

02

04

03



Verify all tax Invoices issued and Accounted for in Financial Statements and reported in returns

Tax Invoices - Inter Branch

Verify all tax Invoices issued for Inter Branch Transfers are Accounted for

Stock Transfers-Intra State

Issue of Delivery Challan and Way Bills (if Required)

Valuation in Tax Invoice

Verify if Valuation as per CGST Act/Rules are followed

E-Way Bill data with Tax Invoice

Verify and reconcile E-Way Bill data with tax Invoice

Debtors/ Ageing Report

Cross Check if all advances are knocked off or Advance Receipts are issued

Receipt of Payments

06

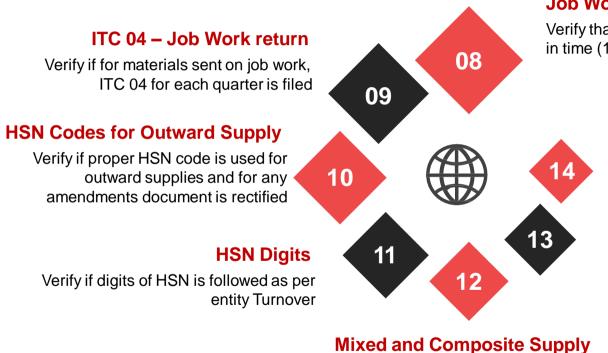
If all payments are backed by Invoices or receipt Voucher (Advance)

05

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Verify for mixed or composite supply, if

any, taxes are charged properly



Job Work Procedures

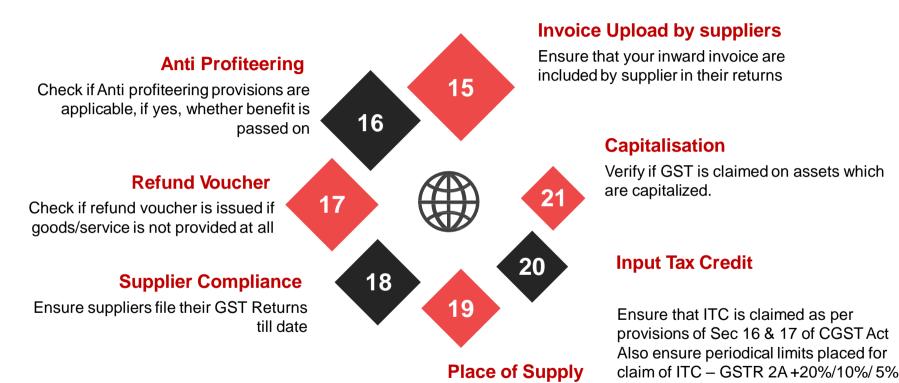
Verify that goods sent to JW is returned in time (1/3 Year)

Post Sales Discounts

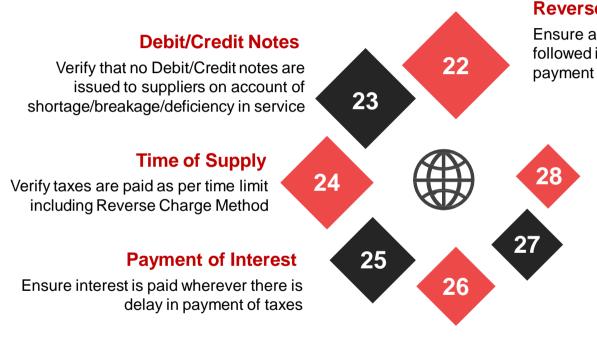
See if post sales discounts are adjusted by issuing adjustment documents and ITC is reversed by recipient

Tax Invoice for returns of Pre GST supplies

Verify if Tax Invoice is issued for materials procured pre-GST and returned post GST (B2B)



Ensure correct type of tax is paid – Local (C+S)/ Inter State (I)



