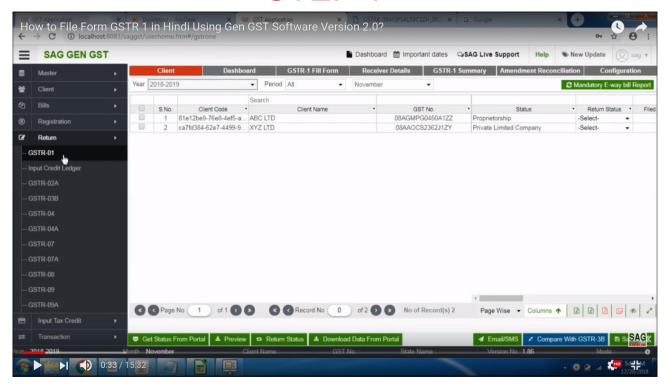
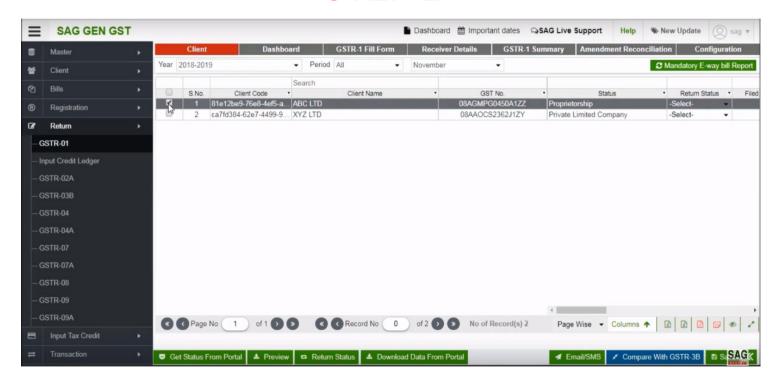


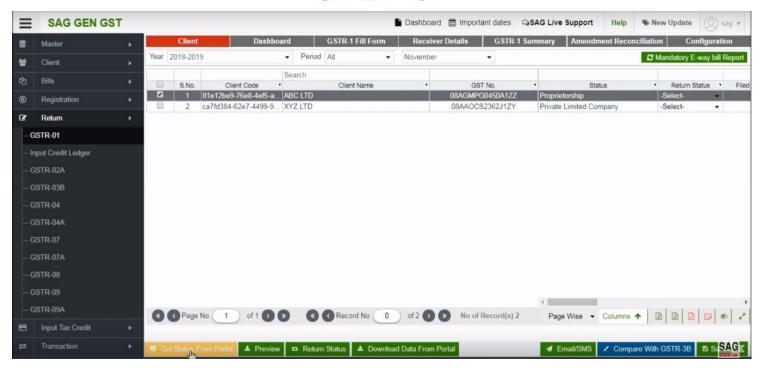
A Complete Guide How to File GSTR 1 Return



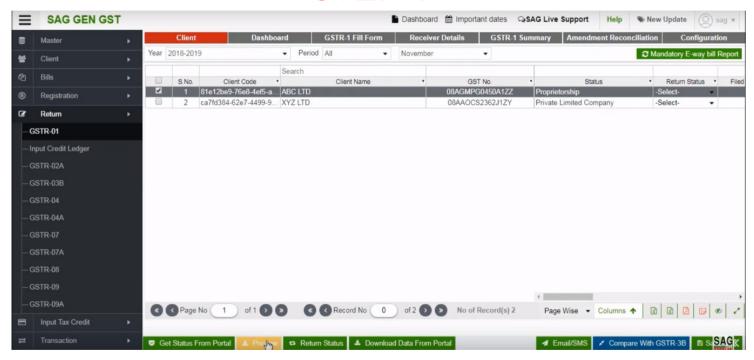
After sign-in, click on Return option then select GSTR-1.



After selecting GSTR-1 option, select the client option.



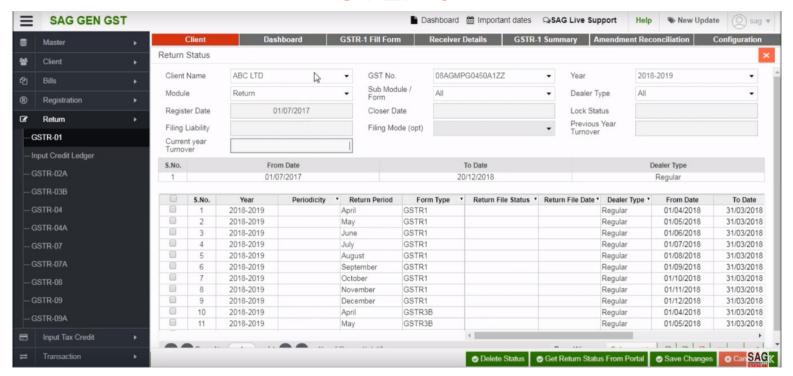
You can check the filing status of the client by click on the "Get Status From Portal" tab.



