80 Mode:

Now, click on return submit option

STEP 17

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

Client | Dashboard | **GSTR-4 Fill Form** | Supplier Detail | GSTR-4 Summary | SMS | Email | Report | Configuration

Please answer the following question to enable us to show relevant sections

I. Do you want to file Nil Return? Note: Nil return can be filed by you if you have not made any outward supply (Commonly Known as sale) AND have NOT received (commonly known as purchase) any goods/services AND do not have any liability	<input type="radio"/> Yes <input checked="" type="radio"/> No
II. Have you made inward supplies (other than reverse charge supplies) during the period (Table 4A):	<input checked="" type="radio"/> Yes <input type="radio"/> No
III. Have you made inward supplies (attracting reverse charge) during the period (Table 4B):	<input checked="" type="radio"/> Yes <input type="radio"/> No
IV. Have you received any supplies from un-registered suppliers) during the period (Table 4C):	<input type="radio"/> Yes <input checked="" type="radio"/> No
V. Have you imported any service (Table 4D):	<input checked="" type="radio"/> Yes <input type="radio"/> No
VI. Do you intend to amend inward supplies reported in Table 4A (other than reverse charge) (Table 5):	<input type="radio"/> Yes <input checked="" type="radio"/> No
VII. Do you intend to amend inward supplies reported in Table 4B (reverse charge) (Table 5):	<input type="radio"/> Yes <input checked="" type="radio"/> No
VIII. Do you intend to amend inward supplies reported in Table 4C (supplies received from un-regd. persons): (Table 5)	<input type="radio"/> Yes <input checked="" type="radio"/> No
IX. Do you intend to amend import of services reported in Table 4D (Table 5):	<input type="radio"/> Yes <input checked="" type="radio"/> No
X. Have you received any debit/credit note (Table 5B):	<input checked="" type="radio"/> Yes <input type="radio"/> No
XI. Do you intend to amend debit/credit note reported in Table 5B (Table 5C):	<input type="radio"/> Yes <input checked="" type="radio"/> No
XII. Have you made any outward supply during the Qtr (Table 6):	<input checked="" type="radio"/> Yes <input type="radio"/> No
XIII. Do you intend to amend outward supplies reported in Table 6 in earlier quarters (Table 7):	<input checked="" type="radio"/> Yes <input type="radio"/> No
XIV. Have you paid any advance amount for reverse charge inward supplies or made adjustment there to [Table 8A(1) / 8A(2)/8B(1)/8B(2)]:	<input type="radio"/> Yes <input checked="" type="radio"/> No
XV. Do you intend to amend advance amount received for reverse charge supplies [Table 8A(1) / 8A(2)/8B(1)/8B(2)]:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Next > | Cancel <

SSTR-04 | Year : 2018-2019 | Month : Oct-Dec | Client Name : COMPOSITION | GST No. : 08ACIPS4159C1ZH | State Name : Rajasthan | version No : 1.86 | Mode

After click on return submit tab you can find all the details that you fill.

STEP 18

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

Client | Dashboard | **GSTR-4 Fill Form** | Supplier Detail | GSTR-4 Summary | SMS | Email | Report | Configuration

Software Data Nil Rated

Total Value	556369.48	Total Value	0.00	Total Taxable Value	44863.60	Total Taxable Value	0.00
Total Taxable Value	583068.00	Total Taxable Value	0.00	Total Tax Liability	2243.21	Total Tax Liability	0.00
Total Tax Liability	28577.54	Total Tax Liability	0.00				

Import of Services Invoice		Tax Liv.(Adv.Paid)		Adj. of Advances		Taxable Supplies		
Total Value	11200.00	Gross Adv.Paid	0.00	Gross Adv Adj.	0.00	Rate	Turnover	Total Tax
Total Taxable Value	4935.00	Total Tax Liability	0.00	Total Tax Liability	0.00	0%	0.00	0.00
Total Tax Liability	1215.40					1%	658970.00	6589.70
						2%	0.00	0.00
						5%	0.00	0.00

