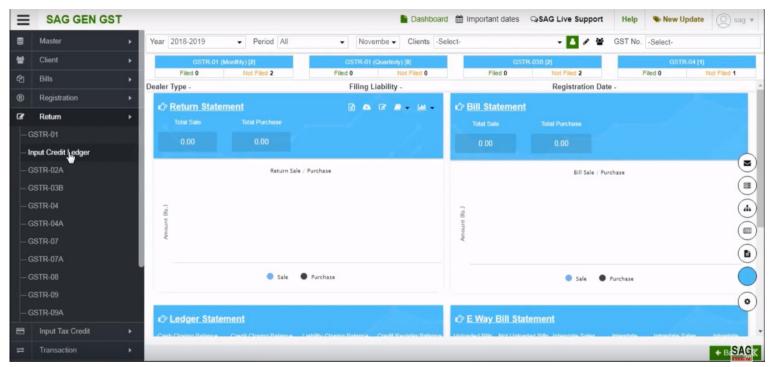
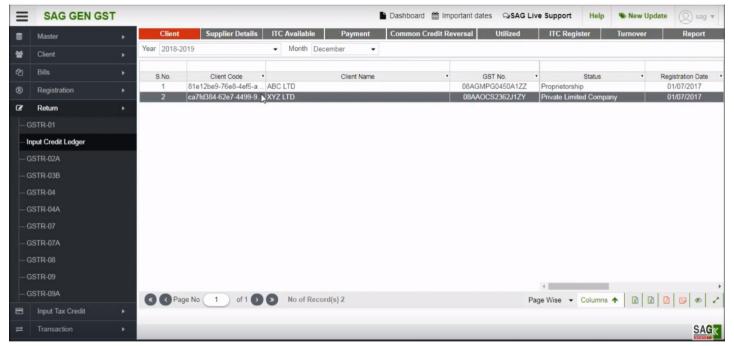


A Complete Guide

Maintain Input Tax Credit Ledger



After sign-in, click on Return option then select input tax credit.



Input credit ledger is prepared to assess the correct amount of input tax credit as per rules 37, 42 and 43 of CGST rules the correct amount of ITC available, ITC reversal then to be filled in GSTR-3B so that admissible credit can only be availed and non-compliance can be avoided the same shall be used in GSTR-2 but as of now it is deferred. Firstly, user has to select the client.

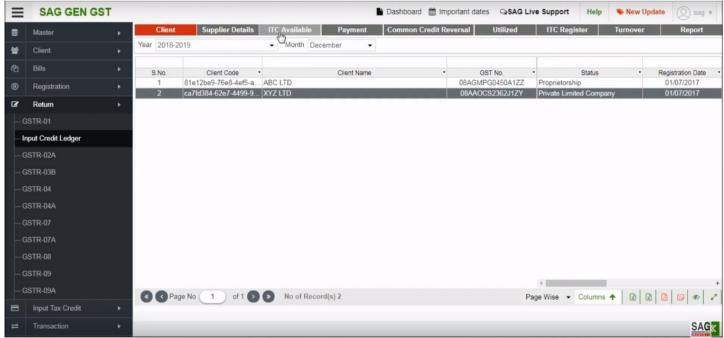
Now click on the Supplier tab then a new window will be opened where user has to click on Add button.

A new page will be opened where we have provided two options for the user convenience i.e. new and import.

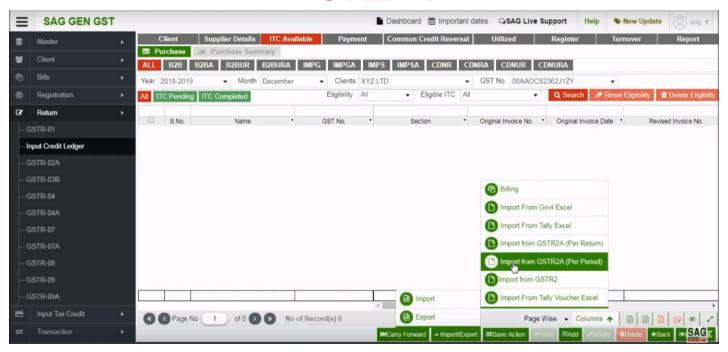
If user selects the import Radio button then he/she is able to import the details of the Supplier, There's a drop down list presented for the user convenience, Where user can select the Location i.e. Master, Year, Client, Seller, for importing the data.

After selecting the Type from the drop down menu a new window will be opened, where user has to select the client from the list.

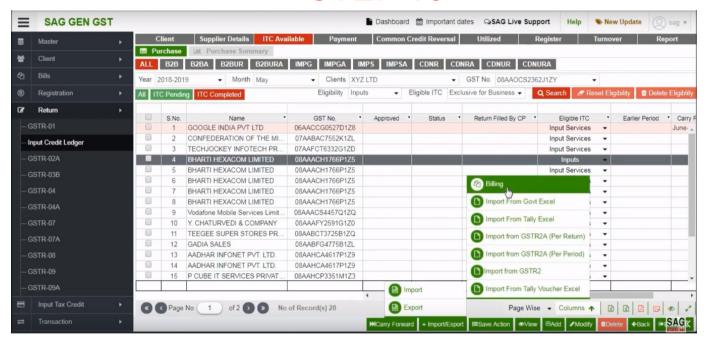
Otherwise select the new Radio button, then Drop down is activated from where Receiver can select the type (Short, Description). Which he/she wants to insert in new record, then a new window will be opened, where user has to fill all the details which are required. After filling the same, save the details and proceed further.



