

STOCK2TRACK

GST

User manual and guide — setting up GST, how bills are taxed, the tax reports, GSTR-1, e-invoices and e-way bills

Before you begin

How a bill is taxed

1. Prices include GST. The bill takes the tax out of the price: $\text{price} \div (1 + \text{GST}\%)$ is the taxable value.
2. If the customer's state and your state are the same, or either is not set, the tax is split into **CGST** and **SGST**. If they are different, it is **IGST**.
3. The grand total is rounded to the rupee.

Set your company's state (Chapter 1). Without it, every bill is charged CGST and SGST, including bills to other states. Changing the customer's state on a bill clears its lines so they can be re-added at the right tax.

Each month

1. Enter supplier bills with their GST (Chapter 7).
2. Check the tax report and input vs output (Chapters 3 and 5).
3. Fix failed e-invoices (Chapter 6).
4. Prepare and export GSTR-1 (Chapter 4).

Chapters

- | | |
|-------------------------|-------------------------------|
| 1. Your GSTIN and State | 5. GST Input and Output |
| 2. GST on Products | 6. e-Invoices and e-Way Bills |
| 3. The Tax Report | 7. Input Tax on Purchases |
| 4. Preparing GSTR-1 | |

Your GSTIN and State

Your company's GSTIN and state of registration, printed on every bill.

Who	Owner	How often	Once
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Why it matters

The state decides whether a bill charges CGST and SGST or IGST. A wrong state makes every inter-state bill wrong.

How to use it

- 1. Open **Admin > Company**. On your company's row, tick **GST**, type the **GSTN** (15 characters) and choose the **State**.
- 2. Each branch can belong to a company; bills use the state of the company chosen on the bill.

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CLASSIC BLUE

QUICK INVOICE

NEW INVOICE

Company Setup

Add New Company

Company Name

Contact Person

Contact Person Mobile

Land Line

Mobile

Email

☐ GST Company

GSTN

Second Line

H No.

Street Details

Extra Address Line

City

State **
Telangana

Pin Code

UPLOAD LOGO

+ ADD COMPANY

X CLEAR

Search

Word Search Full Search

Found 1 records

Actions	Logo	Name	Land Line	Email	GST	GSTN	Mobile	Contact Person Name	Contact Person Number	Second Line	HNO.	Street	Extra Address	City	State
   		Stock2Track Demo Store	040-	store	☒	36AE	90000	Store M	900001	Fashio	Sho	Ame		Hyc	Telangana

Figure 1. Company GST details

- 1 Your GSTIN
- 2 State of registration
- 3 Ticked: a GST-registered company

Before you start

Privilege **Company Creation** or **Company Update**.

Good to know

- The GSTIN is not checked for length here. Copy it from your registration certificate.

GST on Products

Each product's HSN code and GST rate. Prices are entered including GST.

Who	Stock manager	How often	For every product
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Why it matters

The bill works out the tax backwards from the price, so the rate on the product is the rate on the bill.

How to use it

1. Open the product. Type the **HSN Code**.
2. Enter the **MRP (Incl GST)**.
3. Type **SGST %** and **CGST %** (half the GST rate each). **IGST %** fills itself as their sum; typing an IGST % splits it in half. Add **Cess %** if the product carries cess.
4. **MRP (Excl GST)** shows the price before tax.

STOCK2TRACK CLASSIC BLUE QUICK INVOICE + NEW INVOICE

Edit Product

Title ** Men's Cotton Shirt - Blue Check Barcode ** 10001 **GENERATE** **1** HSN Code 6205

Description — Plain text or HTML (shown on eCommerce)
Men's Cotton Shirt - Blue Check by UrbanThread

Plain text or HTML accepted. Allowed tags: p, br, strong, em, ul, ol, li, h1-h6, a, img, table, blockquote, hr, code, pre. Scripts and unsafe markup are stripped on the storefront.

