SahiGST User Manual

User Manual

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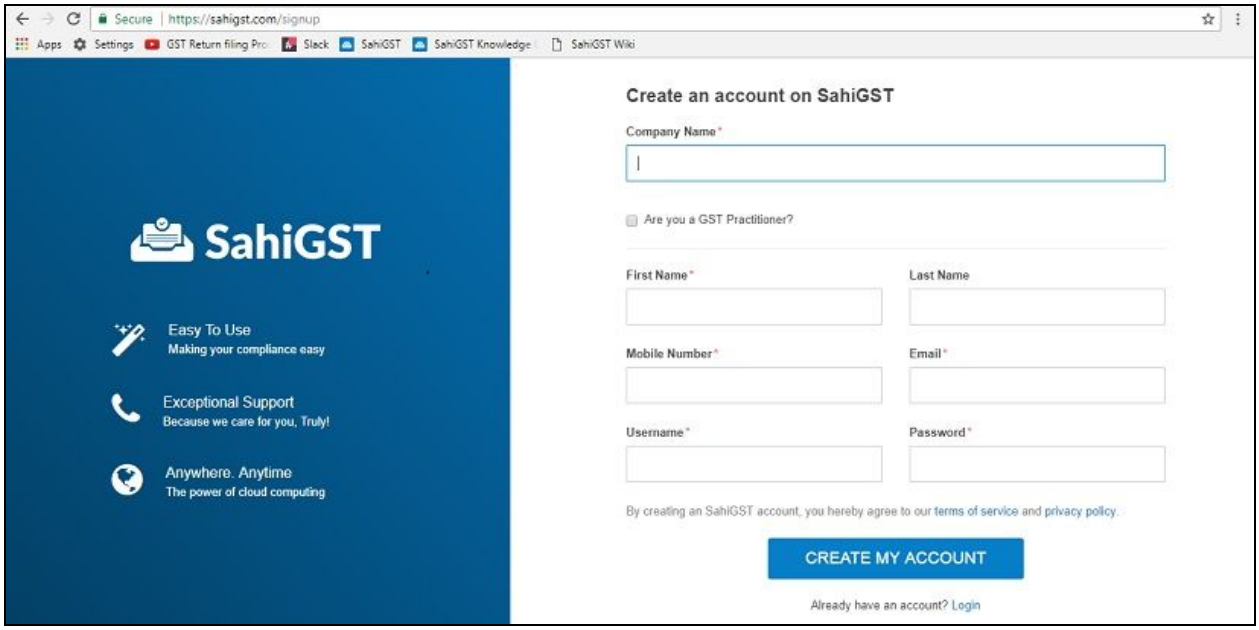
Getting Started With SahiGST

Account Creation

Let's get started by signing up with an Account on SahiGST.

Open the Internet Browser Window (You may use any latest browser - Chrome, Edge, Firefox, etc.). While our software is tested on all OSes we suggest using a Windows 7 or above running latest version of Google Chrome.

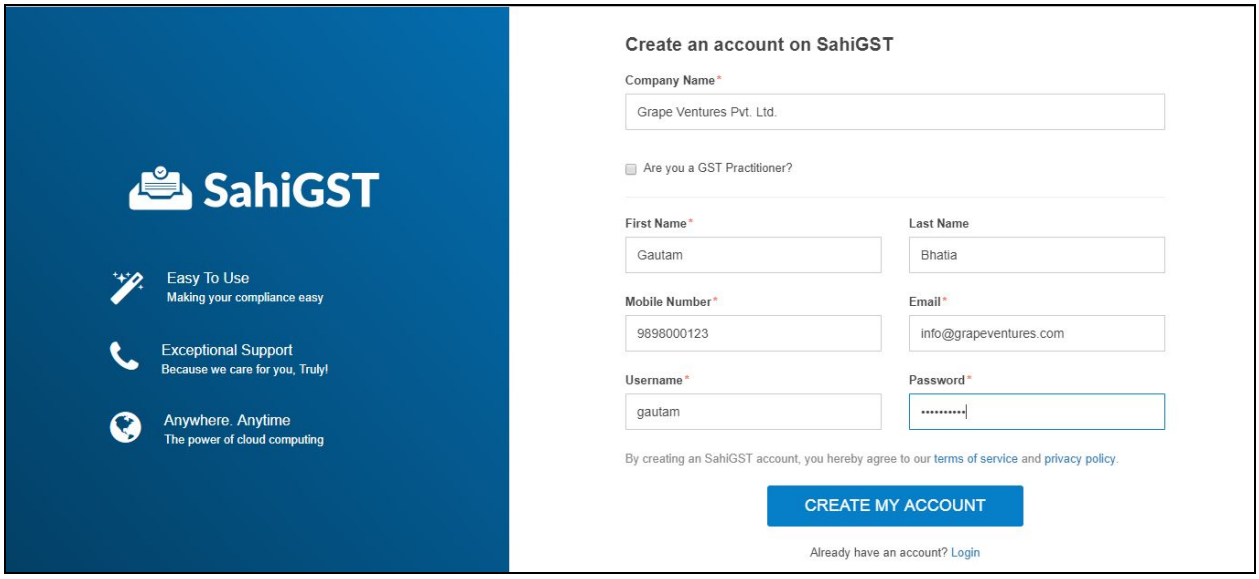
In the Address field, type - https://sahigst.com/signup and hit enter.



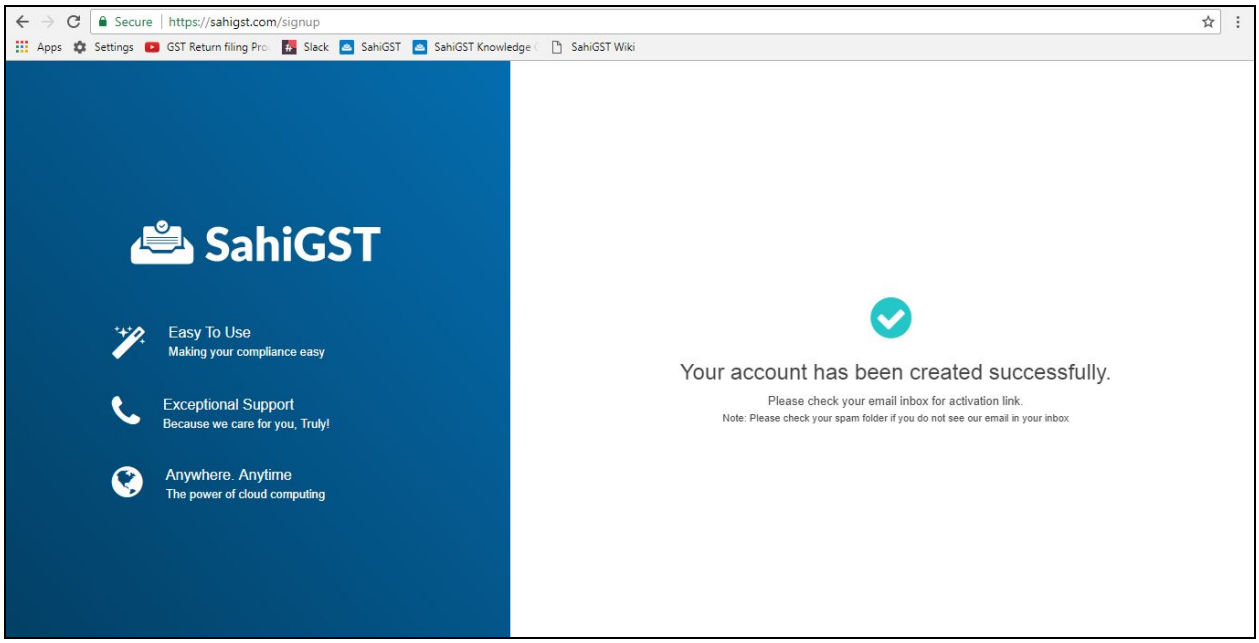
Enter the following details:

1. Company Name
2. Check the box if you are a GST Practitioner.
3. First Name
4. Last Name (Optional)
5. Mobile Number
6. Email and
7. Create a Username and Password of your choice.

Once you have entered the above required information, click on 'CREATE MY ACCOUNT' button.



