



RETURNS

- **Amendment** means to rectify or correct the existing record/entries in GST Return Form. A record can be amended only once it cannot be amended twice.
- Amendment can be made only when the previous return is filled, it cannot be made for current Month.
- Click on GST **Returns** and you will be reached at GST Return Page. This section shows the list of returns i.e. GSTR-1, GSTR-2, GSTR-3, GSTR-4 etc.
- Click on GSTR-1 a new panel 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.
- After selecting the client there is a drop down menu available with the name of amendment as shown below.

	í –			1			-			1	
	All In	voices	B2B B2C	Large B2C	Small Cr/l	Or Note (Reg)	Cr/Dr Note (UnR	leg) Export	Adv. Re		dv. Receipt Adjust
eturn «	NIL Rate	ed Supply	Docs						HSN/SAC S	Summary Amer	ndmend(s)
ST Retur						List of All	Invoices			A	mendment Rec
E	Select Y	ear Period	Select Mo	onth Client Nar	me		GST No	Show	Set Act	tion for All Invoid	ie .
GSTR2	2017-18	 Monthly 	 December 	 SATISH EI 	NTERPRISES (SAT	SH KUAMR MARW	AHA - 06AAWPM	17234Q1ZÇ 👻 All	-	✓ Set	: 🚺 Amendn
GSTR2A		~	,				~	,		Reverse	
GSTR3	5 No	Invoice No	Invoice Date	Section	Receiver Name	GSTN No	POS	Supply Type	e-Com	Charge	RC@Rate
GSTR3B -	1			B2C Small			Chhattisgarh	INTER STATE	Yes	No	0.00
laster	2			Advance Recei			Dadra & Nagar	INTER STATE	No	No	0.00
lient	3			Advance Receipt			Delhi	INTER STATE	No	No	0.00
	4			Advance Receipt			Haryana	INTRA STATE	No	No	0.00
ill	5			B2C Small			Haryana	INTRA STATE	No	No	0.00
-Way Bill	6			B2C Small			Haryana	INTRA STATE	No	No	0.00
egistration	7			B2C Small			Haryana	INTRA STATE	No	No	0.00
-	8	675	01/12/2017	B2B	06BGWPS427	06BGWPS427	Haryana	INTRA STATE	No	No	0.00
ST Return	9	677	01/12/2017	B2B	06BCRPK2061	06BCRPK2061	Haryana	INTRA STATE	No	No	0.00
ser	10	678	02/12/2017	B2B	06CMVPP7771	06CMVPP7771	Haryana	INTRA STATE	No	No	0.00
oq	11	679	02/12/2017	B2B	06AFTPG4287	06AFTPG4287	Haryana	INTRA STATE	No	No	0.00
-	12	680	02/12/2017	B2B	06ACQPS9192	06ACQPS9192	Haryana	INTRA STATE	No	No	0.00
ettings	13	682	02/12/2017	B2B	06ABLPK1813	06ABLPK1813	Haryana	INTRA STATE	No	No	0.00
ackUp	14	0001	05/12/2017	Export			0	INTER STATE	No	No	0.00
/hats New	15	245	05/12/2017	B2C Large	M & B ENGINE		Uttar Pradesh	INTER STATE	No	No	0.00
	16	2547	05/12/2017	Credit Debit N	06BGWPS427	06BGWPS427	Haryana	INTRA STATE	No	No	0.00
elp	17	5	05/12/2017	Credit Debit N	M & B ENGINE		Uttar Pradesh	INTER STATE	No	No	0.00
lore Services	18	52	05/12/2017	Export			0	INTER STATE	No	No	0.00
ctivate (2018)		Filed	Date	13/02/2018 Ret	mark			Tally Linking		10	1



<u>B2B</u>

- Select the B2B tab from the drop-down menu.
- Here you have to select the financial year, month and the client from the drop-down list. After that click on add button.

Gen GST Ver 2.18.03.09 (2017)	Client	ash Board	Fill Forms	Receiver De	atails GSTR-1 Summa	ry SMS E-Mail e-File	Configurat	tion		Client	t's State : I	Haryana	Login to	Port
		nvoices	B2B	B2C Lar	rge B2C Small	Cr/Dr Note (Reg)	Cr/Dr Note	(UnReg)	Export	Adv.	Receipt	Adv. Re	eipt Adjustme	nt
GST Return «	NIL Ra	ted Supply	Docs							HSN/SAC	Summary	B2B		
GST Retur		Select Year	Perioc		elect Month Client	B2B List (A Name I ENTERPRISES (SATISH KU		-	GST	No AWPM7234	0170	•		
	5 No	Invoic		Invoice Date	Receiver Name	POS	e-Com	Taxable Amount	IGST	CGST	SGST	CESS	Total Tax	In
	1	678	3 0	2/12/2017	06CMVPP7771G1Z8	Haryana	No	6160.00	308.00	0.00	0.00	0.00	308.00	1
Master														
🗳 Bill														
e-Way Bill														
Registration														
ST GST Return														
🔽 User														
🔮 Log														
Settings														
BackUp BackUp														
Wew Whats New														
								lick on d Button)					
🥰 Help					III			_						
Help	<													_
							- Add	📝 Mod	ify 🗶 D	elete	Log	🛐 Help	📲 Exi	t

• A new panel will be opened where the user will start with the creation of B2B Amendment invoice. Here user has to click on Search button as shown below.

ien GST Ver 2.18.03.09 (2017)	Client Dash Board	Fill Forms	Receiver Details	GSTR-1 Summ	ary SMS E-Mail e-File	Configuration		Client's State :		Login to Porti
	All Invoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr Note (UnReg)	Export	Adv. Receipt	Adv. Receipt	Adjustment
TReturn «	NIL Rated Supply	Docs			1		1	HSN/SAC Summary	828	
🔩 GST Retur					B2B Invoice	Amondmond			ingle Mutiple	
GSTR1									Madple	
	Upload By			Approved By	G	ounter Party Status				_
	Section *	B2B Ar		Receiver Name *			-	GST No *		•
	Invoice No			invoice Date *	10/12/2017	POS*		Supply Type * INTE		~
🕂 🕂 🗸 🗸	Invoice Ty			Reverse Charge	NO - (%) -	Invoice Value*	0.00		0	.00
Master		E-Co	om Transaction					ed Invoice No *		
Client							Revised	Invoice Date *		
Bill									Taxable Value	
e-Way Bill										.00
Registration						Rate *	-	IGST Amount	0	.00
GST Return						CGST Rate		CGST Amount	C	.00
						SGST Rate		SGST Amount	0	.00
Luser						CESS Rate		CESS Amount	0	.00
Log						Diff. Rate		Total Tax	0	.00
Settings								Total Amount		.00
BackUp										
Whats New										
Help										
More Services										
w*										
<u>A</u> ctivate (2018)						Save 📄 M	1odify Clea	ar 🔑 Property	🛜 Help	📲 Exit
				1						