Preview as eCommerce will render

2 MRP (Incl GST) 1,199.00 Cost Price 751.80 **3** SGST % 2.50 CGST % 2.50

4 IGST % 5.00 Cess % 0.00 Basic Price 1,141.90 **5** MRP (Excl GST) 1,141.90

Offer Price (Incl GST) 1,199.00 Offer Price (Excl GST) 1,141.90 ☒ Discount % ☐ Discount Rs **Profit: ₹380.10**

Discount % 0.00 Category ** MEN'S WEAR **NEW** Brand UrbanThread **NEW**

UQC PCS Article Code ART-10001 Size L

Figure 2. Product GST fields

- | | |
|--|----------------------------------|
| 1 HSN code | 4 IGST (the sum) and cess |
| 2 Price including GST | 5 Price before tax |
| 3 SGST and CGST: half the rate each | |

Before you start

Good to know

- A 5% item is SGST 2.5 and CGST 2.5. A 12% item is 6 and 6. An 18% item is 9 and 9.

The Tax Report

GST charged on each bill in a period, with the totals and a breakdown by tax.

Who	Owner, accountant	How often	Monthly
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Why it matters

This is the figure you check before filing: what you collected, bill by bill.

How to use it

1. Open **Reports > Tax & GST > Tax Report**. Choose the dates and company, and press **View**. Choose Paid, Unpaid or All.
2. The tiles show the total invoiced, the total GST, the breakdown (SGST, CGST, IGST, cess), and the amount realised before tax.
3. Each bill shows its SGST, CGST, IGST, cess and the customer's GSTIN. Click a bill to see its lines.
4. **GST Input Credit** shows the tax on supplier bills for the same dates. **GST Summary** and **GSTR-1** open those reports.

