

# FAQ's and User Manual – TRAN-1 Offline Tools

Goods and Services Tax Network



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### 1. FAQs on TRAN-1 Offline Tool

#### 1. What are the features of TRAN-1 Offline Tool?

The Key Features of TRAN-1 Offline Tool are:

- The TRAN-1 details related to certain tables 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.

Below downloadable templates are available to fill the details for sections of TRAN-1.

#### CSV Template:

- Tran-1 5(b) Statutory Form CSV template: To fill in the details for 5(a), 5(b), 5(c) Amount of tax credit carried forward tile > Statutory Forms Tab in TRAN-1.
- Tran-1 9(a) Details of Goods Sent as Principal CSV template: To fill in the details for 9(a), 9(b) Details of goods sent to job-worker and held in his stock on behalf of principal under section 141 tile
   Sent as Principal tab.
- Tran-1 9(b) Details of Goods Held in Stock CSV template: To fill in the details for 9(a), 9(b) Details of goods sent to job-worker and held in his stock on behalf of principal under section 141 tile
   Held in Stock tab.
- These templates can be used to upload the required data. However, the taxpayer will not be able to view the uploaded data on the portal. In case of any mistakes or if the taxpayer wants to verify the uploaded details, he has to download the earlier uploaded details and view it in the CSV/Excel template.

#### Excel Template:

- Tran-1 6(a) Capital Goods Central Tax EXCEL template: To fill in the details and generate the JSON file for upload for 6A, 6B Details of capitals goods for which unavailed credit has not been carried forward tile > Central Tax tab.
- Tran-1 6(b) Capital Goods State/UT Tax EXCEL template: To fill in the details and generate the JSON file for upload for 6A, 6B Details of capitals goods for which unavailed credit has not been carried forward tile > State/UT Tax tab.
- Tran-1 7(b) Details of the inputs held in stock Eligible Duties and taxes/VAT/[ET] EXCEL template: To fill in the details and generate the JSON file for upload for 7(a), 7(b), 7(c), 7(d) - Details of the inputs held in stock tile > **7b-Eligible Duties and taxes/VAT/[ET] tab**.
- The uploaded data in these tables can be viewed on the portal and any correction if required can be made on the portal.

#### 2. How can I download and open the TRAN-1 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 > TRAN-1 Offline Tools** button and click on it.
- 3. Click the Download link for template to be downloaded

#### 3. What are the basic system requirements/ configurations required to use TRAN-1 Offline Tool?



The offline functions works best on Windows 7 and above, with Internet explorer 10+ and MSEXCEL 2007 and above. Detailed system required are available at (<u>https://www.gst.gov.in/download/returns</u>).

### 4. Where can I find the detailed user manual of the TRAN-1 Offline Tool?

The detailed user manual gets downloaded along with the **TRAN-1 Offline Tool** as a read me text document and help instructions on excel sheet.

### 5. Is Offline tool mobile compatible?

As of now TRAN-1 Offline Tool cannot be used on mobile. Currently, TRAN-1 Offline Tool can only be used on desktops.



## 2. TRAN-1 Offline Tool: An Overview

To facilitate the furnishing of records in short-time, an easy to use TRAN-1 Offline Tool has been made available for preparation of TRAN-1 in download section of GST portal. All the details can be added in offline mode and later uploaded on GST portal to furnish the TRAN-1.

You can use 'JSON File Upload' functionality if you have larger number of records. Use JSON file to upload with file name as your GSTIN\_ID.json.

You can use 'CSV File Upload' functionality if you have larger number of records. Use CSV file to upload with file name as your GSTIN\_ID.csv.

Your last uploaded file will be securely saved, download facility shall be available in future.



### 3. Downloading the TRAN-1 Offline Tool

Downloading the TRAN-1 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 utility used by you with the one available for download on the GST Portal at regular intervals.

