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EXPERTISE.  
EXCELLENCE.**

Strengths  
that make  
**KARVY**  
the most  
dependable GSP.



**KARVY**  
**SimplyFile**

GSP Services to simplify GST filing.

# USER MANUAL FOR TAX PAYERS

## Revision History

Version	Date	Author	Comments
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## 1. Introduction

With the Goods and Services Tax coming into effect from July 1, 2017, it has become necessary for all businesses to file their returns as per the new taxation model. Karvy helps you file your taxes and making your organization all set for GST.

In GST system, all taxpayers must provide details of all invoices along with required information in an appropriate format for filing various returns.

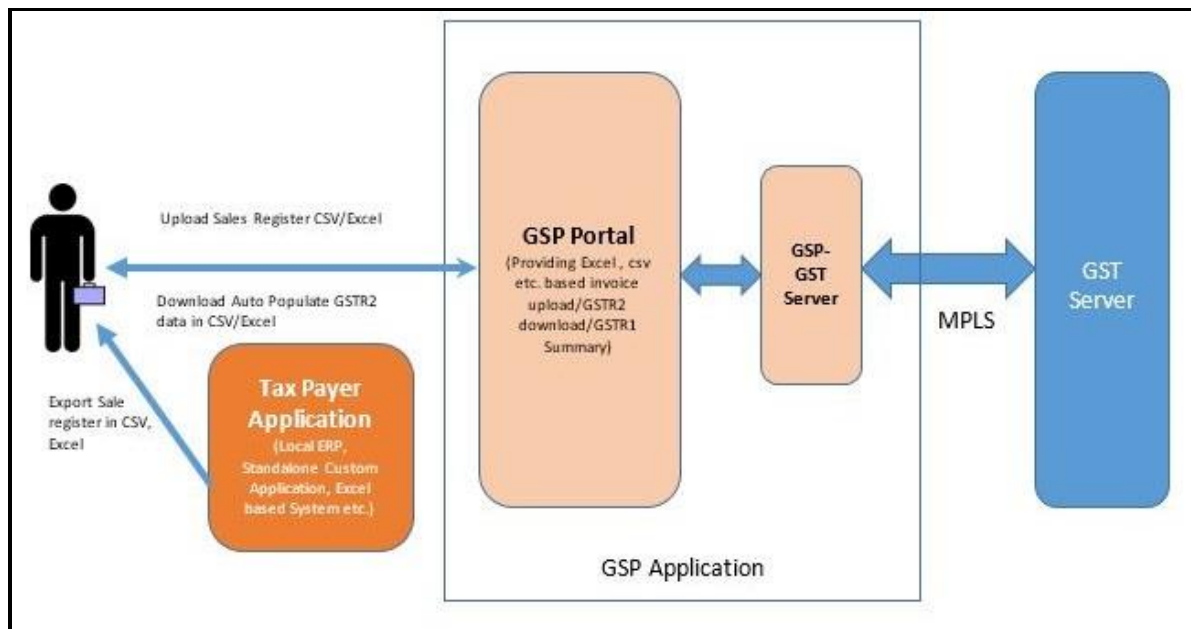


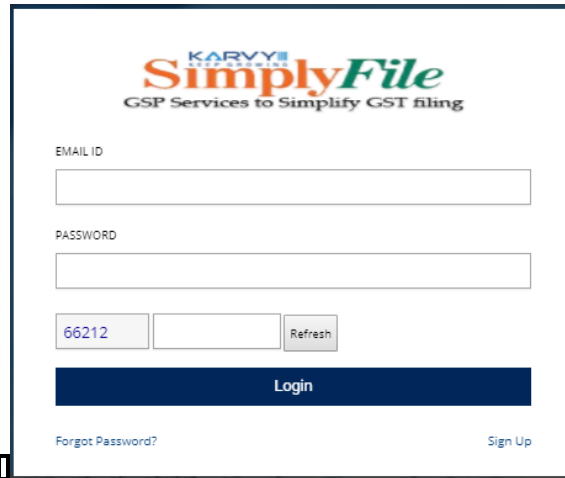
Figure 1 GST System

## 2. Signup

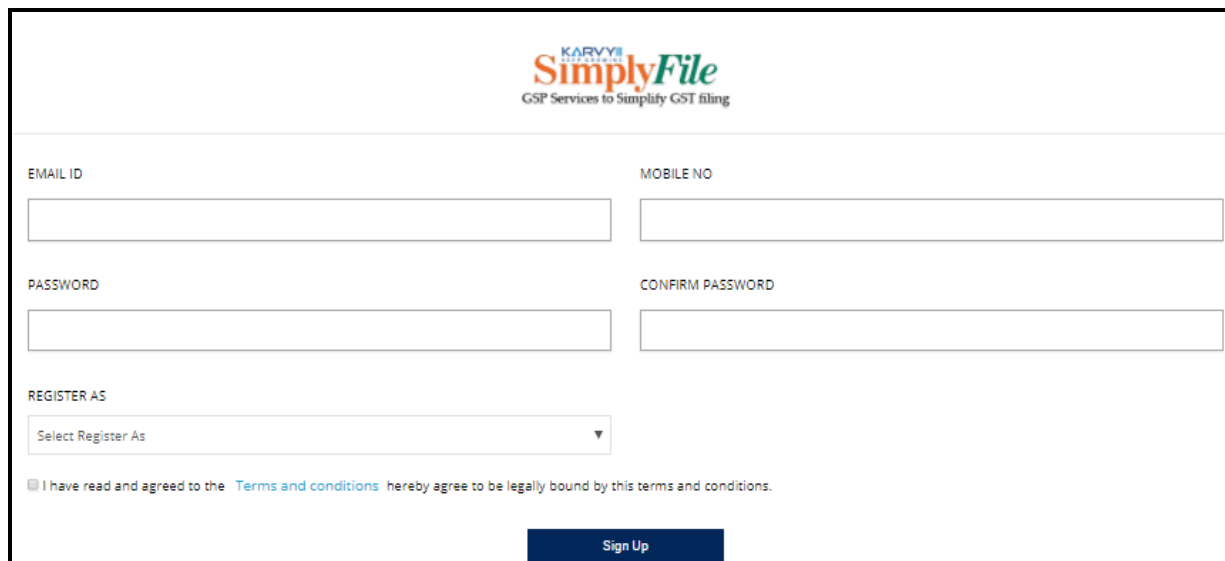
As a new user, you need to create an account to access the application.

A. To create account:

1. Go to <http://asp.karvygst.com/>
2. The login page shown in the below figure appears. Click **Signup**.

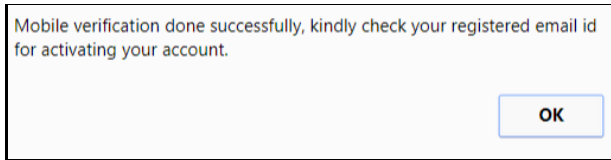


3. Enter details in following fields:
  - Email ID
  - Mobile No
  - Password
  - Confirm Password
4. Select Tax Payer from **REGISTER AS** drop-down.
5. Select Terms and Conditions checkbox.
6. Click **Signup**.

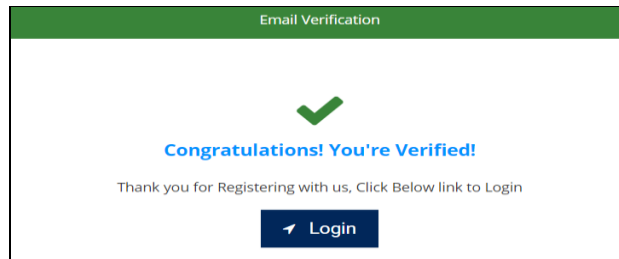




7. Enter OTP that is sent on your registered number, and click **Submit**. A screen appears displaying the message that verification is done successfully.



8. Click **Ok**. You will be directed to log in page.
9. Enter your email ID and password to login. A message pop-up appears stating that the email verification link has been sent to your registered ID. When you click the verification link, the below success message appears.



10. Click **Login**.

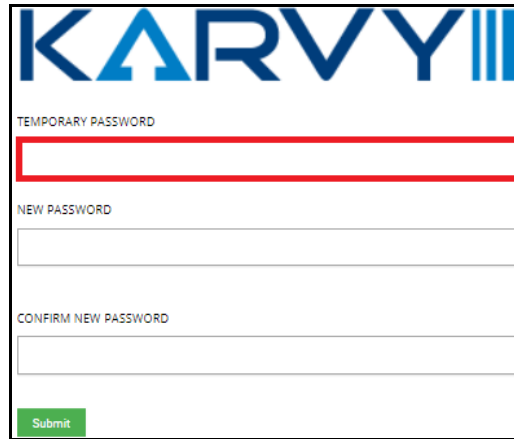
#### B. Forgot Password

1. In case you forget your password, do the following:
2. Go to <http://asp.karvygst.com/Registration/ForgotPassword>
3. Click **Forgot Password**. You will be prompted to enter the email ID as shown below.

A screenshot of a web form for forgotting a password. At the top is the "KARVY SimplyFile" logo. Below it, the text "EMAIL ID" is followed by a white input field with a thin grey border. Underneath the input field is a wide, dark blue button with the word "Send" in white. At the bottom left, there is a link that says "Login", and at the bottom right, there is a link that says "Sign Up".

4. Enter the registered email ID, and click **Send**.

5. Click on the link which you have received in the email. Directs you to page as shown in below figure.
6. Enter the temporary password sent to your ID. Enter a new password of your choice and re-enter the same password in **Confirm** Password field. A message appears that your password has been successfully changed.



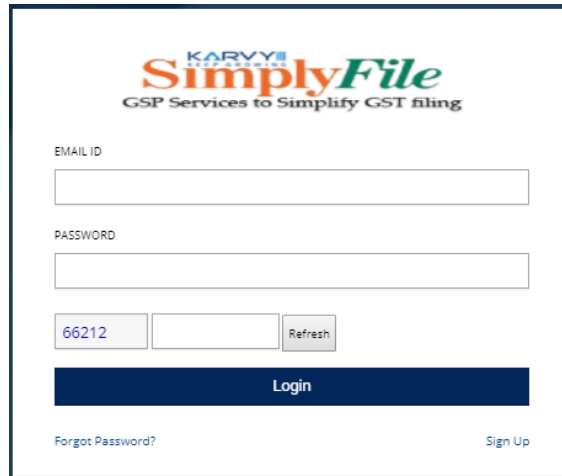
The screenshot shows the KARVY login interface. At the top is the KARVY logo. Below it, the text 'TEMPORARY PASSWORD' is followed by a text input field, which is highlighted with a red border. Below this, the text 'NEW PASSWORD' is followed by a text input field. Below that, the text 'CONFIRM NEW PASSWORD' is followed by another text input field. At the bottom left of the form is a green 'Submit' button.

**NOTE:**

1. Mandate to verify Email ID and Mobile Number to get login to the application.
2. To Sign-up to the application password should be at least of 6 characters, with one numeric, one special character and one uppercase letter.

### 3. Login

1. Go to <http://asp.karvygst.com/>
2. The screen shown below appears. Enter your email ID and password, and click **Login**.



The image shows the login page of the Karvy SimplyFile portal. At the top, the logo reads 'KARVY SimplyFile' with the tagline 'GSP Services to Simplify GST filing'. Below the logo, there are two input fields: 'EMAIL ID' and 'PASSWORD'. Under the password field, there is a CAPTCHA box displaying '66212' and a 'Refresh' button. A large blue 'Login' button is positioned below the input fields. At the bottom of the page, there are two links: 'Forgot Password?' on the left and 'Sign Up' on the right.

3. Click the **Get Started** shown in the figure below.



The image shows the welcome page after a successful login. At the top, the logo reads 'KARVY KEEP GROWING'. Below the logo, the text 'Welcome ram2319@gmail.com' is displayed. A message follows: 'Thank you for choosing KarvyGST for your filing needs. If there's ever anything we can do to help, do let us know at Support@KarvyGst.com'. At the bottom, there is a blue button labeled 'Get Started' with a right-pointing arrow.

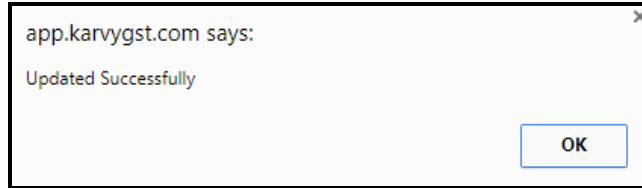
## 4. My Account

1. On clicking **Get Started**, Account Details page is displayed.
2. Enter appropriate details in the fields shown in the figures below. Fields marked with red asterisk (\*) are mandatory to enter.

Entity Type *		Head Office/Group	
Constitution of Business * ⓘ		Taxpayer Type * ⓘ	
Public Limited Company ▼		Regular Dealer	
Industry * ⓘ			
Online information and database access service and/ or retrieval service through computer network ▼			
GSTIN * ⓘ e.g: 11AAAAA8089A1Z5		Business Name *	
<input type="text"/>		<input type="text"/>	
Name * ⓘ		Mobile No * ⓘ	
<input type="text"/>		<input type="text"/>	
Email ID * ⓘ		City *	
<input type="text"/>		<input type="text"/>	
Address *		Postal Code *	
<input type="text"/>		<input type="text"/>	
State		Aggregate Turnover in the preceeding financial year * ⓘ	
<input type="text"/>		<input type="text"/>	
Aggregate Turnover * ⓘ		Logo	
<input type="text"/>		<input type="text"/>	
Return Period Type **Please select same as entered in GSTN portal.			
Select ▼			

Alternate Details		Terms And conditions	
Name *		<input type="text"/>	
<input type="text"/>			
Email ID *		Sample Excel	
<input type="text"/>			
Mobile No *		Upload File :	
<input type="text"/>		<input type="button" value="Choose File"/> No file chosen	
		Max 500 characters	

3. Once you enter all the details, click **Submit**.  
A message appears stating that the entered details are updated successfully.



**Note:** Constitution of Business means the legal structure of the business like Private Limited, Public Limited, LLP, Partnership etc.

## 5. Dashboard

Dashboard displays the summary information about the entity. It summarizes return information like inward supply, outward supply, top customers and suppliers. The data is shown in form of graphical and pictorial representation.

