

FAQs and User Manual – GSTR4 Offline Tool

Goods and Services Tax Network

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1. FAQs on GSTR4 Offline Tool

1. How can I download and open the GSTR4 Offline Tool in my system from the GST Portal?

1. Login to the GST Portal www.gst.gov.in .
2. Go to **Downloads > Offline tools > GSTR4 Offline Tool > Download** button.
3. Unzip the downloaded Zip file which contain GSTR4 Offline Tool, User Manual, Read Me.txt, Release Note.
4. Open the GSTR4_Excel_Utility_v2.1 excel sheet by double clicking on it.

2. What are the basic system requirements/ configurations required to use GSTR4 Offline Tool?

The offline functions work best on Windows 7 and above and MSEXCEL 2007 and above. Detailed system required are available at (<https://www.gst.gov.in/download/returns>).

3. How do I open or launch the GSTR4 Offline Tool?

One can launch the GSTR4 Offline Tool by double clicking the downloaded GSTR_4_Offline_Utility_v2.1 excel sheet.

4. Is the Offline tool mobile compatible?

No. Offline tool cannot be used on mobile. Currently, Offline tool can only be used only on desktops.

5. Can a taxpayer sign/ submit his GSTR4 return in the Offline tool?

No. After upload of the return to the GST Portal, the taxpayer has to preview the form, submit, Utilize Cash to pay off liabilities and then file GSTR4.

6. How can I reset GSTR-4 details uploaded to GST Portal?

GSTR-4 can be reset with RESET button that appears post submission of GSTR-4. The status will be changed to SUBMITTED and RESET button will appear at the bottom of the page.

7. What happens when the GSTR-4 is reset?

The Details furnished in GSTR-4 can be reset with RESET button that appears post submission of GSTR-4. Entries posted in Electronic Liability Register/Cash Ledger will also be deleted with reset. Taxpayer need to resubmit the application/ form with new data.

8. Can I reset GSTR-4 after I offset the liability?

No. GSTR-4 can be reset **only** after submitting GSTR-4 **and** before Taxpayer Utilize Cash to pay off the liabilities for that particular month.

2. GSTR4 Offline Tool: An Overview

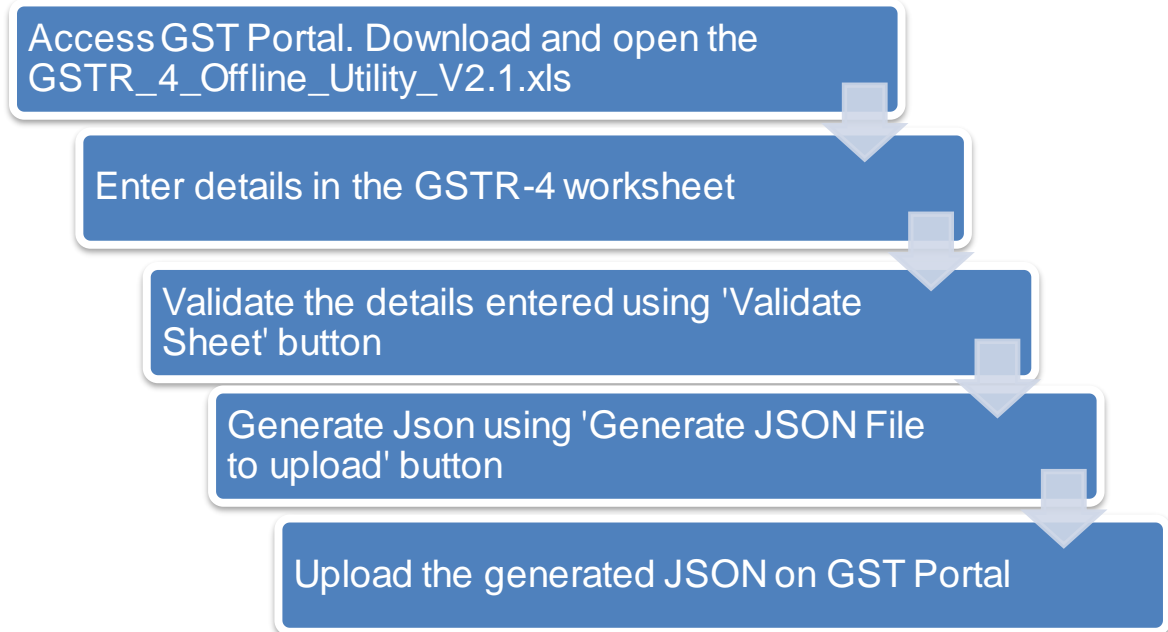
The Excel based GSTR4 Offline Tool is designed to help taxpayer to prepare their GSTR4 return offline.

Details for following sections of GSTR4 return can be added by taxpayer using the Offline Tool:

- Worksheet 4A&B (B2B) - Inward supplies received from a registered supplier (attracting reverse charge).
- Worksheet 5A (B2BA) - Amendment of Inward Supplies received from a registered supplier (attracting reverse charge).
- Worksheet 4C(B2BUR) - Inward supplies received from unregistered supplier
- Worksheet 5A (B2BURA) - Amendment of Inward supplies received from unregistered supplier
- Worksheet 4D(IMPS) - Import of service subject to reverse charge
- Worksheet 5A(IMPISA) - Amendment of Import of services.
- Worksheet 5B(CDNR) - Debit Notes/Credit Note (Registered)
- Worksheet 5C(CDNRA) - Amendment of Debit Notes/Credit Note (Registered)
- Worksheet 5B (CDNUR) - Debit Notes/Credit Note (Unregistered)
- Worksheet 5C(CDNURA) - Amendment of Debit Notes/Credit Notes (for Unregistered)
- Worksheet 6(TXOS) -Tax on outward supplies made under composition scheme (Net of advance and goods returned)
- Worksheet 7(TXOSA) - Amendments of Tax on outward supplies made (Net of advance and goods returned)
- Worksheet 8A(AT) - Advance amount paid for reverse charge supplies in the tax period
- Worksheet 8A-II(ATA) - Amendment of Advance amount paid for reverse charge supplies in the tax period
- Worksheet 8B(ATADJ) - Advance amount adjusted on which tax was paid in earlier period but invoice has been received in current period
- Worksheet 8B-II(ATADJA) - Amendment of Advance amount adjusted on which tax was paid in earlier period but invoice has been received in current period

NOTE: Table 5B. Debit Notes/ Credit Notes [original] has been divided in two sub-sections Debit Notes / Credit Notes received from Registered and Unregistered person for ease of data entry.

Downloading GSTR4 Offline Tool and Uploading GSTR4 details



3. Downloading the GSTR4 Offline Tool

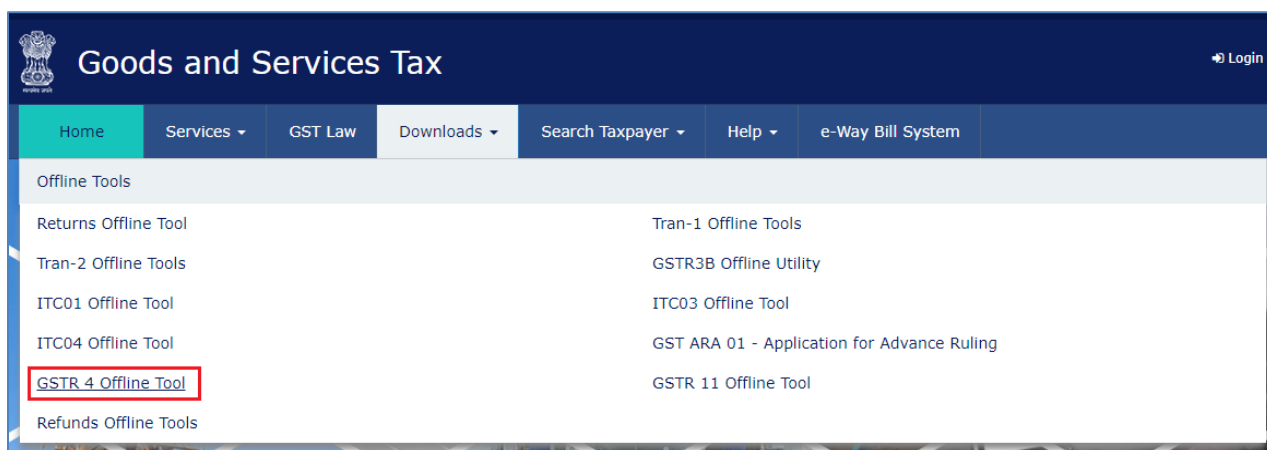
Downloading the GSTR4 Offline Tool is a one-time activity, however, it may require an update in future if the Tool is updated at the GST Portal. Please check the version of the offline Tool used by you with the one available for download on the GST Portal at regular intervals.

To download and install the GSTR4 Offline Tool to prepare the GSTR4 return offline, perform the following steps:

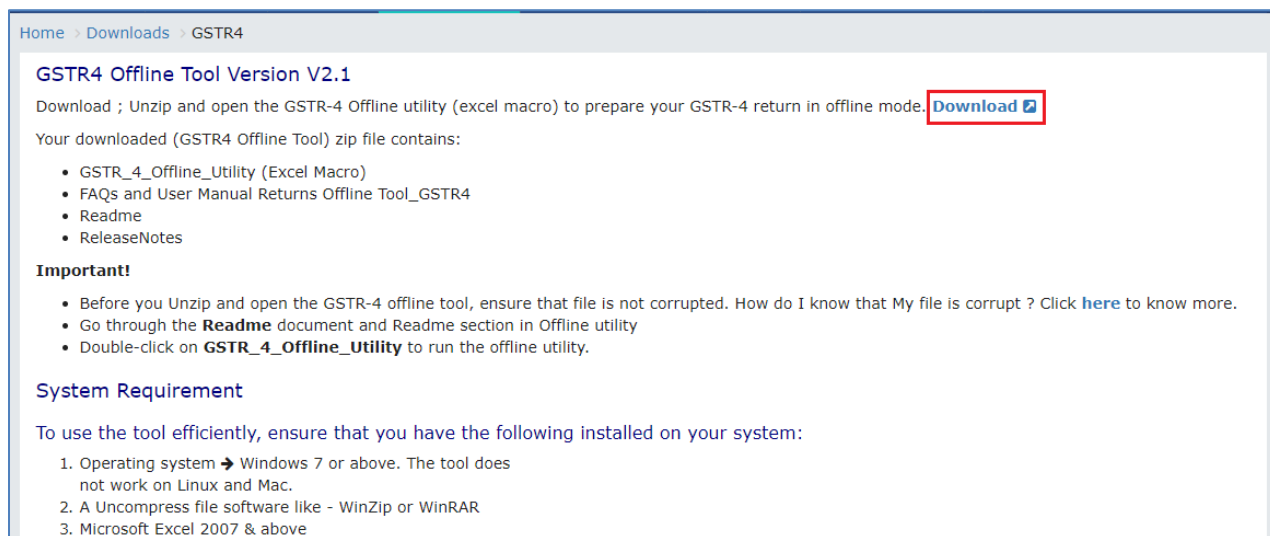


You can download the GSTR4 Offline Tool from the Portal without login to the GST Portal.

1. Access the <https://www.gst.gov.in/> URL.
2. The **GST Home** page is displayed. Click the **Downloads > Offline tools > GSTR4 Offline Tool**.



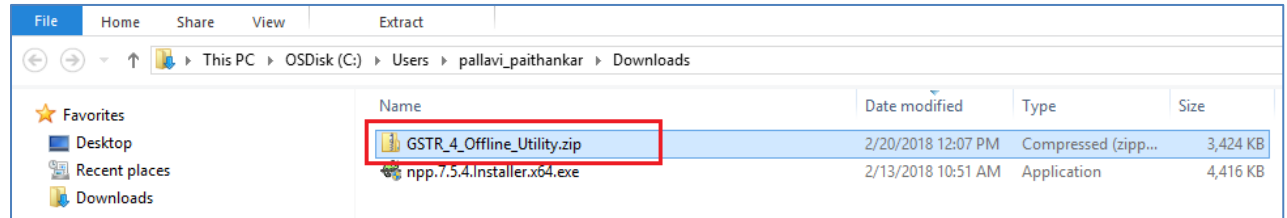
3. GSTR4 Downloads page opens up. Click **Download**.



4. The **GSTR4 Offline Tool** is downloaded in Downloads folder.



The download of the GSTR4 Offline Tool usually takes 2-3 minutes to download depending on the Internet speed.



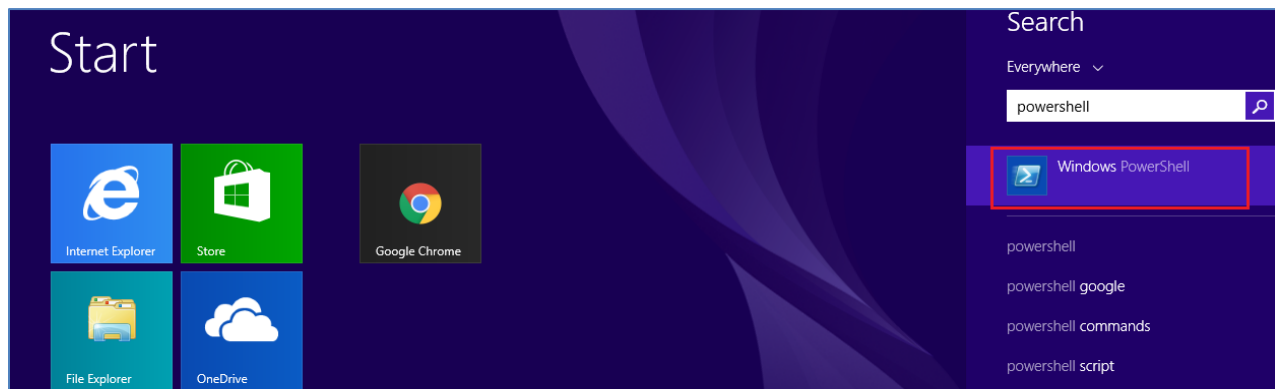
5. Before you Unzip and open the GSTR-4 offline tool, ensure that file is not corrupted

To test if the file is corrupted or not, Match one of the values provided in your downloaded file with the ones mentioned under Downloads of GSTR-4. If there is an exact match, then your file is not corrupted. Else, download again.

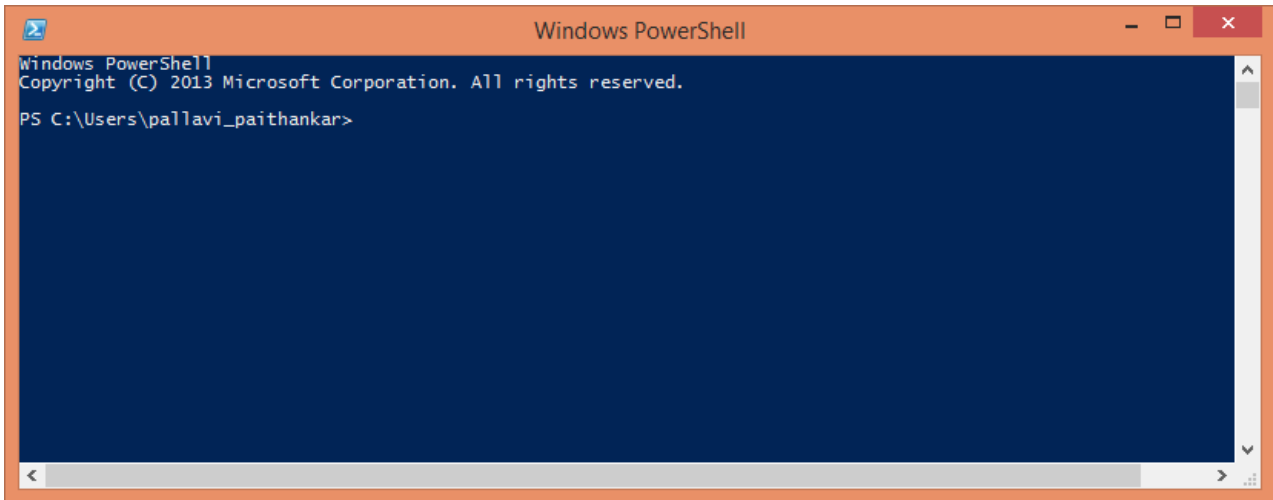
To find the values provided in your downloaded file follow steps below:

- a. Open Windows PowerShell,

To Start Windows PowerShell, use the Search box on the Start menu, and type **PowerShell**. Click Windows PowerShell.



- b. Window PowerShell opens.

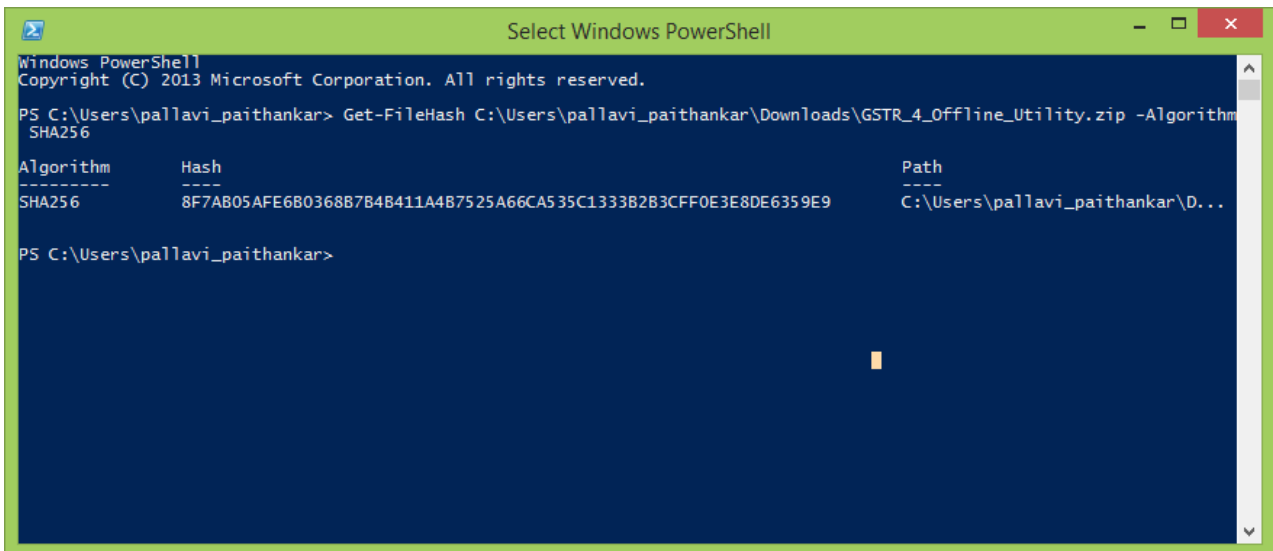


```

Windows PowerShell
Copyright (C) 2013 Microsoft Corporation. All rights reserved.

PS C:\Users\pallavi_paithankar>
  
```

- c. Provide the command in below format and enter.
 Command: `Get-FileHash <<FileUrl>> Algorithm <<SHA256>>`
 e.g. `Get-FileHash C:\Users\Test\Downloads\GSTR_4_Offline_Utility.zip -Algorithm SHA256`



```

Windows PowerShell
Copyright (C) 2013 Microsoft Corporation. All rights reserved.

PS C:\Users\pallavi_paithankar> Get-FileHash C:\Users\pallavi_paithankar\Downloads\GSTR_4_Offline_Utility.zip -Algorithm SHA256

Algorithm      Hash
-----
SHA256         8F7AB05AFE6B0368B7B4B411A4B7525A66CA535C1333B2B3CFF0E3E8DE6359E9
Path
C:\Users\pallavi_paithankar\D...

PS C:\Users\pallavi_paithankar>
  
```

- d. Compare the Hash value that you have received with the hash value provided in GSTR_4_Offline_Utility downloads page.

How do I know if downloaded GSTR_4_Offline_Utility.zip file is not corrupt?

Match one of the values provided in your downloaded file with the ones mentioned below. If there is an exact match, then your file is not corrupted. Else, download again.

Where do I find the values?

