



Preparation of Reports in Form 61/61A

2018

Overview

- Reporting Format
- Identification of Reportable Accounts
- Report Generation and Validation Utility
- Preparation of Report
- Validation of Report
- Generation of XML



Reporting Format

Format of Report

Form No.61

```
graph TD; A[Form No.61] --> B[Part A  
(Statement Details)]; A --> C[Part B  
(Financial Transaction Reporting)];
```

Part A
(Statement Details)

Part B
(Financial Transaction
Reporting)

Format of Report

Form No.61A

Part A

Statement
Details

Part B

(Person Based
Reporting)

Part C

(Account Based
Reporting)

Part D

(Immovable
Property
Transaction
Reporting)

**Common to all
transaction
types**

**Report level information
(depending on transaction type)**



Identification of Reportable Transactions

Identification of Reportable Transactions-Rule 114B (1/2)

Transaction Type	Description
01	Sale of immovable property
02	Purchase of immovable property
03	Sale of a motor vehicle
04	Purchase of motor vehicle
05	Investment in Time deposit
06	Deposit in cash
07	Sale of securities
08	Purchase of securities
09	Opening an account (other than savings and time deposit)
10	Account with balance exceeding Rs. 50,000
11	Purchase of bank drafts or pay orders

Identification of Reportable Transactions-Rule 114B (2/2)

Transaction Type	Description
12	Application for issue of a credit or debit card
13	Payment to hotel
14	Payment in connection with travel to any foreign country
15	Payment for purchase, or remittance outside India
16	Payment to Mutual Fund for purchase of its units
17	Payment for acquiring shares
18	Payment for acquiring debentures or bonds
19	Payment as life insurance premium
20	Sale of shares of a company
21	Purchase of shares of company
22	Not classified (Others)

Statement of Financial Transactions (SFT)

Relevant Format

Transaction Type	Relevant format
SFT- 001: Purchase of bank drafts or pay orders in cash	Part B (Person Based Reporting)
SFT- 002: Purchase of pre-paid instruments in cash	
SFT- 003: Cash deposit in current account	Part C (Account Based Reporting)
SFT- 004: Cash deposit in account other than current account	
SFT- 005: Time deposit	Part B (Person Based Reporting)
SFT- 006: Payment for credit card	
SFT- 007: Purchase of debentures	
SFT- 008: Purchase of shares	
SFT- 009: Buy back of shares	
SFT- 010: Purchase of mutual fund units	
SFT- 011: Purchase of foreign currency	
SFT- 012: Purchase or sale of immovable property	Part D (Immovable Property Transaction Reporting)
SFT- 013: Cash payment for goods and services	Part B (Person Based Reporting)
SFT- 014: Cash deposits during specified period	Part C (Account Based Reporting)



Report Generation and Validation Utility

Report Generation and Validation Utilities



Reporting
Portal



Downloads			
User Manual	Training Material	Training Videos	Utilities
Report Generation and Validation Utility - Form 61A			Download
Report Generation and Validation Utility - Form 61			Download
Report Generation and Validation Utility - Form 61B			Download
Generic Submission Utility			Download

‘Resources’ section on Reporting Portal (<https://report.insight.gov.in>)

- **Prerequisites for the Utility**

- Operating System : Windows 7.1 and Above
- Java Runtime Environment (JRE) version 1.8 Update 101 or later available at <https://java.com/en/download/>

- **Running the Utility**

- Extract the downloaded file to the folder using tools like WinZip or WinRAR
- Go to the folder where the contents of the Utility have been extracted and click on jar file. It displays the General Instructions window



Preparation of Report for Form 61

Enter Statement Details – Part A

The screenshot displays the 'Report Generation Utility' interface for Form 61. The title bar indicates 'Report Generation & Validation Utility | Form61'. The main header includes the Income Tax Department logo and the text 'Report Generation Utility Statement Containing Details Of Form 60 (Form 61)'. The 'Insight' logo is visible in the top right corner. The interface features a menu bar with 'Open', 'Save', 'Validate', 'Generate XML', and 'View DQR' options. Below the menu bar, there are tabs for 'Instructions', 'Statement(Part A)', 'Report Details(Part B)', and 'Validation Errors'. The 'Statement(Part A)' tab is active and highlighted with a red box. The main content area shows 'FORM NO. 61' and instructions: '[See sub-rule (1) of rule 114D] Statement containing particulars of declaration received in Form No. 60 (see instructions for guidance)'. The section is titled 'PART A : STATEMENT DETAILS' and includes a note: '(This information should be provided for each Statement of Reports submitted together)'. The form is divided into two sections: 'A.1 REPORTING PERSON DETAILS' and 'A.2 STATEMENT DETAILS'. 'A.1 REPORTING PERSON DETAILS' includes fields for 'Reporting Entity Name *', 'ITDREIN *', and 'Registration Number' (with a hint: 'Enter Regulator Registration Number.(Provided at the time of registration)'). 'A.2 STATEMENT DETAILS' includes fields for 'Statement Type *' (dropdown), 'Statement Number *' (with a hint: 'Enter Statement number in format YYYY/Number e.g. 2017/01'), 'Original Statement Id (if revised) *', 'Reason for Correction *' (dropdown), 'Statement Date *' (calendar icon, showing '26-01-2018'), and 'Reporting Period ending on *' (two dropdowns separated by a hyphen).

