INSTRUCTIONS FOR UPLOADING OF CLOSING STOCK

This facility is provided to enable the dealers to upload the details of **Closing Stock** in electronic form, as part of Annual Return (Form No. 53, Kerala VAT Rules, 2005).

Those dealers who have already submitted the details of Closing Stock manually (in hardcopy), also have to upload the details in electronic form. The pre-requisite for uploading the Closing Stock details is to submit the Annual Return. The steps that are to be followed for uploading are given below:

1.Connect to the KVATIS Application by accessing the website <u>www.keralataxes.gov.in</u> and click on E-File:

e (1)	Kerala Commercial Taxes The Official Websile Of The Commercial Taxes Department - Govt Of Kerala Short Tender (Re-Tender) for Database Administr	ation-se
	THE KEDALA FINANCE BILL 2010 click hore	
WHAT IS FEELEN	THE KERALA FINANCE BILL, 2010- CRCK HERE-	POST QUERIES
TAXRATE	HELP LINE TOLL FREE 1800 425 4777 MOBILE 9446505527	FAQ ON VAT
SCHEDULES		TINXSYS
E- FILE TUTORIAL	E-File	PHONE #
FORMS		FINANCE ACT
CASE LAWS	VZA C	RELATED SITES
PAYMENT HEADS	presentation and the second	DEPTL, ORDERS
MAIL TO COMMISSIONER	upto 20th May 2010 Akshaya / Authorized	TENDERS
TIN SEARCH	& Annual Return Alst May 2010 Center	RIGHT TO
CST SEARCH	e-	LATEST WEIGH
C ST FORM DETAILS	Consignment	LATEST NEWS
Feedback	Value Added Tax Simple Transparent and Convenient	Set as default

2.Login using the respective TIN & password:

KVATIS e-Filing by Dealers



New registration click here

3. On reaching the home page of e-Filing, click on the link "Upload Closing Stock"



4. Below Screen would be appeared with message"Clossing stock need to be validated using the spread sheet provided before uploading"

Kerala Commercial Taxes Department	Home Login Page
Upload Closing Stock Details Back to Home	
Message from webpage Image: Comparison of the system o	

5. Then the following screen would be appeared with a link highlighted to down load the spread sheet provided in Excel format

	Kerala Co	ommercial Taxes Department	Home Login Page
17 E	Upload Back to Home	d Closing Stock Details	
* Note : Please validate the Closi	Assessment Year	Select Assessment Year 💌	preadsheet

6. Then the following screen would be visible, promopting the dealer to save the file.

O https://comtax.kerala.gov.in/KVAT/Clos	ing Stork xis 🛛 👘 🔹 📾 🔹 Page 🗸 S	afety 👻 Tools 👻 🕜 👻
	File Download	
	Do you want to open or save this file?	
	Name: Closing_Stock.xls	
	Type: Microsoft Office Excel 97-2003 Worksheet, 95.0KB	
	From: comtax.kerala.gov.in	
	Open Save Cancel	
	Always ask before opening this type of file	
	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?	

7. Click on Save button to save the file to suitable location of the Local PC.

8. Enter the Details and click on validate Button as shown below.

	А	В	С	D	E	F
		Quantity				
		(Please	Rate	Closing Stock		
1	Name of the Commodity in Stock	Specify unit)	(per unit)	Valuation(Rs.)		
2	Marble	500 Sq Ft	50	25000.00		Validata
3	TIMBER	50 Cub Ft	1000	5000.00		vandate
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

9. Once the valdation is Completed, stock file in teaxt format would automatically be created to the foleder named "KVATS" in the "C" partition of the local Computer as shown below.

	А	В	С	D	E	F
		Quantity				
		(Please	Rate	Closing Stock		
1	Name of the Commodity in Stock	Specify unit)	(per unit)	Valuation(Rs.)		
2	Marble	500 Sq Ft	50	25000.00		Validato
3	TIMBER	50CubFt	1000	5000.00		valluate
4						
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7	Micr	osoft Excel				
8		moleted. File Written		1.0 tvt		
9		ipiecear ne mitteri	to crythine older			
10		C	ж			
11						
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14						
15						
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17						

10. Select the Respective Assessment Year

	Kerala Co	et al Ta	xes Department	Home Login Page
	Upload	d Closing Sto	ock Details	
	Assessment Year	Select Assessment Year		
Note : Please validate the Closing St	ock details in the Spr	2011-2012 2010-2011 2009-2010 2008-2009 2007-2008	ading. <u>Click here to download the S</u>	preadsheet

