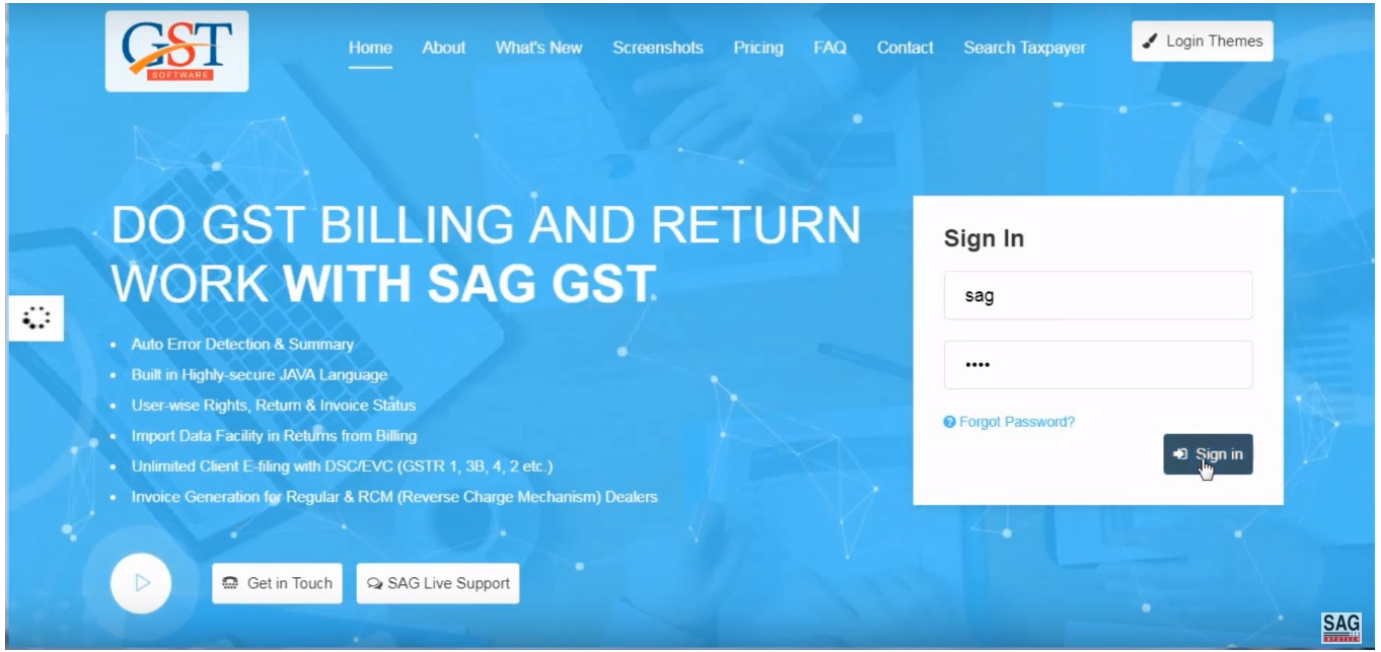
How to File GSTR 9 Return

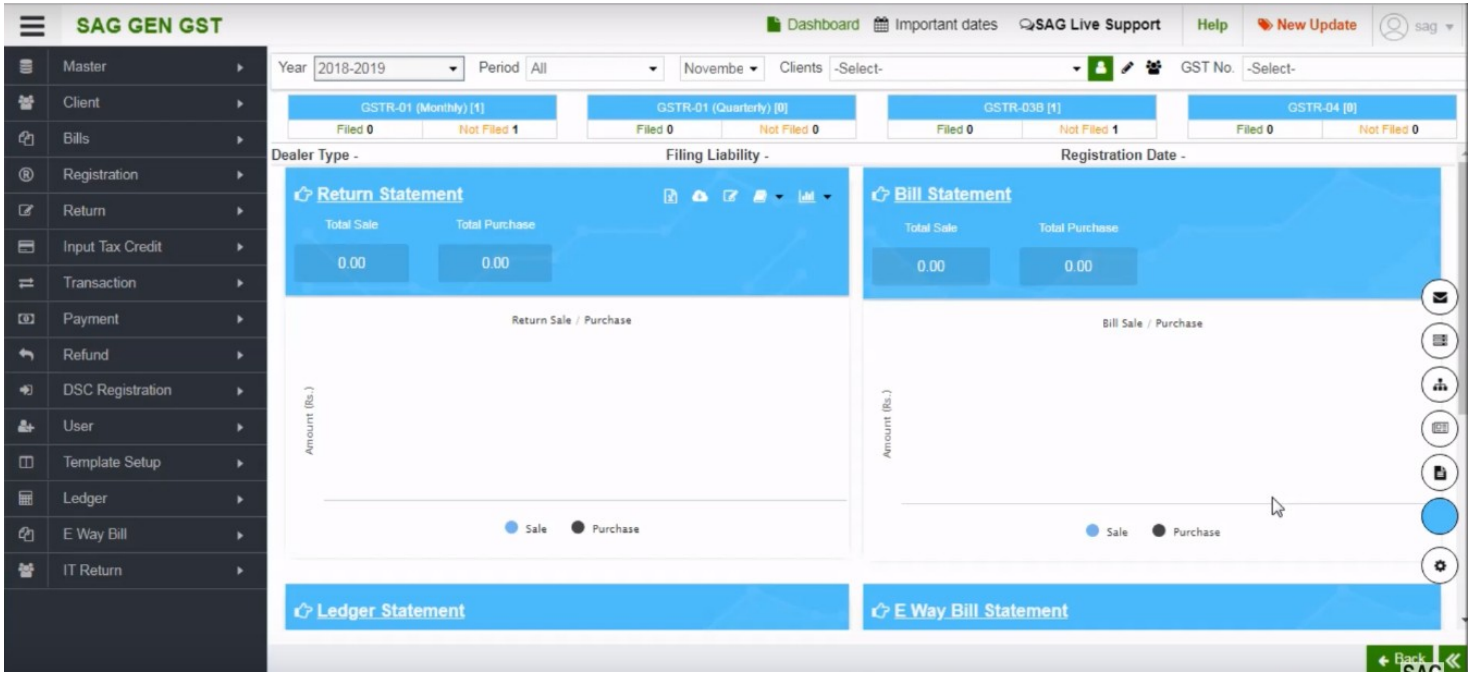
A Complete Guide

STEP 1



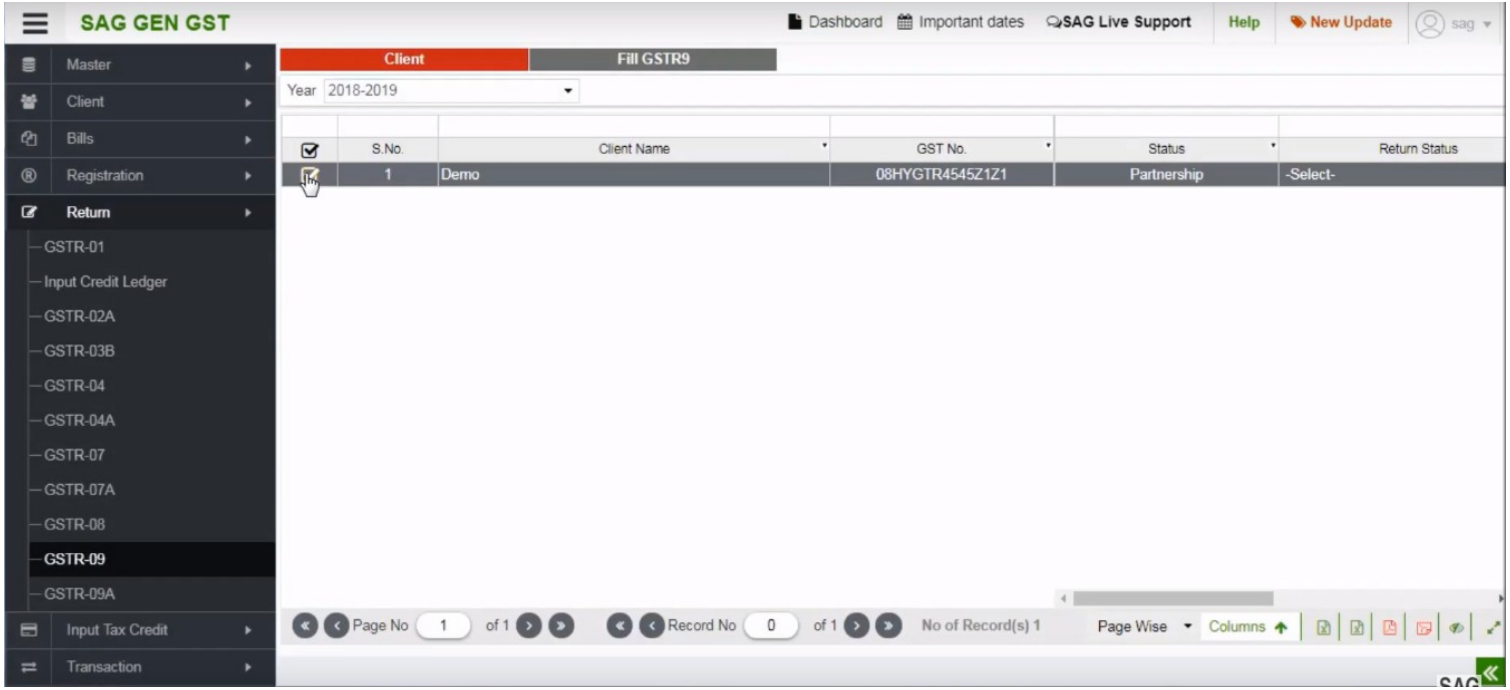
Step:1 Firstly you have to Sign-In after that we will