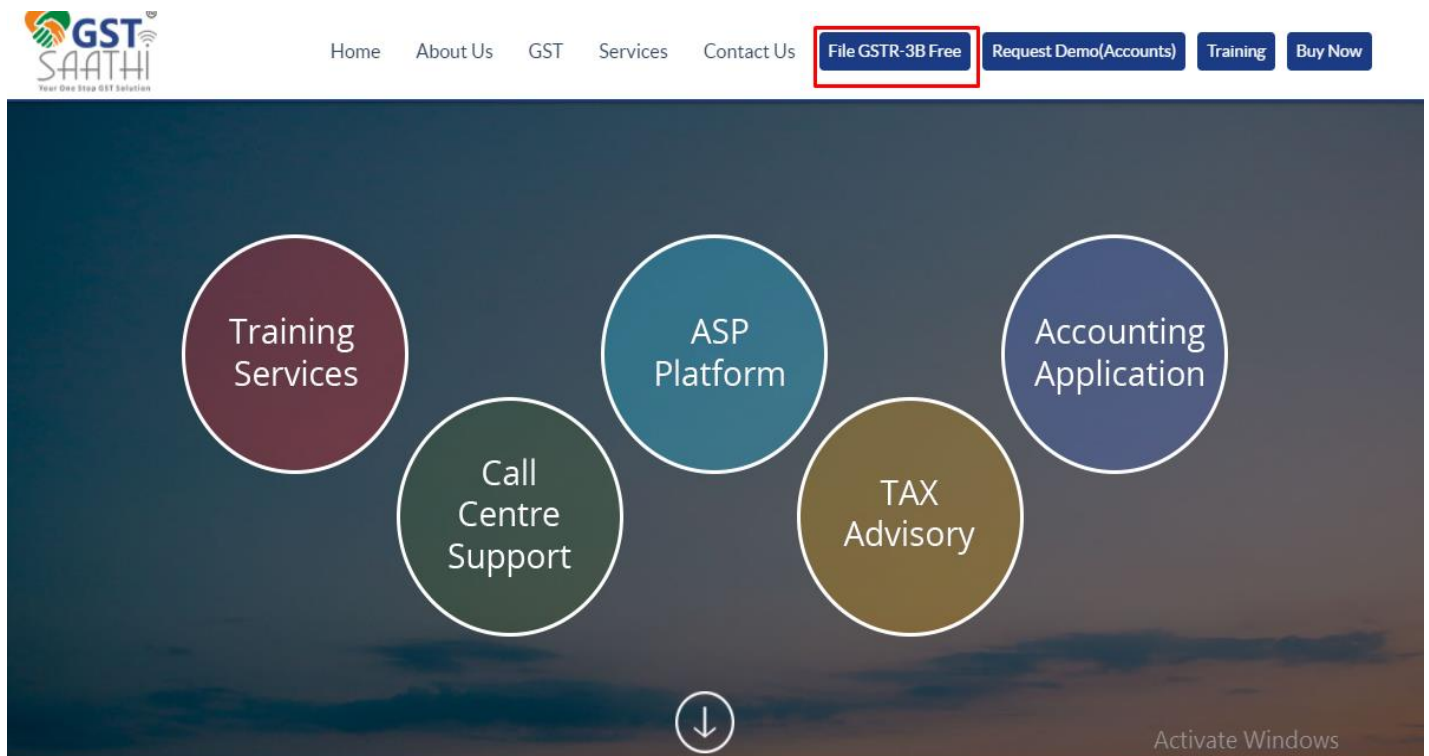




GST Return Filing Portal – Help for **GSTR-1**

Go to www.gstsaathi.com & Register yourself

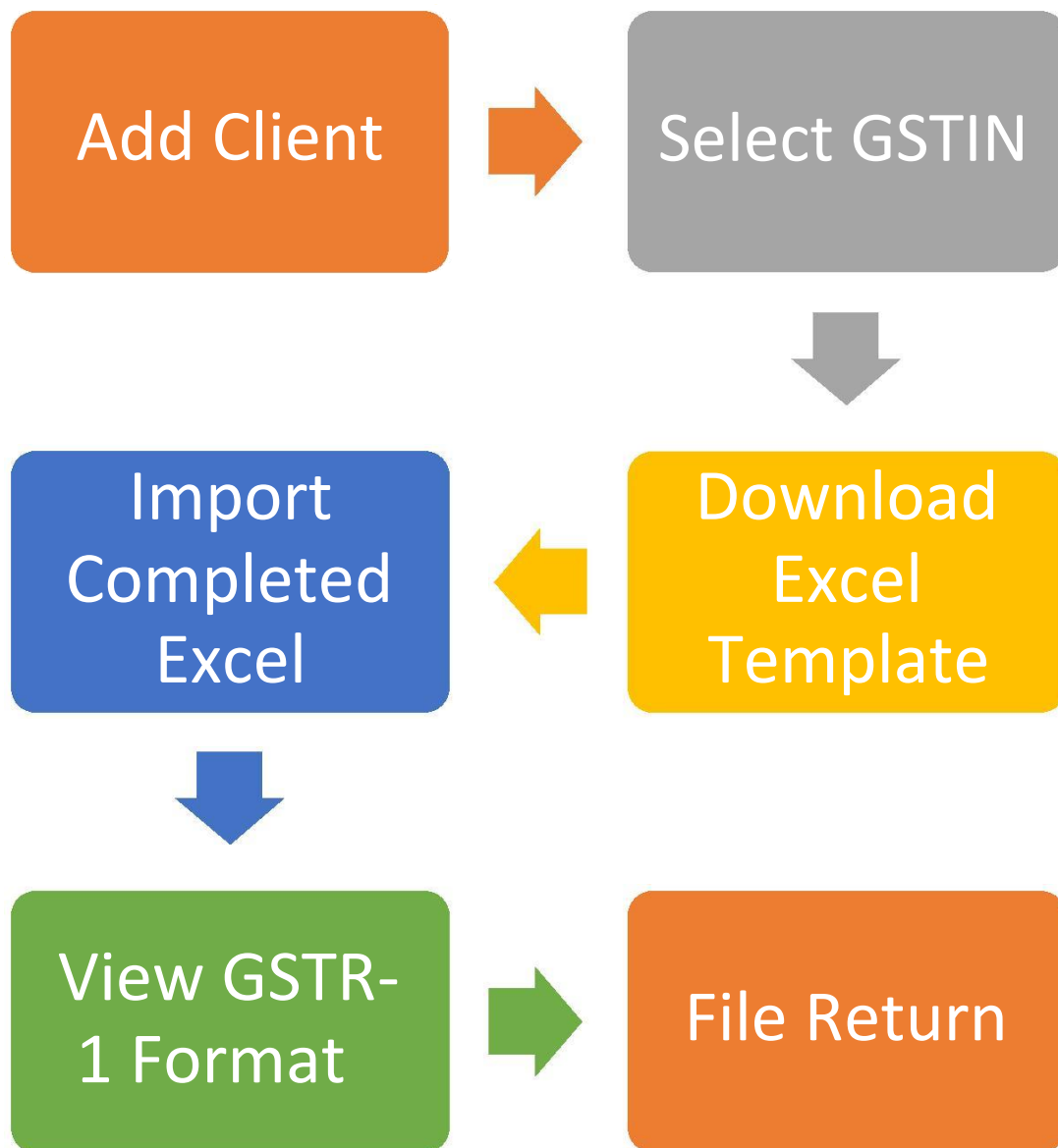


Add New Clients

Team Management

Prepare GSTR-1

File Return



Add New Clients

Go To Client Management > Add New Client

Welcome CA Nitin Sir
(Admin CA)

Dashboard

Search Client

Client Management

- Add New Client**
- View All Clients

Team Management

Change Password

Help

GSTR-1

Total No. of Clients : 6

- 1 Data Completed
- 0 Data Saved to GSTN
- 0 Data Submitted to GSTN
- 0 Data Filed to GSTN

[Help - How to use this portal ?](#)

Add Client (Only Fields Marked * are Compulsory for filing GSTR-1)

Welcome CA Nitin Sir
(Admin CA)

Add New Client

Organization Name : *

Organisation Name

PAN No. : *

PAN NO.

