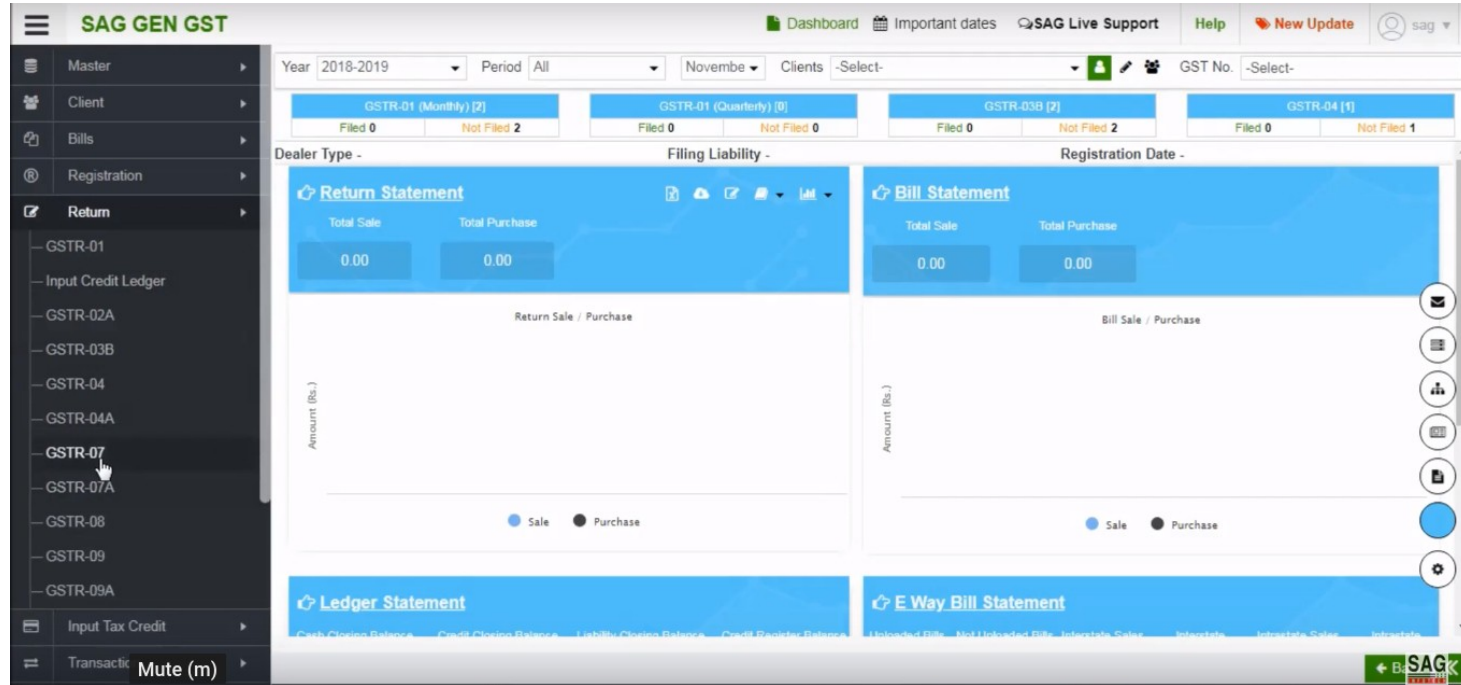




# How to File GSTR 7 Return

## A Complete Guide

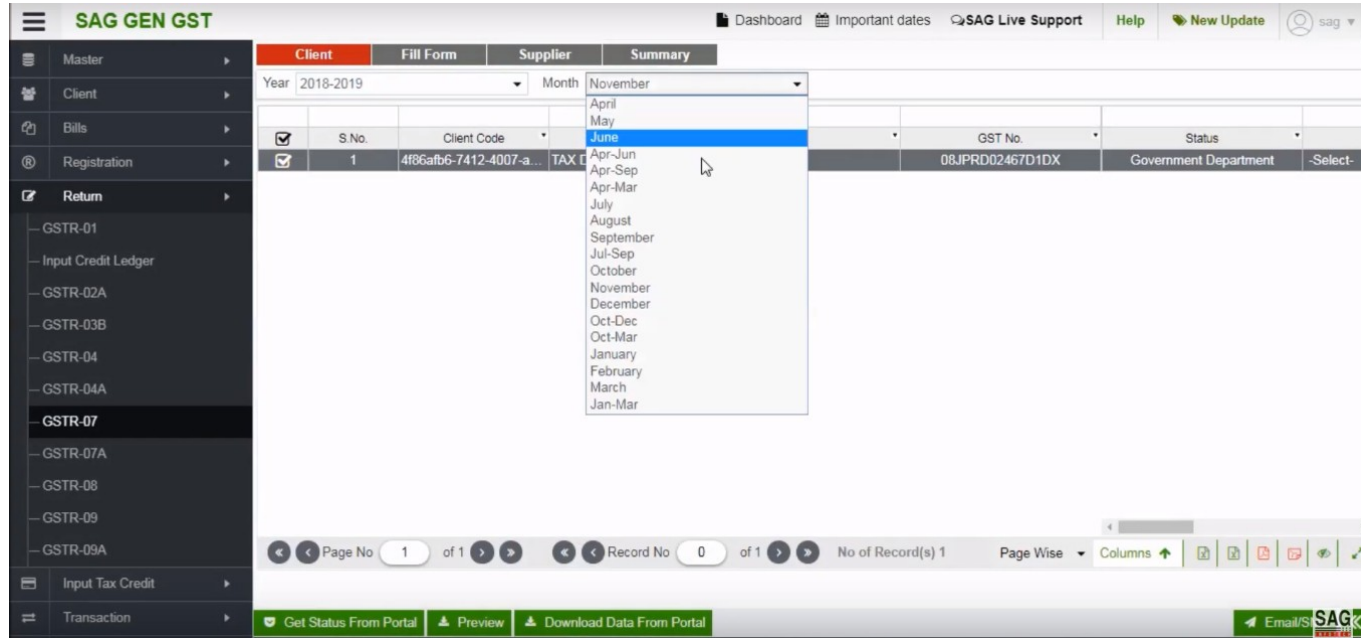
# STEP 1



The screenshot displays the SAG GEN GST software interface. On the left, a dark navigation menu is visible with the following items: Master, Client, Bills, Registration, Return (highlighted), GSTR-01, Input Credit Ledger, GSTR-02A, GSTR-03B, GSTR-04, GSTR-04A, GSTR-07 (with a mouse cursor), GSTR-07A, GSTR-08, GSTR-09, GSTR-09A, Input Tax Credit, and Transactio Mute (m). The main dashboard area shows a top navigation bar with 'SAG GEN GST', 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. Below this, there are filters for Year (2018-2019), Period (All), and a date dropdown (November). A status bar indicates filing status for GSTR-01 (Monthly) [2], GSTR-01 (Quarterly) [0], GSTR-03B [2], and GSTR-04 [1]. The main content area is divided into four sections: Return Statement, Bill Statement, Ledger Statement, and E Way Bill Statement. Each section shows 'Total Sale' and 'Total Purchase' values of 0.00. The Return Statement and Bill Statement sections also include a legend for 'Sale' (blue dot) and 'Purchase' (black dot). The Ledger Statement and E Way Bill Statement sections show various closing balances and uploaded files. The SAG GEN GST logo is visible in the bottom right corner.

