

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

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graph TD; A[Form No.61] --> B[Part A<br/>(Statement Details)]; A --> C[Part B<br/>(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**

Insight 

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

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

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 *

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 * -


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 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

The screenshot displays the 'Report Generation & Validation Utility | Form 61' application. The main window has a title bar and a menu bar with options: Open, Save, Validate, Generate XML, and a download icon. Below the menu bar, there are tabs for 'Instructions', 'Statement(Part A)', and 'Report Details(Part B)'. The 'Report Details(Part B)' tab is active, showing a table with columns: Report Serial Number, Original Report Serial Number (if revised), Customer ID, Person Name, Date of birth/Incorporation, and Father's Name (for individuals). Below the table are buttons for 'Add Row', 'Delete Row', 'Edit Row', and 'Copy Row'. At the bottom of the application window, there are two buttons: 'Import CSV Details' and 'Export CSV Template', which is highlighted with a red rectangle. A file explorer window titled 'Import PartB Report Details' is open over the application, showing the 'Local Disk (C:)' with various folders like Intel, PerfLogs, Program Files, etc. The file explorer window has a search bar, a 'File name' field, and a file type dropdown set to 'CSV File (.csv) (*.csv)'. The 'Open' button is visible at the bottom of the file explorer window.

- Export required CSV to be filled with reportable data.

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

report.csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment RMS Number Styles Cells Editing

AutoSum Fill Clear Sort & Find & Filter Select


A8


	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												
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report

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

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)
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
6	0	76678	Test		Test
7	0	76678	Test		Test
8	0	76678	Test		Test
9	0	76678	Test		Test
10	0	76678	Test		Test
11	0	76678	Test		Test

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:

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:
 - a) Adding new Row: Click on Add Row button, it will add a new row.
 - 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 (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.

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

Validation Error Details

- > Mandatory Errors
- > Defects
- > Exceptions

- 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

The screenshot displays the 'Report Generation Utility | Form 61A' interface. The top navigation bar includes the Income Tax Department logo, the title 'Report Generation Utility Statement of Financial Transactions (Form 61A)', and the 'Insight' logo. Below the navigation bar are tabs for 'Open', 'Save', 'Validate', 'Generate XML', and 'View DQR'. The main content area is divided into sections: 'Instructions', 'Statement (Part A)', 'Account Details (Part C)', 'Person Details (Part C)', and 'Validation Errors'. The 'Statement (Part A)' section is active, showing the title 'PART A: STATEMENT DETAILS' and a note that information should be provided for each statement submitted together. It is divided into two sub-sections: 'A.1 REPORTING ENTITY DETAILS' and 'A.2 STATEMENT DETAILS'. 'A.1' includes fields for 'Reporting Entity Name *', 'ITDREIN *', and 'Registration Number' (with a hint to enter the Regulator Registration Number). 'A.2' includes fields for 'Statement Type *' (a dropdown menu), 'Statement Number *' (with a hint to enter the number in YYYY/Number format), 'Original Statement Id (if revised) *', 'Reason for Correction *' (a dropdown menu), 'Statement Date *' (a date picker showing 13-02-2018), 'Reporting Period ending on *' (two dropdown menus), and 'Report Type *' (a dropdown menu). A 'Validation Error Details' panel on the right lists 'Mandatory Errors', 'Defects', and 'Exceptions'.

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) 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 * Select
Statement Number * Enter Statement number in format YYYY/Number e.g. 2017/01
Original Statement Id (if revised) *
Reason for Correction * Select
Statement Date * 13-02-2018
Reporting Period ending on * Select - Select
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 | 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

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

Import Export

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

report.csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment RMS Number Styles Cells Editing

Calibri 11 A A B I U Wrap Text Merge & Center Share Protected General Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Sort & Find & Filter Select


A8


	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												
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report

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

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	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

[illegible]

- 26

Rectify Validation Errors

The screenshot displays the 'Report Generation & Validation Utility | Form 61' interface. The main header includes the Income Tax Department logo and the title 'Report Generation Utility Statement Containing Details Of Form 60 (Form 61)'. A navigation bar at the top contains icons for Open, Save, Validate, Generate XML, and View DQR. Below this, a tabbed interface shows 'Instructions', 'Statement(Part A)', 'Report Details(Part B)', and 'Validation Errors'. The 'Validation Errors' tab is active, showing a list of 'Mandatory Errors'. The first error is 'Please enter ITDREIN' for Report Serial Number : 2013/02. The main form area is divided into 'PART A : STATEMENT DETAILS' and 'PART B : REPORTING PERSON DETAILS'. Under 'PART A', there are fields for '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), and 'Number of Reports' (1). Under 'PART B', there are fields for 'Reporting Entity Name' (Test Bank), 'ITDREIN' (highlighted in red), and 'Registration Number' (Enter Regulator Registration Number, (Provided at the time of registration)).

Report Generation & Validation Utility | Form 61

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 & Validation Utility | Form61' application. The main window has a blue header with the title 'Report Generation Utility' and subtitle 'Statement Containing Details Of Form 60 (Form 61)'. Below the header is a navigation bar with buttons: 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 save dialog is open, showing the 'Local Disk (C:)' as the save location. The dialog 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.

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(P)

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 to the Regulator)

A.1 REPORTING PERSON DETAILS

Reporting Entity Name * SBI bank
ITDREIN * QWERG3333Q,ZB939
Registration Number Enter Regulator Registration Number

A.2 STATEMENT DETAILS

Statement Type * NB - New Statement of Reports
Statement Number * 2013/02
Original Statement Id (if revised) * 0
Reason for Correction * N - Not applicable as per instructions
Statement Date * 26-05-2017
Reporting Period ending on * 31 Mar - 2016
Number of Reports * 1

Click on Generate XML and Save XML

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

Next

- Submission of Report

Thank You!!