

RECORDS - DOCUMENTATION & ACCOUNTING

DOCUMENTATION

DOCUMENTATION AND ACCOUNTS & RECORDS



DOCUMENTATION AND ACCOUNTS & RECORDS

Tax Invoice

Section 31 of CGST Act - Tax Invoice, Debit / Credit Note

- Section 31 of the CGST Act describes about the tax invoice,
- A Tax Invoice should be issued at the time of supply as prescribed under section 12, 13 and 14 of the CGST Act

DOCUMENTATION AND ACCOUNTS & RECORDS

Tax Invoice

Section 31 of CGST Act - Tax Invoice, Debit / Credit Note

Tax invoice shall be issued at the following times

- Removal of goods - where there is movement of goods is involved
- If there is no movement of goods then it is delivery of the goods to the buyer
- In case of services within 30 days of completion of service or before the service or at the time of service

DOCUMENTATION AND ACCOUNTS & RECORDS

Tax Invoice

Section 31 of CGST Act - Tax Invoice, Debit / Credit Note

- A tax invoice is need not be issued if the value of the supply is less than ₹ 200
- In case of continuous supply of goods where successive statement of payments or successive statement of accounts is involved, tax invoice has to be issued earliest of the following dates
 - Date of issue of statement
 - Date of receipt of payment

DOCUMENTATION AND ACCOUNTS & RECORDS

Tax Invoice

Section 31 of CGST Act - Tax Invoice, Debit / Credit Note

- Subject to the provisions of clause (d) of sub-section (3), in case of continuous supply of services,--
 - where the due date of payment is ascertainable from the contract, the invoice shall be issued on or before the due date of payment;
 - where the due date of payment is not ascertainable from the contract, the invoice shall be issued before or at the time when the supplier of service receives the payment;
 - where the payment is linked to the completion of an event, the invoice shall be issued on or before the date of completion of that event.

DOCUMENTATION AND ACCOUNTS & RECORDS

Tax Invoice

Section 31 of CGST Act - Tax Invoice, Debit / Credit

Note

- Issue of tax invoice in case of pre closure of contract / supply
 - Tax invoice has to be issued at the time of pre closure of the contract
 - It should be issued to value for the extent of supply completed / executed

DOCUMENTATION AND ACCOUNTS & RECORDS

Tax Invoice

Section 34 of CGST Act - Tax Invoice, Debit / Credit Note

- 34. (1) Where a tax invoice has been issued for supply of any goods or services or both and the taxable value or tax charged in that tax invoice is found to exceed the taxable value or tax payable in respect of such supply, or where the goods supplied are returned by the recipient, or where goods or services or both supplied are found to be deficient, the registered person, **who has supplied such goods or services or both, may issue to the recipient a credit note containing such particulars as may be prescribed.**

DOCUMENTATION AND ACCOUNTS & RECORDS

Tax Invoice

Section 34 of CGST Act - Tax Invoice, Debit / Credit Note

34. (3) Where a tax invoice has been issued for supply of any goods or services or both and the taxable value or tax charged in that tax invoice is found to be less than the taxable value or tax payable in respect of such supply, the registered person, **who has supplied such goods or services or both, shall issue to the recipient a debit note containing such particulars as may be prescribed.**

DOCUMENTATION AND ACCOUNTS & RECORDS

Tax Invoice

- Tax invoice has to be issued in 3 copies for domestic transactions for supply of goods
 - ☐ the original copy being marked as ORIGINAL FOR RECIPIENT;
 - ☐ the duplicate copy being marked as DUPLICATE FOR TRANSPORTER; and
 - ☐ the triplicate copy being marked as TRIPLICATE FOR SUPPLIER.
- *in case of e-invoice is not required to be issued in multiple copies

DOCUMENTATION AND ACCOUNTS & RECORDS

Tax Invoice

- Tax invoice for export of goods the invoice has to be endorsed clearly under which the exports are under which the supply is taking place “SUPPLY MEANT FOR EXPORT ON PAYMENT OF IGST” or “SUPPLY MEANT FOR EXPORT UNDER BOND WITHOUT PAYMENT OF IGST”. In such cases the information shown in Clause (e) has to be replaced with the following information
 - name and address of the recipient;
 - address of delivery;
 - name of the country of destination; and
- Tax invoice for supply of services
 - the original copy being marked as ORIGINAL FOR RECEIPT; and
 - the duplicate copy being marked as DUPLICATE FOR SUPPLIER.
- It has to be issued within 30 days from completion of service

DOCUMENTATION AND ACCOUNTS & RECORDS

Tax Invoice

Subject to rule 54, a tax invoice referred to in section 31 shall be issued by the registered person containing the following particulars, namely,-

(a) name, address and Goods and Services Tax Identification Number of the supplier;

(b) a consecutive serial number not exceeding sixteen characters, in one or multiple series, containing alphabets or numerals or special characters- hyphen or dash and slash symbolised as “-” and “/” respectively, and any combination thereof, unique for a financial year;

(c) date of its issue;

(d) name, address and Goods and Services Tax Identification Number or Unique Identity Number, if registered, of the recipient;

(e) name and address of the recipient and the address of delivery, along with the name of the State and its code, if such recipient is un-registered and where the value of the taxable supply is fifty thousand rupees or more;

DOCUMENTATION AND ACCOUNTS & RECORDS

Tax Invoice

- (f) name and address of the recipient and the address of delivery, along with the name of the State and its code, if such recipient is un-registered and where the value of the taxable supply is less than fifty thousand rupees and the recipient requests that such details be recorded in the tax invoice;
- (g) Harmonised System of Nomenclature code for goods or services;
- (h) description of goods or services;
- (i) quantity in case of goods and unit or Unique Quantity Code thereof;
- (j) total value of supply of goods or services or both;
- (k) taxable value of the supply of goods or services or both taking into account discount or abatement, if any;
- (l) rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
- (m) amount of tax charged in respect of taxable goods or services (central tax, State tax, integrated tax, Union territory tax or cess);

DOCUMENTATION AND ACCOUNTS & RECORDS

Tax Invoice

- (n) place of supply along with the name of the State, in the case of a supply in the course of inter-State trade or commerce;
- (o) address of delivery where the same is different from the place of supply;
- (p) whether the tax is payable on reverse charge basis; and
- (q) signature or digital signature of the supplier or his authorised representative:
- [(r) Quick Response code, having embedded Invoice Reference Number (IRN) in it, in case invoice has been issued in the manner prescribed under sub-rule (4) of rule 48]

DOCUMENTATION AND ACCOUNTS & RECORDS

Tax Invoice

Tax Invoice in specific cases

In case of supplies to non registered recipient or the recipient does not want a tax invoice for transactions less than Rs 200, the taxpayer can issue a consolidated invoice at end of each day for all such transactions.

In case of banking or insurance company or a financial company or a non banking company, the supplier can issue a tax invoice within 45 days from the date of supply of services.

DOCUMENTATION AND ACCOUNTS & RECORDS

Tax Invoice

Tax Invoice in specific cases

In case if tax invoice / debit note is issued under provisions of Section 74, 129 or 130, the it should be clearly mentioned “INPUT TAX CREDIT NOT ADMISSIBLE”.

In case if the taxable person is is supplying passenger transportation service, a tax invoice shall include ticket in any form, by whatever name called, whether or not serially numbered, and whether or not containing the address of the recipient of service but containing other information as mentioned under rule 46.

DOCUMENTATION AND ACCOUNTS & RECORDS

Tax Invoice

Tax Invoice in specific cases

In case of transporter, registered under GST, shall issue a tax invoice or called by any other name should contain the following information

- containing the gross weight of the consignment,
- name of the consigner and the consignee,
- registration number of goods carriage in which the goods are transported,
- details of goods transported,
- details of place of origin and destination,
- Goods and Services Tax Identification Number of the person liable for paying tax whether as consigner,
- consignee or goods transport agency, and also containing other information as mentioned under rule 46.

DOCUMENTATION AND ACCOUNTS & RECORDS

Tax Invoice

Where the goods being transported are for the purpose of supply to the recipient but the tax invoice could not be issued at the time of removal of goods for the purpose of supply, the supplier shall issue a tax invoice after delivery of goods.

DOCUMENTATION AND ACCOUNTS & RECORDS

Bill of Supply

- To be issued for Non GST supplies
- Or by a composition taxpayer
- Separate series is required
- To be issued for each and every transaction above Rs 200
- If bill of supply is not issued for all transactions end of the day a consolidated bill of supply has to be issued for the day's sales

DOCUMENTATION AND ACCOUNTS & RECORDS

Invoice Cum Bill of Supply

where a registered person is supplying taxable as well as exempted goods or services or both to an unregistered person, a single "invoice-cum-bill of supply" may be issued for all such supplies

DOCUMENTATION AND ACCOUNTS & RECORDS

Receipt Voucher

- A receipt voucher or other document is issued on receipt of advance from the buyer and it should contain the following information
 - (a) name, address and Goods and Services Tax Identification Number of the supplier;
 - (b) a consecutive serial number not exceeding sixteen characters, in one or multiple series, containing alphabets or numerals or special characters-hyphen or dash and slash symbolised as “-” and “/” respectively, and any combination thereof, unique for a financial year;
 - (c) date of its issue;
 - (d) name, address and Goods and Services Tax Identification Number or Unique Identity Number, if registered, of the recipient;

DOCUMENTATION AND ACCOUNTS & RECORDS

Receipt Voucher

- A receipt voucher or other document is issued on receipt of advance from the buyer and it should contain the following information
 - (f) amount of advance taken;
 - (g) rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
 - (h) amount of tax charged in respect of taxable goods or services (central tax, State tax, integrated tax, Union territory tax or cess);
 - (i) place of supply along with the name of State and its code, in case of a supply in the course of inter-State trade or commerce;
 - (j) whether the tax is payable on reverse charge basis; and
 - (k) signature or digital signature of the supplier or his authorised

DOCUMENTATION AND ACCOUNTS & RECORDS

Receipt Voucher

- If details are not available at the time of receipt of advance the following should followed for determining the tax rate and place of supply
 - (i) the rate of tax is not determinable, the tax shall be paid at the rate of eighteen per cent.;
 - (ii) the nature of supply is not determinable, the same shall be treated as inter-State supply

