

Manual > Viewing Form GSTR-4A

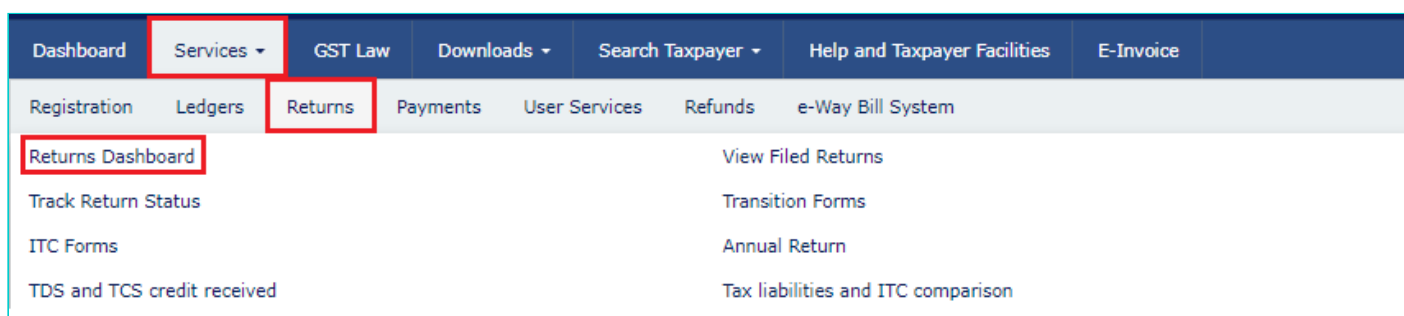
How can I view the auto-drafted details in Form GSTR-4A?

Form GSTR-4A is an auto-drafted and read only form for composition taxpayer, created on basis of data from the saved/submitted/filed Form GSTR-1 & 5 and filed Form GSTR-7 of the deductors, where composition taxpayer is the recipient. The Composition taxpayer cannot take any action in Form GSTR-4A and this form is only for view.

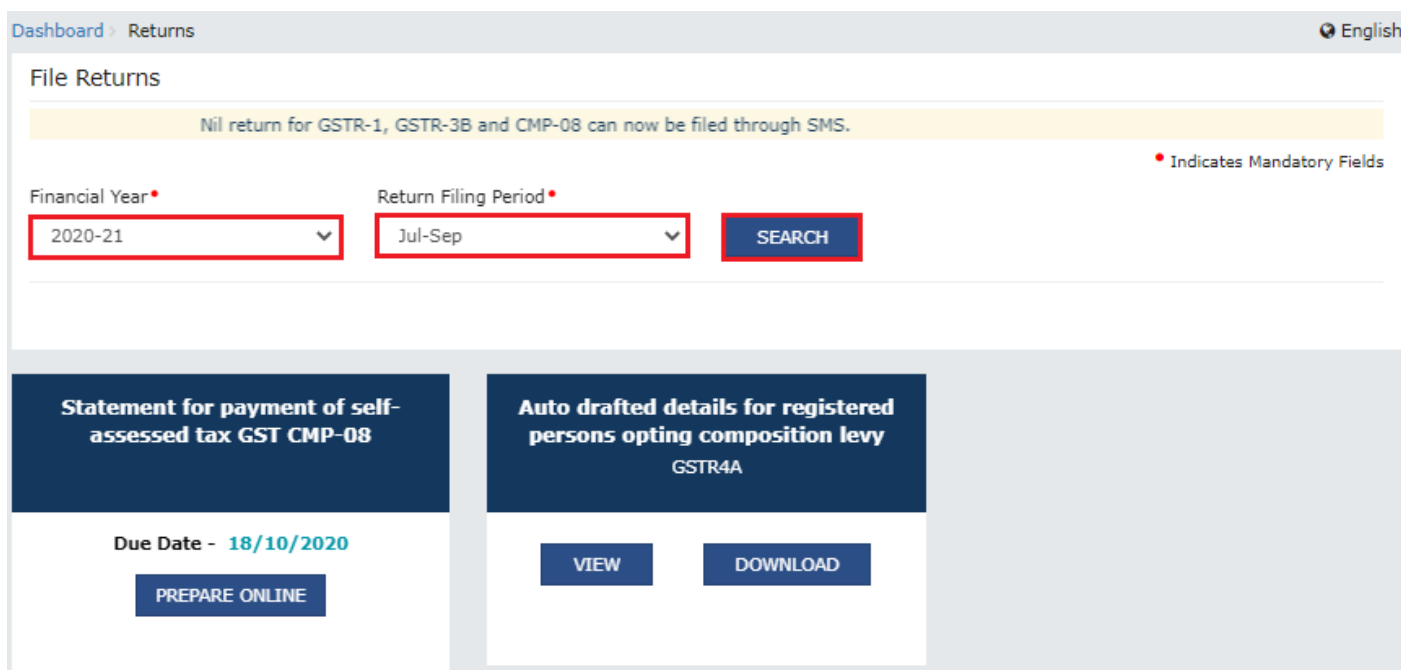
To view the auto-drafted details in Form GSTR-4A, perform the following steps:

1. Access the www.gst.gov.in URL. The GST Home page is displayed. Login to the GST Portal with valid credentials. Click the **Services > Returns > Returns Dashboard** option.

