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

Goods and Services Tax Network

Table of Contents

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 (https://www.gst.gov.in/download/returns).

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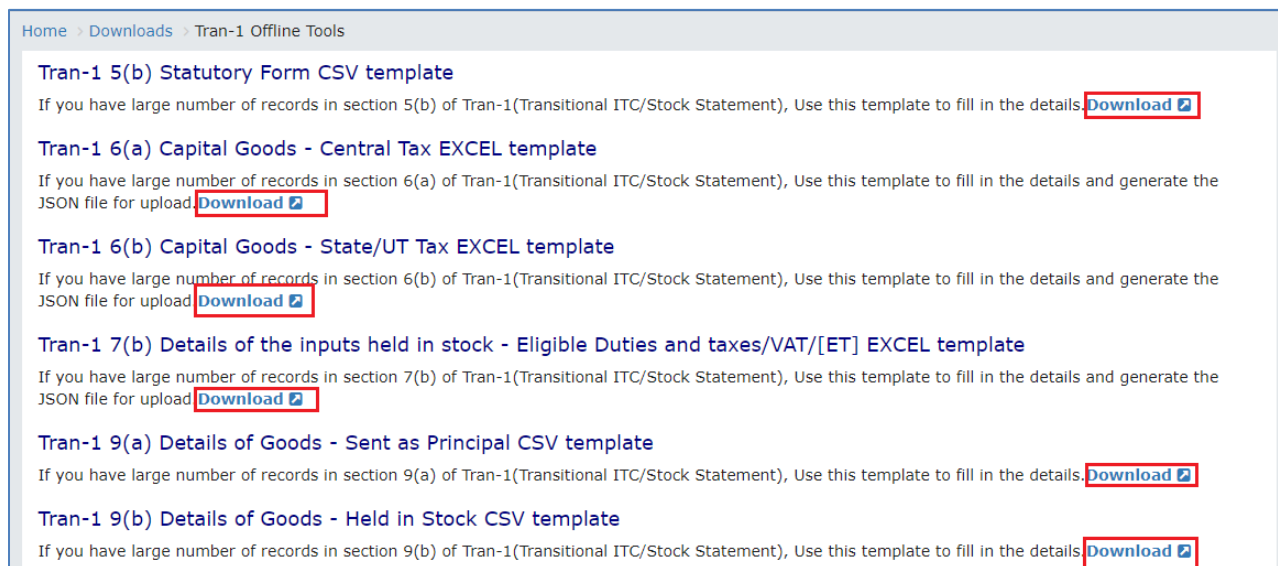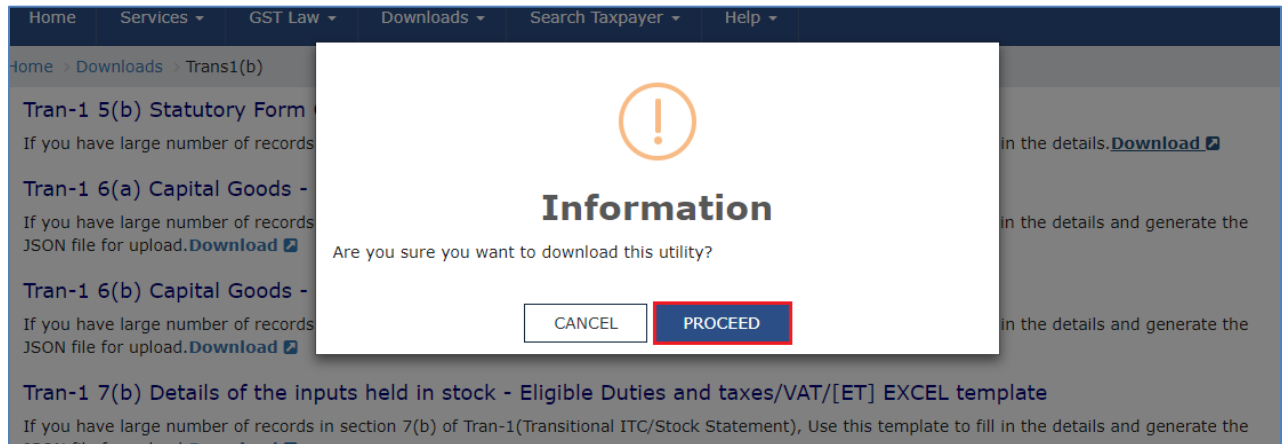
You can download the TRAN-1 Offline Tool from the Portal without login to the GST Portal.

1. Access the https://www.gst.gov.in/ URL.

2. The **GST Home** page is displayed. Click the **Downloads** > **Offline tools** > TRAN-1 5(b) CSV template.
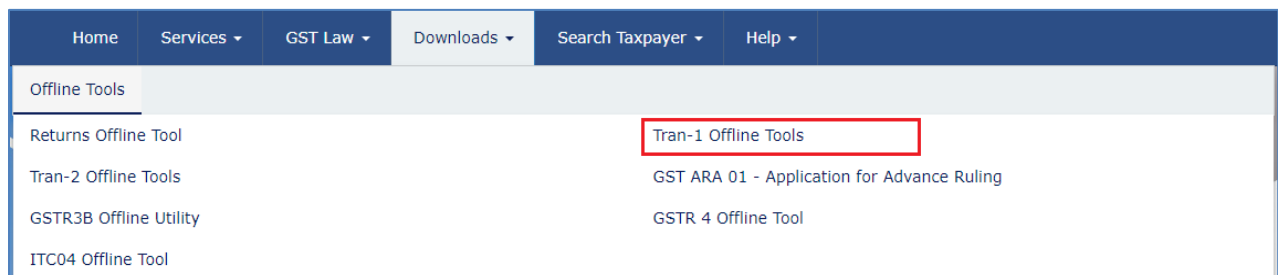
3. Click the **Download** link for the section to be downloaded.

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.
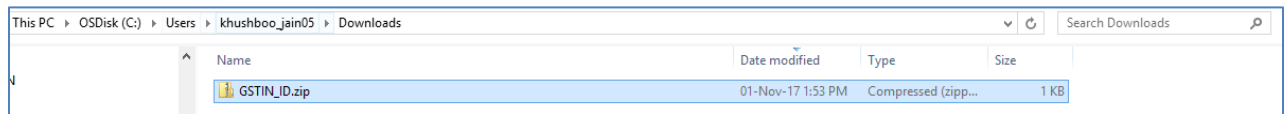
4. Installation of the TRAN-1 Offline Tool

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.
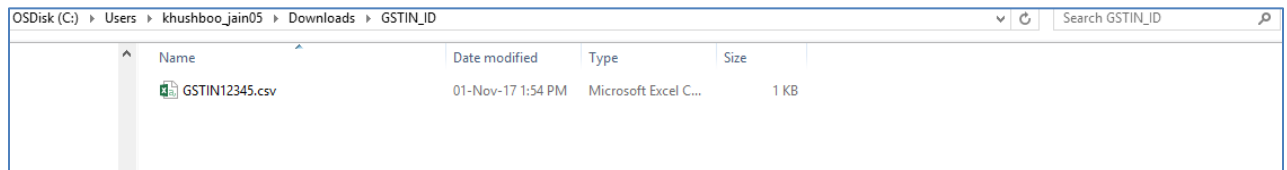
2. Double click the **Excel or CSV file**.
3. Click the **Enable Content** button in the excel sheet.
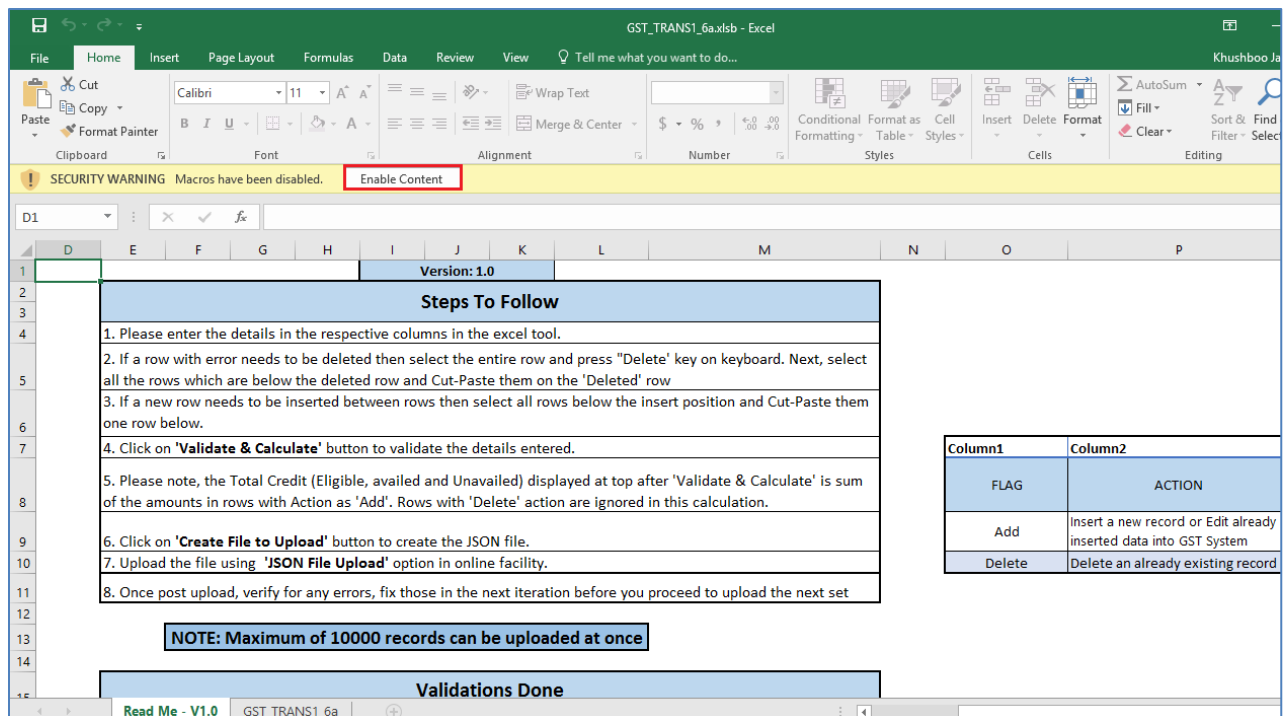
5. Prepare details using TRAN-1 Offline Tool

