

GST SOFTWARE

INDIVIDUAL

- First sub menu in Master menu is individual, when user clicks on the individual sub menu, then the list of individual client will be opened where the user can view the details of the individual masters. The individual masters are designed to create the profile of Owners, receivers, suppliers, managers etc.

The screenshot displays the 'Individual' master menu in the SAG GST Software. The interface includes a left-hand menu with options like 'Individual', 'Other Than Individual', 'Client Group', 'Designation', 'Registration / Tax No', 'Personal', 'Address Details', 'Contact', 'Goods & Service', 'GST Return', 'Bank Master', and 'Due Date Master'. The main window shows a table of individual clients with columns for S.No, Name, Father Name, Mother Name, Spouse Name, Date of Birth, Gender, PAN No., DIN No., UID No., and PassPort No. The table contains two entries. Below the table, there are buttons for 'Add', 'Modify', 'Delete', 'View', 'Help', and 'Exit'. The status bar at the bottom indicates 'Application started. No action yet.' and the date 'Monday, July 17, 2017'.

S.No	Name	Father Name	Mother Name	Spouse Name	Date of Birth	Gender	PAN No.	DIN No.	UID No.	PassPort No.
2	Pitamber k. Sharma	Digamber K Sharma	Gaytri Sharma	Aarti Sharma	5/1/2000	Male	BKVPPS208H	78435734	293478237489	LIRSFIUWERUT80935
1	Ram k Sharma	Devan K Sharma	Jyoti Sharma	Shivani Sharma	5/1/2000	Male	BXDPM4752Q	23442343	123456789102	LIRSFIUWERUT80935

- Click on Add button where a new page will be opened. Now the user will start with the creation of Personal Details of the individual. The user has to fill all the details which are mandatory (red marked).

Ver.: 1.0.0.5

Master

- Individual
- Other Than Individual
- Client Group
- Designation
- Registration / Tax No
- Personal
- Address Details
- Contact
- Goods & Service
- GST Return
- Bank Master
- Due Date Master

Master

- Client
- Registration
- Bill
- GST Return
- User
- Log
- BackUp
- Help
- Whats New

Individual Details

-- Personal Details --(71 %) -- Address Details --(0%) -- Contact Details --(0%)

