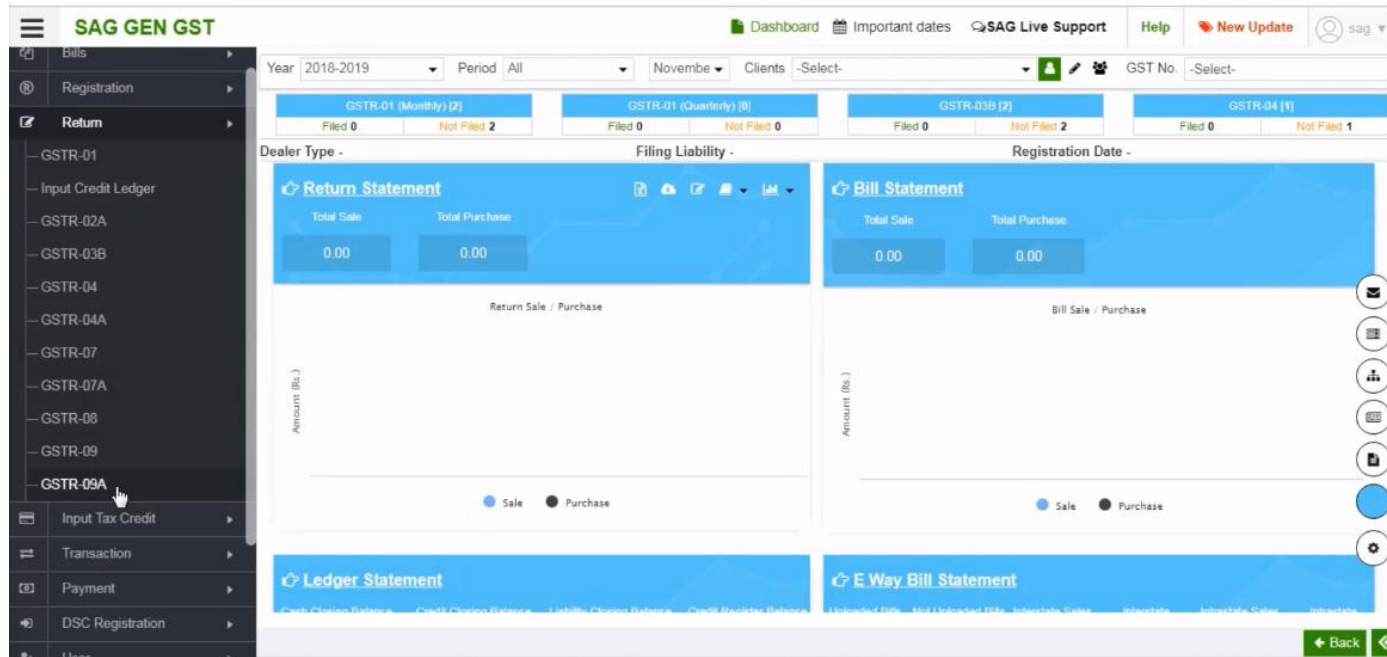




**Complete Guide on**  
**How to File GSTR 9A**

# STEP 1



The screenshot displays the SAG GEN GST software interface. On the left, a dark navigation menu lists various options: Bills, Registration, Return, GSTR-01, Input Credit Ledger, GSTR-02A, GSTR-03B, GSTR-04, GSTR-04A, GSTR-07, GSTR-07A, GSTR-08, GSTR-09, GSTR-09A (highlighted with a mouse cursor), Input Tax Credit, Transaction, Payment, DSC Registration, and User. The main dashboard area shows a top navigation bar with 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. Below this, there are filters for Year (2018-2019), Period (All), and a date dropdown (Novembe). A summary section displays filing status for GSTR-01 (Monthly) [2], GSTR-01 (Quarterly) [0], GSTR-03B [2], and GSTR-04 [1]. The main content area is divided into four panels: Return Statement, Bill Statement, Ledger Statement, and E Way Bill Statement. Each panel shows Total Sale and Total Purchase values (all 0.00) and a table for Return Sale / Purchase or Bill Sale / Purchase. The Return Statement and Bill Statement panels include a legend for Sale (blue dot) and Purchase (black dot). The Ledger Statement and E Way Bill Statement panels show various balance categories. A 'Back' button is located at the bottom right of the interface.