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

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.
2. **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.
6. **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

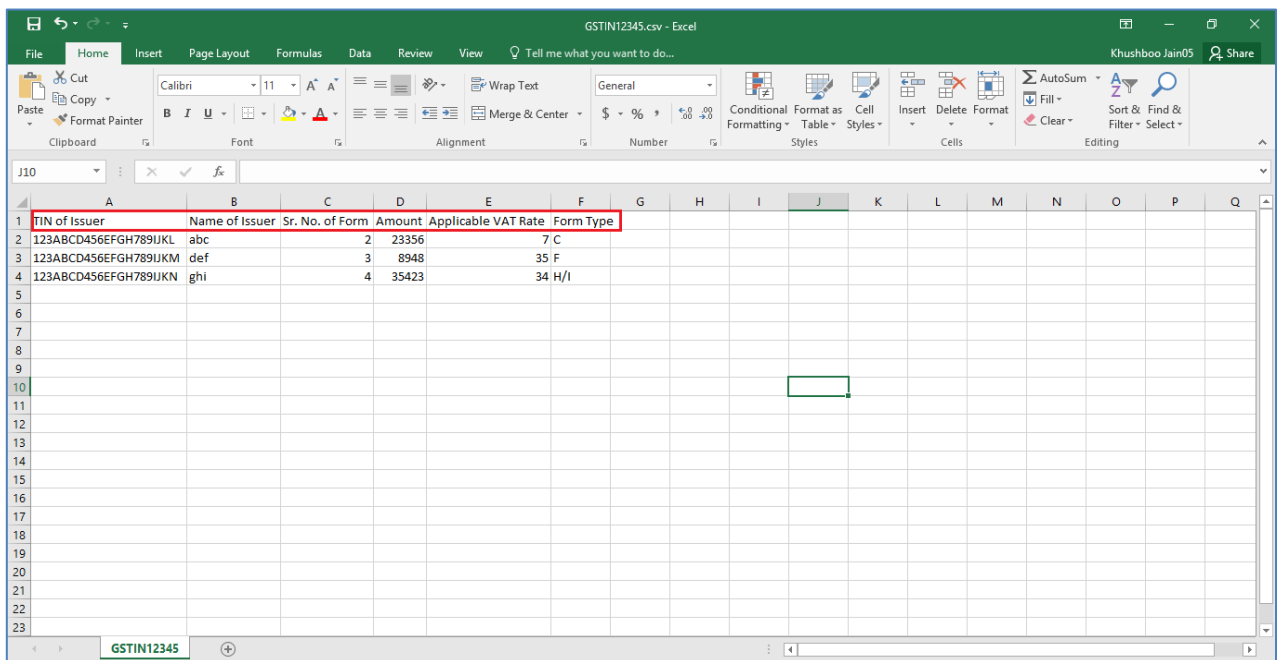Below CSV templates are available to upload data for below section of TRAN-1.

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.
2. **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.
3. **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.

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

3. After entering the details, click the **SAVE** button.
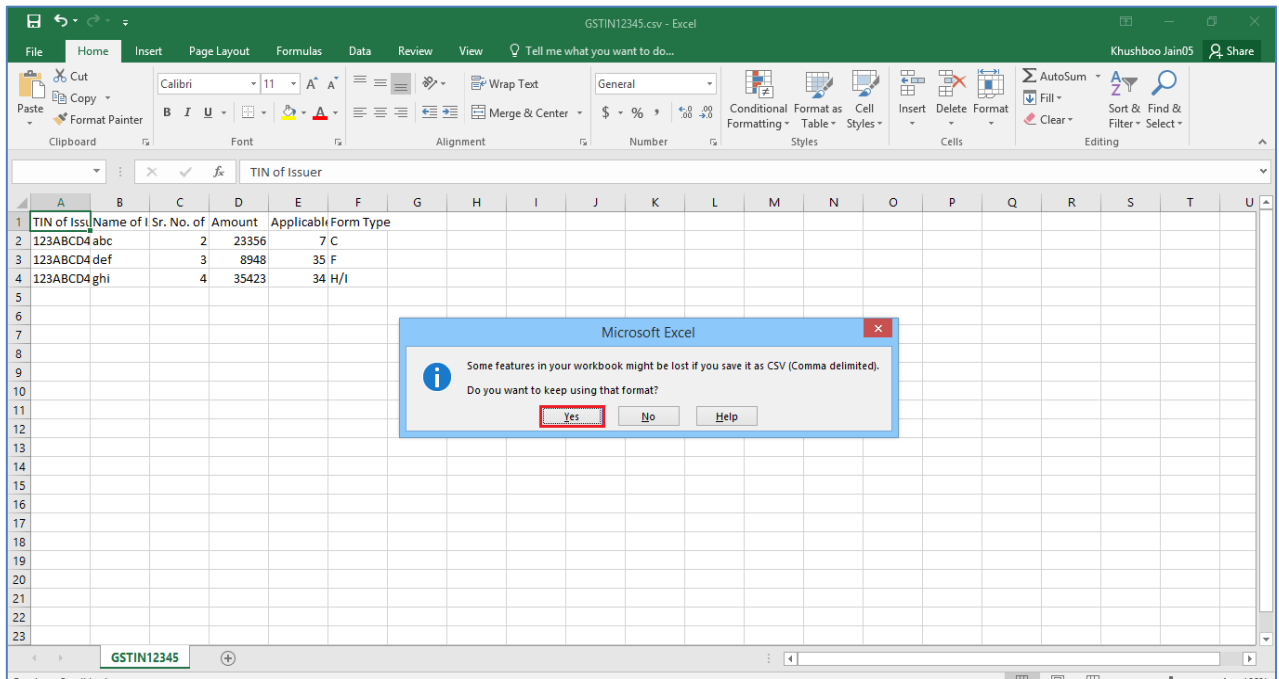
The CSV file is saved.

4.   Access the https://gst.gov.in/ URL. The GST Home page is displayed.

5.   Click the **Services** > **Returns** > **Transition Forms** command.
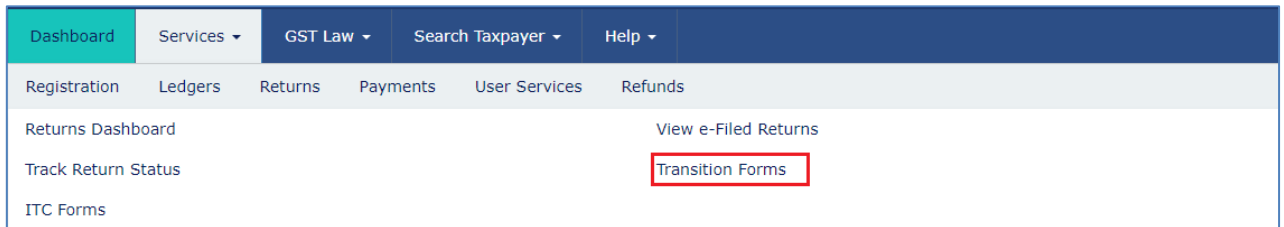
The **TRAN - 1 - Transitional ITC / Stock Statement** page is displayed.