☐ Import Details

Name Title First * Sangeeta

Merge Name Sangeeta Sharma

Middle

Last

Short Name

☐ Split Name

Date of Birth * 12/12/1991

Gender * Female

Date of Death

Nationality * Indian

Marital Status * Unmarried

PAN PPPPP4444P

UID Number 000000000000

DIN 78435734

Passport LRSFUWERUT80935

Father Name Title Mr. First Ram

Merge Father Name Ram Prakash Sharma

Middle Prakash

Last Sharma

☐ Split Father Name

Mother Name Title Mrs. First Seeta

Merge Mother Name Seeta Sharma

Middle

Last Sharma

☐ Split Mother Name

Spouse Name Title First

Merge Spouse Name

Middle

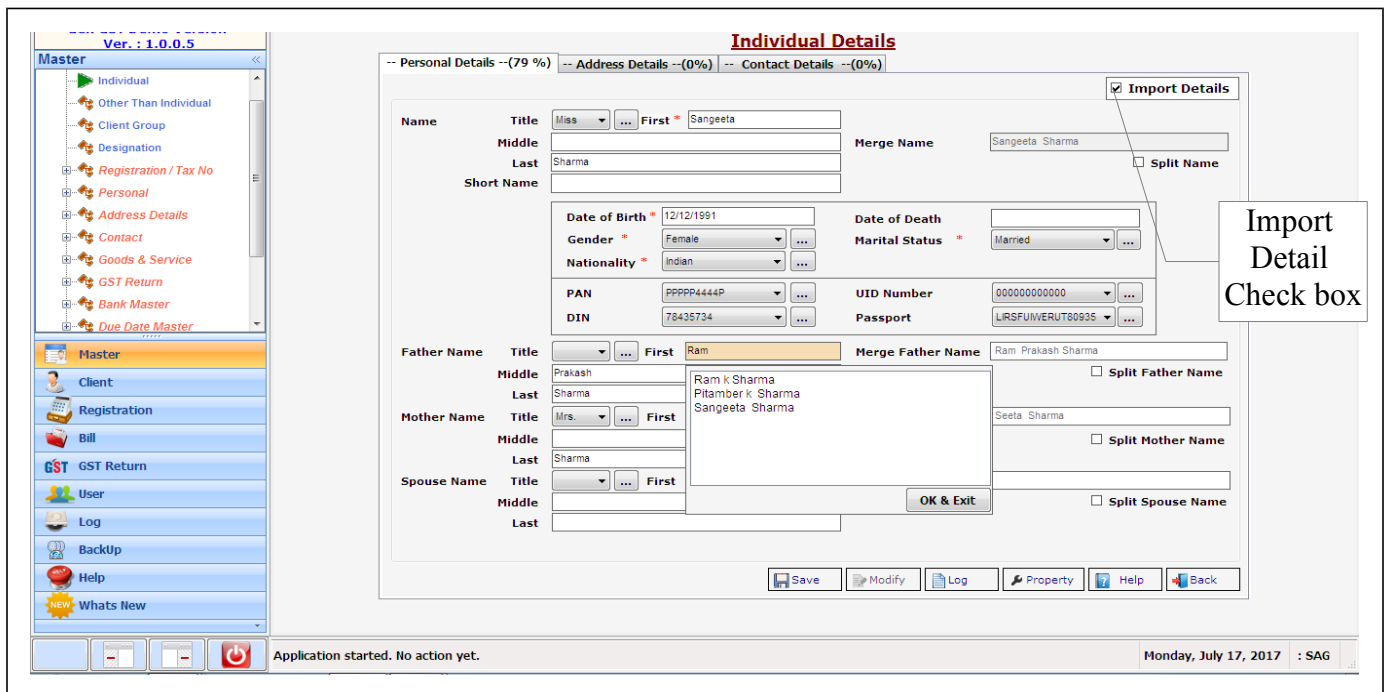
Last

☐ Split Spouse Name

Application started. No action yet.

Monday, July 17, 2017 : SAG

- Import function lets you import the data into one application program from another.
- When user tick on the import details Check box then he/she is able to import the detail of father's name, Mother's name, spouse name as shown below.



Individual Details

-- Personal Details --(79 %) -- Address Details --(0%) -- Contact Details --(0%)

☒ Import Details

☐ Split Name

Name Title Miss First Sangeeta Middle Sharma Last Sharma Short Name

Merge Name Sangeeta Sharma

Date of Birth * 12/12/1991 **Date of Death**

Gender * Female **Marital Status *** Married

Nationality * Indian

PAN PPPP4444P **UID Number** 000000000000

DIN 78435734 **Passport** LIRSFUIWERUT80935

Father Name Title First Ram Middle Prakash Last Sharma Short Name

Merge Father Name Ram Prakash Sharma

Mother Name Title Mrs. First Ram k Sharma Middle Pitamber k Sharma Last Sangeeta Sharma Short Name