Complete Address :

Type

State : *

Select

City :

Select an Option

Pin Code :

XXXXXX

Primary Contact Person : *

Name

Mobile No. : *

Mobile No.

Email Id. :

Email ID

Designation :

Designation

Aadhaar No. :

Aadhaar No.

Alternate Contact Person :

Alternate Contact Person

Alternate Mobile No. :

Alternate Mobile No

Alternate Email id :

Alternate Emailid

Turnover Last Financial Year :

Amount

Turnover April-2017 to June-2017 :

Amount

Composition Opted : ☐ Yes ☒ No

DD/MM/YYYY (Applicable from)

Whether Non Resident Taxable Person :

☐ Yes ☒ No

From Date :

DD/MM/YYYY

To Date :

DD/MM/YYYY

ADD GSTIN :

GSTIN : *

GSTIN

Trade Name : *

Trade Name

Date of Registration :

Date of Registration

GST Username : *

GST Username

Complete Address :

Complete Address

State :

Select

City :

Select an Option

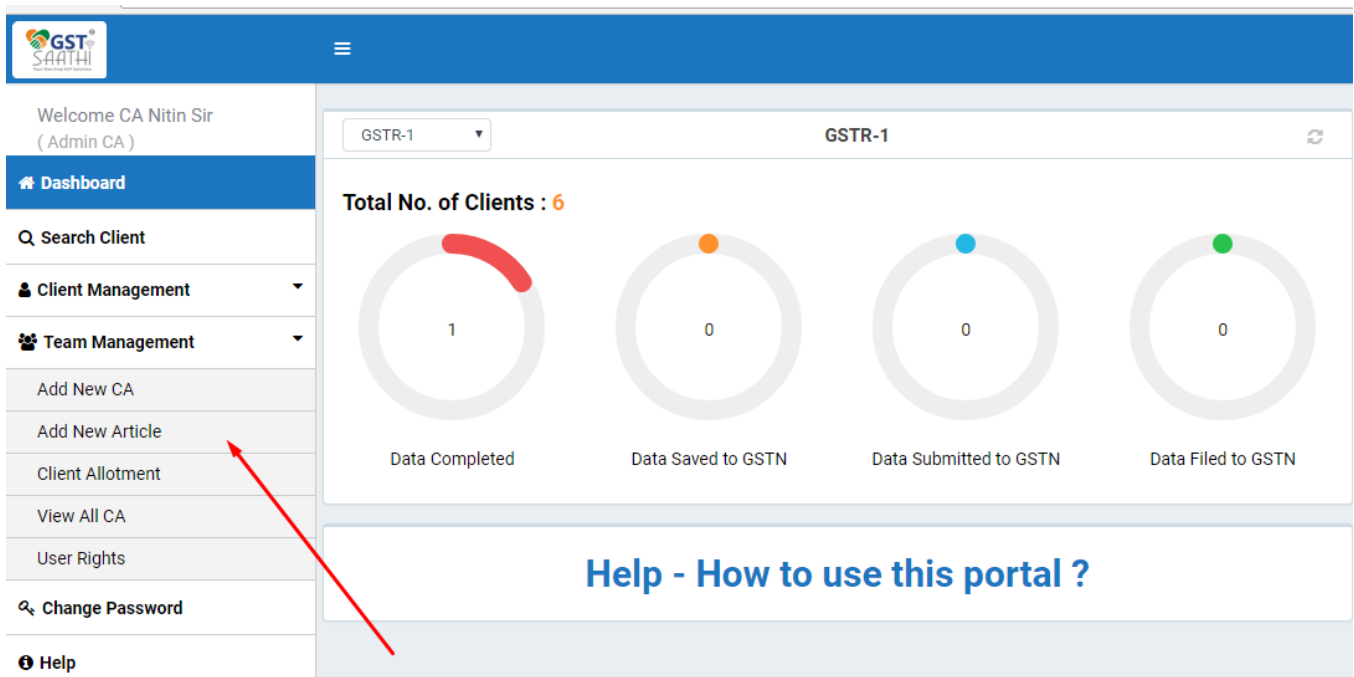
Pin Code :

Pin Code

Team Management

You can add your team members at two different levels.
For now these levels have been defined a CA & Articles.