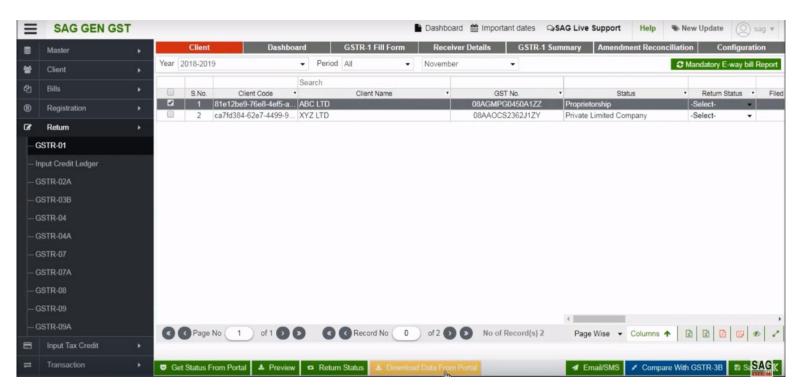
After click on get status from portal tab, now click on "Preview tab" for checking client details



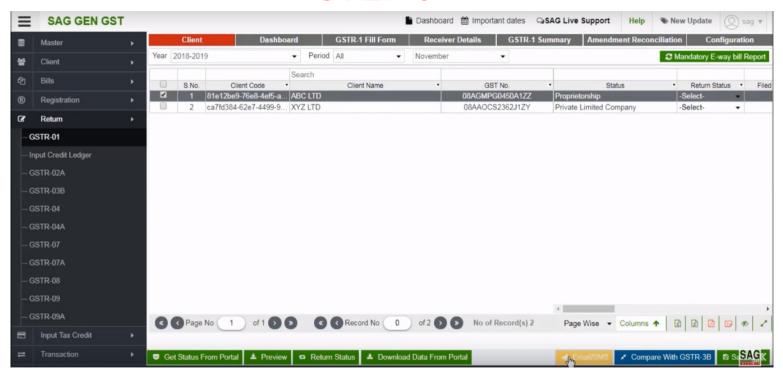
After clicking on preview tab click on return status. You can also export your details page wise by using page wise export option below and you can also completely export data through all page tab



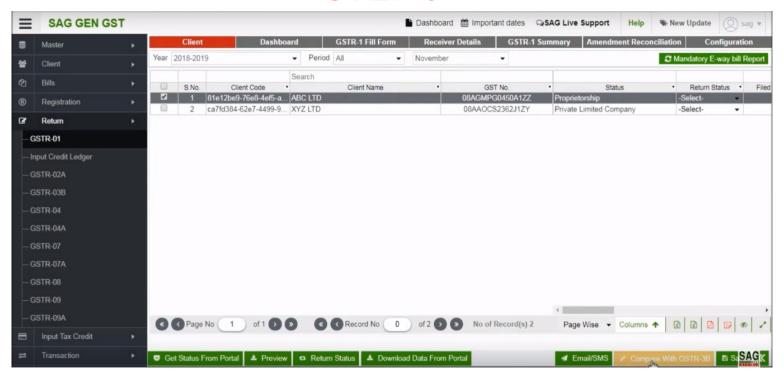
In this option, you can check filling details of the client



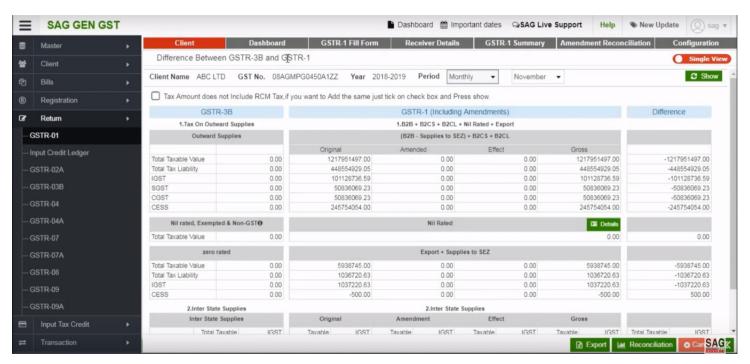
You can download the data of the client by click on the "Download Data From Portal" tab.