Spouse Name Title First Middle Last Short Name

☐ Split Father Name

☐ Split Mother Name

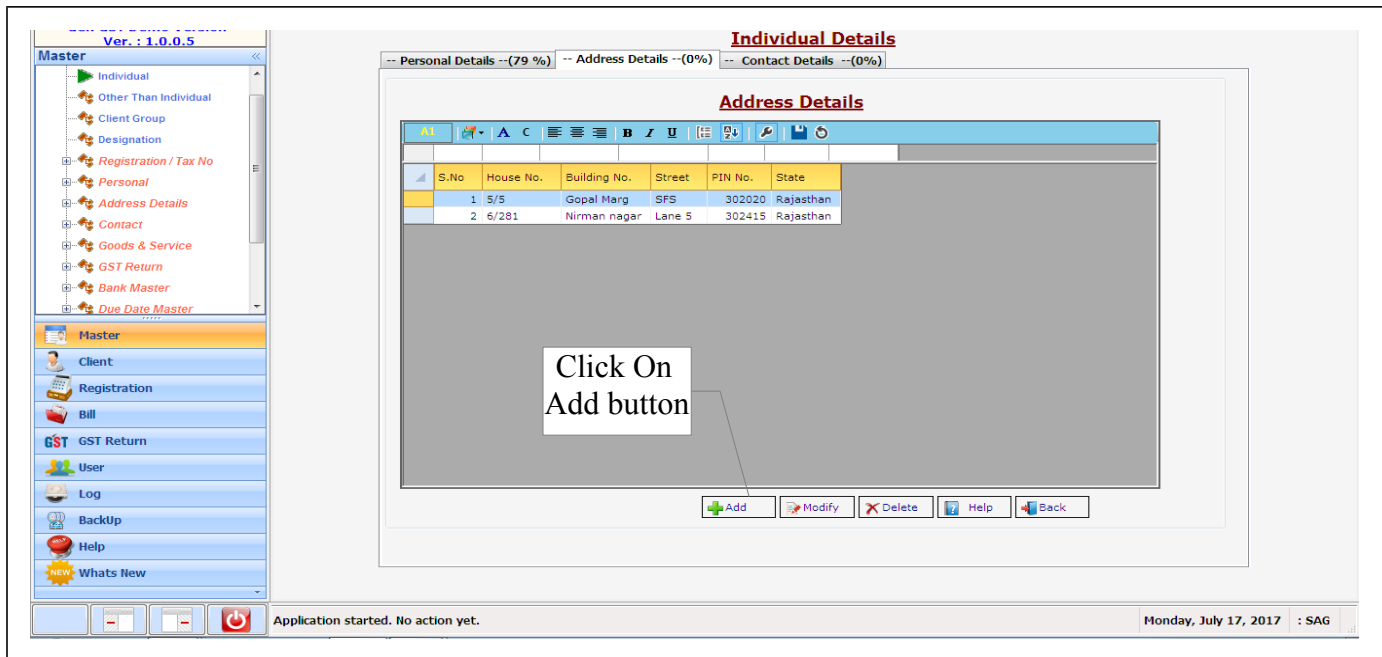
☐ Split Spouse Name

OK & Exit

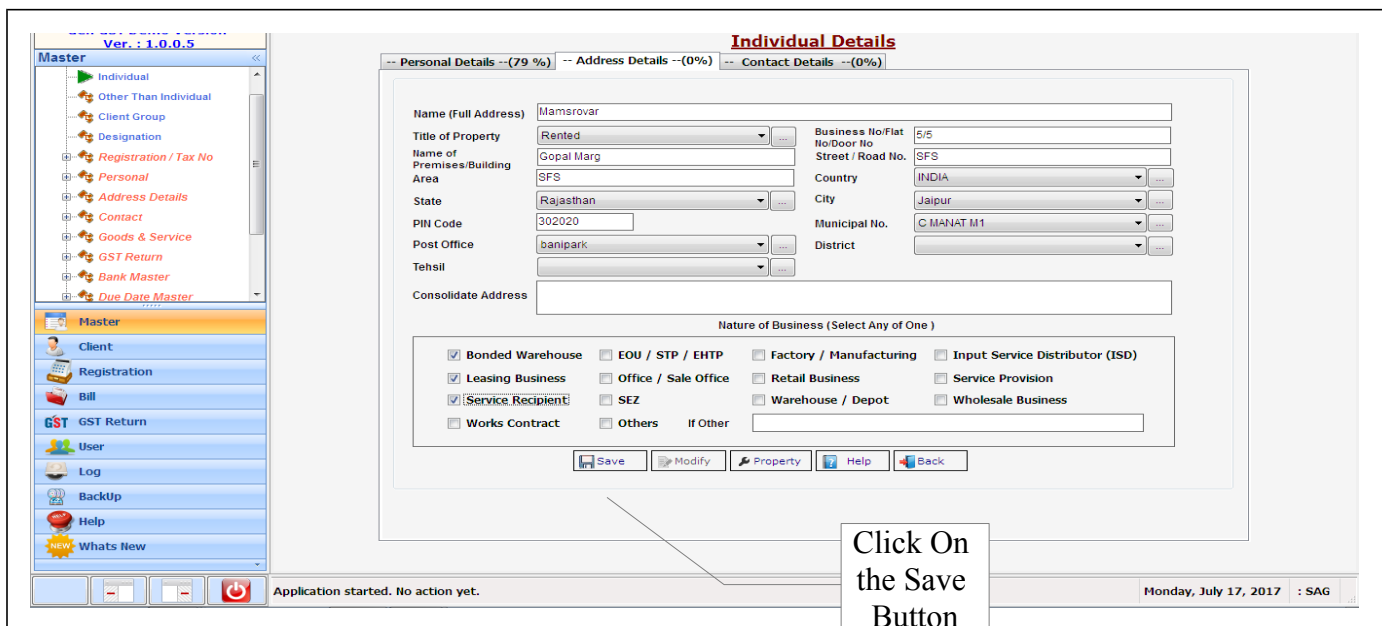