Alternatively, you can also click the **Returns Dashboard** link on the Dashboard.



2. The **File Returns** page is displayed. Select the **Financial Year & Return Filing Period** for which you want to view Form GSTR-4A from the drop-down list. Click the **SEARCH** button. **GSTR4A** tile is displayed.



3. [Download GSTR-4A](#): To download Form GSTR-4A details in excel

4. [View GSTR-4A](#): To view Form GSTR-4A details directly on GST Portal

3. Download GSTR-4A

3.1. In the GSTR4A tile, click the **DOWNLOAD** button.

Auto drafted details for registered persons opting composition levy
GSTR4A

[VIEW](#) [DOWNLOAD](#)

3.2. Click the **GENERATE JSON FILE TO DOWNLOAD** button to download GSTR-6A details in JSON format.

Dashboard > Returns > GSTR English

Offline Download for

Download data for GSTR4A
Note:Please refer help section for more details.

[GENERATE JSON FILE TO DOWNLOAD](#)

[BACK](#)

3.3. A message is displayed that request has been acknowledged and the process may take up to 20 minutes to complete.

Dashboard > Returns > GSTR English

Offline Download for

Your request for generation has been accepted kindly wait for 20 min.

Download data for GSTR4A
Note:Please refer help section for more details.

[GENERATE JSON FILE TO DOWNLOAD](#)

[BACK](#)

3.4. Once the file is generated, the link will appear to download. Download the file.

Dashboard > Returns > GSTR

English

Offline Download for

You have downloaded the file last on 27/11/2020 at 11:36:50. To view the same file, click on the link available below the button. To generate the latest file, click on the download button again.

Download data for GSTR4A

Note: Please refer help section for more details.

GENERATE JSON FILE TO DOWNLOAD

[Click here to download - File 1](#)

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4. View GSTR-4A

4.1. In the Form GSTR-4A tile, click the **VIEW** button to view the details directly on GST Portal.

Auto drafted details for registered persons opting composition levy
GSTR4A

VIEW **DOWNLOAD**

4.2. The **Form GSTR-4A – AUTO DRAFTED DETAILS** page is displayed.

Dashboard > Returns > GSTR-4A

English

GSTR4A - Auto drafted details for registered persons opting composition levy

GSTIN - 24ABPPM5867J3ZY Legal Name - MY New MOBILE PAYMENTS LIMITED Trade Name - Gur Pahwa
FY - 2020-21 Return Period - Jul-Sep

****NOTE :** You can only view details of inward supplies in GSTR-4A.

**** Important Notice:** If the invoices are more than 500, please check [here](#)

3A,3B - B2B Invoices **4 - Credit/Debit Notes**

4 - Amendments to B2B Invoices **4 - Amendments to Credit/Debit Notes**

Click the tile names to know more details:

5. [3A,3B - B2B Invoices](#): To view all the inward supplies received from registered suppliers

6. [4 - Amendments to B2B Invoices](#): To view invoices which are amended by the supplier in their returns of GSTR-1/5 respectively

7. [4 - Credit/Debit Notes](#) To view Credit/Debit notes added by the supplier in their respective returns (GSTR-1/5)
8. [4 - Amendments to Credit/Debit Notes](#): To view amendments of Credit/Debit notes done by the supplier in their respective returns (GSTR-1/5)

5. 3A,3B - B2B Invoices

This section displays all the inward supplies received from registered suppliers. The B2B section of PART A of GSTR-4A is auto-populated on uploading or saving of invoices by the suppliers in their respective returns of GSTR-1 and GSTR-5.

5.1. Click the **3A,3B - B2B Invoices** tile. The **B2B Invoices - Supplier Details** page is displayed.

Dashboard > Returns > GSTR-4A English

GSTR4A - Auto drafted details for registered persons opting composition levy

GSTIN - 24ABPPM5867J3ZY	Legal Name - MY New MOBILE PAYMENTS LIMITED	Trade Name - Gur Pahwa
FY - 2020-21	Return Period - Jul-Sep	

****NOTE :** You can only view details of inward supplies in GSTR-4A.

**** Important Notice:** If the invoices are more than 500, please check [here](#)

3A,3B - B2B Invoices

4 - Credit/Debit Notes

4 - Amendments to B2B Invoices

4 - Amendments to Credit/Debit Notes

5.2. Click the **GSTIN** hyperlink to view the invoices uploaded by the supplier.

B2B Invoices - Supplier Details

Supplier Details	Supplier Name	Number of records
33AAACD2391F3Z0	TACOMA GLOBAL	1

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5.3. Click the **Invoice No.** hyperlink to view the invoice details.