After sign-in click on Returns option and select GSTR-7 option

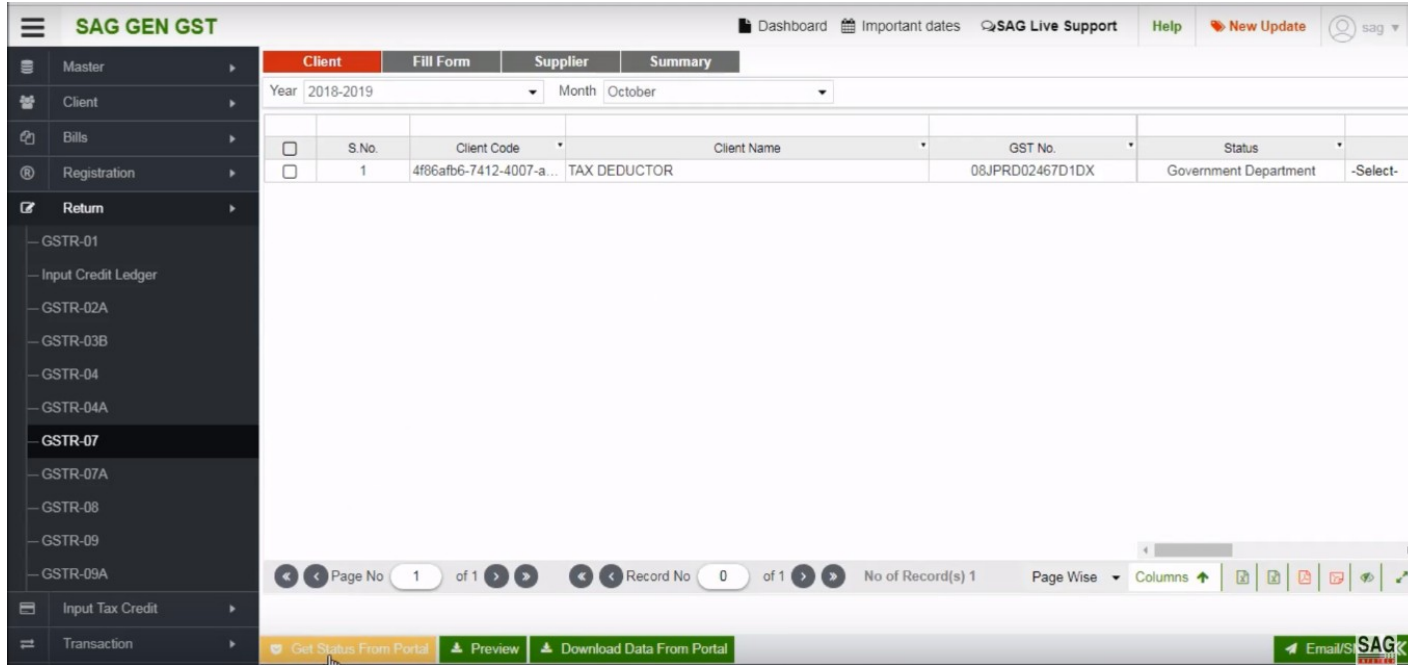
# STEP 2



The screenshot shows the SAG GEN GST software interface. The left sidebar contains a navigation menu with the following items: Master, Client, Bills, Registration, Return (expanded), GSTR-01, Input Credit Ledger, GSTR-02A, GSTR-03B, GSTR-04, GSTR-04A, **GSTR-07** (highlighted), GSTR-07A, GSTR-08, GSTR-09, GSTR-09A, Input Tax Credit, and Transaction. The main area displays a table with columns: Client, Fill Form, Supplier, and Summary. The table has a dropdown for Year (2018-2019) and Month (November). A dropdown menu is open for the Month column, showing a list of months from April to Jan-Mar, with June selected. The table contains one record with S.No. 1, Client Code 4f86afb6-7412-4007-a..., TAX ID, GST No. 08JPRD02467D1DX, and Status Government Department. The bottom of the interface shows a footer with Page No. 1 of 1, Record No. 0 of 1, No of Record(s) 1, Page Wise, Columns, and buttons for Get Status From Portal, Preview, Download Data From Portal, and Email/SAG.

After clicking GSTR-7 option, select the client option and the process month

# STEP 3



The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile icon. The left sidebar lists various menu items, with 'Return' expanded to show options like GSTR-01 through GSTR-09A. The main content area is titled 'Client' and shows a table with columns for S.No., Client Code, Client Name, GST No., and Status. A single record is visible with S.No. 1, Client Code 4f86afb6-7412-4007-a..., Client Name TAX DEDUCTOR, GST No. 08JPRD02467D1DX, and Status Government Department. The bottom of the interface features a pagination bar with 'Page No 1 of 1', 'Record No 0 of 1', and 'No of Record(s) 1'. Below the pagination bar are buttons for 'Get Status From Portal', 'Preview', and 'Download Data From Portal', along with an 'Email/SAG' button.

S.No.	Client Code	Client Name	GST No.	Status
1	4f86afb6-7412-4007-a...	TAX DEDUCTOR	08JPRD02467D1DX	Government Department

You can get the return status of the client through "Get Status from Portal" option.

