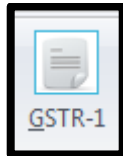
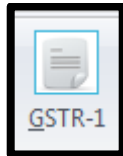




GSTR-1 (Alt + G)

This is GSTR-1 Return (Outward Supplies report) that is required to be filed by regular taxpayer on GST Portal.



On clicking the  option or on pressing the shortcut (Alt+ G), “GSTR-1” window will appear as below.

Note: The Return displayed for Logged in Branch.

Now, we can retrieve/fetch the data Return Period wise.

We can use below mentioned shortcuts for further extractions and functions.



Return Period

User needs to click on Monthly button to load the monthly report.

User needs to click on Quarterly button to load the report of any quarter of the selected financial year.

Load Data(F5)

User needs to click on Load Data (F5) button to load the report after the filter action. The loaded Data will look as below:

Invoice		Invoice No	Invoice Date	Type	Amount	GST Rate	Taxable Value	IGST	CGST	SGST/UTGST
24ABCD1111H1ZA	Composition Dealer INTER	17	30-09-2020	R	54,880.00	12.00	49,000.00	5,880.00		
24ABCD1111H1ZA	Composition Dealer INTER	21	30-09-2020	R	66,080.00	18.00	56,000.00	10,080.00		
24ARDPP5667H1ZT	Registered Dealer	1	30-09-2020	R	115,640.00	18.00	98,000.00	17,640.00		
24ARDPP5667H1ZT	Registered Dealer	24	30-09-2020	R	895,502.00	18.00	758,900.00	136,602.00		
24ARDPP5667H1ZT	Registered Dealer	25	30-09-2020	R	178,000.00	18.00	178,000.00			
33AAACP4567E1ZK	Registered-intra	8	30-09-2020	R	116,466.00	18.00	98,700.00	8,883.00	8,883.00	
33AAACP7567E1ZE	SEZ Dealer	19	30-09-2020	SEWP	98,760.00	18.00	98,760.00	17,776.00		
33AAACP7567E1ZE	SEZ Dealer	20	30-09-2020	SEWO	45,000.00	18.00	45,000.00			
33AACDP6754E1ZH	Deemed Export dealer	23	30-09-2020	DE	93,102.00	18.00	78,900.00	7,101.00	7,101.00	
33ADBFC5567E1ZA	Composition Dealer INTRA	18	30-09-2020	R	160,008.00	18.00	135,600.00	12,204.00	12,204.00	
Total: 9					1,823,438.00		1,596,860.00	187,978.80	28,188.00	28,188.00

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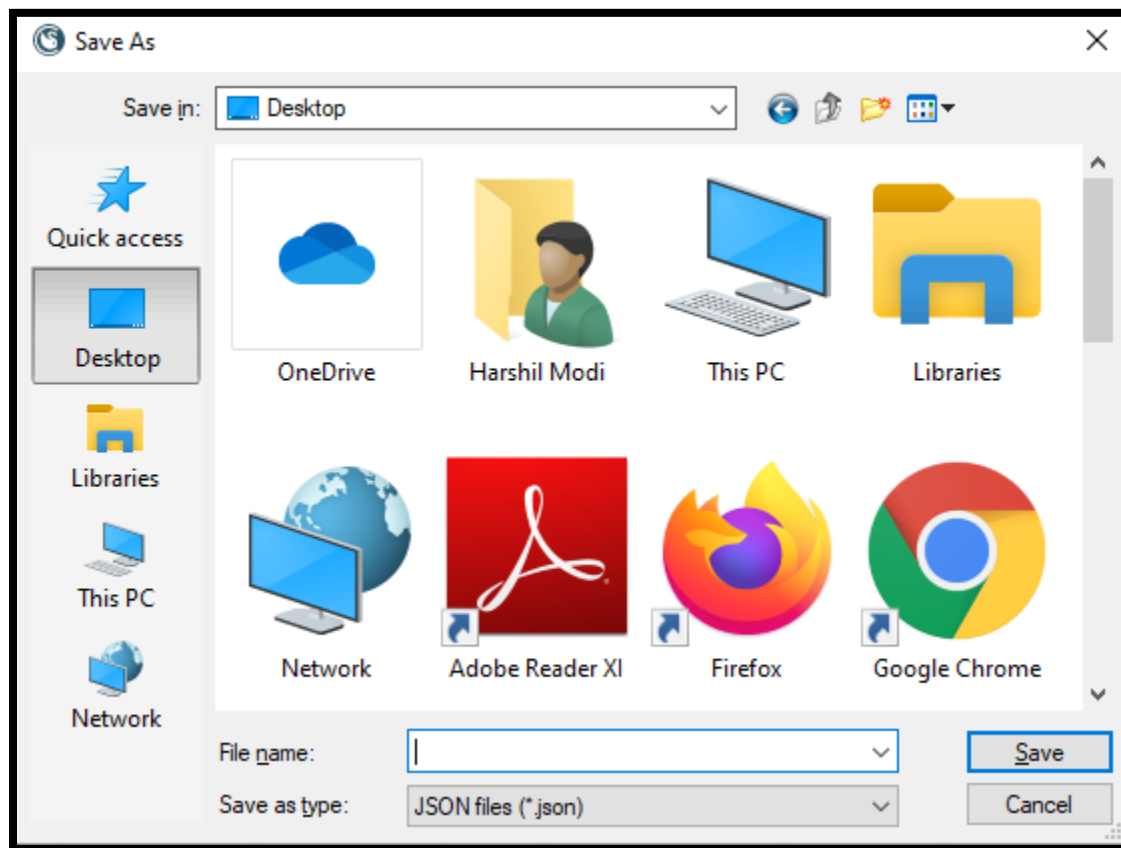


