How to File GSTR-1 from BUSY

Overview

GSTR-1 is the monthly GST return to be filed by taxable person registered under GST. GSTR-1 will include the details of all outward supplies made within the given period.

Here is a step-by-step process for filing GSTR-1 from BUSY:

<u>Step 1</u>: Check GSTR-1 screen report in BUSY and verify data.

<u>Step 2</u>: Generate JSON file. JSON file can be generated in following ways:

- a) Generate JSON directly from BUSY
- b) Generate CSV/Excel from BUSY and convert it to JSON using government offline tool.

Step 3: Upload JSON file to GST online portal.

Step 4: Submit the return.

Now, let us discuss the above mentioned steps in detail:

Step 1: Check GSTR-1 screen report in BUSY and verify data.

First of all check GSTR-1 screen report and verify data. To check GSTR-1 screen report go to: **Display** > **GST Reports** > **GST Returns** > **GSTR-1**. Select the month for which you want to view the report and click OK button. On clicking OK button GSTR-1 screen report will appear. Press enter on every section to verify the data appearing in it. Rows appearing in red color are invalid and may generate error while uploading. Correct this data to avoid any discrepancy at the time of filing GSTR-1 return. Given below is the screenshot of GSTR-1 screen report.

		GS IR-1 From 01-10-2017 to 31-10-2	017		
Section Name	No. of Rec	Total Central Tax A	Total State/UT Tax	Total Integrated Tax A	Total CESS
B2B Invoices - 4A, 4B, 4C, 6B, 6C	17	15,446.00	15,446.00	11,423.00	
B2C(Large) Invoices - 5A, 5B	0				
B2C(Small) Details - 7	0				
Credit/Debit Notes(Registered) - 9B	0				
Credit/Debit Notes(Unregistered) - 9B	0				
Exports Invoices - 6A	0				
Fax Liability(Advances Recieved) - 11A(1), 11	0				
Adjustment of Advances - 11B(1), 11B(2)	0				
Nil rated, Exempted and Non GST (8)	0				
HSN-wise Summary of Outward Supplies - 12	3	15,446.00	15,446.00	11,423.00	
summary of documents issued during the tax p.	1				
	R				
Press e correct	nter on ea invalid da	ch section to ver ta appearing in r	ify the data and ed color.		
Total Tax Liability					

Step 2: Generate JSON file. JSON file can be generated in various ways:

1.) Directly from BUSY

To generate JSON file directly from BUSY go to: **Display > GST Reports > GST Returns > GSTR-1 eReturn.** On clicking GSTR-1 eReturn, a *GSTR-1 eReturn* window appears asking report to be generated as 'JSON' or 'CSV' or 'As per govt. template' or 'Plain Excel'. Given below is the screenshot of GSTR-1 eReturn window.

GSTR-1 eReturn	
Report to	be generated
JSON	CSV File

*Note: Direct JSON option is available only in Standard and Enterprise edition of BUSY.

Select **JSON** option to generate JSON file. JSON file generated from here can be directly uploaded to GST portal. On selecting JSON option, a Generate GSTR-1 eReturn window appears. Specify the month for which you want to generate eReturn and path where you want to generate JSON file and click OK

button. On clicking OK button, a *JSON creation* message box appears. Given below is the screenshot of *JSON creation* message box.



It is recommended to check for possible error before generation of JSON. If errors are not checked then JSON generated from here may get rejected at GST portal. Once the errors are checked and corrected, you may proceed to generate JSON.

2.) Generate CSV/ Excel file from BUSY and convert it to JSON using offline tool

Another option to generate CSV or Excel files from BUSY and convert it to JSON. To generate CSV or Excel files from BUSY go to: **Display > GST Reports > GST Returns > GSTR-1 eReturn.** On clicking GSTR-1 eReturn, a *GSTR-1 eReturn following* window appears:



CSV – Select this option to generate CSV files from BUSY. For each section of GSTR-1, a separate CSV file will be generated irrespective of whether data is appearing in that section or not. These section wise CSV files are to be imported one by one in GST offline tool and then JSON file will be generated from there.

As per govt. template – Select this option to generate Excel file as per govt. template. In this option you need to specify the path of Excel template shipped with offline tool. Using this option may take a long time to generate Excel file. After generating Excel file from this option, import that Excel file to GST offline tool and generate JSON file from there.

Plain Excel – Select this option to generate plain Excel file (without specifying path for Excel template). File generated from this option may not import properly in offline tool, so you can use either 'As per govt. template' or 'CSV' option.

After generating CSV or Excel file, import it to GST offline tool and generate JSON file from there.

First of all download and run GST offline tool. Given below are the screenshots showing how to import files and generate JSON file from offline tool.