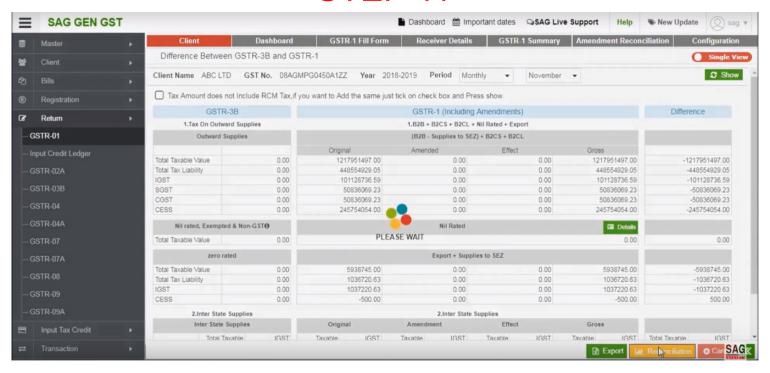
You can inform your client by using email/sms option



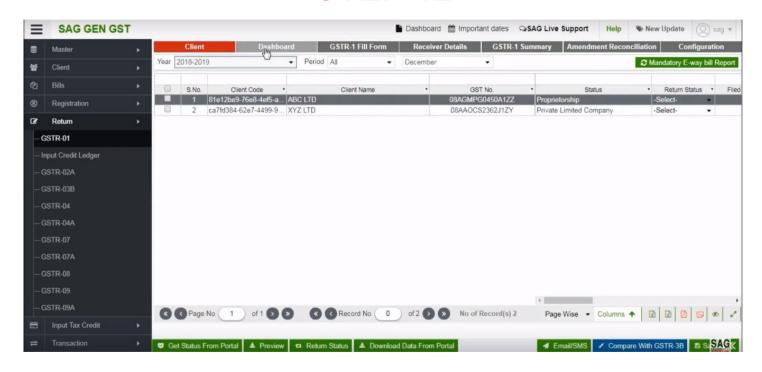
For Comparing Data of GSTR-1 with GSTR-3B, click on "Compare with GSTR-3B" tab



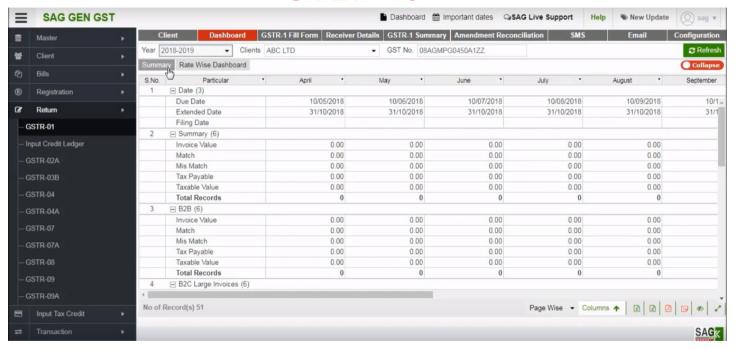
In this option, you can compare & check the difference between GSTR-3B and GSTR-1



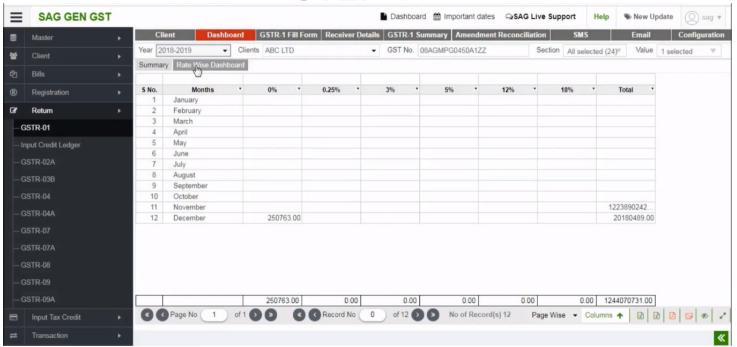
After that, click on the reconciliation option to check GSTR-1 particular details.



