Resolution of Common Issues of GSTR 3B, GSTR 1 & TRAN 1

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Venue: GSTN, New Delhi
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Agenda

- **GSTR 3B**
  - ➢ Key Steps in filing GSTR 3B
  - ➢ Key Issues in filing of GSTR 3B
- **GSTR 1**
  - ➢ Key Steps in online filing GSTR 1
  - ➢ Key Issues in online filing of GSTR 3B
  - ➢ Key Steps in filing though offline tool
  - ➢ Key Issues in filing through offline tool
- **TRAN 1**
  - ➢ Key Steps in filing TRAN 1
  - ➢ Key Issues in filing of TRAN 1

- GSTR 3B is to be filed in case time limit for furnishing details of GSTR 1 and GSTR 2 has been extended.

- Has to be filed by 20th of subsequent month

- To be filed by normal and casual taxpayers

- Summary declaration of
  - taxable value and tax paid on outward supplies
  - taxable value and tax paid on supplies subject to reverse charge
  - Exempt and non taxable inward supplies
  - ITC Availed , ITC Reversal, Net ITC and Ineligible ITC
  - Payment of taxes, late fee and interest

Key Steps in Online Filing GSTR 3B

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- ■ Go to www.gst.gov.in and log in > Services > Return Dashboard > Select the tax period > Click GSTR 3B tile.

- ■ Enter required details in each Section and press confirm.

- ■ Also press save button at the end of page for saving your entered data

- ■ Press "Preview and Submit" to view summary

- ■ Verify the preview summary with your business records

- ■ If Correct proceed to submit

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Slide 4

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- View ledger to ascertain that sufficient ITC & cash balance is available in major and minor heads

- Prepare challan and deposit money in your cash ledger if cash balance is not sufficient

- Offset the liabilities by filling appropriate amounts in the ITC and cash data fields of payment screen

- press "Offset Liability" tab to discharge the liabilities

- Once liabilities are offset, press file returns button

- Select the authorised signatory

- file GSTR3B return using EVC or DSC as applicable

■ **GSTR 3B Returns filed: (1) for July : 53.05 lacs;**

　　　　　　　　　　(2) for August: 44. 21 lacs

■ Mistakes in entering data and realising the mistake after submit

■ Common Mistakes

➢Wrong data entries, addition of additional zeros, or digits

➢Wrong entry of inward supplies subject to reverse charge

➢Non availment of ITC on reverse charge

➢Non availment of ITC

■ Trying to file GSTR 3B of July month when registration granted in August, though date of liability is 1/7/2017

■ Status of submitted GSTR 3B which were not filed due to certain mistakes have been reset for July 2017 for rectification and filing

■ Precaution should be taken to verify the preview before submitting GSTR 3B

■ Problem in filing the payment details keeping in view the cross utilisation rules

  ➢ IGST Credit to be used in IGST then CGST then SGST

  ➢ CGST Credit to be used for CGST then IGST

  ➢ SGST Credit to be used for SGST then IGST

  ➢ CGST Credit to be used for IGST before SGST Credit can be used

■ Inability to file GSTR 3B if TRAN 1 is submitted but not filed.

> ➤ Taxpayers not having credit to be transferred are not required to file TRAN 1

> ➤ Once TRAN 1 if submitted, it is mandatory to file before filing of GSTR 3B

> ➤ GSTR 3B cannot be filed if TRAN 1 not filed

> ➤ GSTR 3B of August cannot be filed if GSTR 3B of July not filed.

■ If technical glitch is encountered and later the problem gets resolved,

  ➢Clear the browsing history

  ➢Cached images and files

  ➢Remove cookies and other data

■ And then try again

GSTR 1

- Statement of Outward Supplies
  - *Details of Supplies to registered taxpayers*
    - *Invoice, credit/debit notes, amendments*
    - *SEZ, subject to reverse charge*
  - *Export Details*
    - *Invoice , credit/debit notes, amendments*
  - *Details of Supplies to unregistered taxpayers*
    - *Invoice , credit/debit notes, amendments > 2.5 lacs*
    - Summary POS & rate wise details
  - Details of Exempt/nil rated/non taxable
    - Invoice , credit/debit notes, amendments

- Advance received and advance adjusted details

- HSN Summary
  - HSN and UQC combination should be unique

- Document Issued details,
  - Tax invoice,
  - bill of supply
  - challan

- [Log in at gst.gov.in > Services >Return Dashboard> Return Month > GSTR 1](#)

- Enter data in relevant tile by clicking on it

- Save data
  - ➢ If some line items are not saved and processed with error
  - ➢ Examine the error and correct and save again

- Generate summary to update the tiles

- Click on preview to download draft preview in pdf form

- Compare the summary in preview with your accounting records

- Correct the entered details in case of mistakes

- Tick the declaration and Submit

- Press "File Return"

- Tick the declaration, select the authorised signatory and sign the Return with EVC/DSC as applicable and file it.

■ **33.93 lacs taxpayers have filed their GSTR 1 for the month of July, 2017**

■ Certain invoices to registered persons not uploaded and GSTR 1 Submitted.