Windows : (Run from windows power shell)

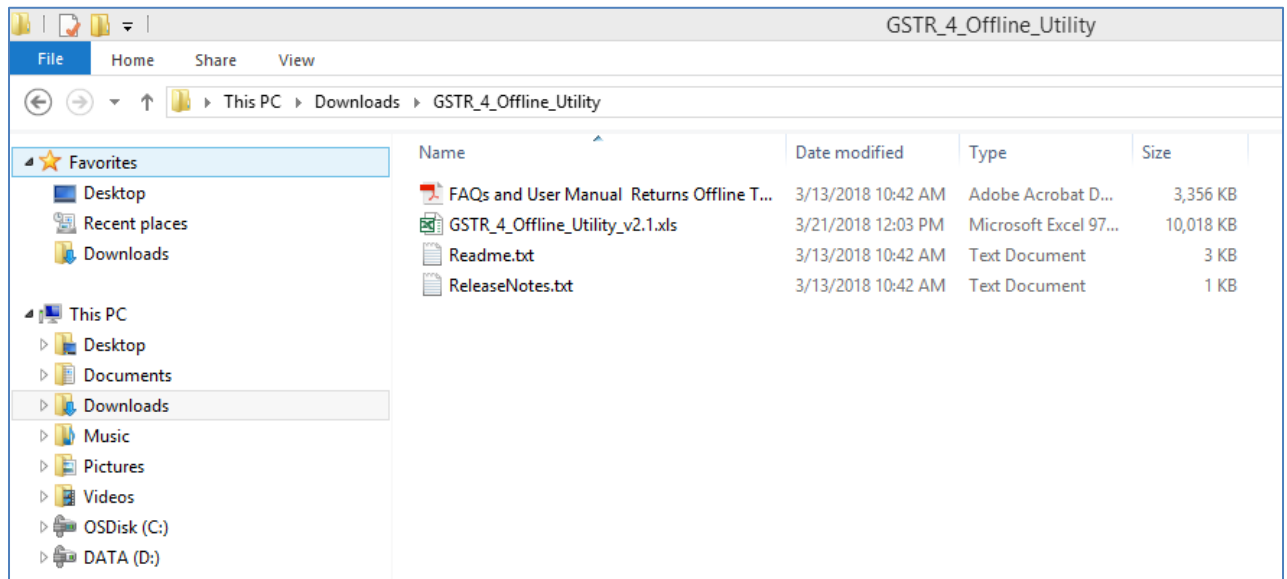
Get-FileHash <<FileUrl>> Algorithm <<SHA256>>

Eg: Get-FileHash C:\Users\Test\Downloads\GSTR_4_Offline_Utility.zip - Algorithm SHA256

Your unique values:

SHA256:8F7AB05AFE6B0368B7B4B411A4B7525A66CA535C1333B2B3CFF0E3E8DE6359E9

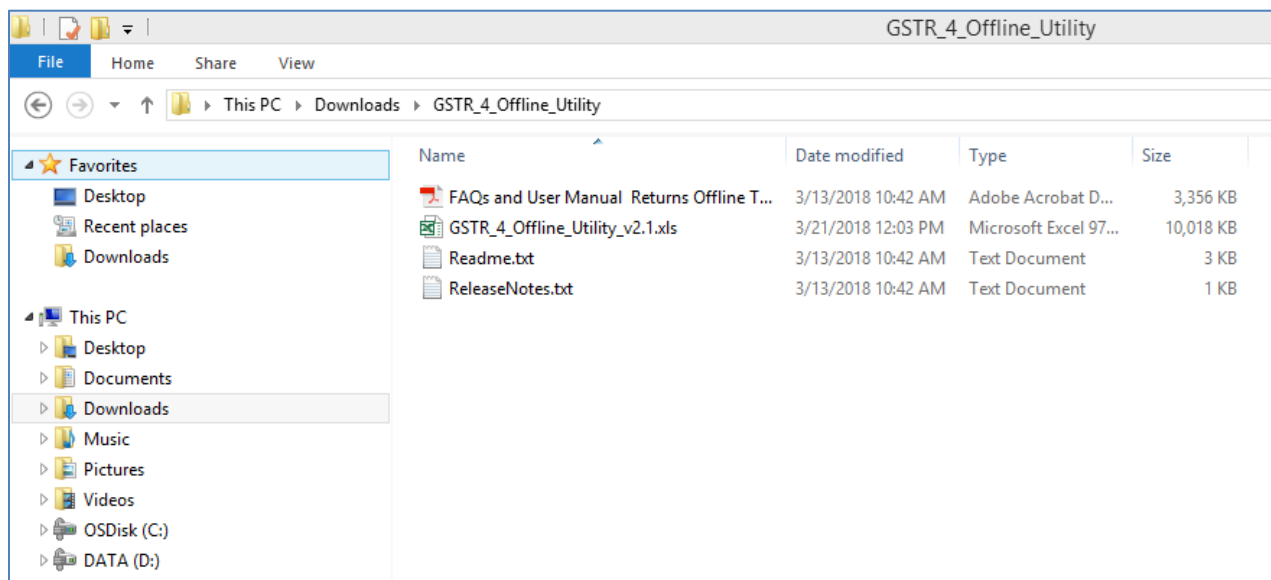
- e. If the hash value matches, unzip the downloaded folder.



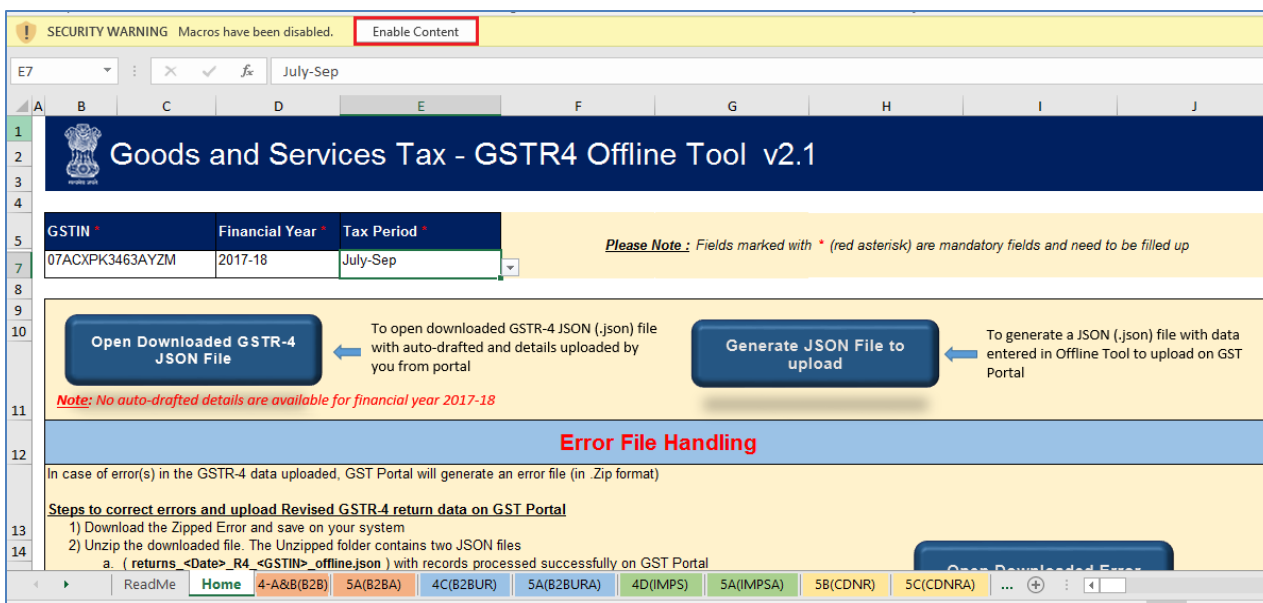
4. Installation of the GSTR4 Offline Tool

Once the download of the GSTR4 Offline Tool is complete, you need to unzip these downloaded files on your machine.

1. Unzip the downloaded files and extract the files from the downloaded zip folder **GSTR_4_Offline_Utility_v2.1.zip**. Zip folder consists of the GSTR4_Excel_Utility_v2.1 file as shown in the screenshot below.



2. Double click the **GSTR4_Excel_Utility_v2.1.xls**.
3. Click the **Enable Editing** button in the excel sheet.
4. Click the **Enable Content** button in the excel sheet.



Goods and Services Tax - GSTR4 Offline Tool v2.1

GSTIN *	Financial Year *	Tax Period *
07ACXPK3463AYZM	2017-18	July-Sep

*Please Note: Fields marked with * (red asterisk) are mandatory fields and need to be filled up*

Open Downloaded GSTR-4 JSON File → To open downloaded GSTR-4 JSON (.json) file with auto-drafted and details uploaded by you from portal

Generate JSON File to upload → To generate a JSON (.json) file with data entered in Offline Tool to upload on GST Portal

Note: No auto-drafted details are available for financial year 2017-18

Error File Handling

In case of error(s) in the GSTR-4 data uploaded, GST Portal will generate an error file (in .Zip format)

Steps to correct errors and upload Revised GSTR-4 return data on GST Portal

- 1) Download the Zipped Error and save on your system
- 2) Unzip the downloaded file. The Unzipped folder contains two JSON files
 - a. (returns_<Date>_R4_<GSTIN>.offline.json) with records processed successfully on GST Portal

5. Prepare GSTR4 Return through Offline Tool

Let us take an example where you need to prepare the **GSTR4 return** for the Financial Year **2017-18** and Return Filing Period as **Oct-Dec** on the GST Portal using the GSTR4 Offline Tool. To prepare the GSTR4 Return, you need to perform following steps:

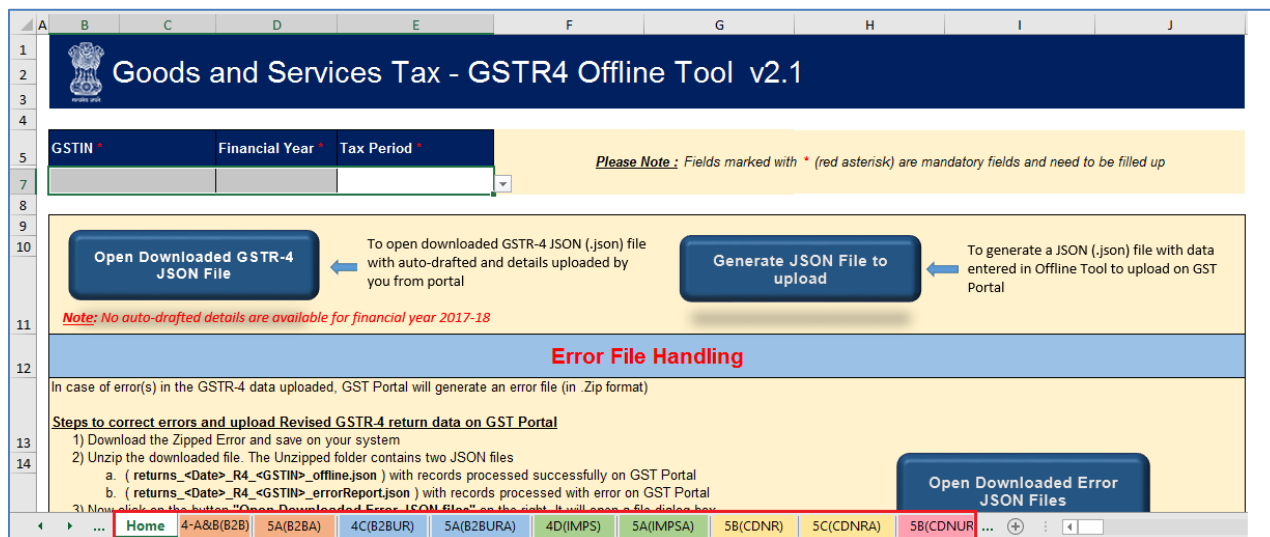
1. Enter details in the GSTR4 worksheet of GSTR4 Return Tool.
2. Validate the details entered using 'Validate Sheet' button.
3. Generate JSON (.json) file using 'Generate JSON File to upload'.
4. Upload the generated JSON on GST Portal. Preview the details uploaded, submit, offset liability and File return on the GST Portal.

1. Enter details in the GSTR4 worksheet of GSTR4 Offline Tool



Please ensure that you download the latest version of GSTR4 Offline Tool from the GST portal. <https://www.gst.gov.in/download/returns>

1. Launch GSTR4 Excel based Offline Tool and navigate to worksheets.



Goods and Services Tax - GSTR4 Offline Tool v2.1

GSTIN * **Financial Year *** **Tax Period ***

*Please Note: Fields marked with * (red asterisk) are mandatory fields and need to be filled up*

Open Downloaded GSTR-4 JSON File To open downloaded GSTR-4 JSON (.json) file with auto-drafted and details uploaded by you from portal

Generate JSON File to upload To generate a JSON (.json) file with data entered in Offline Tool to upload on GST Portal

Note: No auto-drafted details are available for financial year 2017-18

Error File Handling

In case of error(s) in the GSTR-4 data uploaded, GST Portal will generate an error file (in .Zip format)

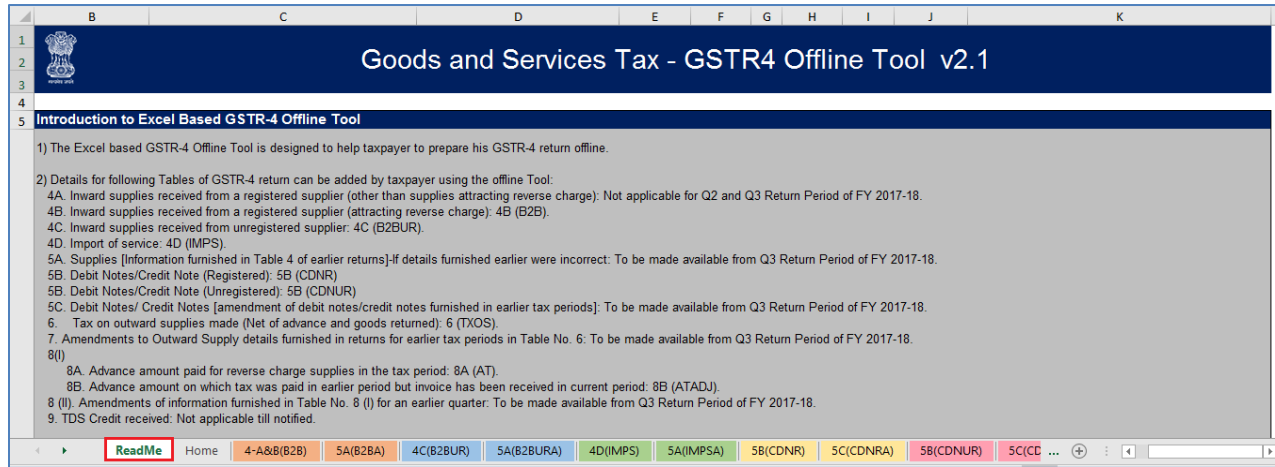
Steps to correct errors and upload Revised GSTR-4 return data on GST Portal

- 1) Download the Zipped Error and save on your system
- 2) Unzip the downloaded file. The Unzipped folder contains two JSON files
 - a. (returns_<Date>_R4_<GSTIN>_offline.json) with records processed successfully on GST Portal
 - b. (returns_<Date>_R4_<GSTIN>_errorReport.json) with records processed with error on GST Portal
- 3) Now click on the button "Open Downloaded Error JSON Files" on the right. It will open a file dialog box.

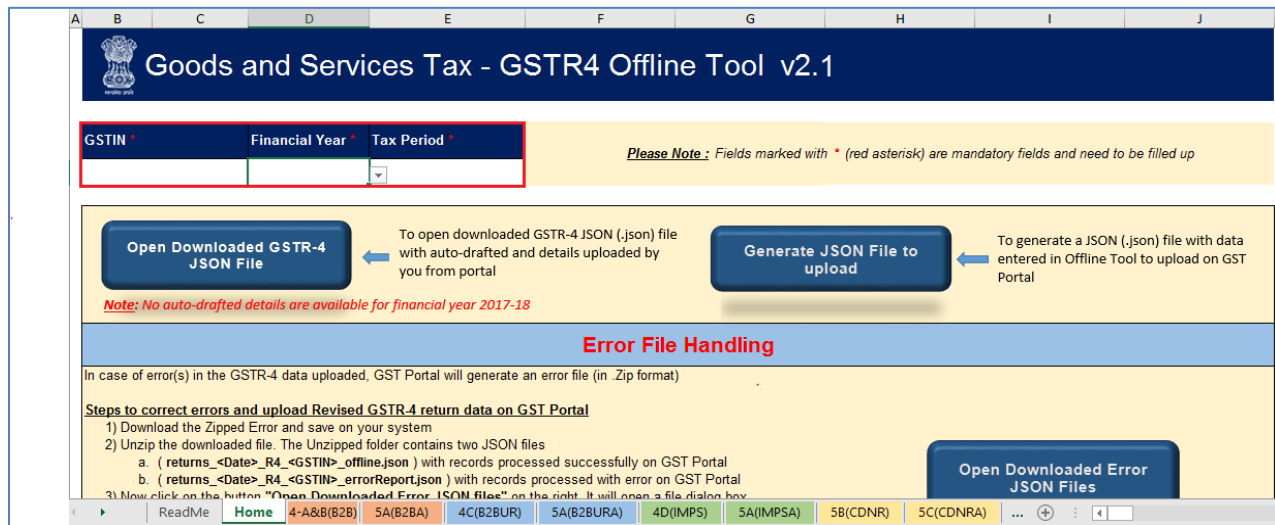
Open Downloaded Error JSON Files

Home 4-A&B(B2B) 5A(B2BA) 4C(B2BUR) 5A(B2BURA) 4D(IMPS) 5A(IMPSA) 5B(CDNR) 5C(CDNRA) 5B(CDNUR)

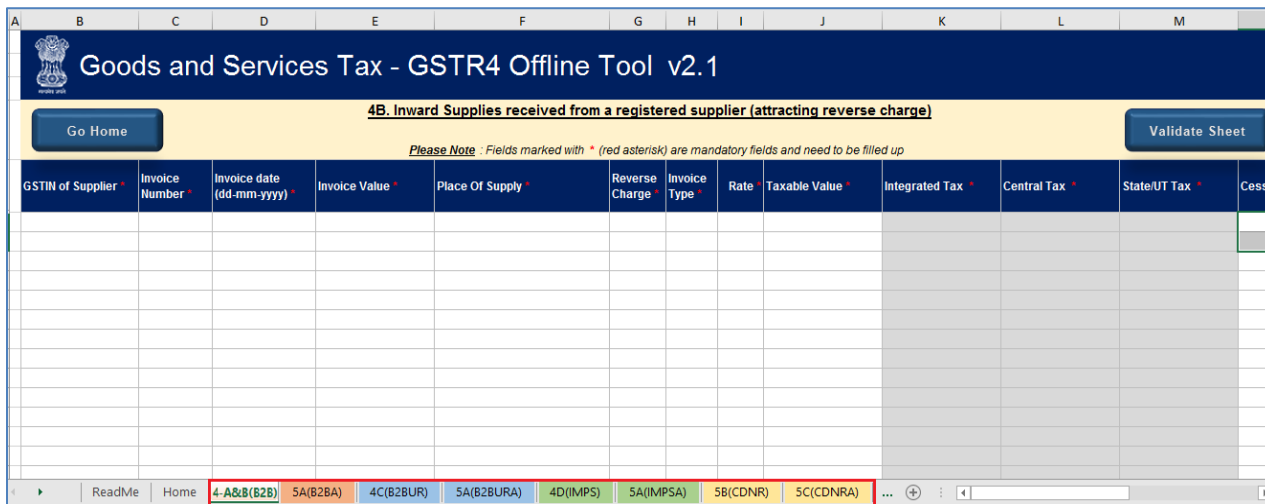
- Click **Read Me** tab. Read Me tab provides the Introduction to Excel Based GSTR4 Offline Tool in brief.



- Once you read details in Read Me tab, move to next tab **Home**.
- In the GSTIN field, enter the **GSTIN**.
- In the **Financial Year and Tax Period** field, enter the **Financial Year and Tax Period** from the drop-down list.



6. Add the details in sheet which is applicable.



Details which is to be added in each tab is given below:

1. **4A&B(B2B)** - Inward Supplies received from a registered supplier (attracting reverse charge)

4 A & B (B2B)	4 A & B. Inward Supplies received from a registered supplier (attracting reverse charge)	GSTIN of Supplier *	Enter the GSTIN of the supplier . E.g. 05AEJPP8087R1ZF. Please check that the registration is active on the date of the invoice from GST portal
		Invoice Number *	Enter the Invoice number of invoices issued by registered supplier. Ensure that the format is alpha-numeric with allowed special characters of slash(/) and dash(-). The total number of characters should not be more than 16.
		Invoice date (dd-mm-yyyy) *	Enter date of invoice in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration as composition dealer and later than last date of selected Tax period or the Opting-out of composition whichever is earlier
		Invoice Value *	Enter the total value indicated in the invoice of the received goods or services- with 2 decimal Digits.
		Place Of Supply *	Select the code of the state from drop down list for the place of supply.
		Reverse Charge *	Select Yes as supplies declared here are subject to tax as per reverse charge mechanism.
		Invoice Type *	Select invoice type as Regular
		Rate *	Select the combined (State tax + Central tax) or the integrated tax, as applicable.
		Taxable Value *	Enter the taxable value of the received goods or services for each rate line item - with 2 decimal Digits. The taxable value has to be computed as per GST valuation provisions.
		Integrated Tax *	It is auto calculated based on the Place of Supply , Rate and Taxable value
		Central Tax *	It is auto calculated based on the Place of Supply , Rate and Taxable value
		State/UT Tax *	It is auto calculated based on the Place of Supply , Rate and Taxable value
		Cess	Enter the total Cess amount paid.