GST Ver 2.18.03.09 (2017)	Client	Dash Board	Fill Forms	Receiver D	etails (SSTR-1 Summary	/ SMS E-Mail e-File	Configura	tion		Client	's State :	Haryana	Login to F
	All	Invoices	B2B	B2C La	arge	B2C Small	Cr/Dr Note (Reg)	Cr/Dr Note	(UnReg)	Export	Adv. F	Receipt	Adv. Re	ceipt Adjustment
Return «	NIL R	tated Supply	Docs				•				HSN/SAC	Summary	B2B	
GST Retur				-		Availat	ole Invoices for	Amondr	mand (B2	PB)				
SSTR1	Select		riod	Select M		Client Name	he involces for	Amenui	GST No	,		Grouph	By Select	
📲 GSTR2	2017-			- Decemb			RISES (SATISH KUAMR MAI		- 06AAWPI	472240170		Search	BA	
GSTR2A	2017.	18 • Mu	inemy .	Decemb	ei •	SATISH ENTERPI	CISES (SATISH KOAMK MAI	(WARA)	* UOAAVPI	47234Q12Q		*][
GSTR3	S No	Invoice	No	Invoice Date	Re	ceiver Name	POS	e-Com	Taxable Amount	IGST	CGST	SGST	CESS	Invoice Value
GSTR3B -	10	687	05	/12/2017	06ACOP	59192K1ZL	Haryana	No	6625.00	0.00	0.00	0.00	0.00	6625.00
Master	11	777	05	/12/2017	06AABFI	44057C1ZQ	Haryana	No	7752.00	0.00	302.33	302.33	3798.48	12155.14
lient	12	688		/12/2017	06AFQP	J8698L1ZD	Haryana	No	1885.71	0.00	47.14	47.14	0.00	1980.00
	13	689	06	/12/2017	06AABF	G2001Q1ZN	Haryana	No	9438.10	0.00	235.95	235.95	0.00	9910.00
all	14	692	80	/12/2017	06CKNP	P6764K1ZC	Haryana	No	71619.05	0.00	1790.48	1790.48	0.00	75200.00
-Way Bill	15	693	08	/12/2017	06AAIFK	8396B1Z5	Haryana	No	16571.43	0.00	314.29	314.29	0.00	17200.00
Registration	16	694	09	/12/2017	06AGOP	G3944K1Z3	Haryana	No	3260.00	0.00	81.50	81.50	0.00	3423.0
-	17	695	09	/12/2017	06ADAP	L3604J1ZV	Haryana	No	979.58	0.00	24.49	24.49	0.00	1029.0
ST Return	18	696	09	/12/2017	06ABZP	53631D1ZD	Haryana	No	8992.38	0.00	224.81	224.81	0.00	9442.0
ser	19	698	09	/12/2017	06AGPP	A8724L1Z2	Haryana	No	3016.38	0.00	75.41	75.41	0.00	3167.0
og	20	700	09	/12/2017	06ACUP	K0253B1ZW	Haryana	No	2039.29	0.00	17.86	17.86	0.00	2075.0
-	21	701	09	/12/2017	06AABFI	4057C1ZQ	Haryana	No	7890.00	0.00	0.00	0.00	0.00	7890.0
ettings	22	702	09	/12/2017	06ABLPH	K1813B1Z7	Haryana	No	30003.57	0.00	650.71	650.71	0.00	31305.0
ckUp	23	704	09	/12/2017	06ACTP	K9982A1Z5	Haryana	No	2889.82	0.00	57.09	57.09	0.00	3004.0
hats New	24	705	09	/12/2017	06ACQP	S9192K1ZL		No	12069.28	0.00	479.36	479.36	0.00	13028.0
nats new	25	706	09	/12/2017	06AHUP	B8251F1 Clic	k on Select For	No	9014.76	0.00	241.61	241.61	0.00	9498.00
elp	26	710	12	/12/2017	06ABTP		endmend Button	No	15179.29	0.00	17.86	17.86	0.00	15215.00
More Services	₹ 77	711	13	/12/2017	064570	1254311		No	7467.86	0.00	78 57	28 57	0.00	2525.00
Activate (2018)						1	Select For Amend	nend						Can

- In the **Revised Invoice No.** field, enter the revised invoice number for the previous invoice.
- Select the **Revised Date** using the calendar. Make amendments to the details as required.
- Click the **SAVE** button.

Gen GST Ver 2.18.03.09 (2017)										
Gen GST Ver 2.18.03.09 (2017)	Client Dash Board Fi	Il Forms Re	eceiver Details	GSTR-1 Summa	ary SMS E-Mail e-File	Configuration		Client's State	: Haryana	Login to
	All Invoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr Note (UnReg)	Export	Adv. Receipt	Adv. Recei	pt Adjustmen
GST Return «	NIL Rated Supply	Docs						HSN/SAC Summary	B2B	
GST Retur					B2B Invoice	Amendmend			Single Muti;	ple
GSTR2	Upload By	Supp	plier 🔝	Approved By	Receiver	ounter Party Status	Uploded			
GSTR2A	Section *	B2B Ame	end 👻	Receiver Name *	06CKNPP6764K1ZC		•	GST No * 060	KNPP6764K1ZC	-
GSTR3	Invoice No *	69	2	Invoice Date *	08/12/2017	POS* Haryan	ia 👻	Supply Type * INT	RA STATE	~
GSTR3B 👻	Invoice Type			Reverse Charge [NO - (%) -	Invoice Value*	75200.00			519.05
Master		E-Com	Transaction					ed Invoice No *	692	_
Client							Revised	Invoice Date *	10/03/2018	
Bill										
e-Way Bill									Taxable Value 716	519.05
Registration						Rate "	5.00 💌	IGST Amount		0.00
ST GST Return						CGST Rate	2.50 💌	CGST Amount	17	790.48
User						SGST Rate	2.50 👻	SGST Amount	17	90.48
Log						CESS Rate	-	CESS Amount		0.00
Settings						Diff. Rate	0.00 🔻	Total Tax		580.96
								Total Amount	752	200.01
BackUp										
NEW Whats New						Click on				
🍚 Help						Save Button				
More Services										
2 <u>A</u> ctivate (2018)						Save M	odify Cle	ar 🌮 Property	/ 🛐 Help	4 ∎E×
	Live Support	Video	Help	Update A	vailable Patch	Available Applicati	on s Saturdav.	March 10, 2018	: User : SAG	DB:-DHA



B2C Large

- Select the B2C Large tab from the drop-down menu.
- Here you have to select the financial year, month and the client from the drop-down list. After that click on add button.

Gen GST Ver 2.18.03.09 (2017)												- P
Gen GST Ver 2.18.03.09 (2017)	Dash Board Fill Forms	Receiver Deta	ails GSTR-1 Summar	y SMS E-Mail e-Fi	le Configu	uration			Client's Stat	e : Haryana	Login	to Porta
	Invoices B2B	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr N	lote (UnReg)	Export		Adv. Receipt	Adv.	Receipt Adjustn	ment
	Rated Supply Docs							HS	SN/SAC Summar	B2C Lar	ge	
E-1 GST Retur				B2CL List (Amend	led)						
GSTR1	Select Year Perio	d Sel	ect Month Client N				G	ST No				
	2017-18 - Mont	hly 👻 Feb	ruary 👻 SATISH	ENTERPRISES (SATISH I	KUAMR MARW	VAHA)	√ 0	6AAWPM	17234Q1ZQ	•		
GSTR2A SNo	Invoice No	Invoice Date	POS	Supply Type	e-Com	Taxable Amount	IGST	CGST	SGST	CESS	Total Tax	Invo
	245	05/12/2017 Ut	tar Pradesh	INTER STATE	No	256545.00	30015.77	0.00	0.00	125707.05	155722.82	
Master												
3 Client												
🧉 Bill												
🖳 e-Way Bill												
Registration												
GST GST Return												
🤽 User												
😂 Log												
Settings												
BackUp												
New-Whats New						\sim						
🥮 Help					(Click on Add Butto)					
More Services					<u>`</u>	Auto Butto	/					
Activate (2018)						dd 💽	Modify 🎽	Colete	Log	Т	elp 📲 E	xit
	Support Video	Help	Update Av		n Available	1	tion s Saturd					

• A new panel will be opened where the user will start with the creation of B2C Large Amendment invoice. Here user has to click on Search button as shown below.

Gen GST Ver 2.18.03.09 (2017)										ø
Gen GST Ver 2.18.03.09 (2017)	Client Dash Board	Fill Forms	Receiver Details	GSTR-1 Summary	S M S E-Mail e-File	Configuration		Client's State :	: Haryana	Login to Por
	All Invoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr Note (UnReg)	Export	Adv. Receipt	Adv. Receip	ot Adjustment
ST Return «	NIL Rated Supply	Docs						HSN/SAC Summary	B2C Large	
GST Retur				B2	C (Large) Invo	ice Amendmend	d		Single Mutiple	
GSTR1					- (5-)			_		
GSTR2	Section	*	Large Amend 👻	Receiver Name *						
GSTR2A	Invoice		La constante de	Invoice Date *	10/02/2018	POS*		 Supply Type * IN 		
	Invoice		1000	Taxable Value	0.00	PUS		Subbly Lybe . TU	ITER STATE	*
- to GSTR3B -	TUADICE		-Com Transaction	Taxable value	0.00		Rev	sed Invoice No *		
Master			-com transaction				Revise	d Invoice Date *		_
Client										
Bill									Taxable Value	
e-Way Bill										0.00
Registration						Rate	•	IGST Amount		0.00
T GST Return						CGST Rate	-	CGST Amount		0.00
						SGST Rate		SGST Amount		0.00
Luser						CESS Rate	-	CESS Amount		0.00
Log						Diff. Rate	•	Total Tax		0.00
Settings							т	otal Amount		0.00
BackUp										
Whats New										
Help										
More Services										
Distance (2018)						Save 🔛 Modify	y Clear	👂 Property	🛐 Help	Æ Exit
	Live Support	<u>Video</u>	Help	Update Ava	ilable Patch	Available Application	on s Saturday,	March 10, 2018	: User : SAG	DB:-DHAWA



