TIPS FOR FILING GSTR-1

Tips for Creating New GSTR1 (upload new invoices/other data for return)

Create and upload the **Outward Supplies details in** the GSTR 1 using the Returns Offline tool.

1. Before using the GSTR1 excel template for filling outward supply details, delete all sample data from all worksheets.
2. Before importing the excel file in the offline tool for a particular tax period, it is advisable that the user should delete any existing data of that tax period by clicking "Delete All Data" tab in the Offline Tool.
3. If the user imports again the previously imported data in tool, the tool will give the warning and there after previous data are replaced if the invoice number is same in latest imported values.
4. For multiple line items of different rate in single invoice, it is advisable to enter the invoice detail with multi rate in consecutive row in excel.
5. To facilitate the declaration of date in the specified format "dd-mmm-yyyy", ensure the system date format of your computer is "dd/mm/yyyy. If the format is different the offline tool will reject the invoices.
6. Avoid uploading duplicate invoice number of the same financial year already uploaded in an earlier filed return in a different sections, otherwise the GST portal will throw a duplicate error when the data is uploaded to the portal
7. Avoid entering wrong/ unregistered GSTIN else the GST portal will throw error "The GSTIN is invalid. Please enter a valid GSTIN" while uploading the json to the GST portal.
8. In case of credit/debit/refund voucher, original invoice number and date should be correct and declared in the same return or an earlier return, else the GST portal will throw error "Invalid Original Invoice Details. Original invoice cannot be tracked. Please enter correct invoice number and date"
9. Avoid entering duplicate HSN-UQC in the HSN Summary table
10. Please do not enter exempt supplies details and issued documents details in the excel workbook template. These details have to be entered directly on GST portal.
11. Do not change excel/csv headers and excel worksheet name or the csv file name packed with zip file.
12. Review the summary as well as he details filled in offline tool to ensure their correctness before Generating Json and uploading to GST portal.
13. To Generate json file, click **VIEW SUMMARY->GENERATE FILE->Save**
14. To Upload Json, login to www.gst.gov.in. IN GSTR1 Tile, Click **PREPARE OFFLINE -> Upload-> Choose File,** Select the Json payload generated using offline tool to prepare GSTR1 in one go.
15. If one uploads the JSON file for a tax period with the same invoice number but differing details again, the later invoice details will overwrite the earlier details on portal.

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<u>Tips for Downloading Return file from GST Portal and modifying/deleting earlier uploaded details</u>

The GSTR-1 return file can be downloaded from GST portal and viewed in the Offline tool to modify, add or delete invoice details uploaded earlier by you on GST Portal

1. User can download the saved invoices/details from online portal
2. To generate file for download GSTR1 click **PREPARE OFFLINE -> Download->GENERATE FILE**, If any previously downloaded request done it will show the download link to download file.
3. To generate latest GSTR1 file click again on **GENERATE FILE** button and it will take 20-30 minutes to generate file.
4. To Download generate file, click on **Click here to download** link. Return file is downloaded in the zip format.
5. In offline tool, **OPEN** button is for view/modify/delete/add invoices/details in Downloaded GSTR1 file
6. After opening the downloaded file in offline tool, user can modify the invoices/details in any section.
7. To modify Click the **EDIT (** Pencil Icon**)** button under **Action** column to edit the invoices and make the required corrections in the invoices/details uploaded/added earlier by you in GST Portal
8. To modify the details or records at rate level, click on the' +' button and navigate to the rate level records. Do the necessary corrections and click the **UPDATE** button.
9. A success message is displayed. The status is changed to Modified (M). Similarly, user can modify the other invoice and other returns data from other sections.
10. To delete invoices, select the checkbox at left side for the invoice to be deleted. Click the **DELETE** button.
11. To delete all invoices in one go, select the top left checkbox for all invoice to be deleted in the particular section. Click the **DELETE** button.
12. After clicking DELETE button, a success message is displayed. The status is changed to Deleted (D). Similarly, user can delete the other invoice and other returns data from other sections.
13. **Note**: DELETE functionality does not delete the invoices/details from offline. It changes the status flag to "D". Invoices get deleted online after uploading the json.
14. Once all the corrections are done generate json to upload on portal, click the **VIEW SUMMARY -> GENERATE FILE->save** button.
15. To Upload Json, login to www.gst.gov.in. IN GSTR1 Tile, Click **PREPARE OFFLINE -> Upload-> Choose File,** Select the Json payload generated using offline tool to prepare GSTR1 in one go.
16. To Verify the addition/deletion/modification done on portal, re generate and download the GSTR1 (Step 2 to 5)