Step 1: After sign-in click on Returns option and select GSTR-09A option

# STEP 2

**SAG GEN GST** Dashboard Important dates SAG Live Support Help New Update sag

**Client** Fill GSTR9A

Year: 2018-2019

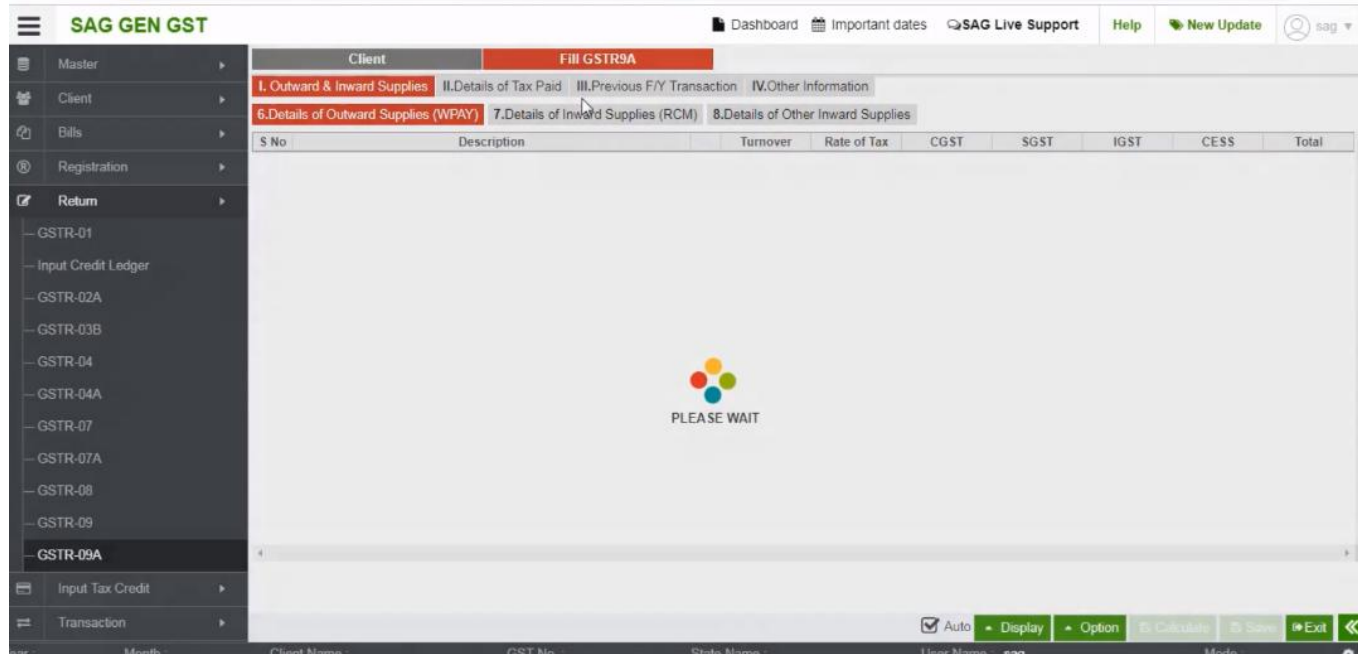
<input checked="" type="checkbox"/>	S.No.	Client Code	Client Name	GST No.	Status	Registration Date	Dealer Type	Turnover
<input checked="" type="checkbox"/>	1	47268388-7706-4b6c-...	COMPOSITION	08ACIPS4159C1ZH	Proprietorship	28/07/2017	Composition	Pe