Part A contains the details of Reporting Entity, Statement type and Principal Officer.

Enter Report Details

Report Generation & Validation Utility | Form 61

Report Generation Utility
Statement Containing Details Of Form 60 (Form 61)

Insight

Open Save Validate Generate XML View DQR

Instructions Statement(Part A) Report Details(Part B) Validation Errors

(This information should be provided for each person being reported)

Report Serial Number	Original Report Serial Number (if revised)	Customer ID	Person Name	Date of birth/Incorporation	Father's Name (for individuals)	PAN Acknowledgement	Aadhaar Number	Identification Type	Id

+ Add Row - Delete Row Edit Row Copy Row

Generate Report Serial Number

Import CSV Details Export CSV Template

Validation Error Details

- > Mandatory Errors
- > Defects
- > Exceptions

- There are two ways to enter the data:
 - Enter the data in the utility itself
 - Import data CSV

Import Report Details (1/3) - Export CSV Template

Report Generation & Validation Utility | Form61

Report Generation Utility
Statement Containing Details Of Form 60 (Form 61)

Open Save Validate Generate XML

Instructions Statement(Part A) Report Details(Part B)

(This information should be provided for each person being reported)

Report Serial Number	Original Report Serial Number (if revised)	Customer ID	Person Name	Date of birth/Incorporation	Father's Name (for individuals)

+ Add Row - Delete Row Edit Row Copy Row

Import CSV Details **Export CSV Template**

Import PartB Report Details

This PC > Local Disk (C:)

Organize New folder

Name	Date modified	Type
Intel	07-01-2017 18:00	File folder
PerfLogs	16-07-2016 17:17	File folder
Program Files	07-11-2017 12:57	File folder
Program Files (x86)	12-01-2018 10:25	File folder
SWSetup	07-01-2017 18:11	File folder
Temp	22-01-2018 11:53	File folder
Users	17-03-2017 18:30	File folder
Windows	10-01-2018 11:49	File folder

File name: CSV File (.csv) (*.csv)

Open Cancel

- Export required CSV to be filled with reportable data.

Import Report Details (2/3) - Populate CSV with Data to be Reported

The screenshot shows the Microsoft Excel interface with the following details:

- File Name:** report.csv - Excel
- User:** Rakesh Ohja
- Formulas Bar:** A8
- Worksheet Grid:**

	A	B	C	D	E	F	G	H	I	J	K	L
1	Report Serial Number	Original Report Serial Number	Person Name	Person Type	Customer Identity	Gender	Father's Name	PAN	Aadhaar Number	Form 60 Acknowledgment	Identification Type	Identification
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												

Import Report Details (3/3) - Import Populated CSV file

Report Generation & Validation Utility | Form61

 **Report Generation Utility**
Statement Containing Details Of Form 60 (Form 61)

Insight 

Open Save Validate Generate XML View DQR

Instructions Statement(Part A) **Report Details(Part B)** Validation Errors

(This information should be provided for each person being reported)

Report Serial Number	Original Report Serial Number (if revised)	Customer ID	Person Name	Date of birth/Incorporation	Fath (for
1	0	76678	Test		Test
2	0	76678	Test		Test
3	0	76678	Test		Test
4	0	76678	Test		Test
5	0	76678	Test		Test Name
6	0	76678	Test		Test Name
7	0	76678	Test		Test Name
8	0	76678	Test		Test Name
9	0	76678	Test		Test Name
10	0	76678	Test		Test Name
11	0	76678	Test		Test Name

Import CSV

 CSV Imported Successfully!