Drill down entry.

To go to the voucher, user needs to double click on the record line visible in the report. User will be redirected to that voucher.

Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report. On clicking Export button, user will be asked for the path to export the report as shown below:





User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and in .json file.

Help (Alt + H)

On clicking the Help (Alt + H) button, the selected module related help will be displayed to user.

Close (Alt + S)

On clicking the Close (Alt + S) button, selected tab will get closed.

GSTR1 FILING FROM FACE

Step 1: Go to FACE application- Returns- GSTR1- select period- load data.

Screen as below will appear. Select export option and save the JSON on desired location.

The screenshot shows the GSTR1 application interface. At the top, there are tabs for 'Type' (Monthly, Quarterly) and a 'Return for Quarter' dropdown set to 'July-September'. There is a 'Load Data (F5)' button and an 'Export' button. Below this, there are buttons for 'B2B', 'B2CL', 'B2CS', 'Nil', 'Export', 'HSN', and 'Doc Issued'. The main area contains a table with columns for 'GSTIN', 'Customer', 'Invoice No', 'Invoice Date', 'Type', 'Amount', 'GST Rate', 'Taxable Value', 'IGST', 'CGST', and 'SGST/UTGST'. The table lists several invoices with their respective totals and tax amounts. At the bottom, there is a summary row showing the total for 10 invoices, with a total amount of 1,823,430.00, a total tax of 1,596,860.00, and a total IGST of 187,978.80.

Invoice		Tax								
GSTIN	Customer	Invoice No	Invoice Date	Type	Amount	GST Rate	Taxable Value	IGST	CGST	SGST/UTGST
24ABCDE1111H1ZA		Total: 2			120,960.00		105,000.00	15,960.00	0.00	0.00
24ARDPP5667H1ZT		Total: 3			1,189,142.00		1,034,900.00	154,242.00	0.00	0.00
33AAACP4567E1ZK		Total: 1			116,466.00		98,700.00	0.00	8,883.00	8,883.00
33AAACP7567E1ZE		Total: 2			143,760.00		143,760.00	17,776.80	0.00	0.00
33AACDP6754E1ZH		Total: 1			93,102.00		78,900.00	0.00	7,101.00	7,101.00
33ADBFCS567E1ZA		Total: 1			160,008.00		135,600.00	0.00	12,204.00	12,204.00
Total: 10					1,823,430.00		1,596,860.00	187,978.80	28,188.00	28,188.00



Step 2: Login to <https://services.gst.gov.in/services/login> with your username & password.

A screenshot of the GST Common Portal login page. The browser address bar shows 'services.gst.gov.in/services/login'. The page has a dark blue header with the 'Goods and Services Tax' logo and a 'Login' link. Below the header is a navigation bar with links: Home, Services (highlighted), GST Law, Downloads, Search Taxpayer, and Help and Taxpayer Facilities. The main content area is titled 'Login' and includes a note: '• indicates mandatory fields'. There are three input fields: 'Username' with the value 'Bonny6308', 'Password' with masked characters, and a CAPTCHA field with the value '285027'. A blue 'LOGIN' button is below the fields. Links for 'Forgot Username' and 'Forgot Password' are also present. A note at the bottom states: 'First time login: If you are logging in for the first time, click [here](#) to log in.'