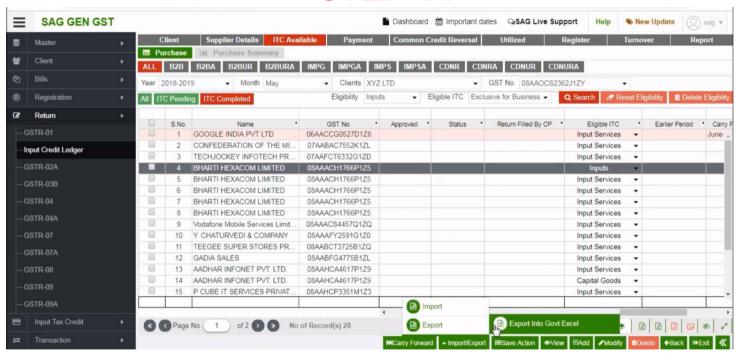
After that click on "ITC Available" option. In ITC available all the purchase invoices need to be added so in a month, total available ITC as per books can be assessed, then ITC available shall be bifurcated into categories like exclusive for business i.e. Eligible ITC and in Non-Business, Exempted and Ineligible categories i.e. Ineligible ITC to be reversed as per rules 42 & 43.



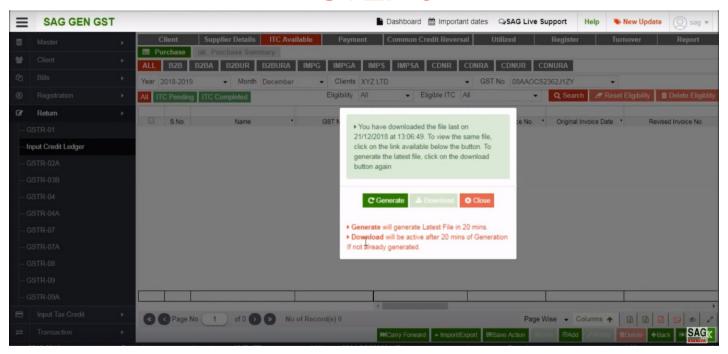
You can import or export your data through import/export button. You can import data from 2A and GSTR-2 Govt. Excel, Tally excel and various option provided above.



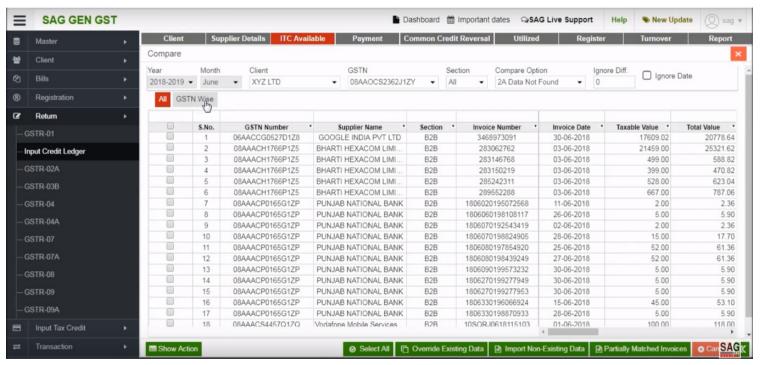
After import 2A option, you can also import the data of purchase through billing option, if you added billing option in our software.



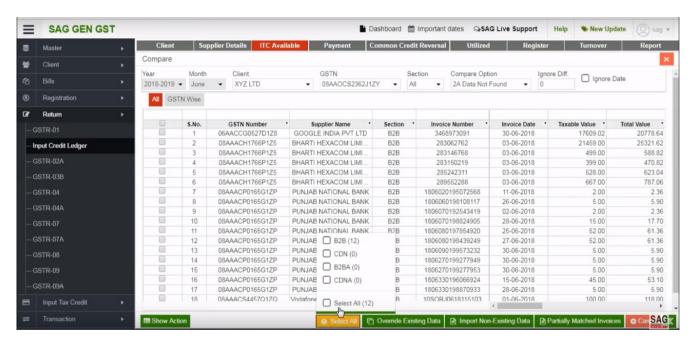
You can export the data in export into Govt. excel



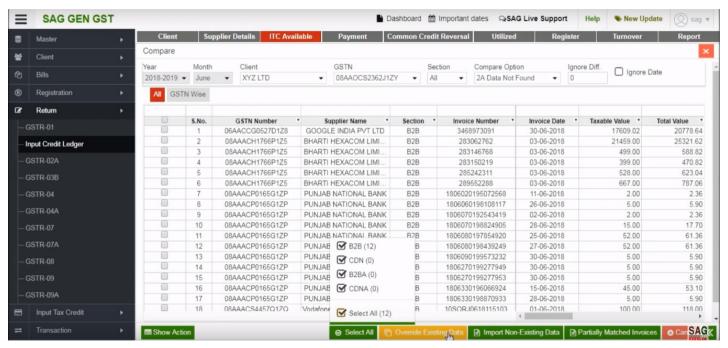
After clicking GSTR-2A option, if you find a pop up that means your GSTR 2A details are not earlier downloaded in the software, you can generate it through generate button



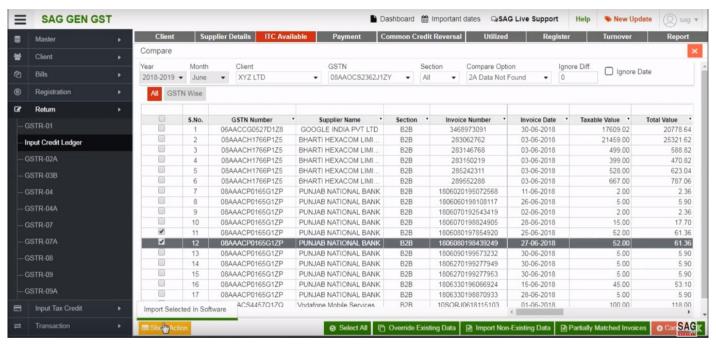
If you already have the GSTR-2A data in software, then you can view all invoices or you can view invoices GSTN wise.



