

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

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



No. ACCTS1/A4/GST(PF)

KOCHI-22

Dated: 08.10.2021

CIRCULAR

Sub:- Reminder - 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 06.04.2021

With reference to the above, 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 make it up to date on or before **30th October 2021**. 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.

This is a gentle reminder to comply the entry of invoice (both sales and purchase) without any delay or errors.

It has been found that many departments are not recording the sales and purchase invoices in the DEAS software. These details are essential for claiming the Input Tax Credit to the university and in the GST audit point of view.

Utmost care should be taken to avoid the duplication/omission of invoices.

Sudheer M S *
Finance Officer

* This is a computer generated document. Hence no signature is required.