S O F T   O N E   E N T E R P R I S E

List of changes up to version 16.38

Garu Aavak Entry

Now, TCS Rate and TCS Amount will also be asked.

Bills Collection Entry

Now TCS will also be asked.
If TCS was added in Sales Bill then, TCS included in amount received will be shown under TCSRct Column. If part payment is received against such TCS included Bills, then proportionate amount will be shown under TCSRct Column. In such cases, Bill Amount x TCS Rate / (100 + TCS Rate) formula will be used to calculate TCSRct amount.
If TCS was not added in Sales Bill and Yes is entered against TCS Apply? in the Debtor Master then, TCS will be calculated on the amount received against the Sales Bill only excluding interest, etc. and shown under TCSRct Column. In such cases, Amount Received x TCS Rate / 100 formula will be used to calculate TCS. To add such TCS amount to Amount Received press **Tab** on TCSRct amount. If no TCS is to be collected then, enter 0 (Zero) under TCSRct column.
If TCS was not added in Sales Bill and Yes is not entered against TCS Apply? in the Debtor Master and TCS is still to be collected then press Tab on Kasar or Merge Interest Column to enter the TCS amount manually.

List of changes up to version 16.37

Debtor Master

Now, "Apply TCS?" will also be asked. Enter **Y (for Yes)** against this prompt for the parties to whom TCS is applicable.

Sales Entry

Now, TCS Rate will be asked while saving the bill and TCS Amount will be displayed, calculated on Bill Amount as per entered TCS Rate. TCS Rate will be automatically filled for those debtors against whom "TCS Applicable?" is set to **Yes** in Debtor Master as mentioned above.

List of changes up to version 16.36

Accounts Master
Now, you can block entry of one or more brokers as needed, in Sales Entry. To disallow entry of any broker in Sales Entry, open its code in edit mode in Accounts Master module. Then, press **Page Down** key and enter **Y** (for Yes) against "Block this A/c?" prompt.

Bills Collection Entry
Now, broker's code will also be allowed to be entered against "Deposited In" prompt in place of Bank A/c. The amount will be debited to the broker's a/c in such cases.

Bank Reconciliation Statement
Now, Entry Type and Idn No will also be displayed in external entry segment.

Ughrani C/F
Currently, if broker's code is changed in Sales Bills in previous year, it is not updated in old o/s bills in the current year upon running ughrani carry forward option. Now, an option has been provided to update the broker's code too in old o/s bills in the current year. Please refer Parameter Setting paragraph to learn about this option.

Parameter Setting
A new option has been provided to update broker's code in old sales bills in the current year. Currently, if broker's code is changed in Sales Bills in previous year and ughrani c/f is run, it is not updated in old bills in the current year. If you wish to update broker's code too, in the old bills in the current year then, enter **Y** (for Yes) against "Update Broker Code in old sales bills in the new year" prompt. This option is available on Page No 5 of Parameter Setting option. **Note:** Please make these changes both in the previous as well as current years to maintain consistency.

List of changes up to version 16.35

Sales Entry
Now, facility to enter/modify additional notes to be printed on sales bill provided.

Bills Collection Entry
Now, bill amount range filter has been introduced in help of O/s Sales Bills window available on press of F2 at Bill No.

List of changes up to version 16.34

Form No 26-Q

Changed to take care of requirements of TDS File Validation Utility Ver 6.6.

List of changes up to version 16.33

RTGS Entry

Facility to call Accounts Master module by pressing **Ctrl + Home** provided.
Now Bank A/c details entered for RTGS purposes, will be displayed even if Details of Single Bank Account was mentioned in Creditor Party's A/c Master. Earlier, bank details were displayed only when details of more than one Bank Accounts of the Party were entered.

Purchase Dalali Report

Option to consider gross amount in place of Bill Amount provided in Detailed option.

Garu Lot Summary Report

Option to exclude GST on purchase amount from Dr Amount provided. Option to generate excel file too provided.

List of changes up to version 16.32

Godown Master

Now, in order to tightly control the sequence of bills, a new indicator viz "Control Bill Sequence?" will also be asked. If **Y** (for Yes) is entered against this indicator, only sequential bill number will be allowed to be entered for new Sales Bill in Sales Entry module for that Godown. In other words, out of sequence bill number will not be allowed to be entered in Sales Entry for the godown for which **Y** is entered against "Control Bill Sequence?" indicator.

Marks Master

New module added under Masters Menu. Users will be able to maintain longer names for marks up to 25 characters. These names can be used for printing long marks in sales bills. Please note that these long marks are available for sales bills printing only. In all other reports existing marks of 10 characters will appear, as earlier.

Initially all marks used during the current financial year will be added to the master. Users wishing to print longer marks in sales bills, shall enter the longer names in names column as required. Press **E** to edit the master. Press **A** to add new master. Facility to add new marks masters is also available in Garu Aavak, Vachhati Aavak and Milling / Conversion Entry modules.

Freight Entry

Now, Lot No and Arrival Ref Number will also be printed in Freight Voucher.

Debtor's Ledger (New)

Now, Address, GST Numbers, Phone Numbers, etc. too will be included in excel file.

Interest Report

Now, Freight related data will also be added in excel file.

Sales Break-up Report

Now, Totals in excel file will appear properly.

Accounts Listing

Now, Debit Totals and Credit Totals will also be included in excel file.

<u>List of changes up to version 16.31</u>

Facility to Switch the Year

A new facility has been introduced to switch to a different year without exiting the current running package. This facility will work only on main menu or sub menu. In other words, it will not work from inside of any master or entry or report module or from inside of various system options.

On the main / sub menu, press the **** (back slash) key to obtain year switch window. The last row will show "Enter" under the option column. The drive letter and main folder name will get auto populated in that row. Just enter the year folder under the year column, you want to switch to and then press Enter.