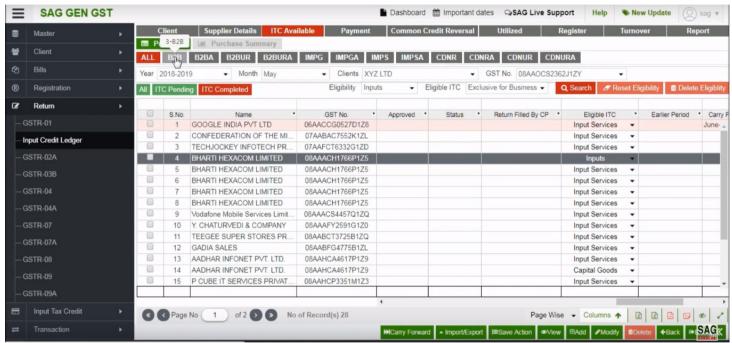
After that a compare Pop-up will be appeared where entries in software matched with 2A will appear, GSTR 2A data mismatch, Not matched in 2A etc.if you want to import all invoice not found in GSTR-2A in input credit ledger then click on the select option and select all.



There are two options to import the data, override existing data and import non-existing data, both help you to import data in input credit ledger



Now you can also import data invoice wise by clicking on "show action" option and you can choose invoice which you want to import in software.

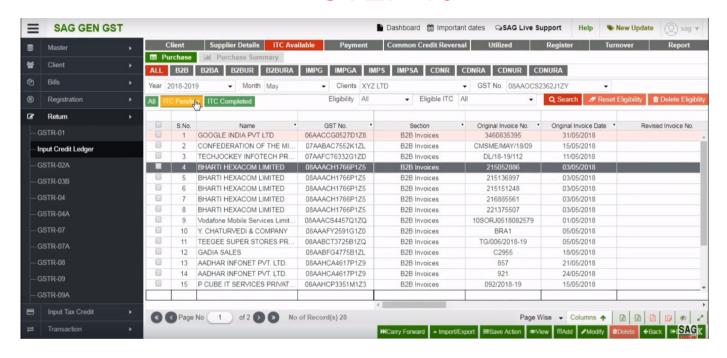


You can add your data manually by using a particular section. First of all click on the B2B button then a new window will be opened where user has to click on add button as shown below.

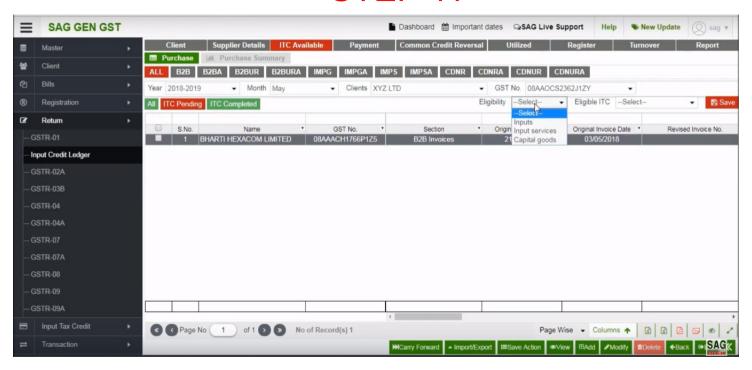
When user click on the Add button then a new window will be opened.

Where user has to fill all the mandatory details.

ITC of particular invoice can also be set off, If there are several items and different types of eligibility are there.

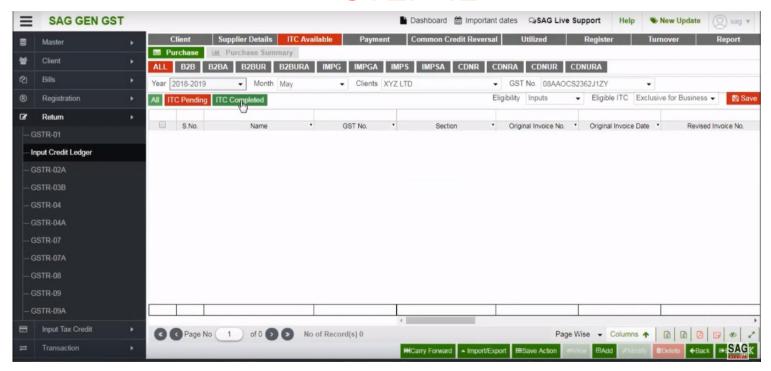


After adding or importing all invoices in ITC Ledger, they will be firstly shown in ITC pending option

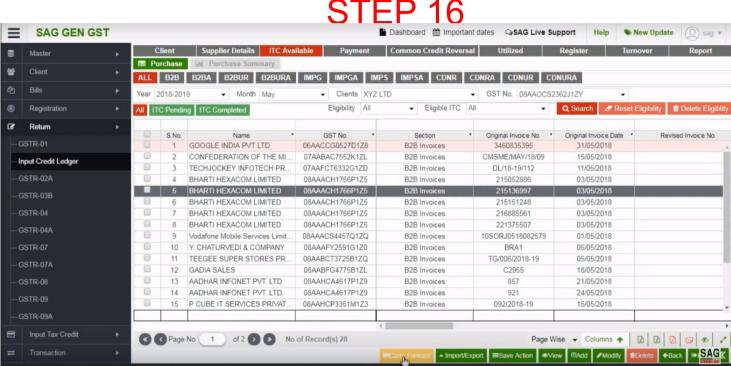


From here select the Type of eligibility like Input, Input Services and capital goods to be chosen for all invoices.