To download and install the TRAN-1 Offline Tool to prepare the TRAN-1 offline, perform the following steps:

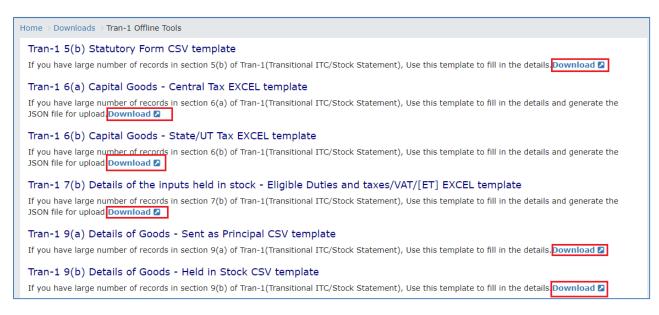


You can download the TRAN-1 Offline Tool from the Portal without login to the GST Portal.

- 1. Access the <u>https://www.gst.gov.in/</u> URL.
- 2. The **GST Home** page is displayed. Click the **Downloads** > **Offline tools** > TRAN-1 5(b) CSV template.

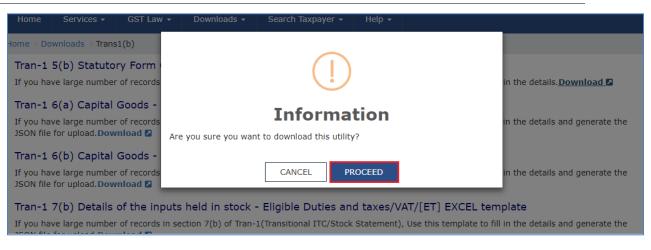
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ITC04 Offline	Tool									

3. Click the **Download** link for the section to be downloaded.



4. Click the PROCEED button.







The download of the **TRAN-1 Offline Tool** usually takes 2-3 minutes to download depending on the Internet speed.

5. 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.

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^	Name	Date modified	Туре	Size		
N	GSTIN_ID.zip	01-Nov-17 1:53 PM	Compressed (zipp	1 KB	]	



### 4. Installation of the TRAN-1 Offline Tool

Once the download of the TRAN-1 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. Zip folder consists of the csv and excel file as shown in the screenshot below.

Name	Date modified	Туре	Size	
GSTIN12345.csv	01-Nov-17 1:54 PM	Microsoft Excel C	1 KB	

- 2. Double click the Excel or CSV file.
- 3. Click the **Enable Content** button in the excel sheet.

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1 Version: 1.0	
2 3 Steps To Follow	
4 1. Please enter the details in the respective columns in the excel tool.	
2. If a row with error needs to be deleted then select the entire row and press "Delete' key on keyboard. Next, select	
5 all the rows which are below the deleted row and Cut-Paste them on the 'Deleted' row	
3. If a new row needs to be inserted between rows then select all rows below the insert position and Cut-Paste them one row below.	
6 one row below. 7 4. Click on 'Validate & Calculate' button to validate the details entered. Column1 Column2	
5. Please note, the Total Credit (Eligible, availed and Unavailed) displayed at top after 'Validate & Calculate' is sum FLAG ACTION 8 of the amounts in rows with Action as 'Add'. Rows with 'Delete' action are ignored in this calculation.	
Insert a new record or Edit	
9 6. Click on 'Create File to Upload' button to create the JSON file.	
10 7. Upload the file using 'JSON File Upload' option in online facility. Delete an already existing	{ record
11 8. Once post upload, verify for any errors, fix those in the next iteration before you proceed to upload the next set	
12           13           NOTE: Maximum of 10000 records can be uploaded at once	
NOTE: Maximum of 10000 records can be uploaded at once           14	
Validations Done	
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# 5. Prepare details using TRAN-1 Offline Tool



Please ensure that you download the latest version of TRAN-1 Offline Tool from the GST portal. <u>https://www.gst.gov.in/download/returns</u>

TRAN-1 Offline Tool has 6 downloadable templates:

- 1. **Tran-1 5(b) Statutory Form CSV template**: If you have large number of records in section 5(b) of Tran-1(Transitional ITC/Stock Statement), you can use this template to fill in the details.
- Tran-1 6(a) Capital Goods Central Tax EXCEL template: If you have large number of records in section 6(a) of Tran-1(Transitional ITC/Stock Statement), you can use this template to fill in the details and generate the JSON file for upload.
- 3. Tran-1 6(b) Capital Goods State/UT Tax EXCEL template: If you have large number of records in section 6(b) of Tran-1(Transitional ITC/Stock Statement), you can use this template to fill in the details and generate the JSON file for upload.
- 4. **Tran-1 7(b) Details of the inputs held in stock Eligible Duties and taxes/VAT/[ET] EXCEL template**: If you have large number of records in section 7(b) of Tran-1(Transitional ITC/Stock Statement), you can use this template to fill in the details and generate the JSON file for upload.
- 5. Tran-1 9(a) Details of Goods Sent as Principal CSV template: If you have large number of records in section 9(a) of Tran-1(Transitional ITC/Stock Statement), you can use this template to fill in the details.
- Tran-1 9(b) Details of Goods Held in Stock CSV template: If you have large number of records in section 9(b) of Tran-1(Transitional ITC/Stock Statement), you can use this template to fill in the details.

Let us understand how to upload details using the Excel and CSV Template.



### 1. Upload Details using the CSV Template

Below CSV templates are available to upload data for below section of TRAN-1.

- 1. **Tran-1 5(b) Statutory Form CSV template**: To fill in the details for 5(a), 5(b), 5(c) Amount of tax credit carried forward tile > Statutory Tab in TRAN-1.
- Tran-1 9(a) Details of Goods Sent as Principal CSV template: To fill in the details for 9(a), 9(b)
   Details of goods sent to job-worker and held in his stock on behalf of principal under section 141 tile > Sent as Principal tab.
- Tran-1 9(b) Details of Goods Held in Stock CSV template: To fill in the details for 9(a), 9(b) Details of goods sent to job-worker and held in his stock on behalf of principal under section 141 tile
  > Held in Stock tab.

Let us take an example where you need to upload the data using the Tran-1 5(b) Statutory Form CSV template.

1. Launch the Tran-1 5(b) Statutory Form CSV template and navigate to Excel worksheet.

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	GSTIN12345.csv	01-Nov-17 2:35 PM	Microsoft Excel C	11	KB		

2. Enter the details in the excel sheet under respective columns.

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3. After entering the details, click the **SAVE** button.



### TRAN-1 Offline Tools (Last Updated on: 27/11/2017)

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The CSV file is saved.

- 4. Access the https://gst.gov.in/ URL. The GST Home page is displayed.
- 5. Click the Services > Returns > Transition Forms command.

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ITC Forms					

The **TRAN - 1 - Transitional ITC / Stock Statement** page is displayed.

6. Click the **5(a)**, **5(b)**, **5(c)** - Amount of tax credit carried forward tile.



Transition Forms											
TRAN - 1	TRAN - 2	TRAN - 3									
TRAN - 1 - Transitional ITC / Stock Stat	ement										
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Whether all the returns required under existing law for the period of six months immediately preceding the appointed date have been furnished•											
<b>Note:</b> Use CSV template & Upload functionality if you have large number of records in 5B, 9A and 9B. Use Excel Macro Tool & Upload functionality if you have large number of records in 6A, 6B and 7B.											
5(a), 5(b), 5(c) - Amount of tax credit carried forward	6(a), 6(b) - Details of capitals goods for which unavailed credit has not been carried forward	7(a), 7(b), 7(c), 7(d) - Details of the inputs held in stock									
8 - Details of transfer of CENVAT credit for registered person having centralized registration	9(a), 9(b) - Details of goods sent to job-worker and held in his stock on behalf of principal under section 141	10(a), 10(b) - Details of goods held in stock as agent on behalf of the principal under section 142									
11 - Details of credit availed in terms of Section 142(11(c))	12 - Details of goods sent on approval basis six months prior to the appointed day (section 142(12))										

- 7. Click the **Statutory Forms** Tab.
- 8. Click the **Choose File** button.

