

FAQs and User Manual – GSTR-11 Offline Tool

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Goods and Services Tax Network

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## 1. FAQs on GSTR-11 Offline Tool

### 1. What is form GSTR-11?

GSTR-11 is to be filed by persons who have obtained Registration or assigned a Unique Identity Number (UIN). It is a statement of inward supply of goods or services or both.

### 2. When to file GSTR-11?

UIN holder can claim refund on inward supplies by filing application in Form GST RFD-10 once in every quarter. Filing of GSTR-11 is pre-requisite for claiming refund.

### 3. What details are required to be filed in GSTR-11?

The invoice level details of inward supplies of goods or services or both are required to be filed in GSTR-11.

### 4. What are the features of GSTR-11 Offline Utility?

The Key Features of **GSTR-11** Offline Tool are:

- The GSTR-11 details can be prepared offline with no connection to Internet.
- Most of the data entry and business validations are in built in the offline tool reducing errors upon upload to GST Portal.

### 5. How can I download and open the GSTR-11 Offline Tool in my system from the GST Portal?

1. Login to the GST Portal [www.gst.gov.in](http://www.gst.gov.in) .
2. Go to **Downloads > Offline tools > GSTR-11 Offline Tool** button and click on it.
3. Unzip the downloaded Zip file which contain GSTR\_11\_Offline\_Utility.zip excel sheet
4. Open the GSTR\_11\_Offline\_Utility.xls excel sheet by double clicking on it.
5. Read the 'Read Me' instructions on excel sheet.

### 6. What are the basic system requirements/ configurations required to use GSTR-11 Offline Tool?

The offline functions work best on Windows 7 and above and MSEXCEL 2007 and above.

### 7. How do I open or launch the GSTR-11 Offline Tool?

One can launch the **GSTR-11 Offline Tool** by double clicking the downloaded GSTR\_11\_Offline\_Utility.xls sheet.

### 8. Where can I find the detailed user manual of the GSTR-11 Offline Tool?

The detailed user manual gets downloaded along with the **GSTR-11 Offline Tool** as a Read me text document and Help instructions on excel sheet.

**9. Is Offline tool mobile compatible?**

As of now GSTR-11 Offline tool cannot be used on mobile. Currently, GSTR-11 Offline tool can only be used on desktop/ laptops.

**10. What is 'Generate JSON File to Upload' button for in excel?**

'Generate JSON File to Upload' button is used to create the data file (in .JSON format) of details and modifications in offline tool. The data file will be uploaded in the online GST portal for further processing of GSTR-11.

**11. What is use of 'Open Downloaded GSTR-11 Error JSON Files' button in excel?**

'Open Downloaded GSTR-11 Error JSON Files' button is used to import the data file or the error file, downloaded from the online portal (in. json format) and open it in offline tool for modification. This will auto populate the details in the offline tool on the basis the data entry sections in this file

## 2. GSTR-11 Offline Tool: An Overview

The GSTR-11 Offline Tool is provided to enable registered persons assigned with Unique Identification Number to file GSTR-11. Filing GSTR-11 before filing GST RFD-10 enables the UIN holder to claim refund of taxes paid on inward supplies. The jurisdictional Tax Official may also require the UIN holder to file GSTR11 at any time.

Invoice level details of inward supplies need to be filed in GSTR-11.

To facilitate the furnishing of records in short-time an easy to use excel offline tool has been made available for preparation of GSTR-11 statement in download section of GST portal. All the details can be added in offline mode and later uploaded on GST portal to furnish the GSTR-11.

### 3. Downloading the GSTR-11 Offline Tool

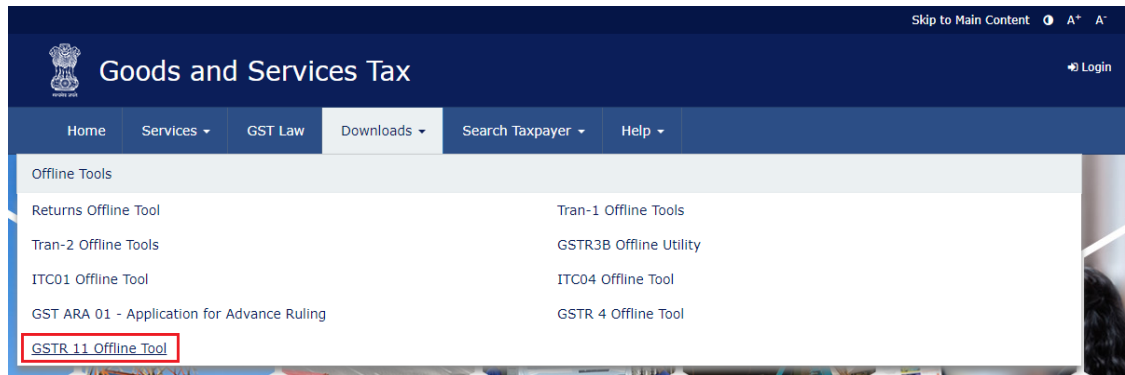
Downloading the GSTR-11 Offline tool is a one-time activity, however, it may require an update in future if the Tool is updated at the GST Portal. Please check the version of the offline tool used by you with the one available for download on the GST Portal at regular intervals.

To download and install the GSTR-11 Offline Tool to prepare the GSTR-11 return offline, perform the following steps:



You can download the GSTR-11 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** > **GSTR 11 Offline Tool**.

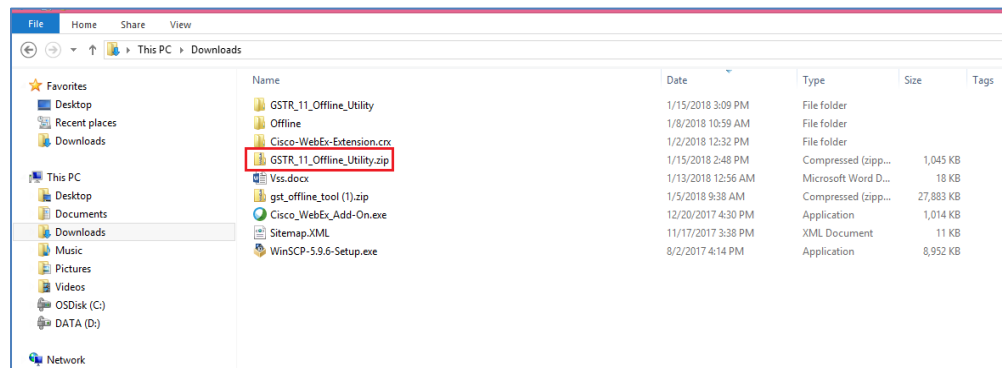


The download of the GSTR 11 Offline Tool usually takes 2-3 minutes to download depending on the Internet speed.

3. Browse and select the location where you want to save the downloaded files.



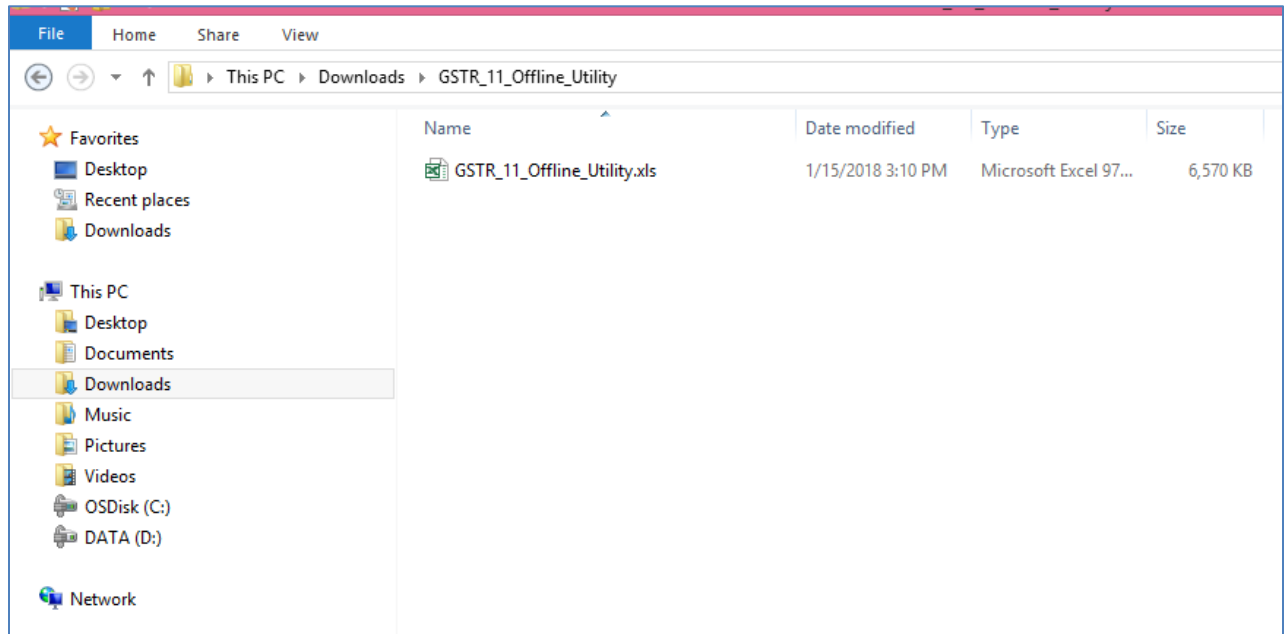
In some machines, depending on your browser settings, the files are downloaded in the folder **Downloads** on your machine.



## 4. Installation of the GSTR-11 Offline Tool

Once the download of the GSTR-11 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\_11\_Offline\_Utility.zip**. Zip folder consists of the GSTR\_11\_Offline\_Utility.xls excel file, as shown in the screenshot below.



2. Double click the **GSTR 11 Offline Utility.xls** file.

This Excel workbook template has 4 worksheets:

1. **Read Me** - Contains Introduction and help instructions
2. **Home** –
  - **Open downloaded GSTR-11 JSON File:** To Open downloaded JSON (.json) file with details uploaded by you from Portal.
  - **Generate JSON file to upload:** Generate JSON file with data entered in Offline Tool to upload on GST Portal.
  - **Open Downloaded Error JSON Files:** To Open Downloaded Error file in JSON format in case of error(s) in GSTR-11 JSON File.
  - **Get Summary:** Summary is calculated based on input in worksheets 3A and 3B.
3. **3A** – To update the detail of invoices received
4. **3B** – To update the details of Debit/Credit Note received.

## 5. Prepare GSTR-11 Return

Let us take an example where you need to prepare the **GSTR-11** on the GST Portal using the GSTR-11 Offline Tool. To prepare the GSTR-11 Return, you need to perform the following steps:

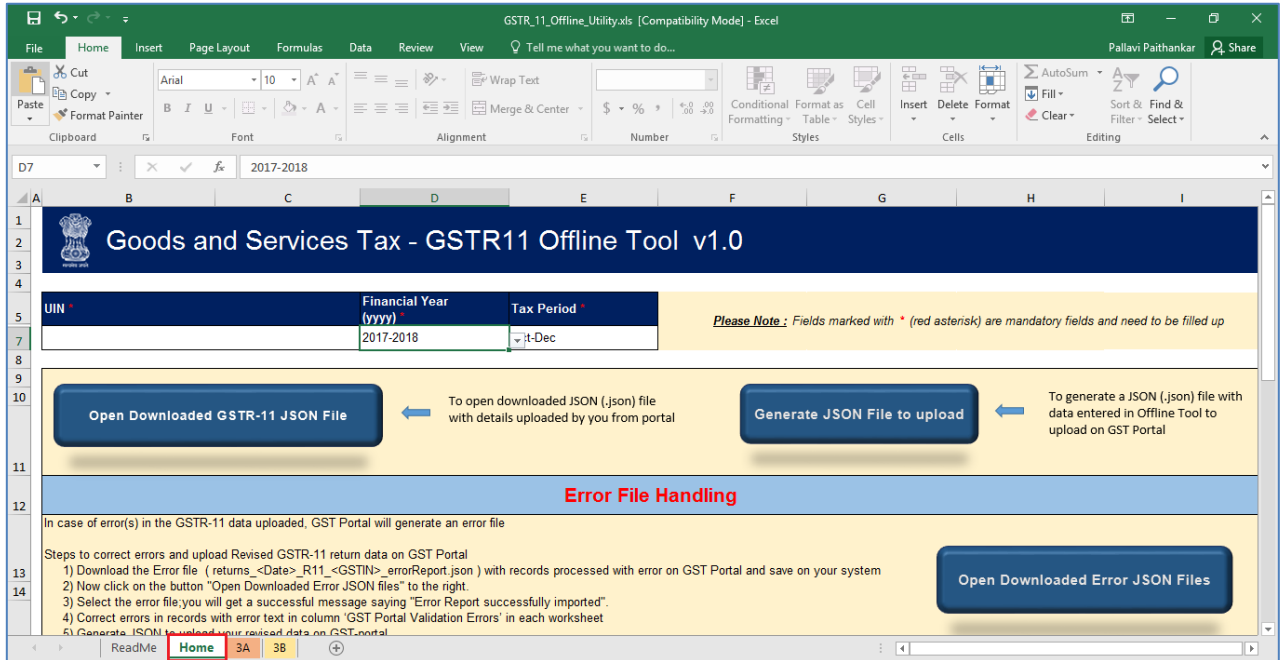
1. Enter details in the 3A/3B worksheet of GSTR-11 Offline Tool.
2. Generate JSON file using 'Generate JSON File to Upload' button
3. Upload the generated JSON on GST Portal. Preview the details uploaded, submit, sign and File return on the GST portal