Liability Offset Balance Detail

Description	Reverse and Other than Reverse Charges	Interest	Late Fee
Integrated Tax			
Central Tax			
State Tax			
CESS			

File Upload and Status

S.NO.	Status Type	Status	
01	Login	Logged In	<input checked="" type="checkbox"/>
02	Check Return Status	Not Filed	<input checked="" type="checkbox"/>
03	Compare Uploaded Data		<input checked="" type="checkbox"/>
04	Upload Data and Compare		<input checked="" type="checkbox"/>
05	Proceed To File		<input checked="" type="checkbox"/>
06	Get Tax Balances		<input type="checkbox"/>
07	Offset Liability		<input type="checkbox"/>
08	Return File		<input type="checkbox"/>

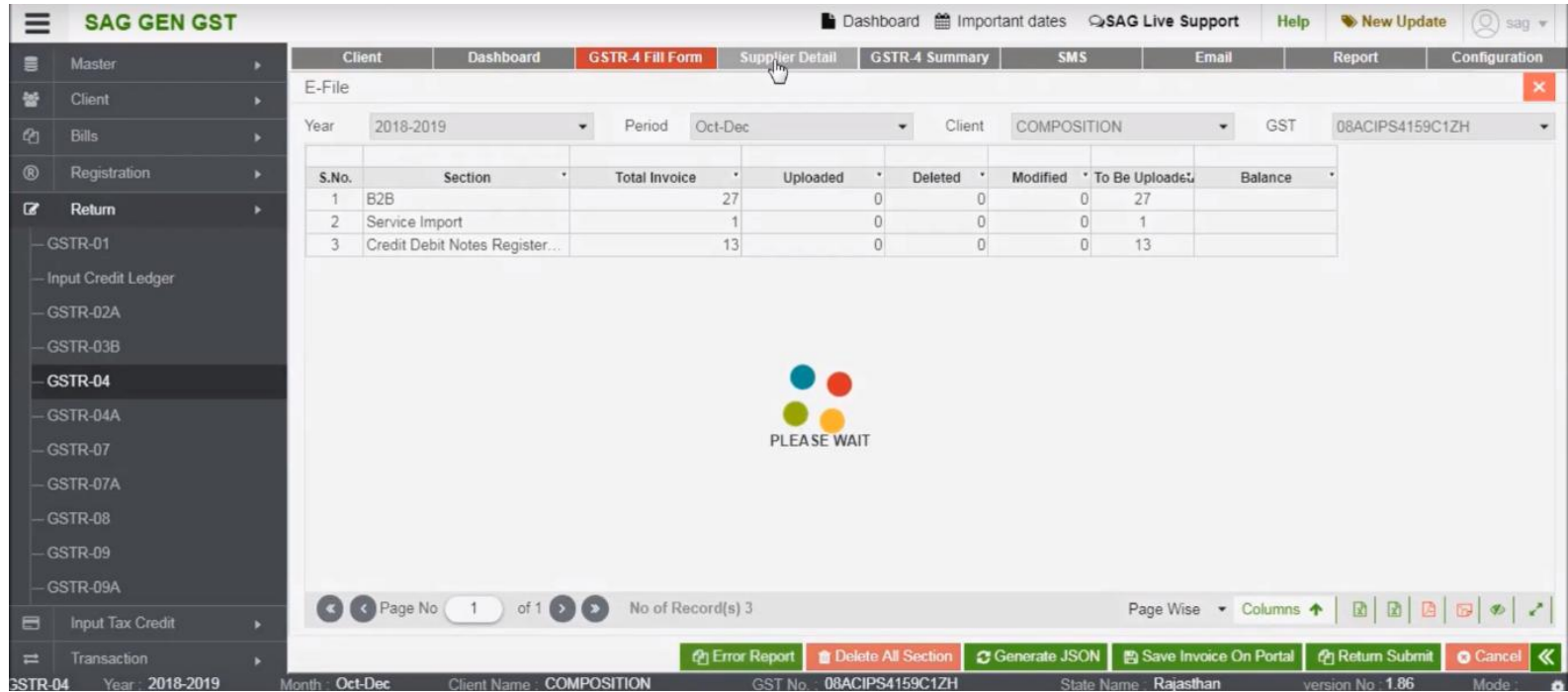
PREVIEW | **Process** | **Cancel**

GSTR-04 | Year: 2018-2019 | Month: Oct-Dec | Client Name: COMPOSITION | GST No.: 08ACIP54159C1ZH | State Name: Rajasthan | version No.: 1.86