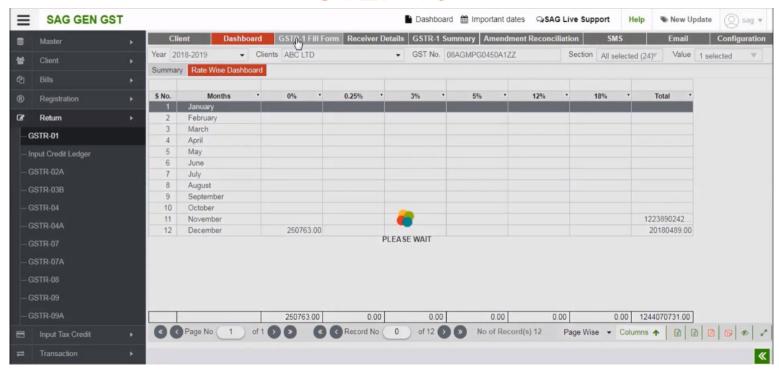
Click on above Dashboard option



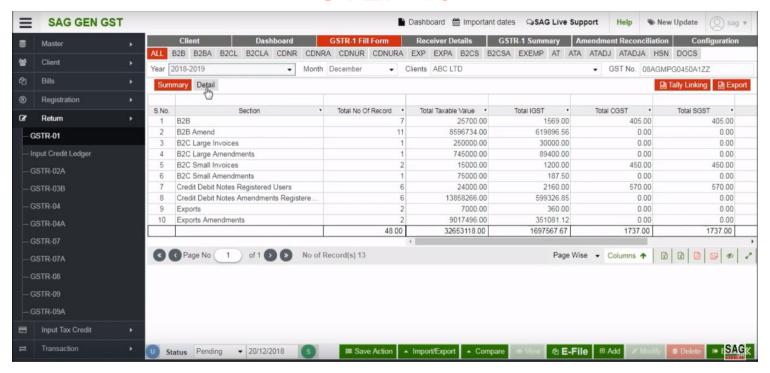
After clicking on Dashboard tab, you can check client summary details like filling month, due date and extended date etc.



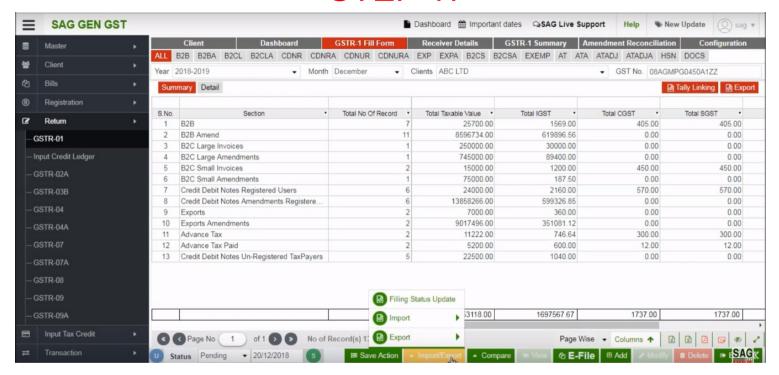
After clicking the summary tab, click on "Rate Wise Dashboard" option to view rate wise details



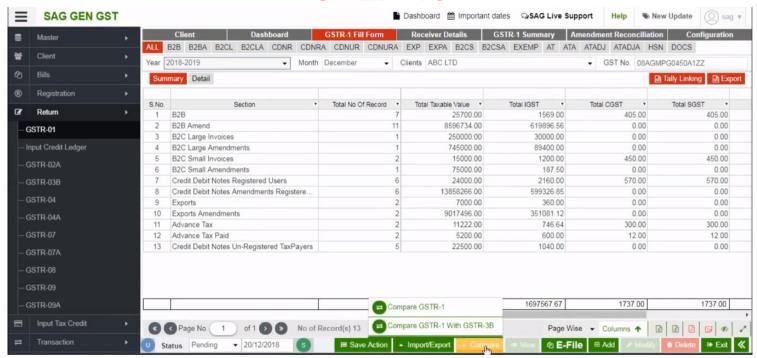
Our next option is GSTR-1 Fill Form



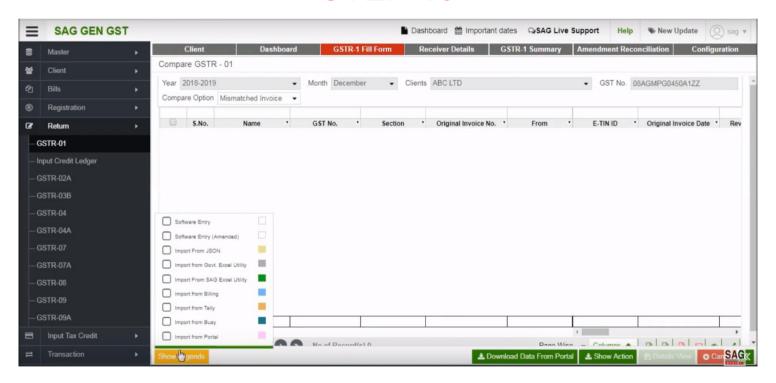
In this option you can check & E-file GSTR-1 data.