### 1. Enter details in the worksheet of GSTR-11 Offline Tool



Please ensure that you download the latest version of GSTR-11 Offline Tool from the GST portal. <https://www.gst.gov.in/download/returns>

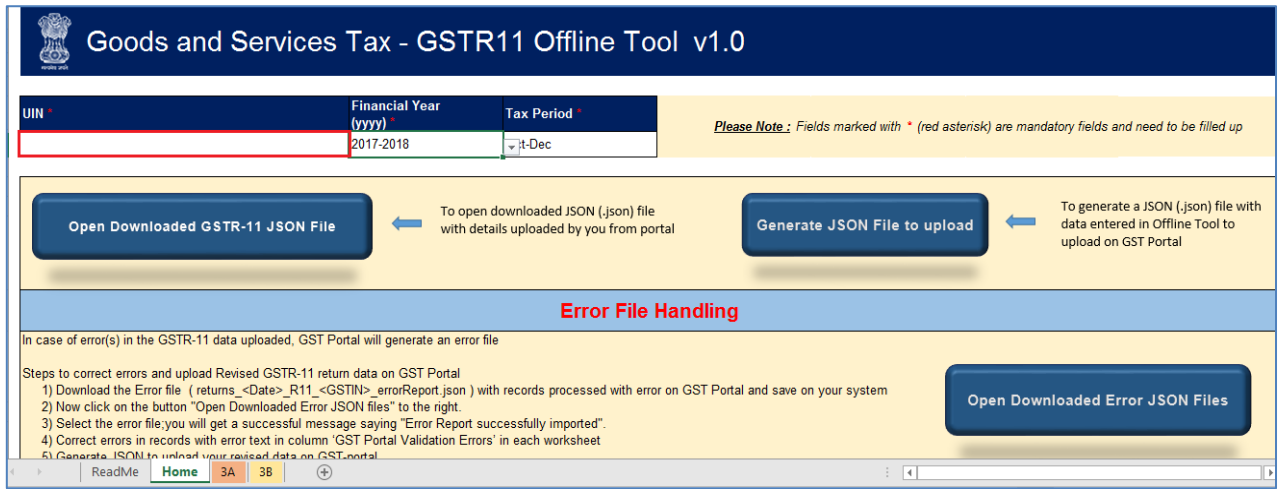
1. Launch the GSTR-11 Excel based Offline Tool and navigate to worksheet **Home**.



The screenshot shows the Excel interface for the GSTR-11 Offline Tool. The title bar indicates the file is 'GSTR\_11\_Offline\_Utility.xls [Compatibility Mode] - Excel'. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The 'Home' worksheet is active, displaying the tool's interface. At the top, it says 'Goods and Services Tax - GSTR11 Offline Tool v1.0'. Below this, there are input fields for 'UIN', 'Financial Year (yyyy)' (set to 2017-2018), and 'Tax Period' (set to t-Dec). A note states: 'Please Note: Fields marked with \* (red asterisk) are mandatory fields and need to be filled up'. The main area contains two buttons: 'Open Downloaded GSTR-11 JSON File' and 'Generate JSON File to upload'. Arrows point from the buttons to their respective instructions. Below this is an 'Error File Handling' section with a blue header and text explaining error handling steps. A button 'Open Downloaded Error JSON Files' is located at the bottom right. The bottom status bar shows the current sheet is 'Home' and the active cells are '3A' and '3B'.



2. In the **UIN** field, enter the UIN.



**Goods and Services Tax - GSTR11 Offline Tool v1.0**

UIN \*      Financial Year (yyyy) \*      Tax Period \*

2017-2018      It-Dec

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

**Open Downloaded GSTR-11 JSON File**      To open downloaded JSON (.json) file with 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

**Error File Handling**

In case of error(s) in the GSTR-11 data uploaded, GST Portal will generate an error file

Steps to correct errors and upload Revised GSTR-11 return data on GST Portal

- 1) Download the Error file ( returns\_<Date>\_R11\_<GSTIN>\_errorReport.json ) with records processed with error on GST Portal and save on your system
- 2) Now click on the button "Open Downloaded Error JSON files" to the right.
- 3) Select the error file,you will get a successful message saying "Error Report successfully imported".
- 4) Correct errors in records with error text in column 'GST Portal Validation Errors' in each worksheet
- 5) Generate JSON to upload your revised data on GST Portal

**Open Downloaded Error JSON Files**

3. Select the **Financial year** and **Tax Period** drop-down list.



**Goods and Services Tax - GSTR11 Offline Tool v1.0**

UIN \*      Financial Year (yyyy) \*      Tax Period \*

2017-2018      It-Dec

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

**Open Downloaded GSTR-11 JSON File**      To open downloaded JSON (.json) file with 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

**Error File Handling**

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- 3) Select the error file,you will get a successful message saying "Error Report successfully imported".
- 4) Correct errors in records with error text in column 'GST Portal Validation Errors' in each worksheet
- 5) Generate JSON to upload your revised data on GST Portal

**Open Downloaded Error JSON Files**

4. Click the next tab i.e. 3A.



**Goods and Services Tax - GSTR11 Offline Tool v1.0**

UIN \*      Financial Year (yyyy) \*      Tax Period \*

2017-2018      It-Dec

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

**Open Downloaded GSTR-11 JSON File**      To open downloaded JSON (.json) file with 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

**Error File Handling**

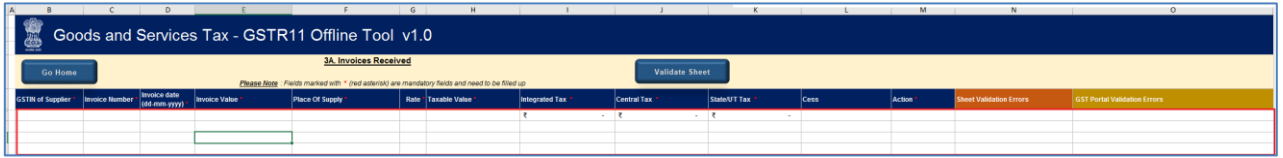
In case of error(s) in the GSTR-11 data uploaded, GST Portal will generate an error file

Steps to correct errors and upload Revised GSTR-11 return data on GST Portal

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- 3) Select the error file,you will get a successful message saying "Error Report successfully imported".
- 4) Correct errors in records with error text in column 'GST Portal Validation Errors' in each worksheet
- 5) Generate JSON to upload your revised data on GST Portal

**Open Downloaded Error JSON Files**

- Enter details in each field of the worksheets.



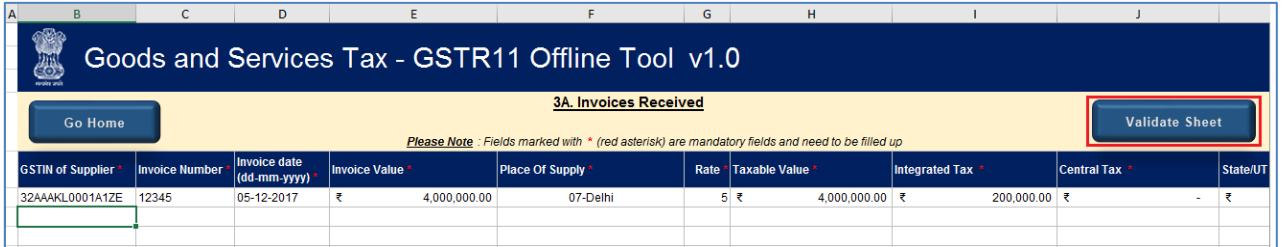
Goods and Services Tax - GSTR11 Offline Tool v1.0

3A. Invoices Received

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	Rate	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	Cess	Action	Sheet Validation Errors	GST Portal Validation Errors

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



Goods and Services Tax - GSTR11 Offline Tool v1.0

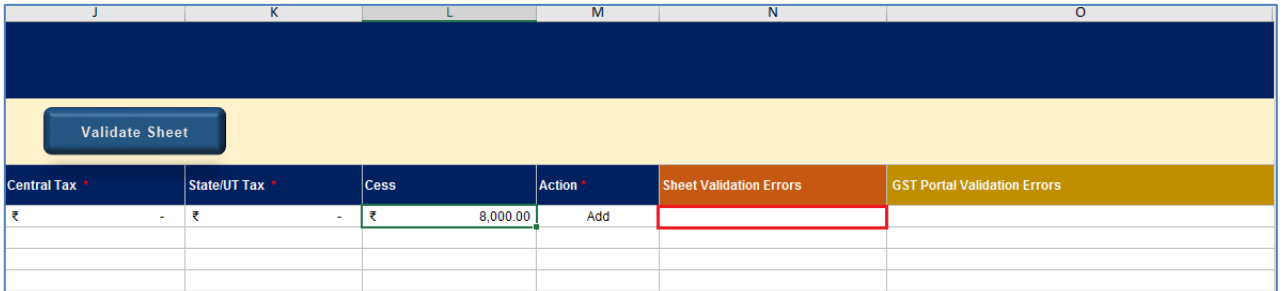
3A. Invoices Received

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 *	Rate	Taxable Value *	Integrated Tax *	Central Tax *	State/UT
32AAAKL0001A1ZE	12345	05-12-2017	₹ 4,000,000.00	07-Delhi	5	₹ 4,000,000.00	₹ 200,000.00	₹ -	₹

**In case of successful validation:**

- The Sheet Validation error(s) column shows no errors.

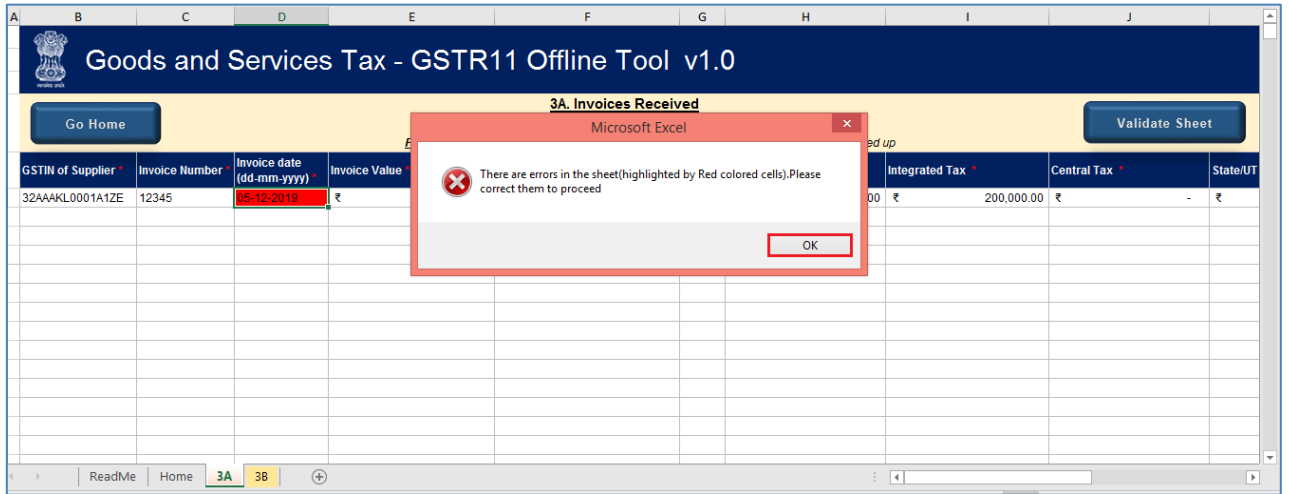


Validate Sheet

Central Tax *	State/UT Tax *	Cess	Action *	Sheet Validation Errors	GST Portal Validation Errors
₹ -	₹ -	₹ 8,000.00	Add		

**In case of unsuccessful validation:**

- A pop-up message is displayed that Errors are shown with red colored cells. Click the **OK** button.