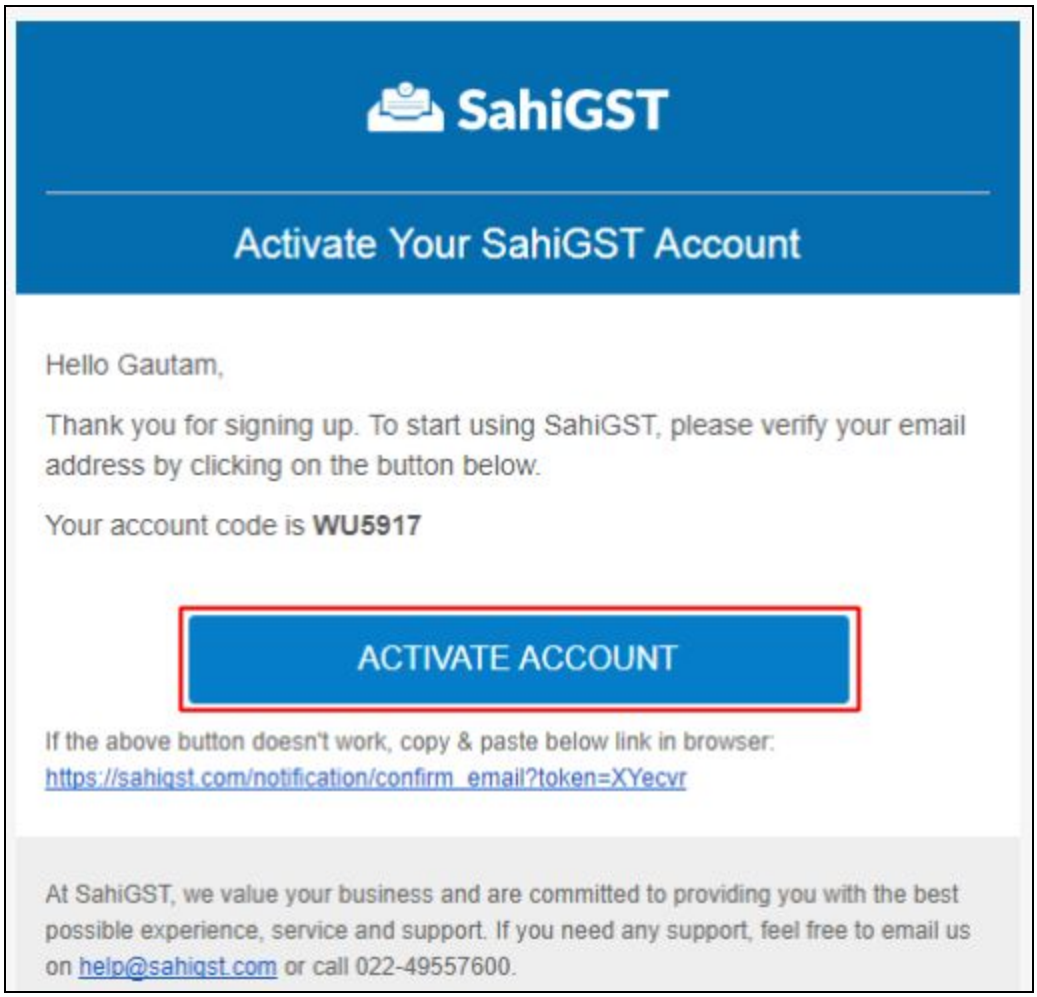
If you encounter an error, please check if you entered all the mandatory fields which has an '*' mark next to it.



Fantastic! You have successfully created your SahiGST account.

Account Activation

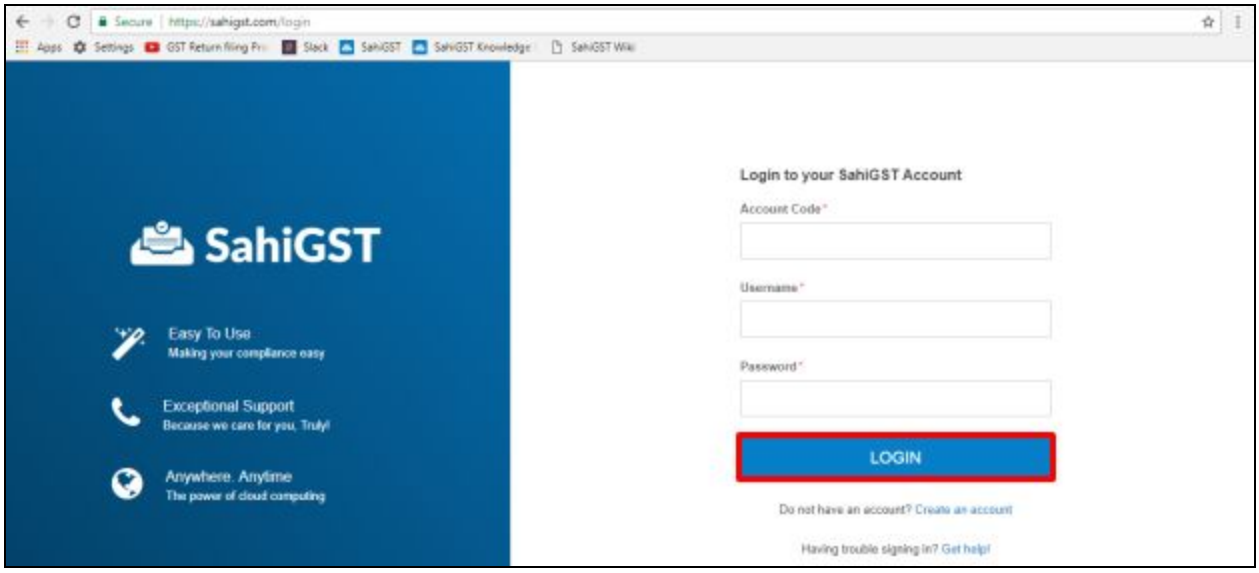
You will now receive an account activation email from 'support@sahigst.com' with a Unique Account Code.



Click on 'ACTIVATE ACCOUNT' button within the email.

This will land you on the login screen with your Unique Account Code auto-populated for the first time. Do make a note of this 6 digit account code, this would be used by all users of your account & also referred during any support calls.

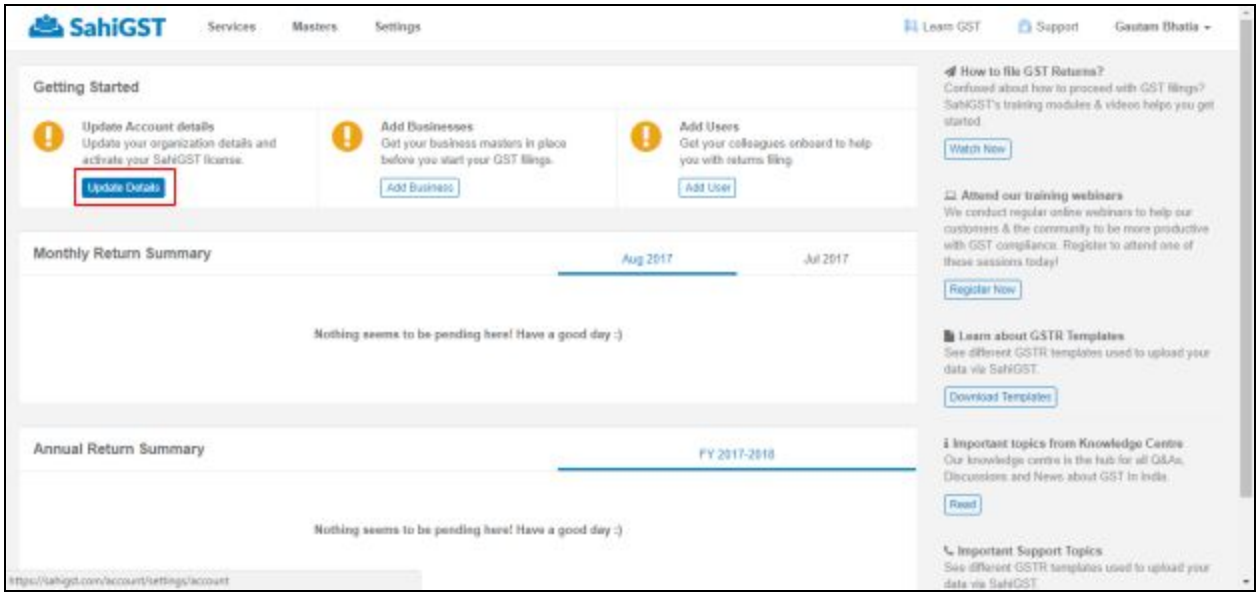
Account Login



Now, you can enter the Username and Password that you had chosen while creating the account and click on ‘LOGIN’

Welcome, to your SahiGST Dashboard!