B2B Invoice Summary

Uploaded by Supplier

Invoice No.	Invoice Date	Invoice Type	Place Of Supply	Supply attract Reverse Charge	Total Invoice Value (₹)	Total Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Source	IRN
1122	07-07-2020	R	Gujarat	N	6,56,620.69	5,86,268.48	70,352.21	0.00	0.00	0.00		

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5.4. The item details are displayed.

B2B Invoice Summary

Item details

Rate (%)	Taxable value (₹)	Amount of tax			
		Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
12	5,86,268.48	70,352.21	0	0	0

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6. 4 - Amendments to B2B Invoices

This section covers the invoices which are amended by the supplier in their returns of GSTR-1/5 respectively.

6.1. Click the **4 - Amendments to B2B Invoices** tile. The **Amend B2B Invoices - Supplier Details** page is displayed.

GSTR4A - Auto drafted details for registered persons opting composition levy

GSTIN - 24ABPPM5867J3ZY

Legal Name - MY New MOBILE PAYMENTS LIMITED

Trade Name - Gur Pahwa

FY - 2020-21

Return Period - Jul-Sep

**NOTE : You can only view details of inward supplies in GSTR-4A.

** Important Notice: If the invoices are more than 500, please check [here](#)

3A,3B - B2B Invoices

4 - Credit/Debit Notes

4 - Amendments to B2B Invoices

4 - Amendments to Credit/Debit Notes

6.2. Click the **GSTIN** hyperlink to view the amended invoices uploaded by the supplier.

Amended B2B Invoices - Supplier Details		
Supplier Details	Supplier Name	Number of Records
07AAADL0465A1Z2	DL TaxPayer 465 Ltd	1

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6.3. Click the **Invoice No.** hyperlink to view the invoice details.

Amended B2B Invoices - Summary										
Uploaded by Supplier										
Invoice No.	Invoice Date	Invoice Type	Revised/Original Invoice Number	Revised/Original Invoice Date	Place Of Supply	Supply attract Reverse Charge	Total Invoice Value	Total Taxable Value	Integrated Tax (₹)	Central Tax (₹)
COMP111/A	07-07-2020	R	COMP111	04-05-2020	Gujarat	N	6,56,620.69	5,86,268.48	70352.21	0.00

6.4. The item details are displayed.

Amended B2B Invoices - Summary					
Item details					
Rate (%)	Taxable value (₹)	Amount of tax			
		Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
12	5,86,268.48	70,352.21	0	0	0

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7. 4 - Credit/Debit Notes

This section covers the Credit/Debit notes added by the supplier in their respective returns (Form GSTR-1/5).

7.1. Click the **4 - Credit/Debit Notes** tile. The **Credit/Debit Notes – Supplier** Details page is displayed.

Dashboard > Returns > GSTR-4A English

GSTR4A - Auto drafted details for registered persons opting composition levy

GSTIN - 24ABPPM5867J3ZY	Legal Name - MY New MOBILE PAYMENTS LIMITED	Trade Name - Gur Pahwa
FY - 2020-21	Return Period - Jul-Sep	

****NOTE :** You can only view details of inward supplies in GSTR-4A.

**** Important Notice:** If the invoices are more than 500, please check [here](#)

3A,3B - B2B Invoices

4 - Credit/Debit Notes

4 - Amendments to B2B Invoices

4 - Amendments to Credit/Debit Notes

7.2. Click the **GSTIN** hyperlink to view the credit/debit notes uploaded by the supplier.

Credit/Debit Notes - Supplier Details

Supplier GSTIN/UID	Supplier Name	Number of Records
33AAACD2391F3Z0	TACOMA GLOBAL	1

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7.3. Click the **Credit/ Debit Note No** hyperlink to view the credit/debit note details.

Scenario 1: You will see below screenshot, in case you have filed your returns/statements after delinking of credit and debit notes on the GST Portal.

Dashboard > Returns > GSTR-4A > CDN English

Credit/Debit Notes- Summary

Uploaded by Supplier

Note Type	Credit/Debit Note No	Credit/Debit Note Date	Place Of Supply	Note Supply Type	Supply Attract Reverse Charge	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)
D	COMP01	26-08-2020	Gujarat	CBW	Y	1,48,500.00	7425.00	0.00	0.00	0.00

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Scenario 2: You will see below screenshot, in case you have filed your returns/statements before delinking of credit and debit notes on the GST Portal.