Page No: 1 of 1 No of Record(s) 1

Page Wise Columns

Step 2: Click on GSTR-09A option and select the client option

# STEP 3



Step 3: After selecting the client click on fill GSTR9A options then you find some of the options that given by department related GSTR-09A

# STEP 4

**SAG GEN GST** | Dashboard | Important dates | SAG Live Support | Help | New Update | sag

Client: **Fill GSTR9A**

Year: 2018-2019 | Clients: | GST No: 08ACIPS4159C1ZH

I. Outward & Inward Supplies | II. Details of Tax Paid | III. Previous F/Y Transaction | IV. Other Information

6. Details of Outward Supplies (WPAY) | 7. Details of Inward Supplies (RCM) | 8. Details of Other Inward Supplies | Software

S No	Description		Turnover	Rate of Tax	CGST	SGST	IGST	CESS	Total
6A	Taxable	a	2075970.00	-Select-	10379.85	10379.85			2096729.70
6B	Exempted, Nil-Rated	a	0.00	0%	0.00	0.00			0.00
6C	Total	a	2075970.00	-Select-	0.00	0.00			2075970.00

Auto | Display | Option | Calculate | Save | Exit

Step 4: Click on the first option "Outward & Inward Supplies" after that a table show in which you get the information of "Outward & Inward Supplies" related

# STEP 5

**SAG GEN GST** | Dashboard | Important dates | SAG Live Support | Help | New Update | sag

Client: **Fill GSTR9A**

Year: 2018-2019 | Clients: | GST No: 08ACIPS4159C1ZH

I.Outward & Inward Supplies | II.Details of Tax Paid | III.Previous FY Transaction | IV.Other Information

6.Details of Outward Supplies (WPAY) | 7.Details of Inward Supplies (RCM) | 8.Details of Other Inward Supplies | Software

S No	Description	Turnover	Rate of Tax	CGST	SGST	IGST	CESS	Total
6A	Taxable	a 2075970.00	-Select-	10379.85	10379.85			2096729.70
6B	Exempted, Nil-Rated	a 0.00	0%	0.00	0.00			0.00
6C	Total	a 2075970.00	-Select-	0.00	0.00			2075970.00

- Import
- Difference in Software & Portal
- Difference in Software & Return
- Difference in Software & Books
- Difference in Books & Return
- Month / Rate Wise

Auto | Display | **Print** | Calculate | Save | Exit

Year: Month: Client Name: 3 | GST No: | State Name: Rajasthan | User Name: sag | Mode:

Step 5: Below their is an green color option button you can also use it

# STEP 6

**SAG GEN GST** | Dashboard | Important dates | SAG Live Support | Help | New Update | sag

Client: **Fill GSTR9A**

Year: 2018-2019 | Clients | GST No: 08ACIPS4159C1ZH

I. Outward & Inward Supplies | II. Details of Tax Paid | III. Previous FY Transaction | IV. Other Information

6. Details of Outward Supplies (WPAY) | 7. Details of Inward Supplies (RCM) | 8. Details of Other Inward Supplies | **Software**

