WeP Solutions Limited

WeP GST Panel User Guide

Version: 1.0

(This document is subjected to updation)

WeP Solutions Limited

Dear Customer,
Congratulations!

You are now a proud user of WeP GST Panel. Filing made easy and efficient with WeP Panel.
Use this guide and harness the product to maximum.

Should you need usage clarification, or perhaps have a suggestion for us, do e-mail us at suggestion@wepdigital.com

Note : Application visual shown on this User Manual is for general reference only. Product may vary in some of its details

WeP Solutions Limited

Contents

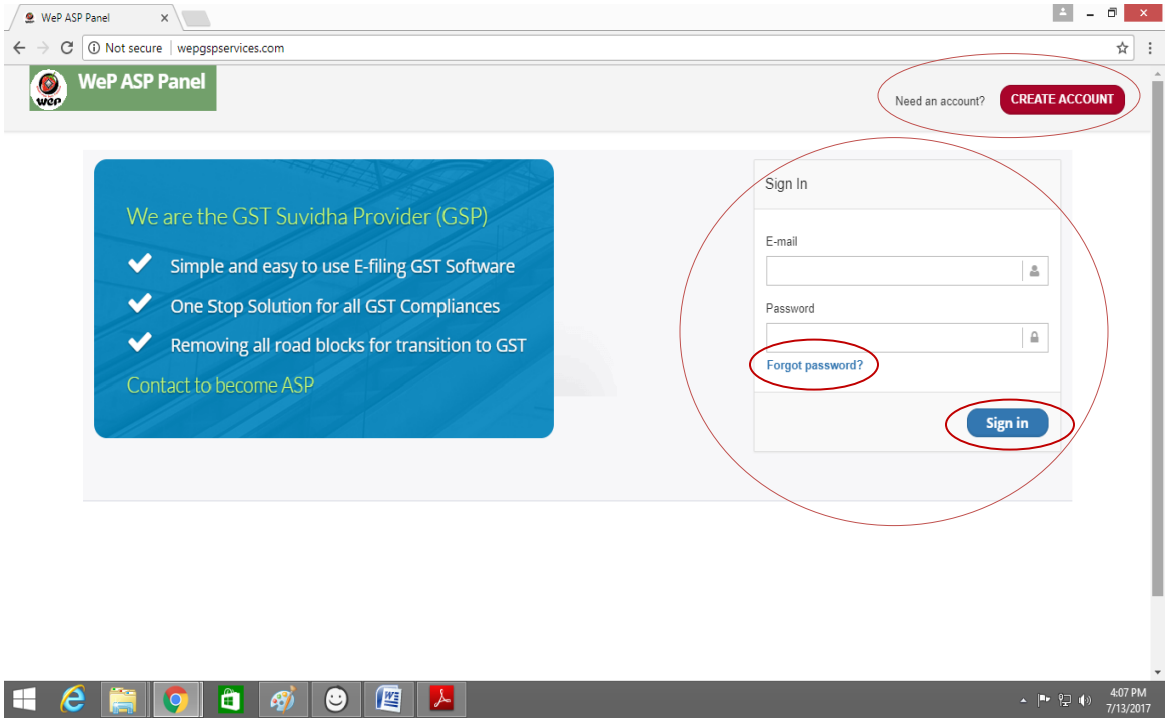
1. Introduction 4
2. Login: 5
3. New User Registration 6
4. Dashboard 8
5. Add GSTIN 9
6. HSN Master 10
7. User Management 11
8. Customer Management 17
9. Supplier Management 18
10. Outward Register 19
11. Inward register 24
12. Upload Information 25
13. Add PAN no. 27
14. Download Documents 28
15. Reports 28
16. GSTR Uploads 30

1. Introduction

Customer can use WeP GST Panel for filling returns to GSTN (Goods and service Tax Network).
WeP GST Panel will send Notifications for filing status to eligible recipients via e-mail and SMS.
Multiple reports on filing, reconciliation and audit log report is available which will facilitate customer for verification and billing, will be formatted in a password-protected, encrypted text file.
This document guides a user through the necessary steps of filing and user management.

If you have any questions not covered in this user guide, please write under Help in ASP Panel.

2. Login:



Users who have previously registered for WeP GST Panel can login by:

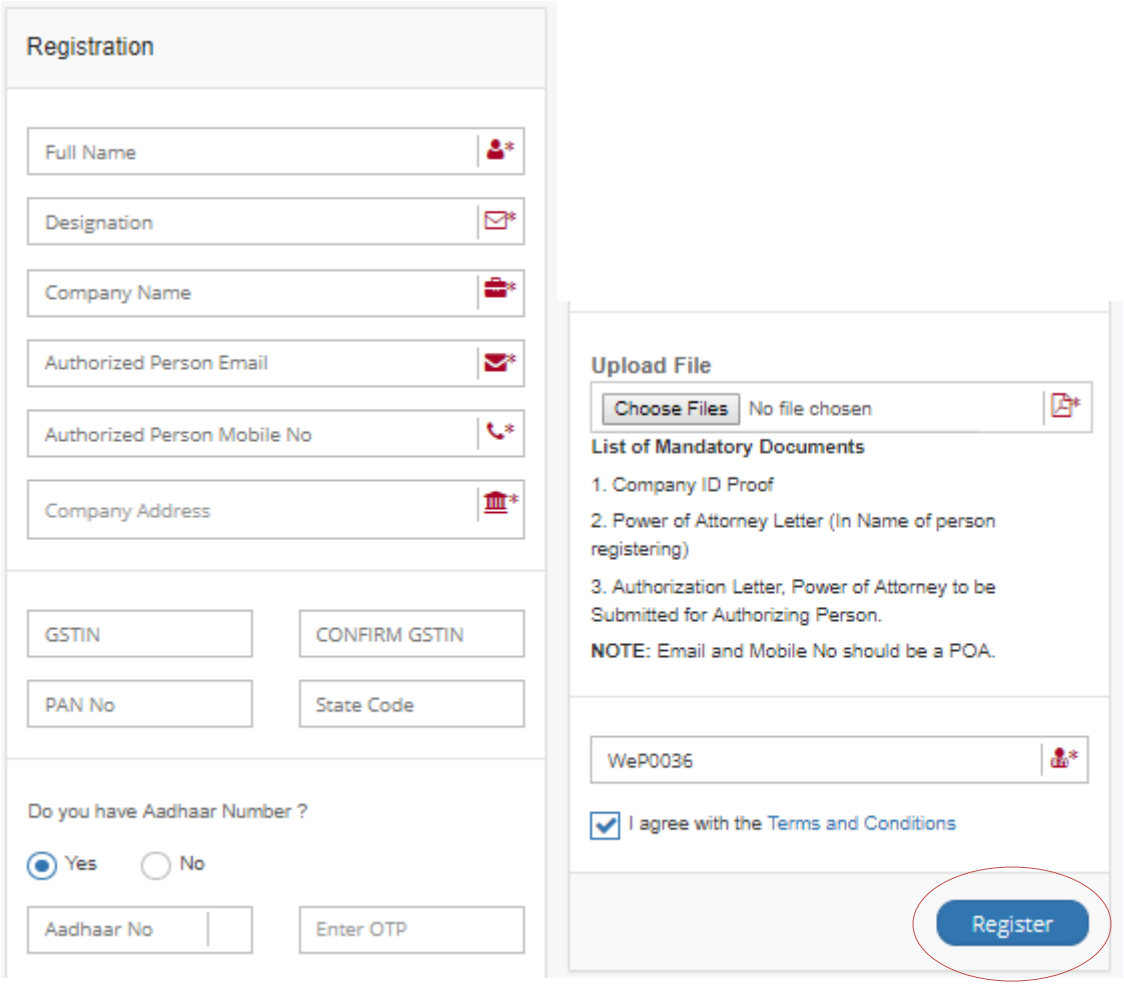
Entering their Email **ID**.
Entering their Password.
Selecting **"Sign In"** to advance to the next screen and begin using the application.

Site Registration
Users who have not previously registered for WeP GST Panel must select "**Create Account"** to use the site and to access the "New User Registration" page.

On successful registration login details is send to user via e-mail and SMS.
Forgotten Passwords
If a user forgets his or her password, he or she must select "**Forgot password?**" for help.

E-mail containing password recovery details is sent to users.

3. New User Registration



Users will be asked to enter or select the following information (all items with * are required):

Full Name:
Enter the user's first and last name.

Designation:
Enter authorized person's designation

E-Mail:
Enter the authorized person's e-mail address. E-mail addresses are not case sensitive.

Authorized person mobile no.:
Enter the authorized person's mobile no.

Company Address :
Enter the company's address.

GSTIN:
Enter 15 digit GSTIN no.
Note: If you have multiple GSTIN nos. you can enter Head office GSTIN no.

Confirm GSTIN:
GSTIN entered in this field must match the GSTIN entered in the "GSTIN" field.

Pan no. and state code:
Pan no. and state code is auto entered from GSTIN no.

Do you have aadhaar no.:

- If "Yes" is selected then enter aadhaar no. of authorized signatory.OTP comes from UIDAI on mobile no. linked with aadhaar , OTP sometimes might take 2 to 3 minutes to come.
  .Enter OTP in the field specified.
  One successful authentication message is displayed as "Authenticated successfully".
- If "No" is selected then continue with the registration without aadhaar authentication.

Upload Files:
Upload the required documents as mentioned in the registration form.

- Company's PAN CARD
- Power of Attorney Letter (In Name of person registering) and ID proof for registering person.

OR

- Authorization Letter for person registering.
- ID proof for registering person.
- Power of Attorney to be Submitted for Authorizing Person along with valid ID

Agree with terms and condition

Click the check box to agree with terms and condition.

Register

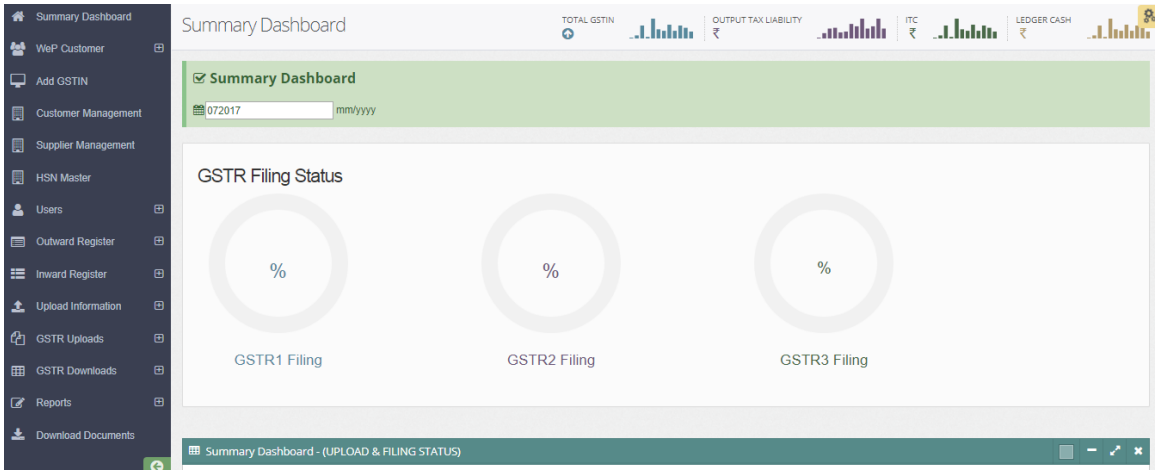
Select "Register" to submit the registration information.