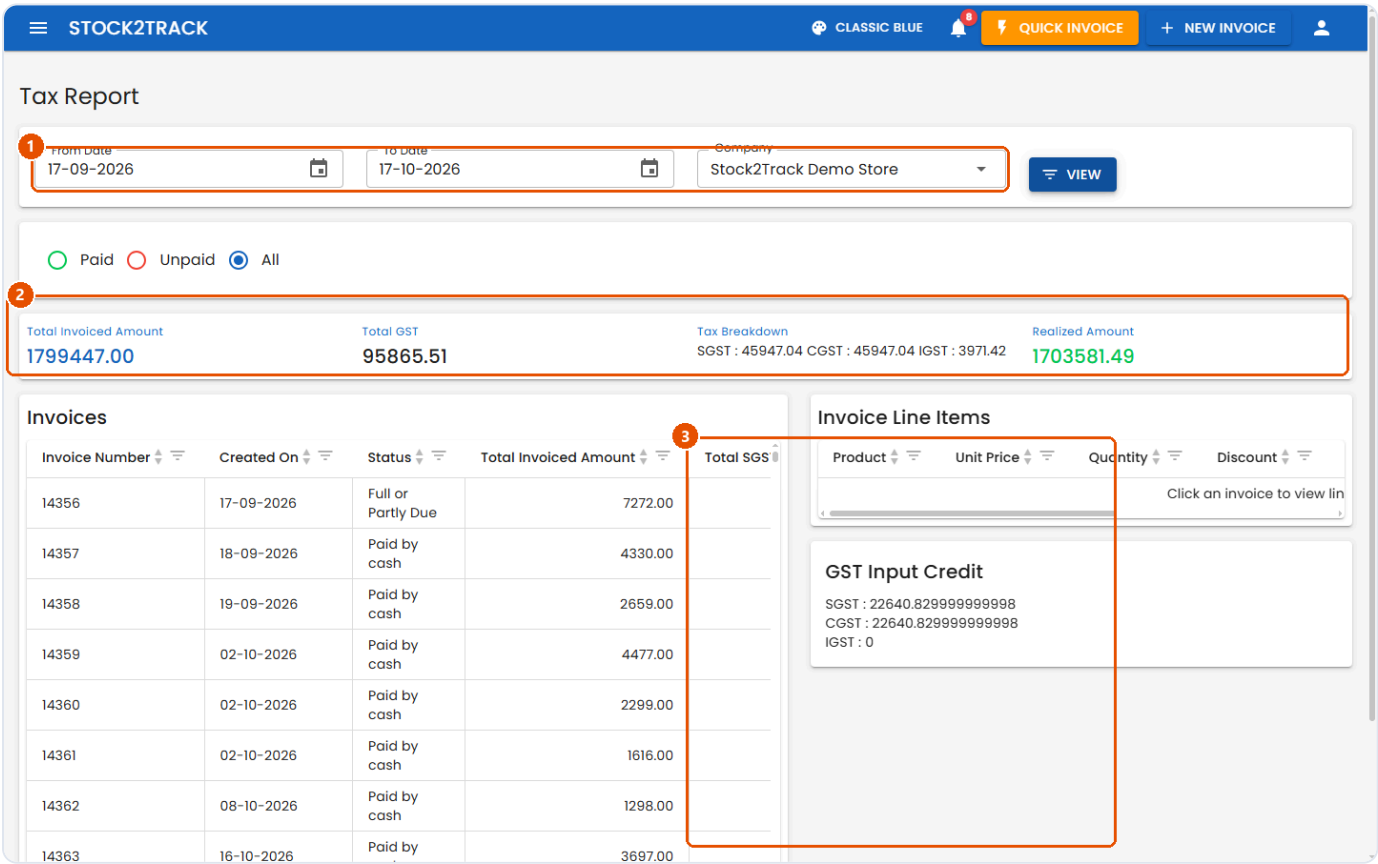


Figure 3. Tax report

- 1 Dates and company

2 Invoiced, GST, breakdown and amount before tax
- 3 Tax on each bill

4 Open GST Summary or GSTR-1

Before you start

Privilege **GST Report**.

Preparing GSTR-1

Your sales, sorted into the GSTR-1 sections, and exported for the GST portal.

Who	Accountant	How often	Monthly or quarterly
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Why it matters

The return is built from the bills themselves, so nothing is retyped and nothing is left out.

How to use it

1. Open **GSTR-1**. Choose the dates (a whole month or quarter) and the company, and press **Generate**.
2. Check each tab: **B2B** (registered customers), **B2CL** and **B2CS** (consumers), **CDNR** and **CDNUR** (credit notes), **Exempt**, **HSN** summary and **Docs** (bill number ranges).
3. Press **Export Excel** to fill the government's GSTR-1 Excel workbook, or **Export JSON** for the portal's offline tool.

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QUICK INVOICE

NEW INVOICE

GSTR-1 Report

1

From Date
17-09-2026

To Date
17-10-2026

Company
Stock2Track Demo Store

2

GENERATE

EXPORT EXCEL

EXPORT JSON

3

B2B

B2CL

B2CS

CDNR

CDNUR

EXEMPT

HSN

DOCS

4

