

# Apex Modules

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## GSTR-2 Auto Mail

Rel. 1.0



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## 1. Background & Objective

As you know, Apex has always tried to simplify the systems and processes which can handle accounting complications. Recently, we already made easy life of accountant or tally user by providing add-ons such as Auto Data backup, Payment follow-up management, Pro address book & SMS Module.

We have already filed our sales returns (i.e. GSTR1) for last 12 months. To know the provisional ITC of your company, we need to reconcile our purchases with sales of the vendors (i.e. GSTR 2A). While reconciling the same, we may face challenges like mismatches and errors. To communicate the same, what we do is... call the vendors, manually put the mail to them; they may be busy in some other work etc. Communication would be such a nightmare if the volume of the purchases is large.

So we have a solution for you...

Now we have come up with more simplified and user friendly module which allows you to send an Auto Mail to your vendors with mismatches report. This module helps you to identify and notify the vendors in order to overcome the loss of Input Tax Credit.

### **Objectives:**

1. To ensure Zero Loss of ITC
2. To simplify the process of Error and mismatches resolving.
3. To save time in communicating and coordinating with vendors for errors

## 2. Introduction

Our mission is **“ZERO ITC Loss”**. To ensure everyone could avail proper ITC on their purchases. We all are aware of the ITC concept and to avail that ITC on our purchases, we need to match our purchases with sales of our vendors. There are few parameters is getting checked while matching invoices are; Invoice number, Invoice Date, GSTIN, Taxable amount, Tax Amount, Place of supply, Tax rate etc. Any mismatch between any of these may lead to loss of ITC for that particular transaction(s).

We need to communicate with the vendor for such mismatches and errors to know what our provisional ITC is. Since there is no provision on the portal to file GSTR-2 currently but you can reconcile your purchases with GSTR-2A available for download. By reconciling the same, we come to know that which company has filed the returns and which's not, which invoices has matched, what is our ITC status. Process of reconciliation is already there in tally since release 6.2. To verify the bill-to-bill transactions, we need to communicate to vendors. If the purchase volume is high, communication would be headache and very time consuming.

To minimize the time consumed for the communication of the same, we have developed a utility in Tally itself. **“GSTR-2 Auto mail”** allow you to send the report of mismatches to the multiple vendors in a **single click**. Report can be in form of pdf and excel. It simplifies and smoothen the communication between vendors and company.

### 3. Feature list

- ✦ **Single click basis mail to multiple vendors:-** You can send mismatch report to multiple parties in a single click. Just select the parties and click send button.
- ✦ **User friendly configuration:-** You can configure mail subject and message body on your own and can change anytime with your convenient.
- ✦ **PDF and Excel option available:-** 2 options are available for the report. Pdf for the casual work and excel where vendors can put their remarks for each bill.
- ✦ **Time saving:-** Option to mail multiple parties in single click saves your time consumed in exporting the report, typing the mail and attaching the file.
- ✦ **Enhanced report format:-** Format of mismatch report is more enhanced and neat where the user can easily identify & understand. Even lay man can also read the report.
- ✦ **Evaluate vendors:-** You can list down the defaulters who does not file their regular returns and make strategies to minimize future losses in ITC.

✓ Compatible with release 6.2 onwards

#### **Important!!!**

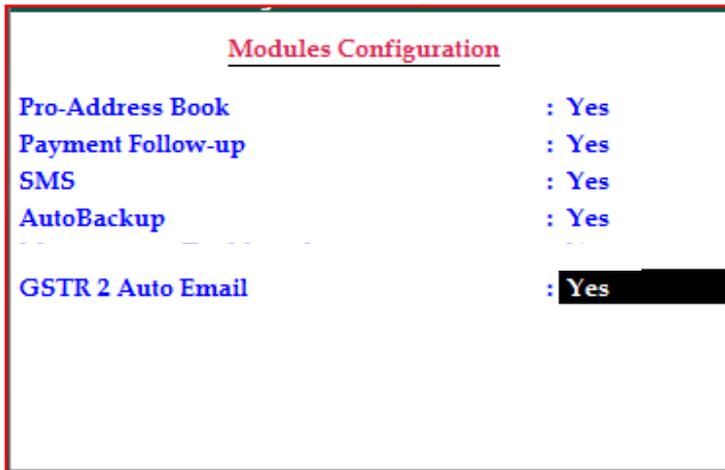
Ensure to take the data backup before using this module to avoid conflicts

## 4. Enabling module

After attaching tcp file. To enable the module,

Go to GWT → F11: Features → Add-on features → Enable module configuration → Set “Yes” to GSTR 2 Auto E-Mail

Following screen will appear.