- You may or may not use this option depending on your requirements
- You can further assign your client GSTINs to the team members. They will get a dedicated Login.



Prepare GSTR-1

Search Client > Select GSTIN on which you want to work

Welcome CA Nitin Sir
(Admin CA)

Dashboard

Search Client

Client Management

Team Management

Change Password

Search Client :

Client Name: ABC Go !

S. No.	Client Name	PAN No.	GSTIN	Select
1	ABC	AAAC02349B	23AAAC02349B1Z3	Select
2	MR ABC	AAAC02349B	23AAAC02349B1Z5	Select

Notification

Dates revis

- GST
- GST
- GST

News

- Millions of GST filing

Important

- GSTR 2017

You can now Prepare GSTR 1 using the GSTR-1 Menu

Welcome CA Nitin Sir
(Admin CA)

Dashboard

Search Client

Client Management

Team Management

GSTR1

Import Sales Data

Display GSTR1

GSTR1 Summary

File GSTR-1

Download GSTR-1 Government Excel

GSTR2

GSTR-3B

GSTIN : 23AAAC02349B1Z3 abc limited

Dashboard

GSTR-3B

Data Completed

Data Saved to GSTN

Data Submitted to GSTN

Data Filed to GSTN

Choose the Excel which has been generated by you.

Welcome CA Nitin Sir
(Admin CA)

Dashboard > Import Sales Data

Import Sales Data

Excel (GST Saathi)

Select Month /Year : JUL-2017

Select Excel : Choose File No file chosen Upload

Total Records : 0

Records Imported : 0

Download Template

Activate V

GSTR-1 details can be seen on this menu.

Welcome CA Nitin Sir
(Admin CA)

Dashboard > GSTR1

Table 4: Taxable outward supplies made to registered persons (including UIN-holders) other than supplies covered by Table 6

Table 5: Taxable outward inter-State supplies to un-registered persons where the invoice value is more than Rs 2.5 lakh

Table 6: Zero rated supplies and Deemed Exports

Table 7: Taxable supplies (Net of debit notes and credit notes) to unregistered persons other than the supplies covered in Table 5

Table 8: Nil rated, exempted and non GST outward supplies

Table 9: Amendments to taxable outward supply details furnished in returns for earlier tax periods in Table 4, 5 and 6 [including debit notes, credit notes, refund vouchers issued during current period and amendments thereof]

