

Hiregange Academy

Empowering Knowledge & Employability

Two days workshop on GST Transitional & Return Filing

03rd August 2017 to 04th August 2017

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ABOUT HIREGANGE ACADEMY

This world is a competitive place where sustenance is the key. Qualification is the first stage to a career. Hard work, confidence and more so, 'attitude' is the key to success. Knowledge as a concept is only of potential value. The application, execution and implementation of knowledge is where the power lies. Many graduates, inspite of being qualified are unemployed or under employed. Those in jobs are underutilized or do not work to their potential.

Hiregange Academy- A knowledge and employability "initiative" is in the quest to support the job aspirants. More specifically to enable them gain self-confidence, enhancing their knowledge in the field of commerce and upgrading their skill sets essential to be –job ready|. For those pursuing professional courses facilitate in making them –complete professionals|.

It is a small step taken mainly towards bridging the gap between the industry and the job aspirants. The knowledge inputs, guidance, specific training and solutions to common problems, real life case studies and some technology exposure would ensure enhanced employability of the youth. It would enhance the quality of those already employed. For the industry, –the right resources for the right job| can be achieved.

The Academy aims to provide a win-win-win situation for the job seekers, employers and employees while being a contributor to the nation at large. Academy was started on 19th July 2014. It is supported by its knowledge partners of Hiregange and Associates, Chartered Accountants, Bangalore and Hyderabad.

The methodology of achieving this would be through: online publications of booklets, free e- books, and specific job oriented training in class rooms (also uploaded on YouTube for viewing by all) at present. Services to CA students/ staff, Colleges and Industry are also being provided. Monthly

newsletter presently focused on Indirect Taxes to interested persons to spread the latest information is another initiative.

Publications of Books and Booklets

The objective is to provide easy to read short aids for officers in the industry, practitioners and students at large.

To get free downloads of the books published, Click the below link:
www.hiregangeacademy.com

Hard copies of the book are also available for sale at our Hiregange Academy office at nominal prices.

Books Available as on date

- Understanding Central Excise – Aug 2015
- Understanding Service Tax Concepts – Aug 2016
- Tips to draft effective opinions
- Beneficial Schemes under FTP 2009-14
- Due diligence under Indirect Tax
- Cost control in IDT
- Reverse Charge & Joint charge mechanism
- FAQs on Service Tax
- Central Excise Implication on Job Work

Our Services

- Course on practical theoretical knowledge to enable students to be job ready.
- Short term courses for graduates, under graduates in Commerce field.
- Similar courses for existing employees for industry and trade.
- Basic and advance level courses for professionals like Chartered Accountants, Company Secretariat, Actuarial, Advocates etc.
 - Courses for trade association and professional institutions in the area of taxation.
- Industry specific training programme in Indirect taxes and Foreign Trade policy.
- Other training and skill development courses as may be necessary.

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Payment of GST

By Team Hiregange

Introduction

Payment always plays an important role in all Acts and especially under GST payment plays much bigger role than in any other Acts. As the payment has implication on filing of returns as well as availment of input tax credit.

Payment is referred to be an event which implies obligation on tax payer to discharge the tax liability. Compared to service tax law the time limit for payment of tax under GST is more and similar to VAT provisions.

Payment under GST

The tax payer registered under GST need to ascertain his liability on month on month basis (IGST, CGST, SGST and UTGST) and deposit the same before filing the return prescribed under section 39 of CGST, Act. The GST liability can be paid through cash or input tax credit.

The input tax credit as self-assessed in the GSTR-2 filed by the assessee would be credited to Electronic credit ledger on provisional basis under section 41 of the Act. In case of any mismatch as per section 42 and 43 of the Act, would be treated as output tax liability and recovered along with interest from the recipient / supplier respectively.

Under GST the payment process is through online and following three ledgers plays important role,

- Electronic cash ledger
- Electronic credit ledger
- Electronic tax liability ledger

The above three ledgers of each tax payers would be maintained at common portal and also required to be reconciled with books of accounts.

Section 49 of the CGST Act, provides provision for payment of tax, interest, penalty and other amounts. The payments need to be made by creating a challan in the GST portal by providing the details of amount payable towards CGST/SGST/IGST/UTGST/ interest/fee/penalty/other amounts. Such challan would be valid only for 15 days.

The amount paid under section 49 shall be credited to the **electronic cash ledger** of such tax payer.

In case there is any balance in the electronic cash ledger or credit ledger after payment of amount payable under the Act or rules may apply for refund of such balance in accordance with provisions of section 54 of the Act.

The manner of maintaining electronic cash and credit ledgers are prescribed in the CGST Rules.