DOCUMENTATION AND ACCOUNTS & RECORDS

Refund Voucher

The document to be issued if advance is returned to the customer

(a) name, address and Goods and Services Tax Identification Number of the supplier;

(b) a consecutive serial number not exceeding sixteen characters, in one or multiple series, containing alphabets or numerals or special characters-hyphen or dash and slash symbolised as “-” and “/” respectively, and any combination thereof, unique for a financial year;

(c) date of its issue;

(d) name, address and Goods and Services Tax Identification Number or Unique Identity Number, if registered, of the recipient;

(e) description of goods or services;

(f) amount of advance taken;

(g) rate of tax (central tax, State tax, integrated tax, Union

DOCUMENTATION AND ACCOUNTS & RECORDS

Refund Voucher

The document to be issued if advance is returned to the customer

(h) amount of tax charged in respect of taxable goods or services (central tax, State tax, integrated tax, Union territory tax or cess);

(i) place of supply along with the name of State and its code, in case of a supply in the course of inter-State trade or commerce;

(j) whether the tax is payable on reverse charge basis; and

(k) signature or digital signature of the supplier or his authorised representative:

DOCUMENTATION AND ACCOUNTS & RECORDS

Refund Voucher

If details are not available at the time of returning the advance the following should followed for determining the tax rate and place of supply

- (i) the rate of tax is not determinable, the tax shall be paid at the rate of eighteen per cent.;
- (ii) (ii) the nature of supply is not determinable, the same shall be treated as inter-State supply

DOCUMENTATION AND ACCOUNTS & RECORDS

Payment Voucher

Recipient of services or goods or both have to issue a payment voucher at the time of making payment to the supplier of goods or services or both for supplies made under reverse charge. The following are the details be shown on the payment voucher

- (a) name, address and Goods and Services Tax Identification Number of the supplier if registered;
- (b) a consecutive serial number not exceeding sixteen characters, in one or multiple series, containing alphabets or numerals or special character-hyphen or dash and slash symbolised as “-” and “/” respectively, and any combination thereof, unique for a financial year;
- (c) date of its issue;
- (d) name, address and Goods and Services Tax Identification Number of the recipient;

DOCUMENTATION AND ACCOUNTS & RECORDS

Payment Voucher

Recipient of services or goods or both have to issue a payment voucher at the time of making payment to the supplier of goods or services or both for supplies made under reverse charge. The following are the details be shown on the payment voucher

- (e) description of goods or services;
- (f) amount paid;
- (g) rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
- (h) amount of tax payable in respect of taxable goods or services (central tax, State tax, integrated tax, Union territory tax or cess);
- (i) place of supply along with the name of State and its code, in case of a supply in the course of inter-State trade or commerce; and
- (j) signature or digital signature of the supplier or his authorised representative.

DOCUMENTATION AND ACCOUNTS & RECORDS

Delivery Challan

A delivery challan can be issued by the taxpayer in the following cases

- (a) supply of liquid gas where the quantity at the time of removal from the place of business of the supplier is not known,
- (b) transportation of goods for job work,
- (c) transportation of goods for reasons other than by way of supply, or
- (d) such other supplies as may be notified by the Board,

DOCUMENTATION AND ACCOUNTS & RECORDS

Delivery Challan

A delivery challan should contain the following details for transportation, containing the following details, namely:-

- (i) date and number of the delivery challan;
- (ii) name, address and Goods and Services Tax Identification Number of the consigner, if registered;
- (iii) name, address and Goods and Services Tax Identification Number or Unique Identity Number of the consignee, if registered;
- (iv) Harmonised System of Nomenclature code and description of goods;
- (v) quantity (provisional, where the exact quantity being supplied is not known);
- (vi) taxable value;
- (vii) tax rate and tax amount – central tax, State tax, integrated tax, Union territory tax or cess, where the transportation is for supply to the consignee;
- (viii) place of supply, in case of inter-State movement; and
- (ix) signature

DOCUMENTATION AND ACCOUNTS & RECORDS

Delivery Challan

A delivery challan has to be issued in 3 copies

- (a) the original copy being marked as ORIGINAL FOR CONSIGNEE;
- (b) the duplicate copy being marked as DUPLICATE FOR TRANSPORTER; and
- (c) the triplicate copy being marked as TRIPLICATE FOR CONSIGNER.

Where the goods being transported are for the purpose of supply to the recipient but the tax invoice could not be issued at the time of removal of goods for the purpose of supply, the supplier shall issue a tax invoice after delivery of goods.

DOCUMENTATION AND ACCOUNTS & RECORDS

Delivery Challan

In case of movement of goods in semi knocked down condition or in lots, the following procedure is to be followed

- (a) the supplier shall issue the complete invoice before dispatch of the first consignment;
- (b) the supplier shall issue a delivery challan for each of the subsequent consignments, giving reference of the invoice;
- (c) each consignment shall be accompanied by copies of the corresponding delivery challan along with a duly certified copy of the invoice; and
- (d) the original copy of the invoice shall be sent along with the last consignment.

DOCUMENTATION AND ACCOUNTS & RECORDS

e-waybill

Every registered person will an e-waybill if the value of the goods are more than ₹ 50,000 in the following cases

- (i) in relation to a supply; or
- (ii) for reasons other than supply; or
- (iii) due to inward supply from an unregistered person,

➤ In Which cases e-waybill is mandatory even if consignment value is less than Rs 50,000

- Inter state movement of goods from principal to job worker – registered or unregistered
- Inter state transportation of handicraft goods by tax payers exempted from registration

DOCUMENTATION AND ACCOUNTS & RECORDS

e-waybill

➤ Who can issue e-waybills?

- Each taxpayer can issue respective e-waybills
- If not the transporter, courier agency or e-commerce operator can issue consolidated e-waybill on behalf of the goods owner
- In case of job work - the principal or job worker can issue e-waybill or the job worker can also issue if registered.
- In case if goods are transported by railways - it can be issued by the supplier or the recipient after the commencement of the journey
- If transported by unregistered taxpayer in his own conveyance or by transporter the unregistered person or taxpayer can generate the e-waybill optionally.

DOCUMENTATION AND ACCOUNTS & RECORDS

e-waybill

Sr.No	Distance	Validity Period
1	Up to 200 kms	One day in cases other than Over Dimensional Cargo or multimodal shipment in which at least one leg involves transport by ship
2	For every 200 kms and part there of	One additional day in cases other than Over Dimensional Cargo or multimodal shipment in which at least one leg involves transport by ship
3	Up to 20 kms	One day in case of Over Dimensional Cargo or multimodal shipment in which at least one leg involves transport by ship
4	For every 20 kms and part there of	One additional day in case of Over Dimensional Cargo or multimodal shipment in which at least one leg involves transport by ship]

DOCUMENTATION AND ACCOUNTS & RECORDS

e-waybill

- **E-waybill is not required to be issued in the following cases**
 - (a) where the goods being transported are specified in Annexure;
 - (b) where the goods are being transported by a non-motorised conveyance;
 - (c) where the goods are being transported from the customs port, airport, air cargo complex and land customs station to an inland container depot or a container freight station for clearance by Customs;
 - (d) in respect of movement of goods within such areas as are notified under clause (d) of sub-rule (14) of rule 138 of the State or Union territory Goods and Services Tax Rules in that particular State or Union territory;
 - (e) where the goods, other than de-oiled cake, being transported, are specified in the Schedule appended to notification No. 2/2017- Central tax (Rate) dated the 28th June, 2017 published in the Gazette of India, Extraordinary, Part II, Section 3, Subsection (i), vide number G.S.R 674 (E) dated the 28th June, 2017 as amended from time to time;

DOCUMENTATION AND ACCOUNTS & RECORDS

e-waybill

- **E-waybill is not required to be issued in the following cases**
 - (f) where the goods being transported are alcoholic liquor for human consumption, petroleum crude, high speed diesel, motor spirit (commonly known as petrol), natural gas or aviation turbine fuel;
 - (g) will of the Act; here the supply of goods being transported is treated as no supply under Schedule
 - (h) where the goods are being transported—
 - (i) under customs bond from an inland container depot or a container freight station to a customs port, airport, air cargo complex and land customs station, or from one customs station or customs port to another customs station or customs port, or
 - (ii) under customs supervision or under customs seal;
 - (i) where the goods being transported are transit cargo from or to Nepal or Bhutan;

DOCUMENTATION & ACCOUNTING

e-waybill

- **E-waybill is not required to be issued in the following cases**
 - (j) where the goods being transported are exempt from tax under notification No. 7/2017-Central Tax (Rate), dated 28th June 2017 published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (i), vide number G.S.R 679(E) dated the 28th June, 2017 as amended from time to time and notification No. 26/2017- Central Tax (Rate), dated the 21st September, 2017 published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (i), vide number G.S.R 1181(E) dated the 21st September, 2017 as amended from time to time;
 - (k) any movement of goods caused by defence formation under Ministry of defence as a consignor or consignee;
 - (l) where the consignor of goods is the Central Government, Government of any State or a local authority for transport of goods by rail;

DOCUMENTATION AND ACCOUNTS & RECORDS

e-waybill

- **E-waybill is not required to be issued in the following cases**
 - (m) where empty cargo containers are being transported; and
 - (n) where the goods are being transported upto a distance of twenty kilometers from the place of the business of the consignor to a weighbridge for weighment or from the weighbridge back to the place of the business of the said consignor subject to the condition that the movement of goods is accompanied by a delivery challan issued in accordance with rule 55

DOCUMENTATION AND ACCOUNTS & RECORDS

e-waybill – List of goods mentioned in Annexure

Sl.No	Description of Goods
1	Liquefied petroleum gas for supply to household and non domestic exempted category (NDEC) customers
2	Kerosene oil sold under PDS
3	Postal baggage transported by Department of Posts
4	Natural or cultured pearls and precious or semi-precious stones; precious metals and metals clad with precious metal (Chapter 71)
5	Jewellery, goldsmiths' and silversmiths' wares and other articles (Chapter 71)
6	Currency
7	Used personal and household effects
8	Coral, unworked (0508) and worked coral (9601)

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e-waybill

Is it mandatory to issue e-waybill below ₹ 50,000 ?

- Above ₹ 50,000 mandatory
- Below ₹ 50,000 options

How to determine Value for issue of e-waybill?