**Goods and Services Tax - GSTR11 Offline Tool v1.0**

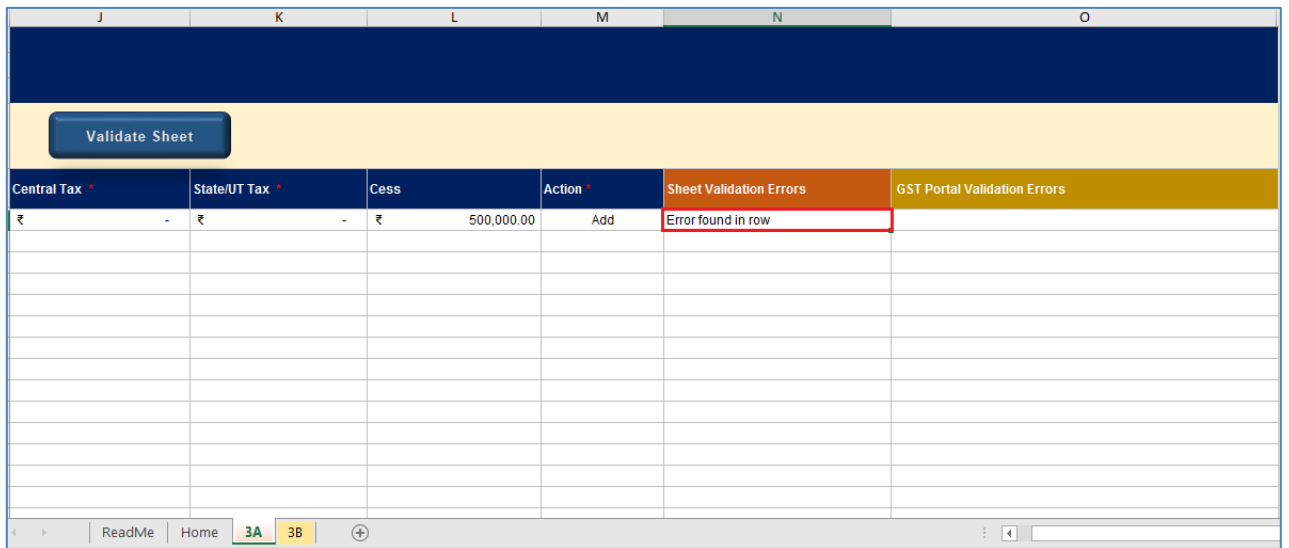
3A. Invoices Received

Microsoft Excel

There are errors in the sheet (highlighted by Red colored cells). Please correct them to proceed

GSTIN of Supplier *	Invoice Number *	Invoice date (dd-mm-yyyy) *	Invoice Value *	Integrated Tax *	Central Tax *	State/UT *
32AAAKL0001A1ZE	12345	05-12-2019	₹	00 ₹	200,000.00 ₹	- ₹

- a. In case of validation failure, check for Sheet Validation Error(s) column that have failed validation and correct errors with red colored cells.



Validate Sheet

Central Tax *	State/UT Tax *	Cess	Action *	Sheet Validation Errors	GST Portal Validation Errors
₹ -	₹ -	₹ 500,000.00	Add	Error found in row	



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

Goods and Services Tax - GSTR11 Offline Tool v1.0										
3A. Invoices Received										
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 *	Rate *	Taxable Value *	Integrated Tax *	Central Tax *	State/UT Tax	
32AAAKL0001A1ZE	12345	05-12-2019	Invalid Date/ Format	0	07-Delhi	5	₹ 4,000,000.00	₹ 200,000.00	₹ -	₹

9. Once all errors are rectified, click the **Validate Sheet** button to validate the worksheet.

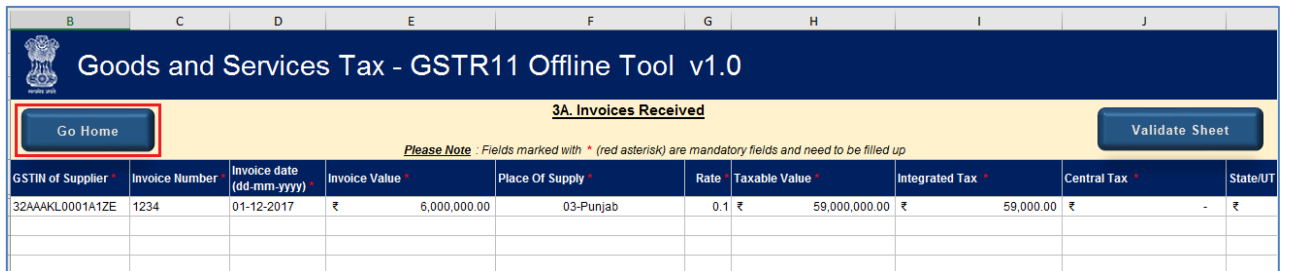
Goods and Services Tax - GSTR11 Offline Tool v1.0										
3A. Invoices Received										
Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up										
GSTIN of Supplier *	Invoice Number	Invoice date (dd-mm-yyyy)	Invoice Value *	Place Of Supply *	Rate *	Taxable Value *	Integrated Tax *	Central Tax *	State/UT Tax	
32AAAKL0001A1ZE	12345	05-12-2017	₹ 4,000,000.00	07-Delhi	5	₹ 4,000,000.00	₹ 200,000.00	₹ -	₹	₹

10. The Sheet validation error(s) column is blank, in case of no error on the workbook.

Validate Sheet					
Central Tax *	State/UT Tax *	Cess	Action *	Sheet Validation Errors	GST Portal Validation Errors
₹ -	₹ -	₹ 8,000.00	Add		

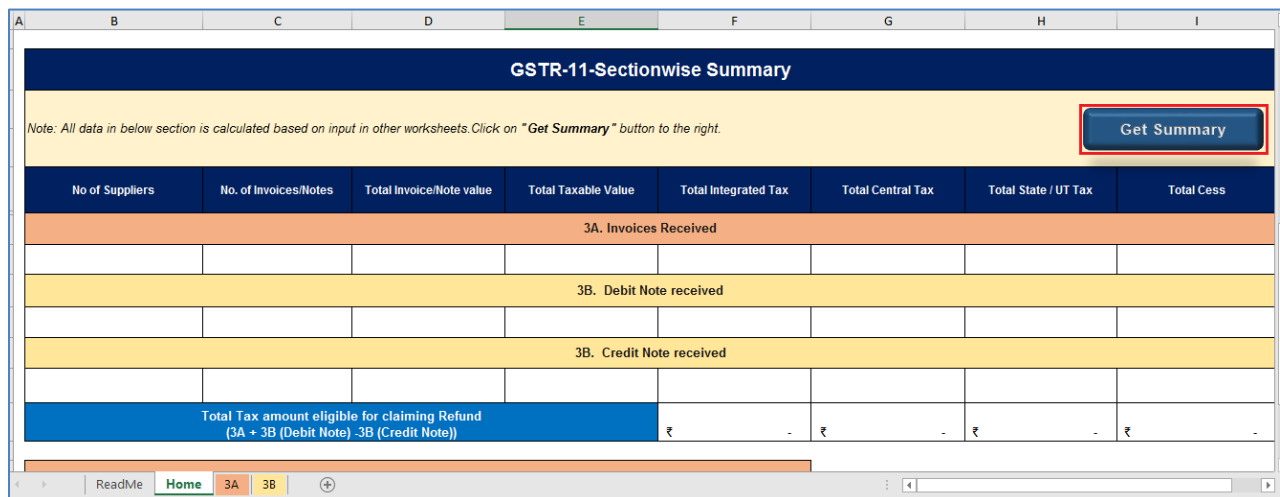
## 2. Generate JSON file using 'Generate JSON File to upload' button

- Upon successful validation, navigate to worksheet Home.  
You can also click the **Go Home** button to navigate to worksheet 'Home'.



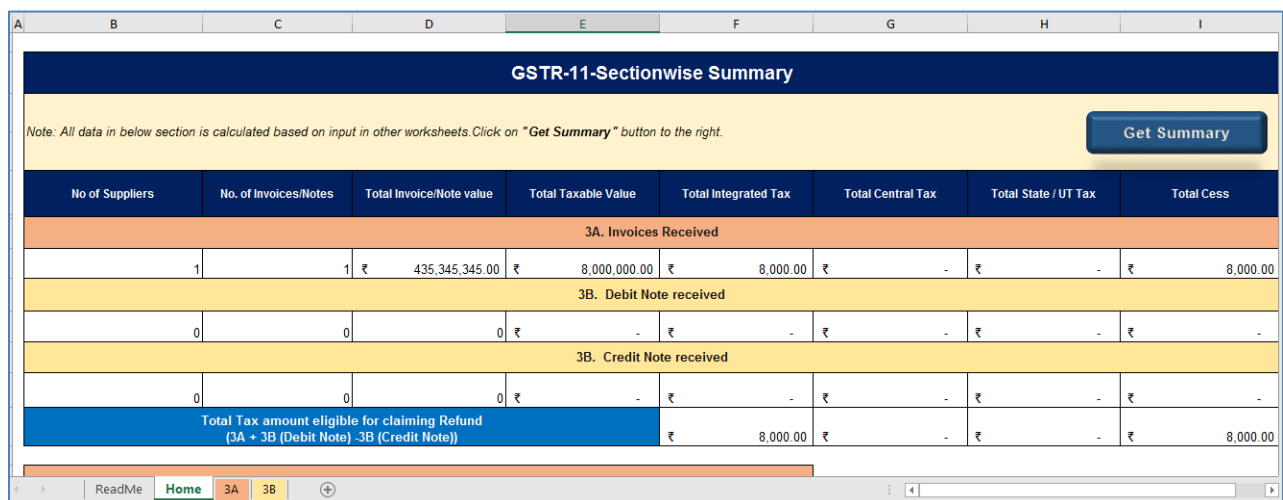
Goods and Services Tax - GSTR11 Offline Tool v1.0										
3A. Invoices Received										
<i>Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up</i>										
GSTIN of Supplier *	Invoice Number *	Invoice date (dd-mm-yyyy)	Invoice Value *	Place Of Supply *	Rate	Taxable Value *	Integrated Tax *	Central Tax *	State/UT	
32AAAKL0001A1ZE	1234	01-12-2017	₹ 6,000,000.00	03-Punjab	0.1	₹ 59,000,000.00	₹ 59,000.00	₹ -	₹ -	

- Click the **Get Summary** button to update the summary on **Home** tab.



GSTR-11-Sectionwise Summary							
<i>Note: All data in below section is calculated based on input in other worksheets. Click on "Get Summary" button to the right.</i>							
No of Suppliers	No. of Invoices/Notes	Total Invoice/Note value	Total Taxable Value	Total Integrated Tax	Total Central Tax	Total State / UT Tax	Total Cess
3A. Invoices Received							
3B. Debit Note received							
3B. Credit Note received							
Total Tax amount eligible for claiming Refund (3A + 3B (Debit Note) -3B (Credit Note))				₹ -	₹ -	₹ -	₹ -

- Summary is displayed for all the sections



GSTR-11-Sectionwise Summary							
<i>Note: All data in below section is calculated based on input in other worksheets. Click on "Get Summary" button to the right.</i>							
No of Suppliers	No. of Invoices/Notes	Total Invoice/Note value	Total Taxable Value	Total Integrated Tax	Total Central Tax	Total State / UT Tax	Total Cess
3A. Invoices Received							
1	1	₹ 435,345,345.00	₹ 8,000,000.00	₹ 8,000.00	₹ -	₹ -	₹ 8,000.00
3B. Debit Note received							
0	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
3B. Credit Note received							
0	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
Total Tax amount eligible for claiming Refund (3A + 3B (Debit Note) -3B (Credit Note))				₹ 8,000.00	₹ -	₹ -	₹ 8,000.00

**NOTE:** Summary is generated based on the data entered in various worksheets. POS wise summary is also displayed at the bottom.

3A. Invoices Received													
1	2	₹	4,060,000.00	₹	15,000,000.00	₹	15,000.00	₹	810,000.00	₹	810,000.00	₹	8,000.00
3B. Debit Note received													
1	1		500000	₹	900,000.00	₹	-	₹	1,125.00	₹	1,125.00	₹	60,000.00
3B. Credit Note received													
1	1		534534	₹	3,445,454.00	₹	3,445.45	₹	-	₹	-	₹	435,345.00
Total Tax amount eligible for claiming Refund (3A + 3B (Debit Note) - 3B (Credit Note))						₹	11,554.55	₹	811,125.00	₹	811,125.00	₹	-367,345.00

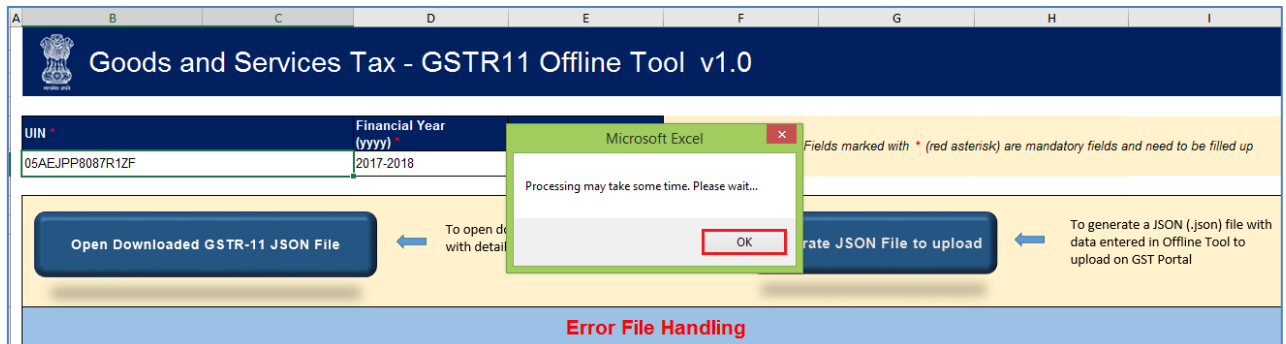
Tax Amount State (POS) wise				
State	Total Integrated Tax	Total Central Tax	Total State / UT Tax	Total Cess
Jammu & Kashmir	11554.55	0.00	0.00	-427345.00
Kerala	0.00	811125.00	811125.00	60000.00
<b>Total</b>	₹ 11,554.55	₹ 811,125.00	₹ 811,125.00	₹ -367,345.00

- Click the Generate JSON File to Upload button to generate JSON for upload on GST Portal



The screenshot shows the main interface of the 'Goods and Services Tax - GSTR11 Offline Tool v1.0'. It includes input fields for UIN (05AEJPP8087R12F), Financial Year (2017-2018), and Tax Period (Oct-Dec). A 'Please Note' message states that fields with red asterisks are mandatory. Below the input fields, there are two buttons: 'Open Downloaded GSTR-11 JSON File' and 'Generate JSON File to upload'. The 'Generate JSON File to upload' button is highlighted with a red box. Below this, there is an 'Error File Handling' section with instructions on how to handle errors and a button to 'Open Downloaded Error JSON Files'.