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 Statement

GSTIN - 07AJIPA1572EL10   Legal Name - ANGAD JASBIRSINGH ARORA   Trade Name - AutomationsTest

Status - Not Filed

Whether all the returns required under existing law for the period of six months immediately preceding the appointed date have been furnished•

[Yes ▾]

Note: 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.

Dashboard › Returns › Transition Forms › TRAN - 1 › Credit Carried Forward   ⊕ English

Credit Carried Forward - Statutory Forms - Summary ⓘ   ⟳

Central Tax	Statutory Forms	State/UT Tax

No Records Added.	✕

"Important Note"
Please use **'CSV File Upload'** functionality if you have larger number of records. Use Online **'Add Details'** Functionality for adding lesser 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.
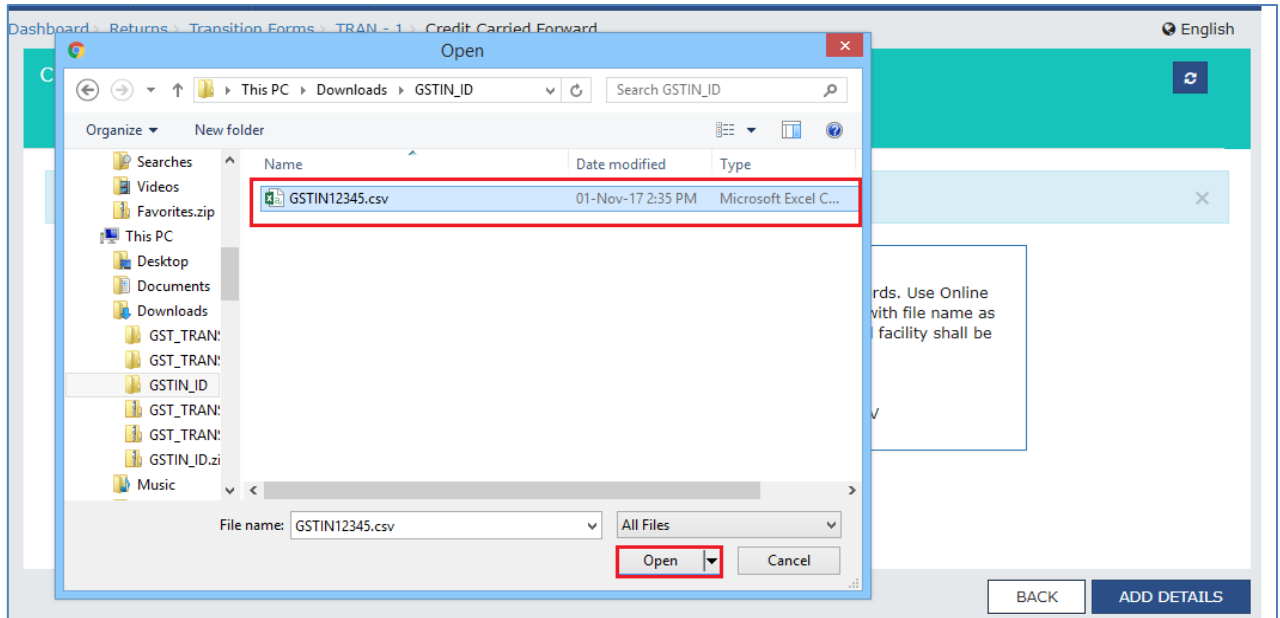For sample CSV file Click here.

Note: Re-Uploading of CSV will overwrite previously saved CSV

CSV File Upload
[Choose File] No file chosen

[BACK] [ADD DETAILS]

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

10. 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

1. **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.
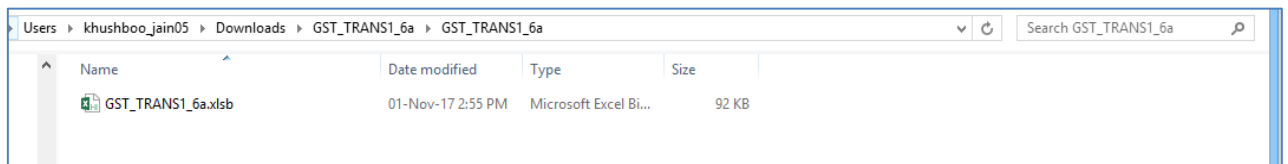
2. Navigate to worksheet **GST_TRANS1_6a**.
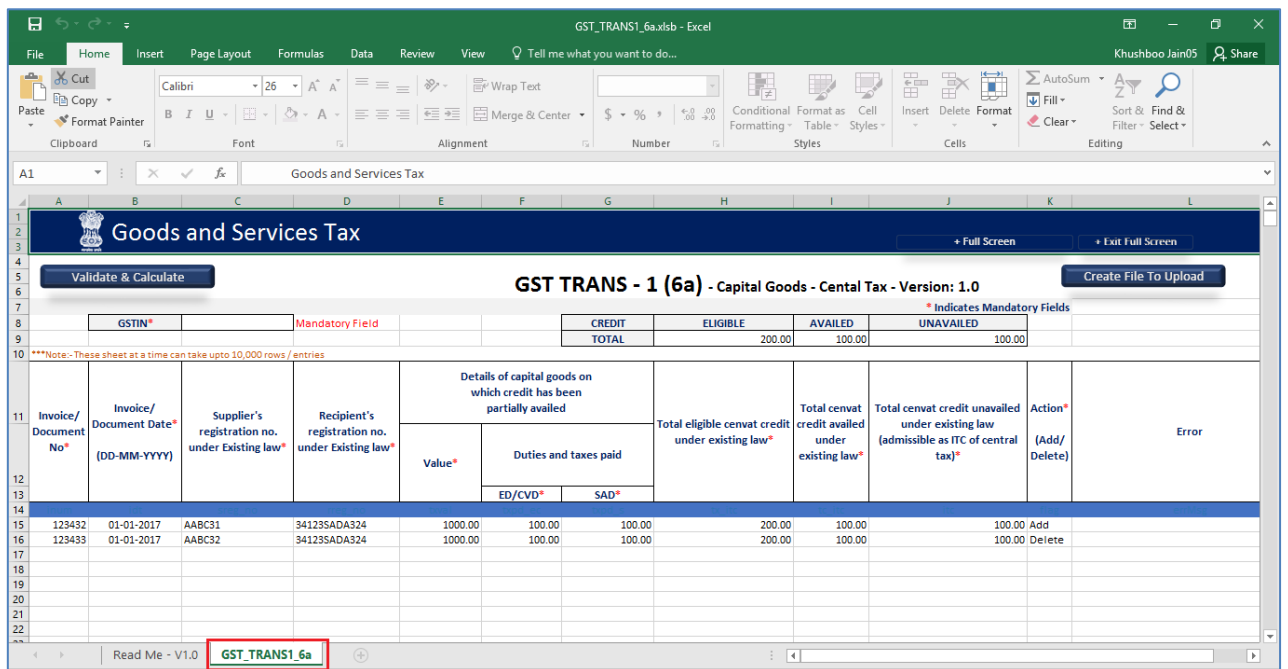
3. In the GSTIN field, enter the GSTIN.
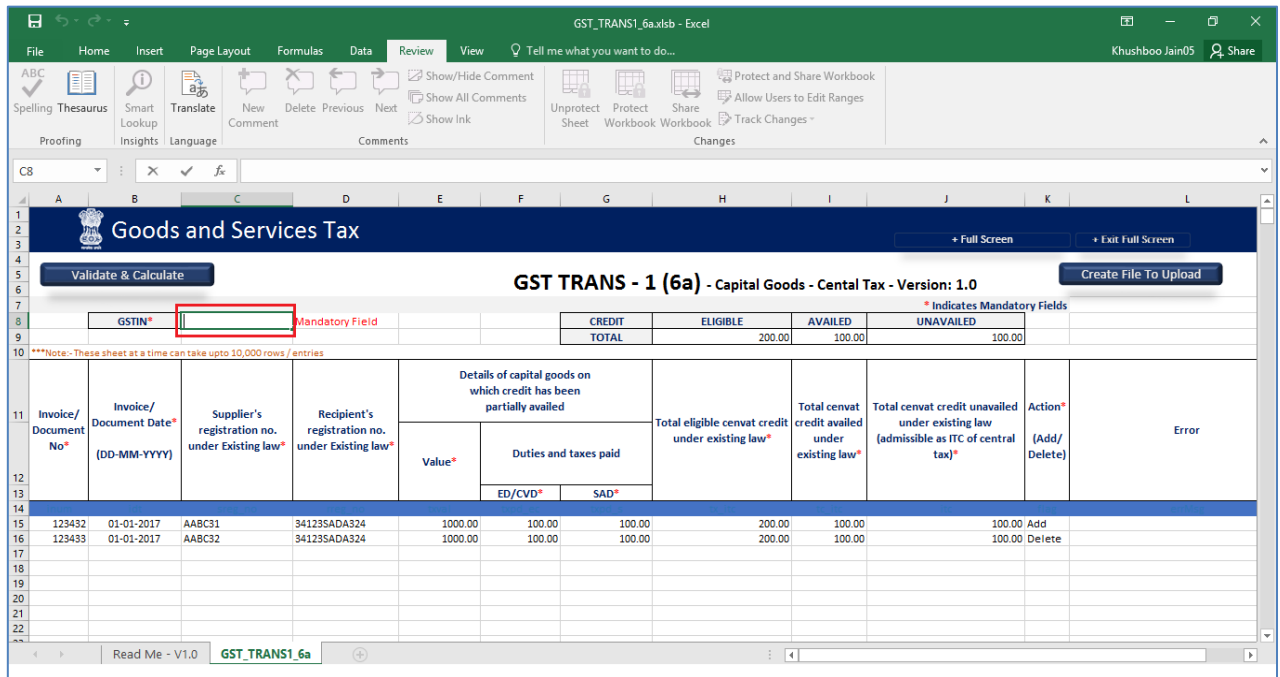
4. Enter the details in the respective columns in the excel tool.