GSTIN/UIN of Recipient	Receiver Name	Invoice Number	Invoice date	Invoice Value	Place Of Supply	Reverse Charge	Applicab
29AABCB1234C1Z7	Bengaluru Trends Pvt Ltd (Demo)	14414	13-10-2026 19:17:15	41700	Karnataka	No	0
29AABCB1234C1Z7	Bengaluru Trends Pvt Ltd (Demo)	14415	04-10-2026 19:17:15	41700	Karnataka	No	0
36AAACS0000Z1Z5	Sunrise Boutique (Demo)	14005	06-10-2026 15:26:46	11760	Telangana	No	0
36AAACS0000Z1Z5	Sunrise Boutique (Demo)	14116	11-10-2026 16:16:06	9791	Telangana	No	0
36AABJGD4849A1Z9	Sai Ganesh Traders (Demo)	13886	02-10-2026 17:30:26	28465	Telangana	No	0
36AAEKF6456A1Z9	Royal Fashions (Demo)	13622	20-09-2026 12:31:46	6402	Telangana	No	0
36AAEKF6456A1Z9	Royal Fashions (Demo)	14119	11-10-2026 20:03:40	37773	Telangana	No	0
36AAHHJJ7859A1Z3	Om Sai Kirana (Demo)	14009	06-10-2026 20:14:07	4203	Telangana	No	0
36AAKAHH5128A1Z7	Lakshmi Textiles (Demo)	13848	30-09-2026 15:57:13	26524	Telangana	No	0
36AAKAHH5128A1Z7	Lakshmi Textiles (Demo)	14064	09-10-2026 17:02:25	20663	Telangana	No	0

Figure 4. GSTR-1

- 1

Period and company
- 2

Export for the portal
- 3

The GSTR-1 sections
- 4

Bills in the section

Before you start

Privilege **GST Report**. For Excel, the file GSTR1_Excel_Workbook_Template_V2.0.xlsx must be in the app folder.