- A message is displayed that processing may take some time. Click the OK button.

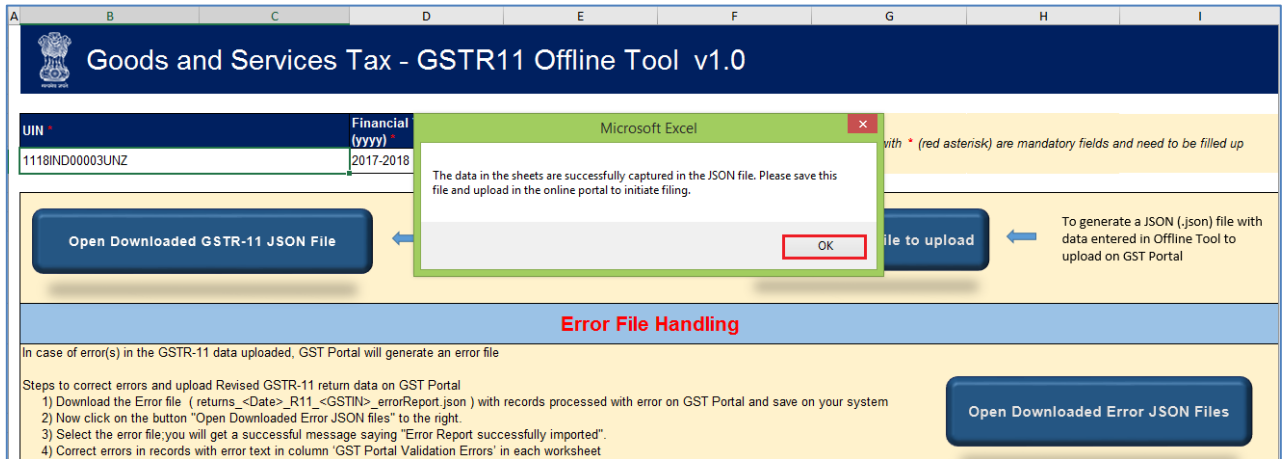


This screenshot shows the same interface as the previous one, but with a 'Microsoft Excel' dialog box overlaid. The dialog box contains the text 'Processing may take some time. Please wait...' and an 'OK' button, which is highlighted with a red box. The background interface is partially obscured by the dialog box.

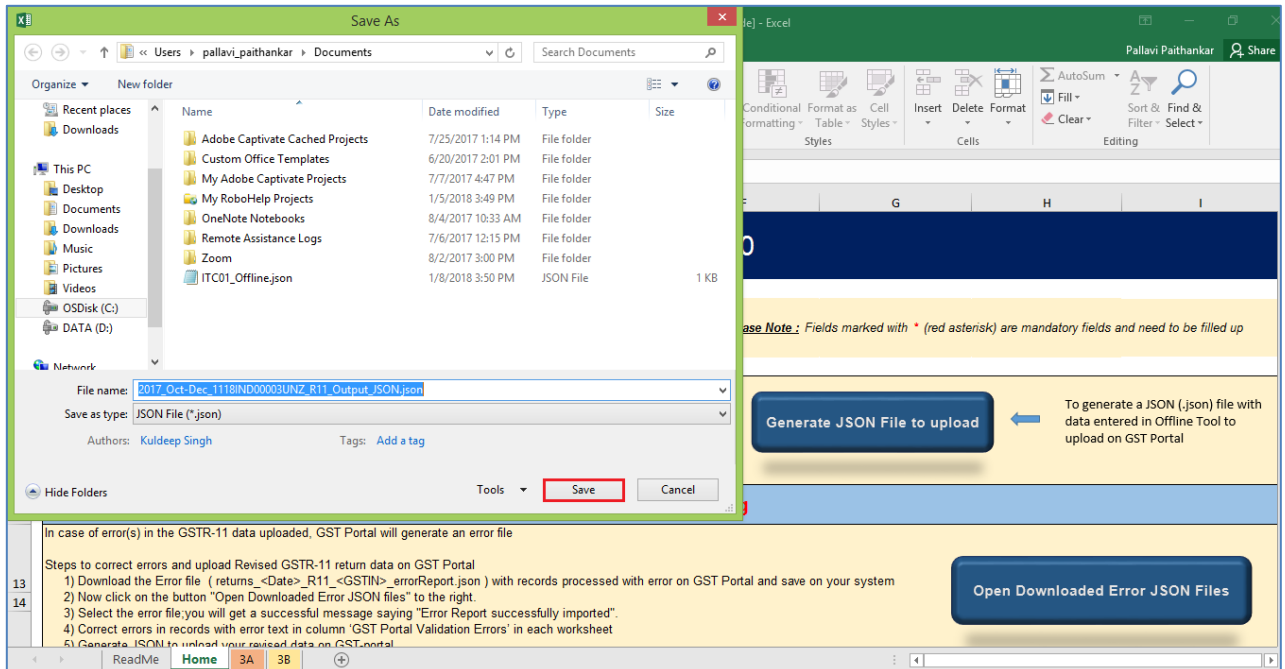
6. A confirmation message is displayed that export of JSON file has completed. Click the OK button.



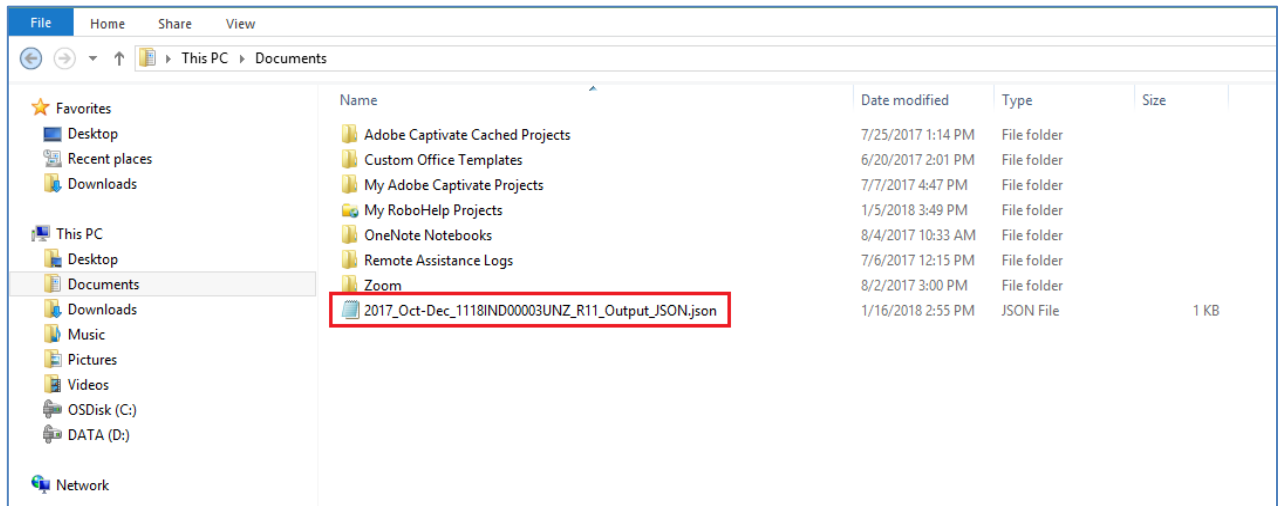
JSON would be generated only if the worksheet has been successfully validated.



7. Navigate to the folder where you want to save the JSON file. Enter the file name and click the SAVE button



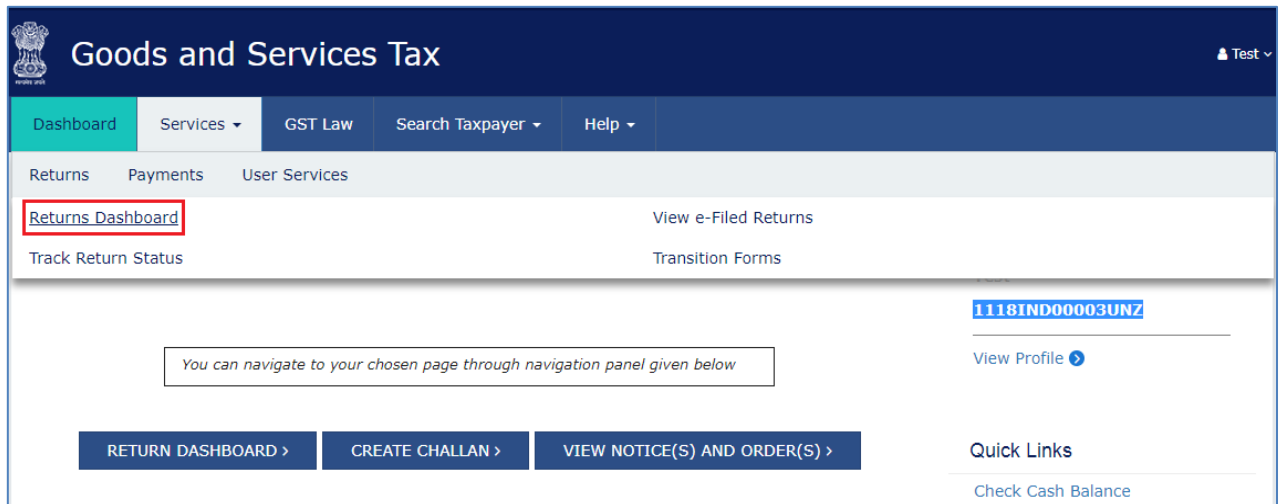
8. Notice the JSON file created.



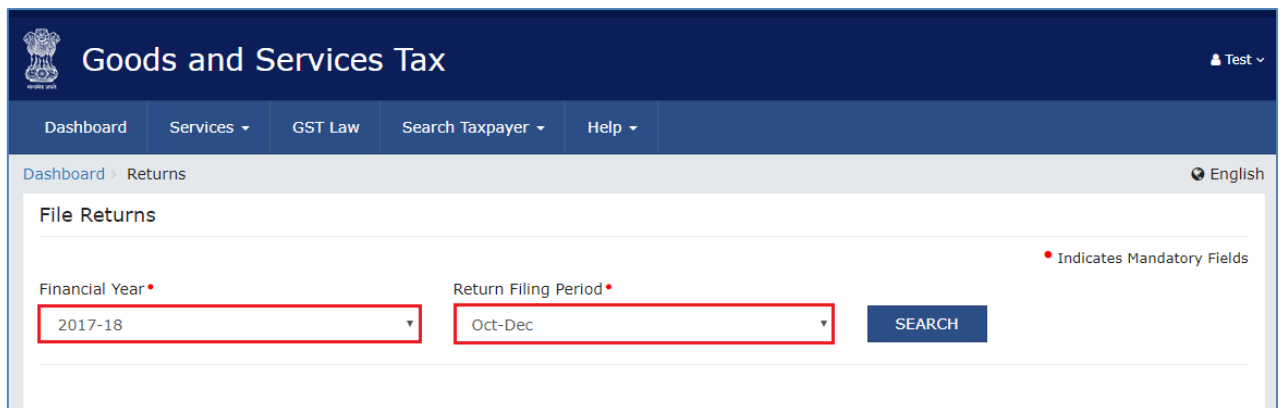


### 3. Upload the generated JSON on GST Portal

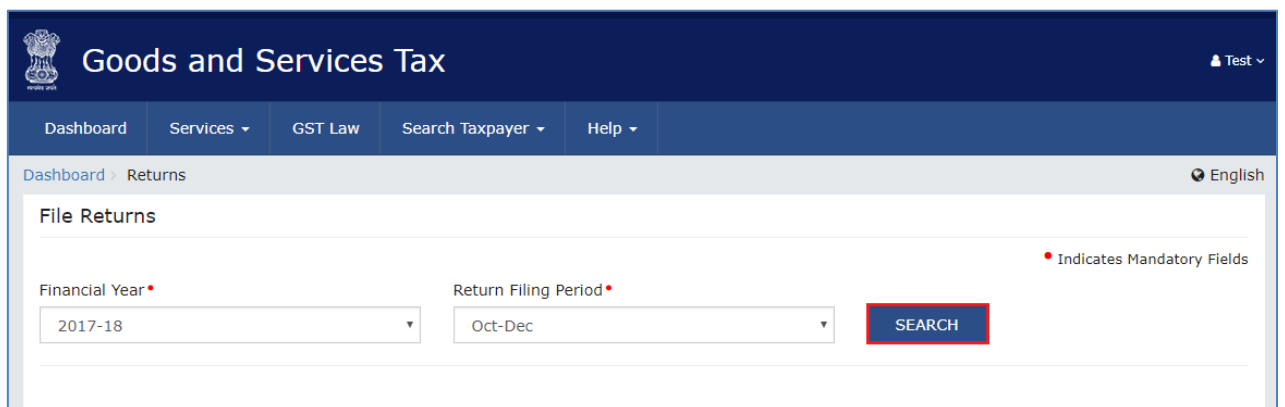
1. Access the <https://gst.gov.in/> URL. The GST Home page is displayed.
2. Click the **Services > Returns > Returns Dashboard** command after log in.