Row/s of the years to which successful switch/s were performed earlier will be automatically saved by the package and displayed in this window so that you just have to just press Enter on the appropriate row to switch to that year, next time. Further, you can also switch to the year on different drive or under different main folder using this facility. For e.g. if you want to switch to the same year (or different year) on local drive (say C Drive) under different main folder name (say BFA) then enter C, BFA and year folder in respective columns and press enter. Run indexing first and then carry out intended work. This facility to switch is primarily provided to check the data rather than entering new data or changing existing data on that drive/s or main folder.

<u>Warning:</u> If you switch to folder having same financial year on different drive/main folder just to check some data there, please do not forget to switch back to the current work folder. If you forget to switch back to the current work folder and start entering new data or change existing data then, that data will obviously be stored in the switched folder and not the current folder.

Press Del/Delete key to remove any unwanted row/s from the switch year window. Press Ctrl + Up Arrow key to move the row up. These keys will help in properly organizing the switch year window.

Please note that switch to the different year will be successful only if version numbers of the package in both the years are same.

Option to Credit Rate Difference to Sales A/c

Currently broker's rate difference in garu sales gets credited either to respective broker's a/c or to some common rate difference a/c. Now, a new parameter has been added using which you can credit this amount to sales a/c instead of above said account/s. To do so, select Parameter Setting option under Parameters option in system menu. Jump to Page No 3 using Page Down key. Enter **Y** (or keep blank) against "Credit Garu Rate Difference to Sales A/c" and save it. Run "Process All Dates" option in Tarij Processing option to transfer credit for rate difference in existing sales entries from broker's a/c to Sales a/c.

GSTR-1 Files

Now, a new excel file having name as amend will also be generated along with other excel files. This new file will contain records of sales, sales returns and receipts of the customer's whose GST Numbers have been changed during the year. These records will be for the period up to the previous month of the month for which other excel files for GSTR-1 return are being generated. For e.g. if you are generating excel files for the month of July then, records from April to June will be included in this new file. This file will be useful in preparing amendment sheet/s of GSTR-1 return. Please note that amendment occurring only due to change in GST Numbers of the customers will be considered for this purpose. Amendments arising due to changes in other data will not be considered in this file.

Once the amendments are submitted for GSTR-1 return, users will be required to remove them from the amendment records maintained by the package so that they do not reappear in the amendment file for the next month's GSTR-1 return. To achieve this objective, select the new "Mange Amendment List" option appearing upon exiting this module. Follow the instructions to remove the submitted records from the list.

List of changes up to version 16.30

GSTR-2 Files

Now, Purchase Return details, entered using Godown Transfer Entry module, too will be considered for HSN excel file.

GSTR-9 Files

New module has been added to help prepare files required to file GST annual return in Form 9. This module will generate excel files containing break up of taxfree and taxable sales into sales to registered and unregistered dealers. Further files for hsnwise outward supply as well as inward supply will also be generated.

List of changes up to version 16.29

Debtor Master Help

Press **F2** to directly jump to the FSSAI No field while editing existing/creating new Debtor Master.

Sales Entry

Now a new alert will appear upon selecting the Party's Name from Debtor's Help if validity date of FSSAI No of the party is blank or has already expired. Users can also get an advance alert before some number of days of expiry of validity of FSSAI Nos. To set such number of days, press **Page Up** at Bill No prompt, select **Parameter Setting** option. Enter number of days of your choice in the line starting with "Alert for Party's FSSAI License…". Enter -1 in the line to altogether deactivate the alert.

Pending FSSAI/GST Nos List

New module under Broker Reports, to generate brokerwise list of parties whose either FSSAI No / GST No is missing or FSSAI License No validity date is missing. Further, list can also include parties whose FSSAI License validity date is about to expire.

Moreover option to generate brokerwise separate text file has also been provided. This is intended to help users send the list online to each broker on their mobile phone using popular messaging app.

A Windows Batch File having name as RENAMER.BAT will also be created in the folder. Run it to convert the numbered text files into files having proper name of each broker.

List of changes up to version 16.28

Sales Entry

Currently, users were allowed to change other information of any existing debtor such as GST number, FSSAI numbers, Address, Phone numbers, etc. by pressing **Page Up** key at Customer's Name or Place prompt in this module. However, due to some technical issues, this facility has now been withdrawn. Now, in order to change / edit such information, user will have to obtain Debtor Master's Help (by pressing **Tab** at Name or Place prompt) and then press **E** to edit the information of the Debtor Master of their choice. Users, however, will be able to enter other information of the new customer through this module as earlier.

Debtor Master

Now registration date of GST number and expiry date or validity date of FSSAI number of the customers will also be asked.

Bills Collection Entry

Facility to delete cancelled receipts has been added. To remove the cancelled receipts, press **Del** key on cancelled receipt in Receipts Help window appearing on press of **F1** at Receipt Number prompt.

Further, now users will be able to enter -1 or -2 against batch number in search parameters appearing on press of **Space Bar** in Receipts Help window. Entering -1 against batch number will show cancelled receipts. Entering -2 against batch number will show direct credit receipts.

GST Summary

New option to show Taxable amount instead of Bill amount for Nil rated / exempted outward supplies in paragraph 3.1 (c) of Form No GSTR-3B has been provided. Using this option, users will be able to cross tally sales figures easily. This option will be particularly useful to the users who levy GST on Item Amount only instead of all other amounts billed to the customer such as container charge, apmc, freight, other amounts, etc.

Further, error of wrongly showing RCM GST Column in Other Payment Summary Section has been removed.

Remove Unwanted Accounts

Error – Wrong number of Parameters – has been removed.