Electronic Cash Ledger

As per rule 87(1) of the said Rules, the electronic cash ledger shall be maintained in FORM GST PMT-5 for each registered taxable person on the Common Portal (GSTN server). The cash deposit made by the tax payer towards payment of tax, interest, penalty, fee or any other amount would be credited in the cash ledger and such cash ledger would be debited as and when the amount is utilized to discharge respective liabilities.

As per rule 87(2) any person or a person on his behalf, shall generate a challan in Form GST PMT-06 on the common portal enter the details of amount to be deposited towards tax, interest, penalty, fees or any other amount.

The amount deducted under section 51, or the amount collected under section 52, or the amount payable on reverse charge basis, or the amount payable under section 10, any amount payable towards interest, penalty, fee or any other amount under the Act shall be paid by debiting the electronic cash ledger maintained as per rule 87 and the electronic liability register shall be credited accordingly.

The cash deposit can be made through any of the following modes:

- i. Internet Banking through authorized banks;

- ii. Credit card or Debit card after through the authorized banks;
- iii. National Electronic Fund Transfer (NEFT) or Real Time Gross Settlement (RTGS) from any bank;
- iv. Over the Counter payment (OTC) through authorized banks for deposits up to ten thousand rupees per challan per tax period, by cash, cheque or demand draft. Restriction of Rs. 10,000/- is not applicable to Government department/ recovery agents/officer authorised in this regard.

The cash deposited through above modes would be used for making any payment towards tax, interest, penalty, fees or any other amount payable under the provisions of this Act or the rules made thereunder.

If any unregistered person making payment shall obtain a temporary identification number from the authorised officer and could deposit using Form GST PMT-5.

A Challan Identification Number (CIN) will be generated on successful credit of the amount to the concerned government account and such CIN shall be indicated in the challan.

When due to any technical fault, CIN is not generated, then the assessee may represent electronically in FORM GST PMT-7

The amount deducted at source or collected at source (TDS and TCS) on account of a taxable person shall get credited to this electronic cash ledger.

The refund claimed by the tax payer would be debited in cash ledger and any rejection of claim would be automatically credited to cash ledger by an order made in Form GST PMT-03.

In case of any discrepancy in electronic cash ledger, communicate the same to the office exercising the jurisdiction in the matter, through common portal in Form GST PMT-04.

Electronic Credit Ledger

Any claim of input tax credit (CSGT, SGST & IGST) on supply of goods and or services shall be credited to the electronic credit ledger maintained in Form GST PMT-2. Further, such

electronic credit ledger shall be debited on utilization for making tax payment under the provisions of the GST Act. The input tax credit available in credit ledger can be used for payment of output tax under CGST or IGST Act.

The manner of utilization of IGST/CGST/SGST credits lying as input tax credit in electronic credit ledger would be as under:

- a) IGST balance shall first be utilized to pay IGST liability and the balance if any thereafter may be utilized towards payment in the order of CGST, SGST and UTGST.
- b) CGST credit balance shall be utilized first towards payment of CGST liability and balance if any could be used to pay the IGST liability.
- c) SGST credit shall be utilized towards payment of SGST liability, the balance if any thereafter could be utilised for payment of IGST.
- d) UTGST credit shall be utilized towards payment of UTGST liability, the balance if any thereafter could be utilised for payment of IGST.
- e) The input tax credit on account of CGST shall not be utilized towards payment of SGST. Similarly, the credit on account of SGST shall not be used for payment of CGST.

Unutilized balance in Cenvat credit ledger can be claimed as refund by a registered taxable person at the end of any tax period at the option of tax payer in case of exports or where the credit has accumulated on account of rate of tax on inputs being higher than the rate of tax on output supplies. The amount to the extent of the refund claim shall be debited in the said ledger and on account of rejection; the credit shall be re-credited to the electronic credit ledger by the proper officer by an order made in Form GST PMT-03.

In case of any discrepancy in electronic cash ledger, communicate the same to the office exercising the jurisdiction in the matter, through common portal in Form GST PMT-04

Electronic Tax Liability Register

All liabilities of a taxable person under GST Act shall be recorded and maintained in an electronic register called Electronic Tax Liability Register (ETLR). Rule 85 (1) of the CGST rules, 2017 provides that the ETLR shall be maintained in Form GST PMT-1 on the Common Portal.

The electronic tax liability register of a registered taxable person shall be debited by:

- (a). The amount payable towards tax, interest, late fee or any other amount payable as per the returns filed.
- (b). The amount of tax, interest, penalty or any other amount payable as determined by a proper officer in pursuance of any proceeding under the Act.
- (c). The amount of tax and interest payable as a result of mismatch of input tax credit.
- (d). Any amount of interest that may accrue from time to time.

Electronic tax liability register shall be credited as and when the taxable person discharges his liability either through Electronic Credit Ledger or Electronic Cash Ledger.