Now whether ITC in particular invoice is eligible or not, it is to be chosen from combo box "ITC set off" where purchase made specifically for business then purchase is eligible and be set as exclusive for business. Other option are for ITC Reversal under Rules 42 & 43 i.e. Non- Business ITC, Exempted & Nil Rated is sales which is to be reversed and Ineligible ITC is ITC not available as per section 17(5) of CGST Act. Rest ITC not falling in above categories to be set in common where any person deals both in taxable and exempted sales/income and purchase are party used for both.



Now, itc is removed from ITC pending option and shown in "ITC Completed" option



Here some invoices are there, where ITC not to be availed in current month because of any reason can be carry forward in subsequent months.

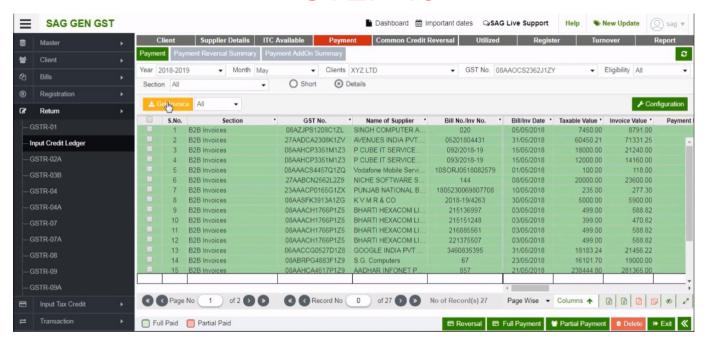
After setting all the invoice you can see them in set eligibility tab where you can delete eligibility from delete eligibility ITC and can reset again.

You can view the purchase summary of ITC available for purchase summary tab. It shows consolidated ITC available of all months, quarterly, half yearly & yearly. ITC available contain adjustment of Dr/Cr notes in summary.

Carry forward invoices will be added in the month in which they were carried forward.

Total ITC available shall only be exclusive for Business and Net ITC available.

Next option is payment, Reversal as per rule 37(2) where ITC availed for particular invoice but payment in respect of such invoice is not made within 180 days from invoice date, then ITC availed to be reversed and added to output liability and on subsequent payment it shall be added again in the respective month in which payment is made.



Click on the Get Invoice to get the invoices whose ITC are set in ITC available tab which shall be shown in payment tab.

Now click on the save full payment button where full payment of selected invoices along with payment date shall be set. Payment date can be saved of particular invoice as invoice date or can be set manually from 2 radio button. (I) payment date as invoice date (ii) Set Payment date as.

Payment date as invoice date is used to set the payment date like he/she have mention in the invoice date.

Set payment date is used to set the date according to his/her convenience. When user click on the set payment as radio button then a text box is appear where user has to enter the date and click on the set button.

In case of Partial payment "Payment Configuration" button is provided. You can set the details like up to which decimal payment to be rounded off.

Rate-wise set off: - If in particular invoice different rates of items are there then payment can be bifurcated in different items as per lower rate, higher rate or proportionately. Software will bifurcate payment as per your option.

Eligibility ITC Type:- Payment shall be set-off as per ITC types i.e. payment shall be set-off as per ITC types i.e. First for Inputs, Input Services and capital Goods or as per your selection

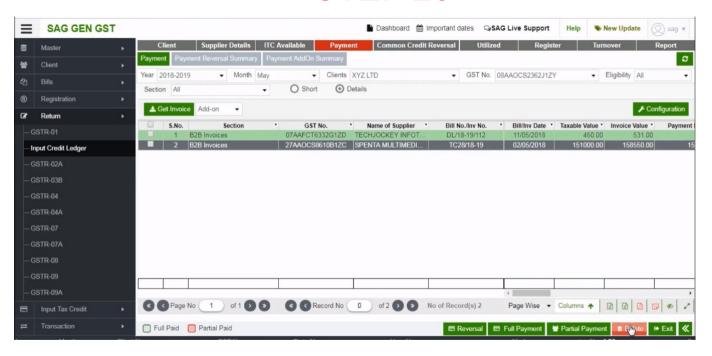
If payment in respect of an invoice is made partially then click on Partial Payment button as shown above.

After that a new window will be opened where details of particular invoice along with payment due date shall be shown.

Now fill the amount to be paid in and its payment date.

The software will calculate payment due amount. Likewise subsequent payment can be made for particular invoice with different dates.

When due date is passed and due amount still remaining, automatic reversal shall be calculated in an invoice. Any payment made after due date shall be add-on payment and ITC reversed earlier shall be added back in month where payment is made.



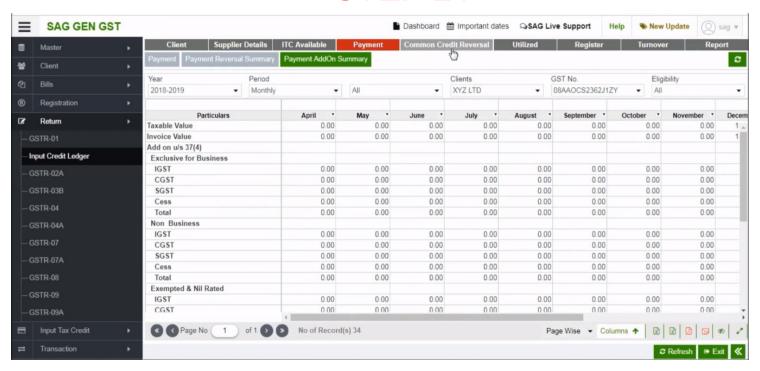
Also if one wants to delete payment detail wrongly entered then there is a delete option at the bottom of the page.

