



Goods and Services Tax

Home

Services ▾

GST Law

Downloads ▾

Search Taxpayer ▾

Help ▾

e-Way Bill System

Offline Tools

Proposed Return documents

[Returns Offline Tool](#)

Tran-2 Offline Tools

ITC01 Offline Tool

ITC04 Offline Tool

GSTR 4 Offline Tool

GSTR 11 Offline Tool

GSTR8 Offline Tool

GSTR-9 Offline Tool

GSTR-9C Offline Tool

Tran-1 Offline Tools

GSTR3B Offline Utility

ITC03 Offline Tool

GST ARA 01 - Application for Advance

GSTR 6 Offline Tool With Amendments

GSTR7 Offline Utility

GSTR10 Offline Tool

GSTR-9A Offline Tool



News | Updates | Events

14/06/2019

Issues reported in filing Form GSTR 9C by the taxpayers : Steps to be taken

<https://www.gst.gov.in/download/returns>

Popular help topics

➔ [How do I import details from E-Way Bill System to Form GSTR1?](#)

➔ [How can I use the Returns Offline tool?](#)

INSTALL THE
DOWNLOADED OFFLINE
TOOL, AFTER INSTALLATION
SHORTCUT CREATED ON
DESKTOP

Group Details
Unit Details

Suppliers Customers Accounts DOCTORS Coupon Estimation Work Order Report Scheduling More Settings About APP

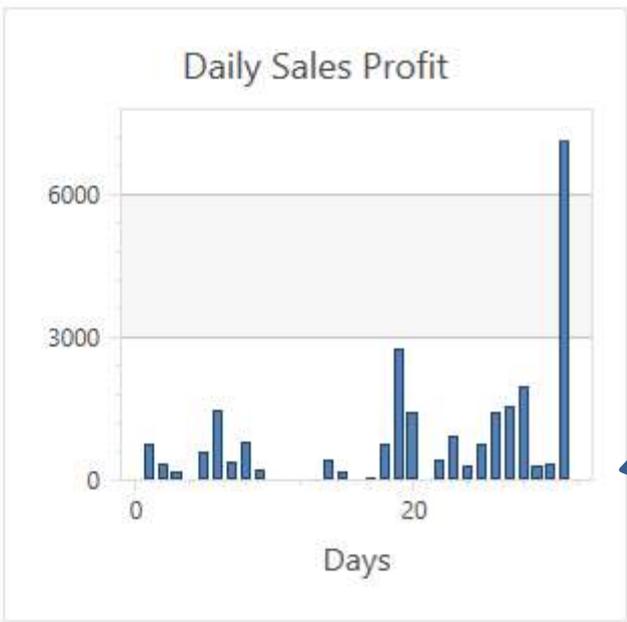
- Purchase Order
- Auto Generate PO
- Notification
- GST Extract
- Kitchen Display
- Audit Trial

This Month
129
86,141.00₹
Sales

00₹

ions

AB



IN INVENTORYPLUS
CLICK ON MORE ->
GST EXTRACT

ers

Stock Verification | Products Detail | Group Details | Unit Details | Suppliers | Customers | Accounts | DOCTORS | Coupon | Estimation | Work Order | Report Scheduling | More | Settings | About APP

Overdue Sales Invoice
0
0.00₹
Payment Due

Cash
31,205.00₹
Today's Transactions

Today's Appr
7,06
Sales

GST Upload

From: 01-03-2018 To: 31-03-2018

Location: C:\Program Files (x86)\InventoryPlus\Extracts\ **Browse**

B2B B2CL B2CS
 HSN CDNR
 CDNUR EXEMT

State: KARNATAKA

Extract **Close**



Set The Date and Select the location where to Offline support file to be Saved. And Extract

