

GST Annual Return & Reconciliation Statement

**ACCGST Session
Webinar**

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Annual Return – GSTR 9

- ❑ Introduction and legal Framework for
GST Annual Return (Form GSTR 9)
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Reconciliation Statement – GSTR 9C

- ❑ Legal Framework for filing Reconciliation statement
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- ❑ Clause by clause analysis of GSTR 9C
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Introduction and Legal Framework



Annual Return

Brief Introduction to Annual Returns

Annual Return (Sec 44 of CGST Act) – GSTR 9

Every regular Tax payer has to file Annual Return in Form GSTR 9 by 31st December of the next Financial Year. Due date for Annual Return for FY 2019-20 has been extended to 28th Feb 2021



Who Shall File?



Who need not
file?



Importance



Contents of
Annual Returns

Aggregate Turnover

Aggregate Turnover (on All India Basis) – Value of all Taxable Supplies + Exempt Supplies + Export of Goods/Services + Inter State Supplies under Same PAN (Inter State Stock Transfer) – (CGST/ SGST/ UTGST/ IGST/ Cess) but excludes Supplies received under RCM

Period and Turnover

A

Turnover for April 19 to March 20 considered for Aggregate Turnover and Annual Return to be furnished for said period

Entities having Multiple GSTINs

B

State A – 50Lacs
State B – 200 lacs
State C – 10 lacs
State D - NIL
(AR for all 4 GSTINs)

Nature of T/O

C

Entity A-3 Segments –
Single GSTIN
Taxable (10 Lacs)
Exempt – (200 Lacs)
Exports (100 Lacs)
AR Required

Outward Type

D

Outward GTA – T/O –
Rs 2 Crores
Other tax'ble– 10 lacs
AR Required

Overview of Annual Return



Parts of Annual Return

Part I
▪ Basic Information

01

02

Part III
▪ Details of Input Tax Credit

03

04

Part V
▪ Transactions of Previous FY recorded
in Current FY

05

06

Part II

▪ Details of Outward Supplies – FCM
& RCM

Part IV

▪ Details of tax Paid as per Returns

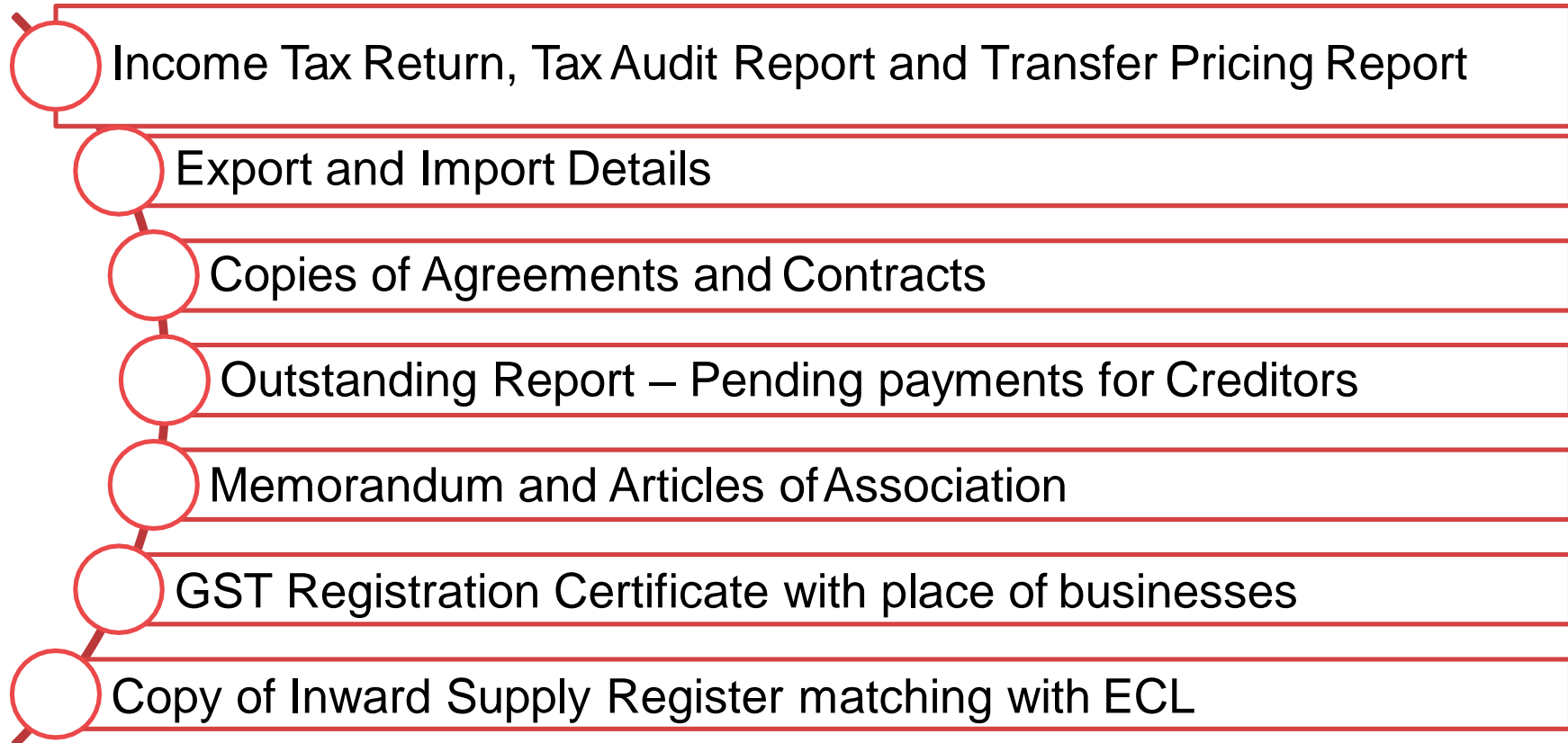
Part VI

- Demands & Refunds
 - Inward Supplies from Composition,
Deemed supply and Sale or approval
 - HSN Summary – Outward & Inward
 - Late Fees
-

Information and Documents to be prepared/ Required -

- Copies of Annual Accounts – Balance Sheet, P&L, Notes to Accounts, Cash Flow Statement Audit Report
 - Sales, Purchase Register and Stock Transfer
 - Details of tax paid under RCM and ITC availed
 - Copies of GSTR 1 and GSTR 3B, Tax Payment Challans
 - HSN of Goods – Inward and Outward (Major)
 - Top 10 suppliers and Customers
-

Information and Documents to be prepared/ Required -

- 
- Income Tax Return, Tax Audit Report and Transfer Pricing Report
 - Export and Import Details
 - Copies of Agreements and Contracts
 - Outstanding Report – Pending payments for Creditors
 - Memorandum and Articles of Association
 - GST Registration Certificate with place of businesses
 - Copy of Inward Supply Register matching with ECL
-

Information and Documents to be prepared/ Required -

- Details of Refund claims – Filed and Sanctioned
 - Trial Balance
 - ITC availed in Current Financial Year and Subsequent Financial Year
 - ITC of Previous Year availed in Current Year
 - ITC reversed – As per Sec 17(5), non payment to suppliers, Rule 42 and 43 Reversal, GSTR 2A mismatch
 - ITC Reco. with GSTR 2A
 - Other Reconciliation Statements
-

Reconciliations – Outward, Inward & RCM



Data Preparation for Audit -

Reconciliation – Outward Supplies

GSTR 1 Vs. GSTR
3B

Books Vs. GSTR 1
Vs. GSTR 3B

Reco with ECL –
Books Vs. Portal

Financial Vs. Returns

Taxes paid – Books
Vs. Returns

E-Way Bills Vs.
Books

E-Way Bills Vs.
Returns

Taxes paid monthly
Vs. Liability in
Returns

Data Preparation for Audit -

Reconciliation – Input Tax Credit

ITC claimed as per Books and Returns

Reconciliation – Monthly ITC as per Books and GSTR 2A

ITC ineligible as per Books and Returns

ITC bifurcation – Inputs and Capital Goods

ITC attributable to Taxable and Exempt supplies

Reversal of ITC – Invoice-wise

ITC Reco – Portal Vs. Books

Excess claim of ITC if any – Reversal with Interest

Data Preparation for Audit -

Reconciliation – RCM

RCM as per Books and
payment as per Returns

Pending RCM liability to be
paid

ITC availed on RCM

ITC on RCM not availed

Import of Services – RCM
paid

Overseas Group Company
Service – RCM paid

Data Preparation for Audit -

Other Information/Details

Statement of Refund
Claims filed Vs.
Sanctioned

Reasons for
difference in
Turnover – Books Vs.
Returns

Return filing MIS –
GSTR 1, GSTR 3B
and other Returns

Details of Stock
Transfer – Same
State and Outside
State

Export register –
Shipping Bill, Port
Code and Export
Details

Details of Debit and
Credit Notes – Issued
within time/ Outside
time allowed as per
GST Law

Returns to Suppliers
and ITC reversed –
Match with GSTR 2A

Financial Debit or
Credit Notes issued

Data Preparation for Audit -

Other Information/Details – In-Ineligible ITC

Stock Write Offs – Non moving/ Damaged stock

Insurance Claims Lodged

Schemes and Samples distributed

Free Supply materials

ITC on F&B, Construction, Rent a Cab

GST paid on purchase of Motor Vehicles (Car), Insurance & Repairs

Annual Return - Basics

[Dashboard](#) [Services ▾](#) [GST Law](#) [Downloads ▾](#) [Search Taxpayer ▾](#) [Help ▾](#) [e-Way Bill System](#) [New Return \(Trial\) ▾](#)

Dashboard ▸ Annual Return English

File Annual Returns

Financial Year Indicates Mandatory Fields

2018-19 ▾

SEARCH

1. Annual return in Form GSTR-9 once filed cannot be revised.

Annual Return GSTR9

Due Date - 30/06/2020

[PREPARE-ONLINE](#)[PREPARE OFFLINE](#)

Reconciliation Statement GSTR 9C

Due Date - 30/06/2020

[INITIATE-FILING](#)[PREPARE OFFLINE](#)

Annual Return – Online Preparation

Important Message

Prepare Online:-

Steps to be taken:

- Click on 'Prepare Online';
- Select from the questionnaire page, whether you wish to file NIL Annual return;
- You may download the draft system generated GSTR-9, summary of GSTR-1 and summary of GSTR-3B from GSTR-9 dashboard for your reference;
- If number of records/lines are less than or equal to 500 records per table (Table 17 and Table 18), then you may use this facility;
- Fill in the details in different tables and click on 'Compute Liabilities'; and
- Click on 'Proceed to file' and 'File GSTR-9' with DSC/EVC.
- Additional liability, if any declared in this return can be paid through Form GST DRC-03 by selecting 'Annual Return' from the dropdown in the said form. Such liability can be paid only through cash.