➢ Since the submitted GSTR 1 cannot be changed

➢ Ask the recipient to upload the invoices as missed invoices and accept them when they are auto-populated in GSTR 1 A and file the acceptance on the portal before filing GSTR 3.

➢ These will auto-amend the earlier filed GSTR 1 and the liability will be reflected in GSTR 3.

➢ If the recipients also fail to upload such invoices, these can be added in the GSTR 1 of next period and the liability paid with taxes in GSTR 3.

- Nil return can be filed by
  - ➢ generate summary and then submit and file the return. Tile summary not updated:

- Tile summary not updated:
  - ➢ Press generate summary if the tile summary is not updated.
  - ➢ Generate summary tab can again be clicked only after 10 minutes

- SEZ boxes are not enabled: These get enabled when the recipient is classified as SEZ.
  - ➢ Please ask the recipient taxpayer to send a mail to GSTN to enable the flag of SEZ

- Mistakes made while declaring details in GSTR 3B, can be corrected in GSTR 1

- TCS provisions for Ecommerce operators is not yet notified ,
  - ➢ All supplies to be reported through "other than E-commerce" tab without E-Comm GSTIN

- In case of credit note for deferential amount what should be the tax rate

  - The tax amount is editable and exact tax amount needs to be mentioned.

- If applied for composition in August, GSTR 1/GSTR 3B not required to be filed for July as composition levy effective from 1st July

- Those who are opting for composition from 1st October, need to file GSTR 1/GSTR 3B only for July, August and September.

- GSTR 1 of August, data can be saved but return cannot be submitted or filed

■ If technical glitch is encountered and later the problem gets resolved,

➢Clear the browsing history

➢Clear Cached images and files

➢Remove cookies and other data

■ And then try again

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- Ensure that the latest version of offline tool is installed

- If not, download the latest Offline tool , Ver. 1.2.1

- Before downloading the new version, uninstall the old version compulsorily.

- Unzip the folder and extract the files

- Install the GSTR1offlinetool.exe file

- Launch the tool from the icon on the desktop

- Clear all earlier or sample data from the java tool and excel template.

- Enter return data in different excel worksheets
  - Nil rated, exempt and Document issued sections have to be entered on the portal

- Import the excel worksheet in the java offline tool

- Check the summary in the java tool. If satisfactory generate JSON file

- Upload the generated JSON file on the GST portal

- After successful upload the tile would be updated.

- If any error file is generated , the message would be processed with error

- Click on "Generate error report"

- After around 20 minutes error report would be generated and the status of link would become "download error report"

■ Download the error file and open in the java tool

■ The error file shows the details of uploaded data which are processed with error along with error messages

■ Correct the details. Certain details cannot be corrected e.g.

➢ GSTIN in b2b, cdnr table

➢ Invoice number in B2CL, cdnur, export tables

➢ POS in advance received and advance adjusted table

■ Generate the JSON of corrected file

■ Upload the corrected JSON file

- To delete or Modify the uploaded data but not submitted
  - ➢ Download the GSTR 1 data from the download tab
  - ➢ Open in the Java offline tool from the centre button
  - ➢ Select the invoice and press Delete button at the bottom, the status will become D
  - ➢ On editing a field the status will become M
  - ➢ Regenerate the JSON file
  - ➢ Upload the generated JSON file.
- Data can also be entered in the java offline tool by
  - ➢ Copying from excel and pasting in the provided window
  - ➢ Importing a CSV file with headers as specified in CSV template

■ Discrepancy in summary displayed in the java offline tool and excel arise because of the validation checks performed in the offline tool. Some of these are

➢ Wrong date format. Only, dd-mmm-yyyy(eg: 01-Jul-2017) date format is allowed.

➢ duplicate invoice/credit/debit note numbers in the imported data

➢ Invoice date after the tax period is not accepted and the data is rejected

➢ Invalid character in invoice number and debit/credit note number like %,* etc

➢ In export section, if Shipping bill date is prior to the export invoice date, the invoice data will get rejected

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■ Discrepancy in summary displayed in the java offline tool and on the GST portal after upload of JSON file generated by the offline tool to the GST portal.

➢ Correctness of GSTIN of buyers (whether GSTIN is active).

➢ Duplicate invoice number with respect to data uploaded earlier since beginning of the financial year.

➢ Whether the Invoice Number mentioned in the Credit Note/Debit Note, exist in the record submitted by the taxpayer so far.

➢ In Export, correct shipping bill date that is on or after Invoice Date

■ The invoices with errors are put in error report which is not saved in the GST System.

■ The tiles show number of successfully saved invoices after validation checks.

■ Sometimes the discrepancy may also be because the tiles are not updated and one has to click "Generate Summary" button at the bottom left part of the GSTR 1 page to update the summary.

■ JSON Upload Rejected with error message

➤ The invoice number, GSTIN etc. are not of appropriate length. Even because of a blank character.