2. 5A (B2BA) - Amendment of inward Supplies received from a registered supplier (Attracting reverse charge)

5A(B2BA)	5A. Amendment of Inward Supplies received from a registered supplier (attracting reverse charge)	Original GSTIN of Supplier *	Enter the GSTIN of the supplier for which invoice is issued in previous quarter. E.g. 05AEJPP8087R1ZF. Please check
		Original Invoice Number *	Enter the Invoice number of invoices issued by registered supplier which taxpayer wants to revise. Ensure that the format is alpha-numeric with allowed special characters of slash(/) and dash(-). The total number of characters should
		Original Invoice date (dd-mm-yyyy) *	Enter date of invoice in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration as composition dealer and later than last date of selected Tax period or the Opting-out of composition whichever is earlier
		Invoice Number *	Enter the Invoice number of invoices issued by registered supplier. Ensure that the format is alpha-numeric with
		Invoice date (dd-mm-yyyy) *	Enter date of invoice in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration
		Invoice Value *	Enter the total value indicated in the invoice of the received goods or services- with 2 decimal Digits.
		Place Of Supply *	Select the code of the state from drop down list for the place of supply.
		Reverse Charge *	Select Yes as supplies declared here are subject to tax as per reverse charge mechanism.
		Invoice Type *	Select invoice type as Regular
		Rate *	Select the combined (State tax + Central tax) or the integrated tax, as applicable.
		Taxable Value *	Enter the taxable value of the received goods or services for each rate line item - with 2 decimal Digits. The taxable
		Integrated Tax *	It is auto calculated based on the Place of Supply , Rate and Taxable value
		Central Tax *	It is auto calculated based on the Place of Supply , Rate and Taxable value
		State/UT Tax *	It is auto calculated based on the Place of Supply , Rate and Taxable value
		Cess	Enter the total Cess amount paid.

3. 4C(B2BUR)- Inward Supplies received from an unregistered supplier subject to reverse charge

4C(B2BUR)	4C. Inward Supplies received from an unregistered supplier	Invoice Number *	Enter the Invoice number of invoices issued to Unregistered Supplier for supplies received. Ensure that the format is
		Invoice date (dd-mm-yyyy) *	Enter date of invoice in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration as composition dealer and later than last date of selected Tax period or the Opting-out of composition whichever is
		Invoice Value *	Enter the total value indicated in the invoice of the received goods or services- with 2 decimal Digits.
		Place Of Supply *	Select the code of the state from drop down list for the applicable place of supply.
		Supply Type *	Select from drop down to declare the supply type as inter state or intra state
		Rate *	Select the combined (State tax + Central tax) or the integrated tax, as applicable.
		Taxable Value *	Enter the taxable value of the received goods or services for each rate line item - with 2 decimal Digits. The taxable value has to be computed as per GST valuation provisions.
		Integrated Tax *	It is auto calculated based on the Supply type , Rate and Taxable value
		Central Tax *	It is auto calculated based on the Supply type , Rate and Taxable value
		State/UT Tax *	It is auto calculated based on the Supply type , Rate and Taxable value
		Cess	Enter the total Cess amount paid.

4. 4C(B2BURA) – Amendment of Inward Supplies received from an unregistered supplier

5A(B2BURA)	5A. Amendment of Inward Supplies received from an unregistered supplier	Original Invoice Number *	Enter the Invoice number of invoices issued by registered supplier which taxpayer wants to revise. Ensure that the
		Original Invoice date (dd-mm-yyyy) *	Enter date of invoice in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration as composition dealer and later than last date of selected Tax period or the Opting-out of composition whichever is
		Invoice Number *	Enter the Invoice number of invoices issued to Unregistered Supplier for supplies received. Ensure that the format is
		Invoice date (dd-mm-yyyy) *	Enter date of invoice in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration
		Invoice Value *	Enter the total value indicated in the invoice of the received goods or services- with 2 decimal Digits.
		Place Of Supply *	Select the code of the state from drop down list for the applicable place of supply.
		Supply Type *	Select from drop down to declare the supply type as inter state or intra state
		Rate *	Select the combined (State tax + Central tax) or the integrated tax, as applicable.
		Taxable Value *	Enter the taxable value of the received goods or services for each rate line item - with 2 decimal Digits. The taxable value has to be computed as per GST valuation provisions.
		Integrated Tax *	It is auto calculated based on the Supply type , Rate and Taxable value
		Central Tax *	It is auto calculated based on the Supply type , Rate and Taxable value
		State/UT Tax *	It is auto calculated based on the Supply type , Rate and Taxable value
		Cess	Enter the total Cess amount paid.

5. 4D(IMPS) - Import of Services subject to reverse charge

4D(IMPS)	4D. Import of Services	Invoice Number *	Enter the Invoice number of invoices for import of services. Ensure that the format is alpha-numeric with allowed
		Invoice date (dd-mm-yyyy) *	Enter date of invoice in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration as composition dealer and later than last date of selected Tax period or the Opting-out of composition whichever is
		Invoice Value *	Enter the total value indicated in the invoice of the received services- with 2 decimal Digits.
		Place Of Supply *	Select the code of the state from drop down list for the place of supply.
		Rate *	Select the integrated tax rate , as applicable.
		Taxable Value *	Enter the taxable value of the received services for each rate line item - with 2 decimal Digits. The taxable value has to
		Integrated Tax *	It is auto calculated based on Rate and Taxable value
		Cess	Enter the total Cess amount paid.

6. 5A (IMPISA) - Amendment of Import Services

5A(IMPISA)	5A. Amendment of Import of Services	Original Invoice Number *	Enter the Invoice number of invoices issued by registered supplier which taxpayer wants to revise. Ensure that the
		Original Invoice date (dd-mm-yyyy) *	Enter date of invoice in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration as composition dealer and later than last date of selected Tax period or the Opting-out of composition whichever is
		Invoice Number *	Enter the Invoice number of invoices for import of services. Ensure that the format is alpha-numeric with allowed
		Invoice date (dd-mm-yyyy) *	Enter date of invoice in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration as composition dealer and later than last date of selected Tax period or the Opting-out of composition whichever is
		Invoice Value *	Enter the total value indicated in the invoice of the received services- with 2 decimal Digits.
		Place Of Supply *	Select the code of the state from drop down list for the place of supply.
		Rate *	Select the integrated tax rate , as applicable.
		Taxable Value *	Enter the taxable value of the received services for each rate line item - with 2 decimal Digits. The taxable value has to
		Integrated Tax *	It is auto calculated based on Rate and Taxable value
		Cess	Enter the total Cess amount paid.

7. 5B(CDNR) - Debit Notes/Credit Notes (for registered)

5B(CDNR)	5B. Debit Notes/Credit Notes (for registered)	GSTIN of Supplier *	Enter the GSTIN of the supplier . E.g. 05AEJPP8087R1ZF.
		Note / Refund Voucher Number *	Enter the credit or debit note number. Ensure that the format is alpha-numeric with allowed special characters of slash(/) and dash(-) of maximum length of 16 characters.
		Note / Refund Voucher date (dd-mm-yyyy) *	Enter credit/debit note date in DD-MM-YYY. The Note date should not be earlier than 01-07-2017 and later than last date of selected Tax period
		Invoice / Payment Voucher Number *	Enter original invoice number reported in B2B section of earlier period/current tax period for GST period or pre-GST
		Invoice / Payment Voucher date (dd-mm-yyyy) *	Enter the original invoice/advance voucher date in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration as composition dealer and later than last date of selected Tax period or the Opting-out of
		Pre GST	Select whether the credit/debit note is related to pre-GST supplies.
		Document Type *	In the document Type column, Select Debit note, credit note
		Supply Type *	Declare the type of supply as inter or intra state
		Reverse Charge *	Select Yes as notes added here are linked with invoices subject to tax as per reverse charge mechanism (4B(B2B))
		Note / Refund Voucher Value *	Amount should be up to 2 decimal digits.
		Rate *	Select the combined (State tax + Central tax) or the integrated tax , as applicable.
		Taxable Value *	Enter the taxable value of the received goods or services for each rate line item - with 2 decimal Digits. The taxable
		Integrated Tax *	It is auto calculated based on the Supply Type, Rate and Taxable value
		Central Tax *	It is auto calculated based on the Supply Type, Rate and Taxable value
		State / UT Tax *	It is auto calculated based on the Supply Type, Rate and Taxable value
		Cess	Enter the total Cess amount paid.

8. 5C(CDNRA) – Amendment of Debit Notes/Credit notes (For registered)

5C(CDNRA)	5C. Amendment of Debit Notes/Credit Notes (for registered)	Original GSTIN of Supplier *	Enter the GSTIN of the supplier for which invoice is issued in previous quarter. E.g. 05AEJPP8087R1ZF.
		Original Note / Refund Voucher Number *	Enter the credit or debit note number which needs to be revised. Ensure that the format is alpha-numeric with allowed special characters of slash(/) and dash(-) of maximum length of 16 characters.
		Original Note / Refund Voucher date (dd-mm-yyyy) *	Enter credit/debit note date in DD-MM-YYYY. The Note date should not be earlier than 01-07-2017 and later than last date of selected Tax period
		Note / Refund Voucher Number *	Enter the credit or debit note number. Ensure that the format is alpha-numeric with allowed special characters of
		Note / Refund Voucher date (dd-mm-yyyy) *	Enter credit/debit note date in DD-MM-YYYY. The Note date should not be earlier than 01-07-2017 and later than last date of selected Tax period
		Invoice / Payment Voucher Number *	Enter original invoice number reported in B2B section of earlier period/current tax period for GST period or pre-GST
		Invoice / Payment Voucher date (dd-mm-yyyy) *	Enter the original invoice/advance voucher date in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration as composition dealer and later than last date of selected Tax period or the Opting-out of
		Pre GST *	Select whether the credit/debit note is related to pre-GST supplies.
		Document Type *	In the document Type column, Select Debit note, credit note
		Supply Type *	Declare the type of supply as inter or intra state
		Reverse Charge *	Select Yes as notes added here are linked with invoices subject to tax as per reverse charge mechanism (4B(B2B))
		Note / Refund Voucher Value *	Amount should be up to 2 decimal digits.
		Rate *	Select the combined (State tax + Central tax) or the integrated tax, as applicable.
		Taxable Value *	Enter the taxable value of the received goods or services for each rate line item - with 2 decimal Digits. The taxable
		Integrated Tax *	It is auto calculated based on the Supply Type, Rate and Taxable value
		Central Tax *	It is auto calculated based on the Supply Type, Rate and Taxable value
		State / UT Tax *	It is auto calculated based on the Supply Type, Rate and Taxable value
		Cess	Enter the total Cess amount paid.

9. 5B(CDNUR) - Debit Notes/Credit Notes (for unregistered)

5B(CDNUR)	5B. Debit Notes/Credit Notes (for unregistered)	Note / Refund Voucher Number *	Enter the credit or debit note number. Ensure that the format is alpha-numeric with allowed special characters of
		Note / Refund Voucher date (dd-mm-yyyy) *	Enter credit/debit note date in DD-MM-YYYY. The Note date should not be earlier than 01-07-2017 and later than last date of selected Tax period
		Invoice / Advance Payment Voucher Number *	Enter original invoice number Reported in B2BUR/IMPS section of earlier/current tax period for GST period or pre-GST period against which credit/debit note is issued
		Invoice / Advance Payment Voucher date (dd-mm-yyyy) *	Enter the original invoice/advance voucher date in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration as composition dealer and later than last date of selected Tax period or the Opting-out of
		Pre GST *	Select whether the credit/debit note is related to pre-GST supplies.
		Document Type *	In the document Type column, Select Debit note or credit note
		Supply Type *	Declare the type of supply as inter or intra state
		Inward Supply Type *	Select if the inward supply type is Inward supplies received from an unregistered supplier (B2BUR) or Import of service
		Note / Refund Voucher Value *	Amount should be up to 2 decimal digits.
		Rate *	Select the combined (State tax + Central tax) or the integrated tax, as applicable.
		Taxable Value *	Enter the taxable value of the received goods or services for each rate line item - with 2 decimal Digits. The taxable
		Integrated Tax *	It is auto calculated based on the Supply Type, Rate and Taxable value
		Central Tax *	It is auto calculated based on the Supply Type, Rate and Taxable value
		State / UT Tax *	It is auto calculated based on the Supply Type, Rate and Taxable value
		Cess	Enter the total Cess amount paid.

10. 5C (CDNURA) – Amendment of Debit Notes/Credit Notes (for Unregistered)

5C(CDNURA)	5C. Amendment of Debit Notes/Credit Notes (for unregistered)	Original Inward Supply Type *	Select if the inward supply type is Inward supplies received from an unregistered supplier (B2BUR) or Import of service
		Original Note / Refund Voucher Number *	Enter the credit or debit note number which needs to be revised. Ensure that the format is alpha-numeric with allowed special characters of slash(/) and dash(-) of maximum length of 16 characters.
		Original Note / Refund Voucher date (dd-mm-yyyy) *	Enter credit/debit note date in DD-MM-YYYY. The Note date should not be earlier than 01-07-2017 and later than last date of selected Tax period
		Note / Refund Voucher Number *	Enter the credit or debit note number. Ensure that the format is alpha-numeric with allowed special characters of
		Note / Refund Voucher date (dd-mm-yyyy) *	Enter credit/debit note date in DD-MM-YYYY. The Note date should not be earlier than 01-07-2017 and later than last date of selected Tax period
		Invoice / Advance Payment Voucher Number *	Enter original invoice number Reported in B2BUR/IMPS section of earlier/current tax period for GST period or pre-GST period against which credit/debit note is issued
		Invoice / Advance Payment Voucher date (dd-mm-yyyy) *	Enter the original invoice/advance voucher date in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration as composition dealer and later than last date of selected Tax period or the Opting-out of
		Pre GST *	Select whether the credit/debit note is related to pre-GST supplies.
		Document Type *	In the document Type column, Select Debit note or credit note
		Supply Type *	Declare the type of supply as inter or intra state
		Note / Refund Voucher Value *	Amount should be up to 2 decimal digits.
		Rate *	Select the combined (State tax + Central tax) or the integrated tax, as applicable.
		Taxable Value *	Enter the taxable value of the received goods or services for each rate line item - with 2 decimal Digits. The taxable
		Integrated Tax *	It is auto calculated based on the Supply Type, Rate and Taxable value
		Central Tax *	It is auto calculated based on the Supply Type, Rate and Taxable value
		State / UT Tax *	It is auto calculated based on the Supply Type, Rate and Taxable value
		Cess	Enter the total Cess amount paid.

11. 6(TXOS) - Tax on outward supplies made (Net of advance and goods returned)

6(TXOS)	6. Tax on outward supplies made (Net of advance and goods returned)	Rate of Tax *	Select the Rate of Tax as per the Business Type
		Turnover *	Declare the total amount of outward supplies made(Net of advance and goods returned) till 2 decimal places
		Central Tax *	It is auto calculated based on the Rate of Tax and Turnover
		State/UT Tax *	It is auto calculated based on the Rate of Tax and Turnover

12. 7(TXOSA) - Amendment of Tax on outward supplies made under reverse charge

7(TXOSA)	7. Amendment of Tax on outward supplies made (Net of advance and goods returned)	Original Tax Period *	Select the tax period for which amendment needs to be made.
		Financial Year *	Select the financial year.
		Original Rate of Tax *	Select the Rate of Tax as per the Business Type which needs to be revised.
		Turnover *	Declare the total amount of outward supplies made (Net of advance and goods returned) till 2 decimal places
		Central Tax *	It is auto calculated based on the Rate of Tax and Turnover
		State/UT Tax *	It is auto calculated based on the Rate of Tax and Turnover

13. 8A(AT) Advance amount paid for reverse charge supplies in the tax period

8A(AT)	8A. Advance amount paid for reverse charge supplies in the tax period	Place of supply *	Select the code of the state from drop down list for the place of supply.
		Supply Type *	Declare the type of supply as inter or intra state
		Rate *	Enter the combined (State tax + Central tax) or the integrated tax rate.
		Gross Advance Paid *	Enter the amount of advance received excluding the tax portion.
		Integrated Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
		Central Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
		State/ UT Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
		Cess	Enter the total Cess amount paid.

14. 8A-II (ATA) - Amendment of Advance amount paid for reverse charge supplies in the tax period

8A-II(ATA)	8A-II. Amendment of Advance amount paid for reverse charge supplies in the tax period	Original Tax Period *	Select the tax period for which amendment needs to be made.
		Financial Year *	Select the financial year.
		Original Place of supply *	Select the code of the state from drop down list for the place of supply.
		Original Supply Type *	Declare the type of supply as inter or intra state
		Rate *	Enter the combined (State tax + Central tax) or the integrated tax rate.
		Gross Advance Paid *	Enter the amount of advance received excluding the tax portion.
		Integrated Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
		Central Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
		State/ UT Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
		Cess	Enter the total Cess amount paid.

15. 8B(ATADJ) Advance amount on which tax was paid in earlier period but invoice has been received in the current period

8B(ATADJ)	8B. Advance amount on which tax was paid in earlier period but invoice has been received in the current period	Place of supply *	Select the code of the state from drop down list for the place of supply.
		Supply Type *	Declare the type of supply as inter or intra state
		Rate *	Enter the combined (State tax + Central tax) or the integrated tax rate.
		Gross Advance Paid *	Enter the amount of advance received excluding the tax portion.
		Integrated Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
		Central Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
		State/ UT Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
		Cess	Enter the total Cess amount paid.

16. 8B-II(ATADJ) Amendments of Advance Amount on which tax was paid in earlier period but invoice has been received in the current period.

8B-II(ATADJ)	8B-II. Amendment of Advance amount on which tax was paid in earlier period but invoice has been received in the current period	Original Tax Period *	Select the tax period for which amendment needs to be made.
		Financial Year *	Select the financial year.
		Original Place of supply *	Select the code of the state from drop down list for the place of supply.
		Original Supply Type *	Declare the type of supply as inter or intra state
		Rate *	Enter the combined (State tax + Central tax) or the integrated tax rate.
		Gross Advance Paid *	Enter the amount of advance received excluding the tax portion.
		Integrated Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
		Central Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
		State/ UT Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
		Cess	Enter the total Cess amount paid.

2. Validate Details Entered using Validate Sheet Button

1. Once all details are entered in the worksheet, click the **Validate Sheet** button to validate the GSTR4 worksheet.

Note: Each sheet needs to be validated separately.

[illegible]

In case of successful validation:

2. A pop-up message 'Sheet successfully validated. No error(s) found' is displayed and it means that the sheet is validated and you can proceed to generate the JSON (.json) file. Click the **OK** button.