- Value as per Section 15 of the CGST Act + taxes under GST
- Exempted goods value to be excluded if the consignment consists of both taxable and exempted supplies.

DOCUMENTATION AND ACCOUNTS & RECORDS

e-waybill

- What should I do in case of vehicle breakdown?
 - New e-waybill has to be generated
- If a transporter is transporting multiple consignments, then how it should be handled ?
 - Each taxpayer can issue respective e-waybills
 - If not the transporter can issue consolidated e-waybill

DOCUMENTATION AND ACCOUNTS & RECORDS

e-waybill

- Once e-waybill is issued can it be cancelled ?
 - Yes if it's not verified in transit
- What are all the documents to be carried by the person transporting goods?
 - Tax invoice / delivery challan / bill of supply
 - Copy of E-waybill physically or e-waybill number
 - FORM GST INV-1 in lieu of Tax Invoice

DOCUMENTATION AND ACCOUNTS & RECORDS

e-waybill

- Who can verify the conveyance?
 - Commissioner or Officer empowered by commissioner
 - Authorized by above personnel only
 - Can verify the physical e-waybills or RFID

In case if the vehicle is intercepted & detained for more than 30 minutes, the transporter can upload the same in FORM GST EWB - 04

DOCUMENTATION AND ACCOUNTS & RECORDS

e-waybill

➤ Various forms in e-waybill

Sl. No	Form	Used for	Related Rule
1	FORM GST EWB 01	E -Way Bill	138 (1)
2	FORM GST EWB 02	Consolidated E-Way Bill	138 (6) & (7)
3	FORM GST EWB 03	Verification Report	138 C
4	FORM GST EWB 04	Report of Detention	138 D

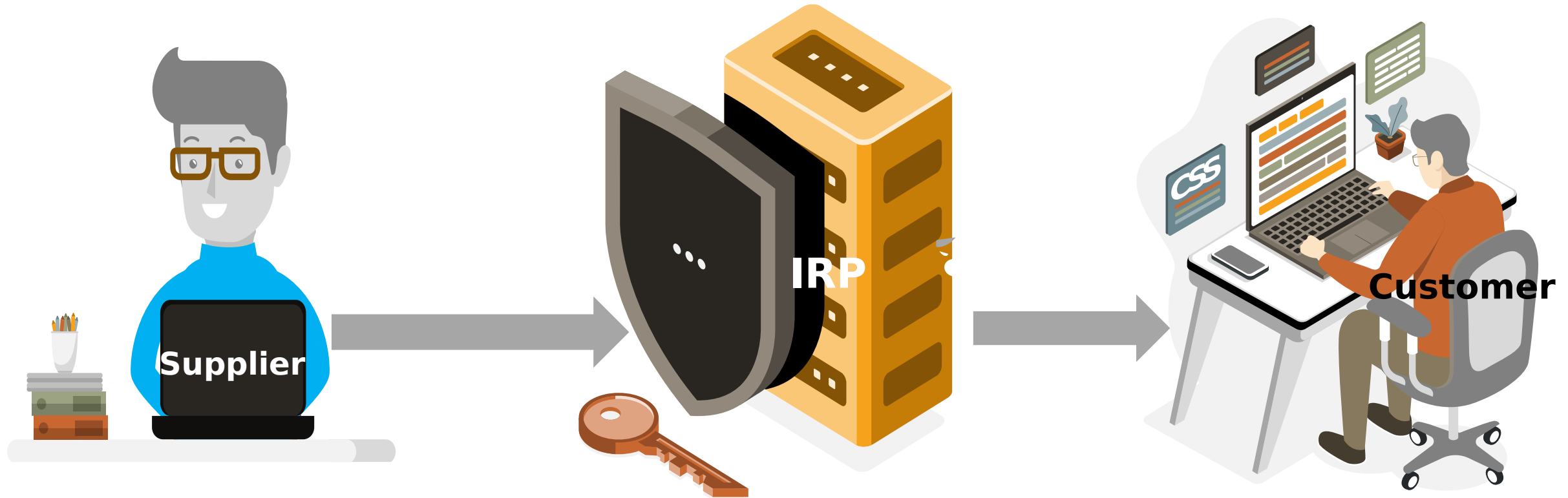
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e-waybill

- **Inspection and verification of goods**
 - The officer has to file summary report within 24 hours of inspection
 - File it online
 - In Part A of FORM GST W EWB-03
 - Final inspection report has to be upload within 3 days in Part B of FORM GST W EWB- 03
 - If any vehicle is inspected once during the course of journey it cannot be inspected further unless there is specific inputs for tax evasion is taking place

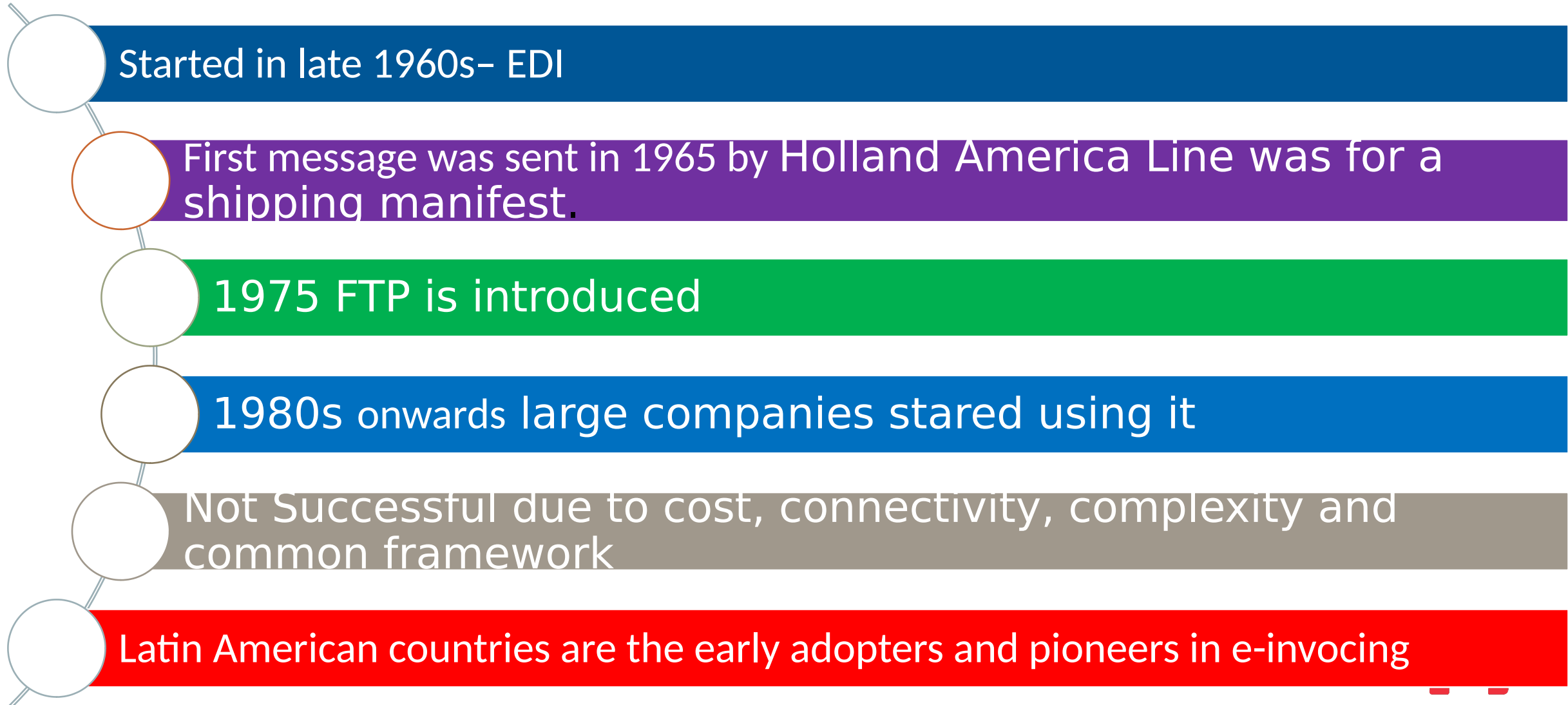
DOCUMENTATION AND ACCOUNTS & RECORDS

What is e-invoice?



DOCUMENTATION AND ACCOUNTS & RECORDS

Introduction

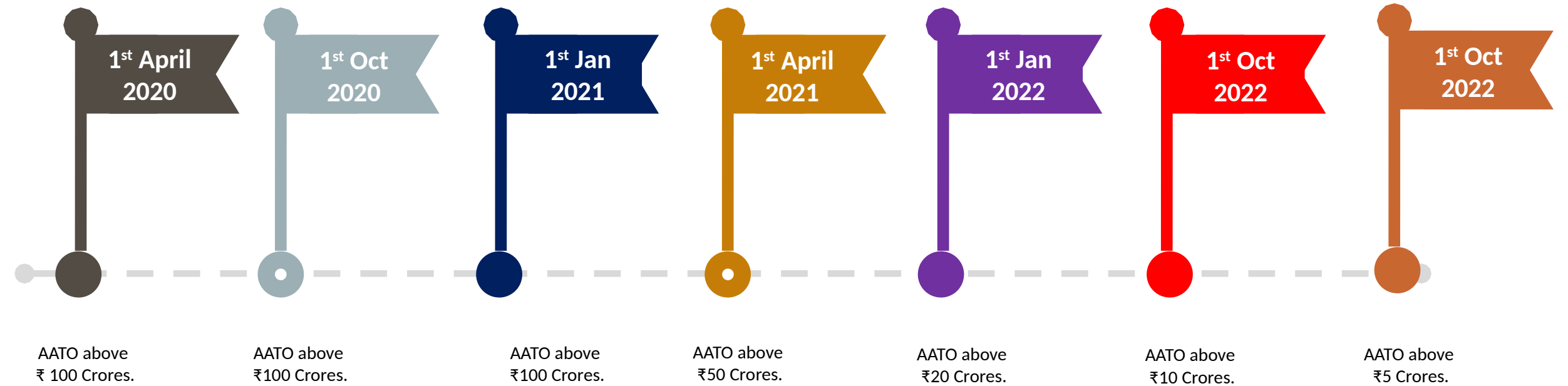


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Introduction

Sl.No	Country	Implementation Started in
1	Chile	2003
2	Mexico	2004
3	Brazil	2005
4	Guatemala	2012
5	Ecuador	2014
6	Columbia	2015
7	Argentina	2016
8	Cost Rica	2018
9	Bolivia	2019