Company information

Company Name **GOPI MEDICALS 2017-2018**

Address, Address
Phone: 9480188429

| Name | Date modified | Type | Size |
|---|--------------------|-----------------------|------|
|  B2B -GOPI MEDICALS-01-03-2018 to 31-03-2018 | 15-06-2019 5:02 PM | Microsoft Office E... | |
|  B2CL -GOPI MEDICALS-01-03-2018 to 31-03-2018 | 15-06-2019 5:02 PM | Microsoft Office E... | |
|  B2CS -GOPI MEDICALS-01-03-2018 to 31-03-2018 | 15-06-2019 5:02 PM | Microsoft Office E... | |
|  CDNUR -GOPI MEDICALS-01-03-2018 to 31-03-2018 | 15-06-2019 5:02 PM | Microsoft Office E... | |
|  HSN -GOPI MEDICALS-01-03-2018 to 31-03-2018 | 15-06-2019 5:02 PM | Microsoft Office E... | |

**CSV file EXTRACTED AND
SAVED IN MENTIONED
LOCATION.
IMPORT CSV FILE IN OFFLINE
TOOL**

ONLINE GSTR1 RETURN USING ONLINE PORTAL



File Returns

* indicates required fields

GST Statement>Returns*

GSTR1



GSTIN of Supplier*

Financial Year*

2017-18



Tax Period*

March



Aggregate Turnover in the preceding Financial Year*

₹19,00,000.00

Aggregate Turnover- April to June, 2017*

₹1,50,000.00

Is SEZ Taxpayer?*



Yes



No

BACK

PROCEED

Select GSTR1 and
other details



IMPORT FILES

DELETE ALL DATA

CLEAR SECTION DATA

VIEW SUMMARY

Select Section* B2B Invoices - 4A, 4B, 4C, 6B, 6C

* indicates required fields

| <input type="checkbox"/> | Receiver GSTIN/UIN* | Receiver Name | Invoice No.* | Invoice Date* | Total Invoice Value(₹)* | Place Of Supply* | Supply Type* | Invoice Type* | Reverse Charge | At |
|--------------------------|----------------------|----------------------|----------------------|---------------|-------------------------|-----------------------------|----------------------|-----------------------------|--------------------------|----------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | DD-MM-YYYY | <input type="text"/> | Select <input type="text"/> | <input type="text"/> | Select <input type="text"/> | <input type="checkbox"/> | <input type="text"/> |



Note: Please do not mention the E Commerce Tin while declaring your outward supplies in the worksheets b2b, b2cl, b2cs, b2ba, b2cla, b2csa as the related provisions are not yet notified.

CLICK IMPORT FILES





Import Data Using Excel and CSV Import

Import Returns - All sections in one Go

IMPORT EXCEL

**SELECT THE Import Returns FROM
DROPDOWN AND CLICK
IMPORT CSV**

Import Returns - One section at a time

Select

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

BACK

VIEW SUMMARY



Choose File to Upload

← → ↑ This PC > Desktop > Search Desktop

Organize New folder

| Name | Date modified | Type |
|---|----------------------|------------------------------------|
| B2B -GOPI MEDICALS-01-03-2018 to 31-0... | 20-06-2019 4:09 PM | Microsoft Office Excel spreadsheet |
| B2CL -GOPI MEDICALS-01-03-2018 to 31-0... | 20-06-2019 4:09 PM | Microsoft Office Excel spreadsheet |
| B2CS -GOPI MEDICALS-01-03-2018 to 31-0... | 20-06-2019 4:09 PM | Microsoft Office Excel spreadsheet |
| CDNR -GOPI MEDICALS-01-03-2018 to 31-0... | 20-06-2019 4:09 PM | Microsoft Office Excel spreadsheet |
| CDNR -GOPI MEDICALS-01-03-2018 to 31-0... | 20-06-2019 4:09 PM | Microsoft Office Excel spreadsheet |
| HSN -GOPI MEDICALS-01-03-2018 to 31-0... | 20-06-2019 4:09 PM | Microsoft Office Excel spreadsheet |
| Google Drive | 05-06-2019 12:34 ... | Shortcut |
| report | 20-06-2019 10:35 ... | File folder |
| keb | 18-06-2019 2:32 PM | File folder |
| 5218 | 10-06-2019 11:56 ... | File folder |
| VIDEO WITH FORMAT | 04-05-2019 3:11 PM | File folder |
| SQL Server dll | 04-05-2019 10:54 ... | File folder |