List of changes up to version 16.27

Goods & Service Entry

Now, bill amount will be credited to Party's A/c too. Earlier posting of bill amount was not being done to Party's A/c.

Old Sales Bills Entry

Error – Variable GSTNO not found, removed.

Dana Master Help

A new facility has been introduced to re-arrange Dana Class columns used in New Dana Dalali Report. Currently, in New Dana Dalali Report, Dana Class columns appear in order of creation of Master. However, now you can re-arrange them as per your requirements. To re-arrange the columns go to Dana Master option under Masters menu . Press **F1** at Dana Code prompt. The Dana Class Help will appear. Use **Ctrl + Up Arrow** or **Ctrl + Down Arrow** keys to move the columns upwards or downwards as may be required. Press Esc when done to exit the help window.

Sales Register

Now, amount received columns and balance columns have also been added in Partywise Billwise, Datewise, Monthwise and Periodical Summary options under Excel File option. Amount received columns are further divided into Cash, Cheque, Direct Credit and Adjustment Columns.

Debtor Master Updation

Currently, New Debtor Master created during Sales Entry or by pressing **M** key in Debtor Master Help in a firm automatically gets added in other firms too. All other information such as address, phone numbers, GST No, FSSAI No, etc., that have been entered at this point, also get updated in all such firms. However, information subsequently entered or edited by pressing **E** key in Debtor Master Help in a firm does not get automatically updated for the same Master in other firms. This problem has now been resolved.

Now, the Debtor Master information entered or edited in a firm will automatically get updated for the same Master in other firms too upon saving. The information will get updated in other firms even if the Master is just saved without making any changes.

The Master selected by the package for updation in other firms will be based upon exact matching of Debtor's Name, Place and Broker's Code. If no master having same Name and Place exists in other firms, it will be automatically created a fresh in those other firms. If the Master with same Name and Place exists in other firms but their Broker's Code differs then, a window showing all such Masters having same Name and Place will be displayed along with existing other information and user will be asked to select the Master to which this information shall be updated. At this point

user will have 3 options. First is to select the appropriate Master using **Space Bar** to which the information shall be updated. Next option is to create new Master in other firms. If, user finds that Master/s in other firm is/are different and creating a new Master instead will be a better choice then, select "Create new Debtor Master" option appearing at the bottom of the list by pressing **Space Bar** on it. The last option is to altogether skip the updation by pressing **Esc** key. In that case, neither any master will be updated nor any new master will be created in the other firm.

List of changes up to version 16.26

Godown Transfer Entry

Now, additional accounting details related to purchase returns such as Purchase Return Amount, Purchase Return A/c Code, Ref Idn No, GST Code, etc. will also be asked. These details will be asked upon entering goods return entry for garu (own trading) goods only. These details, being unrelated, will not be asked while making entry for returning of vachhati goods. In other words, these details will be asked when any garu lot number is entered against "Lot No" prompt and **GR** (for Goods Returned) is entered against "To Godown" prompt.

Due to enabling of this facility, now users will not be required to pass any additional entry through Garu/Vachhati Payment Entry (for adjusting return amount against purchase entry) and Rojmel Entry (for transferring GST amount to various GST Accounts out of Purchase Return A/c).

GST Summary and GSTR-2 Files

Now, Purchase Return details, entered using Godown Transfer Entry module, as mentioned above, will also be reflected in these modules.

Sales Register

Four additional partywise summary options have been introduced for Excel File option. These are Billwise Summary, Datewise Summary, Monthwise Summary and Periodical Summary.

Moreover, now multiple excel files will be generated, if number of records to be included in the file exceeds permissible limit (i.e. more than 16,383 records).

List of changes up to version 16.25

Brokerage Entry

Now, GST related details such as GST Code, Amount, etc. will also be asked. These details will be asked upon pressing Space Bar on **( ) Others** option.

GST Summary

Now, details of GST on brokerage will also be considered in this report.

GSTR-2 Files

Now, details of payment entries passed through Interest Entry Module on which GST is applied, will also be included in appropriate excel file/s. Further, brokerage entries on which GST is applied will also be reflected in the related excel file/s.

Excel file option for certain more reports

Now, excel files can be generated for Ledger Summary and New Disposal Report modules too.

List of changes up to version 16.24

Bills Collection Entry

In the previous version, facility to enter and save direct receipts by NEFT/RTGS, etc. was provided. However, due to a minor technical error, the direct payment flag (Yes in Dir Column) and bank date for bank reconciliation purposes was getting removed upon running ughrani updation module. This error has been resolved now. In order to bring back the direct payment flag and bank date in existing direct receipts entries, please first run the ughrani updation module and then receipt processing for all dates. Please note that running these two modules will be useful only for those entries in which UTR number was entered earlier. In other words, users will have to manually edit all the existing direct receipt entries in which UTR number was not provided earlier.

Further, now a separate default deposit bank a/c code will be maintained for direct receipt entries. Earlier, the default bank a/c code for cheque entries was being used for direct receipt entries too.

Form No 26-Q

Now, freight entries which exceed TDS limits but in which no TDS has been deducted, due to furnishing of declaration by small transporter, will not be included in the report. Earlier these entries were getting included in the report. However, if you wish to include these entries as earlier then, you can do that by opting for the newly added option of "Include Freight Entries exceeding TDS Limit but having NIL TDS" using Space Bar.

GST Summary

Now, GST on sales return by OMS parties will be properly reflected under IGST Column. Earlier it was getting reflected incorrectly under CGST and SGST Columns. Further, details of sales return of taxable supplies by OMS parties, either unregistered or under composite scheme, will also be reflected separately under paragraph number 3.2/1 and 3.2/2 respectively.

