

How to File GSTR-1 from BUSY

Overview

GSTR-1 is the monthly GST return to be filed by taxable person registered under GST. GSTR-1 will include the details of all outward supplies made within the given period.

Here is a step-by-step process for filing GSTR-1 from BUSY:

Step 1: Check GSTR-1 screen report in BUSY and verify data.

Step 2: Generate JSON file. JSON file can be generated in following ways:

- a) Generate JSON directly from BUSY
- b) Generate CSV/Excel from BUSY and convert it to JSON using government offline tool.

Step 3: Upload JSON file to GST online portal.

Step 4: Submit the return.

Now, let us discuss the above mentioned steps in detail:

Step 1: Check GSTR-1 screen report in BUSY and verify data.

First of all check GSTR-1 screen report and verify data. To check GSTR-1 screen report go to: **Display > GST Reports > GST Returns > GSTR-1**. Select the month for which you want to view the report and click OK button. On clicking OK button GSTR-1 screen report will appear. Press enter on every section to verify the data appearing in it. Rows appearing in red color are invalid and may generate error while uploading. Correct this data to avoid any discrepancy at the time of filing GSTR-1 return. Given below is the screenshot of GSTR-1 screen report.

GSTR-1					
From 01-10-2017 to 31-10-2017					
Section Name	No. of Rec...	Total Central Tax A...	Total State/UT Tax ...	Total Integrated Tax A...	Total CESS
B2B Invoices - 4A, 4B, 4C, 6B, 6C	17	15,446.00	15,446.00	11,423.00	
B2C(Large) Invoices - 5A, 5B	0				
B2C(Small) Details - 7	0				
Credit/Debit Notes(Registered) - 9B	0				
Credit/Debit Notes(Unregistered) - 9B	0				
Exports Invoices - 6A	0				
Tax Liability(Advances Recieved) - 11A(1), 11...	0				
Adjustment of Advances - 11B(1), 11B(2)	0				
Nil rated, Exempted and Non GST (8)	0				
HSN-wise Summary of Outward Supplies - 12	3	15,446.00	15,446.00	11,423.00	
Summary of documents issued during the tax p...	1				
Total Tax Liability					

Press enter on each section to verify the data and correct invalid data appearing in red color.

82B Invoices - 4A, 4B, 4C, 6B, 6C : Displays all taxable transactions (both local and central) made to registered dealers along with reverse charge entries and sale made to SEZ unit or deemed exports.

Step 2: Generate JSON file. JSON file can be generated in various ways:

1.) Directly from BUSY

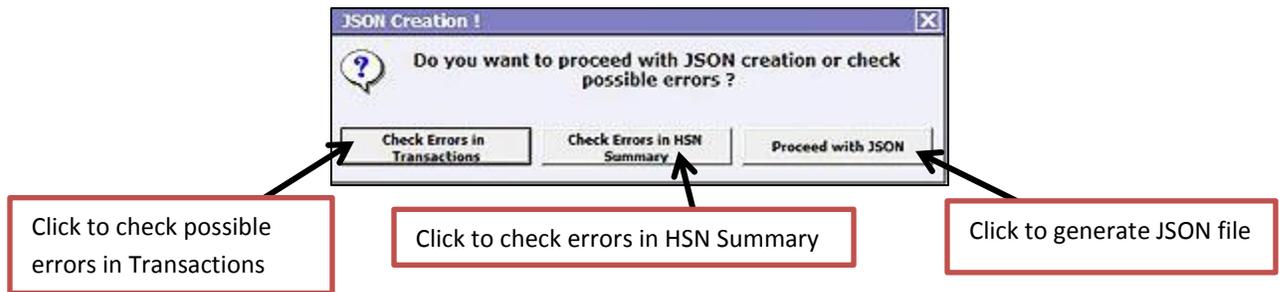
To generate JSON file directly from BUSY go to: **Display > GST Reports > GST Returns > GSTR-1 eReturn.** On clicking GSTR-1 eReturn, a *GSTR-1 eReturn* window appears asking report to be generated as 'JSON' or 'CSV' or 'As per govt. template' or 'Plain Excel'. Given below is the screenshot of GSTR-1 eReturn window.



***Note: Direct JSON option is available only in Standard and Enterprise edition of BUSY.**

Select **JSON** option to generate JSON file. JSON file generated from here can be directly uploaded to GST portal. On selecting JSON option, a Generate GSTR-1 eReturn window appears. Specify the month for which you want to generate eReturn and path where you want to generate JSON file and click OK

button. On clicking OK button, a *JSON creation* message box appears. Given below is the screenshot of *JSON creation* message box.



