

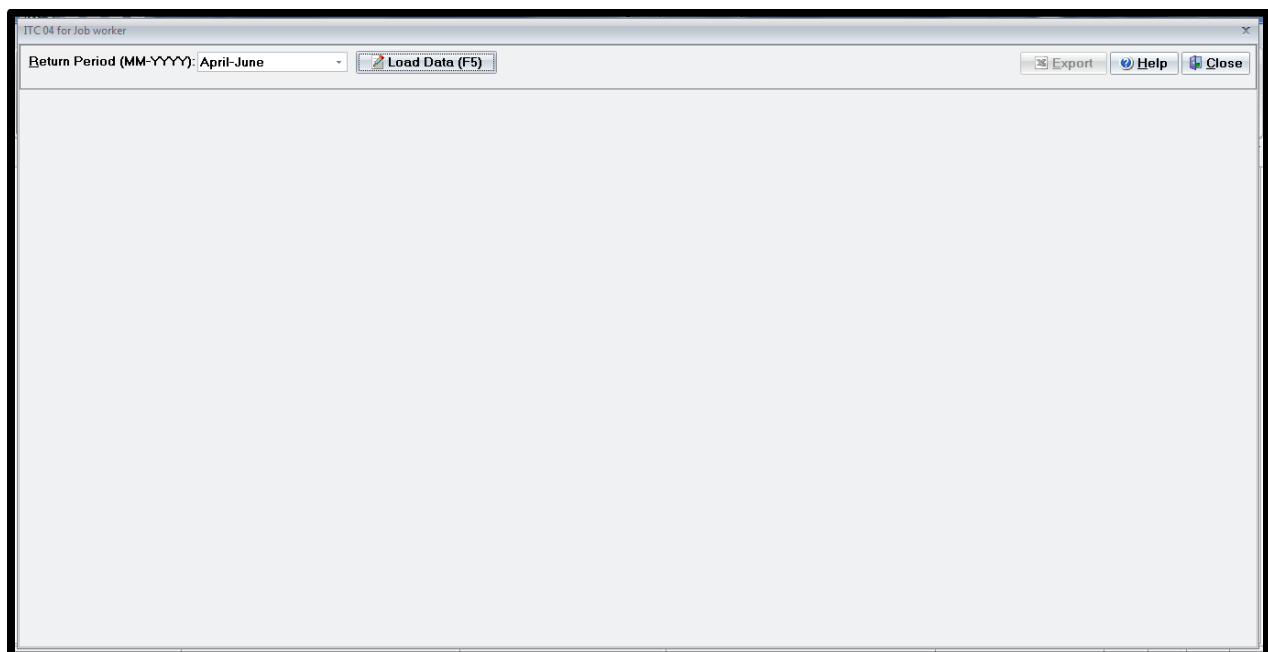


ITC-04 (ALT+ I)

This is ITC-04(Job worker report) is a form that is required to be furnished by manufacturer on GST Portal showing the details of inputs or capital goods dispatched or received from a job worker in a quarter.



On clicking the ITC-04 option or on pressing the shortcut (ALT+ I), “ITC-04” 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.

Load Data(F5)

User needs to click on Load Data (F5) button to load the report after the filter action.

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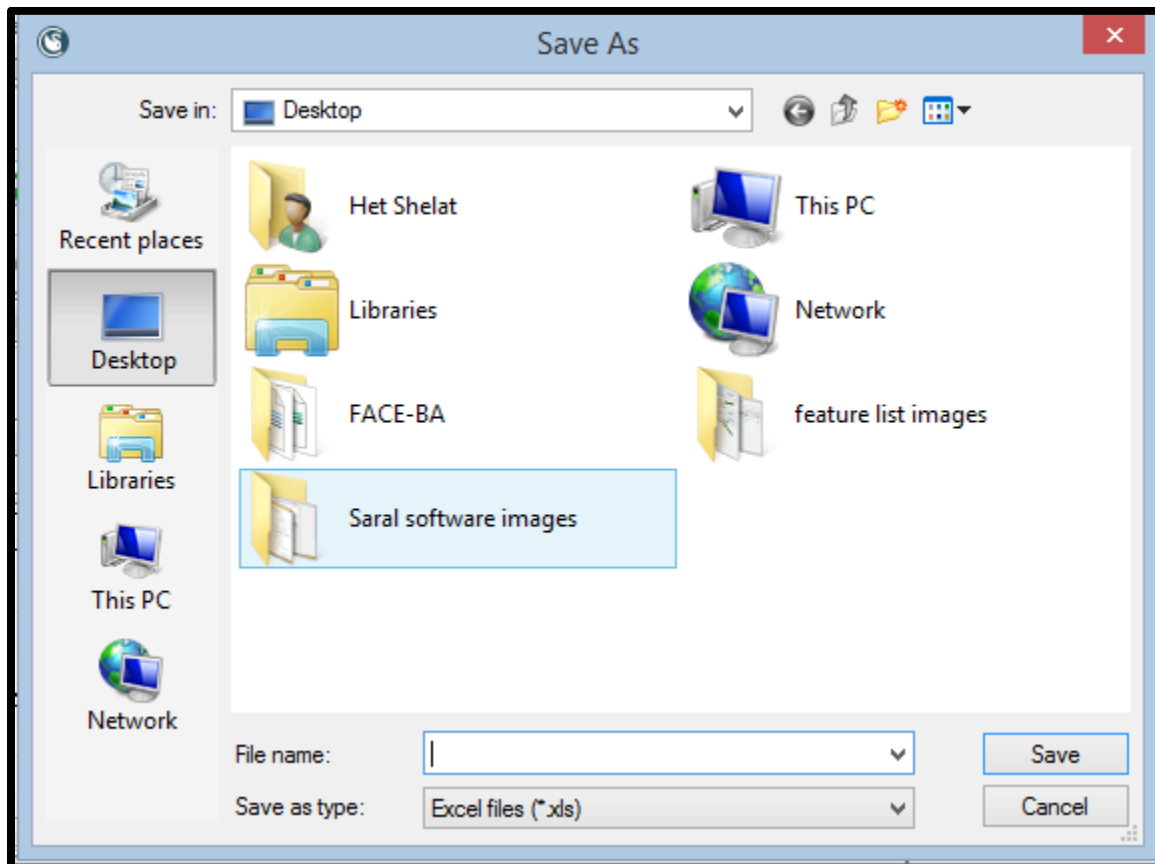


[Drill down entry.](#)

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 \(Alt + H\)](#)

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On clicking the Help (Alt + H) button, user will be redirected to help manual of ITC-04 Tab.

Close (Alt + S)

On clicking the Close (Alt + S) button, ITC-04 Return will get closed.