File name: B2CS -GOPI MEDICALS-01-03-2018 to 31-03-2018 Custom Files (*.csv)

Open

GSTR1 [] 2017-18 March

SELET THE CSV FILE WHICH YOU WANT EXTRACTED FROM INVENTORYPLUS

COPY EXCEL

BACK

VIEW SUMMARY



Summary

| Section Name | No. Of Invoices | Total Central Tax Amount(₹) | Total State/UT Tax Amount(₹) | Total Integrated Tax Amount(₹) | Total CESS(₹) |
|------------------------|-----------------|-----------------------------|------------------------------|--------------------------------|---------------|
| B2C(Small) Details - 7 | 5 | 4,867.41 | 4,867.41 | 0.00 | 0.00 |

Note: Summary doesn't capture for sections 'Nil Rated Invoices' and 'Documents Issued' as no Tax/ITC is applicable for it; however generated file would consist of data saved in those sections

| | |
|------|---------------|
| BACK | GENERATE FILE |
|------|---------------|

IN SUMMERY YOU WILL GET THE UPLOADED DATA AND
 GENARATE FILE OPTION, VERIFY ALL UPLOADED DATA IF
 LOOKS FINE THEN CLICK ON GENERATE FILE BUTTON TO
 GENERATE THE json FILE



Following file(s) have been generated. Please Click on the link to Download

[returns_2062019_R1_ \[redacted\] offline.json](#)

BACK

DOWNLOAD THE json FILE

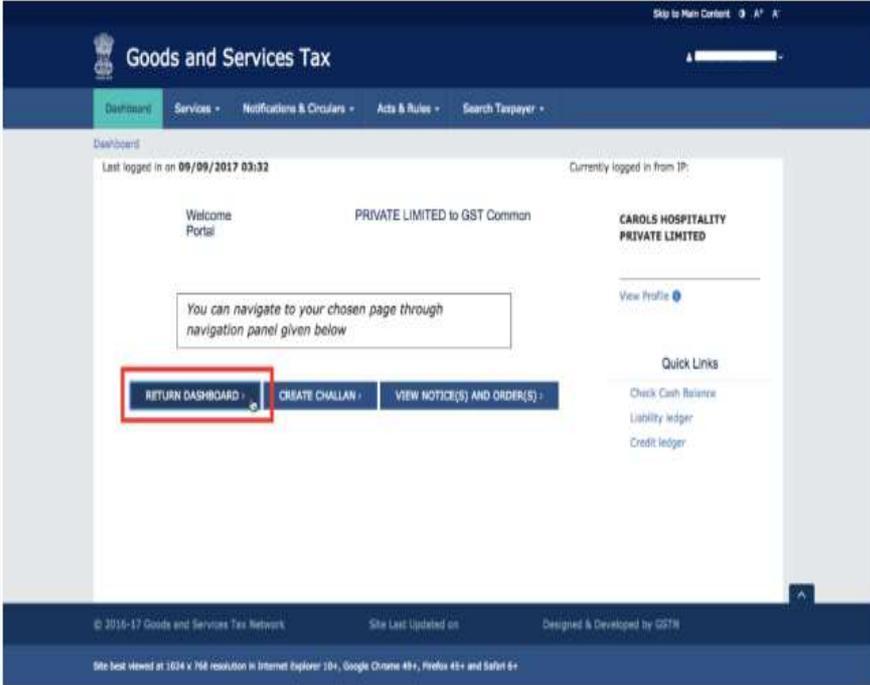
If you used offline tool then Offline tool will generate the json file, no need to login to online portal for generate the json file

Uploading JSON File to GST Portal

Once you have downloaded the JSON file, follow the steps below to upload the JSON file to the GST portal.