**Help**-Help button in all pages provides you PowerPoint and video presentation for clear understanding.

**Tooltips**-hover over the mouse pointer you will get the description.

Details of all intra-state & inter-state outward supplies made to registered and unregistered persons

ALL 1

GSTIN

36AADCK4066C1Z5

Financial Year

2017 - 2018

From Date

01/07/2017

To Date

09/12/2017

Search

Outward Supplies

Particular	Count	Amount ₹
Inter state	1	₹ 1,180.00
Intra state	0	₹ 0.00
Export	0	₹ 0.00
<b>Total</b>	<b>1</b>	<b>₹ 1,180.00</b>

Inward Supplies

Particular	Count	Amount ₹
Inter state	0	₹ 0.00
Intra state	0	₹ 0.00
Import Goods Services	0	₹ 0.00
<b>Total</b>	<b>0</b>	<b>₹ 0.00</b>

MONTHLY SUMMARY

Outward Supplies

Inward Supplies

Compliance Tracker

Month/Year

Go

Return Tracker	Due Date	Filed on	Delayed (Yes/No)	No of days delay

Client Ledger Balance Tracker

Month/Year

Go

Cash Ledger				Electronic Credit Ledger				Liability Ledger				
Name of Ledger	IGST	CGST	SGST	CESS	IGST	CGST	SGST	CESS	IGST	CGST	SGST	CESS

- On Dashboard, at the top of the right corner of the page, click on your name. It displays a drop-down with three options: My Account, Change Password and Logout.

2. Select the required option. On selecting **My Account**, it directs to My Account page as shown below and shows the details displayed in the screen below.

BUSINESS DETAILS

Edit

Entity Type \*

Company

Constitution of Business \*

Government Company

Taxpayer Type \*

E-Commerce Operator

Industry \*

Air travel agent services

GSTIN/UIN \* e.g : 11AAAAA8089A1Z5

33GSPTN0051G1ZK

Business Name \*

Karvy

GSTIN User ID \*

graylog@c.tn.1

Mobile No \*

9999999999

## 6. GSTIN Activation

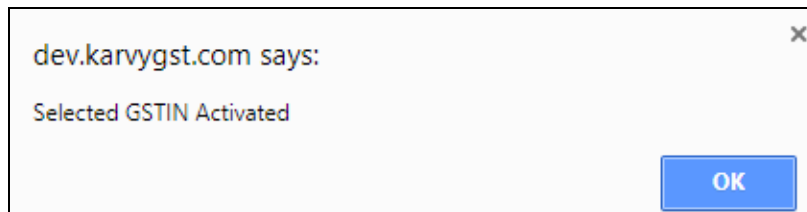
1. Karvy provides feature to work on multiple GSTINs in single login. You can activate GSTIN of a user.
2. On clicking GSTIN number, you will be directed to SELECT GSTIN page.



3. The screen below appears with the following details: Type, GSTIN User ID and GSTIN.

Type	GSTIN UserID	GSTIN	
Self	graylogicta.1	33GSPTN0051G1ZK	Select GSTIN
Branch	Karvy Gachibowli	32IUYTG809AI25	Select GSTIN
Company	HYER-22:1	03AACCL1001E120	Select GSTIN
Company	MAN-7&8	13AACT11001F27W	Select GSTIN
Company	UMM-1234	36AACCL1001E12R	Select GSTIN

4. On clicking **SELECT GSTIN**, a message appears stating that selected GSTIN is activated.



5. Click **OK**. You will be directed to Dashboard and able to view all the related details of the selected GSTIN.

**Note:** All the data of the activated GSTIN will be populated in all the following tabs on the left side of the pane.



## 7. Masters

### 7.1. GSTIN

In GSTIN, you have access to multiple GSTINs. This functionality provides add, delete, edit, view and import the multiple GSTINs.

**GSTIN** Home / GSTIN Details

**GSTIN DETAILS**

Search:

**Action**

- Add
- Edit
- View
- Delete
- Import
- Cancel

Select All	GSTIN	GSTIN User ID	Name	State Name	City	Type	Taxpayer Type	Captured From	
<input type="checkbox"/>	12AAAFK4541A1Z8	2312313	test three	Arunachal Pradesh	fdgikjhjk	Company	Registered Person	WebExcel	
<input type="checkbox"/>	14EAAFK9296A1Z9	2121	test five	Manipur	hjkhj	Company	Registered Person	WebExcel	Karvytn
<input type="checkbox"/>	11EBBFK9232A1Z7	22121	test twoo	Sikkim	fdgdfg	Company	E-Commerce Operator	WebExcel	Karvytn
<input type="checkbox"/>	33ASAAA1254A1Z9	5561561561	test one	Tamil Nadu	sfdghfghfgh	Company	E-Commerce Operator	WebExcel	Karvytn

Showing 1 to 4 of 4 entries

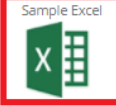
First Previous **1** Next Last

#### 7.1.1 Actions

The following are the actions you can perform from **Action** drop-down.

- **Add:** Select **Add** and enter the appropriate GSTIN details, and click **Submit**. Fields marked with red asterisk are mandatory to enter.
- **Edit:** Select **Edit** to modify the required details, and click **Submit** to update the modified details.
- **View:** Select **View** to view the GSTIN details.
- **Delete:** Select **Delete** to delete any unwanted GSTIN details.
- **Import:**
  - Select **Import** to bulk import the GSTIN details from an excel.

**GSTIN UPLOAD**

Sample Excel 

Upload File : **Choose File** No file chosen

Description :

**Upload** **Cancel**

- In **GSTIN Upload** screen, select **Sample Excel** to download the excel format.
- Fill the details in the appropriate columns and click Import. It maps all the excel parameters with the existing parameters. Click **Next**.

**Note:** If the details are valid, they are displayed under Valid GSTIN Details and you will have an option to save the details. Else, they will be reflected as invalid details. To view the error, click **Export**. The last column in the excel displays the error.

## Field Info

**Aggregate Turnover:** Aggregate Turnover means the aggregate value of all taxable supplies (excluding the value of inward supplies on which tax is payable by a person on reverse charge basis), exempt supplies, exports of goods or services or both and inter-State supplies of persons having the same Permanent Account Number, to be computed on all India basis but excludes central tax, State tax, Union territory tax, integrated tax and cess.

**Exempt supply:** It describes supply of any goods or services or both which attracts *nil* rate of tax or which may be exempt from tax under section 11, or under section 6 of the Integrated Goods and Services Tax Act, and includes non-taxable supply.

**Constitution of Business:** Constitution of business means the legal structure of the business like Private Limited, Public Limited, LLP and Partnership.

**Reverse Charge Applicability:** Whether Tax payable by recipient of supply.

**Reverse Charge:** It is defined as tax payable by recipient of supply.

## 7.2. Authorized Signatories

On clicking Authorized Signatories, you will be directed to authorized signatory details page as shown below.

AUTHORIZED SIGNATORY DETAILS									
Search: <input type="text"/>									
<input type="checkbox"/>	Name	Designation	Mobile	Email	PAN	Whether Updated in GSTN ?	Sign PAN	Captured From	Action
<input type="checkbox"/>	karvy	executive	9856985698	karvy@karvy.com	UPNII0613G	Yes		WebManual	View Edit Cancel Karvytn
<input type="checkbox"/>	fghgh	dghdgh	9876541230	txtStartDate@gmail.com	AABPL1234C	No	Sign PAN	WebManual	Karvytn
<input type="checkbox"/>	Test	dfghdsrtg	9844651235	karvy.tn.1@gmail.com	AAAPL1234C	No	Sign PAN	WebManual	Karvytn

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

### 7.2.1 Actions

- Add:** Click Add and enter the required signatory details, and click Submit.
- Edit:** Select the required signatory and click **Edit** to modify any entered details. Select Whether Updated in GSTIN checkbox if you have updated in GSTIN. Click **Update** once you modify the details.
- View:** Click **View** to view the signatory details of the selected signatory.
- Cancel:** Select the required signatory and select **Cancel**.

## 7.3 Search Tax Payer

To search a tax payer, enter the tax payer details in Search GSTIN No box and click Search to see tax payer's details screen.

And use VALIDATE GSTIN for bulk search by uploading the GSTINS through the excel file. To download sample excel click **Sample Excel**.

TAXPAYER DETAILS ⓘ		VALIDATE GSTIN	
Search GSTIN No :		Sample Excel	Upload File :
<input type="text" value="GSTIN NO"/>			<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Search"/>		<input type="button" value="Upload"/>	<input type="button" value="Cancel"/>

## 7.4. Customers

This page displays all customer details, all domestic and foreign customers with or without GSTIN.

CUSTOMER DETAILS						
Search: <input type="text"/>		Records				
<input type="checkbox"/> Select All	Customer Name	GSTIN/UID	Mobile	Email	Captured From	
<input type="checkbox"/>	varun	NA	7878899990	sd@gmail.com	WebManual	
<input type="checkbox"/>	r	NA	88888888888888	rd@gmail.com	WebManual	Karvy
<input type="checkbox"/>	varun motars	NA	8888888888	varun@gmail.com	WebManual	Karvy
<input type="checkbox"/>	qa	381234567890	9876789876	qa@gmail.com	WebManual	Karvy
<input type="checkbox"/>	sas	123456789098	9875455545	das@gmail.com	WebManual	Karvy

**Action**  
Add  
Edit  
View  
Delete  
Import  
Export

### 7.4.1 Adding Customer Details

1. Select **Add** to add customer details.
2. If you want to add Foreign Customer, select **Yes**. Else, **No**. Default is No for foreign customer
3. On selecting **NO**, **Is GSTIN/UID available** option appears.
4. If you select **Yes** from **Is GSTIN/UID available**, **Customer GSTIN/UID** field appears.

#### ADD CUSTOMER

Is Foreign Customer ? \*

☐ Yes ☒ No

Is GSTIN/UID available? \*

☐ Yes ☒ No

Customer Name \*

First Name \* Last Name \*

Email \* Mobile \*

Phone Company

Website Logo

No file chosen

Address *		State *	
<input type="text"/>		<input type="text" value="Select State"/>	
City *		Postal Code *	
<input type="text"/>		<input type="text"/>	
Same As Billing Address *		<input checked="" type="radio"/> Yes <input type="radio"/> No <div> <input type="radio"/> Rectangular Snip         </div>	
Nature of Organization *			
<input type="text" value="Select Organization"/>			
Primary Contact Details		Secondary Contact Details	
Name *		Name	
<input type="text"/>		<input type="text"/>	
Email *		Email	
<input type="text"/>		<input type="text"/>	
Mobile *		Mobile	
<input type="text"/>		<input type="text"/>	
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

5. Select nature of business from **Select Organization** drop-down.
6. On clicking **Submit**, message appears stating that data is submitted successfully.

#### 7.4.2 Editing Customer Details

Click **Edit** to modify any of the entered details, and click **Submit**.

#### 7.4.3 Viewing Customer Details

Click **View** to see the customer details.

#### 7.4.4 Deleting Customer Details

Click **Delete** to delete any unwanted record.

#### 7.4.5 Importing Customer Details

Click **Import** to bulk import the customer details. Follow the same procedure mentioned for Import option in GSTIN section. For more clarification refer to [Actions](#) in GSTIN

## 7.5. Suppliers

This page displays the supplier's details, and this gives you an option to add, delete, view, and import the data of the suppliers.

SUPPLIER DETAILS							
Search: <input type="text"/>							
<input type="checkbox"/> Select All	Name	GSTIN	Mobile	Email	State	Captured	Action
<input type="checkbox"/>	NoGSTN Supplier	NA	7525649821	karvy.nogstn@gmail.com	Maharashtra	WebExcel	Record Add Edit View Delete Import
<input type="checkbox"/>	F Supplier	NA	5912781278	NA	NA	WebExcel	Karvy
<input type="checkbox"/>	pravalya	36HGSJH2557Z22	7845456465	pravalya@graylogic.in	Telangana	WebManual	Karvy
<input type="checkbox"/>	rakesh	NA	9985656565	sdg@gmail.com	Bihar	WebManual	Karvy
<input type="checkbox"/>	Ramu	NA	NA	NA	NA	WebManual	Karvy
<input type="checkbox"/>	s	NA	55555555555555	NA	NA	WebManual	Karvy
<input type="checkbox"/>	pop	NA	7777777777	pop@gmail.com	Goa	WebManual	Karvy

### 7.5.1 Adding Supplier Details

1. Select **Add** to add supplier details.
2. If you want to add Foreign supplier, Select **Yes**. Else, **No**. Default is No for foreign customer.
3. On selecting **No**, Is **GSTIN/UIN available** option appears.
4. If you select **Yes** from Is **GSTIN/UIN available**, **Customer GSTIN/UIN** field appears.

#### ADD SUPPLIERS

Is Foreign Supplier? \*

☐ Yes ☒ No

Is GSTIN/UIN available? \*

☒ Yes ☐ No

Supplier GSTIN \* Eg: 11AAAAA1212A1Z5

Name \*

Email \*

Phone

Mobile \*

City \*

Address

Nature of organization

Select Organization

Reverse Charge Applicability \*

☒ Yes ☐ No

Choose File | No file chosen

Logo

State \*

Select State

Postal Code \*

Vendor Code

5. Select nature of business from **Select Organization** drop-down.

Primary Contact Details	Secondary Contact Details
Primary Contact Name *	Secondary Contact Name
<input type="text"/>	<input type="text"/>
Primary Contact Email *	Secondary Contact Email
<input type="text"/>	<input type="text"/>
Primary Contact Mobile *	Secondary Contact Mobile
<input type="text"/>	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

6. On clicking **Submit**, message appears stating that data is submitted successfully.

### 7.5.2 Edit, View, Delete and Import

- **Edit:** Click Edit to modify any of the entered details, and click Update.
- **View:** Click View to see the supplier details.
- **Delete:** Click **Delete** to delete any unwanted record.
- **Import:** Click **Import** and follow the procedure as directed in previous sections if you want to bulk import supplier details from excel. For more clarification refer to [Actions](#) in GSTIN

## 7.6 Products

This page displays the product details. The data can be customized as per taxpayer's requirement.

