



<u>E-File</u>

- Click on Returns and you will be reached at GST Return Page. This section shows sub menu list i.e. GSTR-01, GSTR-02, GSTR-03, GSTR-4, are presented.
- Click on GSTR-01, a new page will be opened where Client, Dashboard, Fill Form, Receiver Details, Summary, SMS, Email, E-File tabs are Situated at the top of the Window. User has to First Select the client from Grid.

Gen GST Ver1.0.0.107										
Gen GST Ver 1.0.0.107	Client D	ash Board	Fill Forms Re	eceiver Details G	STR-1 Summary S M	S E-Mail e-File Configuratio	n	Client's State	e : Gujarat	Login to Portal
		€ F	Refresh	Export				Update Info G	et Filing Status	
GST Return «		Selec	t Year Peri	iod Sele	ct Month Client Nan	ne		GST No		
B-¶\$ GST Retur		2017	-18 👻 Mon	thly - Dec	ember 🔻 HIRAL ENT	ERPRISE	-	24AJEPK7925M1Z	/	
					j					1
	S No.	Select		Na	mo	GSTN No.	Poturn Status	Filing Date	Deplor Type	Registration
	1			EGHABHALCHOSAL	Δ	24BDTP05514L1ZD	Pending	Thing Date	Begular	Registration
	2		HIRAL ENTERPE	RISE		24AJEPK7925M1ZV	Pending		Regular	01/07/20
GSTR3B	3		HITESH PAINTER	2		24ANRPP4256H1ZM	Pending		Regular	
CSTR4	4		Priyanka Industrie	es		08PRIYA1245N1Z2	Pending		Regular	
Master Client Bill Client Bill Client State State State State Bill State	4					11			1	ŗ
	Live Su	pport	Video	Help	Update Available	Patch Available	Applica Wednesday, De	ecember 13, 2017	: User : SAG	DB:-SAGGST



Cen GST Ver 1.0.0.107												
Gen GST Ver 1.0.0.107	Client	Dash Boar	d Fill Forms R	eceiver Details	GSTR-1 Summ	ary SMS E-	Mail e-File Co	nfiguration		Client's State	: Gujarat	Login to Portal
		Ð	Refresh 🛛 🔀	Export				Click o	n the	Update Info Ge	t Filing Status	
GST Return «]	C-1-	-+			Clica to Manua		E-File	Button			
E- ♣ GST Retur		201	Ct¥ear Per 7-18 ▼ Mo	nthly Ter	ect Month	LIENT NAME	SE.			GST NO 2441EDK7025M17V	•	
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	CNo	Folact		N-			CET	NNe	Bahum Chakus	Filing Date	Dealey Type	Desistuatio
	5.NO	Select	BHARATBHALM		ine LA		2480780	551/1 17D	Pending	Filing Date	Begular	Registratio
	2		HIRAL ENTERP	RISE			24AJEPK	7925M1ZV	Pending		Regular	01/07/20
GSTR3B	3		HITESH PAINTE	R			24ANRPP	4256H1ZM	Pending		Regular	
CSTP4	4		Priyanka Industri	ies			08PRIYA	1245N1Z2	Pending		Regular	
Leagers												
Mactor												
	-											
🄏 Client												
📦 Bill												
Registration												
GST GST Return												
🤽 User												
🚑 Log												
Settings												
BackUp												
NEW Whats New												
🥮 Help												
More Services						III						•
			1	1	1							
	Live	Support	<u>Video</u>	Help	Update /	Available	Patch Availa	ble Ap	plica Wednesday, De	ecember 13, 2017	: User : SAG I	DB:-SAGGST

• After that click on the E-File Button which is situated at the top of the window as shown below.

- A new window will be opened where user has to click on Delete All Section Button.
- Delete All section is used for deleting the Data from Portal.

Cen GST Ver 1.0.0.107								
Gen GST Ver 1.0.0.107	Client Dasl	Board Fill Forms Re	eceiver Details G	STR-1 Summary S M	S E-Mail e-File Conf	figuration	Client's State	: Gujarat Login to Portal
					e-File			
GST Return «	Select Yea	2017-18 • Selec	t Month Decemb	er 🔻 🔂 Client Nam	e HIRAL ENTERPRISE		▼ GST No	24AJEPK7925M1ZV -
E-¶ GST Retur					Terreien			Turrier
GSTR1	5 No	Section		Total Record	Uploaded\Deleted	Invoice To Be Uploaded	Balance Invoice	Uploaded\Modify
	1 828			1	0	1		0
GSTR2A	2 B2C	Small		2	0	2		0
GSTR3								
GSTR3B								
E Ledgers								
Master								
💈 Client								
📦 Bill								
Registration								
GST GST Return								
🤽 User								
😂 Log								
Settings								
BackUp BackUp								
Whats New					Cli	ick on		
🥮 Help					Se	ection		
More Services	Viev	/ Error Report (ZIP)	Validate JSON File	e Export Data In Govi	. Offline Tool Delete A	All Section Difference Betwee	een R1 and 3B 🔗 Gene	rate 🔄 Upload Return 🗙 Exit
		ort Video	Halp	Undate Available	Patch Availabl	Applica Wodcostaw	December 12, 2017	Hore SAG DB-CACCET
	suppo	video	<u>nap</u>	opuace Available	Fatti Availabi	Applica wednesday	, December 13, 2017	. User . SAG DB: SAGGST



