## **Introduction**

Goods and Services Tax (GST) is a comprehensive indirect tax levied on the supply of goods and services in India. Under GST, both the Central and State Governments share the authority to levy and collect taxes on goods and services.

The GST system follows a dual structure, including Central GST (CGST) and State GST (SGST), levied concurrently by the Central and State governments, respectively. Additionally, an Integrated GST (IGST) is levied on interstate supplies and imports, which is collected by the Central Government but apportioned to the destination state with equal apportion for further development of their respective states.

The GST Council plays a crucial role. The various revision on the GST rate or changes in GST returns or format are decided by the GST Council also important decisions on various aspects of GST, including tax rates, exemptions, and revenue sharing between the Central and State Governments are decided by the GST Council.

The Central Government was committed to providing compensation to the States for any revenue shortfall during the initial years of GST implementation. This compensation was meant to bridge the gap between the expected revenue growth and the actual revenue collected by the States.

## **Benefits / Objectives of GST**

* **One Nation, One Tax** - Uniformity in the tax structure across India, eliminating the cascading effect of taxes ie., on any further sales, the GST is charged on the added profit charge, hereby increasing in profit and liabilities to GSTIN.
* **Dual Structure**, comprising the Central GST (CGST) levied by the Central Government and the State GST (SGST) levied by the State Governments wherein the tax is equally apportionable for development for their respective states.
* **Increased Compliance and Transparency -** The transparent nature of the tax system, helps in curbing tax evasion and increasing transparency.
* **Input Tax Credit (ITC)** GST allows for the utilization of input tax credit. This helps avoid double taxation and reduces the overall tax liability.
* **Destination-based Tax-** GST is a destination-based tax, levied at each stage of the supply chain, from the manufacturer to the consumer. For eg., A manufacturer who makes Masala powder buys various spices like Chili, Dhaniya, cardamon, and other materials. The value of the inputs increases when all these spices are ground and packed. If this is sold to a wholesale who packs with his patent with large to small quantities and labels it. This adds value to this masala at every state until it is sold to the consumer.

## **Existing Indirect Tax Structure in India - subsumed under GST**

|  |  |
| --- | --- |
| **Central Tax** | **State TAX** |
| Central Excise duty | State VAT / Sales Tax |
| Additional duties of excise | Central Sales Tax |
| Excise duty levied under Medicinal & Toilet Preparation Act | Entry Tax (All forms)  Taxes on lottery, betting & gambling |
| Additional duties of customs (CVD  & SAD) | Entertainment Tax |
| Service Tax | Luxury Tax |
| Surcharges & Cesses | Purchase Tax |

## **Tax Structure - Goods Not Covered under GST**

While major goods sold were subsumed under GST, however, some products with existing taxation systems such as.

* Alcoholic liquor for human consumption
* Petroleum crude, High-speed diesel, Motor spirit (commonly known as petrol), Natural gas, Aviation turbine fuel.
* Tobacco
* Entertainment Tax

## **Tax Structure for GST**

One of the objectives of the introduction of GST is “One Nation, One Tax” ie., Uniformity in the tax structure across India, eliminating the cascading effect of taxes ie., on any further sales, the GST is charged on the additional profit charge, hereby increasing in profit and liabilities to GSTIN. There are three taxes applicable under this system: CGST, SGST (UTGST) & IGST.

* **CGST:** It is the tax collected by the Central Government on an intra-state sale (e.g., a transaction happening within the Same State / Union Territory)
* **SGST/UTGST:** It is the tax collected by the state government / Union Territory on an intra-state sale (e.g., a transaction happening within the State / Union Territory)
* **IGST:** It is a tax collected by the Central Government for an inter-state sale (e.g., one state to another state)

**GSTIN Format : -** 29AAACO7727M2ZU

|  |  |
| --- | --- |
| **Character** | **Meaning** |
| **First two digits** | State Code |
| **Next 10 digits** | PAN allotted to the business |
| **13th digit** | The number of registrations in a state *(It's a combination numeric/alphabetic code, with digits 0 through 9 preceding the letters A through Z)* |
| **14th digit** | Default character (*The 14th digit is a default that is determined by the type of company. The letter Z is used to indicate a typical taxpayer)* |
| **Last digit** | Checksum digit or number |