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	Credit Carried Forward	d - Statutory Forms - Summary 🕄		0
	Central Tax	Statutory Forms	State/UT Tax	
	No Records Added.			×
		Please use <b>'CSV File Upload'</b> functionality <b>'Add Details'</b> Functionality for adding lesse your <b>GSTIN_ID.csv</b> . Your last uploaded fil availa For sample o	ortant Note" y if you have larger number of records. Use Online er records. Use CSV file to upload with file name as e will be securely saved, download facility shall be ble in future. CSV file Click here. will overwrite previously saved CSV	
			File Upload File No file chosen	
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9. Browse and navigate the CSV file to be uploaded from your computer. Click the **Open** button.

Dashboard Returns Transition Fo	rms> TRAN - 1> Credit Car Open	rried Forward	×	Π	🛛 English
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		Open	✓ Cancel		
				BACK	ADD DETAILS

 A success message is displayed. The uploaded CSV file would be validated and processed. In case of validation failure upon processing; errors if any would be shown on the GST Portal.

Similarly, you can upload data for Tran-1 9(a) Details of Goods - Sent as Principal CSV template and Tran-1 9(b) Details of Goods - Held in Stock CSV template.



### 4. Upload Details using the Excel Template

- Tran-1 6(a) Capital Goods Central Tax EXCEL template: To fill in the details and generate the JSON file for upload for 6A, 6B - Details of capitals goods for which unavailed credit has not been carried forward tile > Central Tax tab.
- 2. **Tran-1 6(b) Capital Goods State/UT Tax EXCEL template**: To fill in the details and generate the JSON file for upload for 6A, 6B Details of capitals goods for which unavailed credit has not been carried forward tile > State/UT Tax tab.
- 3. Tran-1 7(b) Details of the inputs held in stock Eligible Duties and taxes/VAT/[ET] EXCEL template: To fill in the details and generate the JSON file for upload for 7(a), 7(b), 7(c), 7(d) Details of the inputs held in stock tile > 7b-Eligible Duties and taxes/VAT/[ET] tab.

Let us take an example where you need to upload the data using the Tran-1 6(a) Capital Goods - Central Tax EXCEL template.

1. Launch the Tran-1 6(a) Capital Goods - Central Tax EXCEL template and navigate to worksheet.

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2. Navigate to worksheet **GST\_TRANS1\_6a**.

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3. In the GSTIN field, enter the GSTIN.



### TRAN-1 Offline Tools (Last Updated on: 27/11/2017)

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4. Enter the details in the respective columns in the excel tool.

Recipient's registration no. should be a valid registration number available in Amendments of Registration Non-Core Fields in Registration Service under any Central Tax Registration Number category.

Add: Insert a new record or Edit already inserted data into GST System Delete: Delete an already existing record.

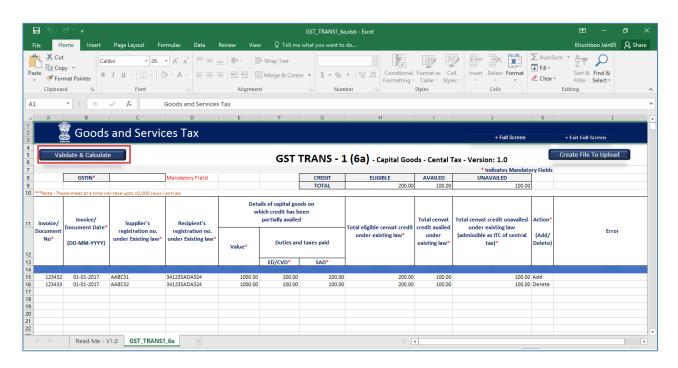
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If a new row needs to be inserted between rows, then select all rows below the insert position and Cut-Paste them one row below.

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

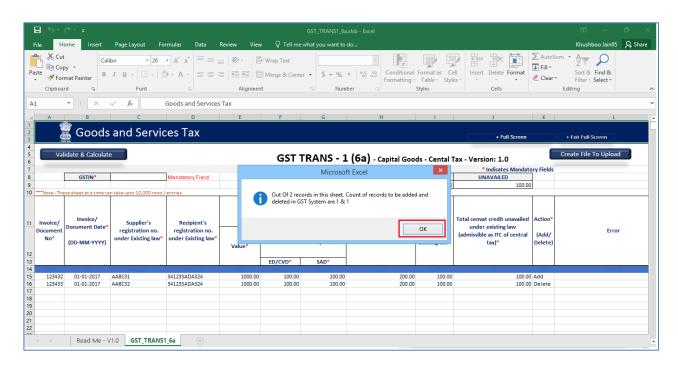
(Total Unavailed Credit = Total Available Credit - Total Availed Credit) is calculated on click of 'Validate & Calculate' Button and the value should not be less than zero and greater than the calculated value.