E-INVOICE



Indirect Taxation Essentials to Management Accountant

Rollout

1st April 2020

For taxpayers
having turnover
above ₹ 100
Crores
Postponed due to
lockdowns

1st Oct 2020

Rolled for
taxpayers having
turnover above ₹
500 Crores
Minor Relaxations
Provided

1st Jan 2021

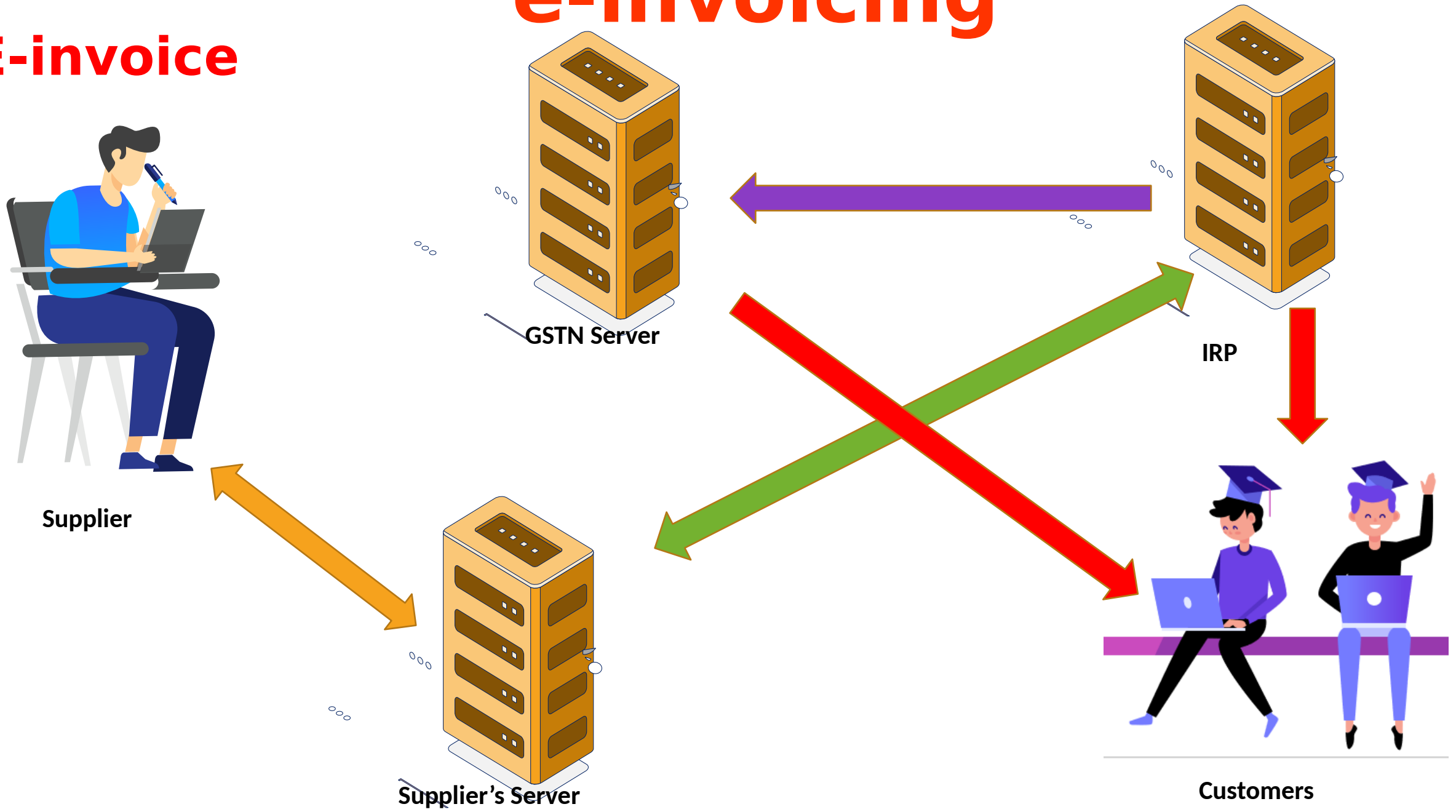
For Taxpayers
having turnover
above ₹ 100
Crores

1st April 2021

For Taxpayers
having turnover
above ₹ 50 Crores

e-invoicing

E-invoice



DOCUMENTATION AND ACCOUNTS & RECORDS

**Exempted from
issue
of e-invoice**

0

1

0

2

0

3

0

4

0

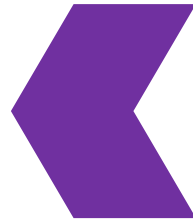
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**Goods Transport
Agency**



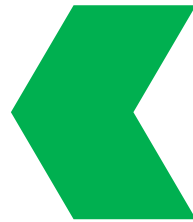
**Banking & Financial
Services**



**Special Economic
Zones**



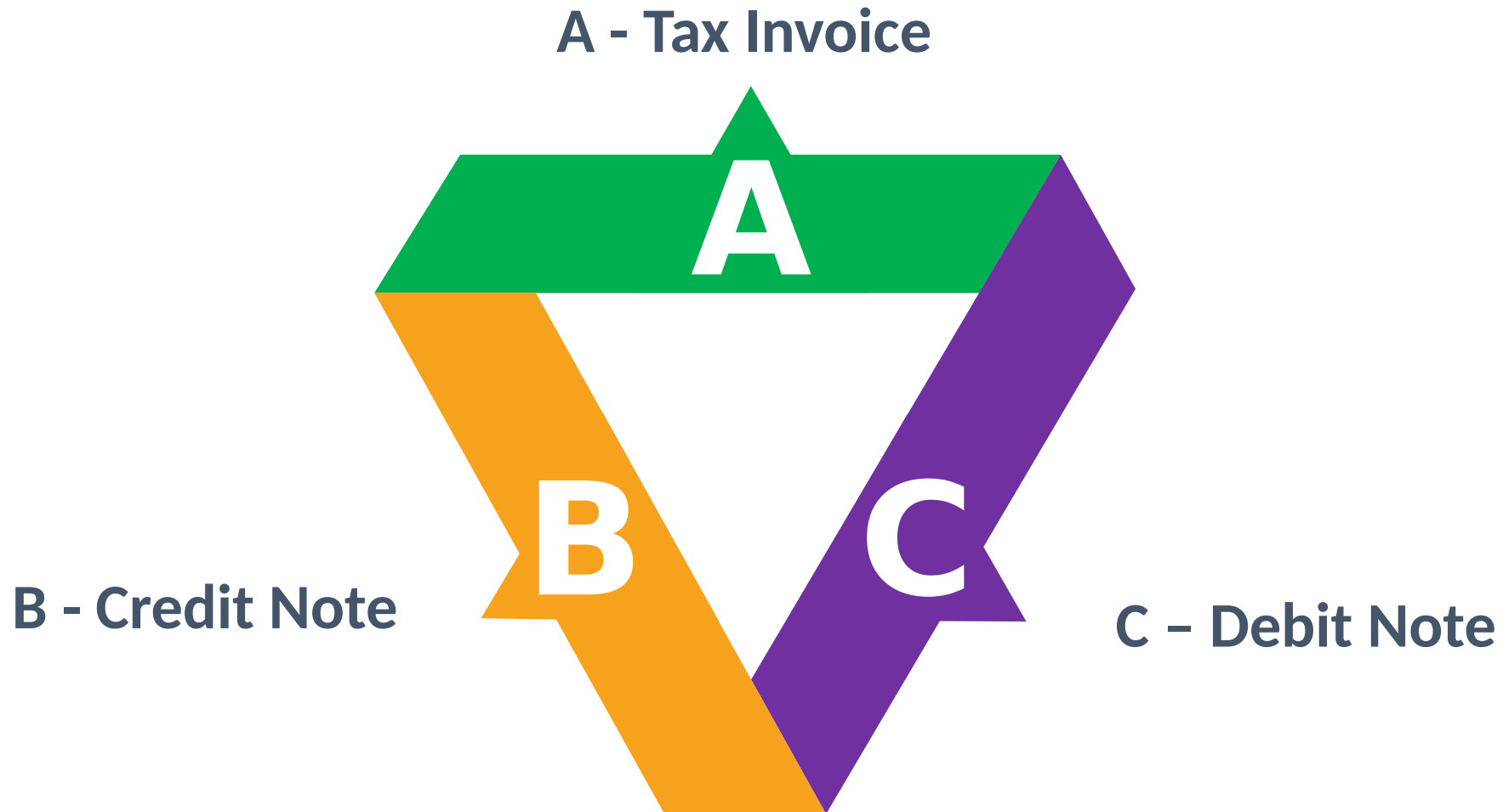
**Service providers of Passenger
Transport services**