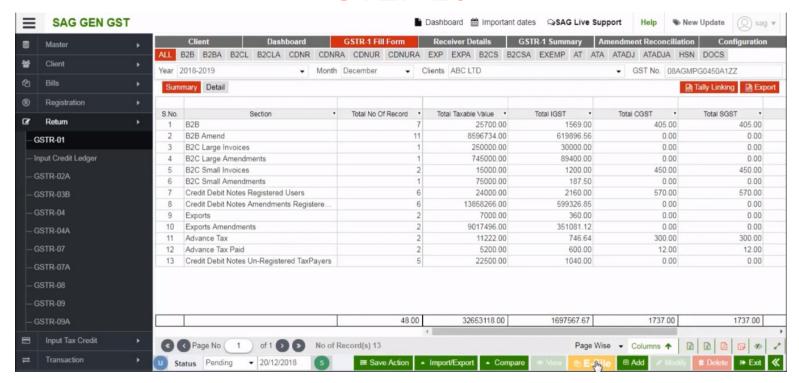
You can import or export data in software by using import/export option below



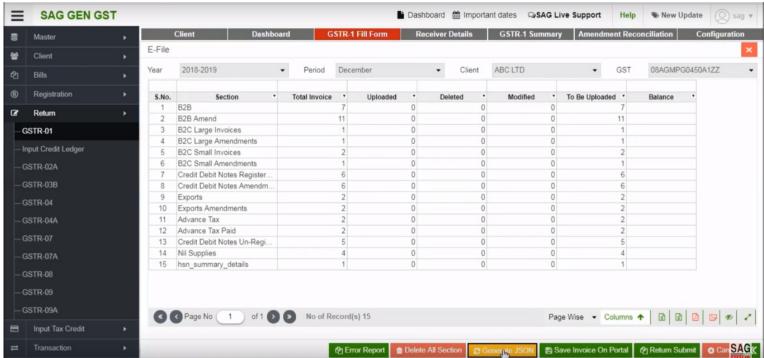
data of GSTR-1 & with GSTR-3B.



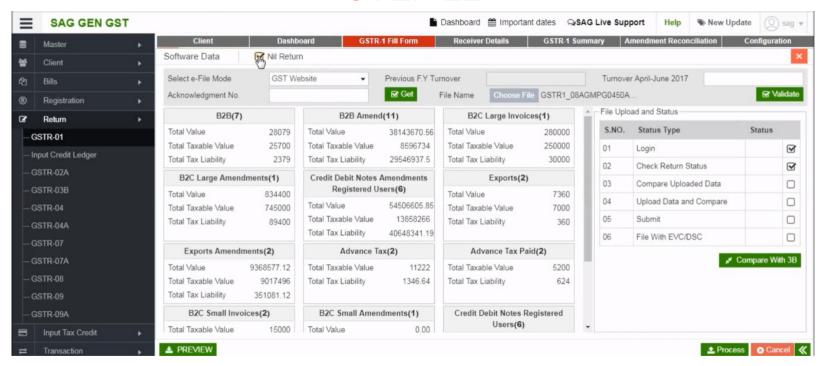
After that click on show legends option & Tick respective option to compare the data .



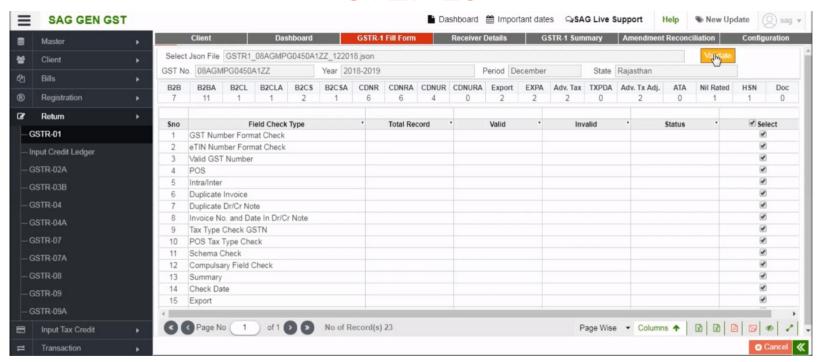
After clicking on show legends option, Now you can click on E-file