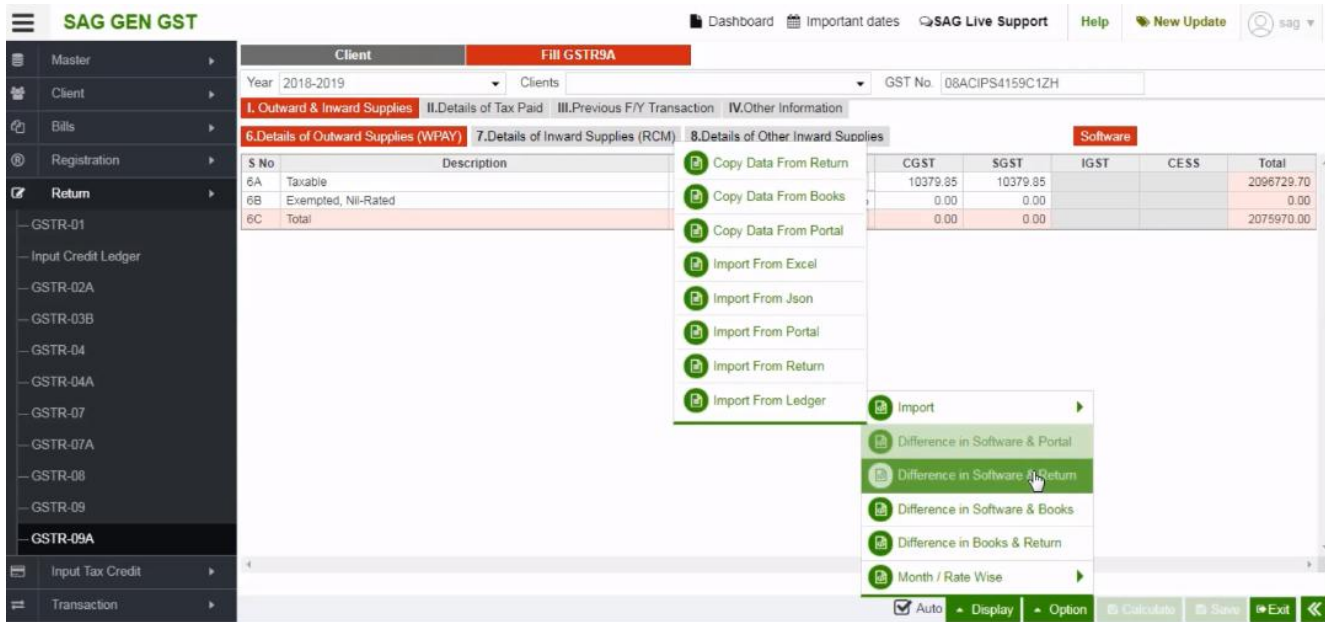
S No	Description	CGST	SGST	IGST	CESS	Total
6A	Taxable	10379.85	10379.85			2096729.70
6B	Exempted, Nil-Rated	0.00	0.00			0.00
6C	Total	0.00	0.00			2075970.00

- Copy Data From Return
- Copy Data From Books
- Copy Data From Portal
- Import From Excel
- Import From Json
- Import From Portal
- Import From Return
- Import From Ledger
- Import**
- Difference in Software & Portal
- Difference in Software & Return
- Difference in Software & Books
- Difference in Books & Return
- Month / Rate Wise

Auto | Display | Option | Calculator | Save | Exit

Step 6: After clicking on the options button, select import from the menu table, the tab will further let you to import data either manually or automatically

# STEP 7



The screenshot shows the 'SAG GEN GST' software interface. The main window is titled 'Client' and 'Fill GSTR9A'. The year is set to '2018-2019' and the GST No. is '08ACIPS4159C1ZH'. The 'Import' option is selected in the dropdown menu, and a sub-menu is open showing options like 'Difference in Software & Portal', 'Difference in Software & Return', etc.

S No	Description	CGST	SGST	IGST	CESS	Total
6A	Taxable	10379.85	10379.85			2096729.70
6B	Exempted, Nil-Rated	0.00	0.00			0.00
6C	Total	0.00	0.00			2075970.00

Step 7: After check import option you will see other options like Difference in software & portal or Difference in software & return etc.