Save Modify Log Property Help Back

Application started. No action yet. Monday, July 17, 2017 : SAG

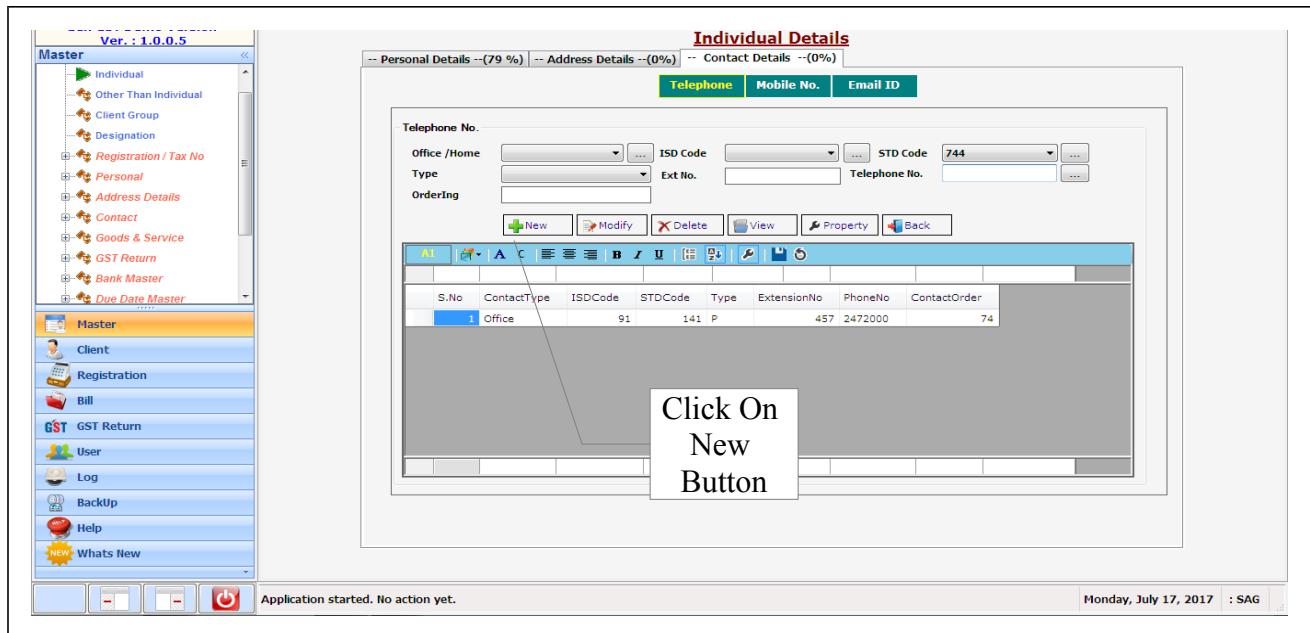
- After completing the personal details next step is to add the address details of the user.