List of changes up to version 16.23

GSTR-1 Files

Now, ughrani interest will be reflected in HSN File too, if "Ignore Ughrani Interest" option is not selected.

Cash Flow Statement

Option to generate excel file provided.

List of changes up to version 16.22

Excel file option for certain more reports

Now, excel files can be generated for Cash Book, Bank Book, Journal Book, Ledger, Stock Valuation Report, Periodical Stock Report, Interest Report and Brokerage Report.

In Periodical Stock Report, option to generate excel file is available in New Format option.

List of changes up to version 16.21

Bills Collection Entry

Now, facility to store information such as UTR No, etc. for direct receipts in Bank A/c by way of NEFT/RTGS/IMPS, etc. has been added. For this, after pressing **F5** in main screen, press **F4** in cash/cheque window to activate direct credit information window. Enter UTR No and Bank Code in which receipt has been credited directly and then press **F5** to save the receipt. You can press **F4** in direct credit information window to go back to normal cash/ cheque window. Hence, **F4** will act as key to toggle between cash/cheque window and direct credit window.

Users, who have activated cash/cheque selection option at top, will additionally find new "Dir" option along with cash & cheque options. Select Dir option for direct credit receipts entry. After selecting this Dir option, direct credit window will appear instead of normal cash/cheque window on press of **F5** in main screen. You can always use F4 key to toggle between cash/cheque window and direct credit window.

Notes: Please note that -2 will be used as batch no in direct credit receipts.

Please further note that related necessary changes have also been carried out in Receipt Processing, Daily Receipts Report, Receipts Summary Report, Debtor's Ledger (New), Bank Slip, Bank Reconciliation and Cheque Return Entry Modules.

Sales Register (VAT Purpose) & Purchase Register (VAT Purpose)

GST related changes carried out.

Excel file option for certain more reports

Now, excel files can be generated for Sales Register, Purchase Register, Trial Balance, New Tr & P/L A/c and Balance Sheet too.

List of changes up to version 16.20

Sales Entry
Hiding Idn No and Purchase Rate in Stock Help Window
Currently, Idn No of arrival entry and Purchase Rate are shown in the stock help window along with other information. Now, in order to maintain secrecy, a facility has been provided to hide these columns, if so desired. Facility to show / hide these columns is available in Parameter Setting option appearing on press of **Page Up** key at Bill No prompt. You can hide / show by selecting / deselecting Idn No and/or Purchase Rate fields in the line "Do not show [ ] Idn No, [ ] Rate, fields in Stock Help Window". Use **Spacebar** to Select / Deselect these fields. When prompted for password, use password set for Year-end Reports, to authorize changes.
In addition, option to block printing of duplicate sales bill has also been provided in the next line.
Parameters to block Debtors
Now, you can block entry of a customer while preparing sales bill, based on certain parameters related to his unpaid bills. You can define these parameters in the window which will appear upon pressing **Spacebar** on the next line "( ) Press SpaceBar for Setting Parameters to Block a Debtor" option. In all, three options have been provided to block a Debtor. Detailed explanation is as follows.
In first option you can block a debtor based on the age of his oldest unpaid bill. If you wish to block any debtor on this parameter then, enter the age in days above which days any bill of the debtor is found unpaid.
Second option allows you to block a debtor based on the number of bills remaining unpaid of any debtor. Hence, if you enter some number in this option then, any debtor having total count of unpaid bills exceeding this number will be blocked.
Using third option you can block entry of any debtor based on total of unpaid bills. Therefore, if total outstanding amount of any debtor exceeds the amount entered in this option then, entry of that debtor will be prevented.
If you activate more than one option then, the debtor will be blocked if any one of the activated conditions becomes true for him. Logically therefore, if you do not want to block entry of any debtor then, deactivate all these options by keeping blank values in them.
Please note that by default, unpaid cheque returns and partly settled bills are also considered for checking above conditions. If, however, you wish to ignore unpaid cheque return or ignore partly paid bills while checking the applicability of above conditions then, select ignore options using spacebar against them.
Further, by default, all unpaid bills including bills having petty amount as outstanding, will be considered for checking the applicability of the condition/s. However, if you wish to ignore such petty amount bills up to a certain limit then, enter that limit

against "Ignore bill if its unpaid amount is upto Rs." prompt. When asked to authorize changes please enter the password. Initial password is 0 (Zero).

Blocking a Debtor

When a debtor's name and place is entered while preparing fresh sales bill and any of the activated condition becomes true for him then, his name will be blocked and you will be barred from preparing the bill in his name. You can, however, remove the block temporarily on the debtor for that bill by entering the abovementioned password. The blocking conditions will be checked each time a fresh sales bill is prepared. The conditions will, however, not be checked in edit mode unless the debtor is changed.

List of changes up to version 16.19

Interest Entry

GST related changes were carried out in the previous version in which GST Code, GST Amount, HSN Code, etc. were to be provided. Now, instead of a single line of such data, facility to enter multiple data of GST Code, etc. in multiple lines has been provided. Further, Bill No for services rendered to various parties such as godown rent, etc., where GST is applicable, will also be required to be entered by the user. To make the series for Bill No unique, add some prefix to the Bill No of your choice such as "OR-" (Other Receipts) or "OSAL-" (Other Sales) or "SRV-" (Services) or any other text of your choice.