show you our newly added feature in our software which is GSTR-9.

STEP 2



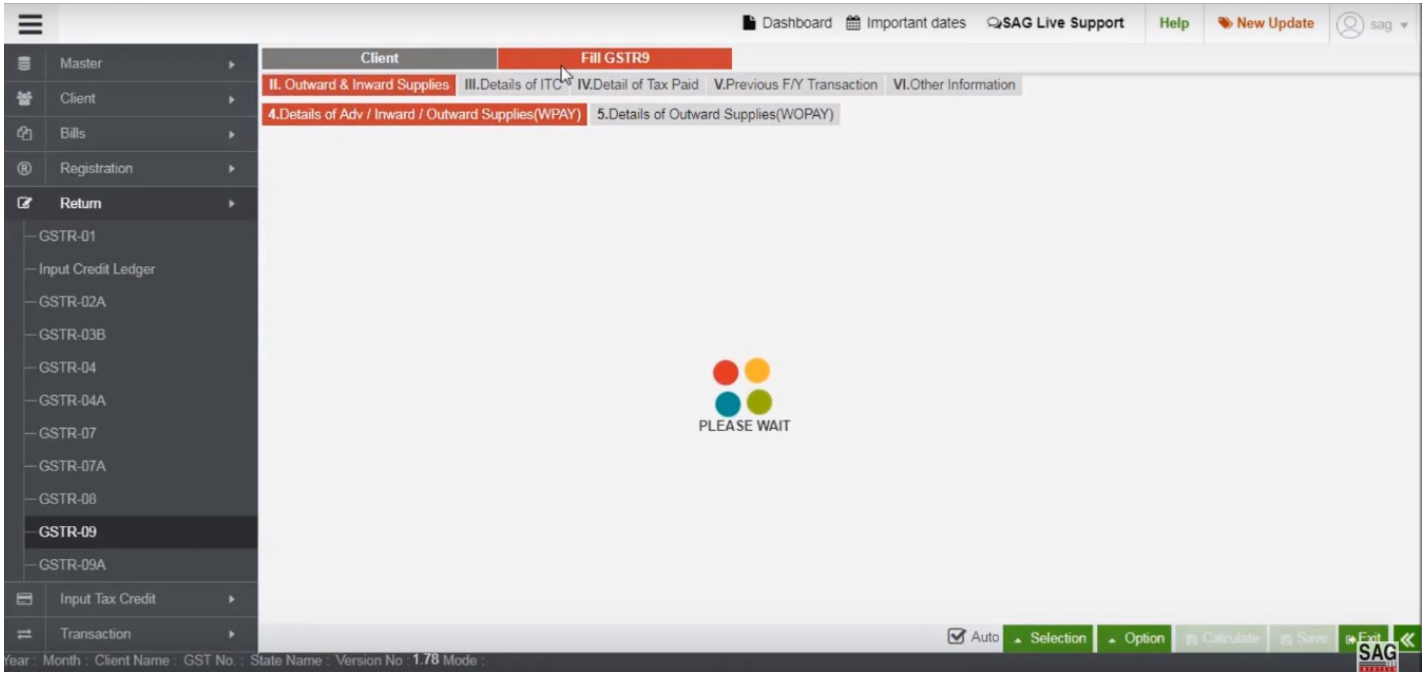
Step: 2 GSTR-9 is an Annual return which is compulsory for Regular Taxpayers who have filed GSTR-1 & 3B return.