Gen GST Ver 2.18.03.09 (2017)														- 6	
Gen GST Ver 2.18.03.09 (2017)	Client D	ash Board	Fill Forms	Receiver De	etails GS	STR-1 Summar	y SMS E-Mail e-Fi	le Confi	guration			Client's Stat	te : Haryana	Login to	Porti
	All In	voices	B2B	B2C La	arge	B2C Small	Cr/Dr Note (Reg)	Cr/Dr	Note (UnReg)	Expo	ort	Adv. Receipt	Adv	Receipt Adjustmen	t
ST Return «	NIL Rate	ed Supply	Docs								H	SN/SAC Summa	ry B2C Lar	ge	
🔩 GST Retur						Available	Invoices for A	mendr	nend (B	2C Larg	e)				
GSTR1	Select Y	ear Pe	eriod	Select M	1onth C	Client Name			GS	T No –	-	Sea	rch By Selec	t 👻	
	2017-18	▼][M	onthly	▼ Decembe	er 👻	SATISH ENTERP	RISES (SATISH KUAMR N	IARWAHA)	v 06/	AAWPM7234	Q1ZQ				J
GSTR3	5 No	Invoid	e No	Invoice Date		POS	Supply Type	e-Com	Taxable Amount	IGST	CGST	SGST	CESS	Invoice Value	1
CSTR3B -	1	24	5 (05/12/2017	Uttar Prad	desh	INTER STATE	No	256545.00	30015.77	0.00	0.00	125707.05	412267.82	F
Master	2	976	i4 (05/12/2017	Uttar Prad	Jesh	INTER STATE	No	258742.00	8409.12	0.00	0.00	43986.14	311137.26	
lient															
I															
Way Bill															
egistration															
T Return															
r															
New							-								
						Click on S									
Services	•					For Amend	Imend								
tivate (2018)							Select For Amen	dmend						Can	ce

- In the **Revised/ Original Invoice No.** field, enter the revised or original invoice number for the previous invoice.
- Select the **Revised/ Original Invoice Date** using the calendar. Make amendments to the details as required. You cannot amend the POS of the invoice furnished earlier.
- Click the **SAVE** button.

Gen GST Ver 2.18.03.09 (2017)										
Gen GST Ver 2.18.03.09 (2017)	Client Dash Board	Fill Forms	Receiver Details	GSTR-1 Summar	γ SMS E-Mail e-File	e Configuration		Client's State :	Haryana	Login to Porta
	All Invoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr Note (UnReg)	Export	Adv. Receipt	Adv. Receip	ot Adjustment
ST Return «	NIL Rated Supply	Docs						HSN/SAC Summary	B2C Large	
GST Retur				B	2C (Large) Invo	pice Amendmend	9		Single Mutiple	•
	Section	* B2C	Large Amend 👻	Receiver Name *	M & B ENGINEERING LIMIT	ΈD		-		
	Invoice	No *		Invoice Date *	05/12/2017	POS* Uttar Pra	adesh	✓ Supply Type * IN	ITER STATE	-
	Invoice			Taxable Value	258742.00		D	vised Invoice No *	9764	-
Master		E-	Com Transaction					ed Invoice Date *	10/03/2018	
Client										
Bill Bill										
e-Way Bill									Taxable Value 25874	2.00
Registration						Rate	5.00 👻	IGST Amount		9.12
GST Return						CGST Rate		CGST Amount		0.00
						SGST Rate	.000 -	SGST Amount		0.00
🔽 User						CESS Rate	17.00 🔻	CESS Amount	4398	6.14
Log						Diff. Rate	55.00 -	Total Tax	5239	5.26
Settings								Total Amount	31113	7.26
BackUp										
w Whats New						\frown				
e Help					(Click on Save Button				
More Services						\sim				
Activate (2018)						Save Modify	y Clear	Property	🔽 Help	📲 Exit
	Live Support	Video	Help	Update Av	railable Patch	Available Applicatio	on s Saturday.	March 10, 2018	: User : SAG	DB:-DHAWAL



B2C Small

- Select the B2C Small tab from the drop-down menu.
- Here you have to select the financial year, month and the client from the drop-down list. After that click on add button.

Gen GST Ver 2.18.03.09 (2017)	Client	Dash Board	Fill Forms	Receiver Det	ails G	STR-1 Summary	SMS E-Ma	il e-File	Configuration	1		Client's State : I	Haryana	Login to Por
	All	Invoices	B2B	B2C Larg	je	B2C Small	Cr/Dr Note (R	eg)	Cr/Dr Note (Un	Reg)	Export	Adv. Receipt	Adv. Receipt	t Adjustment
ST Return «	NIL Ri	ated Supply	Docs									HSN/SAC Summary	B2C Small	
🔩 GST Retur							B2CS I	ist (A	mended	`				
GSTR1		Select Year	Period	Se	lect Mo	onth Client Na				,	GST No			
GSTR2		2017-18	- Monthi		bruary	7	NTERPRISES (S	ATISH KUAM	IR MARWAHA)			PM7234Q1ZQ	-	
GSTR2A					Tax	Taxable	IGST	CGST	SGST	CESS			Year	Period
GSTR3	5 No	PO:	5 9	Supply Type	Rate		Amount	Amount	Amount	Amount	Total Tax	Total Amount	(Orig.)	(Orig.)
GSTR3B 👻	1	Haryana	AI .	ITRA STATE	5.00	64751.28	0.00	1618.78	1618.78	0.00	3237.5	56 3237.	56 2017-18	Decembe
Master	2	Haryana		ITRA STATE	12.00			2318.84		0.00	4637.6			Decembe
Client	3	Haryana	IV	ITRA STATE	28.00	78.13	0.00	10.94	10.94	0.00	21.8	38 21.6	88 2017-18	Decembe
Bill														
e-Way Bill														
e-Way Bill														
Registration														
Registration														
Registration GST Return														
Registration GST Return User														
Registration GST Return User Log														
Registration GST Return User Log Settings														
Registration GST Return User Log Settings BackUp														
Registration GST Return User Log Settings BackUp Whats New									Click of					
GST Return User Log Settings BackUp Whats New Help								,	Click of Butto					
Registration GST Return User Log Settings BackUp Whats New														

• A new panel will be opened here you have to click on Search POS Button.

n GST Ver 2.18.03.09 (2017)									
n GST Ver 2.18.03.09 (2017)	Client Dash Board	Fill Forms	Receiver Details	GSTR-1 Summary	SMS E-Mail e-File	Configuration	_	Client's State :	Haryana Login to P
	All Invoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr Note (UnReg)	Export	Adv. Receipt	Adv. Receipt Adjustment
Return «	NIL Rated Supply	Docs						HSN/SAC Summary	B2C Small
GST Retur	Search POS				B2C Sm	all List			
GSTR1	Selected POS :						Am	endmend Effect No	Effect 👻
GSTR2A	S No Tax e	Com ECo	om-GSTIN	Taxable Amount	IGST Amount	CGST Amount	SGST Amount	CESS Amount	Total Tax
g GSTR3	Kate								
GSTR3B -									
laster									
lient									
11									
Way Bill									
egistration									
ST Return									
ser									
og									
ettings									
ackUp									
hats New									
lelp									
More Services	•				ш				
Activate (2018)								📑 Save Amendme	nd Exit
	<u></u>								