# **Registration Types:-**

## **Normal Tax payer / Regular:-**

|  |  |
| --- | --- |
| Nature of Business | Threshold limit |
| Goods and service | Special category state: >20 LAC ROI : >40 LAC |
| Only service | Special category state: >10 LAC ROI : >20 LAC |
| Returns | GSTR 1 Monthly / quarterly  GSTR 3B Monthly / Quarterly  GSTR 9 Annual return |

Regular Taxpayers can avail of Inport tax credit of GST paid on the purchase of goods or services or both

**The following special category states have chosen a new limit of Rs. 20 lakh:**

* Puducherry, Meghalaya, Mizoram & Tripura
* Manipur, Sikkim, Nagaland, Arunachal Pradesh & Uttarakhand

# **Composition Tax payer**

The Composition Scheme is a simple and easy scheme under GST for tax payers.Small taxpayers can get rid of tendious GST formalities and pay GT at a fixed rate of Turnover.This sceme can be opted by any taxpayer whose trunover is **less than Rs.1.5 Crore**

|  |  |
| --- | --- |
| Returns: | CMP 08 Quarterly  GSTR 4 Annually |

# **Few Difference between Regular and Composition Tax payers**

|  |  |  |
| --- | --- | --- |
| **Activities** | **Regular** | **Composition** |
| Sales | Local , interstate, export. | Local only |
| GST in purchase | Need to pay based on goods | Need to pay based on goods |
| GST in Sales | Collect GST on taxable Goods | Cannot collect GST |
| ITC | Can avail ITC | Cannot Avail ITC |
| E-commerce | Can make sales through E-commerce | Cannot make sales through E-com |

# **Other Registration types:-**

* Special Economic Zone (SEZ) developer / Unit
* Non-REsident Online Service Distributor
* Embassy/ UN Body/ Other Notified persons
* Casual Taxable person
* Tax deductor at source (TDS) / Tax collector at source (TCS)
* Non-Resident Taxable person

## **Other GST Terminologies to understand in detail.**

# **Value of Supply / Taxable value - Goods / Services**

The value of taxable supply of goods and services shall be ‘the Transaction Value’. It refers to the price paid or payable for the supply of Goods and Services including or excluding certain additional costs or expenses like commission, insurance, discount, etc., It’s the value on which the GST is to be charged.

Goods or service value (eg 1000)

(+) additional charges [ packing charges, shipping charges , insurance etc;] (eg 200)

(-) Discount ( eg -100 )

= Taxable value ( taxable value : )

## **Place of Supply**

Under GST, the existing system of levy of tax on manufacture, provision of taxable services, and sale of goods will be replaced by the concept of ‘Supply.’ It is important, therefore, to understand the “place of supply” meaning in deciding the right charge of tax on supply. Any buyer place is considered a Place of Supply irrespective of shipping goods or availing services.

* In an intra-state supply, the taxes to be charged are CGST and SGST.
* In an interstate supply, the tax to be charged is IGST.

## **Existing GST rates applicable on the supplies of Goods or Services**

* **Zero Rated/ Exempt (0%)** - Essential items including food while these are under observation and will be timely revised on the increase of demand or vice versa.
* **Merit Rate (5%)** - Commonly used items
* **Standard Rate (12%, 18%)** - Bulk of the goods and services. This includes fast-moving consumer goods and services which are regularly used in day-to-day business.
* **Demerit Rate (28%)** + Additional Cess - Luxury cars, and aerated drinks which are special goods notified that attract higher cost.
* **Chapter V (3%)** – Jewellery – this has been newly introduced and the following item 3% of GST is applied.

### **HSN/SAC Code**

The primary objective of HSN is to categorize goods systematically and logically, thereby establishing a standardized classification system that aids international trade.

The HSN structure contains 21 sections, with 99 Chapters, about 1,244 headings, and 5,224 subheadings. Let's understand the classification of an HSN with an example of a handkerchief wherein!

* + 1-2 two digits emphasize the chapters.
  + 3-4 two digits emphasis on Headings
  + 5-6 digits talk about the sub-headings.
  + 7-8 digits talk about the tariff item.

HSN always has the chapter digits starting with Other than 99 to distinguish between HSN / SAC codes. As per the latest amendment and changes announced by GSTIN, e-Way Bill & e-invoicing the minimum 6 digits to be reported that talk about; chapters, headings, and sub-headings.

For E.g., any business turnover crossed >5Cr should maintain 6 digits. Now if your business is under this preview and maintaining 4 digits then.

* + 1-2 two digits emphasize the chapters.
  + 3-4 two digits emphasis on Headings

Above fields will be maintained and now the user has to add 5-6 digits talk about the sub-headings.