STEP 3



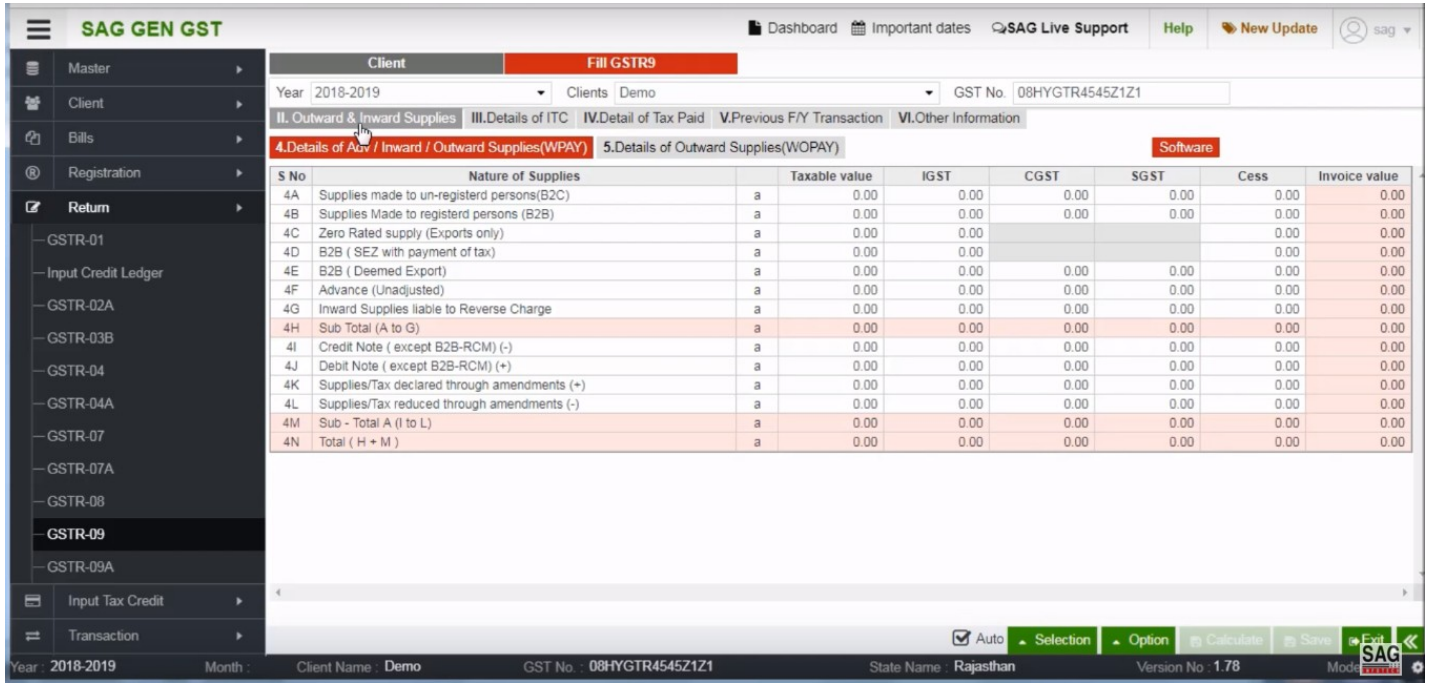
Step: 3 First of all go to return option then select GSTR-9 option & then select the client option.

STEP 4



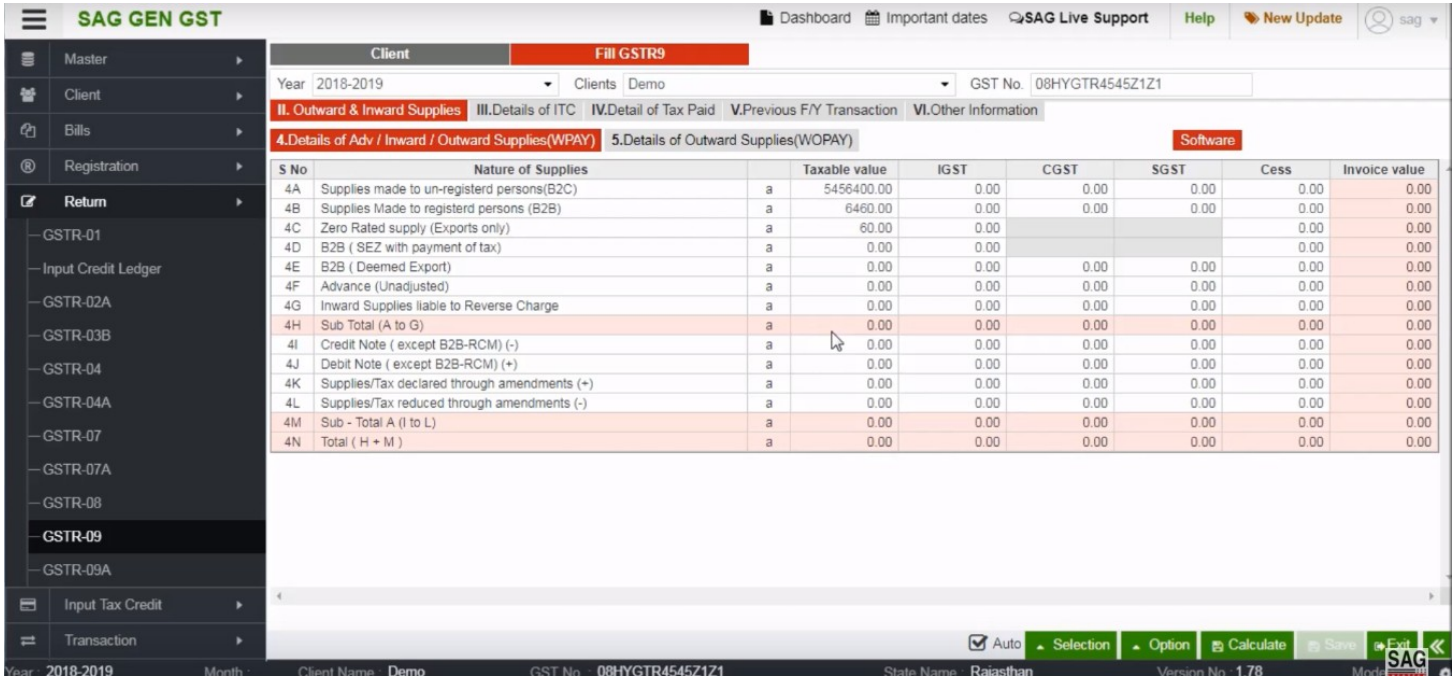
Step 4: After selecting the client option, click on “Fill GSTR-9” options then you find some of the options that are given by department related to GSTR-9.

STEP 5



Step 5: After selecting fill GSTR9, click on"Outward & Inward Suplies" option, this option is used for calculating sale details.

