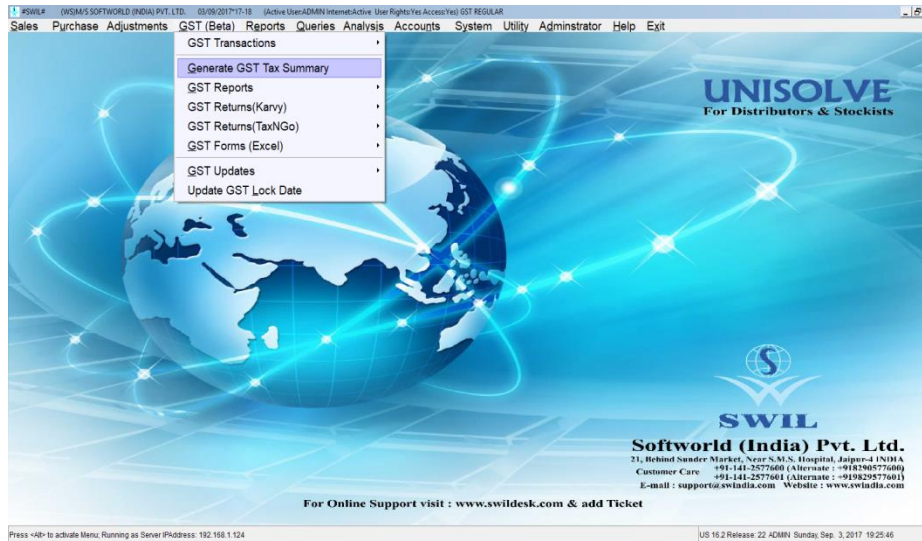


HOW TO EXPORT AND UPLOAD GSTR1 FORM IN CSV FILES

Please Follow the Steps for generating and uploading CSV files

Step 1:-

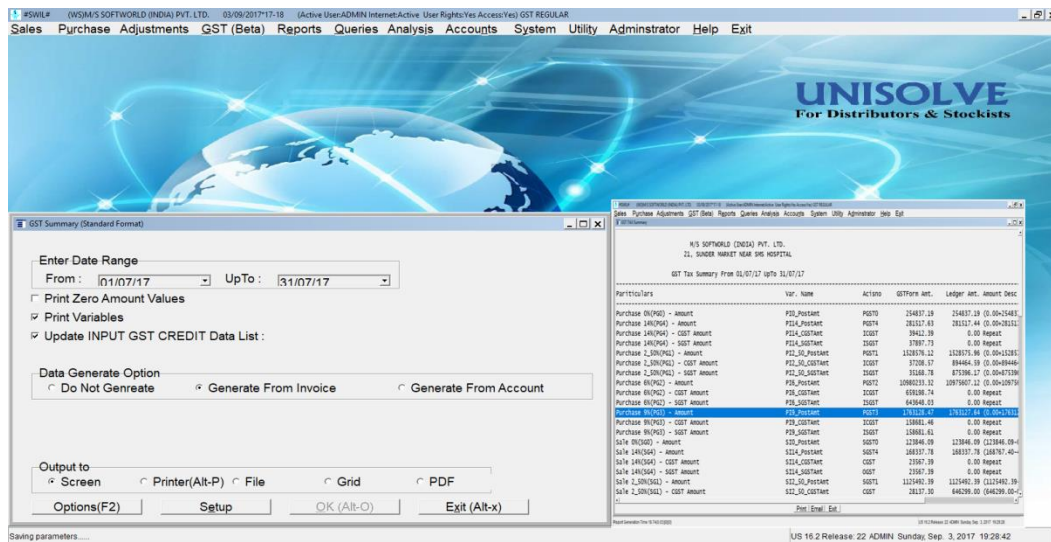
Click On GST(Beta) Menu and Click On Generate GST Tax Summary:



Step 2:-

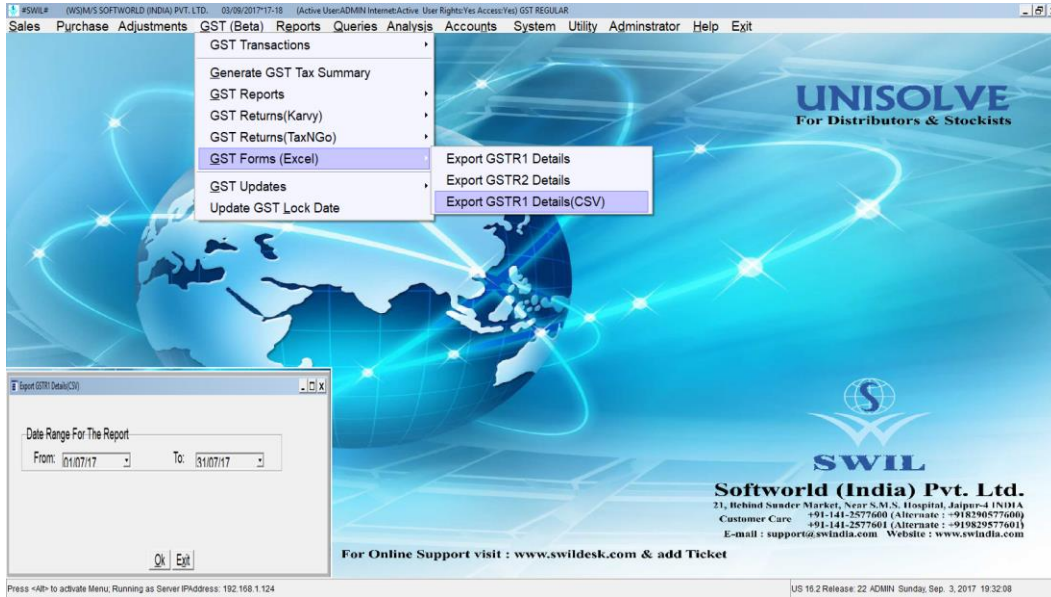
Generate GST Tax summary and check your Sale and Purchase Tax Wise If you find some discrepancies, please follow the steps written in notes at bottom of GST Tax Summary. You can read following article.

<https://support.swildesk.com/portal/kb/articles/how-to-rectify-data-mismatch-in-tax-summary>



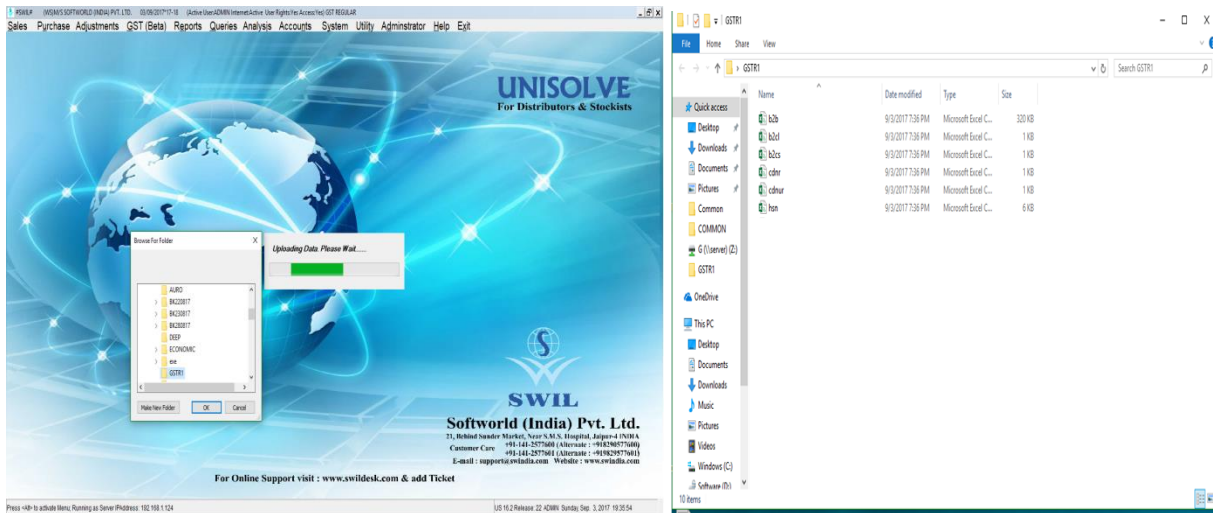
Step 3:-

Click on Export GSTR1 Details (CSV) Format and Select Date Range:



Step 4:-

Select Folder for saving these six CSV files.