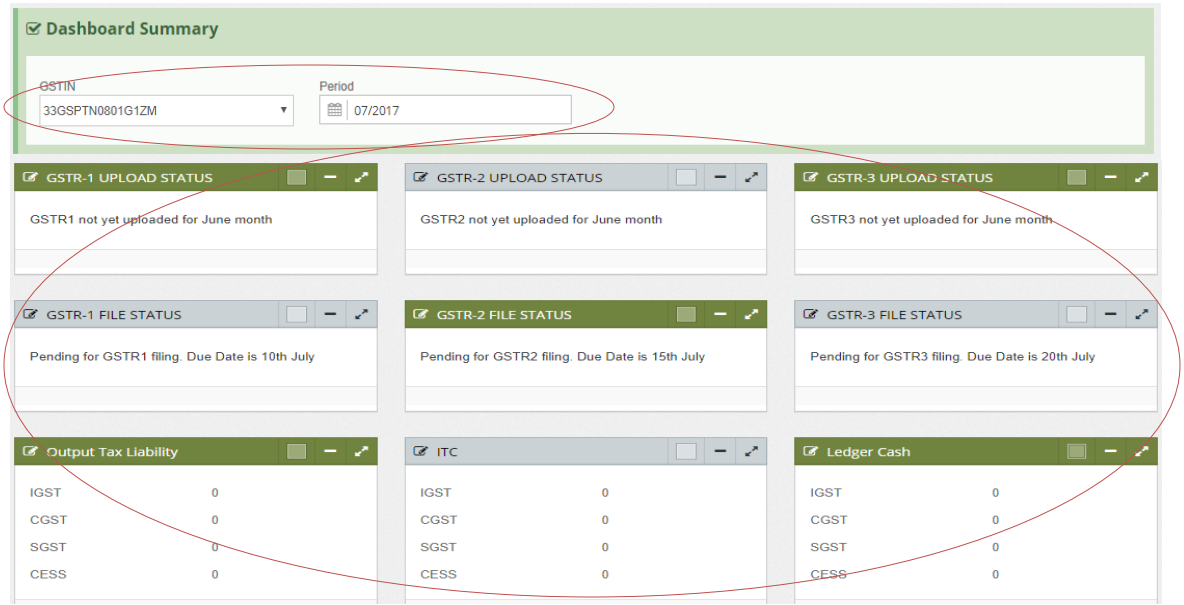
On successful document verification customer will receive login details on registered mobile no. and email ID.

4. Dashboard

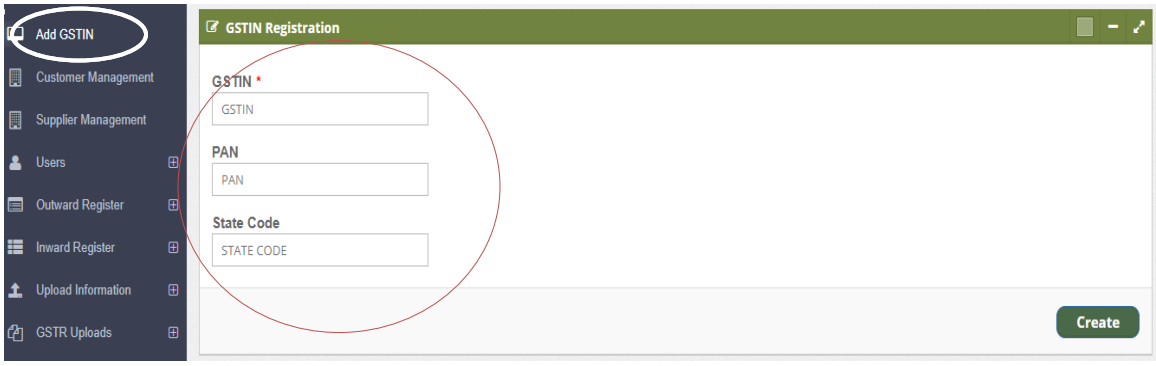
Dashboard will show the upload and filing status for GSTR1, GSTR2, GSTR 3 along with Output Tax Liability, ITC and Ledger Cash.

Summary Dashboard



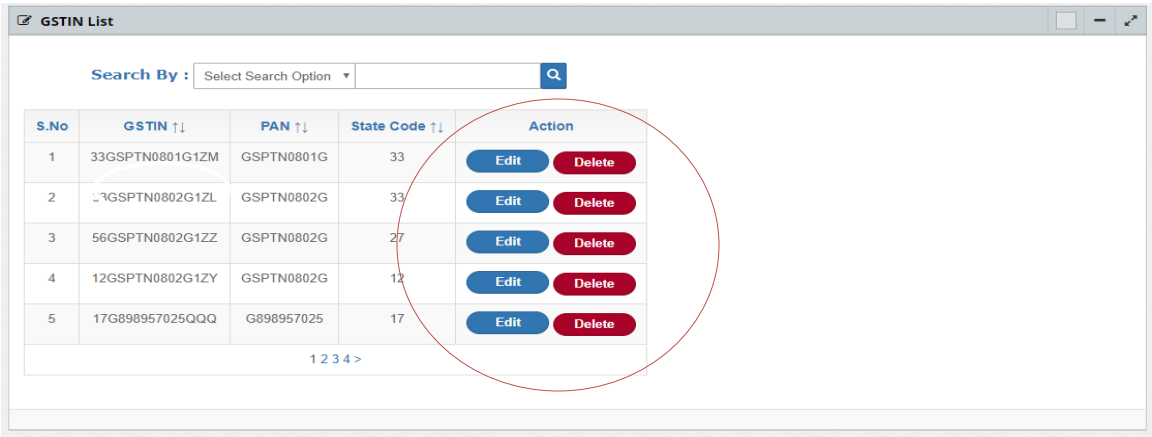


5. Add GSTIN

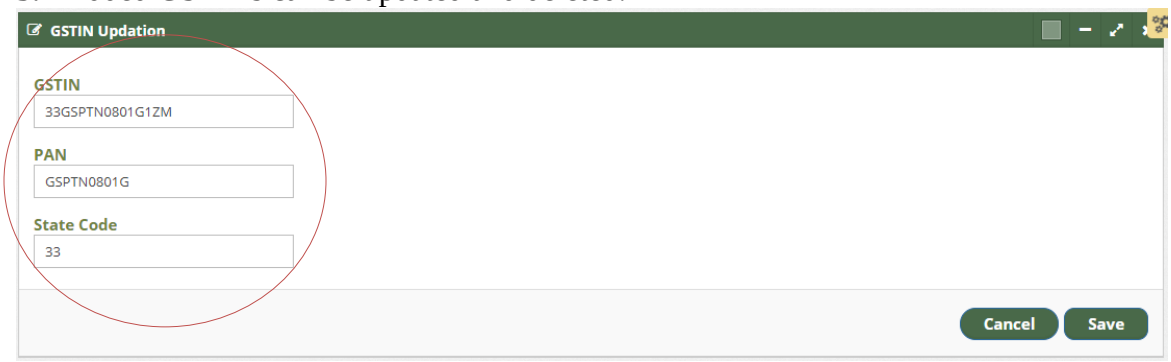


Add all the GSTINs.
State code and pan no. will be auto filled.

5.1 Below table shows the list of added GSTINs that can be edited or deleted.

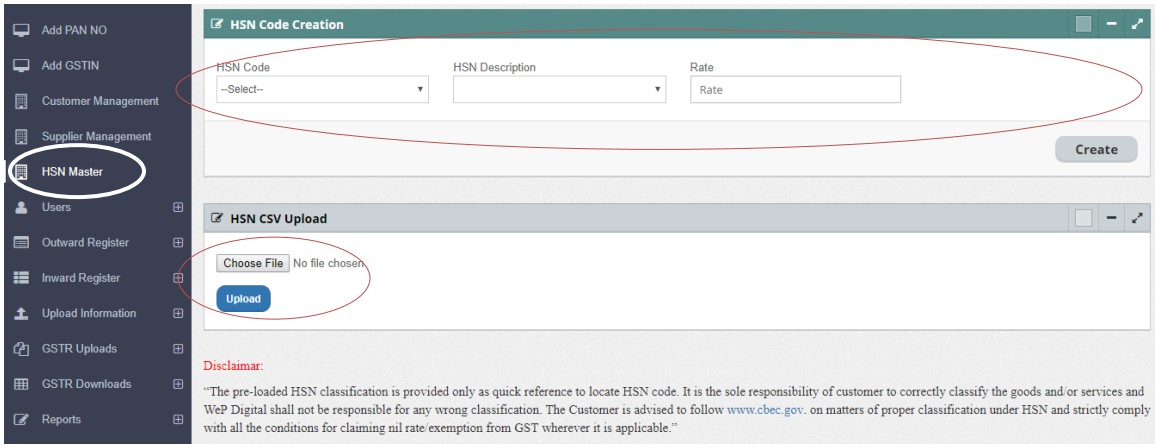


5.2 Added GSTINs can be updated and deleted.

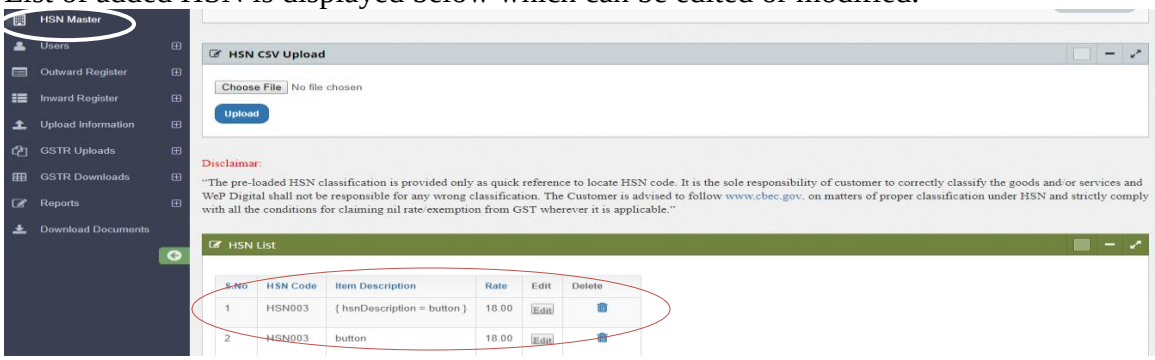


6. HSN Master

This feature can be used to add all HSN no. at once.
HSN master has both the options CSV upload and manual upload.



List of added HSN is displayed below which can be edited or modified.