PRODUCTS												Action
Search: <input type="text"/>												<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/> <input type="button" value="Import"/>
Select All	Category	HSN/SAC	Product ID	UQC	IGST Rate	CGST Rate	SGST Rate	UTGST Rate	Reverse Charge	Captured From	Description	
<input type="checkbox"/>	Goods	8708	abc002	Number	28	14	14	14	No	WebManual	Parts and accessories of the motor ve- hicles of headings 8701 to 8705 [other than specified parts of tractors]	
<input type="checkbox"/>	Goods	8708	abc001	Number	18	9	9	9	No	WebManual	Parts and accessories of the motor ve- hicles of headings 8701 to 8705 [other than specified parts of tractors]	
<input type="checkbox"/>	Goods	352	123	Billions Of Units	00000	35	1	1	No	WebManual	test	
<input type="checkbox"/>	Services	1111111111	11234		2	4	11	4	Yes	WebManual		
<input type="checkbox"/>	Goods	995424	1002	Carat	18	9	9	9	Yes	WebManual	General construction services of local water & sewage pipelines, electricity and communication cables & related works	

### Actions

- **Add:** Click Add and enter the product details, and click Submit.
- **Edit:** Select the required product and click **Edit** to modify any entered details. Click **Update** once you modify the details.
- **View:** Click **View** to view the product details of the selected product.
- **Delete:** Select the product to delete and click **Delete**.
- **Cancel:** Select the required product and select **Cancel**.
- **Import:** Click **Import** and follow the procedure as directed for Import option in previous sections to bulk import supplier details from an excel. For more clarification refer to [Actions](#) in GSTIN

## 7.7 HSN/SAC Master

This page displays the HSN/SAC details of goods/services as shown in the figure below. It also allows you to select the category, whether goods or services, and search for the required item details through HSN/SAC code along with rate and description.

Category\*

☐ Goods
 ☒ Services

Rectangular Snip

Search:

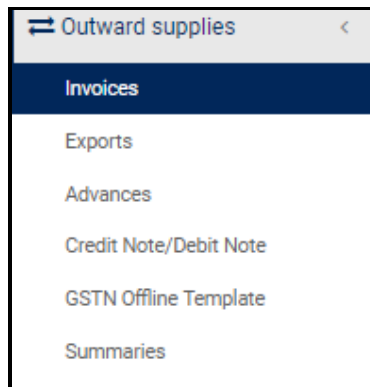
Records per page

10

Sno	Category	HSN/SAC	Description	UQC	IGST Rate%	CGST Rate%	SGST Rate%	UTGST Rate%	Reverse Charge
1	Services	995468	Other installation services n.e.c.		18	9	9	9	
2	Services	995466	Lift and escalator installation services		18	9	9	9	
3	Services	9999	Services by a foreign diplomatic mission located in India.						

## 8. Outward supplies

Outward supplies in GST means data of outward supply of goods and services. All the outward supplies data is bifurcated in Invoices, Exports, Credit/Debit Notes and Advances



### 8.1. Invoices

This page displays all the invoice details for domestic, SEZ and Deemed Exports and gives you an option to add, edit, view, delete and import details.

To get the invoice details for a period, enter the **To** and **From** date columns, and click **Go**. It displays all the details of that period.

INVOICE DETAILS										Action
From Date		To Date		Go						
01/10/2017		10/10/2017								
ALL		B2B		B2CL		B2CS				
Type	Invoices Count	Total Invoice Amount (₹)	Total IGST Amount (₹)	Total CGST Amount (₹)	Total SGST Amount (₹)	Total UTGST Amount (₹)	Total SGST Cess (₹)	Approve Count	Not Approve Count	
B2B	11	₹32,29,019.00	₹3,90,300.00	₹13,707.03	₹15,442.41	₹0.00	₹25,069.00	2	9	
B2CL	1	₹2,76,000.00	₹46,000.00	₹0.00	₹0.00	₹0.00	₹0.00	0	1	
B2CS	1	₹23,900.00	₹3,600.00	₹0.00	₹0.00	₹0.00	₹300.00	0	1	
Total	13	₹35,28,919.00	₹4,39,900.00	₹13,707.03	₹15,442.41	₹0.00	₹25,369.00	2	11	

Filter														
Select														
													Records per page	10
Select All	GSTIN	Customer Name	Invoice No	Invoice Date	Invoice Val(₹)	Invoice Status	Invoice Type	IGST Amount(₹)	CGST Amount(₹)	SGST Amount(₹)	UTGST Amount(₹)	Cess Amount(₹)	Captured From	Created By
<input type="checkbox"/>	29AAAC0320171	CHANDRA	29AAAC0320171	2017-10-01	2017-10-01	New Approved	Out	8000	2000	2000	800	800	Web Manual	Kanaka
<input type="checkbox"/>	29AAAC0320171	CHANDRA	29AAAC0320171	2017-10-01	2017-10-01	New Approved	Out	12000	3000	3000	1200	1200	Web Manual	Kanaka



### 8.1.1 Adding Invoice Details

1. Select **Add** from Actions drop-down.
2. Enter appropriate details in the fields. Fields marked with red asterisk are mandatory to enter.
3. If you want to add Amended details, select **Yes**. Else, **No**.
4. On selecting **Is Amended**, Original invoice no, Original Invoice date, Original GSTIN/UIN fields appear.

#### ADD INVOICE

☒ Is Amended

Original invoice no. \*

Original invoice date \*

Original GSTIN/UIN \*

☒ Is GSTIN / UIN available

GSTIN/ UIN of the customer \* ⓘ

Name Of the Customer

Invoice Type \* ⓘ

Select Invoice Type ▼

Invoice No \* ⓘ

Invoice Date \*

Total Taxable Value \*

0.00

Total invoice Value \*

0.00

Percentage of reverse charge \*

GSTIN of e-commerce operator

POS \* ⓘ

Select POS

Difference Percentage

Recipient state code ⓘ

Select State

Whether any tax was paid on advance received against this invoice

☒ Yes
 ☐ No

Indicate if the invoice is cancelled

☒ Yes
 ☐ No

5. If you select **Yes** from **Is GSTIN/UIN** available, **Customer GSTIN/UIN** field appears.
6. If you have paid tax on any advance against this invoice, select **Yes**. Else, **No**. On selecting **Yes**, from **Whether any tax was paid on any advance received against this invoice**, Advance document details fields appear as shown below.

Recipient state code  
Select State

Whether any tax was paid on advance received against this invoice  
☒ Yes ☐ No

Add AdvanceDoc

SNo	Receipt Voucher (Advance document) number	Receipt Voucher (Advance document) date	Amount of advance to be adjusted	Amount of advance tax to be adjusted	Amount of advance cess to be adjusted	Delete
1						
2						

Add

SNo	Indicate whether the supply is taxable/exempt/non-GST	HSN/SAC	HSN Description	Product Code	Quantity	UQC	Taxable value	IGST rate	IGST amount	CGST rate	CGST amount	SGST rate	SGST amount	Cess amount	Invoice value	Delete
1	Exempt														0.00	
2	Taxable														0.00	

Submit

Cancel

7. Select the required invoice type from **Invoice Type** drop-down.

Invoice Type \*

Select Invoice Type  
Select Invoice Type  
Regular B2B Invoices  
Deemed Exports  
SEZ Exports with payment  
SEZ exports without payment


8. On clicking **Submit**, a message appears stating that data is submitted successfully.

**Note:** On ADD INVOICE page, the values for total taxable and total invoice are generated as per inputs given in data fields.

### 8.1.2 Edit, View, Delete, Import, Approve Invoice Details

- **Edit:** Click **Edit** to modify any of the entered details, and click **Update**.
- **View:** Click **View** to view Invoice details. Click **Generate** to generate the tax invoice page in detailed format. If you want to print this page, click **Print**.

Print



No Invoice Available

### TAX INVOICE

Name : testjuly

GSTIN : 33GSPTN0031G12K

Address : TGS, Pink Tower, 4th Cross Street, Kopek

Customer Name : Customer GSTIN : 33GSPTN0482G12D

Invoice Number : GLTGSTIN/50005 Date of Invoice : 22/05/2017

Tax Payable Under Reverse Charge : No

**Billed to**

Name : Address : State : 33

**Shipped to**

Name : Address : State : 33

POS : Tamil Nadu (33)

Items							Tax								
							IGST	CGST	SGST	CESS					
S.No	Item Description	HSN/SAC	QTY	UOC	Rate Per Item	Value	Discount	Taxable Value	Rate	Amount	Rate	Amount	Rate	Amount	
1	105	0408	2	Unit	89100			75000	0.00	0	6,750.00	0	6,750.00	12	800
<b>Total</b>						89,100.00		75,000.00	0.00	0	6,750.00	0	6,750.00		800.00

**Terms and Conditions of Sales / Service**

1) All goods returned for Replacement must be in saleable condition with original packing.

2) We are not responsible for any transit damage / loss or leakage.

**Total Taxable Value** : 75,000.00

**IGST** : 00.00

**CGST** : 6,750.00

**SGST** : 6,750.00

**CESS** : 800.00

**Total Invoice(In Figures)** : 89,100.00

**Total Invoice(In words)** : Rupees Eighty Nine Thousand One Hundred only

- **Delete:** Click **Delete** to delete any unwanted record.
- **Import:** Click **Import** and follow the procedure as directed in previous sections if you want to bulk import any of the invoice or amended invoice details from an excel. For more clarification refer to [Actions](#) in GSTIN
- **Approve:** Click **Approve** and follow the procedure as shown below.
  - In case your GSTN session has expired, Request **OTP** screen appears.as shown in the figure below.

### OTP Verification

Your GSTIN Session is In-Active. Request for OTP inorder to Activate your Session.

Request OTP

- Click **Request OTP**. **OTP Verification** screen appears.

### OTP Verification

OTP

Submit

- Enter **OTP** received by the registered mobile number.

**SALES INVOICES**

Financial Year  
2018 - 2019 Jan Search

ALL B2B B2CL

Remarks Approve & Save To GSTN Download Json

- Select appropriate financial year, month and Select the record to approve and click **Approve & Save To GSTN**.
- Which directs you to **GSTN Response** page as shown in the figure below and which separates all the valid and invalid invoices.

**GSTN RESPONSE**
Home / GSTN Response

Valid

Search: Records per page 10

TransID	Invoice No	Invoice Value	Date
No Records Found			

Showing 0 to 0 of 0 entries First Previous Next Last

Invalid

Search: Records per page 10

TransID	Invoice No	Invoice Value	Date	Error Code	Error Message
0be4b2a4-ea80-44ec-b576-87c4af0b5457	T802000109540	8283.60	02/02/2019	RET191113	The GSTIN is invalid. Please enter a valid GSTIN.

- On approving this, the status field changes to Approved in the approve tracker page. All B2B & B2CL invoices including their amendment to be approved using this option. B2CS invoices has to be approved from summaries.

**NOTE:** Throughout the application which asks for **OTP** whenever it interacts with GSTN portal and session expires.

## 8.2. Exports

This page displays all the export invoice details for a period. It also gives you an option to add, edit, view, delete, import, and approve the export invoice details.

To view the export invoice details for a period, enter the **To** and **From** date columns, and click Go. It displays all the details of that period.

EXPORT INVOICE DETAILS

From Date

01/12/2017

To Date

04/12/2017

Go

Invoices Count

1

Invoice Amount (₹)

₹16,683.15

IGST Amount (₹)

₹0.00

Approved Count

0

Not Approved

1

Filter

Select

Records per page 10

Select All	Customer Name	Invoice No	Invoice Date	Invoice Val(₹)	Invoice Status	Invoice Type	Port Code	Shipping BillNo	Shipping BillDate	IGST Amount(₹)	Captured From	Created By
<input type="checkbox"/>		6564564	01/12/2017	16,683.15	SaveFailed	Amended				0.00	WebManual	Karvytn

Action

Add

Edit

View

Delete

Import

Import Amended

Approve

Cancel

### 8.2.1 Adding Export Invoice Details

1. Select **Add** to add invoice details.
2. Enter appropriate details in the fields shown in the figure below. Fields marked with red asterisk are mandatory to enter.
3. If you want to add Amended details, select **Yes** in **Is Amended**. Else, **No**.
4. On selecting **Is Amended**, Original invoice no, Original Invoice date fields appear.

ADD INVOICE

Is Amended

Original invoice no. \*

Original invoice date \*

Name Of the Customer

Invoice No \*

Invoice Date \*

Total Taxable Value \*

0.00

Total Invoice Value \*

0.00

Shipping port code

ShippingBillNo

Shipping Bill Date

GSTIN of e-commerce operator

Indicate if with or without payment of GST \*

Please Select Type

Difference Percentage

Whether any tax was paid on advance received against this invoice

☐ Yes
 ☒ No

Indicate if the invoice is cancelled

☐ Yes
 ☒ No

5. If you have paid tax in previous periods select yes on **Whether tax was paid in the previous periods on accounts of time of supply** radio button. Else, select **No**. On selecting **Yes**, Advance document details section appears.

Whether tax was paid in the previous periods on account of time of supply  
☒ Yes ☐ No

[Add AdvanceDoc](#)

SNo	Receipt Voucher (Advance document) number	Receipt Voucher (Advance document) date	Amount of advance to be adjusted	Amount of advance tax to be adjusted
1				

[Add](#)

SNo	Indicate whether the supply is taxable/exempt/non-GST	HSN_SAC	Description of product	ERP item code (Product code)	Quantity	UQC	Taxable value	IGST rate	IGST amount	Invoice value
1	Taxable									0.00

[Submit](#) [Cancel](#)

6. Once you enter all the details, click **Submit**. A message appears stating that data is submitted successfully.

### 8.2.2 Edit, View, Delete, import Export Invoice Details

- **Edit:** Click **Edit** to modify any of the entered details, and click **Update**.
- **View:** Click **View** to view Invoice details. Click **Generate** to view tax invoice page in detailed format.
- **Delete:** Click **Delete** to delete any unwanted record.
- **Import:** Click **Import** and follow the procedure as directed for Import option in previous sections if you want to bulk import any of the invoice and amended invoice details into an excel. For more clarification refer to [Actions](#) in GSTIN
- **Approve:** Select the record to approve and click **Approve to** approve and save to GSTIN. On approving this, the status field changes to Approved in the main page.

### 8.3. Credit Note/Debit Note

This page displays all the Credit, debit note details for a period. It also gives you an option to add, edit, view, delete, import, and approve the credit/debit notes.

To get the credit/debit details for a period, enter the **To** and **From** date columns, and click **Go**. It displays all the details of that period.