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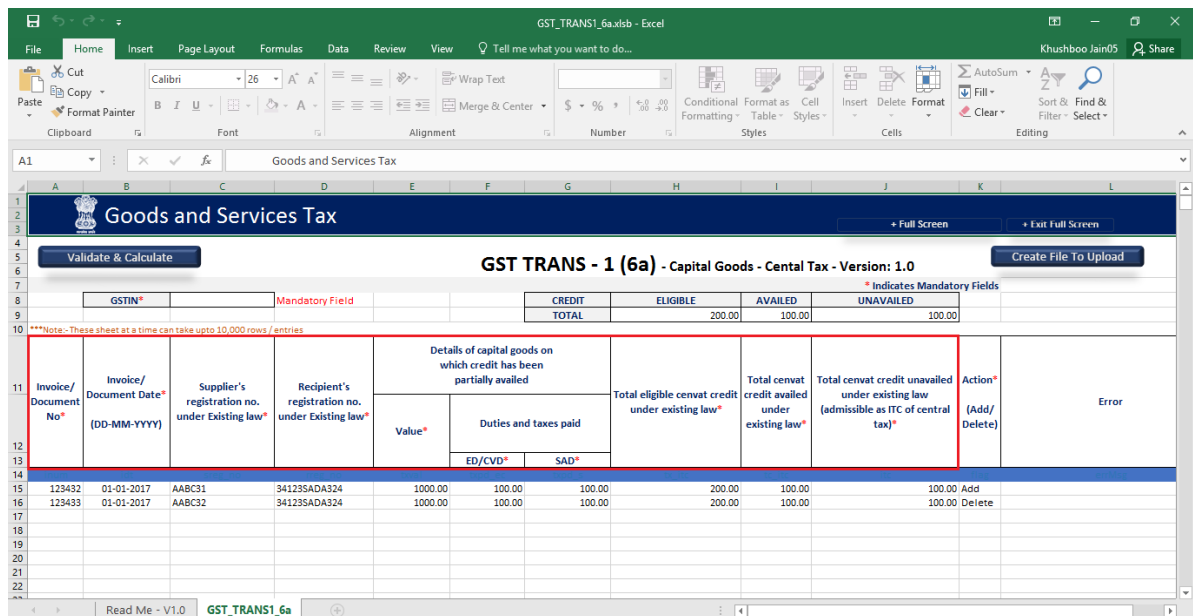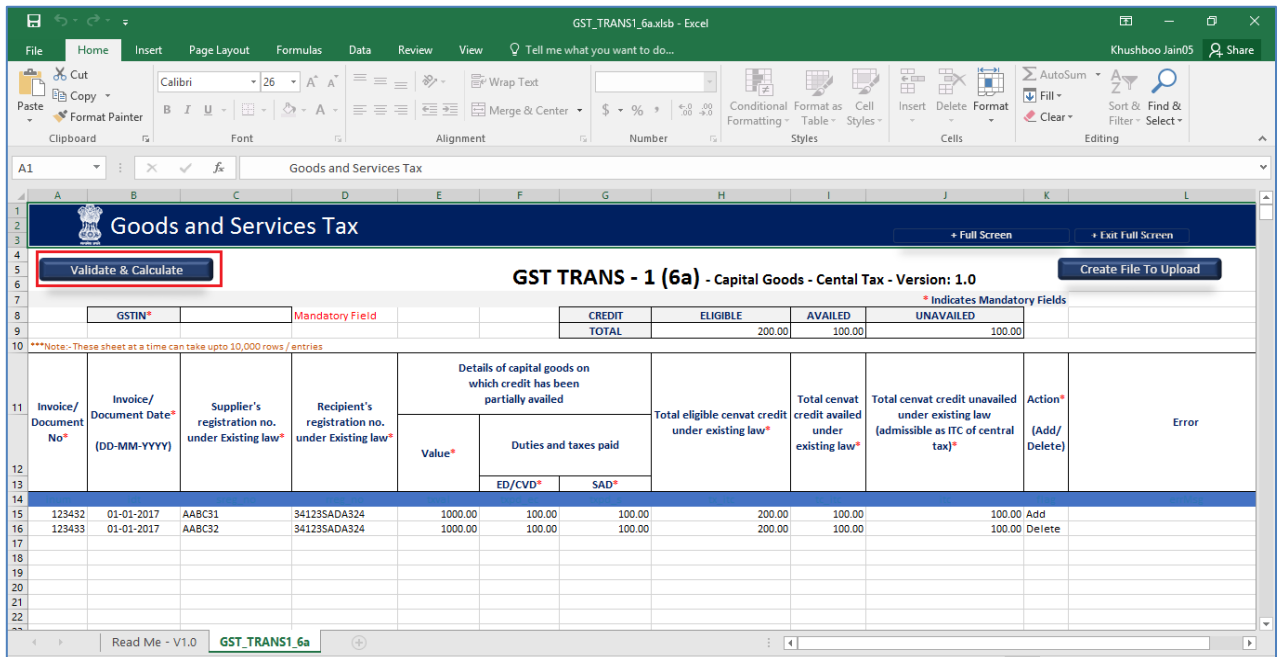
If a new row needs to be inserted between rows, then select all rows below the insert position and Cut-Paste them one row below.