Annual Return – Menu Selection

GSTR-9 Annual return for Normal taxpayers

GSTIN - Legal Name - Trade Name -
Status - Not Filed FY - 2018-19 Due Date - 30/06/2020

Please answer the below question to view the relevant parts of the return:-

	Description	Option
1	<p>Do you want to file a Nil return? *</p> <p>Note: Nil return can be filed for the Financial year, if you have: -</p> <ul style="list-style-type: none">• NOT made any outward supply (commonly known as sale); AND• NOT received any goods/services (commonly known as purchase); AND• NO other liability to report; AND• NOT claimed any credit; AND• NOT claimed any refund; AND• NOT received any order creating demand	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>

Note : You are not eligible to file 'Nil' GSTR-9 return since you have filed returns /statements other than Nil for the relevant financial year

BACK TO FILE RETURNS

NEXT

Annual Return - Header

[Dashboard](#) > [Annual Return](#) > [GSTR9](#)

GSTR-9 Annual return for Normal taxpayers

GSTIN -	Legal Name -
Status - Not Filed	FY - 2018-19
Due Date - 30/06/2020	

Supplier may download **“System Computed Summary”** for verification and reference purpose while preparing Form GSTR 9

Steps to prepare GSTR-9 return online

1. Download the draft system computed GSTR-9, summary of Form GSTR-1 and GSTR-3B for the financial year by clicking on relevant buttons. This is only for reference for filling the return, and will facilitate in providing details in actual tables.
2. Click on tables (Box) selected and fill in the required details;
3. Summary of added details would be available on the relevant box;
4. Click on **'Preview'** button to view summary in PDF or Excel format; and
5. After adding and confirming the details, follow filing process as indicated at the bottom of this page.

DOWNLOAD GSTR-9 SYSTEM COMPUTED SUMMARY (PDF)	DOWNLOAD GSTR-1 SUMMARY (PDF)	DOWNLOAD GSTR-3B SUMMARY (PDF)
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Annual Return – Tables

Table 4 to 9

4.Details of advances, inward and outward supplies made during the financial year on which tax is payable

Taxable value	Integrated tax
₹13,12,018.40	₹1,87,563.32
Central Tax	State/UT Tax
₹24,300.00	₹24,300.00
CESS	
₹0.00	

5.Details of Outward supplies made during the financial year on which tax is not payable

Value (₹)
₹0.00

6.Details of ITC availed during the financial year.

Integrated tax	Central Tax
₹0.00	₹0.00
State/UT Tax	CESS
₹0.00	₹0.00

7.Details of ITC Reversed and Ineligible ITC for the financial year

Integrated tax	Central Tax
₹-	₹-
State/UT Tax	CESS
₹-	₹-

8. Other ITC related information

Integrated tax	Central Tax
₹10,105.00	₹3,328.27
State/UT Tax	CESS
₹3,328.27	₹0.00

9.Details of tax paid as declared in returns filed during the financial year

Tax payable	Paid through Cash
₹2,36,163.00	₹2,36,163.00
Paid through ITC	
₹0.00	

Annual Return – Tables

Table 10 to 18

<div>10,11,12&13 Details of the previous Financial Year's transactions reported in next Financial Year</div> <div><div>Taxable value</div><div>₹-</div><div>Central Tax</div><div>₹-</div><div>CESS</div><div>₹-</div></div> <div><div>Integrated tax</div><div>₹-</div><div>State/UT Tax</div><div>₹-</div></div>	<div>14. Differential tax paid on account of declaration in table no. 10 & 11</div> <div><div>Taxable value</div><div>₹-</div></div> <div><div>Tax Paid</div><div>₹-</div></div>	<div>15. Particulars of Demands and Refunds</div> <div><div>Refund claimed</div><div>₹-</div><div>Refund pending</div><div>₹-</div><div>Taxes paid</div><div>₹-</div></div> <div><div>Refund sectioned</div><div>₹-</div><div>Demand of taxes</div><div>₹-</div><div>Demands pending</div><div>₹-</div></div>
<div>16. Supplies received from Composition taxpayers, deemed supply by job worker and goods sent on approval basis</div> <div><div>Taxable value</div><div>₹-</div><div>Central Tax</div><div>₹-</div><div>CESS</div><div>₹-</div></div> <div><div>Integrated tax</div><div>₹-</div><div>State/UT Tax</div><div>₹-</div></div>	<div>17. HSN wise summary of Outward Supplies</div> <div>No. of Records-</div> <div><div>Taxable value</div><div>₹-</div><div>Central Tax</div><div>₹-</div><div>CESS</div><div>₹-</div></div> <div><div>Integrated tax</div><div>₹-</div><div>State/UT Tax</div><div>₹-</div></div>	<div>18. HSN wise summary of Inward Supplies</div> <div>No. of Records-</div> <div><div>Taxable value</div><div>₹-</div><div>Central Tax</div><div>₹-</div><div>CESS</div><div>₹-</div></div> <div><div>Integrated tax</div><div>₹-</div><div>State/UT Tax</div><div>₹-</div></div>

Annual Return – Tables

Table 19 and Submission Details

19. Late fee payable and paid

Late fee payable
₹-

Late fee paid
₹-

Steps to file your GSTR-9 return

1. Click on 'Compute Liabilities'; for computation of Late fee, if any;
2. 'Proceed to File' button would be enabled once late fee is calculated by system;
3. Click on "Proceed to File" to pay liabilities and file the return ;
4. Additional details can be added even after clicking on 'Compute Liabilities' or 'Proceed to file' button. However, in that case, you would be required to follow steps 1 to 3 again to file the return ;
5. Click on '**Download Filed GSTR-9 (pdf)**' button to view summary of filed details in PDF format; and
6. You can also download all filed details as an excel file by clicking on '**Download GSTR-9 details (Excel)**'.

BACK TO QUESTIONNAIRE

COMPUTE LIABILITIES

PROCEED TO FILE

PREVIEW DRAFT GSTR-9(PDF)

PREVIEW DRAFT GSTR-9 (EXCEL)

Clause by clause Analysis of Annual Return



Table 4 – Taxable Outward Supplies

- Transaction reported during the FY 2019-20 in Form GSTR 3B, the same may considered in Table No. 4 & 5 of Form GSTR-9
- Transaction pertaining to FY 2018-19, reported in FY 2019-20 return, the same may reduced from Table No. 4 & 5 in Form GSTR 9 as per system computed summary and the same may be cross verified with Form GSTR 9 of FY 2018-19 in Table 10 & 11.
- Transaction pertaining to FY 2019-20, reported in FY 2020-21 return, the same may considered in Table No. 10 & 11

Table 4 – Taxable Outward Supplies

- Transaction not reported in Form GSTR-3B during FY 2019-20 or subsequently during FY, shall be considered in Table No. 4 & 5
 - Form GSTR-3B filed during FY 2019-20 and 2020-21 should be considered as a base for preparation of Form GSTR-9
 - Form GSTR-1 figures might be used for filing up information in various fields in Table No. 4 & 5
-

Table 4 -Details of OS, IS (RCM) & Adv made during FY

Table 4 (A-H)

4.Details of advances, inward and outward supplies made during FY
is payable

Form GSTR 3B & GSTR 1 (Apr 19 to Mar 20)

Note : The fields, where the system computed values would be modified by more/less than 20%, shall be highlighted in 'Red' for reference and attention.

Nature of Supplies	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)
(A) Supplies made to unregistered persons (B2C)	₹2,92,23,961.05	₹0.00	₹26,30,156.52	GSTR 1 Table 5,7,9,10	
(B) Supplies made to registered person (B2B)	₹3,55,70,31,217	GSTR 1 Table 4A & 4C		₹28,60,87,703.6	₹0.00
(C) Zero rated supply (Export) on payment of tax (Except supplies to SEZ)	₹0.00	₹0.00	GSTR 1 Table 6A		₹0.00
(D) Supplies to SEZ on payment of tax	GSTR 1 Table 6B		₹0.00		₹0.00
(E) Deemed Exports	₹0.00		GSTR 1 Table 6C		₹0.00
(F) Advances on which tax has been paid but invoice has not been issued (not covered under (A) to (E) above)	₹0.00	₹0.00	₹0.00	GSTR 1 Table 11A	
(G) Inward supplies on which tax is to be paid on the reverse charge basis	GSTR 3B Table 3.1(d)		₹2,71,168.53	₹2,71,168.53	₹0.00
(H) Sub total (A to G above)	₹3,59,28,27,366	₹6,80,93,817.14	₹28,89,89,028.6	₹28,89,89,028.6	₹0.00

Table 4 -Details of OS, IS (RCM) & Adv made during FY

Table 4 (I-N)

4.Details of advances, inward and outward supplies made during the financial year on which tax is payable					
(I) Credit notes issued in respect of transactions specified in (B) to (E) above (-)	GSTR 1 Table 9B		.42	₹19,12,886	
(J) Debit notes issued in respect of transactions specified in (B) to (E) above (+)	GSTR 1 Table 9B		44	₹3,27,660	
(K) Supplies/tax declared through Amendments (+)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(L) Supplies/tax reduced through Amendments (-)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(M) Sub total (I to L above)	-₹2,07,77,210.6	-₹5,69,460.98	-₹15,85,219.60	-₹15,85,219.60	₹0.00
(N) Supplies and advances on which tax is to be paid (H + M) above	₹3,57,20,50,155	GSTR 9C Table. 7F		₹28,74,03,809.0	₹0.00

Amendment: Optional to fill net of Credit / Debit Notes & Amendments from Table 4B to 4F

Table 5 -Details of OS –Tax not payable

5. Details of Outward supplies made during the financial year on which tax is not payable

Table 5 (A-G)

Note : The fields, where the system computed values would be modified by more/less than 20%, shall be highlighted in 'Red' for reference and attention.

Nature of Supplies	Taxable Value (₹)	Integrated tax	Central tax (₹)	State/UT tax	Cess (₹)
Form GSTR 3B & GSTR 1 (Apr19 – Mar20)					
(A) Zero rated supply (Export) without payment of tax		GSTR 1 Table 6A			
(B) Supply to SEZ without payment of tax		GSTR 1 Table 6B			
(C) Supplies on which tax is to be paid by the recipient on reverse charge basis		GSTR 1 Table 4B			
(D) Exempted	₹0.00				
(E) Nil Rated	₹0.00				
(F) Non-GST supply (includes 'no supply')	₹0.00				
(G) Sub total (A to F above)	₹0.00				

Amendment: Optional to fill Exempt, Nil rated & Non- GST in “Exempt” (Table No. 5D, 5E & 5F in 5D)

Table 5 -Details of OS –Tax not payable

5. Details of Outward supplies made during the financial year on which tax is not payable				Table 5 (H-N)
(H) Credit notes issued in respect of transactions specified in (A to F) above (-)	₹0.00	GSTR 1 Table 9B		
(I) Debit Notes issued in respect of transactions specified in (A to F) above (+)	₹0.00	GSTR 1 Table 9B		
(J) Supplies declared through Amendments (+)	₹0.00	GSTR 1 Table 9A & 9C		Amendment: Optional to fill net of Credit / Debit Notes & Amendments from Table 4B to 4F
(K) Supplies reduced through Amendments (-)	₹0.00			
(L) Sub total (H to K)	₹0.00			
(M) Turnover on which tax is not to be paid (G + L above)	₹0.00			
(N) Total Turnover (including advances) (4N + 5M - 4G above)	₹3,56,54,77,9	₹6,75,20,756.	GSTR 9C Table. 7F	₹0.00

Table 6 -Details ITC availed during the FY

6.Details of ITC availed during the financial year

Table 6 (A-D)

Note : The fields, where the system computed values would be modified by more/less than 20%, shall be highlighted in 'Red' for reference and attention.

