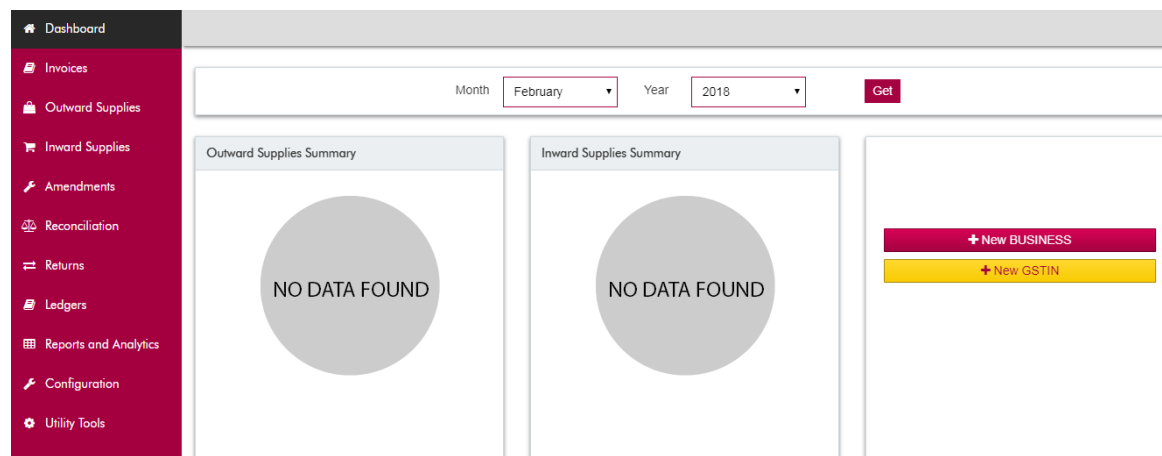


Quick guide to prepare GSTR 1

1. Accessing Dashboard

Step 1: Login to GST Connect portal using Login ID & Password

Step 2: Arrive on the Dashboard as below:



2. Outward Supplies (Sales/Invoice Upload for GSTR 1)

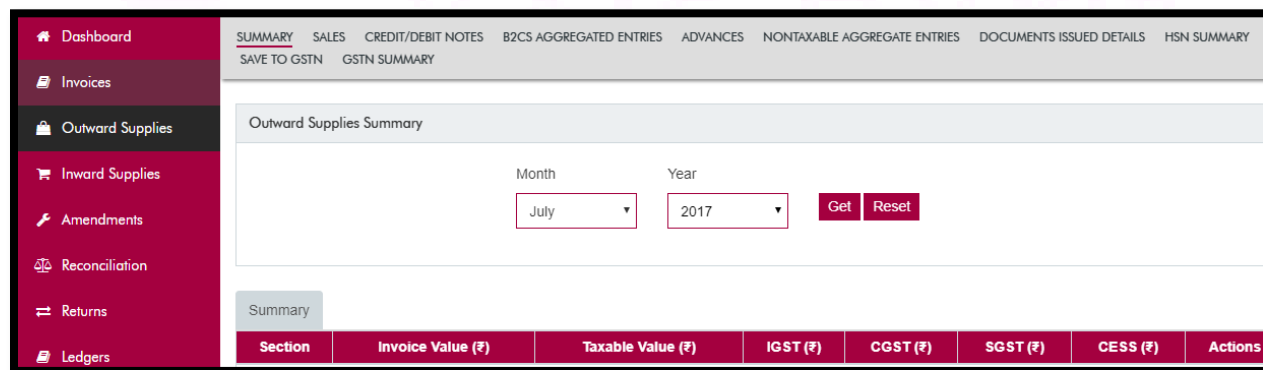
In this menu all outward supplies (sales) related entries can be made and maintained.

2.1 Summary

Step 1. In this section, user can view a summary of all the invoices uploaded on the GST Connect platform.

Step 2. User clicks on Summary and selects the month and year

Step 3. User clicks on Get to fetch the summary for the given period with options to view and edit



2.2 Sales (Invoice Creation/Upload functionality)

Step 1. User clicks on Sales and selects the period (month and year /dates) to get sales entries (if already created/uploaded)

Step 2. Sales invoices (if already created/uploaded) for the relevant period are displayed in the table.

Invoices with Status “N” are not saved to GSTN whereas invoices with Status “S” are saved to GSTN.

Step 3. User click on Add Sales / Import for adding or import of sales transactions for a particular GSTIN and for the selected period. Here, “Add Sales” functionality allows creation of Invoices on the GST

Connect system. **“Import”** functionality allows Bulk Upload of invoices for the belonging to the user’s (supplier’s) GSTIN in a simple format.