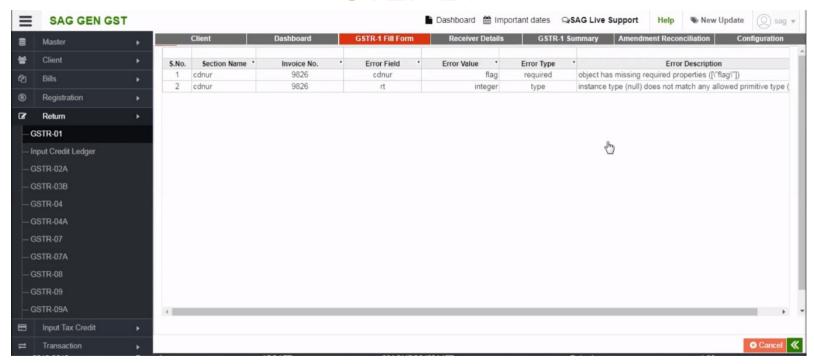
After that, click on Generate JSON option & select GSTR 1 from the drop down box to generate JSON file



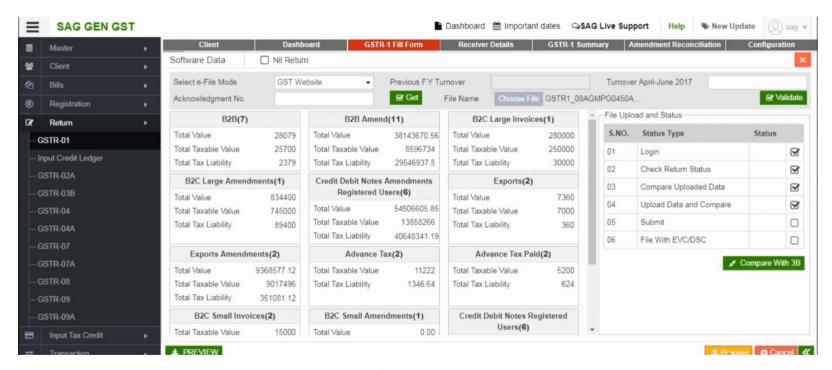
Returns by clicking on Nil return check box



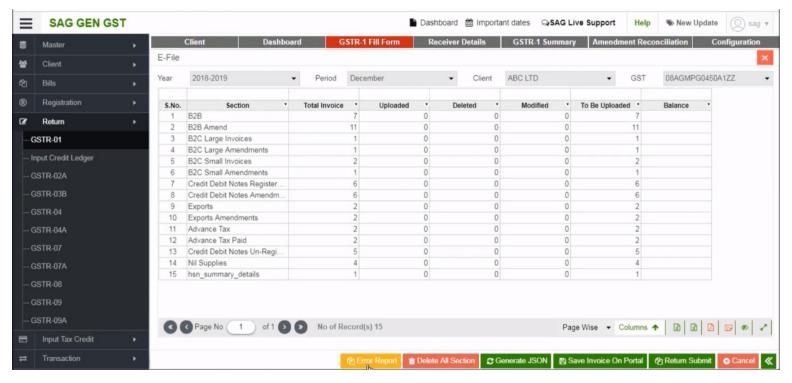
After viewing the details you can also validate the JSON data by clicking on the validate button on the right-hand side.



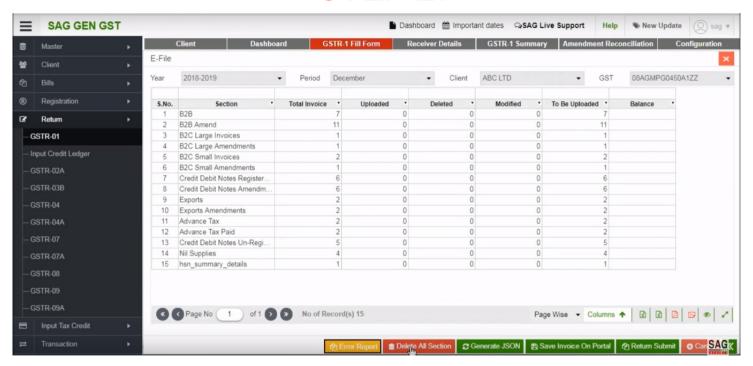
In case any of data is found to be in error, you can click on the error & view the error description.