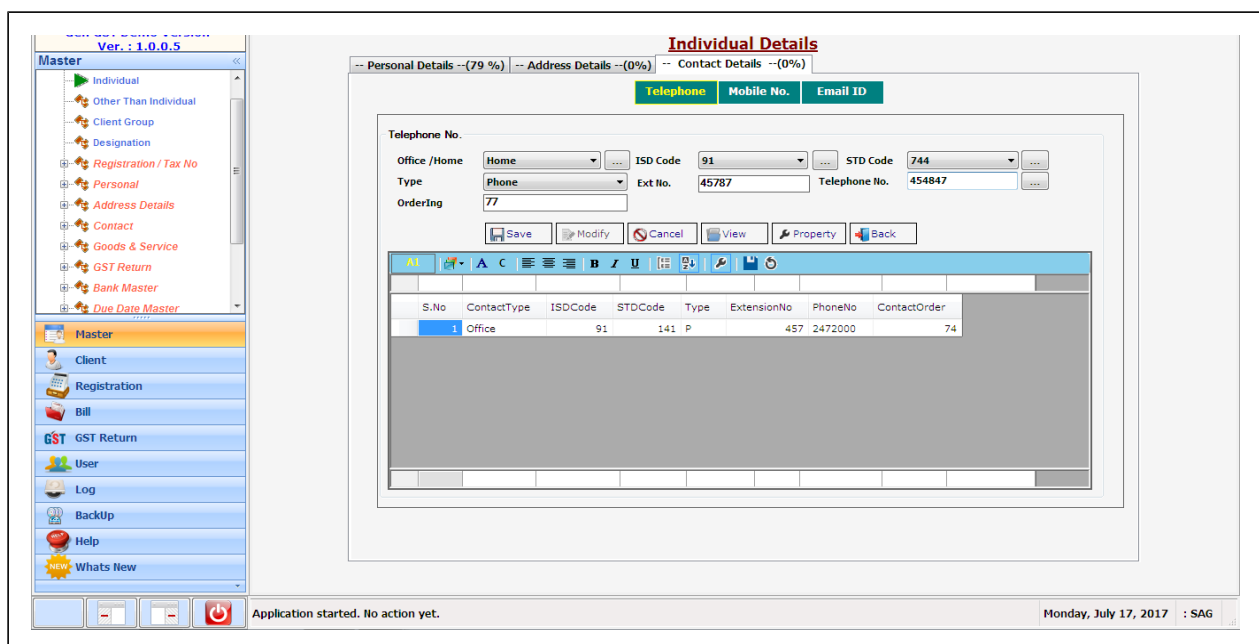
- A new Panel will be opened in which user has to fill all the details which are required. After filling the same, save the details and proceed further. You can also add multiple address of the individual in the same manner. Import from address