OK

+ Add Row - Delete Row Edit Row Copy Row Generate Report Serial Number

Import CSV Details Export CSV Template

Validation Error Details

- > Mandatory Errors
- > Defects
- > Exceptions

Bulk reports can be captured by importing CSV



Preparation of Report for Form 61A

Select SFT Code

Report Generation & Validation Utility | Form61A

Report Generation Utility
Statement of Financial Transactions (Form 61A)

Open Save Validate Generate XML View DQR

Instructions Statement (Part A) Account Details (Part C) Person Details (Part C) Validation Errors

Please select the relevant SFT Code from drop down:

SFT- 001: Purchase of bank drafts or pay orders in cash
SFT- 002: Purchase of pre-paid instruments in cash
SFT- 003: Cash deposit or withdrawals in current account
SFT- 004: Cash deposit in account other than current account
SFT- 005: Time deposit
SFT- 006: Payment for credit card
SFT- 007: Purchase of debentures
SFT- 008: Purchase of shares
SFT- 009: Buy back of shares
SFT- 010: Purchase of mutual fund units

Continue

General Instructions

1. A calendar is provided for selecting the date field
2. All greyed out fields are either auto-filled or non-editable
3. It is a good practice to save your work frequently.
4. In Forms wherever information is captured in table format:
 - a) Adding new Row: Click on Add Row button, then click on the row to be added.
 - b) Deleting Row: Select the row to delete from the list, click on Delete Row button.
 - c) Edit Row: Select a row from the list, click on Edit Row button.
5. Please enter values in absolute terms and not in percentage.
6. User should validate the data by clicking Validate button (in the side pane) and re-validate. On successful validation, save in the desired path. This XML should be uploaded in reporting portal (<https://report.insight.gov.in>) and on submission, an acknowledgement number will be generated for your future reference.

- Select the relevant SFT Code
- Based on selected SFT Code relevant part will be displayed (Part B, Part C, Part D)

Enter Statement Details – Part A

Report Generation & Validation Utility | Form61A

Report Generation Utility
Statement of Financial Transactions (Form 61A)

Open Save Validate Generate XML View DQR

Instructions Statement (Part A) Account Details (Part C) Person Details (Part C) Validation Errors

[See rule 114E]
Statement of Specified Financial Transactions under section 285BA(1) of the Income-tax Act, 1961

PART A: STATEMENT DETAILS
(This information should be provided for each Statement submitted together)

A.1 REPORTING ENTITY DETAILS

Reporting Entity Name *
ITDREIN *
Registration Number: Enter Regulator Registration Number.(Provided at the time of registration)

A.2 STATEMENT DETAILS

Statement Type *
Statement Number *
Original Statement Id (if revised) *
Reason for Correction *
Statement Date *
Reporting Period ending on *
Report Type *

Validation Error Details
Mandatory Errors
Defects
Exceptions

Part A contains the details of Reporting Entity, Statement type and Principal Officer.

Enter Report Details

Report Generation & Validation Utility | Form 61A

 **Report Generation Utility**
Statement of Financial Transactions (Form 61A)

Insight 

Open Save Validate Generate XML View DQR

Instructions Statement (Part A) **Report Details (Part B)** Financial Transactions (Part B) Validation Errors

(This information should be provided for each person being reported)

Report Serial Number	Original Report Serial Number	Person Name	Person Type	Customer ID	Gender	Father's Name	PAN	Aadhaar Number
11	1	Jazz dsouza	IN - Individual	321	Male	clinton dsouza	ABCDE1221A	5678980978

+ Add Row - Delete Row Edit Row Add Financial Transaction Generate Report Serial Number

CSV Type: Select CSV Type Import Export

Validation Error Details

- > Mandatory Errors
- > Defects
- > Exceptions

- There are two ways to enter the data:
 - Enter the data in the utility itself
 - Import data CSV

Import Report Details (1/3) - Export CSV Template

Report Generation & Validation Utility | Form61A

Report Generation Utility
Statement of Financial Transactions (Form 61A)

Insight

Open Save Validate Generate XML View DQR

Instructions Statement (Part A) Report Details (Part B) Financial Transactions (Part B) Validation Errors

Report Serial Number	Original Report Serial Number	Person Name	Person Type	Customer ID	Gender	Father's Name	PAN	Aadhaar Number
11	1	Jazz dsouza	IN - Individual	321	Male	clinton dsouza	ABCDE1221A	5678980978