GSTR4_08ACIP54...json | GSTR4_08ACIP54...json | GSTR4_08ACIP54...json | Show

You can view all the details and upload your return.

STEP 19



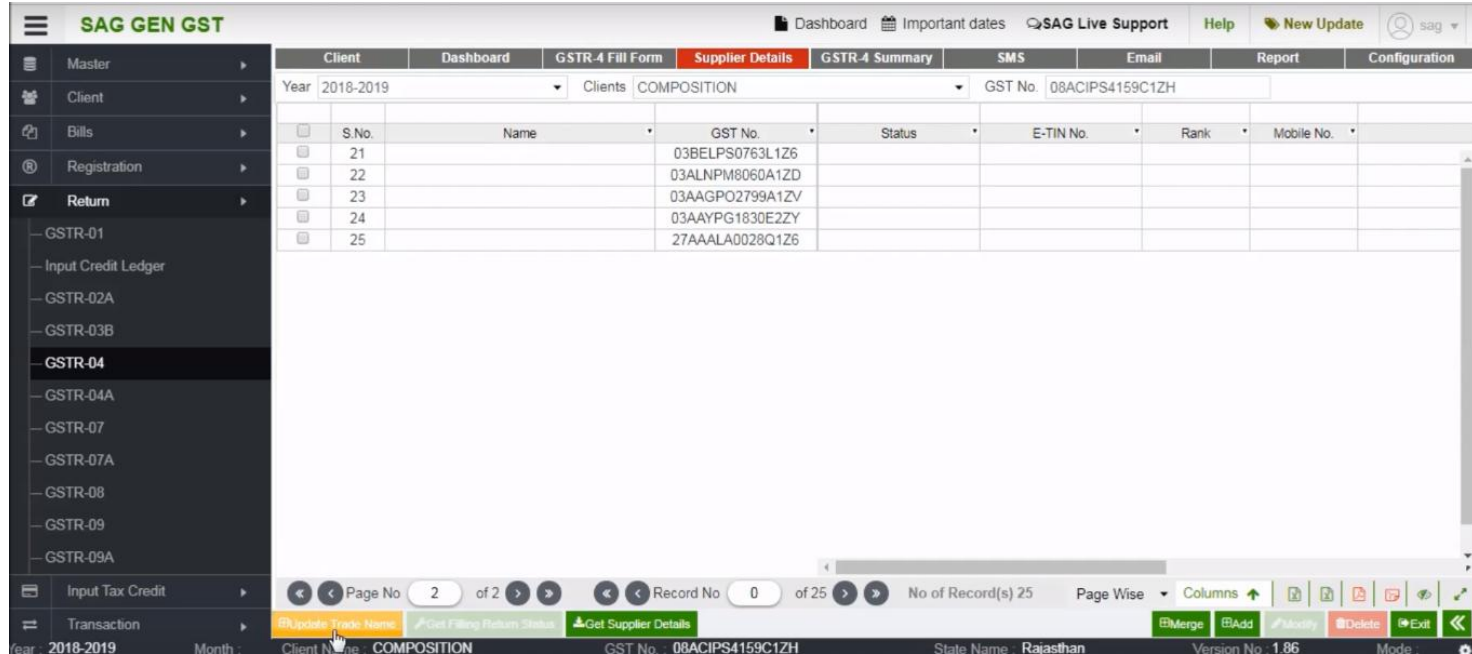
The screenshot shows the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a search icon. The main navigation menu on the left includes 'Master', 'Client', 'Bills', 'Registration', 'Return', 'Input Tax Credit', and 'Transaction'. The 'Return' menu is expanded, showing options from GSTR-01 to GSTR-09A. The 'GSTR-04' option is selected. The main content area displays the 'GSTR-4 Fill Form' section with the 'Supplier Detail' tab active. A table shows the following data:

S.No.	Section	Total Invoice	Uploaded	Deleted	Modified	To Be Upload	Balance
1	B2B	27	0	0	0	27	
2	Service Import	1	0	0	0	1	
3	Credit Debit Notes Register...	13	0	0	0	13	

Below the table, there is a 'PLEASE WAIT' message with a loading icon. The bottom status bar shows 'GSTR-04', 'Year: 2018-2019', 'Month: Oct-Dec', 'Client Name: COMPOSITION', 'GST No.: 08ACIPS4159C1ZH', 'State Name: Rajasthan', 'version No: 1.86', and 'Mode:'. The bottom right corner contains buttons for 'Error Report', 'Delete All Section', 'Generate JSON', 'Save Invoice On Portal', 'Return Submit', and 'Cancel'.

After upload return file, click on "supplier detail"

STEP 20

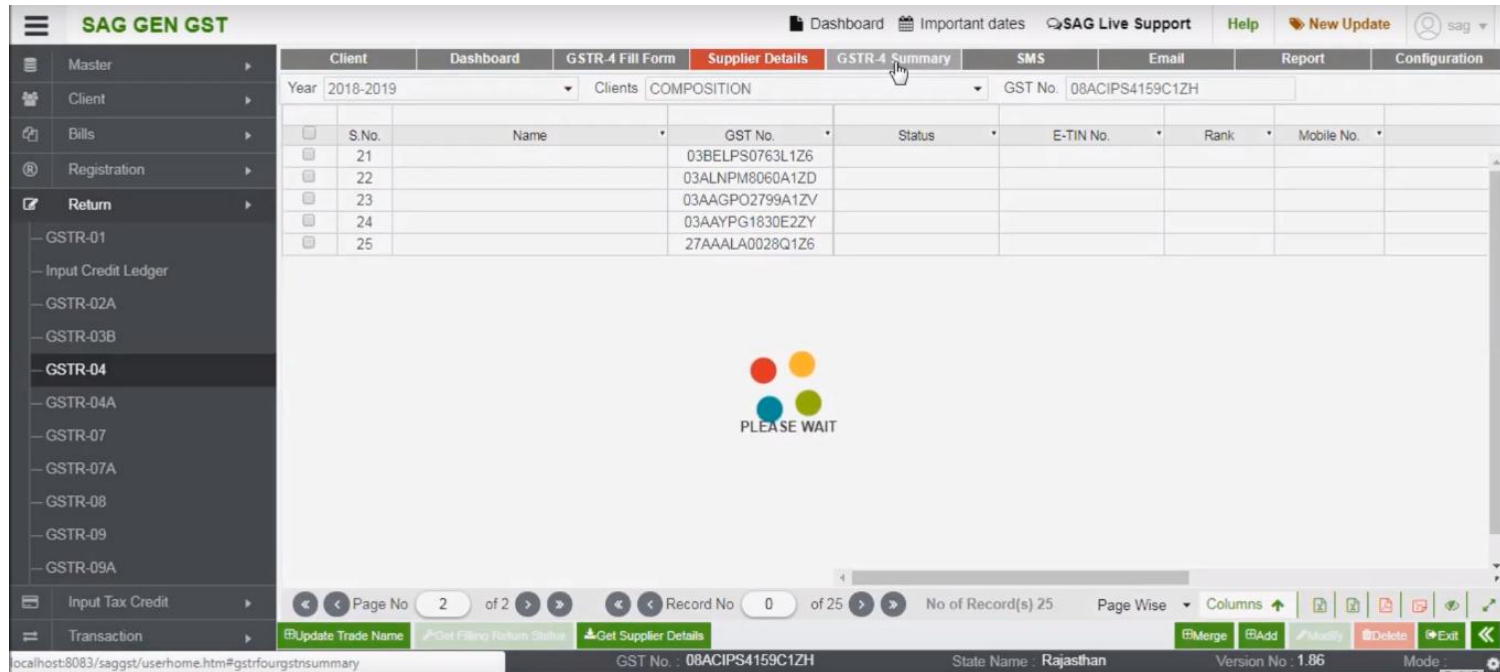


The screenshot displays the SAG GEN GST software interface. The top navigation bar includes options like Dashboard, Important dates, SAG Live Support, Help, and New Update. The main menu on the left lists various modules such as Master, Client, Bills, Registration, Return, and Input Tax Credit. The 'Supplier Details' tab is selected in the top navigation bar. The main area shows a table of supplier details for the year 2018-2019, with columns for S.No., Name, GST No., Status, E-TIN No., Rank, and Mobile No. The table contains five rows of data. The bottom of the interface features a footer with controls for Page No (2 of 2), Record No (0 of 25), and buttons for Merge, Add, Modify, Delete, and Exit.

S.No.	Name	GST No.	Status	E-TIN No.	Rank	Mobile No.
21		03BELPS0763L1Z6				
22		03ALNPM8060A1ZD				
23		03AAGPO2799A1ZV				
24		03AAYPG1830E2ZY				
25		27AALA0028Q1Z6				

Now, you find the list of supplier details in any case the list does not appear, go on upload trade name tab then you directly get the information of supplier