### **SAC - Services Accounting Code**

Similarly, services are also consistently classified for identification, assessment, and taxation. These service classifications are denoted by Service Accounting Codes (SAC) with a minimum of 6-digit codes starting with “99”.

### **GST Invoices**

When a registered taxable entity provides taxable goods or services, it must issue a GST invoice. Ensuring the issuance and reception of a GST-compliant invoice is essential for claiming Input Tax Credit (ITC). Failure to provide such an invoice to a registered taxable customer result in the customer forfeiting the ability to claim ITC, potentially leading to the loss of customers for the taxpayer. Some of the GST Invoices issued are **Tax Invoice, Bill of sup ply, RCM Invoice, Exports, Delivery Challan, etc.,**

### **Input Tax Credit (ITC)**

Every registered taxable individual can claim an Input Tax Credit (ITC) on all inputs utilized or intended for use during business, whether they are goods or services. Similarly, ITC can also be claimed on capital goods used in business operations, with only a few exceptions/conditions i.e.,

1. To avail of ITC an authenticated GST Tax Invoice / respective debit note, or credit note is a MUST!
2. should have received the goods or services against such Invoice.
3. Should file regular GST returns especially GSTR-3B, else in case if same is missed for any two consecutive months, then there might be the possibility of blocking the GSTIN status.
4. Post return submission the liability due should have been paid by the supplier on such outward supplies.
5. With all these steps, once the return has been e-signed by the supplier, the said transactions get auto-populated in the buyer portal in GSTR-2B to avail it as provision ITC, else the ITC needs to be reversed.

# **GST IN TALLY PRIME**

**Step 1: Enable GST Details**

1. Press F11

2. Enable GST

3. GST Details Screen:

• Select Registration Status: Active

• Select State: Karnataka

• Registration Type: Regular

• Assesse of Other Territory: No

• GSTIN: 29AAACO7727M2ZU

• Periodicity of GSTR1: Monthly

• E-way bill to NO Press

• E-invoice to No

• Ctrl + A to save

**Step 2: Create GST Masters**

**1. Create Ledgers:**

|  |  |
| --- | --- |
| **Ledger Name** | **GSTIN / gst type / GST rate and HSN** |
| Local regular DR | 29AMUPV1952G1ZA |
| Local SEZ DR | 29AAACC8370J1ZC |
| Local Composition DR | 29BBTPG9964J1ZL |
| Local Consumer DR | NA |
| Local Regular CR | 29AABCI3107N1ZG |
| Local Unregistered CR | NA |
| TN regular DR | 33ADIFS8982Q3ZX |
| TN Consumer DR | NA |
| TN Composition DR | 33AANCS9453R1ZC |
| TN regular CR | 33AADFU3915B2ZN |
| Debtor from USA | NA |
| Professional charges | Direct incomes – 994455 – 18% |
| Affidavit charges | Direct incomes – 994466 – 18% |
| CGST | Duties and taxes - GST - CGST |
| SGST | Duties and taxes - GST - SGST |
| IGST | Duties and taxes - GST - IGST |
| Sales ledger | Sales account |
| Purchase ledger | Purchase account |

**2. Create Units**

|  |  |  |
| --- | --- | --- |
| **Symbol** | **Formal name** | **UQC (unit quantity code)** |
| U | Units | UNT-UNITS |
| KGS | Kilograms | KGS-KILOGRAMS |
| Pcs | Pieces | PCS-PIECES |
| Box | Boxes | BOX-BOX |
| Ltr | Litters | LTR-LITRES |

**2. Create Stock Items:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item name** | **Units** | **HSN** | **GST %** |
| Zero Rated | U | 0112233 | Nil rated |
| Exempt | U | 223344 | Exempted |
| Non-GST Goods | U | 556677 | Non GST |
| Item 5% | U | 889900 | 5% |
| Item 12% | U | 665544 | 12% |
| Item 18% | U | 445566 | 18% |
| Item 28% | U | 774411 | 28% |

# **Transactions:-**

Service Sales “Professional charges” to Local regular DR @ 5000 and add GST

Service Sales “Professional charges” to TN regular DR @ 5000 and add GST

Service sales of “Affidavit charges” in cash to a customer in receipt transaction and add GST

Purchase All the stock items from Local Regular CR

Debit note against that purchase

Sales of all items to all Registered DR’s **(B2B transactions)**

Credit notes from Registered persons **(CDNR)**

Sales of only nil rated and exempted item **(nil rated transaction)**

Sale goods to foreigner **(Export transaction)**

Debit note for price escalation (once after making sales to increase the price DN) (to decrease credit note)

