

Manual > GSTR-7

How can I create and file details in Form GSTR-7?

To create and file details in Form GSTR-7, perform following steps:

[A. Login and Navigate to Form GSTR-7 page](#)

[B. Enter details in various tiles](#)

[C. Payment of Tax](#)

[D. File Form GSTR-7 with DSC/ EVC](#)

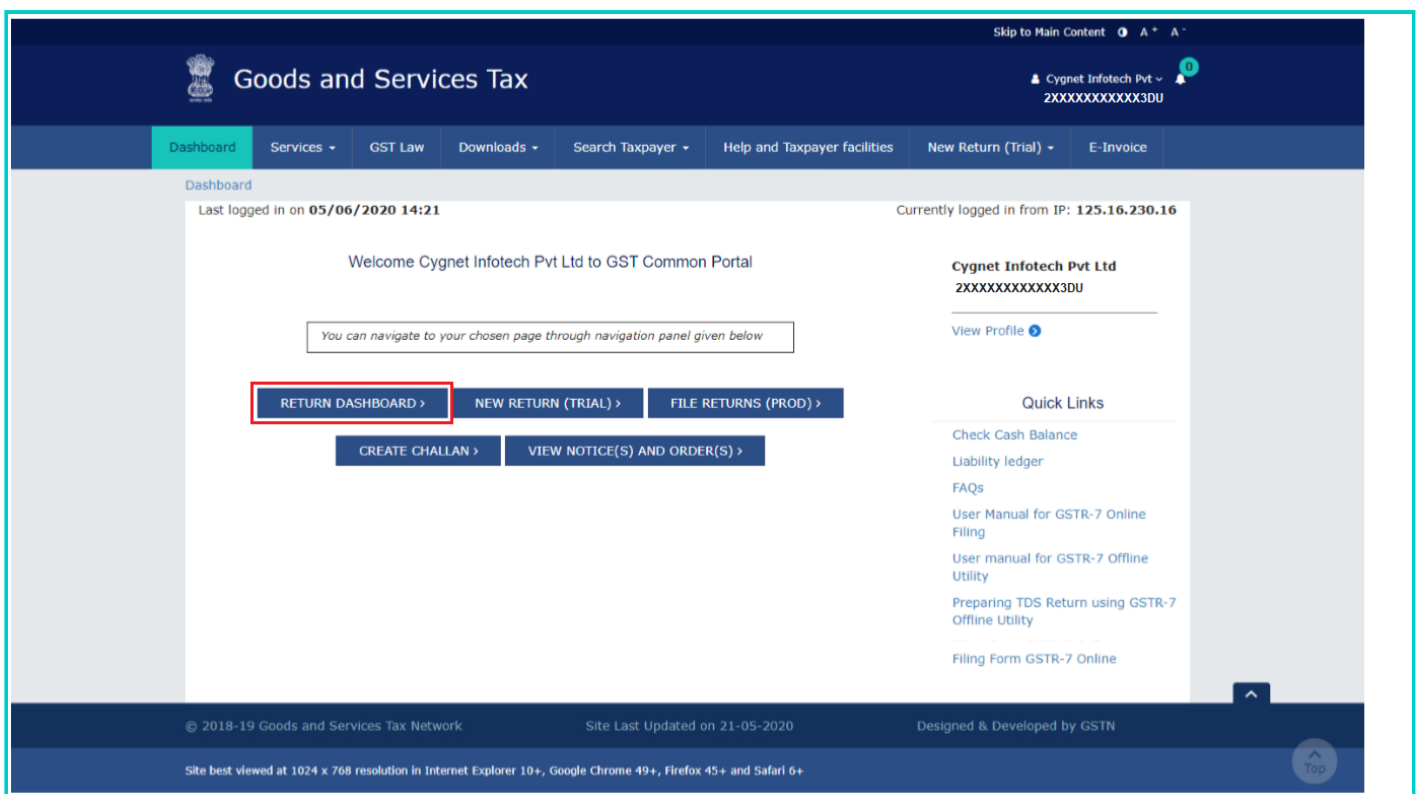
[E. View Debit entries in Electronic Cash Ledger for tax payment](#)

[F. Download Filed Return](#)

A. Login and Navigate to Form GSTR-7 page

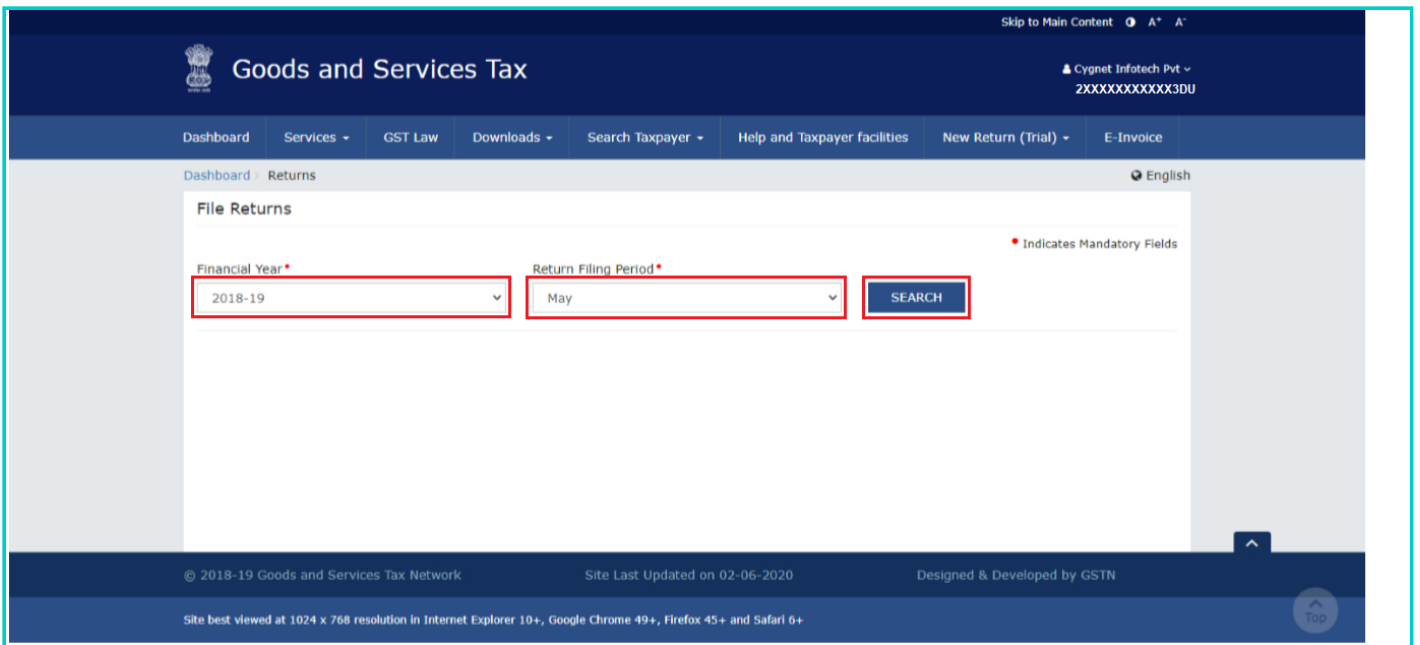
1. Access the www.gst.gov.in URL. The GST Home page is displayed. Login to the GST Portal with valid credentials. Click the **Services > Returns > Returns Dashboard** command.