Details	Type	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
(A) Total amount of input tax credit availed through FORM GSTR-3B (sum total of Table 4A of FORM GSTR-3B)		₹16,78,81,960.10	₹21,68,76,286.69	₹21,68,76,286.69	
(B) Inward supplies (other than imports and inward supplies liable to reverse charge but includes services received from SEZs)	Inputs	₹16,72,74,390.21	₹21,57,89,091.07	₹21,57,89,091.07	₹0.00
	Capital goods		₹0.00		
	Input Services	₹6,03,969.89	₹8,16,027.69		
	Inputs	₹0.00	₹0.00		
(C) Inward supplies received from unregistered persons liable to reverse charge (other than B above) on which tax is paid & ITC availed	Capital goods	₹0.00	₹0.00		
	Input Services	₹0.00	₹1,48,657.69		
	Inputs				₹0.00
	Capital goods				₹0.00
(D) Inward supplies received from registered persons liable to reverse charge (other than B above) on which tax is paid and ITC availed	Input Services	₹3,600.00	₹1,22,510.40	₹1,22,510.40	₹0.00
	Inputs				
	Capital goods				

GSTR 3B Table 4A

GSTR 3B Table 4A (5)

GSTR 3B Table 4A (3)

Inward Supply – B2B

Inward Supply – RCM (URP)

Inward Supply – RCM (RP)

**Amendment: Option to fill all credit of Inputs and Input Services in “Input” if breakup is not available for Table No. 6A to 6E.
ITC for Capital Goods in Capital Goods Table**

**Amendment on RCM Credits:-
Option to fill all credits in “6D”**

Table 6 -Details ITC availed during the FY

Table 6 (E-O)

(E) Import of goods (including supplies from SEZ)	Inputs	₹0.00	GSTR 3B Table 4A(1)			₹0.00
	Capital goods	₹0.00				₹0.00
(F) Import of services (excluding inward supplies from SEZ)		₹0.00	GSTR 3B Table 4A (2)			₹0.00
(G) Input Tax credit received from ISD		₹0.00	GSTR 3B Table 4A (4)			₹0.00
(H) Amount of ITC reclaimed (other than B above) under the provisions of the Act			Rule 37 & Refund Rejected Re-credited			₹0.00
(I) Sub-total (B to H above)		₹16,78,81,960.10	₹21,68,76,286.69	₹21,68,76,286.69		₹0.00
(J) Difference (I - A above)		₹0.00	₹0.00	₹0.00		₹0.00
(K) Transition Credit through TRAN-I (including revisions if any)			7,095.00	₹10,43,439.00		
(L) Transition Credit through TRAN-II			₹0.00	₹0.00		
(M) Any other ITC availed but not specified above		₹0.00				0
(N) Sub-total (K to M above)		₹0.00	₹9,31,57,095.00	₹10,43,439.00		₹0.00
(O) Total ITC availed (I + N above)		₹16,78,81,960.10	₹31,00,33,381.69	₹21,79,19,725.69		₹0.00

Form GSTR TRAN
– I (Spl. Case) & II

Rule 40 - Spl. Circumstance ITC &
Rule 41 – M & A ITC Credit

Table 7 -Details ITC availed during the FY

Table 7 (A-J)

7.Details of ITC Reversed and Ineligible ITC for the financial year				
Description	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
(A) As per Rule 37	Non Payment of Consideration – 180 days			₹0.00
(B) As per Rule 39	₹0.00	₹0.00	Ineligible Credits distributed by ISD	
(C) As per Rule 42	Common credits on Inputs or Input Services or Capital Goods used for Taxable & Exempted Supplies			₹0.00
(D) As per Rule 43				₹0.00
(E) As per section 17(5)	Ineligible ITC like F&B, Gifts, Samples, etc			₹0.00
(F) Reversal of TRAN-I credit	TRAN 1 & 2 – Credit Reversal			₹0.00
(G) Reversal of TRAN-II credit		₹0.00		₹0.00
(H1) Other reversals (pl. specify)	Other Reversals			
(I) Total ITC Reversed (Sum of A to H above)	₹0.00			₹0.00
(J) Net ITC Available for Utilization (60 - 7I)	₹16,78,81,960.10	GSTR 9C - Table 12E		

Amendment on Reversal:- Except reversal relating to TRAN-1 (7F) & TRAN- 2(7G) option to fill all details in 7H “Others”.

Table 8 - Other ITC related information

8. Other ITC related information

Reco of ITC Aailed as per Form GSTR 3B Vs.
ITC Available in Form GSTR 2A of Supplier
and disclosure of Ineligible & Lapsed ITC

Table 8 (A-D)

Description	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
(A) ITC as per GSTR-2A (Table 3 & 5 thereof)	₹17,73,000.00	₹4,51,135.92	₹557.74	₹2,16,262.24
(B) ITC as per sum total of 6(B) and 6(H) above	₹16,78,000.00	₹4,51,135.92	₹118.68	₹0.00
(C) For FY 2017-18, ITC on inward supplies (other than imports and inward supplies liable to reverse charge but includes services received from SEZs) received during 2017-18 but aailed during April 2018 to March 2019. For FY 2018-19, ITC on inward supplies (other than imports and inward supplies liable to reverse charge but includes services received from SEZs) received during 2018-19 but aailed during April, 2019 to September, 2019.				
(D) Difference [A-(B+C)]	₹2,88,021.97	₹4,51,135.92	₹4,51,135.92	₹2,16,262.24

GSTR 3B - Table No. 6B + Table No. 6H

GSTR 9 - Table No 13

GSTR 3B -
Table 4A (5) of
Subsequent FY

In case of any errors in Table No. 8A auto-populated data. The supplier has an option to upload the details of entries in 8A to 8D as a PDF format in Form GSTR-9C on self certification

Table 8 - Other ITC related information

Table 8 (E-K)

(E) ITC available but not availed	₹0.00	₹0.00	₹0.00	₹0.00
(F) ITC available but ineligible	₹0.00	₹0.00	₹0.00	GSTR 3B Table 4D
(G) IGST paid on import of goods (including supplies from SEZ)				₹0.00
(H) IGST credit availed on import of goods (as per 6(E) above)				₹0.00
(I) Difference (G-H)	₹0.00	₹0.00	₹0.00	₹0.00
(J) ITC available but not availed on import of goods (Equal to I)	₹0.00	₹0.00	₹0.00	₹0.00
(K) Total ITC to be lapsed in current financial year (E + F + J)	₹0.00	₹0.00	₹0.00	₹0.00

Reconciliation of IGST Paid on Import of Goods Vs. ITC Availed on such Goods in Form GSTR 3B during the year and disclosure of Ineligible or Lapsed ITC on Import of Goods

Table 9 - Details of tax paid as declared in returns

9. Details of tax paid as declared in returns filed during the financial year

Table 9

Note : The fields, where the system computed values would be modified by more/less than 20%, shall be highlighted in 'Red' for reference and attention.

Description	Tax payable (₹)	Paid Through Cash(₹)	Paid through ITC(₹)			
			Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
Integrated Tax	₹6,71,03,973.00	₹3,600.00	₹6,71,00,373.00	₹0.00	₹0.00	
Central Tax	₹28,69,86,012.00	₹31,38,136.00	₹2,40,40,643.00	₹25,98,07,233.00		
State/UT Tax	₹28,69,86,012.00	₹59,14,225.00	₹6,31,52,061.00		₹21,79,19,726.00	
Cess	₹0.00					₹0.00
Interest	₹0.00					
Late Fees	₹0.00					
Penalty	₹0.00					
Others	₹0.00	₹0.00				

➤ Output Tax Payable shall include Tax Liability declared in Form GSTR 3B plus Additional Tax Liability on account of Outward or RCM on Inward Supply or ITC Reversal, if any Payable.

➤ ~~Tax Paid as per Form GSTR 3B - Table 6.1 for FY19-20~~

Table 10 to 13 – Details of PFY reported in next FY

10,11,12&13 For FY 2017-18, Particulars of the transactions for the FY 2017-18 declared in returns between April 2018 till March 2019.
For FY 2018-19, Particulars of the transactions for the FY 2018-19 declared in returns between April, 2019 till September, 2019.

Table 10,11,12
& 13

Description	Taxable Value (₹)	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
10. Supplies / tax declared through Amendments (+) (net of debit notes)	GSTR 1 Table 9A, 9B & 9C		₹0.00	GSTR 9C – Table 7F	
11. Supplies / tax reduced through Amendments (-) (net of credit notes)			₹0.00		0.00
12. Reversal of ITC availed during previous financial year		GSTR 3B – Table 4(a) & 4(b) of SFY		Any Taxable OS or ITC Availed or ITC Reversal or CN or DN or Amd. omitted to be declared during FY 2019-20, but subsequently declared in Form GSTR 3B during the period FY 2020-21 (Apr- Sep) to be considered.	
13. ITC availed for the previous financial year	GSTR 9 C – Table 12C		₹0.00		
Total turnover(5N + 10 - 11)	₹3,56,54,77	GSTR 9 C – Table 5Q		₹28,71,32,640.52	₹0.00

Table 14 - Differential Tax Paid

14. Differential tax paid on account of declaration in table no. 10 & 11

Table 14

Description	Payable (₹)	Paid (₹)
Integrated Tax	₹0.00	₹0.00
Central Tax	₹0.00	₹0.00
State/UT Tax	₹0.00	₹0.00
Cess	₹0.00	₹0.00
Interest	₹0.00	₹0.00

Additional Tax Liability
paid as per Form GSTR 3B
- Table 6.1 of FY 2020-21
(Subsequent FY)

Table 15 - Particulars of demands and Refunds

15. Particulars of Demands and Refunds

Table 15

Details	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)	Interest (₹)	Penalty (₹)	Late fee/others(₹)
(A) Total Refund claimed	₹0.00	₹0.00	₹0.00	₹0.00			
(B) Total Refund sanctioned	₹0.00	₹0.00	₹0.00	₹0.00			
(C) Total Refund Rejected	₹0.00	₹0.00	₹0.00	₹0.00			
(D) Total Refund Pending	₹0.00	₹0.00	₹0.00	₹0.00			
(E) Total demand of taxes	₹0.00	₹0.00	₹0.00	₹0.00			
(F) Total taxes paid in respect of E above	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(G) Total demands pending out of E above				0.00	₹0.00	₹0.00	₹0.00

To disclose all the Refund Claimed, Sanctioned, Rejected, Pending during the FY 2019-20 and status as on date of filing the AR

Details of Demand raised, paid and pending as on date of AR.