The screenshot shows the 'Outward Sales' section of a software interface. At the top, there are navigation tabs: SUMMARY, SALES (highlighted), CREDIT/DEBIT NOTES, B2CS AGGREGATED ENTRIES, ADVANCES, NONTAXABLE AGGREGATE ENTRIES, DOCUMENTS ISSUED DETAILS, and HSN SUMMARY. Below these are 'SAVE TO GSTN' and 'GSTN SUMMARY' options. The main area has two tabs: 'All Invoices' and 'Invoices to be shared'. Under 'Outward Sales', there are 'Add Sales' and 'Import' buttons. Below these are input fields for 'Month', 'Year', 'From Date' (01-Oct-2017), and 'To Date' (31-Oct-2017), with a 'Get' button. At the bottom, there is a table header with columns: Status, Category, Invoice Number, Invoice Date, Customer Name, Taxable Value (₹), IGST (₹), CGST (₹), SGST (₹), CESS (₹), and Total Value (₹).

Step 4. User clicks on Add Sales and the following screen will appear:

The screenshot shows the 'New Sales Data' form. It has a 'Back' button in the top right. The form is divided into several sections:

- Customer Information:** Customer Name* (Name), Customer Type* (-- Customer Type --), Customer GSTIN* (Buyer TIN), and Place of Supply(State)* (-- State --).
- Invoice Information:** Invoice Number* (Invoice No.), Invoice Date* (DD-MMM-YYYY), Total Invoice Value (₹) (Total Invoice Value), and Taxability Type* (-- Taxability Type --).
- Additional Details:** A section with a plus icon.
- Add New Item:** A table with columns: Item Details, Quantity, Taxable Amount (₹), and Taxes (₹).

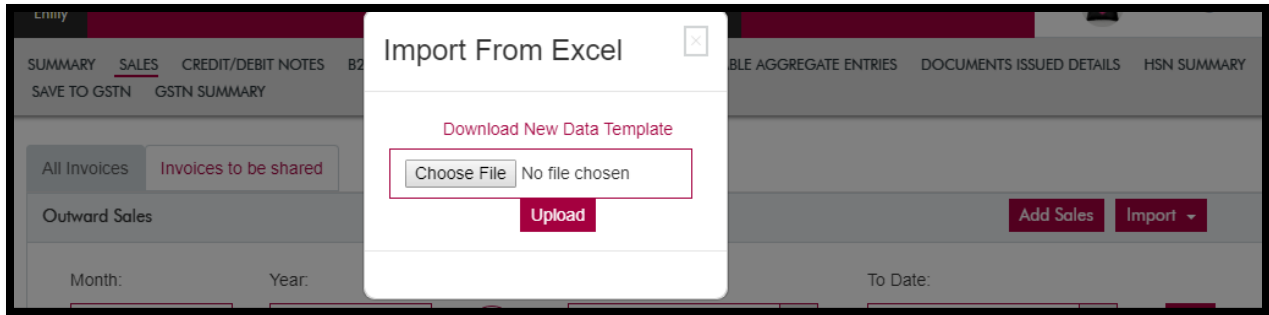
Item Details	Quantity	Taxable Amount (₹)	Taxes (₹)
Item Name*	Quantity*	Taxable Amount*	CESS Amount*
Item Name	0.00		0
Item type* (Item Type)	HSN/SAC	Unit of measurement*	
- Footer:** 'Share Invoice Information?' checkbox and 'Save & New' and 'Save' buttons.

Step 5. User has to fill/select the relevant data and click on save

Step 6. The transaction will be saved for the given GSTIN (Tax Paying Entity) and the selected period. Here all the fields marked with red asterisk (*) are mandatory.

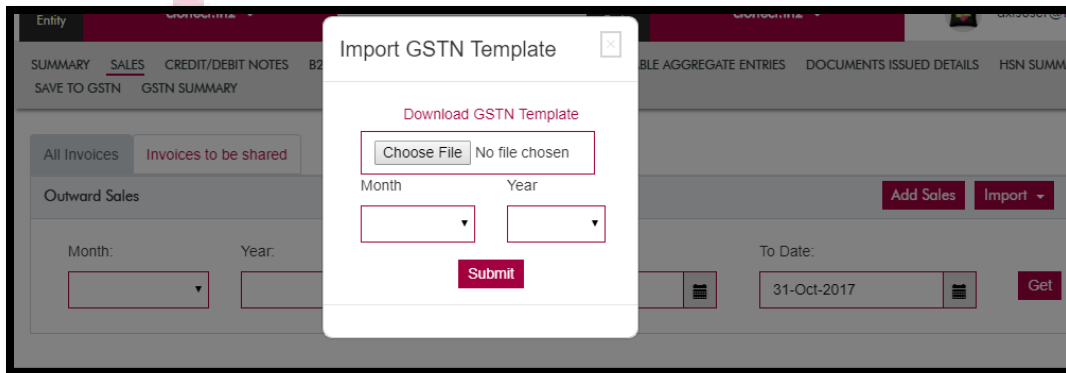
Step 7. For remaining/all of the invoices, **user can also use Import function**. When User clicks on import sales and the following screen will appear:

This screenshot is identical to the one in Step 4, but the 'Import' dropdown menu is open, showing two options: 'Sales' and 'GSTN Template'. The 'Get' button is also visible next to the date fields.