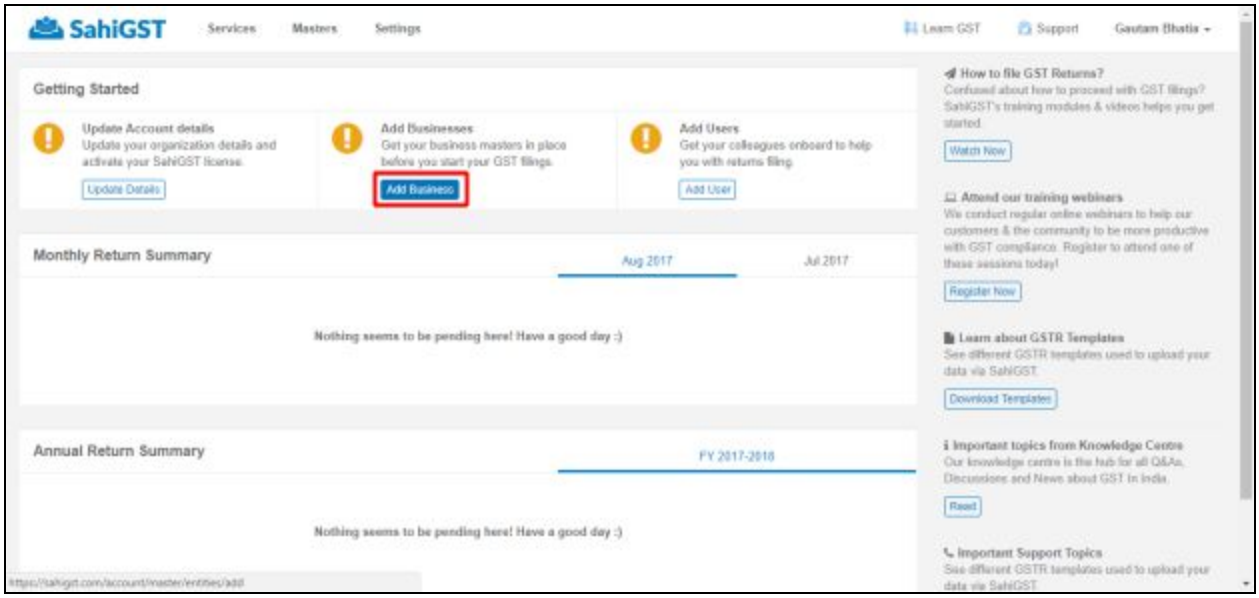
Setting Up Account For The First Time



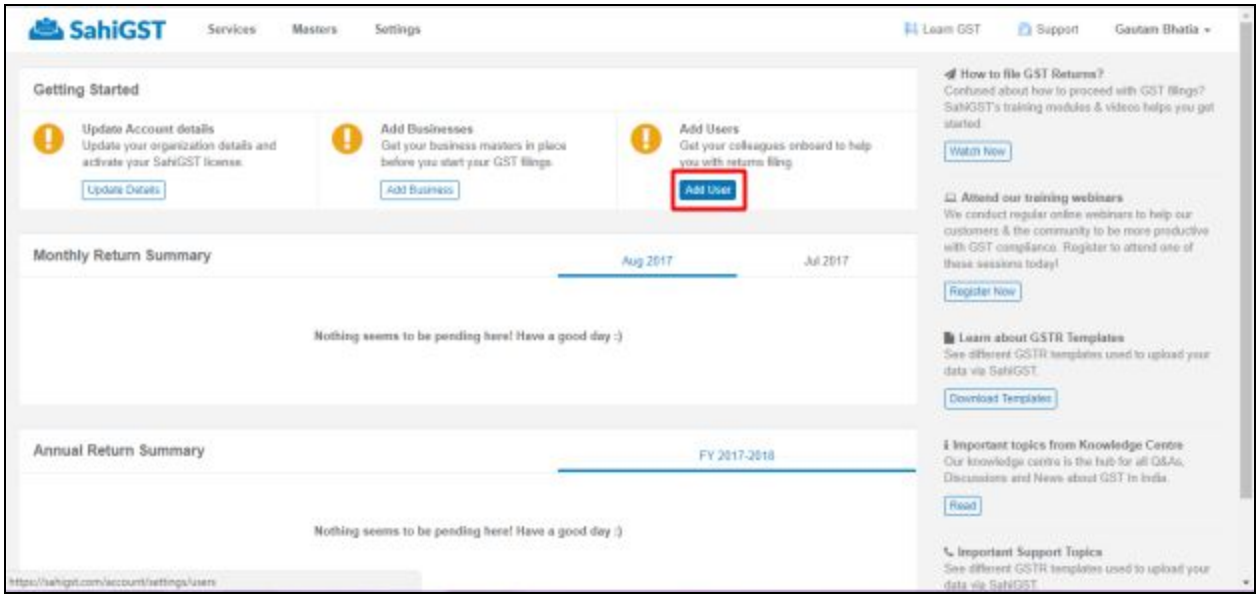
Here, you can

i) Update Account Details by clicking on Update Details button

ii) You can Add Businesses for which you want to manage returns using the Add Business button as shown below.

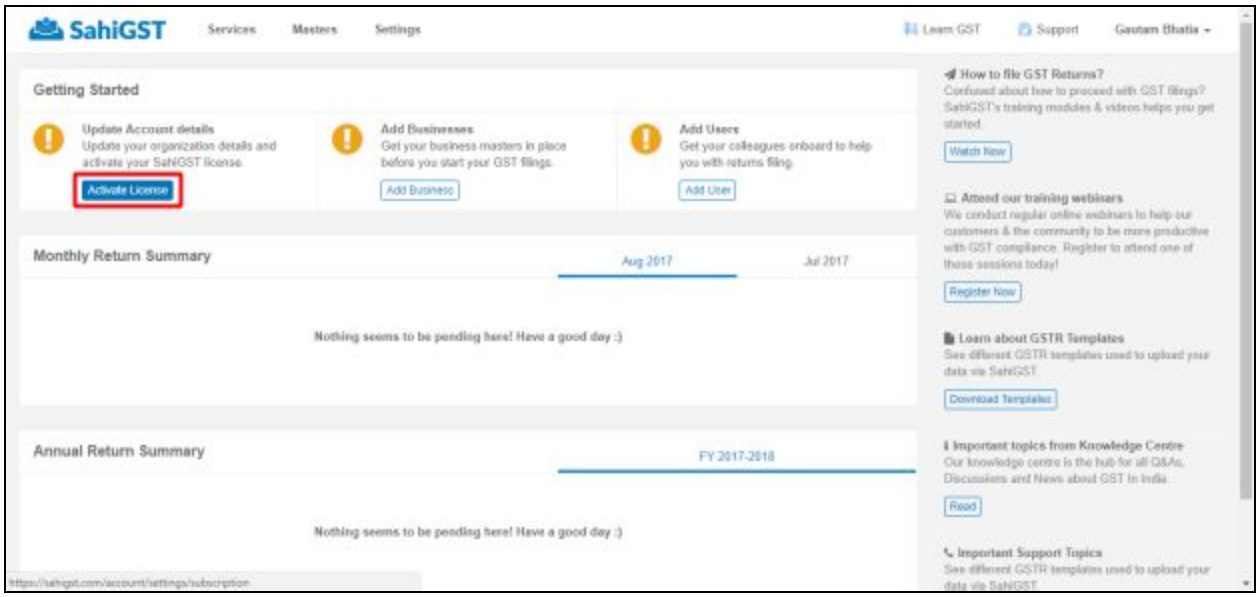


iii) You can also add other users to your SahiGST account. This would allow collaboration in the return filing process.