**For the FY 2019-20
– optional to fill this table**

Table 16 - Supplies received from Composition Taxpayers, Deemed Supply by JW and Goods on Approval basis

16. Supplies received from Composition taxpayers, deemed supply by job worker and goods sent on approval basis

Table 16 (A-C)

Details	Taxable Value (₹)	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
(A) Supplies received from Composition taxpayers	Form GSTR 3B – Table 5				
(B) Deemed supply under section 143	Goods sent to JW but not received within time prescribed as per Sec 143		₹0.00	₹0.00	₹0.00
(C) Goods sent on approval basis but not returned	Time limit – 6 moths to issue invoice	₹0.00		For the FY 2019-20 – optional to fill this table	

Table 17 – HSN summary of Outward Supplies

17 HSN wise summary of Outward Supplies

Table 17

Goods

Services

To add HSN Detail, Enter and select HSN Name or Code

Note: Kindly click on save button after any modification(add, edit, delete) to save

Processed Records

HSN Code	Description	UQC	Total Quantity	Taxable Value (₹)	Is supply applicable for concessional rate of tax	Rate of Tax (%)	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)

HSN Summary of OutwardSupply of Goods “HSN upto 4 digit” or Service of “SAC upto 6 digit”need to be made for FY 2019-20

Amendment on HSN Summary:-
Optional or In case available can be mentioned.

Table 18 – HSN summary of Inward Supplies

18. HSN wise summary of Inward Supplies

Table 18

GoodsServices

To add HSN Detail, Enter and select HSN Name or Code

Note: Kindly click on save button after any modification(add, edit, delete) to save the changes

Processed Records

HSN Code	Description	UQC	Total Quantity	Taxable Value (₹)	Is supply applicable for concessional rate of tax	Rate	Integrated	Central tax (₹)	State/UT tax	Ces
----------	-------------	-----	----------------	-------------------	---	------	------------	-----------------	--------------	-----

HSN Summary of Inward Supply of Goods “HSN upto 4 digit” or Service of “SAC upto 6 digit” disclosure need to bemade for FY 2019-20, if “Value of Inward Supply of G or S” on which ITC Aailed exceed 10% of Total Inward Supplies on which ITC Aailed

Amendment on HSN Summary:-
Optional or In case available can be mentioned.

Table 19 – Late Fees payable and paid

Table 19

19. Late fee payable and paid

File button shall be enabled only if, you have-

- a. No 'Additional cash is required' to pay for late fee, if any.
- b. Clicked on 'Preview Draft GSTR-9 PDF' button to review the details.
- c. Clicked on declaration check box and selected authorised signatory details from the dropdown.

Late fees of Rs 100 per day each under CGST and SGST is levied by the portal if the Annual Return is filed beyond due date

Cash Ledger Balance

Description	Central tax (₹)	State/UT tax (₹)	Integrated tax (₹)	Cess (₹)	Total (₹)
Tax	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	1.00	0.00	1.00
Late Fees	0.00	0.00	0.00	0.00	0.00

Late fee payable and paid

Description	Payable (₹)	Paid (₹)	Additional Cash required(₹)
A. Central Tax	0.00	0.00	₹0.00
B. State/UT tax	0.00	0.00	₹0.00

Late fees is to be paid in cash and same is system generated.

☐ I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed there from and in case of any reduction in output tax liability the benefit thereof has been/will be passed on to the recipient of supply.

Generating draft Return and Filing of Annual Return

Steps to file your GSTR-9 return

Table 19

1. Click on 'Compute Liabilities'; for computation of Late fee, if any;
2. 'Proceed to File' button would be enabled once late fee is calculated by system;
3. Click on "Proceed to File" to pay liabilities and file the return ;
4. Additional details can be added even after clicking on 'Compute Liabilities' or 'Proceed to file' button. However, in that case, you would be required to follow steps 1 to 3 again to file the return ;
5. Click on '**Download Filed GSTR-9 (pdf)**' button to view summary of filed details in PDF format; and
6. You can also download all filed details as an excel file by clicking on '**Download GSTR-9 details (Excel)**'.

To proceed for filing of Annual return – Compute Liabilities to enable “Proceed to File**” Tab**

[Dashboard](#) > [Annual Return](#) > GSTR9

GSTR-9 Annual return for Normal taxpayers

Ready to file as on 28/04/2020

BACK TO QUESTIONNAIRE

COMPUTE LIABILITIES

PROCEED TO FILE

PREVIEW DRAFT GSTR-9(PDF)

PREVIEW DRAFT GSTR-9 (EXCEL)

Welcome!!

GST Reconciliation Statement – Form GSTR 9C



Clause by clause analysis

Structure of GSTR 9C

Guidelines for filing

Auditor Certificate – Part B

Documentary/ Data
Requirements

Legal Framework for filing
Reconciliation statement

Legal Framework for filing Reconciliation statement



GST Reconciliation Statement – Legal Provisions

GST Audit (Sec 35 & 44 of CGST Act) – GSTR 9C

- Every registered person whose turnover during a financial year exceeds the **prescribed limit** shall get his accounts audited (Sec 35) – **Prescribed limit for FY 2019-20 is Rs 5 Crores (Rule 80)**
- Along with Annual return by every person who is required to get accounts audited shall submit (Sec 44):
 - a. Audited annual accounts
 - b. Reconciliation Statement – GST Returns Vs. Annual Audited Accounts
 - c. Annual Financial Statement



Who Shall File?

Normal Taxpayer whose T/O exceeds Prescribed Limit



Who need not file?

1. Normal TP below T/O
2. ISD
3. Composition Dealer
4. TDS/TCS TP
5. Others as exempted



Who can be Auditor?

Practicing Chartered Accountant/ Cost Accountant



Contents of Audit Report

Part A – Reconciliation Statement
Part B – Audit Certificate

Aggregate Turnover

Aggregate Turnover (on All India Basis) – Value of all Taxable Supplies + Exempt Supplies + Export of Goods/Services + Inter State Supplies under Same PAN (Inter State Stock Transfer) – (CGST/ SGST/ UTGST/ IGST/ Cess) but excludes Supplies received under RCM

Illustrations on Aggregate Turnover for GST Audit Threshold -

Period and Turnover	Multiple GSTINs in single PAN	Category of T/O	Nature of O/S
A	B	C	D
Turnover for Financial Year (For FY 2019-20 - April 19 to March 20) is to be considered for Aggregate Turnover and Audit to be covered for same period	State A – 50Lacs State B – 450 lacs State C – 10 lacs State D - NIL (Audit for all 4 GSTINs)	Entity A-3 Segments – Single GSTIN Taxable (10 Lacs) Exempt – (400 Lacs) Exports (100 Lacs) Audit Required	GTA – Turnover – Rs 500 Lacs Other tax'ble– 10 lacs Audit Required

Steps for Filing Reconciliation Statement

Download GSTR
9C Offline Template
(only from GST
Portal)

Fill in relevant
details for all tables
in Offline Template

Preview PDF file to
view draft GSTR
9C (Home Page of
offline template)

By
Auditor

Generate JSON file
to upload GSTR 9C

Digitally Sign the
JSON file in Offline
Template

Send digitally
Signed JSON file to
Client (email or
Pen-drive)

Login to GST
Portal (GST Audit
Interface)

Upload Balance
Sheet, P&L, Audit
Report and Other
Docs on Portal

Preview PDF to check
filled in details and
Proceed to file with
EVC/DSC

By
Taxpayer

Documentary and Data Requirement



Details to be collated before preparing for compilation of GST Reconciliation Statement – Form GSTR 9C

Signed Balance Sheet, P&L Account, Notes to Accounts and Cash Flow Statement (Scanned copy less than 5 MB)

Signed Audit Report (Scanned copy less than 5 MB)

GST Annual Return (GSTR 9) – Final filed copy and workings

Tax Payment Challans

Reconciliation of Turnover between Financial Statement and GST

GSTR 9C Extract - system generated summary based on GSTR 9

GST Registration Certificate

Stat. Auditor Details – Name, Address, PAN, Membership Number

Digital Signature Certificate (DSC) for GST Auditor

System Generated Summary based on Annual Return – GSTR 9C (Extract)

FORM GSTR-9C ('Extract')
[See rule 80(3)]
Reconciliation Statement
System generated summary based on GSTR-9



PT. I		Basic Details			
Financial Year					
GSTIN					
Legal Name		P LTD			
Trade Name (if any)					
PT. II		Amount (₹)			
Reconciliation of turnover declared in audited Annual Financial Statement with turnover declared in Annual Return (GSTR9)					
5	Turnover (including exports) as per Audited Financial Statement for the State / UT (For multi-GSTIN units under same PAN, the turnover shall as be derived from the Audited Annual Financial Statements)				
Q	Turnover as declared in Annual return (GSTR9)	41,81,93,014.94			
7	Reconciliation of Taxable Turnover				
F	Taxable turnover as per liability declared in Annual Return (GSTR9)	41,76,21,085.42			
PT. III		Amount (₹)			
9	Reconciliation of rate wise liability and amount payable thereon	Central tax	State / UT tax	Integrated tax	Cess, if applicable
Q	Total amount paid as declared in Annual Return (GSTR 9)	2,51,70,167.00	2,51,70,167.00	4,45,457.00	0.00

- 1
- 2
- 3

System Generated Summary based on Annual Return – GSTR 9C (Extract)

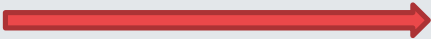
FORM GSTR-9C ('Extract')
[See rule 80(3)]
Reconciliation Statement
System generated summary based on GSTR-9

PT IV	Reconciliation of Input Tax Credit (ITC)	Amount (₹)			
12	Reconciliation of Net Input Tax Credit (ITC)	Central tax	State / UT tax	Integrated tax	Cess, if applicable
E	ITC claimed in Annual Return (GSTR9)	2,23,86,288.10	2,00,21,685.09	9,12,784.28	0.00
14	Reconciliation of ITC declared in Annual Return (GSTR9) with ITC availed on expenses as per audited Annual Financial Statement or books of account	Central tax	State / UT tax	Integrated tax	Cess, if applicable
S	ITC claimed in Annual Return (GSTR9)	2,23,86,288.10	2,00,21,685.09	9,12,784.28	0.00

4

Download Path: Login 7 Returns 7 Annual Return 7 GST Audit 7 Download 9C tables

(below)



DOWNLOAD GSTR-9C TABLES DERIVED FROM GSTR-9(PDF)

Make Payment for additional Liability as recommended by auditor via GST DRC-03 [Help ?](#)

Auditors' Report – Part B – GSTR 9C



Part B(i) – GSTR 9C (Certification by Auditor)

Part B (i) - Certification in cases where the reconciliation statement (FORM GSTR-9C) is drawn up by the person who had conducted the audit

Only a Chartered Accountant in Practice Who audited the Accounts of the entity to Certify Part B(i)

I/we have examined the —

(a) **balance sheet** as on

(b) the ***profit and loss account**/income and expenditure account for the period beginning fromto ending on...., and

(c) the **cash flow statement** for the period beginning fromto ending on--,— attached herewith, of M/s (Name),.....(Address), ...(GSTIN)

2. Based on our audit I/we report that the said registered person—

***has maintained** the books of accounts, records and documents as required by the IGST/CGST/ <<>>GST Act, 2017 and the rules/notifications made/issued thereunder

***has not maintained** the following accounts/records/documents as required by the IGST/CGST/ <<>>GST Act, 2017 and the rules/notifications made/issued thereunder:

- 1.
- 2.
- 3.