BCDEFGHIJKLM

Goods and Services Tax - GSTR4 Offline Tool v2.1

4B. Inward Supplies received from a registered supplier (attracting reverse charge)

Go Home
Validate Sheet

Please Note : Field Microsoft Excel need to be filled up

GSTIN of Supplier *	Invoice Number *	Invoice date (dd-mm-yyyy) *	Invoice Value *	Place of Supply *	Invoice Value *	Integrated Tax *	Central Tax *	State/UT Tax *	Cess
24AAAGJ2983A1ZR	1234	27-12-2017	₹ 12,121,200.00	04-Chandigarh	300,000.00	₹ 15,000.00	₹ -	₹ -	₹

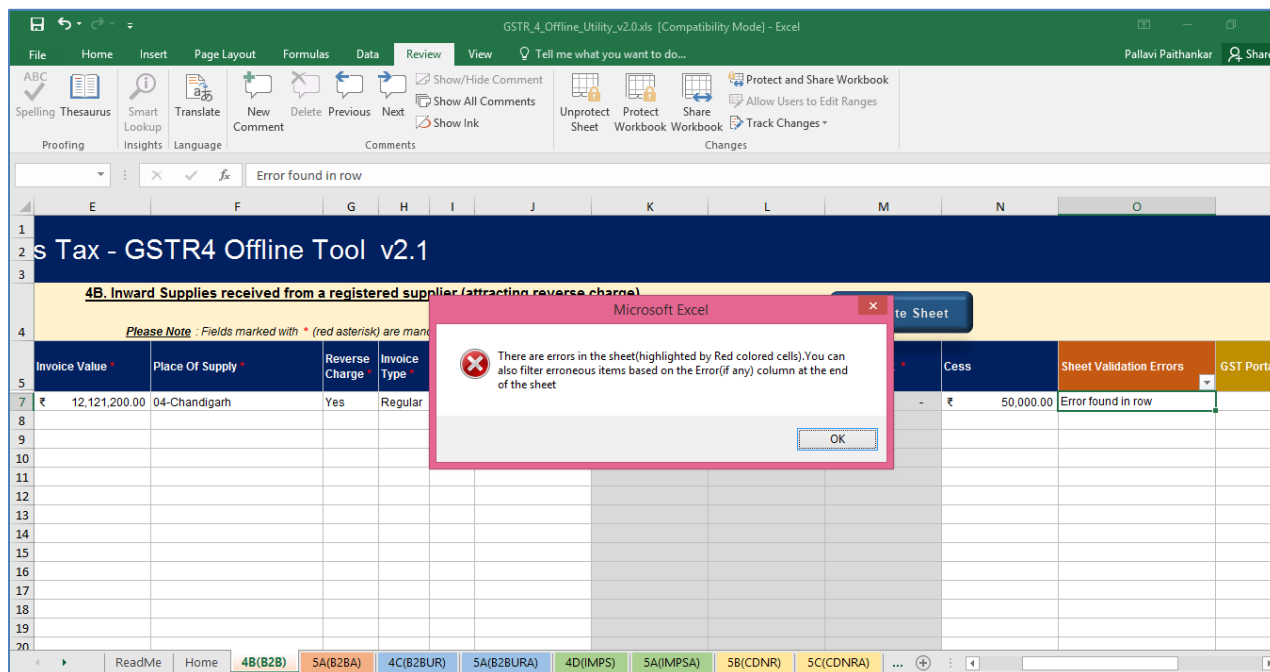
Microsoft Excel

Sheet successfully validated. No error(s) found

OK

In case of unsuccessful validation:

- A pop-up is displayed with error message. Click the **OK** button.



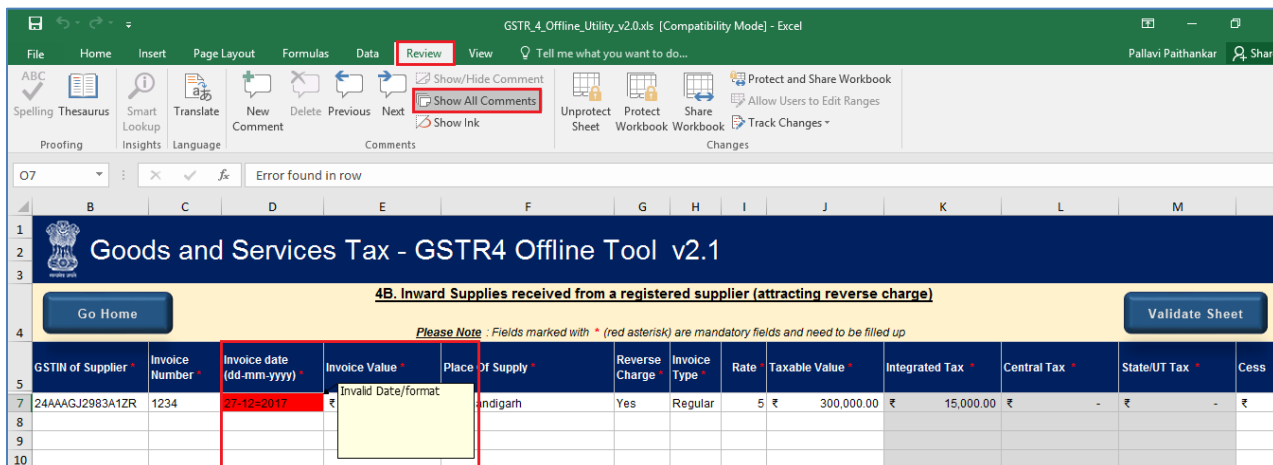
- The “Sheet Validation Errors” Column is updated with the error message.

E	F	G	H	I	J	K	L	M	N	O
s Tax - GSTR4 Offline Tool v2.1										
4B. Inward Supplies received from a registered supplier (attracting reverse charge)										
Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up										
Invoice Value *	Place Of Supply *	Reverse Charge *	Invoice Type *	Rate *	Taxable Value *	Integrated Tax *	Central Tax *	State/UT Tax *	Cess	Sheet Validation Errors
₹ 12,121,200.00	04-Chandigarh	Yes	Regular	5	₹ 300,000.00	₹ 15,000.00	₹ -	₹ -	₹ 50,000.00	Error found in row

- In case of validation failure; check for cells that have failed validation and correct errors as per help text.



To view the comments for fields with errors, you can click the **Review** tab > **Show All Comments** link.



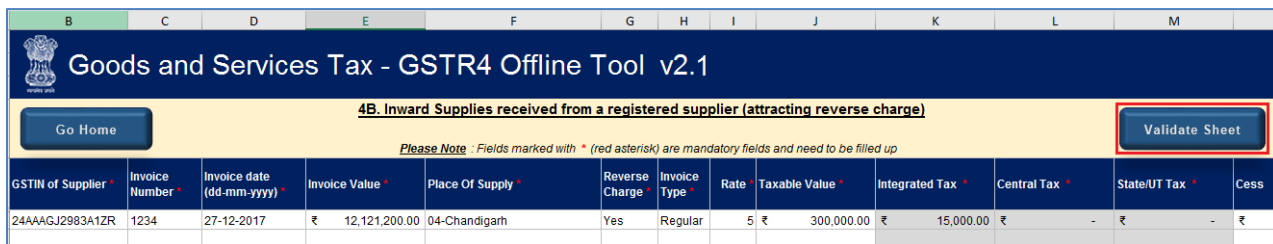
Goods and Services Tax - GSTR4 Offline Tool v2.1

4B. Inward Supplies received from a registered supplier (attracting reverse charge)

Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up

GSTIN of Supplier *	Invoice Number *	Invoice date (dd-mm-yyyy) *	Invoice Value *	Place Of Supply *	Reverse Charge *	Invoice Type *	Rate *	Taxable Value *	Integrated Tax *	Central Tax *	State/UT Tax *	Cess
24AAAGJ2983A1ZR	1234	27-12-2017	Invalid Date/format	Chandigarh	Yes	Regular	5	₹ 300,000.00	₹ 15,000.00	₹ -	₹ -	₹

6. Once all the errors are rectified, click the **Validate Sheet** button on each sheet.



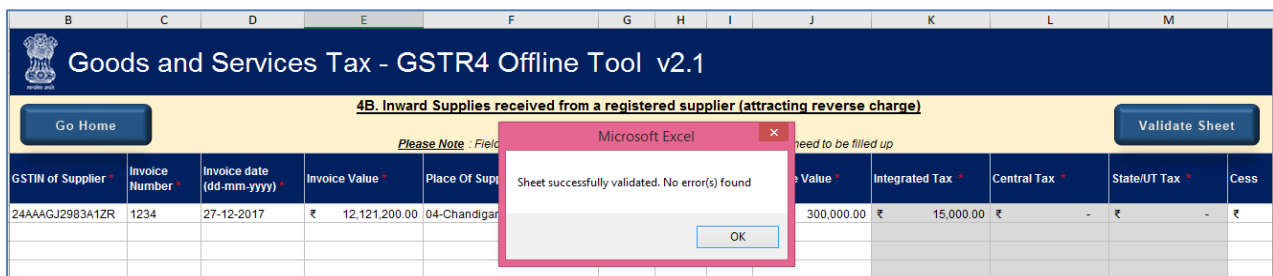
Goods and Services Tax - GSTR4 Offline Tool v2.1

4B. Inward Supplies received from a registered supplier (attracting reverse charge)

Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up

GSTIN of Supplier *	Invoice Number *	Invoice date (dd-mm-yyyy) *	Invoice Value *	Place Of Supply *	Reverse Charge *	Invoice Type *	Rate *	Taxable Value *	Integrated Tax *	Central Tax *	State/UT Tax *	Cess
24AAAGJ2983A1ZR	1234	27-12-2017	₹ 12,121,200.00	04-Chandigarh	Yes	Regular	5	₹ 300,000.00	₹ 15,000.00	₹ -	₹ -	₹

7. A pop-up message 'Sheet successfully validated. No error(s) found' is displayed once the sheet is validated. Click the **OK** button.



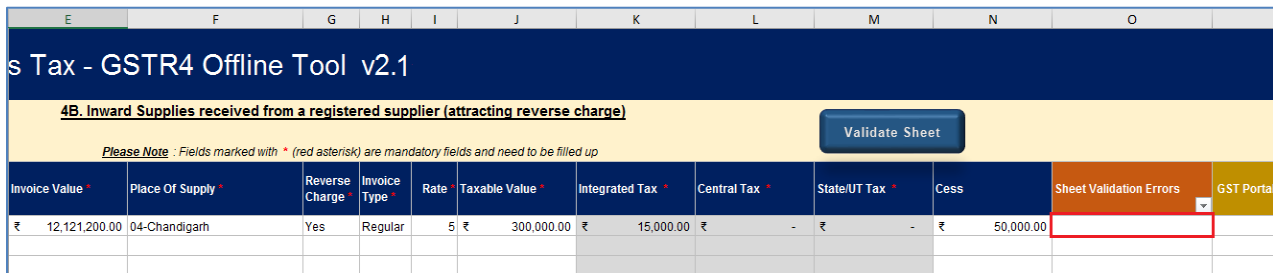
Goods and Services Tax - GSTR4 Offline Tool v2.1

4B. Inward Supplies received from a registered supplier (attracting reverse charge)

Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up

GSTIN of Supplier *	Invoice Number *	Invoice date (dd-mm-yyyy) *	Invoice Value *	Place Of Supply *	Reverse Charge *	Invoice Type *	Rate *	Taxable Value *	Integrated Tax *	Central Tax *	State/UT Tax *	Cess
24AAAGJ2983A1ZR	1234	27-12-2017	₹ 12,121,200.00	04-Chandigarh	Yes	Regular	5	₹ 300,000.00	₹ 15,000.00	₹ -	₹ -	₹

In case of successful validation, the errors in **Sheet Validation Errors** column is removed.



Goods and Services Tax - GSTR4 Offline Tool v2.1

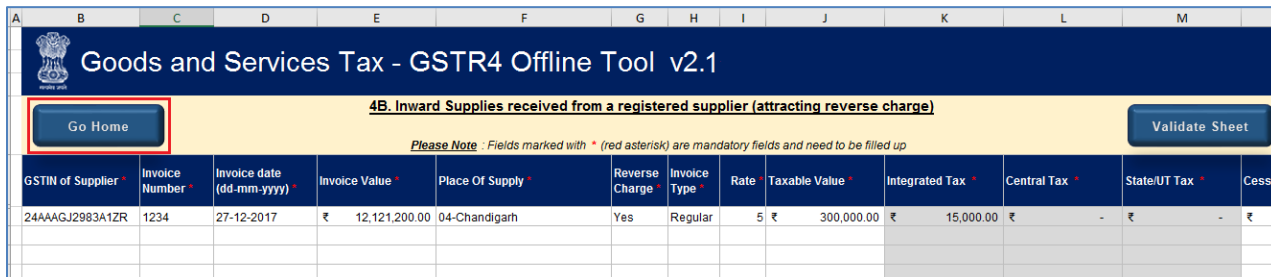
4B. Inward Supplies received from a registered supplier (attracting reverse charge)

Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up

Invoice Value *	Place Of Supply *	Reverse Charge *	Invoice Type *	Rate *	Taxable Value *	Integrated Tax *	Central Tax *	State/UT Tax *	Cess	Sheet Validation Errors	GST Portal
₹ 12,121,200.00	04-Chandigarh	Yes	Regular	5	₹ 300,000.00	₹ 15,000.00	₹ -	₹ -	₹ 50,000.00		

3. Generate JSON using Generate File button

1. Upon successful validation, Click the **Go Home** button to navigate to the home page.



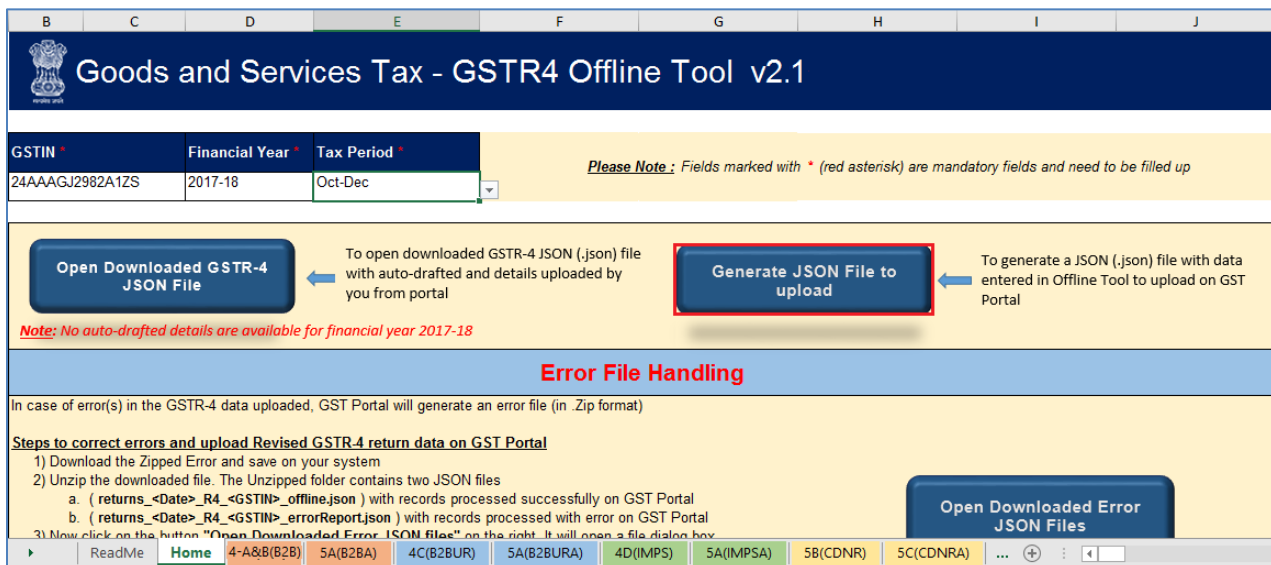
Goods and Services Tax - GSTR4 Offline Tool v2.1

Go Home **4B. Inward Supplies received from a registered supplier (attracting reverse charge)** **Validate Sheet**

*Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up*

GSTIN of Supplier *	Invoice Number *	Invoice date (dd-mm-yyyy) *	Invoice Value *	Place Of Supply *	Reverse Charge *	Invoice Type *	Rate *	Taxable Value *	Integrated Tax *	Central Tax *	State/UT Tax *	Cess
24AAAGJ2983A1ZR	1234	27-12-2017	₹ 12,121,200.00	04-Chandigarh	Yes	Regular	5	₹ 300,000.00	₹ 15,000.00	₹ -	₹ -	₹

2. On the home page click the **Generate JSON File to upload** button to generate JSON file for upload on the GST Portal.



Goods and Services Tax - GSTR4 Offline Tool v2.1

GSTIN * Financial Year * Tax Period *

24AAAGJ2982A1ZS 2017-18 Oct-Dec

*Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up*

Open Downloaded GSTR-4 JSON File To open downloaded GSTR-4 JSON (.json) file with auto-drafted and details uploaded by you from portal

Generate JSON File to upload To generate a JSON (.json) file with data entered in Offline Tool to upload on GST Portal

Note: No auto-drafted details are available for financial year 2017-18

Error File Handling

In case of error(s) in the GSTR-4 data uploaded, GST Portal will generate an error file (in .Zip format)

Steps to correct errors and upload Revised GSTR-4 return data on GST Portal

- 1) Download the Zipped Error and save on your system
- 2) Unzip the downloaded file. The Unzipped folder contains two JSON files
 - a. (returns_<Date>_R4_<GSTIN>_offline.json) with records processed successfully on GST Portal
 - b. (returns_<Date>_R4_<GSTIN>_errorReport.json) with records processed with error on GST Portal
- 3) Now click on the button "Open Downloaded Error JSON files" on the right. It will open a file dialog box.


Open Downloaded Error JSON Files

ReadMe Home 4-A&B(B2B) 5A(B2BA) 4C(B2BUR) 5A(B2BURA) 4D(IMPS) 5A(IMPSA) 5B(CDNR) 5C(CDNRA) ... + -


3. A message will be shown saying "Processing will take some time. Please wait". You may have to wait depending on the volume of data entered for each sections. Once done, Click the **OK** button.



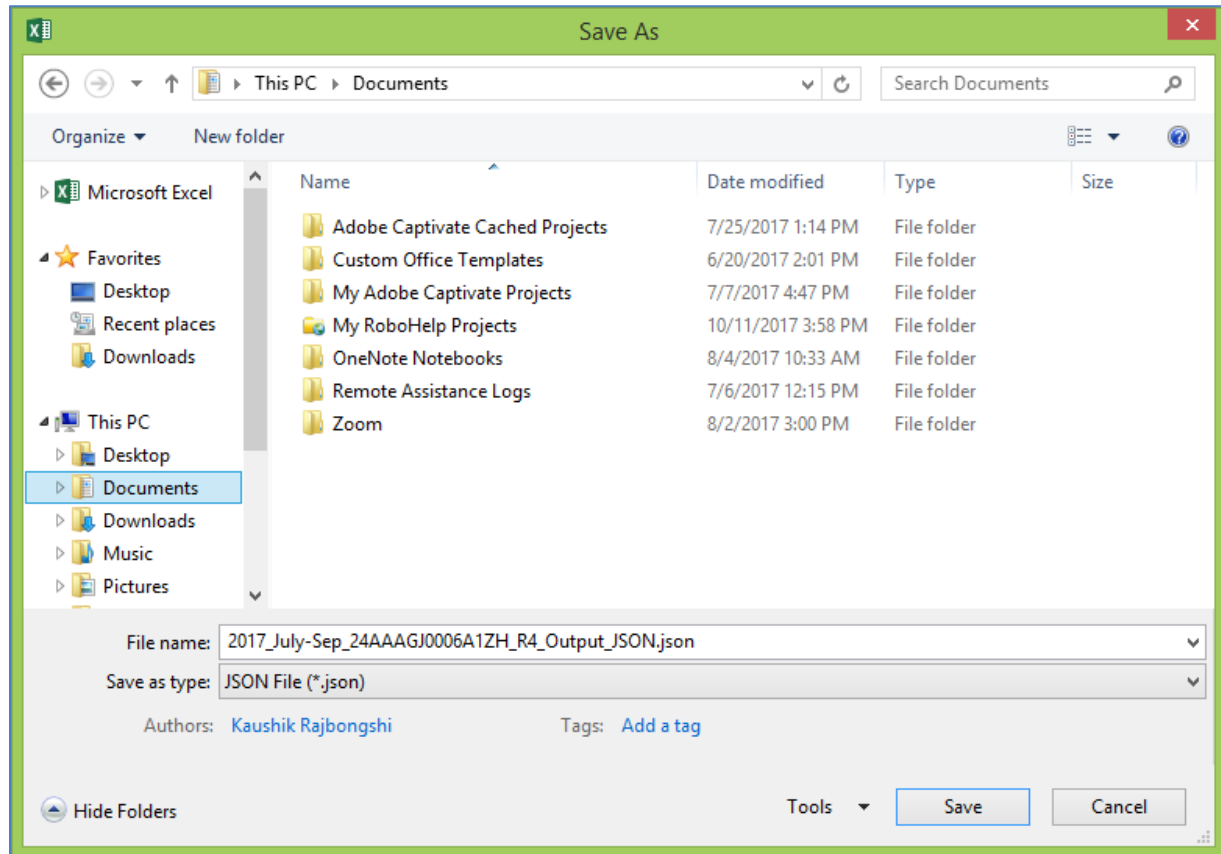
JSON would be generated only if the worksheet has been successfully validated.

