FAQ for filing GSTR-1 from BUSY

Q1. Why Nil rated/Exempted Sale is not reflecting under section Nil rated/Exempted/Non GST (8) in GSTR-1?

Ans. If your Sale Type is 'Taxable (Voucher-wise)' or 'Taxable (Item-wise)' for Nil Rated / Exempt Items then it will be reflected under section **B2B Invoices** instead of **Nil rated, Exempted and Non GST** section. It has been done to match total invoice amount at the time of invoice level reconciliation. To reflect it in **NIll Rated/ Exempt/Non GST (8) section**, select 'Exempt' or 'Nil Rated' Sale type at the time of entering sales voucher.

Q2. I have entered Cr/Dr Notes for Unregistered party but it is not reflecting under section Cr/Dr Notes(Unreg)- 9B. Why?

Ans. If Credit/Debit Notes entered for Unregistered party is other than B2CL and Export then it will appear under section **B2C (Small) Details -7 in GSTR-1** as per the guidelines of GSTN.

Q3. Is it necessary to specify HSN Code for every item and Description for every HSN Code?

Ans. 1.) If there is one UQC for a HSN then description is not compulsory but recommended.

    2.) If turnover of your company is less than Rs 1.5 Crores and you have not specified HSN Code for Items, then it is mandatory to specify unique description for every item.

Q4. For a particular HSN Code, i have Sales Return voucher only. Why my GSTR-1 is rejected from portal?

Ans. Due to only Sales Return Voucher in your data, HSN wise Summary will appear in minus. Thus, GSTR-1 will not be accepted on potrtal. Although it seems illogical but as of now protal is behaving like this only.

Q5. Where can I enter UQC Code?

Ans. You can enter UQC Code in Unit master.

Q6. 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.

Q7. 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.

Q8. 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.

Q9. 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.

Q10. 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.

Q11. 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).

Q12. 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.

Q13. In the **Prepare Online** section, the invoice count does not get refreshed after adding the invoice details.

Ans. This may take some time may be 5 mins, 15 mins, or few hours to refresh and update the data. So, there is no need to panic about it.

Q14. I am Unable to enter data or modify the uploaded invoices in the GST portal. Why?

Ans. This happens when there are more than 500 invoices in a particular table (for example, B2B). In this case, you have to:
- Download the invoice data from the portal
- View it in the GST Offline Tool and make the required modifications.
- Generate a fresh JSON from the GST Offline Tool.
- Re-upload your data to the GST portal.

Q15. 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.

Q16. 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**

Q17. 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.

Q18. 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.

Q19. 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 ☺ >>>