11. Once again, the system will remind to validate the stock as shown below.



12. Then below screen would be appearded for selecting the record to display the '**Browse**' button :

	Ke	erala Con	nmercial	Taxes Depa	rtment	and the for	-
		Back to Home	Dad Clos	sing Stock L	Details		
		Assessment Year	2010-2011	×			
Please vali	idate the Closing Stock de	tails in the Spredshee	et provided before	uploading. <u>Click here to do</u>	ownload the Spreadshe	<u>eet</u>	
SL. No	Form		Return Type	Return ID	Return Filed date	ReturnPeriod	
1	VAT DEALERS (FORM-10	9	ORIGINAL	320000/WR01/98/2010	10-06-2011	April-March	
1 2	VAT DEALERS (FORM-10) ORM-10B)	ORIGINAL	320000/WR01/98/2010 320000/WR03/38/2010	10-06-2011 04-08-2011	April-March April-March	
1 2	VAT DEALERS (FORM-10	I) ORM-10B)	ORIGINAL	320000/WR01/98/2010 320000/WR03/38/2010	10-06-2011 04-08-2011	April-March April-March	
1 2 t File to ad	VAT DEALERS (FORM-10 WORK CONTRACTORS(F)) ORM-10B)		320000/WR01/98/2010 320000/WR03/38/2010	10-06-2011 04-08-2011	April-March April-March	

13. Ensure that the file path is C:\KVATS\Stock1.0.txt"

🔠 👻 Migmail - request to shif 🦚 K	Choose File to	Upload				? 🗙	🖶 🔹 Page 🔹 Safety 🔹
	Look in: My Recent Documents Desktop	KVATS	>	- C	2 🗠 🛄		*
Note : Please validate the Closin	My Documents						he Spreadsheet
SL. No Form							ReturnPeriod
1 VAT DEALERS (FORM	My Computer						April-March
2 WORK CONTRACTOR	My Network Places	File name: Files of type:	All Files (*.*)		-	Open Cancel	April-March
Select File to Upload				Browse			4

14. After Selecting The file Click on the Button "Upload File"

a A		Kerala Con	nmercial	Taxes Depa	rtment Details	a state on the	470
		Back to Home		Sing Otoek L			
		Assessment Year	2010-2011	X			
Please valid	date the Closing Stoc	k details in the Spredshe	et provided before	uploading. <u>Click here to de</u>	ownload the Spreadshe	<u>eet</u>	
SL. No	Form		Return Type	Return ID	Return Filed date	ReturnPeriod	S
SL. No 1	Form VAT DEALERS (FOR	M-10)	Return Type ORIGINAL	Return ID 320000/WR01/98/2010	Return Filed date	ReturnPeriod April-March	S

15. Then the following Screen would be appeared with a warning message "**No Modifications Are Allowed After this Confirmation**"

		U	pload Clos	sing Stock D	etails	64 (B), (B)
* Note : Ple	ease validate the Cl	Back to Assessi osing Stock det	Home nent Year 2010-2011 essage from webpage	~	Dad t	the Spreadsheet
SL. No 1	Form VAT DEALERS (FO	ORM-10)	No modifications are :	allowed after this Confirmation.Would y	you like to continue? date	ReturnPeriod April-March
2	WORK CONTRAC	TORS(FORM-10B)	ORIGINAL	320000/WR03/38/2010	04-08-2011	April-March
Select I Upload	File to I	C:\KVATS\Stock1	0.txt	Browse		

16.Uploaded file can be viewed by clicking on the button 'View File':

E.	Kerala Cor	mmercial Taxe	es Departmen	it.		
		Upload Clo	sing Stock D	etails		
	Back to Home					
			00000		-r	
	Assessmen	t Year 2010-2011	×			
validate the C	Assessmen	t Year 2010-2011	. <u>Click here to download th</u>	e Spreadsheet		
validate the C	Assessmen losing Stock details in the Spreds Form	t Year. 2010-2011 sheet provided before uploading Return Type	Click here to download th Return 1D	e Spreadsheet Return Filed date	ReturnPeriod	Selec
validate the C SL. No 1	Assessmen form VAT DEALERS (FORM-10)	t Year 2010-2011 sheet provided before uploading Return Type ORIGINAL	Click here to download th Return ID 320000/WR01/98/2010	e Spreadsheet Return Filed date 10-06-2011	ReturnPeriod	Selec

Points to Remember

- Clossing Stock can be uploaded only after the submission of Annual Return
- File name should be "Stock1.0.txt"

Trouble Shooting

- 1. File selected is incorrect:
 - Ensure that, the file name is "Stock1.0.txt"
 - Pls verify the file Path is correct "C:\KVATS\Stock1.0.txt"
- 2. Validate Button is Inactive:

For Ms Office Version up to 2003;

Tools --> Macro --> Security --> Low.

For Ms Office Version above 2003;

Click on Microsoft Button \rightarrow Excel Options \rightarrow Trust Centre \rightarrow Trust Centre Setting \rightarrow Macros Settings \rightarrow select "enable all macros" option