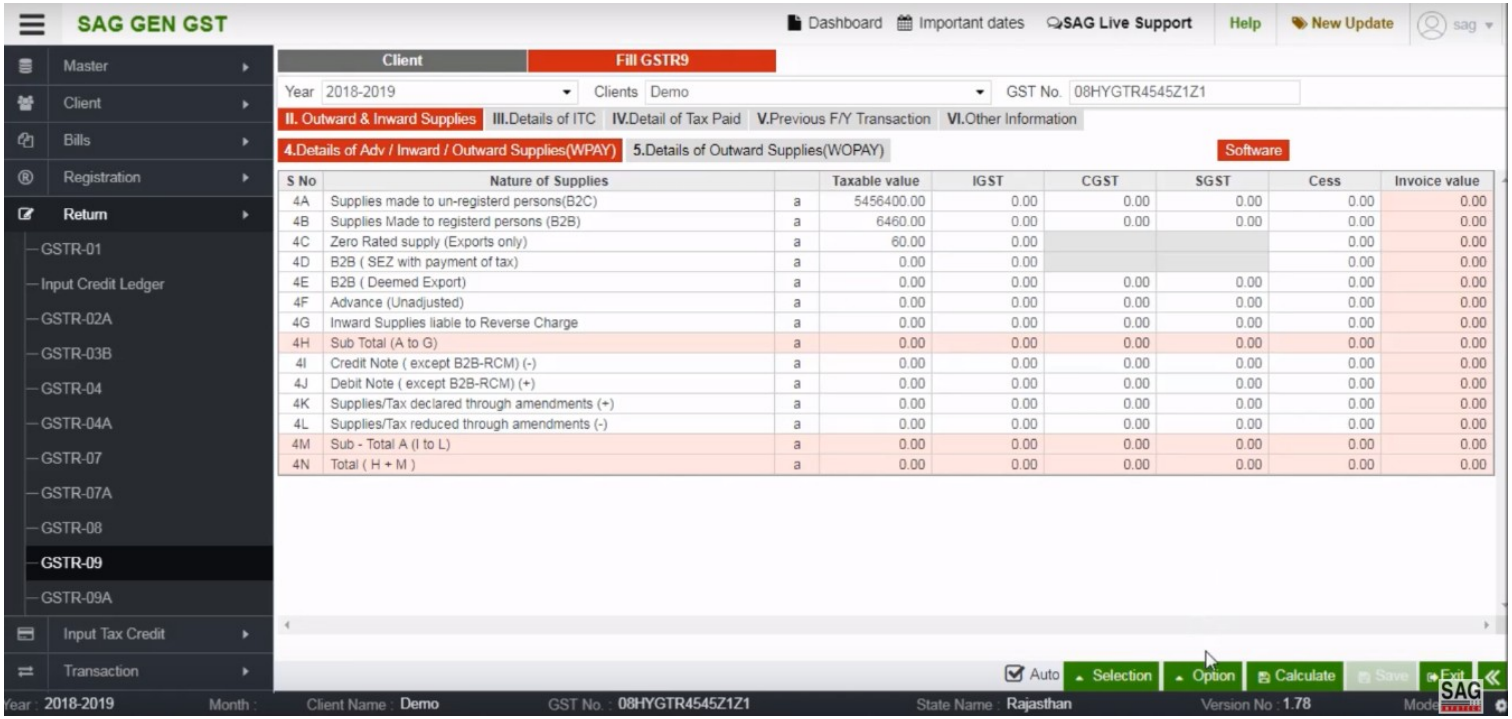
STEP 6



S

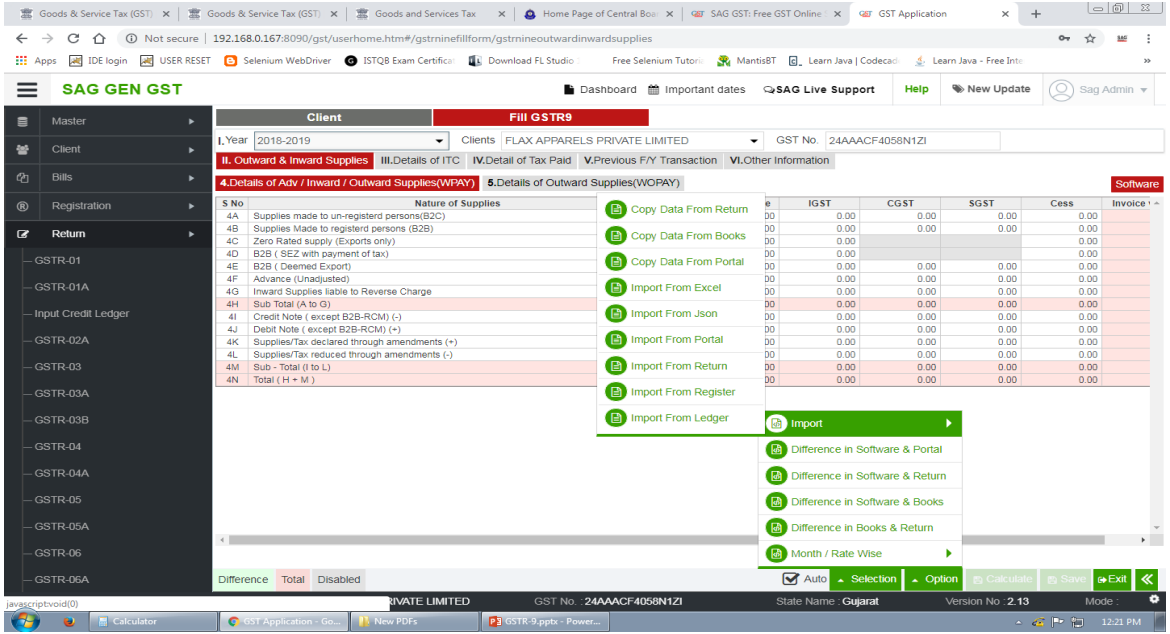
filled

STEP 7



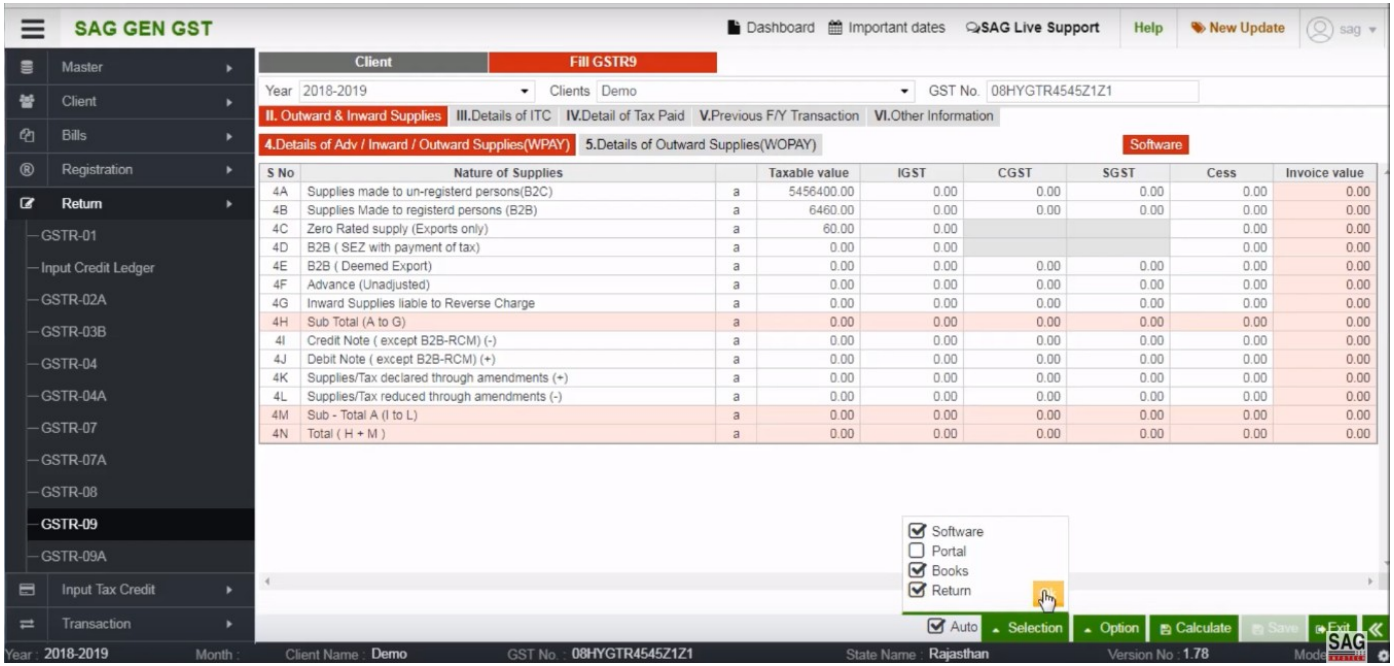
Step 7: Below there is a green colour option button that you can use it, if you do not want to enter the details manually.