Step 3: Go to Return Dashboard

A screenshot of the GST Common Portal Return Dashboard. The page shows the user is logged in as 'Bonny6308' with the last login on 12/11/2020 at 16:30. The current IP address is 49.34.203.193. The dashboard includes a welcome message and a navigation panel with buttons: 'RETURN DASHBOARD >', 'CREATE CHALLAN >', 'VIEW NOTICE(S) AND ORDER(S) >', and 'ANNUAL RETURN >'. There is also a button 'CONTINUE TO DASHBOARD >' under the heading 'Else Go to >'. A 'Quick Links' section on the right lists 'Check Cash Balance', 'Liability ledger', and 'Credit ledger'. The footer contains copyright information: '© 2018-19 Goods and Services Tax Network', 'Site Last Updated on 26-11-2020', and 'Designed & Developed by GSTN'.

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Step 4: Select the period for filing.

This screenshot shows the 'File Returns' section of the GST portal. At the top, there's a navigation bar with 'Dashboard', 'Services', 'GST Law', 'Downloads', 'Search Taxpayer', and 'Help and Taxpayer Facilities'. Below this, the 'File Returns' section has a yellow banner stating 'now be filed through SMS.' There are two dropdown menus: 'Financial Year' set to '2020-21' and 'Return Filing Period' set to 'September'. A 'SEARCH' button is to the right of these dropdowns. A red asterisk indicates mandatory fields.

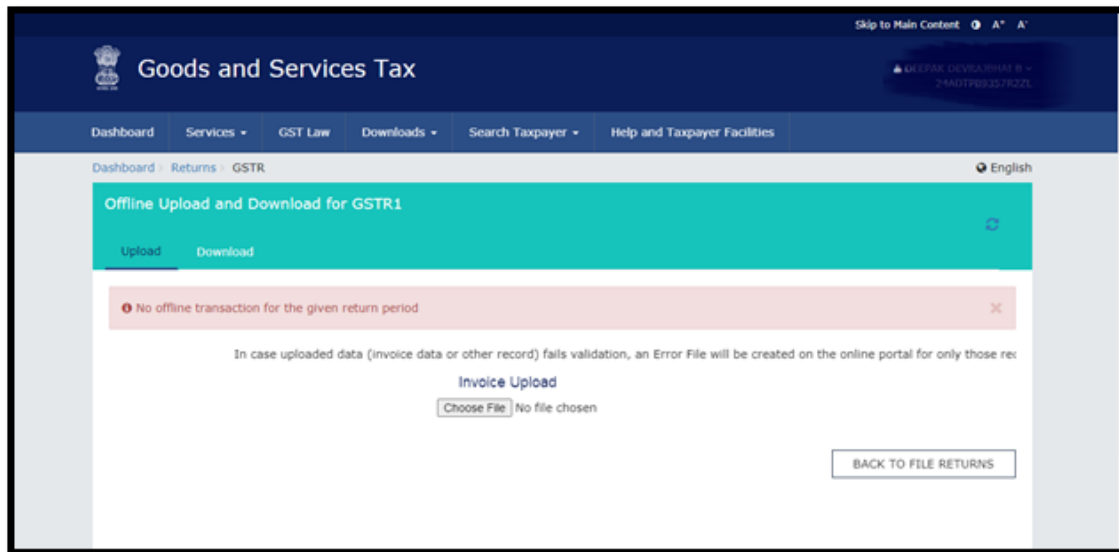
Step 5: For GSTR1 Select “Prepare Offline”

This screenshot shows the 'File Returns' section of the GST portal with the 'Return Filing Period' set to 'December'. Below the search filters, there are three main sections: 'Details of outward supplies of goods or services (GSTR1)', 'Auto Drafted details (For view only) (GSTR2A)', and 'Auto - drafted ITC Statement (GSTR2B)'. The 'Details of outward supplies of goods or services (GSTR1)' section is highlighted, showing a 'Due Date' of '11/01/2021' and two buttons: 'PREPARE ONLINE' and 'PREPARE OFFLINE'. The other two sections have 'VIEW' and 'DOWNLOAD' buttons.

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Step 6: Select the JSON file extracted from FACE.



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