B	C	D	E	F	G	H	I	J
 Goods and Services Tax - GSTR4 Offline Tool v2.1								
GSTIN * 24AAAGJ2982A1ZS			Financial Year * 2017-18		Tax Period * Oct-Dec			
<div style="display: flex; justify-content: space-between;"> <div> Open Downloaded GSTR-4 JSON File <small>To open downloaded GSTR-4 JSON file with auto-drafted and details uploaded by you from portal</small> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Microsoft Excel Processing may take some time. Please wait... <input type="button" value="OK"/> </div> <div> <small>To generate a JSON (.json) file with data entered in Offline Tool to upload on GST Portal</small> </div> </div>								
<i>Note: No auto-drafted details are available for financial year 2017-18</i>								
Error File Handling								
<small>In case of error(s) in the GSTR-4 data uploaded, GST Portal will generate an error file (in .Zip format)</small>								
Steps to correct errors and upload Revised GSTR-4 return data on GST Portal 1) Download the Zipped Error and save on your system 2) Unzip the downloaded file. The Unzipped folder contains two JSON files a. (returns_<Date>_R4_<GSTIN>_offline.json) with records processed successfully on GST Portal b. (returns_<Date>_R4_<GSTIN>_errorReport.json) with records processed with error on GST Portal 3) Now, click on the button "Open Downloaded Error JSON files" on the right. It will open a file dialog box.								
Open Downloaded Error JSON Files								
<div style="display: flex; justify-content: space-between;"> ReadMe Home 4-A&B(B2B) 5A(B2BA) 4C(B2BUR) 5A(B2BURA) 4D(IMPS) 5A(IMPSA) 5B(CDNR) 5C(CDNRA) ... </div>								

- A confirmation message 'The data in the sheets are successfully captured in the JSON file'. Please save this file and upload in the online portal to initiate filing' is displayed that JSON file has been generated on your desktop. Click the **OK** button and save this file.

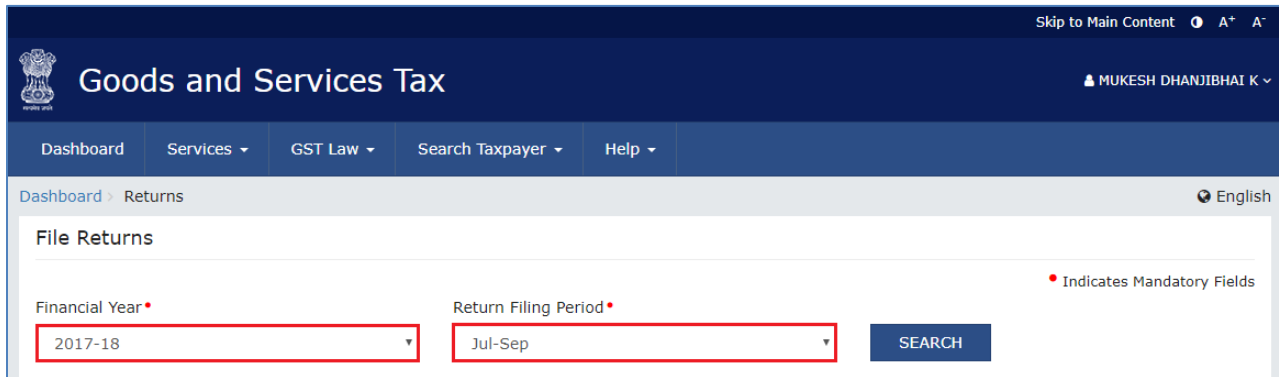
B	C	D	E	F	G	H	I	J
 Goods and Services Tax - GSTR4 Offline Tool v2.1								
GSTIN * 24AAAGJ2982A1ZS			Financial Year * 2017-18		Tax Period * Oct-Dec			
<div style="display: flex; justify-content: space-between;"> <div> Open Downloaded GSTR-4 JSON File <small>To open downloaded GSTR-4 JSON file with auto-drafted and details uploaded by you from portal</small> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Microsoft Excel The data in the sheets are successfully captured in the JSON file. Please save this file and upload in the online portal to initiate filing. <input type="button" value="OK"/> </div> <div> <small>To generate a JSON (.json) file with data entered in Offline Tool to upload on GST Portal</small> </div> </div>								
<i>Note: No auto-drafted details are available for financial year 2017-18</i>								
Error File Handling								
<small>In case of error(s) in the GSTR-4 data uploaded, GST Portal will generate an error file (in .Zip format)</small>								
Steps to correct errors and upload Revised GSTR-4 return data on GST Portal 1) Download the Zipped Error and save on your system 2) Unzip the downloaded file. The Unzipped folder contains two JSON files a. (returns_<Date>_R4_<GSTIN>_offline.json) with records processed successfully on GST Portal b. (returns_<Date>_R4_<GSTIN>_errorReport.json) with records processed with error on GST Portal 3) Now, click on the button "Open Downloaded Error JSON files" on the right. It will open a file dialog box.								
Open Downloaded Error JSON Files								
<div style="display: flex; justify-content: space-between;"> ReadMe Home 4-A&B(B2B) 5A(B2BA) 4C(B2BUR) 5A(B2BURA) 4D(IMPS) 5A(IMPSA) 5B(CDNR) 5C(CDNRA) ... </div>								

5. Browse the location to save the JSON (.json) file on your system. Click the **Save** button.



4. Upload Generated JSON on GST Portal

1. Access the <https://gst.gov.in/> URL. The GST Home page is displayed.
2. Click the **Services > Returns > Returns Dashboard** command.
3. The File Returns page is displayed. In the **Financial Year** drop-down list, select the financial year for which the return has to be uploaded.
4. In the **Return Filing Period** drop-down list, select the return filing period for which the return has to be uploaded.
5. Click the **SEARCH** button.



Skip to Main Content A+ A-

Goods and Services Tax MUKESH DHANJIBHAI K

Dashboard Services GST Law Search Taxpayer Help

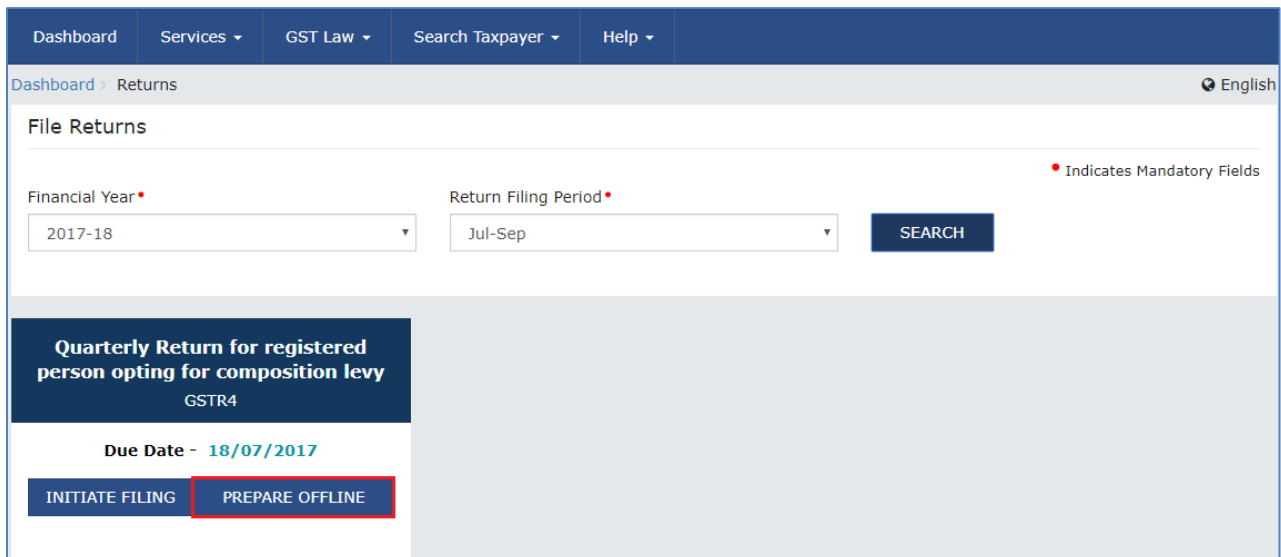
Dashboard > Returns English

File Returns

Financial Year • Return Filing Period • Indicates Mandatory Fields

2017-18 Jul-Sep SEARCH

6. Applicable returns of the selected tax period are displayed. In the GSTR4 tile, click the **PREPARE OFFLINE** button.



Dashboard Services GST Law Search Taxpayer Help

Dashboard > Returns English

File Returns

Financial Year • Return Filing Period • Indicates Mandatory Fields

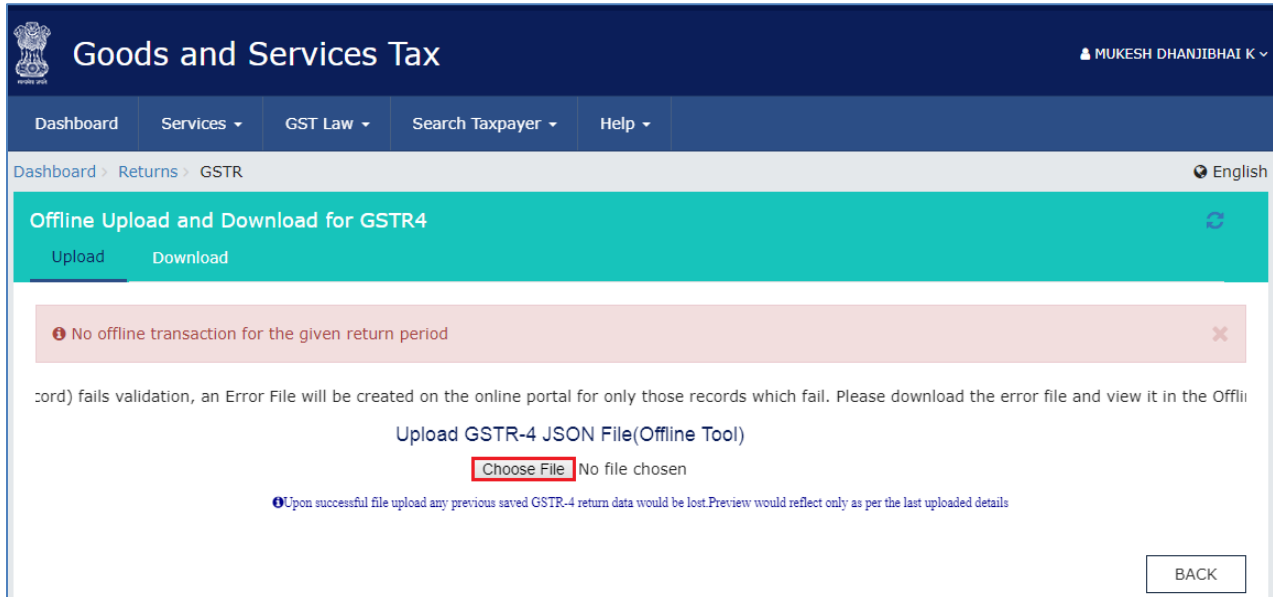
2017-18 Jul-Sep SEARCH

Quarterly Return for registered person opting for composition levy GSTR4

Due Date - 18/07/2017

INITIATE FILING PREPARE OFFLINE

7. Click the Choose file button to choose the JSON file prepared using the Offline Tool.



Goods and Services Tax

MUKESH DHANJIBHAI K

Dashboard Services GST Law Search Taxpayer Help

Dashboard > Returns > GSTR

English

Offline Upload and Download for GSTR4

Upload Download

No offline transaction for the given return period

cord) fails validation, an Error File will be created on the online portal for only those records which fail. Please download the error file and view it in the Offli

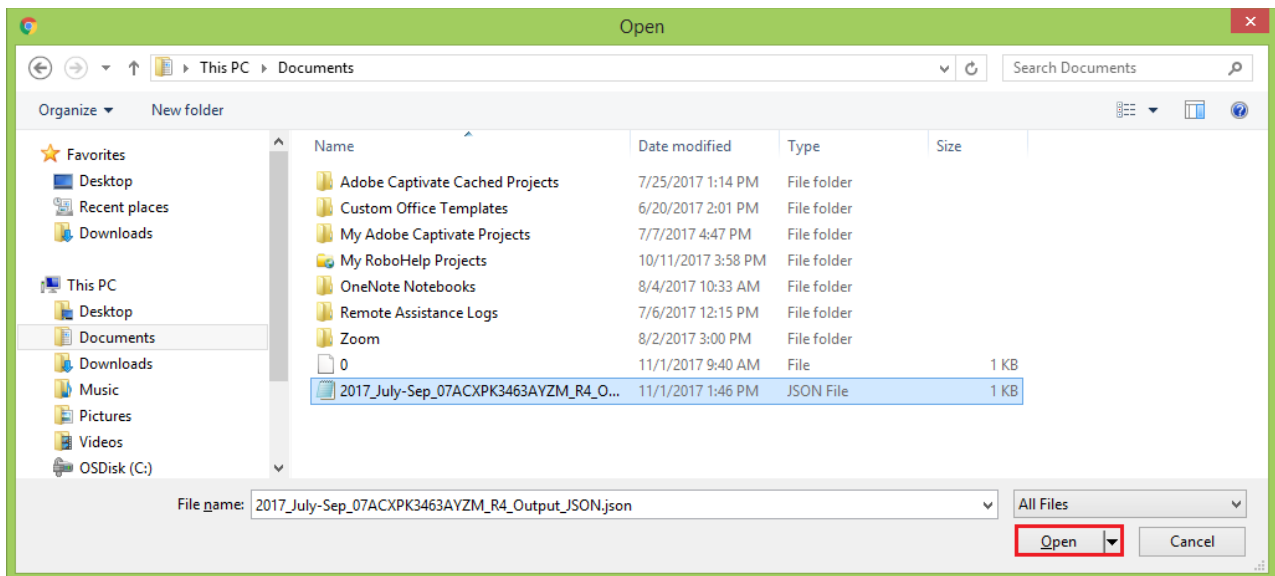
Upload GSTR-4 JSON File(Offline Tool)

Choose File No file chosen

Upon successful file upload any previous saved GSTR-4 return data would be lost.Preview would reflect only as per the last uploaded details

BACK

8. Browse and navigate the JSON file to be uploaded from your computer. Click the **Open** button.



Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > GSTR
English

Offline Upload and Download for GSTR4

Upload
Download

No offline transaction for the given return period

In case uploaded data (invoice data or other record) fails validation, an Error File will be created on the online port

Upload GSTR4 json(Offline Tool)

Choose File
2017_July-Se...ut_JSON.json

99%

CANCEL UPLOAD

Upon successful file upload any previous saved GSTR-4 return data would be lost.Preview would reflect only as per the last uploaded details

9. The uploaded JSON file would be validated and processed. Upon successful validation and processing, the details entered would be populated in respective Tables.

In case of validation failure upon processing, errors if any would be shown on the GST Portal.

Dashboard > Returns > GSTR
English

Offline Upload and Download for GSTR4

Upload
Download

Your JSON file has been uploaded successfully.It may take up to 15 minutes to do validation. Please come back after 15 minutes.

ill be created on the online portal for only those records which fail. Please download the error file and view it in the Offline tool to correct the same. After m

Upload GSTR4 json(Offline Tool)

Choose File
No file chosen

Upon successful file upload any previous saved GSTR-4 return data would be lost.Preview would reflect only as per the last uploaded details

Upload History

Date	Time	Reference id	Status	Error Report
01/11/2017	14:25:53	571eefe2-552a-4a8f-bf56-75f36db44ee2	Processed	NA



Please Note, it is possible to upload JSON multiple times on GST portal till submission. However, earlier uploaded data would be overwritten. Tables and Preview would reflect only the last uploaded data.



You may download the records successfully processed on GST portal anytime by navigating to 'Returns Dashboard>Financial Year>Return Period>GSTR4 Prepare Offline> Download'.

10. In case of validation failure of one or more details upon processing of uploaded JSON file on the GST portal, status will be updated as 'Processed with Error'

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > GSTR

English

Offline Upload and Download for GSTR4

Upload
Download

✔ Your JSON file has been uploaded successfully. It may take up to 15 minutes to do validation. Please come back after 15 minutes.

le and view it in the Offline tool to correct the same. After making required correction, please prepare JSON file following the same process as that for regul

Upload GSTR4 json(Offline Tool)

Choose File No file chosen

ⓘ Upon successful file upload any previous saved GSTR-4 return data would be lost. Preview would reflect only as per the last uploaded details

Upload History

Date	Time	Reference id	Status	Error Report
01/11/2017	14:07:13	7a831a8d-5368-49af-af62-fd93274d2356	Processed with Error	Generate error report

11. Click the **Generate error report** link to download the report.

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > GSTR

English

Offline Upload and Download for GSTR4

Upload
Download

✔ Your JSON file has been uploaded successfully. It may take up to 15 minutes to do validation. Please come back after 15 minutes.

le and view it in the Offline tool to correct the same. After making required correction, please prepare JSON file following the same process as that for regul

Upload GSTR4 json(Offline Tool)

Choose File No file chosen

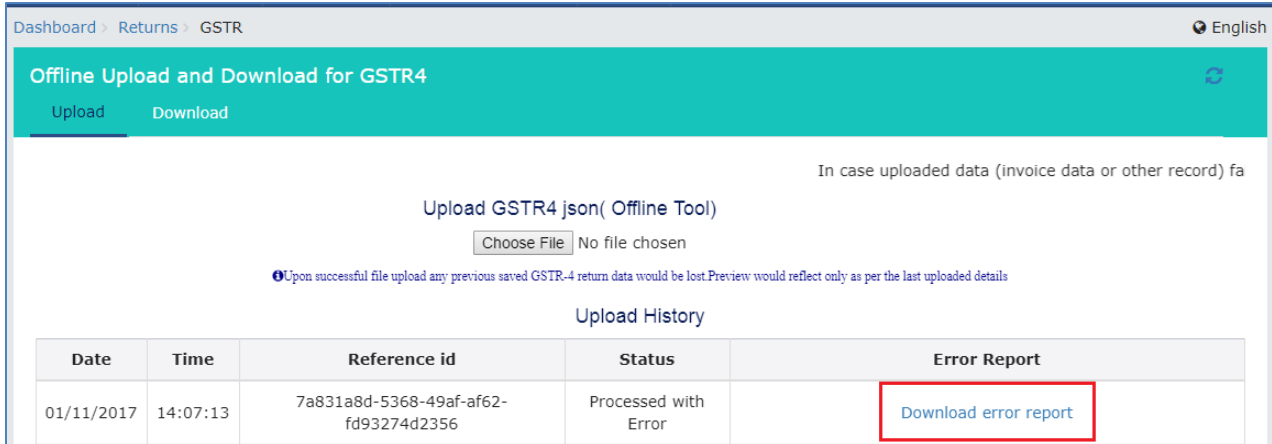
ⓘ Upon successful file upload any previous saved GSTR-4 return data would be lost. Preview would reflect only as per the last uploaded details

Upload History

Date	Time	Reference id	Status	Error Report
01/11/2017	14:07:13	7a831a8d-5368-49af-af62-fd93274d2356	Processed with Error	Generate error report

NOTE: Report generation may take some time to get generated.