The following amounts shall be **payable by debiting electronic cash ledger:-**

- a. The amount deducted under section 51; or
- b. The amount collected under section 52; or
- c. The amount payable under section 9(3) or 9(4); or
- d. The amount payable under section 10; or
- e. The amount payable under 5(3) or 5(4) of IGST Act; or
- f. The amount payable under section 7(3) or 7(4) of UTGST Act; or
- g. Any other amount payable towards interest, penalty, fee or any other amount under this Act, IGST Act.

A Unique Identification Number (UIN) shall be generated at the common portal for each debit or credit to the electronic cash or credit ledger, as the case may be. Further, UIN relating to discharge of any liability shall be indicated in the corresponding entry in the electronic tax liability register.

In case of any discrepancy in electronic liability ledger, communicate the same to the officer exercising the jurisdiction in the matter, through common portal in Form GST PMT-04

Interest on delay payment:

In case the assessee fails to pay the tax or any part thereof to the Govt. within the prescribed period under GST Act, he is liable to pay the same along with interest. Interest would be computed from the day succeeding the day on which such tax was due to be paid.

The interest rate is by the Govt. under CGST Act, 2017 is 18%.

Interest in case of mismatch of input tax credits:

In case the assessee claims an undue or excess input tax credit under sub-section 42(10) or claims an undue or excess reduction in output tax liability under section 43(10), then such excess or undue claim or such excess or undue reduction shall require to be paid along with interest under section 50(3) of the Act.

The interest rate prescribed by the Govt. under CGST Act, 2017 is 24%.

Conclusion

To sum up, on one part there is an Electronic tax liability register (ETLR) and on the other side there are two ledgers namely Electronic Cash Ledger (ECaL) & Electronic Credit Ledger (ECrL). The Credits in ETLR would be the debits of EaCL/ECrL.

Filing of Return (Last Return / First Return)

By Team Hiregange

Introduction:

Return is a statement of specified particulars relating to transactions undertaken by taxable person during a particular period. It is mode of communication between taxpayers and department. There is statutory obligation on each taxable person to furnish the return.

Return has been defined in section 2(97) of the GST Law, “return means any return prescribed or otherwise required to be furnished by or under this Act or rules made thereunder”.

A taxable person has a legal obligation:

- (i) To declare his tax liability and credits availed during the period covered under return;
- (ii) To furnish details about the taxes paid; and
- (iii) To disclose such other aspects as may be applicable as per return format
- (iv) File correct and complete return within stipulated time frame.

Importance of Return in GST Laws

GST is a self-assessed destination based taxation system. The submission and processing of return is an important link between the taxpayer & tax administration as it's an important tool for:

- i. Compliance verification program of tax administration;
- ii. To declare tax liability for a given period;
- iii. Mode for transfer of information to tax administration;
- iv. Providing necessary inputs for taking policy decision;
- v. Management of audit and anti-evasion programs of tax administration;
- vi. Finalization of the tax liabilities of the taxpayer within stipulated period of limitation.

Who needs to file Return in GST Regime?

Every taxable person registered under the law is required to file his return. There are different formats of return for different categories of person i.e. supplier of goods/service, casual taxable persons, person deducting TDS, e-commerce operators, Input Service

Distributor, Non-resident taxable person etc., each categories of person has to file return in the format as applicable to them.

Type of various Returns/Statements and its periodicity:

Each registered taxable persons may need to furnish various type of information with the department. These may be furnished by way of statement/returns. Following is summary of various returns/statements to be furnished under the GST law:

❖ For Regular Dealer:-

Form No.	Frequency	Due Date	Details to be Furnished
Form GSTR-1	Monthly	10th of succeeding month	Furnish details of outward supplies of taxable goods and/or services affected
Form GSTR -2A	Monthly	11 th of succeeding month	Auto-populated in common portal - wherein details of outward supply as furnished by supplier in GSTR-1 is communicated to recipient
Form GSTR-2	Monthly	15th of succeeding month	Details of inward supplies of taxable goods and/or services for claiming input tax credit.
Form GSTR - 1A	Monthly	Accept or reject by 16 th and 17 th of next month	The details of modification, added, corrected or deleted done in GSTR-2 by recipient is communicated to supplier.
Form GSTR-3	Monthly	20th of succeeding month	Monthly return on the basis of finalization of details of outward supplies and inward supplies along with the payment of amount of tax

❖ For Composite Tax Payers

Form Type	Frequency	Due Date	Details to be Furnished
Form GSTR-4	Quarterly	18th of succeeding month following end of the quarter.	Furnish all outward supply of goods and services. This includes auto-populated details from Form GSTR-4A , tax payable and payment of tax.