	Client	Dash Board	Fill Forms	Receiver Details GS	TR-1 Sumr	nary SMS E-Mai	e-File Configura	tion		Client's State : Ha	aryana Log	in to Port
	All	Invoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Re	g) Cr/Dr Note	(UnReg)	Export	Adv. Receipt	Adv. Receipt Adjus	tment
ST Return «	NIL R	ated Supply	Docs			•	•		HS	SN/SAC Summary E	32C Small	
GST Retur		Search POS]			B2(C Small List					
GSTR2		t Year	Period		Client Nar			GST No				
GSTR2A	2017-	-18 🔹	Monthly	▼ February ▼	SATISH EN	TERPRISES (SATISH	KUAMR MARWAHA)	- 06AAWP	M7234Q1ZQ	-		
GSTR3	5 No	Tax Rate	POS	Supply Type	eCom	ECom-GSTIN	Taxable Amount	IGST Amount	CGST Amount	SGST Amount	CESS Amount	т
	1	5.00 H	laryana	INTRA STATE	No		64751.28	0.00	1618.78	3 1618.78	0.00	
Master	2		laryana	INTRA STATE	No		38647.33	0.00	2318.84			
Client	3	28.00 H	laryana	INTRA STATE	No		78.13	0.00	10.94	4 10.94	0.00	
Bill												
e-Way Bill												
Registration												
GST Return												
🤽 User												
Log												
Settings												
S occurry.												
-						-	lickon					
BackUp						(s	llick on elect For					
BackUp Whats New	<				m	S Am						
BackUp Whats New Help	<				III	An An	elect For endmend					Cano

• A new panel will be opened where user can add the new entries after that click on Save amendment button as shown below.

Gen GST Ver 2.18.03.09 (2017)	lient C	ash Board	Fill Forms	Receiver Details	GSTR-1 Summary	S M S E-Mail e-File	Configuration		Client's State : I	Haryana Login to Por
	All I	nvoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr Note (UnReg)	Export	Adv. Receipt	Adv. Receipt Adjustment
ST Return «	NIL Ra	ted Supply	Docs					•	HSN/SAC Summary	B2C Small
GSTR1		Search POS]			B2C Sm	all List			
GSTR2			Chlatticeark	(INTER STATE)				1.000	ndmend Effect No E	
GSTR2A	Selec		linacusyari	(INTER STATE)				Ame		ffect 💌
GSTR3	S No	Tax Rate	eCom E	Com-GSTIN	Taxable Amount	IGST Amount	CGST Amount	SGST Amount	CESS Amount	Total Tax
GSTR3B	1	0.00								
	2	0.25								
Master	3	3.00								
Client	4	5.00 12.00								
Bill	6	18.00			7856.0	1414.08	0.00	0.00	1649.7	6 3063.8
e-Way Bill	7	28.00								
GST Return										
👱 User										
Log										
Settings										
BackUp										
васкор										
Whats New										
Help										
	•									
Help	•					III		(法 Save Amendmen	d Exit



Cr/Dr Note Reg

- Select the Cr/Dr Note Reg tab from the drop-down menu.
- Here you have to select the financial year, month and the client from the drop-down list. After that click on add button.

Gen GST Ver 2.18.03.09 (2017)	Client	Dash Board	Fill Forms	Receiver Det	tails GSTR-1 Sur	nmary SMS	E-Mail e-File	Configura	ation		Client's Sta	ate : Hary	ana	Login to Por
	A	l Invoices	B2B	B2C Larg	ge B2C Sma	ll Cr/Dr	Note (Reg)	Cr/Dr Note	e (UnReg)	Export	Adv. Receip	t	Adv. Receipt	Adjustment
ST Return «	NIL	Rated Supply	Docs								HSN/SAC Summ	ary Cr/I	Dr Note (R	eg)
GSTR1						CD	NR List (/	Amende	ed)					
GSTR2		Select Vear	Perior	X	lect Month Cli					GST N				
GSTR3		2017-18	✓ Month	ly 🔻 Fe	bruary 👻 SA	TISH ENTERPRIS	SES (SATISH KUA	AMR MARWA	(HA)	▼ 06AA ¹	NPM7234Q1ZQ		•	
GSTR3B	5 N	o Note	No	Note Date	Invoice No (Refer To)	Invoice Date	Receiver	Name	POS	Taxat Amou		CGST	SGST	CESS
	1	556	0	5/12/2017	679	02/12/2017	06AFTPG4287P	1ZK	Haryana	588	2.31 0.00	168.93	168.93	0.00
Master														
Client														
Bill														
e-Way Bill														
Registration														
ST GST Return														
🔽 User														
🔑 Log														
Settings														
BackUp														
Whats New								/						
🥮 Help									k On Add atton)				
More Services	۲ 📄			m				<u> </u>						
Activate (2018)								📥 Add	d 💽 Me	odify 🗙 Del	ete 📄 Log		Help	📲 Exit

• A new panel will be opened where the user will start with the creation of Cr/Dr Note Reg Amendment invoice. Here user has to click on Search button as shown below.

Gen GST Ver 2.18.03.09 (2017)	Client Dash Board	Fill Forms	Receiver Details	GSTR-1 Summar	y SMS E-Mail e-Fil	le Configuration		Client's State	: Haryana	Login to Pr
	All Invoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr Note (UnReg)	Export	Adv. Receipt	Adv. Receip	t Adjustment
ST Return «	NIL Rated Supply	Docs					•	HSN/SAC Summary	Cr/Dr Note (R	teg)
- SSTR1 *				Cr./I	Dr. Note (Regis	stered) Amendm	nend		Single	Mutiple
	Universities			proved By		Counter Party Status			Single	Multiple
	Upload By Section **	Courd's Darks		eiver Name "		Counter Party Status		CCT N	lo * 06AAAFG34	71517 -
	Section	Credit Debi								
			POS		10/02/2010				e * INTRA STAT	
🔩 GSTR4 🗸	Cr./Dr. Note No *			e Date *	10/02/2018	Note Type *		Taxable Va	alue	0.00
Master	Invoice Value			ison of Note *						
			egime Cr/Dr Note			Invoice No *		Invoice Dat		
Client	Revised Note No	**	Rev	vised Note Date *		Revised Invoice No *		Revised Invoice Dat	ce *	
Bill										
e-Way Bill										
Registration								Taxable Value	0	.00
ST GST Return						Rate	•	IGST Amount		.00
User						CGST Rate		CGST Amount		.00
Log						SGST Rate	•	SGST Amount		.00
						CESS Rate	• 🔍 🔻	CESS Amount	0	.00
Settings						Diff. Rate		Total Tax	0	.00
BackUp								Total Amount	0	.00
wwwwwwwwwwwwwwwwwwwwwwwwwwwwwwwwwwwwww										
🥮 Help										
More Services										
						Save 🕞 Modif	fy Clear	Property	Help	📲 Exit



ST Ver 2.18.03.09 (2017) Clie	ent Dash Boa	rd Fill Forms	Receiver Detai	s GSTR-1 Summ	ary SMS	E-Mail e-File Confi	guration		Client's St	ate : Hary	ana	Login to F
	All Invoices	B2B	B2C Large	B2C Small	Cr/Dr N	Note (Reg) Cr/D	Note (UnReg)	Export	Adv. Receip	t .	Adv. Receipt	Adjustmen
	NIL Rated Supply	Docs			•	•	•		HSN/SAC Summ	nary Cr/E	Dr Note (Re	eg)
GSTR1				Available	Cr./Dr.	Notes for Am	endmend ((DNR)				
GSTR2	Select Year	Period	Select Mont		,		GST No	,	Se	earch By	Select	•
GSTR2A	2017-18 👻	Monthly	- December	- SATISH ENTE	RPRISES (SAT	ISH KUAMR MARWAHA	- 06AAWPI	M7234Q1ZQ	-			
GSTR3 GSTR3B	5 No N	ote No	Note Date	Invoice No (Refer To)	Invoice Date	Receiver Name	POS	Taxable		CGST	SGST	CESS
GSTR4 -	1	2547 1	05/12/2017			06BGWPS4276B1ZY	Haryana	1924.		67.06	67.06	0.00
aster	2	556	05/12/2017	679	02/12/2017	06AFTPG4287P1ZK	Haryana	5882.3	31 0.00	168.93	168.93	0.00
l Wax Bill												
gistration T Return er												
Way Bill gjistration FT Return er g ttings ckUp hats New slp	4	17			For A	on Select mendmend liton						

- In the **Revised/ Original Invoice No.** field, enter the revised or original invoice number for the previous invoice.
- Select the **Revised/ Original Invoice Date** using the calendar. Make amendments to the details as required.
- Click the **SAVE** button.

