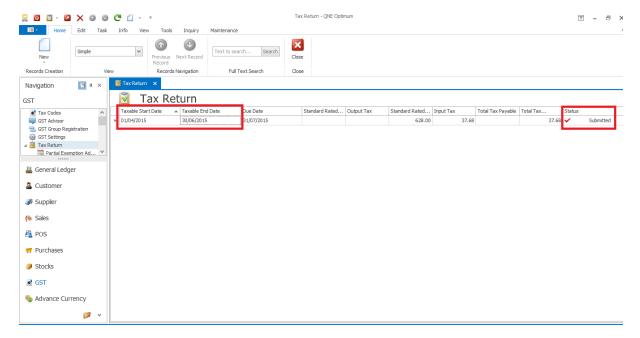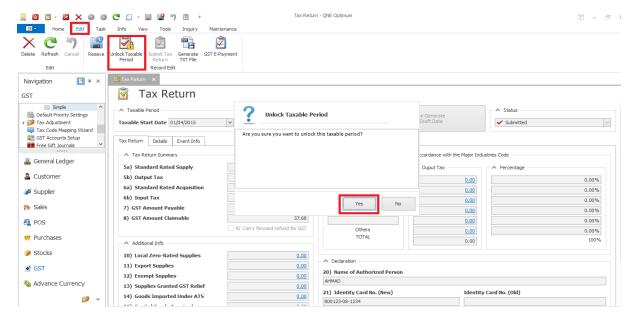In the case you need to reopen submitted GST return period to do amendment, you can do the steps below:

** For example, in the system you have submitted GST for 01/04/2015 to 30/06/2015 and now you need to edit a transaction dated 30/04/2015. So you will need to unlock the submitted GST return record first.

** Make sure you are using version 2015.1.5.5 or above.

1) Go to GST>Tax Return>double click to open the submitted period GST return record.

2) Go to tab Edit>Unlock Taxable Period>click Yes to confirm.

3) After done you can do amendment now. Once finished you can submit tax return again to lock.