➤ The data has more than two decimal digits. Only two decimal digits allowed

➤ Date format is not in the appropriate format in Excel/CSV, dd-mmm-yyyy eg. 28-Sep-2017

➤ Unallowable characters are included in Invoice number

  ➤ Only alphabets,

  ➤ numbers,

  ➤ hyphen(-) and

  ➤ forward slash(/) are allowed

■When the downloaded data is large

➤For fast reading of the data in offline tool open the tool in fire-fox or Google chrome by typing **localhost:3010** in the address bar

■To correct the mistake in uploaded data

➤Upload the same invoice numbers with the changed details again ,

➤ the changed details would overwrite the earlier details

➤Download the earlier uploaded details &

➤ Open in the offline tool and delete or modify;

➤regenerate the Json & upload.

TRAN 1

- Claim of credit carried forward in the last return of Central Excise/Service Tax/VAT

- Claim of un-availed credit on Capital Goods under earlier laws.

- Claim of credit of taxes paid under earlier laws but goods/services received in GST regime

- Claim of credit of tax paid under earlier laws for goods /services, which have become taxable under GST.
  - ➢ When duty/tax paying invoice/CTD/BOE etc. is there
  - ➢ When no evidence of duty/tax paid is there on the invoices/document

■Distributing claimed credit of same PAN units by Centralised registrations under Service tax

■Claim of credit of taxes paid under VAT/Service tax on transactions on which GST is also payable

■Claim of credit of taxes paid by the principal on goods held in stock by agents.

■Declarations of goods available with job-worker on the appointed day.

■Declaration of goods sent for sale on approval in the past three months

- Log in at www.gst.gov.in > Services > Return > Transition forms > TRAN 1

- Enter data in relevant tables and save

- In case some line items are processed with error:
  - ➢ Rectify the error and again save

- Upload the details of table 5(b) if required in a CSV file using the offline upload facility of "choose file"

- Download the CSV template and open in excel for entering data.

- Offline upload facility for other tables are being made available soon

- Check and verify data of all table

- If the data entered is satisfactory, press submit.

- No changes can made after submit

- Click on disclaimer checkbox and file with DSC/EVC

- Processed with error
  - If the existing earlier registration numbers mentioned in TRAN 1 is not furnished in Registration details.
  - Add using non-core field amendment application
  - Precautions in such addition
    - Not use special characters (-, /) while adding new Service Tax No. /Central Excise No./VAT/TIN
    - ensure that here are no Duplicate e-mail/Phone No. used on promoter/partner or Authorized Signatory Tab.
    - Ensure that no mandatory fields are vacant
    - Ensure that the Goods/Service Codes are added.
    - Ensure that the STD code is entered correctly in the field indicated for it & not entered in the field for entering the local Telephone number

- **Offline Tool for upload of data**
  - A CSV upload facility and excel template has been provided for upload of statutory forms C/F/H data in table 59(c)
  - Offline upload facility for tables of section 6 and 7 will be provided shortly

- **Mistakes in entered data which came to knowledge after Submit**
  - No changes can be made after submit
  - Facility of revision of TRAN 1 is being developed, will be available shortly
  - The submitted TRAN 1 needs to be filed
  - TRAN 1 can be revised once.

■ If technical glitch is encountered and later the problem gets resolved,

➢ Clear the browsing history

➢ Cached images and files

➢ Remove cookies and other data

■ And then try again

■Available on GST portal <u>www.gst.gov.in</u> in the help section at the following

https://tutorial.gst.gov.in/userguide/returns/index.htm#t

Questions

&

Answers

- Education on GST Portal thru master trainers of CBEC and States

- Video based Tutorial-CBT (Computer-Based Training, available at gst.gov.in under help.)

- Online User Manuals and FAQs

- 24X7 Helpdesk for taxpayers on IT System
  - 0120-4888999
  - helpdesk@gst.gov.in

GST Portal Help

Important Info:

Return Help: https://www.gst.gov.in/help/returns

Offline Tool Help: https://www.gst.gov.in/help/offlineutility

Offline tool Download:
https://www.gst.gov.in/download/returns

Help Desk Mail Id: helpdesk@gst.gov.in

Help Desk No: 0120-4888999

Social Media Channels of GSTN

Social media is being used extensively by GSTN to assist taxpayers and other stakeholders.

These channels have been designed with a purpose to inform and educate the stakeholders on various aspects of GST Portal, through various tools like webinar, interviews and videos and latest updates etc.
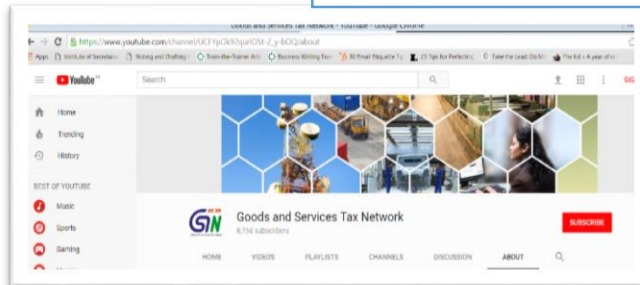
- **Twitter Handle: AskGSTech**
- **YouTube Channel**
- **Facebook**

Social Media Channels of GSTN

https://www.facebook.com/gstsystemsindia/

https://www.youtube.com/channel/UCFYpOk92qurlO5t-Z_y-bOQ/about

https://twitter.com/askGSTech

THANK YOU!