STEP 8



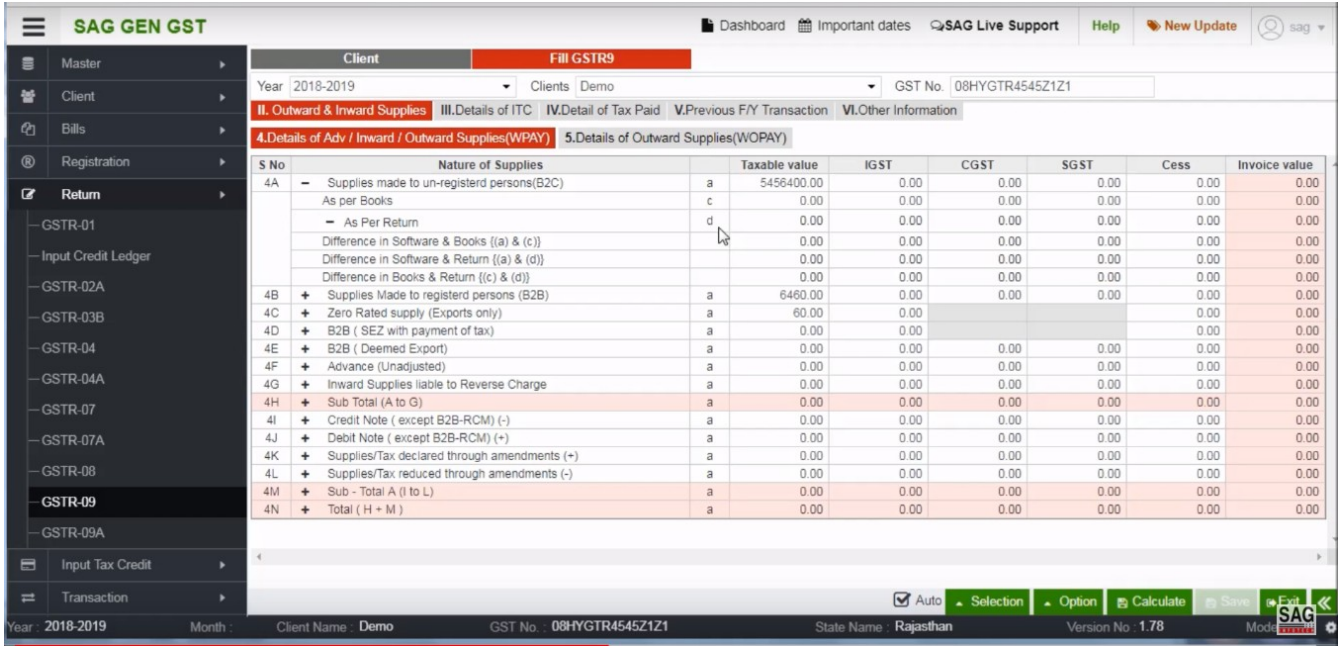
Step 8: After clicking on the green options button, select import from the menu table, then you can import the data form return or copy the data from books etc.

STEP 9



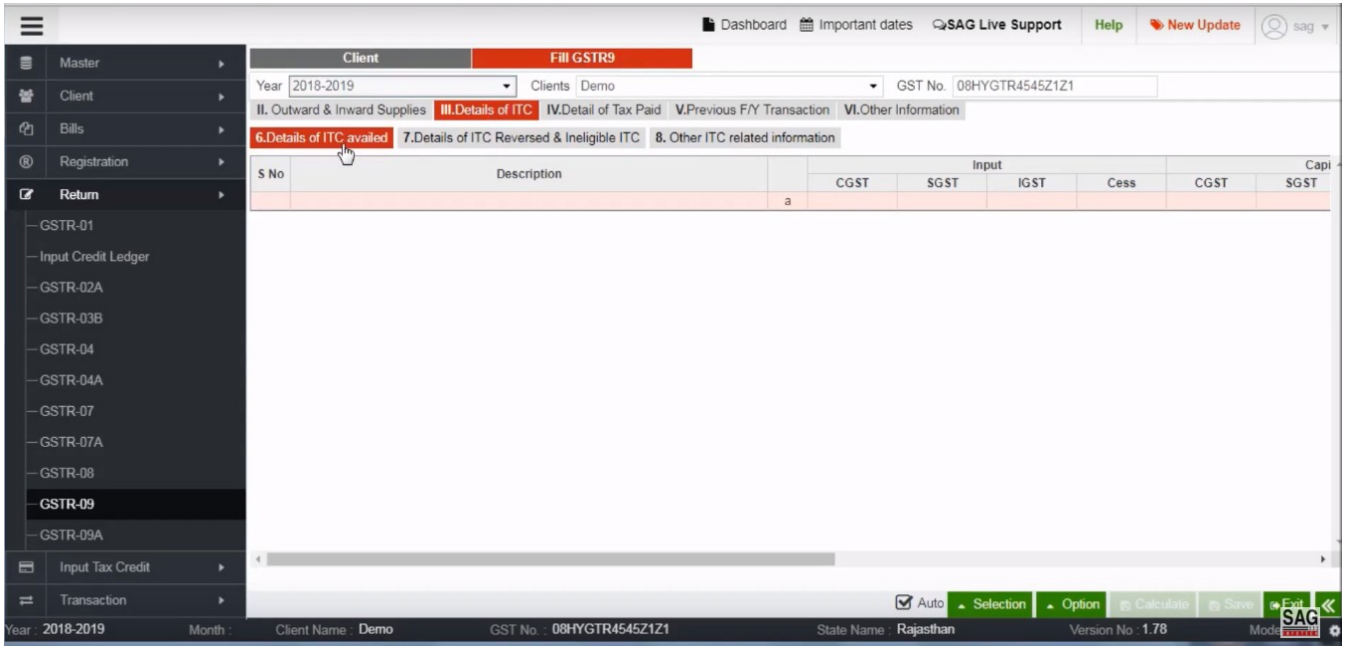
Step 9: After using the options button now click on the selection button, there you have four check box, tick all or specific one as per your desire, this will helps you to show a comparison between the data