   Important Note: If user encountered with slowness in offline tool or with script error (see figure 1) while opening GSTR, open the offline tool in Firefox or Google Chrome browser by typing **localhost:3010** into browser's address bar and press enter.

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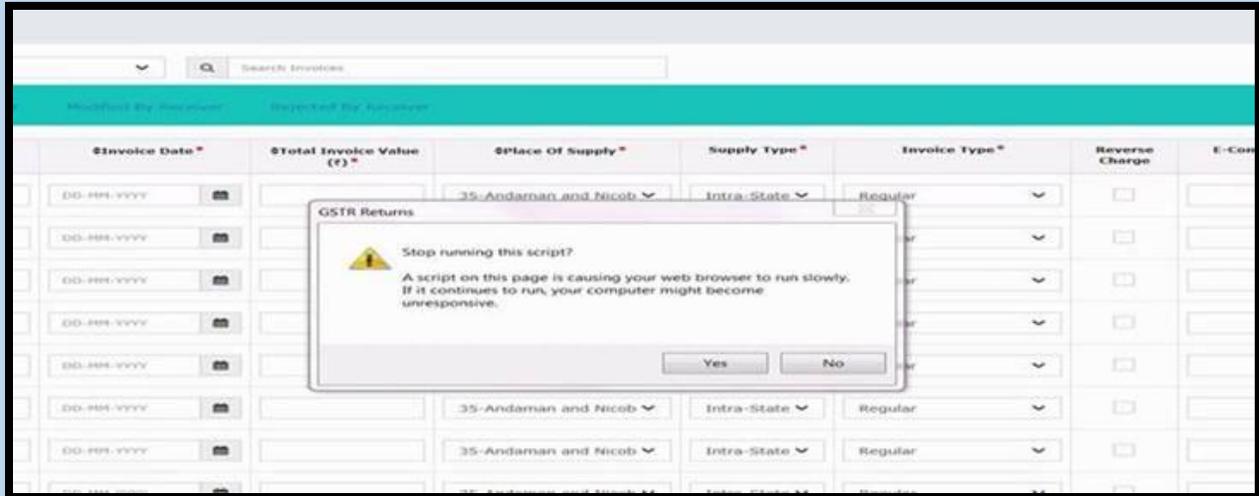
Figure 1

Tips for Downloading Error file from GST Portal and making Corrections

In case data uploaded through JSON on the portal (invoice data or other record) fails validation as defined in the portal, an Error File will be created on the online portal for only those records which failed.

1. If any json upload shows status "Processed with Error" it generate a link Generate error report
2. To generate error report click on Generate error report link which will usually take 20-30 minutes to generate error file and create a Download error report link. During this period the message displayed will be "Error report generation requested".
3. To download the error report, click on Download error report link and save the file. Error file is downloaded in the zip format.
4. To open and correct the error file in offline tool, Click **OPEN** button in **Open Downloaded Error file from GST portal** tab
5. The error message is displayed against each Invoice number. Read each error message carefully and then click the **EDIT** (Pencil icon) button under **Action** column to edit the invoices and make the required corrections in the invoices/details.
6. After you have modified the invoices, click the **SAVE** button.
7. **Note**: User can click the **Delete** button to delete the invoice.
8. To modify the details or records at rate level, click on the' +' button and navigate to the rate level records. Do the necessary corrections and click the **UPDATE** button.
9. A success message is displayed. The status of the error message is changed to Modified (M).
10. Similarly, user can modify the other invoice data from other sections.
11. Once all the corrections are done generate Json to upload on portal, click the **VIEW SUMMARY -> GENERATE FILE->save** button.
12. To Upload Json, login to www.gst.gov.in. IN GSTR1 Tile, Click **PREPARE OFFLINE -> Upload-> Choose File,** Select the Json payload generated using offline tool to prepare GSTR1 in one go.