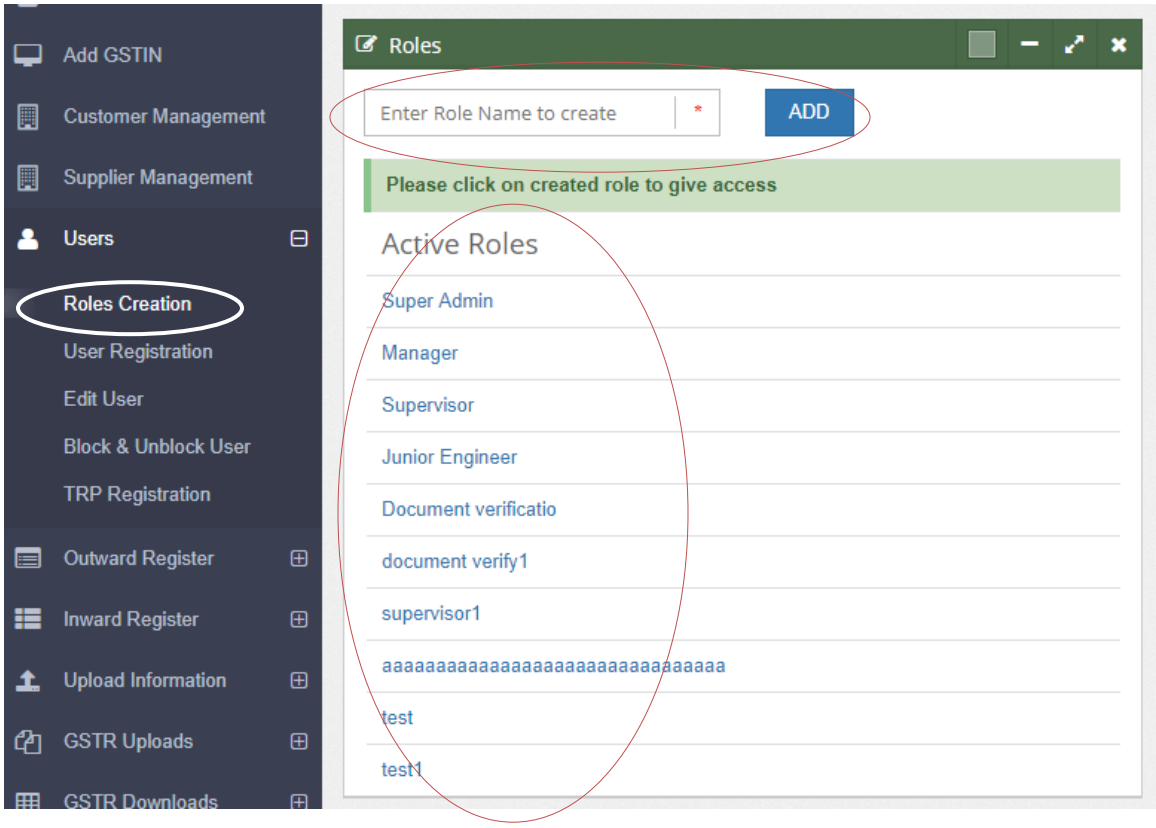


7. User Management

User can use this feature for adding multiple user based on roles. This can also be used to edit user, block/unblock user and TRP (Tax return preparer) registration.

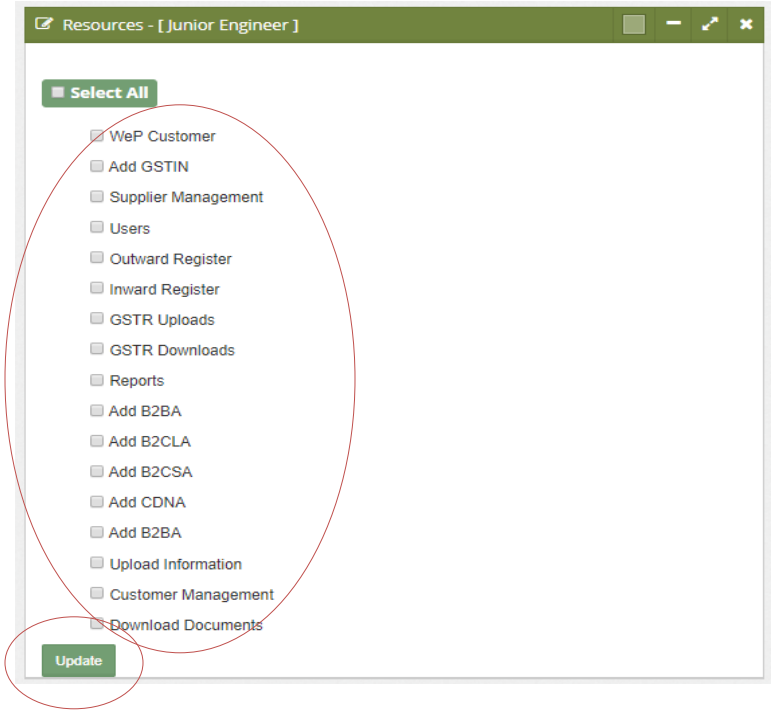
7.1 Add Role

User can add multiple roles or designation and give access for different features



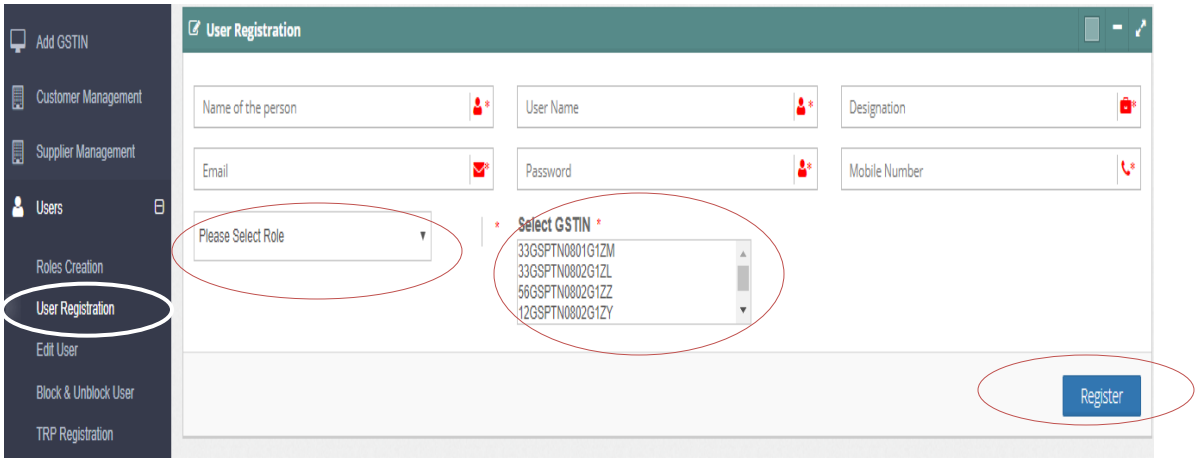
7.2 Access selection

Customer can give access to roles created based on requirement. Particular user can see under his/her login only the assigned features.

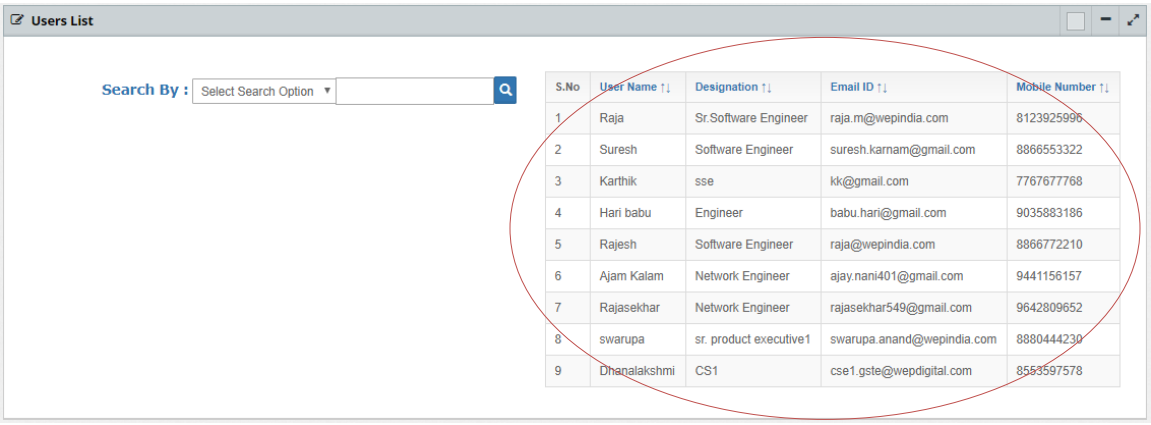


7.3 User Registration

Customer can create multiple user by assign role and GSTIN to the users. Once registration is completed, user can log in and has access to only those features (based on role selected) and GSTINs assigned to him/her.

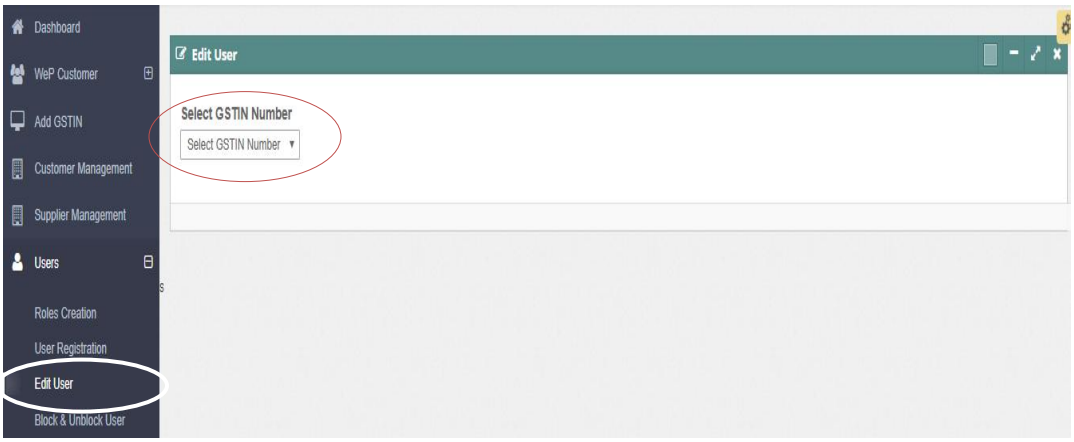


7.3.1 Below table shows the added lists of users:



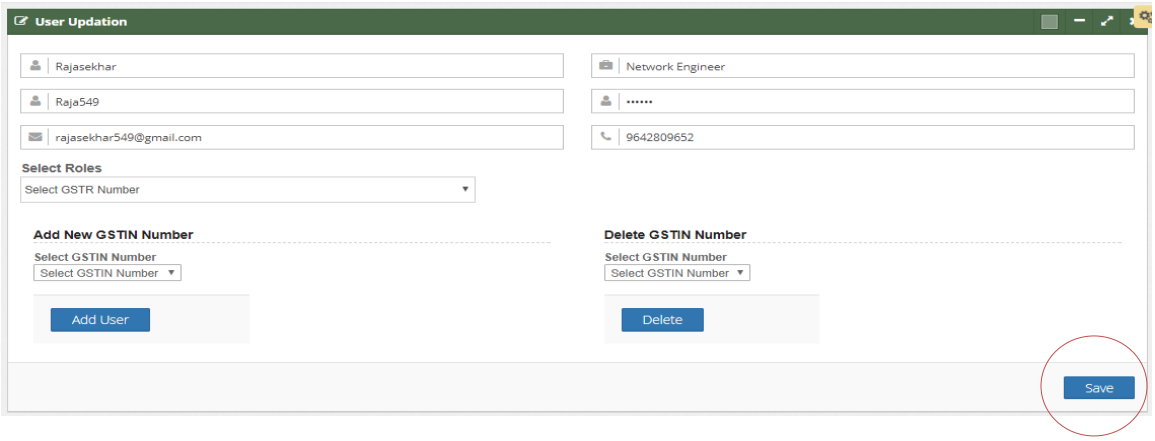
S.No	User Name	Designation	Email ID	Mobile Number
1	Raja	Sr.Software Engineer	raja.m@wepindia.com	8123925996
2	Suresh	Software Engineer	suresh.karnam@gmail.com	8866553322
3	Karthik	sse	kk@gmail.com	7767677768
4	Hari babu	Engineer	babu.hari@gmail.com	9035883186
5	Rajesh	Software Engineer	raja@wepindia.com	8866772210
6	Ajam Kalam	Network Engineer	ajay.nani401@gmail.com	9441156157
7	Rajasekhar	Network Engineer	rajasekhar549@gmail.com	9642809652
8	swarupa	sr. product executive1	swarupa.anand@wepindia.com	8880444230
9	Dhanalakshmi	CS1	cse1.gste@wepdigital.com	8553597578