*Sales of goods to customer:-*

**B2C (Large):** when customer is from out of state and value of sales is >1,00,000 (from 1-8-24 before it was >2.5L) **(F11 > set/alter gst > set/alter threshold limit for B2CL invoice )**

**B2C (Small):** other than **B2C (large)**

Credit notes from Customers – **(CDNUR) B2C(Small)**

(Once done with all transactions let’s check the GSTR 1)

Sales through E-commerce. (29AAICA3918J1CP )

Sales to a other territory enabled party. (97AAOCA5440M1Z2)

# **GST Advance Receipts & its Adjustment**

**Master Setup**

* + Press F11 (Company Features) > Set/Alter Company GST Rate and Other Details: Yes
  + Show GST Advances for adjustments in transaction: Yes.
  + You will be able to set off GST advance receipts in sales invoices right from the Applicable from date.

**Transactions Experience**

* + Provide Opening Balance for Unadjusted GST Advances Received
  + Record GST Advance Receipts in TallyPrime
  + Set off GST advances received in sales invoice
  + Raise Tax Liability for Advances Received

**Report Experience**

* + Outstanding Advance Receipts
  + Basis of Value & F12 configuration

(previously the advance receipt adjustment was for 18 months ,now its been changed to 20 months , which will be effective from Tally prime 5.1 onwards)

# **Reverse Charge Mechanism (RCM)**

In Normal scenario the buyer pays the GST to the seller and the seller deposits it to government. Under RCM the buyer pays only the item value to the seller and pays the GST amount directly to the Government.

**Section 9 (3) :** Specific category of goods or service or both

**Section 9 (4) :** supply of taxable goods or serviced or both by a unregistered person to a registered person

**Imports :** Import of Goods or service

|  |  |
| --- | --- |
| **Listed Goods** | **Listed services** |
| Cashew nuts, not shelled or peeled | GTA Services |
| Tobacco leaves | Services supplied by a recovery agent to a banking company a financial institution or a non-banking financial company |
| Raw cotton | Services provided by way of sponsorship to any body corporate or partnership firm |
| Bidi wrapper leaves (tendu) | Legal Services by advocate |
| Silk yarn | Services supplied by an arbitral tribunal to a business entity |

*Section 9(4) has been deferred since Oct’2019 wherein any purchases from URD – RCM are not applicable and considered as Exempt*

**Record reverse charge purchases – Goods / Services**

**((Help: Record RCM Purchases Under GST in TallyPrime))**

**((Help: Record Import of Services Under GST Reverse Charge Mechanism (RCM)))**

**1.Create Stock / Service Master with RCM Enabled**

GST Rate Details >

Applicable for Reverse Charge: Yes

Not Shown - press F12 (Configure) >  Enable Reverse Charge calculation to Yes.

**2.Record inward supply of goods/service purchases under reverse charge**

Record purchase with item / accounts invoice will participate in **3.1 Tax on Outward and Reverse Charge Inward Supplies**

**3.Raise Tax Liability and Claim Input Tax Credit**

Alt+G (Go To) > press F7 (Journal)

Alt+J. - Stat Adjustment Details

Nature of Adjustment: Increase in Tax Liability & Input Tax Credit

Additional Nature of Adjustment: Purchase Under Reverse Charge from Registered Dealer, if URD – then Purchase from Unregistered

**4.Payment of RCM to GSTIN**

Alt+G (Go To) > press F5 (Payment)

Alt+J. - Stat Adjustment Details

Nature of Payment: Payment under Reverse Charge

**5.Adjust ITC against existing liability**

Alt+G (Go To) > press F7 (Journal)

Alt+J. - Stat Adjustment Details

Nature of Adjustment: Decrease in Tax Liability

Additional Nature of Adjustment: Others

# **GST Adjustments Entries in TallyPrime**

**Increase of ITC:**

* Debit – CGST / SGST / IGST
* Credit – Expense / Party / Current Assets

**Decrease of ITC:**

* Debit – Expense / Party / Current Assets
* Credit – CGST / SGST / IGST

**Increase of Tax liability**

* Credit –CGST / SGST / IGST
* Debit – Expense / Party / Current Assets

**Decrease of Tax liability**

* Credit – Expense / Party / Current Assets
* Debit – CGST / SGST / IGST

# **GST Returns – Regular**

**GSTR 1** - Details of the outward supply of goods or services are to be filed monthly or quarterly.

**GSTR 3B** - Monthly return containing details of taxes collected on outward supplies and details of taxes paid on input supplies.