STEP 10



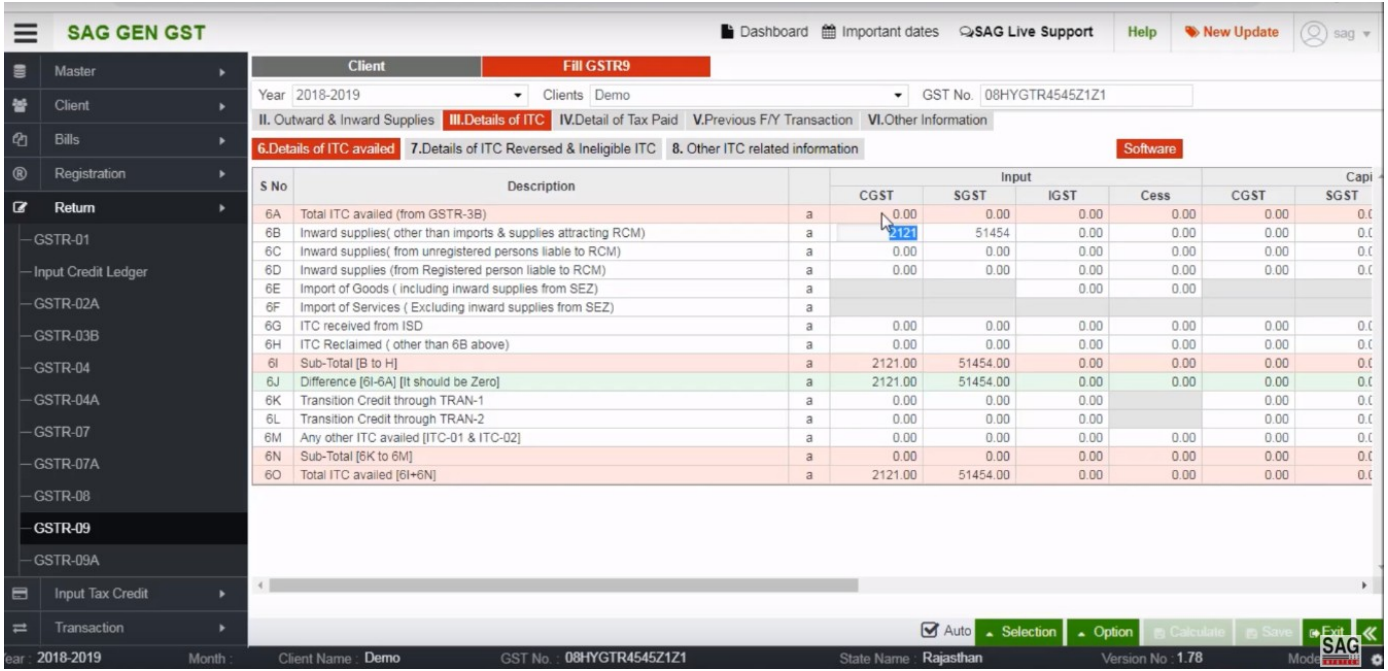
Step 10: You can see a table that showing data which we selecting in the selection tab, under this we can easily check the details or compare data in different options.

STEP 11



Step 11: Our next option is "Details of ITC" When we click on this option. We can see 3 category that is Details of ITC Availed, Details of ITC Reversed & Ingelible ITC and Other ITC related information.

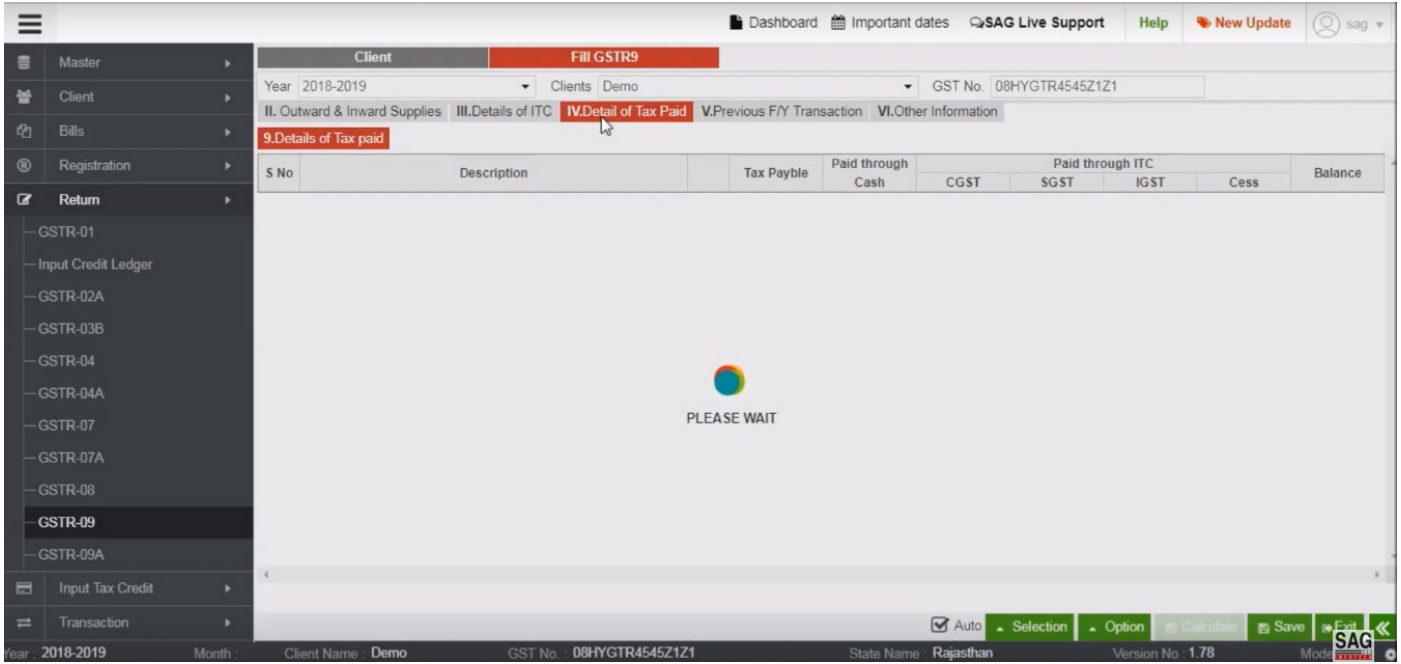
STEP 12



S No	Description		Input CGST	Input SGST	Input IGST	Input Cess	Capi CGST	Capi SGST
6A	Total ITC availed (from GSTR-3B)	a	0.00	0.00	0.00	0.00	0.00	0.0
6B	Inward supplies(other than imports & supplies attracting RCM)	a	2121	51454	0.00	0.00	0.00	0.0
6C	Inward supplies(from unregistered persons liable to RCM)	a	0.00	0.00	0.00	0.00	0.00	0.0
6D	Inward supplies (from Registered person liable to RCM)	a	0.00	0.00	0.00	0.00	0.00	0.0
6E	Import of Goods (including inward supplies from SEZ)	a			0.00	0.00		
6F	Import of Services (Excluding inward supplies from SEZ)	a						
6G	ITC received from ISD	a	0.00	0.00	0.00	0.00	0.00	0.0
6H	ITC Reclaimed (other than 6B above)	a	0.00	0.00	0.00	0.00	0.00	0.0
6I	Sub-Total [B to H]	a	2121.00	51454.00	0.00	0.00	0.00	0.0
6J	Difference [6I-6A] [It should be Zero]	a	2121.00	51454.00	0.00	0.00	0.00	0.0
6K	Transition Credit through TRAN-1	a	0.00	0.00	0.00		0.00	0.0
6L	Transition Credit through TRAN-2	a	0.00	0.00	0.00		0.00	0.0
6M	Any other ITC availed [ITC-01 & ITC-02]	a	0.00	0.00	0.00	0.00	0.00	0.0
6N	Sub-Total [6K to 6M]	a	0.00	0.00	0.00	0.00	0.00	0.0
6O	Total ITC availed [6I+6N]	a	2121.00	51454.00	0.00	0.00	0.00	0.0