It is recommended to check for possible error before generation of JSON. If errors are not checked then JSON generated from here may get rejected at GST portal. Once the errors are checked and corrected, you may proceed to generate JSON.

2.) Generate CSV/ Excel file from BUSY and convert it to JSON using offline tool

Another option to generate CSV or Excel files from BUSY and convert it to JSON. To generate CSV or Excel files from BUSY go to: **Display > GST Reports > GST Returns > GSTR-1 eReturn**. On clicking GSTR-1 eReturn, a *GSTR-1 eReturn following* window appears:



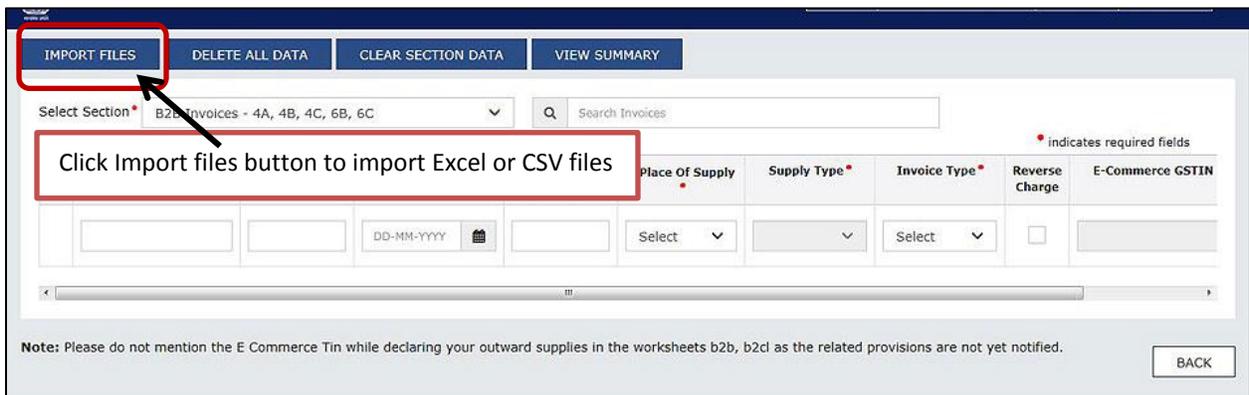
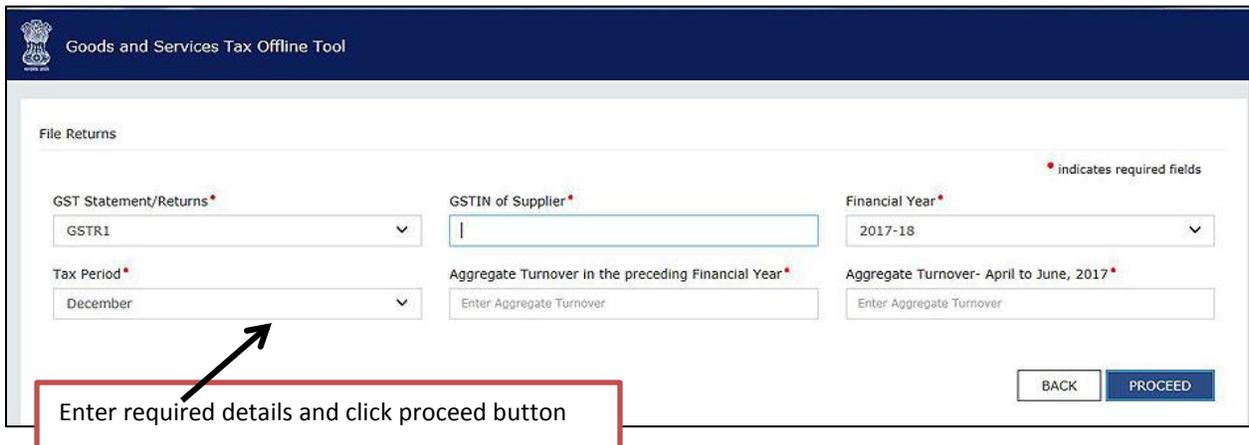
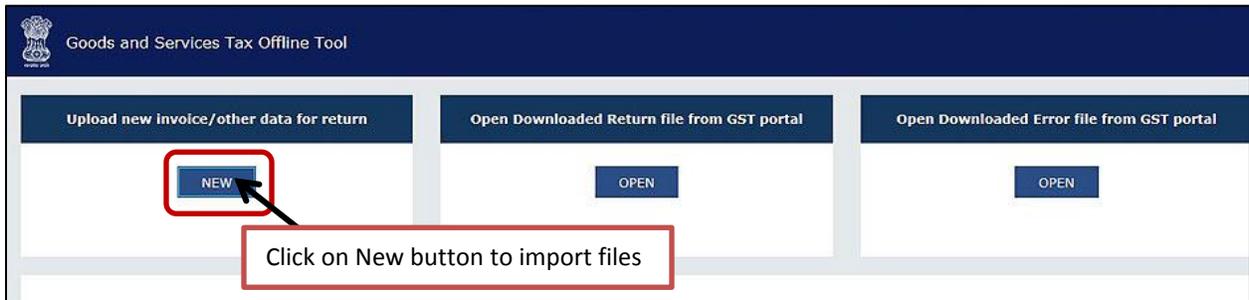
CSV – Select this option to generate CSV files from BUSY. For each section of GSTR-1, a separate CSV file will be generated irrespective of whether data is appearing in that section or not. These section wise CSV files are to be imported one by one in GST offline tool and then JSON file will be generated from there.