Note: Form GSTR 4A shall be generated based on the details furnished by vendor of Composite dealers. This represents inward supply of composite dealer, which may be accepted by him with or without modification.

❖ **Foreign Non- Resident Taxpayers**

Form Type	Frequency	Due Date	Details to be Furnished
Form GSTR-5	Monthly	20th of succeeding month or within 7 days after the expiry of registration	Furnish details of imports, outward supplies, ITC availed, tax paid, and closing stock

❖ **For Input Service Distributor**

Form Type	Frequency	Due Date	Details to be Furnished
Form GSTR-6	Monthly	13th of succeeding month	Furnish the details of input credit distributed

Note: Form GSTR-6A shall be generated based on details furnished by vendors towards supplies made to ISD.

❖ **For Tax Deductor**

Form Type	Frequency	Due Date	Details to be Furnished
Form GSTR-7	Monthly	10th of succeeding month	Furnish the details of TDS deducted
Form GSTR-7A	Monthly	TDS certificate to be made available for download	TDS Certificate - capture details of value on which TDS is deducted and deposit on TDS deducted into appropriate Govt.

❖ **For E-Commerce**

Form Type	Frequency	Due Date	Details to be furnished
Form GSTR-8	Monthly	10th of succeeding month	Details of supplies effected through e-commerce operator and the amount of tax collected on supplies

Note: This is in addition to GSTR-1, GSTR-2 and GSTR-3 which needs to be filed by each e-commerce operator. GSTR-8 is intended to provide details of Tax collected by E-commerce on the supply made through its platform.

- ❖ **Annual Return:** Every registered taxable person including person paying under composition scheme is required to file annual return as below:

Form Type	Frequency	Due Date	Details to be furnished
Form GSTR-9	Annual	By 31st Dec of next financial year	Normal Taxable person: Annual Return - furnish the details of ITC availed and GST paid which includes local, interstate and import/exports.
Form GSTR-9A	Annual	31st Dec of next fiscal	Composition Taxable person: Furnish the consolidated details of quarterly returns filed along with tax payment details.
Form GSTR-9B	Annual	Annual, 31st Dec of next fiscal	Electronic Commerce Operator: details of outward supplies of goods and/or services affected through it, including the supplies of goods and/or services returned through it, and the amount collected during the financial year.
Form GSTR-9C	Annual	Annual, 31st Dec of next fiscal	Taxable person with aggregate turnover exceeds Rs. 2 crore: Audited annual accounts and a reconciliation statement with audited annual financial statements duly certified.

- ❖ **Final Return**

For taxable person whose registration has been surrendered or cancelled

Return Type	Frequency	Due Date	Details to be furnished
Form GSTR-10	one time return	Within 3 months of cancellation of registration	Furnish details of reversal of cenvat credit held in inputs, semi-finished, final goods and capital goods, tax payable and paid.

❖ **Government Departments and United Nation Bodies**

Return Type	Frequency	Due Date	Details to be furnished
Form GSTR-11	Monthly	28th of succeeding month	Details of inward supplies to be furnished by a person having UIN

Requirement to file valid return

- Return not to be accepted if not filed for earlier period: A registered taxable shall not be allowed to furnish return for a tax period if valid return for any previous tax period has not been furnished by him.
- Return to be filed on payment of tax: Every registered taxable person, liable to furnish return, is required to pay the tax as declared in the return to the appropriate government not later than the last date on which he is required to furnish such return. However, if aforesaid payment is not made to the government, then such return will not be considered as a valid return for allowing input tax credit in respect of supplies made by such person.
- Return to be filed in case of No business during the tax period also: Section 39 (8) provides that every registered taxable person shall furnish a return for every tax period whether or not any supplies of goods and/or services have been effected during such tax period.
- Return not to be revised: Return once filed cannot be revised by taxable person. However, if any omission or incorrect particulars are noticed after filing of return, he may rectify such error in the month/quarter in which error is noticed. It is to be noted that the last date for such rectification is September or second quarter of next financial year or date of filing of annual return, whichever is earlier. No rectification can be made when such discovery is noticed as a result of scrutiny, audit, inspection or enforcement activity by the tax authorities.

How to file return

www.gst.gov.in is a GST common portal to file return. Returns in GST System could be filed by tax payer:

- ✓ by himself logging on to the GST System using his own user ID & password; or
- ✓ through his authorized representative using the user Id & password (allotted to the authorized representative by the tax authorities), as chosen at the time of registration, logging on to the GST System

Return may be filed through Tax Return Preparers (TRPs) also. It is relevant to note that the government has approved some GSPs. Access could be made to GSTN by using the products developed by GSPs.

