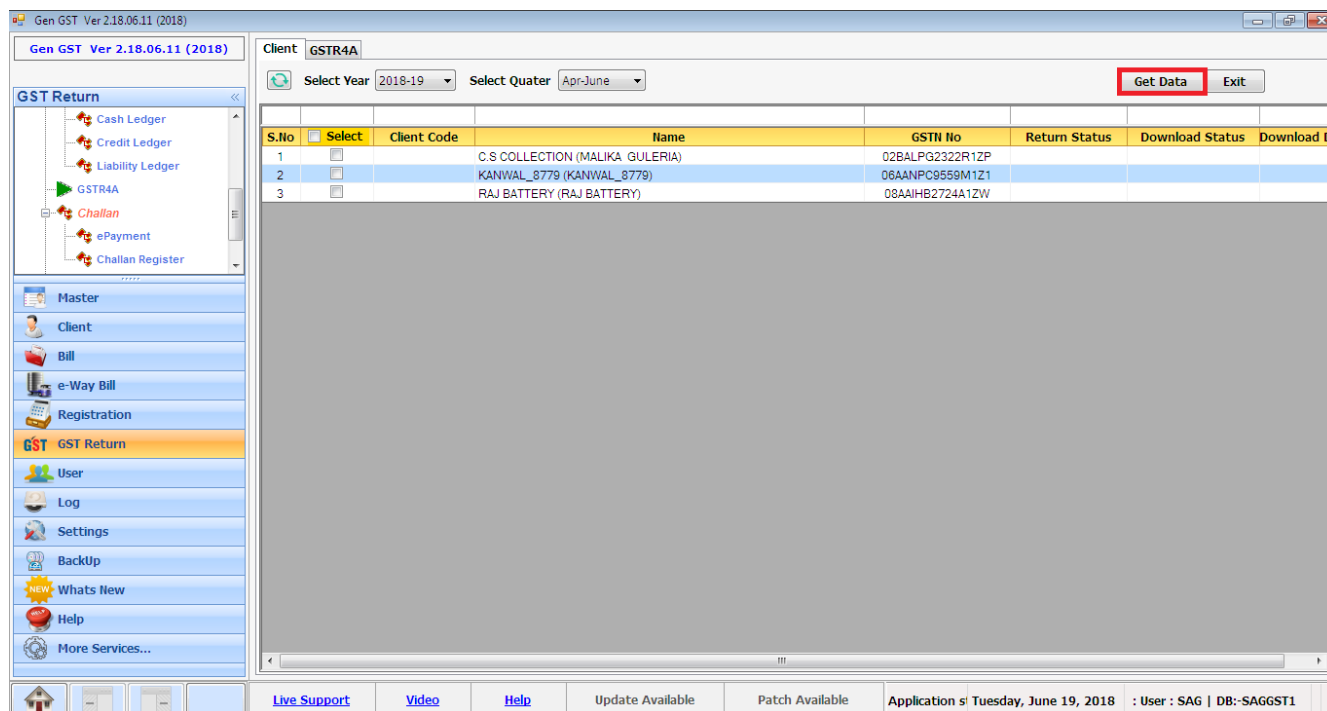# GSTR-4A

GSTR-4A is used only for the viewing purpose and you cannot take any action in GSTR-4A.
GSTR-4A will be generated when the supplier uploads the B2B transaction details in GSTR-1& 5.
GSTR-4A will also show the following details:-

- When Counterparty adds Invoices / Credit notes / Debit Notes / Amendments in GSTR-1/5 but not submitted the GSTR-1 return by the taxpayer.

- Click on GSTR-4A tab then a new pop up window will be opened here user has to firstly select the client and then click on Get Data Button as shown below.
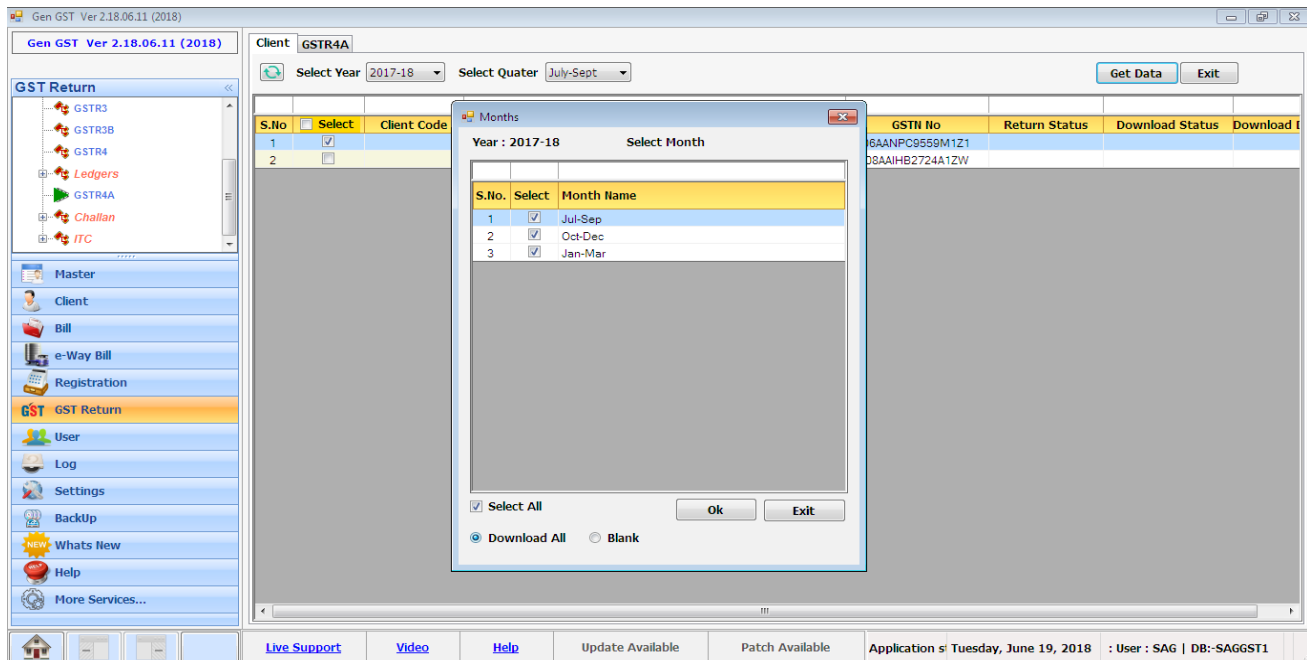
- After that a pop-up window will be opened where we have provided the 2 radio button I.e Download All and Blank.
- Here Download all radio button is used for downloading all the clients data where as blank is used only for those clients whose data is not downloaded.

- After that a new window will be opened where user has to enter the captcha and credential details after that click on the Process Button.

- Now click on GSTR-4A button then a new window will be opened.
- Here at the top of the window 2 radio Button is shown that is As Per Return and As Per Period.
- As Per Return is used to Viewing the data from the portal.
- As Per Period is used for viewing the data as per user convince like Monthly, Quarterly, Half Yearly and Yearly.

- Refresh record is used to refreshing the clients record.
- When user click on Export Excel button then all the data is exported into the excel according to the Period.
- Update legal Name is used to update the Legal Name into the Grid.