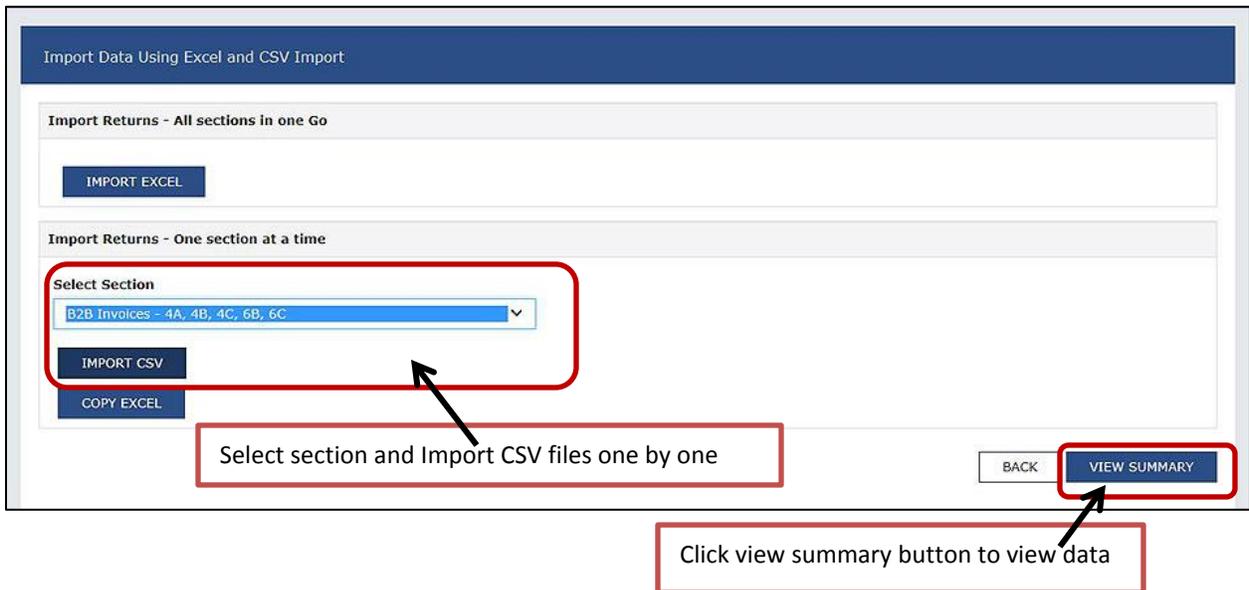
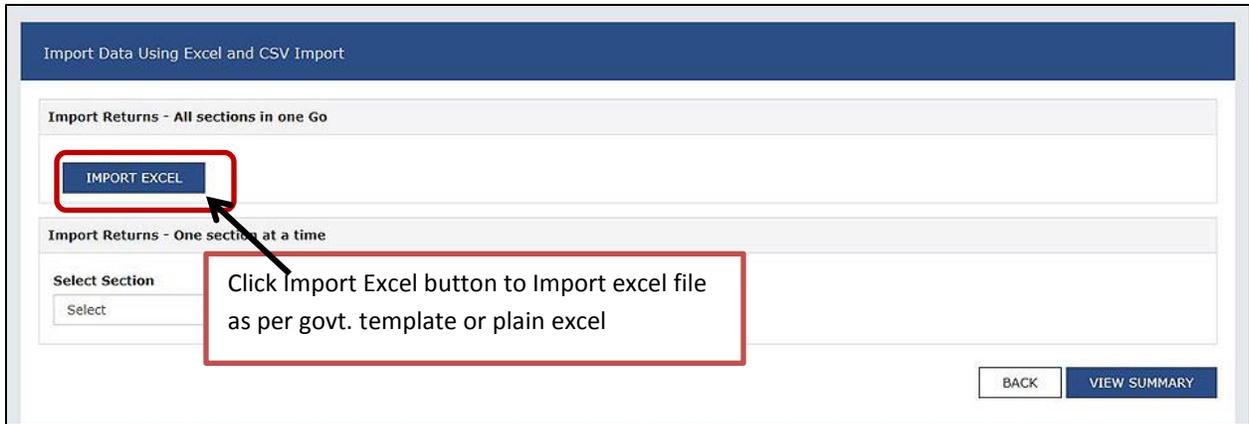
As per govt. template – Select this option to generate Excel file as per govt. template. In this option you need to specify the path of Excel template shipped with offline tool. Using this option may take a long time to generate Excel file. After generating Excel file from this option, import that Excel file to GST offline tool and generate JSON file from there.