7.4 Select a GSTIN no. to edit user details registered with a particular GSTIN:

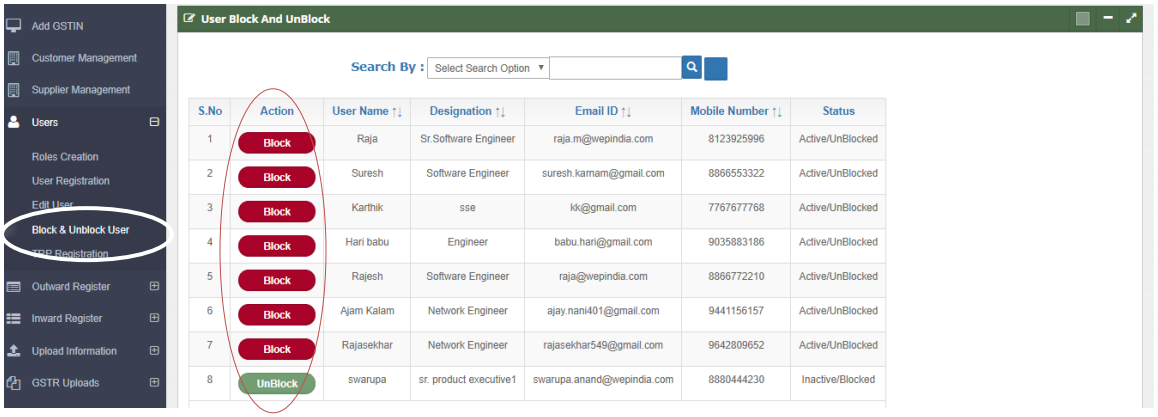


7.4.1 Once a GSTIN no. is selected it shows the list of user assigned With a particular GSTIN.

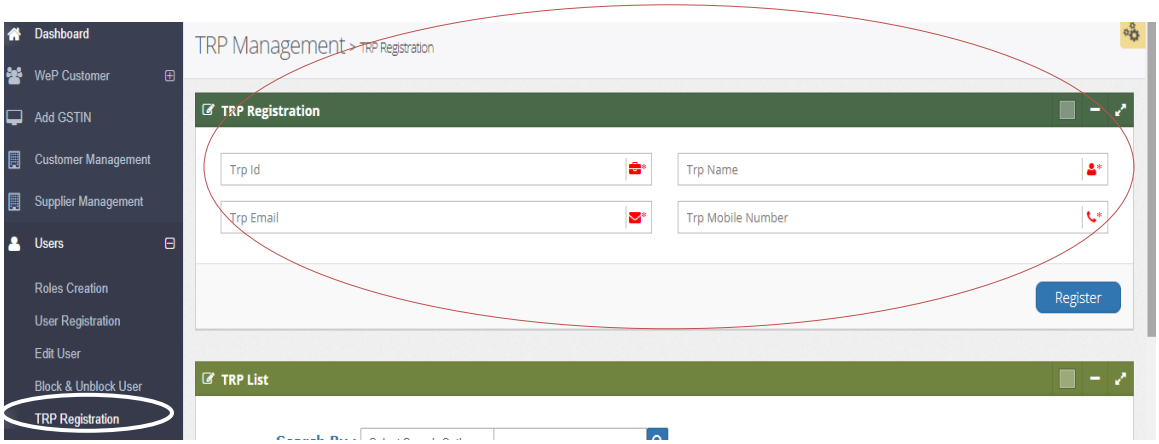
7.4.2 Click on edit User to edit a particular user and click on "save" to update the saved data.



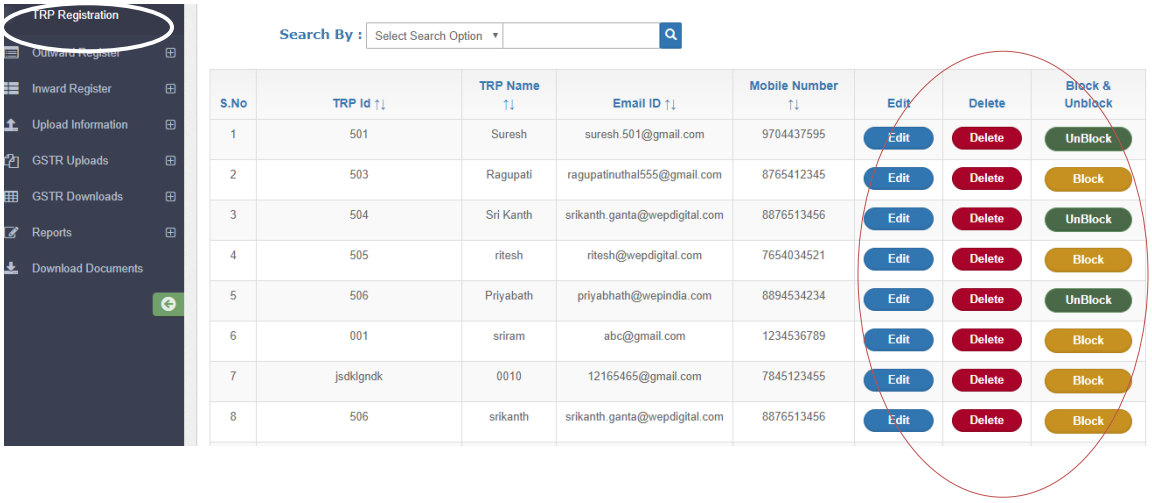
7.5 Added users can be blocked and unblocked.



7.6 Customer can add a TRP (Tax return preparer ex. Chartered Accountant) to file tax on their behalf by registering him/her using its TRP ID (given by WeP to TRP) under "TRP Registration".



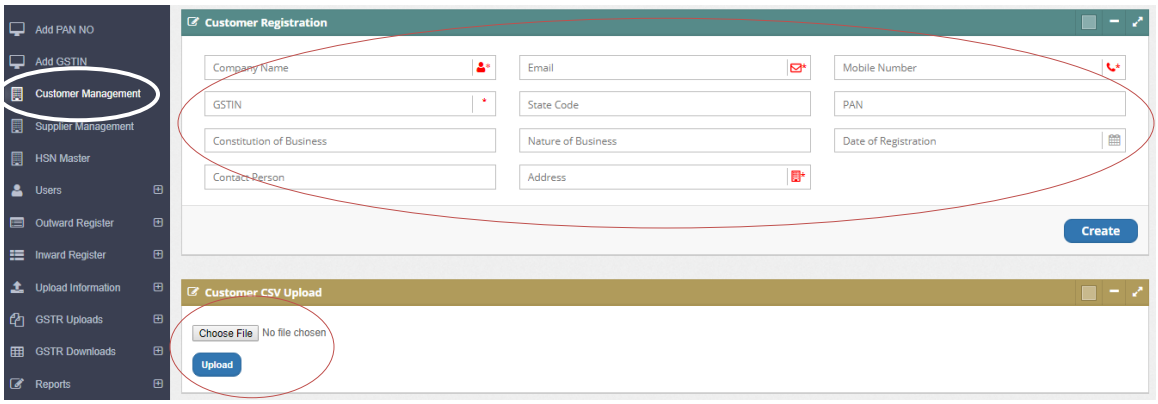
7.6.1 Added TRP details can be edited, deleted, blocked and unblocked.



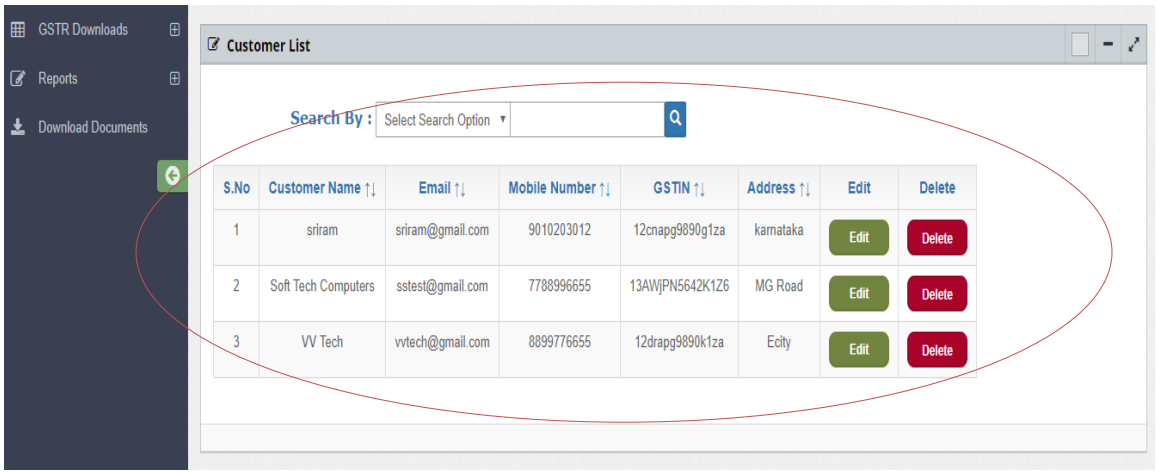
8. Customer Management

Users can add all their customers' details here. This information can be used for generating GSTR 1 under "outward register" and invoice generation.