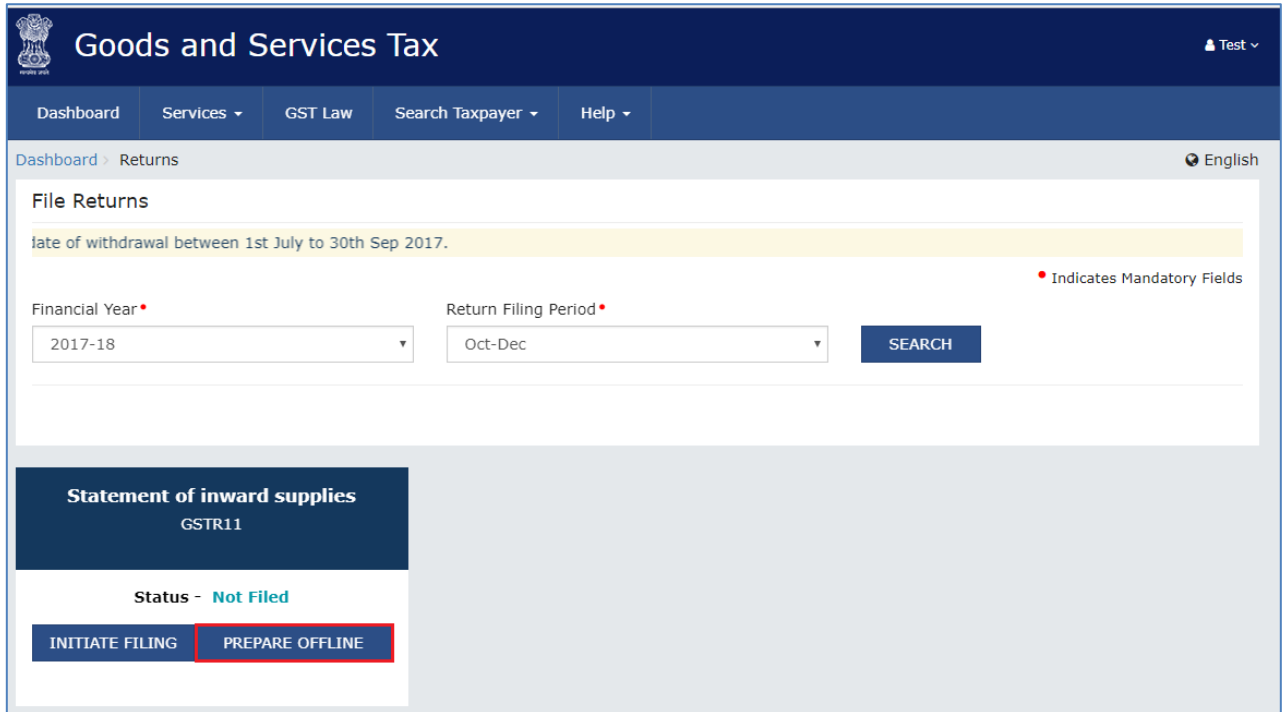
3. The **Returns Dashboard** page is displayed.
4. Select the **Financial Year** and **Return Filing Period** from the drop down list.



5. Click the **SEARCH** button.

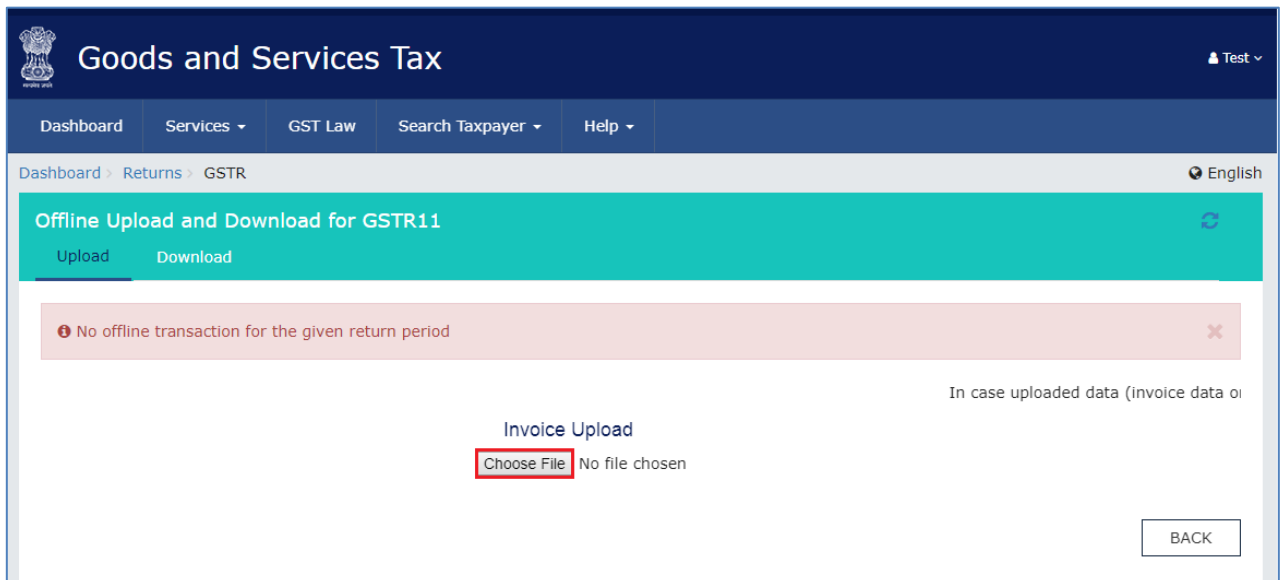


6. Click 'PREPARE OFFLINE'.



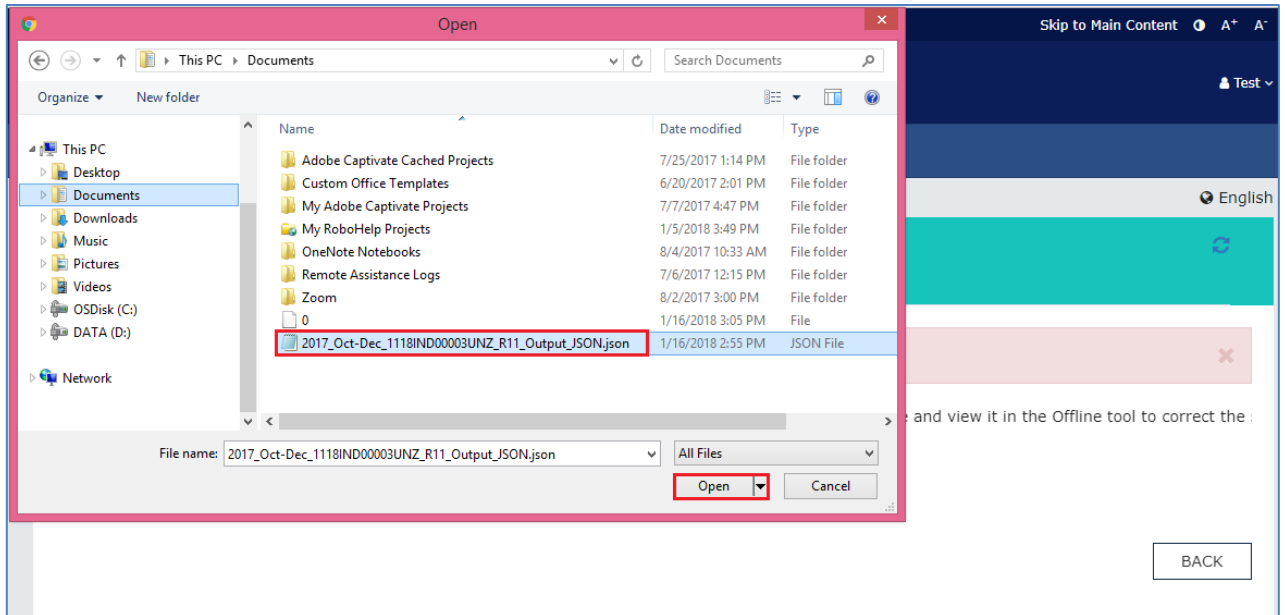
The screenshot shows the 'Goods and Services Tax' portal. The main navigation bar includes 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', and 'Help'. The current page is 'Returns' under 'File Returns'. A yellow banner indicates a 'late of withdrawal between 1st July to 30th Sep 2017'. Below this, there are dropdown menus for 'Financial Year' (set to 2017-18) and 'Return Filing Period' (set to Oct-Dec), along with a 'SEARCH' button. A red dot indicates mandatory fields. A dark blue box titled 'Statement of inward supplies GSTR11' shows the status as 'Not Filed'. At the bottom of this box, two buttons are visible: 'INITIATE FILING' and 'PREPARE OFFLINE', with the latter being highlighted by a red border.

7. The **Offline Upload and Download for GSTR-11** page is displayed. Click the **Choose File** button.



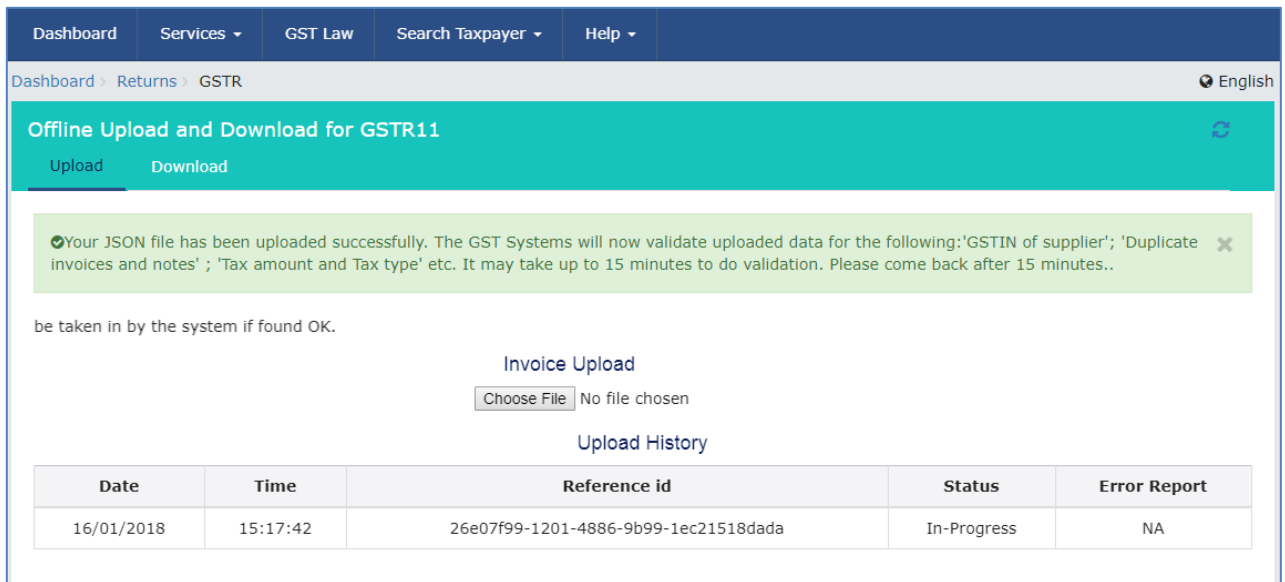
The screenshot shows the 'Offline Upload and Download for GSTR-11' page. The navigation bar is the same as in the previous screenshot. The breadcrumb trail is 'Dashboard > Returns > GSTR'. The page title is 'Offline Upload and Download for GSTR-11'. There are two tabs: 'Upload' and 'Download'. A red error message states: 'No offline transaction for the given return period'. Below this, there is a section for 'Invoice Upload' with the text 'In case uploaded data (invoice data o'. A 'Choose File' button is highlighted with a red box, followed by the text 'No file chosen'. A 'BACK' button is located at the bottom right.

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



9. The uploaded JSON file would be validated and processed. Upon successful validation and processing the details entered would be populated as a summary.

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





Please note it is possible to upload JSON multiple times on GST portal till submission. However, if some invoice exists from previous upload irrespective of their items, it will be updated with latest uploaded details. All new invoice will be added as new entry.



Post successful upload of data on GST Portal, you can preview the form and file GSTR-11 return.