Good to know

- Check B2B against your customers' GSTINs before filing; a missing GSTIN moves a bill to B2C.
- Have your accountant review the export before you upload it.

GST Input and Output

GST collected on sales against GST paid on purchases, and what is left to pay.

Who	Owner, accountant	How often	Monthly
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Why it matters

One line tells you whether you owe the government or carry input credit.

How to use it

1. Open **GST Input vs Output**, choose the dates and press **Generate**.
2. **GST Summary** shows SGST, CGST and IGST collected (output) and paid (input), and the net payable. The line below says what you owe, or the input credit you carry.
3. **Month-wise GST Breakdown** shows the same for each month. Press **Export Excel** for a copy.
4. **GST Summary - Tax and Profit** sets purchases, GST, expenses and sales side by side for a period.

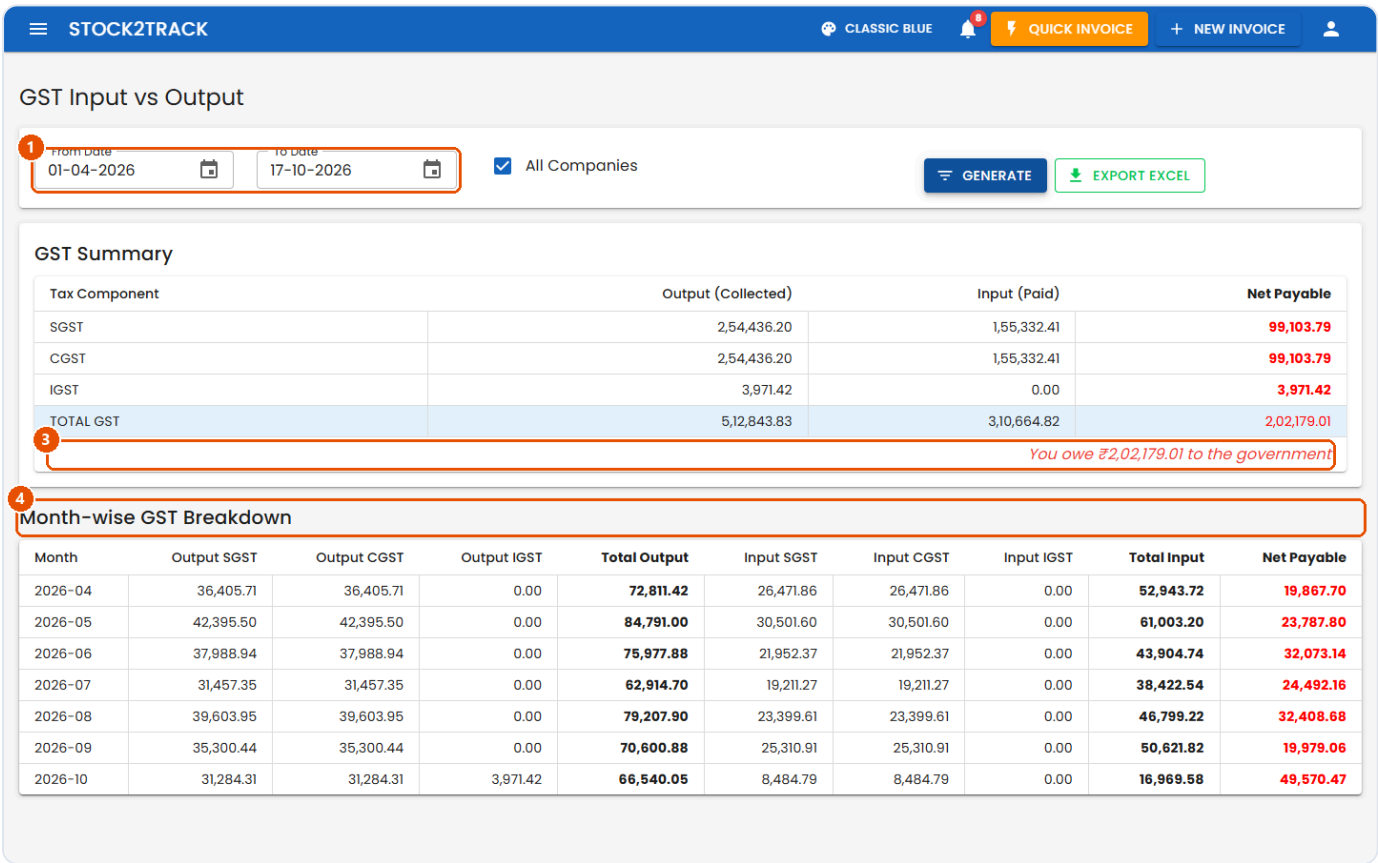


Figure 5. GST input vs output

- 1

Period
- 2

Collected, paid and payable by tax
- 3

What you owe, or your input credit
- 4

Month by month