Gen GST Ver 2.18.03.09 (2017)											- Ø
Gen GST Ver 2.18.03.09 (2017)	Client Dash Board	Fill Forms	Receiver Details	-	rry SMS E-Mail	e-File Configu	ration		Client's State	: Haryana	Login to Po
	All Invoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Re	g) Cr/Dr No	te (UnReg)	Export	Adv. Receipt	Adv. Rec	eipt Adjustment
ST Return «	NIL Rated Supply	Docs							HSN/SAC Summary	Cr/Dr Note	(Reg)
GSTR1				Cr./	Dr. Note (R	egistered)	Amendm	end		Single	Mutiple
GSTR2	Upload By		A	pproved By		Counter Par	y Status			Entry	/ Mode
GSTRZA	Section *	Credit Debit	: Notes 👻 Re	eceiver Name *	06AFTPG4287P1Z	<		•	GST N	IO * 06AFTPG	4287P1Z 👻
GSTR3			P	OS*	Haryana				Supply Typ	e * INTRA ST	ATE -
GSTR4 -	Cr./Dr. Note No	* 556	🔍 N	ote Date *	05/12/2017	Not	e Type * Cred	it Note 👻	Taxable Va	alue	5882.31
	Invoice Value		6220.17 R	eason of Note *	Post sale discount			•			
Master		Pre GST R	egime Cr/Dr Note			Inv	pice No *	679	Invoice Dat	te * 02/1	2/2017
Client	Revised Note No	* 55	6 Re	evised Note Date *	10/03/2018	Revised Inv	pice No *	679	Revised Invoice Dat	te * 02/1	2/2017
Bill	5 No Taxable			Amount CGST /	Amount SGST An		CESS Amou	int Total T	ax Total Am	ount Diff F	Rate
e-Way Bill	1	5257.31 5.00		0.00		131.43 0.00	-			520.17	▼ Delete
Registration	2	625.00 12.0	0 -	0.00	37.50	37.50 0.00		0.00	75.00	700.00	Delete
T GST Return											
L User											
-											
Log											
Settings											
BackUp											
Whats New											
Help						Click Or Button					
More Services						<u> </u>					
alu*							-				
<u>A</u> ctivate (2018)						R Save	Modify	/ Clear	& Property	🛐 Help	Æ Exit
	the Connect	Mida -		Under a	un ile la la	Details Associate to					
	Live Support	<u>Video</u>	Help	Update A	vallable	Patch Available	Applicatio	on s Saturday,	March 10, 2018	: User : SAG	DB:-DHAWA



Cr/Dr Note (Un-Reg)

- Select the Cr/Dr Note Reg tab from the drop-down menu.
- Here you have to select the financial year, month and the client from the drop-down list. After that click on add button.

Gen GST Ver 2.18.03.09 (2017)	lient	Dash Board	Fill Forms	Receiver De	tails GSTR-1 Sun	mary SMS	E-Mail e-File	Configuration		Clier	nt's State : I	Haryana	Login to	Port
	All	Invoices	828	B2C Larg	ge B2C Smal	l Cr/Dr	Note (Reg)	Cr/Dr Note (UnReg)	Export	Adv	. Receipt	Adv. Red	ceipt Adjustmer	nt
ST Return «	NIL R	ated Supply	Docs			•				HSN/SA	AC Summary	Cr/Dr Note	(UnReg)	
GSTR1						CDN	IUR List ((Amended)						
GSTR2		Select Year	Period	Se	ect Month Clie			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		T No				
GSTR2A		2017-18	- Monthl	y 👻 Fe	bruary 👻 SA	TISH ENTERPRIS	SES (SATISH KU	JAMR MARWAHA)		AAWPM723	4Q1ZQ	-		
GSTR3	5 No	Note	No I	lote Date	Invoice No (Refer To)	Invoice Date	POS	Supply Type	Taxable Amount	IGST	CGST	SGST	CESS	-
	1	5	0	5/12/2017	245		Uttar Pradesh	INTER STATE	256545.00	30015.77	0.00	0.00	125707.05	
0 Master														
Client														
🖌 Bill 🔤 e-Way Bill														
🔰 Bill 🔄 🔤 Bill														
Bill e-Way Bill Registration														
Bill a e-Way Bill Registration ST GST Return														
Bill e-Way Bill Registration ST GST Return User														
Bill e-Way Bill Registration GST Return User Log														
Bill e-Way Bill Registration GST Return User Log Settings														
Bill e-Way Bill Registration ST GST Return User Log Settings														
Bill e-Way Bill Registration GST Return User Log Settings BackUp								Click On Add Button						
Bil e-Way Bil Registration GST Return User Log Settings BackUp Whats New Help	<			11				Click On Ad Button						

• A new panel will be opened where the user will start with the creation of Cr/Dr Note Un-Reg Amendment invoice. Here user has to click on Search button as shown below.

Gen GST Ver 2.18.03.09 (2017)	Client Dash Board	Fill Forms	Receiver Details	GSTR-1 Summary	SMS E-Mail e-File	Configuration		Client's State :	Haryana	Login to Port
	All Invoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr Note (UnReg)	Export	Adv. Receipt	Adv. Receip	t Adjustment
ST Return «	NIL Rated Supply	Docs						HSN/SAC Summary	Cr/Dr Note (U	nReg)
GSTR1				Cr./Dr	Note (Unregi	stered) Amendr	nend		ingle Mutiple	
GSTR2						-				
GSTR2A	Section *	Cre	dit Debit Notes 👻	Receiver Name *				•		
GSTR3				POS*				- Supply Type *	INTRA STATE	-
GSTR4	Cr./Dr. N	ote No *	Q	Note Date *	10/02/2018	Note Type *		 Taxable Value 		0.00
	Invoice V	'alue	0.00	Reason of Note	*			-		
Master	UR Type		-	Invoice No *		Invoice Date *		Pre GS	T Regime Cr/Dr No	te 📰
Client	Revised N	Note No *		Revised Note Da	te *	Revised Invoice No *		Invoice Date *		
Bill										
e-Way Bill										
Registration								Taxable Value	0	.00
GST Return						Rate	-	IGST Amount	0	.00
Luser						CGST Rate	-	CGST Amount	0	.00
Log						SGST Rate	-	SGST Amount	0	.00
						CESS Rate		CESS Amount	0	.00
Settings						Diff. Rate		Total Tax	0	.00
BackUp								Total Amount	0	.00
Whats New										
Help										
More Services										
						Save 🔛 Modif	y Clear	r 👂 Property	🛐 Help	📲 Exit
Activate (2018)										



en GST Ver 2.18.03.09 (2017		ient Dash I	Board Fill Forr	115 Receiver Det	ails GSTR-1 Sun	mary SMS	E-Mail e-File	Configuration		Clien	t's State :	Harvana	Login to	
		All Invoice					Note (Reg)	Cr/Dr Note (UnReg)	Export		Receipt	-	eipt Adjustmer	
TReturn	«	NIL Rated Sup								HSN/SA	C Summary	Cr/Dr Note		_
GSTR1					Availabl	o Cr /Dr	Notos for	Amendmend		`				
		Select Year	Period	Falact Ma	nth Client Nam	-	Notes Ioi	GST	•	,	Former	By Select		L.
GSTR2A		2017-18	 Monthly 	December			TISH KUAMR MAR		AWPM7234Q1Z	0	-	by Delete		ส์
GSTR3		5 No	Note No	Note Date	Invoice No (Refer To)	Invoice Date	POS	Supply Type	Taxable Amount	IGST	CGST	SGST	CESS	1
GSTR4	-	1	5	05/12/2017	245	05/12/2017	Uttar Pradesh	INTER STATE	256545.00	30015.77	0.00	0.00	125707.05	
Master		2	785	05/12/2017	9764		Uttar Pradesh	INTER STATE	258742.00	8409.12	0.00	0.00	43986.14	
e-Way Bill Registration GST Return User Log Settings BackUp														
Whats New Help More Services		<	11	1		Fo	ick on Select or Amendme cct For Amendn	nd						
<u>A</u> ctivate (2018)													Ca	

- In the **Revised/ Original Invoice No.** field, enter the revised or original invoice number for the previous invoice.
- Select the **Revised/ Original Invoice Date** using the calendar. Make amendments to the details as required.
- Click the **SAVE** button.