Steps for return filling

Step-1:- The taxpayer will upload the final GSTR-1 return form either directly through data entry at the GST Common Portal or by uploading the file containing the said GSTR-1 return form through Apps by 10th day of month succeeding the month during which supplies has been made. The increase / decrease (in supply invoices) would be allowed, only on the basis of the details uploaded by the counter-party purchaser in GSTR-2, which shall be communicated to supplier in GSTR-1A. In other words, the supplier would not be allowed to include any missing invoices on his own after 10th day of the month.

GSTN facilitates periodic i.e daily upload of such information to minimize last minute load on the system. GSTN has provided an offline tool for Invoice Upload/Download tool i.e GSTR-1, it facilitates the upload of invoices in bulk, in the offline mode and upload them to the GST portal in one go. The appearance and functionalities of the offline tool screens are similar to that of the return filing screens on the GST Portal.

Furnishing details of outward supplies:

Who	Every registered person (Supplier)	
When	10th of following month	
Where	Form GSTR 1	
What	Invoice wise details of all -	Consolidated details of all -
	1. Inter-state supplies made to registered persons	
	2. Inter- state supplies made to	2. State wise inter-state supplies

	unregistered persons (Invoice value more than 2.5 Lakhs)	made to unregistered persons (Invoice value less than 2.5 Lakhs)
	3. Intra-state supplies made to registered persons	1. Intra-state supplies made to unregistered persons for each rate of tax
Other Points	<p>1. The details furnished in Form GSTR 1 by the supplier shall be made available to the recipient in,</p> <ul style="list-style-type: none"> ➤ Form GSTR 4A - Compounding taxpayer ➤ Form GSTR 6A - ISD recipients ➤ Form GSTR 2A - Others <p>2. The said details shall be made available to the recipients only after the due date of filing of GSTR 1</p>	

Instructions to fill the GSTR-1 (source - gst.gov.in)

Reference	Field Name	Help Instructions
B2B Supplies (Details of Invoices of Taxable Supplies made to other registered taxpayers ((4A)/(4B)/(4C))).	1.GSTIN/UIN of Recipient*	Enter the GSTIN or UIN of the receiver . E.g. 05AEJPP8087R1ZF. Check that the registration is active on the date of the invoice from GST portal
	2.Invoice number *	Enter the Invoice number of invoices issued to registered recipients. Ensure that the format is alpha-numeric with allowed special characters of slash (/) and dash (-) .The total number of characters should not be more than 16 .
	3.Invoice Date*	Enter date of invoice in DD-MMM-YYYY. E.g. 24-May-2017.
	4.Invoice value*	Enter the total value indicated in the invoice of the supplied goods or services- with 2 decimal Digits.
	5.Place of Supply (POS)*	Select the code of the state from drop down list for the place of supply.
	6.Reverse Charge (4B) *	Please select Y or N, if the supplies/services are subject to tax as per reverse charge mechanism.
	7.Invoice Type*	Select from the dropdown whether the supply is regular or to a SEZ unit/developer with or without payment of tax or deemed export.
	8.E-Commerce	Enter the GSTIN of the e-commerce company if the supplies

	GSTIN (4C)*	are made through an e-Commerce operator.
	9. Rate*	Enter the combined (State tax + Central tax) rate or the integrated tax rate, as applicable.
	10. Taxable Value*	Enter the taxable value of the supplied goods or services for each rate line item - with 2 decimal Digits; The taxable value has to be computed as per GST valuation provisions.
	11. Cess Amount	Enter the total Cess amount collected/payable.
B2C Large (Invoices for Taxable outward supplies to consumers where a) The POS is outside the state where the supplier is registered and b) The total invoice value is more than Rs 2,50,000 ((5A)/(5B)))	1. Invoice number*	Enter the Invoice number of invoices issued to Unregistered Recipient of the other State with invoice value more than 2.5 lakh. Ensure that the format is alpha-numeric with allowed special characters of slash (/) and dash (-) with maximum length of 16 characters.
	2. Invoice Date	Enter date of invoice in DD-MMM-YYYY. E.g. 24-May-2017.
	3. Invoice value*	Invoice value should be more than Rs 2,50,000 and up to two decimal digits.
	4. Place of Supply(POS)*	Select the code of the state from drop down list for the applicable place of supply.
	5. Rate*	Enter the combined (State tax + Central tax) or the integrated tax rate, as applicable.
	6. Taxable Value*	Enter the taxable value of the supplied goods or services for each rate line item -2 decimal digits, The taxable value has to be computed as per GST valuation provisions.
	7. Cess Amount	Enter the total Cess amount collected/payable.
	8. E-Commerce GSTIN (5B)	Enter the GSTIN of the e-commerce company if the supplies are made through an e-Commerce operator.
B2C Small (Supplies made to consumers and unregistered persons of the following nature)	1. Type*	In the Type column, enter E if the supply is done through E-Commerce or else enter OE (other than E-commerce).
	2. Place of Supply(POS)*	Select the code of the state from drop down list for the applicable place of supply.
	3. Rate*	Enter the combined (State tax + Central tax) rate or the integrated tax rate.
	4. Taxable	Enter the taxable value of the supplied goods or services for

