# NOW FILE your

# GSTR    RETURN

from **ACE GST**

*Business Accounting Software*

Version 10.0

As we all know that that business houses needs to file different GSTR returns in the first two months of GST (July and August, 2017)*.

*The government has postponed the filing of GSTR 1, 2 & 3 for Jul and Aug 2017 in order to give businesses some time to adjust to GST.*

| FORMS | For July 2017 | For August 2017 |
|-------|---------------|-----------------|
| GSTR – 3B | 25th August | 20th September |
| GSTR – 1 | 1st – 5th September | 16th – 20th Sept |
| GSTR – 2 | 6th – 10th September | 21st – 25th September |
| GSTR – 3 | 11th – 15th September | 26th - -30th September |

We have to submit GSTR – 1 on or before 5$^{th}$ September.

# As per GST portal we have two options to submit the GSTR 1 return using tools.

## ONLINE TOOLS

**IF YOU HAVE
NIL RETURN AND LIMITED ENTRY**

Use the online tools for updating your entries manually section wise.

## OFFLINE TOOLS

**IF YOU HAVE
huge DATA in an EXCEL sheet**

Use the offline tools to import DATA from the excel template and generate JSON (JAVA Script Object Notation) which needs to be uploaded on GST portal.

# In the next slides we will be explaining how to

- Download & Install Offline Tools
- Check the downloaded Offline Tools
- Generate Excel file from ACE 10
- Making changes in the generated Excel file
- Generate .JSON file by offline tools.
- Upload the .JSON file

# STEP 1 : Download  & Install Offline tools

Go to **www.gst.gov.in** and **download** offline tool. Then **install** it in your system.
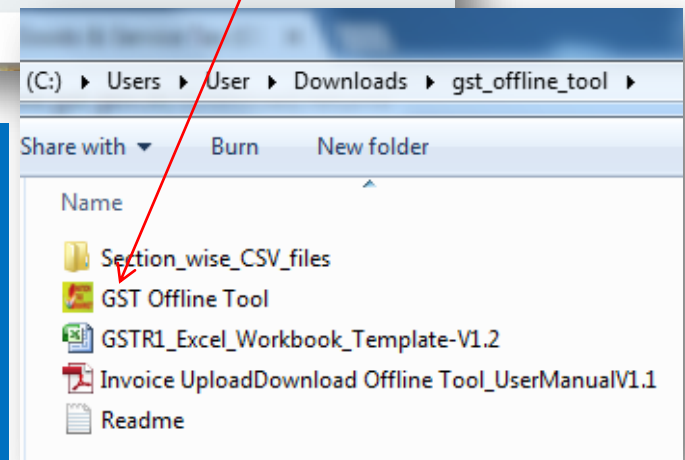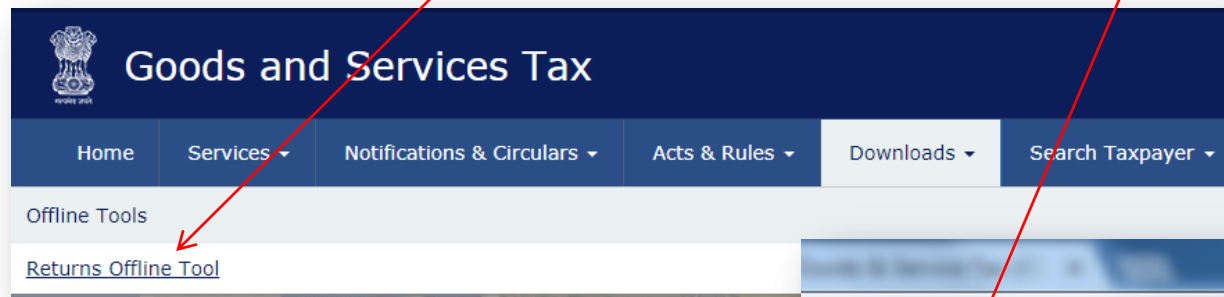


**System configuration required for installing offline tools are**

- Windows OS 7.0 and above

- Microsoft Office Excel 2007 and above

- Internet Explorer (IE) version 10 and above for best view.

  *If there is any problem in launching the offline tool on some versions of Windows 7, please make sure that the installed browser is Internet Explorer version is 10 and above.*

- Admin rights of the system

- Unzip tool on the system

# STEP 2 : Check the downloaded offline tools

Go to offline tools folder. After installation you will find two types of files.