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



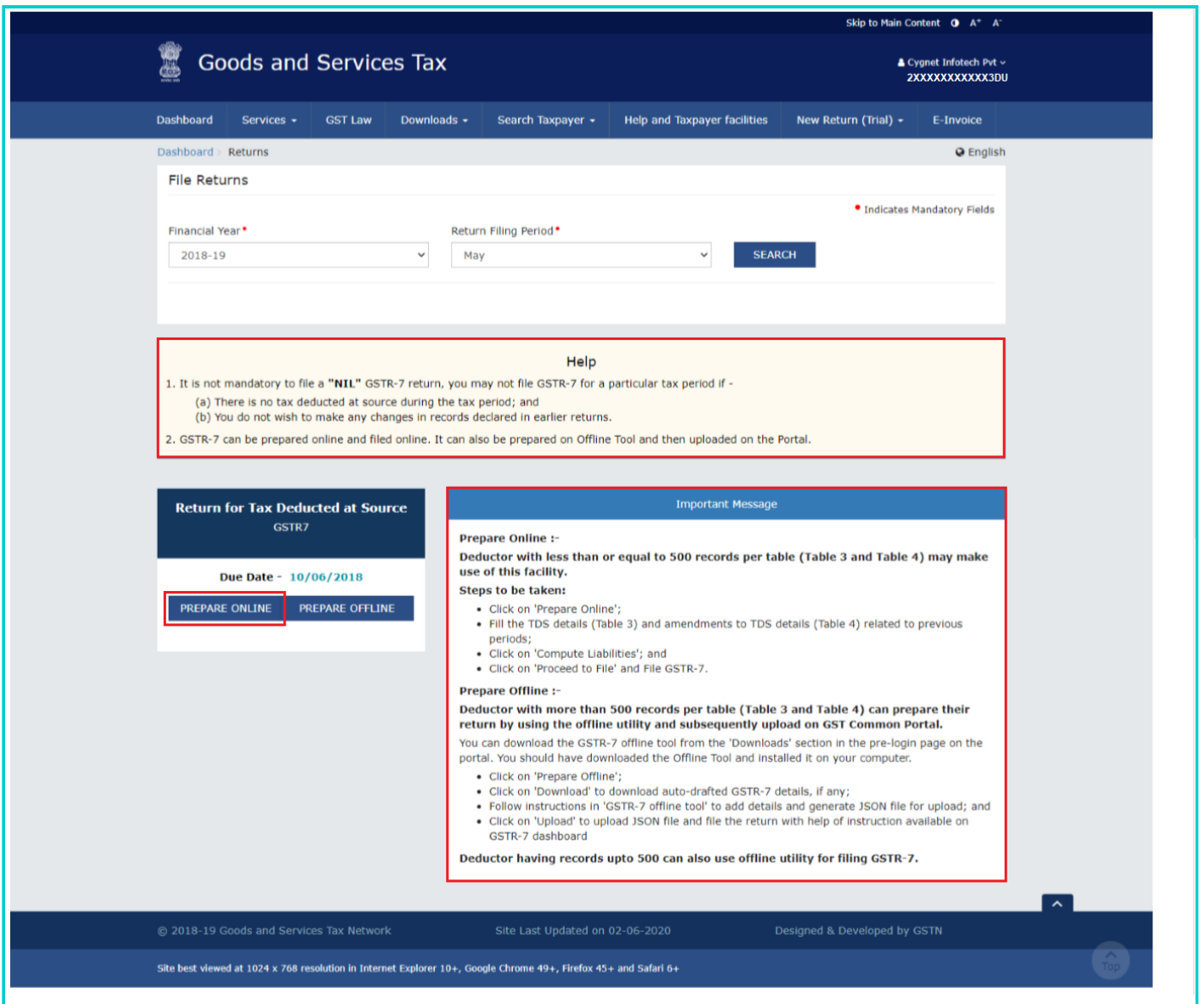
The screenshot shows the GST Common Portal dashboard for Cygnet Infotech Pvt Ltd. The page features a navigation menu at the top with options like Dashboard, Services, GST Law, Downloads, Search Taxpayer, Help and Taxpayer facilities, New Return (Trial), and E-Invoice. The main content area displays a welcome message and a navigation panel with buttons for RETURN DASHBOARD, NEW RETURN (TRIAL), FILE RETURNS (PROD), CREATE CHALLAN, and VIEW NOTICE(S) AND ORDER(S). The RETURN DASHBOARD button is highlighted with a red box. The page also shows user information, quick links, and footer details.

2. The **File Returns** page is displayed. Select the **Financial Year & Return Filing Period** (Month) for which you want to file the return from the drop-down list. Click the **SEARCH** button.



3. The **File Returns** page is displayed. In the GSTR-7 tile, click the **PREPARE ONLINE** button if you want to prepare the return by making entries on the GST Portal.

Note: Please read the important message in the box carefully.



4. The **GSTR-7 - Return for Tax Deducted at Source Return** page is displayed.

The screenshot displays the 'GSTR-7 - Return for Tax Deducted at Source' page on the GST portal. The page header includes the GST logo, 'Goods and Services Tax', and the user's name 'Cygnnet Infotech Pvt Ltd' with the GSTIN '2XXXXXXXXXX3DU'. The navigation menu contains 'Dashboard', 'Services', 'GST Law', 'Downloads', 'Search Taxpayer', 'Help and Taxpayer facilities', 'New Return (Trial)', and 'E-Invoice'. The main content area shows the return details for FY - 2019-20, Return Period - May, and Due Date - 10/06/2019. It includes a section for 'Steps to prepare your GSTR-7 return online' with instructions on how to add details, preview drafts, and download files. Below this is the 'GSTR-7 -TDS Details' section, which includes an important notice and three main tiles: '3. Details of the tax deducted at source', '4. Amendments to TDS Details', and '5&6. Payment of tax'. Each tile shows a table of tax amounts and the number of records. There is also a tile for '8. Debit entries in electronic cash ledger for TDS/interest payment'. At the bottom, there are buttons for 'BACK TO RETURNS DASHBOARD', 'DOWNLOAD GSTR-7 DETAILS (EXCEL)', 'PREVIEW DRAFT GSTR-7', 'COMPUTE LIABILITY', and 'PROCEED TO FILE'. The footer contains copyright information and browser compatibility details.

B. Enter details in various tiles

Click on the tile names to know more and enter related details:

5 (a) [3. Details of the tax deducted at source](#): To add details of the tax deducted at source

5 (b) [4. Amendments to TDS Details](#): To amend details of the tax deducted at source in respect of any earlier tax period

5(a) 3. Details of the tax deducted at source

5.1. Click the **3. Details of the tax deducted at source** tile to add details of the tax deducted at source.



GSTR-7 - Return for Tax Deducted at Source

GSTIN - 2XXXXXXXXXX3DU	Legal Name - Cygnnet Infotech Pvt Ltd	Trade Name - GSTN
FY - 2019-20	Return Period - May	Status - Not Filed
Due Date - 10/06/2019		

Steps to prepare your GSTR-7 return online

1. Click on 'Table 3' or 'Table 4' box whichever is applicable and add relevant details;
2. Summary of added details would be available on the relevant box;
3. Click on '**Preview Draft GSTR-7**' button to view summary of added details in PDF format;
4. You can also download all added details as an excel file by clicking on '**Download GSTR-7 details (Excel)**'; and
5. After adding and confirming the details, follow filing process as indicated at the bottom of this page.

GSTR-7 -TDS Details

** Important Notice: If the TDS records are more than 500 . Please check [here](#)

3. Details of the tax deducted at source

No. of records:0

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	Total Amount Paid to Deductee
₹0.00	₹0.00

4. Amendments to TDS Details

No. of records:0

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	Total Amount Paid to Deductee
₹0.00	₹0.00

5&6. Payment of tax

Tax payable	Interest payable
₹-	₹-
Late fee payable	Total amount paid
₹-	₹-

8. Debit entries in electronic cash ledger for TDS/interest payment

Tax to be paid (₹)	Interest
₹0.00	₹0.00
Late Fees	
₹0.00	

Steps to file your GSTR-7 return

1. Click on Compute Liabilities ; for computation of tax and interest, if any;
2. "Proceed to File" button would be enabled once liabilities are computed and reflected in Table 5&6 box;
3. Click on "Proceed to File" to pay liabilities and file the return;
4. Additional details can be added even after clicking on 'Compute Liabilities' or 'Proceed to file' button, then you would be required to follow steps 1 to 3 again to file the return;
5. Click on '**Download Filed GSTR-7 (pdf)**' button to view summary of filed details in PDF format; and
6. You can also download all filed details as an excel file by clicking on '**Download GSTR-7 details (Excel)**'

BACK TO RETURNS DASHBOARD

DOWNLOAD GSTR-7 DETAILS (EXCEL)

PREVIEW DRAFT GSTR-7

COMPUTE LIABILITY

PROCEED TO FILE

5.2. Click the **ADD** button.

Goods and Services Tax

Cygnit Infotech Pvt - 2XXXXXXXXXX3DU

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer facilities New Return (Trial) E-Invoice

Dashboard Returns GSTR-7 TDS English

GSTIN - 2XXXXXXXXXX3DU
FY - 2019-20
Due Date - 10/06/2019

Legal Name - Cygnit Infotech Pvt Ltd
Return Period - May

Trade Name - GSTN
Status - Not Filed

TDS DETAILS Help

No Record found for the provided Inputs.

ADD BACK TO GSTR-7 DASHBOARD

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Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

Note: You can click the **HELP** link to view Help related to this page. Click **CLOSE**.

Supplies attracting TDS

1. Declare details of TDS for each Deductee. Tax is to be deducted on the value excluding tax.
2. GSTIN of the deductee cannot be declared more than once.
3. Negative values are not allowed to be declared in this table.
4. At least one tax column should be entered out of three tax columns (IGST or CGST and SGST/UTGST) Total tax amount should be equal to 2% of the amount shown as "Total amount paid to deductee on which tax is deducted".
5. Enter values in the Text box 'Search by GSTIN' to search for particular GSTIN.

CLOSE

5.3. In the **GSTIN of Deductee** field, enter the GSTIN of Deductee.

5.4. Enter the **amount paid to deductee on which tax has been deducted**.

5.5 (a). If deductor and deductee are having different State-code, then you need to enter the details for **Integrated Tax**.

Note: If GSTIN of supplier and POS is different, then TDS will be deducted in the form of IGST. If GSTIN of supplier and POS is same, then TDS is deducted in the form of CGST/SGST. If POS lies in the State of Supplier and deductor is located in another State/UT, then no TDS will be deducted, as the tax on the invoice will be CGST and SGST/UTGST and not IGST.

Note:

- Declare details of TDS for each Deductee. Tax is to be deducted on the value excluding tax.

- GSTIN of the deductee cannot be declared more than once.
- Negative values are not allowed to be declared in this table.
- Tax should be entered in at least one tax column out of three tax columns (IGST or CGST and SGST/UTGST). Total tax amount should be equal to 2% of the amount shown as "Total amount paid to deductee on which tax is deducted".