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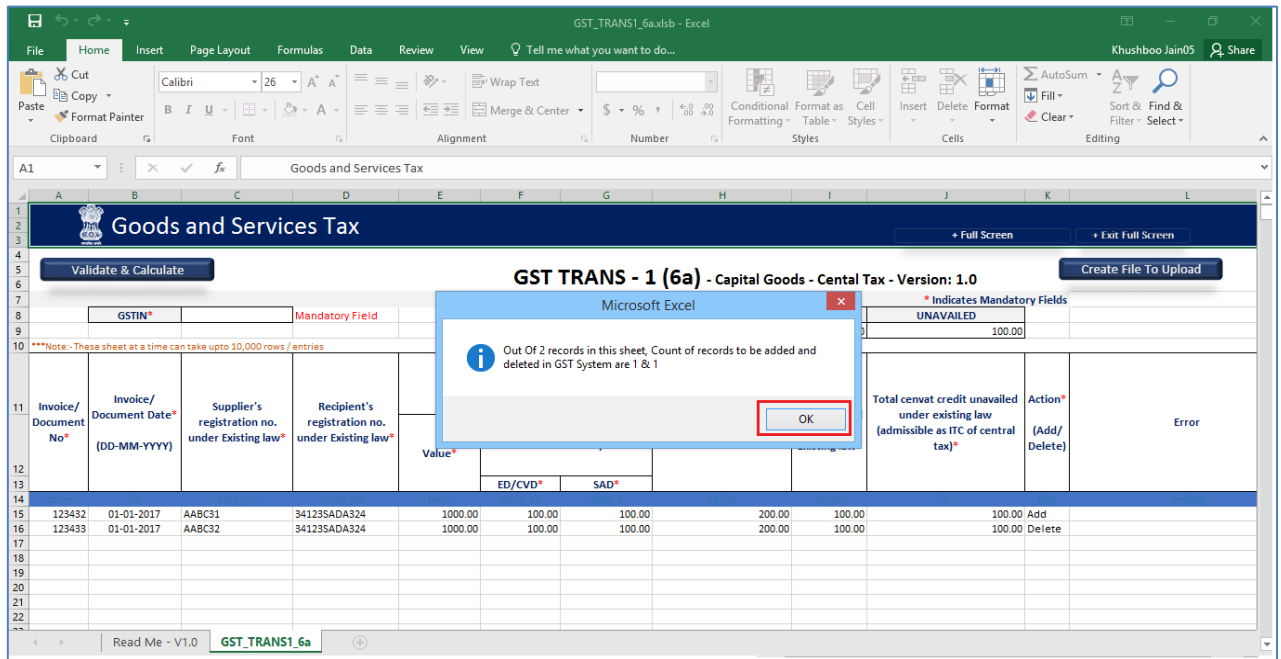
If a row with error needs to be deleted, then select the entire row and press "Delete' key on keyboard. Next, select all the rows which are below the deleted row and Cut-Paste them on the 'Deleted' row.
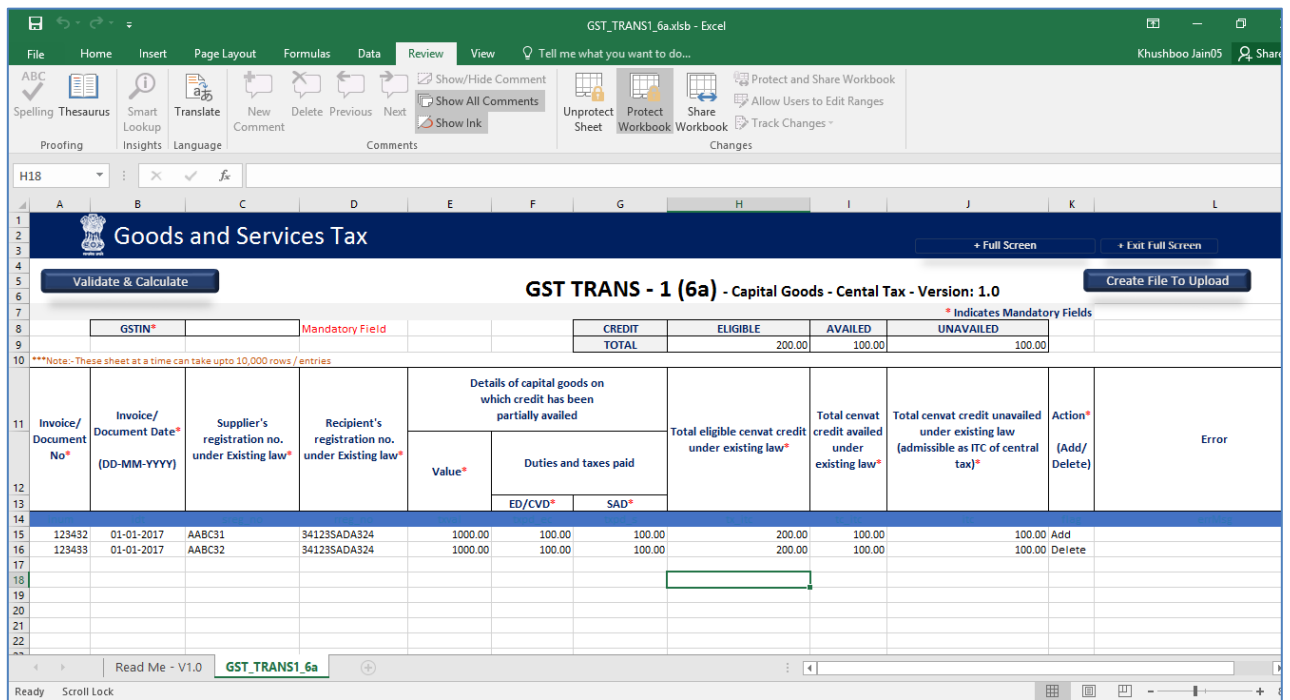
In case of unsuccessful validation:

9. Errors are shown in the Error Column.
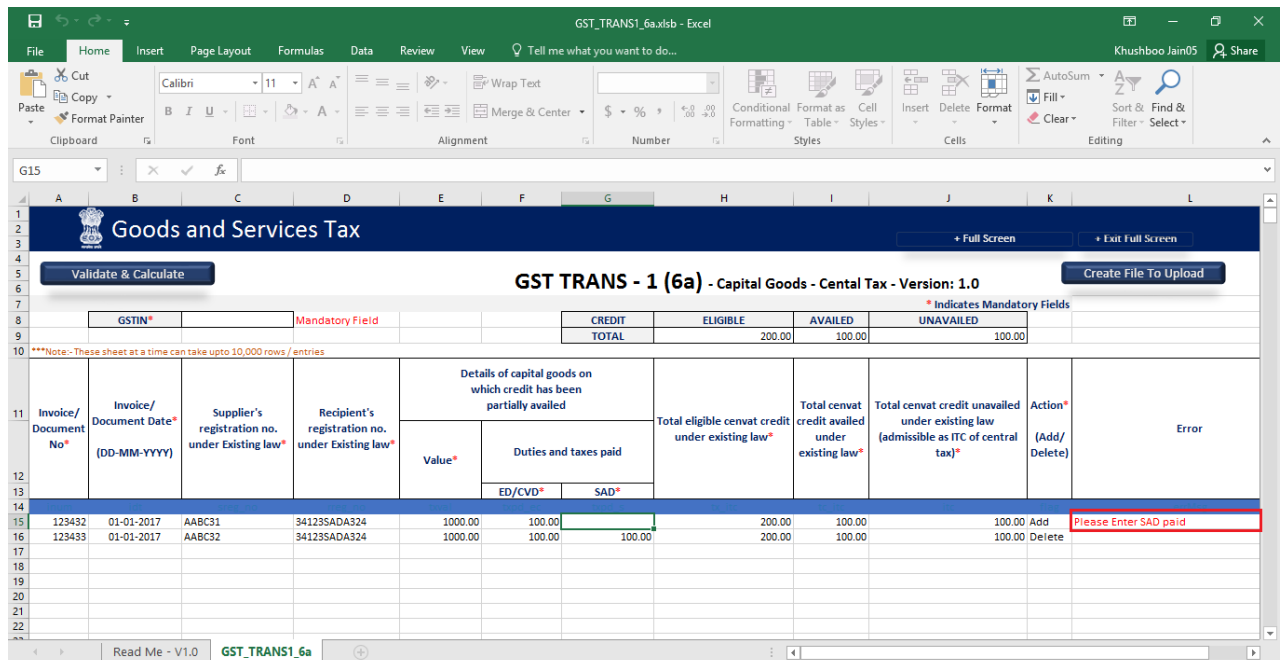
10. Once all errors are rectified, click the **Validate** & **Calculate Sheet** button to validate the worksheet.
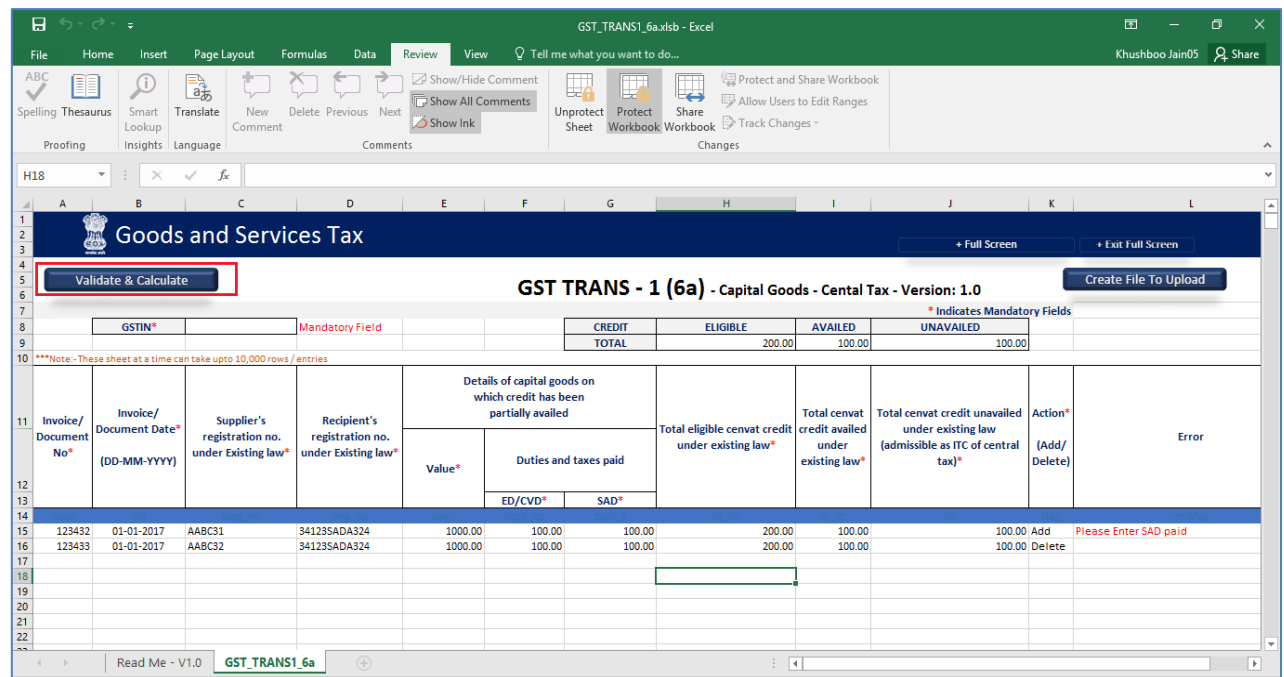
11. The error column is blank showing the row is validated.