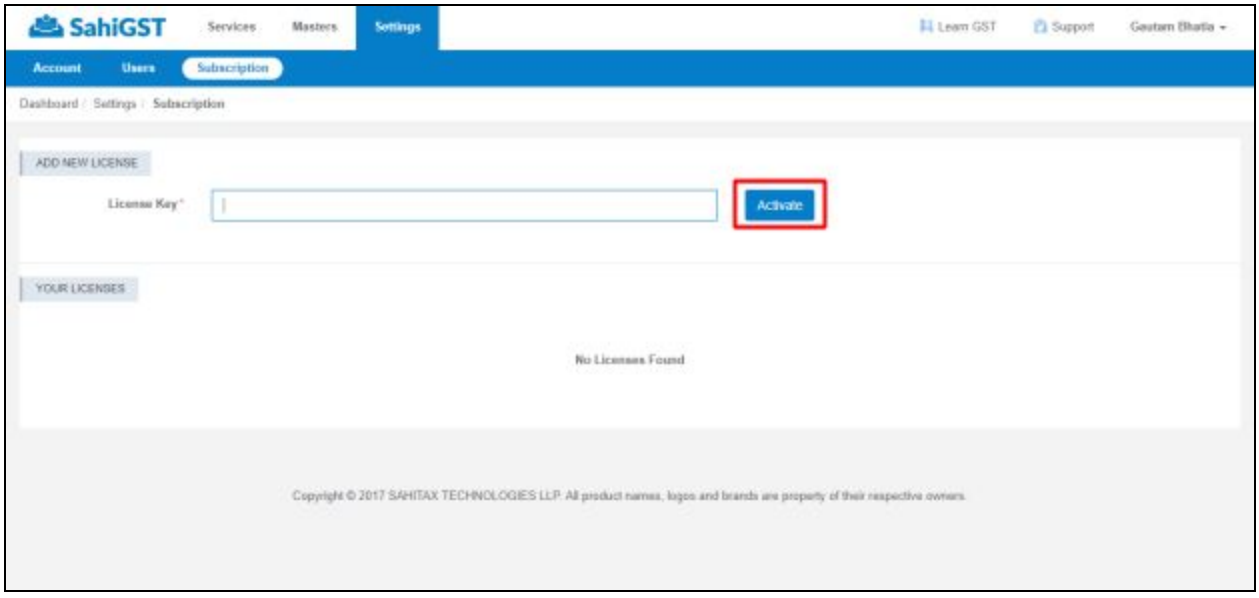


Activating License

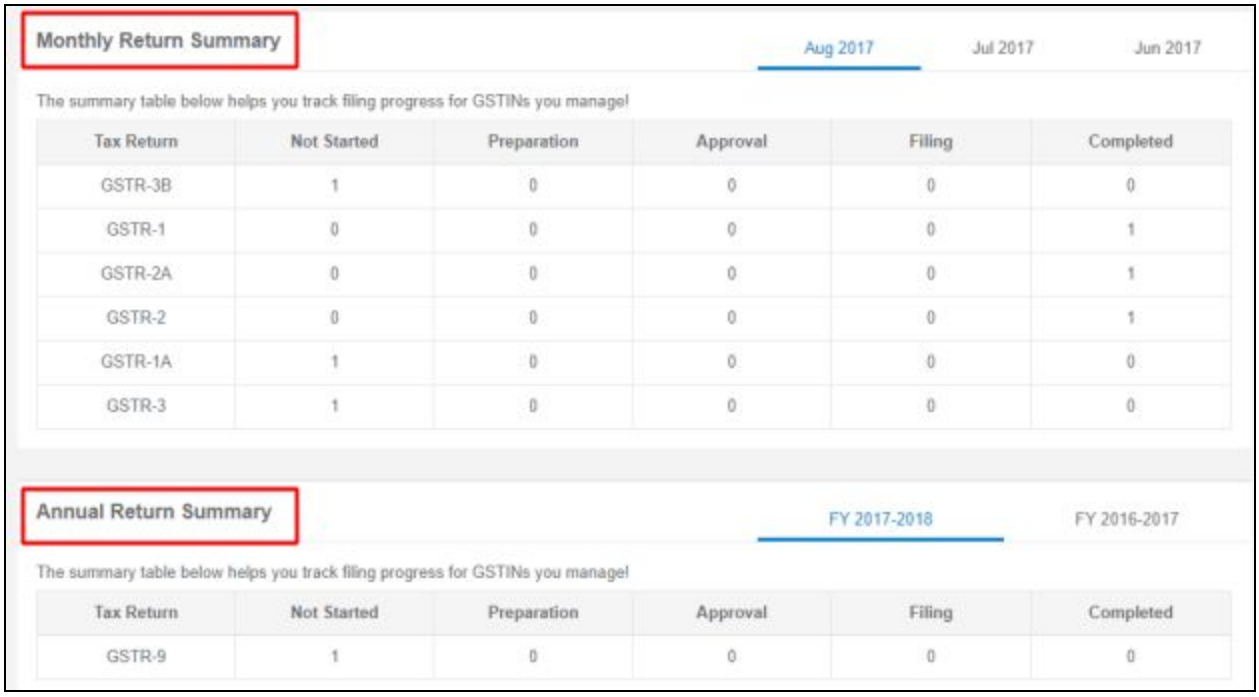
To activate your license, you can click on Activate License after updating the details from the dashboard screen.



Enter the license key provided on the following screen and click Activate



Next, you can see your Monthly Return Summary and Annual Return Summary at the centre of the dashboard screen.



Monthly Return Summary — Aug 2017 | Jul 2017 | Jun 2017

The summary table below helps you track filing progress for GSTINs you manage!

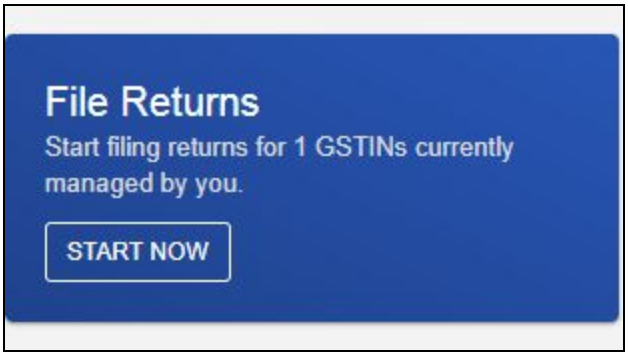
Tax Return	Not Started	Preparation	Approval	Filing	Completed
GSTR-3B	1	0	0	0	0
GSTR-1	0	0	0	0	1
GSTR-2A	0	0	0	0	1
GSTR-2	0	0	0	0	1
GSTR-1A	1	0	0	0	0
GSTR-3	1	0	0	0	0

Annual Return Summary — FY 2017-2018 | FY 2016-2017

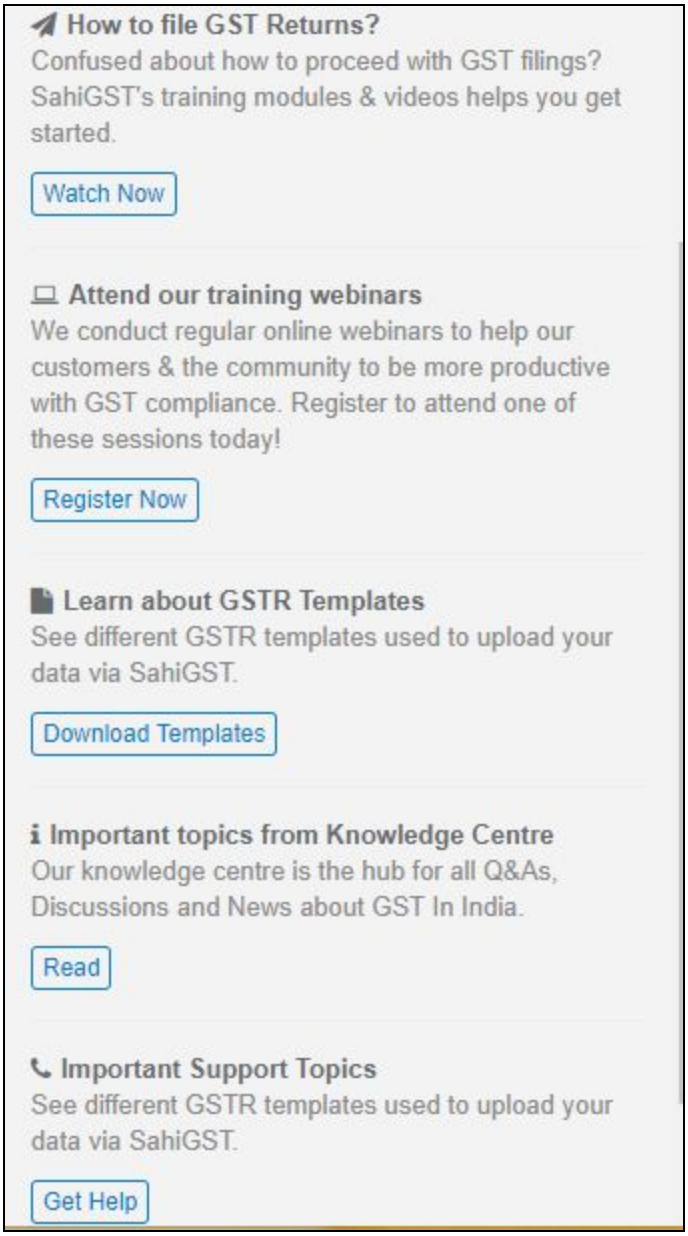
The summary table below helps you track filing progress for GSTINs you manage!

Tax Return	Not Started	Preparation	Approval	Filing	Completed
GSTR-9	1	0	0	0	0

On the right of your screen is an option to start filing returns for the GSTIN's being managed by you by clicking on 'START NOW'



You can also see some self help options to the right.