**GSTR 9-** GSTR 9 is an annual return to be filed once in a year by the registered taxpayers under GST

**GSTR 9C -** Return of registered person whose annual turnover exceeds ₹ 2 Crore whose a/c is under audit

# **GSTR 1**

Form GSTR-1 is a monthly/quarterly Statement of Outward Supplies to be furnished by all Regular and casual registered taxpayers making outward supplies of goods and services or both and contains details of outward supplies of goods and services

**User can generate and file return in the following formats**

* Through Connected GST, user can now upload, reconcile and file GSTR-1 from Tally 5.0 onwards
* Generate JSON file using TallyPrime and upload on the portal
* Generate JSON file using GST Offline Tool (Convert Excel or CSV File) and upload on the portal
* File GSTR-1 directly on the portal

# **GSTR-1 Return filing - Prerequisites for Filing GSTR-1**

**System related**

* **Internet connectivity**: An active internet connection is required for uploading the JSON file, and for filing your returns.
* **Microsoft Office**: To use the GST Offline Tool and MS Excel for filing returns, then GSTN recommends .0000000 MS Excel 2007 or later for exporting data to MS Excel.

**General GST requirements**

* **GSTR-3B filing**: Ensure that GSTR-3B returns are filed regularly. If GSTR-3B is not filed for the previous two return periods, then GSTN will block the filing of GSTR-1 as well.
* **HSN Summary**: As per Rule 59(6) and Advisory on HSN & GSTR-1 filing shared by GSTN, it is mandatory to provide complete details of the HSN Summary with a minimum 6 digits if turnover is >5 Crore for filing returns.

**Data Readiness**

* Resolving Uncertain Transactions for smooth GSTR-1 Filing

# **Resolving Uncertain Transaction/Exceptions**

**((Tally help: Rel 3.0 – GSTR-1/GSTR-3B Exceptions & Resolutions))**

**Uncertain Transactions to be resolved**

**Why**

* Easy preparation for filing

**What**

* The GSTR report comes with an easy, intuitive classification of all GST-related errors classifying
  + Invalid or Missing Information of Masters
  + Mismatch between Master and Transactions
  + Mismatch within Transactions
  + Tax and other Adjustment

**How**

* You can drill down from the Uncertain Transactions section to view such uncertain details and correct them easily. Even if you have hundreds or thousands of transactions, it will be pretty easy to find and fix a particular error. This will ensure that you have a smooth filing experience.

**GSTR-1 Return filing: Understanding Uncertain Transactions Filing**

* **In**valid or Missing Information
  + GST Master Related: Company/ Party - GSTIN details, registration type, etc.,
  + Stock item Master Related: HSN, UOM, GST Rate, etc.,
  + Voucher Related: Voucher Number, Tax Ledger, Effective date, Transaction Period, Amount/ GST rate overridden, etc.,
* **Summary Transactions**
  + Amendments effective date
* **Mismatch between Master and Transactions**
  + Expected tax vs modified tax
  + GST registration in party master vs in transactions
  + GST Tax rate in the master vs in Transactions
* **Mismatch within Transactions**
  + Place of supply of Party vs Nature of supply
  + Conflicting Nature of Transaction

**Tax and other Adjustment**

* + Entries accounted with other voucher types – Tax or adjustment flag mapping is not done

(Now let’s resolve uncertain transaction with the help of Help article and Greet BSS)

# **File GSTR 1 – Due on 11th**

**Connected GST Returns 5.0 onwatds**

* Upload GST Returns
* Download & Reconcile GST Returns
* File GSTR-1

**Generate the JSON file from TallyPrime and upload it in to portal**

**Export GSTR-1 to MS Excel or CSV format**

* **Use the GST Offline Tool**
* **Import data and generate the JSON file**

**File returns directly on the GST portal**

***((Note: In case the customers using Release 2.1 and below need to recommend to upgrade to latest Release))***

# **Connected GST**

* Enable API Access (one time configuration)
* Upload
* Download and reconcile
* File

## **Enable API Access (one time configuration)**

* Open [WWW.gst.gov.in](http://WWW.gst.gov.in) > Login > click on profile name > My Profile > Quick links > Manage API access >

Select Yes for Enable API request > Duration as 6Hrs > Confirm.