Gen GST Ver 2.18.03.09 (2017)	Client Dash Board	Fill Forms R	eceiver Details	GSTR-1 Summary	S M S F-Mail e-File	Configuration		Client's State :	Haryana Login t
	All Invoices	828	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr Note (UnReg)	Export	Adv. Receipt	Adv. Receipt Adjustme
SST Return «	NIL Rated Supply	Docs						HSN/SAC Summary	Cr/Dr Note (UnReg)
GSTR1				Cr /Dr	Note (Ilpredi	stered) Amendr	nend		
					Note (onlegi	Steredy Amendi	licita	5	ingle Mutiple
	Contraction III	Cond	b Dahib Mataa	Deserves blocks #	M & B ENGINEERIN				
	Section "	Credi	t Debit Notes 💌	Receiver Name "		IG LIMITED		• •	
* GSTR3B			5	POS*	Uttar Pradesh 05/12/2017	Note Type *	(a. 17.17.1	Supply Type *	256545.00
	Cr./Dr. Not		5 412267.82	Note Date *		Note Type "	Credit Note	 Taxable Value 	256545.00
Master	Invoice Val			Reason of Note "	Post sale discount 245	C Trucia Data M	05/12/2017	•	T Regime Cr/Dr Note 📃
Client	UR Type	B2CL	5	Invoice No *		Invoice Date *	245		05/12/2017
Bill	Revised No	Le NO	5	Revised Note Dat	10/03/2010	Revised Invoice No *	245	Invoice Date *	03/12/2017
e-Way Bill									
Registration								Taxable Value	256545.00
GST Return						Rate	18.00 🔻	IGST Amount	30015.77
						CGST Rate	0.000 -	CGST Amount	0.00
👤 User									0.00
-						SGST Rate	0.000 👻	SGST Amount	0.00
Log						SGST Rate CESS Rate		SGST Amount	
Log Settings									0.00
Log Settings						CESS Rate	49.00 -	CESS Amount	0.00
Log Settings						CESS Rate	49.00 -	CESS Amount	0.00 125707.05 155722.82
Log Settings BackUp						CESS Rate Diff. Rate	49.00 -	CESS Amount	0.00 125707.05 155722.82
Settings BackUp Whats New Help						CESS Rate Diff. Rate	49.00 -	CESS Amount	0.00 125707.05 155722.82
Log Settings BackUp Whats New						CESS Rate Diff. Rate	49.00 V	CESS Amount	0.00 125707.05 155722.82



Export

- Select the Export tab from the drop-down menu.
- Here you have to select the financial year, month and the client from the drop-down list. After that click on add button.

Gen GST Ver 2.18.03.09 (2017)	Client	Dash Board	Fill Forms	Receiver Details	GSTR-1 Summary	/ SMS E-Mail e	e-File Configura	ation		Client's S	State : Hai	ryana 🛛	Login to Porta
	AI	Invoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr Note	e (UnReg)	Export	Adv. Rece	eipt	Adv. Receipt A	djustment
GST Return «	NIL F	Rated Supply	Docs							HSN/SAC Sur	mmary Ex	kport	
GSTR1						Export Lis	st (Amend	ed)					
GSTR2		Select Year	Period	Select	Month Client N	-	•		GST	No			
GSTR2A		2017-18	- Monthl	y 👻 Februar	y 👻 SATISH	ENTERPRISES (SATIS	IH KUAMR MARWA	HA)	▼ 06AA	WPM7234Q1Z	ZQ	-	
GSTR3	5 No	Invo	pice No	Invoice Date	Shipping No	Shipping Ta	xable Amount	IGST	CGST	SGST	CESS	Total Tax	Invoid
GSTR4	1		52	05/12/2017	322	04/03/2018	63256.00	0.00	0.00	0.00	0.00	0.00	
Master													
Client													
Bill													
e-way Bill													
Registration													
Registration													
Registration													
Registration ST GST Return User Log													
ST GST Return User Log													
Registration ST GST Return User Log Settings													
Constraint of the second seco							C	lick on Add Button	a)				
Registration ST GST Return User Log Settings BackUp Whats New	<				ти)				
Registration Comparison Registration Regi	٠				10			Button		lete 📄 Li	og	Help	4 Exit

• A new panel will be opened where the user will start with the creation of Export Amendment invoice. Here user has to click on Search button as shown below.

Gen GST Ver 2.18.03.09 (2017)										
Gen GST Ver 2.18.03.09 (2017)	Client Dash Board	Fill Forms	Receiver Details	GSTR-1 Summa	ry SMS E-Mail e-Fi	le Configuration		Client's State	: Haryana	Login to Po
	All Invoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr Note (UnRe	g) Export	Adv. Receipt	Adv. Rece	ipt Adjustment
SST Return «	NIL Rated Supply	Docs						HSN/SAC Summary	Export	
GSTR1					Export Invoid	e Amendmer	nd		Single Muti	ple
GSTR2					-			-		
GSTR2A										
GSTR3		Section	* Export Amer	id 👻	Invoice No *	۹.	Invoice	Date * 10/02/20	018	
GSTR3B		GST Paym	ient *	•	Shipping No		Shippir	g Date		
		Invoice	Value	0.00	Taxable Value	0.00	1	ort No	- i	
1 Master					_		Supply		~	
💈 Client					Revised Invoice No *		Revised Invoice			
Bill					Revised Shipping No *		Revised Shipping	Date *		
e-Way Bill								Taxable V	/alue	
Registration						Rate	▼ IGST	mount	0.00	
ST GST Return						CGST Rate		Amount	0.00	
LL_ User						SGST Rate		Amount	0.00	
🔒 Log						CESS Rate	▼ CESS	Amount	0.00	
Settings						Diff. Rate	• To	tal Tax	0.00	
BackUp							Total A	mount	0.00	
NEW Whats New										
🥮 Help					(Click on Save Button)			
More Services						\sim				
<u>Activate (2018)</u>						Save 📄	Modify Cle	ar 🏓 Property	🛐 Help	📲 Exit
	Live Support	Video	Help	Update A	vailable Patch	Available Ap	plication & Saturda	y, March 10, 2018	· Ilser · SAG	DBDHAWA



en GST Ver 2.18.03.09 (2017)	Client Das	sh Board Fill Fo	orms Receiver D	etails GSTR-1 Sun	nmary SMS	E-Mail e-File	Configuration		Clien	nt's State :	Haryana	Login t	to Port
	All Inv		2B B2C La			lote (Reg)	Cr/Dr Note (UnReg)	Export	Adv.	. Receipt	Adv. Re	ceipt Adjustme	
T Return «	NIL Rated	d Supply D	ocs						HSN/SA	AC Summary	Cr/Dr Note	(UnReg)	
				Availab	e Cr. /Dr.	Notes for	Amendmend		<u>, </u>				
GSTR2	Select Ye	ar Period	Select M		-		GST	•	,	Search	By Select		•
GSTR2A	2017-18	Monthly	✓ December		TERPRISES (SAT	ISH KUAMR MAR		AWPM7234Q1Z0	2	-			
	5 No	Note No	Note Date	Invoice No (Refer To)	Invoice Date	POS	Supply Type	Taxable Amount	IGST	CGST	SGST	CESS	I
GSTR4	1	5	05/12/2017	245	05/12/2017	Uttar Pradesh	INTER STATE	256545.00	30015.77	0.00	0.00	125707.05	
Master	2	785	05/12/2017	9764	05/12/2017		INTER STATE	258742.00	8409.12	0.00		43986.14	
Client													
Bill													
e-Way Bill													
e-Way Bill Registration													
Registration													
Registration GST Return													
Registration GST Return User													
Registration GST Return User Log													
Registration GST Return User Log Settings													
Registration GST Return User Log Settings BackUp													
Registration GST Return User Log Settings BackUp Whats New					Click On Se								
Registration GST Return User Log Settings BackUp Whats New Help					For Amenda	nend							
Registration GST Return User Log Settings BackUp Whats New Help More Services	~		11			nend							
Registration GST Return User Log Settings BackUp Whats New Help	<		н		For Amendr Button	nend	nend					Ca	ance