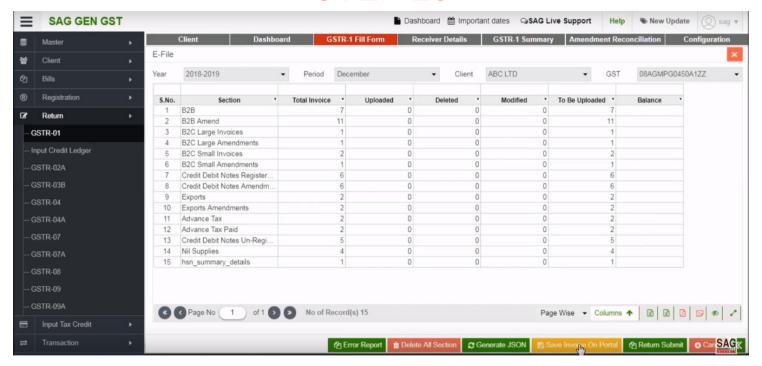
After correcting the error, you can upload the file that you have prepared by clickin the 'Process' tab



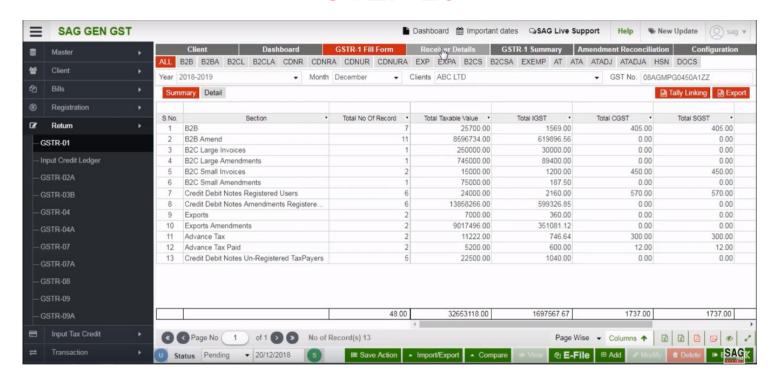
To check errors on JSON file, click below on "Error Report" option



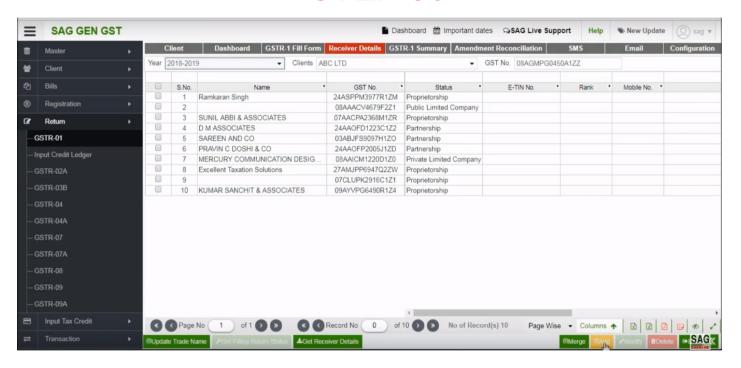
If you want to delete the details that you have uploaded wrongly on portal, you may click on "Delete all Section" tab



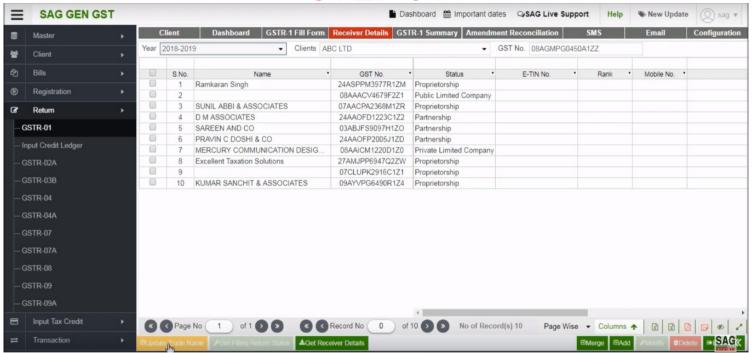
After that, you can save your details through invoice on portal option