Part B(i) – GSTR 9C (Certification by Auditor)

Part B (i) - Certification in cases where the reconciliation statement (FORM GSTR-9C) is drawn up by the person who had conducted the audit

3. (a) *I/we report the following observations/ comments / discrepancies / inconsistencies; if any:

.....

3. (b) *I/we further report that, -

(A) *I/we have obtained all the information and explanations which, to the best of *my/our knowledge and belief, were necessary for the purpose of the audit/ information and explanations which, to the best of *my/our knowledge and belief, were necessary for the purpose of the audit were not provided/partially provided to us.

(B) In *my/our opinion, proper books of account *have/have not been kept by the registered person so far as appears from *my/ our examination of the books.

(C) I/we certify that the balance sheet, the *profit and loss/income and expenditure account and the cash flow Statement are *in agreement/not in agreement with the books of account maintained at the Principal place of business atand **additional place of business within the State.

4. The documents required to be furnished under section 35 (5) of the CGST Act and Reconciliation Statement required to be furnished under section 44(2) of the CGST Act is annexed herewith in Form No. GSTR-9C.

Part B(i) – GSTR 9C (Certification by Auditor)

Part B (i) - Certification in cases where the reconciliation statement (FORM GSTR-9C) is drawn up by the person who had conducted the audit

5. In *my/our opinion and to the best of *my/our information and according to explanations given to *me/us, the particulars given in the said Form No.GSTR-9C are true and fair ~~correct~~ subject to following observations/qualifications, if any:

- (a)
- (b)
- (c)

** (Signature and stamp/Seal of the Auditor)

Place:

Name of the signatory

Membership No.....

Date:

Full address

Part B(ii) – GSTR 9C (Certification by Auditor)

Part B (ii) -Certification in cases where the reconciliation statement (FORM GSTR-9C) is drawn up by a person other than the person who had conducted the audit of the accounts

*I/we report that the audit of the books of accounts and the financial statements of M/s.(Name and address of the assessee with GSTIN) was conducted by M/s. ---. (full name and address of auditor along with status), bearing membership number in pursuance of the provisions of theAct, and *I/we annex hereto a copy of their audit report dated ...along with a copy of each of :-

- (a) balance sheet as on
- (b) the *profit and loss account/income and expenditure account for the period beginning fromto ending on,
- (c) the cash flow statement for the period beginning fromto ending on, and
- (d) documents declared by the said Act to be part of, or annexed to, the *profit and loss account/income and expenditure account and balance sheet.

2. I/we report that the said registered person—

***has maintained** the books of accounts, records and documents as required by the IGST/CGST/(<>)GST Act, 2017 and the rules/notifications made/issued thereunder

***has not maintained** the following accounts/records/documents as required by the IGST/CGST/(<>)GST Act, 2017 and the rules/notifications made/issued thereunder:

- 1.
- 2.
- 3.

**A Chartered Accountant/Cost Accountant in Practice to
Certify Part B(ii) – Who has not audited the Accounts**

Part B(ii) – GSTR 9C (Certification by Auditor)

Part B (ii) -Certification in cases where the reconciliation statement (FORM GSTR-9C) is drawn up by a person other than the person who had conducted the audit of the accounts

3.The documents required to be furnished under section 35 (5) of the CGST Act and Reconciliation Statement required to be furnished under section 44(2) of the CGST Act is annexed herewith in Form No. GSTR-9C.

4.In *my/our opinion and to the best of *my/our information and according to examination of books of account including other relevant documents and explanations given to *me/us, the particulars given in the said Form No.9C are true and fair ~~correct~~ subject to the following observations/qualifications, if any:

- (a)
- (b)
- (c)

**(Signature and stamp/Seal of the Auditor)

Place:

Name of the signatory

Membership No.....

Date:

Full address

Guidelines for Furnishing GSTR 9C



Guidelines for Filing Reconciliation Statement

Once filed, GSTR 9C cannot be amended or revised

GSTR 9C is to be certified by a Practicing Chartered or Cost Accountant

Existing statutory auditor may also certify GSTR 9C

Document to be attached must not exceed 5MB each/
Max 2 doc per upload

It is prudent to verify all figures before submission

Cross check figures from Annual Return to avoid errors

Pay additional tax recommended by Auditor thru DRC 03

Check Security Settings for error free submission

Download filed copy of GSTR 9C in Excel and PDF for future

Introduction to GSTR 9C Offline Template



GST Offline Template – Steps to Download

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e-W

Offline Tools

Proposed Return documents

GST Statistics

New Return Offline Tool (Beta)

Tran-1 Offline Tools

GSTR3B Offline Utility

ITC03 Offline Tool

GST ARA 01 - Application for Advance Ruling

GSTR 6 Offline Tool With Amendments

GSTR7 Offline Utility

GSTR10 Offline Tool

GSTR-9A Offline Tool

Returns Offline Tool

Tran-2 Offline Tools

ITC01 Offline Tool

ITC04 Offline Tool

GSTR 4 Offline Tool

GSTR 11 Offline Tool

GSTR8 Offline Tool

GSTR-9 Offline Tool

GSTR-9C Offline Tool




GST Offline Template – Steps to Download

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[Home](#) > [Downloads](#) > [Returns](#)

GSTR-9C Offline Utility v1.6

The excel based GSTR-9C offline utility is designed to help the taxpayer to prepare the GSTR-9C return offline. The utility can be downloaded from this link. [Download](#) 

Your downloaded (GSTR9C Offline Tool) zip file contains:

- GSTR_9C_Offline_Utility (Excel Macro)
- ReleaseNotes

Important!

- Before you extract the downloaded file, ensure that the file is not corrupted. How do I know that my file is not corrupt? Click [here](#) to know more.

System Requirement

To use the tool efficiently, ensure that you have the following installed on your system:

1. Operating system → Windows 7 or above.
2. Microsoft Excel 2007 & above

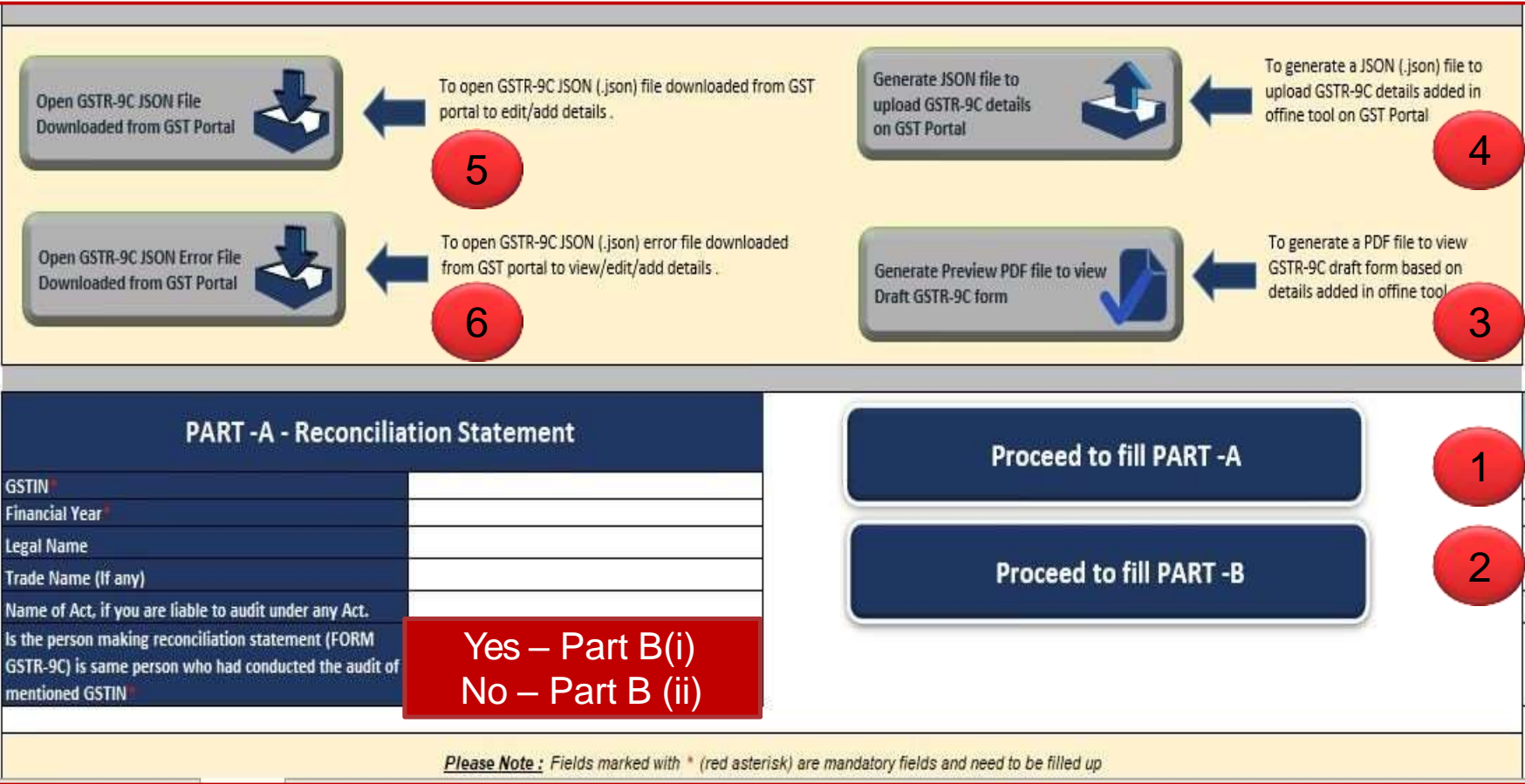


Information

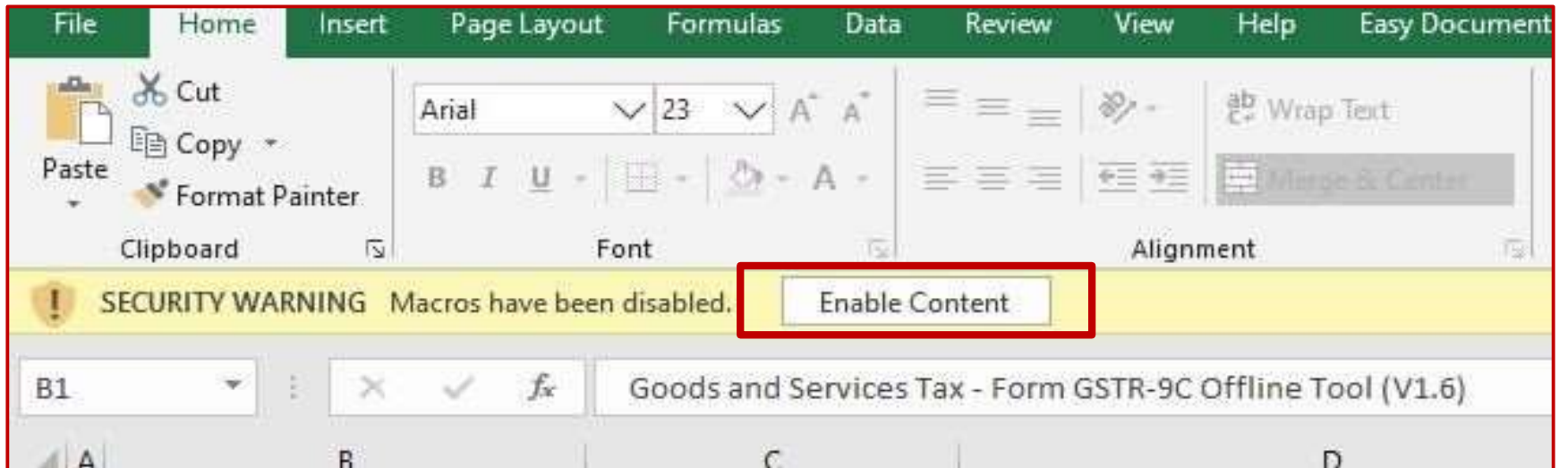
Are you sure you want to download this utility?

[CANCEL](#) [PROCEED](#)

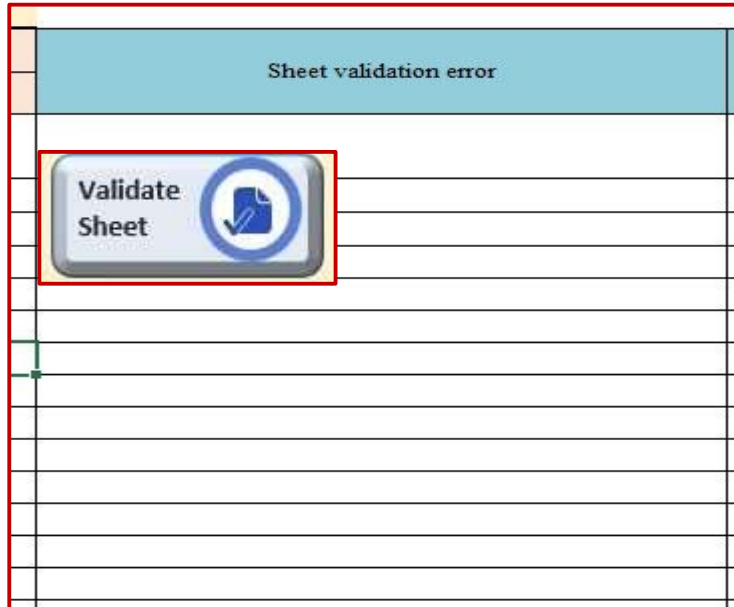
GST Offline Template – Introduction



GST Offline Template – Introduction



GST Offline Template – Introduction



Sheet validation error	
Amount (₹)	
0.00	
0.00	
	Mandatory field cannot be left blank.
0.00	

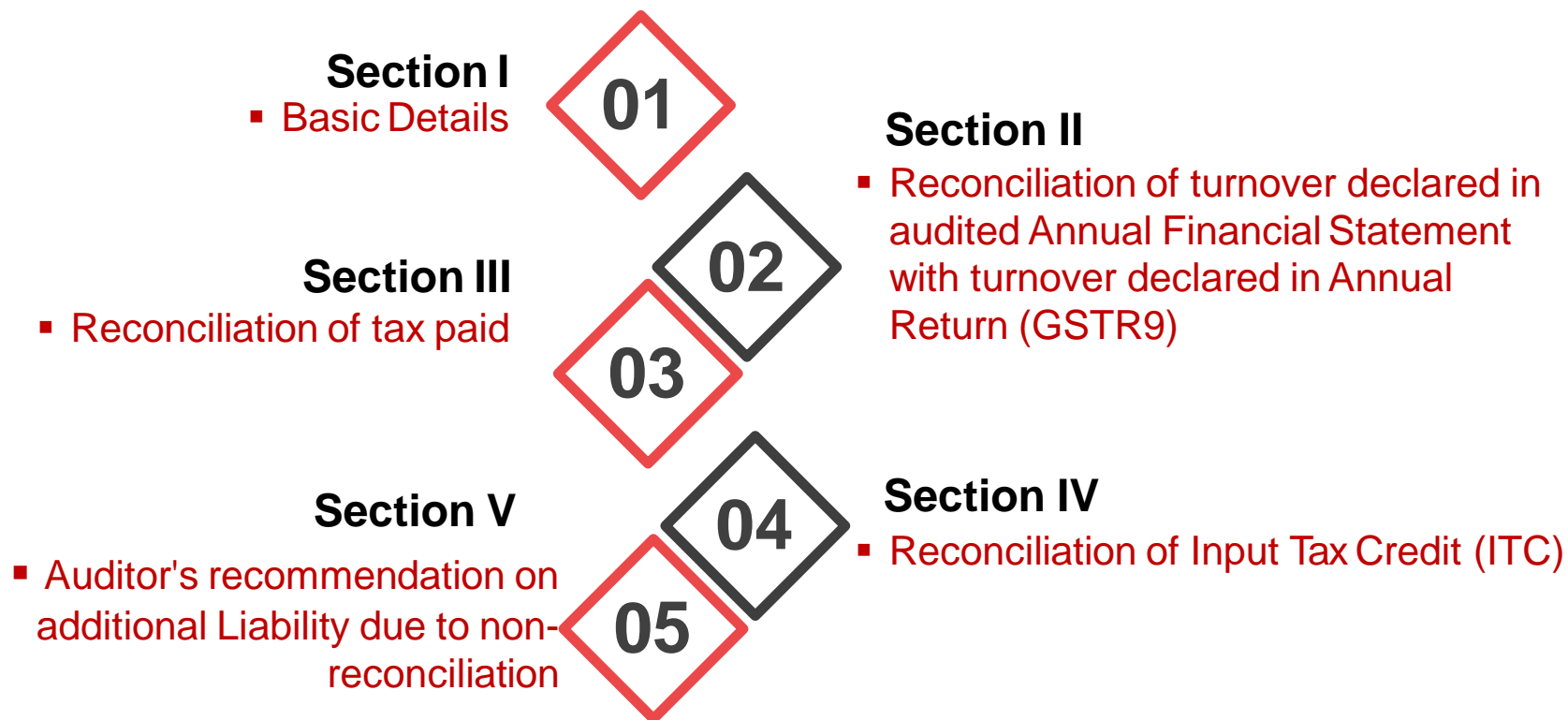


It is always advisable to click “Yes” in case you open an existing Audit Excel Template to work on saved data.

Structure of Reconciliation Statement



Reconciliation Statement – PART A



Clause by clause analysis



Section I – Basic Details

Financial
Year

GSTIN

Legal Name
& Trade
Name

Audit under
Act

Section – A - Reconciliation Statement

Pt. I	Basic Details	
1	Financial Year	
2	GSTIN	
3A	Legal Name	< Auto>
3B	Trade Name (if any)	<Auto>
4	Are you liable to audit under any Act?	<<Please specify>>


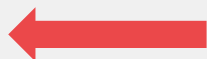
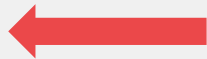
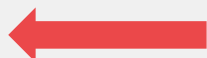
Section II – Reconciliation of Gross Turnover

Pt. II	Reconciliation of turnover declared in audited Annual Financial Statement with turnover declared in Annual Return (GSTR9)		
5	Reconciliation of Gross Turnover		
A	Turnover (including exports) as per audited financial statements for the State / UT (For multi-GSTIN units under same PAN the turnover shall be derived from the audited Annual Financial Statement)		
B	Unbilled revenue at the beginning of Financial Year	(+)	
C	Unadjusted advances at the end of the Financial Year	(-)	
D	Deemed Supply under Schedule I	(+)	
E	Credit Notes issued after the end of the financial year but reflected in the annual return	(+)	
F	Trade Discounts accounted for in the audited Annual Financial Statements but not permissible under GST	(+)	

Table 5D. Schedule – I

1. Supply between related persons or distinct persons (e.g. Inter State Stock Transfer under same PAN but different GSTIN)
2. Supply of goods between agent and Principal
3. Import of Service by TP from related person
4. Permanent Transfer of Business Assets where ITC has been availed

Section II – Reconciliation of Gross Turnover

G	Turnover from April 2017 to June 2017 (not applicable from FY 2018-19 onwards)	(-)	
H	Unbilled revenue at the end of Financial Year	(-)	
I	Unadjusted Advances at the beginning of the Financial Year	(-)	
J	Credit notes accounted for in the audited Annual Financial Statement but are not permissible under GST	(-)	
K	Adjustments on account of supply of goods by SEZ units to DTA Units	(-)	
L	Turnover for the period under composition scheme	(-)	
M	Adjustments in turnover under section 15 and rules thereunder	(+/-)	
N	Adjustments in turnover due to foreign exchange fluctuations	(+/-)	
O	Adjustments in turnover due to reasons not listed above	(+/-)	Option to fill all adjustment details in Table 5 (O), if details are not available for Table 5 (B) to 5 (N)
P	Annual turnover after adjustments as above		5,00,00,100
Q	Turnover as declared in Annual Return (GSTR9)		4,95,00,000
R	Un-Reconciled turnover (Q - P)		5,00,100

Section II – Reconciliation of Gross Turnover


6	Reasons for Un - Reconciled difference in Annual Gross Turnover	
A	Reason 1	If the Taxpayer has not reported some Taxable or Exempted or Non-GST supplies in Annual Return, which leads to difference in Table No.5R (Unreconciled Turnover)
B	Reason 2	If taxpayer has reported higher Taxable or Exempted or Non-GST supplies in Annual Return, which leads to difference in Table No. 5R (Unreconciled Turnover)
C	Reason 3	