How to file GST Returns?
Confused about how to proceed with GST filings? SahiGST's training modules & videos helps you get started.
Watch Now
Attend our training webinars
We conduct regular online webinars to help our customers & the community to be more productive with GST compliance. Register to attend one of these sessions today!
Register Now
Learn about GSTR Templates
See different GSTR templates used to upload your data via SahiGST.
Download Templates
Important topics from Knowledge Centre
Our knowledge centre is the hub for all Q&As, Discussions and News about GST In India.
Read
Important Support Topics
See different GSTR templates used to upload your data via SahiGST.
Get Help

Masters

SahiGST allows you to add your business masters to your SahiGST account. These details include basic details of your business & registered GSTINs that are used for various filing purposes.

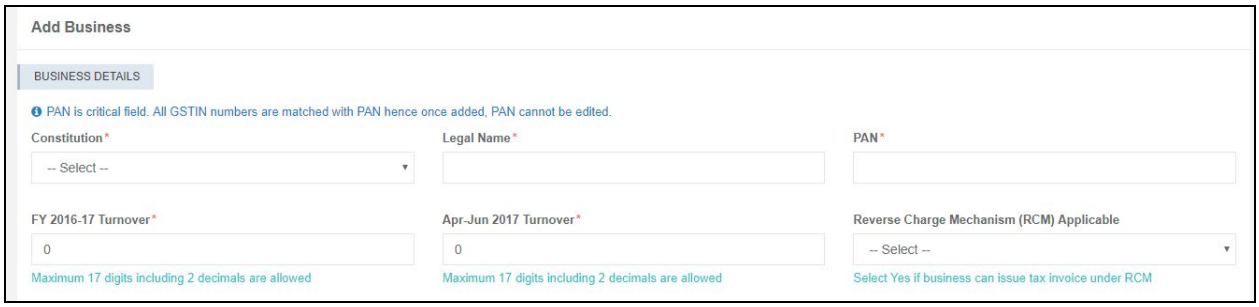
Business Masters can only be edited by users with Administrator access.

Add Business

Once you click on the masters tab, you will find on the top right corner, a blue tab that reads '**Add Business'**

Once you click on that tab, it will take you to a screen where you need to fill your business details. The fields are as under:

BUSINESS DETAILS



Constitution*: Enter the type of Constitution that your business falls into from the dropdown list.

Legal name*: Enter the legal name of your business.

PAN*: Enter the permanent account number of your business.

FY 2016-17 turnover*: Enter the aggregate turnover of F.Y. 2016-17 in number. This detail is required for your first GSTR-1 return filing.

Apr - Jun 2017 turnover*: Enter the aggregate turnover of Apr - Jun in number. This detail is required for your first GSTR-1 return filing.

Reverse charge mechanism (RCM) applicable*: If you are selling any goods or services where tax will be payable on a reverse charge basis i.e. where your recipients will be paying GST, you have to select YES from the dropdown list.

Add More GSTIN

GSTIN State*: Enter the state in which the given GSTIN is registered from the dropdown list.

GSTIN*: Enter the GSTIN for the given branch/unit registered for GST.

GSTN Description*: This is a description for the given GSTIN for your internal reference. You may enter a description for identification, eg: “Pune Branch” or “Pune Factory”.

User name by GSTN*: Enter the username provided by the GSTN / username for this GSTIN to login to Government Portal.

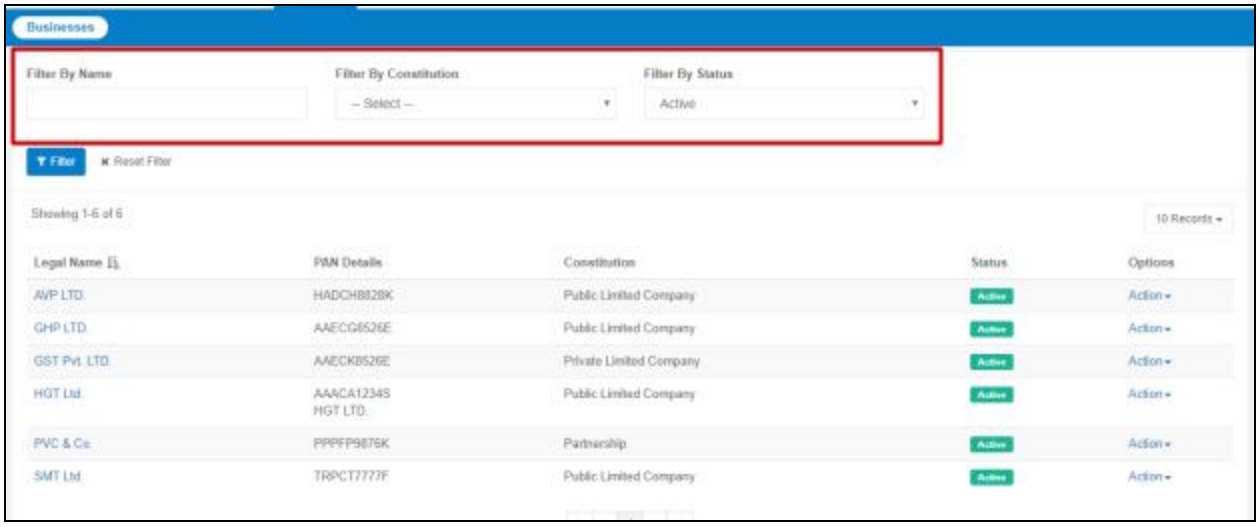
Registration date*: Enter the date of registration with the GSTN. In case provisional registration was received before 1st July 2017, the date has to be 1st July 2017.

As you scroll further, you’ll come across a tab that reads ‘**Add more GSTIN’**. You’ll be asked to enter the same information as mentioned above.

You can add multiple GSTINs for a business, depending on the number of registrations availed.

Filters

As you save the details, you'll be taken back to the Masters dashboard where you can view details of all the businesses you've added.



On the initial part of the screen under List of Businesses, you'll find three filtering options as under:

Filter by Name:
Here you can directly filter using the name of the company and only the mentioned company's details will be displayed on the screen.

Filter by Constitution:
For filtering companies based on the Constitution, select the appropriate option from the dropdown list. We may also run some validations to ensure that your details added are in line with the selected constitution.

Filter by Status:
Here you can filter the businesses based on their status being active or inactive.

Manage Business Options

To manage your businesses, you have an action dropdown beside each business. You can click on the actions dropdown to view the various options given below.

Under ‘Actions’ you would see the following options:

- **View**
- **Edit**
- **View GSTINs**
- **View Contacts**
- **Deactivate**

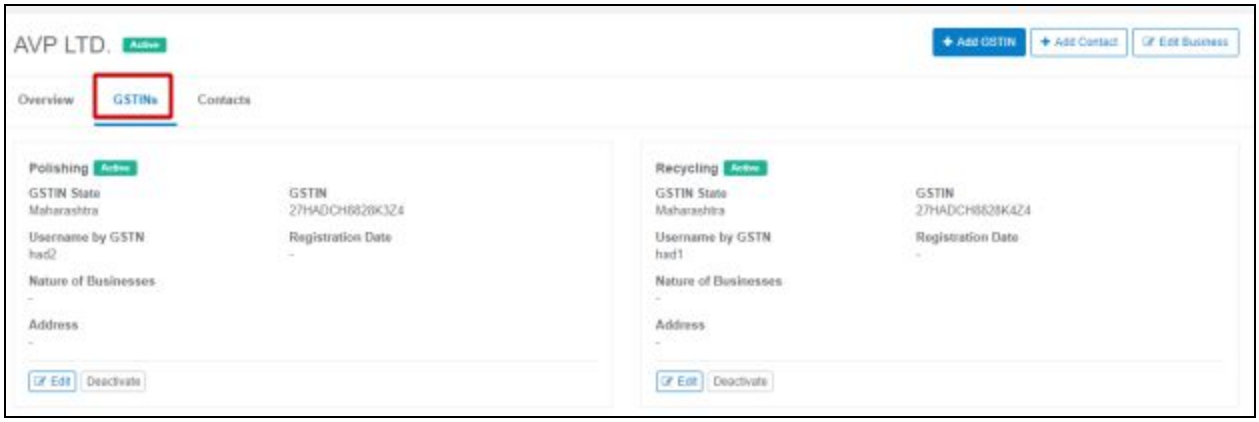
Alongside the first four options mentioned above, the three tabs of Add GSTIN, Add Contacts, Edit Business are available on the top right corner.