The screenshot shows a window titled "Modules Configuration". It contains a list of modules with their status:

Module Name	Status
Pro-Address Book	: Yes
Payment Follow-up	: Yes
SMS	: Yes
AutoBackup	: Yes
GSTR 2 Auto Email	: Yes

## 5. Auto E-Mail configuration

To configure the Auto E-Mail and template, Go to GWT → F11: Features → Add-on features → Enable module configuration → Set “Yes” to GSTR 2 Auto E-Mail.

Following screen will appear.



The screenshot shows a window titled "GSTR 2 Auto Email". It contains two configuration options:

Email Configuraion	: Yes
Email Template	: No

**1. E-Mail configuration:-** You can configure your mail settings from here. If you're already configured it in F12: E-Mail configuration you don't need to configure here.

*(Note: Ensure that you have enabled the option of 'Allow less secure app' in your E-Mail settings. Unless the mail will not be sent)*

Following configurations has to be done.

**E-Mail Configuration**

Email Configuration

E-Mail Server : Gmail  
Server Address : smtp.gmail.com:465  
Use SSL : Yes  
Use SSL On Standard Port : No  
From E-Mail Address : abc@gmail.com  
Authentication User Name : abc@gmail.com  
Password : \*\*\*\*\*

*(Only Gmail, Yahoo and hotmail configurations are available in tally. If you're using other than these mail domains kindly consult with your IT person for the configurations)*

**2. E-Mail template configuration:-** User can configure the mail subject, footer and message body which you're about to send with the mismatch report. However we have already provided sample template by default.

**Email Template Configuration** Ctrl + M

Email Template Configuration

Subject : Save Your GSTR2 ITC Loss | Tally.ERP9

Message body : Dear Sir/Madam,  
While reconciling our GSTR-2 with your GSTR-1 (i.e. automated purchases GSTR-2A), We found following data need to be corrected in order to avail the Input Tax Credit (ITC) as well as to ensure the zero ITC loss.

Footer : Your's Faithfully,  
Apex Actsoft Technologies Pvt. Ltd.

Above all the configurations can be done at first time of the implementation. You can anytime change or modify it.

## 6. Getting started with Module

### Step 1 : Load and reconcile the GSTR-2A in your books.

- 1) Download your GSTR 2A from [GST portal](#).
- 2) Open your GSTR 2 in Tally.ERP9. In GWT → Display → Statutory report → GST → GSTR 2.
- 3) Load GSTR-2A in the report → Open the report → Press alt + L to load the file → paste the path where the GSTR 2A file is located → Press enter to load the file.

Following report will be shown.

*(Note: Reconciliation is only done for B2B invoices and credit/debit notes entered in the respective period.)*

Returns Summary					
Number of vouchers for the period					1,312
Included in returns					40
Invoices ready for returns	38				
Invoices with mismatch in information	2				
Not included in returns due to incomplete information					0
Not relevant for returns					1,272
Incomplete HSN/SAC information (to be provided)					6
Particulars	No. of Invoices	Taxable Value	Total Tax	Total ITC Available	Reconciliation Status
B2B Invoices - 3, 4A - Portal	60[3]	6,33,094.86	1,39,051.68	1,39,051.68	Not Complete(29)
As per books	40	4,25,410.00	1,02,835.00	1,02,835.00	
Credit/Debit Notes Regular - 6C - Portal					
As per books					
B2BUR Invoices - 4B - Portal					
As per books					
Import of Services - 4C - Portal					

As you can see, Blue data is generated from GSTR 2A and Black data represents our purchases. There is a difference in both.

We have recorded 40 purchases, while 60 transactions have been generated from the portal. The reasons for not matching our GSTR 2 with GSTR 2A, can be...

- Available only in portal
  - ✓ Transactions which we haven't recorded but available in portal only
  - ✓ Invoice number mismatch.
- Available only in books
  - ✓ Transactions we have recorded but not generated in GSTR-2A
  - ✓ Invoice number mismatch.
- Partial Mismatches
  - ✓ Mismatch in Tax amount, Taxable amount.
  - ✓ Wrong allocation of Taxes.
  - ✓ Round off calculation issue.

Any mismatches in data may result to potential loss in ITC.