CREDIT/DEBIT NOTE DETAILS													
ALL			Registered				Unregistered						
Type	Invoices Count	Total Differential Value	Tax Amount										
Registered	39	₹10,16,183.00	IGST Amount	CGST Amount	SGST Amount	UTGST Amount	Cess Amount						
UnRegistered	17	₹1,22,100.00	₹15,195.00	₹150.00	₹150.00	₹0.00	₹5,445.00						
Total	56	₹11,38,283.00	₹2,992.19	₹2,273.17	₹2,273.17	₹0.00	₹1,35,00,10,000.00						

Filter

Select

Search:

Records per page 10

Select All	GSTIN/UIN	Customer Name	Type	Note/Voucher No	Note/Voucher Date	Total Value(₹)	IGST Amount(₹)	CGST Amount(₹)	SGST Amount(₹)	UTGST Amount(₹)	Cess Amount(₹)	Note/Voucher Status	Note/Voucher Type	Capture From
<input type="checkbox"/>	33GSPTN0051G1ZK	Rakesh	Debit	46345	28/08/2017	1,500.00	0	0	0	0	0	Not Approved	Original	Magic
<input type="checkbox"/>	33GSPTN0051G1ZK	Rakesh	Debit	746345	28/08/2017	1,500.00	0	0	0	0	0	Not Approved	Original	Magic
<input type="checkbox"/>	33GSPTN0462G1ZD	Raja	Debit	47567	01/09/2017	8,655.10	0	836.36	836.36	0	12.69	Not Approved	Original	Magic

#### 8.3.1 Adding Credit/Debit Notes

1. Select **Add** to add credit/debit note.
2. Enter appropriate details in the fields shown in the figure below. Fields marked with red asterisk are mandatory to enter.
3. If you want to add amended details, select **Yes**. Else, **No**.
4. On selecting **Is Amended**, Original note/voucher no, Original note/voucher date, Original customer name fields appear.

ADD CREDIT/DEBIT NOTE

☒ Is Amended

Original Note/Voucher No \*

Original Note/Voucher Date \*

Original Customer Name

☐ If GSTIN/UIN is available

GSTIN/UIN \*

Customer Name

Type \*

Select Type

Note/Voucher No \*

Note/Voucher Date \*

Total Value

Reason For Note \*

Select Reason For Note

Invoice No \*

Invoice Date \*

Invoice Value \*

POS \*

Select POS

5. If you select **Is GSTIN/UIN available**, Customer GSTIN/UIN field appears.

6. Once you enter all the details, click **Submit**. A message appears stating that data is submitted successfully.

### 8.3.2 Edit, View, Delete, import Export Invoice Details

- **Edit:** Click **Edit** to modify any of the entered details, and click **Update**.
- **View:** Click **View** to view Invoice details. Click **Generate** to view tax invoice page in detailed format.
- **Delete:** Click **Delete** to delete any unwanted record.
- **Import:** Click **Import** and follow the procedure as directed if you want to bulk import any of the invoice and amended invoice details into an excel. For more clarification refer to [Actions](#) in GSTIN
- **Approve:** Select the record to approve and click **Approve** to approve and save to GSTIN. On approving this, the status field changes to Approved in the main page. All B2B & B2CL invoices including their amendment to be approved using this option. B2CS invoices has to be approved from summaries.

### Field Info

**Cess Amount:** Compensation cess applicable as per The Goods and Services Tax (Compensation to States) Act, 2016.

### 8.4 Advances

This page displays all the details of received advances for a period. It also gives you an option to add, edit, view, delete, import, and approve the export invoice details.

To get the Advances details for a period, enter the **To** and **From** date columns, and click **Go**. It displays all the details of that period.

OUTWARD SUPPLIES

Home / Advances

ADVANCE RECEIVED

From Date

To Date

Go

Type	Invoices Count	Total Invoice Amount (₹)	Total IGST Amount (₹)	Total CGST Amount (₹)	Total SGST Amount (₹)	Total UTGST Amount (₹)	Total Cess Amount (₹)
Registered	0	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
UnRegistered	1	₹10,900.00	₹900.00	₹0.00	₹0.00	₹0.00	₹0.00
Total	1	₹10,900.00	₹900.00	₹0.00	₹0.00	₹0.00	₹0.00

Filter

Select

Records per page

10

Select	GSTIN/UIN	Customer Name	Document No	Document Date	Invoice Status	Invoice Type	Invoice Value(₹)	IGST Amount(₹)	CGST Amount(₹)	SGST Amount(₹)	UTGST Amount(₹)	Cess Amount(₹)	Captured From	Created By
<input type="checkbox"/>		sriniutests	464646	04/12/2017	Not Approved	Original	10,900	900	0	0	0	0	WebManual	Karvyn

Action

Add

Edit

View

Delete

Import

Import Amended

Cancel



#### 8.4.1 Adding Advances Received

1. Select **Add** to add advances received.
2. Enter appropriate details in the fields shown in the figure below. Fields marked with red asterisk are mandatory to enter.
3. If you want to add Amended details, select **Yes**. Else, **No**.
4. On selecting **Is Amended**, Original note/voucher no, Original note/voucher date, Original customer name fields appear.

ADVANCE RECEIVED

Is Amended

Original Document No \*

Original Document Date \*

Original GSTIN/UIN \*

Is GSTIN / UIN available

GSTN / UIN \*

CustomerName

Receipt Voucher number \*

Difference Percentage

Recipient state code \*

Select State

POS (only if different from the location of receipt) \*

Select State

Receipt Voucher date \*

Indicate if the invoice is cancelled

☐ Yes
☒ No

Add

ITEMS

Sno	Taxable/Exempt/Non-GST	HSN/SAC	HSN Description	Product Code	Quantity	UQC	Amount of advance	IGST Rate	IGST Amount	CGST Rate	CGST Amount	SGST Rate	SGST Amount	Cess Amount	Total Value
1	Taxable														

Chat With Us

5. If you select **Yes** from **Is GSTIN/UIN available**, **Customer GSTIN/UIN** field appears.
6. Once you enter all the details, click **Submit**. A message appears stating that data is submitted successfully.

#### 8.4.2 Edit, View, Delete, import Export Invoice Details

- **Edit:** Click **Edit** to modify any of the entered details, and click **Update**.
- **View:** Click **View** to view Invoice details. Click **Generate** to view tax invoice page in detailed format.
- **Delete:** Click **Delete** to delete any unwanted record.
- **Import:** Click **Import** and follow the procedure as directed if you want to bulk import any of the invoice and amended invoice details into an excel. For more clarification refer to [Actions](#) in GSTIN
- **Approve:** Select the record to approve and click **Approve** to approve and save to GSTIN. On approving this, the status field changes to Approved in the main page.

## 8.5. GSTN Offline Template

GSTN Offline Template is used to upload the GSTR1 data in GSTN excel template.

Importing the Invoice Details

1. Select **GSTIN Offline Template**. Select the required **Return period** from drop-down.
2. Click **Sample Excel** to download the excel format to upload the details.
3. Once you enter all the details in the excel, select the Upload and click **Submit**.
4. Click on “Save” in each tab to save the data in Karvy ASP. Click on “export in each tab to view invalid data

GSTN OFFLINE TEMPLATE

Home / GSTN Offline Template

GSTN OFFLINE TEMPLATE

B2B

B2CL

B2CS

EXP

Documents

HSN Summary

Advance

Advance Adjustments

Exempted

Credit/Debit For Registered

Credit/Debit For UnRegistered

B2CS Valid Summary

Summary

Invoices Count	5
----------------	---

Save B2CS

B2CS Invalid

No Records Found

GSTN OFFLINE TEMPLATE

Home / GSTN Offline Template

GSTN OFFLINE TEMPLATE

B2B

B2CL

B2CS

EXP

Documents

HSN Summary

Advance

Advance Adjustments

Exempted

Credit/Debit For Registered

Credit/Debit For UnRegistered

B2B Valid Invoices

No Records Found

B2B Invalid Invoices

Summary

Invoices Count	12
B2B Total Invoice Amount	₹ 5,17,000.00

Export B2B

### Note:

- a. If the details are valid, they are displayed under Valid GSTIN Details and you will have an option to save the details. Else, they will be reflected as invalid details. To view the error, click **Export**. The last column in the excel displays the reason for error.

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Classified – Public

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- b. Data related to B2CS Summary, HSN Summary, Exempted Summary, Advances Summary, Advances Adjustments Summary, Documents Summary will be displayed in Summaries tab.
- c. On GSTN Offline Template page, data related to Exports, Credit/ Debit Note etc. will be displayed on related tabs in Outward Supplies → Invoices.

GSTN OFFLINE TEMPLATE
Home / GSTN Offline Template

GSTN OFFLINE TEMPLATE

Return Period :

Sample Excel

Upload File : No file

Choose File

Sep-2017

Apr-2017

May-2017

Jun-2017

Jul-2017

Aug-2017

Sep-2017

Description :

Submit
Cancel

## 8.6. Summaries

This tab gives you the summary of outward supplies.

### 8.6.1. Generating Summary

1. In the GSTR1 Template screen, select required **Year** and **Month**, and click **Next** as shown below.

### GSTR1 TEMPLATE

Year

2017 - 2018
▼

Month

Aug
▼

Next

The screen shown below is displayed. To get the summary of B2CS, click that respective **Summary**. In similar manner, generate summary for other required details.

### GSTR1 ALL SUMMARY

B2CS Summary  
(GSTR 1)

Summary

HSN Summary  
(GSTR 1)

Summary

Exempted Summary  
(GSTR 1)

Summary

Advance Received Summary  
(GSTR 1)

Summary

Advance Adjusted Summary  
(GSTR 1)

Summary

Documents Summary  
(GSTR 1)

Summary

## B2CS Summary

The B2CS summary is displayed as shown below.

B2CS summary for a period is calculated as (B2CS invoices + B2CS Debit Notes – B2CS credit notes)

B2CS SUMMARY

Search:

Records per page 10

Type	Place Of Supply	Rate	Taxable Value	E-Commerce GSTIN	Cess Amount	Approve Status
No Records Found						

Showing 0 to 0 of 0 entries

First Previous Next Last

Action

Approve

Generate Summary

1. Enter the required details in Search box and click **Generate Summary** to get a summary of the details.
2. Click **Approve** to approve the details and save them in GSTIN.

## HSN Summary

The HSN summary is displayed as shown below.

HSN SUMMARY

Search:

Records per page 10

HSN	Description	UQC	Rate	Total Quantity	Total Value	Taxable Value	Integrated Tax Amount	Central Tax Amount	State_UT Tax Amount	Cess Amount	Approve Status
-----	-------------	-----	------	----------------	-------------	---------------	-----------------------	--------------------	---------------------	-------------	----------------

Action

Approve

Generate Summary

1. Enter the required details in Search box and click **Generate Summary** to get a summary of the details.
2. Click **Approve** to approve the details and save them in GSTIN.

## Exempted Summary

The Exempted summary is displayed as shown below.

EXEMPTED SUMMARY

Search:

Records per page 10

Description	Nil Rated Supplies	Exempted (Otherthan Nil NonGST Supplies)	Non-GST Supplies	Approve Status
-------------	--------------------	--	------------------	----------------

Action

Approve

Generate Summary

1. Enter the required details in Search box and click **Generate Summary** to get a summary of the details.
2. Click **Approve** to approve the details and save them in GSTIN.

## Advance Received Summary

The Advance Received summary is displayed as shown below.

ADVANCE RECEIVED SUMMARY					Action ▾
Search: <input type="text"/>				Records per page 10 ▾	
PlaceOfSupply	Rate	GrossAdvanceReceived	CessAmount	Approve Status	

1. Enter the required details in Search box and click **Generate Summary** to get a summary of the details.
2. Click **Approve** to approve the details and save them in GSTIN.

## Advance Adjusted Summary

The Advance Adjusted summary is displayed as shown below.

ADVANCE ADJUSTED SUMMARY						Action ▾
Search: <input type="text"/>					Records per page 10 ▾	
Ret Period	Place Of Supply	Rate	Gross Advance Adjusted	Cess Amount	Approve Status	

1. Enter the required details in Search box and click **Generate Summary** to get a summary of the details.
2. Click **Approve** to approve the details and save them in GSTIN.

## Documents summary

The Documents summary is displayed as shown below.

DOCUMENTS SUMMARY								Action ▾
Search: <input type="text"/>							Records per page 10 ▾	
NatureOfDocumentNo	NatureOfDocument	SrNoFrom	SrNoTo	TotalNumber	Cancelled	Netissued	Approve Status	

1. Enter the required details in Search box and click **Generate Summary** to get a summary of the details.
2. Click **Approve** to approve the details and save them in GSTIN.

## 8.7. Auto Approval

1. Click **AUTO APPROVAL** to approve entire GSTR1 for a particular month at a time.

TRACK INVOICE APPROVE		
Financial Year		
2018 - 2019 ▾	Jan ▾	<b>Next</b>

2. Select appropriate financial year, month and click **NEXT**. Directs you to details page.

3. Click **APPROVE** after verifying all the details.

#### 8.8. Auto Approval Status

Which displays all the approve status.

#### 8.9. Auto Delete

1. Click **AUTO DELETE** to delete entire GSTR1 for a particular month at a time.

**TRACK INVOICE DELETE**  
  
Financial Year  

2018 - 2019 ▼

Select Month ▼

Next

2. Select appropriate financial year, month and click **NEXT**. Directs you to details page.
3. Click **DELETE** after verifying all the details.

#### 8.10. Auto Delete Status

Which displays all the auto delete status.



5. If you want to indicate that you have purchased from a composite dealer, select the respective checkbox.

**ADD INVOICE**  
☒ **Is Amended**  
Original invoice no. \*  
  
Original invoice date \*  
DD/MM/YYYY  
  
☒ **Is GSTIN / UIN available ?**  
GSTIN/UIN of the supplier \*  
  
Name of the supplier  
  
Invoice date \*  
DD/MM/YYYY  
  
Total invoice value (₹) \*  
0.00  
POS \*  
Select POS  
Percentage of reverse charge \*

☐ **Indicate whether purchase made from a composite dealer?**  
Original GSTIN/UIN \*  
  
Invoice type \*  
Select Invoice Type  
Invoice no. \*  
  
Total taxable value (₹) \*  
0.00  
Total tax available for ITC (₹) \*  
0.00  
☒ **Yes** ☐ **No** **Indicate if tax was paid in the previous periods on account of time of supply \***

6. If you select **Yes** from **Is GSTIN/UIN available**, **Customer GSTIN/UIN** field appears.
7. If you have paid tax in the previous periods on account of time of supply, select **Yes**. Else, **No**. On selecting **Yes**, from indicate if tax was paid in the previous periods on account of time of supply, Advance document details fields appear as shown below.