# STEP 4

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

Client | Fill Form | Supplier | Summary

Year: 2018-2019 | Month: October

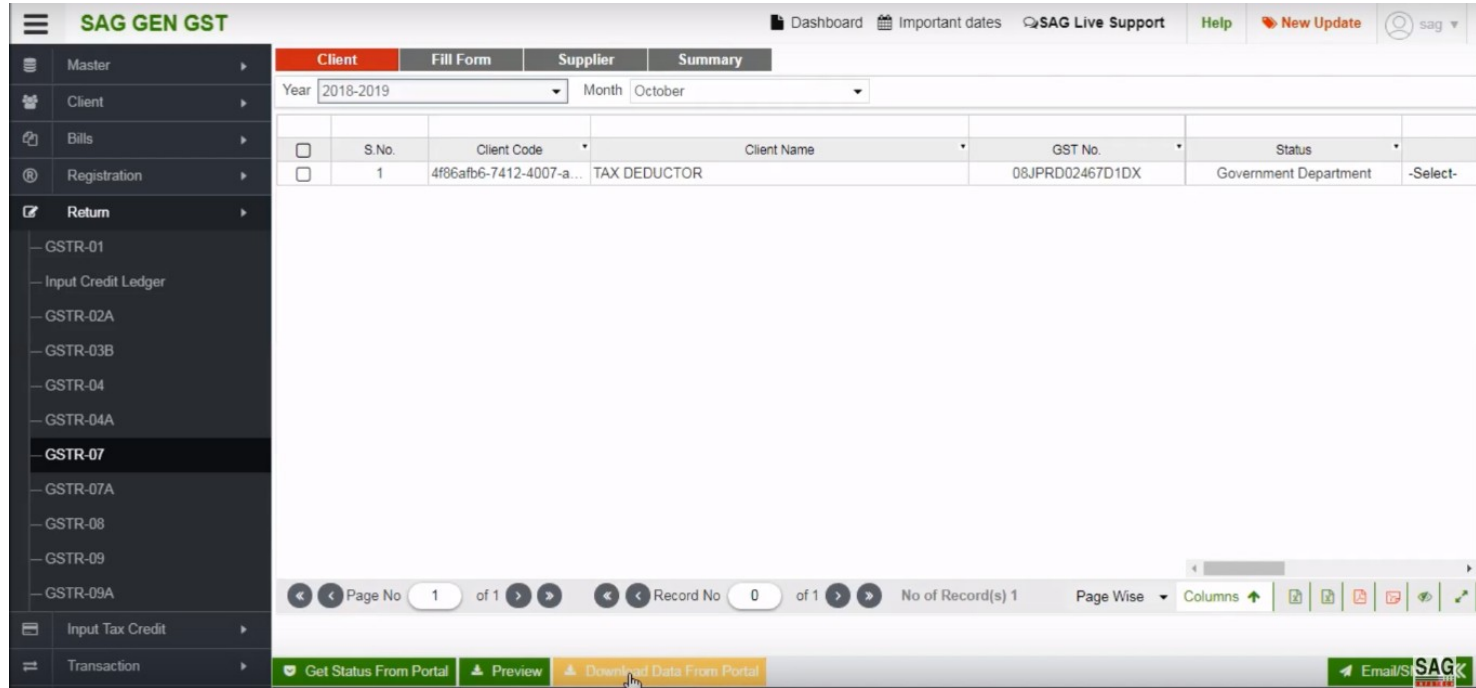
<input type="checkbox"/>	S.No.	Client Code	Client Name	GST No.	Status	
<input type="checkbox"/>	1	4f86afb6-7412-4007-a...	TAX DEDUCTOR	08JPRD02467D1DX	Government Department	-Select-

Page No 1 of 1 | Record No 0 of 1 | No of Record(s) 1 | Page Wise | Columns

Get Status From Portal | **Preview** | Download Data From Portal | Exit full screen (f)

You can preview all the details in PDF format by clicking on the preview tab

# STEP 5



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

Client | Fill Form | Supplier | Summary

Year: 2018-2019 | Month: October

<input type="checkbox"/>	S.No.	Client Code	Client Name	GST No.	Status	
<input type="checkbox"/>	1	4f86afb6-7412-4007-a...	TAX DEDUCTOR	08JPRD02467D1DX	Government Department	-Select-

Page No: 1 of 1 | Record No: 0 of 1 | No of Record(s) 1 | Page Wise | Columns

Get Status From Portal | Preview | Download Data From Portal | Email/SAG

You can download the data by clicking on the download data from portal tab.  
 You can import the data by clicking on import button wherein import from Govt. Excel option is provided.