Step 1: Access your GST returns dashboard

Once you have downloaded the [GST return](#) in JSON format from LEDGERS or offline GST return tool, proceed to [login to the GST portal](#) and access the GST return dashboard.

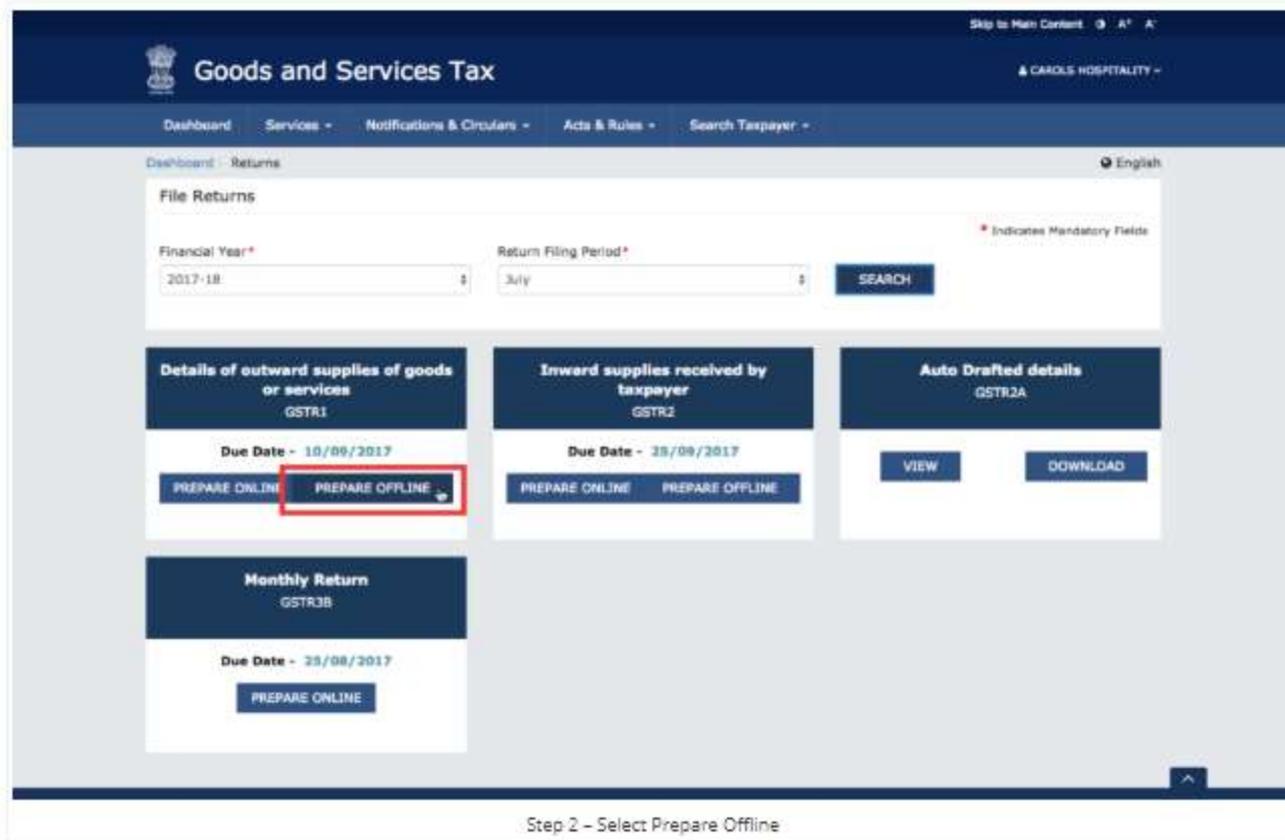


The screenshot displays the GST portal dashboard. At the top, there is a navigation bar with the following items: **Dashboard**, **Services**, **Notifications & Circulars**, **Acts & Rules**, and **Search Taxpayer**. The main content area shows the user's login details: "Last logged in on 09/09/2017 03:32" and "Currently logged in from IP:". Below this, there is a welcome message: "Welcome to the PRIVATE LIMITED to GST Common CAROLS HOSPITALITY PRIVATE LIMITED". A central instruction box states: "You can navigate to your chosen page through navigation panel given below". At the bottom of the dashboard, there is a navigation panel with three buttons: **RETURN DASHBOARD** (highlighted with a red box), **CREATE CHALLAN**, and **VIEW NOTICE(S) AND ORDER(S)**. To the right of the navigation panel, there is a "Quick Links" section with links for "Check Cash Balance", "Liability ledger", and "Credit ledger". The footer of the page contains copyright information: "© 2016-17 Goods and Services Tax Network", "Site Last Updated on", and "Designed & Developed by GSTN". A note at the bottom of the footer states: "Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 43+ and Safari 6+".

Step 1 – Go to the Return Dashboard

Step 2: Select the month for which GST return is to be filed

In the GST return dashboard, select the month you would like to file GST return and click "Search". From the options, select the type of GST return to and click "Prepare Offline".



The screenshot displays the 'Goods and Services Tax' dashboard. At the top, there is a navigation bar with 'Dashboard', 'Services', 'Notifications & Circulars', 'Acts & Rules', and 'Search Taxpayer'. The main content area is titled 'File Returns' and includes a search form with 'Financial Year*' (2017-18) and 'Return Filing Period*' (July). Below the search form, there are three main sections: 'Details of outward