- If return status is filed or submitted then user is not able to delete the invoice.
- A pop up box will be opened where file download and delete status are presented.

Circite	Client Dash Board Fill Forms Receiver Details GSTR-1 Summary S M S E-Mail e-File Configuration Client's State : Rajasthan Login to									
					e-File					
Return « Sele	t Year 2017-18 • Sel	ect Month A	ugust 👻 💽	Client Name	Sag Infotech Pvt Ltd			▼ GST No 08	AAOCS2362J1ZY -	
GST Retur		_		-						
GSTR1 S No	Section		Total F	Record	Uploaded\Deleted	Inv	oice To Be Uploaded	Balance Invoice	Uploaded\Modify	
GSTR2 1	B2B					X	0		10	
GSTR2A 2	B2C Large	Delete All 3	ection				0		2	
SSTR3 3	Credit Debit Notes Registere		Delete All Se	ction Data t	o Portal		0		2	
GSTR3B 4	Export						0		1	
GSTR4 5	B2C Small		File Dowan	load And De	lete Status		0		3	
Ledgers 6	Advance Receipt						0		1	
7	Advance Receipt Adjustmen	S.No.	Status Type	Status	Select	All	0		2	
Master 8	HSN Summary	1)	Login				1		0	
9	Docs	1.7	Login				0		2	
Client		2.)	Return Status		\checkmark					
Bill										
Registration		3.)	Dowanload File		V					
COT Dehum		4.)	Prepare File							
GST Ketum				6	lick on Delete					
User		5.)	Upload File		Button					
Log		C For Les	s Than 501 Invoice							
Cattings		C For Mar	Then 500 Invoic		Delete	Xit				
secungs		O FOI MOI	e man 500 mvoid	.es						
BackUp	C.									
Whats New										
Uala										
neip										
More Services	View Error Report (ZIP)	Validate JSC	N File Export D	ata In Govt. (Offline Tool Delete	All Sect	tion Difference Betwee	n R1 and 3B 🖉 Generat	e 🗐 Upload Return 🗙	
					1		1			

• When user click on the delete button then a pop up box will be opened where user has to enter the credential details and captcha for importing the data from the portal.

Gen GST Ver 1.0.0.61 Client	t Dash Board Fill Forms R	eceiver Details GSTR-1 Summary S M S E-Mail e-File Configura	tion Client's State :	Rajasthan Login to Po								
	e-File											
Return « Sele												
GST Retur		SAG Gen-GST										
GSTR1 SN	lo Section	Import Data [ReturnDashBoard]	ce To Be Uploaded Balance Invoice	Invoice Uploaded \Modify								
GSTR2	828		0	10								
GSTR2A 2	B2C Large	Captcha (Security Code) :	0	2								
GSTR3 3	Credit Debit Notes Registere	Refresh	0	2								
t GSTR3B 4	Export	Captcha	0	1								
GSTR4 5	B2C Small		0	3								
ft Ledaers 6	Advance Receipt	Captcha : 389764	0	1								
7	Advance Receipt Adjustmen	Login Details (GSTN):	0	2								
Master 8	HSN Summary	User Name : sagipl_jpr Update	1	0								
9	Docs		0	2								
Registration GST Return User Log Settings BackUp	J.	Protie (AS PEr Gen-GS1 Records): Name : Sag Infotech Pvt Ltd GST No : 06AAOC52362J12Y Click on the Process Button Process Exit										
Help More Services	View Error Report (7IP)	Validate ISON File Fynort Data In Govt. Offline Tool Delete All Sec	tion Difference Between R1 and 38									



• When user click on the Process button then a pop up box will be opened where user has to enter the credential details and captcha for uploading the data on to the portal.



- After that a pop up box will be opened which will ask you that Are You Sure You want to delete the data from the GSTN Portal.
- When user click on Yes button then the all sections data will be deleted from the portal.