Bills Collection Entry

Currently, Dr Note Numbers for ughrani interest in bills collection entry module are generated while saving the entry. These numbers are generated on yearly basis. i.e. one numbering sequence is used throughout the year. This number sequence gets distorted when corrections are made to sensitive data such as interest, etc. already entered or some entries are not made in datewise order. To overcome this problem, now a new method of assigning Dr Note Numbers on monthly basis for ughrani interest has been introduced. As per new method, Dr Note Numbers will not be assigned at the time of entry. These numbers will have to be assigned by the user using a new facility provided in this connection. For this, press **Page Up** key at Receipt Number prompt and select **Assign Dr Note Nos** option. Thereafter, select the month for which you wish to assign the Dr Note Numbers and complete the task. Users are advised to assign the numbers only after all the entries for the month have been made and necessary corrections, if any, to the data for that month have been carried out. Users are requested to use this option for any month just before the files for GSTR-1 return for the month are required to be submitted to the tax consultant.

In order to implement the new method of assigning Dr Note numbers, existing Dr Note numbers will have to be removed. However, Dr Note numbers already assigned for the month/s upto which GSTR-1 return has been filed shall not be altered. To achieve this objective, users will be prompted to select the month upto which GSTR-1 return has been filed while updating the package. Users are requested to select accurately the last month for which GSTR-1 return has been filed. This way, all the Dr Note numbers assigned previously as per old method for the subsequent months only will be removed. Users will have to later on assign the Dr Note numbers as per new method as explained in the previous paragraph.

GST Summary

Option to ignore ughrani interest is now provided.

GSTR-1 Files

Now, the data entered using interest entry module for GST charged on other receipts such as godown rent, etc. will also be included. New file namely OTHERSAL will also be created in TALLY Folder for such data.

Further, option to ignore ughrani interest is also provided.

List of changes up to version 16.18

Payment Master Updation

In order to apply GST on other payments and receipts, which attract tds, such as Professional Fees, Godown Rent, Cold Storage Charges, etc, now a few additional parameters, as mentioned below, will be asked with respect to such type of transactions. These additional parameters such as, Apply GST?, GST Code and HSN Code will be asked in this module i.e. payment master updation.

Enter **Y** under "apply GST?" column against payment types such as professional fees, godown rent, cold storage charges, etc. where GST is applicable. Enter GST Rate under GST Code (Press F1 for Help). Also enter HSN Code of the payment type.

Keep these columns (apply GST?, GST Code, etc.) blank against the type/s of the payments such as interest, etc. where GST is not applicable.

Further, any information in above columns, against Brokerage (where **B** is entered in Main Code in payment master) and Freight (where **F** is entered in Main Code), will be irrelevant as separate entry modules are provided for these type of entries.

Interest Entry

Now, a window asking for GST related information such as GST Code, GST Amount, etc. will appear after debit/credit amount prompt. This window will appear while making entries for post-gst period and for the type/s of transactions with respect to which **Y** is entered under "apply GST?" column in payment master as mentioned above. GST Code for GST Rate provided in Payment Master will default for the entry. If payment entry is being made (i.e. if negative amount is entered in debit/credit amount) to a party and party has issued invoice for the said services then, enter its bill number and date too. Otherwise keep them blank.

GST Summary

Appropriate changes carried out to reflect effects of entries passed through Interest Entry module as mentioned above.

Note: Modifications in GSTR-1 and GSTR-2, with respect to above changes, will be carried out in the next version.

List of changes up to version 16.17

Garu Aavak Entry
Now, additionally, 16 characters long Bill No will also be asked. This Bill No will be used in GSTR-2 files.

Goods & Services Entry
Changed to take care of GST requirements. Now, multiple lines to store details such as item description, hsn code, taxable amount, gst amount, etc. will be asked. Bill Date will also be asked. Width of bill no has also been increased to 16 characters.

Note: If you have already passed entries having post gst date (i.e.1st July, 17) then, please edit each such entries one by one, make suitable changes such as item description, hsn code, narration, etc. and save them.

GSTR-2 Files
Now other purchases as entered in Goods & Services Entry module will also be considered while preparing files for GSTR-2 return.

List of changes up to version 16.16

GSTR-2 Files
New module added under GST Reports.

Note: Please provide details of purchase return, if any, separately to your tax consultant along with files generated by this module. In addition, also provide details of other purchases such as fixed assets, office expenses items, etc. with respect to which you want to claim input tax credit of the gst paid on such purchases.

Freight Entries
This module has been modified as per requirements of GSTR-2 template.
Further, please provide hsn code of freight to be included in GSTR-2 files. For this, press Page Up at Idn No prompt. Select Parameters Setting option. Enter HSN Code for freight. Save and Exit.

List of changes up to version 16.15

GSTR-1 Files

Now, excel files will be created without date suffix in the name. For e.g. b2b file will be created instead of b2b0210. Similarly all other excel files created from this module will not contain date in the name. Due to this change, now, previously created files will be overwritten by the newly created files. Therefore, if you want to preserve the previously created files, for comparison or any other purpose, then either copy these files in some other folder before creating the new files or create the new files in the folder having some different name.

Further, 2 sets of excel files will be created. For this, a new folder named <u>tally</u> will be created in the month folder. All the excel files having extra columns and rows, required for cross verifying the data, will be created in tally folder. Excel files created in the month folder will contain only such columns and rows (except headers) which you will be able to directly copy and paste to the GSTR1 template provided in the offline tool. For e.g. exemp file in the month folder will now contain only net sales column. You will have to copy data under this column and paste the same into template file. It will not contain sales, interest from customers and sales return columns. These extra columns, provided for verification purposes, will be available in exemp file in the tally folder. Similarly, hsn file in the month folder will contain net sales rows only. Bags columns too will be omitted from the file. Description column too will be empty. These additional rows and columns will be available in hsn file in the tally folder. Users wishing to submit bags instead of kgs, will have to copy bags from hsn file in tally folder. Please appropriately change the values under uqc column in the rows where bags instead of kgs are submitted. In short, all this setup is done to facilitate easy copy-paste of data from multiple excel files into GSTR-1 template file. Please do not open, edit or save files created in csv folder.