# STEP 6

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

Client: tds | **Fill Form** | Supplier | Summary

**ALL** | **TDS** | TDSA | PAYMENT OF TAX | DEBIT ENTRIES

Year: 2018-2019 | Month: October | Clients: TAX DEDUCTOR | GST No.: 08JPRD02467D1DX

Uploaded By Deductor | Rejected By Deductee

S.No.	Section	Supplier Name	Original GSTN	Original Amt Paid	Revised GSTN	Revised Amt Paid
1	TDS	TARA LTD	08AANFG8922G1Z2			

NaN

Page No: 1 of 1 | Record No: 0 of 1 | No of Record(s) 1 | Page Wise | Columns

Save Action | Import/Export | View | **E-File** | Add | Modify | Delete | Exit

You can also fill data manually by using fill form tab under which you can enter data in TDS, TDSA.

# STEP 7

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 left sidebar lists various menu items, with 'Return' expanded to show 'GSTR-07' selected. The main content area is titled 'Client | Fill Form | Supplier | Summary'. Below this, there is a table with a single row containing 'NaN'. The interface includes pagination controls for 'Page No 1 of 1' and 'Record No 0 of 1', along with a toolbar containing buttons for 'Error Report', 'Delete All Section', 'Generate JSON', 'Save Invoice On Portal', 'Return Submit', and 'Cancel'. At the bottom, there are fields for 'Year', 'Month', 'Client Name', 'GST No.', 'State Name', 'User Name: sag', and 'Mode', along with a 'version No: 1.86' and a 'SAG' logo.

0

can go through all the details of TDS and edit them.