STEP 21

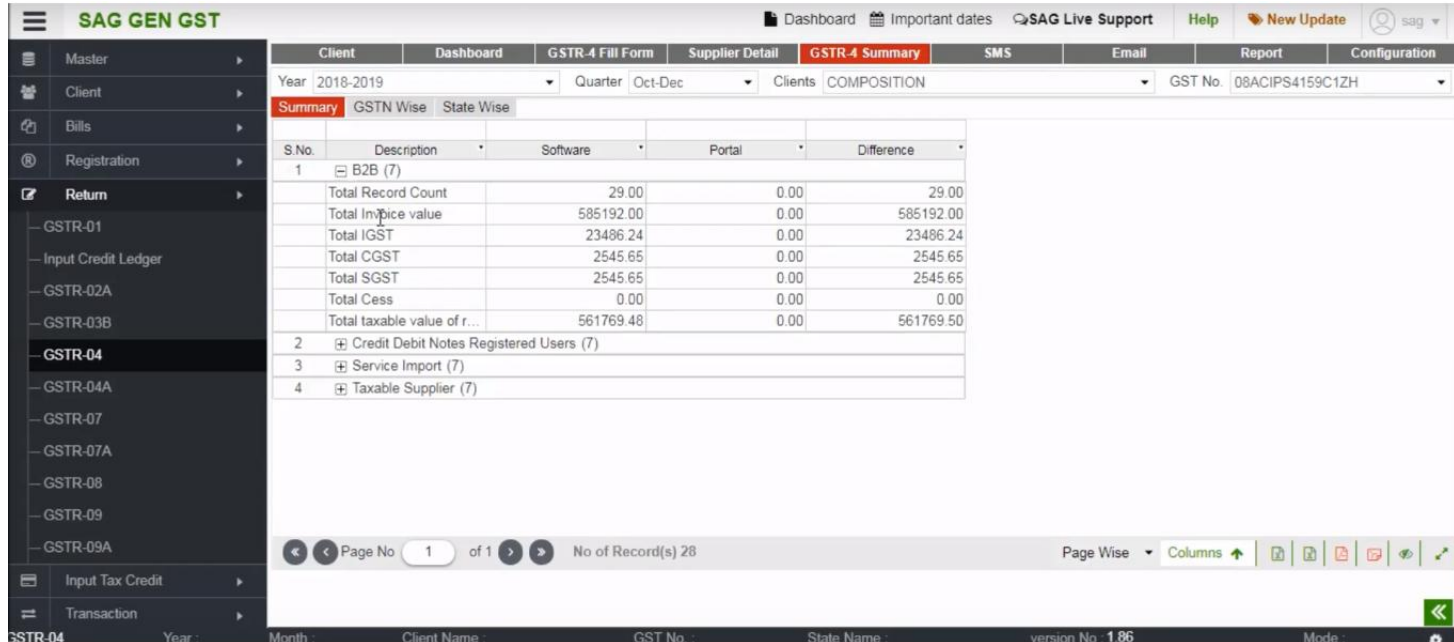


The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists various options, with 'Return' expanded to show 'GSTR-04' selected. The main content area shows a table with columns for S.No., Name, GST No., Status, E-TIN No., Rank, and Mobile No. The table contains five rows of data. Below the table, a 'PLEASE WAIT' message is displayed with a loading icon. The bottom status bar shows 'Page No 2 of 2', 'Record No 0 of 25', 'No of Record(s) 25', 'Page Wise', 'Columns', and 'Update Trade Name', 'Get Filled Return Status', 'Get Supplier Details', 'Merge', 'Add', 'Modify', 'Delete', 'Exit' buttons. The footer shows the URL 'localhost:8083/saggst/userhome.htm#gstrfourgstsummary', 'GST No. : 08ACIPS4159C1ZH', 'State Name : Rajasthan', 'Version No : 1.86', and 'Mode : '.

S.No.	Name	GST No.	Status	E-TIN No.	Rank	Mobile No.
21		03BELPS0763L1Z6				
22		03ALNPM8060A1ZD				
23		03AAGPO2799A1ZV				
24		03AAYPG1830E2ZY				
25		27AAALA0028Q1Z6				

Our next option is GSTR-4 Summary

STEP 22



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 modules such as Master, Client, Bills, Registration, Return, Input Tax Credit, and Transaction. The central area shows the 'GSTR-4 Summary' report for the year 2018-2019, quarter Oct-Dec, and clients COMPOSITION. The report is filtered by 'Summary' and 'State Wise'. The data is presented in a table with columns for S.No., Description, Software, Portal, and Difference.

S.No.	Description	Software	Portal	Difference
1	B2B (7)			
	Total Record Count	29.00	0.00	29.00
	Total Invoice value	585192.00	0.00	585192.00
	Total IGST	23486.24	0.00	23486.24
	Total CGST	2545.65	0.00	2545.65
	Total SGST	2545.65	0.00	2545.65
	Total Cess	0.00	0.00	0.00
	Total taxable value of r...	561769.48	0.00	561769.50
2	Credit Debit Notes Registered Users (7)			
3	Service Import (7)			
4	Taxable Supplier (7)			

At the bottom of the report, there is a pagination control showing 'Page No 1 of 1' and 'No of Record(s) 28'. The footer of the software interface includes 'SSTR-04', 'Year', 'Month', 'Client Name', 'GST No.', 'State Name', 'version No 1.86', and 'Mode'.

In this option you can view the summarised information that you fill

STEP 23

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

Client | Dashboard | GSTR-4 Fill Form | Supplier Detail | **GSTR-4 Summary** | SMS | Email | Report | Configuration

Year: 2018-2019 | Quarter: Oct-Dec | Clients: COMPOSITION | GST No.: 08ACIPS4159C1ZH