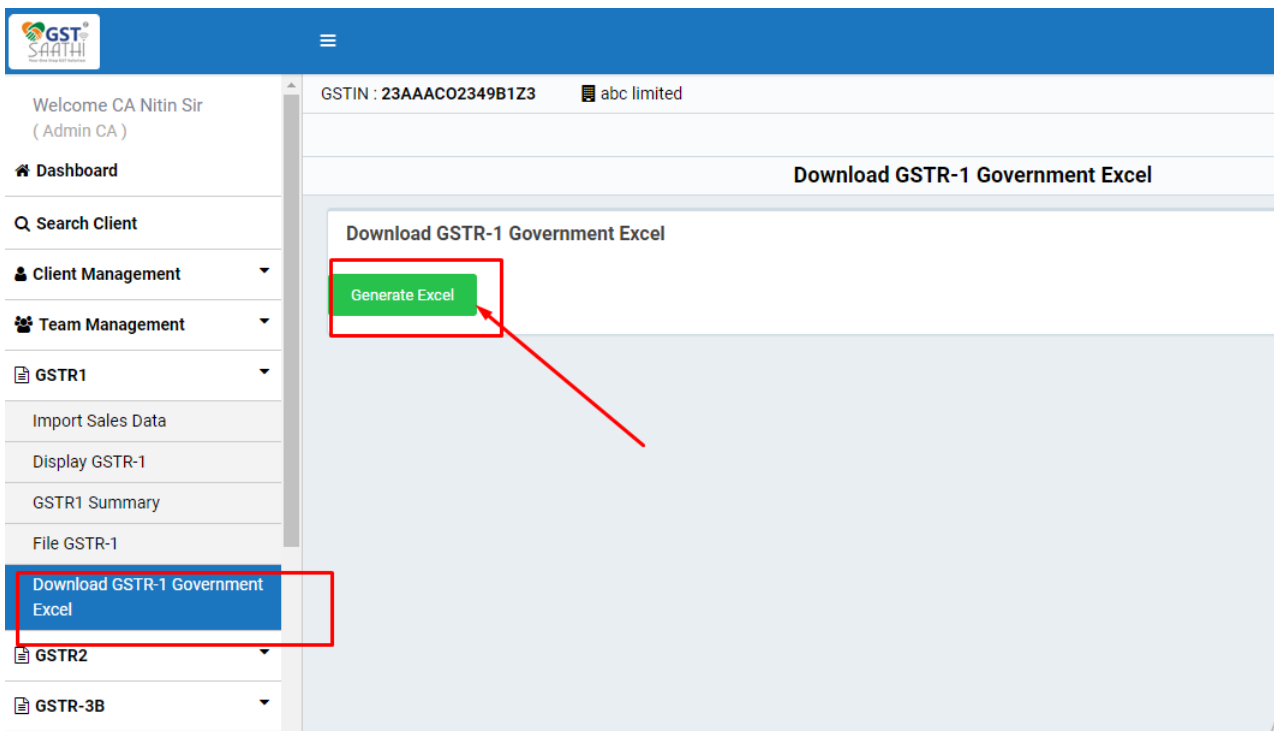
Table 10: Amendments to taxable outward supplies to unregistered persons furnished in returns for earlier tax periods in Table 7

Table 11: Consolidate Statement of Advances Received/Advance adjusted in the current tax period/ Amendments of information furnished in earlier period

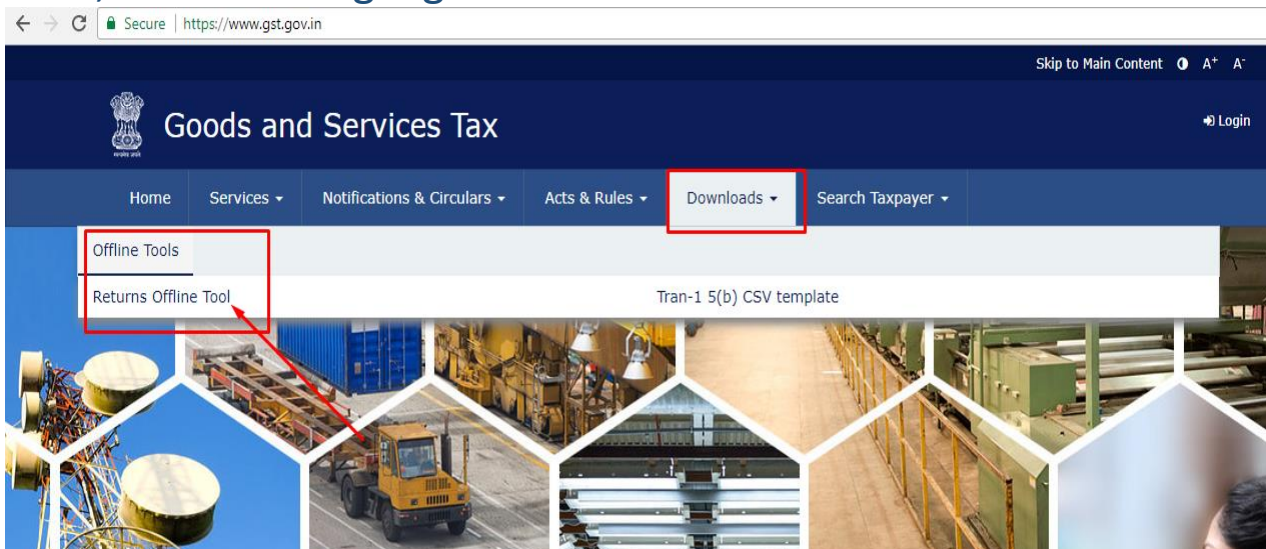
Table 12: Taxable outward supplies made to registered persons (including UIN-holders) other than supplies covered by Table 6