supplies of goods or services (GSTR1)', 'Inward supplies received by taxpayer (GSTR2)', and 'Auto Drafted details (GSTR2A)'. The 'GSTR1' section shows a due date of 10/09/2017 and has 'PREPARE ONLINE' and 'PREPARE OFFLINE' buttons. The 'GSTR2' section shows a due date of 28/09/2017 and has 'PREPARE ONLINE' and 'PREPARE OFFLINE' buttons. The 'GSTR2A' section has 'VIEW' and 'DOWNLOAD' buttons. A 'Monthly Return (GSTR3B)' section is also visible with a due date of 28/08/2017 and a 'PREPARE ONLINE' button. The 'PREPARE OFFLINE' button for GSTR1 is highlighted with a red box. At the bottom, a footer indicates 'Step 2 - Select Prepare Offline'.

Step 3: Upload JSON file to GSTN

Click on "Choose file" and select the location of the JSON file downloaded from LEDGERS in your hard drive. On selecting the file, the JSON file will be uploaded to GSTN automatically.

Goods and Services Tax

Dashboard Services Notifications & Circulars Acts & Rules Search Taxpayer

Dashboard Returns GSTR

Offline Upload and Download for GSTR1

Upload Download

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

Invoice Upload

Choose file: No file chosen

No file chosen Upload History

| Date | Time | Reference id | Status | Error Report |
|------------|----------|--------------------------------------|----------------|--|
| 08/09/2017 | 11:47:35 | ea5579e0-c7d2-441c-b1e4-339ea2c00697 | Processed | NA |
| 08/09/2017 | 11:44:42 | 8f88f967-a64a-4e85-910c-02859910e438 | Processed | NA |
| 08/09/2017 | 11:44:08 | a95cf880-a3ef-445a-bf76-c18d56799020 | 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. |
| 08/09/2017 | 11:38:01 | 0c1de836-6c46-4ca5-b82f-2a208fb6cb90 | 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. |
| 08/09/2017 | 11:30:20 | 9745aaa1-0325-48c9-8e18-c465969fc2f5 | Processed | NA |

Step 3 - Upload JSON file downloaded from LEDGERS

Step 4: Ensure JSON file is uploaded successfully

After the JSON file is uploaded, a confirmation will be provided if the upload is successful. In case the JSON format or structure is wrong, an error message will be generated as shown below. If the JSON file is correct, the Error Report will be NA.