( in duration we have 2 optioons as 6hrs and 30 days , however in Tally the session will be active only for 6 hrs)

* **In Tally prime** > F11: GST Details > Connected GST Details > enter GST Username

Select the mode of filing as EVC: Electronic Verification code or DSC: Using Digital Signature Dongle

## **Upload GSTR-1 from TallyPrime**

(Help: Upload GSTR-1 from TallyPrime)

Press **Alt+Z (Exchange)** > Upload GST Returns > GSTR-1. (F8 if not getting previously uploaded transaction)

Press **S (Send)** to upload.

Enter your **GST Username.**

Enter the **OTP received** on your **registered mobile number**, after which your vouchers will be exported to the GST portal.

Once you have logged in, the session will be valid for **six hours**, which will ensure the safety and security of your activities.

## **Download and reconcile**

((Help: Reconcile GSTR-1 Data | GSTR-1 Reconciliation Report))

Press **Alt+Z** (Exchange) > **Download GST Returns**.

Press **C** (Configure) to set the required Return Type, that is GSTR-1, and the Return Period.

In the **Download GST Returns** screen, press **D** (Download).

## **File**

((Help: File GSTR-1 Using TallyPrime))

### **File GSTR-1 Using EVC**

Press **Alt+Z** (Exchange) > **File GSTR-1**.

1. Press **S** (Send) to start the filing process.
2. Enter your GST Username.
3. Enter the **OTP**received on your registered mobile number and e-mail address,
4. Once GSTR-1 filing is initiated, you can track the progress across different stages of filing.
5. Press **C** (Continue Filing)
6. Enter your **PAN**. ( for the first time only , next time it will be saved)
7. Enter the **EVC**received on the registered mobile number of the Authorised Signatory.

(Once GSTR-1 filing is successful, an ARN will be generated for your filing activity, which you can note for future reference.)

### **File GSTR-1 Using DSC**

Press **Alt+Z** (Exchange) > **File GSTR-1**.

1. Press **S** (Send) to start the filing process.
2. Enter your GST Username.
3. Enter the **OTP**received on your registered mobile number and e-mail address,
4. Once GSTR-1 filing is initiated, you can track the progress across different stages of filing.
5. Press **C** (Continue Filing)
6. Select the **Signatory**.
7. Enter the **User PIN**received on the registered mobile number of the Signatory.

(Once GSTR-1 filing is successful, an ARN will be generated for your filing activity, which you can note for future reference.)

# **Upload in Progress**

Sometimes, some of your vouchers might not get instantly uploaded on the GST portal. This can happen due to server-related issues or higher traffic on the GST portal. These transactions will be saved in the Upload in Progress section in GSTR-1.

In such cases, you can easily refresh the GST status of the vouchers after some time.

Press **Alt+Z**(Exchange) > **Refresh GST Status**. > Refresh

# **Resolve Vouchers Rejected by GST Portal**

Sometimes, some of your vouchers might get rejected by the GST portal, if any of the information happens to be incomplete or incorrect. For example, the GSTIN of a party might be inactive, invalid or suspended, or the HSN or tax rate might be incorrect.

Press **Alt+G** (Go To) > **GSTR-1**. >  **Rejected by GST Portal**. > check the reason and resolve it. , then upload it again.

Rejected with the reason “ party gstin inactive”

**5.1** and above From GSTR 1 > **Rejected by GST Portal > space bar and select required vouchers with the reason “GSTIN of recipient is in active” > alt+v (convert to B2C)**  
5.1 below > need to open the transaction and change it manually in particular voucher or in the party

# **Resume or Restart GSTR-1 Filing**

Sometimes, there might be interruptions in your GSTR-1 filing due to issues in internet connectivity or in accessing your OTP. In all such cases, TallyPrime will help you in easily restarting your filing or in resuming it right where you were interrupted.

Press Alt+Z (Exchange) > File GSTR-1.

Press S (Send).

Press C (Continue Filing) to resume the filing activity.

However, if you want to file GSTR-1 again from the beginning, then press T (Restart Filing).