Form No 26-Q

Changed to take care of requirements of TDS File Validation Utility Ver 5.6. Please provide correct GST No of the firm. To enter GST No, press PgUp at Bill No in Sales Entry. Select Parameter Setting option. Enter correct GST No. Save and Exit.

List of changes up to version 16.14

Sales Entry

Currently, sales rate of the items gets populated automatically. Now, facility to modify the option has been provided.

Press PgUp (Page Up) on Bill No to modify the option. Select Parameter Setting option appearing at the end of the menu. Enter **N** for No, against "Automatically capture Last Sales Rate of the Item" to avoid last sales rate to get populated automatically. However, if you want the last rate to appear automatically, then the option should be kept blank. This facility to avoid automatic display of last sales rate, is specially useful for users using online billing facility.

GSTR-1 Files

Contrary to common belief, GST offline tool very well accepts Dr Notes and Cr Notes raised against pre-gst sales bills. However, Dr or Cr Notes pertaining to sales bills having date prior to 2-1-2016 are not accepted by the tool. In view of this development, option to not consider Dr and Cr Notes against pre-gst bills has been removed.

Further, an excel file named docs will also be generated. This file contains range of document numbers of Sales Bills, Dr Notes and Cr Notes issued during the selected period. This data can be copied and pasted to docs sheet in the GSTR-1 template. This file also contains other columns such as missing, cancelled, issued count, actual issued, etc. Data from only 4 columns viz Fromno, Tono, Totalno and cancelled is required to be copy/pasted to the template. Rest of the columns are provided for cross verification purposes only.

As mentioned in previous paragraph, From and To Numbers of the sales bills are required to be given in docs sheet of the template. Some users run two or more bill sequences simultaneously, specially those having multiple sales godowns. For e.g. one series starts with bill no 1, 2nd series starts with bill no 20001 , third may start with 50001 and so on. Separate start and end numbers for each such series are required to be mentioned in the docs sheet. In order to find out start and end numbers for each such series, a new parameter "Maximum possible consecutive missing bills " will also be asked. This number will decide the start of the new series. So, if total consecutive missing bills during the selected period, are up to the specified limit then, they will be classified as missing bills. However, if the consecutive missing bills count exceeds the specified limit, the module will interpret it as the start of a new bill series. By default, missing bills count is provided as 50, changeable by user as required. Please note that count of, <u>consecutive missing bills</u> will be deciding factor. Count of scattered missing bills will not make any difference in identifying the start of a new bill series. Aggregate of such scattered missing bills will be classified as missing

bills only and won't trigger start of a new series in spite of it exceeding the specified limit.

List of changes up to version 16.13

Accounts Master

Now, if any Creditor, from whom goods are purchased, is registered as Composite dealer then, same will be required to be specified in his master. To specify, enter **Y** against Composition? prompt if he is a composite dealer else keep blank or enter N if he is a regular dealer. This will be used in upcoming GSTR-2 files module.

GSTR-1 Files

Now, a new option to avoid including debit notes for interest and credit notes for sales return pertaining to bills of pre-GST period in excel files, has been added. Currently GST offline tool does not accept such debit and credit notes pertaining to bills of pre-GST period.

Current GST offline tool does not accept spaces in between the Bill Number, Dr Note Number and Cr Note Number. In order to overcome this glitch, following changes are carried out with respect to these numbers.

Now, prefixes such as * or any alphabet in the bill number appearing in debit and credit notes, have been removed from excel files.

Further, in Dr Note No, spaces between prefix INT and number has been removed and a hyphen (-) is inserted in between for clarity. Similarly spaces between prefix SR and number in Cr Note No, has been removed and a hyphen is inserted in between. In addition, there is one more glitch with respect to Dr Note Number. The tool does not allow the same Dr Note No to be uploaded against multiple bills having same tax rate. In other words, Dr Note No shall be unique even if it is issued against multiple bills of the same party. Therefore, in order to make Dr Note number unique, a suffix starting with alphabet A will be appended at the end, if same Dr Note number repeats against multiple bills of any party.

Entry of invalid GST Numbers of the parties is one of the major problems being faced while uploading data to GSTR-1 template or to CSV files. Therefore, now, additionally one more excel file CHKGSTNO will also be generated. Using this file it will be a lot easier to get the list of incorrect GST numbers. Full explanation about how to use this file is broadcasted on whatsapp messenger.

List of changes up to version 16.12

Bills Collection Entry

Now, a sequential Debit Note Number will be assigned, if interest is collected in the receipt in post GST period. Different Debit Note Number will be assigned to different parties accommodated in a single receipt. These will be used in files required to be generated for filing of GSTR-1 return.
Note: Users are hereby requested to prepare separate receipt for different parties. Facility to allow bills of different parties in a single receipt will be withdrawn after some time.

Sales Return Entry

Now, a sequential Credit Note Number will be assigned to all sales return entries, entered in the post GST period. These will be used in files required to be generated for filing of GSTR-1 return.

GSTR-1 Files

New module added under GST Reports.

This module will generate multiple excel files required to file return in GSTR-1 Form. The formats of the files are designed to suit the requirements of offline tool made available by the government in this regard. A few extra columns for cross verification purposes may have been added in all or some of these files which shall be removed before filing of return.
The files will be created in folder GST\GSTR1\<Year Folder>\<Firm Folder>\<Month Folder>, on the working drive. You can change the drive and above folders, except GST and GSTR1, to specify the different location for the file, if so required.