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13. To verify the changes done correctly, Click **PREPARE ONLINE** in GSTR1 tab and click on particular section to see the changes.

14. If the particular has more than 500 invoices, User can verify from the summaries displayed in the different section tiles. To view the details he/she has to download GSTR1 and view in offline tool.

15. Note: Following field in various section cannot be modified/corrected. User has to delete and create new entry for the same.
    - B2B, CDNR –   Receiver GSTIN/UIN
    - B2CL - Invoice No.
    - EXP - Export Type and Invoice No.
    - AT, ATADJ – POS

Checklist to avoid json error (for figure 2,3) especially point 4 & 8:

1. GSTIN should be valid and 15 alphanumeric characters,

2. Invoice length should not be more than 16 characters and only characters allowed are numeric, alphabets , / and -

3. In b2cl, invoice value should be more than 250000,

4. **Invoice Date, Note date, and shipping bill Date format should be dd-mmm-yyyy in excel/csv (For eg: 04-Jul-2017)**

5. In case of CDNR (Credit/Debit Note Registered)/CDNUR (Credit/Debit Note unregistered), Invoices and Note number are only allowed with the numeric, alphabets, / and - No other character is allowed.

6. In case of export, if shipping bill is mentioned then shipping date is mandatory.

7. Shipping bill date should be on or after the invoice date.

8. **Only 2 decimal digit (eg: 1234.89) is allowed in values entered in excel/csv.**

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Offline Upload and Download for GSTR1

Upload | Download

...pload and submit the JSON file on the GST portal. The JSON file will be validated again and will be taken in by the system if found OK.

Invoice Upload

Choose File | No file chosen

Upload History

Date	Time	Reference id	Status	Error Report
12/09/2017	06:17:54	f927a789-a96a-49fa-8541-552c0abcdd7a	Error Occurred	File could not be uploaded! Download the latest version of Offline tool to generate the JSON file or ensure to validate your uploaded file against the template published at Specification Portal.
12/09/2017	06:16:11	4cccf495-9575-439a-ab94-9ba1132b832a	Error Occurred	File could not be uploaded! Download the latest version of Offline tool to generate the JSON file or ensure to validate your uploaded file against the template published at Specification Portal.
12/09/2017	06:15:43	c63b7126-58d6-4ca8-bdf2-dc9ce5d6f17d	Error Occurred	File could not be uploaded! Download the latest version of Offline tool to generate the JSON file or ensure to validate your uploaded file against the template published at Specification Portal.
09/09/2017	04:12:52	06c72afe-e83e-4877-b518-07622555d212	Error Occurred	File could not be uploaded! Download the latest version of Offline tool to generate the JSON file or ensure to validate your uploaded file against the template published at Specification Portal.
09/09/2017	01:06:27	3993f978-51f7-41e0-8744-4c198eaff4d9	Error Occurred	File could not be uploaded! Download the latest version of Offline tool to generate the JSON file or ensure to validate your uploaded file against the template published at Specification Portal.

« 1 2 »

Figure 2

Offline Upload and Download for GSTR1

Upload | Download

...n the online portal for only those records which fail. Please download the error file and view it in the Offline tool to correct the same. After making required

Invoice Upload

Choose File | No file chosen

Upload History

Date	Time	Reference id	Status	Error Report
07/09/2017	08:50:54	92af4426-aec4-447e-b6b3-7d807f165de5	Error Occurred	Error in Json structure validation
07/09/2017	05:10:10	75bae0ee-b86f-4625-9126-0dec468971cb	Error Occurred	Error in Json structure validation
06/09/2017	06:52:39	4be3b667-baf1-4b88-a08a-3c97fdc8c707	Error Occurred	Error in Json structure validation
06/09/2017	06:30:50	9ef841c4-5255-46f7-b35f-cf1f64ebe4a4	Error Occurred	Error in Json structure validation
05/09/2017	08:00:47	7bd245cf-128c-40c4-9a92-270d2363a57b	Error Occurred	Error in Json structure validation

« 1 2 »

BACK

Figure 3

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