- Section wise CSV file
- GSTR1 Excel Workbook

    Template – V 1.2
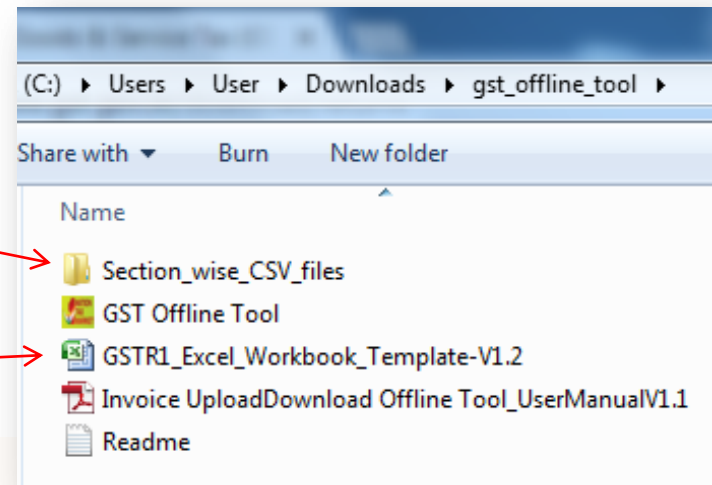


**Main features of Offline Tool:**

- Data entry of invoice data and other data in the tool as required under GST Law under various categories like Business to Business (b2b), Business to Consumer Large Inter-state (b2cl), Business to Consumer Small (b2cs), Exports, Imports, Credit/Debit Note etc. into the tool.

- The tool has functionality to check duplicate records in file created for the lot.

- Taxpayer can input data of invoices by entering the details manually or use Excel Workbook (*.xlsx/xls) with separated worksheets for each section of return for inputting invoice data and import the same into the tool.

- Taxpayer can also use the CSV file (Comma delimited (*.csv)) to import section wise invoice details into the tool.

- Tool generates a file in JSON format, which needs to be saved for later upload on the GST Portal.

- Tool provides editing and deleting facility for the invoices.

- The file generated by tool will have to be uploaded on the GST portal. At this time internet connectivity will be required.

