

FAQ for filing GSTR-1 from BUSY

Q1. How can I generate GSTR-1 eReturn in Excel format from BUSY?	2
Q2. Where can I enter UQC Code?	2
Q3. From where I can get UQC Codes for various units?	2
Q4. Where can I update HSN-wise description?	2
Q5. I have same UQC for two different Items having different HSN. How it will be reflected in GST Reports?	2
Q6. How can I check that Country & State is properly specified in all parties?	2
Q7. How can I check that proper State Code is specified in all State masters?	2
Q8. Can I check GSTR-1 on screen before generating GSTR-1 e Return?.....	2
Q9. Can I use Mozilla Firefox or any browser for uploading data to GST Portal?	2
Q10. I have applied GST in vouchers but it is not being reflected in GST Summary report?	3
Q11. How can I check the correctness of GSTIN of parties?	3
Q12. Can BUSY check for incorrect GSTIN?	3
Q13. At the time of Importing Excel file in offline tool, ' Duplicate Invoice ' error is shown. What does that mean?	3
Q14. For Multi-tax Invoice, multiple rows are being shown in the Excel sheet with Invoice no. and values being repeated.	3

Q1. How can I generate GSTR-1 eReturn in Excel format from BUSY?

Ans. Go to: **Display > GST Reports > GST Returns > GSTR-1 eReturn** option. Select the month and specify the path where you want to generate excel sheet and click OK button.

Q2. Where can I enter UQC Code?

Ans. You can enter UQC Code in Unit master.

Q3. From where I can get UQC Codes for various units?

Ans. All UQC Codes are available in dropdown list appearing at the time of entering UQC Code in Unit master.

Q4. Where can I update HSN-wise description?

Ans. Go to: **Transactions > GST Misc. Utilities > Update HSN/SAC Description** option to update HSN-wise description. Description is to be specified HSN + Unit wise as different Items may have same HSN but different units.

Q5. I have same UQC for two different Items having different HSN. How it will be reflected in GST Reports?

Ans. BUSY will automatically segregate the data in GST Reports as per HSN entered in Item master.

Q6. How can I check that Country & State is properly specified in all parties?

Ans. Go to **Masters > Bulk Updation > Check/Update Party GSTIN/State** Utility. With the help of this utility you can view all the party masters with their GSTIN, State and Country details.

Q7. How can I check that proper State Code is specified in all State masters?

Ans. Go to **Masters > Misc. Masters > State > List** option. On clicking List option all the States with their State code will be displayed.

Q8. Can I check GSTR-1 on screen before generating GSTR-1 e Return?

Ans. Yes, you can check GSTR-1 on screen by clicking **Display > GST Reports > GST Returns > GSTR-1** option. On clicking GSTR-1 option, GSTR-1 summary will be displayed section-wise on screen. Click on every section and correct the '**Invalid data**' marked in red colour (if any).

Q9. Can I use Mozilla Firefox or any browser for uploading data to GST Portal?

Ans. No, use Google Chrome only for uploading data to GST Portal.

Q10. I have applied GST in vouchers but it is not being reflected in GST Summary report?

Ans. This sometimes happen due to abnormal termination of BUSY. Run **House Keeping > Update Voucher VAT/GST Summary** utility to correct this problem.

Q11. How can I check the correctness of GSTIN of parties?

Ans. To ensure correct GSTIN consider the following format for GSTIN No.:

- GSTIN No. is of 15 characters.
 - First two numbers depict State code.
 - Next 10 characters are of PAN No (first 5 are alphabets, next 4 are numbers and last is again an alphabet)
 - Last 3 characters are Alpha-numeric where, first character is a number, second is fixed as 'Z' and last again is an alphabet.
 - Example: **07ARBPM1234S1ZA**
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Q12. Can BUSY check for incorrect GSTIN?

Ans. Yes, GSTR-1 screen report B2B section shows incorrect GSTIN of parties on the basis of above specified structure. However if structure of a GSTIN is correct but GSTIN is not active, that can only be checked by government portal.

Q13. At the time of Importing Excel file in offline tool, '**Duplicate Invoice**' error is shown. What does that mean?

Ans. This is because you are importing Excel file without deleting the earlier imported data from offline tool. So before importing Excel file, always delete existing data from offline tool by using '**Delete All Data**' Button.

Q14. For Multi-tax Invoice, multiple rows are being shown in the Excel sheet with Invoice no. and values being repeated.

Ans. This is the correct way and offline tool takes care of that automatically. If Invoice No. & value is not repeated, offline tool will not accept the data. You can try that yourself by deleting Invoice No. & value from second row of an invoice in Excel sheet and offline tool will reject that entry.

<<< 😊 Thank You 😊 >>>