Customer details can be added manually or CSV upload (CSV format is available under Upload documents)



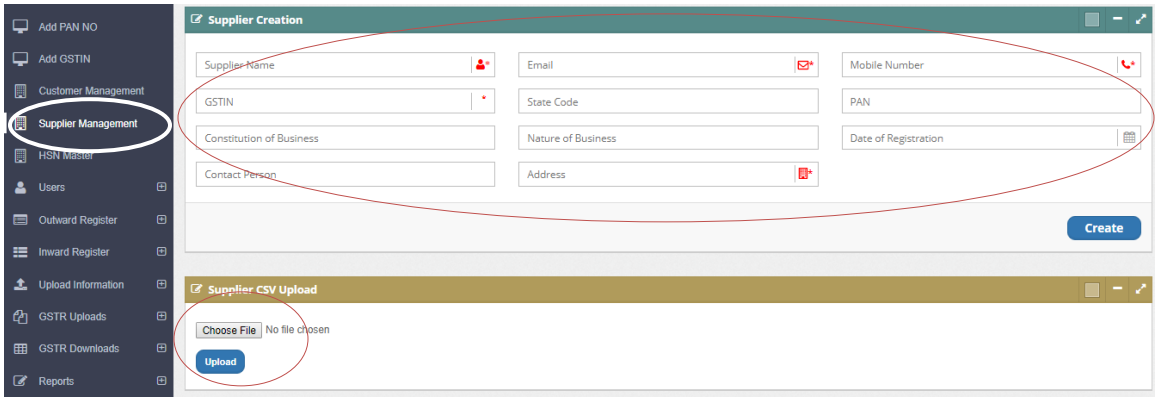
8.1 Below table shows the list of customers which can be updated or deleted:



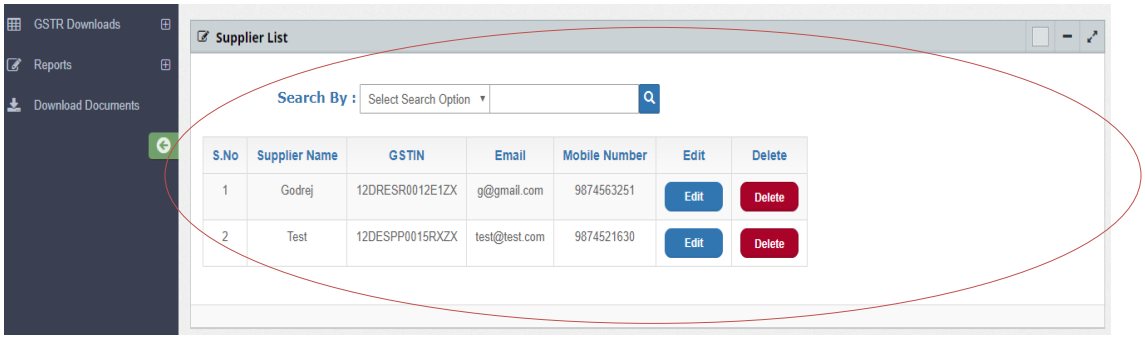
9. Supplier Management

User can maintain the record of supplier related information. This information can be used for sending trigger (notification via mail and SMS on mismatch and missing invoices) during reconciliation of GSTR 2A and internal GSTR2 data.

Supplier details can be added manually or CSV upload (CSV format is available under Upload documents)

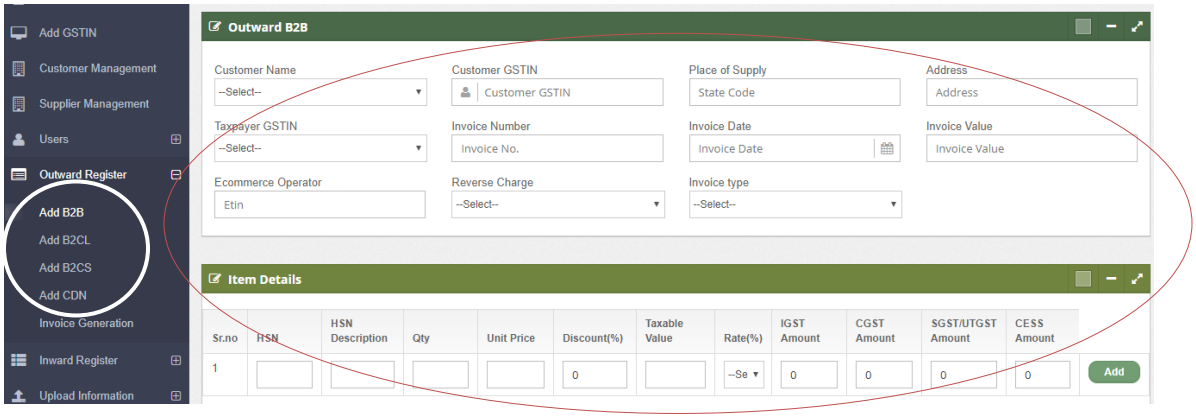


9.1 Below table shows the list of added suppliers which can be edited or deleted:



10. Outward Register

This feature can be used to generate GSRT1 and invoice.

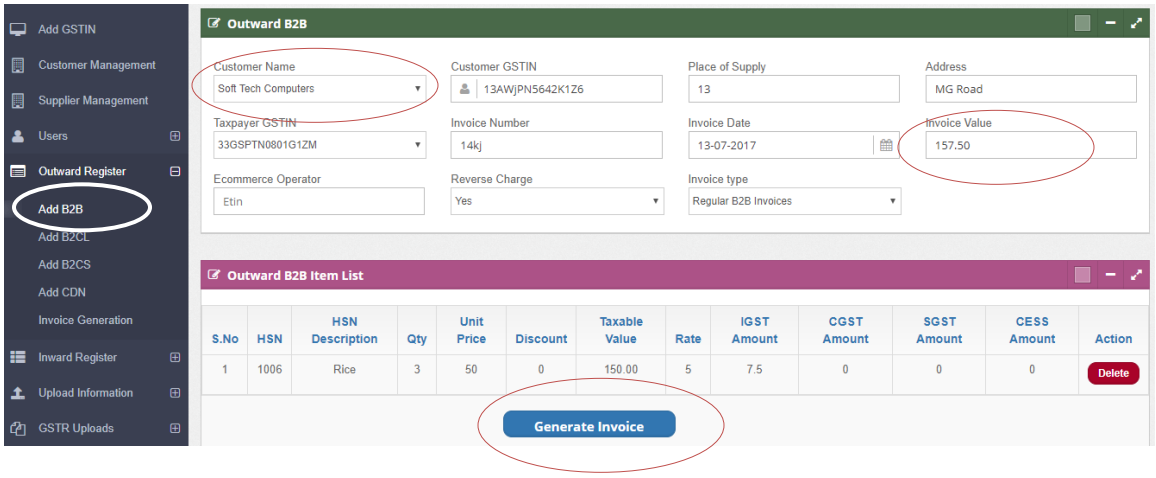


10.1 Add B2B (Business to business): Invoice generation process:

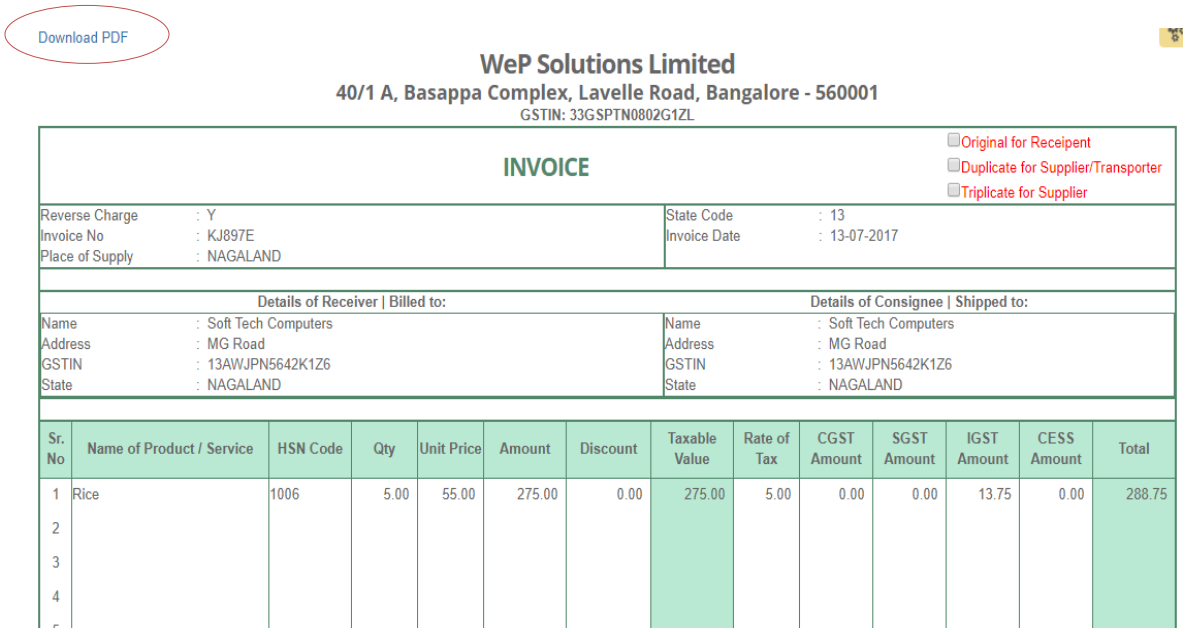
Select the customer (registered under "customer management") and enter invoice no. & invoice date.

Enter item details and click on "add" to create GSTR1 and click on "generate" to generate invoice.

Note: Invoice value gets auto-calculated based on items added.



Click on "Download PDF" to download the invoice.

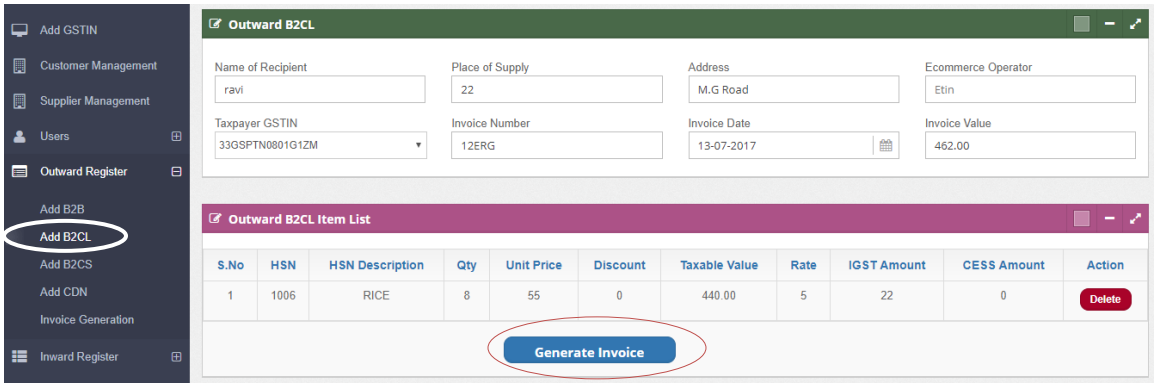


10.2 Add B2CL (Business to Customer Large): Invoice generation process

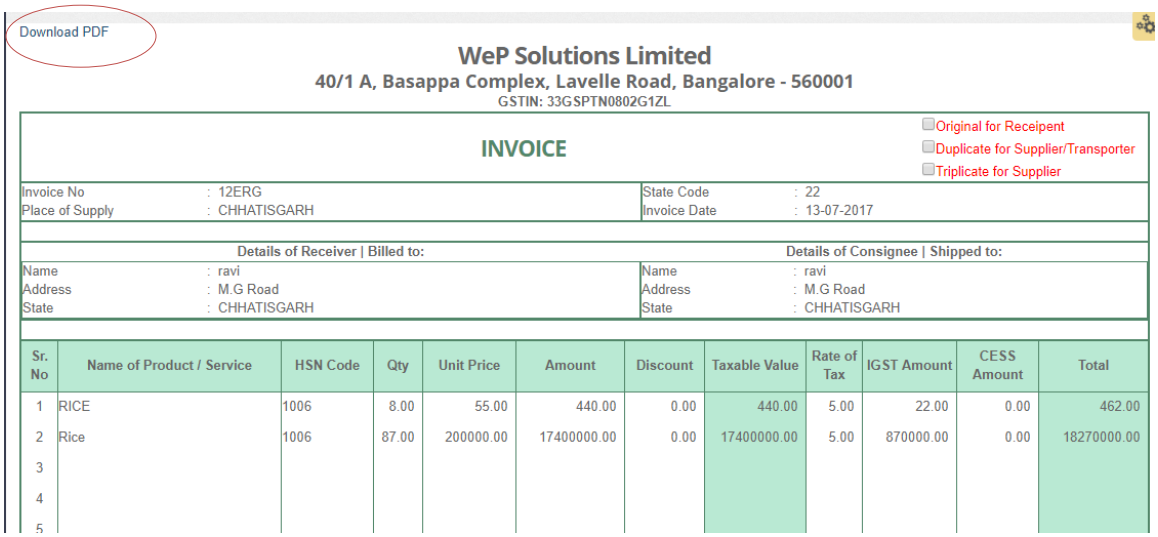
B2CL criteria: Invoice value >2.5 Lakhs + Inter-state

Enter Recipient name, Place of supply, customer's address, enter invoice no. & invoice date. Enter item details and click on "add" to create GSTR1 and click on **"generate"** to generate invoice.