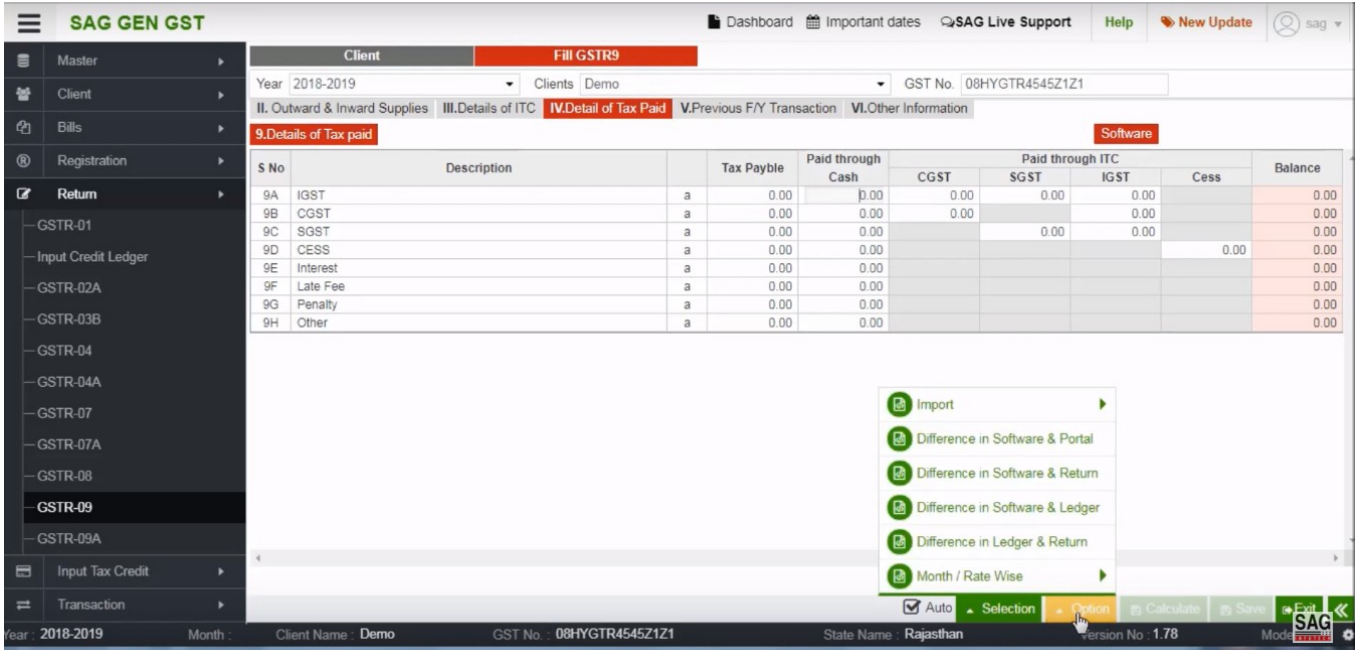
Step 12: Under this table, we can change and modify details in the white table and pink colour table show you auto calculated details.

STEP 13



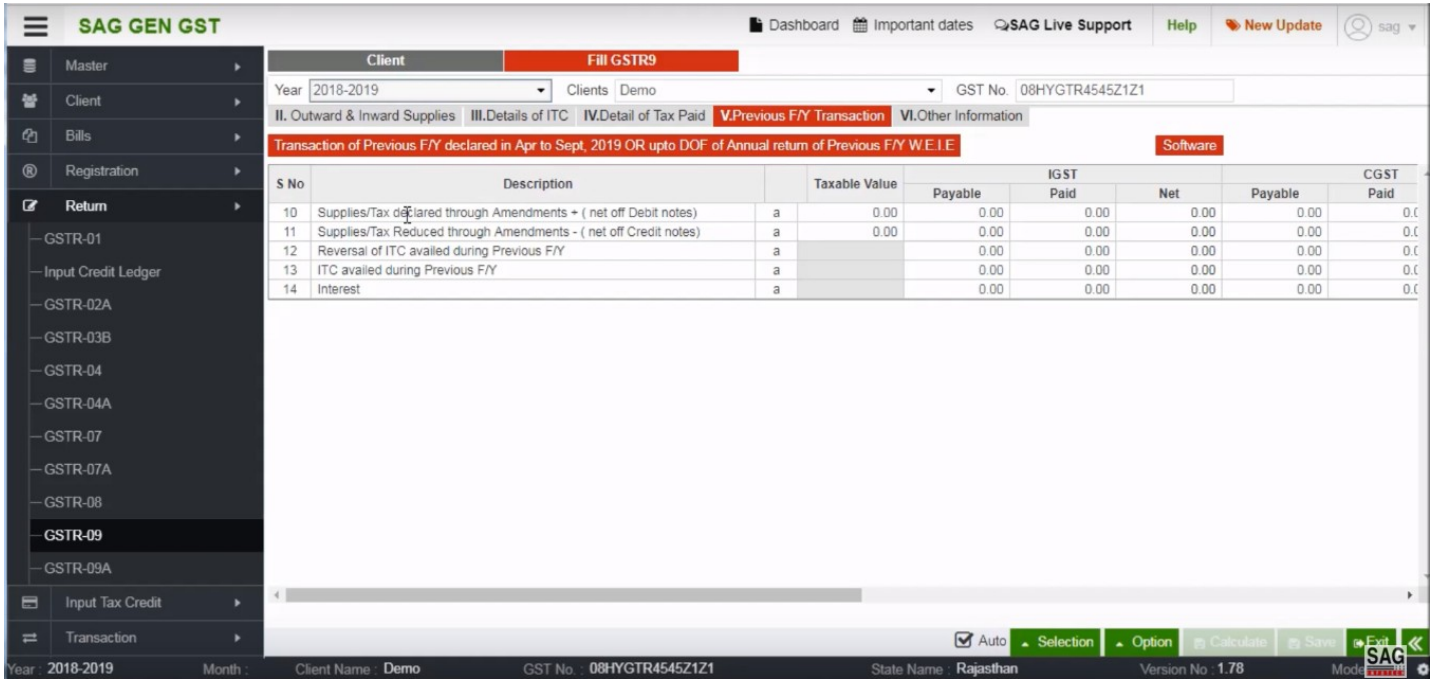
Step 13: Come to the next option, that is "Details of Tax Paid" this option basically show you the data of 3B and Ledger.