# STEP 8

**SAG GEN GST** Dashboard Important dates SAG Live Support Help New Update sag

**Client** **Fill GSTR9A**

Year: 2018-2019 Clients GST No. 08ACIPS4159C1ZH

**I. Outward & Inward Supplies** **II. Details of Tax Paid** **III. Previous F/Y Transaction** **IV. Other Information**

**6. Details of Outward Supplies (WPAY)** **7. Details of Inward Supplies (RCM)** **8. Details of Other Inward Supplies** **Software**

S No	Description	Turnover	Rate of Tax	CGST	SGST	IGST	CESS	Total
6A	Taxable	a 2075970.00	-Select-	10379.85	10379.85			2096729.70
6B	Exempted, Nil-Rated	a 0.00	0%	0.00	0.00			0.00
6C	Total	a 2075970.00	-Select-	0.00	0.00			2075970.00

Software  
 Portal  
 Books  
 Return

Auto Display Option Calculate Save Exit

Step 8: To use this options firstly you select between whom you want to compare each other, For example you select software, books and return

# STEP 9

**SAG GEN GST** | Dashboard | Important dates | SAG Live Support | Help | New Update | sag

Client: **FIII GSTR9A**

Year: 2018-2019 | Clients: | GST No: 08ACIPS4159C1ZH

I.Outward & Inward Supplies 
  II.Details of Tax Paid 
  III.Previous FY Transaction 
  IV.Other Information

6.Details of Outward Supplies (WPAY) 
  7.Details of Inward Supplies (RCM) 
  8.Details of Other Inward Supplies

**Software**

S No	Description	Turnover	Rate of Tax	CGST	SGST	IGST	CESS	Total
6A	Taxable	a 2075970.00	-Select-	10379.85	10379.85			2096729.70
6B	Exempted, Nil-Rated	a 0.00	0%	0.00	0.00			0.00
6C	Total	a 2075970.00	-Select-	0.00	0.00			2075970.00

Software  
 Portal  
 Books  
 Return

Auto | Display | Option | Calc date | B. Samp | Exit

Step 9: And after which if we want compare data between the taxes paid, we have to click on the tab above.

# STEP 10

**SAG GEN GST** Dashboard Important dates SAG Live Support Help New Update sag

**Client** **Fill GSTR9A**

Year: 2018-2019 Clients GST No: 08ACIPS4159C1ZH

I. Outward & Inward Supplies **II. Details of Tax Paid** III. Previous FY Transaction IV. Other Information

**9. Details of Tax paid**

S No	Description	Total Tax Payable (A)	Paid (B)	Balance (A-B)
9A	+ IGST	0.00	0.00	0.00
9B	+ CGST	0.00	0.00	0.00
9C	+ SGST	0.00	0.00	0.00
9D	+ CESS	0.00	0.00	0.00
9E	+ Late Fee	0.00	0.00	0.00
9F	+ Interest	0.00	0.00	0.00
9G	+ Penalty	0.00	0.00	0.00

Auto  Display Option Calculate Save Exit

Step 10: After there will be multiple option displayed under which you can click on the plus sign just aside of the IGST option.