Note: Invoice value gets auto-calculated based on items added.

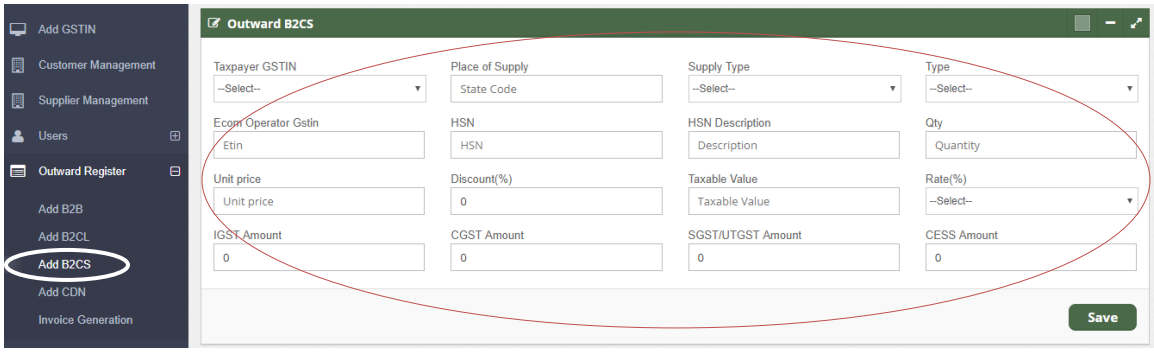


Click on "Download PDF" to download the invoice.



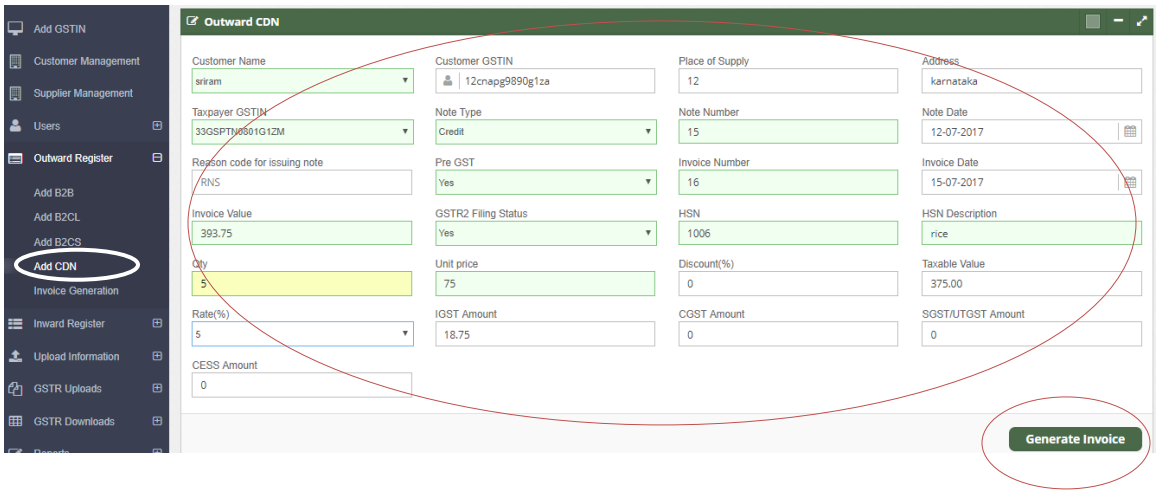
10.3 Add B2Cs (Business to Customer Small): GSTR 1 generation process

Select GSTIN, POS, supply type etc and click on “save” to generate GSTR1 data.

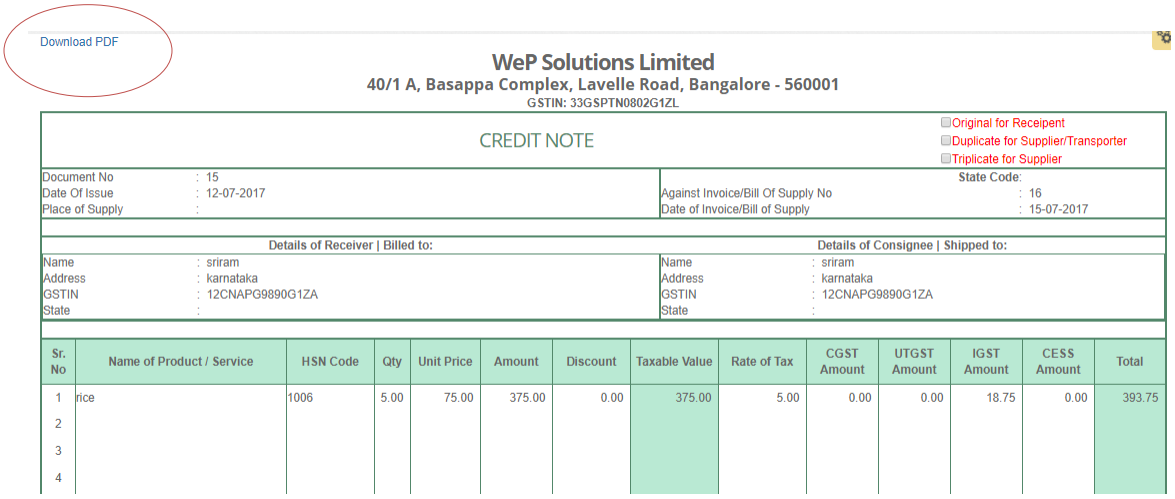


10.4 Add CDN (Credit Debit Note): GSTR 1 generation

Select the customer (registered under “customer management”)
and enter invoice no. & invoice date.
Enter all details “generate invoice” to generate invoice.



Click on “Download PDF” to download the invoice.



Download PDF

WeP Solutions Limited
40/1 A, Basappa Complex, Lavelle Road, Bangalore - 560001
GSTIN: 33GSPTN0802G1ZL

CREDIT NOTE

Original for Receipent
Duplicate for Supplier/Transporter
Triplicate for Supplier

Document No : 15
Date Of Issue : 12-07-2017
Place of Supply :

State Code:
Against Invoice/Bill Of Supply No : 16
Date of Invoice/Bill of Supply : 15-07-2017

Details of Receiver | Billed to:
Name : sriram
Address : karnataka
GSTIN : 12CNAPG9890G1ZA
State :

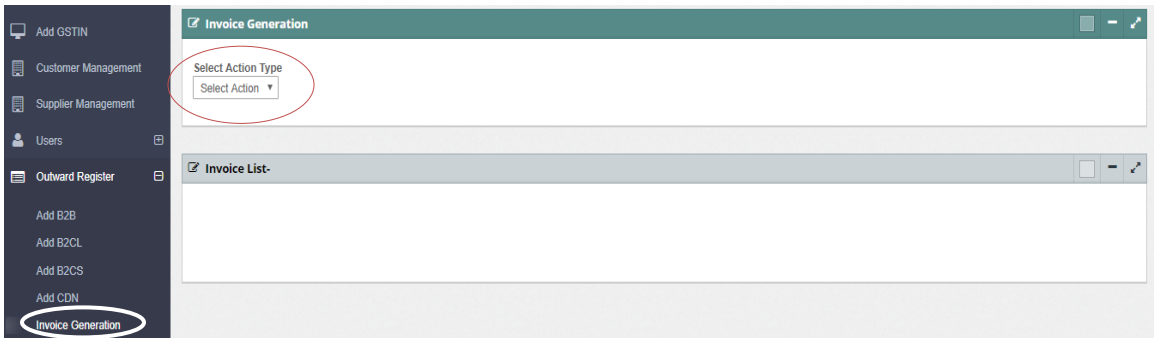
Details of Consignee | Shipped to:
Name : sriram
Address : karnataka
GSTIN : 12CNAPG9890G1ZA
State :

Sr. No	Name of Product / Service	HSN Code	Qty	Unit Price	Amount	Discount	Taxable Value	Rate of Tax	CGST Amount	UTGST Amount	IGST Amount	CESS Amount	Total
1	rice	1006	5.00	75.00	375.00	0.00	375.00	5.00	0.00	0.00	18.75	0.00	393.75
2													
3													
4													

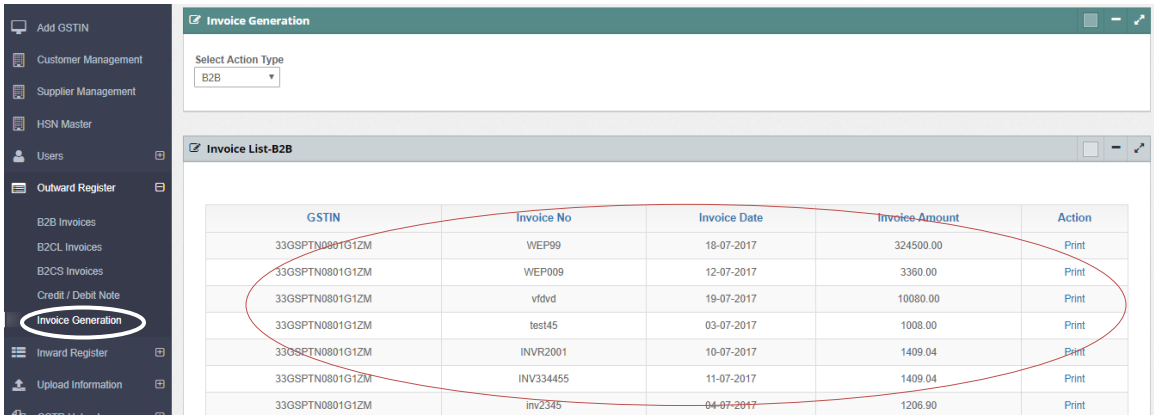
10.5 Invoice Generation

This feature can be used to see and print the list of generated invoice.