View

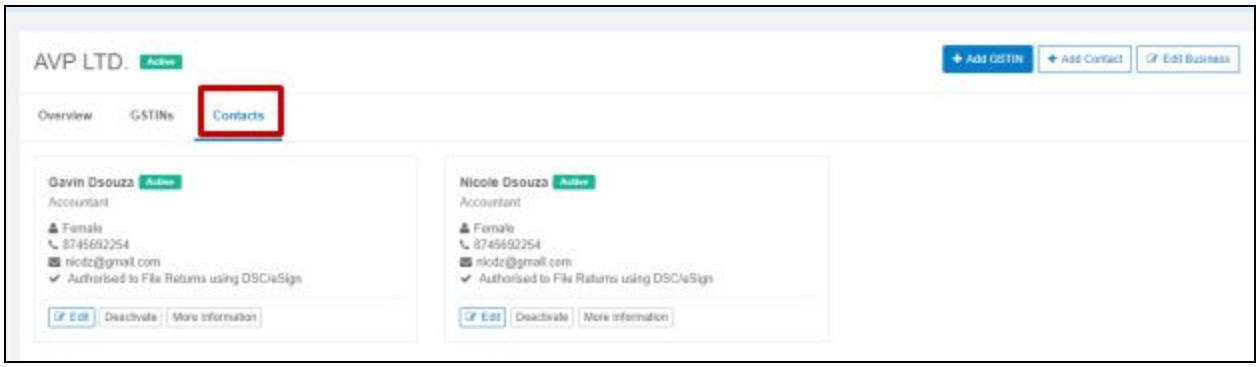
As you select this option, you will be taken to a dashboard where you will find three tabs on the top left corner. Overview, GSTINs & Contacts.

- **Overview**: Here you can view the details of the business that you entered.

- **GSTINs**: If you have added multiple GSTINs under a business, the details of the same will be reflected here. You can edit and deactivate the same.

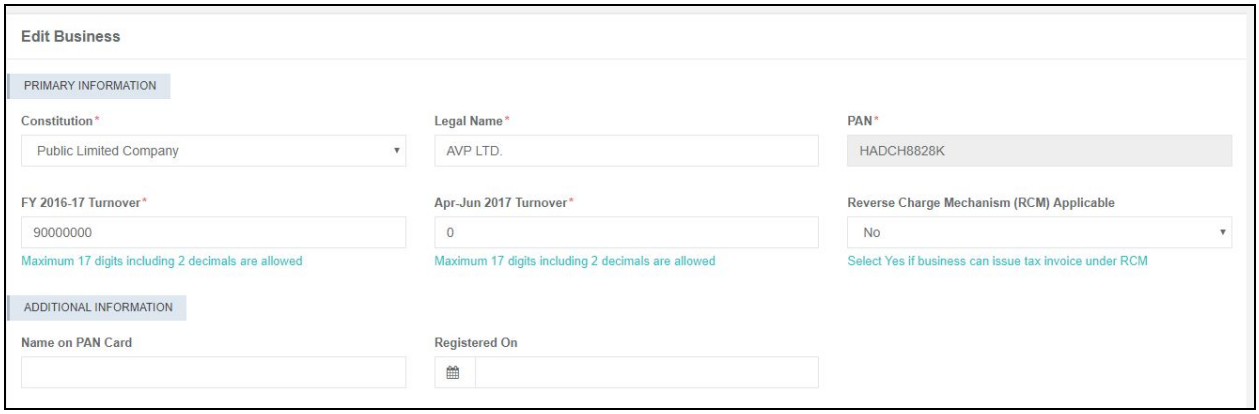


- **Contacts**: If you have added any contacts, the details of the same will reflect here. You can also edit and deactivate them here.



Edit

Here you can edit the business details except the PAN.



View GSTINs

This selection will take you directly to the GSTINs page mentioned above.

View Contacts

This selection will take you directly to the GSTINs page mentioned above.

Deactivate

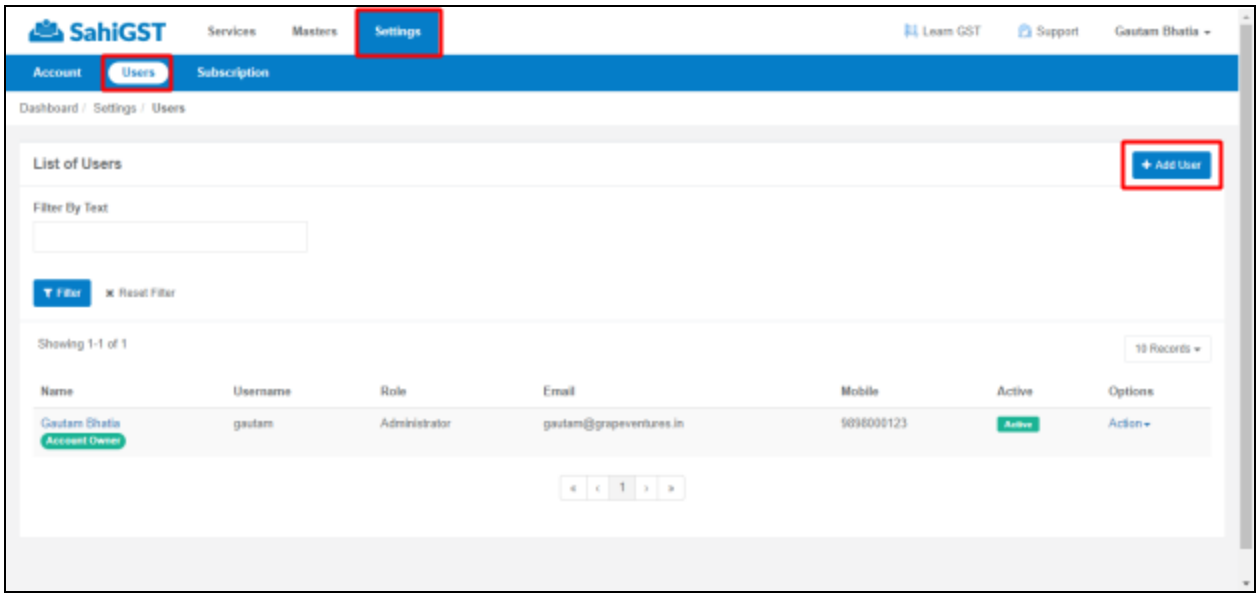
In case you want to stop managing returns & other activities for a given business within SahiGST, you can use the deactivate option.

User Management

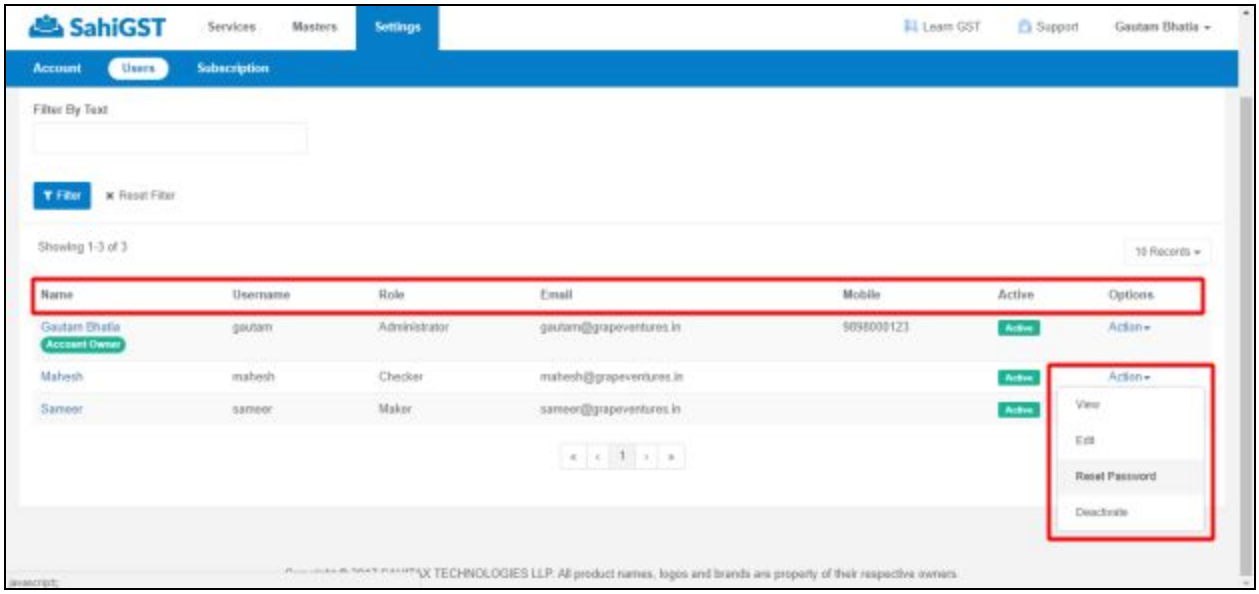
Let’s look at the Users option under Settings tab

How to reach at this screen?