Dashboard Services ▾ GST Law Search Taxpayer ▾ Help ▾

Dashboard > Returns > GSTR English

### Offline Upload and Download for GSTR11

Upload
Download

In case uploaded data (invoice data or other record) fails validation, an Error File will be created on the online portal for only those records which fa

#### Invoice Upload

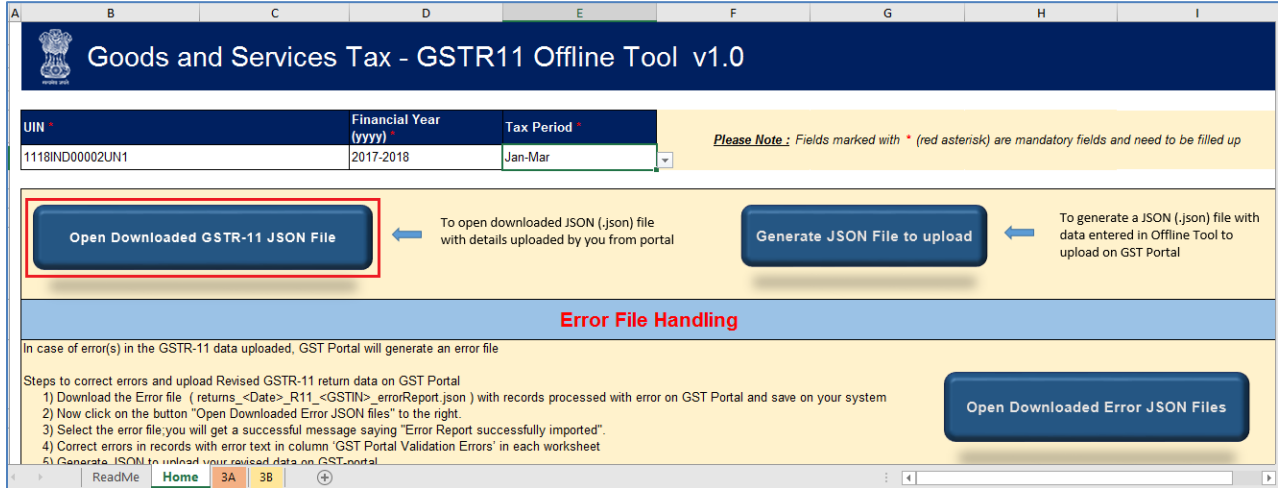
No file chosen

#### Upload History

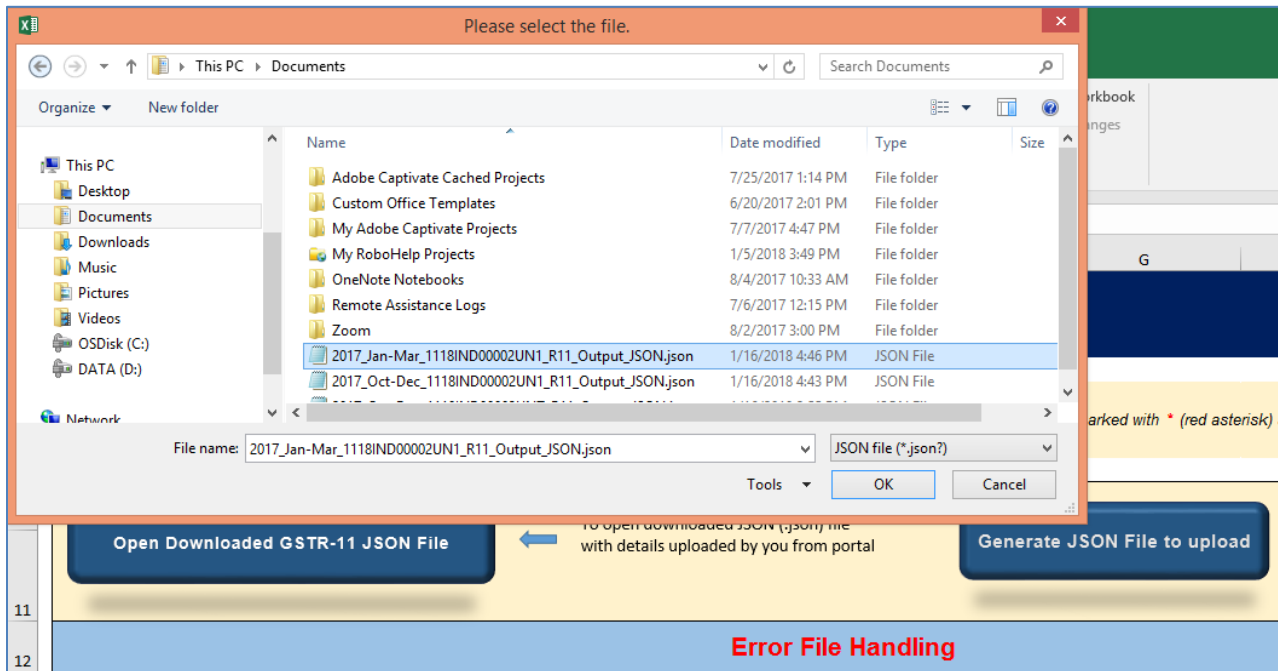
Date	Time	Reference id	Status	Error Report
16/01/2018	15:27:18	d09f2d4a-8133-4874-b427-8218ba851eba	Processed	NA

#### 4. Open Downloaded File for GSTR11

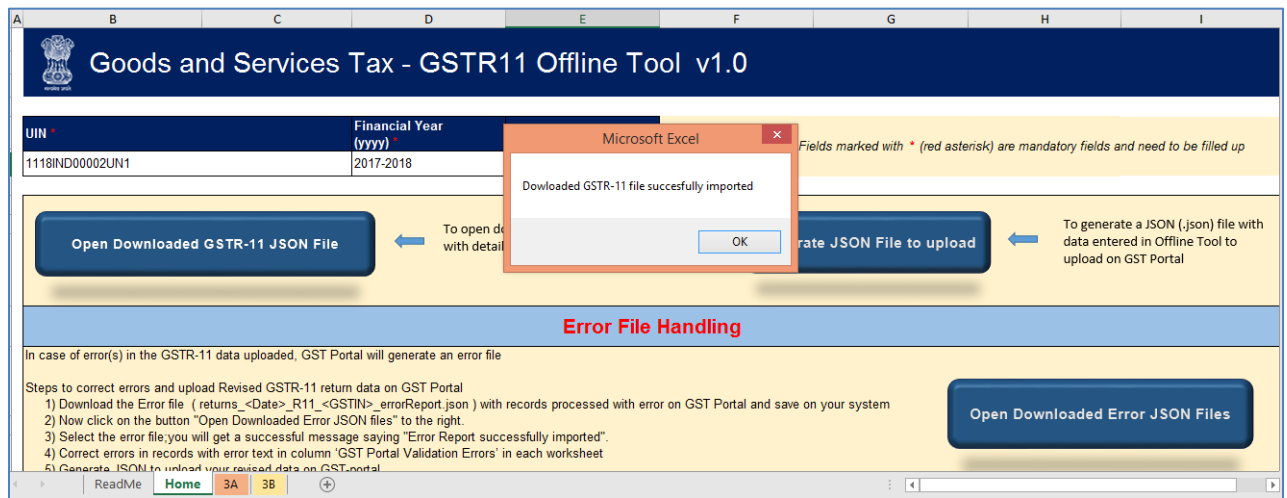
1. To Open the Downloaded file for GSTR11, click “Open Downloaded GSTR-11 JSON File” on Home tab.



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 GSTR-11 file successfully imported”



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.
7. After each section is successfully validated, click the **Get Summary** button to update the summary on Home tab.
8. Summary is displayed for all the sections.
9. Click on 'Generate JSON File to upload' to generate JSON(.json) file for upload of GSTR-11 return details prepared offline on GST portal.
10. Follow steps mentioned in [Upload the generated JSON on GST Portal](#) section.

## 5. Open Downloaded Error File

In case data uploaded through JSON on the portal fails validation as defined in the portal, an Error File will be created on the online portal for only those records which failed. The error file will be available in a hyperlink as given in the below screen on the upload off line page in the portal. Initially the Status in the Upload History will be shown as 'In-Progress'.

Dashboard Services GST Law Search Taxpayer Help

Dashboard > Returns > GSTR English

### Offline Upload and Download for GSTR11

Upload Download

✔ Your JSON file has been uploaded successfully. The GST Systems will now validate uploaded data for the following: 'GSTIN of supplier'; 'Duplicate invoices and notes'; 'Tax amount and Tax type' etc. It may take up to 15 minutes to do validation. Please come back after 15 minutes..

be taken in by the system if found OK.

Invoice Upload

Choose File No file chosen

Upload History

Date	Time	Reference id	Status	Error Report
16/01/2018	15:17:42	26e07f99-1201-4886-9b99-1ec21518dada	In-Progress	NA

After some time, the Status will be changed to Processed or Processed with Error.

1. In case of the error, the Error Report column will display a link to Generate error report.
2. 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 GSTR11

Upload Download

iew it in the Offline tool to correct the same. After making required correction, please prepare JSON file following the same process as that for regular invoic

Invoice Upload

Choose File No file chosen

Upload History

Date	Time	Reference id	Status	Error Report
16/01/2018	16:47:12	e842ea80-3d09-43d9-9227-18f2c673c0c6	Processed with Error	<a href="#">Generate error report</a>
16/01/2018	16:45:08	19553f88-b8eb-4218-91f9-c133cff8fd88	Processed	NA

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

Dashboard > Returns > GSTR

Offline Upload and Download for GSTR11

Upload Download

In case uploaded data (invoice data or other reco)

Invoice Upload

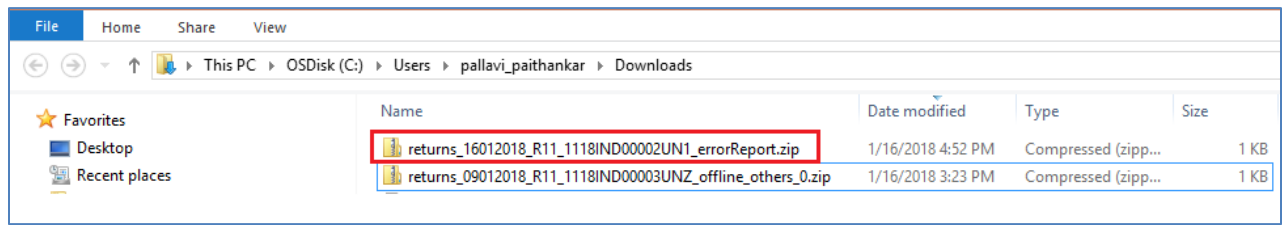
Choose File No file chosen

Upload History

Date	Time	Reference id	Status	Error Report
16/01/2018	16:47:12	e842ea80-3d09-43d9-9227-18f2c673c0c6	Processed with Error	<a href="#">Download error report</a>
16/01/2018	16:45:08	19553f88-b8eb-4218-91f9-c133cff8fd88	Processed	NA

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

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



File Home Share View

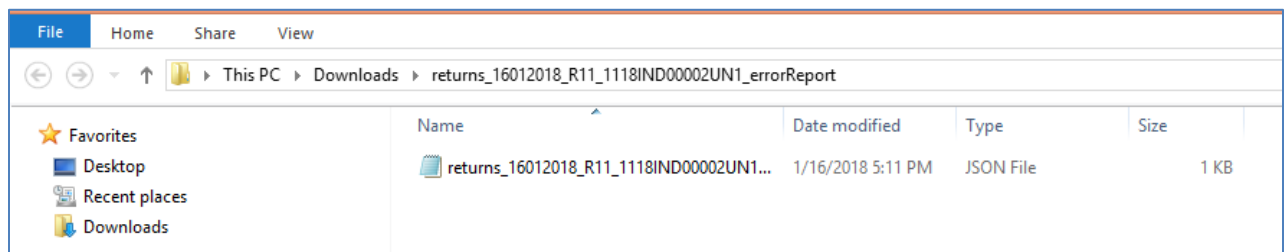
This PC > OSDisk (C:) > Users > pallavi\_paithankar > Downloads

Name	Date modified	Type	Size
returns_16012018_R11_1118IND00002UN1_errorReport.zip	1/16/2018 4:52 PM	Compressed (zipp...	1 KB
returns_09012018_R11_1118IND00003UNZ_offline_others_0.zip	1/16/2018 3:23 PM	Compressed (zipp...	1 KB

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

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

7. The Unzipped folder contains a JSON file.



File Home Share View

This PC > Downloads > returns\_16012018\_R11\_1118IND00002UN1\_errorReport

Name	Date modified	Type	Size
returns_16012018_R11_1118IND00002UN1...	1/16/2018 5:11 PM	JSON File	1 KB

8. Now open GSTR11 Offline Tool and go tab **Home**.

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



UIIN *	Financial Year (yyyy)	Tax Period *
1118IND00002UN1	2017-2018	Jan-Mar

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

**Open Downloaded GSTR-11 JSON File**

← To open downloaded JSON (.json) file with 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