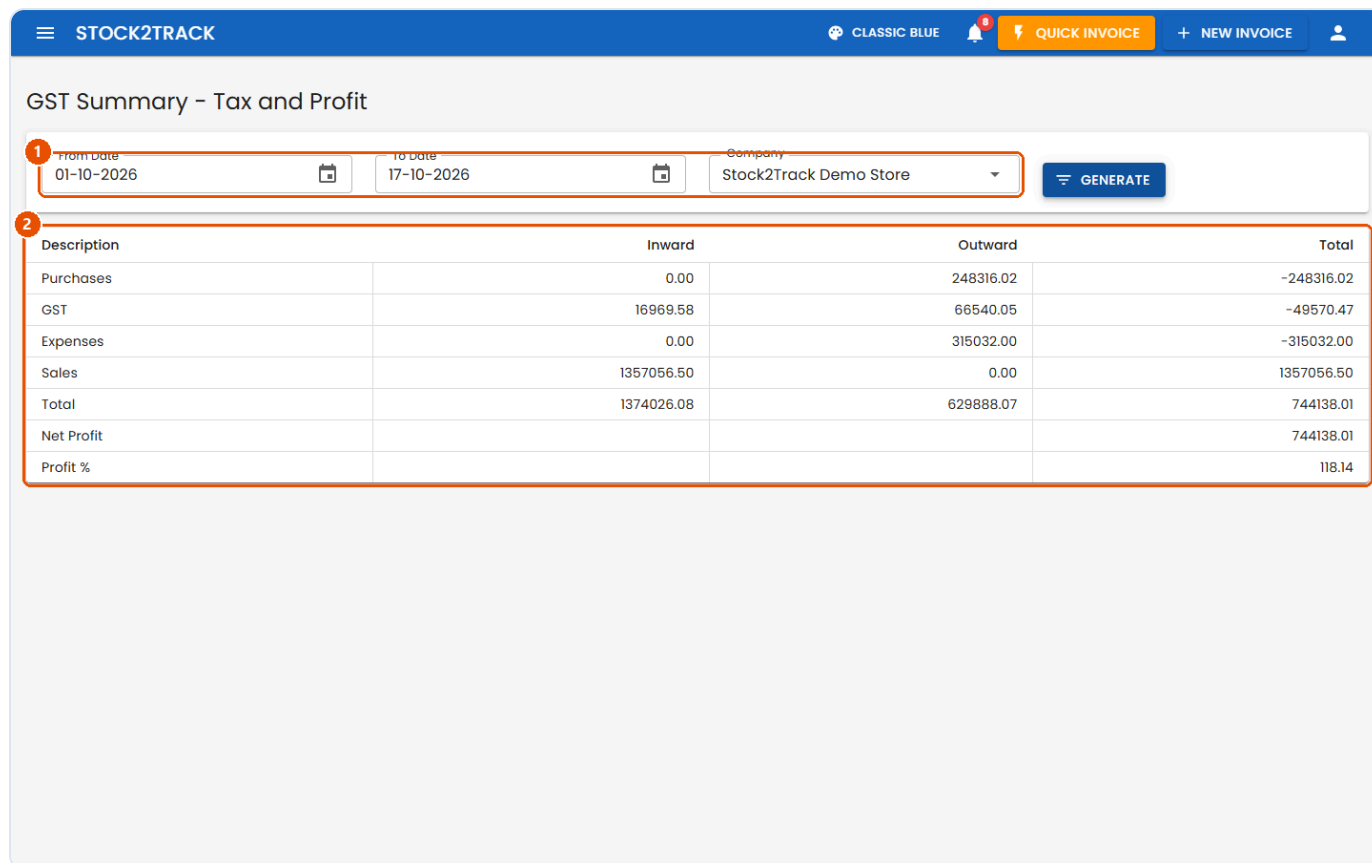


Figure 6. GST summary

1 Period and company

2 Purchases, GST, expenses and sales, in and out

Before you start

Privilege **GST Report**.

Good to know

- Input tax comes from the SGST, CGST and IGST typed on supplier bills (Chapter 8), less debit notes.

e-Invoices and e-Way Bills

The status of every e-invoice (IRN) and e-way bill sent to the GST system.

Who	Accountant	How often	Daily
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Why it matters

A failed IRN is a bill your customer cannot claim input credit on. Check the Failed tile every day.

How to use it

1. Open **GST Compliance > e-Invoice (IRN)**. The tiles count total, successful, failed and pending submissions.
2. Each bill shows its IRN, acknowledgement number and any error. Press **Retry** on a failed or pending bill after fixing the cause (often the customer's GSTIN).
3. **Cancel IRN** is possible within 24 hours, with a reason and a remark.
4. **GST Compliance > e-Way Bill** shows each e-way bill, its validity, vehicle and distance. The tile **Expiring ≤ 24h** warns of goods still on the road.