Generate JSON file using 'Generate File to Upload' button
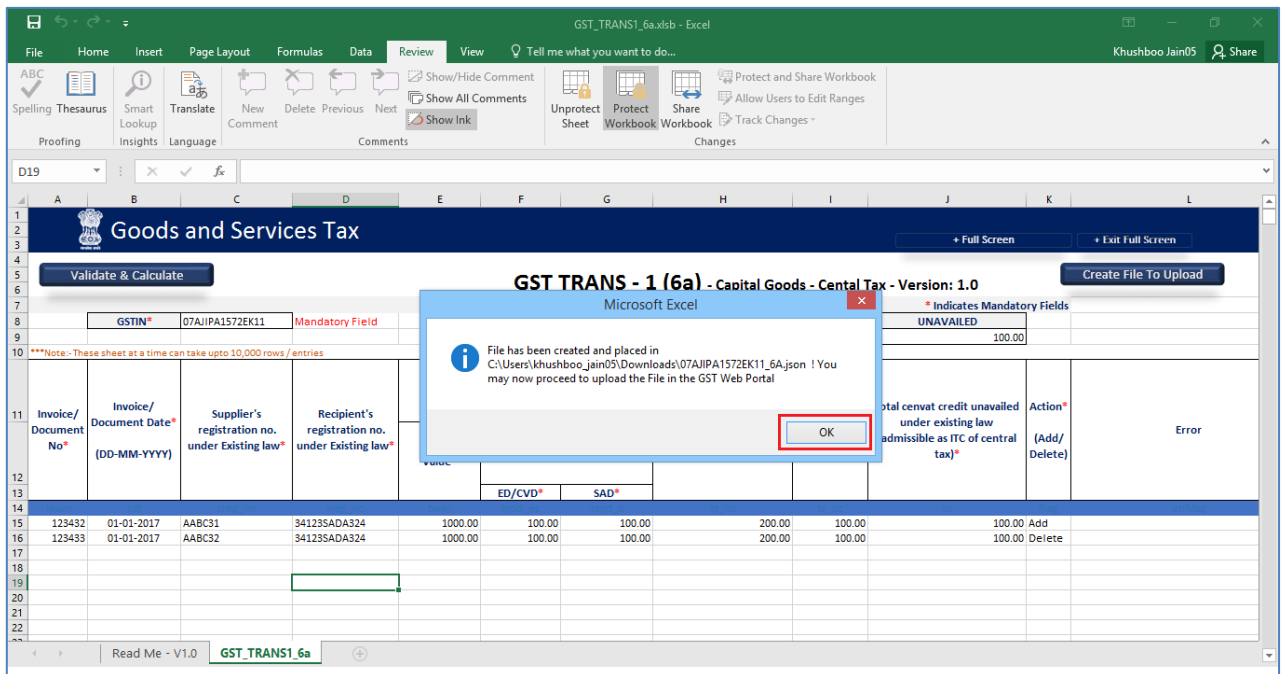
12.   Click the **Generate File to Upload** button to generate JSON for upload on GST Portal.
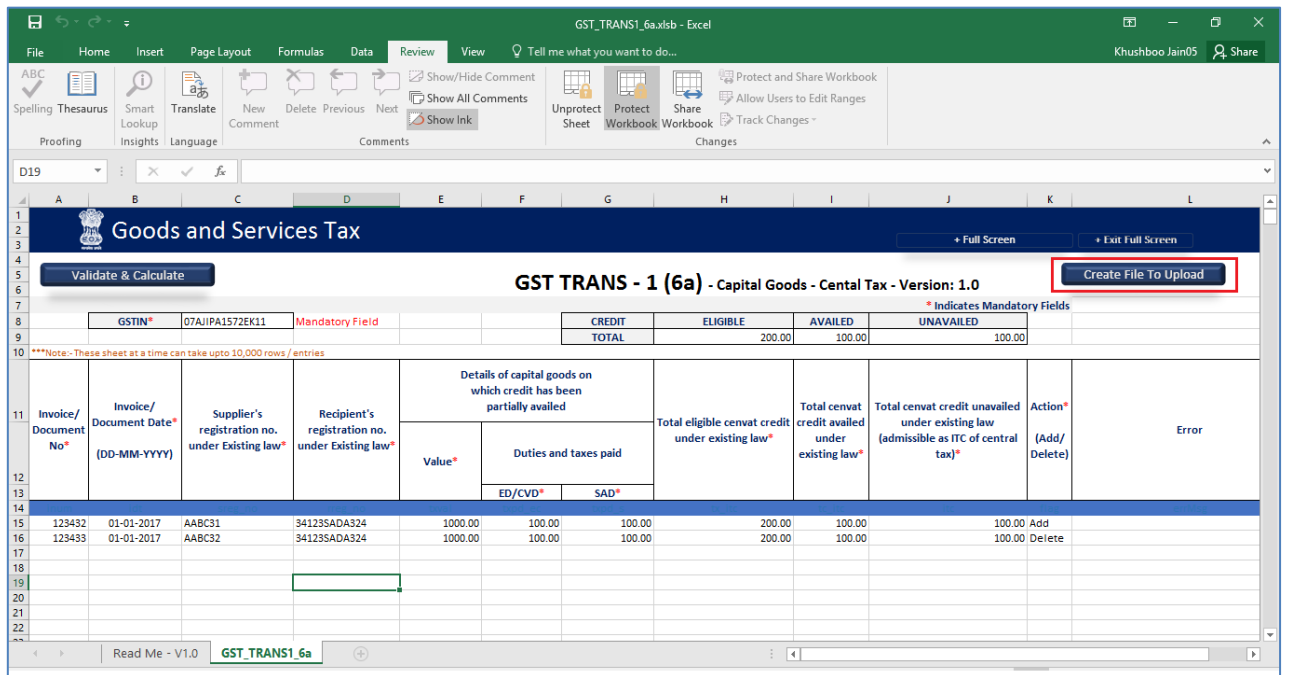
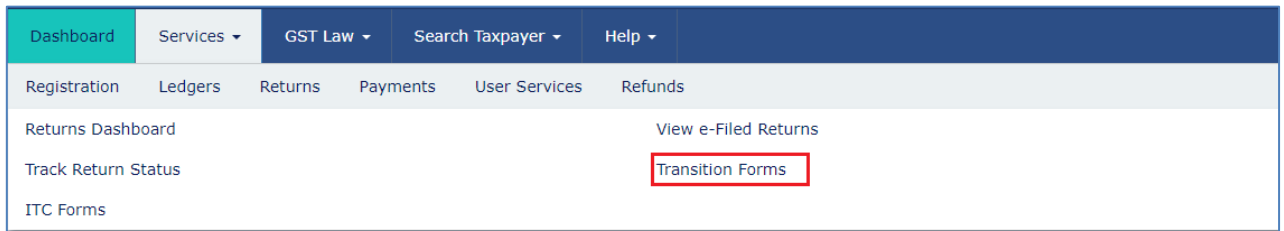13.   Navigate to the folder where you want to save the JSON file. Enter the file name and click the **SAVE** button.
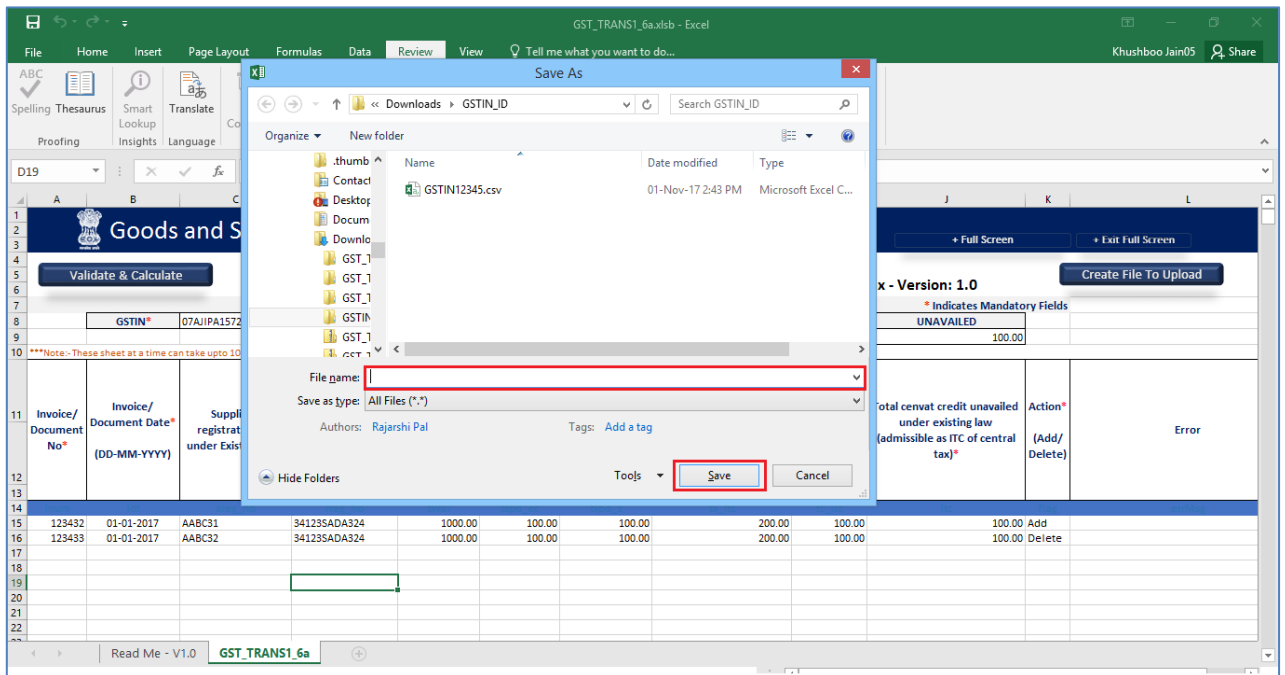
A confirmation message is displayed that JSON file is created. Click the **OK** button.