POWER OF SIMPLICITY



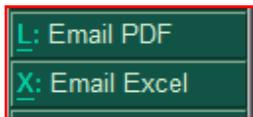
## 7. Send Auto E-Mail

**Step 1** : You can drill down into blue lines to see detailed report.

Vouchers of : B2B Invoices - 3, 4A		1-Jul-2017 to 31-Jul-2017				
Supplier Name	Supplier GSTIN/UIN	No. of Invoices	Taxable Value	Tax Paid	ITC Availed	Reconciliation Status
<b>Status not Updated</b>						
M TECH SYSTEMS PVT.LTD.,- DELHI	07AACC6713F1ZO	5	2,54,231.18	48,096.40	48,096.40	Not Complete (5)
Epson India Private Limited	29AAACE7858F1ZC	1				Not Complete (1)
<Not Available>	29AAACS4457Q2ZL	16	4,655.68	838.04	838.04	Not Complete (16)
ARIHANT INFOTECH	29AANFA4742Q1ZP	35	3,40,046.00	80,968.08	80,968.08	Not Complete (5)
<Not Available>	29AAQFM5478A1ZW	35	3,40,046.00	80,963.08	80,963.08	Not Complete (5)
SHRINIDHI COMPUTERS PVT.LTD	29AAUCS4529D1ZW	1	30,000.00	8,400.00	8,400.00	Not Complete (1)
<Not Available>	29AAUCS4529D1ZW	1	462.00	83.16	83.16	Not Complete (1)
<b>Status Updated</b>						
Pentonic Technologies	29AJBPP9277C1ZV	1	3,700.00	666.00	666.00	Completed
<Not Available>	29AJBPP9277C1ZV	1	3,700.00	666.00	666.00	Completed
<b>Saved Transactions (Create if not available in book)</b>						
VISHWASI2000 INFOTECH	29AAHFV0326P1ZO	0[1]				Completed
Crown Computers	29AAJFC6315R1ZS	0[2]				Completed
			35,064.00	9,817.92	9,817.92	
<b>Available Only in Books (Can mark as 'New' when exporting)</b>						
S.V.INFOWAYS	29ABQFS7417L1ZA	1	16,600.00	2,988.00	2,988.00	
MAGNIFIED SOLUTIONS	29ABSPA7938E1ZA	1	30,000.00	8,400.00	8,400.00	

**Step 2** : Select the parties which you want to send the report via E-Mail by pressing “Space” key.

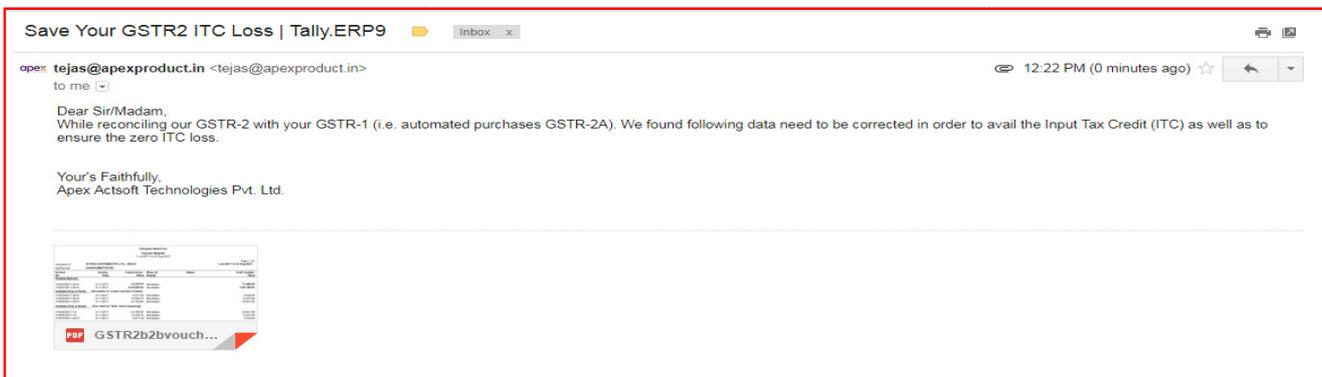
**Step 3** : Click the button given on right side of the screen. “Alt + L” for pdf and “Alt + X” For excel sheet report.



*(To send an E-Mail to party, ensure that you have configured E-Mail Id at party ledger level)*

If you wish to update E-Mail Id's of multiple parties in one time, try our Pro-Address book module. Using the same, you can easily configure ledger level information (Such as Address, Contact number, Contact person, Email Id, Website, GSTIN etc.) of multiple vendors as well as customers in one time.

### Sample mail received:



## About us

### Who are we?

- Started with the passion to help businesses.
- Delivering excellence in the form of products and services for business process management and MIS
- Blessed by the active co-operation of its staff and business associates.
- Having time tested values and ethics at heart
- Proud of its legacy of over a decade
- Enriched with customer success stories

### Our vision

#### **“To become the PIONEER in Tally products domain”**

- We are constantly thriving for this goal.
- As certified 5 star sales & solutions and Partner developer for tally, we have both capability and opportunity to reach there.

### Values

#### **“Honesty, Integrity, Quest for Excellence”**

- Tally has provided us the ethical foundation of doing business for noble causes.
- On its basis we are trying always to find better ways of doing things. It helps us realizing our vision.



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