Payment Summary

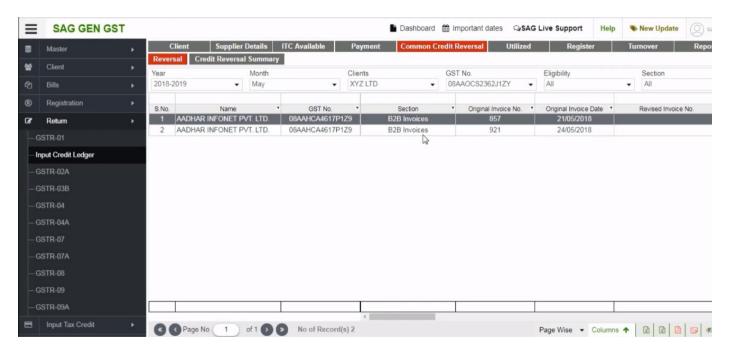
The ITC reversed as per rule 37(2) shall be shown in payment reversal summary and subsequent ITC add-on shall be shown in payment add-on summary.

Now click on the Payment Summary tab then a new window will be opened where first of all Payment Reversal Summary is shown.

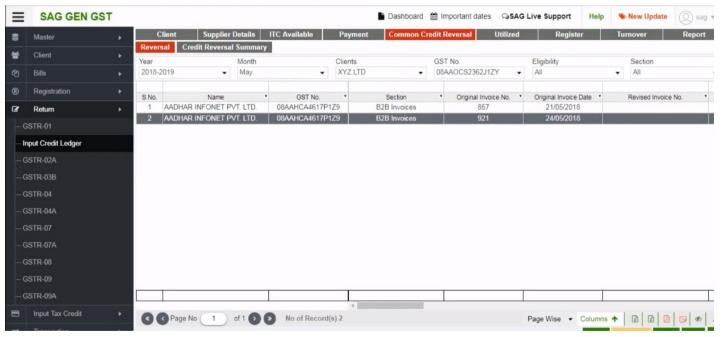
For viewing the Payment add-on summary click on the payment add-on Summary tab.



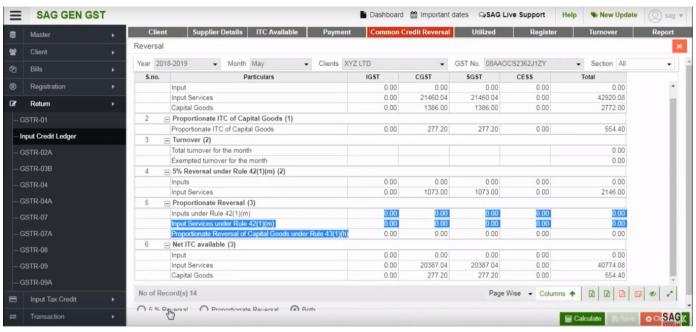
Next option is Common Credit Reversal



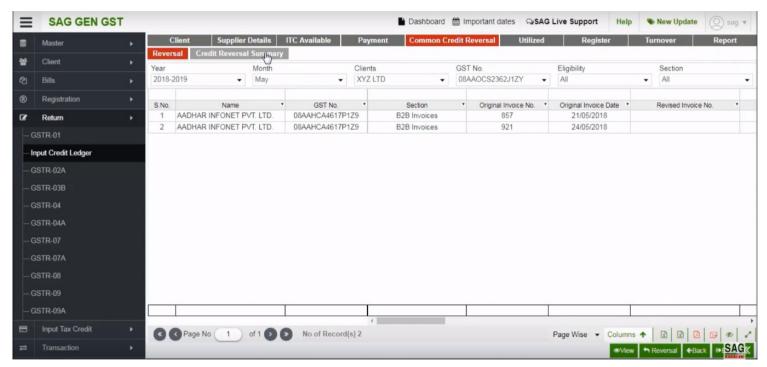
In this option, Now ITC set as common ITC to be reversed as per rules 42 & 43 from common Credit Reversal tab. All the invoices set as common ITC in ITC available tab will be shown here.



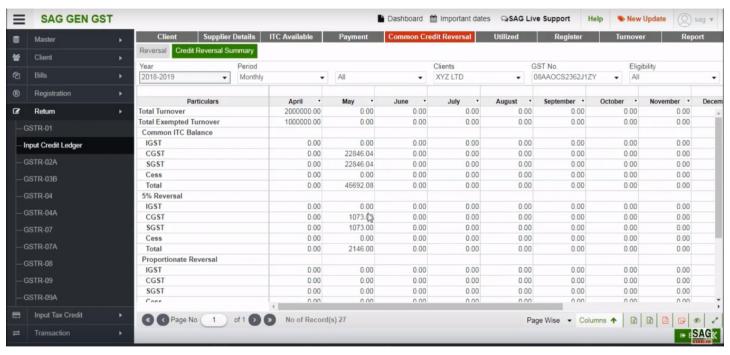
After that, click on Reversal option to Auto calculate the ITC Reversed as per rules and below you can view 3 options, 5% Reversal, proportional Reversal and both option