# STEP 3 : Generate excel file from ACE 10

ACE 10 helps you to generate section wise EXCEL sheet

which needs to be copied to Govt prescribed GSTR1 Excel

Workbook Template – V 1.2. *(Refer below image)*

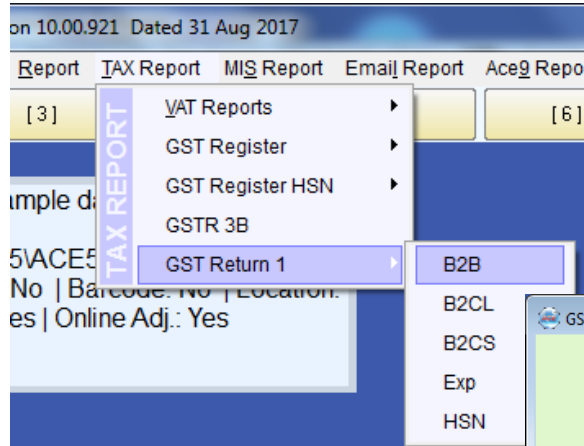SAMPLE DATA FOR GST
GST Return 1 B2B

From 01/07/2017 To 31/07/2017

Page : 1/1

| GSTIN/UIN of Recipient | | Invoice number | Invoice Date | Invoice value | Place of Supply(POS) | Reverse Chg | Invoice Type | E-Commerce GSTIN | Rate | Taxable Value | Cess Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 36AWNPM7238D1ZA | SB | G0001 | 03-Jul-17 | 133551.00 | 36-Telangana | N | Regular | | 18 | 113178.40 | |
| 36AETPG9681E1ZY | SB | G0002 | 04-Jul-17 | 476396.00 | 36-Telangana | N | Regular | | 18 | 403725.50 | |
| 36ABXPT6345D1Z2 | SB | G0003 | 05-Jul-17 | 56189.00 | 36-Telangana | N | Regular | | 18 | 47617.50 | |
| 36AFFPC7250N1ZA | SB | G0004 | 05-Jul-17 | 226613.00 | 36-Telangana | N | Regular | | 18 | 192045.00 | |
| 36AACFB3284F1ZM | SB | G0005 | 06-Jul-17 | 271159.00 | 36-Telangana | N | Regular | | 18 | 229795.95 | |
| 36AABFC2072P1ZB | SB | G0006 | 08-Jul-17 | 167467.00 | 36-Telangana | N | Regular | | 18 | 141921.50 | |
| 37ABNPJ8423E1ZJ | SB | G0007 | 08-Jul-17 | 63128.00 | 37-Andhra Pradesh | N | Regular | | 18 | 53498.04 | |
| 37AACFB3284F1ZM | SB | G0008 | 08-Jul-17 | 797792.00 | 37-Andhra Pradesh | N | Regular | | 18 | 676094.50 | |
| 37AJDBP0022B1ZB | SB | G0009 | 08-Jul-17 | 73925.00 | 37-Andhra Pradesh | N | Regular | | 18 | 62648.00 | |

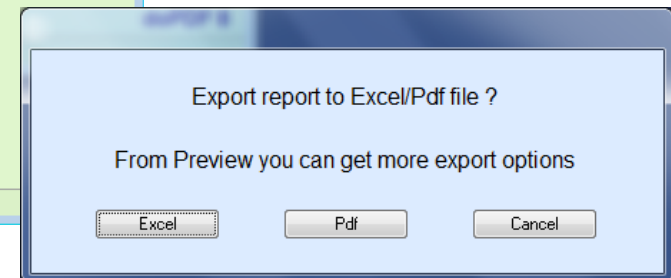# STEP 4 : How to generate excel file from ACE 10

Go to TAX Report and select GST Return1. Then Click B2B.

A window GST Return1 B2B box opens. Select the range and click export.

A pop up window opens where you need to select EXCEL.

The excel file will auto open on your screen in the name of rep_GSTR1B2B.xls which is auto saved in your data folder.
The same way you can generate all the GST Prescribed Excel file.

# STEP 5 : Make changes in the Excel file or CSV generated from ACE 10

Remove the ENTRY TYPE column that is B Column from ACE auto generate B2B report.

SAMPLE DATA FOR GST
GST Return 1 B2B

From 01/07/2017 To 31/07/2017

Page : 1/1

| GSTIN/UIN of Recipient | | Invoice number | Invoice Date | Invoice value | Place of Supply(POS) | Reverse Chg | Invoice Type | E-Commerce GSTIN | Rate | Taxable Value | Cess Amount |
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| 36AFFPC7250N1ZA | SB | G0004 | 05-Jul-17 | 226613.00 | 36-Telangana | N | Regular | | 18 | 192045.00 | |
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| 37AJDBP0022B1ZB | SB | G0009 | 08-Jul-17 | 73925.00 | 37-Andhra Pradesh | N | Regular | | 18 | 62648.00 | |

# STEP 5 : Make changes in the Excel file or CSV generated from ACE 10

Remove the ENTRY TYPE column that is B Column from ACE auto generate B2B report.

SAMPLE DATA FOR GST
GST Return 1 B2B

From 01/07/2017 To 31/07/2017

Page : 1/1

| GSTIN/UIN of Recipient | | Invoice number | Invoice Date | Invoice value | Place of Supply(POS) | Reverse Chg | Invoice Type | E-Commerce GSTIN | Rate | Taxable Value | Cess Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
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# STEP 6 : Excel file or CSV generated from ACE 10 is ready after alteration.