Percentage of reverse charge \*  

☒ **Yes** ☐ **No** **Indicate if tax was paid in the previous periods on account of time of supply**

SNo	Payment Voucher (Advance document) number	Payment Voucher (Advance document) date	Amount of advance to be adjusted	Amount of advance tax to be adjusted
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sno	Indicate whether the supply is taxable/exempt/non-GST	HSN/SAC	Description of product	ERP item code (Product code)	Quantity	UQC	Taxable value	IGST rate	IGST amount	CGST rate	CGST amount	SGST rate	SGST amount	Cess amount	Invoice Value	Indicate eligibility of ITC	Amount of IGST available as ITC	Amount of CGST available as ITC	Amount of SGST available as ITC	Amount of cess available as ITC
1	Taxable	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Once you enter all the details, click **Submit**. A message appears stating that data is submitted successfully.
- Note:** On ADD INVOICE page, the values for Total Taxable and Total Invoice are generated as per inputs given at Data fields: Ecommerce GSTIN

### 9.1.2. Edit, View, Delete, and Import Invoice Details

- Edit:** Click **Edit** to modify any of the entered details, and click **Update**.
- View:** Click **View** to view Invoice details. Click **Generate** to generate the tax invoice page in detailed format. If you want to print this page, click **Print**.
- Delete:** Click **Delete** to delete any unwanted record.



- **Import:** Click **Import** and follow the procedure as directed in previous sections if you want to bulk import any of the invoice or amended invoice details from an excel. For more clarification refer to [Actions](#) in GSTIN
- **Approve:** Select the record to approve and click **Approve** to approve and save to GSTIN. On approving this, the status field changes to Approved in the main page.

## 9.2. Import Goods and Services

This page displays all the imported goods and services details and gives you an option to add, edit, view, delete and import details.

To get the imported goods and services details for a period, enter the **To** and **From** date columns, and click **Go**. It displays all the details of that period as shown below.

### 9.2.1. Adding Import Goods and Services Details

On ADD INVOICE page, the values for total taxable and total invoice are generated as per inputs given in data fields.

1. Select **Add** from Actions drop-down.
2. Select Goods or Services from Import Type.
3. If you select Goods, the options shown in figure below appears.

4. If you select **Yes** for **Is Purchase from SEZ** field, **Name** field appears. It is optional to enter the name of SEZ.
5. If you have paid tax in previous periods on account of time and supply, select **Yes**. An **Add AdvanceDoc** section appears prompting you to enter the tax voucher related details. However, they are optional to enter.
6. If you select **Is Amended**, **Original Invoice No**, **Original Bill No** and **Original GSTIN/UIN** fields appear and they are mandatory to enter.
7. Enter appropriate details in the required fields. Fields marked with red asterisk are mandatory to enter.
8. Once you enter all the required details, click **Submit**.

#### Services

1. If you select **Services**, the fields shown in figure below appears.

The screenshot shows a web form for 'Services'. At the top, there's a section for 'Import Type' with radio buttons for 'Goods' and 'Services'. Below this is a button labeled 'Rectangular Snip'. The 'Is Amended' field is a checkbox. The 'Name' field is a text input. The 'Invoice No' field is a text input, and the 'Invoice Date' field is a date input with a placeholder 'DD/MM/YYYY'. The 'State' field is a dropdown menu with 'Select State' as the current selection. The 'Total Taxable Value (?)' field is a text input with '0' entered. The 'Total Tax Invoice Value' field is a text input with '0.00' entered. At the bottom, there's a section for 'Whether tax was paid in the previous periods on account of time of supply' with radio buttons for 'Yes' and 'No'.

2. On selecting **Is Amended**, **Original Invoice No** and **Original Invoice date** fields appear.
3. If you have paid tax on any advance against this invoice, select **Yes**. Else, **No**. On selecting **Yes**, Add AdvanceDoc section appears prompting you to enter the tax voucher related details. However, they are optional to enter.
4. Once you enter all the details, click **Submit**. A message appears stating that data is submitted successfully.

#### 9.2.2. Edit, View, Delete, and Import Invoice Details

- **Edit:** Click **Edit** to modify any of the entered details, and click **Update**.
- **View:** Click **View** to view import goods and services details. Click **Generate** to generate the import goods and services details page in detailed format. If you want to print this page, click **Print**.
- **Delete:** Click **Delete** to delete any unwanted record.
- **Import:** Click **Import** and follow the procedure as directed in previous sections if you want to bulk import any of the imported goods and services or amended details from an excel. For more clarification refer to [Actions](#) in GSTIN
- **Approve:** Select the record to approve and click **Approve to** approve and save to GSTIN. On approving this, the status field changes to Approved in the main page.

#### 9.3. Credit Note/Debit Note

This tab displays all the credit and debit note details. It also gives you an option to add, import, approve and cancel the credit and debit note details.

Enter the **To** and **From** date columns, and click **GO** to get the details of that period.

### 9.3.1. Adding Credit/Debit Note Details

1. Select **Add** from **Actions**. The fields shown in figure below appears.

ADD CREDIT/DEBIT NOTE

☒ Is Amended
 ☐ Indicate whether purchase made from a composite dealer?

Original note/voucher no \*

Rectangular Snip

Original note/voucher date \*

☒ Is GSTIN / UIN available ?
 

GSTIN/ UIN of Supplier \*

Supplier Name

Note Type \*

Select Type ▼

Debit/Credit Note/ Refund Voucher number \*

Note Date \*

DD/MM/YYYY

Note/Voucher Value

0.00

Total Tax available at ITC(₹)

0.00

Reason for issuing debit/credit note \*

Select Reason For Note

Invoice/Document Number \*

Invoice/Document Date \*

POS

Select POS ▼

Invoice Value \*

2. On selecting **Is Amended**, **Original note/voucher No** and **Original note/voucher date** fields appear.
3. If you select **Is GSTIN/UIN** available, GSTIN/UIN of Supplier field appears.
4. Once you enter all the details, click **Submit**.

### 9.3.2. Edit, View, Delete, Import Details

- **Edit:** Click **Edit** to modify any of the entered details, and click **Update**.
- **View:** Click **View** to view Invoice details. Click **Generate** to view tax invoice page in detailed format.
- **Delete:** Click **Delete** to delete any unwanted record.
- **Import:** Click **Import** and follow the procedure as directed if you want to bulk import any of the invoice and amended invoice details into an excel. For more clarification refer to [Actions](#) in GSTIN
- **Approve:** Select the record to approve and click **Approve to** approve and save to GSTIN. On approving this, the status field changes to Approved in the main page.

#### 9.4. Advances

This page displays all the details of advance against inward supplies covered under reverse charge for a period. It also gives you an option to add, edit, view, delete, import, and approve the inward invoice details.

To get the Advances details for a period, enter the **To** and **From** date columns, and click **Go**. It displays all the details of that period.

ADVANCE AGAINST INWARD SUPPLIES

From Date

01/12/2017

To Date

05/12/2017

Go

Action

Add

Import

Import Amended

Type	Invoices Count	Total Invoice Amount (₹)	Total IGST Amount (₹)	Total CGST Amount (₹)	Total SGST Amount (₹)	Total UTGST Amount (₹)	Total Cess Amount (₹)
Registered	0	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
UnRegistered	0	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Total	0	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00

Filter

Select

Records per page

10

Select	GSTIN/UIN	Supplier Name	Document No	Document Date	Invoice Status	Invoice Type	Invoice Value(₹)	IGST Amount(₹)	CGST Amount(₹)	SGST Amount(₹)	UTGST Amount(₹)	Cess Amount(₹)	Captured From	Created By
No Records Found														

1. Select **Add** to add credit/debit note.
2. Enter appropriate details in the fields shown in the figure below. Fields marked with red asterisk are mandatory to enter.
3. If you want to add Amended details, select **Yes**. Else, **No**.
4. On selecting **Is Amended**, Original payment voucher no, Original payment voucher date, Original GSTIN/UIN fields appear.

INWARD SUPPLIES

Home / Purchase Advances / Add Invoice

ADVANCE AGAINST INWARD SUPPLIES

Is Amended

Original Payment Voucher number \*

Original Payment Voucher date \*

Original GSTIN/UIN \*

Is GSTIN / UIN available ?

GSTIN/UIN \*

POS (only if different from the location of recipient) \*

Select State

Supplier Name \*

Document No \*

Document Date \*

Add

Sno	Taxable/Exempt/Non-GST	HSN/SAC	Description	Product Code	Quantity	UQC	Amount of advance	IGST Rate	IGST Amount	CGST Rate	CGST Amount	SGST Rate	SGST Amount	Cess Amount	Total Value
1	Taxable														

5. If you select **Yes** from **Is GSTIN/UIN** available, **Customer GSTIN/UIN** field appears.

6. Once you enter all the details, click **Submit**. A message appears stating that data is submitted successfully.

### 9.4.2 Edit, View, Delete, Advances Details

- **Edit:** Click **Edit** to modify any of the entered details, and click **Update**.
- **View:** Click **View** to view inward supplies details. Click **Generate** to view these details in detailed format.
- **Delete:** Click **Delete** to delete any unwanted record.
- **Import:** Click **Import** and follow the procedure as directed if you want to bulk import any of the invoice and amended invoice details into an excel. For more clarification refer to [Actions](#) in GSTIN

## 9.5. ITC Reversal/Claim

This tab displays input tax credit reversals and claims as per relevant GST rules.

Enter the year and month in respective columns and click Go to get that period's details.

ITC REVERSAL DETAILS

Year

Month

2017 - 2018

▼

Dec

▼

Next

Action

Import

Approve

Search:

Records per page

10

Description	Invoice Count	Total IGST Amount	Total CGST Amount	Total SGST Amount	Total UTGST Amount	Total Cess Amount
Amount in terms of rule 37(2)	1	10600	10400	12700	12700	8000
Amount in terms of rule 39(1)(i)(ii)	1	-500	-4500	5600	5600	3000
Amount in terms of rule 42(1)(m)	1	-500	-4500	5600	5600	3000
Amount in terms of rule 42(2)(a)	0	0	0	0	0	0
Amount in terms of rule 42(2)(b)	0	0	0	0	0	0
Amount in terms of rule 43(1)(h)	0	0	0	0	0	0
Any other liability (Pl specify)	0	0	0	0	0	0
On account of amount paid subsequent to reversal of ITC	0	0	0	0	0	0

Showing 1 to 8 of 8 entries

First

Previous

1

Next

Last

### Importing

1. Select **Import** from **Actions**.
2. Select **Sample Excel** to download the excel and enter all the details that you want to import.
3. Select Choose file to upload the excel, and click **Upload**. The following screen displays all the excel parameters mapped with existing parameters. Click **Next**.

### Approving

Enter the year and Month to get the ITC reversals, claims for the period you want to approve. When the details are displayed, click **Approve and Save to GSTN**.

## 9.6. Summaries

This tab gives you the Composition, HSN, Advance Received and Adjusted summary for the required period.

1. When you select Summaries tab, the screen shown below is displayed. To get the summary of Composition and Others, click **Summary**. In similar manner, generate summary for other required details.

### Composition and Others

The Composition and Others displays Inward supplies from comp dealer, nil rated, exempt non-GST.

1. Enter the required details in Search box and click Generate Summary to get a summary of the details.
2. Click Approve to approve the details and save them in GSTIN.

### HSN Summary

The HSN summary is displayed as shown below.

1. Enter the required details in Search box and click Generate Summary to get a summary of the details.
2. Click Approve to approve the details and save them in GSTIN.

## Advance Received Advance

The Advance Received Summary and Advance Adjusted summary displayed as shown below.

ADVANCE RECEIVED SUMMARY					Action ▾
Search: <input type="text"/>		Records per page			10 ▾
PlaceOfSupply	Rate	GrossAdvanceReceived	CessAmount	Approve Status	

1. Enter the required details in Search box and click Generate Summary to get a summary of the details.
2. Click Approve to approve the details and save them in GSTIN.

## Advance Adjusted Summary

The Advance adjusted Summary and Advance Adjusted summary displayed as shown below.

ADVANCE ADJUSTED SUMMARY					Action ▾
Search: <input type="text"/>		Records per page			10 ▾
Ret Period	Place Of Supply	Rate	Gross Advance Adjusted	Cess Amount	Approve Status

1. Enter the required details in Search box and click Generate Summary to get a summary of the details.
2. Click Approve to approve the details and save them in GSTIN.

## 10. Returns

This tab gives you GSTR, Reconciliation and Vendor Management details

### 10.1. GST Returns

This page displays all the returns list from GSTR1 to GSTR11. Allows you to submit and file GSTR to GSTN server.

To get the summary details for a period, Select the **Year** and **Month** date dropdowns and click next, the below page displays.

**SUMMARY**

<p>Details of outwards supplies of goods or services Return (GSTR 1)</p> <p><a href="#">View</a></p>	<p>Details of auto drafted supplies of goods or services (GSTR 1A)</p> <p><a href="#">View</a></p>	<p>Details of inward supplies of goods or services Return (GSTR 2)</p> <p><a href="#">View</a></p>
<p>Details of supplies auto drafted from GSTR-1 or GSTR-5 to recipient Return (GSTR 2A)</p> <p><a href="#">View</a></p>	<p>Monthly return Return (GSTR 3)</p> <p><a href="#">View</a></p>	<p>Notice to return defaulter u/s 46 Return (GSTR 3A)</p> <p><a href="#">View</a></p>
<p>Form GSTR3B (GSTR 3B)</p> <p><a href="#">View</a></p>	<p>Quarterly return for registered persons opting composition levy Return (GSTR 4)</p> <p><a href="#">View</a></p>	<p>Auto drafted details for registered persons opting composition levy Return (GSTR 4A)</p> <p><a href="#">View</a></p>
<p>Return for Non Resident Taxable Persons Return (GSTR 5)</p> <p><a href="#">View</a></p>	<p>Details of supplies of online information and database access or retrieval services by a person located outside India made to non-taxable persons in India Return (GSTR 5A)</p> <p><a href="#">View</a></p>	<p>Return for input service distributors Return (GSTR 6)</p> <p><a href="#">View</a></p>
<p>Return for input service distributors Return (GSTR 6A)</p> <p><a href="#">View</a></p>	<p>Return for Tax Deduction at Source Return (GSTR 7)</p> <p><a href="#">View</a></p>	<p>Tax Deduction at Source Certificate Return (GSTR 7A)</p> <p><a href="#">View</a></p>
<p>Statement for Tax Collection at Source Return (GSTR 8)</p> <p><a href="#">View</a></p>	<p>Annual return (GSTR 9)</p> <p><a href="#">View</a></p>	<p>Final Return (GSTR 10)</p> <p><a href="#">View</a></p>
<p>Inward supplies statement for persons having Unique Identification Number (UIN) (GSTR 11)</p> <p><a href="#">View</a></p>	<p>Details of goods/capital goods sent to job worker and received back (GST ITC-04)</p> <p><a href="#">View</a></p>	

### Viewing GSTR1 Details

GSTR1 details include details of outward supplies of goods or services return.