Plain Excel – Select this option to generate plain Excel file (without specifying path for Excel template). File generated from this option may not import properly in offline tool, so you can use either 'As per govt. template' or 'CSV' option.

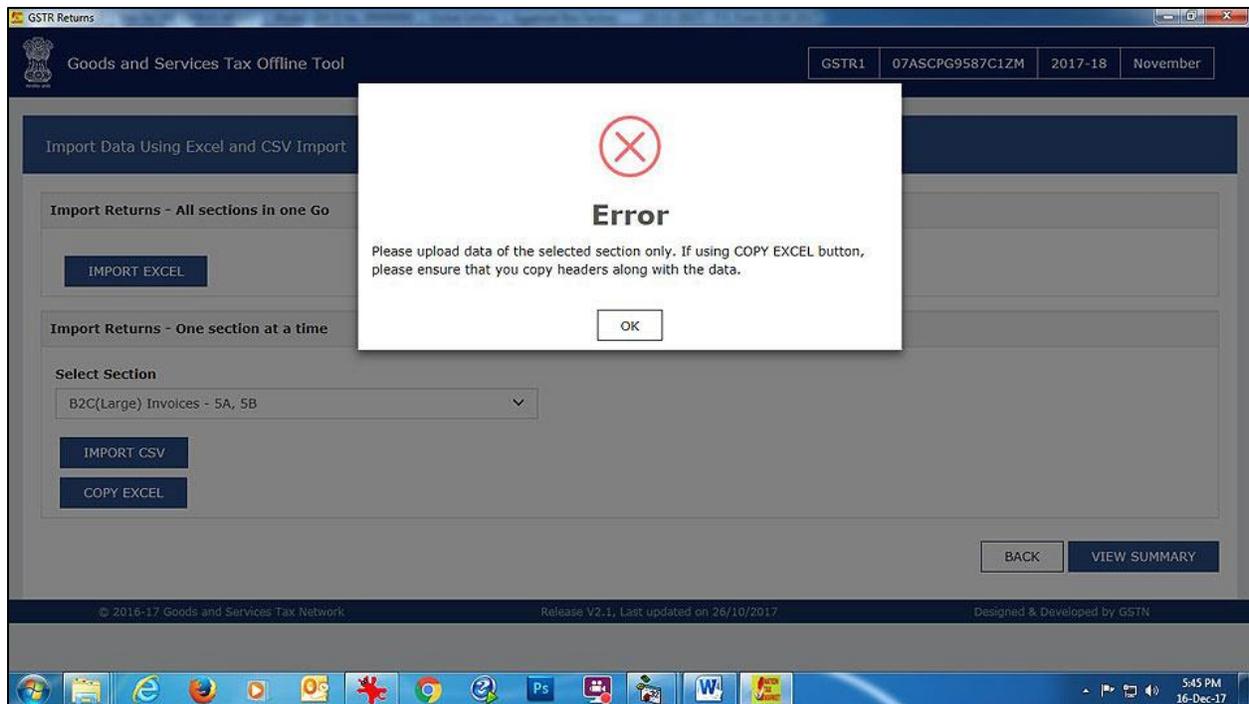
After generating CSV or Excel file, import it to GST offline tool and generate JSON file from there.

First of all download and run GST offline tool. Given below are the screenshots showing how to import files and generate JSON file from offline tool.