The screenshot shows the 'TDS Details - ADD' form on the GST Portal. The form is titled 'TDS Details - ADD' and is part of the 'Returns > GSTR-7 > TDS > Add' path. It features a teal header with the GST logo and 'Goods and Services Tax' text. The main content area is white and contains six input fields arranged in two rows. The first row includes 'GSTIN of Deductee', 'Receiver Name', and 'Amount paid to deductee on which tax is deducted (₹)'. The second row includes 'Integrated Tax (₹)', 'Central Tax (₹)', and 'State/UT Tax (₹)'. Below the fields are 'SAVE' and 'BACK' buttons. The footer contains copyright information for 2018-19, site update status, and developer information (GSTN). A 'Top' button is located in the bottom right corner.

5.5 (b) If deductor and deductee both are having same State-code, then GST Portal will allow entry of all the 3 taxes, IGST/CGST/SGST.

Note: If Deductor and deductee are located in SEZ, then the IGST need be levied irrespective of place of supply. At least one tax column need to be entered out of three tax columns (Integrated Tax, Central Tax and State/UT Tax).

This screenshot is identical to the previous one, showing the 'TDS Details - ADD' form. The only difference is that the 'SAVE' button is highlighted with a red border, indicating the next step in the process.

5.6. Click the **SAVE** button.

Goods and Services Tax

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer facilities New Return (Trial) E-Invoice

Dashboard Returns GSTR-7 TDS Add

TDS Details - ADD

GSTIN of Deductee: 27AABMH6447A1ZA

Receiver Name: FINANCIAL POWER SOFTWARE TECHNOLOGY

Amount paid to deductee on which tax is deducted (₹): ₹3,10,000.00

Integrated Tax (₹):

Central Tax (₹): ₹3,100.00

State/UT Tax (₹): ₹3,100.00

SAVE BACK

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5.7. You will be directed to the previous page and a message is displayed that TDS details added successfully. You need to give separate entries of TDS details for each of the deductee.

Note: You can view certain number of records by selecting a number from **Records to view per page** drop-down list. You can also search any record by providing **GSTIN** or **Trade/Legal name of deductee**.

5.8. Here, you can also edit/delete the added details (under Actions column). Click the **BACK TO GSTR-7 Dashboard** button to go back to the Form GSTR-7 Dashboard page.

Goods and Services Tax

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer facilities New Return (Trial) E-Invoice

Dashboard Returns GSTR-7 TDS

GSTIN - 27AABMH6447A1ZA Legal Name - Cygnet Infotech Pvt Ltd Trade Name - GSTN
 FY - 2019-20 Return Period - April Status - Not Filed
 Due Date - 10/05/2019

TDS DETAILS

TDS Details Added Successfully.

Processed TDS Details

Records to view per page: Select (15 selected)

GSTIN of Deductee	Trade name/Legal name of deductee	Amount of tax deducted at source			Actions
		Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	
27AABMH6447A1ZA	FINANCIAL POWER SOFTWARE TECHNOLOGY PRIVATE LIMITED	0.00	3,100.00	3,100.00	[Edit] [Delete]

ADD BACK TO GSTR-7 DASHBOARD

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5.9. You will be directed to the GSTR-7 Dashboard landing page and the **3. Details of the tax deducted at source** box in Form GSTR-7 will reflect the number of TDS entries added along with total tax amount and total amount paid to Deductee.



GSTR-7 - Return for Tax Deducted at Source

GSTIN - 2XXXXXXXXXX3DU	Legal Name - Cygnnet Infotech Pvt Ltd	Trade Name - GSTN
FY - 2019-20	Return Period - May	Status - Not Filed
Due Date - 10/06/2019		

Steps to prepare your GSTR-7 return online

1. Click on 'Table 3' or 'Table 4' box whichever is applicable and add relevant details;
2. Summary of added details would be available on the relevant box;
3. Click on '**Preview Draft GSTR-7**' button to view summary of added details in PDF format;
4. You can also download all added details as an excel file by clicking on '**Download GSTR-7 details (Excel)**'; and
5. After adding and confirming the details, follow filing process as indicated at the bottom of this page.

GSTR-7 -TDS Details

** Important Notice: If the TDS records are more than 500 . Please check [here](#)

[User Manual](#)

3. Details of the tax deducted at source		4. Amendments to TDS Details		5&6. Payment of tax	
	No. of records:1		No. of records:0		
Integrated Tax ₹0.00	Central Tax ₹3,100.00	Integrated Tax ₹0.00	Central Tax ₹0.00	Tax payable ₹-	Interest payable ₹-
State/UT Tax ₹3,100.00	Total Amount Paid to Deductee ₹3,10,000.00	State/UT Tax ₹0.00	Total Amount Paid to Deductee ₹0.00	Late fee payable ₹-	Total amount paid ₹-
8. Debit entries in electronic cash ledger for TDS/interest payment					
Tax to be paid (₹) ₹0.00	Interest ₹0.00				
Late Fees ₹0.00					

Steps to file your GSTR-7 return

1. Click on Compute Liabilities ; for computation of tax and interest, if any;
2. "Proceed to File" button would be enabled once liabilities are computed and reflected in Table 5&6 box;
3. Click on "Proceed to File" to pay liabilities and file the return;
4. Additional details can be added even after clicking on 'Compute Liabilities' or 'Proceed to file' button, then you would be required to follow steps 1 to 3 again to file the return;
5. Click on '**Download Filed GSTR-7 (pdf)**' button to view summary of filed details in PDF format; and
6. You can also download all filed details as an excel file by clicking on '**Download GSTR-7 details (Excel)**'

[BACK TO RETURNS DASHBOARD](#)
[DOWNLOAD GSTR-7 DETAILS \(EXCEL\)](#)
[PREVIEW DRAFT GSTR-7](#)
[COMPUTE LIABILITY](#)
[PROCEED TO FILE](#)



5(b) 4. Amendments to TDS Details

5.1. Click the **4. Amendments to TDS Details** box to amend details of the tax deducted at source in respect of any earlier tax period and also to modify TDS details rejected by deductee.

Skip to Main Content A+ A-

Cygnnet Infotech Pvt Ltd
2XXXXXXXXXX3DU

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer facilities New Return (Trial) E-Invoice

Dashboard Returns GSTR-7 English

GSTR-7 - Return for Tax Deducted at Source

GSTIN - 2XXXXXXXXXX3DU Legal Name - Cygnnet Infotech Pvt Ltd Trade Name - GSTN
 FY - 2019-20 Return Period - May Status - Not Filed
 Due Date - 10/06/2019

Steps to prepare your GSTR-7 return online

1. Click on 'Table 3' or 'Table 4' box whichever is applicable and add relevant details;
2. Summary of added details would be available on the relevant box;
3. Click on **'Preview Draft GSTR-7'** button to view summary of added details in PDF format;
4. You can also download all added details as an excel file by clicking on **'Download GSTR-7 details (Excel)'**; and
5. After adding and confirming the details, follow filing process as indicated at the bottom of this page.

GSTR-7 -TDS Details ** Important Notice: If the TDS records are more than 500 . Please check [here](#)

User Manual

3. Details of the tax deducted at source		4. Amendments to TDS Details		5&6. Payment of tax	
No. of records:1		No. of records:0			
Integrated Tax	Central Tax	Integrated Tax	Central Tax	Tax payable	Interest payable
₹0.00	₹3,100.00	₹0.00	₹0.00	₹-	₹-
State/UT Tax	Total Amount Paid to Deductee	State/UT Tax	Total Amount Paid to Deductee	Late fee payable	Total amount paid
₹3,100.00	₹3,10,000.00	₹0.00	₹0.00	₹-	₹-

8. Debit entries in electronic cash ledger for TDS/interest payment

Tax to be paid (₹)	Interest
₹0.00	₹0.00
Late Fees	
₹0.00	

Steps to file your GSTR-7 return

1. Click on Compute Liabilities ; for computation of tax and interest, if any;
2. "Proceed to File" button would be enabled once liabilities are computed and reflected in Table 5&6 box;
3. Click on "Proceed to File" to pay liabilities and file the return;
4. Additional details can be added even after clicking on 'Compute Liabilities' or 'Proceed to file' button, then you would be required to follow steps 1 to 3 again to file the return;
5. Click on **'Download Filed GSTR-7 (pdf)'** button to view summary of filed details in PDF format; and
6. You can also download all filed details as an excel file by clicking on **'Download GSTR-7 details (Excel)'**

[BACK TO RETURNS DASHBOARD](#) [DOWNLOAD GSTR-7 DETAILS \(EXCEL\)](#) [PREVIEW DRAFT GSTR-7](#) [COMPUTE LIABILITY](#) [PROCEED TO FILE](#)

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5.2 (a) Uploaded By Deductor Tab:

5.2 (b) Rejected By Deductee Tab:

5.2 (a) Uploaded By Deductor Tab:

In **Uploaded by Deductor** tab, you can amend transactions uploaded by Deductor, of previous tax period. If no action has been taken by deductee, action can be taken by the deductor (to amend transactions), on their own under **"Uploaded by deductor"** tab.

Note:

- Any changes to the details declared in Table-3 (TDS details) in earlier tax period(s) may be declared in Table-4.
- No amendment is allowed, once the TDS details are accepted by the Deductee.
- Records rejected by Deductee are available for taking action in the Tab 'Rejected by Deductee' in table 4.
- Original tax period, financial year and original Deductee's GSTIN cannot be edited.

