Pravag Consulting

GST Software – Usage Instructions

GST – Software Platform Features

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

Data Setup activities

- Add/Manage master customer list: Single window for managing all customer/supplier related information including their contact information, PAN/TIN/GSTN numbers, Bank accounts, Contracts, details of individuals from the organizations for your communications
- Add/Manage master list of products: Single interface for managing all products bought/manufactured/sold, buying prices, selling prices, harmonised code, inventory tracking & alerts

Day to day activities

- Operational activities: Raising purchase/customer order, purchase/sales invoice which automatically generates printable pdf for sharing and adjusts inventory
- Payables and Receivables tracking
- Provision to enter payments against invoices which credit/debit bank accounts

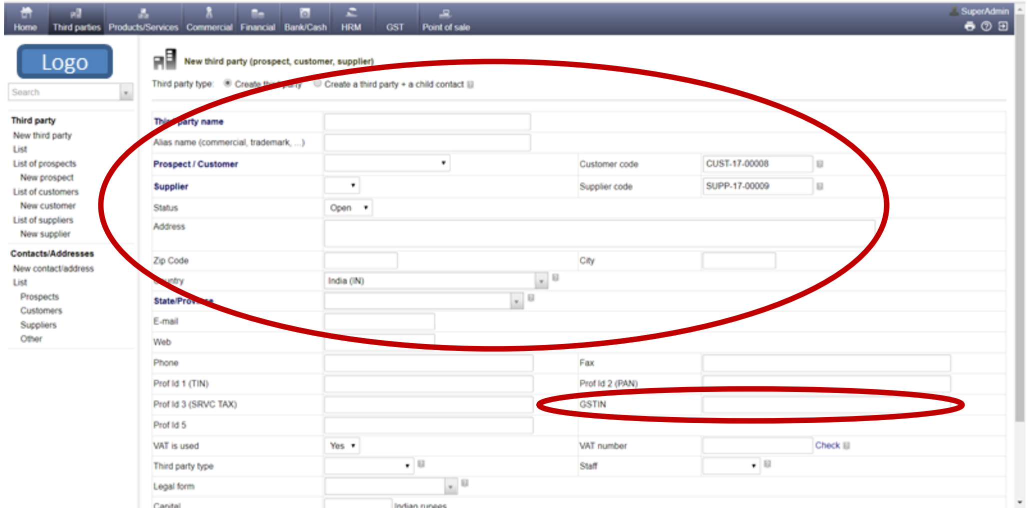
Regulatory Needs

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

Adding a Customer/Supplier

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

- Click Third Parties -> New Third Party

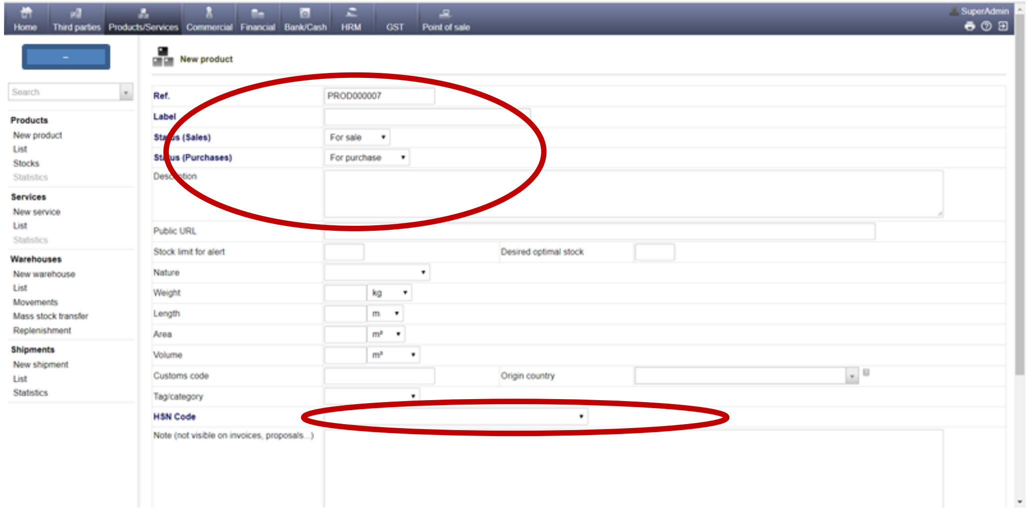


- Enter Name, Customer/Supplier, Address, GSTIN
- Customer and Supplier codes are prepopulated. These are the unique identifiers for this Third party in the system
- A customer can also be a supplier for some other product. A single registration for the Third party will suffice
- To edit an existing customer Select List -> Choose the Third Party -> Click Modify

Adding a Product/Service

.. both have a similar looking screen

- Click Product/Service -> New Product/Service



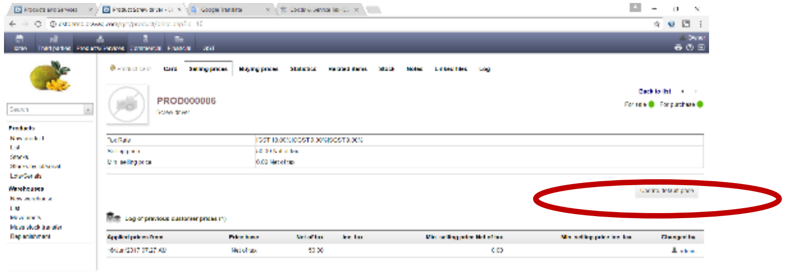
- Product reference is auto populated. It is the unique identifier for a product/service in the system
- Enter Name(Label), whether it is for sale or purchase or both, choose HSN/SAC Code, Selling Price
- To edit an existing product Select List -> Choose the product -> Click Modify