***Note: At the time of importing CSV files, an error will be occurred for the files which are blank i.e. which have no data in it. You simply ignore that message and proceed. Given below is the screenshot for error message box appearing at the time of importing blank CSV file.**



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	65	57,899.99	57,899.99	40,350.24	0.00
HSN-wise Summary of Outward Supplies - 12	3	56,917.67	56,917.67	40,353.00	0.00

Note: Summary doesn't capture section 'Nil Rated Invoices' as no Tax/ITC is applicable for it; however generated file would consist of data saved in the section.

BACK GENERATE FILE

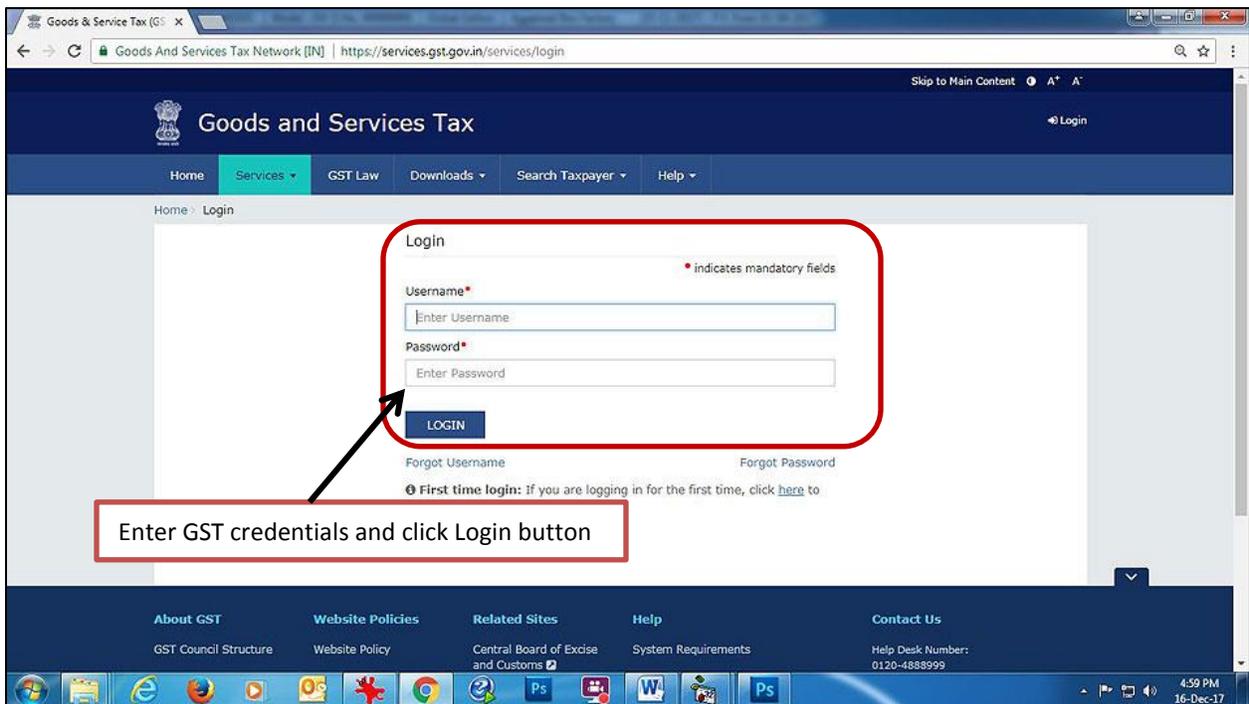
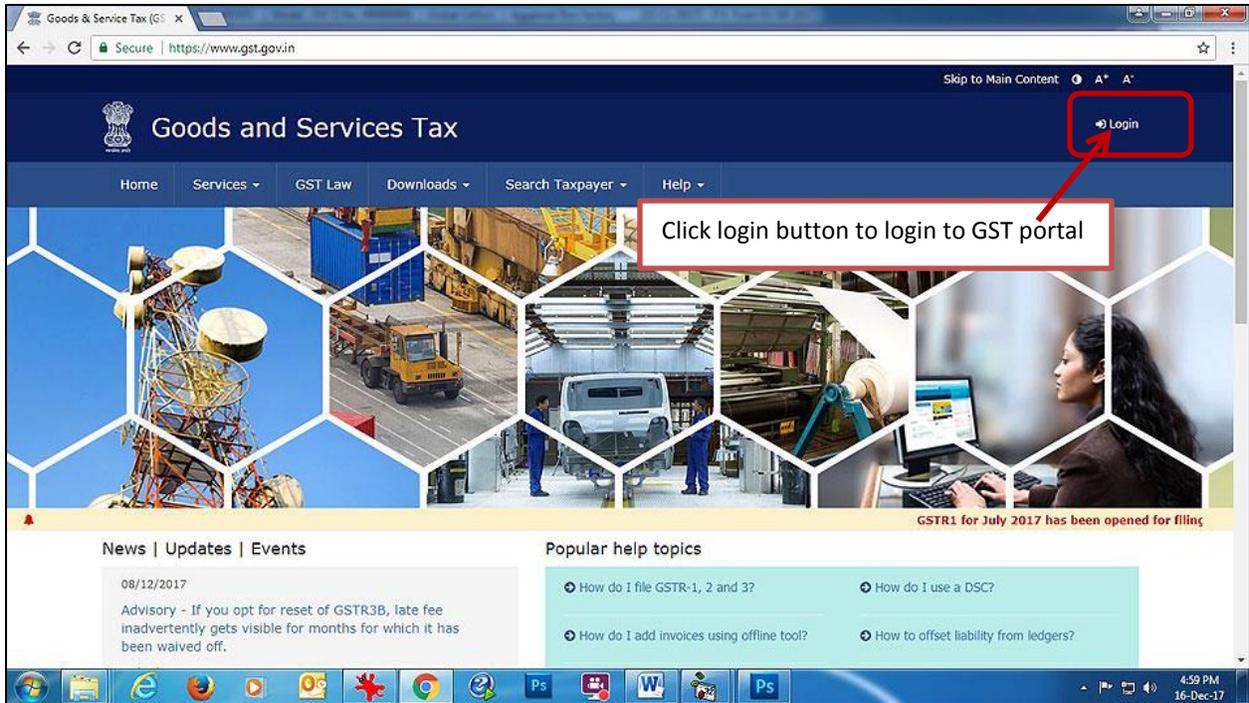
Create JSON File to Upload in GST Portal