# **File NIL Return**

( when there is not transaction for the given month we can file Nil return)

* Alt+Z: Exchange > click on File GSTR-1 > Send
* The system warns that “Do you want to File NIL Return” > select yes.
* Required message is shown and user is allowed to file “NIL Return”

# GSTR-1 – Quarterly filing / IFF

**Quarterly filing of Form GSTR-1**

* If your turnover during the preceding financial year was up to Rs. 5 Crore or
* If you are registered during the current financial year and expect your aggregate turnover  to be up to Rs. 5 Crores

**What to be uploaded?**

* B2B invoices and credit notes every month using the Invoice Furnishing Facility (IFF) provision on the GST portal, so that buyers can claim the Input Tax Credit in the first and second months. In the third month, you can file GSTR-3B and GSTR-1, as usual with all sections

**Sections to be uploaded**

* 4A, 4B, 4C, 6B, 6C – B2B Invoices
* 9B – Credit/Debit Notes (Registered) – CDNR
* 9A – Amended B2B Invoice – B2BA
* 9C – Amended Credit/Debit Notes (Registered) – CDNRA

For example for the quarter of APR- jun , APR and may we have to upload only B2B and CDNR , and in june month we can upload june B2B , CDNR along with rest session from APR to JUN

# **Process to file GSTR-1 – Quarterly filing / IFF – Connected GST**

* in F11: Periodicity of GSTR-1 is configured as quarterly
* First three months of the quarter

Alt+z > upload > F2: Period select respective month F12 > consider report period instead of return filing period for online upload.

* Download the respective month for reconciling it and file the return directly on the porta for each month
* After uploading Last month of the quarter > select the quarter period to upload pending summary and file the details on the portal.
* Submit the return on the portal and update the status as “Marked as Signed” in Tally

# **GSTR 1 Offline Filing Process**

1.In the GSTR-1 report, press Alt+E (Export) > GST Returns. The Export GSTR-1 screen will open, where you can select the required period and company or tax registration.

2.Select the transactions and/or summaries that you want to export to the portal for filing, and press X (Export).

3.Select JSON (Data Interchange) as the File Format, and configure the options for section-wise export and Folder Path, as needed.

4.Press E (Send) to export.

5. In the GSTR-1 report in TallyPrime, press Alt+V (Open GST Portal). The GST portal will open, where you can see the Login screen.

6. Log in with your registered Username and Password.

7. Click Services > Returns > Returns Dashboard.

8. Select the Return Filing Period and click Search.

9. Select Yes to file Quarterly return or No to file Monthly return, based on the annual turnover of your business.

10. Click SUBMIT.

11. Click PREPARE OFFLINE

12. Click Choose File to import the JSON file that has been generated from TallyPrime or from the GST Offline Tool.

13. Verify the uploaded details after the time specified in the GSTR screen

14. Go to Services > Returns > Returns Dashboard, and click PREPARE ONLINE.

15. Submit your returns and e-sign.

16. Open GSTR 1 in Tally prime and mark it as filed **F10**

# **GSTR 1 Filing Through Offline tool**

## **What are the steps to Download and Install the GST New Return Offline Tool?**

Step 1: Visit the GST Portal and go to the ‘Downloads’ section, click on ‘Offline Tools’ and then click on ‘GST New Return Offline Tool (Beta)’ under the options available.

Step 2: An option to download the tool will be highlighted. Click on ‘Download’.

A confirmation box will open, click on ‘Proceed’. A zip folder will start downloading on your system

Step 3: Extract the files from the zipped folder. One of the files, titled ‘GSTNewReturnsOffline\_beta.exe’ will be available, which is the offline tool. Double-click on the same to open it.

Step 4: A message to install the tool will pop-up on the screen. Select the folder where you intend to install the tool, and then click on ‘next’.

Step 5: Click on ‘install’ for the installation to begin.

Step 6: Once the tool has been installed, click on ‘finish’.

Open the tool by double-clicking on it. Note: As the GST New Return Offline Tool may get updated over time, it is necessary for a user to always be using the latest version of the tool.

Once you have downloaded and installed the GST Offline Tool, you can import the MS Excel or CSV files generated from TallyPrime.

## **Export GSTR-1 to MS Excel or CSV files**

1.In the GSTR-1 report, press Alt+E (Export) > GST Returns. The Export GSTR-1

2.Select the transactions and/or summaries that you want to export to the portal for filing, and press X (Export).

3.Select Excel (Spreadsheet) or CSV (Comma Delimited) as the File Format, and configure the options for section-wise export and Folder Path, as needed

4.Press E (Send) to export.

5.The exported file will be saved in the selected Folder Path,

## **Import data and generate the JSON file**

1.Open the GST Offline Tool

2. Click NEW.

3. Provide the required details and click PROCEED.

4. Click IMPORT FILES.

5. Click IMPORT EXCEL and select your file, if the return details were exported from TallyPrime in the MS Excel format.

6.Click YES on the warning message and click VIEW SUMMARY.