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 Law ▾	Search Taxpayer ▾	Help ▾
Registration	Ledgers	Returns	Payments	User Services	Refunds
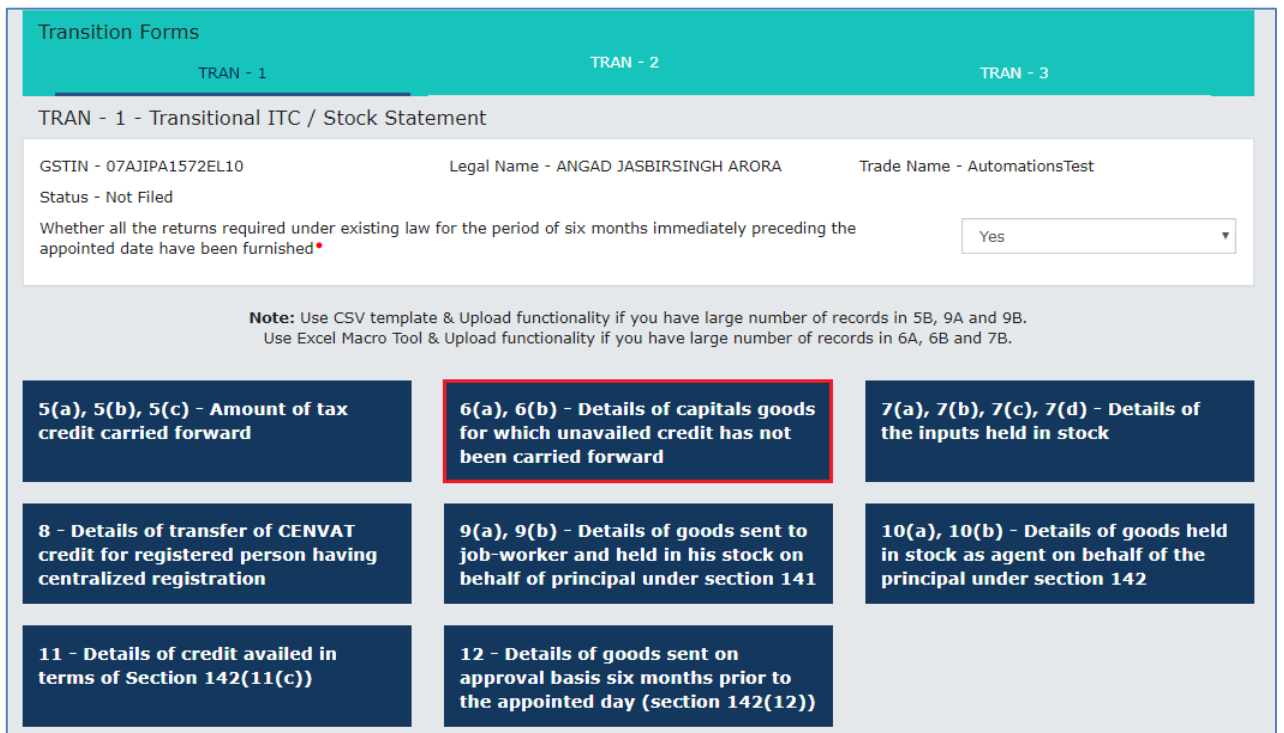
Returns Dashboard   View e-Filed Returns

Track Return Status   Transition Forms

ITC Forms

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.

Transition Forms

TRAN - 1	TRAN - 2	TRAN - 3

TRAN - 1 - Transitional ITC / Stock Statement

GSTIN - 07AJIPA1572EL10   Legal Name - ANGAD JASBIRSINGH ARORA   Trade Name - AutomationsTest

Status - Not Filed

Whether all the returns required under existing law for the period of six months immediately preceding the appointed date have been furnished●   [Yes ▾]

Note: 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.