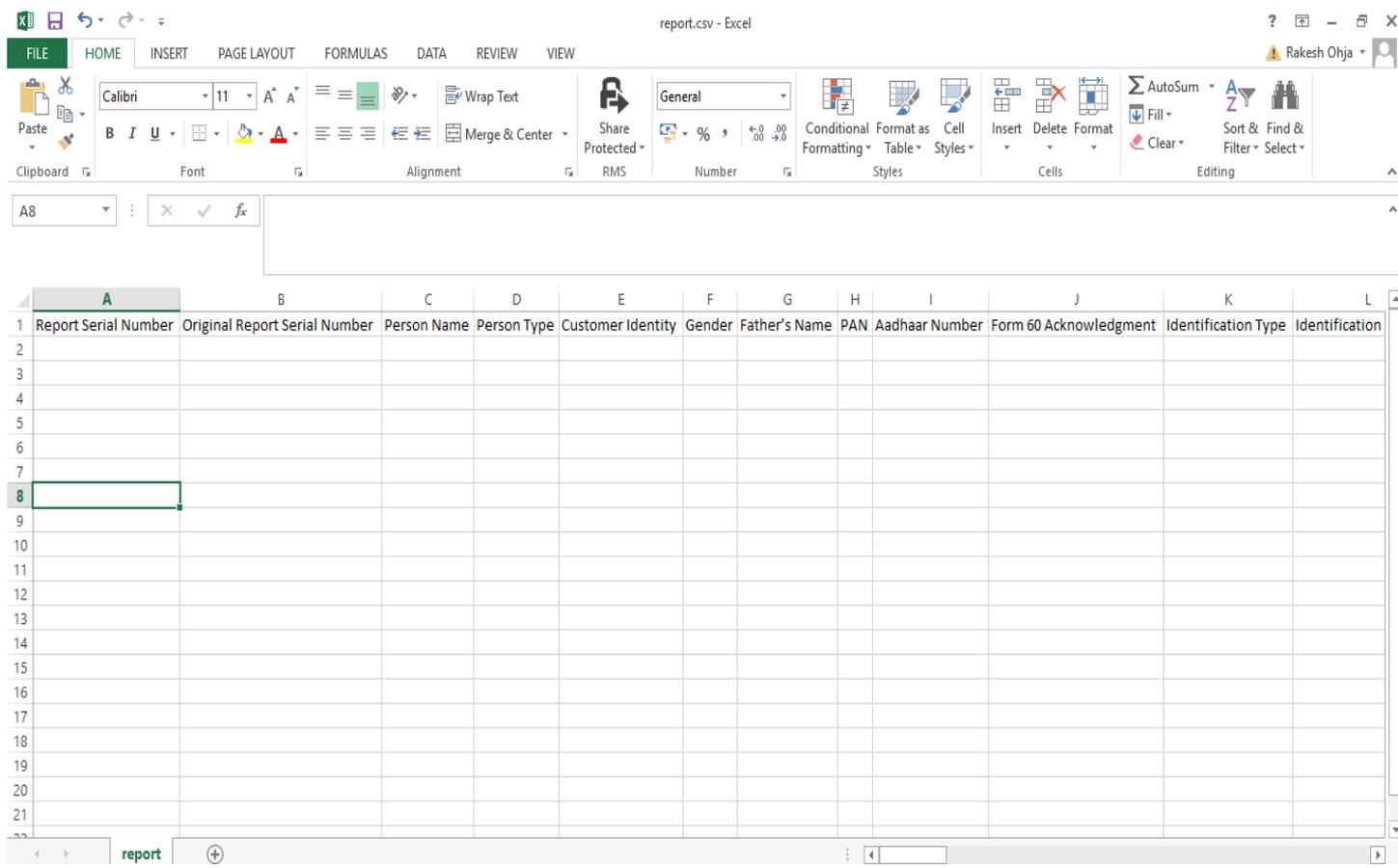
+ Add Row - Delete Row Edit Row Add Financial Transaction Generate Report Serial Number

CSV Type: Select CSV Type
Report Details
Address
Financial Transactions

Validation Error Details
Mandatory Errors
Defects
Exceptions

- Export CSV to be filled with reportable data
- Select CSV type as ‘Report Details’
- For multiple transactions or addresses against a particular PAN or account, use CSV type “Address” and “Financial transaction”.