- Deductor can amend the **GSTIN of Deductee**, **Revised amount paid to deductee** and **IGST, CGST & SGST tax** columns.

5.2. Select the **Financial Year** and **Month** from the drop-down list. In the **GSTIN** field, enter the GSTIN of the Deductee of previous tax period which needs to be amended. Click the **AMEND TDS DETAILS** button.

The screenshot shows the 'TDSA Details' form in the GSTN portal. The form is titled 'TDSA Details' and has a 'Help' icon. It contains the following fields:

- Financial Year***: A dropdown menu with '2019-20' selected.
- Month***: A dropdown menu with 'April' selected.
- Please Enter GSTIN***: A text input field with the placeholder 'Search GSTIN Number'.

Below the form, there are two buttons: **AMEND TDS DETAILS** (highlighted with a red box) and **BACK TO GSTR-7 DASHBOARD**.

5.3. Make amendments to the details as required. Click the **SAVE** button.

The screenshot shows the 'Amend TDS Details- Amend' form in the GSTN portal. The form is titled 'Amend TDS Details- Amend' and has a 'Help' icon. It contains the following fields:

- Original GSTIN Deductee**: 27AABMH6447A1ZA
- Original Amount paid to deductee (₹)**: ₹2,84,000.00
- Original Month**: April
- Revised GSTIN of Deductee***: 27AABMH6447A1ZA (highlighted with a red box)
- Revised Amount paid to deductee (₹)***: ₹2,60,000.00 (highlighted with a red box)
- Integrated Tax (₹)**: ₹0.00
- Central Tax (₹)**: ₹2,600.00 (highlighted with a red box)
- State/UT Tax (₹)**: ₹2,600.00 (highlighted with a red box)

At the bottom right, there are two buttons: **BACK** and **SAVE** (highlighted with a red box).

5.4. You will be directed to the previous page and a message is displayed that TDSA details added successfully. Here, you can also edit/delete the amended details (under Actions column). You can click the **BACK TO GSTR-7 DASHBOARD** button to go back to the Form GSTR-7 Dashboard page.



GSTIN - 2XXXXXXXXXX3DU
FY - 2019-20
Due Date - 10/06/2019

Legal Name - Cygnnet Infotech Pvt Ltd
Return Period - May

Trade Name - GSTN
Status - Not Filed

TDSA Details

Help

Uploaded By Deductor Rejected By Deductee

TDSA Details Added Successfully.

Financial Year
2019-20

Month
April

Please Enter GSTIN
Search GSTIN Number

AMEND TDS DETAILS

Processed TDSA Details

Records to view
per page Select

Search by GSTIN/Trade or legal name of deductee

Month (Tax Period)	Original GSTIN Deductee	Original Trade name/Legal name of deductee	Original Amount paid to deductee on which tax is deducted (₹)	Revised GSTIN of Deductee	Revised T
April	27AABMH6447A1ZA	FINANCIAL POWER SOFTWARE TECHNOLOGY PRIVATE LIMITED	2,84,000.00	27AABMH6447A1ZA	FINANCIAL POWE

Note: Scroll to the right to view further details.



GSTIN - 2xxxxxxxxxxx3DU
FY - 2019-20
Due Date - 10/06/2019

Legal Name - Cygnnet Infotech Pvt Ltd
Return Period - May

Trade Name - GSTN
Status - Not Filed

TDSA Details

[Help](#)
[Uploaded By Deductor](#)[Rejected By Deductee](#)

Financial Year *

2019-20

Month *

April

Please Enter GSTIN *

Search GSTIN Number

[AMEND TDS DETAILS](#)

Processed TDSA Details

Records to view
per page

Select

Search by GSTIN/Trade or legal name of deductee


	Revised GSTIN of Deductee	Revised Trade name/Legal name of deductee	Revised Amount paid to deductee on which tax is deducted (₹)	Amount of tax deducted at source			Actions
				Integrated Tax (₹)	Central tax (₹)	State/UT Tax (₹)	
10	27AABMH6447A1ZA	FINANCIAL POWER SOFTWARE TECHNOLOGY PRIVATE LIMITED	2,60,000.00	0.00	2,600.00	2,600.00	

[BACK TO GSTR-7 DASHBOARD](#)

5.5. You will be directed to the GSTR-7 Dashboard page and the 4. Amendments to TDS Details tile in Form GSTR-7 will reflect the sum of number of TDSA entries added by the deductor on his own & modified in respect of the rejected details by deductee, along with total tax amount and total amount paid to deductee.

Note: The Amended TDS details will become available to supplier on his/her dashboard for acceptance or rejection of the same on filing of Form GSTR-7 by the deductor.

Skip to Main Content



Goods and Services Tax

Cygnnet Infotech Pvt Ltd
2XXXXXXXXXXXX3DU

Dashboard
Services
GST Law
Downloads
Search Taxpayer
Help and Taxpayer facilities
New Return (Trial)
E-Invoice

Dashboard > Returns > GSTR-7
English

GSTR-7 - Return for Tax Deducted at Source

GSTIN - 2XXXXXXXXXXXX3DU	Legal Name - Cygnnet Infotech Pvt Ltd	Trade Name - GSTN
FY - 2019-20	Return Period - May	Status - Not Filed
Due Date - 10/06/2019		

Steps to prepare your GSTR-7 return online

1. Click on 'Table 3' or 'Table 4' box whichever is applicable and add relevant details;
2. Summary of added details would be available on the relevant box;
3. Click on **'Preview Draft GSTR-7'** button to view summary of added details in PDF format;
4. You can also download all added details as an excel file by clicking on **'Download GSTR-7 details (Excel)'**; and
5. After adding and confirming the details, follow filing process as indicated at the bottom of this page.

GSTR-7 - TDS Details

** Important Notice: If the TDS records are more than 500 . Please check [here](#)

[User Manual](#)

3. Details of the tax deducted at source

No. of records:1

Integrated Tax	Central Tax
₹0.00	₹3,100.00
State/UT Tax	Total Amount Paid to Deductee
₹3,100.00	₹3,10,000.00

4. Amendments to TDS Details

No. of records:1

Integrated Tax	Central Tax
₹0.00	₹-240.00
State/UT Tax	Total Amount Paid to Deductee
₹-240.00	₹-24,000.00

5&6. Payment of tax

Tax payable	Interest payable
₹-	₹-
Late fee payable	Total amount paid
₹-	₹-

8. Debit entries in electronic cash ledger for TDS/interest payment

Tax to be paid (₹)	Interest
₹0.00	₹0.00
Late Fees	
₹0.00	

Steps to file your GSTR-7 return

1. Click on Compute Liabilities ; for computation of tax and interest, if any;
2. "Proceed to File" button would be enabled once liabilities are computed and reflected in Table 5&6 box;
3. Click on "Proceed to File" to pay liabilities and file the return;
4. Additional details can be added even after clicking on 'Compute Liabilities' or 'Proceed to file' button, then you would be required to follow steps 1 to 3 again to file the return;
5. Click on **'Download Filed GSTR-7 (pdf)'** button to view summary of filed details in PDF format; and
6. You can also download all filed details as an excel file by clicking on **'Download GSTR-7 details (Excel)'**

BACK TO RETURNS DASHBOARD
DOWNLOAD GSTR-7 DETAILS (EXCEL)
PREVIEW DRAFT GSTR-7
COMPUTE LIABILITY
PROCEED TO FILE

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Site Last Updated on
Designed & Developed by GSTN

Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

5.2 (b) Rejected By Deductee Tab:

If TDS credit entries are rejected by the deductee, they will be auto-populated into Table 4 of Form GSTR-7 in the next tax period under **'Rejected by Deductee'** tab. Now TDS deductor can amend those details and file Form GSTR-7 accordingly.

5.2. Select the **Rejected By Deductee** tab.



GSTIN - 2XXXXXXXXXX3DU
FY - 2019-20
Due Date - 10/06/2019

Legal Name - Cygnnet Infotech Pvt Ltd
Return Period - May

Trade Name - GSTN
Status - Not Filed

TDSA Details

Help

Uploaded By Deductor **Rejected By Deductee**

Financial Year
2019-20

Month
April

Please Enter GSTIN
Search GSTIN Number

AMEND TDS DETAILS

Processed TDSA Details

Records to view per page Select

Search by GSTIN/Trade or legal name of deductee

Month (Tax Period)	Original GSTIN Deductee	Original Trade name/Legal name of deductee	Original Amount paid to deductee on which tax is deducted (₹)	Revised GSTIN of Deductee	Revised T
April	27AABMH6447A1ZA	FINANCIAL POWER SOFTWARE TECHNOLOGY PRIVATE LIMITED	2,84,000.00	27AABMH6447A1ZA	FINANCIAL POWE

BACK TO GSTR-7 DASHBOARD

5.3. Click the **EDIT** button to edit the details.

Goods and Services Tax

Cygnnet Infotech Pvt - 2XXXXXXXXXX3DU

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer facilities New Return (Trial) E-Invoice

Dashboard Returns GSTR-7 English

GSTIN - 2XXXXXXXXXX3DU
FY - 2019-20
Due Date - 10/06/2019

Legal Name - Cygnnet Infotech Pvt Ltd
Return Period - May


Trade Name - GSTN
Status - Not Filed

TDSA Details

Uploaded By Deductor Rejected By Deductee

Processed TDSA Details

Records to view per page: Select Search by GSTIN/Trade or legal name of deductee

Original GSTIN of Deductee	Original Trade name/Legal name of deductee	Original Amount paid to deductee on which tax is deducted (₹)	Revised GSTIN of Deductee	Revised Trade name/Legal name of deductee	Revised Amount paid to deductee on which tax is deducted (₹)	Amount of tax deducted at source			Status	Actions
						Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)		
PS3222R1ZV	Haridas	4,20,000.00	07DCMPS3222R1ZV	Haridas	4,20,000.00	8,400.00	0.00	0.00	No Action Taken	

BACK TO GSTR-7 DASHBOARD

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5.4. Edit the details. Deductor can amend the **GSTIN of Deductee**, **Revised amount paid to deductee** and all **tax** columns. Click the **SAVE** button.