12. Once the report is generated, click the **Download error report** link to download the error report.



Dashboard > Returns > GSTR

Offline Upload and Download for GSTR4

Upload Download

In case uploaded data (invoice data or other record) fa

Upload GSTR4 json(Offline Tool)

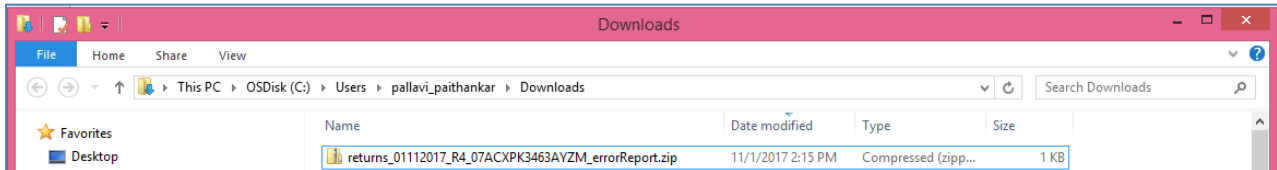
Choose File No file chosen

Upon successful file upload any previous saved GSTR-4 return data would be lost.Preview would reflect only as per the last uploaded details

Upload History

Date	Time	Reference id	Status	Error Report
01/11/2017	14:07:13	7a831a8d-5368-49af-af62-fd93274d2356	Processed with Error	Download error report

13. Error report is downloaded in .zip file. Save error report on your system.



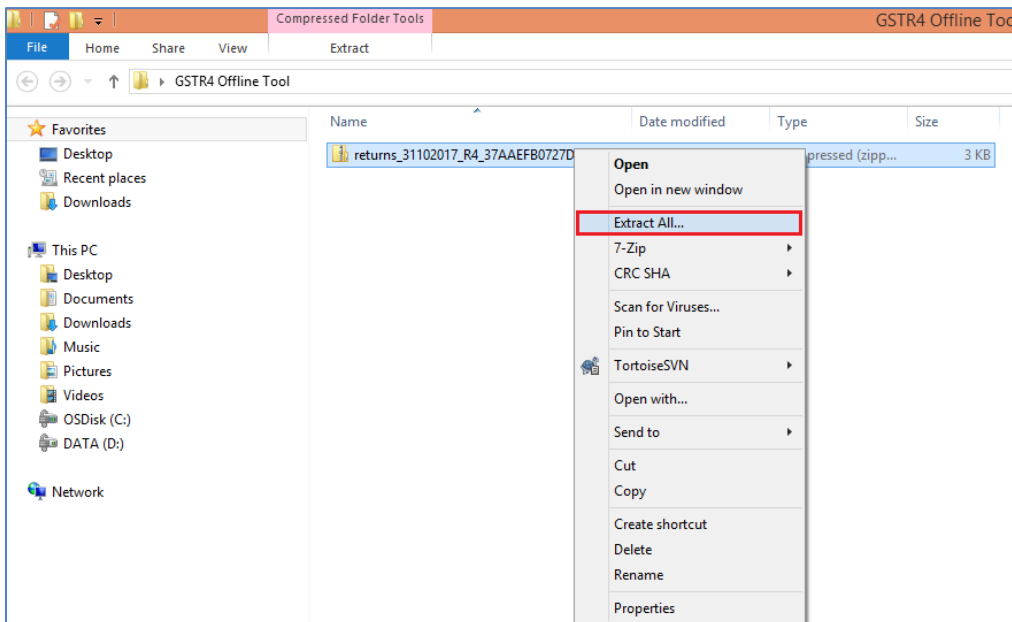
Downloads

File Home Share View

This PC > OSDisk (C:) > Users > pallavi_paitthakar > Downloads

Name	Date modified	Type	Size
returns_01112017_R4_07ACXPK3463AYZM_errorReport.zip	11/1/2017 2:15 PM	Compressed (zipp...	1 KB

14. Unzip the files from .zip folder. To unzip the files, right click on the downloaded .zip folder and select **Extract All**.



Compressed Folder Tools GSTR4 Offline Tool

File Home Share View Extract

This PC > GSTR4 Offline Tool

Name	Date modified	Type	Size
returns_31102017_R4_37AAEFB0727D		Compressed (zipp...	3 KB

Open

Open in new window

Extract All...

7-Zip

CRC SHA

Scan for Viruses...

Pin to Start

TortoiseSVN

Open with...

Send to

Cut

Copy

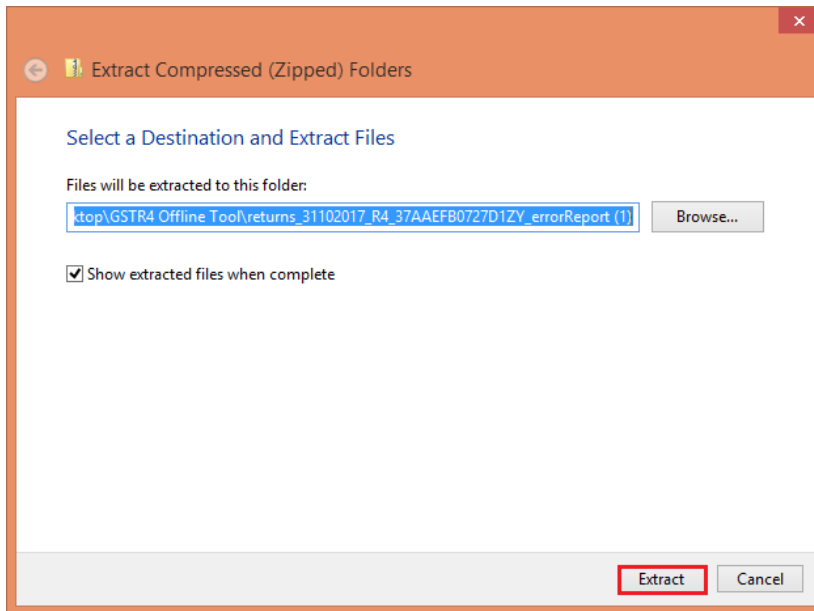
Create shortcut

Delete

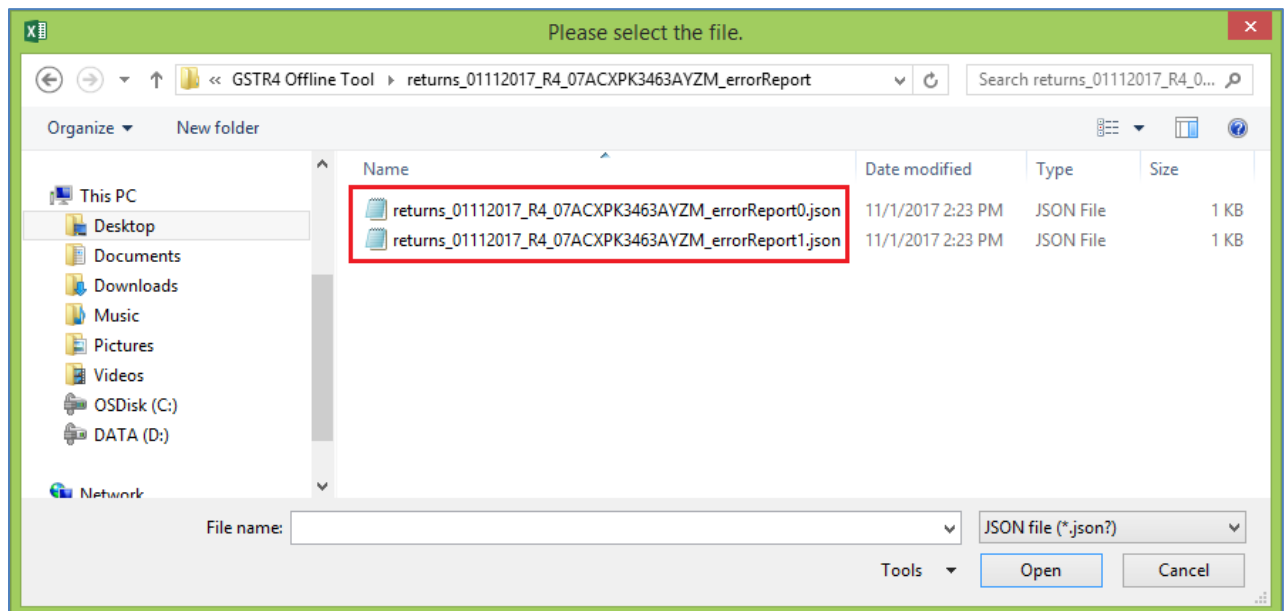
Rename

Properties

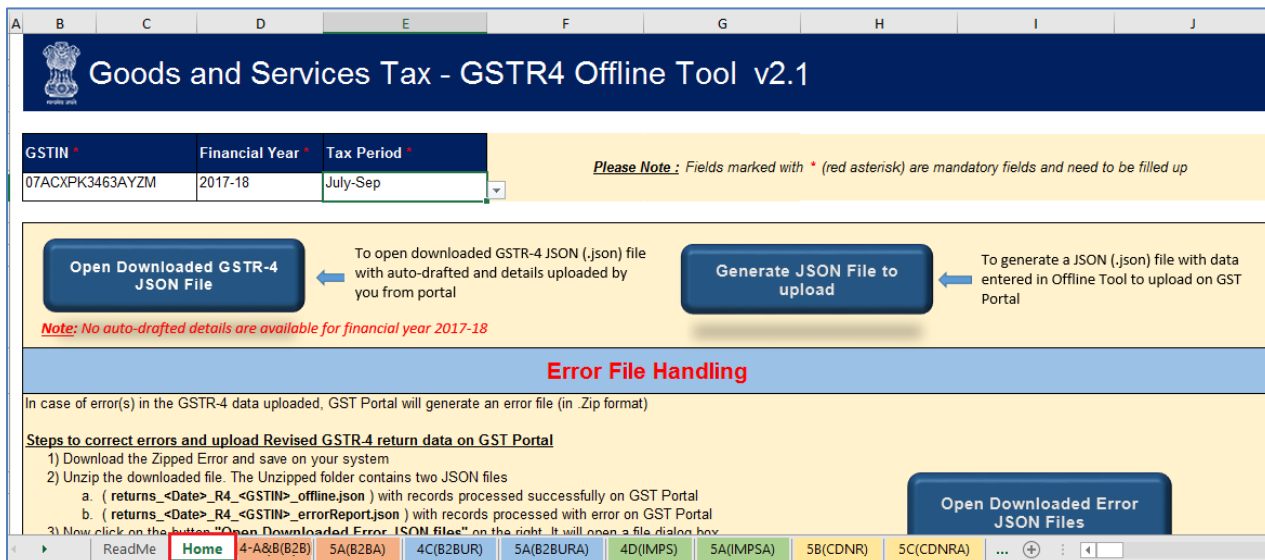
15. Browse the location to save the extracted error reports and click the **Extract** button.



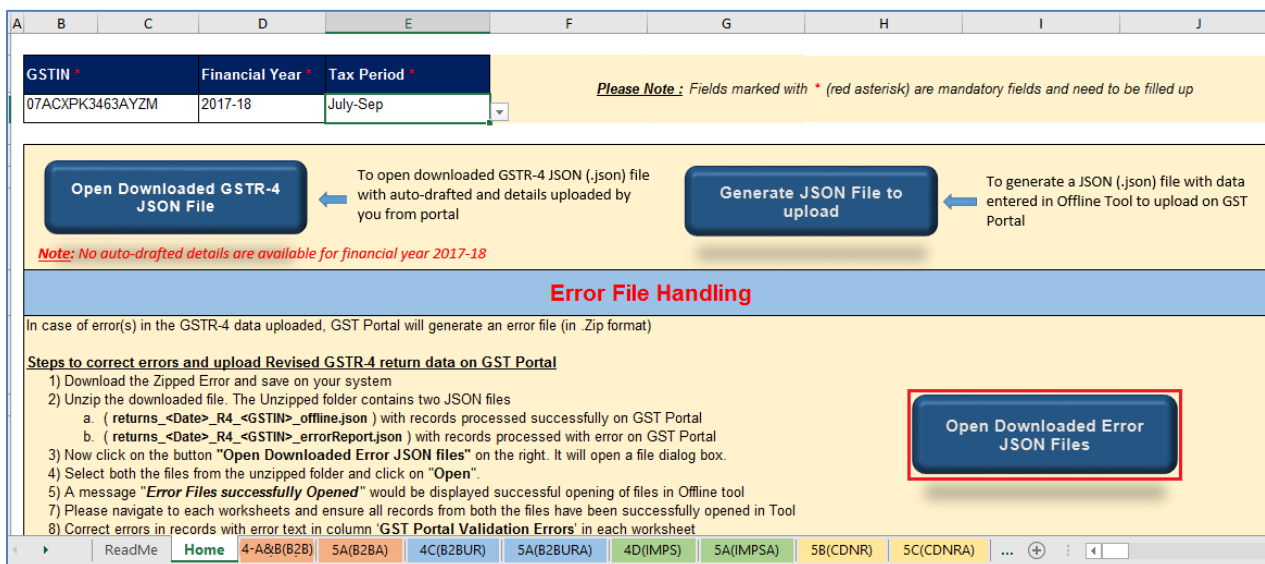
16. The Unzipped folder contains two JSON files.



17. Now Open GSTR4 Tool and go to **Home** Tab.

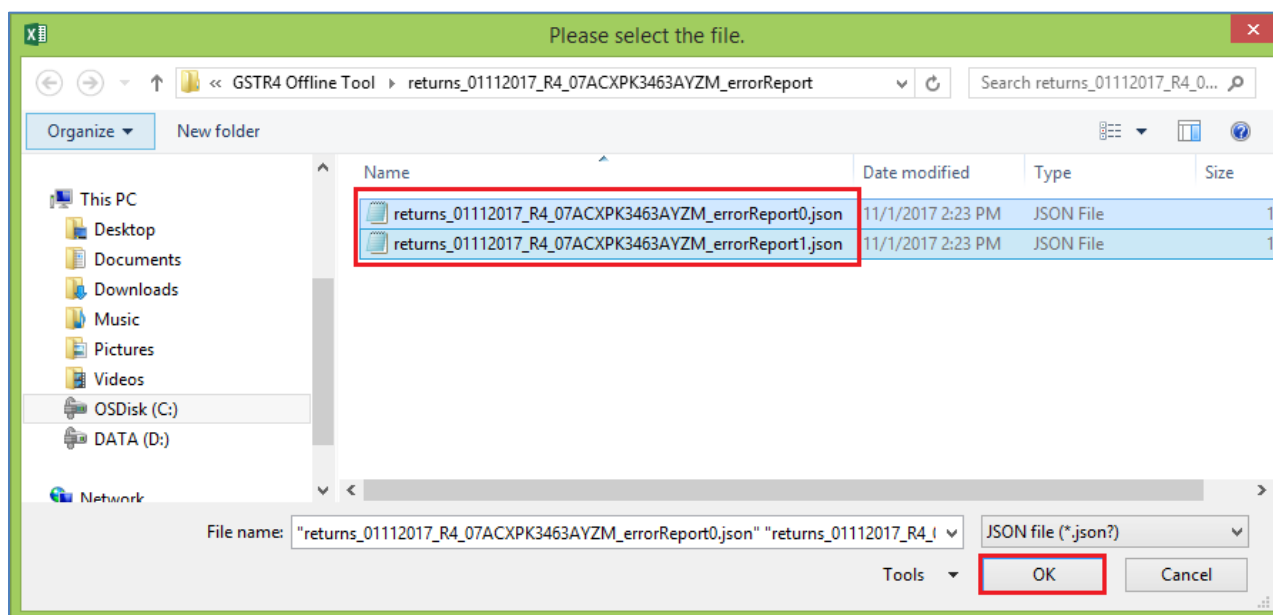


18. Under the section Error File Handling, click the **Open Downloaded Error JSON Files** button.

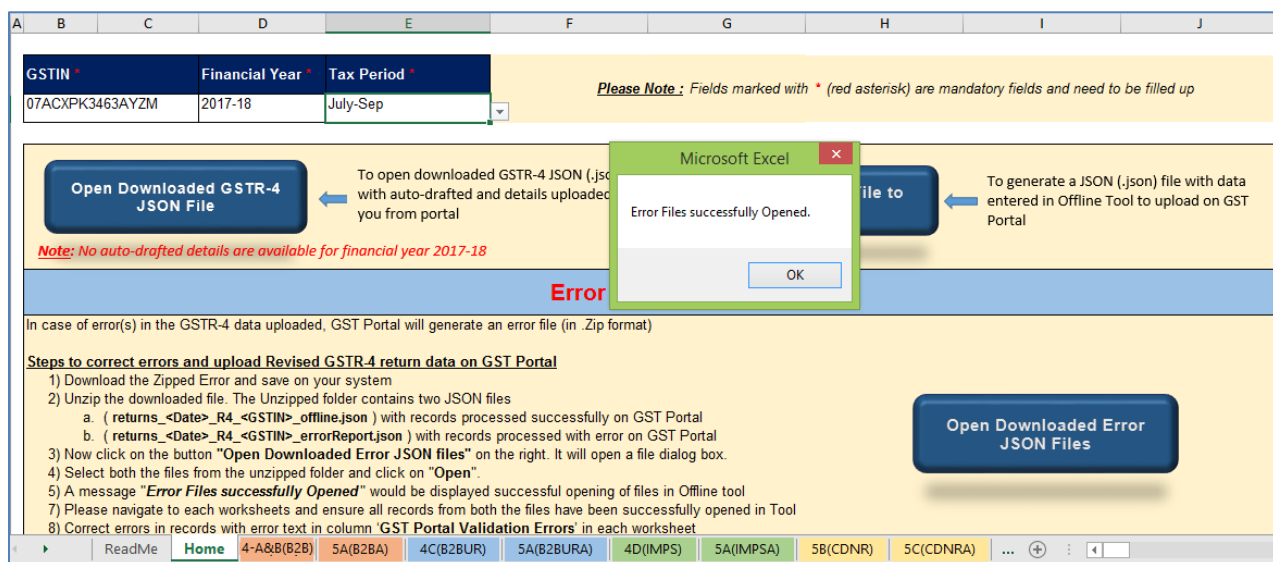


19. A file dialog box will open. Navigate to extracted error folder. Select both the files and click the **OK** button.

Note: Both the error files and the records processed successfully file have to be selected and opened together.



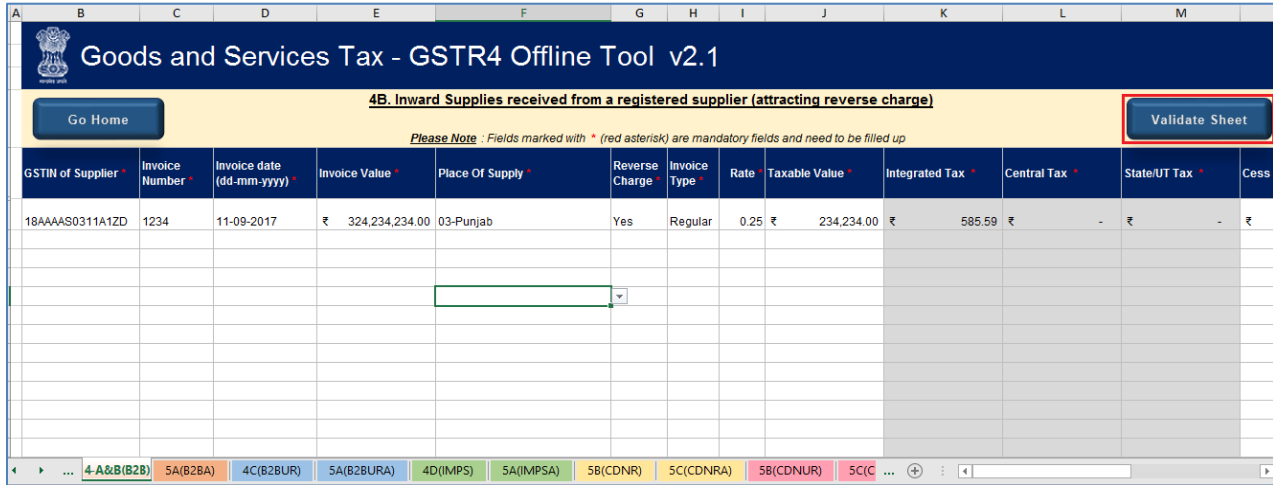
20. Success message will be displayed. Click the **OK** button to proceed.



21. Navigate to each Worksheets and ensure all records from both the files have been successfully opened in Tool. Both the successfully processed as well as error records would be visible in different worksheets.