**Multiplexes & Cinema
halls**

DOCUMENTATION AND ACCOUNTS & RECORDS

ich documents IRN has to be issued



QR Code

e-

e-invoice Verification



QR code details



Supplier GSTIN: 36AMBPG7773M002

Recipient GSTIN: 36AACFP6807A1ZL

Document Number: U7/003677/20-21

Document Type: Tax Invoice

Document Date: 05/01/2021

Total Invoice Value: Rs. 751930.83

No. of Line Items: 5

Main HSN Code: 85446090

IRN: a5ef5619678af958a6cb0f38cc
6ed132fea82f37580ef190f271c
e72a529a8dc

IRN Date: 2021-01-05 20:53:00

Issued By: NIC-IRP

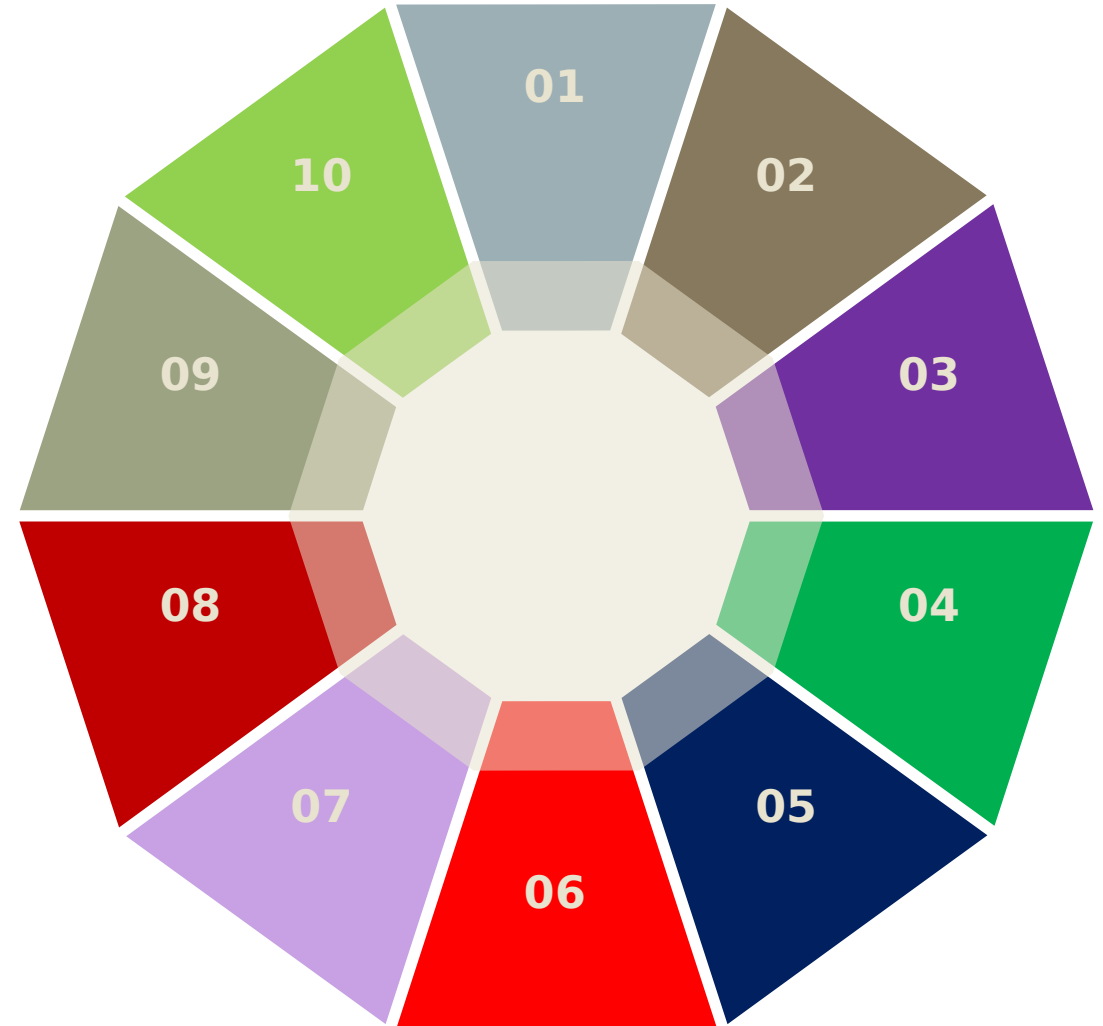
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R Codes - Data Elements

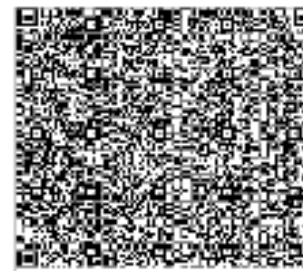
- 01 - Supplier GSTIN
- 02 - Recipient GSTIN
- 03 - Document Number
- 04 - Document Type
- 05 - Document Date
- 06 - Total Invoice Value
- 07 - No of Lines
- 08 - Main HSN Code
- 09 - IRN Number
- 10 - IRN Date



e-Invoice



SRI LAXMI TRADERS
29BZNPM9430M1KL
 Bangalore



g

1. e-Invoice Details

IRN: 4aecf52337a79f725ab42b34c86e873a4a8de4108aas2e7bb5ef8b61a5fbc653 ACK No. 112010033975596 ACK Date: 07-12-2020

2. Document Details

Category B2B Document No. 5465 IGST on INTRA: No
 Document Type: Tax Invoice Document Date 07/12/2020

3. Bill From - Bill To

Seller
 GSTIN: 29BZNPM9430M1KL
 SRI LAXMI TRADERS
 No 10,
 K G Road, 3rd Block
 Bangalore
 560009 KARNATAKA
 Ph: 8553544565
 laxmi.traders@gmail.com

Recipient
 GSTIN: 29ABCD1234F1LI
 Vijaya Traders
 1st Cross, 3rd Main, Gandhi Nagar
 Kolidasa Mang Road
 Bangalore Place of Supply: KARNATAKA
 560009 KARNATAKA
 8554566567
hemanthvijaya@gmail.com

4. Items Details

SINo	Product Description	HSN Code	Quantity	UQC	UNIT Price	Discount	Taxable Amount	Tax Rate (GST+CESS State Cess+CESS Non-Advol)	Other Charges	Total
1	Steel Pipes	7216	85	NOS	1000	0	85000	18 + 0 0 + 0	0	100300
2	Steel Sheets	7216	90	KGS	2000	0	100000	18 + 0 0 + 0	0	118000
Taxable Amount		CGST Amount	SGST Amount	IGST Amount	CESS Amount	State CESS Amount	Discount	Other Charges	Round Off Amount	Total Invoice Amount
185000		16650	16650	0	0	0	0	0	0	218300

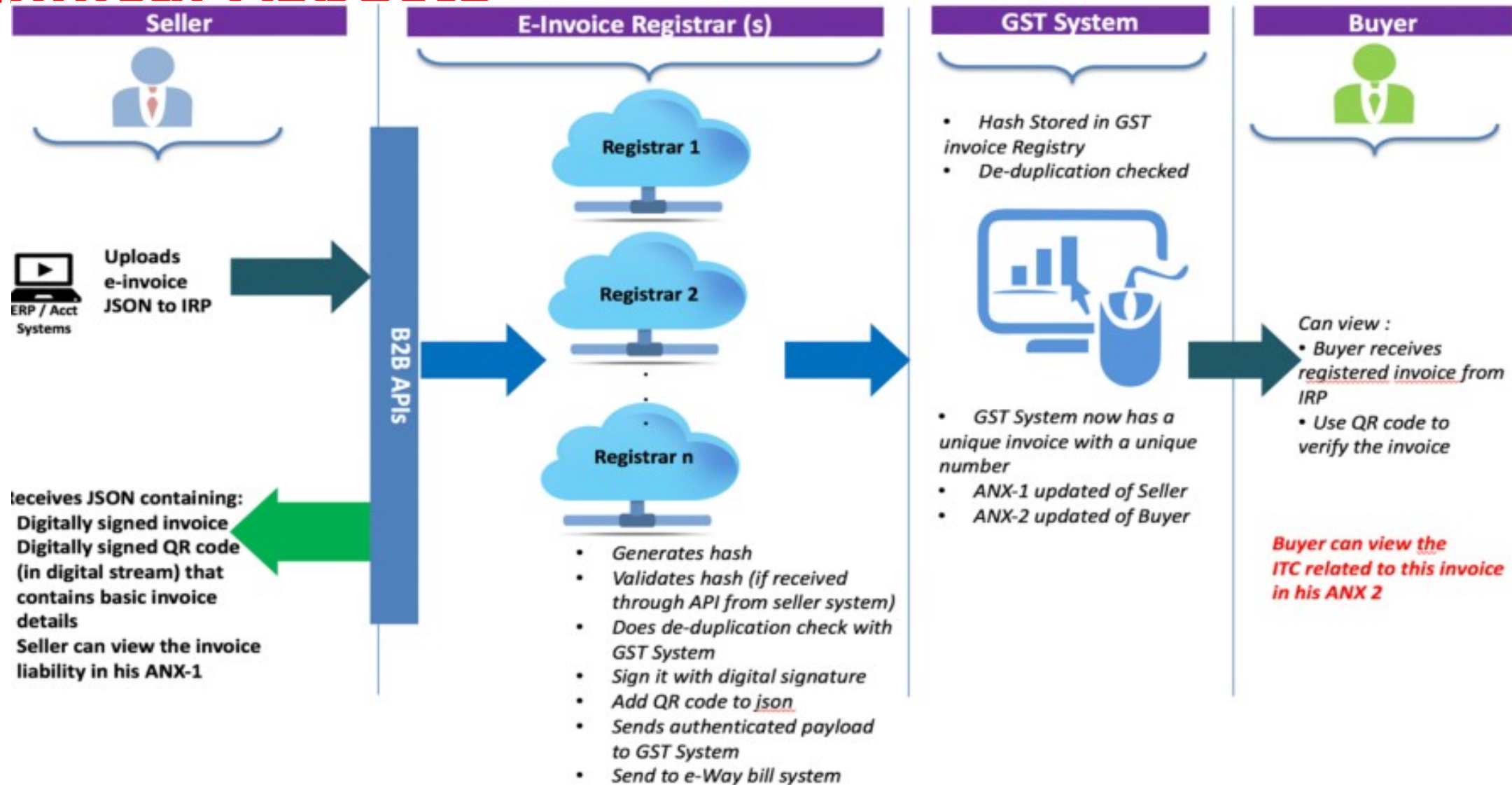
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 Print Date: 07-12-2020 00:00

e-Sign

Digitally Signed by NIC-IRP
 07-12-2020 10:44

DOCUMENTATION AND ACCOUNTS & RECORDS

Technical Aspects



DOCUMENTATION AND ACCOUNTS & RECORDS

Technical Aspects - APIs

1. Authentication
2. Generate IRN
3. Cancel IRN
4. Get IRN Details
5. Generate e-waybill by IRN
6. Get GSTIN Details
7. Cancel e-waybill
8. Sync GSTN details from CP
9. Get e-waybill details by IRN
10. Get IRN Details by Doc Details
11. Health API



DOCUMENTATION AND ACCOUNTS & RECORDS

API Method

REST APIs to be used for generation of e-invoice. Db of the Accounting/ERP is connected directly with e-invoice portal



Bulk JSON

Json for each invoice is created and the uploaded to the IRP portal in a batch mode.