Setting Price for a Product/Service

.. If each customer has a separate price

Selling Price

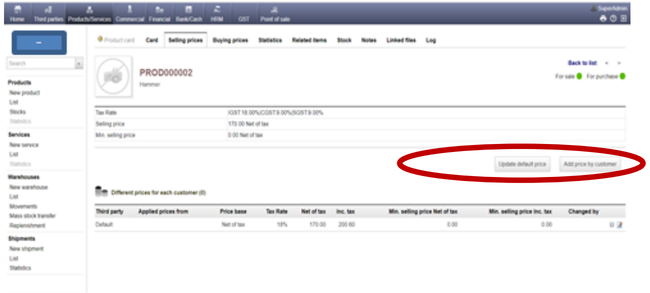
- Click ‘Selling Prices’ tab for the product



- Click ‘Update Default Price’
- Enter price and Save
- Alternatively there are options to set a price per customer where needed. In such cases:
  - Click ‘Add price by customer’
  - Choose the customer, enter price for customer and Submit
  - To modify an existing price click ‘Edit’ icon against the price added

Buying Price

- Click ‘Buying Prices’ tab for the product

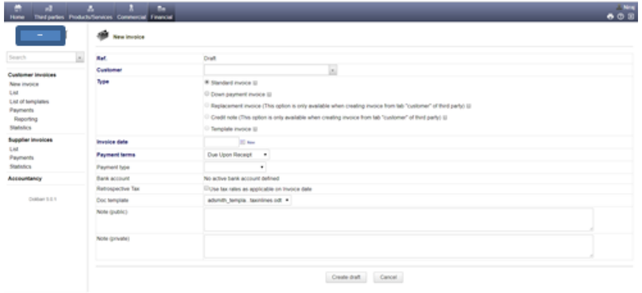


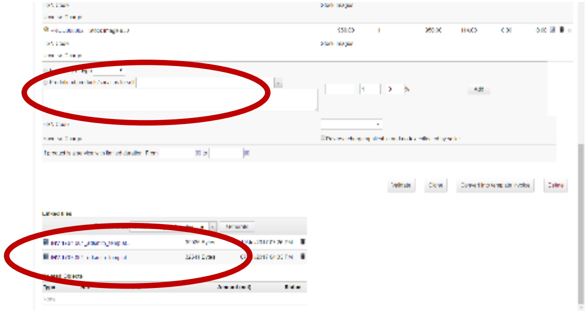
- Click ‘Add buying price’
- Choose the supplier, product reference as per supplier’s system & nomenclature, minimum qty that can be purchased, price
- To modify an existing price click ‘Edit’ icon against the price added

Customer Invoice

.. get it done in 2 minutes. In addition allows to track submission and payments.

- Click Financial -> New Invoice (under customer invoices)



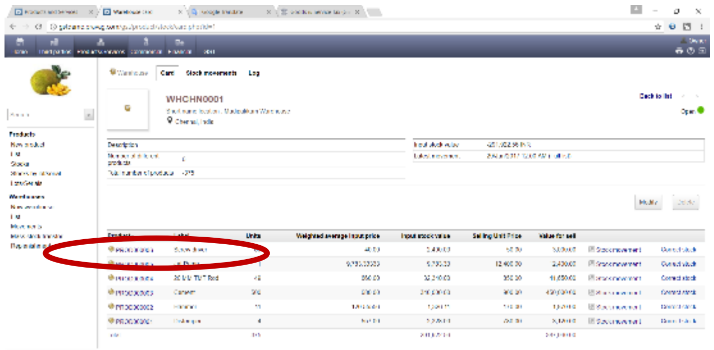


- Choose Customer, ‘Standard Invoice’, date of Invoice, Payment terms -> Create Draft

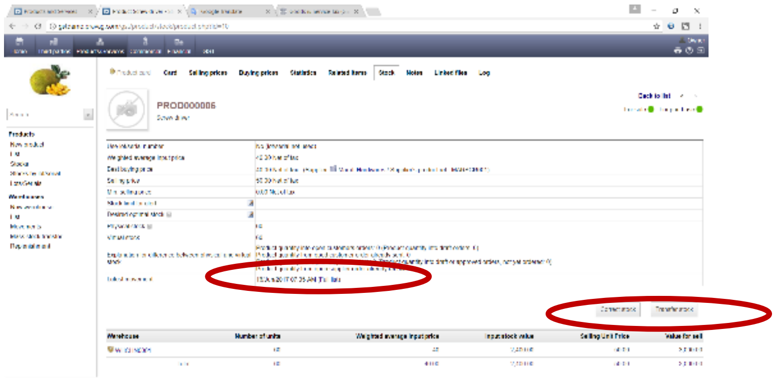
- Select a predefined product being sold, enter quantity -> Add
- Approvers will have a validate button to approve invoice creation. (where applicable warehouse adjustments are done on validation)
- On validation invoice document gets generated and available for download (the drop down has list of invoice templates to choose from)

Manage Stock

.. with ease



- Click Product/Service->Warehouse->List
- Choose the Warehouse
- List of products and their stock positions are displayed as shown in screenshot
- Click product to view the stock movement of the product



- Click 'Full list' to view the full stock movement
- Choose 'Correct Stock' to correct the stock with a manual entry
- Choose 'Transfer stock' to move from one warehouse to another

Thank You