22. Correct the errors as mentioned in the column "GST Portal Validation Errors" in each sheet.

23. After making the corrections, click the **Validate Sheet** button to validate the sheets.



Goods and Services Tax - GSTR4 Offline Tool v2.1

4B. Inward Supplies received from a registered supplier (attracting reverse charge)

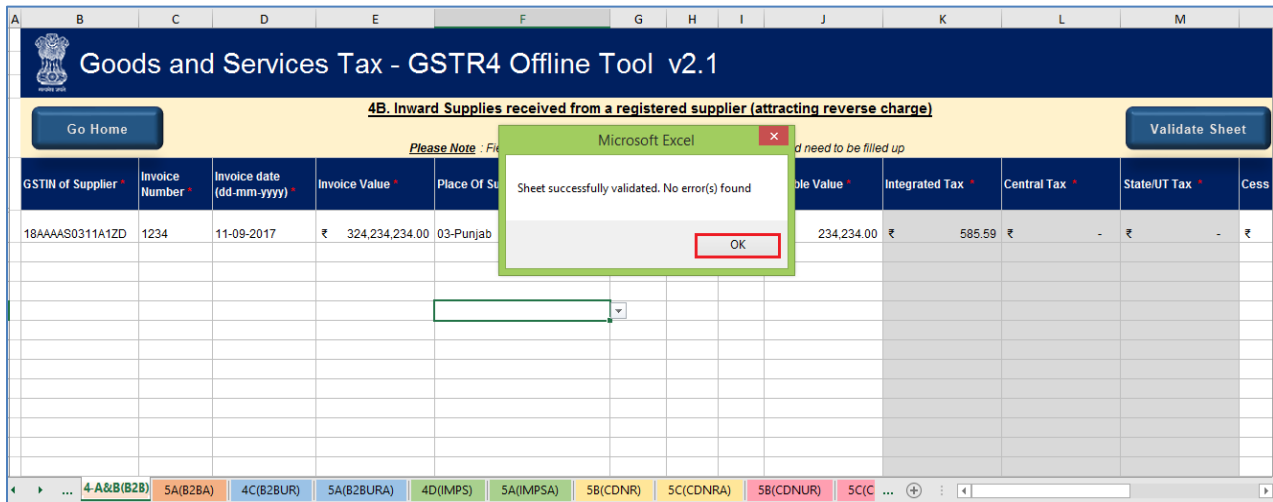
Go Home **Validate Sheet**

*Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up*

GSTIN of Supplier *	Invoice Number *	Invoice date (dd-mm-yyyy) *	Invoice Value *	Place Of Supply *	Reverse Charge	Invoice Type *	Rate *	Taxable Value *	Integrated Tax *	Central Tax *	State/UT Tax *	Cess
18AAAS0311A1ZD	1234	11-09-2017	₹ 324,234,234.00	03-Punjab	Yes	Regular	0.25	₹ 234,234.00	₹ 585.59	₹ -	₹ -	₹

4A&B(B2B) 5A(B2BA) 4C(B2BUR) 5A(B2BURA) 4D(IMPS) 5A(IMPSA) 5B(CDNUR) 5C(CDNRA) 5B(CDNUR) 5C(C ...

24. Pop-up appears once sheet is validated successfully.



Goods and Services Tax - GSTR4 Offline Tool v2.1

4B. Inward Supplies received from a registered supplier (attracting reverse charge)

Go Home **Validate Sheet**

*Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up*

GSTIN of Supplier *	Invoice Number *	Invoice date (dd-mm-yyyy) *	Invoice Value *	Place Of Supply *	Reverse Charge	Invoice Type *	Rate *	Taxable Value *	Integrated Tax *	Central Tax *	State/UT Tax *	Cess
18AAAS0311A1ZD	1234	11-09-2017	₹ 324,234,234.00	03-Punjab	Yes	Regular	0.25	₹ 234,234.00	₹ 585.59	₹ -	₹ -	₹

4A&B(B2B) 5A(B2BA) 4C(B2BUR) 5A(B2BURA) 4D(IMPS) 5A(IMPSA) 5B(CDNUR) 5C(CDNRA) 5B(CDNUR) 5C(C ...

Microsoft Excel
Sheet successfully validated. No error(s) found
OK

25. After each is successfully validated, click the **Get Summary** button to update the summary on Home tab.

GSTR-4-Sectionwise Summary									
Note: All data in below section is calculated based on input in other worksheets. Click on "Get Summary" button to the right.									
No. of Suppliers	No. of Notes / Vouchers	No. of Invoices	Total Notes / Vouchers / Invoice Value	Total Taxable Value	Total Integrated Tax	Total Central Tax	Total State / UT Tax	Total Cess	
Summary of 4B(B2B)									
1	NA	1	₹ 324,234,234.00	₹ 234,234.00	₹ 585.58	₹ -	₹ -	₹ 23,423.00	
Summary of 5A(B2BA)									
0	NA	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -	
Summary of 4C(B2BUR)									
NA	NA	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -	
Summary of 5A(B2BURA)									
NA	NA	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -	
Summary of 4D(IMPS)									
NA	NA	0	₹ -	₹ -	₹ -	NA	NA	₹ -	
Summary of 5A(IMPSA)									
NA	NA	0	₹ -	₹ -	₹ -	NA	NA	₹ -	

26. Summary is displayed for all the sections.

GSTR-4-Sectionwise Summary									
Note: All data in below section is calculated based on input in other worksheets. Click on "Get Summary" button to the right.									
No. of Suppliers	No. of Notes / Vouchers	No. of Invoices	Total Notes / Vouchers / Invoice Value	Total Taxable Value	Total Integrated Tax	Total Central Tax	Total State / UT Tax	Total Cess	
Summary of 4B(B2B)									
1	NA	1	₹ 324,234,234.00	₹ 234,234.00	₹ 585.58	₹ -	₹ -	₹ 23,423.00	
Summary of 5A(B2BA)									
0	NA	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -	
Summary of 4C(B2BUR)									
NA	NA	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -	
Summary of 5A(B2BURA)									
NA	NA	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -	
Summary of 4D(IMPS)									
NA	NA	0	₹ -	₹ -	₹ -	NA	NA	₹ -	
Summary of 5A(IMPSA)									
NA	NA	0	₹ -	₹ -	₹ -	NA	NA	₹ -	

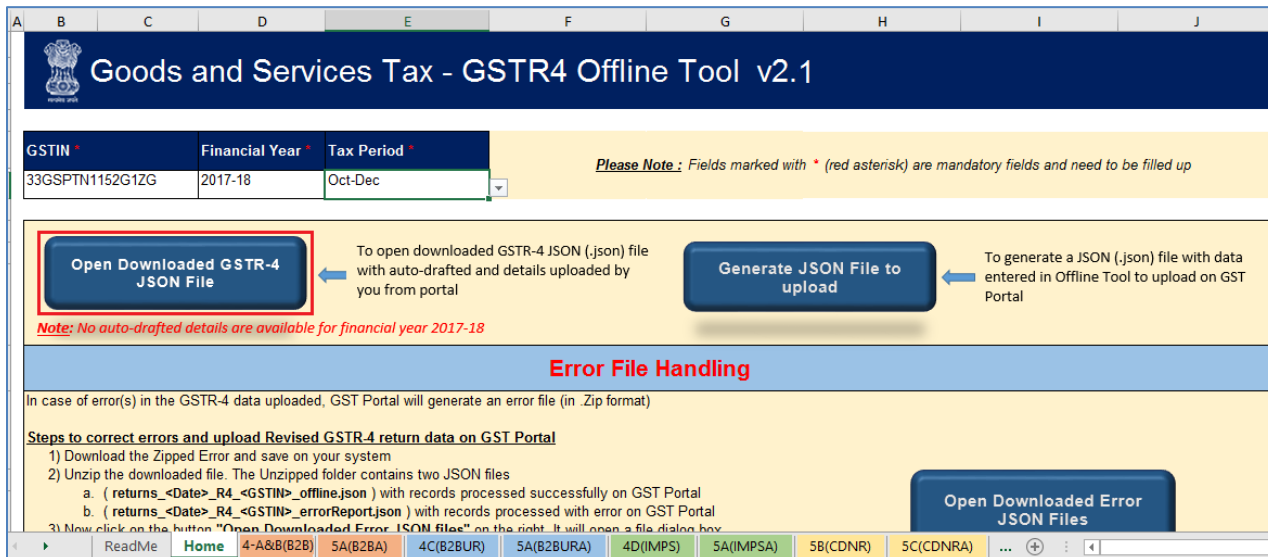
NOTE: Summary is generated based on the data entered in various worksheet. It does not account for late fee and interest liability.

27. Click on 'Generate JSON File to upload' to generate JSON(.json) file for upload of GSTR4 Return details prepared offline on GST Portal.

28. Follow steps mentioned in GSTR4 JSON upload on GST Portal section to file GSTR4.

5. Open Downloaded Return File for GSTR4

1. To Open the Downloaded Return file for GSTR4, click “Open Downloaded GSTR4 JSON File” on Home tab.



Goods and Services Tax - GSTR4 Offline Tool v2.1

GSTIN * Financial Year * Tax Period *

33GSPTN1152G1ZG 2017-18 Oct-Dec

*Please Note: Fields marked with * (red asterisk) are mandatory fields and need to be filled up*

Open Downloaded GSTR-4 JSON File To open downloaded GSTR-4 JSON (.json) file with auto-drafted and details uploaded by you from portal

Generate JSON File to upload To generate a JSON (.json) file with data entered in Offline Tool to upload on GST Portal

Note: No auto-drafted details are available for financial year 2017-18

Error File Handling

In case of error(s) in the GSTR-4 data uploaded, GST Portal will generate an error file (in .Zip format)

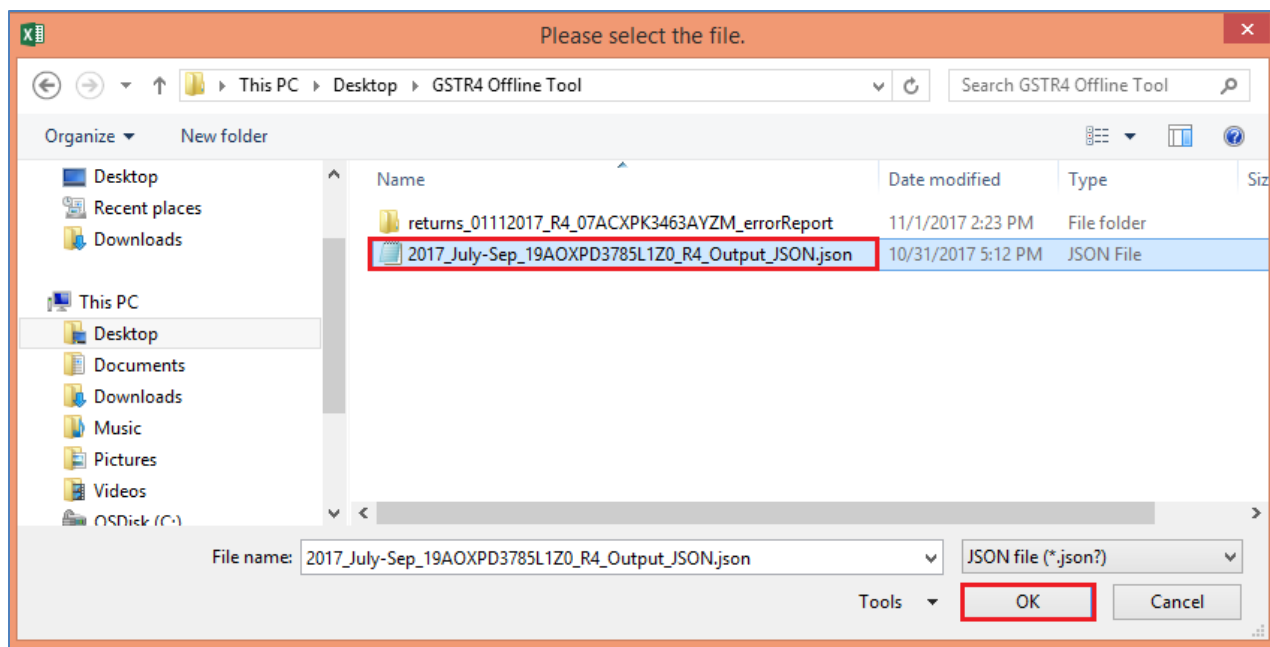
Steps to correct errors and upload Revised GSTR-4 return data on GST Portal

- 1) Download the Zipped Error and save on your system
- 2) Unzip the downloaded file. The Unzipped folder contains two JSON files
 - a. (returns_<Date>_R4_<GSTIN>_offline.json) with records processed successfully on GST Portal
 - b. (returns_<Date>_R4_<GSTIN>_errorReport.json) with records processed with error on GST Portal
- 3) Now click on the button "Open Downloaded Error JSON files" on the right. It will open a file dialog box.

Open Downloaded Error JSON Files

ReadMe Home 4-A&B(B2B) 5A(B2BA) 4C(B2BUR) 5A(B2BURA) 4D(IMPS) 5A(IMPSA) 5B(CDNR) 5C(CDNR) ...

2. Browse the JSON(.json) file and click the **OK** button.



3. Select the downloaded JSON (.json) file and click on OK to proceed. Once successfully imported, you will get the message "Downloaded GSTR4 file successfully opened"

Goods and Services Tax - GSTR4 Offline Tool v2.1

GSTIN * Financial Year * Tax Period *

33GSPTN1152G1ZG 2017-18 Oct-Dec

Microsoft Excel

Downloaded GSTR-4 file successfully opened

OK

To open downloaded GSTR-4 JSON file with auto-drafted and details uploaded from portal

To generate a JSON (.json) file with data entered in Offline Tool to upload on GST Portal

Note: No auto-drafted details are available for financial year 2017-18

Error File Handling

In case of error(s) in the GSTR-4 data uploaded, GST Portal will generate an error file (in .Zip format)

Steps to correct errors and upload Revised GSTR-4 return data on GST Portal

- 1) Download the Zipped Error and save on your system
- 2) Unzip the downloaded file. The Unzipped folder contains two JSON files
 - a. (returns_<Date>_R4_<GSTIN>_offline.json) with records processed successfully on GST Portal
 - b. (returns_<Date>_R4_<GSTIN>_errorReport.json) with records processed with error on GST Portal
- 3) Now click on the button "Open Downloaded Error JSON files" on the right. It will open a file dialog box

Open Downloaded Error JSON Files

ReadMe Home 4-A&B(B2B) 5A(B2BA) 4C(B2BUR) 5A(B2BURA) 4D(IMPS) 5A(IMPSA) 5B(CDNR) 5C(CDNRA) ...

4. Now the sections for which you entered details of invoices/taxes to upload in GST portal will be populated with data automatically.
5. Modify the invoice details as per requirement.
6. After making the modifications, click the **Validate Sheet** button to validate the sheets.

Goods and Services Tax - GSTR4 Offline Tool v2.1

Go Home

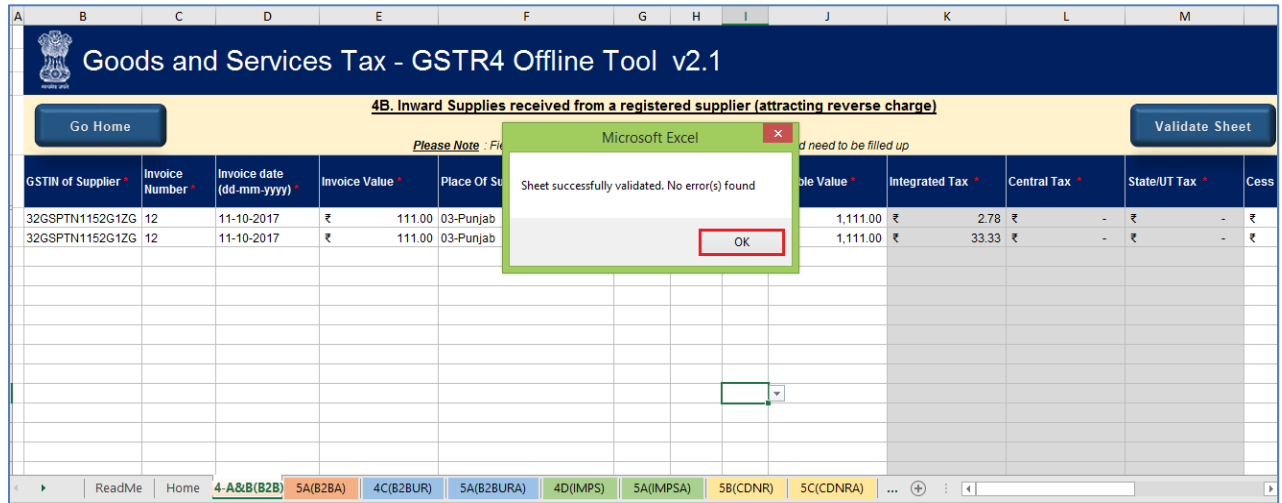
4B. Inward Supplies received from a registered supplier (attracting reverse charge)

Please Note: Fields marked with * (red asterisk) are mandatory fields and need to be filled up

GSTIN of Supplier *	Invoice Number *	Invoice date (dd-mm-yyyy) *	Invoice Value *	Place Of Supply *	Reverse Charge	Invoice Type *	Rate *	Taxable Value *	Integrated Tax *	Central Tax *	State/UT Tax *	Cess
32GSPTN1152G1ZG	12	11-10-2017	₹ 111.00	03-Punjab	Yes	Regular	0.25	₹ 1,111.00	₹ 2.78	₹ -	₹ -	₹ -
32GSPTN1152G1ZG	12	11-10-2017	₹ 111.00	03-Punjab	Yes	Regular	3.00	₹ 1,111.00	₹ 33.33	₹ -	₹ -	₹ -

ReadMe Home 4-A&B(B2B) 5A(B2BA) 4C(B2BUR) 5A(B2BURA) 4D(IMPS) 5A(IMPSA) 5B(CDNR) 5C(CDNRA) ...

- Pop-up saying “Sheet successfully validated. No error(s) found” appears once sheet is validated successfully.



Goods and Services Tax - GSTR4 Offline Tool v2.1

4B. Inward Supplies received from a registered supplier (attracting reverse charge)

Go Home Validate Sheet

Please Note: Fields marked with * need to be filled up

GSTIN of Supplier *	Invoice Number *	Invoice date (dd-mm-yyyy) *	Invoice Value *	Place Of Supply *	Invoice Value *	Integrated Tax *	Central Tax *	State/UT Tax *	Cess *
32GSPTN1152G1ZG	12	11-10-2017	₹ 111.00	03-Punjab	1,111.00	₹ 2.78	₹ -	₹ -	₹ -
32GSPTN1152G1ZG	12	11-10-2017	₹ 111.00	03-Punjab	1,111.00	₹ 33.33	₹ -	₹ -	₹ -

ReadMe Home 4-A&B(B2B) 5A(B2BA) 4C(B2BUR) 5A(B2BURA) 4D(IMPS) 5A(IMPSA) 5B(CDNR) 5C(CDNRA) ...

- After each section is successfully validated, click the **Get Summary** button to update the summary on Home tab.

GSTR-4-Sectionwise Summary

Note: All data in below section is calculated based on input in other worksheets. Click on "Get Summary" button to the right.

Get Summary

No. of Suppliers	No. of Notes / Vouchers	No. of Invoices	Total Notes / Vouchers / Invoice Value	Total Taxable Value	Total Integrated Tax	Total Central Tax	Total State / UT Tax	Total Cess
Summary of 4B(B2B)								
1	NA	1	₹ 111.00	₹ 2,222.00	₹ 36.11	₹ -	₹ -	₹ 2.00
Summary of 5A(B2BA)								
1	NA	1	₹ 111.00	₹ 2,222.00	₹ 58.33	₹ -	₹ -	₹ 3.00
Summary of 4C(B2BUR)								
NA	NA	1	₹ 111.00	₹ 246.00	₹ 9.84	₹ -	₹ -	₹ 2.00
Summary of 5A(B2BURA)								
NA	NA	1	₹ 111.00	₹ 246.00	₹ 9.84	₹ -	₹ -	₹ 2.00
Summary of 4D(IMPS)								
NA	NA	1	₹ 111.00	₹ 246.00	₹ 6.46	NA	NA	₹ 2.00
Summary of 5A(IMPSA)								
NA	NA	1	₹ 111.00	₹ 246.00	₹ 6.46	NA	NA	₹ 2.00

ReadMe Home 4-A&B(B2B) 5A(B2BA) 4C(B2BUR) 5A(B2BURA) 4D(IMPS) 5A(IMPSA) 5B(CDNR) 5C(CDNRA) ...