Note: You can edit only revised details and cannot edit original details of the deductee.

Goods and Services Tax

Cygnnet Infotech Pvt - 2XXXXXXXXXX3DU

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer facilities New Return (Trial) E-Invoice

Dashboard Returns GSTR-7 English

Amend TDS Details- Edit

Indicates Mandatory Fields

Original GSTIN Deductee: 07DCMPS3222R1ZV

Original Amount paid to deductee (₹): ₹4,20,000.00

Original Month: April

Revised GSTIN of Deductee*: 07DCMPS3222R1ZV

Revised Amount paid to deductee (₹)*: ₹3,90,000.00

Integrated Tax (₹)*: ₹7,800.00

Central Tax (₹): ₹0.00

State/UT Tax (₹): ₹0.00

BACK SAVE

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5.5. Once the details are edited, the status is changed to modified. Click the **BACK TO GSTR-7 DASHBOARD** button to go back to the Form GSTR-7 Dashboard page.

Note: You can view certain number of records by selecting a number from **Records to view per page** drop-down list. You can also search any record by providing **GSTIN** or **Trade/Legal name of deductee**.

Goods and Services Tax

Cygnnet Infotech Pvt - 2XXXXXXXXXX3DU

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer facilities New Return (Trial) E-Invoice

Dashboard Returns GSTR-7 English

GSTIN - 2XXXXXXXXXX3DU FY - 2019-20 Due Date - 10/06/2019

Legal Name - Cygnnet Infotech Pvt Ltd Return Period - May

Trade Name - GSTN Status - Ready to File

TDSA Details

Uploaded By Deductor Rejected By Deductee

Processed TDSA Details

Records to view per page: 30

07DCMPS322R1ZV

Original GSTIN of Deductee	Original Trade name/Legal name of deductee	Original Amount paid to deductee on which tax is deducted (₹)	Revised GSTIN of Deductee	Revised Trade name/Legal name of deductee	Revised Amount paid to deductee on which tax is deducted (₹)	Amount of tax deducted at source			Status	Actions
						Original Tax (₹)	Central Tax (₹)	State/UT Tax (₹)		
S3222R1ZV	Haridas	4,20,000.00	07DCMPS322R1ZV	Haridas	3,90,000.00	00.00	0.00	0.00	Modified	

BACK TO GSTR-7 DASHBOARD

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5.6. You will be directed to the GSTR-7 Dashboard page and the **4. Amendments to TDS Details** tile in Form GSTR-7 will reflect the sum of number of TDS entries added & modified the details rejected by deductee, along with difference of amended amount and original amount is displayed.

Note: Once Form GSTR-7 is filed, all edited details will become available to the deductee (supplier) on his/her dashboard for acceptance or rejection.



GSTR-7 - Return for Tax Deducted at Source

GSTIN - 2XXXXXXXXXX3DU	Legal Name - Cygnnet Infotech Pvt Ltd	Trade Name - GSTN
FY - 2019-20	Return Period - May	Status - Not Filed
Due Date - 10/06/2019		

Steps to prepare your GSTR-7 return online

1. Click on 'Table 3' or 'Table 4' box whichever is applicable and add relevant details;
2. Summary of added details would be available on the relevant box;
3. Click on '**Preview Draft GSTR-7**' button to view summary of added details in PDF format;
4. You can also download all added details as an excel file by clicking on '**Download GSTR-7 details (Excel)**'; and
5. After adding and confirming the details, follow filing process as indicated at the bottom of this page.

GSTR-7 -TDS Details

** Important Notice: If the TDS records are more than 500 . Please check [here](#)[User Manual](#)

3. Details of the tax deducted at source

No. of records:1

Integrated Tax	Central Tax
₹0.00	₹3,100.00
State/UT Tax	Total Amount Paid to Deductee
₹3,100.00	₹3,10,000.00

4. Amendments to TDS Details

No. of records:2

Integrated Tax	Central Tax
₹-600.00	₹-240.00
State/UT Tax	Total Amount Paid to Deductee
₹-240.00	₹-54,000.00

5&6. Payment of tax

Tax payable	Interest payable
₹-	₹-
Late fee payable	Total amount paid
₹-	₹-

8. Debit entries in electronic cash ledger for TDS/interest payment

Tax to be paid (₹)	Interest
₹0.00	₹0.00
Late Fees	
₹0.00	

Steps to file your GSTR-7 return

1. Click on Compute Liabilities ; for computation of tax and interest, if any;
2. "Proceed to File" button would be enabled once liabilities are computed and reflected in Table 5&6 box;
3. Click on "Proceed to File" to pay liabilities and file the return;
4. Additional details can be added even after clicking on 'Compute Liabilities' or 'Proceed to file' button, then you would be required to follow steps 1 to 3 again to file the return;
5. Click on '**Download Filed GSTR-7 (pdf)**' button to view summary of filed details in PDF format; and
6. You can also download all filed details as an excel file by clicking on '**Download GSTR-7 details (Excel)**'

[BACK TO RETURNS DASHBOARD](#)[DOWNLOAD GSTR-7 DETAILS \(EXCEL\)](#)[PREVIEW DRAFT GSTR-7](#)[COMPUTE LIABILITY](#)[PROCEED TO FILE](#)

Note: Similarly, you can edit other records.

C. Payment of Tax

6. Click the **COMPUTE LIABILITY** button for computation of tax liability and interest, if any.



GSTR-7 - Return for Tax Deducted at Source

GSTIN - 2XXXXXXXXXX3DU
FY - 2019-20
Due Date - 10/06/2019

Legal Name - Cygnnet Infotech Pvt Ltd
Return Period - May

Trade Name - GSTN
Status - Not Filed

Steps to prepare your GSTR-7 return online

1. Click on 'Table 3' or 'Table 4' box whichever is applicable and add relevant details;
2. Summary of added details would be available on the relevant box;
3. Click on '**Preview Draft GSTR-7**' button to view summary of added details in PDF format;
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5. After adding and confirming the details, follow filing process as indicated at the bottom of this page.

GSTR-7 -TDS Details

** Important Notice: If the TDS records are more than 500 . Please check here

User Manual

3. Details of the tax deducted at source

No. of records:1

Integrated Tax ₹0.00	Central Tax ₹3,100.00
State/UT Tax ₹3,100.00	Total Amount Paid to Deductee ₹3,10,000.00

4. Amendments to TDS Details

No. of records:2

Integrated Tax ₹-600.00	Central Tax ₹-240.00
State/UT Tax ₹-240.00	Total Amount Paid to Deductee ₹-54,000.00

5&6. Payment of tax

Tax payable ₹-	Interest payable ₹-
Late fee payable ₹-	Total amount paid ₹-

8. Debit entries in electronic cash ledger for TDS/interest payment

Tax to be paid (₹) ₹0.00	Interest ₹0.00
Late Fees ₹0.00	

Steps to file your GSTR-7 return

1. Click on Compute Liabilities ; for computation of tax and interest, if any;
2. "Proceed to File" button would be enabled once liabilities are computed and reflected in Table 5&6 box;
3. Click on "Proceed to File" to pay liabilities and file the return;
4. Additional details can be added even after clicking on 'Compute Liabilities' or 'Proceed to file' button, then you would be required to follow steps 1 to 3 again to file the return;
5. Click on '**Download Filed GSTR-7 (pdf)**' button to view summary of filed details in PDF format; and
6. You can also download all filed details as an excel file by clicking on '**Download GSTR-7 details (Excel)**'

BACK TO RETURNS DASHBOARD DOWNLOAD GSTR-7 DETAILS (EXCEL) PREVIEW DRAFT GSTR-7 COMPUTE LIABILITY PROCEED TO FILE



7. A message is displayed on top page of the screen that 'Compute liabilities request' has been received. Please check the status after sometime. Click the **Refresh** button.



GSTR-7 - Return for Tax Deducted at Source

Compute liabilities request has been received, please check the status in sometime.

GSTIN - 2XXXXXXXXXX3DU Legal Name - Cygnnet Infotech Pvt Ltd Trade Name - GSTN
FY - 2019-20 Return Period - May Status - Not Filed
Due Date - 10/06/2019

Steps to prepare your GSTR-7 return online

- 1. Click on 'Table 3' or 'Table 4' box whichever is applicable and add relevant details;
2. Summary of added details would be available on the relevant box;
3. Click on 'Preview Draft GSTR-7' button to view summary of added details in PDF format;
4. You can also download all added details as an excel file by clicking on 'Download GSTR-7 details (Excel)'; and
5. After adding and confirming the details, follow filing process as indicated at the bottom of this page.