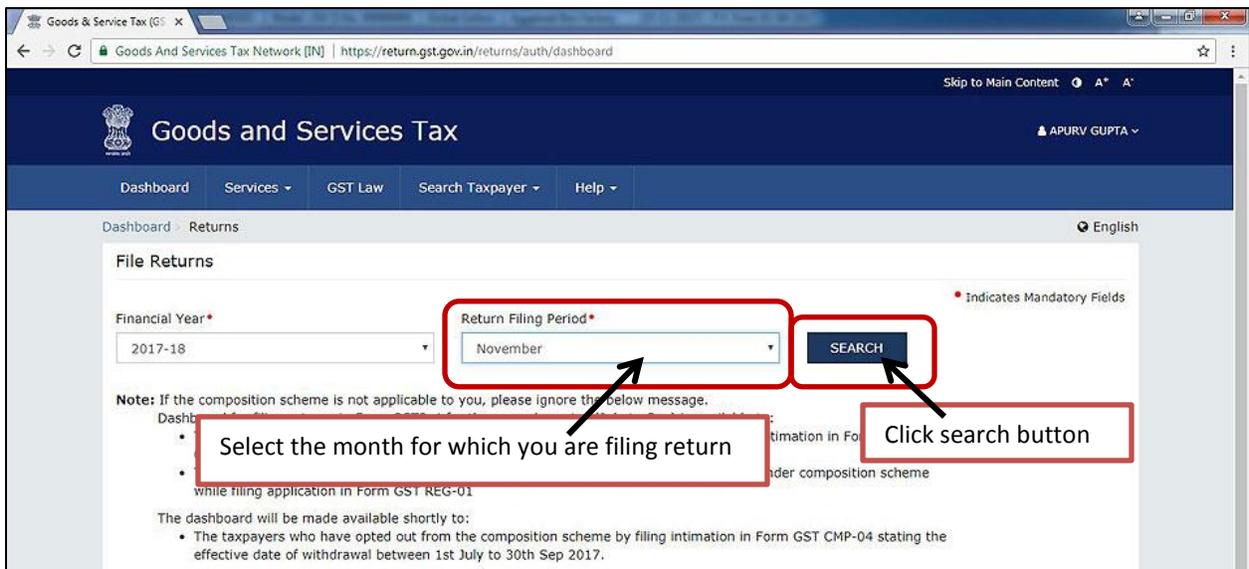
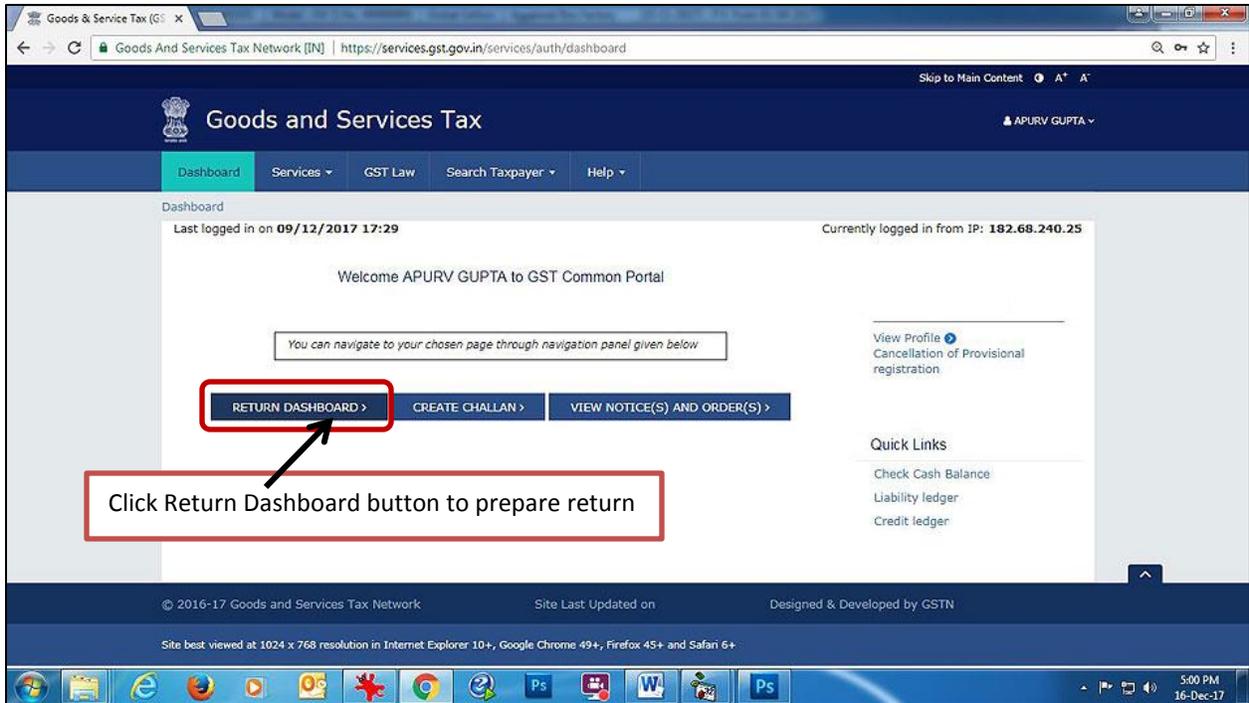
Click generate file button to generate JSON file