a) Intra-State: any value	Value*	each rate line item -2 decimal Digits; The taxable value has to be computed as per GST valuation provisions.
b) Inter-State: Invoice value Rs 2.5 lakh or less ((7A)/(7B))	5.Cess Amount	Enter the total Cess amount collected/payable.
	6.E-Commerce GSTIN	Enter the GSTIN of the e-commerce company if the supplies are made through an e-Commerce operator.
Credit/Debit Notes/Refund vouchers issued to the registered taxpayers during the tax period. Debit or credit note issued against invoice will be reported here against original invoice, hence fill the details of original invoice also which was furnished in B2B, B2CL section of earlier/current period tax period. ((9A)/(9B)/(9C))	1. GSTIN/UIN*	Receiver GSTIN/UIN
	2. Invoice/Advanc e Receipt Number*	Enter original invoice number Reported in B2B section of earlier period/current tax period or pre-GST period against which credit/debit note is issued. In case of refund voucher please enter the related advance receipt voucher number.
	3.Invoice/Adva nce Receipt date*	Enter the original invoice/advance receipt date in DD- MMM-YYYY. E.g. 24-May-2017.
	4.Note/Refund Voucher Number*	Enter the credit/debit note number or the refund voucher number. Ensure that the format is alpha-numeric with allowed special characters of slash (/) and dash (-) of maximum length of 16 characters.
	5.Note/ Refund Voucher date*	Enter credit/debit note/Refund voucher date in DD- MMM-YYYY. E.g. 24-May-2017.
	6. Document Type*	In the document Type column, enter "D" if the note is Debit note, enter "C" if note is credit note or enter "R" for refund voucher.
	7.Reason For Issuing document*	Select the applicable reason for issue of the document.
	8. Place of Supply*	Declare the place of supply based on the original document.
	9.Note/Refund Voucher value*	Amount should be with only up to 2 decimal digits.

	10. Rate*	Enter the combined (State tax + Central tax) or the integrated tax.
	11. Taxable value*	Enter the taxable value of the supplied goods or services for each rate line item -2 decimal Digits; The taxable value has to be computed as per GST valuation provisions.
	12. Cess Amount	Enter the total Cess amount.
	13. Pre GST	Select whether the credit/debit note is related to pre-GST supplies.
Credit/Debit note/Refund Vouchers issued to the unregistered persons against interstate invoice value is more than Rs. 2.5 Lakh ((10A)/(10B))	1. UR Type*	Select the type of supply to Unregistered Taxpayers (UR) against which the document has been issued. Select "EXPWP" or "EXPWOP" for export /"B2CL" for supplies to consumers for dropdown based on original invoice. "EXPWP" represents Export with payment and "EXPWOP" represent Export without payment.
	2. Note/Refund Voucher Number*	Enter the credit/debit note number or the refund voucher number. Ensure that the format is alpha-numeric with allowed special characters of slash (/) and dash (-) of maximum length of 16 characters.
	3. Note/ Refund Voucher date*	Enter credit/debit note/Refund voucher date in DD-MMM-YYYY. E.g. 24-May-2017.
	4. Document Type*	In the document Type column, enter "D" if the note is Debit note, enter "C" if note is credit note or enter "R" for refund voucher.
	5. Invoice/Advance Receipt Number*	Enter original invoice number Reported in B2B section of earlier period/current tax period or pre-GST Period against which credit/debit note is issued. In case of refund voucher please enter the related advance receipt voucher number.
	6. Invoice/Advance Receipt date*	Enter the original invoice/advance receipt date in DD-MMM-YYYY. E.g. 24-May-2017.
	7. Reason For Issuing	Select the applicable reason for issue of the document from the dropdown.