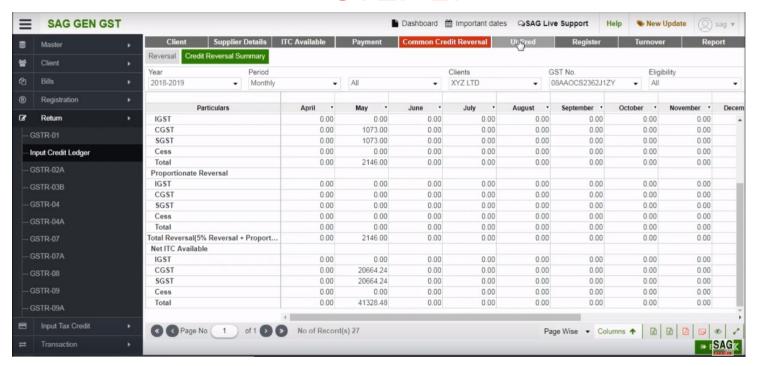
If goods are partly used for business and partly for non-businesses purpose then choose 5% Reversal. If goods are used partly for taxable and partly for exempted purpose then click on proportionate reversal. If goods are used both for non-business purpose and exempted purpose then click on both to calculate reversal.



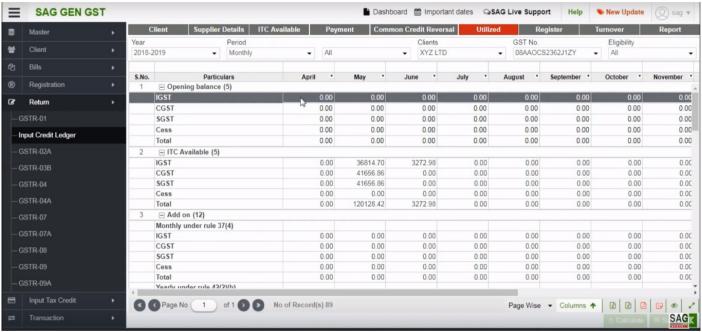
Now click on, credit reversal summary option



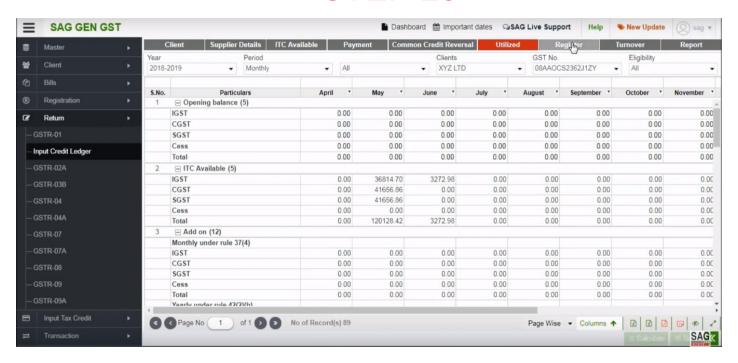
In the summary option, you can view all your 5% Reversal details or proportional Reversal details



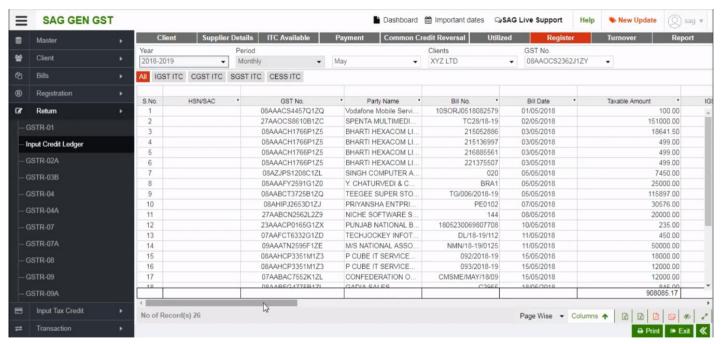
Next click on utilized option.



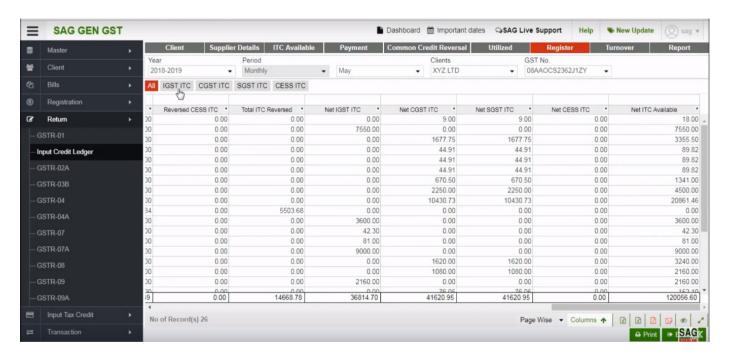
Opening balance of month for which register is prepared first time to be entered manually in box. Rest will be auto calculated. As ITC available shall be total ITC available from ITC available tab and monthly add-on shall be from payment add-on summary. Yearly add-on to be inserted manually. Reversal shall be calculated from ITC available and payment reversal summary. Balance for use shall be available less reversal. Utilized to be filled the closing balance shall be calculated as balance for use utilized. When user click on the Utilized tab then a new window will be opened where two radio button is provided collapse All and Expand All.