GSTR-7 -TDS Details

** Important Notice: If the TDS records are more than 500 . Please check here

User Manual

3. Details of the tax deducted at source

No. of records:1

Table with 2 columns: Tax Type, Amount. Rows: Integrated Tax (₹0.00), State/UT Tax (₹3,100.00), Total Amount Paid to Deductee (₹3,10,000.00).

4. Amendments to TDS Details

No. of records:2

Table with 2 columns: Tax Type, Amount. Rows: Integrated Tax (₹-600.00), State/UT Tax (₹-240.00), Total Amount Paid to Deductee (₹-54,000.00).

5&6. Payment of tax

Table with 2 columns: Tax Type, Amount. Rows: Tax payable (₹-), Interest payable (₹-), Late fee payable (₹-), Total amount paid (₹-).

8. Debit entries in electronic cash ledger for TDS/interest payment

Table with 2 columns: Tax Type, Amount. Rows: Tax to be paid (₹) (₹0.00), Interest (₹0.00), Late Fees (₹0.00).

Steps to file your GSTR-7 return

- 1. Click on Compute Liabilities ; for computation of tax and interest, if any;
2. "Proceed to File" button would be enabled once liabilities are computed and reflected in Table 5&6 box;
3. Click on "Proceed to File" to pay liabilities and file the return;
4. Additional details can be added even after clicking on 'Compute Liabilities' or 'Proceed to file' button, then you would be required to follow steps 1 to 3 again to file the return;
5. Click on 'Download Filed GSTR-7 (pdf)' button to view summary of filed details in PDF format; and
6. You can also download all filed details as an excel file by clicking on 'Download GSTR-7 details (Excel)'

BACK TO RETURNS DASHBOARD DOWNLOAD GSTR-7 DETAILS (EXCEL) PREVIEW DRAFT GSTR-7 COMPUTE LIABILITY PROCEED TO FILE

8. Once the status of Form GSTR-7 is Ready to File, 5 & 6. Payment of Tax tile and PROCEED TO FILE button gets enabled. Click the 5 & 6. Payment of Tax box or PROCEED TO FILE button.

Note: If details are auto populated in table 4 under 'rejected by deductee' tab, interest will be levied on differential amount, if TDS amount is increased.

Skip to Main Content

Goods and Services Tax

Cygnnet Infotech Pvt Ltd
2XXXXXXXXXX3DU

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Dashboard Returns GSTR-7 English

GSTR-7 - Return for Tax Deducted at Source

Ready to file as on 05/06/2020.

GSTIN - 2XXXXXXXXXX3DU	Legal Name - Cygnnet Infotech Pvt Ltd	Trade Name - GSTN
FY - 2019-20	Return Period - May	Status - Ready to File
Due Date - 10/06/2019		

Steps to prepare your GSTR-7 return online

1. Click on 'Table 3' or 'Table 4' box whichever is applicable and add relevant details;
2. Summary of added details would be available on the relevant box;
3. Click on '**Preview Draft GSTR-7**' button to view summary of added details in PDF format;
4. You can also download all added details as an excel file by clicking on '**Download GSTR-7 details (Excel)**'; and
5. After adding and confirming the details, follow filing process as indicated at the bottom of this page.

GSTR-7 -TDS Details ** Important Notice: If the TDS records are more than 500 . Please check [here](#)
[User Manual](#)

<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">3. Details of the tax deducted at source</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #0056b3; color: white;">No. of records:1</th> </tr> </thead> <tbody> <tr> <td>Integrated Tax</td> <td>Central Tax</td> </tr> <tr> <td>₹0.00</td> <td>₹3,100.00</td> </tr> <tr> <td>State/UT Tax</td> <td>Total Amount Paid to Deductee</td> </tr> <tr> <td>₹3,100.00</td> <td>₹3,10,000.00</td> </tr> </tbody> </table>	No. of records:1		Integrated Tax	Central Tax	₹0.00	₹3,100.00	State/UT Tax	Total Amount Paid to Deductee	₹3,100.00	₹3,10,000.00	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">4. Amendments to TDS Details</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #0056b3; color: white;">No. of records:2</th> </tr> </thead> <tbody> <tr> <td>Integrated Tax</td> <td>Central Tax</td> </tr> <tr> <td>₹-600.00</td> <td>₹-240.00</td> </tr> <tr> <td>State/UT Tax</td> <td>Total Amount Paid to Deductee</td> </tr> <tr> <td>₹-240.00</td> <td>₹-54,000.00</td> </tr> </tbody> </table>	No. of records:2		Integrated Tax	Central Tax	₹-600.00	₹-240.00	State/UT Tax	Total Amount Paid to Deductee	₹-240.00	₹-54,000.00	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">5&6. Payment of tax</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Tax payable</td> <td>Interest payable</td> </tr> <tr> <td>₹5,120.00</td> <td>₹856.00</td> </tr> <tr> <td>Late fee payable</td> <td>Total amount paid</td> </tr> <tr> <td>₹10,000.00</td> <td>₹-</td> </tr> </tbody> </table>	Tax payable	Interest payable	₹5,120.00	₹856.00	Late fee payable	Total amount paid	₹10,000.00	₹-
No. of records:1																														
Integrated Tax	Central Tax																													
₹0.00	₹3,100.00																													
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Late fee payable	Total amount paid																													
₹10,000.00	₹-																													

8. Debit entries in electronic cash ledger for TDS/interest payment

Tax to be paid (₹)	Interest
₹0.00	₹0.00

Steps to file your GSTR-7 return

1. Click on Compute Liabilities ; for computation of tax and interest, if any;
2. "Proceed to File" button would be enabled once liabilities are computed and reflected in Table 5&6 box;
3. Click on "Proceed to File" to pay liabilities and file the return;
4. Additional details can be added even after clicking on 'Compute Liabilities' or 'Proceed to file' button, then you would be required to follow steps 1 to 3 again to file the return;
5. Click on '**Download Filed GSTR-7 (pdf)**' button to view summary of filed details in PDF format; and
6. You can also download all filed details as an excel file by clicking on '**Download GSTR-7 details (Excel)**'

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COMPUTE LIABILITY
PROCEED TO FILE

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9.1. The cash balance available in the electronic cash ledger as on date are shown in below table.

Note:

- Liabilities can be paid in cash only.
- 'Create challan' button will be enabled for selection only if sufficient cash is not available in Electronic Cash Ledger.
- Declaration and Authorized signatory fields will be enabled only if sufficient cash balance is available to offset the liabilities.

Skip to Main Content A+ A-

Cygnel Infotech Pvt
2XXXXXXXXXX3DU

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Dashboard Returns GSTR-7 English

5&6. Payment of tax [Help](#)

View balance available in cash ledger

Cash Balance

Description	Cash Balance			
	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	Total (₹)
Tax	491600	297160	297160	1085920
Interest	48740	49574	49574	147888
Fee		95000	95000	190000

Description	Tax payable (₹)	Tax Paid (₹)	Interest amount payable (₹)	Interest Paid (₹)	Late fee amount payable (₹)	Late fee Paid (₹)
Integrated Tax	-600	0	0	0		
Central Tax	2860	2860	428	428	5000	5000
State/UT Tax	2860	2860	428	428	5000	5000

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

[BACK TO GSTR-7 DASHBOARD](#)
[CREATE CHALLAN](#)
[FILE GSTR-7](#)

[DOWNLOAD GSTR-7 DETAILS \(EXCEL\)](#)
[PREVIEW DRAFT GSTR-7](#)

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9.2 (a). Scenario 1: If available cash balance in Electronic Cash Ledger is less than the amount required to offset the liabilities

i. If available cash balance in Electronic Cash Ledger is less than the amount required to offset the liabilities, available cash balance is shown to be as utilized from the Electronic Cash Ledger. You may create challan for the additional cash directly by clicking on the **CREATE CHALLAN** button.

ii. The **Create Challan** page is displayed.

Note: In the Tax Liability Details grid, the **Total Challan Amount** field and **Total Challan Amount (In Words)** fields are auto-populated with total amount of payment to be made. You cannot edit this amount.

iii. Select the **Payment Modes** as E-Payment/ Over the Counter/ NEFT/RTGS.

iv. Click the **GENERATE CHALLAN** button.

v. The Challan is generated.

Note:

In case of Net Banking: You will be directed to the Net Banking page of the selected Bank. The payment amount is shown at the Bank's website.

In case of successful payment, you will be re-directed to the GST Portal where the transaction status will be displayed.

In case of Over the Counter:

Take a print out of the **Challan** and visit the selected Bank. Pay using **Cash/ Cheque/ Demand Draft** within the Challan's validity period. Status of the payment will be updated on the GST Portal after confirmation from the Bank.

In case of NEFT/ RTGS:

Take a print out of the **Challan** and visit the selected Bank. Mandate form will be generated simultaneously. Pay using **Cheque** or through your account with the selected Bank/ Branch. You can also pay using the account debit facility.

The transaction will be processed by the Bank and RBI shall confirm the same within <2 hours>. Status of the payment will be updated on the GST Portal after confirmation from the Bank.

Click [here](#) to refer the FAQs and User Manual on Making Payment.