Step 8. User selects the option of Sales. A new pop-up appears with the option to download a simplified Sales template. This excel template needs to be filled with relevant sales data and uploaded. Please refer to “Instructions” in the excel template to understand preparation of Outward Supplies import file (Sales data) as required by GSTN.

Step 9. User also has the option to select the import data as GSTN Template and download the template, fill data and upload the filled template after selecting the relevant month and year, and click on Submit.



Step 10. Once user uploads the data using any of the options, the Sales data gets populated

Month: Year:
OR
 From Date:
To Date:

	Status	Category	Invoice Number	Invoice Date	Customer Name	Taxable Value (₹)	IGST (₹)	CGST (₹)	SGST (₹)	CESS (₹)	Total Value (₹)	
<input type="checkbox"/>	N	B2B	SAL40001	12-Oct-2017	ShrinivasQK	8,00,000.00	0.00	72,000.00	72,000.00	10.00	8,00,000.00	<input type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	N	B2B	SAL40002	12-Oct-2017	ShrinivasQK	40,000.00	0.00	3,600.00	3,600.00	10.00	40,000.00	<input type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	N	B2B	SAL40001	12-Oct-2017	ShrinivasQK	8,00,000.00	0.00	72,000.00	72,000.00	10.00	8,00,000.00	<input type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

2.3 Other Sub-Menus (Credit/Debit notes, B2CS Aggregate Entries, Advances, Non-Taxable Aggregate Entries, Document Issued Details)

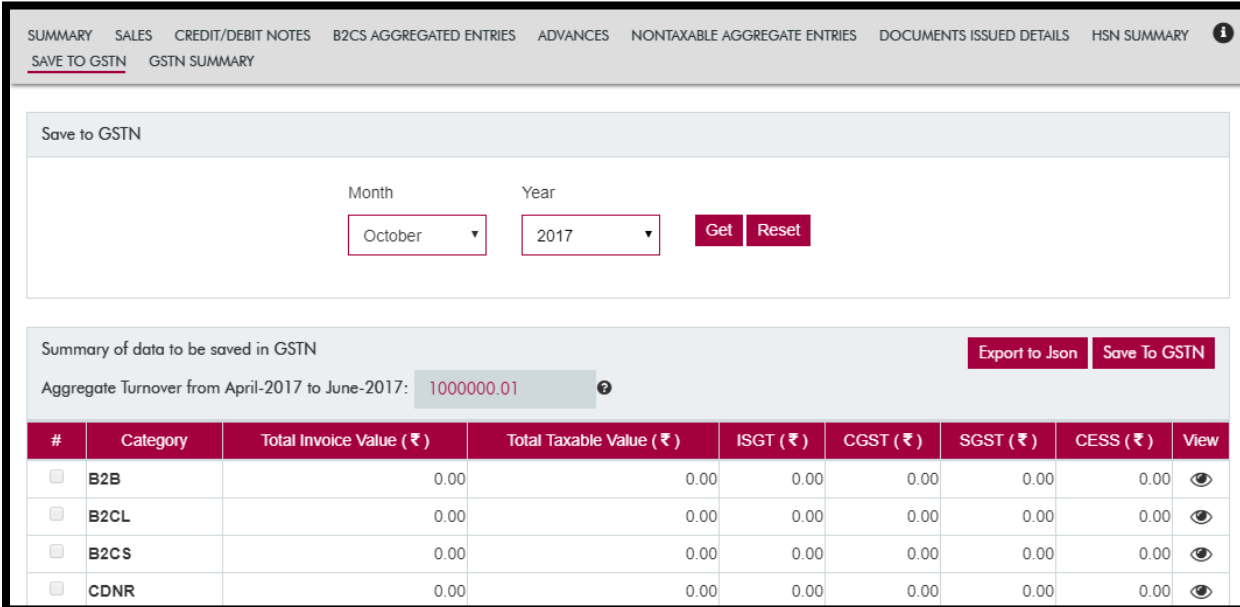
Similarly, user can fill all the sub-menus in the “Outward Supplies” main menu for preparation of data for filing GSTR 1.

2.4 Save to GSTN

Step 1. After filling all the details, user can click on “Save to GSTN”.

Step 2. User has to select the relevant month and year in the drop down and click on “GET”.