Step 5:-

Open Govt. Offline Tool for Upload CSV Files and click on New Button:

The screenshot shows the 'Goods and Services Tax Offline Tool' interface. At the top, there are three main sections: 'Upload new invoice/other data for return' (with a 'NEW' button), 'Open Downloaded Return file from GST portal' (with an 'OPEN' button), and 'Open Downloaded Error file from GST portal' (with an 'OPEN' button). Below these is an 'Instructions' section with three columns of text explaining the 'NEW', 'OPEN', and 'OPEN' buttons. An 'Overview' section follows, detailing the tool's version 1.2 and its main features, including data entry, duplicate checking, and CSV import. It also lists the sub-processes of e-filing of GSTR-1.

Step 6:-

Please fill all Fields as asked for: GSTIN No. and Tax Period

The screenshot shows the 'File Returns' section of the tool. It contains several input fields: 'GST Statement/Returns' (dropdown menu set to 'GSTR1'), 'GSTIN of Supplier' (text field with '08AACCS5734J1Z4'), 'Financial Year' (dropdown menu set to '2017-18'), 'Tax Period' (dropdown menu set to 'July'), 'Aggregate Turnover in the preceding Financial Year' (text field with '₹5,00,00,000.00'), and 'Aggregate Turnover- April to June, 2017' (text field with '₹1,20,00,000.00'). There are 'BACK' and 'PROCEED' buttons at the bottom right. A red asterisk indicates required fields.

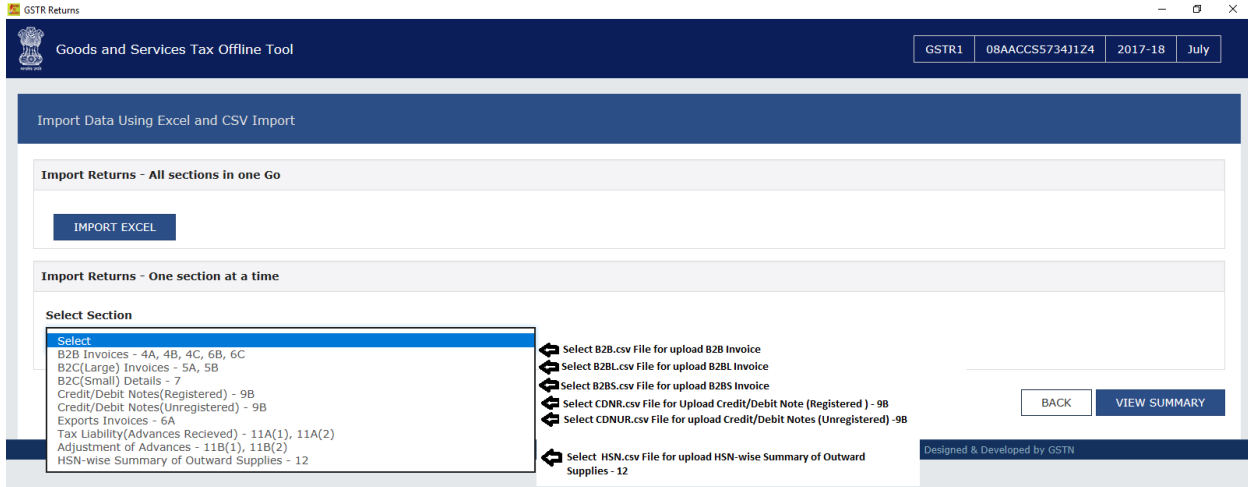
Step 7:-

Please Click on IMPORT FILES Button to import CSV files:

The screenshot shows the 'Import additional data' section of the tool. It features a navigation bar with 'IMPORT FILES', 'DELETE ALL DATA', and 'VIEW SUMMARY' buttons. Below this is a 'Select Section' dropdown menu set to 'B2B Invoices - 4A, 4B, 4C, 6B, 6C' and a search bar. A table with columns for Receiver GSTIN/UIN, Invoice No., Invoice Date, Total Invoice Value, Place of Supply, Supply Type, Invoice Type, Reverse Charge, E-Commerce GSTIN, and Actions is displayed. A 'Click On IMPORT FILES BUTTON' instruction is at the bottom left, and a 'BACK' button is at the bottom right. A red asterisk indicates required fields.

Step 8:-

Please Select all CSV files from you have saved folder one by one e.g. B2B.CSV



GSTR Returns

Goods and Services Tax Offline Tool

GSTR1 08AACCS57341J24 2017-18 July

Import Data Using Excel and CSV Import

Import Returns - All sections in one Go

IMPORT EXCEL

Import Returns - One section at a time

Select Section

- Select
- B2B Invoices - 4A, 4B, 4C, 6B, 6C
- B2C(Large) Invoices - 5A, 5B
- B2C(Small) Details - 7
- Credit/Debit Notes(Registered) - 9B
- Credit/Debit Notes(Unregistered) - 9B
- Exports Invoices - 6A
- Tax Liability(Advances Relieved) - 11A(1), 11A(2)
- Adjustment of Advances - 11B(1), 11B(2)
- HSN-wise Summary of Outward Supplies - 12

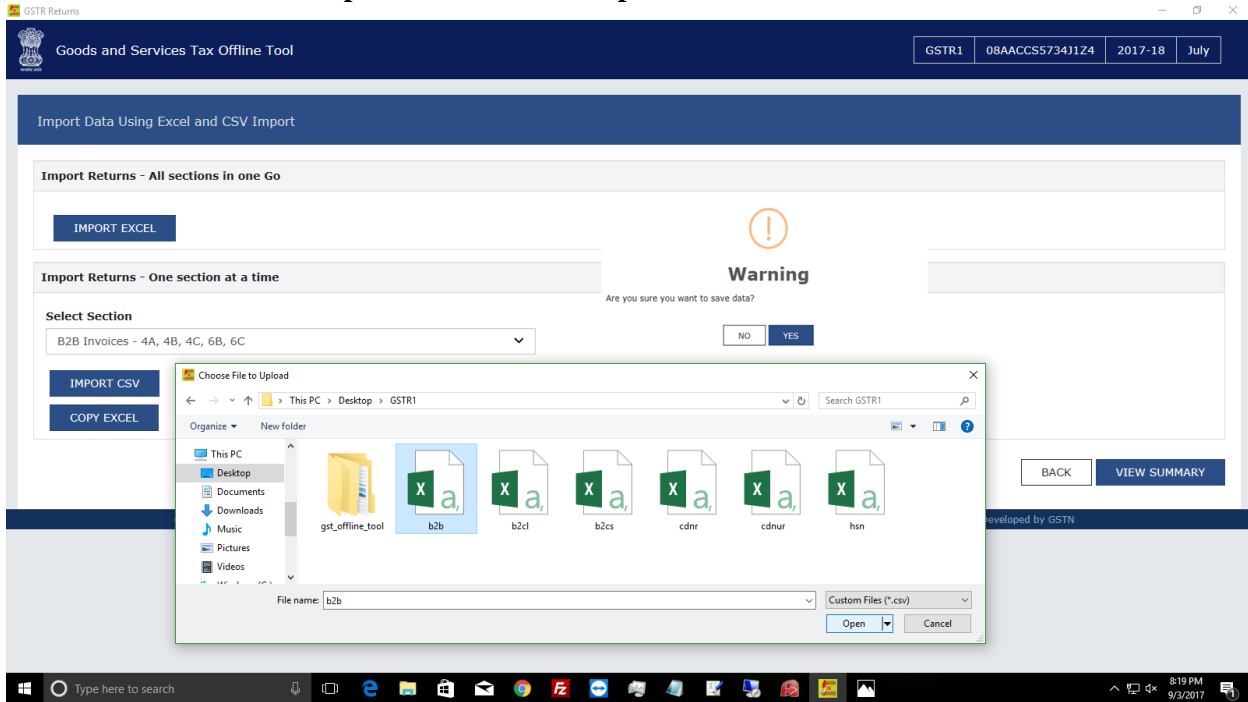
- Select B2B.csv File for upload B2B Invoice
- Select B2BL.csv File for upload B2BL Invoice
- Select B2BS.csv File for upload B2BS Invoice
- Select CDNR.csv File for Upload Credit/Debit Note (Registered) - 9B
- Select CDNR.csv File for upload Credit/Debit Notes (Unregistered) - 9B
- Select HSN.csv File for upload HSN-wise Summary of Outward Supplies - 12