Single JSON

Json file is created for each invoice and uploaded to IRP individually



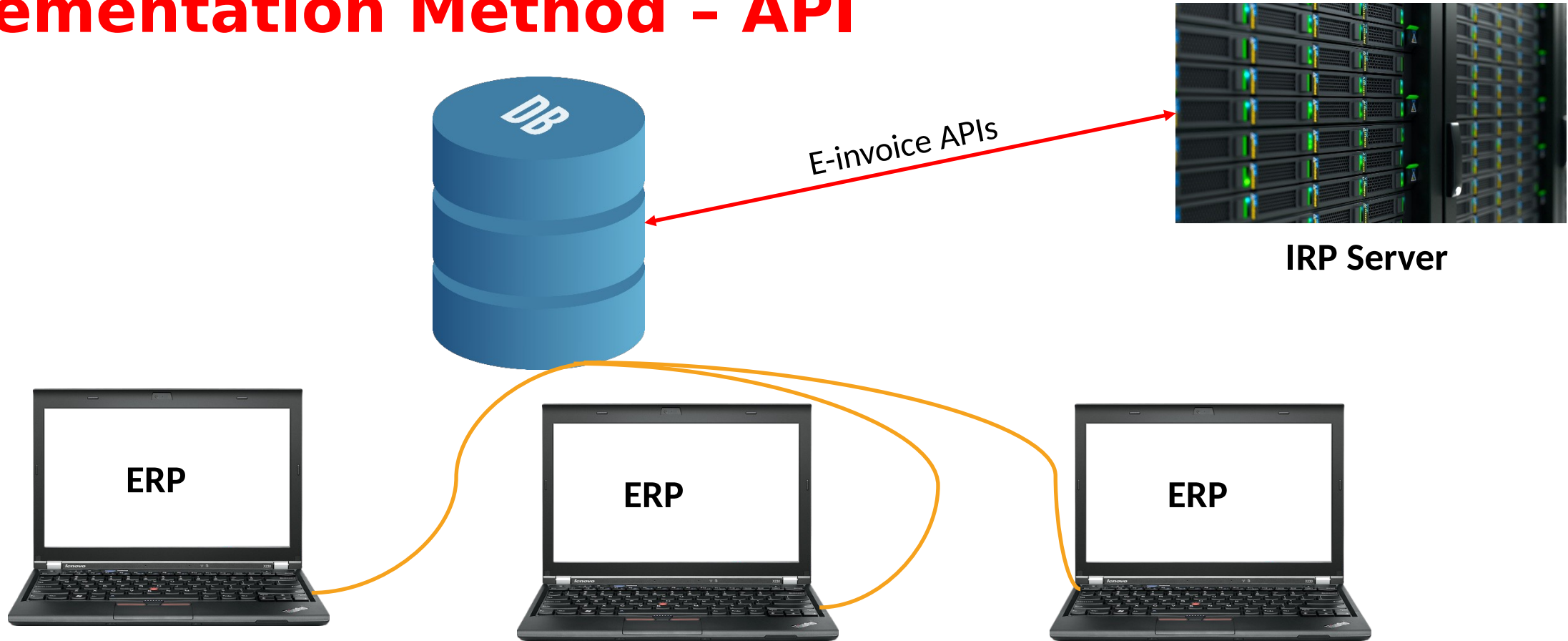
File Transfer - SFTP

Data is stored in a standalone folder and APIs are used. Once IRN is generated, same is retrieved into a separate inbound folder from there it is imported back to Accounting/ERP



DOCUMENTATION AND ACCOUNTS & RECORDS

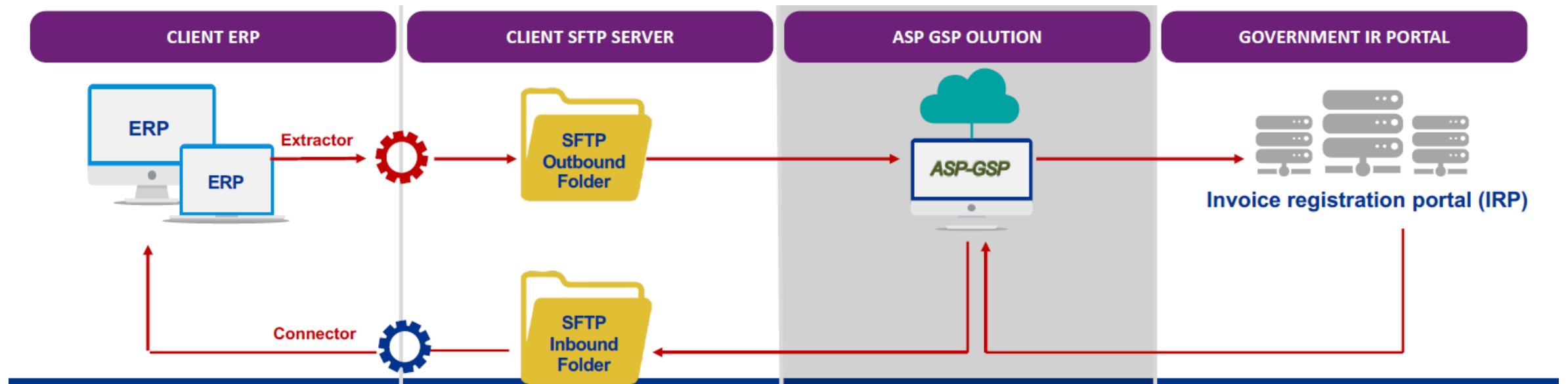
Implementation Method - API



DOCUMENTATION AND ACCOUNTS & RECORDS

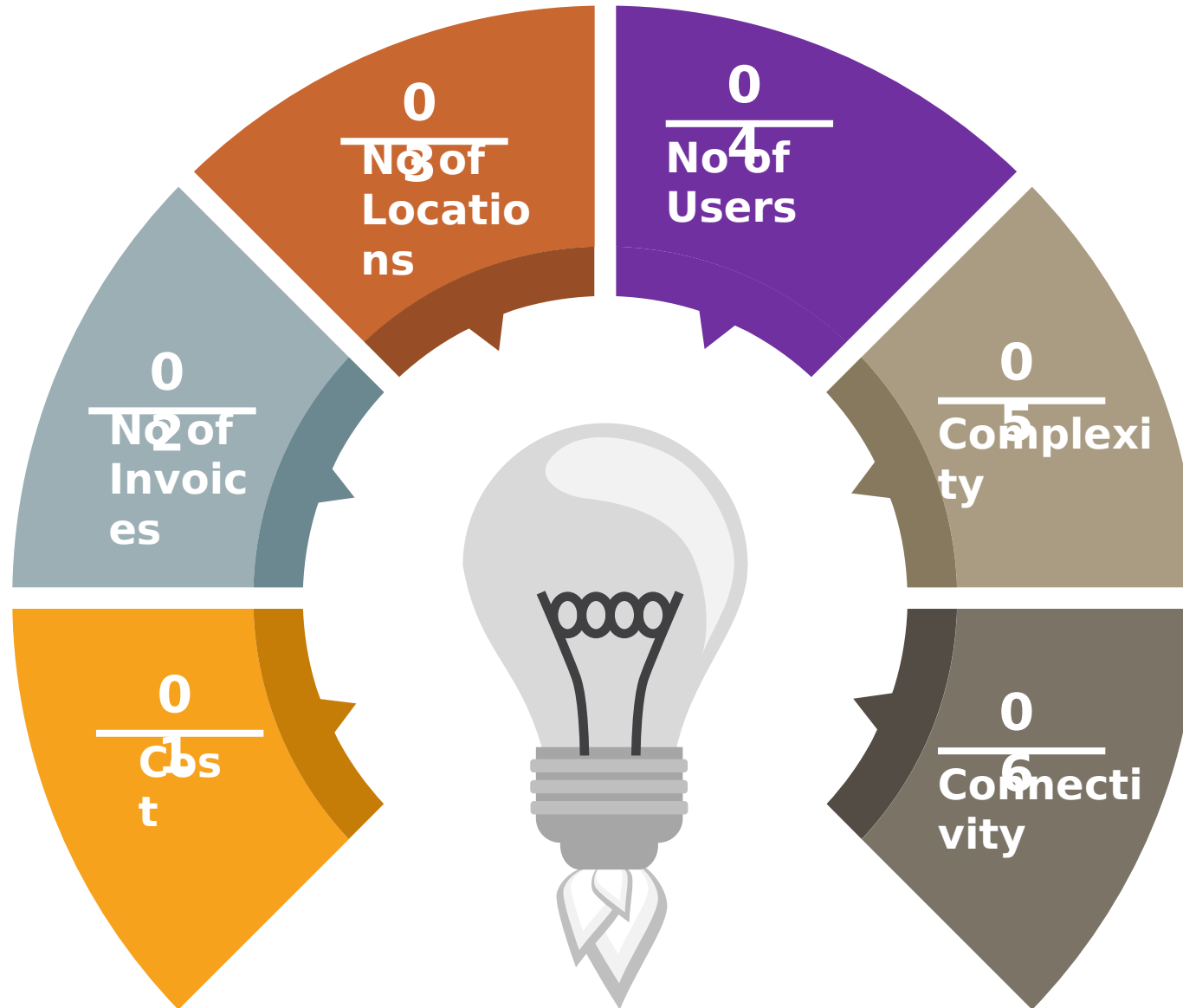
Implementation Method

- SFTP



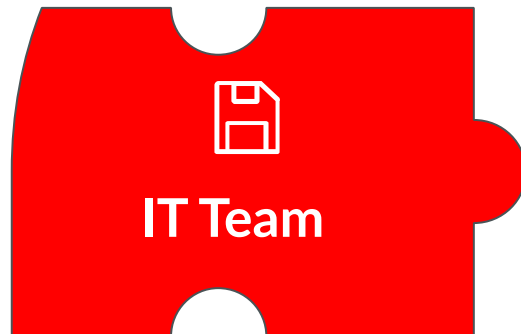
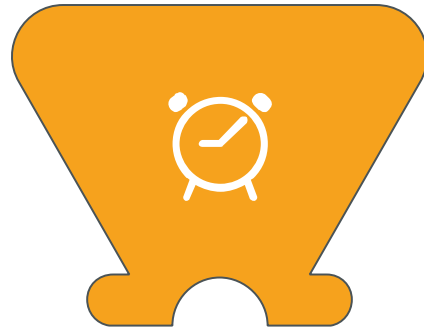
DOCUMENTATION AND ACCOUNTS & RECORDS