	document*	
	8. Place of Supply	Declare the place of supply based on the original document.
	9.Note/Refund Voucher value*	Amount should be up to 2 decimal digits.
	10. Rate*	Enter the combined (State tax + Central tax) or the integrated tax rate.
	11.Taxable value	Enter the taxable value of the supplied goods or services for each rate line item -up to 2 decimal Digits; The taxable value has to be computed as per GST valuation provisions.
	12. Cess Amount	Enter the total Cess amount.
	13. Pre GST	Select whether the credit/debit note is related to pre-GST supplies.
Exports Supplies Including Supplies to SEZ/ SEZ Developer or Deemed Export (6A)/(6B)/(6C)	1.Export Type *	In the Type column, enter WPAY if the Export is with payment of tax or else enter WOPAY .
	2.Invoice number*	Enter the Invoice number issued to the registered receiver. Ensure that the format is alpha-numeric with allowed special characters of slash (/) and dash (-) with maximum length of sixteen characters.
	3.Invoice Date*	Enter date of invoice in DD-MMM-YYYY. E.g. 24-May-2017.
	4.Invoice value*	Enter the invoice value of the goods or services- up to 2 decimal Digits.
	5. Port Code	Enter the six digit code of port through which goods were exported. Please refer to the list of port codes available on the GST common portal. This is not required in case of export of services.
	6.Shipping Bill Number	Enter the unique reference number of shipping bill. This information if not available at the timing of submitting the return the same may be left blank and provided later.
	7.Shipping Bill Date	Enter the unique reference number of shipping bill. This information if not available at the timing of submitting the return the same may be left blank and provided later. This is

		not required in case of export of services.
	9. Rate	Enter the applicable integrated tax rate.
	10. Taxable Value	Enter the taxable value of the supplied goods or services for each rate line item -up to 2 decimal Digits; The taxable value has to be computed as per GST valuation provisions.
Tax Liability arising on account of receipt of consideration for which invoice have not been issued in the same tax period (11(1))	1. Place of Supply (POS)*	Select the code of the state from drop down list for the place of supply.
	2. Rate*	Enter the combined (State tax + Central tax) or the integrated tax rate.
	3. Gross advance received*	Enter the amount of advance received excluding the tax portion.
	4. Cess Amount	Enter the total Cess amount collected/payable.
Adjustment of tax liability for tax already paid on advance receipt of consideration and invoices issued in the current period for the supplies (11(2))	1. Place of Supply(POS)*	Select the code of the state from drop down list for the place of supply.
	2. Rate*	Enter the combined (State tax + Central tax) or the integrated tax rate.
	3. Gross advance adjusted*	Enter the amount of advance on which has tax has already been paid in earlier tax period and invoices are declared during this tax period. This amount is excluding the tax portion
	4. Cess Amount	Enter the total Cess amount to be adjusted
Details of NIL rated, Exempted and Non GST supplies made during the tax period. ((8A)/	1. Description	Indicates the type of supply, whether inter or intra and registered or unregistered.
	2. Nil rated supplies	Declare the value of supplies made under the "Nil rated" category for the supply type selected in 1 above. The amount to be declared here should exclude amount already declared in B2B and B2CL table as line items in tax invoice.
	3. Exempted	Declare the value of supplies made under the "Exempted

(8B)/ (8C)/ (8D)	(Other than Nil rated/non-GST supply)	"category for the supply type selected in 1 above.
	4.Non GST Supplies	Declare the value of supplies made under the "Non GST" category for the supply type selected in 1 above. This column is to capture all the supplies made by the taxpayer which are out of the purview of GST.
HSN Wise Summary of Goods/ Services supplied during the tax period (12)	1. HSN*	Enter the HSN Code for the supplied goods or Services. Minimum digit required to be mentioned in the tax invoice and consequently to be reported is as follows: 1. Up to rupees one crore fifty lakhs annual turnover - Nil digit 2. More than rupees one crore fifty lakhs and up to rupees five crore annual turnover - 2 digit 3. More than rupees five crore annual turnover - 4 digit.
	2. Description*	Enter the description of the supplied goods or Services. Description becomes a mandatory field if HSN code is not provided above.
	3. UQC*	Select the applicable Unit Quantity Code from the drop down.
	4. Total Quantity*	Enter the total quantity of the supplied goods or Services- up to 2 decimal Digits.
	5. Total Value*	Enter the invoice value of the goods or services-up to 2 decimal Digits.
	6. Taxable Value*	Enter the total taxable value of the supplied goods or services- up to 2 decimal Digits.
	7. Integrated Tax Amount	Enter the total Integrated tax amount collected/ payable.
	8. Central Tax Amount	Enter the total Central tax amount collected/ payable.
	9. State/UT Tax Amount	Enter the total State/UT tax amount collected/ payable.
	10. Cess	Enter the total Cess amount collected/ payable.

	Amount	
Details of various documents issued by the taxpayer during the tax period (13)	1.Nature of Document*	Select the applicable document type from the drop down.
	2. Sr. No From*	Enter the invoice/ document series start number.
	3. Sr. No To*	Enter the invoice/ document series end number.
	5.Total Number*	Enter the total no of documents in this particular series.
	6.Cancelled	No of documents cancelled in the particular series.

Step-2:- GST Common Portal (GSTN) will provide information furnished by taxpayer in the Form GSTR-2A to the recipient. Such person (recipient) is required to upload GSTR-2 of based on the supply invoice details reported by the counter-party taxpayer (supplier) received by it in GSTR-2A.