- In the **Revised/ Original Invoice No.** field, enter the revised or original invoice number for the previous invoice.
- Select the **Revised/ Original Invoice Date** using the calendar. Make amendments to the details as required.
- Click the **SAVE** button.

en GST Ver 2.18.03.09 (2017)	Client Dash Board	Fill Forms	Receiver Details	GSTR-1 Summary	S M S E-Mail e-File	e Configuration		Client's State :	Haryana	Login to Por
	All Invoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr Note (UnReg)	Export	Adv. Receipt	Adv. Receipt	: Adjustment
Return «	NIL Rated Supply	Docs						HSN/SAC Summary	Cr/Dr Note (Un	nReg)
				Cr./Dr.	Note (Unregi	stered) Amendi	mend		ingle Mutiple	1
					·····				Multiple	
	Section *		dit Debit Notes 👻	Receiver Name *	M & B ENGINEERI			_		
GSTR3	Section	CIE	alic Debic Notes •	POS*	Uttar Pradesh	IG LIMITED		 Supply Type * 	INTER CTATE	
GSTR3B	Cr. (Dr. N	ete Ne X	785		05/12/2017	Naka Tura S	Debit Mete	Taxable Value	2587-	42.00
GSTR4	Cr./Dr. N		311137.26	Note Date *		Note Type *	Debit Note	I axable Value	2367	42.00
Master	Invoice V			Reason of Note "	Post sale discount 9764	Dete 8	05/12/2017	• 	T Regime Cr/Dr Not	
Client	UR Type	B2 Note No *	785	Invoice No * Revised Note Date		Invoice Date * Revised Invoice No *	9764	Invoice Date *	05/12/2017	
Bill	Revised in	Note No	705	Revised Note Date	10/03/2010	Revised invoice No	5704	TUADICE Date	03/12/2017	
e-Way Bill										
Registration								Taxable Value	258742.	
GST Return						Rate	5.00 👻	IGST Amount	8409.	.12
User						CGST Rate	0.000 -	CGST Amount	0.	.00
						SGST Rate	0.000 👻	SGST Amount	0.	.00
						CESS Rate	17.00 👻	CESS Amount	43986.	.14
						Diff. Rate	65.00 -	Total Tax	52395.	.26
BackUp								Total Amount	311137.	.26
Whats New						\frown				
						Click on Save				
Help						Button				
						Save 📄 Modif	y Clear	🖌 Property	🛐 Help	📲 Exit



Adv. Receipt

- Select the Adv. Receipt tab from the drop-down menu.
- Here you have to select the financial year, month and the client from the drop-down list. After that click on add button.

Gen GST Ver 2.18.03.09 (2017)										- P
Gen GST Ver 2.18.03.09 (2017) Client Dash I	Board Fill Forms	Receiver Details	GSTR-1 Summary	/ SMS E-Mail e	-File Configurat	tion	Clien	t's State : F	laryana	Login to Port
All Invoice:	8 828	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr Note	(UnReg) Expo	rt Adv.	Receipt	Adv. Receipt	Adjustment
SST Return	pply Docs						HSN/SAC	C Summary	Adv. Reciept	
GSTR1				Adv. Reciev	ed (Ameno	ded)				
Selec	t Year Period		Month Client N				GST No			
2017	18 🔻 Monthly	/ 👻 Februa	ry 👻 SATISH	ENTERPRISES (SATIS	H KUAMR MARWAH	HA)	06AAWPM7234	Q1ZQ	-	
GSTR3B S No	POS	Supply Type	Tax Amount Rate Recieve	t IGST d Amount		GST CESS nount Amount	Total Tax	Total Amo	unt (Orig.)	Period (Orig.)
GSTR4 - 1 Harva	ina	INTRA STATE	5.00 346	7.00 0.00	86.68	86.68 381.37	554.73	402	1.73 2017-18	December
Master										
💈 Client										
🚔 Bill										
🖳 e-Way Bill										
Registration										
GST GST Return										
🤽 User										
😂 Log										
🔬 Settings										
BackUp										
Whats New					(m)					
🥮 Help					Click Add B					
More Services										
2018)					Add	Modify	X Delete	Log	🛐 Help	📲 Exit

• A new panel will be opened where the user has to click on Search POS button as shown below.

GST Ver 2.18.03.09 (2017) Clien	nt Dash Board	Fill Forms	Receiver Details	GSTR-1 Summary	/ SMS E-Mail	e-File Configur	ation		Client's State	: Haryana 📃 🔒	gin to Po
	All Invoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr No	e (UnReg)	Export	Adv. Receipt	Adv. Receipt Adju	stment
Return «	IL Rated Supply	Docs							HSN/SAC Summary	Adv. Reciept	
GSTR1	Search POS				Adv.R	ecieved Lis	t				
GSTR2	Selected POS :							Am	endmend Effect	o Effect 🔹	
A CSTD2	No Tax	Taxable An	nount IGS	T Amount	CGST Amount	SGST Amount	CESS A	nount	Total Tax	Total Amount	
🔩 GSTR3B	Kate										
🔩 GSTR4 🚽											
Master											
Client											
Bill											
e-Way Bill											
e-Way Bill Registration											
Registration											
Registration GST Return											
Registration GST Return User											
Registration GST Return User Log											
Registration GST Return User Log Settings											
Registration GST Return User Log Settings BackUp											
Registration GST Return User Log Settings BackUp Whats New											
Registration GST Return User Log Settings BackUp Whats New Help									Save Amendm	rend Exit]



Gen GST Ver 2.18.03.09 (2017)	Client Dash Board	Fill Forms F	Receiver Details	GSTR-1 Summary	SMS E-Mail e-File	Configuration		Client's	s State : Haryana	Login to Por
	All Invoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr Note (UnRe	eg) Export	t Adv. Re	eceipt Adv. R	eceipt Adjustment
ST Return «	NIL Rated Supply	Docs			•			HSN/SAC S	Summary Adv. Reci	ept
GSTR1	Search POS				Adv.Recie	ved List				
GSTR2		eriod	Select Month				GST No			
	2017-18 V	Ionthly	▼ February	SATISH ENTERPR	ISES (SATISH KUAMR M	IARWAHA)	- 06AAWPM723	4Q1ZQ	-	
	5 No Tax Rate		POS	Supply Type	Taxable Amount	IGST Amount	CGST Amount	SGST Amount	CESS Amount	Total Tax
🗝 😌 GSTR4 🔍 👻	1 5.00 Har	yana		INTRA STATE	3467.00	0.00	86.68	86.68	381.37	554.
Master										
Client										
Bill										
e-Way Bill										
Registration										
T GST Return										
🤽 User										
Log										
Settings										
Settings					Click on Sal	lect				
Settings BackUp					Click on Sel For Amendr					
Settings BackUp Whats New	<u> </u>			111						
Settings BackUp Whats New Help	<u>د [</u>				For Amendr	nend				Canc

• A new panel will be opened where user can add the new entries after that click on Save amendment button as shown below.

Gen GST Ver 2.18.03.09 (2017)	Client [Dash Board	Fill Forms Re	eceiver Deta	ails GSTR-1 Summ	ary SMS E-Mail	e-File Configurati	on	Client's State :	Haryana Log	gin to Port
	All 1	invoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Reg) Cr/Dr Note (l	UnReg) Export	Adv. Receipt	Adv. Receipt Adju	stment
GST Return «	NIL Ra	ted Supply	Docs						HSN/SAC Summary	Adv. Reciept	
GSTR1		Search POS				Adv.R	ecieved List				
	Solor	ed POS · H	aryana (INTRA	STATE)					Amendmend Effect No I	Effect 👻	
GSTR2A		Тах								Lineer .	
GSTR3	5 No	Rate	Taxable Amo	ount	IGST Amount	CGST Amount	SGST Amount	CESS Amount	Total Tax	Total Amount	
	1	0.00									
	2	0.25									
1 Master	3	3.00		3467.00	0.00	86.68	86.68	381.37	554.73	402	1 72
3 Client	5	12.00		3407.00	0.00	00.00	00.00	301.37	554.75	402	1.75
📦 Bill	6	18.00									
e-Way Bill	7	28.00									
Registration											
GST GST Return											
Log											
Log Settings											
Log Settings BackUp										_	
User Cog Settings BackUp Whats New									Click on Sa	ave	
Log Settings BackUp Whats New Help									Amendme		
User Log Settings BackUp Whats New Hep More Services									Amendme Button	nd	
Log Settings BackUp Whats New Help									Amendme	nd	
Luser Log Settings BackUp Whats New Help More Services									Amendme Button	nd	