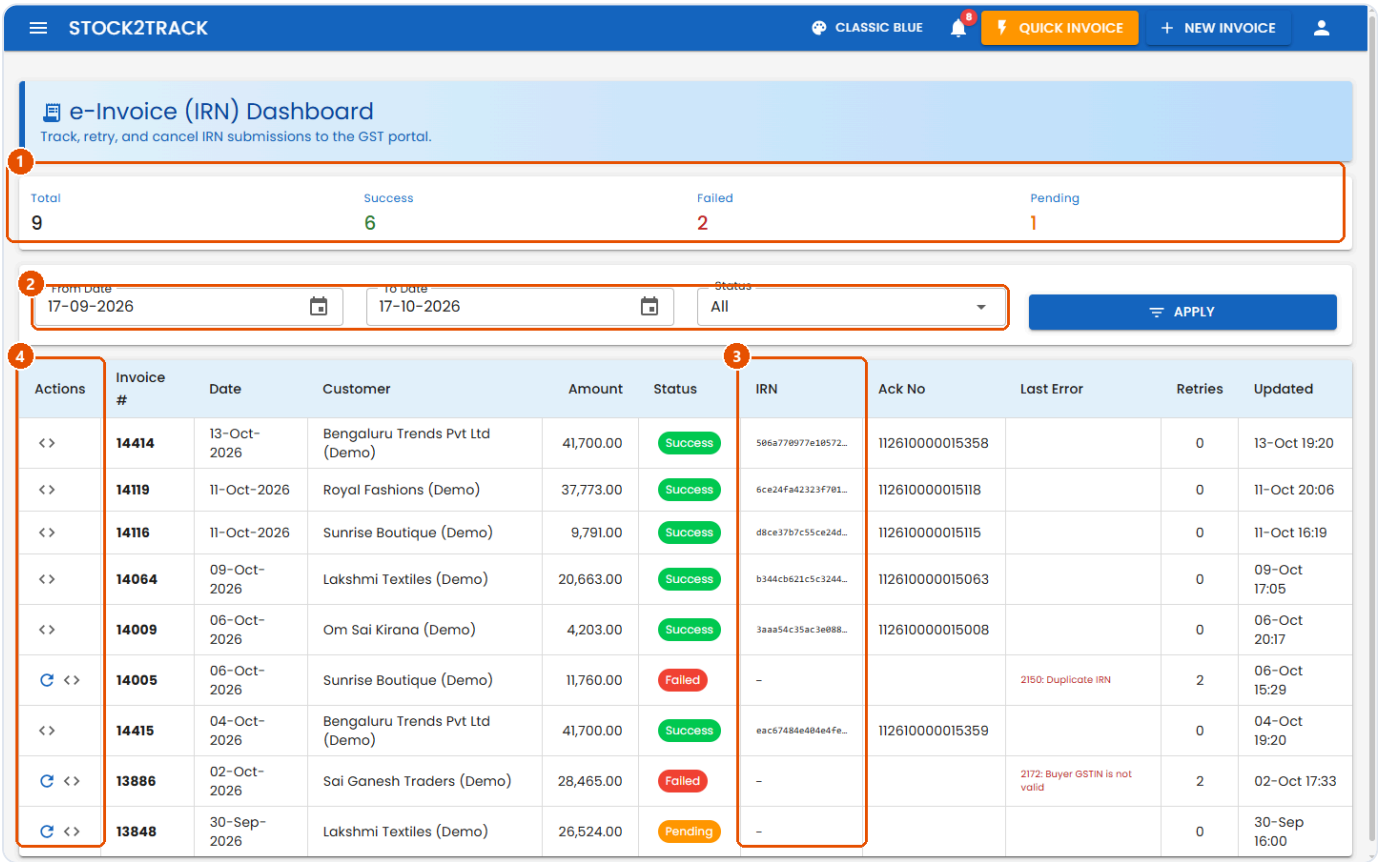


Figure 7. e-Invoice dashboard

- 1 Total, success, failed, pending

2 Dates and status
- 3 IRN from the GST system

4 Retry, cancel, or view what was sent

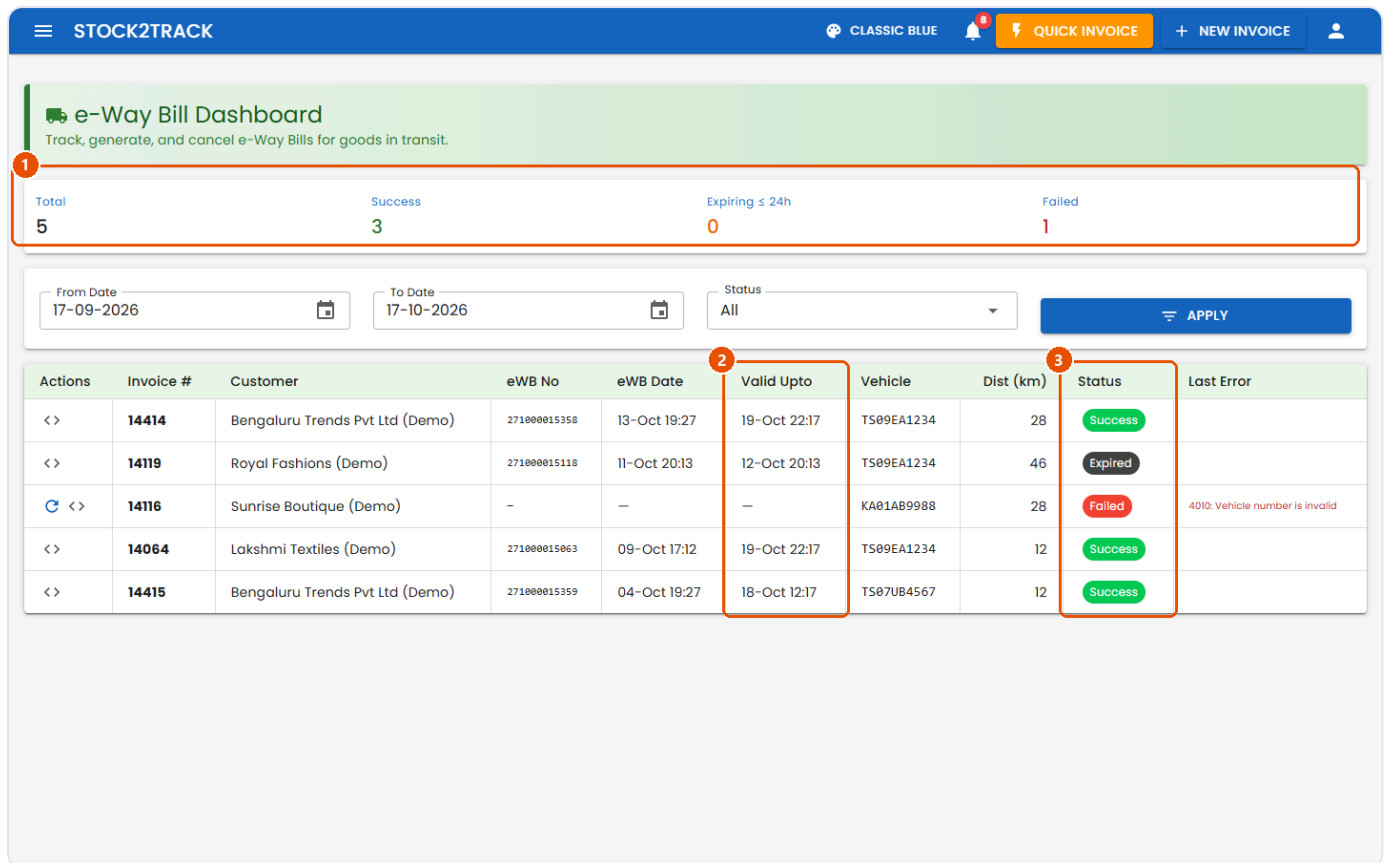


Figure 8. e-Way bill dashboard

- 1 Total, success, expiring, failed
- 2 Valid until
- 3 Status

Before you start

Privilege **GST Compliance View**; retry needs **GST Compliance Submit**, cancel **GST Compliance Cancel**.

Good to know

- A bill with an IRN cannot be edited or deleted, even by the owner. Cancel the e-invoice first, or raise a credit note.

Input Tax on Purchases

The GST on each supplier's bill, which becomes your input credit.

Who	Accountant	How often	With every supplier bill
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Why it matters

Input credit you do not record is tax you pay twice.

How to use it

1. Open the supplier and use **Add Invoice**. Type the **Invoice No**, date and **Payable Amount**.
2. Type the tax in rupees exactly as on the bill: **SGST**, **CGST**, **IGST** and **CESS**.
3. Choose the company and location, and Invoice or **Debit Note** (a return to the supplier). Press **Save Invoice**.

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QUICK INVOICE

NEW INVOICE

DT-2502060	09-Feb-2025	Invoice	Stock2Track Demo Store	Main Store	GRN-
DT-2501045	30-Jan-2025	Invoice	Stock2Track Demo Store	Kukatpally Branch	GRN-