Goods and Services Tax	Offline Tool			
Upload new involce/other	data for return Op	Den Downloaded Return fil	e from GST portal	Open Downloaded Error file from GST portal OPEN
	Click on New button	to import files		

e Returns			
			• indicates required t
GST Statement/Returns*		GSTIN of Supplier*	Financial Year*
GSTR1	~	ľ	2017-18
Tax Period*		Aggregate Turnover in the preceding Financial Year*	Aggregate Turnover- April to June, 2017 •
December	~	Enter Aggregate Turnöver	Enter Aggregate Turnover

elect Section* E	328 Invoices - 4A, 4B, 4C, 6	6B, 6C 🗸	Q Search I	nvoices			• indic	ates required fields
Click Impo	ort files button t	o import Excel o	or CSV files	Place Of Supply	Supply Type •	Invoice Type*	Reverse Charge	E-Commerce GSTI
		DD-MM-YYYY		Select 🗸	~	Select 💙		
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(mport Returns - All	sections in one Go	
IMPORT EXCEL		
IMPORT EXCEL	R	
IMPORT EXCEL	e section at a time	
IMPORT EXCEL (mport Returns - On Select Section	e section at a time Click Import Excel button to Import excel file	
IMPORT EXCEL Import Returns - On Select Section Select	e section at a time Click Import Excel button to Import excel file as per govt. template or plain excel	

mport Data Using I	ixcel and CSV Import		
Import Returns - Al	sections in one Go		
IMPORT EXCEL			
Import Returns - O	e section at a time		
Select Section	4B. 4C. 5B. 5C		
IMPORT CSV			
COPY EXCEL			
	Select section and Import CSV files one by	one	BACK VIEW SUMMARY
			Immary button to view data

*Note: At the time of importing CSV files, an error will be occurred for the files which are blank i.e. which have no data in it. You simply ignore that message and proceed. Given below is the screenshot for error message box appearing at the time of importing blank CSV file.

STR Returns	Sectors a long total a leget of the local distance of the local di		3
Goods and Services Tax Offline Tool	GSTRI	07ASCPG9587C1ZM 2017-18 November	
Import Data Using Excel and CSV Import	\otimes		
Import Returns - All sections in one Go	Error		
IMPORT EXCEL	Please upload data of the selected section only. If using COPY EXCEL button, please ensure that you copy headers along with the data.	·	
Import Returns - One section at a time	OK		
Select Section			
B2C(Large) Invoices - 5A, 5B	× .		
IMPORT CSV			
COPY EXCEL			
		BACK VIEW SUMMARY	
2016-17 Goods and Services Tax Network	Release V2.1, Last updated on 26/10/2017	Designed & Developed by GSTN	
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Section Name	No. Of Invoices	Total Central Tax Amount()	Total State/UT Tax Amount(0)	Total Integrated Tax Amount(D)	Total CESS(
828 Invoices - 4A, 4B, 4C, 6B, 6C	65	57,899.99	57,899.99	40,350.24	0.00
HSN-wise Summary of Outward Supplies - 12	3	56,917.67	56,917.67	40,353.00	0.00
Note: Summary doesn't capture section 'Nil Ra	ted Invoices' as no	Tax/ITC is applicable for it; ho	wever generated file would consi	ist of data saved in the set	SON File to Uplo GST Portal
Note: Summary doesn't capture section 'Nil Ra	ted Invoices' as no) Tax/ITC is applicable for it; ho	wever generated file would consi	ist of data saved in the se	SON File to Uplo GST Portal ENERATE FILE

After importing CSV or Excel, use above option to generate JSON file.

<u>Step 4:</u> Upload JSON file to GST online portal.

Once JSON file is generated, next step is to upload it to GST online portal. Given below are the screenshots showing how to upload JSON file to GST online portal.



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Home Services - GST Law Downloads - Search Taxpayer - Help -	
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Login	
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Enter GST credentials and click Login button	
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Note: If the composition scheme is not ap	plicable to you, please ign	nore the below message.	
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Dashboard Services - GST Law Ser	arch Taxpayer + Help +	
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	The dashboard will be made available shortly	to the taxpayers who have opted out from
Financial Year*	Return Filing Period *	Indicates Mandatory Fields
2017-18	November • SEA	RCH
Details of outward supplies of goods or services GSTR1	Table 6A of FORM GSTR1 Aut	o Drafted details (For view only) GSTR2A
PREPARE ONLINE PREPARE OFFLINE	PREPARE ONLINE PREPARE OFFLINE	VIEW DOWNLOAD
Monthly Return GSTR3B	prepare offline button to upload JSON	file
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	Click choose file button and	select JSON file
	generated and then click ope	en button to upload file
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Once the JSON is uploaded to GST portal, you can check the uploaded data and provide any additional details as required and finally submit the return.

With this we complete the process of filing GSTR-1 from BUSY.

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