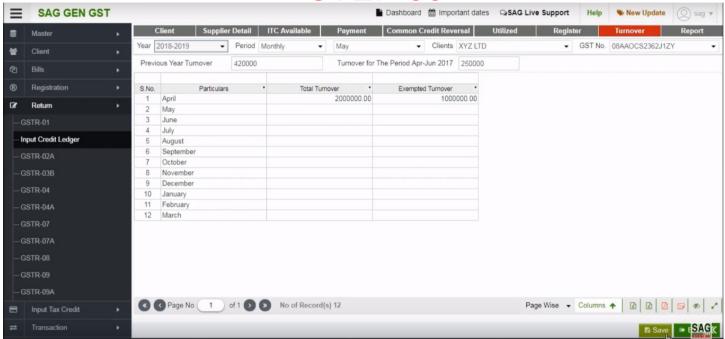
After clicking on the utilized option, now click on register option



ITC register is ITC report for a particular month which shows all the purchase invoices and Dr/Cr Notes. ITC set in these invoices shall be shown in ITC available and ITC set as reversal shall be shown in ITC reversed column. Net ITC available shall be Net ITC available for the particular month. With Dr/Cr Note and reversal as per rule 37(2), 42 and 43 of CGST Rules 2017.



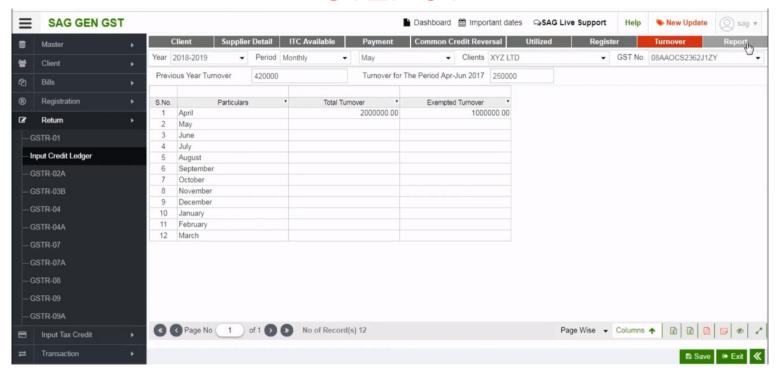
You can also check details according to IGST wise, CGST, SGST and CESS wise



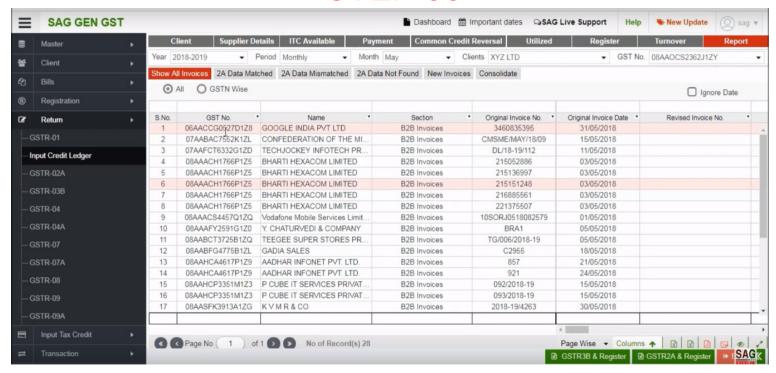
For Saving turnover to calculate reversal click on Turnover button.

Then a new window will be opened where user has to fill the previous financial year turnover and Monthly turnover.

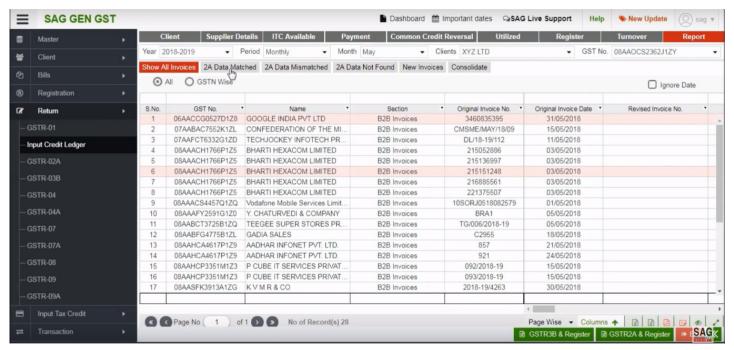
After filling all the details click on the save Button.



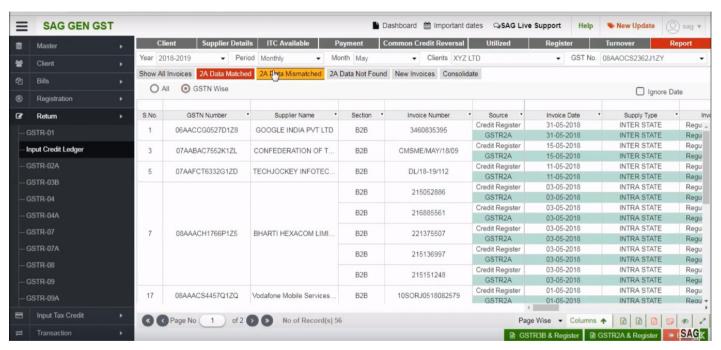
After clicking on the turnover tab, now click on the report option



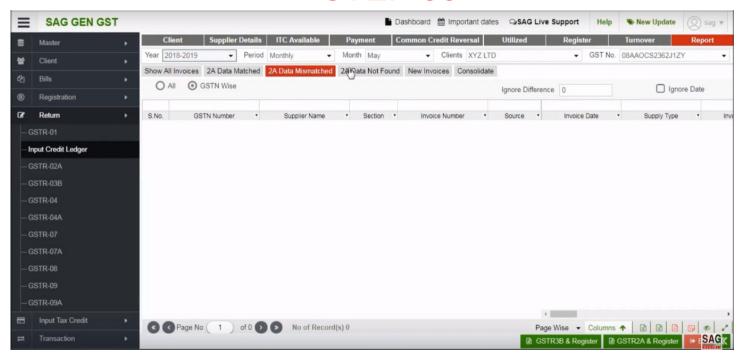
In the report section, you can find a comparison of the invoice that you get from 2A data.