BACK VIEW SUMMARY

Designed & Developed by GSTN

Step 9:-

Select Files and click on Import CSV Button to Upload CSV Files:



GSTR Returns

Goods and Services Tax Offline Tool

GSTR1 08AACCS57341J24 2017-18 July

Import Data Using Excel and CSV Import

Import Returns - All sections in one Go

IMPORT EXCEL

Warning

Are you sure you want to save data?

NO YES

Import Returns - One section at a time

Select Section

B2B Invoices - 4A, 4B, 4C, 6B, 6C

IMPORT CSV

COPY EXCEL

BACK VIEW SUMMARY

Developed by GSTN

Choose File to Upload

This PC > Desktop > GSTR1

Search GSTR1

Organize New folder

Desktop

Documents

Downloads

Music

Pictures

Videos

gst_offline_tool

b2b

b2cl

b2cs

cdnr

cdnur

hsn

File name: b2b

Custom Files (*.csv)

Open Cancel

Type here to search

8:19 PM 9/3/2017

Step 10:-

This is warning screen for check your invoice number and some mandatory fields. Click on ok button

The screenshot shows the 'Goods and Services Tax Offline Tool' interface. A warning dialog box is displayed in the center, listing 40 invoice numbers (WCC014205 to WCC014300) that contain invalid inputs. The dialog text reads: 'Following Invoices Contain Invalid Inputs. Please Check For Mandatory Fields, Validations And DateFormats(dd-mmm-yyyy)'. Below the list, it specifies 'B2B - Row: 66, 78, 79, 93, 94, 95, 131, 219, 220, 255, 256, 339, 340, 441, 442, 443, 723, 845, 920, 942, 943, 1007, 1086, 1251, 1256, 1257, 1364, 1511, 1780, 1781, 1872, 1894, 1895, 1925, 1926, 1927, 2106, 2107, 2336, 2337, 2455, 2589, 2664, 2694, 2729, 2771, 2772, 2880, 3130, 3131, 3132, 3185, 3223'. At the bottom of the dialog, it says 'Please check your Invoice Number and Date Format and Some Mandatory Fields than Click on ok Button' with an 'OK' button. The background interface shows options for 'Import Returns - All sections in one Go' (IMPORT EXCEL) and 'Import Returns - One section at a time' (Select Section: B2B Invoices - 4A, 4B, 4C, 6B, 6C; IMPORT CSV; COPY EXCEL). A 'VIEW SUMMARY' button is visible at the bottom right of the main interface.