Once a JSON file is uploaded, the data or invoices will be visible on the GST portal after 15 – 30 minutes. Do not upload multiple times.

If the data is not shown on the GST Portal after 30 minutes, you can try re-uploading the JSON file. If JSON file is uploaded multiple times, the data will be re-written or appended.

The screenshot shows the Goods and Services Tax portal interface. At the top, there is a navigation bar with the logo and the text "Goods and Services Tax". Below this, there are several menu items: "Dashboard", "Services", "Notifications & Circulars", "Acts & Rules", and "Search Taxpayer". The main content area is titled "Offline Upload and Download for GSTR1" and has two buttons: "Upload" and "Download". A green notification box states: "Your JSON file has been uploaded successfully. The GST Systems will now validate uploaded data for the following: 'GSTIN of buyers'; 'Duplicate Invoices'; 'Reference of Credit/Debit notes'; 'Tax amount calculated'; 'Date of transaction' etc. It may take up to 15 minutes to do validation. Please come back after 15 minutes." Below this, there is a section for "Invoice Upload" with a "Choose file" button and a "No file chosen" message. An "Upload History" table is displayed with the following data:

| Date | Time | Reference Id | Status | Error Report |
|------------|----------|--------------------------------------|----------------|--|
| 09/09/2017 | 04:04:09 | 273abce9-49cc-4eca-a32a-fe538fa43f98 | Processed | NA |
| 08/09/2017 | 11:47:35 | 441c-b1a4-338ea2c00697 | Processed | NA |
| 08/09/2017 | 11:44:42 | 8888967-a64a-4e85-91dc-02859910e438 | Processed | NA |
| 08/09/2017 | 11:44:08 | a95cf980-a3ef-445a-b76c-c18d56799020 | 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. |

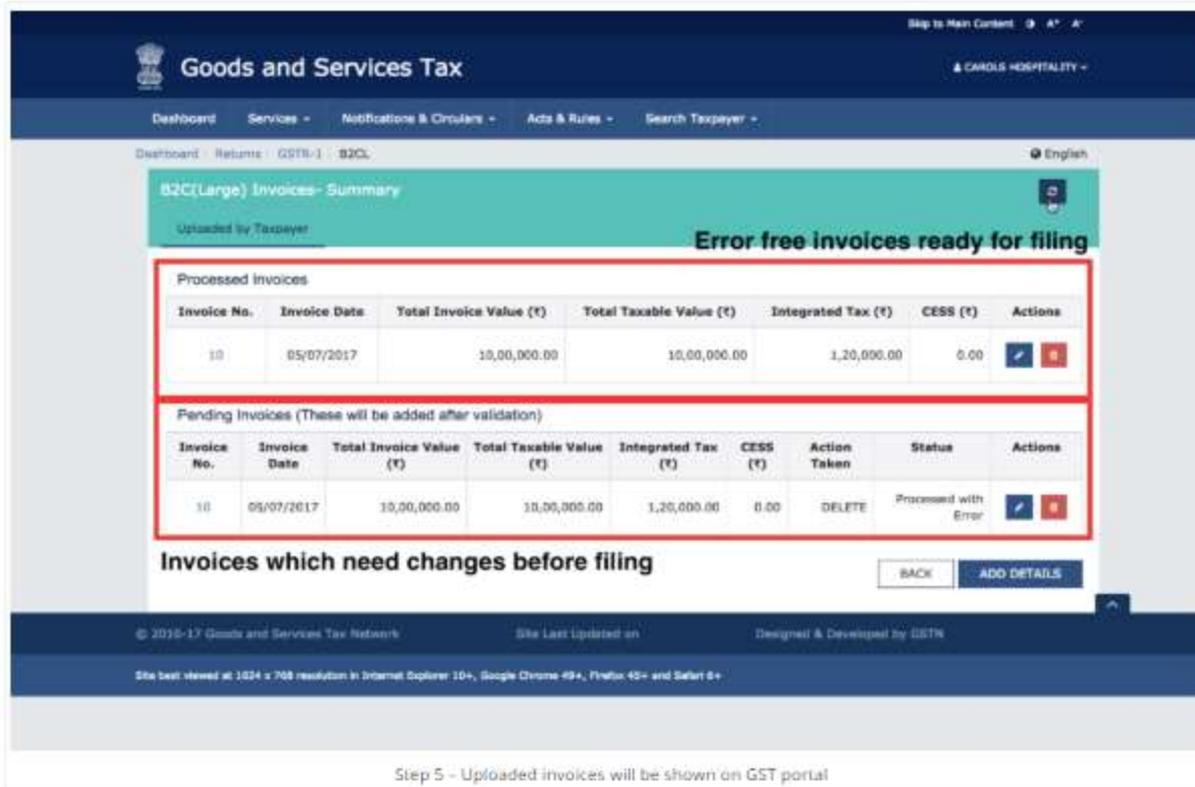
Step 4 - Successful upload of JSON file to GSTN