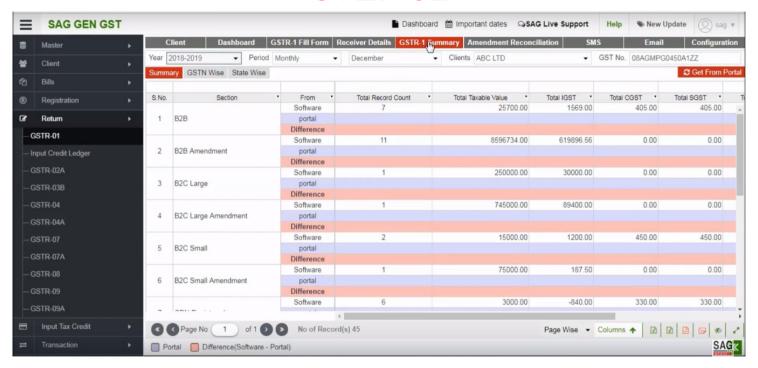
Next click on "Receiver Details" option

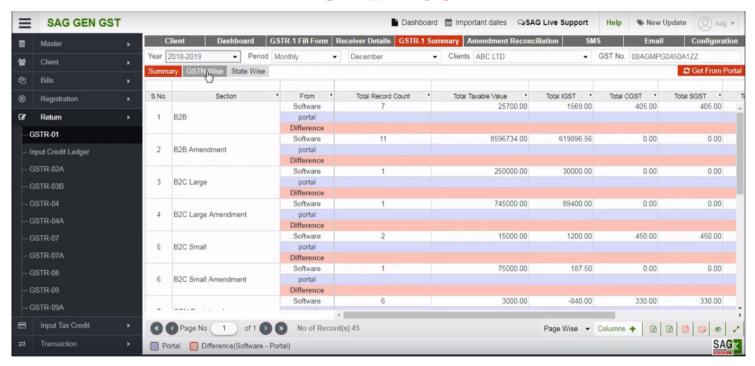


In this option, you can add receiver name by click on below ADD option and you can also see a list of all receiver name

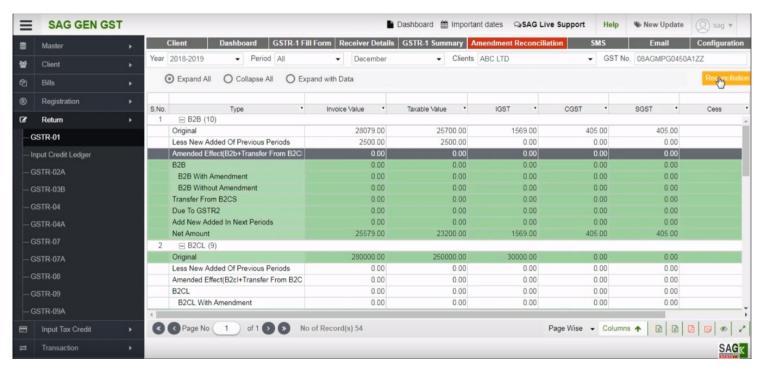


If the receiver trade name is not updated you can also update it by clicking on "Update trade name" tab

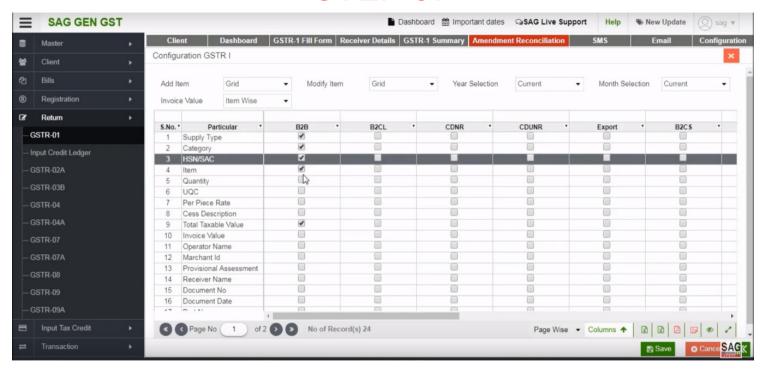




If you want to check the details as per GSTN wise or state wise you can do so by clicking GSTN wise option or state wise option.



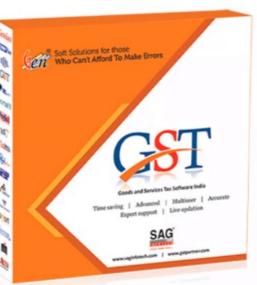
Next click on "Amendment Reconciliation" option, this option is basically used to show the details that we enter book-wise



Next click on configuration option, In this option, you can choose the respective options which you want to show in your report



GEN GST SOFTWARE



- Gen GST Hosts Complete GSTR Forms i.e. 7, 8, 1, 3B, 4
- GST Annual & Audit Return Filing Forms
- GST Billing & E Way Bill Solutions
- JSON File Validation Before Portal Uploading
- Import/Export Facility From Govt Portal
- GSTR Forms Reconciliation for Invoice Match-Mismatch