e-invoicing



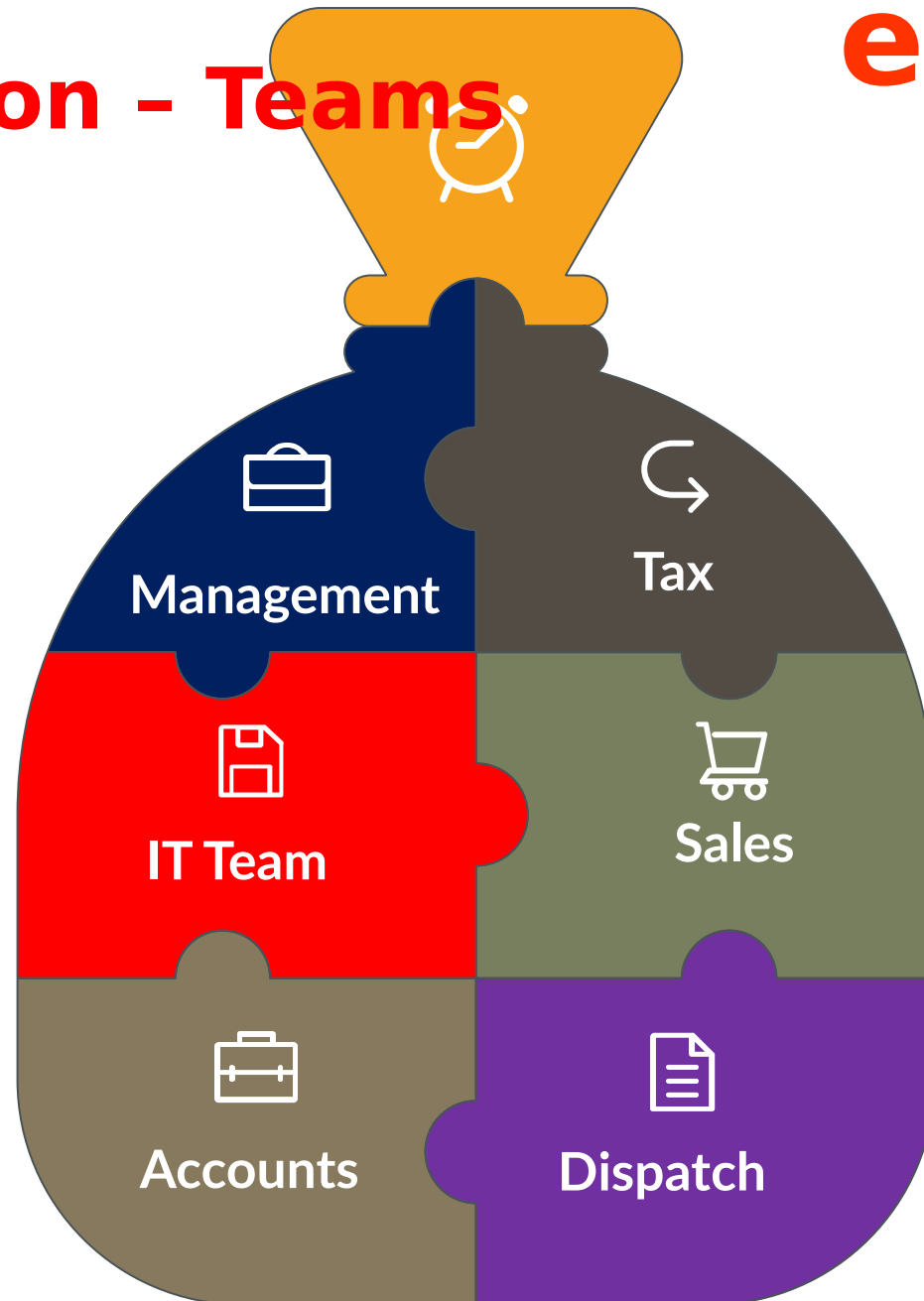
DOCUMENTATION AND ACCOUNTS & RECORDS

Implementation - Teams



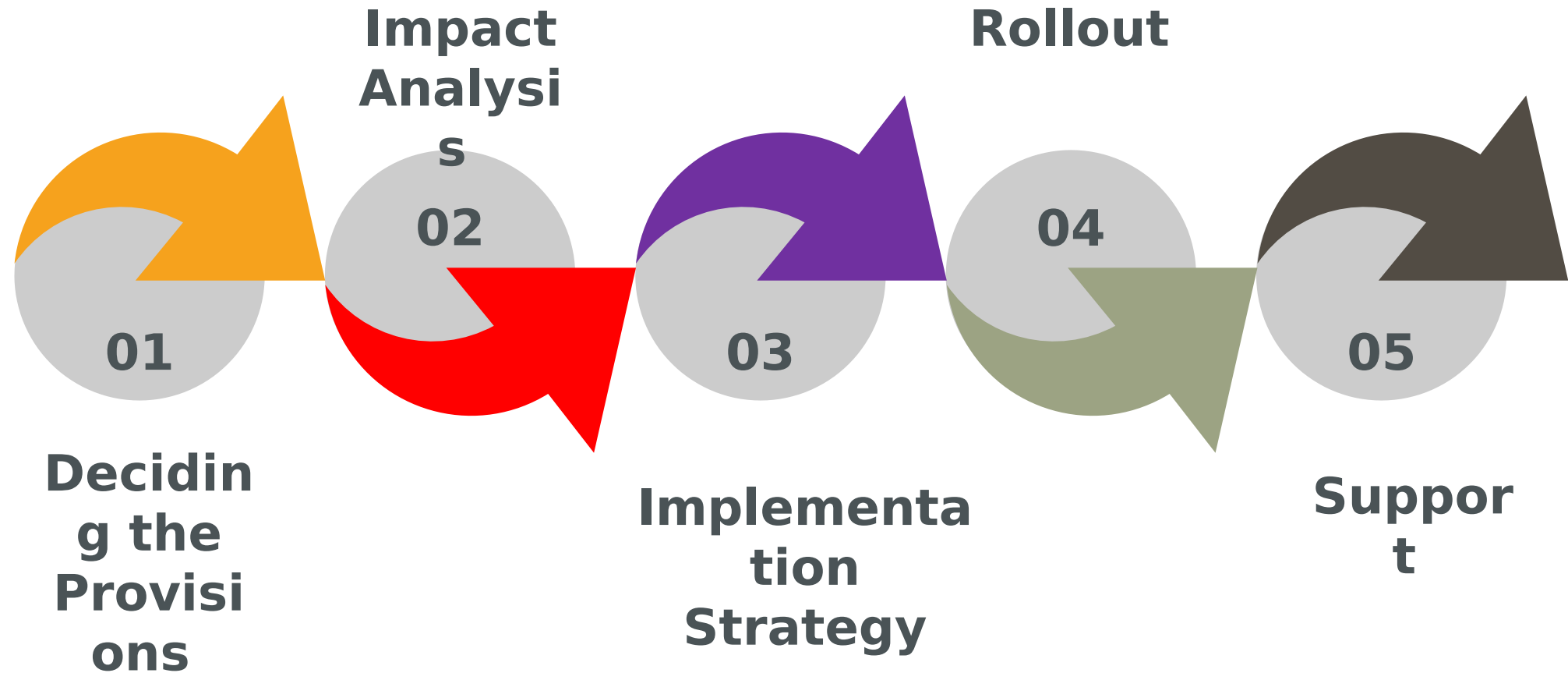
Implementation - Teams

e-invoicing



DOCUMENTATION AND ACCOUNTS & RECORDS

Implementation - Steps



ACCOUNTING & RECORDS

DOCUMENTATION AND ACCOUNTS & RECORDS

- Following records are to be maintained by the registered taxpayer
 - production or manufacture of goods;
 - inward and outward supply of goods or services or both;
 - stock of goods;
 - input tax credit availed;
 - output tax payable and paid; and
 - such other particulars as may be prescribed:
- There are not formats prescribed unlike the erstwhile tax regime
- The records have to be maintained separately for each project wherever applicable
- The records have to be retained for 72 months from the date of filing of the annual return.

DOCUMENTATION AND ACCOUNTS & RECORDS

- **Records to be maintained by every tax payer**
 - names and complete addresses of suppliers from whom he has received the goods or services chargeable to tax under GST
 - names and complete addresses of the persons to whom he has supplied goods or service where required under the provisions
 - complete address of the premises where goods are stored by taxpayer, including goods stored during transit along with the particulars of the stock stored

- **Records to be maintained by Service Provider**
 - Quantities details of goods used in provision of service
 - Details of input services utilized
 - Details of services provided

DOCUMENTATION AND ACCOUNTS & RECORDS

➤ Records to be maintained by Works Contractor

- Separate records for each works contract
- the names and addresses of the persons on whose behalf the works contract is executed
- description, value and quantity (wherever applicable) of goods or services received for the execution of works contract
- description, value and quantity (wherever applicable) of goods or services utilized in the execution of works contract
- the details of payment received in respect of each works contract
- the names and addresses of suppliers from whom he received goods or services

DOCUMENTATION AND ACCOUNTS & RECORDS

➤ Records to be maintained by Agent

- particulars of authorization received by him from each principal to receive or supply goods or services on behalf of such principal separately
- particulars including description, value and quantity (wherever applicable) of goods or services received on behalf of every principal
- particulars including description, value and quantity (wherever applicable) of goods or services supplied on behalf of every principal
- details of accounts furnished to every principal
- tax paid on receipts or on supply of goods or services effected on behalf of every principal.

DOCUMENTATION AND ACCOUNTS & RECORDS

➤ Records to be maintained by an Agent

- particulars of authorization received by him from each principal to receive or supply goods or services on behalf of such principal separately
- particulars including description, value and quantity (wherever applicable) of goods or services received on behalf of every principal
- particulars including description, value and quantity (wherever applicable) of goods or services supplied on behalf of every principal
- details of accounts furnished to every principal
- tax paid on receipts or on supply of goods or services effected on behalf of every principal.