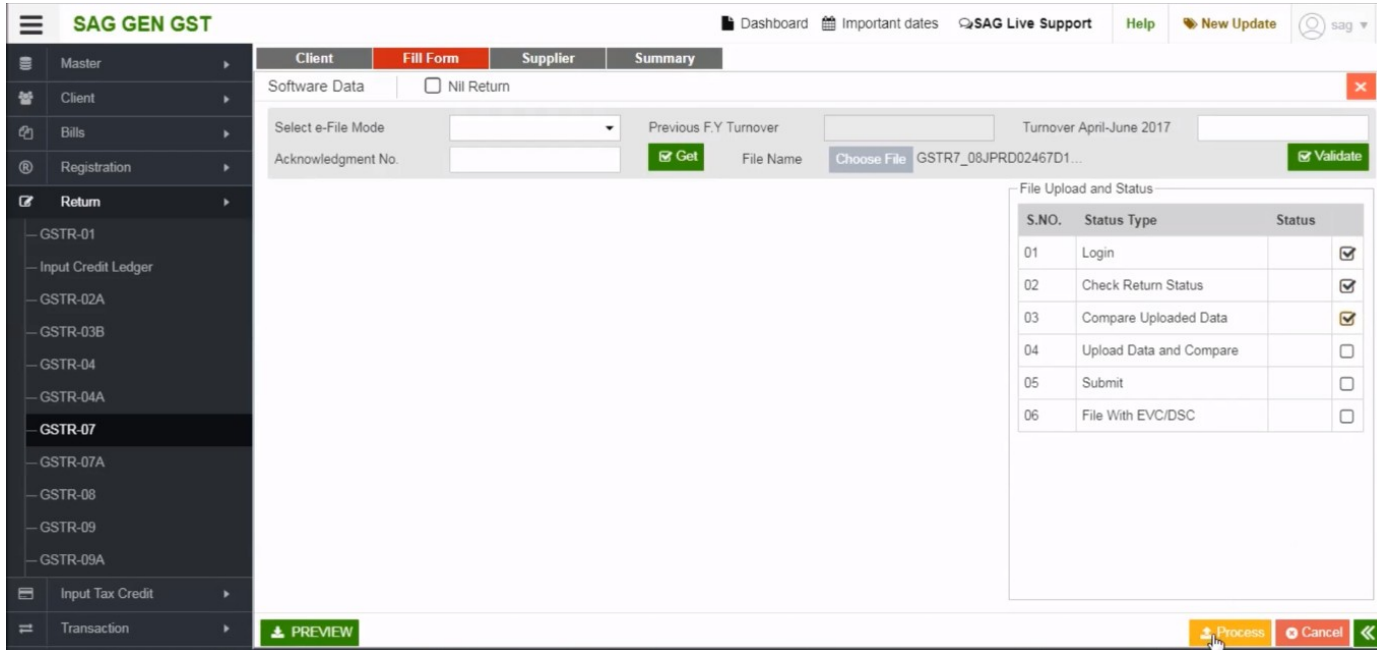


# STEP 8

The screenshot displays the SAG GEN GST software interface. The main window shows a table with columns: S.No., Section, Total Invoice, Uploaded, Deleted, Modified, To Be Uploaded, and Balance. A confirmation dialog box is overlaid on the table, titled "CONFIRM" with a green exclamation mark icon. The dialog asks "Are you sure for Generate Json ?" and has two buttons: "YES" (highlighted with a mouse cursor) and "NO". The background interface includes a sidebar with navigation options like Master, Client, Bills, Registration, Return, and various GSTR forms (GSTR-01 to GSTR-09A). The top navigation bar includes Dashboard, Important dates, SAG Live Support, Help, and New Update. The bottom status bar shows "Page No 1 of 1", "No of Record(s) 1", and buttons for Error Report, Delete All Section, Generate JSON, Save Invoice On Portal, Return Submit, and Cancel.