Import Report Details (2/3) - Populate CSV with Data to be Reported



Import Report Details (3/3) - Import Populated CSV file

Report Generation & Validation Utility | Form 61A

Report Generation Utility
Statement of Financial Transactions (Form 61A)

Open Save Validate Generate XML View DQR

Instructions Statement (Part A) Report Details (Part B) Financial Transactions (Part B) Validation Errors

(This information should be provided for each person being reported)

Report Serial Number	Original Report Serial Number	Person Name	Person Type	Customer ID	Gender	Father's Name	PAN	Aadhaar Number
11	1	Jazz dsouza	IN - Individual	321	Male	clinton dsouza	ABCDE1221A	56789809
12	0	Test Person	IN - Individual	1234	Male	Test Name	ABCDE1234T	
1	0	Test Name	IN - Individual		Male			
2	0	Test Name	IN - Individual		Male			
3	0	Test Name	IN - Individual		Male			
4	0	Test Name	IN - Individual		Male			
5	0	Test Name	IN - Individual		Male			
6	0	Test Name	IN - Individual		Male			
7	0	Test Name	IN - Individual		Male			
8	0	Test Name	IN - Individual		Male			
9	0	Test Name	IN - Individual		Male			

+ Add Row - Delete Row Edit Row Add Financial Transaction Generate Report Serial Number

CSV Type: Report Details Import Export

Validation Error Details

- Mandatory Errors
- Defects
- Exceptions

Bulk reports can be captured by importing CSV



Validation of Report

Validate the Statement

The screenshot displays the 'Report Generation Utility' software interface. The title bar reads 'Report Generation & Validation Utility | Form61'. The main header includes the Indian Revenue Tax Department logo, the text 'Report Generation Utility Statement Containing Details Of Form 60 (Form 61)', and the 'Insight' logo. A toolbar contains buttons for 'Open', 'Save', 'Validate' (highlighted with a red box), 'Generate XML', and 'View DQR'. Below the toolbar are tabs for 'Instructions', 'Statement(Part A)', 'Report Details(Part B)', and 'Validation Errors'. The 'Validation Errors' tab is active, showing a table with the following data:

Report Serial No	Error Count	Mandatory Errors Count	Defects Count	Exceptions Count
2013/02	1	1	0	0

On the right side, a 'Validation Error Details' panel (also highlighted with a red box) shows a dropdown menu for 'Mandatory Errors'. Below it, the 'Report Serial Number : 2013/02' is displayed, followed by the error message 'Please enter ITDREIN'. The panel also includes expandable sections for 'Defects' and 'Exceptions'.

- Validation errors will be displayed in right panel

Rectify Validation Errors

Report Generation & Validation Utility | Form61

Report Generation Utility
Statement Containing Details Of Form 60 (Form 61)

Open Save Validate Generate XML View DQR

Instructions Statement(Part A) Report Details(Part B) Validation Errors

FORM NO. 61
[See sub-rule (1) of rule 114D]
Statement containing particulars of declaration received in Form No. 60
(see instructions for guidance)

PART A : STATEMENT DETAILS
(This information should be provided for each Statement of Reports submitted together)

A.1 REPORTING PERSON DETAILS

Reporting Entity Name * Test Bank
ITDREIN *
Registration Number Enter Regulator Registration Number,(Provided at the time of registration)

A.2 STATEMENT DETAILS

Statement Type * NB - New Statement containing new information
Statement Number * 2013/02
Original Statement Id (if revised) * 0
Reason for Correction * N - Not applicable as this is a new statement/test data/ there is no ...
Statement Date * 26-05-2017
Reporting Period ending on * 31 Mar - 2016
Number of Reports * 1

Validation Error Details

▼ Mandatory Errors
Report Serial Number : 2013/02
Please enter ITDREIN

> Defects
> Exceptions

- It is mandatory to rectify the errors to generate the XML
- Revalidate the statement once error are rectified



Generation of XML

Generate XML

The screenshot displays the 'Report Generation Utility' interface for 'Form 61'. The main window has a blue header with the title 'Report Generation Utility' and 'Statement Containing Details Of Form 60 (Form 61)'. Below the header is a navigation bar with buttons for 'Open', 'Save', 'Validate', 'Generate XML', and 'View DQR'. The 'Generate XML' button is highlighted with an orange arrow pointing to a callout box. The callout box contains the text: 'Click on Generate XML and Save XML'. In the background, a file explorer dialog box is open, showing the 'Local Disk (C:)' with various folders like 'Intel', 'PerfLogs', 'Program Files', etc. The dialog box has a 'File name' field and a 'Save as type' dropdown set to 'XML File (*.xml)'. The 'Save' button is visible at the bottom right of the dialog box.

- In case of no error, successful validation message will be displayed
- Generated XML file should have '.xml' extension.

Next

- Submission of Report

Thank You!!