1. Click **View** on GSTR1 to view those respective details.
2. The GSTR1 details are displayed in a form. You have the option to Submit GSTR1, Sign GSTR1 and File GSTR1 to GSTN server.
3. If you want to export these details into a pdf, click **Export PDF**.

### Viewing GSTR 1A Details

GSTR1 details include Details on auto drafted supplies of goods or services.

1. Click View of GSTR 1A to view those respective details.
2. The GSTR 1A details are displayed in a form.
3. If you want to export these details into a pdf, click **Export PDF**.



### Viewing GSTR 2 Details

GSTR2 details include details of inward supplies of goods or services Return.

1. Click View on GSTR2 to view those respective details.
2. The GSTR2 details are displayed in a form. You have the option to Submit GSTR2, Sign GSTR2 and File GSTR2 to GSTN server.
3. If you want to export these details into a pdf, click **Export PDF**.

### Viewing GSTR 2A Details

GSTR2A details include details of supplies auto drafted from GSTR-1 or GSTR-5 to recipient Return.

1. Click View on GSTR2 to view those respective details.
2. The GSTR2 details are displayed. On clicking **Sync Data from GSTN server** you can sync the data.
3. If you want to export these details into an excel, click **Export Excel**.

### Viewing GSTR 3 Details

GSTR3 details include details of monthly returns return.

Click View on GSTR3 to view those respective details.

### Viewing GSTR 3A Details

GSTR3A details include details of Notice to return defaulter u/s 46 Return.

Click View on GSTR3 to view those respective details.

### Viewing GSTR 4 Details

GSTR4 details include Details of Quarterly return for registered persons opting composition levy Return.

1. Click View of GSTR 4 to view those respective details.
2. The GSTR 4 details are displayed in a form.
3. If you want to export these details into a pdf, click **Export PDF**.

### Viewing GSTR 4A Details

GSTR4A details include Details of auto drafted details for registered persons opting composition levy Return.

1. Click View of GSTR 4A to view those respective details.
2. The GSTR 4A details are displayed in a form.
3. If you want to export these details into a pdf, click **Export PDF**.

### Viewing GSTR 5 Details

GSTR5 details include details of Return for Non Resident Taxable Persons Return.

1. Click View of GSTR 5 to view those respective details.
2. The GSTR 5 details are displayed in a form.
3. If you want to export these details into a pdf, click **Export PDF**.

### Viewing GSTR 5A Details

GSTR5A details include details of details of supplies of online information and database access or retrieval services by a person located outside India made to non-taxable persons in India Return.

1. Click View of GSTR 5A to view those respective details.
2. The GSTR 5A details are displayed in a form.
3. If you want to export these details into a pdf, click **Export PDF**.

### Viewing GSTR 6 Details

GSTR6 details include details of Return for input service distributors Return.

1. Click View of GSTR 6 to view those respective details.
2. The GSTR 6 details are displayed in a form.
3. If you want to export these details into a pdf, click **Export PDF**.

### Viewing GSTR 6A Details

GSTR6A details include Details of Return for input service distributors Return.

1. Click View of GSTR 6A to view those respective details.
2. The GSTR 6A details are displayed in a form.
3. If you want to export these details into a pdf, click **Export PDF**.

### Viewing GSTR 7 Details

GSTR7 details include Details of Return for Tax Deduction at Source Return.

1. Click View of GSTR 7 to view those respective details.
2. The GSTR 7 details are displayed in a form.
3. If you want to export these details into a pdf, click **Export PDF**.

### Viewing GSTR 7A Details

GSTR7A details include details of Tax Deduction at Source Certificate Return.

1. Click View of GSTR 7A to view those respective details.
2. The GSTR 4A details are displayed in a form.
3. If you want to export these details into a pdf, click **Export PDF**.

### Viewing GSTR 8 Details

GSTR8 details include Details of Statement for Tax Collection at Source Return.

1. Click View of GSTR 8 to view those respective details.
2. The GSTR 8 details are displayed in a form.
3. If you want to export these details into a pdf, click **Export PDF**.

### Viewing GSTR 9 Details

GSTR9 details include Details of Annual return.

1. Click View of GSTR 9 to view those respective details.
2. The GSTR 9 details are displayed in a form.
3. If you want to export these details into a pdf, click **Export PDF**.

### Viewing GSTR 10 Details

GSTR10 details include details of Annual return.

1. Click View of GSTR 10 to view those respective details.
2. The GSTR 10 details are displayed in a form.
3. If you want to export these details into a pdf, click **Export PDF**.

### Viewing GSTR 11 Details

GSTR11 details include details of Inward supplies statement for persons having Unique Identification Number.

1. Click View of GSTR 11 to view those respective details.
2. The GSTR 11 details are displayed in a form.
3. If you want to export these details into a pdf, click **Export PDF**.

### Viewing GST ITC 04 Details

GST ITC 04 details of goods/capital goods sent to job worker and received back.

1. Click View of GSTR ITC 04 to view those respective details.
2. The GSTR ITC 04 details are displayed in a form.
3. If you want to export these details into a pdf, click **Export PDF**.

## 10.2. GSTR2 Reconciliation

This page displays the vendor reconciliation for mismatches between purchase register and GSTN.

The reconciliation can be performed with previously downloaded data by selecting **Show offline data** or with existing GSTN data by selecting **Sync Data from GSTN Server**.

**RECONCILIATION** Home / Reconciliation

GSTIN: 33GSPTN0462G12D Year: 2017 - 2018 Month: Oct

Buttons: Sync Data from GSTN Server, Show Offline Data, Upload Json Data

Type: B2B

Summary of match and mismatch

Sno	Match	Not available as per purchase register	Not available as per GSTN server	Tax amount mismatch	Date mismatch
1	0	1	0	0	0
2	0.00	1000.00	0.00	0	0

Match MisMatch

1. To get the reconciliation details for a period, select the appropriate **Year** and **Month** from respective drop-downs.
2. Click **Match** to view all the matched details.
3. Click **Mismatch** to view all the mismatch details for transaction with registered suppliers.

**RECONCILIATION** Home / Reconciliation / Not Mapped

MISMATCH

Type: CDN

Buttons: Export Cumulative Excel Data, Export Excel for PAN, Export Excel

Not available as per purchase register Not available as per GSTN server Date mismatch Tax amount mismatch

Mismatches are displayed in the respective reasons tab.

- **Not available as per purchase details:** This tab displays the data in GSTN but not uploaded by taxpayer (receiver). For this mismatch you have accept, reject, modify, pending actions available.
- **Not available as per GSTN server:** This tab displays the data uploaded by the taxpayer (receiver) but not by the Supplier in GSTN. No actions available all modifications can be done from inward supply.
- **Date mismatch:** This tab displays invoice date mismatch between tax receiver and supplier. For this mismatch you have accept, reject, modify, pending actions available.
- **Tax amount mismatch:** This tab displays invoice tax amount mismatch.

**Export Cumulative excel data:** To export GSTR2A reconciliation report based on comparison of cumulative GSTR2A and Purchase register for current month.

**Export Excel for PAN:** Master user can export PAN based report for current month for reconciliation-mismatches. For identifying mismatches at organizational level.

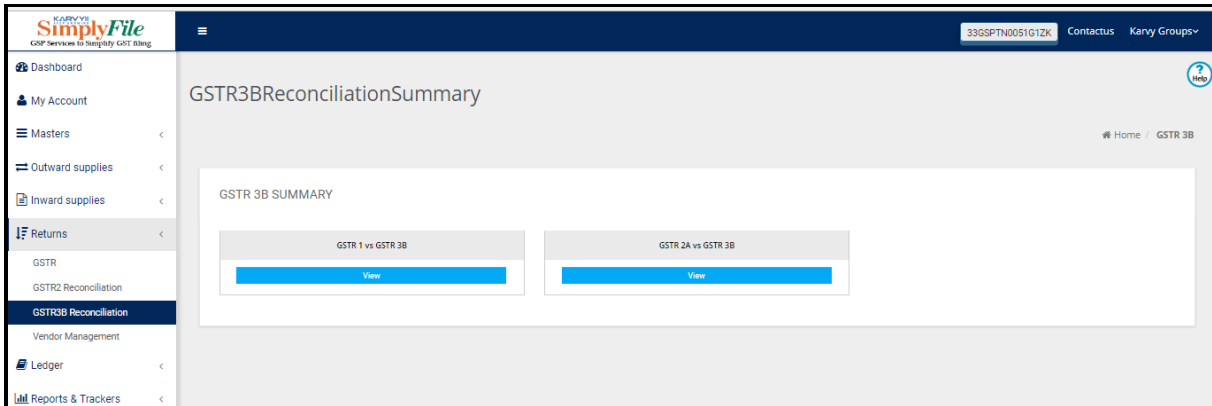
### 10.3 GSTR 3B Reconciliation Details

Identification of difference between output liability as per GSTR1 and GSTR3B and input tax credit as per GSTR2A and GSTR3B

The screenshot displays the '3B RECONCILIATION' screen in the Karvy SimplyFile application. On the left, a sidebar menu lists various navigation options, with 'GSTR3B Reconciliation' currently selected. The main area features a 'RETURNS' section with two dropdown menus: one for the financial year (set to '2017 - 2018') and another for the month (set to 'Mar'). A 'Next' button is positioned to the right of these dropdowns. The top of the interface includes the Karvy SimplyFile logo, a user ID '33GSPTN0051G12K', and links for 'Contactus' and 'Kavy Groups'.

1. Click GSTR3B from returns tab.
2. Select the **Year** and **Month** date dropdowns and click next.

3. Click **the** tab for which reconciliation is required.



- **GSTR 1 vs GSTR3B**

ASP will automatically sync data saved on GSTN for GSTR1 and GSTR 3B. It will classify the data of GSTR1 into table format as per GSTR3B as per below logic-

GSTR3B column	Table Reference	GSTR Reference
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	Table 4 + Table 5 +Table 6C +Table 7 +Table 9 +Table 10 + Table 11	GSTR 1
(b) Outward taxable supplies (zero rated )	Table 6A+ Table 6B +Table 9	GSTR 1
(c) Other outward supplies (Nil rated, exempted))	Table 8 (Column 2+3)	GSTR 1
(d) Inward supplies (liable to reverse charge)	Table 4	GSTR 2
(e) Non-GST outward supplies	Table 8 (Column 4)	GSTR 1

GSTR3B & GSTR1					
GSTR1					
Nature of Supplies 1	Total Taxable value 2	IntegratedTax 3	CentralTax 4	State/UT Tax 5	Cess 6
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	6197716	123892	154431.27	154431.27	-3760
(b) Outward taxable supplies (zero rated )	336423	17346.14			0
(c) Other outward supplies (Nil rated, exempted))	0				
(d) Inward supplies (liable to reverse charge)	0	0	0	0	0
(e) Non-GST outward supplies	0				
GSTR3B					
Nature of Supplies 1	Total Taxable value 2	IntegratedTax 3	CentralTax 4	State/UT Tax 5	Cess 6
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	427100	937	37986	37986	300
(b) Outward taxable supplies (zero rated )	1000	90			0
(c) Other outward supplies (Nil rated, exempted))	0				
(d) Inward supplies (liable to reverse charge)	100	0	0	0	0
(e) Non-GST outward supplies	0				
Difference					
Nature of Supplies 1	Total Taxable value 2	IntegratedTax 3	CentralTax 4	State/UT Tax 5	Cess 6
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	5770616	122955	116445.27	116445.27	440
(b) Outward taxable supplies (zero rated )	335423	17256.14			0
(c) Other outward supplies (Nil rated, exempted))	0				
(d) Inward supplies (liable to reverse charge)	-100	0	0	0	0
(e) Non-GST outward supplies	0				

- **GSTR 2A vs GSTR3B**

ASP will automatically sync data saved on GSTN from GSTR2A and GSTR 3B. It will add entire credit from GSTR2A (B2B+Amendments+Credit/Debit notes) and calculate difference with B2B Input credit mentioned in GSTR3B (Table 4(A)(4 & 5))

GSTR3B RECONCILIATION					Home / GSTR3B Summary / 3B Reconciliation				
GSTR2A									
Details	IntegratedTax	CentralTax	State/UT Tax	Cess					
1	2	3	4	5					
ITC Available	0	0	0	0					
GSTR3B									
Details	IntegratedTax	CentralTax	State/UT Tax	Cess					
1	2	3	4	5					
Inward supplies from ISD	100	0	0	0					
All other ITC	100	0	0	0					
Total	200	0	0	0					
Difference (GSTR 2A - GSTR 3B)									
Details	IntegratedTax	CentralTax	State/UT Tax	Cess					
1	2	3	4	5					
ITC Available	-200	0	0	0					

#### 10.4. Vendor Management

- This page displays vendors/suppliers having mismatches as per Reconciliation. This option enables sending auto mailers to suppliers for mismatches. Email ID will be selected from the supplier's master.

Year	Month	Supplier GSTIN					
2017 - 2018 ▼	Oct ▼						
<input type="button" value="Submit"/>							
<input type="checkbox"/>	Supplier GST	Supplier Name	Company Name	Mobile No	Email ID	Invoice Count	Invoice Amount
No Records Found							
<input type="button" value="Send Email"/>							

- Select Year, Month and enter Supplier GSTIN for required suppliers.
- Click **Submit**. It displays all the supplier details. For bulk submit select **Select ALL**.
- Click **Send Email** to send mails to suppliers. E mail ID will be selected from the Supplier Master up-loaded in Karvy ASP Portal



## 11. Ledger

Displays Electronic cash, credit, and tax Liability ledgers.