9.2 (b). Scenario 2: If available cash balance in Electronic cash ledger is more than the amount required to offset the liabilities

i. If available cash balance in Electronic Cash Ledger is more than or equal to the amount required to offset the liabilities, no additional cash is required for paying liability.

Note: You can click the **DOWNLOAD GSTR-7 DETAILS (EXCEL)** button to view the summary page in excel format or click the **PREVIEW DRAFT GSTR-7** button to view the summary page of Form GSTR-7 for your review.

Goods and Services Tax

Cygnel Infotech Pvt
2XXXXXXXXXX3DU

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer facilities New Return (Trial) E-Invoice

Dashboard Returns GSTR-7 English

5&6. Payment of tax

View balance available in cash ledger

Cash Balance

Description	Cash Balance			
	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	Total (₹)
Tax	491600	297160	297160	1085920
Interest	48740	49574	49574	147888
Fee		95000	95000	190000

Description	Tax payable (₹)	Tax Paid (₹)	Interest amount payable (₹)	Interest Paid (₹)	Late fee amount payable (₹)	Late fee Paid (₹)
Integrated Tax	-600	0	0	0		
Central Tax	2860	2860	428	428	5000	5000
State/UT Tax	2860	2860	428	428	5000	5000

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

BACK TO GSTR-7 DASHBOARD CREATE CHALLAN FILE GSTR-7

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D. File Form GSTR-7 with DSC/ EVC

10. Select the **Declaration** checkbox. Select the **Authorized Signatory** from the drop-down list. Click the **FILE GSTR-7** button.

Skip to Main Content

Goods and Services Tax

Cygnnet Infotech Pvt
2XXXXXXXXX3DU

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Dashboard Returns GSTR-7 English

5&6. Payment of tax [Help](#)

View balance available in cash ledger

Cash Balance

Description	Cash Balance			
	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	Total (₹)
Tax	491600	297160	297160	1085920
Interest	48740	49574	49574	147888
Fee		95000	95000	190000

Description	Tax payable (₹)	Tax Paid (₹)	Interest amount payable (₹)	Interest Paid (₹)	Late fee amount payable (₹)	Late fee Paid (₹)
Integrated Tax	-600	0	0	0		
Central Tax	2860	2860	428	428	5000	5000
State/UT Tax	2860	2860	428	428	5000	5000

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Authorised Signatory *

ANGAD ARORA

BACK TO GSTR-7 DASHBOARD CREATE CHALLAN **FILE GSTR-7**

DOWNLOAD GSTR-7 DETAILS (EXCEL) PREVIEW DRAFT GSTR-7

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11. Click the **YES** button.

Warning

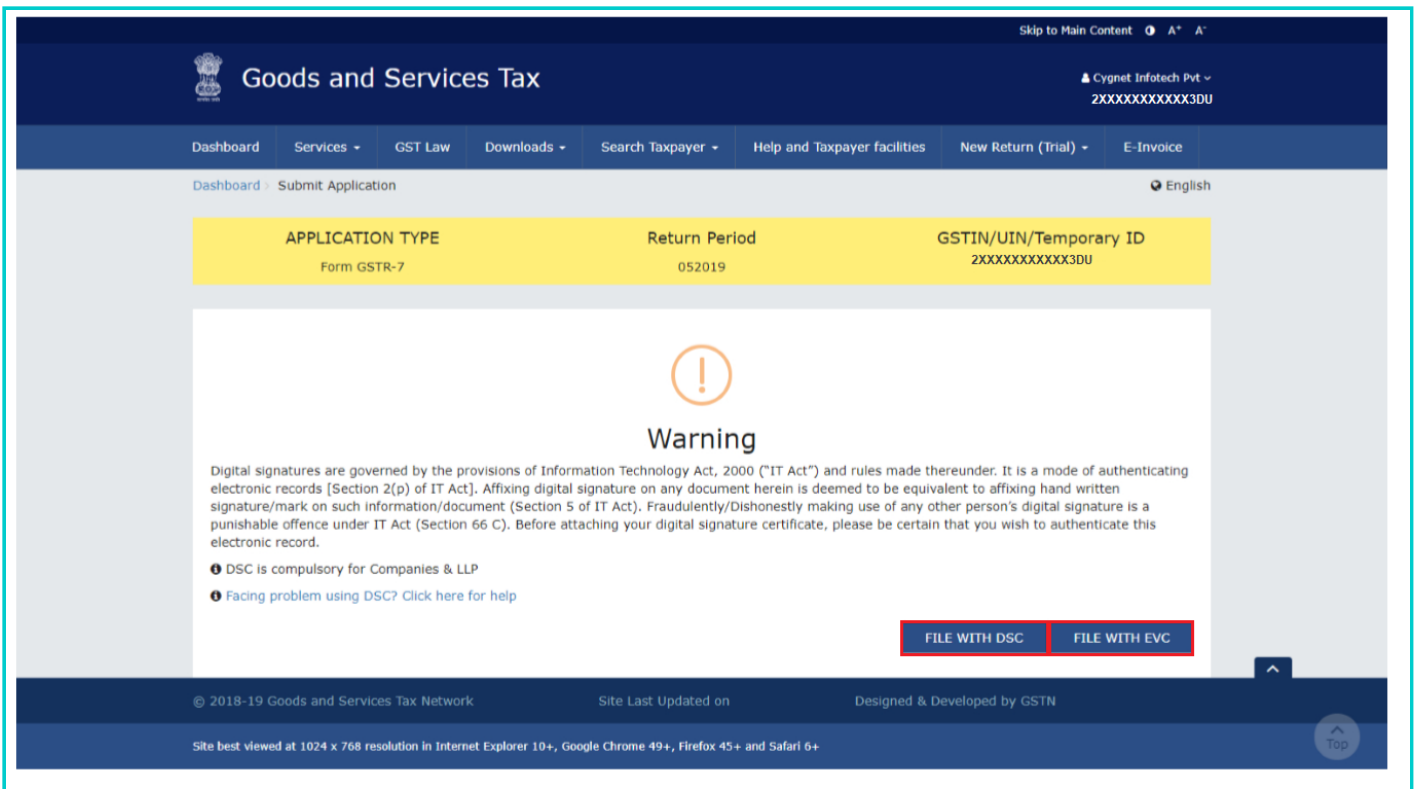
You are about to agree to offset your tax, interest and late fee, as indicated. Relevant amounts will be deducted from Electronic Cash ledger and accordingly liability will be reduced. Once these entries are made, these can NOT be reversed. Are you sure you want to continue?

NO **YES**

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12. The **Submit Application** page is displayed. Click the **FILE WITH DSC** or **FILE WITH EVC** button.

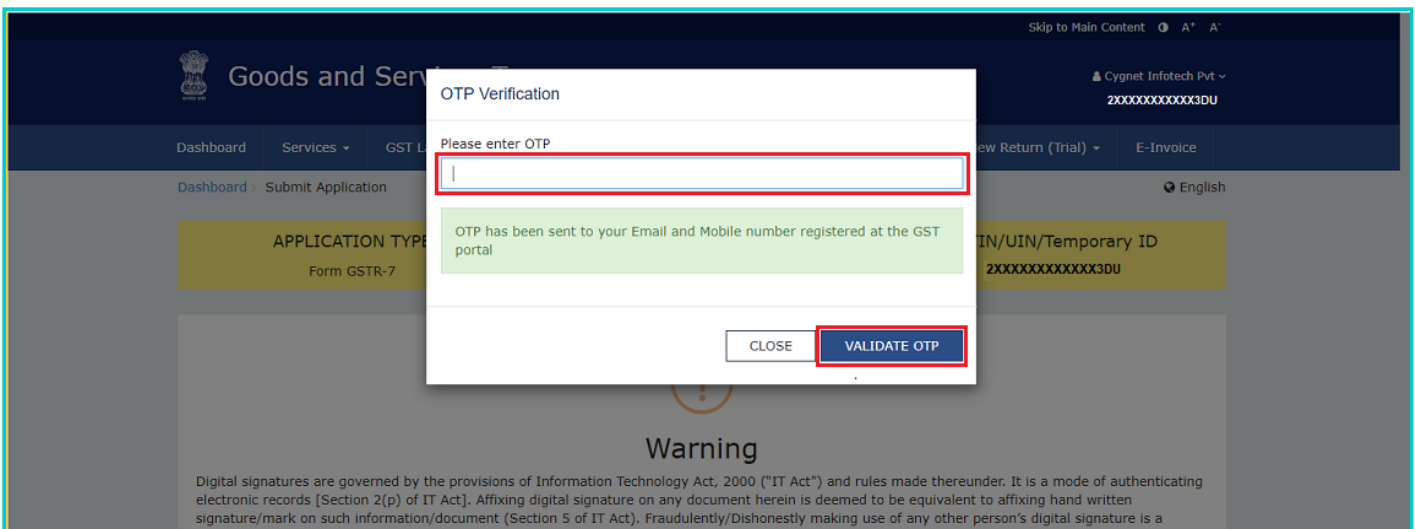


12.1. FILE WITH DSC:

a. Select the certificate and click the **SIGN** button.

12.2. FILE WITH EVC:

a. Enter the OTP sent on email and mobile number of the Authorized Signatory registered at the GST Portal and click the **VALIDATE OTP** button.