Refunds

Verify refunds are claimed for eligible transactions

Reverse Charge Transactions

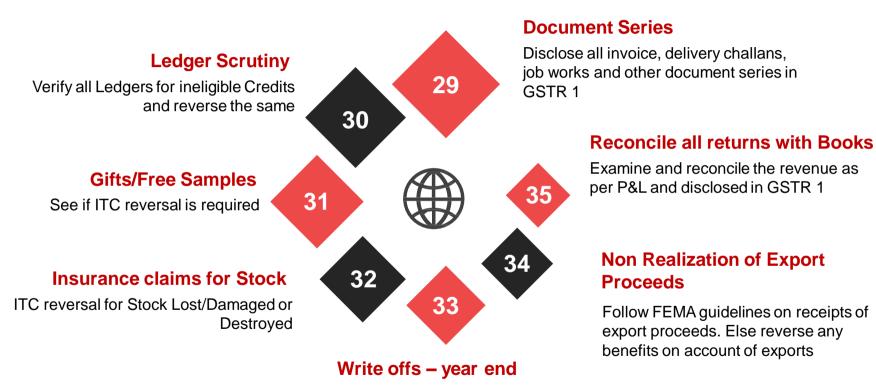
Ensure all compliance wrt RCM is followed including self invoicing and payment voucher

Reconciliation of GSTR 2A/2B

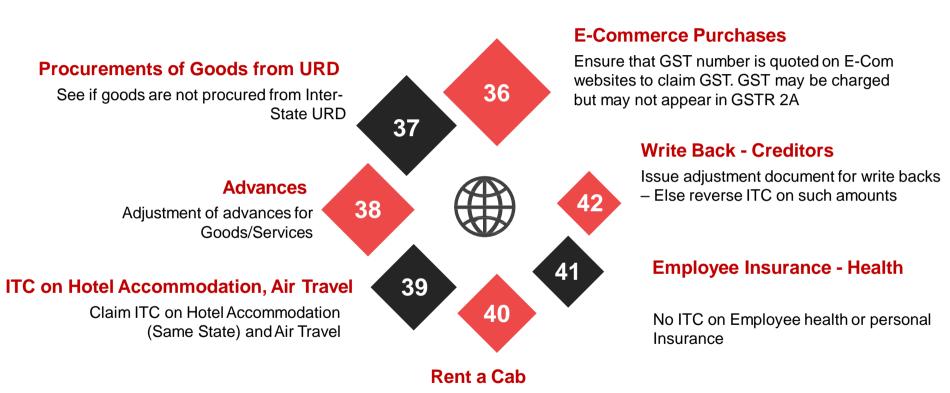
Ensure ITC claimed in GSTR 3B is reconciled with GSTR 2A/2B and follow up with vendors for any discrepancy

Reply of Notices/Letters from Dept

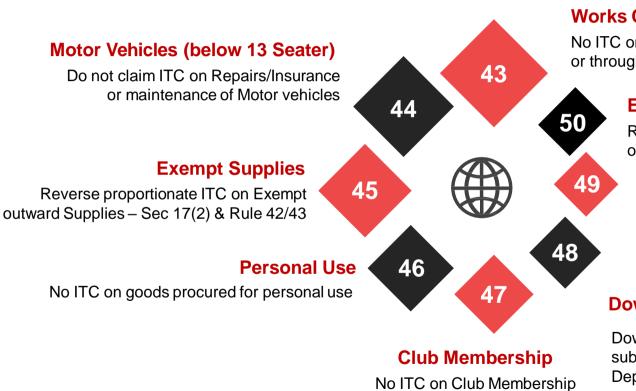
Ensure that no correspondence from Department is left unattended



Review Balance Sheet for write offs



No ITC on Rent a Cab



Works Contract

No ITC on any new construction either on own or through contractor

Elect Cash, Credit and Liability GL

Reconcile all electronic ledgers with books of accounts (Cash, Credit and Liability)

Reconcile E-Inv Vs. GSTR 1

Reconcile E-Invoice issued and data populated in GSTR 1 – Update GSTR 1 in case of any discripancy

Download GSTR 2B

Download and Save GSTR 2B for submission during audit undertaken by Department

Thank you

Thanks for your Patience and Time