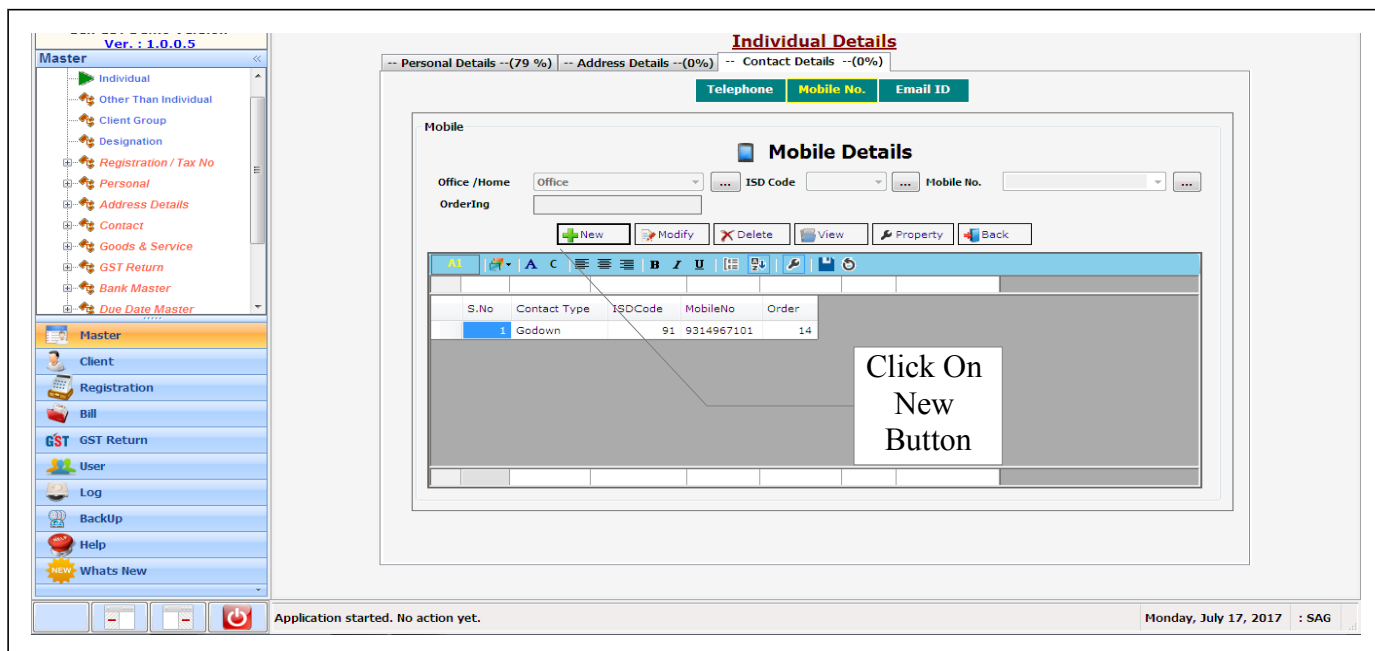
- Click on contact details Tab, Where three tabs are situated at the top of the application i.e. Telephone number, Mobile no., Email id.
- Click on **Telephone number** tab, Where a new application window is open & then press New tab



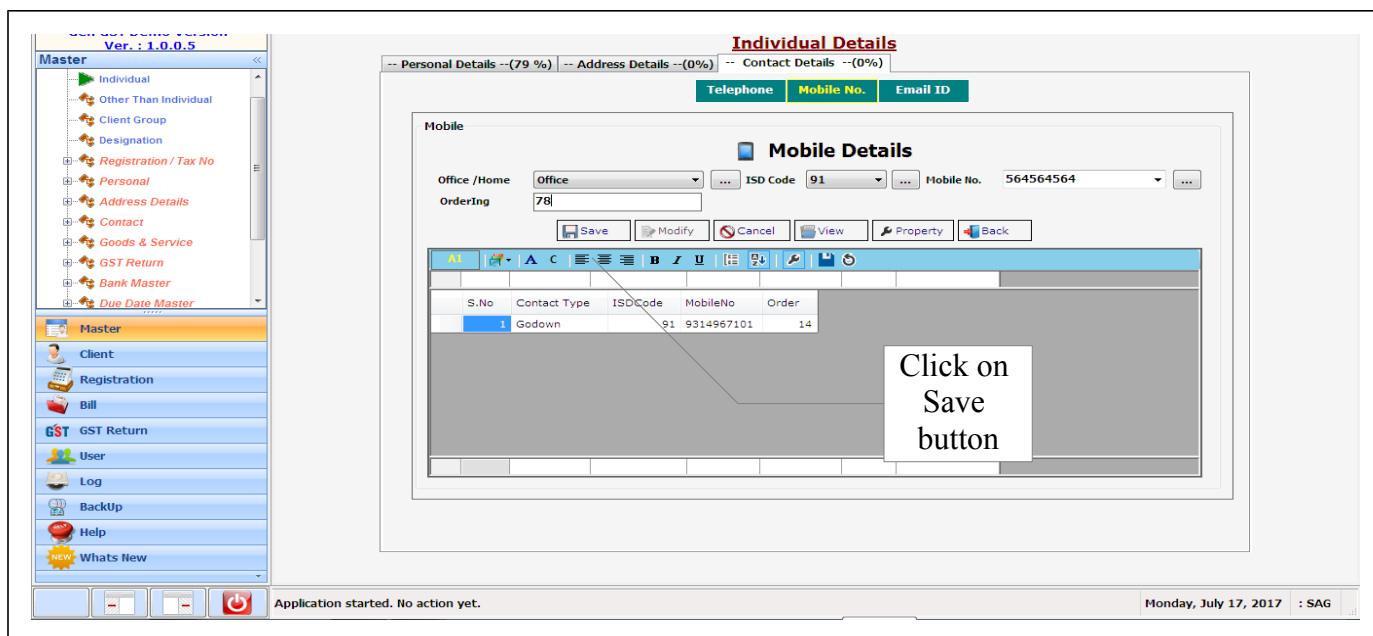
- Fill all the contact related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple telephone no. of the individual in the same manner