### In case of successful validation:

8. A message is displayed with count of records to be added and deleted in GST Portal. Click the **OK** button.



If a row with error needs to be deleted, then select the entire row and press "Delete' key on keyboard. Next, select all the rows which are below the deleted row and Cut-Paste them on the 'Deleted' row.

### In case of unsuccessful validation:

9. Errors are shown in the Error Column.



### TRAN-1 Offline Tools (Last Updated on: 27/11/2017)

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

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11. The error column is blank showing the row is validated.



### TRAN-1 Offline Tools (Last Updated on: 27/11/2017)

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Generate JSON file using 'Generate File to Upload' button

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

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



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A confirmation message is displayed that JSON file is created. Click the **OK** button.

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### Upload the generated JSON on GST Portal

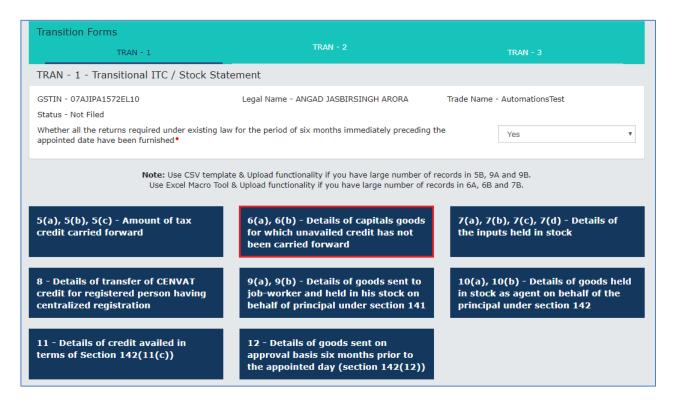
- 14. Access the https://gst.gov.in/ URL. The GST Home page is displayed.
- 15. Click the **Services > Returns > Transition Forms** command.



Dashboard	Services 🗸	GST La	w <del>-</del> Sea	rch Taxpayer 🛨	Help 🗸
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### The TRAN - 1 - Transitional ITC / Stock Statement page is displayed.

16. Click 6(a), 6(b) - Details of capitals goods for which unavailed credit has not been carried forward tile.



- 17. Click the **Central Tax** Tab.
- 18. Click the **Choose File** button.



Dashboard > Returns > Transition Forms > TRAN - 1 > Capital Goods	🛛 English
Capital Goods - Summary 🕄	8
Central Tax State/UT Tax	
No Records Added.	×
"Important Note" Please use 'JSON File Upload' functionality if you have larger number of records. Use Online 'Add Details' Functionality for adding lesser records. Use JSON file to upload with file name as your GSTIN_ID.json. Your last uploaded file will be securely saved, download facility shall be available in future. JSON file can be generated from offline excel tool. Click here to download offline excel tool.	
O Click here to download all processed records.	
JSON File Upload Choose File No file chosen	
	BACK ADD DETAILS

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

Central Tax	State/UT Tax						
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 The uploaded CSV file would be validated and processed. In case of validation failure upon processing; errors if any can be downloaded from the GST Portal.



Dashboard > Returns > Transit	ion Forms > TRAN - 1 > Capital Goods	Q E	English
Capital Goods - Sum	mary 🕄		0
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• out of 2 record(s), 2	record(s) Failed. Click here to download the error CSV.		×
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The error is shown after downloading the error file. Rectify the errors in the JSON file and upload again on the GST Portal.

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Similarly, you can upload data for Tran-1 6(b) Capital Goods - State/UT Tax EXCEL template and Tran-1 7(b) Details of the inputs held in stock - Eligible Duties and taxes/VAT/[ET] EXCEL template.