# Pravag Consulting

<u>GST Software – Usage Instructions</u>

# **GST – Software Platform Features**

#### .. focused on ease of use such that anyone who can use email will be comfortable at it

**Monitor Operations** 

- View the details of customers, suppliers, products
- View the invoices created by the respective company, status and their payments
- View GST Summary. By month what is the IGST/CGST/SGST collected from customers, Paid to suppliers and Balance to be paid to government

**General Accounting** 

- View stock positions and audit Inventory
- Add a new financial account (mostly may not be required after initial setup). This account will be credited or debited during payment
- View transactions to reconcile against bank statement

**Regulatory Needs** 

- Automated Journal/Ledger creation based on sales and purchase invoices
- One click download of data in GSTR1 and GSTR2 formats for easy monthly filing

# View Product/Service/Stock

#### .. both have a similar looking screen

Click Product/Service -> Select List under Product/Service-> Click on the Product/Service Code

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- Product view allows to see the product specific details
- Buying price/Selling price and history are available in specific tabs
- Statistics with graphs are available giving buying and selling trends
- Stocks link provides stock positions
- Clicking the Movements gives complete history of transactions resulting in the current balance
- Virtual stock can be tracked for manufacturers to capture in process stock as per BOM definition
- Stock by warehouse can be tracked by clicking the list under warehouse

# View Customer/Supplier details

.. both have a similar looking screen and referred to as Third Party

• Click Third Parties -> List of Customers/Suppliers -> Click on customer name of interest

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- View customer contact details
- In the Card tab view the GSTIN
- Outstanding amounts
- Customer/Supplier Invoices
- Edit permission disabled for CAs



#### .. both Sales and Purchases

Click Financial-> Select List under Customer Invoices/Supplier Invoices -> Click on the Invoice Code .

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- View the Invoice specific details at the line item level
- Invoice contains item level HSN, amount, ٠ IGST/CGST/SGST
- Invoice level amount, Taxes and any ٠ payments made can be view too



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- Purchase/Sales statistics by customer is ٠ available for analysis
- IGST/SGST/CGST collected amount and Paid ٠ (to supplier) by month and difference represented to pay to government. Payments can be recorded using the Payment link

# Journalization

#### .. 3 step process



- Click Accountancy -> Customer Invoice Binding -> Lines to Bind
- Make changes to Accounting code as need
- On top of screen Choose Bind and click Confirm

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The default accounting codes setup are as below:

Purpose	Accounting Code
Accounts Payables	403
Accounts Receivables	413
IGST Sales	91
IGST Purchase	92
SGST Sales	93
SGST Purchase	94
CGST Sales	95
CGST Purchase	96
All Customer Accounts	1002
All Supplier Accounts	1001

#### 6

# Journalization

- 2
- Click Accountancy -> Journalization -> Sales/Purchase Journal
- The transactions bound in Step1 will display here as a Journal with debit/credit in the respective accounting codes
- Choose a date range for transactions to move to ledger and Click 'Journalize transactions in General Ledger'

- Click Accountancy -> Journalization -> General Ledger
- Choose date range
- Click 'Export Filtered List' to download the ledger as excel

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#### **GSTR** Downloads

#### .. in template prescribed in gst.gov.in

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- Click GST -> Choose GSTR1/GSTR2
- Choose Month
- Click 'Export' to get the excel download of data in the format prescribed in GST official site (https://www.gst.gov.in/download/returns)



# Thank You