Following files will be generated to facilitate the return filing.
 b2bddmm, b2clddmm, b2csddmm, cdnrddmm, exmpddmm and hsnddmm, where ddmm stands for the date and month digits of the date on which files are generated. Apart from above, 3 more files viz salddmm, intddmm & srddmm will also be generated. These files can be used for verification purposes.

Explanation about the data stuffed in the files will be available upon generating the files from the package. These files will be over-written upon existing files having same name, if any, in the folder. You can specify different folder location while creating files in order to preserve the files created earlier.

<u>List of changes up to version 16.11</u>

<u>Garu Aavak Entry</u>

Now, discount amount will also be allowed to be entered. The discount will be asked after item amount, before container charges.

<u>Freight Entry</u>

Now, GST to be paid as reverse charge (RCM) liability on freight of GST taxable items, will also be asked. This amount will be credited to "CGST/SGST payable on RCM accounts" and debited to "CGST/SGST ITC claim for RCM accounts" respectively. All these accounts will be created by the package during version update process. Users need not create any of these accounts.

<u>Debtors Master</u>

In Form No GSTR-3B, state wise taxable value of sales to, out of the state dealers under composition scheme and IGST collected thereupon, is required to be submitted. In order to generate these details, indicator whether out of the state dealer, having GST No, has opted for composition scheme or not, is required to be mentioned. A new composition indicator will be asked for this purpose.

<u>Update Debtors info</u>

This new module has been added under Occasional/Other Entries. This module is useful for users running more than one firms. Users will be able to update details of debtors masters from any firm to other firms using this module.

Note: Detailed explanation for using this facility will be published shortly.

<u>GST Summary</u>

This new module has been added under **GST Reports** under **Reports** option of the main menu.

Tax rate wise summary of sales, sales return and purchases has been provided in the report. Further details of GST collected on interest of taxable items in bills collection entry module and GST under reverse charge (RCM) on freight, will also be available under this module.

In addition, various details as required for Form No GSTR-3B, have also been provided in the report.

List of changes up to version 16.10

Sales Entry

Now, GSTIN of customers will also be asked in window appearing on press of **Page Up** on Customer Name or Place. Width of FSSAI number has been increased to 20 Characters.

Now, upon selecting customer name from the help window, other info window will automatically pop up if either of its GSTIN or FSSAI Number is blank. To activate this facility, press **Page Up** at Bill No, select **Parameters Setting** option and enter **Y** (for Yes) against "Ask for Customer Details if GSTIN or FSSAI No is blank" prompt.

Bills Collection Entry

Now, GST will be charged on and added to the interest, if interest amount is becoming receivable on such bills during receipts entry. GST on interest will be charged if GST is charged to the customer in that sales bill. No GST will be charged on the interest for the bill in which no GST is charged. If interest is modified during receipt entry then, that amount will be divided between interest and GST proportionately based on the GST rate applicable to the first item in sales bill. Bills prepared on or after 1st July only will be considered for this purpose. The break-up of interest and GST will be shown with red background in 2nd line in the heading section below the "Name of the Broker" caption. This heading is displayed in white background color. GST rate of first item will be used to calculate GST on interest, if there are multiple GST rates items in a bill.

The GST on such interest will be credited to respective GST accounts (CGST/SGST/ IGST) upon running receipt processing option for the collection date/s. Credit to interest a/c will naturally be reduced to that extent.

Interest already collected in <u>receipts prepared on or after 1st July for the bills in which GST is charged and are prepared on or after 1st July</u>, will automatically be divided into interest and GST amount respectively, upon installation of this version. Please run receipt processing for such dates to modify the credits to interest and GST accounts.

1 Debtors Master Listing

Now, GSTIN of the debtors will also be displayed in the report if it is selected as column for the report. To select the GSTIN column for the report, press **Spacebar** on the select Column Prompt and enter **Y** (for Yes) against GST Nos prompt. Option to have list of parties with blank GST No is also provided.

Parties List on Excel

This new option has been provided in Ughrani reports option. With the help of this report, users will be able to generate excel file of debtors in which all debtor related

information will be included. Options to either include parties active in current year only or additionally include parties who have some amount due to us / due from us relating to the earlier years or all the parties existing in the debtor's master, have been provided. Moreover, option to exclude the parties, whose GSTIN and FSSAI Numbers have already been entered, is also provided. You can either have brokerwise-partywise list or simply partywise list.

Sales Bills Formats

Owing to changes in certain details such as increase in width of fssai number and to take care of other requirements, following 3 new bill formats have been added.

Format Name   Description…

GST11	to print bills along with DO at bottom part on A4 size plain paper.
GST20	to print bills along with DO at bottom part on A4 size pre-printed.
GST30	to print bills without DO at bottom part on A4 size plain paper.
GST50	to print bills with DO on customary 6" x 11" size preprinted stationary.

GST11 is meant to be used in place GST10 format. GST30 format can be used to print duplicate bills where DO part will be absent. GST50 format is to print the standard customary bills along with DO on 6" x 11" size (slim size) pre-printed stationary. This format bears all the necessary GST related columns such as GSTIN, FSSAI No of the customer, CGST and SGST rates and amounts, etc.

To select the appropriate format of your choice, press **Page Up** at Bill No in Sales Entry and select Sales Bill Format option. Select Set Default Format option and press Enter on the format of your choice. Use the Print Bills (Pre-Printed) option to print the bill using any of these formats.

List of changes up to version 16.00

Account Master

GSTIN of each party can also be maintained.

Further, following 6 GST related accounts will also be automatically added under Balance Sheet group. Change their group codes, if so required, by editing them. These accounts will be used by Garu Aavak (Purchase) Entry, Tarij Processing and Sales Return Entry modules.