7. Click GENERATE FILE.

8. Generate the JSON file.

9.Upload this Jason file in gst portal and file gstr1 return

(Open GSTR 1 in Tally prime and mark it as filed **F10)**

## **3.File GSTR-1 Directly on GST Portal**

1.Log in to the GST portal

2.Select the Return Filing Period and click SEARCH.

3.Select Yes to file Quarterly return or No to file Monthly return, based on the annual turnover of your business.

4.Click SUBMIT.

5.Click PREPARE ONLINE.

6.Copy the data for each section from the GSTR-1 report in TallyPrime and paste it in the relevant table of GSTR-1. Alternatively, you can refer to the data in TallyPrime and manually enter the details on the portal.

7.Submit your returns and e-sign.

# GSTR-3B – Due date on 20th

What is GSTR-3B?

* Form GSTR-3B is a summary return for taxpayers to declare their GST liabilities for a particular tax period and discharge these liabilities. A Regular taxpayer is required to file Form GSTR-3B returns for every tax period.

Who has to file GSTR-3B?

* All Regular taxpayers and casual taxpayers are required to file Form GSTR-3B

Modes of preparing Form GSTR-3B?

* Form GSTR-3B can be prepared using the following modes:
* 1. Online entry on the GST Portal.
* 2. Uploading of invoice and of Form GSTR-3B data using Returns Offline Tool.
* 3. Using third-party applications through GST Suvidha Providers (GSPs).

**Resolving exceptions of GSTR-1 will append in GSTR-3B, only Specific Inward related to GSTR-3B (Inward Supplies) to be Resolved!**

# **Filing GSTR 3B through Connected GST**

**1.Upload GST Returns**

Z: Exchange > Upload GST returns for selected return

**Download & Reconcile**

Performs dual activity ie., download and reconcile simultaneously

**File GSTR-3B**

Login to portal to file the GSTR-3B > after filing > open gstr 3b in Tally prime and mark as filed (f10)

**Exporting GSTR 3b (in josn)**

Alt+e > gst return > gstr 3b > x (export) > configure > select file type > json > select folder > ctrl+a > export

(if we select more than one month separate files will get exported for each month , in configure enable “Export a single file for the set Period” and export , then single josn will get exported for the given period. Where as in excel it will get exported in separate files only )

**Exporting GSTR 3B in excel**

1.Download the GSTR 3b utility from portal.

Open GST portal > downloads> offline tools > GSTR3B Offline Utility > download > process

(tool will get downloaded, extract it and keep the excel utility in the required destination)

From Tally prime >

Alt+e > gst return > gstr 3b > x (export) > configure > select file type > Excel > provide the template path, template name and folder path to export . > then ctrl+a > export.

( if we give more than one month period then for each month we will get separate files only.)

Once after exporting > open the excel > enable content > validate > its will get validated, then click on generate

(a new folder named GSTR will be created in the desktop in which the json will be available.)

**ITC Breakup**

* In GSTR-3B > F8: ITC Breakup - This helps the user to know;
* a) ITC of the current period availed in the current period
* b) ITC from other Periods availed in the current period
* c) ITC Of the current period moved to other periods

**GST Utilities**

**GST Amendments:-**

once after filing the GSTR1/3b, if any changes has to be done in the transaction then we need to amend the transaction in the next period (like qty , rate , amount , gstin etc)

GST returns cannot be amended once after filing; however, invoices / summaries can be amended (Once)

**How to amend the sales GSTR 1**

open GSTR 1 > f10 > mark as filed (if not done previously)

open required sales transaction and make the required changes > ctrl+i > GST return effective date (give the date of next return)

How to amend purchase transaction

Open requried purchase transaction > ctrl+i > show more > Counter Party Return Signing Status to yes

ctrl+i > show more > GST return effective date > provide the date given by the party.

**Marked for deletion on Portal:-**

Once after exporting/uploading GSTR 1 if we make changes in the transactions those entries will reflect under “Marked for deletion on portal” in GSTR 1

Reasons:-

Change in company GSTIN

Change in party or party GSTIN

Change in GSTR amount

Change in voucher number

Voucher deleted or cancelled from the books.

How to resovle.

Need to revert back the changes if made mistakenly

(or) From GSTR 1 > marked for deletion > alt+q (5.0 onwards)