Summary | **GSTN Wise** | State Wise

S.No.	Name	GSTN No.	From	Total No Of Record	Invoice Value	IGST	CGST
4			Portal		0.00	0.00	0.00
5		03ALNPM8060A1ZD	Software	1	2950.00	0.00	225.00
6			Portal		0.00	0.00	0.00
7		03BELPS0763L1Z6	Software	1	1792.00	0.00	96.00
8			Portal		0.00	0.00	0.00
9		27AALA0028Q1Z6	Software	1	3472.00	372.00	0.00
10			Portal		0.00	0.00	0.00
11	ANUSKA SAREES	24ASBPR2359G1ZS	Software	1	27491.00	1309.10	0.00
12			Portal		0.00	0.00	0.00
13	ASHAPURI FASHION	24AGXPM2040F1ZG	Software	2	29636.00	1411.24	0.00
14			Portal		0.00	0.00	0.00
15	AYUSHI PRINTS	24AEUPS4183C1Z7	Software	1	27896.00	1328.40	0.00
16			Portal		0.00	0.00	0.00
17	BAHUBALI PRINTS P...	24AABC6232H1Z2	Software	1	11676.00	556.00	0.00
18			Portal		0.00	0.00	0.00
19	BAPA SITARAM PRINTS	24AAMFB7174J1Z5	Software	1	30773.00	1465.38	0.00
20			Portal		0.00	0.00	0.00
21			Software	1	22850.00	1611.00	0.00

Page No: 1 of 1 | No of Record(s): 50 | Page Wise | Columns

localhost:8083/saggst/userhome.htm#gstrfourreport | GST No.: | State Name: | version No: 1.86 | Mode:

Click on the “Report Option”

STEP 24

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

Client | Dashboard | GSTR-4 Fill Form | Supplier Detail | GSTR-4 Summary | SMS | Email | Report | Configuration