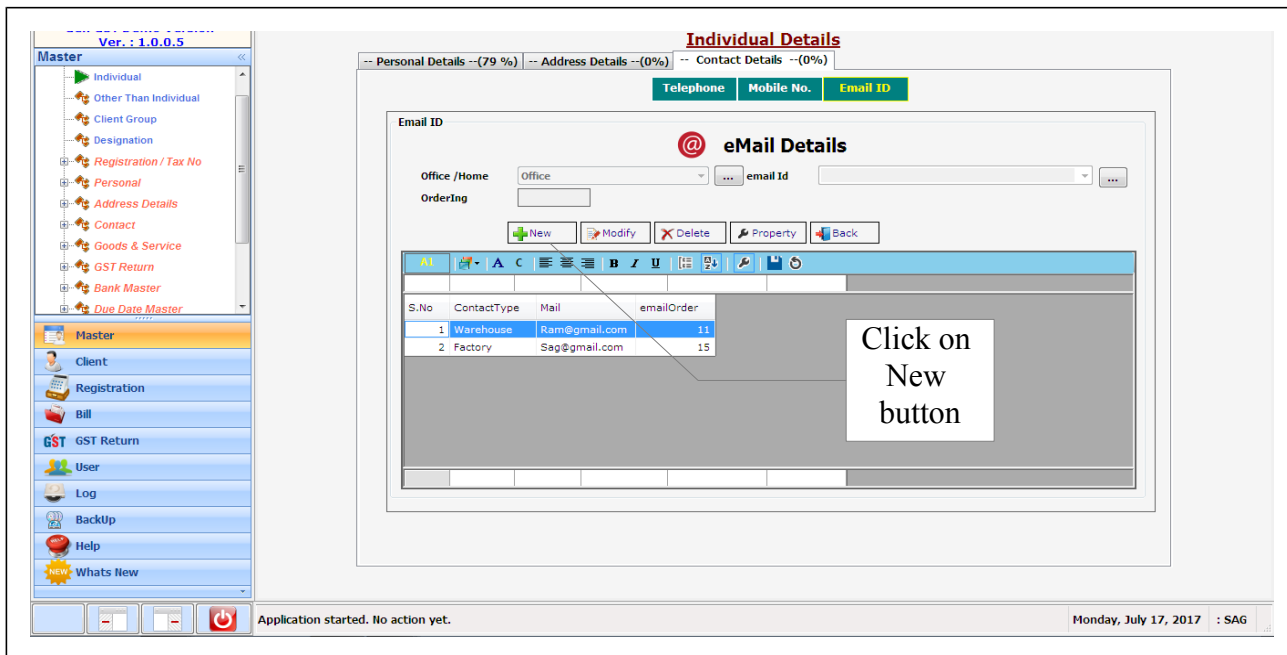
- Click on **Mobile number** tab, Where a new application window is shown.-----do-----



- Fill all the mobile no. related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple mobile no. of the individual in the same manner.



- Click on **Email ID** tab, Where a new application window is shown-----do----



- Fill all the Email related details which are mandatory. After filling the same, save the details and proceed further. You can also add multiple Emails of the individual in the same manner.