Code	Name of the Account	Purpose of the Account
CGSTS	CGST on Sales	For Cr of CGST on Sales and Dr on Sales Return.
SGSTS	SGST on Sales	For Cr of SGST on Sales and Dr on Sales Return.
IGSTS	IGST on Sales	For Cr of IGST on Sales and Dr on Sales Return.
CGSTP	CGST on Purchase	For Dr of CGST on Purchase.
SGSTP	SGST on Purchase	For Dr of SGST on Purchase.
IGSTP	IGST on Purchase	For Dr of IGST on Purchase.

Debtor Master

Now, GSTIN of each debtor can also be maintained. To enter or update GSTIN of each debtor, press **E** on the debtor's name in debtor's help.

GST Master

New module to manage GST Rates introduced. 5 rate masters viz. 00, 05, 12, 18 and 28 will be added automatically by the package.

Item Master

Now HSN Code and GST Code for GST rate of each item will also be asked. Use **( ) Press Enter/Space Bar for Tax Codes** prompt to update these details.
Alternatively, you can update these codes directly into the master without editing each master individually. To use this facility, press **Page Up (PgUp)** on item code and select **Change Code Directly** option. Additionally, press **F2** to replace the same code in all subsequent masters. These changes will be saved directly into respective items.

Sales Entry

Parameters required for printing of GST Bills will have to be entered or updated. For this, press **Page Up (PgUp)** on Bill Number and select **Parameters Setting** option. Enter your firm's GSTIN against GST No. Use **( ) Press Space Bar for GST Bill Print Parameters** to provide or update parameters which will be used while printing GST Bills.

A new GST bill format viz. GST10 has been added. This format will print bill on A4 size plain paper using laser printer. To print bill using this format, press **Page Up (PgUp)** on Bill Number and select **Sales Bill Format** option. Select **Set Default Format** option and select GST10 among the options by pressing **Enter**. As this format has been added in this update, it will appear at the end of the list. You may press **End** to jump to the last option.

This format has been provided to print bills that will be prepared after 30th June. For bills up to 30th June, select the current format. Bill Format which is currently in use, will be displayed when "Set Default Format" is selected.

Users are requested to thoroughly check a few bills printed using the new format before handing over them to customers / brokers. If required, make suitable changes in information appearing in the bill using "GST Bill Print Parameters" option. For all technical queries such as HSN Code, Invoice Caption, Food warranty, etc. contact appropriate consultants.

Please Note:

Sales Bills in which no GST is charged will carry title of "Bill of supply". On the other hand, Bills in which GST is charged will have title of "Tax Invoice". Please consult your GST expert and act accordingly.

Now, as GST is to be collected on interest from customers in collection entry, users are requested to prepare separate bills of items having different GST rates. For e.g. separate bill for item/s having 0% GST rate, separate bill for item/s having 5% GST rate, separate bill for item/s having 12% GST rate, etc. In other words, clubbing of items in one or more bills will have to be done on the basis of GST rate applicable to the respective items. GST on interest will have to be collected at the same rate of GST as is applicable to that item. Hence, division of the bills will have to be done in order to better understand and easily calculate the amount of GST on interest.

Garu Aavak Entry, Sales Return Entry and Tarij Processing

All these modules have been changed to debit or credit appropriate GST related codes as explained in Account Master paragraph above. These new codes will be used for entries after 30th June. For entries up to 30th June, current system and parameters will be continued.

Bills Collection Entry

Currently, the sequence of Receipt Numbers is maintained on yearly basis. Receipt Number starts with 1 each year and the serially continues till the end of the year. Now, a new facility to maintain the serial of Receipt Numbers on daily basis has been introduced. Once this facility is enabled then, receipt number will start with 1 for each day.

If you wish to enable this facility, press **Page Up (PgUp)** key at Receipt Number and select Set Parameters option. In the line "**Initialize Receipt Number…**" enter **D** (for

Daily Basis) in Place of Y (for Yearly Basis). Press **F5** to save and then press **Ctrl+Enter** to confirm the change. This conversion being highly complex process, please ask all other users to exit up to main menu of the package before you press Ctrl+Enter to confirm.

Please note that this change is irreversible. This means that once the option of Daily Basis is selected and confirmed, it cannot be changed back to the Yearly Basis later on.

This option is applicable for each firm individually. This implies that the user is at the liberty to apply daily basis option to some firm/s as per his choice and keep yearly basis option for others. This also implies that if he wishes to opt for daily basis option for all firms, he must change it for all of them individually.

Once daily basis option is activated, receipt date will be asked first and receipt number will follow. In existing Yearly Basis option, receipt number is asked first followed by receipt date.

Currently help of receipts is available on press of F1 at Receipt Number. Now, a new Receipts Help is available on press of **PgUp** from the Receipt Number. This new help is in addition to the currently available help of receipts appearing on press of F1 at Receipt Number.

The main purpose of providing this help is to quickly make changes in the date and other particulars of the saved receipts. In this new help, cash receipts for the current date will be displayed initially. Press **Space Bar** to change the filters such as dates range and cash / cheque receipts options.

If the Daily sequence of Receipt Numbers is opted for, you may press **E** to edit the records. You may make necessary changes in the dates, etc. in this option. After making changes press **Esc** and save the changes. Please ask all other users to exit up to main menu of the package before saving the changes.

Further a new facility to organize the receipts has also been provided. Press **O** to select this option and enter the date, the receipts of which are to be organized. Upon entering the date, all receipts of that date will be displayed. You may press **A** to select all the receipts. Press **U** to unselect all the selected receipts. If required, you may also select or unselect a few receipts of your choice, instead of all, by using any other key (except **R**). After selecting the required receipts, press **R** to re-order the selected receipts. You will be asked to provide the First Receipt Number. Enter that number and complete the process. Please ask all other users to exit up to main menu of the package before saving the changes.