10.5.1 Select the type of invoice



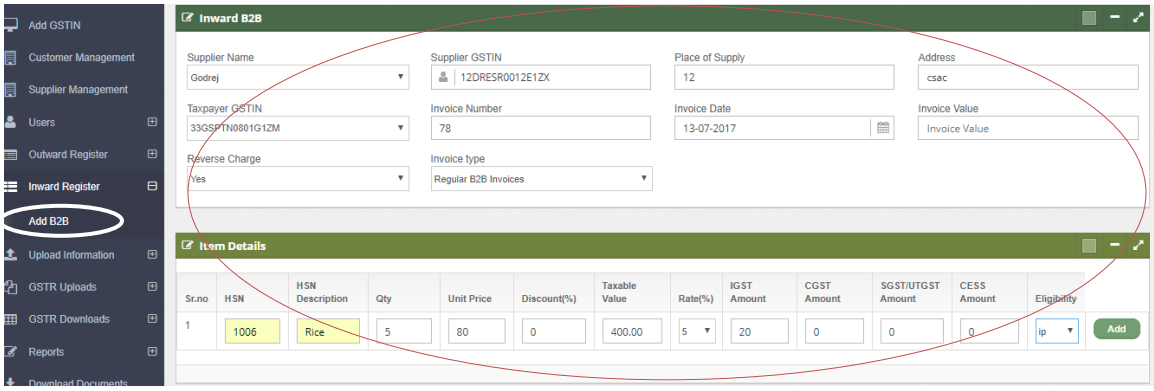
List of already added invoices are displayed.



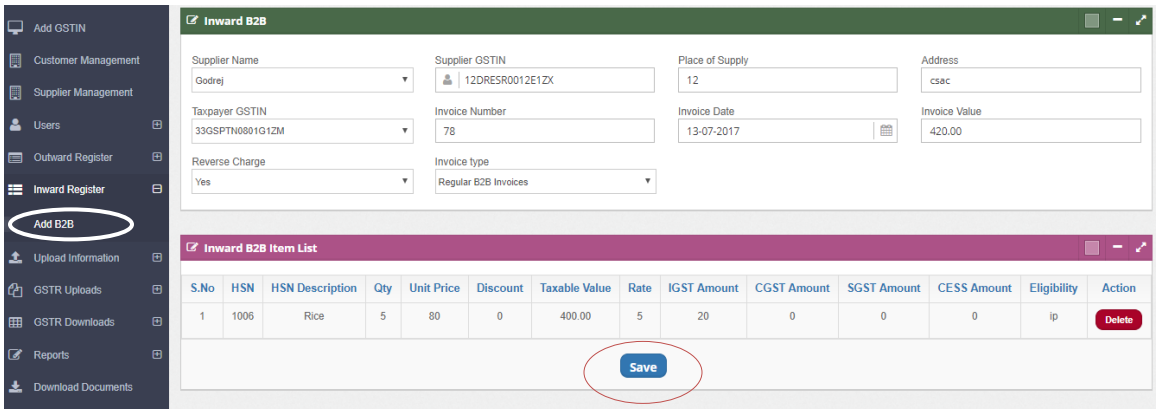
11. Inward register

This feature can be used to generate GSRT 2.

Select the Supplier (registered under “supplier management”)
and enter invoice no. & invoice date.
Enter item details and click on “add” to include an item in GSTR 2.



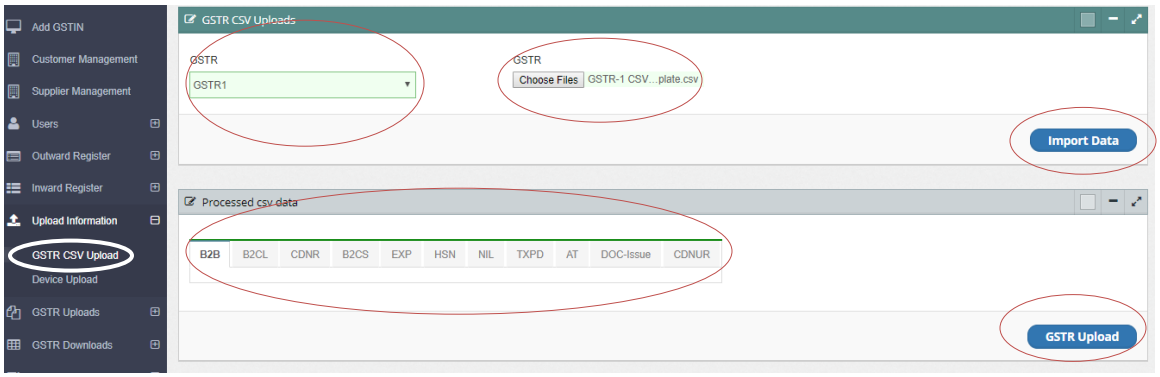
Finally click on ”save” to generate GSTR 2,which will automatically be available for reconciliation under “GSTR upload: Reconciliation”



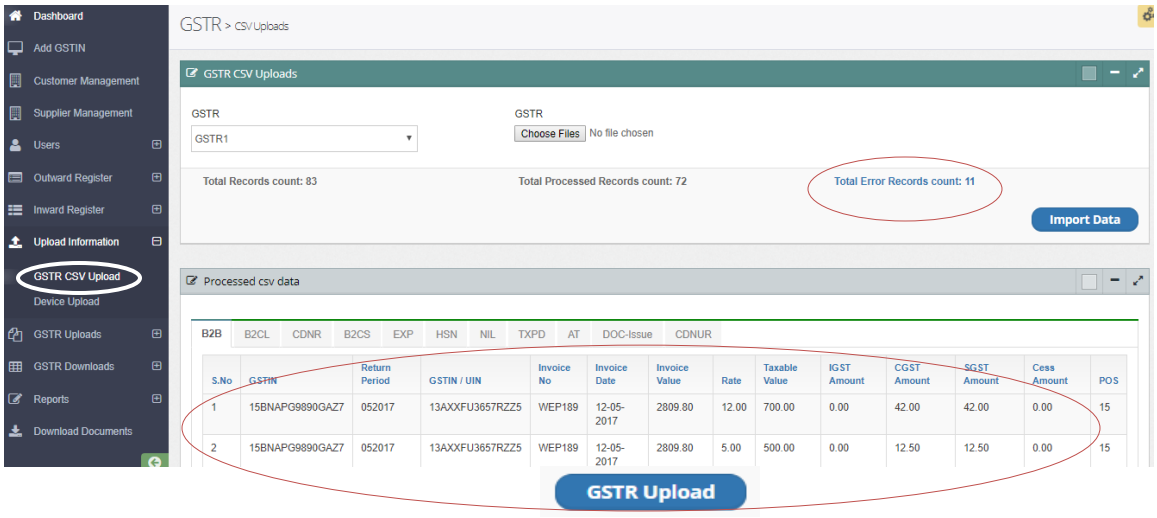
12. Upload Information

This feature is used to upload information from various sources such as manually through CSV upload, from device (BP and POS).

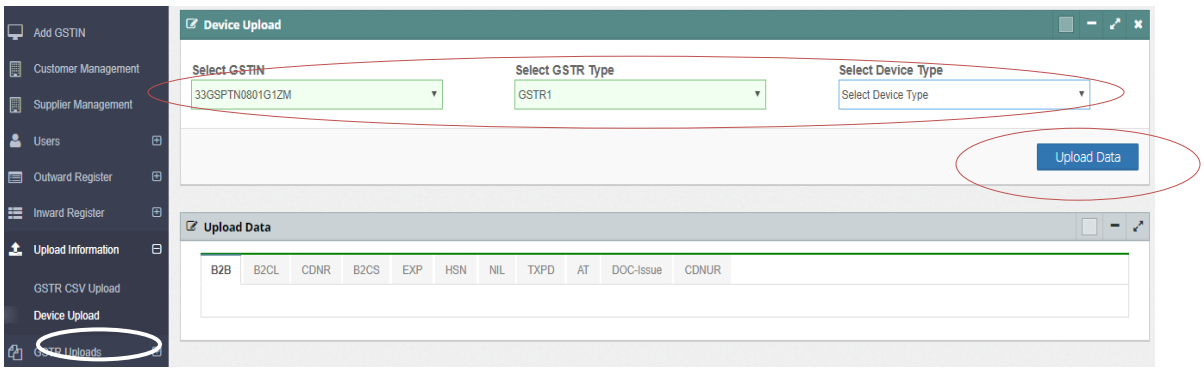
12.1 Select the type of GSTR to be uploaded (GSTR1 or GSTR2),then choose the file and click on “Import data” to display the data from device to WeP GST Panel.
Then click on “**GSTR upload**” to upload the data to WeP GST Panel.



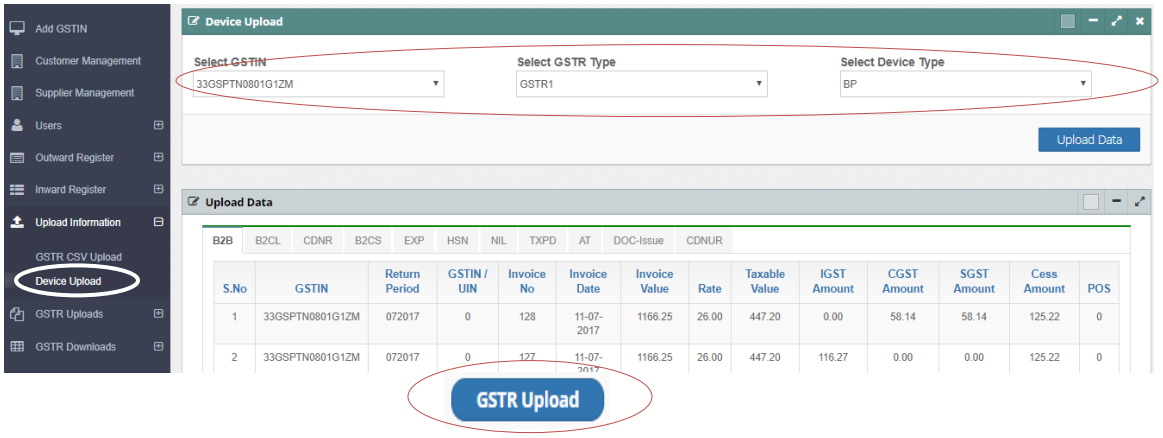
12.2 All correct data is uploaded successfully from excel and is now available under "**Processed CSV data**" and all incorrect data which is not uploaded can be downloaded by clicking on "Total error record count" and can be corrected and uploaded again.
Click on "GSTR Upload" to upload the data from this screen to ASP portal.
Now the uploaded data is available under "**GSTR Upload: GSTR1 Save**"



12.3 For transfer of data from ERP or device, Go to "**Device Upload**" under "**Upload information**"
Select GSTN no., GSTR type (GSTR 1 or GSTR 2) and device type (BP, POS or ERP) then click on "Upload data" to display the data in the portal under "**Upload Data**".