You can also the JSON file for the tax data filed till now and can download it on your desktop for further uploading and validating.

# STEP 9



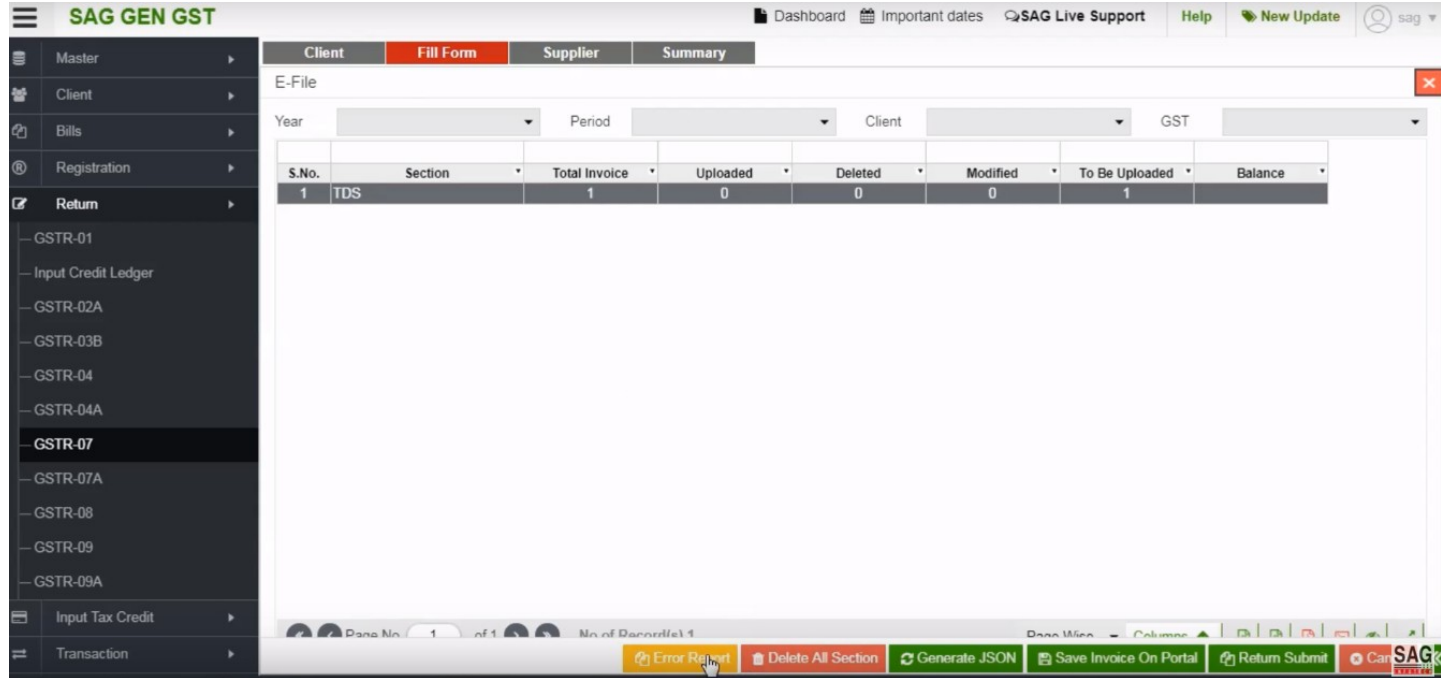
The screenshot shows the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The sidebar menu on the left lists various options, with 'Return' expanded to show 'GSTR-07' selected. The main content area is titled 'Software Data' and includes a 'NII Return' checkbox. Below this, there are input fields for 'Select e-File Mode', 'Previous F.Y Turnover', and 'Turnover April-June 2017'. There are also fields for 'Acknowledgment No.' and 'File Name' with a 'Choose File' button. A 'Validate' button is present. A 'File Upload and Status' table is displayed on the right side of the main content area.