9. Summary is displayed for all the sections.

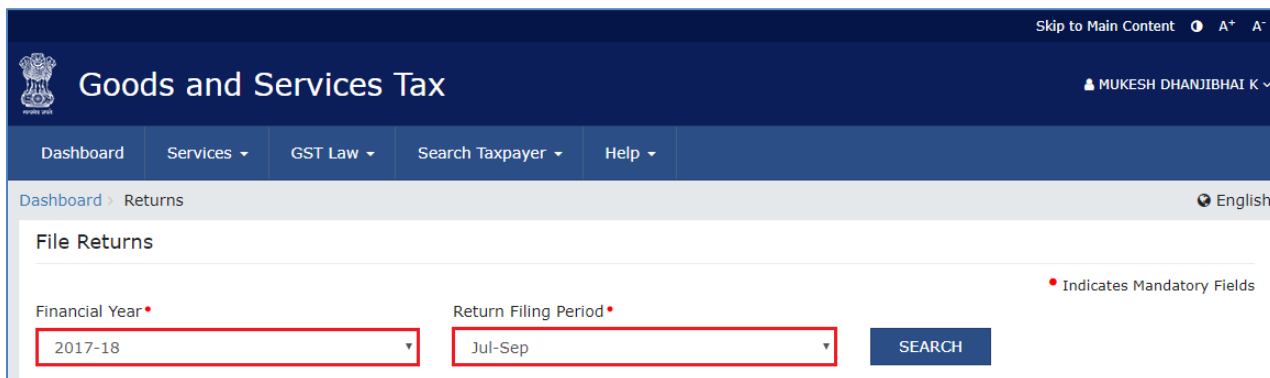
GSTR-4-Sectionwise Summary									
Note: All data in below section is calculated based on input in other worksheets. Click on "Get Summary" button to generate summary.									
	No. of Suppliers	No. of Notes / Vouchers	No. of Invoices	Total Notes / Vouchers / Invoice Value	Total Taxable Value	Total Tax	Total State / UT Tax	Total Cess	
Summary of 4A(B2BUR)	1	NA	1	₹ 111.00	₹ 2,222.00	₹ 58.33	₹ -	₹ -	₹ 2.00
Summary of 4B(B2BURA)	NA	NA	1	₹ 111.00	₹ 246.00	₹ 9.84	₹ -	₹ -	₹ 2.00
Summary of 4C(B2BUR)	NA	NA	1	₹ 111.00	₹ 246.00	₹ 9.84	₹ -	₹ -	₹ 2.00
Summary of 4D(IMP)	NA	NA	1	₹ 111.00	₹ 246.00	₹ 6.46	NA	NA	₹ 2.00
Summary of 5A(IMP)	NA	NA	1	₹ 111.00	₹ 246.00	₹ 6.46	NA	NA	₹ 2.00

10. Click on 'Generate JSON File to upload' to generate JSON(.json) file for upload of GSTR4 return details prepared offline on GST portal.

11. Follow steps mentioned in [Upload Generated JSON on GST Portal](#) section to upload the generated JSON File

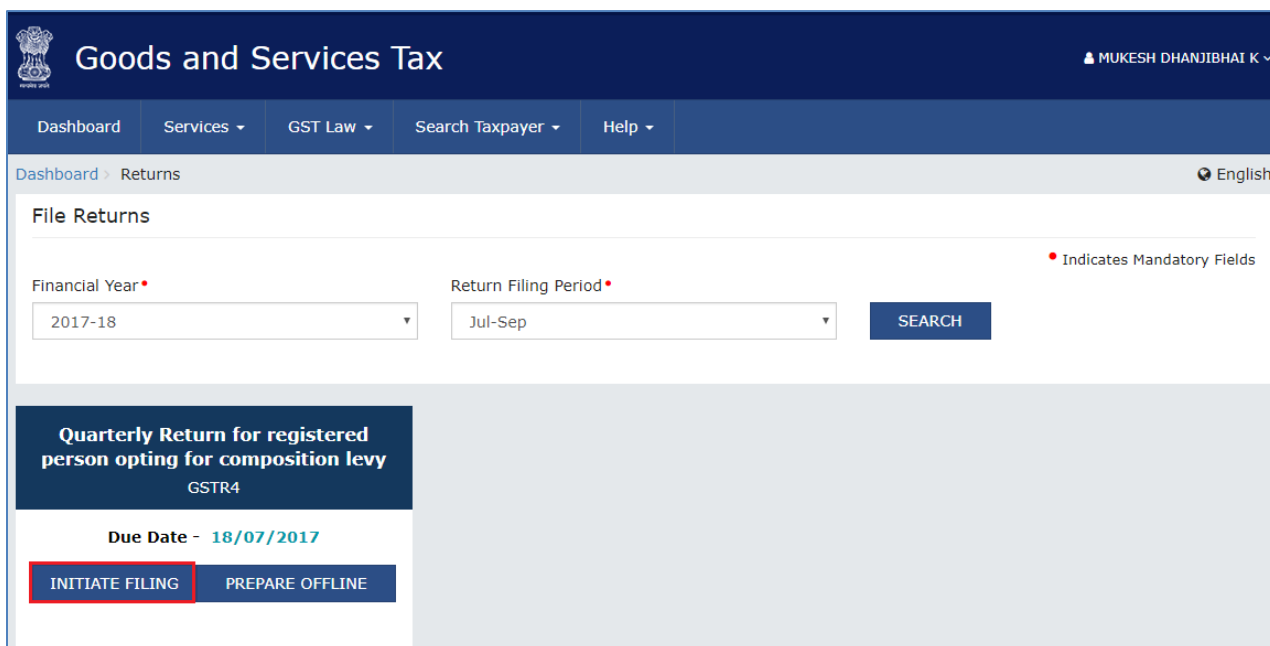
6. Submission, Reset and Filing of GSTR4

1. Access the <https://gst.gov.in/> URL. The GST Home page is displayed.
2. Click the **Services > Returns > Returns Dashboard** command.
3. The File Returns page is displayed. In the **Financial Year** drop-down list, select the financial year for which the return has to be uploaded.
4. In the **Return Filing Period** drop-down list, select the return filing period for which the return has to be uploaded.
5. Click the **SEARCH** button.



The screenshot shows the 'File Returns' page on the GST portal. The header includes the GSTN logo and the text 'Goods and Services Tax'. The user is logged in as 'MUKESH DHANJIBHAI K'. The navigation bar has links for Dashboard, Services, GST Law, Search Taxpayer, and Help. The breadcrumb trail shows 'Dashboard > Returns'. The page title is 'File Returns'. There are two dropdown menus: 'Financial Year' with '2017-18' selected and 'Return Filing Period' with 'Jul-Sep' selected. A 'SEARCH' button is to the right. A red dot indicates mandatory fields. A note at the bottom right says 'Indicates Mandatory Fields'.

6. Click the **INITIATE FILING** button.



The screenshot shows the 'File Returns' page on the GST portal. The header includes the GSTN logo and the text 'Goods and Services Tax'. The user is logged in as 'MUKESH DHANJIBHAI K'. The navigation bar has links for Dashboard, Services, GST Law, Search Taxpayer, and Help. The breadcrumb trail shows 'Dashboard > Returns'. The page title is 'File Returns'. There are two dropdown menus: 'Financial Year' with '2017-18' selected and 'Return Filing Period' with 'Jul-Sep' selected. A 'SEARCH' button is to the right. A red dot indicates mandatory fields. A note at the bottom right says 'Indicates Mandatory Fields'. Below the search area, there is a section titled 'Quarterly Return for registered person opting for composition levy GSTR4'. It shows the 'Due Date - 18/07/2017'. At the bottom, there are two buttons: 'INITIATE FILING' (highlighted with a red box) and 'PREPARE OFFLINE'.

7. Enter the values for “Aggregate Turnover for preceding financial year” and “Aggregate Turnover - April to June, 2017” and click the **SAVE** button.

Dashboard > Returns > GSTR-4 English

Quarterly Return for registered person opting for composition levy ↻

• Indicates Mandatory Fields

GSTIN - 07ACXPK3463AYZM	Legal Name - MUKESH DHANJIBHAI KARSHALA	Trade Name - Singh
FY - 2017-18	Return Period - Jul-Sep	Status - Not Filed
Aggregate Turnover in the preceeding financial year •		Due Date - 18/07/2017
Aggregate Turnover - April to June, 2017 •		

Enter Gross Turnover

Enter Gross Turnover

SAVE

GSTR-4 - Invoice Details

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

PREVIEW
SUBMIT

8. Click the **PREVIEW** button to view the summary in PDF File. Please ensure that you validate the PDF summary with summary in offline tool and your accounting records before submitting GSTR4.

Dashboard Services GST Law Search Taxpayer Help English

Dashboard > Returns > GSTR-4

Quarterly Return for registered person opting for composition levy ↻

• Indicates Mandatory Fields

GSTIN - 07ACXPK3463AYZM	Legal Name - MUKESH DHANJIBHAI KARSHALA	Trade Name - Singh
FY - 2017-18	Return Period - Jul-Sep	Status - Not Filed
Aggregate Turnover in the preceeding financial year •		Due Date - 18/07/2017
Aggregate Turnover - April to June, 2017 •		

₹1,00,00,000.00

₹10,00,000.00

SAVE

Gross Turnover saved successfully

GSTR-4 - Invoice Details

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

PREVIEW
SUBMIT

Sample PDF is as below:

GSTR4_07ACXPK3463AYZM_142017.pdf 1 / 3

Form GSTR-4

[See Rule 62]

Quarterly Return for registered person opting for composition levy

Note: Please ensure that figures shown in preview file are same as available in the summary sheet seen in Offline Tool. Proceed to Submit only after viewing the Preview of this return(GSTR4). No changes can be made once the form is submitted successfully.

Year	2017-18
Quarter	Jul-Sep

1. GSTIN	07ACXPK3463AYZM
2(a). Legal name of the registered person	MUKESH DHANJIBHAI KARSHALA
2(b). Trade name, if any	Singh
3(a). Aggregate Turnover in the preceding Financial Year	10000000
3(b). Aggregate Turnover - April to June, 2017	1000000

Note: All amounts displayed in the tables are in INR.

4B - Inward supplies received from a registered supplier (attracting reverse charge)

No. of Records	Total Invoice value	Total Taxable value	Total Integrated Tax	Total Central Tax	Total State/UT Tax	Total Cess
1	324234234	234234	585.58	0	0	23423

4C - Inward supplies received from unregistered supplier

No. of Records	Total Invoice value	Total Taxable value	Total Integrated Tax	Total Central Tax	Total State/UT Tax	Total Cess
----------------	---------------------	---------------------	----------------------	-------------------	--------------------	------------



Online 'Preview' for validation of summary details is critical to ensure all details required to be declared for selected Return period have been successfully processed on GST portal. Check the 'Preview' and submit only once assured for completeness of summary available in 'Preview'. In case of any deviation from expected summary details; please upload a new JSON on GST Portal. You can also download the preview to verify at your convenience



You can match these values with the summary generated in the GSTR4 Offline Tool and your accounting records to ensure correct upload of invoice data.

9. Select the declaration Checkbox and click the **SUBMIT** button.

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > GSTR-4
English

Quarterly Return for registered person opting for composition levy

GSTIN - 07ACXPK3463AYZM
Legal Name - MUKESH DHANJIBHAI
Trade Name - Singh

FY - 2017-18
Return Period - Jul-Sep
Status - Not Filed
Due Date - 18/07/2017

Aggregate Turnover in the preceeding financial year
Aggregate Turnover - April to June, 2017

Gross Turnover saved successfully
Gross Turnover saved successfully

GSTR-4 - Invoice Details

☒ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

10. Pop-up appears on the screen, click the **PROCEED** button.

11. Submit request may take few seconds. Click the refresh button on top.

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > GSTR-4
English

Quarterly Return for registered person opting for composition levy

GSTIN - 07ACXPK3463AYZM
Legal Name - MUKESH DHANJIBHAI
Trade Name - Singh

FY - 2017-18
Return Period - Jul-Sep
Status - Not Filed
Due Date - 18/10/2017

Aggregate Turnover in the preceeding financial year
Aggregate Turnover - April to June, 2017

☒ Your Submit request has been received, please check the status in sometime.

GSTR-4 - Invoice Details

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

12. The status will be changed to **SUBMITTED** and **RESET** button will appear next to **Preview** button.

Dashboard > Returns > GSTR-4 English

Quarterly Return for registered person opting for composition levy ↻

• Indicates Mandatory Fields

GSTIN - 09SSAUP0309A1ZL Legal Name - UP TaxPayer 309 Ltd Trade Name - UP TaxPayer 309 Ltd
 FY - 2017-18 Return Period - Jul-Sep Status - **Submitted** Due Date - 24/12/2017

Aggregate Turnover in the preceeding financial year • Aggregate Turnover - April to June, 2017 •

GSTR-4 - Invoice Details

☒ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

Note: Entries posted in Electronic Liability Register/Cash Ledger will be deleted with reset. If any correction to be done to the saved data, taxpayer can do it. Taxpayer need to resubmit the application post changes with SUBMIT button.

Dashboard Services ▾ GST Law ▾ Search Taxpayer ▾ Help ▾

Dashboard > Returns > GSTR-4 English

Quarterly Return for registered person opting for composition levy ↻

• Indicates Mandatory Fields

GSTIN - 07ACXPK3463AYZM Legal Name - MUKESH DHANJIBHAI Trade Name - Singh
 KARSHALA
 FY - 2017-18 Return Period - Jul-Sep Status - Not Filed Due Date - 18/07/2017

Aggregate Turnover in the preceeding financial year • Aggregate Turnover - April to June, 2017 •

GSTR-4 - Invoice Details

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

13. Once GSTR4 is submitted, Click the tile “10,11- Tax, interest, Late Fee Payable and paid”.

GSTR-4 - Invoice Details

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

[PREVIEW](#) [SUBMIT](#)

10, 11 - Tax, Interest, Late fee payable and paid

Total Liability	Paid through Cash
₹24,009.00	₹0.00

13 - Debit entries in cash ledger for tax /interest payment

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	CESS
₹0.00	₹0.00

12 - Refund claimed from Electronic cash ledger

Total Tax claim	Interest claim
₹-	₹-
Late fee claim	
₹-	
arter	

[BACK](#) [FILE RETURN](#)

14. Tax, Interest, Late Fee Payable and paid details will be shown.

Dashboard Services GST Law Search Taxpayer Help

Dashboard > Returns > GSTR-4 > Tax payable English

10, 11 - Tax, Interest, Late fee payable and paid

Note: Negative liabilities will not be considered for liability offset. The negative amounts(If any) will be adjusted in the next quarter.

Description	Total Tax payable (Other than reverse charge)	Total Tax payable (reverse charge)	Interest payable in cash (Total in ₹)	Late fee payable in cash (₹)	Tax paid in cash	Interest paid in cash (Total in ₹)	Late fee paid in cash (₹)
Integrated Tax (₹)	0.00	586.00	0.00	0.00	₹586.00	₹0.00	₹0.00
Central Tax (₹)	0.00	0.00	0.00	0.00	₹0.00	₹0.00	₹0.00
State/UT Tax (₹)	0.00	0.00	0.00	0.00	₹0.00	₹0.00	₹0.00
CESS (₹)	0.00	23,423.00	0.00	0.00	₹23,423.00	₹0.00	₹0.00

[BACK](#) [CASH LEDGER BALANCE](#) [UTILIZE CASH](#)

15. Click **CASH LEDGER BALANCE** to check the available balance in Cash Ledger.

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > GSTR-4 > Tax payable
English

10, 11 - Tax, Interest, Late fee payable and paid

Note: Negative liabilities will not be considered for liability offset. The negative amounts(If any) will be adjusted in the next quarter.

Description	Total Tax payable (Other than reverse charge)	Total Tax payable (reverse charge)	Interest payable in cash (Total in ₹)	Late fee payable in cash (₹)	Tax paid in cash	Interest paid in cash (Total in ₹)	Late fee paid in cash (₹)
Integrated Tax (₹)	0.00	586.00	0.00	0.00	₹586.00	₹0.00	₹0.00
Central Tax (₹)	0.00	0.00	0.00	0.00	₹0.00	₹0.00	₹0.00
State/UT Tax (₹)	0.00	0.00	0.00	0.00	₹0.00	₹0.00	₹0.00
CESS (₹)	0.00	23,423.00	0.00	0.00	₹23,423.00	₹0.00	₹0.00

BACK
CASH LEDGER BALANCE
UTILIZE CASH

16. Click the **UTILIZE CASH** button to utilize cash ledger balance and adjust with the tax, interest and late fee.

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > GSTR-4 > Tax payable
English

10, 11 - Tax, Interest, Late fee payable and paid

Note: Negative liabilities will not be considered for liability offset. The negative amounts(If any) will be adjusted in the next quarter.

Description	Total Tax payable (Other than reverse charge)	Total Tax payable (reverse charge)	Interest payable in cash (Total in ₹)	Late fee payable in cash (₹)	Tax paid in cash	Interest paid in cash (Total in ₹)	Late fee paid in cash (₹)
Integrated Tax (₹)	0.00	586.00	0.00	0.00	₹586.00	₹0.00	₹0.00
Central Tax (₹)	0.00	0.00	0.00	0.00	₹0.00	₹0.00	₹0.00
State/UT Tax (₹)	0.00	0.00	0.00	0.00	₹0.00	₹0.00	₹0.00
CESS (₹)	0.00	23,423.00	0.00	0.00	₹23,423.00	₹0.00	₹0.00

BACK
CASH LEDGER BALANCE
UTILIZE CASH

17. Once Liability offset is successful, proceed with Filing.

Liability offset with Debit ID: DC0711170000001 is done successfully. Please proceed with filing. ×

10, 11 - Tax, Interest, Late fee payable and paid ↺

Note: Negative liabilities will not be considered for liability offset. The negative amounts(If any) will be adjusted in the next quarter.

Description	Total Tax payable (Other than reverse charge)	Total Tax payable (reverse charge)	Interest payable in cash (Total in ₹)	Late fee payable in cash (₹)	Tax paid in cash	Interest paid in cash (Total in ₹)	Late fee paid in cash (₹)
Integrated Tax (₹)	0.00	586.00	0.00	0.00	₹586.00	₹0.00	₹0.00
Central Tax (₹)	0.00	0.00	0.00	0.00	₹0.00	₹0.00	₹0.00
State/UT Tax (₹)	0.00	0.00	0.00	0.00	₹0.00	₹0.00	₹0.00
CESS (₹)	0.00	23,423.00	0.00	0.00	₹23,423.00	₹0.00	₹0.00

BACK FILE RETURN

18. Details of **Debit entries in cash ledger for tax/ledger** can be seen in tile below.

GSTR-4 - Invoice Details

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

PREVIEW SUBMIT

10, 11 - Tax, Interest, Late fee payable and paid

Total Liability	Paid through Cash
₹24,009.00	₹24,009.00

13 - Debit entries in cash ledger for tax /interest payment

Integrated Tax	Central Tax
₹586.00	₹0.00
State/UT Tax	CESS
₹0.00	₹23,423.00

12 - Refund claimed from Electronic cash ledger

Total Tax claim	Interest claim
₹-	₹-
Late fee claim	
₹-	
ibled from next quarter	

BACK FILE RETURN

19. Click the tile to see the debit entries.

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > GSTR-4 > Debit entry
English

13 - Debit entries in cash ledger for tax /interest payment

Sr No.	Debit entry no.	Debit entry date	Description	Total Tax paid	Interest paid in cash (Total in ₹)	Late fee paid in cash (₹)	Paid in cash
Reverse charge							
1	DC0711170000001	02/11/2017	Integrated Tax (₹)	586.00	0.00	0.00	586.00
			Central Tax (₹)	0.00	0.00	0.00	0.00
			State/UT Tax (₹)	0.00	0.00	0.00	0.00
			CESS (₹)	23,423.00	0.00	0.00	23,423.00

BACK

20. Click the **FILE RETURN** button.

GSTR-4 - Invoice Details

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

PREVIEW SUBMIT

10, 11 - Tax, Interest, Late fee payable and paid

13 - Debit entries in cash ledger for tax /interest payment

12 - Refund claimed from Electronic cash ledger

Total Liability
₹24,009.00

Paid through Cash
₹24,009.00

Integrated Tax
₹586.00
State/UT Tax
₹0.00

Central Tax
₹0.00
CESS
₹23,423.00

Total Tax claim
₹-
Late fee claim
₹-
billed from next quarter

Interest claim
₹-

BACK FILE RETURN

21. Select the checkbox.
22. Select the Authorized signatory from the drop-down list and click the **FILE RETURN** (With EVC or DSC) button.

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > File
English

GSTIN - 07ACXPK3463AYZM
Legal Name - MUKESH DHANJIBHAI KARSHALA
Return Type - GSTR4
FY - 2017-18
Return Period - Jul-Sep
Status - Submitted

Returns Filing for GSTR4

☒ I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Authorized Signatory

MUKESH KARSHALA

BACK
FILE WITH DSC
FILE WITH EVC

23. Once the Verification is completed, ARN will be generated and status is changed to **Filed**.

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > File
English

GSTR4 of GSTIN - 07ACXPK3463AYZM for the Return Period - 'Jul-Sep - 2017-18 has been successfully filed. The Acknowledgment Reference Number is AA0714170000012. The GSTR4 can be viewed on your Dashboard Login=>Taxpayer Dashboard=>Returns. This message is sent to your registered Email ID and Mobile Number.

GSTIN - 07ACXPK3463AYZM
Legal Name - MUKESH DHANJIBHAI KARSHALA
Return Type - GSTR4
FY - 2017-18
Return Period - Jul-Sep
Status - Filed

Returns Filing for GSTR4

☒ I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Authorized Signatory

MUKESH KARSHALA

BACK
FILE WITH DSC
FILE WITH EVC