Year: 2018-2019 | Period: Quarterly | Quarter: Oct-Dec | Clients: COMPOSITION | GST No.: 08ACIPS4159C1ZH

Show All Invoices | 4A Data Matched | 4A Data Mismatched | 4A Data Not Found | New Invoices | Consolidate

All | GSTN Wise

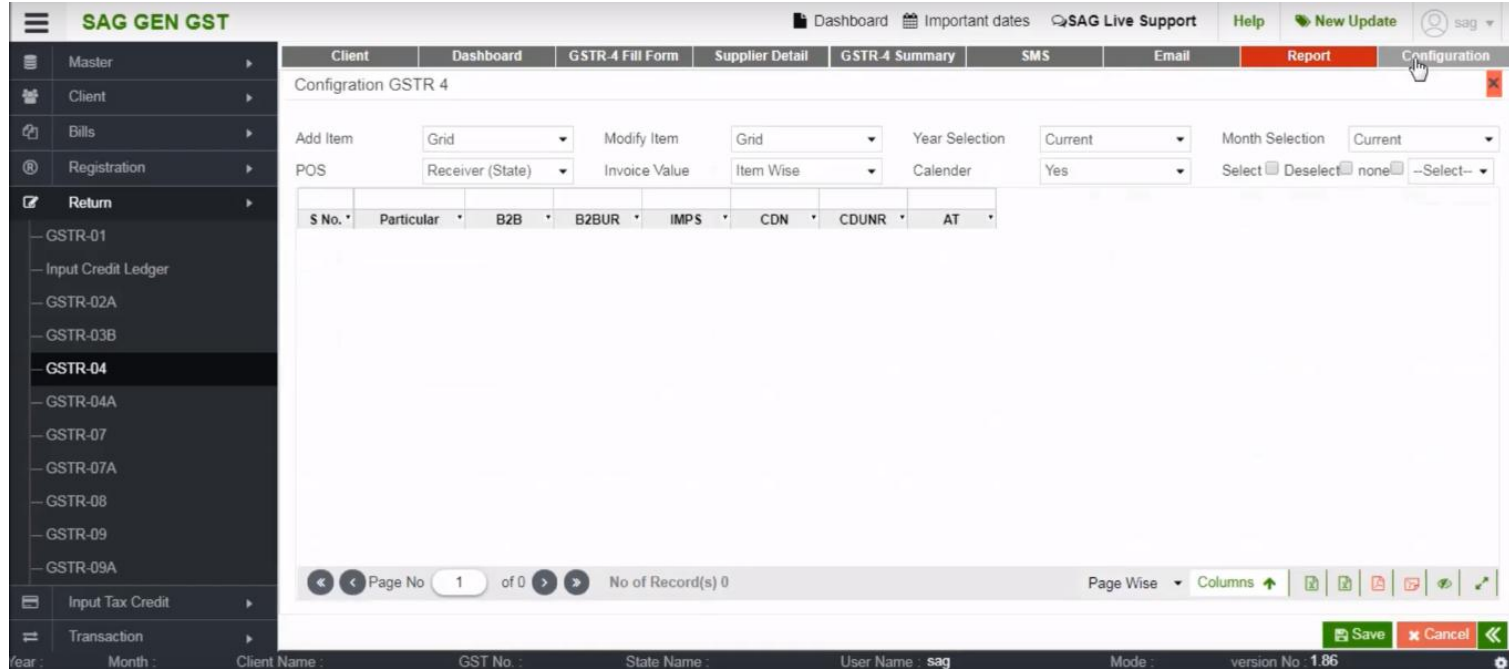
S.No.	GST No.	Name	Section	Original Invoice No.	Original Invoice Date	Revised Invoice No.
1	08ABMPA6760G1ZM	SHREE OM DISTRIBUTORS	B2B	01288	15/11/2018	
2	24AMNPG8566E1ZU	SHIVAM DESIGNER	B2B	1/733	29/11/2018	
3	08ABHPA3618E1Z4	OM ENTERPRISES	B2B	10690	22/10/2018	
4	24AABCB6232H1Z2	BAHUBALI PRINTS PVT LTD	B2B	11513	26/10/2018	
5	24AAGFE3324D1Z1	EAST INDIA PRINTS	B2B	1546	08/10/2018	
6	24AAMFB7174J1Z5	BAPA SITARAM PRINTS	B2B	1906	10/10/2018	
7	24AAGFE3324D1Z1	EAST INDIA PRINTS	B2B	2011	30/11/2018	
8	24AAFPL5457M1ZD	MANISHA CREATION	B2B	211	06/10/2018	
9	24AHWPB1958P1ZO	KESHAV SILK MILLS	B2B	215	13/10/2018	
10	24ABWPJ1442N1Z9	JAIN SYNTHETICS	B2B	2363	18/10/2018	
11	24AGBPJ1985E1ZN	M/S VIJAY MANI SAREES	B2B	255	27/07/2018	
12	24AAHFL0408N1ZD	LIRIL FASHION	B2B	3075	08/10/2018	
13	24AGXPM2040F1ZG	ASHAPURI FASHION	B2B	351	16/10/2018	
14	24AAHFL0408N1ZD	LIRIL FASHION	B2B	3795	30/11/2018	
15	24AGBPJ1985E1ZN	M/S VIJAY MANI SAREES	B2B	383	24/08/2018	