DT-2501036	28-Jan-2025	Invoice	Stock2Track Demo Store	Kukatpally Branch	GRN-
DT-2501037	28-Jan-2025	Invoice	Stock2Track Demo Store	Main Store	GRN-
DT-2501033	27-Jan-2025	Invoice	Stock2Track Demo Store	Kukatpally Branch	GRN-
DT-2501034	27-Jan-2025	Invoice	Stock2Track Demo Store	Main Store	GRN-

Add Invoice

SCAN INVOICE

1

Invoice No

Invoice Date

17-10-2026

2

Payable Amount

0

SGST

0

CGST

0

IGST

0

CESS

0

GRN No

Company

Stock2Track Demo St...

Location

Main Store

Invoice

Debit Note

3

SAVE INVOICE

Figure 9. A supplier bill with its GST

- 1 Bill number and amount
- 2 Tax in rupees, as on the bill
- 3 Save

Before you start

Privilege **Supplier View** or **Supplier Creation**.

Good to know

- Scanned supplier bills split the tax automatically using the supplier's and your state.

GSTR-1 sections

Section	What goes in it
B2B	Bills to customers with a GSTIN
B2CL	Large inter-state bills to consumers
B2CS	Other bills to consumers, summarised by rate and state
CDNR / CDNUR	Credit notes to registered / unregistered customers
Exempt	Nil-rated and exempt sales
HSN	Quantity and tax by HSN code and rate
Docs	Bill number ranges issued

Permissions

Permission	What it allows
GST Report	Tax report, GST summary, GSTR-1, input vs output
GST Compliance View / Submit / Cancel	e-invoice and e-way bill dashboards, retry, cancel

Always have your tax adviser check a return before you file it.