# STEP 11

**SAG GEN GST** | Dashboard | Important dates | SAG Live Support | Help | New Update | sag

Client: **Fill GSTR9A**

Year: 2018-2019 | Clients: | GST No: 08ACIPS4159C1ZH

I. Outward & Inward Supplies | **II.Details of Tax Paid** | III.Previous F/Y Transaction | IV.Other Information

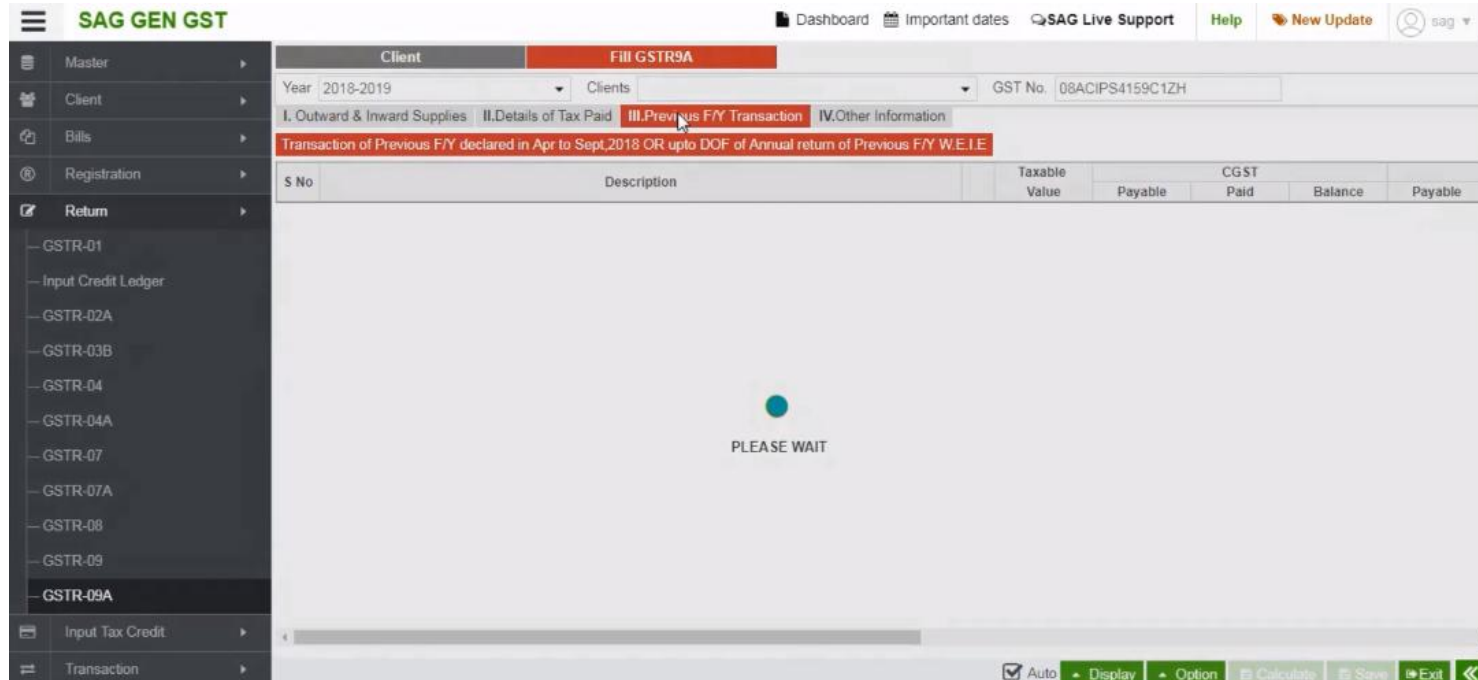
**9.Details of Tax paid**

S No	Description	Total Tax Payable (A)	Paid (B)	Balance (A-B)
9A	- IGST	0.00	0.00	0.00
	As per Ledger	0.00	0.00	0.00
	As Per Return	0.00	0.00	0.00
	Difference in Software & Ledger (a & c)	0.00	0.00	0.00
	Difference in Software & Return (a & d)	0.00	0.00	0.00
	Difference in Ledger & Return (c & d)	0.00	0.00	0.00
9B	+ CGST	0.00	0.00	0.00
9C	+ SGST	0.00	0.00	0.00
9D	+ CESS	0.00	0.00	0.00
9E	+ Late Fee	0.00	0.00	0.00
9F	+ Interest	0.00	0.00	0.00
9G	+ Penalty	0.00	0.00	0.00

Auto | Display | Option | Calculate | Save | Exit

Step 11: You can select and see all the details as per the ledger or as per the return also.

# STEP 12



The screenshot shows the SAG GEN GST software interface. The main window is titled 'Client' and 'Fill GSTR9A'. The year is set to 2018-2019, and the GST No. is 08ACIPS4159C1ZH. The 'Previous FY Transaction' tab is selected, and a message states: 'Transaction of Previous FY declared in Apr to Sept,2018 OR upto DOF of Annual return of Previous FY W.E.I.E'. The screen is currently in a 'PLEASE WAIT' state.

S No	Description	Taxable Value	CGST			Payable
			Payable	Paid	Balance	
PLEASE WAIT						

Step 12: For the same comparison you can also check the previous financial year details also by clicking on the tab aside of the details of tax paid.