Step 5: Verify data on GST Portal

After 15 – 30 minutes of uploading a JSON file, the data will be validated by the GSTN and added to the GST portal -> returns dashboard of the taxpayer. You can click on various sections to see the data and invoices uploaded through the JSON file.

Successfully uploaded invoices without errors are shown separately. You can further edit or delete the data.

In case any additional data is required, the same is shown separately in the returns dashboard for additional input, edit or delete.



The screenshot displays the GST portal interface for a taxpayer named CAROLS HOSPITALITY. The main heading is "Goods and Services Tax". The dashboard shows the "B2C(Large) Invoices- Summary" section, which is updated by the taxpayer. A prominent message states "Error free invoices ready for filing". Below this, there are two tables: "Processed Invoices" and "Pending Invoices (These will be added after validation)". The "Processed Invoices" table shows one invoice with a total value of 10,00,000.00 and integrated tax of 1,20,000.00. The "Pending Invoices" table shows one invoice with a total value of 10,00,000.00 and integrated tax of 1,20,000.00, with a status of "Processed with Error". At the bottom, there is a section for "Invoices which need changes before filing" with "BACK" and "ADD DETAILS" buttons. The footer contains copyright information for 2016-17 and the site is designed by GSTN.

Goods and Services Tax

Dashboard Services Notifications & Circulars Acts & Rules Search Taxpayer

Dashboard Returns GSTB-1 B2C

English

B2C(Large) Invoices- Summary

Updated by Taxpayer

Error free invoices ready for filing

Processed Invoices

| Invoice No. | Invoice Date | Total Invoice Value (₹) | Total Taxable Value (₹) | Integrated Tax (₹) | CESS (₹) | Actions |
|-------------|--------------|-------------------------|-------------------------|--------------------|----------|---|
| 10 | 05/07/2017 | 10,00,000.00 | 10,00,000.00 | 1,20,000.00 | 0.00 |   |

Pending Invoices (These will be added after validation)

| Invoice No. | Invoice Date | Total Invoice Value (₹) | Total Taxable Value (₹) | Integrated Tax (₹) | CESS (₹) | Action Taken | Status | Actions |
|-------------|--------------|-------------------------|-------------------------|--------------------|----------|--------------|----------------------|---|
| 10 | 05/07/2017 | 10,00,000.00 | 10,00,000.00 | 1,20,000.00 | 0.00 | DELETE | Processed with Error |   |

Invoices which need changes before filing

BACK ADD DETAILS

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Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 42+ and Safari 6+

Step 5 - Uploaded invoices will be shown on GST portal