S.NO.	Status Type	Status
01	Login	<input checked="" type="checkbox"/>
02	Check Return Status	<input checked="" type="checkbox"/>
03	Compare Uploaded Data	<input checked="" type="checkbox"/>
04	Upload Data and Compare	<input type="checkbox"/>
05	Submit	<input type="checkbox"/>
06	File With EVC/DSC	<input type="checkbox"/>

At the bottom of the interface, there are buttons for 'PREVIEW', 'Process', 'Cancel', and a back arrow.

After all the process and validating the data, you can click mark all the option and directly process the file to upload and file GSTR 7.

# STEP 10



The screenshot shows the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The left sidebar lists various modules, with 'Return' expanded to show options like 'GSTR-01', 'GSTR-02A', 'GSTR-03B', 'GSTR-04', 'GSTR-04A', 'GSTR-07', 'GSTR-07A', 'GSTR-08', 'GSTR-09', and 'GSTR-09A'. The main area displays the 'E-File' section with a table of invoice data. The table has columns for S.No., Section, Total Invoice, Uploaded, Deleted, Modified, To Be Uploaded, and Balance. The data row shows S.No. 1, Section TDS, Total Invoice 1, Uploaded 0, Deleted 0, Modified 0, To Be Uploaded 1, and Balance. At the bottom, there is a toolbar with buttons for 'Error Report', 'Delete All Section', 'Generate JSON', 'Save Invoice On Portal', 'Return Submit', and 'Cancel'. The 'Error Report' button is highlighted with a mouse cursor.

S.No.	Section	Total Invoice	Uploaded	Deleted	Modified	To Be Uploaded	Balance
1	TDS	1	0	0	0	1	

You can also view the errors through "Error Report" option

# STEP 11

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 left sidebar lists various menu items under 'Return', with 'GSTR-07' currently selected. The main window is titled 'E-File' and features tabs for 'Client', 'Fill Form', 'Supplier', and 'Summary'. The 'Supplier' tab is active, showing a table with the following data:

S.No.	Section	Total Invoice	Uploaded	Deleted	Modified	To Be Uploaded	Balance
1	TDS	1	0	0	0	1	

Below the table, there is a 'PLEASE WAIT' message with a loading icon. At the bottom of the interface, there are several action buttons: 'Error Report', 'Delete All Section', 'Generate JSON', 'Save Invoice On Portal', 'Return Submit', and 'Cancel'.

You can view the information related to the supplier by using "Supplier option"

# STEP 12

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

Client | Fill Form | **Supplier** | Summary

Supplier Name: TARA LTD  e-com Transaction

GST No: 08AANFG8922G1Z2  E-TIN No:  Rank:

Address:

Country: INDIA | State: Rajasthan | City: Jaipur

ZIP Code:  Mobile: 91  Email:

Activate Login

User Code:  Password:

Center Jurisdiction:  State Jurisdiction:  Date of Registration: DD/MM/YYYY

GSTNIN/UIIN Status: --select-- | Date of Cancellation: DD/MM/YYYY | Dealer Type:

GSTN Type: --select-- |  Composition Dealer

S.No.	CategoryName	HSN/SAC Code	Description
No of Record(s) 0			

Page No: 1 of 0 | Page Wise | Columns |

You can also add suppliers name and you can view all the supplier name information.

# STEP 13

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

Client | Fill Form | **Supplier** | Summary

Year: 2018-2019 | Clients: TAX DEDUCTOR | GST No.: 08JPRD02467D1DX

S.No.	Name	GST No.	Status	E-TIN No.	Rank	Mobile No.	
1	XYZ LTD	08AAOCS2362J1ZY	Private Limited Company			9414060505	info@saginotech.c
2	TARA LTD	08AANFG8922G1Z2					
3	SAG INFOTECH PRIVATE LIMITED	08AAOCS2362J1ZY	Private Limited Company			9414060505	info@saginotech.c

Page No: 1 of 1 | Record No: 0 of 3 | No of Record(s) 3 | Page Wise | Columns | Merge | Add | Modify | Delete | SAG

Update Trade Name | Get Filing Return Status | Get Supplier Details

After supplier option, click on the summary tab and view all the details that you entered

# 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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