### 11.1. Electronic Cash Ledger

This ledger reflects all deposits made in cash and TDS/TCS made on account of taxpayer.

From Date	To Date	
01-11-2017	01-12-2017	<b>Next</b>

To get electronic cash ledger details for a period, enter the **To** and **From** date columns, and click **Next**. It displays all the details of that period.

### 11.2. Electronic Credit Ledger

Input tax credit in monthly and transitional returns is reflected here.

ELECTRONIC CREDIT LEDGER DETAILS		
From Date	To Date	
01-12-2017	06-12-2017	<b>Next</b>

To get electronic credit ledger details for a period, enter the **To** and **From** date columns, and click **Next**. It displays all the details of that period.

### 11.3. Electronic Liability Ledger

The total tax liability of a taxpayer for the particular period as per returns displayed here.

ELECTRONIC LIABILITY LEDGER DETAILS		
Financial Year		
2017 - 2018 ▼	Dec ▼	<b>Next</b>

To get electronic liability ledger details for a period, enter the **To** and **From** date columns, and click **Next**. It displays all the details of that period.

## 12. Reports and Tracker

This tab gives you the reports summary of transactions entered shown in the figure below, log reports, approved tracker and filed details summary.

### 12.1. Reports

This page displays the data entered in inward, outward supplies and GST returns under various reports.

To view the summary, click **View** under respective transaction.

**REPORTS** Home / Reports

**Summary Reports** **Detailed Reports** **Group Reports**

**REPORTS**

- Outward Supplies Summary (IGSTR 1) [View](#)
- Inward Supplies Summary (IGSTR 2) [View](#)
- Supplier Summary (IGSTR 2A) [View](#)
- Statewise Outward Supplies Summary [View](#)
- Statewise Inward Supplies Summary [View](#)
- Statewise ITC Availled Summary [View](#)
- Outward Advances Summary [View](#)
- Inward Advances Summary [View](#)
- Statewise SEZ Outward Supplies Summary [View](#)
- Statewise SEZ Inward Supplies Summary [View](#)
- Get Invoices (IGSTR 1) [Summary](#)

- Company Summary Report Outward Supplies [View](#)
- Company Summary Report Inward Supplies [View](#)
- Exports Without Shipping Details Summary [View](#)
- GSTR Rate Fee Calculator [View](#)
- Generate Json (IGSTR1) [View](#)

For example, to view the summary of Outward Supplies summary, click **View** under it.

Outward Supplies Summary  
(GSTR 1)

View

The screen below is displayed. GSTIN field is automatically populated. Enter the Year and Month, and click **Submit** to generate the summary of that period.

GSTR1

GSTIN

33GSPTN0051G1ZK

Year

2017 - 2018

Month

Jun

[Back](#)

[Submit](#)

The summary is displayed as shown in the figure below.

Click **Excel Export** to export all these details into an excel.

Excel Export			
Sno	Type	Count	Total Amount
1	B2B	12	485994.75
2	B2BA	0	0.00
3	B2CS	1	50000.00
4	B2CSA	0	0.00
5	B2CL	1	265000.00
6	B2CLA	0	0.00
7	Exp	4	170682.00
8	ExpA	0	0.00
9	CDN	0	0.00
10	CDNA	0	0.00
11	AT	15	27942.00
12	ATA	8	123420.00

Follow the same procedure to get the summary details of other transactions.

## 12.2. Log Report

This tab gives you the option to view general log, excel log and activity login details.

### General Log

This log provides details of information entered/modified in Karvy portal and gives you the log reports of several transactions such as account details, branches, outward and inward invoices, divisions and outward exports. Select the type of transaction for which you want to view the general log details.

The screenshot shows the 'General Log' tab selected. Below the tab, there is a label 'Transaction Type' and a dropdown menu. The dropdown menu is open, showing a list of transaction types: Account Details, Branches, Customers, Suppliers, Outward Invoice, Inward Invoice, Outward CDN, Inward CDN, Outward Advance Tax, Inward Advance Tax, Import Goods Services, Product Master, Divisions, and Outward Export.

### Excel Log

This log captures the transactions uploaded into karvy portal through excel templates.

Select the **Excel Log** tab and select the Transaction Type for which you want to view the excel log.

The screenshot shows the 'Excel Upload Log' interface. At the top, there is a tab labeled 'Excel Log'. Below the tab, there is a label 'Excel Upload Type' and a dropdown menu. The dropdown menu is open, showing a list of Excel upload types: Sales Invoice, Sales Invoice Amended, Sales Export Invoice, Sales Export Invoice Amended, Sales Credit/Debit Note, Sales Credit/Debit Note Amended, Sales Advance Invoice, Sales Advance Invoice Amended, Purchase Invoice, Purchase Invoice Amended, Purchase Goods Services, Purchase Goods Services Amended, Purchase Credit/Debit Note, Purchase Credit/Debit Note Amended, Purchase Advance Invoice, and Purchase Advance Invoice Amended.

### Activity Login

This log captures datewise user level activity in karvy portal

On selecting this, it automatically displays all the activity-related logs.

USER LOGIN DETAILS							
General Log			Excel Log		Activity Login		
Search: <input type="text"/>			Rectangular Snip		Records per page 10		
Sno	User Name	User ID	Ip Address	Login	Log Out	Status	SessionID
1	Karvyn	10002		11/16/2017 11:44:32 AM		1	
2	Karvyn	10002		11/16/2017 11:45:21 AM		1	
3	Karvyn	10002		11/16/2017 11:45:51 AM		1	
4	Karvyn	10002		11/16/2017 11:47:03 AM		1	
5	Karvyn	10002		11/16/2017 11:48:09 AM		1	

### 12.3. Approve Tracker

Approve Tracker shows the status of transactions sent for approval.

APPROVE TRACKER SUMMARY									
Filter			Search						
Return Period			Rectangular Snip						
Search: <input type="text"/>			Records per page 10						
Sno	GSTN Ref ID	Tran.Date	Invoice Type	Valid	Invalid	Inprogress	JSON Payload	GSTN Response Payload	GSTN Status
No Records Found									
Showing 0 to 0 of 0 entries									
First Previous Next Last									

1. The Filter drop-down has three options: Return Period, Invoice Type and Transaction date. Select the required option.
2. Enter appropriate details in the search box. It displays all the approved GSTN details.

Sno	GSTN Ref ID	Tran.Date	Invoice Type	Valid	Invalid	Inprogress	JSON Payload	GSTN Response Payload	GSTN Status
1	9e665538-f864-4c49-87cd-3d60a74be62b	26/09/2017	Docs Summary	6	0	0	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Refresh</a>

3. Click **View** under JSON payload to view JSON payload data.this is the payload sent to GSTN for approval
4. Click **View** under GSTN Response Payload to view the response payload with details shown in the figure below. This is GSTN response payload.
5. GSTN Status-if the transaction status is in progress then click **Refresh** to update the status.

Valid								
Search: <input type="text"/>			Records per page 10					
TransID	Nature Of Document No	From	To	Total Number	Cancelled	Net Issued	Date	
9e665538-f864-4c49-87cd-3d60a74be62b	1	100003	multi1212	52	0	0	19/09/2017	
9e665538-f864-4c49-87cd-3d60a74be62b	3	AP/453-PL/47	080091A	9	0	0	19/09/2017	
9e665538-f864-4c49-87cd-3d60a74be62b	5	4878A	1321	4	0	0	19/09/2017	
9e665538-f864-4c49-87cd-3d60a74be62b	4	47567	080092A	4	0	0	19/09/2017	

## 12.4. Filing Tracker

Filing tracker displays all the returns filed from Karvy portal`.

FILING DETAILS

Filter

Return Period

Search

Rectangular Shop

Search:

Records per page

10

Sno	Type	Ret Type	Ret Period	Req RefNo	Res RefNo	Req PayLoad	Res PayLoad
1	Submit	GSTR1	072017			<a href="#">View</a>	<a href="#">View</a>
2	Submit	GSTR1	112017			<a href="#">View</a>	<a href="#">View</a>

Select the required option from Filter drop-down to view the filing details for required period.

## 13. Job Worker

Job worker displays the information related to ITC04 and generates JSON payload to upload in GSTN

### 13.1 Goods Sent

This tab displays the details of goods sent to job workers as shown in figure below

**GOODS SENT DETAILS**

From Date: 01/12/2017 To Date: 27/12/2017 Go

Delete Import Export Excel

ALL 1	Reg 1	UnReg 1
Type	Challan Count 1	Total Taxable value (₹) 1
UnRegistered	0	₹ 0.00
Registered	0	₹ 0.00
Total	0	₹ 0.00

Filter: Select

Records per page: 10

Select All	GSTIN of job-worker	Customer Name	State Code	Name of the job-worker	Challan/Invoice number	Challan/Invoice date	Goods receipt date	HSN	Description	UQC	Quantity	Taxable value	Type of goods	Cess Amount(₹)
------------	---------------------	---------------	------------	------------------------	------------------------	----------------------	--------------------	-----	-------------	-----	----------	---------------	---------------	----------------

#### 13.1.1 Delete, Import Goods sent details

- **Delete:** Click **Delete** to delete any unwanted record.
- **Import:** Select **Import** to bulk upload Goods sent details from an excel.

**GSTIN UPLOAD**

Sample Excel Upload File: Choose File No file chosen

Description:

Upload Cancel

- In **Goods sent bulk upload** screen, select **Sample Excel** to download the excel format.
- Fill the details in the appropriate columns and click **Import**. It maps all the excel parameters with the existing parameters. Click **Next**.

**Note:** If the details are valid, they are displayed under Valid Details and you will have an option to save the details. Else, they will be reflected as invalid details. To view the error, click **Export**. The last column in the excel displays the error.

## 13.2 Goods Received

This tab displays all the details of goods received, goods sent out or supplied from job work premises.

**GOODS RECEIVED DETAILS**

From Date

01/12/2017

To Date

27/12/2017

Go

Delete

Import

Export Excel

ALL 1

Reg 1

UnReg 1

Type	Challan Count 1	Total Taxable value (₹) 1
UnRegistered	0	₹ 0.00
Registered	0	₹ 0.00
Total	0	₹ 0.00

Filter

Select

Records per page 10

Select All	GSTIN	State Code	Name	Nature Of Transaction	Original Challan/Invoice number	Original Challan/Invoice date	Type of goods	New GSTIN	New State Code	New Name	Challan/Invoice number	Challan/Invoice date	HSN	Descr
------------	-------	------------	------	-----------------------	---------------------------------	-------------------------------	---------------	-----------	----------------	----------	------------------------	----------------------	-----	-------

### 13.2.1 Delete, Import Goods sent details

- Delete:** Click **Delete** to delete any unwanted record.
- Import:** Select **Import** to bulk upload Goods received details from an excel.

Sample Excel

Upload File :

Choose File

No file chosen

Description :

Upload

Cancel

- In **Goods Received Bulk upload** screen, select **Sample Excel** to download the excel format.
- Fill the details in the appropriate columns and click Import. It maps all the excel parameters with the existing parameters. Click **Next**.

**Note:** If the details are valid, they are displayed under Valid Details and you will have an option to save the details. Else, they will be reflected as invalid details. To view the error, click **Export**. The last column in the excel displays the error.



### 13.3 Job work returns

Select required **Financial year** and **Quarter**, click **Next**. Directs you to FORM GST ITC-04 as shown in figure below.

VIEW GST ITC-04

Export to PDF

**FORM GST ITC-04**  
[See Rule 45(3)]

Details of goods/capital goods sent to job worker and received back

- GSTIN - 33GSPTN0051G12K
- (a) Legal name -
- (b) Trade name, if any -
- Period: Quarter - 3 Year - 2017

4. Details of inputs/capital goods sent for job-work

GSTIN / State in case of unregistered jobworker)	Challan no.	Challan date	Description of goods	UQC	Quantity	Taxable value	Type of goods (Inputs/capital goods)	Rate of tax (%)			
								Central tax	State/UT tax	Integrated tax	Cess
1	2	3	4	5	6	7	8	9	10	11	12

5. Details of inputs/capital goods received back from job worker or sent out from business place of job-work

GSTIN / State of jobworker if unregistered	Received back/sent out to another job worker/supplied from premises of job worker	Original challan No.	Original challan date	Challan details if sent to another job worker		Invoice details in case supplied from premises of job worker		Description	UQC	Quantity	Taxable value
				No.	Date	GSTIN/State if job worker unregistered	No.				
1	2	3	4	5	6	7	8	9	10	11	12

6. Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Place \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_ Name of Authorized Signatory \_\_\_\_\_  
Designation/Status \_\_\_\_\_

Download Json

Chat With

Here you will have options to Export PDF and Download JSON.

**Note:** API not available for ITC forms, hence JSON download is used to download manually.

**Path to upload on GSTN Portal-**

- Login to GSTN page, click **Services**, click **ITC forms** then click **Prepare offline**.

**GST ITC-04**

INITIATE FILING PREPARE OFFLINE

- Then upload the JSON.

## 14. Utilities

This tab provides functionality about how to create role, user, managing roles and assigning GSTIN to users.

### 14.1. Role Creation

This page displays you all the user details and provides you perform add, edit, view, and cancel actions.

ROLE DETAILS

Search:

Action

Add

Edit

View

Cancel

Select	RoleName	Status
<input type="checkbox"/>	cook	Active
<input type="checkbox"/>	EEERE	Active
<input type="checkbox"/>	TESTING	Active

#### 14.1.1 Adding Role

1. Select **Add** from **Actions** drop-down.
2. Enter the appropriate role in the **Role Name** field, and click **Submit**. A message appears stating that role name is submitted successfully.

ADD ROLE

Role Name \*

Submit

Cancel

#### 14.1.2. Edit, View, Role Details

- **Edit:** Click **Edit** to modify any of the entered details, and click **Update**.
- **View:** Select the record you want to view, and click **View**.

### 14.2. User Creation

This page displays you all the user details and gives you to perform add, edit, view, and cancel actions.