Click on Settings on the Dashboard screen on the Top and then click on Users button. Note: This option is only available to Administrators.



On this screen, you will see a list of Users (if already added) within the account with different roles, there contact details, status and an Options tab which allows the administrator to view, edit, reset the password for that particular user or deactivate the user.



View User

This option will simply allow you to see all the details of the user including whether the user access permissions set for the user.

Edit User

This option will allow you to manage the roles and permissions granted to user and make any required changes like changing the user role to a checker or a maker or an administrator.

Reset Password

This allows to reset the password for a user who may have forgotten his/her password.

Deactivate

This deactivates the user account and will not provide access to the user to perform any actions until the user has been activated again from the same screen.

You can also use a filter option to check details about a particular user by typing in their Name.

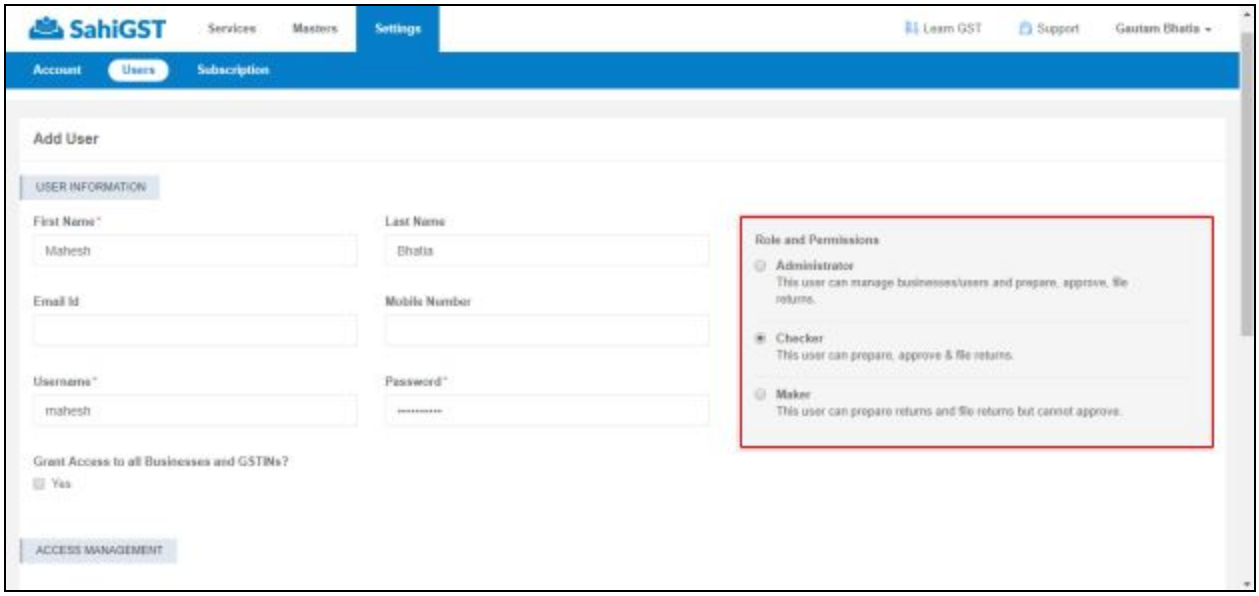
Let’s now see how to create or add a User to the account.

Add User

First, click on ‘+ Add User’ option on the top right of the screen.

This screen helps the account owner or the administrator user to create new users who can manage businesses/users, prepare, approve, file returns depending on the permissions granted to the user.

Let’s look at the options while creating a new user.



Enter the details of the user whom you wish to grant access.

Access Management

Administrator can create a User and define a role by selecting the appropriate option under Roles and Permissions

Administrator

An Administrator can add new businesses as and when new businesses are started in future and also add the existing businesses. Administrator can add users and also assign roles and set permissions restricting or allowing who can use the SahiGST software to prepare the returns for businesses, approve the returns prepared and file returns once approved.

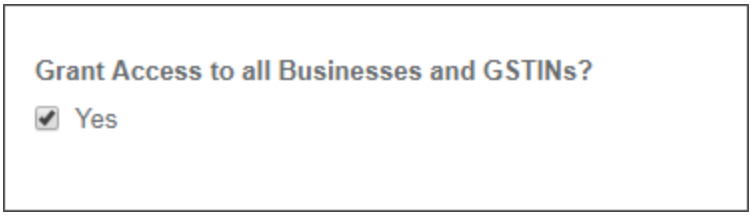
Checker

A Checker role can be assigned to someone who can prepare, approve and file returns. A Checker will not be able to create any new users, modify user profiles, add businesses.

Maker

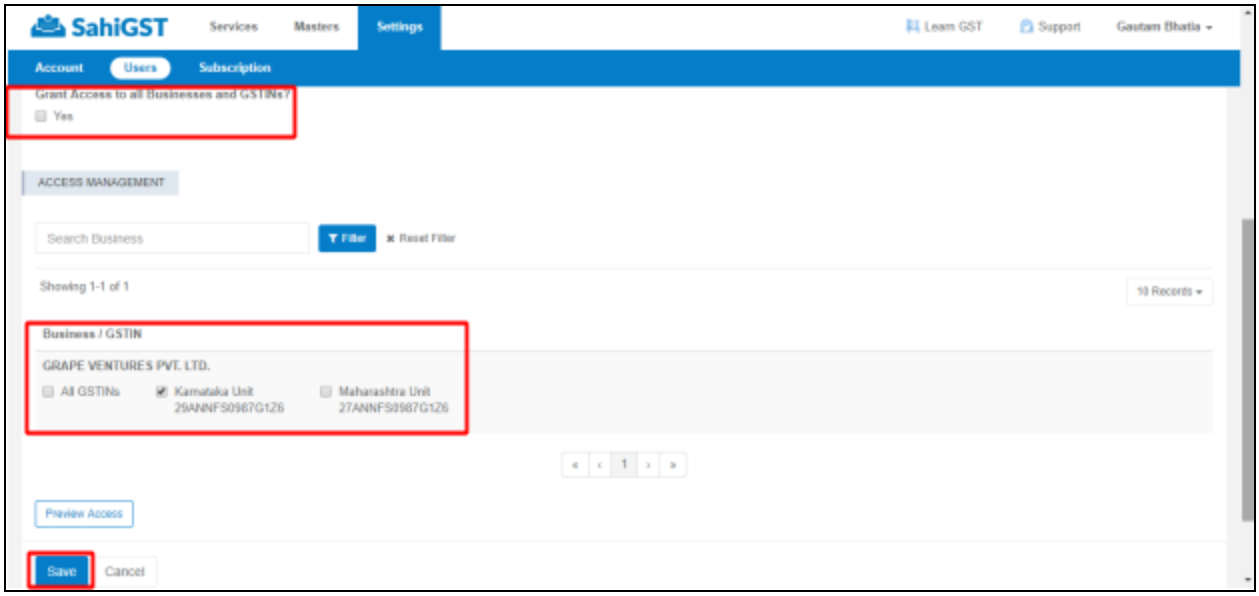
A Maker role can be assigned to someone who is supposed to prepare returns for that particular business and file returns but will not be able to approve returns. A Maker will not be able to create any new users, modify user profiles, add businesses.

At the bottom of the screen, is an option which if checked will allow the user, access to all the businesses and GSTIN's within the account.



Click on Save.

If you want the user to have access to a specific GSTIN, then you should uncheck the checkbox for 'Grant Access to all Businesses and GSTINs' and then select the specific GSTINs for which access needs to be granted and then click Save.