# STEP 13

**SAG GEN GST** | Dashboard | Important dates | SAG Live Support | Help | New Update | sag

Client: **Fill GSTR9A**

Year: 2018-2019 | Clients: | GST No: 08ACIPS4159C1ZH

I. Outward & Inward Supplies | II. Details of Tax Paid | III. Previous FY Transaction | **IV. Other Information**

**15. Particulars of Demands and Refunds** | 16. Details of Credit Reversed or Availed | 17. Late fee payable and Paid | Software

S No	Description	CGST(I)	SGST(II)	IGST(III)	Cess(IV)	Interest	Penalty	Lab O
15A	Total Refund claimed	0.00	0.00	0.00	0.00			
15B	Total Refund sanctioned	0.00	0.00	0.00	0.00			
15C	Total Refund Rejected	0.00	0.00	0.00	0.00			
15D	Total Refund Pending	0.00	0.00	0.00	0.00			
15E	Total Demand of taxes	0.00	0.00	0.00	0.00	0.00	0.00	
15F	Total Taxes paid in respect of E	0.00	0.00	0.00	0.00	0.00	0.00	
15G	Total Demand pending out of E	0.00	0.00	0.00	0.00	0.00	0.00	

Auto | Display | Option | Calculate | Save | Exit

Step 13: For the details of particular demand and refunds you can click on the next tab aside of the previous one.

# STEP 14

SAG GEN GST

Dashboard Important dates SAG Live Support Help New Update sag

Client **FIII GSTR9A**

Year 2018-2019 Clients GST No. 08ACIPSA4159C1ZH

I. Outward & Inward Supplies II. Details of Tax Paid III. Previous FY Transaction **IV. Other Information**

**15. Particulars of Demands and Refunds** 16. Details of Credit Reversed or Availed 17. Late fee payable and Paid **Software**

S No	Description	CGST(I)	SGST(II)	IGST(III)	Cess(IV)	Interest	Penalty	Lat O
15A	Total Refund claimed	a	0.00	0.00	0.00	0.00		
15B	Total Refund sanctioned	a	0.00	0.00	0.00	0.00		
15C	Total Refund Rejected	a	0.00	0.00	0.00	0.00		
15D	Total Refund Pending	a	0.00	0.00	0.00	0.00		
15E	Total Demand of taxes	a	0.00	0.00	0.00	0.00	0.00	0.00
15F	Total Taxes paid in respect of E	a	0.00	0.00	0.00	0.00	0.00	0.00
15G	Total Demand pending out of E	a	0.00	0.00	0.00	0.00	0.00	0.00

Auto Display Option Calculate Save Exit

Step 14: For the details of credit reversed and availed click on the tab aside of the previous one.

# STEP 15

**SAG GEN GST** | Dashboard | Important dates | SAG Live Support | Help | New Update | sag

Client | **Fill GSTR9A**

Year: 2018-2019 | Clients: | GST No: 08ACIPS4159C1ZH

I. Outward & Inward Supplies | II. Details of Tax Paid | III. Previous FY Transaction | **IV. Other Information**

15. Particulars of Demands and Refunds | 16. Details of Credit Reversed or Availed | **17. Late fee payable and Paid** | Software

S No	Description	Payable (A)	Paid (B)	Balance (A-B)
17A	CGST	a 0.00	0.00	0.00
17B	SGST	a 0.00	0.00	0.00

Auto | Display | Option | Calculate | Save | Exit

Step 15: For the details of late fee payable and paid click on the tab aside of the previous one along with the CGST and SGST details.



# GEN GST SOFTWARE



- Gen GST Hosts Complete GSTR Forms i.e. 7, 8, 1, 3B, 4
- GST Annual & Audit Return Filing Forms
- GST Billing & E Way Bill Solutions
- JSON File Validation Before Portal Uploading
- Import/Export Facility From Govt Portal
- GSTR Forms Reconciliation for Invoice Match-Mismatch



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