USER DETAILS

Search:

Action

Add

Edit

View

Cancel

Select	Name	Email	M	Status
<input type="checkbox"/>	TEAST-testing123@gmail.com	testing123@gmail.com	879879	
<input type="checkbox"/>	Karvytn-shruthi@gmail.com	shruthi@gmail.com	9856321454	Active

#### 14.2.1 Adding User

1. Select **Add** from **Actions** drop-down.
2. Enter appropriate details in the fields. Fields marked with red asterisk are mandatory to enter.
3. Click **Role** drop-down and choose the required option.

ADD USER

Role \*

Select Role

User Name \*

Email Id \*

Mobile No \*

Password \*

Profile Image

Choose File No file chosen

Submit Cancel

4. Once you enter all the details, click **Submit**. A message appears stating that user details are submitted successfully.

#### 14.2.2. Edit, View User Details

- **Edit:** Click **Edit** to modify any of the entered details, and click **Update**.
- **View:** Selecting the record you want to view, and click **View**.

### 14.3. Manage Roles

This page helps you to manage different user roles and assign them access/privileges. As required.

ROLE MANAGEMENT

Role

Cheif

Sno	Menu Name	Sub Menu	Add	Edit	view	Dow																																																							
1	<input type="checkbox"/> Dashboard																																																												
2	<input type="checkbox"/> My Account																																																												
3	<input type="checkbox"/> Outward supplies	<table> <tr> <th>Menu Name</th> <th>Add</th> <th>Edit</th> <th>View</th> <th>Download</th> <th>Print</th> <th>Import</th> <th>Export</th> <th>Delete</th> <th>Import Amended</th> <th>Approve</th> </tr> <tr> <td><input type="checkbox"/> Advances</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Invoices</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Exports</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Summaries</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Menu Name	Add	Edit	View	Download	Print	Import	Export	Delete	Import Amended	Approve	<input type="checkbox"/> Advances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Exports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Summaries														
Menu Name	Add	Edit	View	Download	Print	Import	Export	Delete	Import Amended	Approve																																																			
<input type="checkbox"/> Advances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																			
<input type="checkbox"/> Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																			
<input type="checkbox"/> Exports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																			
<input type="checkbox"/> Summaries																																																													

Click **Submit** once you assign access. A confirmation message appears stating that submitted successfully.

### 14.4. Assign GSTIN

This page helps you to assign GSTIN to user.

ASSIGN USER TO GSTIN

ASSIGN USER TO GSTIN

Select GSTIN

Select

Select User

☐ KDT-thomas.kde@relianceada.com  
☐ asdfg-as@gmail.com  
☐ Sonu-sonu@gmail.com  
☐ lalitha-lalithas@gmail.com  
☐ karvygst-karvy111@gmail.com  
☐ mulatan-multankasultan@gmail.com  
☐ raja-raja@karvy.com  
☐ User-neelima.karvy@gmail.com  
☐ Ram-sdfk.jsdnk@12345.com

Submit

1. Select specific GSTIN from **Select** drop-down and select the user to whom you want to assign GSTIN.
2. Click **Submit**. A message is displayed stating that the GSTN is assigned to user successfully.

## 15. Glossary

### GST Terms

#### List of Forms

Sr. No.	Form No.	Title of the Form
1	2	3
1.	GSTR-1	Details of outwards supplies of goods or services
2.	GSTR-1A	Details of auto drafted supplies of goods or services
3.	GSTR-2	Details of inward supplies of goods or services
4.	GSTR-2A	Details of supplies auto drafted from GSTR-1 or GSTR-5 to recipient
5.	GSTR-3	Monthly return
6.	GSTR-3A	Notice to return defaulter u/s 46
7.	GSTR-4	Quarterly return for registered persons opting composition levy
8.	GSTR-4A	Auto drafted details for registered persons opting composition levy
9.	GSTR-5	Return for Non Resident Taxable Persons
10.	GSTR-5A	Details of supplies of online information and database access or retrieval services by a person located outside India made to non-taxable persons in India
11.	GSTR-6	Return for input service distributors
12.	GSTR-6A	Details of supplies auto drafted from GSTR-1 or GSTR-5 to ISD.
13.	GSTR-7	Return for Tax Deduction at Source
14.	GSTR-7A	Tax Deduction at Source Certificate
15.	GSTR-8	Statement for Tax Collection at Source
16.	GSTR-11	Inward supplies statement for persons having Unique Identification Number (UIN)

B2B	Business To Business
B2CL	Business To Customer Large
B2CS	Business To Customer Small
Exp	Export
CGST	Central Goods & Service Tax
SGST	State Goods & Service Tax
IGST	Integrated Goods & Service Tax
UTGST	Union Territory Goods & Service Tax
<b>Karvy ASP Portal Terms</b>	
Dashboard	<p>In Dashboard, it displays the information about Outward Invoices, Inward Invoices and describes about the Top Customers and Top Suppliers.</p> <p>The data gets populated in the form of Graphical and Pictorial representation.</p>
My Account	In My Account, Taxpayer will enter the basic information about Business Details and Personal Details.
My Subscriptions	User will be able to subscribe with the plans available.
Companies	User will be able to create companies.
Divisions	User will be able to create Divisions for the companies.
Branches	User will be able to create Branches for the companies.
Customers	User will be able to create Customers for the foreign Customers, GSTIN available and GSTIN unavailable.
Suppliers	User can upload or add details to specific suppliers.
Utilities	User will be able to create roles, manage roles, create users and assign the roles to the users

Outward Supplies	It allows user to upload or add Invoices (B2B, B2CL and B2CS), Export Details (Deemed, SEZ), and Advances and can raise Credit Note/Debit Note for Invoices.
Inward Supplies	It allows user to upload or add Invoices, Import Goods, Import Services, and Advances and can raise Credit Note/Debit Note for Invoices.
Returns	User will be able to file the Returns.  Reconciliation- Populate Details of Match and Mismatch data of Inward and Outward Invoices. Vendor management
Reports	User will be able to pull reports based on selection criteria.
	<b>Invoices Validation</b>
Amount	For "Amount" the format should be given with decimals. E.g.: 5074,24 should be as 5074.24
Tax Rate	For Tax Rate, any numeric value should not be given with percentage.  Example: 9% should be as 9.00
Date	Date format should be as follows:  DD/MMM/YYYY E.g.: 12/Jul/2017  DD-MM-YYYY E.g.: 12-07-2017

## 16. Excel Data Fields Validation :

Field Name	Maximum Length	Format	Sample Data	Error Message for incorrect data
GSTIN/UIN	15	Alphanumeric	33GSPTN0051G1ZK	Invalid GSTIN/UIN Format
Name of the customer/ supplier	100	Alphanumeric + All special characters allowed	abcbdh co sdgshuh&co hshdsj%\$# hsdh. Dshfs ..78/96h	Customer Name cannot exceed 100 characters
Invoice/Debit/Credit Note/ Refund Voucher number	16	Alphanumeric, Special characters "-" and "/" allowed	invoice123456789 invoice-23456789 invoice/23456789 invoice-234567/1	Invalid Invoice/Debit/Credit Note/ Refund Voucher number,It should be less than 16 characters
Invoice/Debit/Credit/Refund/Advance/ Shipping Bill/BOE date	10	1. dd mmm yy 2. dd mmm yyyy 3. dd- mmm-yy 4. dd- mmm- yyyy 5. dd.mmm.yy 6. dd.mmm.yyyy 7. dd/mmm/yy 8. dd/mmm /yyyy 9. dd month yy 10. dd month yyyy 11. dd- Month- yy 12. dd- Month- yyyy 13. dd/Month/yy 14. dd/Month /yyyy 15. dd mm yy 16. dd mm yyyy 17. dd- mm-yy 18. dd- mm- yyyy 19. dd/mm/yy 20. dd/mm /yyyy 21. dd/m/yy 22. dd/m /yyyy 23. dd.m.yy	Example <b>Correct</b> 12 Mar 19 12 Mar 2019 12- Mar- 19 12-Mar-2019 12.Mar.19 12.Mar.2019 12/Mar/ 19 12/Mar/2019 12 March 19 12 March 2019 12- March- 19 12-March-2019 12/March/ 19 12/March/2019 12 03 19 12 03 2019 12- 03- 19 12-03-2019 12/03/ 19 12/03/2019 12/3/ 19 12/3/2019 12.3.19 12.3.2019 12.03.19 12.03.2019 12/03.2019 12.3-2019	Invalid Invoice/Debit/Credit/Refund/Advance s/Shipping Bill/BOE date



		24. dd.m .yyyy 25. dd.mm.yy 26. dd.mm .yyyy 27. dd/mm.yyyy 28. dd.m-yyyy		
Invoice type	5	Text- As per Dropdown	R, DE, SEWP, SEWOP	Invoice Type is mandatory
Invoice Value	Decimal(15,2)	Numeric (Round off at 2 decimals to nearest value. Second decimal more than 5 to be rounded off to next value)	Actual- 7874878.874 Correct- 7874878.87 Incorrect- 7874878.88 Incorrect- 7874879	Invalid Invoice Values, Can not be characters
HSN/ SAC	10	Numeric (Minimum 2 digits)	62, 9984, 9804, 996623, 98047098	HSN_SAC is not available in HSN_SAC master

Description of product	30	Text (Should be as per GST Description and not commercial product description), All Special Characters allowed	cement, medicines	No Validation is there.
Quantity	Decimal(5, 2)	Numeric (Round off at 2 decimals to nearest value. Second decimal more than 5 to be rounded off to next value)	10000.22	Quantity should be numeric only
UQC	30	Text (Drop down list)- Select the applicable word	Bag, Pcs, Sqm, Oth	UQC not available in UQC master
Taxable value	Decimal(11, 2)	Numeric (Round off at 2 decimals to nearest value. Second decimal more than 5 to be rounded off to next value)	Actual- 7874878.874 Correct- 7874878.87 Incorrect- 7874878.88 Incorrect- 7874879	Taxable Value is mandatory and Numeric Only
GST Rate	Decimal(3,2)	Numeric (Round off at 2 decimals to nearest value. Second decimal more than 5 to be rounded off to next value)  Do not enter as %. Enter only as whole number	18	IGST/CGST/SGST/UTGST Rate is Numeric Only'
Indicate whether the supply is taxable/exempt/ Non-GST	10	Text- Select as per Drop down list	Taxable, exempt, Non-GST	Indicate whether the supply is taxable/exempt/Non-GST mandatory and it should be taxable/exempt/Non-GST

Recipient state code	2	Numeric- Select as per drop down list	02,33,36	Invalid GSTIN StateID
POS	2	Numeric- as per drop down list	02,33,36	Invalid POS
Percentage of reverse charge if applicable	Decimal(3,2)	Numeric- as per drop down list  Leave blank if not applicable	0,100	Reverse Charge Should be 100 or 0
Receipt Voucher (Advance document) number	16	Alphanumeric, Special characters "-" and "/" allowed	invoice123456789 invoice-23456789 invoice/23456789 invoice-234567/1	Advance Document No is mandatory (Only if advance tax = 'Yes')
Indicate if the invoice is cancelled	3	As per Dropdown	INNVP1, INVZM6, INZAD6	Indicate if the invoice is cancelled is mandatory and it should be Yes or No
Shipping/BOE port code	6	Alphanumeric, Enter Shipping Codes as available in Customs		Invalid Shipping Bill Code (Only In Exports)
Shipping bill number	7	Numeric (Minimum length 3 and maximum 7)		Invalid Shipping Bill No, It Should be numeric and length can not exceed 7
Indicate if with or without payment of GST	15	As per Dropdown		Indicate if with or without payment of GST is mandatory (Only In exports)
Location code/Branch Code	100	Alphanumeric, all special characters allowed	gurgaon, delhi-01, Hyderabad/5	No Validation is there.
Note type	15	As per Dropdown		Invalid Type
Total Note/Voucher value	Decimal(11, 2)	Numeric (Round off at 2 decimals to nearest value. Second decimal more than 5 to be rounded off to next value)	Actual- 7874878.874 Correct- 7874878.87 Incorrect- 7874878.88 Incorrect- 7874879	Invalid Total Value and Total Value Should be greater than zero
Reason for issuing debit/credit note	50	As per Dropdown		Invalid Reason for Note

Indicate if the note/voucher is cancelled	3	As per Dropdown		Indicate if the invoice is cancelled is mandatory and it should be Yes or No
POS (only if different from the location of recipient)	2	Numeric		Invalid POS
Indicate if the receipt voucher is cancelled	3	As per Dropdown		Indicate if the invoice is cancelled is mandatory and it should be Yes or No
Invoice type	5	As per Dropdown		Invoice Type is mandatory
Indicate whether purchase made from an SEZ unit/developer	3	As per Dropdown		Dropdown mandatory
Indicate whether purchase made from a composite dealer	3	As per Dropdown		Dropdown mandatory
Indicate whether the supply is taxable/exempt/Non-GST/ISD	10	As per Dropdown		Indicate whether the supply is taxable/exempt/Non-GST mandatory and it should be taxable/exempt/Non-GST
Indicate if tax was paid in the previous periods on account of time of supply	3	As per Dropdown		Dropdown mandatory
Indicate eligibility of ITC	15	As per Dropdown		Dropdown mandatory
BOE (Bill of Entry) Number	7	Numeric. Mention as per BOE document	1234567	Bill of Entry No can not exceed 7 characters
BOE Value	Decimal(15,2)	Numeric (Round off at 2 decimals to nearest value. Second decimal more than 5 to be rounded off to next value)	Actual- 7874878.874 Correct- 7874878.87 Incorrect- 7874878.88 Incorrect- 7874879	Invalid Invoice Values, Can not be characters

Note/Voucher value	Decimal(15,2)	Numeric (Round off at 2 decimals to nearest value. Second decimal more than 5 to be rounded off to next value)	Actual- 7874878.874 Correct- 7874878.87 Incorrect- 7874878.88 Incorrect- 7874879	No Validation is there.
Amount	Decimal(15, 2)	Numeric (Round off at 2 decimals to nearest value. Second decimal more than 5 to be rounded off to next value)	Actual- 7874878.874 Correct- 7874878.87 Incorrect- 7874878.88 Incorrect- 7874879	Amount Value is mandatory, Invalid Amount Value
Difference Percentage	Decimal (3,2)	Text (Enter with 2 decimals if applicable, leave blank if not applicable)	65% should be entered as 0.65	Invalid Diff_Percentage , It should be 0.65 only