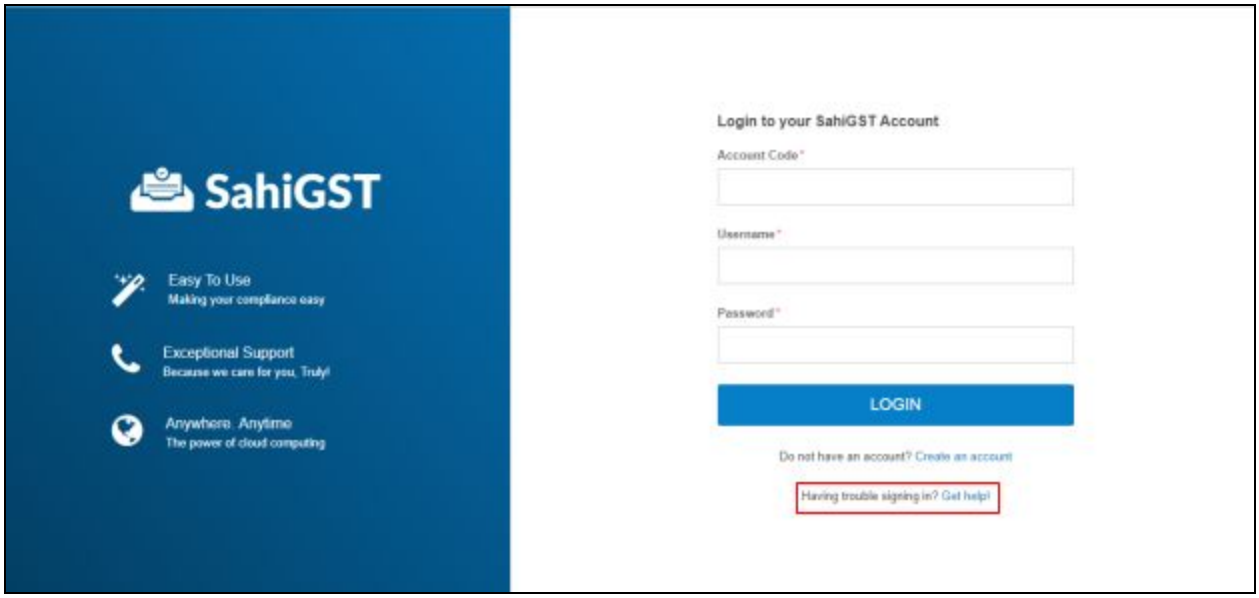

SahiGST
Services
Masters
Settings
Learn GST
Support
Gautam Bhatia
Account
Users
Subscription
Grant Access to all Businesses and GSTINs?
Yes
ACCESS MANAGEMENT
Search Business
Filter
Reset Filter
Showing 1-1 of 1
10 Records
Business / GSTIN
GRAPE VENTURES PVT. LTD.
All GSTINs
Karnataka Unit
29ANNFS0987G1Z6
Maharashtra Unit
27ANNFS0987G1Z6
1
Preview Access
Save
Cancel

Having Trouble Signing In?

Forgotten Username or Password? No Problem!

Reset Password For Account Owner

Let's browse to https://sahigst.com/login using Chrome, Edge or any Internet Browser.



Click on Get help!

A new window pops-up asking you to enter account owner's email address.

Choose the appropriate option, either ‘Recover Password’ or ‘Recover Account Code’ after entering the email address.

You will now receive an email with the option to reset your password along with the Account code and username.

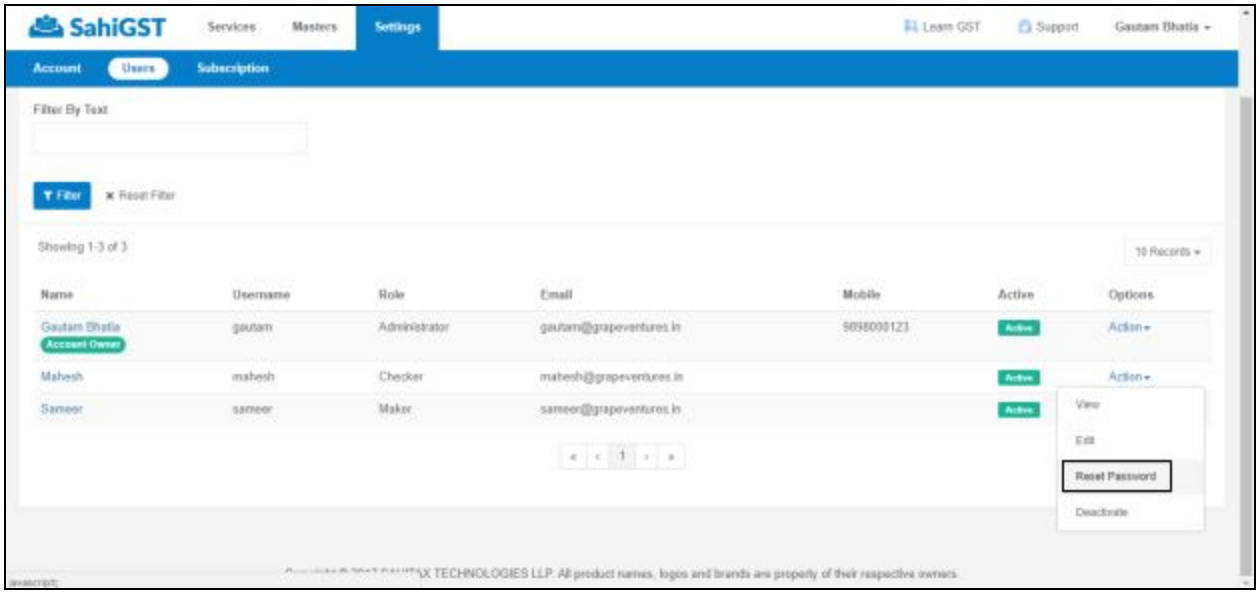
Click on Reset Password button within the email and have a new password setup for yourself.

If a user, other than the account owner has trouble logging in then he/she needs to ask their account owner to reset the password.

Steps To Reset The Password For Users Other Than Account Owner

Login to SahiGST

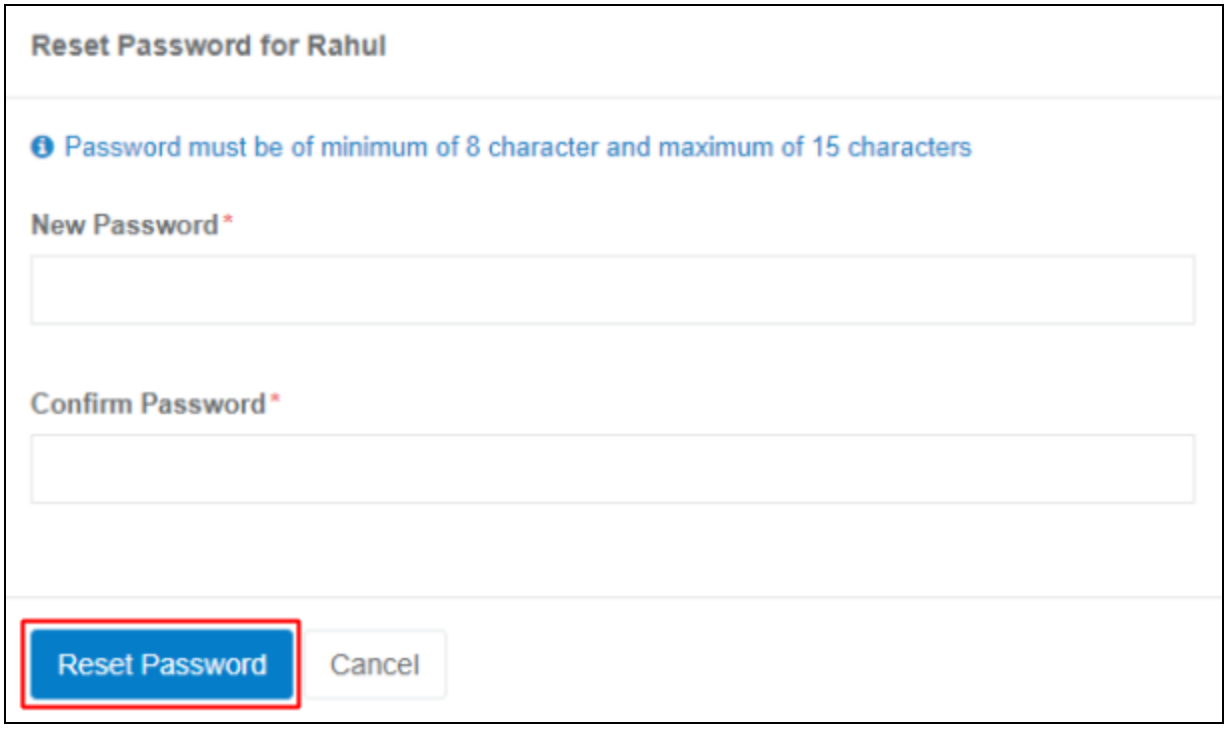
Click Settings Tab and then click Users



Search for the user using the Filter option for quick look up of the account.

Select Reset Password option

It will prompt the account owner to enter a new password for the user.



Enter a new password for the User and Confirm the Password.

Click Reset Password button. A flash message will appear once password reset is successful.