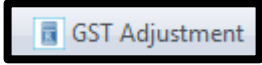
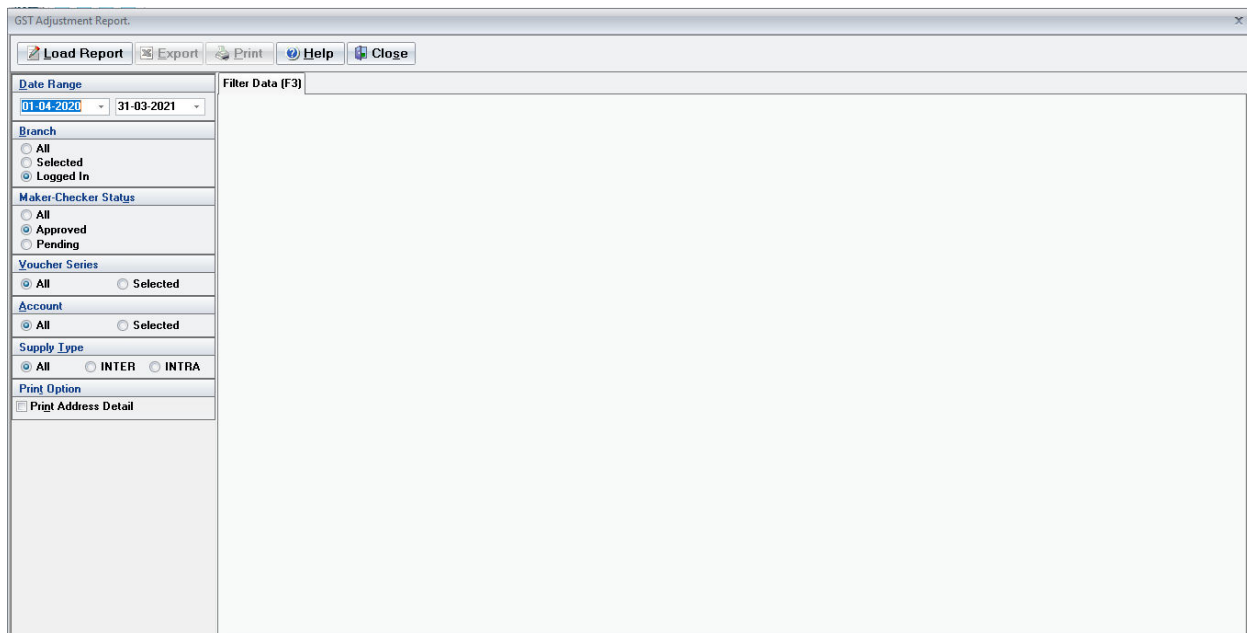




### GST Adjustment (Alt + G)

This report shows the detailed record of all GST Adjustment Transactions.

On clicking the  or on pressing the shortcut (Alt + G) option, “GST Adjustment Report” window will appear.



Now, we can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, branch, maker-checker status, party name, voucher series and supply type.

We can use below mentioned shortcuts for further extractions and functions.

### Load Report (Alt + L)

User needs to click on Load Report (Alt + L) button to load the report after the filter action. The loaded Report will look as below:



GST Adjustment Report.

[Load Report](#)
[Export](#)
[Print](#)
[Help](#)
[Close](#)
<Press Enter / DBt click in grid for drill down to entry (Logged-in branch only)>

Filter Data (F3) Report [01/04/2019 to 31/03/2020] (F4)

Voucher No	Voucher Date	Branch	Supply Type	Place Of Supply	Tax Adjustment Type	Voucher		Ledger Name
						Tax Adjustment Detail		
J/1/L	31/03/2020	GST BASED BRANCH	INTRA	24-Gujarat	Reversal of Input Tax Credit	Ineligible Credit		Creditor 1
J/1/L	31/03/2020	GST BASED BRANCH	INTRA	24-Gujarat	Reversal of Input Tax Credit	Ineligible Credit		Creditor 1
J/1/L	31/03/2020	GST BASED BRANCH	INTRA	24-Gujarat	Reversal of Input Tax Credit	Ineligible Credit		Creditor 1

Click here to define a filter

User can filter the data as available in headings of the report. i.e. user can filter which date he wants to view by clicking on filter available in date or selected voucher no. he wants to view by clicking on filter available in Voucher no. and so on for all the headings.

### Drill down entry

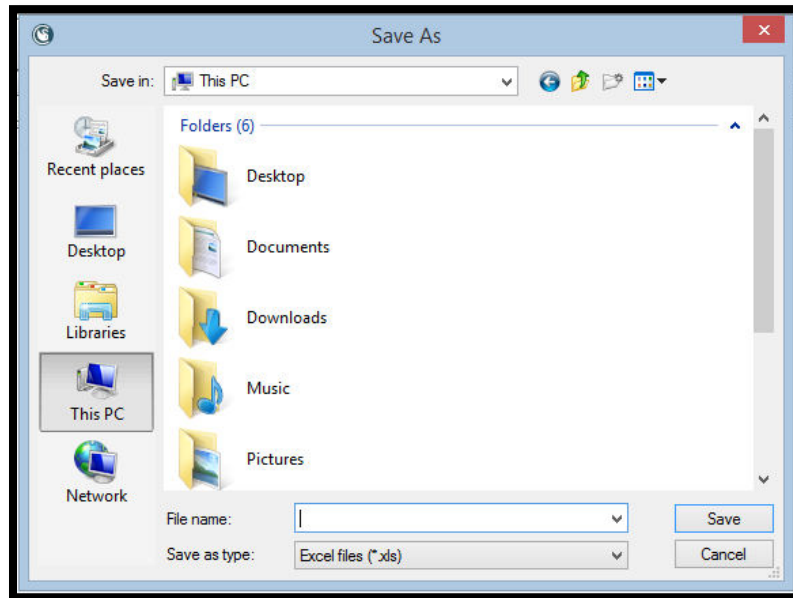
To go to the voucher, user needs to double click on the record line. User will be redirected to the GST Adjustment voucher.

### Export (Alt + E)

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User needs to click on Export (Alt + E) button to export the report. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

#### [Print \(Alt + P\)](#)

On clicking the Print (Alt+P) button, print preview window will appear.

#### [Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, GST Adjustment Report tab will get closed.

#### [Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of GST Adjustment Report Tab.