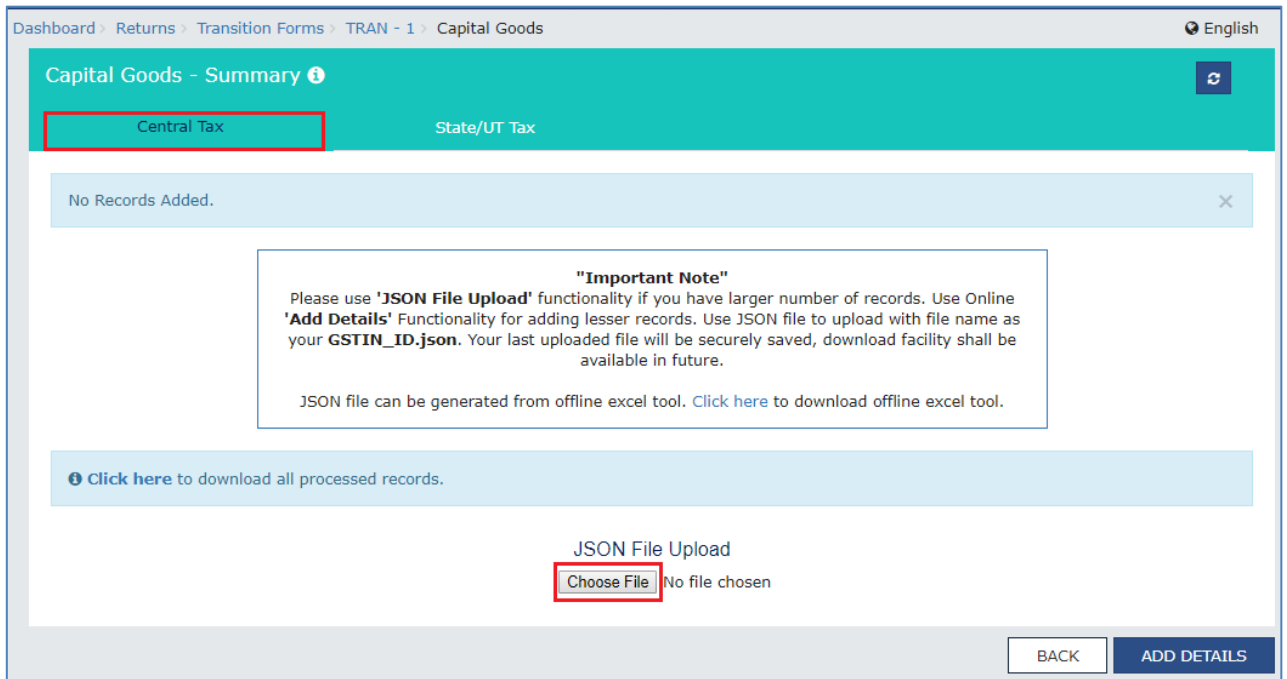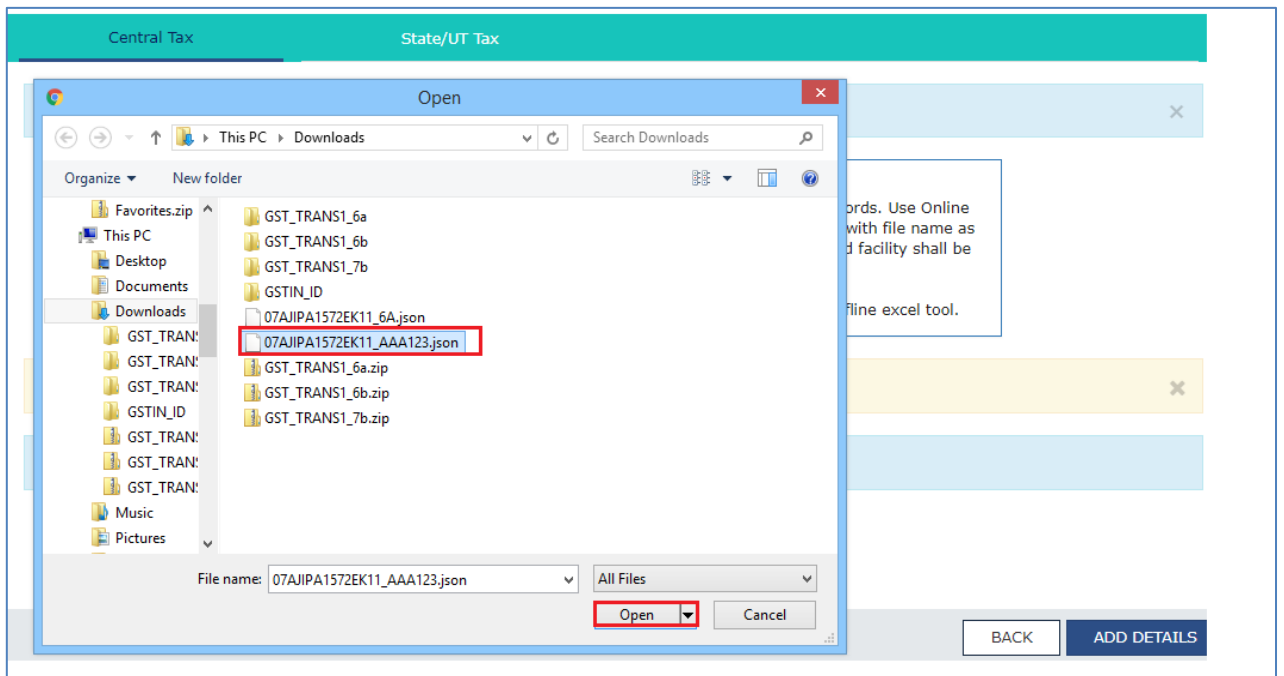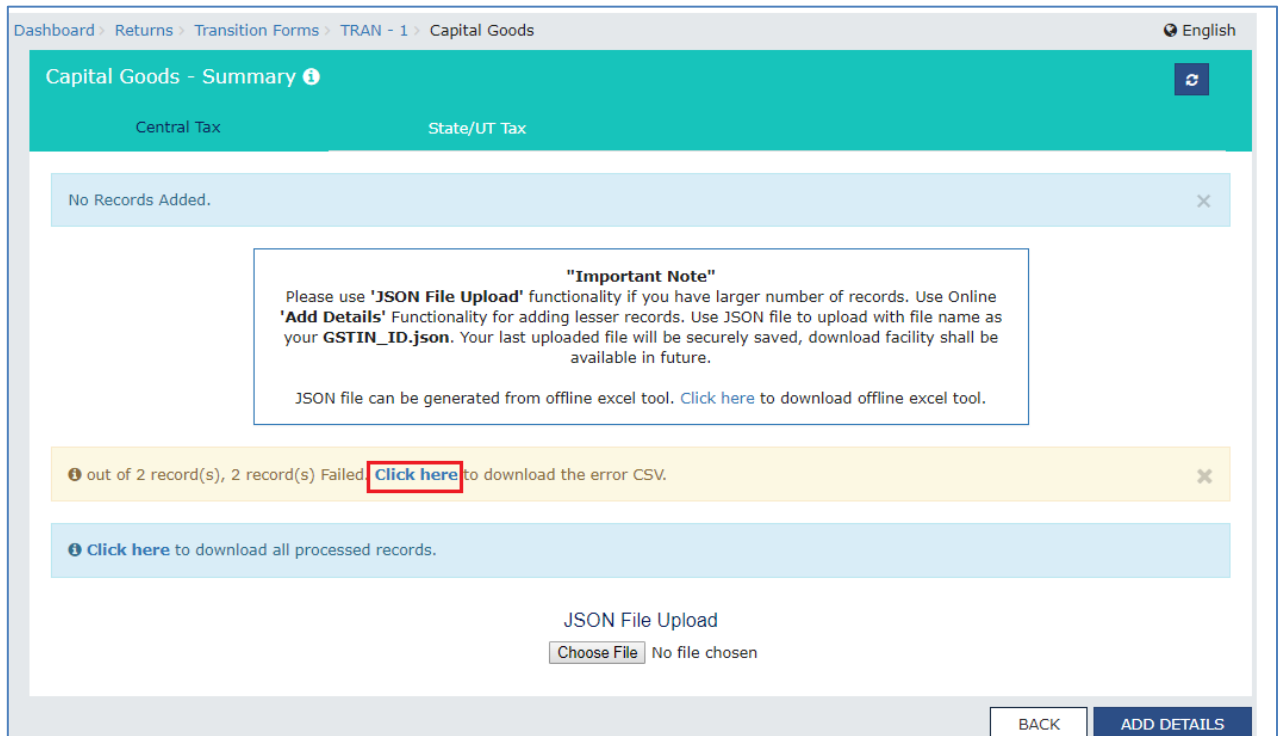| 5(a), 5(b), 5(c) - Amount of tax credit carried forward	6(a), 6(b) - Details of capitals goods for which unavailed credit has not been carried forward	7(a), 7(b), 7(c), 7(d) - Details of the inputs held in stock
8 - Details of transfer of CENVAT credit for registered person having centralized registration	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))	

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

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

20. 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.

The error is shown after downloading the error file. Rectify the errors in the JSON file and upload again on the GST Portal.

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.**