Page No: 1 of 3 | Record No: 0 of 41 | No of Record(s) 41 | Page Wise | Columns | Partially Matched Invoices | GSTR4 & GSTR4A | Exit

Year: | Month: | Client Name: | GST No.: | State Name: | User Name: sag | Mode: | version No: 1.86

Under the Report option, you can view the details completely or view GSTN Wise that you fill

STEP 25



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 various options: Master, Client, Bills, Registration, Return (with sub-items GSTR-01 to GSTR-09A), Input Tax Credit, and Transaction. The 'Return' section is currently expanded, and 'GSTR-04' is selected. The main content area is titled 'Configuration GSTR 4' and contains several configuration options: 'Add Item' (Grid), 'Modify Item' (Grid), 'Year Selection' (Current), 'Month Selection' (Current), 'POS' (Receiver (State)), 'Invoice Value' (Item Wise), and 'Calender' (Yes). Below these options is a table with columns: S No., Particular, B2B, B2BUR, IMPS, CDN, CDUNR, and AT. The table is currently empty. At the bottom of the configuration area, there are navigation controls: 'Page No 1 of 0', 'No of Record(s) 0', 'Page Wise', and 'Columns'. A 'Save' button and a 'Cancel' button are visible at the bottom right. The footer of the software shows 'Month', 'Client Name', 'GST No.', 'State Name', 'User Name : sag', 'Mode', and 'version No : 1.86'.

Click on Configuration option, with this option you can add your basic information in the software

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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