Dashboard > Returns > GSTR-4A > CDN English

Credit/Debit Notes- Summary

Uploaded by Supplier

Note Type	Credit/Debit Note No	Credit/Debit Note Date	Original Invoice No	Original Invoice Date	Pre GST Regime	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)
C	CDN45345	05-06-2020	INVM1111	06-06-2020	N	1,48,500.00	7425.00	0.00	0.00	0.00

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Scenario 3: You will see the below screenshot, in case you have saved your returns/statements before delinking of credit and debit notes and filed your statements/returns after delinking of credit and debit notes on the GST Portal.

Dashboard > Returns > GSTR-4A > CDN English

Credit/Debit Notes- Summary

Uploaded by Supplier

Note type	Credit/debit note no.	Credit/debit note date	Original invoice no.	Original invoice date	Place of supply	Note supply type	Supply attract reverse charge	Pre GST Regime	Taxable value (₹)	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)
C	compnew01	15-07-2020			Gujarat	R	N		18,500.00	925.00	0.00	0.00

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7.4. The item details are displayed.

Dashboard > Returns > GSTR-4A > CDN English

Credit/Debit Notes- Summary

Item Details

Rate (%)	Taxable Value (₹)	Amount of Tax			
		Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS
5%	1,48,500	7425.00	0.00	0.00	0.00

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8. 4 - Amendments to Credit/Debit Notes

This section covers the amendments of Debit / credit notes done by the supplier in their respective returns (GSTR-1/5).

8.1. Click the 4 - **Amendments to Credit/Debit Notes** tile. The **Amend Credit/Debit Notes - Supplier Details** page is displayed.

Dashboard > Returns > GSTR-4A English

GSTR4A - Auto drafted details for registered persons opting composition levy

GSTIN - 24ABPPM5867J3ZY	Legal Name - MY New MOBILE PAYMENTS LIMITED	Trade Name - Gur Pahwa
FY - 2020-21	Return Period - Jul-Sep	

****NOTE :** You can only view details of inward supplies in GSTR-4A.

**** Important Notice:** If the invoices are more than 500, please check [here](#)

3A,3B - B2B Invoices

4 - Credit/Debit Notes

4 - Amendments to B2B Invoices

4 - Amendments to Credit/Debit Notes

8.2. Click the **GSTIN** hyperlink to view the amended credit/debit notes uploaded by the supplier.

Amended Credit/Debit Notes - Supplier Details

Supplier GSTIN/UID	Supplier Name	Number of Records
33AAACD2391F3Z0	TACOMA GLOBAL	1

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8.3. Click the **Credit/ Debit Note No** hyperlink to view the invoice details.

Scenario 1: You will see below screenshot, in case you have filed your returns/statements after delinking of credit and debit notes on the GST Portal.

Dashboard > Returns > GSTR-4A > CDNA English

Amended credit/debit note wise details

Uploaded by Supplier

Note type	Revised Credit/Debit Note No.	Revised Credit/Debit Note Date	Original Credit/Debit note no.	Original Credit/Debit note date	Place of supply	Note supply type	Supply attract reverse charge	Taxable value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	C
C	coamend	10-07-2020	co	20-05-2020	Gujarat	R	N	18,500.00	925.00	0.00	0.00	

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Scenario 2: You will see below screenshot, in case you have filed your returns/statements before delinking of credit and debit notes on the GST Portal.

Dashboard > Returns > GSTR-4A > CDNA English

Amended Credit/Debit Notes - Summary

Uploaded by Supplier

Note Type	Revised Credit/Debit Note No.	Revised Credit/Debit Note Date	Original Invoice No	Original Invoice Date	Original Debit/Credit Note No.	Original Debit/Credit Note Date	Pre GST Regime	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/Tax (₹)
C	amendco1	10-06-2020	co1	02-02-2020	cdco1		N	45,34,534.00	2,26,726.00	0.00	80

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Scenario 3: You will see the below screenshot, in case you have saved your returns/statements before delinking of credit and debit notes and filed your statements/returns after delinking of credit and debit notes on the GST Portal.

Dashboard > Returns > GSTR-4A > CDNA English

Amended Credit/Debit Notes - Summary

Uploaded by Supplier

Note Type	Revised Credit/Debit Note No.	Revised Credit/Debit Note Date	Original Invoice No	Original Invoice Date	Original Debit/Credit Note No.	Original Debit/Credit Note Date	Place Of Supply	Note Supply Type	Supply Attract Reverse Charge	Pre GST Regime	Taxable Value (₹)
C	amendco1	14-02-2019	co1	06-06-2020	cdco1	07-08-2020				N	45,34,534.00

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8.4. The item details are displayed.

Dashboard > Returns > GSTR-4A > CDNA English

Amended credit/debit note wise details

Item details

Rate (%)	Taxable value (₹)	Amount of tax			
		Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
5%	18,500.00	925.00	0.00	0.00	0.00

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