**Error File Handling**

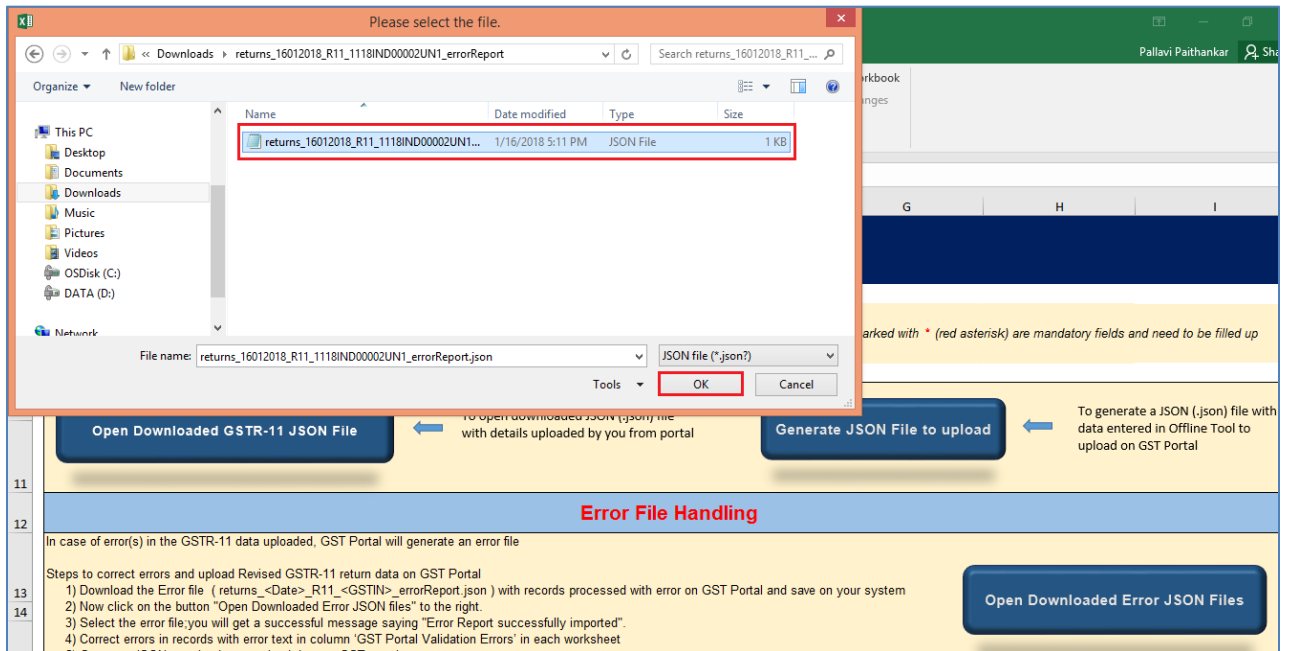
In case of error(s) in the GSTR-11 data uploaded, GST Portal will generate an error file

Steps to correct errors and upload Revised GSTR-11 return data on GST Portal

- 1) Download the Error file ( returns\_<Date>\_R11\_<GSTIN>\_errorReport.json ) with records processed with error on GST Portal and save on your system
- 2) Now click on the button "Open Downloaded Error JSON files" to the right.
- 3) Select the error file; you will get a successful message saying "Error Report successfully imported".
- 4) Correct errors in records with error text in column 'GST Portal Validation Errors' in each worksheet
- 5) Generate JSON to upload your revised data on GST portal.

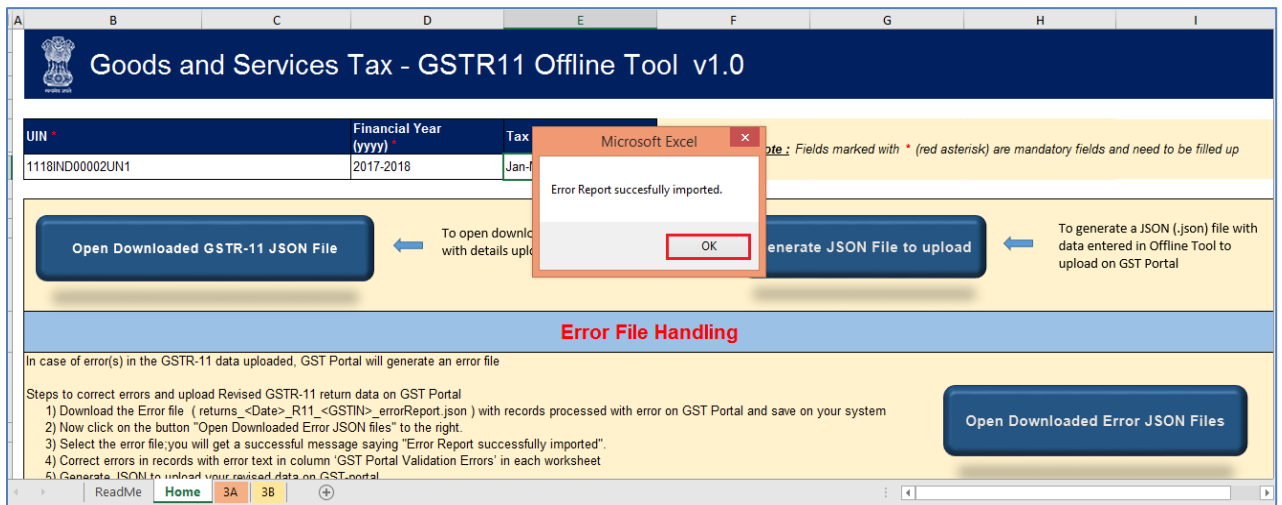
**Open Downloaded Error JSON Files**

9. A file dialog box will open. Navigate to extracted error file. Select the file and click the **OK** button.



The screenshot shows a Windows file explorer dialog box titled "Please select the file." with the path "Downloads > returns\_16012018\_R11\_1118IND0002UN1\_errorReport". A file named "returns\_16012018\_R11\_1118IND0002UN1..." is selected. Below the dialog, the GSTR-11 Offline Tool interface is visible, featuring a table with columns G, H, and I. A note states: "Fields marked with \* (red asterisk) are mandatory fields and need to be filled up". Below the table are three buttons: "Open Downloaded GSTR-11 JSON File", "Generate JSON File to upload", and "Open Downloaded Error JSON Files".

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



The screenshot shows the GSTR-11 Offline Tool interface with a success message dialog box. The dialog box is titled "Microsoft Excel" and contains the text "Error Report successfully imported." with an "OK" button. The background shows the tool's input fields: UIN (1118IND0002UN1), Financial Year (2017-2018), and Tax (Jan-18). Below the input fields are three buttons: "Open Downloaded GSTR-11 JSON File", "Generate JSON File to upload", and "Open Downloaded Error JSON Files".

11. Navigate to Worksheets 3A/3B and ensure all records from both the files have been successfully opened in Tool.
12. Correct the errors as mentioned in the column "**GST Portal Validation Errors**" in each sheet.

Central Tax *	State/UT Tax *	Cess	Action *	Sheet Validation Errors	GST Portal Validation Errors
₹ -	₹ -	₹ 8,000.00	Add		Invoice date cannot be later than the return period or future date

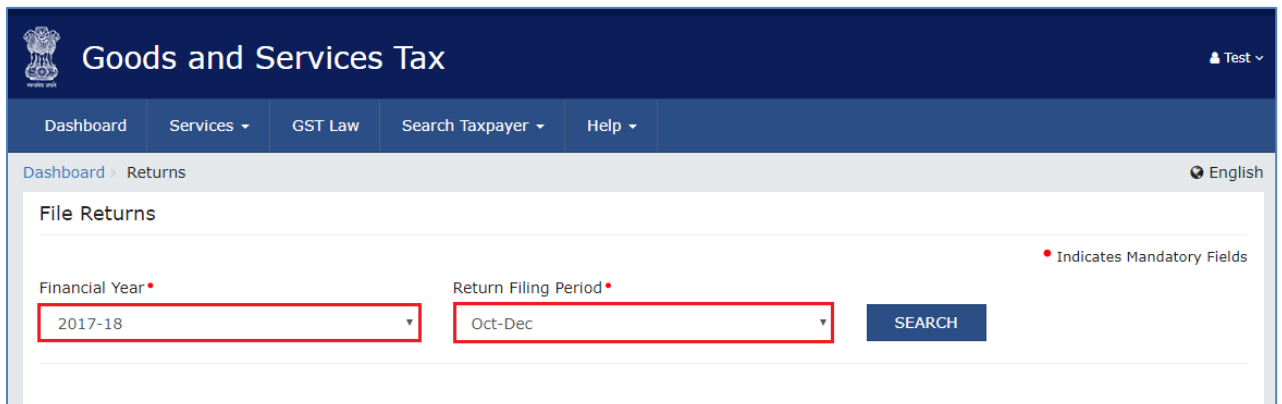
13. After making the corrections, click the **Validate Sheet** button to validate the sheets.

Central Tax *	State/UT Tax *	Cess	Action *	Sheet Validation Errors	GST Portal Validation Errors
₹ -	₹ -	₹ 8,000.00	Add		

14. Upon successful Validation, Generate JSON file. Refer Topic [Generate JSON file using 'Generate File to Upload'](#).

## 6. Submission and Filing of GSTR11

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.