Section II – Reconciliation of Taxable Turnover

7	Reconciliation of Taxable Turnover		
A	Annual turnover after adjustments (from 5P above)	Table 7 F -	5,00,00,100
B	Value of Exempted, Nil Rated, Non-GST supplies, No-Supply turnover	GSTR 9 - Table 4N -4 G &	2,95,000
C	Zero rated supplies without payment of tax	Table (10- 11)	2,00,000
D	Supplies on which tax is to be paid by the recipient on reverse charge basis		0
E	Taxable turnover as per adjustments above (A-B-C-D)		4,95,95,000
F	Taxable turnover as per liability declared in Annual Return (GSTR9)		4,95,00,000
G	Unreconciled taxable turnover (F-E)		95,000
8	Reasons for Un - Reconciled difference in taxable turnover		
A	Reason 1	Taxable supplies reported as Exempt by taxpayer and rectified by Auditor	
B	Reason 2	Under of over reporting of NIL, Non GST or No Supply Turnover	
C	Reason 3		

Section III – Reconciliation of Tax Paid

Individual Rate wise tax liability as per Audited Financial Statement shall be reconciled with tax liability declared as paid in Table No. 9 of Form GSTR-9



Goods and Services Tax - GSTR 9C Offline tool

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Pt. III. Reconciliation of tax paid

Validate Sheet



Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up

9	Reconciliation of rate wise liability and amount payable thereon					
S.No	Description	Taxable Value (₹)	Tax payable (₹)			
			Central Tax	State Tax/UT Tax	Integrated Tax	Cess, if applicable
A	5%	21,188.02	529.70	529.70		
B	5% (RC)					
C	12%	1,38,657.14	8,319.43	8,319.43		
D	12% (RC)					
E	18%	25,76,94,769.71	2,30,45,496.76	2,30,45,496.76	2,94,065.03	3,60,959.19
F	18% (RC)	97,89,738.77	3,71,480.21	3,71,480.21	10,19,192.56	
G	28%	15,86,85,158.63	2,22,15,922.21	2,22,15,922.21		2,77,646.12
H	28% (RC)					
I	3%					
J	0.25%					
K	0.10%					
L	Interest		160.00	160.00	2,603.00	0.00
M	Late Fee					
N	Penalty					
O	Others					
P	Total amount to be paid as per tables above (A to O)*		4,56,41,908.31	4,56,41,908.31	13,15,860.59	6,38,605.31
Q	Total amount paid as declared in Annual Return (GSTR 9)*		4,56,41,529.00	4,56,41,529.00	13,13,257.00	6,38,606.00
R	Un-reconciled payment (Q-P)*		-379.31	-379.31	-2,603.59	0.69

GSTR 9 – Table 9,10 & 11

Section III – Reconciliation of Tax Paid

10	Reasons for un-reconciled payment of amount	
A	Reason 1	Difference of rounding off in Tax Paid in Returns and Rate-wise Liability
B	Reason 2	Non payment of Interest Liability or Late Fee or Penalty or others Paid in Form GSTR-3B or Through Form DRC-03 or Payable but still not paid
C	Reason 3	Tax paid at lower rates or conditions to concessional rates not satisfied and the same considered at regular applicable rate by Auditor

Section III – Reconciliation of Tax Paid

11 Additional amount payable but not paid (due to reasons specified under Tables 6,8 and 10 above)							
			To be paid through Cash				
	Description	Taxable Value	Central tax	State tax / UT tax	Integrated tax	Cess, if applicable	
	1	2	3	4	5	6	
	5%						
	12%		Additional liability from Table 6, 8 & 10 of GSTR 9C and Tax Not paid as on filing of GSTR-9C shall be considered				
	18%						
	28%						
	3%						
	0.25%						
	0.10%						
	Interest						
	Late Fee						
	Penalty						
	Others (please specify)						

Section IV – Reconciliation of ITC – Optional for FY 2018-19

Pt.	Reconciliation of Input Tax Credit (ITC)		This table is optional to fill
IV			for FY 2019-20
12	Reconciliation of Net Input Tax Credit (ITC)		
A	ITC availed as per audited Annual Financial Statement for the State/ UT (For multi-GSTIN units under same PAN this should be derived from books of accounts)		3,00,16,188.49
B	ITC booked in earlier Financial Years claimed in current Financial Year	(+)	0.00
C	ITC booked in current Financial Year to be claimed in subsequent Financial Years	(-)	19,49,703.84
D	ITC availed as per audited financial statements or books of account		2,80,66,484.65
E	ITC claimed in Annual Return (GSTR9)		2,80,66,484.65
F	Un-reconciled ITC		0.00
13	Reasons for un-reconciled difference in ITC		
A	Reason 1	Reversal of ITC in 2019-20	
B	Reason 2	Reversal of ITC in Subsequent FY 2020-21	
C	Reason 3	Reversal of ITC/ Payment of excess ITC claimed thru DRC 03	

Section IV – ITC availed on Inward Supplies

This table is optional to fill for FY 2019-20

14	Reconciliation of ITC declared in Annual Return (GSTR9) with ITC availed on expenses as per audited Annual Financial Statement or books of account			
	Description	Value	Amount of Total ITC	Amount of eligible ITC availed
	1	2	3	4
A	Purchases			
B	Freight / Carriage			
C	Power and Fuel			
D	Imported goods (Including received from SEZs)			
E	Rent and Insurance			
F	Goods lost, stolen, destroyed, written off or disposed of by way of gift or free samples			
G.	Royalties			
H.	Employees' Cost (Salaries, wages, Bonus etc.) I			
	Conveyance charges			
J.	Bank Charges			
K.	Entertainment charges			
L.	Stationery Expenses (including postage etc.)			

Reconciliation ITC Availed as declared in Table No. 7J of form GSTR-9 with ITC (Gross including CGST, SGST & IGST) availed on expenses wise as per Audited Financial Statement which include ITC Availed or ITC Reversed in SFY

Section IV – ITC availed on Inward Supplies

This table is optional to fill for FY 2019-20

14	Reconciliation of ITC declared in Annual Return (GSTR9) with ITC availed on expenses as per Annual Financial Statement or books of account			
	Description	Value	Amount of Total ITC	Amount of eligible ITC availed
	1	2	3	4
M	Repair and Maintenance			
N	Other Miscellaneous expenses			
O	Capital goods			
P	Any other expense 1			
Q	Any other expense 2			
R	Total amount of eligible ITC availed			<<Auto>>
S	ITC claimed in Annual Return (GSTR9)			
T	Un-reconciled ITC			ITC 2
15	Reasons for un - reconciled difference in ITC			
A	Reason 1	ITC Reversal made in FY 2019-20		
B	Reason 2	ITC reversed and re-availed in FY 2020-21		
C	Reason 3	Reversal of ITC/ Payment of excess ITC claimed thru DRC 03		

Section IV – Reconciliation of ITC

16	Tax payable on un-reconciled difference in ITC (due to reasons specified in 13 and 15 above)	
	Description	Amount Payable
	Central Tax	
	State/UT Tax	Additional liability or ITC reversal from Table 13 & 15 of Form GSTR 9C and the same was not paid till the date of filing Form GSTR 9C, the same shall be considered
	Integrated Tax	
	Cess	
	Interest	
	Penalty	

Section V – Auditors’ Recommendation


Pt. V. Auditor's recommendation on due to non-reconciliation

Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up

S.No	Description	Value (₹)	To be paid through Cash (₹)		
			Central Tax	State Tax / Union territory Tax	Integrated Tax
A	5%				
B	12%				
C	18%				
D	28%				
E	3%				
F	0.25%				
G	0.10%				
H	Input tax credit				
I	Interest				
J	Late Fee				
K	Penalty				
L	Any other amount paid for supplies not included in annual return (GSTR9)				
M	Erroneous refund to be paid back)				
N	Outstanding demands to be settled				
O	Other				

GSTR 9C –
Table 11 and 16

Section B(i) – Auditors’ Certificate - who conducted the Statutory Audit



Goods and Services Tax - GSTR 9C Offline tool

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NEXT

Certification

I. Certification in cases where the reconciliation statement (FORM GSTR-9C) is drawn up by the person who had conducted the audit:

Validate Sheet



Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up

1

I

have examined the—

(a) balance sheet as on*

DD/MM/YYYY

(b) the *

profit and loss account

for the period beginning from

DD/MM/YYYY

to ending on*

DD/MM/YYYY

(c) the cash flow statement for the period beginning:

from

DD/MM/YYYY

to ending on

DD/MM/YYYY

attached herewith, of

Name*

M/S

Address*

Building N/Flat No*		Floor Number	
Name of the Premises/Buildig		Road/Street*	
City/Town/Locality/Village*		District*	
State*		Pin Code*	

Amendment –

Cash Flow Statement made optional

Section B(i) – Auditors’ Certificate - who conducted the Statutory Audit

GSTIN*

Principal place of business*

Building No/Flat No*

Floor Number

Name of the Premises/Building

Road/Street*

City/Town/Locality/Village*

District*

State*

Pin Code*

Additional place of business

Building No/Flat No*

Floor Number

Name of the Premises/Building

Road/Street*

City/Town/Locality/Village*

District*

State*

Pin Code*

2

Based on our audit

I

report that the said registered person

has maintained the books of accounts, records and documents

as required by the IGST/CGST Act, 2017

made/issued thereunder

3(a)

I

report the below mentioned observations/ comments / discrepancies / inconsistencies; if any

3(b)

I

further report that, -

(A)

I

was partially provided

the information and explanations which, to the best of

purpose of the audit

(B)

In

my

opinion, proper books of accounts

have been

kept by the registered person so far as appears from

my

examination of the books.

(C)

I

certify that the balance sheet, the

profit and loss account

and the cash flow Statement are

in agreement

with the books of account maintained at the Principal place of business at

and

additional place of business within the State.