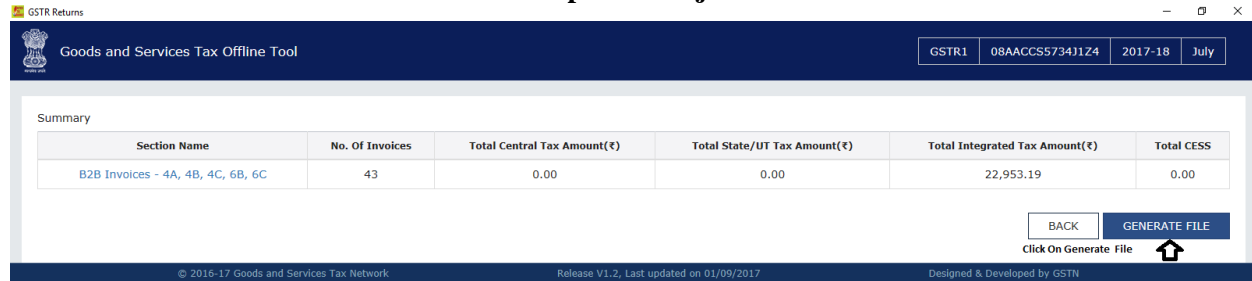
Step 11:-

Click on View Summary Button to see your TAX Summary Details Please be sure that data is correct.

The screenshot shows the 'Goods and Services Tax Offline Tool' interface. The 'VIEW SUMMARY' button at the bottom right is highlighted with a white border and a downward-pointing arrow. The text 'Click on View Summary' is positioned above the arrow. The background interface shows the same options as in Step 10: 'Import Returns - All sections in one Go' (IMPORT EXCEL) and 'Import Returns - One section at a time' (Select Section: B2B Invoices - 4A, 4B, 4C, 6B, 6C; IMPORT CSV; COPY EXCEL). The 'VIEW SUMMARY' button is located at the bottom right of the main interface.

Step 12:-

Click on Generate File for Generate GSTN uploadable json format



The screenshot shows the 'Goods and Services Tax Offline Tool' interface. At the top, there are fields for 'GSTR1', '08AACCS573411Z4', '2017-18', and 'July'. Below this is a 'Summary' table with the following data:

Section Name	No. Of Invoices	Total Central Tax Amount(₹)	Total State/UT Tax Amount(₹)	Total Integrated Tax Amount(₹)	Total CESS
B2B Invoices - 4A, 4B, 4C, 6B, 6C	43	0.00	0.00	22,953.19	0.00

At the bottom right of the table, there are two buttons: 'BACK' and 'GENERATE FILE'. Below the 'GENERATE FILE' button, there is a link that says 'Click On Generate File' with a home icon. The footer of the page contains the following text: '© 2016-17 Goods and Services Tax Network', 'Release V1.2, Last updated on 01/09/2017', and 'Designed & Developed by GSTN'.

Note:-

Now you can upload this Generated file on Govt. Website and Relax from the heavy pressure of GSTR1

When you upload on GSTN, there are error messages due to GSTIN or other problems. You need to rectify and repeat the process. If you remove invoice from B2B or invoice is not accepted in B2B, please add the values in B2C values.

You will be required to fill additional details on GSTN before filing GST R1. You can take those details from excel export R1 or your books for last year and this year.

Please note that you can get support from us for software. We are unable to provide support for GSTN or Govt offline tool.

Please note following regarding GSTR1 Excel or CSV Sheets:

1. B2B contains all invoices raised to registered persons. We have not considered GST registration date in customer master as GST can be taken within 30 days so ITC should be available to him. Even if it is not available, let GSTN take this decision. It will be discarded when you upload to GSTN. Then you may add it to B2C. You have to check GSTN response for wrong GSTIN as well. It does not contain 0% items.
2. B2CL contains interstate invoice to unregistered persons for more than Rs 2.5 lac. According to General practice in pharmaceuticals, we do not expect any data here. Similarly in CD2NUR sheet there may not be any data for credit notes against B2CL invoices.
3. B2C contains only net value after deducting credit/debit notes. No invoice detail is uploaded for unregistered customers.
4. HSN wise details contain only sales invoices (and debit note to customers) data.
5. Debit notes to customer are called supplementary invoice in GST system and are always included in sales invoice data.
6. Documents information is not imported and uploaded with CSV files.
7. 0% sales is not uploaded with CSV files. It includes all sales to B2B, B2C and B2CL.

*Please note that this is not legal advice. Please take help from your tax consultant. We are not tax expert.