**Draft**

**Return & Monthly Closing Procedure**

**Purpose-**

**System dependent Monthly statutory Return Filing.(ER 1)**

**Scope-**

**Finalize & submit the Monthly Return before due date.**

**Responsibility-**

**For timely & proper compliance of ER I Report.**

**Procedure-**

1. Download the ZEXCDAILY1 Register for Month. (Select Layout DNM ER II)
2. Save the ZEXCDAILY1 report in location **Daily Update** Folder – **Monthly file**.
3. Download the J2IUN Report (Click “**on Display Pending Invoices”**) & save the same in above said location.
4. Insure the Duty liability with Zexcdaily1 & J2IUN report & then only go ahead for further action.
5. Download the **ZsalesReg** Register with the layout **DNM ER II**.( only Currency Purpose)
6. Ensure the Duty liability with Zexcdaily1 & J2IUN report & then only go ahead for further action.
7. Arrange the Zexcdaily1 report as per ER I Layout & bifurcate the sales type wise.
8. Common Name column filed with common names as per description.
9. Export type column arrange as per Types of sales .Firstly all Export Type “**U” replace with “B”, & all “L” replace with “T”., then consider like** (B= Export, T = Local Sale & Removed as such, Sample , Sample RM, Scrap, Rejected Return, Supplementary & D = Deemed Export)
10. In case of CT-1 sales, system shows Export Type “D”, but at the time of filing return it replace with “B” as we shows the same as Export Clearance.in return is shows the heading under **“ Export Bond** “.& in column **Type** its shows Export as well as in column **Type Comms** it shows Export.
11. In case of CT-3 sales, system shows Export Type “D”, we continue with Export Type “D” only as we shows the same as “Deemed export” & In Return it shows the heading under **“Home Clearance Wo/Duty”** at the time of filing return. also in column **Type** its shows Deemed Export CT-3 as well as in column **Type Comms** it shows Deemed Export.
12. In case of clearances against “Annexure 45” / “Annexure I” system shows the Export type “D” but we replace with “T” as we consider the same as Local Sale & shows the same heading under **“Home Clearance Wo/Duty Annexure I”** at the time of Filing return. “.& in column **Type** its shows **Local Sale Annexure I** as well as in column **Type Comms** it shows **Local Sale**.
13. In case of clearances to SEZ system shows the Export Type “B” & we continue the same with “B” & consider the clearances as Export & shows under heading “SEZ / LUT” at the time of return filing. & in column **Type** its shows Export as well as in column **Type Comms** it shows Export.
14. In Case Of Direct Export System shows Export Type “B” & we continue with “B” & consider the clearances as Export & shows under heading “Export / LUT” at the time of return filing. & in column **Type** its shows Export as well as in column **Type Comms** it shows Export. In Sale Type column it mention Export.
15. Refer Comman Name column & Separate the Scrap, Spent Nickel Catalyst, Removed As Such, Rejection Return & reflect as it is in Columns **Export Type, Sale Type, Type, Comm Type & ER I Type.**
16. Kindly check Commercial Invoice column for find out the Supplementary Invoices & any other reason for generate the said invoice.
17. If Invoice is Supplementary mention the reflection in columns **Export Type= Supplementary, Sale Type=Local Sale, Export type Indication = Supplementary CAS 4 Type= Stock Transfer, Comm Type=Local Sale & ER I Type= Supplementary.**
18. If In column **Export Type = T** is showing we consider **Sale Type= Local Sale, Type = Local Sale, Comm Type= Local Sale & ER1 Type = Home Clearance.**
19. **After finalization of local sale as said in serial no.18 separate the Stock Transfer sale with the help of filter the column Vendor Name with VVF sister concern & reflected in column Type = Stock Transfer.**
20. **In column Export Type Indication mention the SEZ ,Deemed Export CT-3, Annexure I/45, Iran, Nepal .**
21. For capturing currency **VLOOKUP** with Sales Register, column Commercial Invoice number is consider as common item for VLOOKUP.
22. Then we filter all negative (-) values in Quantity column & find out the Excise Invoice numbers which are cancelled in whole month.
23. **Find out the cancelled invoices and mentioned the same in column Sale Type, Export Indicator, Type, Comm Type & ERI Type= Cancelled.**
24. As per as ZEXCDAILY1 file is ready confirm the clearances with Local Dispatch team & Export Team. Also confirm the Duty liability with Local Dispatch Team.
25. After Finalizes the **Part III – Opening Closing File for Month, copy the Captive consumption entries & update the same.**
26. Then Copy the SHEET & rename the same SAFEGUARD file.
27. After finalizing the ZEXCDAILY1 & Opening Closing pest the both files in ER -1 Excel Utility file & final the ER -1 report.