Amendment -

1. "True & Fair" substituted for the words "True & Correct"

2. Additional place of Business made optional

Section B(i) – Auditors’ Certificate - who conducted the Statutory Audit

4 The documents required to be furnished under section 35 (5) of the CGST Act and Reconciliation Statement required to be furnished under section 44(2) of the CGST Act is annexed herewith in Form No. GSTR-9C

5 In my opinion and to the best of my information and according to explanations given to me the particulars in the said Form No.GSTR-9C are true and fair subject to observations/qualifications, if any specified below

Qualifications

S.No.	Qualification Type	Observation/Qualification
1	2. List of Documents not maintained	


Add

Auditor's details

Place*
Name of the signatory*
Membership No*
Date*
Full address*

<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
DD/MM/YYYY			
Building No/Flat No*		Floor Number	
Name of the Premises/Building		Road/Street*	
City/Town/Locality/Village*		District*	
State*		Pin Code*	

Section B(ii) – Auditors’ Certificate where Reconciliation statement is drawn by a person other than the person who conducted the Statutory Audit



Goods and Services Tax - GSTR 9C Offline tool

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Certification

II. Certification in cases where the reconciliation statement (FORM GSTR-9C) is drawn up by a person other than the person who had conducted the audit of the accounts::

Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up

1

I

report that the audit of the books of accounts and the financial statements of

Name*

M/S

Address*

Building No/Flat No*

Floor Number

Name of the Premises/Building

Road/Street*

City/Town/Locality/Village*

District*

State*

Pin Code*

was conducted by

Name*

M/S

Address*

Building No/Flat No*

Floor Number

Name of the Premises/Building

Road/Street*

City/Town/Locality/Village*

District*

State*

Pin Code*

bearing membership number*


in pursuance of the provisions of the *

annex hereto a copy of their audit report dated

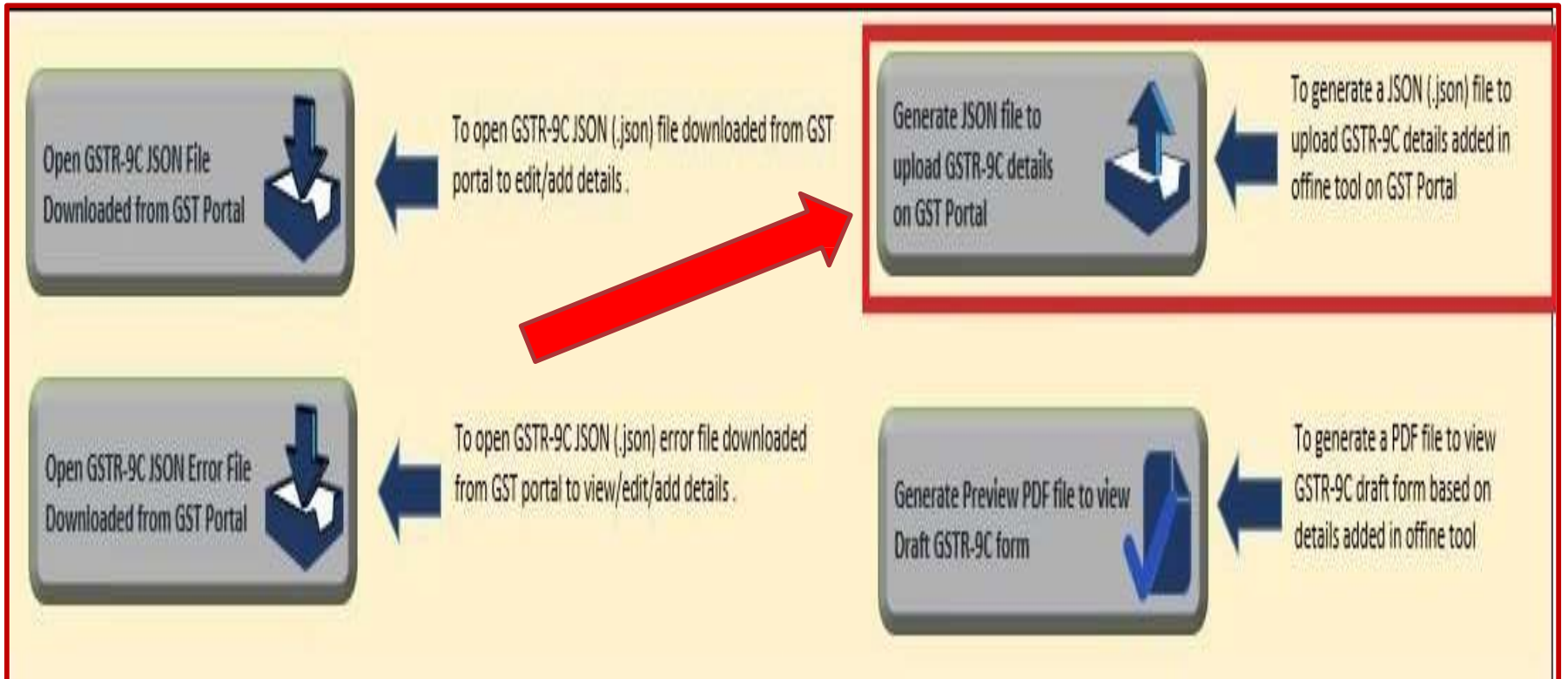
DD/MM/YYYY

along with a copy of each of:

Validate Sheet



GST Offline Template – JSON Creation



Few Common Errors/ Tips - JSON

DSC error

Amount Differences –
GSTR 9 Data for 9C

Rounding off to 2
decimals

JSON file getting
corrupted

Error file generation

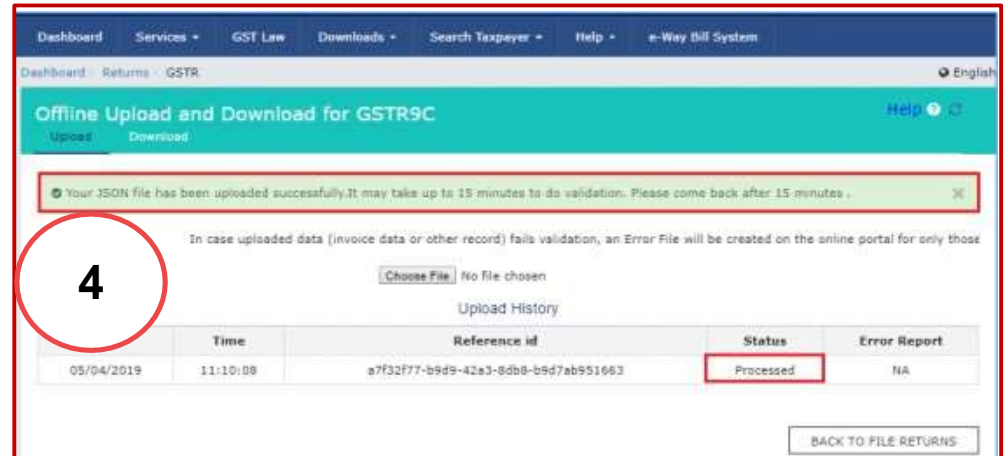
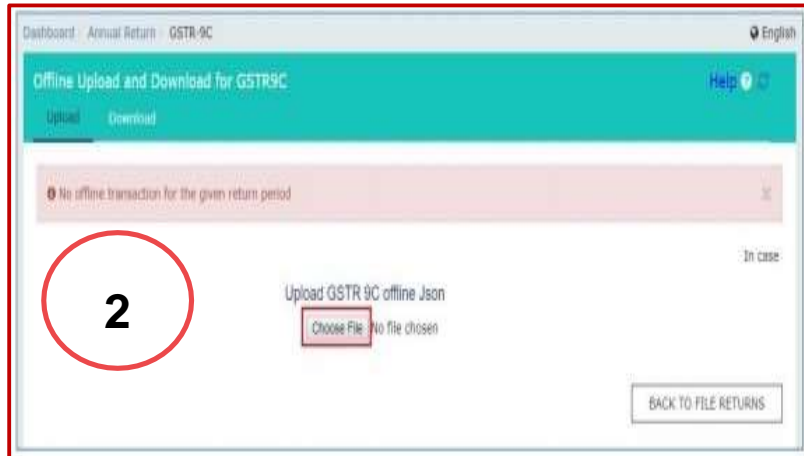
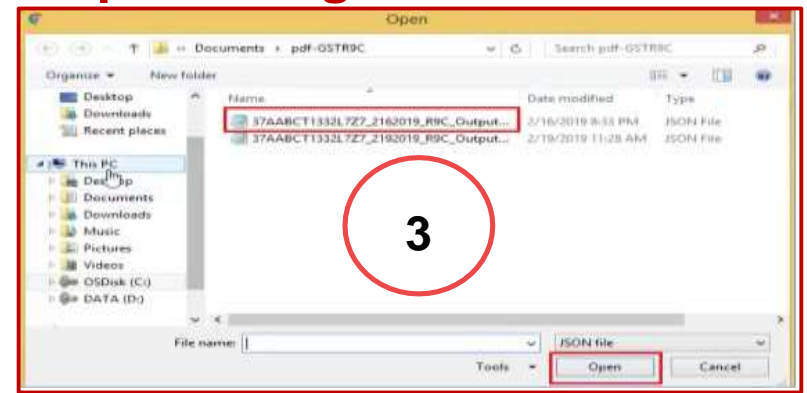
Cross check figures –
Provided by Auditor

Tax Paid figures as
per Challans / DRC 03

Liability recommended
by Auditor – Pay
before filing


Uploading documents
(Audited Accounts) on
Portal – JPEG/PDF
format only

GST Portal – Audit Report Filing



Now, you can proceed to filing Form GSTR-9C on the GST Portal. Follow the steps mentioned in the following link: ***Initiate Filing of Form GSTR-9C***

GST Portal – Audit Report Filing



Goods and Services Tax

[Dashboard](#) | [Services](#) | [GST Law](#) | [Downloads](#) | [Search Taxpayer](#) | [Help](#) | [e-Way Bill System](#) | [New Return \(Trial\)](#)

[Dashboard](#) > [Annual Return](#) > [GSTR-9C](#) English

GSTIN -

Legal Name

Trade Name -

Due Date -

Reconciliation Statement

GSTR 9C

Due Date -

[INITIATE-FILING](#) [PREPARE OFFLINE](#)

5

6

GST Portal – Audit Report Filing

Upload Relevant Documents

Help ?

❗File with PDF or JPEG format is only allowed

❗Maximum 2 files and 5 MB for each file allowed

Balance sheet

Profit & loss statement/income & Expenditure Statement

Other Document 1, if any

Other Document 2, if any

Choose File

No file chosen

PDF

Annual Accounts 2017-18 - NR Agarwal.pdf

Status: Processed

Choose File

No file chosen

PDF

Annual Accounts 2017-18 - NR Agarwal.pdf

Status: Processed

Choose File

No file chosen

Choose File

No file chosen

SAVE

7

GST Portal – Audit Report Filing

Verification

☒ I hereby solemnly affirm and declare that I am uploading the reconciliation statement in Form GSTR-9C prepared and duly signed by the **9** and the nothing has been tampered or altered by me in the statement.I am also uploading other statements, as applicable, including financial profit and loss account and balance sheet etc

8

BACK TO FILE RETURNS

PROCEED TO FILE

FILE GSTR-9C

DOWNLOAD FILED GSTR-9C(PDF)

DOWNLOAD FILED GSTR-9C(EXCEL)

DOWNLOAD FILED GSTR-9C(EXCEL)

10

Your request for generation has been accepted kindly wait for 20 min.

Thank you

Thanks for your Patience and Time