STEP 14



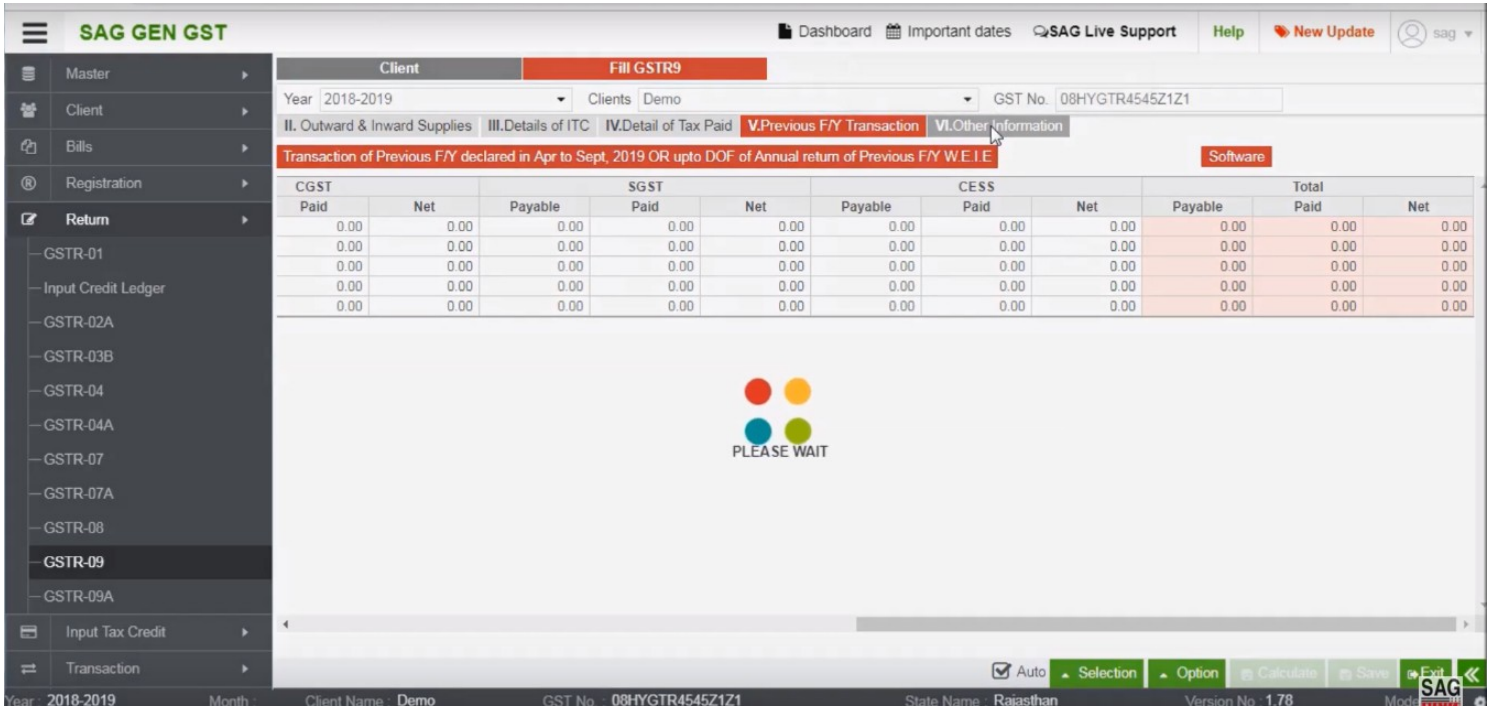
Step 14: After clicking on "Details of Tax Paid", now we can see a table in which we manually enter data or import the data through option button.

STEP 15



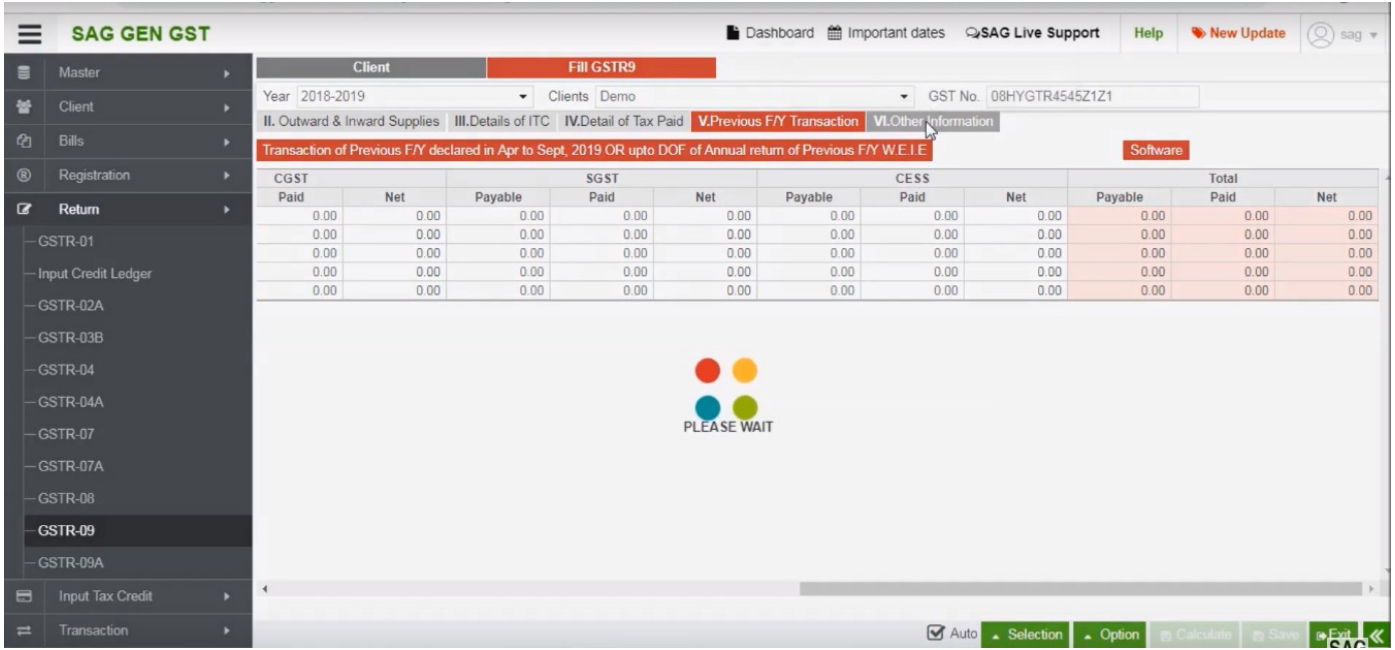
Step 15: Click on previous financial/year transaction tab to know the previous transaction

STEP 16



Step 16: Click on "Other Information tab"

STEP 17



Step 17: On clicking the "other information tab", you can find demand and refund, details, while having a feature to import data from various other portals after selecting the green tab options.

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