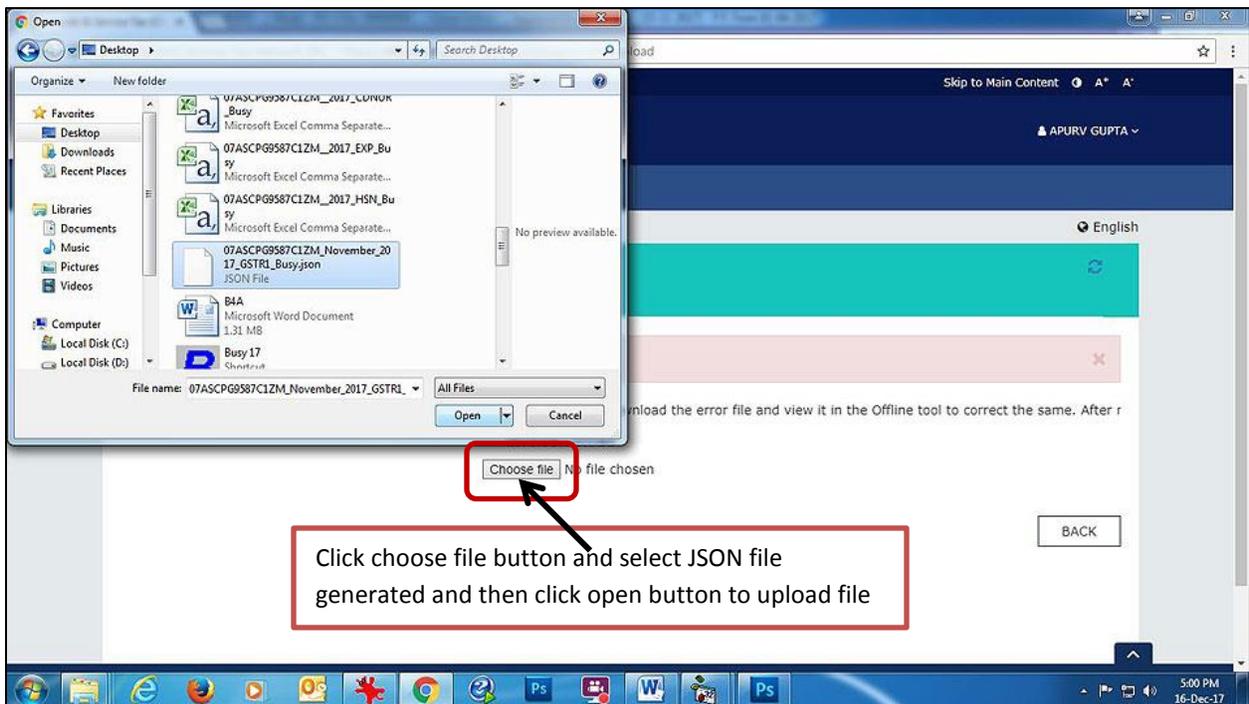
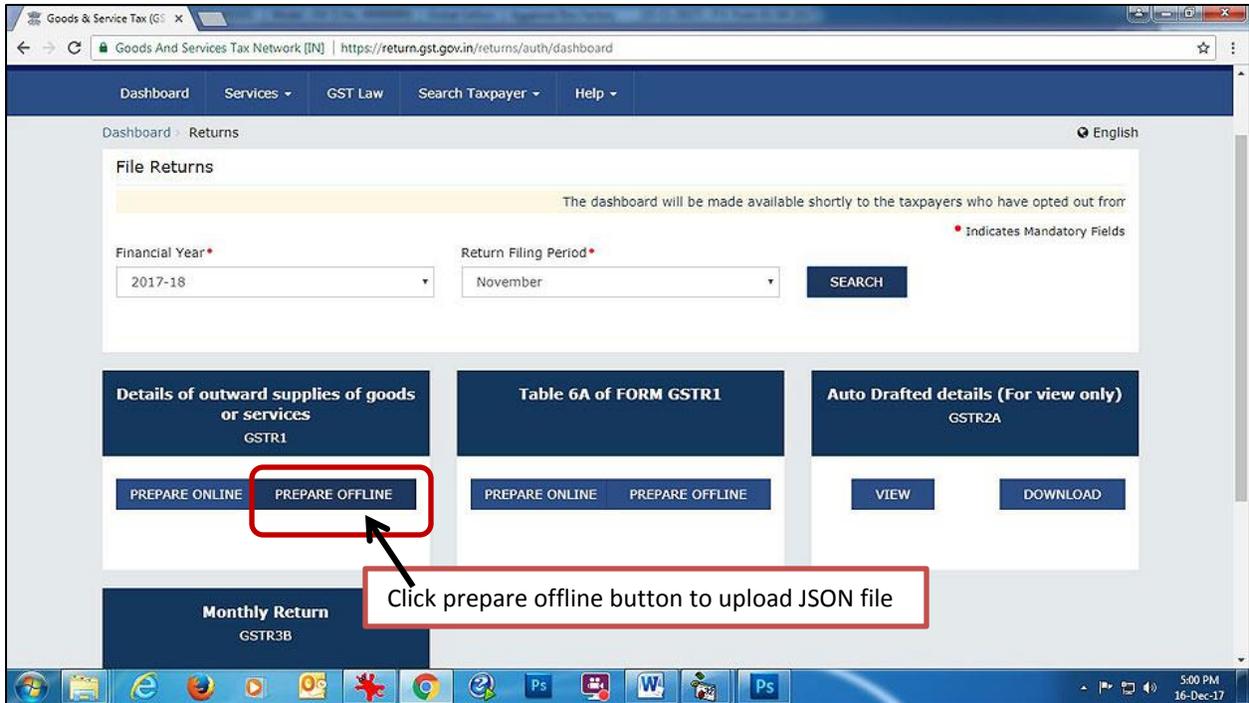
After importing CSV or Excel, use above option to generate JSON file.

Step 4: Upload JSON file to GST online portal.

Once JSON file is generated, next step is to upload it to GST online portal. Given below are the screenshots showing how to upload JSON file to GST online portal.







Once the JSON is uploaded to GST portal, you can check the uploaded data and provide any additional details as required and finally submit the return.

With this we complete the process of filing GSTR-1 from BUSY.

<<< 😊 **Thank You** 😊 >>>