Now, go to this menu for downloading Excel (generated

after validation). This Excel is ready for uploading on GST portal through Return Offline tool.



Now, Go to www.gst.gov.in & download Return offline tool.



Go to this Menu.

Goods and Services Tax Offline Tool

Upload new invoice/other data for return

Open Downloaded Return file from GST portal

Open Downloaded Error file from GST portal

NEW

OPEN

OPEN

Instructions

NEW button: To upload new invoice/other data for return. Taxpayer can upload invoice data as many times as needed.

OPEN button: To open return file downloaded from GST portal to accept, reject, modify and add missing invoice details.

OPEN button: To open error file downloaded from GST portal to correct the invoice data rejected by GST system.

Overview

The Offline Tool version 1.2 has been designed to enable taxpayers to upload invoice data and other data by collating that in the tool in offline mode (without

Enter the required details.

Goods and Services Tax Offline Tool

File Returns

• Indicates required fields

GST Statement/Returns •
GSTR1

GSTIN of Supplier •
Enter GSTIN of Supplier

Financial Year •
2017-18

Tax Period •
September

Aggregate Turnover in the preceding Financial Year •
Enter Aggregate Turnover

Aggregate Turnover- April to June, 2017 •
Enter Aggregate Turnover

BACK PROCEED

© 2016-17 Goods and Services Tax Network Release V1.2, Last updated on 01/09/2017 Designed & Developed by GSTN

Import the Excel file generated by GST Saathi ASP Software.

IMPORT FILES DELETE ALL DATA VIEW SUMMARY

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

Search Invoices

• Indicates required fields

	Receiver GSTIN/UIN •	Invoice No. •	Invoice Date •	Total Invoice Value(₹) •	Place Of Supply •	Supply Type •	Invoice Type •	Reverse Charge	E-Commerce GSTIN
			DD-MM-YYYY		Select		Select		

BACK

Summary of GSTR 1



Summary

Section Name	No. Of Invoices	Total Central Tax Amount(₹)	Total State/UT Tax Amount(₹)	Total Integrated Tax Amount(₹)	Total CESS
B2B Invoices - 4A, 4B, 4C, 6B, 6C	12	0.00	0.00	30,450.00	1,256.00
B2C(Large) Invoices - 5A, 5B	5	0.00	0.00	1,43,910.00	1,24,536.00
B2C(Small) Details - 7	5	0.00	0.00	64,800.57	20,756.00
Credit/Debit Notes(Registered) - 9B	5	0.00	0.00	-20,650.00	-200.00
Credit/Debit Notes(Unregistered) - 9B	5	0.00	0.00	-10,625.00	-1,390.00
Exports Invoices - 6A	5	0.00	0.00	21,095.08	0.00
Tax Liability(Advances Recieved) - 11A(1), 11A(2)	3	0.00	0.00	13,899.50	12,720.00
Adjustment of Advances - 11B(1), 11B(2)	3	0.00	0.00	9,900.00	4,500.00
HSN-wise Summary of Outward Supplies - 12	5	8,103.00	11,771.00	2,147.04	1,503.00

BACK

GENERATE FILE

For further information please call on

0731-4772222

www.gstsaathi.com | gst@gstsaathi.com