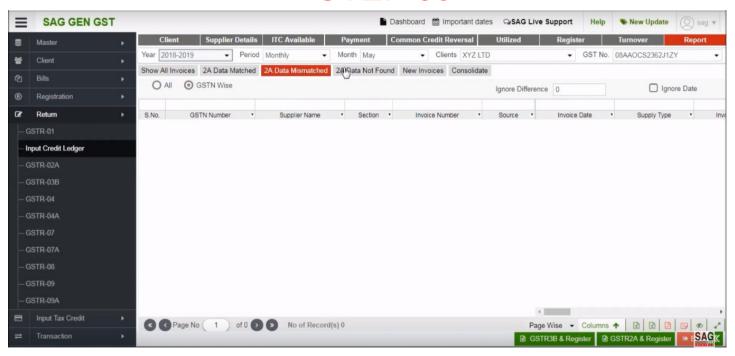
After that click on 2A data matched option, this option show you the matched information of invoice that you fill manually, import through excel or import through 2A.



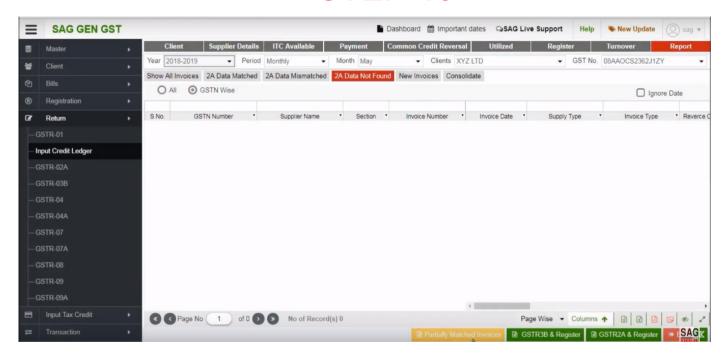
After clicking on 2A data matched tab, click on 2A data mismatched tab, if the invoice is mismatched in 2A or register you can view it in this tab.



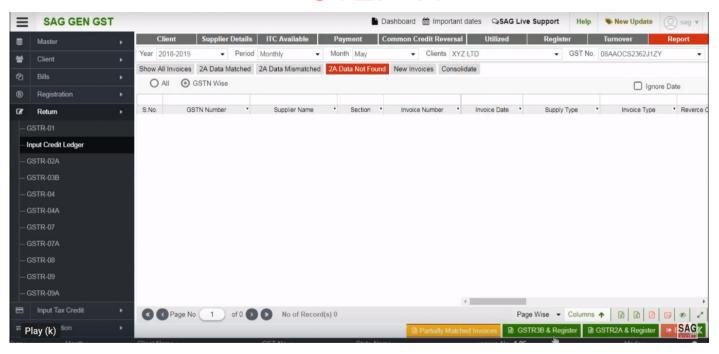
Next click on 2A data not found option, In this you can view the data that is visible in 2A but not import in register option



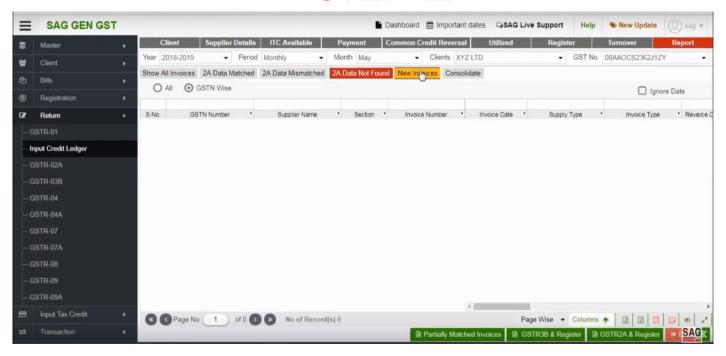
Next click on 2A data not found option, In this tab you can view the data that is visible in 2A but not import in register option



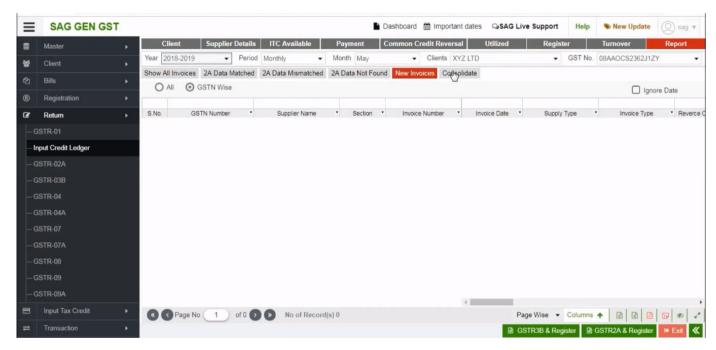
difference you can set it in a partially matched invoices option.



Under the 2A data not found option, you can also check comparison between GSTR3B & Register or GSTR2A & Register



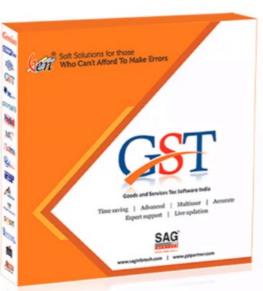
After clicking on 2A data not found tab, Click on new invoices option and you can view the invoices that is manually added in the register and not showing in 2A data.



2A data matched, 2A data not found and new invoices.



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