Step 3. All the relevant details will appear for the given period and user has to select the Category he/she chooses to submit to GSTN network



The screenshot shows the 'Save to GSTN' interface. At the top, there is a navigation bar with options: SUMMARY, SALES, CREDIT/DEBIT NOTES, B2CS AGGREGATED ENTRIES, ADVANCES, NONTAXABLE AGGREGATE ENTRIES, DOCUMENTS ISSUED DETAILS, HSN SUMMARY, and an information icon. Below the navigation bar, there are sub-menus: SAVE TO GSTN and GSTN SUMMARY. The main content area is titled 'Save to GSTN' and contains a form with two dropdown menus for 'Month' (set to 'October') and 'Year' (set to '2017'), along with 'Get' and 'Reset' buttons. Below the form, there is a summary section titled 'Summary of data to be saved in GSTN' with 'Export to Json' and 'Save To GSTN' buttons. It shows 'Aggregate Turnover from April-2017 to June-2017: 1000000.01'. A table below displays the following data:

#	Category	Total Invoice Value (₹)	Total Taxable Value (₹)	ISGT (₹)	CGST (₹)	SGST (₹)	CESS (₹)	View
<input type="checkbox"/>	B2B	0.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	B2CL	0.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	B2CS	0.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	CDNR	0.00	0.00	0.00	0.00	0.00	0.00	

Step 4. After selecting the categories to be submitted, Click on “Save to GSTN”.

Step 5. An OTP will be received on the mobile number registered with the GSTN portal. This OTP needs to be entered for establishing connection with the GSTN network.

Step 6. On submitting the OTP, the data gets saved to GSTN network for submission and filing of GSTR 1.

Step 7. In the rare case where the connectivity could not be established with GSTN network due to unforeseen circumstances the user may click on “Export to Json” option. Even if GSTN network is working and a confirmation “Saved Successfully” message is received, user can still click on “Export to Json” immediately to download Json file for future reference.

Step 8. A file in .json format will be auto downloaded into the download folder. The downloaded .json file may be uploaded into GSTN portal after login into the GSTN portal for the purpose of saving to GSTN.

3. Returns (GSTR 1 Submit & Filing)

The returns menu allows the users to create & submit their GST returns, and also to view the returns filing status for each month (if filed using GST Connect).

The screenshot shows the 'Returns' dashboard with a sidebar on the left containing navigation options: Dashboard, Invoices, Outward Supplies, Inward Supplies, Amendments, Reconciliation, Returns, Ledgers, Reports and Analytics, Configuration, and Utility Tools. The main content area has tabs for RETURNS, GSTR-1, and GSTR-3B. Below the tabs, there are filters for Month (February) and Year (2018), with 'Get' and 'Reset' buttons. A table lists the following returns:

Return Name	Due On	Steps	Status	Action
GSTR-1 Outward Supplies Return	10-Apr-2018	1. Upload Outward supplies 2. Save to GSTN 3. Review and Submit 4. File GSTR1	Not filed	Proceed GSTR-1
GSTR-3B Monthly summary return	20-Mar-2018	1. Upload Outward & inward supplies 2. Save to GSTN 3. Review and Submit 4. Make Payment 5. Offset Liability	Not filed	Proceed GSTR-3B

3.1 GSTR-1

To prepare & submit GSTR-1, select the “GSTR-1” option from the top ribbon in the “Returns” tab on the left pane.

Step 1. Save all the sales invoices to GSTN. To do so, click on the “click here” link on the page.

The screenshot shows the 'GSTR 1: Outward Supplies Return' page. It features a progress bar with four steps: 1. Saving all invoices to GSTN (active), 2. Get GSTR-1 Summary, 3. Submit GSTR-1 Summary, and 4. Sign & File GSTR-1. Below the progress bar, the text reads 'Step 1: Saving all invoices to GSTN' and 'If you haven't saved all invoices to GSTN, [click here](#)'.

Step 2. Next, select the month for which summary of data has to be repopulated and then click “Get”.

The screenshot shows the 'Save to GSTN' page. It has filters for Month (October) and Year (2017), with 'Get' and 'Reset' buttons. Below the filters, there is a 'Summary of data to be saved in GSTN' section showing 'Aggregate Turnover from April-2017 to June-2017'. A table displays the following data:

#	Category	Total Invoice	Total Taxable Value (₹)	IGST (₹)	CGST (₹)	SGST (₹)	CESS (₹)	View
B2B			16,40,000.00	0.00	1,47,600.00	1,47,600.00	30.00	

The month dropdown menu is open, showing options from January to December, with 'October' selected. There are also 'Export to Json' and 'Save to GSTN' buttons.

Step 3. Once the data gets prepared, click on “Save to GSTN” to trigger the API call. Alternatively, you can export the prepared data to a JSON file that can be used as a direct input in GSTN Filing Portal (Refer Screenshot above).

Step 4. Go back to Returns -> GSTR 1, and click on “Next” to move to “Get GSTR – 1 Summary”