Goods and Services Tax

Dashboard Services GST Law Search Taxpayer Help

Dashboard Returns English

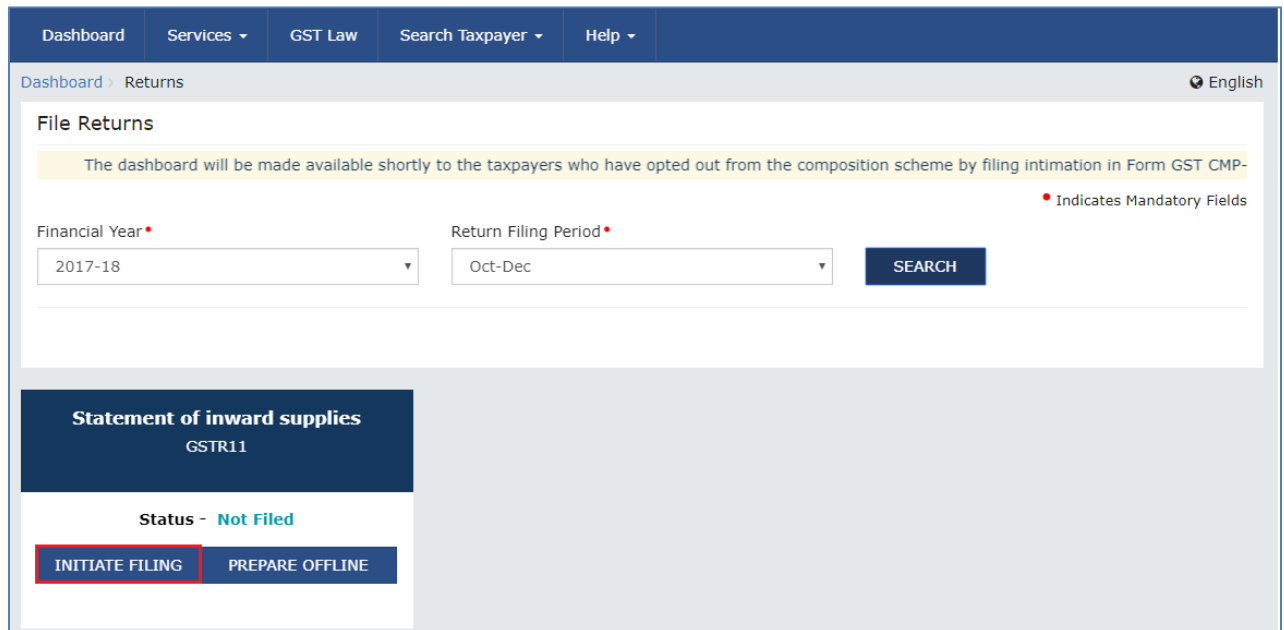
File Returns

Financial Year \* 2017-18 Return Filing Period \* Oct-Dec

SEARCH

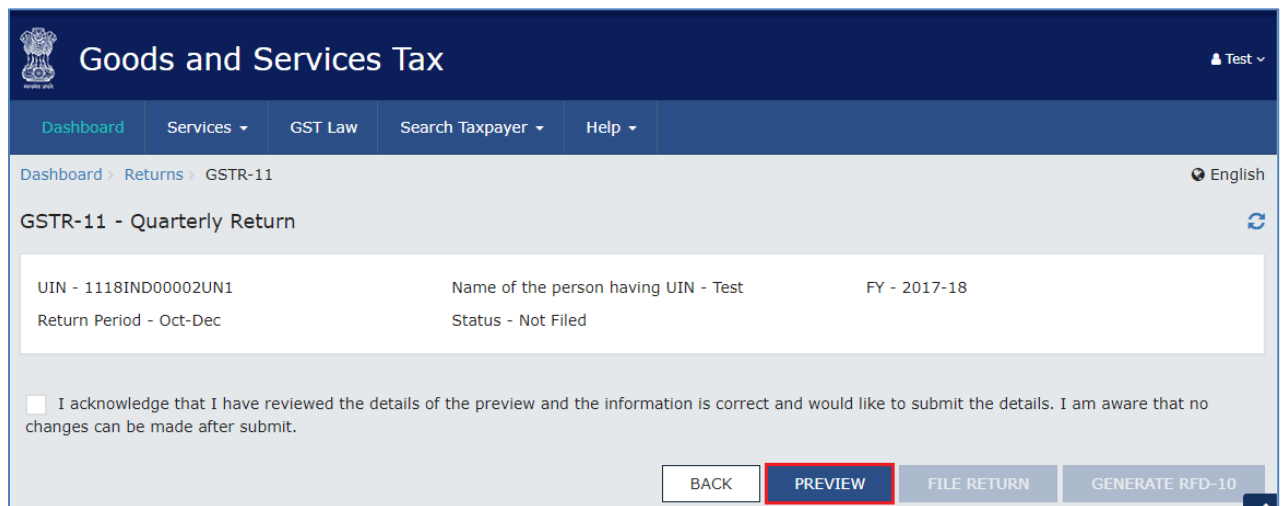
Indicates Mandatory Fields

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



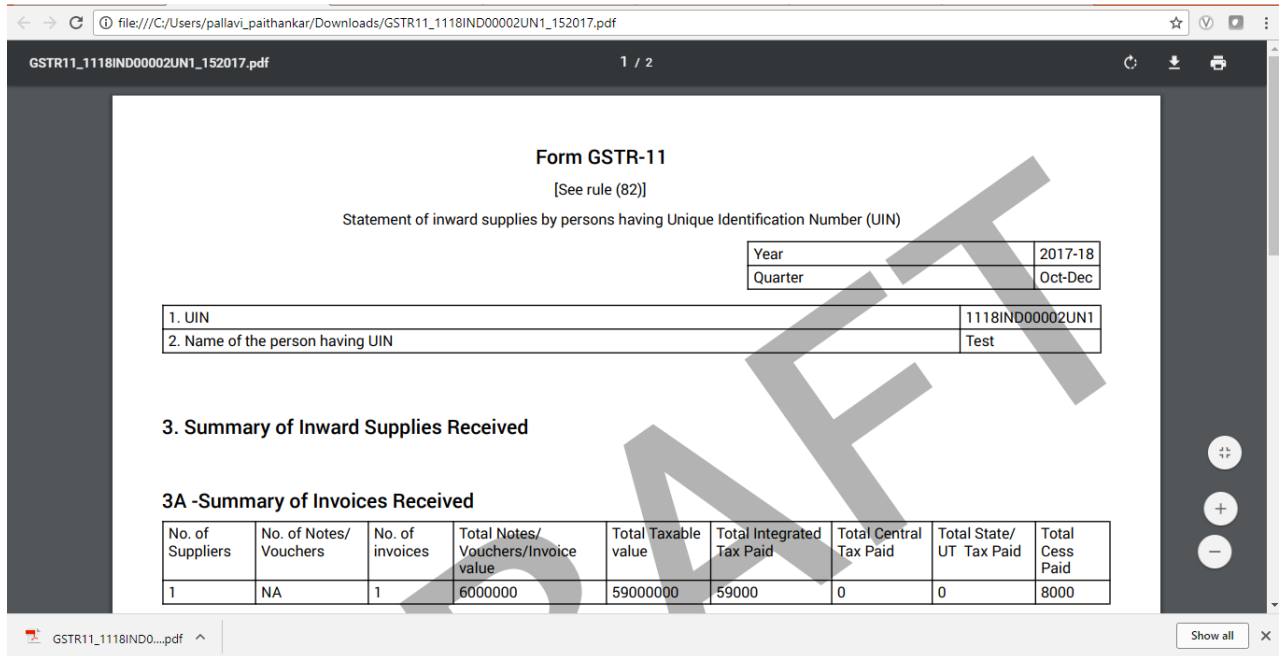
The screenshot shows the 'File Returns' section of the GSTN portal. It includes a navigation bar with 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', and 'Help'. Below the navigation, there's a breadcrumb trail 'Dashboard > Returns' and a language selector 'English'. A yellow banner states: 'The dashboard will be made available shortly to the taxpayers who have opted out from the composition scheme by filing intimation in Form GST CMP-'. Below this, there are two dropdown menus: 'Financial Year' (set to 2017-18) and 'Return Filing Period' (set to Oct-Dec). A 'SEARCH' button is to the right. A red dot indicates a mandatory field. Below the search area, a dark blue box contains the text 'Statement of inward supplies GSTR11'. Underneath, the status is 'Status - Not Filed'. At the bottom, there are two buttons: 'INITIATE FILING' (highlighted with a red border) and 'PREPARE OFFLINE'.


7. 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 GSTR11.




The screenshot shows the 'GSTR-11 - Quarterly Return' preview page. It features the GSTN logo and 'Goods and Services Tax' header. The navigation bar includes 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', and 'Help'. The breadcrumb trail is 'Dashboard > Returns > GSTR-11'. The page title is 'GSTR-11 - Quarterly Return'. Below the title, there's a table with the following details: UIN - 1118IND00002UN1, Name of the person having UIN - Test, FY - 2017-18, Return Period - Oct-Dec, and Status - Not Filed. A checkbox is present with the text: '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.' At the bottom, there are four buttons: 'BACK', 'PREVIEW' (highlighted with a red border), 'FILE RETURN', and 'GENERATE RFD-10'.

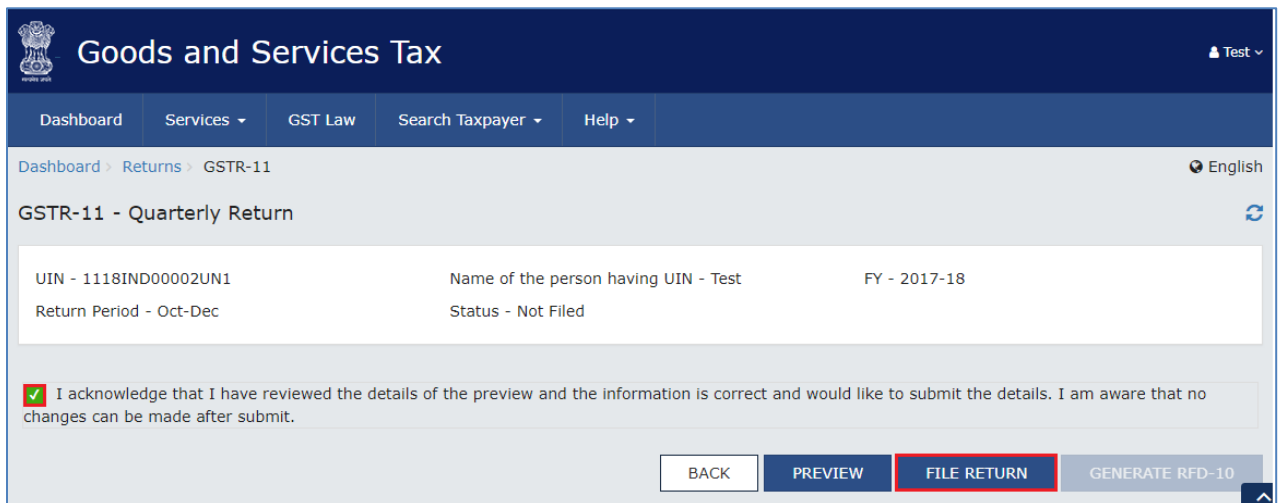
Sample PDF is as below:



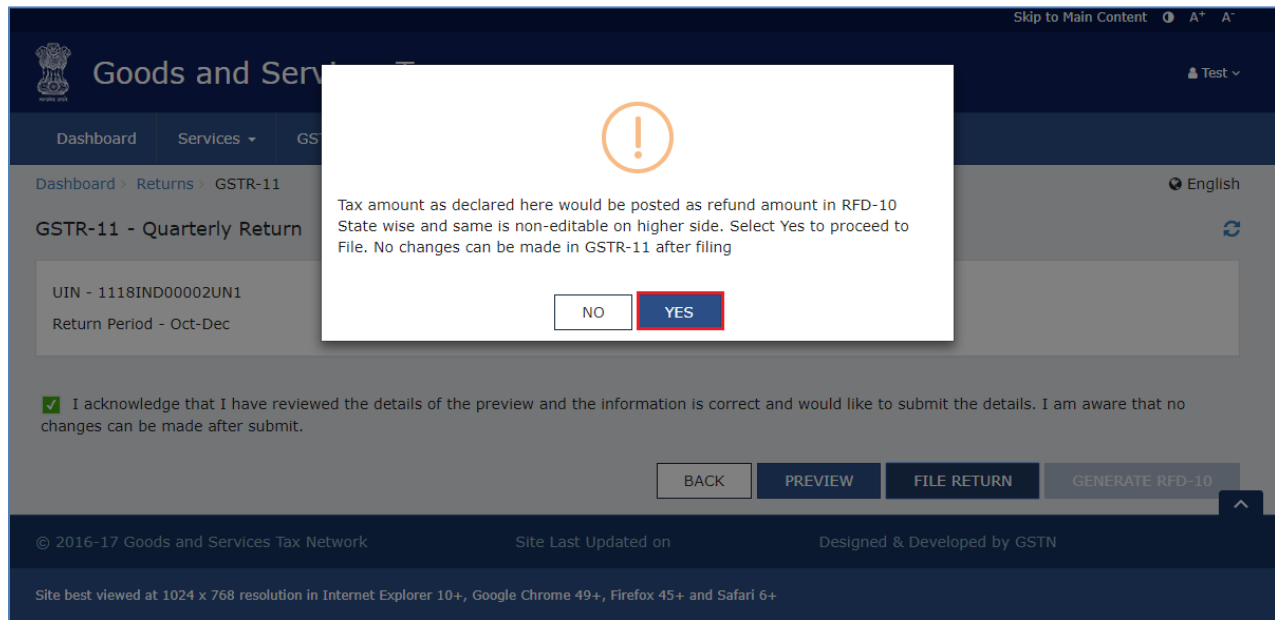
 Online 'Preview' for validation of summary details is critical to ensure all details required to be declared for selected Return period have been successfully processed on GST portal. Check the 'Preview' and submit only once assured for completeness of summary available in 'Preview'. In case of any deviation 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 GSTR11 Offline Tool and your accounting records to ensure correct upload of invoice data.

8. Select the declaration Checkbox and click the **FILE RETURN** button.



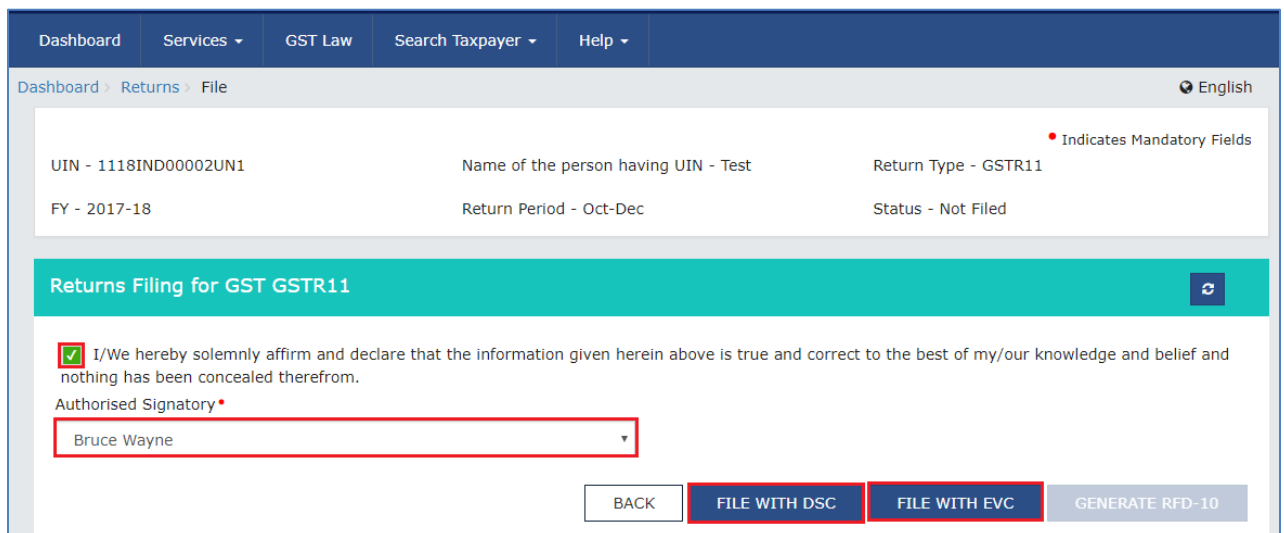
9. Select **YES** to proceed.



The screenshot shows the 'GSTR-11 - Quarterly Return' page. A modal dialog box is displayed in the center with an orange warning icon and the following text: 'Tax amount as declared here would be posted as refund amount in RFD-10 State wise and same is non-editable on higher side. Select Yes to proceed to File. No changes can be made in GSTR-11 after filing'. Below the text are two buttons: 'NO' and 'YES'. The 'YES' button is highlighted with a red border. In the background, the 'FILE RETURN' button is also highlighted with a red border. At the bottom of the page, there are buttons for 'BACK', 'PREVIEW', 'FILE RETURN', and 'GENERATE RFD-10'. The footer contains copyright information and browser compatibility details.

10. Select the Checkbox.

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



The screenshot shows the 'Returns Filing for GST GSTR11' page. It includes a declaration section with a checked checkbox: '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.' Below this is the 'Authorised Signatory' field, which is a dropdown menu currently showing 'Bruce Wayne'. At the bottom, there are buttons for 'BACK', 'FILE WITH DSC', 'FILE WITH EVC', and 'GENERATE RFD-10'. The 'FILE WITH DSC' and 'FILE WITH EVC' buttons are highlighted with red borders. The page also displays taxpayer details like UIN, Name, Return Type, FY, Return Period, and Status.

12. 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

✔ GSTR11 of GSTIN - 1118IND00002UN1 for the Return Period - 'Oct-Dec - 2017-18 has been successfully filed. The Acknowledgment Reference Number is **AA1115170000053** . The GSTR11 can be viewed on your Dashboard Login=>Taxpayer Dashboard=>Returns. This message is sent to your registered Email ID and Mobile Number.

UIN - 1118IND00002UN1 FY - 2017-18	Name of the person having UIN - Test Return Period - Oct-Dec	Return Type - GSTR11 Status - Filed
---------------------------------------	---	--

• Indicates Mandatory Fields

Returns Filing for GST GSTR11 ↻

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.

Authorised Signatory •

Bruce Wayne

BACK
FILE WITH DSC
FILE WITH EVC
GENERATE RFD-10