




GSTR-4 (ALT+R)

This is GSTR-4 Return that is required to be filed by Composition taxpayer on GST Portal.



On clicking the  option or on pressing the shortcut (ALT+R), “GSTR-4” window will appear as below.

Note: The Return displayed for Logged in Branch.

Now, we can retrieve/fetch the data Return Period wise.

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



Return Period

User needs to click on Monthly button to load the monthly report.

GSTR4.

Type

☒ Monthly ☐ Quarterly

Return Period (MM-YYYY): 11-2020

Load Data (F5)

User needs to click on Quarterly button to load the report of any quarter of the selected financial year.

GSTR4.

Type

☐ Monthly ☒ Quarterly

Return for Quarter: January-March

Load Data (F5)

Load Data(F5)

User needs to click on Load Data (F5) button to load the report after the filter action. The loaded Data will look as below:

GSTR4

Type

☐ Monthly ☒ Quarterly

Return for Quarter: October-December

Load Data (F5)

Export Help Close

<Press Enter / Dbl click in voucher grid for drill down (only for logged in Branch) to entry>

TX05

Invoice No	Invoice Date	GSTIN	Customer	POS	Taxable Value
2	28-11-2020	33AAACP4567E1ZK	Registered-intra	33	78,900.00
22	28-11-2020	33ADBFC5567E1ZA	Composition Dealer INTRA	33	35,000.00
3	28-11-2020		Debtor1	33	67,800.00
4	28-11-2020		Debtor2	35	98,000.00
5	28-11-2020		Debtor1	34	678,900.00
677	02-12-2020	33FROPS6409F1ZF	ARULDASS SHEBA JENITTA	33	80,100.00
SL/1/CIPL	02-12-2020	33FROPS6409F1ZF	ARULDASS SHEBA JENITTA	33	68,600.00
testing6	02-12-2020	33FROPS6409F1ZF	ARULDASS SHEBA JENITTA	33	44,500.00
89	07-12-2020	33FROPS6409F1ZF	ARULDASS SHEBA JENITTA	33	72,704.00
SL/2/CIPL	07-12-2020	33FROPS6409F1ZF	ARULDASS SHEBA JENITTA	33	207,200.00
SL/3/CIPL	30-12-2020	33FROPS6409F1ZF	ARULDASS SHEBA JENITTA	33	21,400.00
178	31-12-2020	33FROPS6409F1ZF	ARULDASS SHEBA JENITTA	33	9,800.00

Total: 12

Composition Tax (0.00%) of Taxable Value: 0.00

1,462,904.00

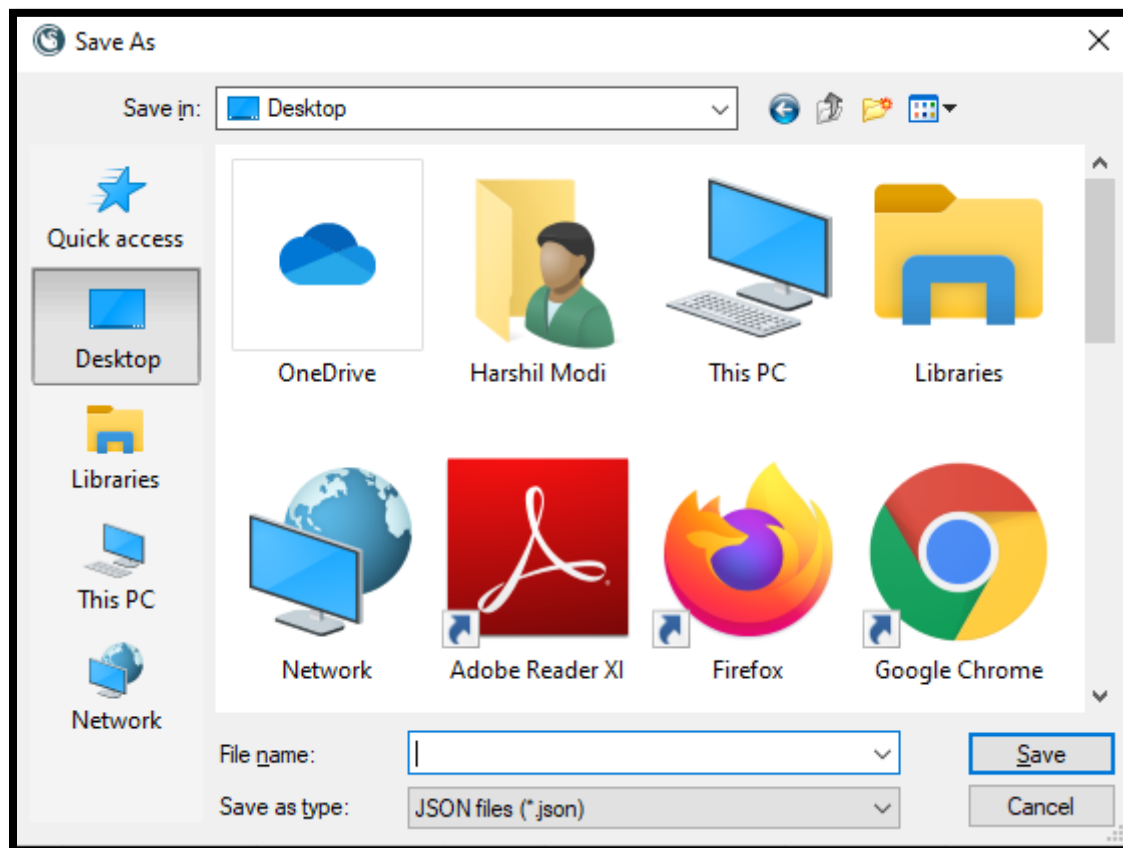


Drill down entry.

To go to the voucher, user needs to double click on the record line visible in the report. User will be redirected to that voucher.

Export (Alt + E)

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.



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

On clicking the Help (Alt + H) button, user will be redirected to help manual of GSTR-4 Tab.

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

On clicking the Close (Alt + S) button, GSTR-4 Return will get closed.