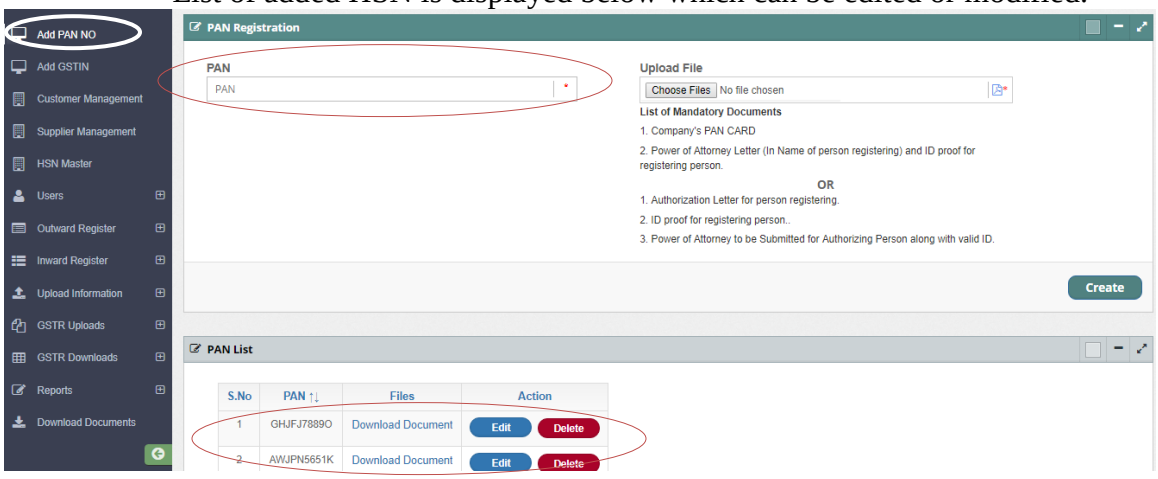


Click on “GSTR Upload” to upload the data from this screen to ASP portal.
Now the uploaded data is available under “**GSTR Upload: GSTR1 Save**”



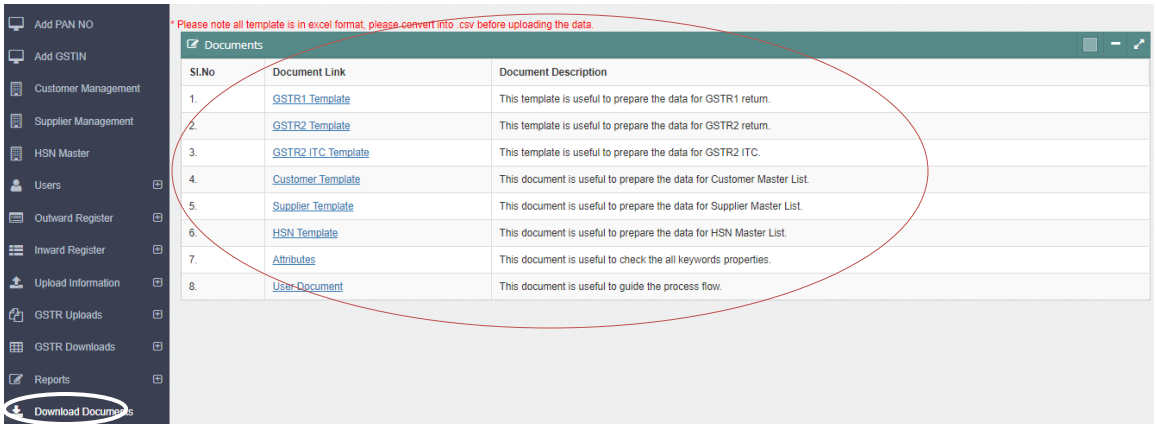
13. Add PAN no.

This feature can be used to add multiple PAN no. so that GSTIN with different PAN can be added under same login
List of added HSN is displayed below which can be edited or modified.



14. Download Documents

All the related documents to portal and GSTR filling are available here along with CSV templates for GSTR 1 and GSTR 2.



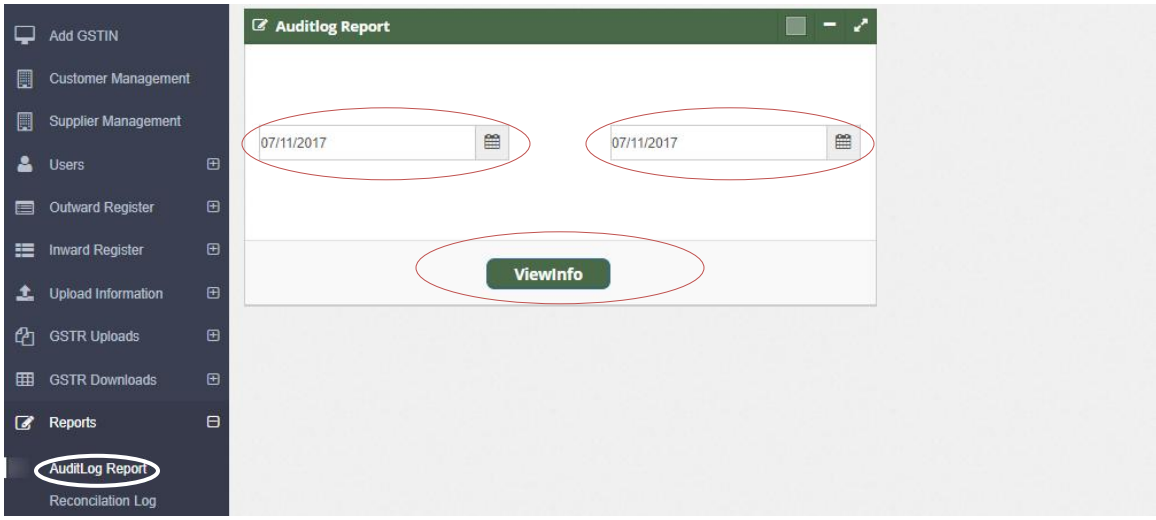
15. Reports

Various reports on audit log, Reconciliation log etc is available.

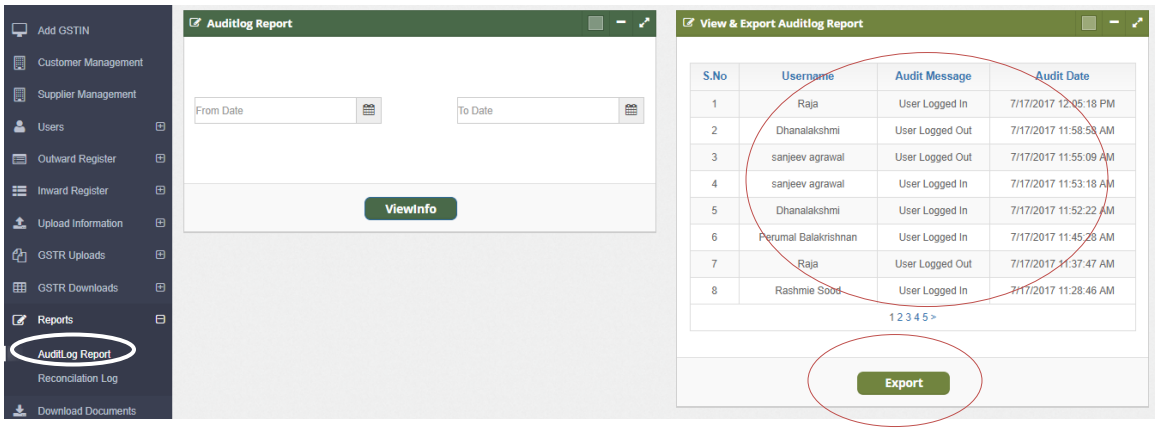
15.1 Audit log report

This gives the complete report of all the users workings, registered for a particular admin.

Select “From date” and “To date” then click on “**ViewInfo**” to view the details.

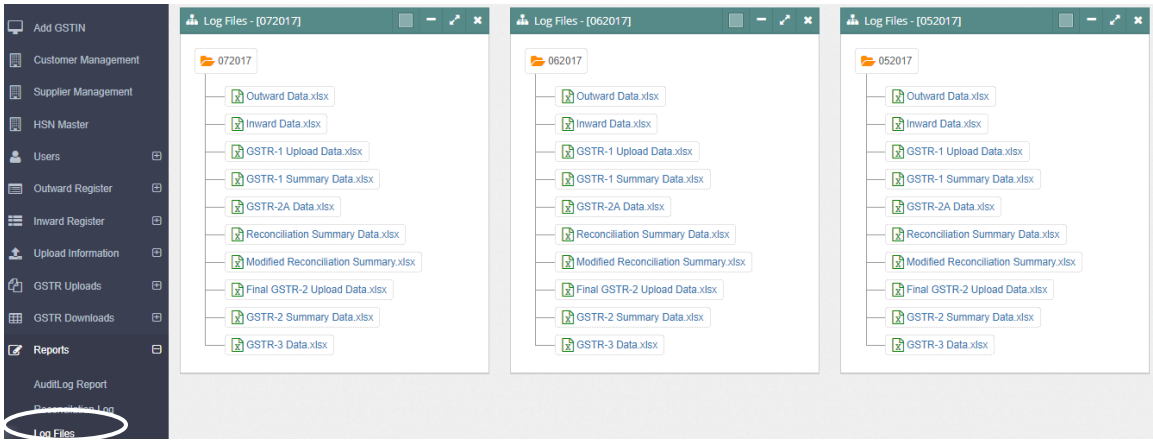


List shows the complete audit log report, same can be exported in excel.

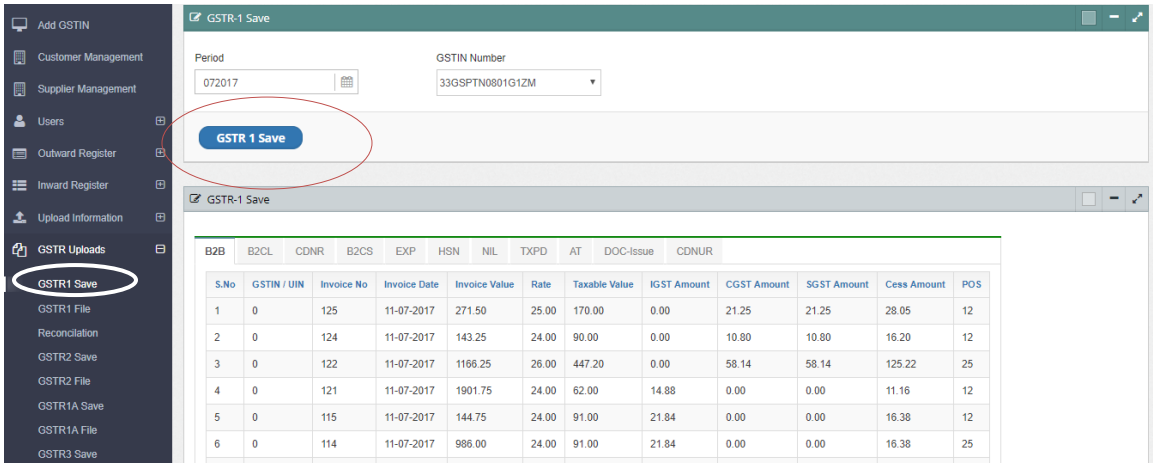


15.2 Log Files

All log files related to Inward data, outward data, GSTR 1 etc can be downloaded



16. GSTR Uploads

16.1 GSTR1 Save

Select the "**Period**" then select "**GSTN No**, then click on "**GSTR1 Save**" to save the data to GSTN (Goods and service Tax network).