SAMPLE DATA FOR GST
GST Return 1 B2B

From 01/07/2017 To 31/07/2017

Page : 1/1

| GSTIN/UIN of Recipient | Invoice number | Invoice Date | Invoice value | Place of Supply(POS) | Reverse Chg | Invoice Type | E-Commerce GSTIN | Rate | Taxable Value | Cess Amount |
|---|---|---|---|---|---|---|---|---|---|---|
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## STEP 7 : Copy & paste the details into GSTR1 Excel Workbook Template – V 1.2
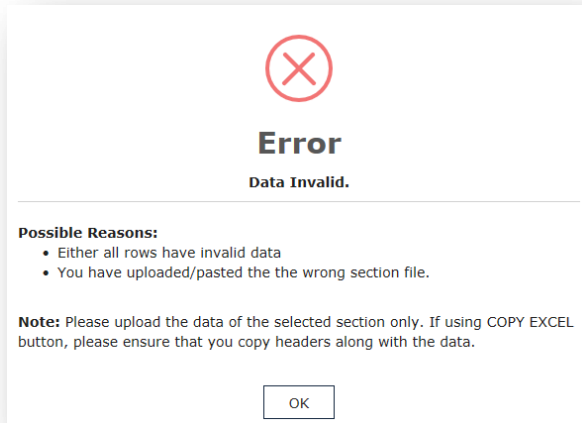
Copy all excel files data one by one **without header** from ACE 10 GST report to Govt. prescribed excel file or CSV file and save that file to a create .JSON file.

## STEP 8 : Check for errors during data import in offline tool

During importing the excel file / csv file in the offline tool please check for any errors that is prompted.

*(Refer next slide)*

After clicking **YES** to confirm uploading your excel file / csv file, if there is any error found you will be prompted with a warning/error pop up window given below.

**Warning**

Are you sure you want to save data?

NO   YES

**Error**

Data Invalid.

**Possible Reasons:**
- Either all rows have invalid data
- You have uploaded/pasted the the wrong section file.

**Note:** Please upload the data of the selected section only. If using COPY EXCEL button, please ensure that you copy headers along with the data.

OK

**Warning**

**Following Invoices Contain Invalid Inputs. Please Check For Mandatory Fields,Validations And DateFormats(dd-mmm-yyyy)**

**B2B - Row: 4**

OK

## Probable Reasons

- Excel file prepared is not as per prescribed by GST rule
- Presence of wrong type date field (dd-mmm-yy)
- For not posting proper column wise data.
- May be column B has not been deleted
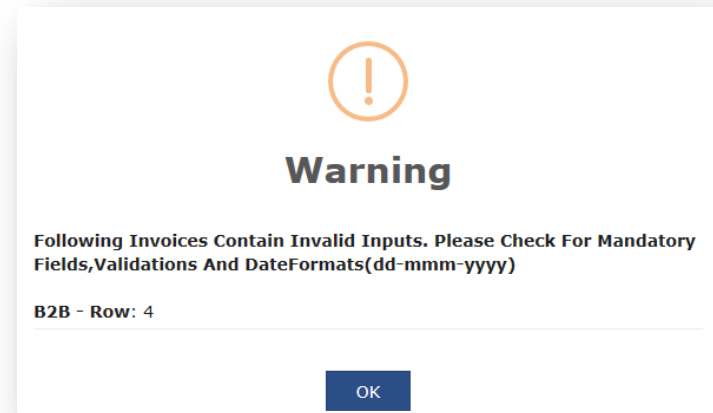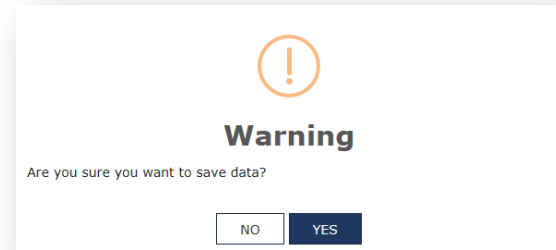
## Probable Reasons

- If the particular excel row have any mismatch data
- Wrong GST No mentioned of the recipient
- Wrong GST rate mentioned

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# STEP 9 : Generate .JSON file by running the offline tool

# STEP 10 : Upload the .JSON file

July_2017-18_GSTR1_36ACEKP6969M1ZE.JSON file gets created which can be directly uploaded in GSTR1.

**Important Note:**
- Size of generated JSON file should not be greater than 5 MB.
- Maximum number of invoice line items which can be uploaded one time is 19000.

After creating the JSON file and while uploading the .JSON file, if any problem occurs please go through the help modules provided in the www.gst.gov.in portal.

**CORAL WILL NOT BE ABLE TO PROVIDE ANY SOLUTION TO ERROR SHOWING DURING .JSON FILE UPLOAD.**

In case of any error you are getting in the excel file, you need to change the excel file, then again do the copy paste in Offline tool

**FOR ANY HELP / ERROR REGARDING ERROR GENERATED BY .JSON USER NEEDS TO CONTACT GSTN HELP LINE**

Version 10.0