Adv. Receipt Adjustment

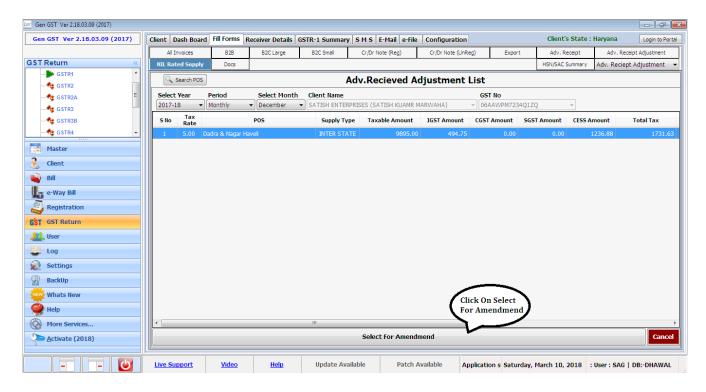
- Select the Adv. Receipt Adjustment tab from the drop-down menu.
- Here you have to select the financial year, month and the client from the drop-down list. After that click on add button.

		· · · · ·		GSTR-1 Summary					Client's State		Login to Por
	ll Invoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr No	ote (UnReg)	Export	Adv. Receipt	_	ipt Adjustment
T Return « NIL R	ated Supply	Docs							HSN/SAC Summary	Adv. Reciept	Adjustment
				A	dv. Recieve	d Adj. (Ar	nended)				
	Select Year	×		Month Client Na				GST		_	
CSTR3	2017-18	✓ Monthi	y 👻 Februa	ry 👻 SATISH E	ENTERPRISES (SAT	SH KUAMR MARV	/AHA)	▼ 06AA	WPM7234Q1ZQ	.	
GSTR3B S No	P	05	Supply Type	Tax Amount Rate Adjusted	IGST Amount	CGST	SGST Amount	CESS To	tal Tax Total Ar	mount Year	Period) (Orig.)
	Dadra & Nag	jar Haveli		5.00 989:		0.00	0.00	1236.88	1731.63 11	626.63 2017-	
Master											
Client											
Bill											
e-Way Bill Registration											
Registration											
GST Return											
GST Return											
User											
User Log											
User Log Settings							ck On Add				
User Log Settings BackUp							ck On Add Button)			
User Log Settings BackUp Whats New)			
User Log Settings BackUp Whats New Help							Button		lete Log	Help	Exit

• A new panel will be opened where the user has to click on Search POS button as shown below.

Gen GST Ver 2.18.03.09 (2017) Cli	ient Dash Board	Fill Forms	Receiver Details	GSTR-1 Summary	/ SMS E-Mail e	File Configurat	tion		Client's State :	Haryana Login to F
	All Invoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Reg)	Cr/Dr Note	(UnReg)	Export	Adv. Receipt	Adv. Receipt Adjustment
	NIL Rated Supply	Docs							HSN/SAC Summary	Adv. Reciept Adjustment
GSTR1	🔍 Search POS			ļ	Adv.Recieved	Adjustme	nt List			
GSTR2	Selected POS :							Am	endmend Effect No I	Effect 👻
GSTR3	5 No Tax Rate	Taxable An	acupt ICC	T Amount (GST Amount	SGST Amount	CESS Am	ount	Total Tax	Total Amount
GSTR3B	S NO Rate	Taxable All	100111 103			SGST Allount	CL35 All	iount	Total Tax	Total Amount
Master										
Client										
Bill										
e-Way Bill Registration										
e-Way Bill Registration GST Return										
e-Way Bill Registration GST Return User										
e-Way Bill Registration GST Return User										
e-Way Bill Registration GST Return User Log										
e-Way Bill Registration GST Return User Log										
e-Way Bill Registration GST Return User Log Settings BackUp										
e-Way Bill Registration GST Return User Log Settings BackUp Whats New										
e-Way Bill Registration GST Return User Log Settings BackUp Whats New Help										
e-Way Bill Registration GST Return User Log Settings BackUp Whats New Help									Save Amendme	nd) Exit





• A new panel will be opened where user can add the new entries after that click on Save amendment button as shown below.

ININ Rated Supply Dos ININ Rated Supply Dos Adv.Recieved Adjustment List Seleced POS: Dadra Hagar Haveli (INTER STATE) Seleced POS: Dadra Hagar Haveli (INTER STATE) Seleced POS: Dadra Hagar Haveli (INTER STATE) Maendmend Effect Ino Effect O Colspan="4">O Colspan="4"O Colspan="4">O Colspan="4"O Colspan="4"O Colspan="4">O Colspan="4"O Colspan="4"O Co		Client	Dash Board	Fill Forms	Receiver Details	GSTR-1 Summa	ry SMS E-Mail	e-File Configurati	ion	Client's State :	Haryana Login to
G GSTR1 Control Adv.Recieved Adjustment List Serie GSTR2A Serie GSTR2A Amendmend Effect Deffect Serie GSTR2A Serie GSTR2A Serie GSTR2A Serie GSTR2A Serie GSTR2A Serie GSTR2A Client Serie GSTR2A Serie GSTR2A Bill Serie GSTR2A Serie GSTR2A Serie GSTR2A		All 1	nvoices	B2B	B2C Large	B2C Small	Cr/Dr Note (Reg) Cr/Dr Note (UnReg) Export	Adv. Receipt	Adv. Receipt Adjustmer
Strice Castral Hager Havel (INTER STATE) Amendmend Effect Not Effect Strice Strice <t< td=""><td>ST Return «</td><td>NIL Ra</td><td>ted Supply</td><td>Docs</td><td></td><td></td><td></td><td>•</td><td>•</td><td>HSN/SAC Summary</td><td>Adv. Reciept Adjustmer</td></t<>	ST Return «	NIL Ra	ted Supply	Docs				•	•	HSN/SAC Summary	Adv. Reciept Adjustmer
Still2 Still2 Still2 Still2 Still2 Still2 Still2 Still2 Still2 Still2 Still2 Still2 Still2 Still2 Still2 Still2 Still2 Still2 Still2 Stil	-		Search POS				Adv.Recieve	ed Adjustmer	nt List		
Source		Solo	od BOE · D	dra Nagar I	Hawali / INTER S			,		Amondmond Effort	Effort
Status Rate Instant Rate Instant Rate Instant Rate Instant Instant <td>· ·</td> <td></td> <td></td> <td>-</td> <td>-</td> <td>iait)</td> <td></td> <td></td> <td></td> <td></td> <td></td>	· ·			-	-	iait)					
I 0.00	· · · · · · · · · · · · · · · · · · ·	5 No		Taxable Ar	mount IC	GST Amount	CGST Amount	SGST Amount	CESS Amount	Total Tax	Total Amount
2 0.23	•										
4 5.00 9995.00 494.75 0.00 0.00 1236.88 1731.63 11626 6 18.00											
Clent Bil a-Way Bil a-Way Bil a-Way Bil 7 2.00 05T Return 2.03 3 Settings BackUp Whats New Help					0005.00	404.75	0.00	0.00	1006.00	1721.62	11626 62
Bill e-Way Bill Registration 1 567 Return 0 557 Return 2 Log Settings BackUp BackUp Whats New Help	Client				9895.00	494.75	0.00	0.00	1230.00	1731.03	11020.03
Registration T GST Return User Log Settings BackUp Help	Bill										
Registration GST Return User Log Settings BackUp Whats New Help	- e-Way Bill	7	28.00								
GST Return User Log Settings BackUp BackUp Help	Pagistration										
Luser Luog Settings BackUp BackUp Help Help											
Log Settings BackUp Whats New Help Lick On Save Amendmend											
Settings BackUp Whats New Help	Luser										
BackUp Whats New Help	🛃 Log										
Whats New Click On Save Amendmend											
Whats New Click On Save Amendmend	Settings										
Help Click On Save		10									
Amendmend	BackUp										
	BackUp Whats New										
	BackUp Whats New Help										
Activate (2018)	BackUp Whats New Help More Services									Amendmer Button	nd