Step-3:- Purchasing taxpayer will accept / reject/ modify such auto-drafted provisional GSTR-2A. (A taxpayer will have the option to download his provisional purchase statement from the Portal or through Apps using Application Programming Interface (APIs) and update / modify it off-line).

Step-4:-Purchasing taxpayer will also be able to add additional purchase invoice details in his GSTR-2 which have not been uploaded by counter-party taxpayer (supplier) as described in above, provided he is in possession of valid invoice issued by counter-party taxpayer and he has actually received such supplies. All the invoices would be auto-populated in the ITC ledger of taxpayer. The taxpayer would, however, indicate the eligibility / partial eligibility for ITC in those cases where either he is not entitled or he is entitled for partial ITC.

Step-5:-Details furnished by recipient in GSTR-2 but not furnished by his counterparty in GSTR-1 shall be communicated to the supplier in Form GSTR-1A. The supplier may accept the changes suggested in GSTR-1A, fully or partially, or reject it. To the extent, changes suggested

Furnishing details of inward supplies:

Who	Every registered person (Recipient)
When	15th of following month
Where	Form GSTR 2

What	Invoice wise details of all
	<ul style="list-style-type: none"> ▪ Inter-state supplies received from registered or unregistered person
	<ul style="list-style-type: none"> ▪ Intra-state supplies received from registered or unregistered person
	<ul style="list-style-type: none"> ▪ Import of goods and services made
	<ul style="list-style-type: none"> ▪ Debit and credit notes, if any received from supplier
	Where the recipient is able to determine the eligibility of input tax credit at the invoice level, shall be specified by the recipient Ex: T1, T2, T3 & T4.
	Declare the quantum of ineligible input tax credit on inward supplies that are relatable to non-taxable supplies or used for other than business purposes and are not determined at the invoice level.
Other Points	<ol style="list-style-type: none"> 1. The details in Form GSTR 2 shall be filled based on details contained in Part A, B C & D of Form GSTR 2A 2. The recipient is also allowed to include details of other inward supplies in addition to the details furnished in GSTR 2A

Step-6:- Taxpayers will finalize their GSTR-1 and GSTR-2 by using online facility at Common Portal or using GSTN compliant off-line facility in their accounting applications, determine the liability on their supplies, determine the amount of eligible ITC on their purchases and then generate the net tax liability from the system for each type of tax. Cash details as per personal ledger/ carried forward from previous tax period, ITC carried forward from previous tax period, ITC reversal and associated Interest/Penalty, taxes paid during the current tax period etc. would get auto-populated in the GSTR-3.

Who	Every registered person Excluding: <ul style="list-style-type: none"> ▪ Input service distributor ▪ Non-resident taxable person ▪ Compounding tax payer ▪ Person deducting tax at source 	
When	20th of following month	
Where	Form GSTR 3	
What	Part A	On the basis of information furnished through returns in Form GSTR 1, 2 and based on other liabilities of preceding tax periods
	Part B	Liability towards tax, interest, penalty, fees or any other amount

	payable under the act or rules
Other Points	When there is extension of time limit for furnishing details in Form GSTR 1 and 2 then monthly return shall be filed in Form GSTR 3B

Step-7:-Taxpayers will pay the amount as shown in the draft GSTR-3 return generated automatically at the Portal post finalization of activities mentioned in Step 6 above.

Step-8:-Taxpayer will debit the ITC ledger and/or cash ledger and mention the debit entry No. in the GSTR-3 return and would submit the same.

Consequences for delay in filing of return: Late fee

Section 47 (1) provides that any registered person who fails to furnish the details of outward or inward supplies required under Section 37 or 38 or returns required under Section 39 or Section 45 by the due date shall be liable to a late fee of Rs.100 /- for every day during which such failure continues subject to a maximum of Rs.5000/-.

Section 47(2) provides that any registered person who fails to furnish the return required under Section 44 (Annual Return) by the due date shall be liable to a late fee of Rs. 100/- for every day during which such failure continues subject to maximum of an amount calculated at a quarter percent of his aggregate turnover in the state/Union Territory.

Return Defaulter

Where the time limit for furnishing of details in GSTR-1 under Section 37 and in GSTR-2 under Section 38 has been extended and the circumstances so warrant, the commissioner may, by notification, specify that return shall be furnished in GSTR-3B electronically through common portal.

Where a registered taxable person fails to furnish a return under Section 39 or Section 44 or Section 45 or Section 52, a notice shall be issued requiring him to furnish such return within 15 days. The notice shall be in the Form No.GSTR-3A that shall be issued electronically.

Conclusion

It is expectation that due to online filing of returns and statements, and consequent reduced interaction with dept. the corruption faced by assesses would substantially reduce over a period of time.