COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Cochin University P.O., Kochi-22)

No. ACCTS1/A4/GST(PF)

KOCHI-22
Dated: 06.04.2021

CIRCULAR

Sub:- GST -- Marking of Purchase and Sales/Service rendered data in Double Entry Accounting System (DEAS) software - reg.

Ref :- Circular No. ACCTS1/A4/GST(PF) dated 16.11.2020

All the Heads of Department, Centres are informed that as a part of the expansion of accounts related works in tune with GST statutory audit, provisions have been made in the Double Entry Accounting System (DEAS) software to record all GST related purchase/sales data for all sections/departments/schools etc. All are, therefore, requested to enter the purchase and sales/service rendered details in the DEAS software from **April 2021 onwards** and the reports generated from the software are to be sent to Accounts I section. The entries should be done on a daily basis through the following link.

http://10.0.9.6/cusat/university/home/login.php - University Suite > Seat Name > GST Entry.

It has been found that various departments are generating **sales invoice numbers** in duplicate and lengthy. The invoice number in the sales invoice should be **unique** and traceable. The format is given below herewith. **Strictly follow the invoice number format for error free accounting.**

Invoice No: Department Name (shortform only)/Financial Year (21-22)/Serial Number(changes with every invoices)
Example: SOE/21-22/1

Utmost care should be taken to avoid the duplication/omission of invoices. All fields in GST entry are mandatory (either '0' or 'Nil' should enter, if no data are available) and edit option is not available once you submit. Also requested to contact Accounts I section (intercom no. 2237) for any queries related GST entry.

Sudheer M S *
Finance Officer