13. The success message is displayed and ARN is displayed. Status of the GSTR-7 return changes to "Filed". Click the **BACK** button.

The screenshot displays the GSTN portal interface. At the top, the header includes the GST logo, the text "Goods and Services Tax", and the user's name "Cygnnet Infotech Pvt" with a dropdown arrow. Below the header is a navigation menu with options: Dashboard, Services, GST Law, Downloads, Search Taxpayer, Help and Taxpayer facilities, New Return (Trial), and E-Invoice. The main content area shows the user's profile information: GSTIN - 2XXXXXXXXXXXX3DU, FY - 2019-20, Due Date - 10/06/2019, Legal Name - Cygnnet Infotech Pvt Ltd, Return Period - May, Trade Name - GSTN, and Status - Filed. A green message box with a red border contains the following text: "GSTR7 of GSTIN - 2XXXXXXXXXXXX3DU for the Return Period 052019 has been successfully filed. The Acknowledgment Reference Number is AA270519000044L. The GSTR7 can be viewed on your Dashboard Login--> Taxpayer Dashboard--> Returns. This message is sent to your registered Email ID and Mobile Number." Below the message are two buttons: "BACK" and "DOWNLOAD GSTR-7 DETAILS (EXCEL)". The footer contains copyright information: "© 2018-19 Goods and Services Tax Network", "Site Last Updated on", "Designed & Developed by GSTN", and a "Top" button.

E. View Debit entries in Electronic Cash Ledger for tax payment

14. Click the **Debit entries in electronic cash ledger for TDS/interest payment** tile to view the reference ID through which the amount has been debited in electronic cash ledger.



GSTR-7 - Return for Tax Deducted at Source

GSTIN - 2XXXXXXX3DU	Legal Name - Cygnnet Infotech Pvt Ltd	Trade Name - GSTN
FY - 2019-20	Return Period - May	Status - Filed
Due Date - 10/06/2019		

Steps to prepare your GSTR-7 return online

1. Click on 'Table 3' or 'Table 4' box whichever is applicable and add relevant details;
2. Summary of added details would be available on the relevant box;
3. Click on '**Preview Draft GSTR-7**' button to view summary of added details in PDF format;
4. You can also download all added details as an excel file by clicking on '**Download GSTR-7 details (Excel)**'; and
5. After adding and confirming the details, follow filing process as indicated at the bottom of this page.

GSTR-7 -TDS Details

*** Important Notice: If the TDS records are more than 500 . Please check here

User Manual

3. Details of the tax deducted at source		4. Amendments to TDS Details		5&6. Payment of tax	
No. of records:1		No. of records:2			
Integrated Tax	Central Tax	Integrated Tax	Central Tax	Tax payable	Interest payable
₹0.00	₹3,100.00	₹-600.00	₹-240.00	₹5,120.00	₹856.00
State/UT Tax	Total Amount Paid to Deductee	State/UT Tax	Total Amount Paid to Deductee	Late fee payable	Total amount paid
₹3,100.00	₹3,10,000.00	₹-240.00	₹-54,000.00	₹10,000.00	₹16,576.00

8. Debit entries in electronic cash ledger for TDS/interest payment

Tax to be paid (₹)	Interest
₹5,720.00	₹856.00
Late Fees	
₹10,000.00	

Steps to file your GSTR-7 return

1. Click on Compute Liabilities ; for computation of tax and interest, if any;
2. "Proceed to File" button would be enabled once liabilities are computed and reflected in Table 5&6 box;
3. Click on "Proceed to File" to pay liabilities and file the return;
4. Additional details can be added even after clicking on 'Compute Liabilities' or 'Proceed to file' button, then you would be required to follow steps 1 to 3 again to file the return;
5. Click on '**Download Filed GSTR-7 (pdf)**' button to view summary of filed details in PDF format; and
6. You can also download all filed details as an excel file by clicking on '**Download GSTR-7 details (Excel)**'

- BACK TO RETURNS DASHBOARD
- DOWNLOAD GSTR-7 DETAILS (EXCEL)
- DOWNLOAD FILED GSTR-7
- COMPUTE LIABILITY
- PROCEED TO FILE



15. The entries in Electronic Cash Ledger for tax payment is displayed. Click the **BACK TO GSTR-7 TILES** button.

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Goods and Services Tax

Cygnat Infotech Pvt

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Dashboard > Returns > GSTR-7

8. Debit entries in electronic cash ledger for TDS/interest payment

Sr No.	Debit entry no.	Debit entry date	Description	Tax Paid in Cash (₹)	Interest (₹)	Late fee(₹)
1	DC2706200000009	05/06/2020	Integrated Tax (₹)	-	-	
			Central Tax (₹)	2860	428	5000
			State/UT Tax (₹)	2860	428	5000

BACK TO GSTR-7 DASHBOARD

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Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

F. Download Filed Return

16. Click the **DOWNLOAD FILED GSTR-7** button to download the filed return. You can also download filed details as an excel file by clicking on **DOWNLOAD GSTR-7 DETAILS (EXCEL)** button.



GSTR-7 - Return for Tax Deducted at Source

GSTIN - 2XXXXXXX3DU	Legal Name - Cygnnet Infotech Pvt Ltd	Trade Name - GSTN
FY - 2019-20	Return Period - May	Status - Filed
Due Date - 10/06/2019		

Steps to prepare your GSTR-7 return online

1. Click on 'Table 3' or 'Table 4' box whichever is applicable and add relevant details;
2. Summary of added details would be available on the relevant box;
3. Click on '**Preview Draft GSTR-7**' button to view summary of added details in PDF format;
4. You can also download all added details as an excel file by clicking on '**Download GSTR-7 details (Excel)**'; and
5. After adding and confirming the details, follow filing process as indicated at the bottom of this page.

GSTR-7 -TDS Details

*** Important Notice: If the TDS records are more than 500 . Please check here

User Manual

3. Details of the tax deducted at source

No. of records:1

Integrated Tax	Central Tax
₹0.00	₹3,100.00
State/UT Tax	Total Amount Paid to Deductee
₹3,100.00	₹3,10,000.00

4. Amendments to TDS Details

No. of records:2

Integrated Tax	Central Tax
₹-600.00	₹-240.00
State/UT Tax	Total Amount Paid to Deductee
₹-240.00	₹-54,000.00

5&6. Payment of tax

Tax payable	Interest payable
₹5,120.00	₹856.00
Late fee payable	Total amount paid
₹10,000.00	₹16,576.00

8. Debit entries in electronic cash ledger for TDS/interest payment

Tax to be paid (₹)	Interest
₹5,720.00	₹856.00
Late Fees	
₹10,000.00	

Steps to file your GSTR-7 return

1. Click on Compute Liabilities ; for computation of tax and interest, if any;
2. "Proceed to File" button would be enabled once liabilities are computed and reflected in Table 5&6 box;
3. Click on "Proceed to File" to pay liabilities and file the return;
4. Additional details can be added even after clicking on 'Compute Liabilities' or 'Proceed to file' button, then you would be required to follow steps 1 to 3 again to file the return;
5. Click on '**Download Filed GSTR-7 (pdf)**' button to view summary of filed details in PDF format; and
6. You can also download all filed details as an excel file by clicking on '**Download GSTR-7 details (Excel)**'

- BACK TO RETURNS DASHBOARD
- DOWNLOAD GSTR-7 DETAILS (EXCEL)
- DOWNLOAD FILED GSTR-7
- COMPUTE LIABILITY
- PROCEED TO FILE



17. The PDF file generated would now bear watermark of final Form GSTR-7.

Form GSTR-7

[See rule 66(1)]

Return for Tax Deducted at Source

Financial Year	2019-20
Month	May

1. GSTIN	2XXXXXXXXXX3DU
2(a). Legal name of the registered person	Cygnnet Infotech Pvt Ltd
2(b). Trade name, if any	GSTN
2(c). ARN	AA270519000044L
2(d). Date of ARN	05/06/2020

3. Details of the tax deducted at source

No. of Records	Total Amount Paid to Deductees (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)
1	3,10,000.00	0.00	3,100.00	3,100.00

4. Amendments to details of tax deducted at source in respect of any earlier tax period

No. of Records	Revised Total Amount Paid to Deductees(₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)
2	-54,000.00	-600.00	-240.00	-240.00

5,6. Payment of tax

Description	Tax Payable (₹)	Tax Paid in Cash (₹)	Interest Amount Payable (₹)	Interest Paid in Cash (₹)	Late Fee Amount Payable (₹)	Late Fee Paid in Cash (₹)
Integrated Tax	-600.00	0.00	0.00	0.00	-	-
Central Tax	2,860.00	2,860.00	428.00	428.00	5,000.00	5,000.00
State/UT Tax	2,860.00	2,860.00	428.00	428.00	5,000.00	5,000.00

8. Debit entries in electronic cash ledger for TDS/interest payment

Debit entry no. DC2706200000009

Debit entry date. 05-06-2020

Description	Tax Paid in Cash (₹)	Interest (₹)	Late Fee (₹)
Integrated Tax (₹)	0.00	0.00	-
Central Tax (₹)	2,860.00	428.00	5,000.00
State/UT Tax (₹)	2,860.00	428.00	5,000.00

Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Name of authorized signatory
ANGAD ARORA

Date: 05/06/2020

Designation /Status
CA