DOCUMENTATION AND ACCOUNTS & RECORDS

Ledgers

➤ Ledgers play a key role in

- ❑ Accounting
- ❑ GST Compliance

Recommended to change the accounting process and new ledgers to meet GST compliances seamlessly and also ensure proper internal control

DOCUMENTATION AND ACCOUNTS & RECORDS

Ledgers

➤ New Ledgers - Output/Outward Supplies liability

- Output Tax Liability – CGST A/c
- Output Tax Liability – SGST A/c
- Output Tax Liability – IGST A/c
- Output Tax Liability – UTGST A/c
- Output Tax Liability – GST Cess A/c
- Output Tax Liability – IGST – Stock Transfer A/c

DOCUMENTATION AND ACCOUNTS & RECORDS

Ledgers

➤ New Ledgers - Reverse Charge Liability

- Reverse Charge Liability – CGST A/c
- Reverse Charge Liability – SGST A/c
- Reverse Charge Liability – IGSTA/c
- Reverse Charge Liability – UTGSTA/c
- Reverse Charge Liability – GST Cess A/c

DOCUMENTATION AND ACCOUNTS & RECORDS

Ledgers

➤ New Ledgers - Interim Recovery Accounts

- ITC Interim Recovery Account – CGST A/c
- ITC Interim Recovery Account – SGST A/c
- ITC Interim Recovery Account – IGSTA/c
- ITC Interim Recovery Account – UTGSTA/c
- ITC Interim Recovery Account – GST Cess A/c

DOCUMENTATION AND ACCOUNTS & RECORDS

Ledgers

➤ New Ledgers - Recovery Accounts

- ITC Recovery Account – CGST A/c
- ITC Recovery Account) – SGST A/c
- ITC Recovery Account – IGSTA/c
- ITC Recovery Account – UTGSTA/c
- ITC Recovery Account – GST Cess A/c

DOCUMENTATION AND ACCOUNTS & RECORDS

Ledgers

➤ New Ledgers - ITC Reverse Charge Accounts

- ITC Reverse Charge – CGST A/c
- ITC Reverse Charge – SGST A/c
- ITC Reverse Charge – IGSTA/c
- ITC Reverse Charge – UTGSTA/c
- ITC Reverse Charge – GST Cess A/c

DOCUMENTATION AND ACCOUNTS & RECORDS

Ledgers

➤ New Ledgers - ITC Reverse Charge Recovery Accounts

- ITC Reverse Charge Recovery – CGST A/c
- ITC Reverse Charge Recovery – SGST A/c
- ITC Reverse Charge Recovery – IGSTA/c
- ITC Reverse Charge Recovery – UTGSTA/c
- ITC Reverse Charge Recovery – GST Cess A/c

DOCUMENTATION AND ACCOUNTS & RECORDS

Ledgers

➤ New Ledgers - GST Liability on advances

- GST on Advances – CGST A/c
- GST on Advances– SGST A/c
- GST on Advances – IGSTA/c
- GST on Advances – UTGSTA/c
- GST on Advances – GST Cess A/c

DOCUMENTATION AND ACCOUNTS & RECORDS

Ledgers

- **New Ledgers - Outward Supplies within the state**
 - Outward Supplies – B2B
 - Outward Supplies – B2C
 - Outward Supplies – Reverse Charge

DOCUMENTATION AND ACCOUNTS & RECORDS

Ledgers

➤ New Ledgers - Outward Supplies inter state

- Outward Supplies – B2B (outside the state)
- Outward Supplies – B2C (outside the state)
- Outward Supplies – Reverse Charge
- Outward Supplies – Stock Transfer (outside the state)
- Outward Supplies – Purchase Returns (within the state)
- Outward Supplies – Purchase Returns (outside the state)

DOCUMENTATION AND ACCOUNTS & RECORDS

Ledgers

➤ New Ledgers - Inward Supplies

- Inward Supplies – Registered (within the state)
- Inward Supplies – Registered (Outside the state)
- Inward Supplies – Unregistered
- Inward Supplies – Composition Taxpayers A/c
- Inward Supplies – Exempted A/c
- Inward Supplies – Non-GST A/c
- Inward Supplies – Nil Rated A/c

DOCUMENTATION AND ACCOUNTS & RECORDS

Ledgers

- Ram has sold twenty five thousand worth of goods to Ajay and the goods attracted 5% tax on ₹ 10,000, 12% tax on ₹ 7,500, 18% on ₹ 3,000 and 28% on balance amount.
- What is the accounting entry to be passed in the books accounts of Ram?
- What is the accounting entry to be passed in the books of Ajay?

DOCUMENTATION AND ACCOUNTS & RECORDS

Vinay runs a mobile shop and he sold an Apple phone to Jagan for Rs 87,600. Jagan also purchased a stylus worth ₹ 5,000 and ear pods worth ₹ 7,500.

Vinay gave a discount of ₹ 5000 on mobile phone and 10% on the stylus and ear pods.

Jagan exchanged his old mobile phone worth ₹ 9,000.

Iphone is charged @18%, ear pods @ 5% and stylus @28%

- What is the total value of sale?
- How much amount will Jagan will pay to Vinay?
- What the accounting entries to be passed in the books of Vinay?

DOCUMENTATION AND ACCOUNTS & RECORDS

P Ltd from Agra purchased goods worth 1,28,700 and in that exempted goods were ₹ 12,500. From the balance amount 40% of the goods were taxed at 18%, 25% of the goods were taxed at 12% and balance goods were taxed at 5%.

The goods were purchased from Q Ltd based out of Delhi and P Ltd went Delhi and purchased the goods he carried the physically from Delhi to Agra.

P Ltd sold the exempted goods at a profit margin of 40%.

Sold 60% of goods purchased at 18% with a profit margin of 75% to customer from Mumbai and shipped the goods by courier and collected transportation charges extra worth ₹ 12,500

Sold 100% of the goods purchased at 12% with a profit margin of 25% to a walk in customer.

DOCUMENTATION AND ACCOUNTS & RECORDS

Accounting Entries

Outward supplies (sales within the state – B2B)	Debtors A/c	Dr	
	Outward Supplies – B2B (within the state)		Cr
	Output Tax Liability – CGST A/c		Cr
	Output Tax Liability – SGST A/c		Cr
	If GST Cess is there, that will also be accounted separately		
Outward supplies (sales outside the state – B2B)	Debtors A/c	Dr	
	Outward Supplies – B2B (within the state)		Cr
	Output Tax Liability – IGSTA/c		Cr
	If GST Cess is there, that will also be accounted separately		

DOCUMENTATION AND ACCOUNTS & RECORDS

Accounting Entries

Outward supplies (sales within the state – B2C)	Debtors A/c	Dr	
	Outward Supplies – B2C (within the state)		Cr
	Output Tax Liability – CGST A/c		Cr
	Output Tax Liability – SGST A/c		Cr
	If GST Cess is there, that will also be accounted separately		
Outward supplies (sales outside the state – B2C)	Debtors A/c	Dr	
	Outward Supplies – B2C (within the state)		Cr
	Output Tax Liability – IGST A/c		Cr
	If GST Cess is there, that will also be accounted separately		

DOCUMENTATION AND ACCOUNTS & RECORDS

Accounting Entries

Debit Note (within the state – B2B)	Debtors A/c	Dr	
	Outward Supplies – B2B (within the state)		Cr
	Output Tax Liability – CGST A/c		Cr
	Output Tax Liability – SGST A/c		Cr
	If GST Cess is there, that will also be accounted separately		
Debit Note (outside the state – B2B)	Debtors A/c	Dr	
	Outward Supplies – B2B (within the state)		Cr
	Output Tax Liability – IGST A/c		Cr
	If GST Cess is there, that will also be accounted separately		

DOCUMENTATION AND ACCOUNTS & RECORDS

Accounting Entries

Debit Note (within the state – B2C)	Debtors A/c	Dr	
	Outward Supplies – B2C (within the state)		Cr
	Output Tax Liability – CGST A/c		Cr
	Output Tax Liability – SGST A/c		Cr
	If GST Cess is there, that will also be accounted separately		
Debit Note (outside the state – B2C)	Debtors A/c	Dr	
	Outward Supplies – B2C (within the state)		Cr
	Output Tax Liability – IGSTA/c		Cr
	If GST Cess is there, that will also be accounted separately		

DOCUMENTATION AND ACCOUNTS & RECORDS

Accounting Entries

Stock Transfer Within the State	<table><tr><td data-bbox="726 302 1643 359">Inter Branch Transfers A/c</td><td data-bbox="1839 302 1898 345">Dr</td></tr><tr><td data-bbox="726 374 1643 502">Outward Supplies – Stock Transfer A/c (within the state)</td><td data-bbox="1982 445 2040 488">Cr</td></tr></table>	Inter Branch Transfers A/c	Dr	Outward Supplies – Stock Transfer A/c (within the state)	Cr		
Inter Branch Transfers A/c	Dr						
Outward Supplies – Stock Transfer A/c (within the state)	Cr						
Stock Transfer Outside State	<table><tr><td data-bbox="726 588 1643 645">Inter Branch Transfers A/c</td><td data-bbox="1814 588 1872 631">Dr</td></tr><tr><td data-bbox="726 659 1643 788">Outward Supplies – Stock Transfer A/c (within the state)</td><td data-bbox="1982 731 2040 773">Cr</td></tr><tr><td data-bbox="726 802 1643 931">Output Tax Liability – IGST Stock Transfer A/c</td><td data-bbox="1982 873 2040 916">Cr</td></tr></table>	Inter Branch Transfers A/c	Dr	Outward Supplies – Stock Transfer A/c (within the state)	Cr	Output Tax Liability – IGST Stock Transfer A/c	Cr
Inter Branch Transfers A/c	Dr						
Outward Supplies – Stock Transfer A/c (within the state)	Cr						
Output Tax Liability – IGST Stock Transfer A/c	Cr						

DOCUMENTATION AND ACCOUNTS & RECORDS

Accounting Entries

Advance Received from Customer within the state	Cash or Bank A/c	Dr	
	Advance – CGST A/c	Dr	
	Advance – SGST A/c	Dr	
	Customers A/c		Cr
	Output Tax Liability – CGST A/c		Cr
	Output Tax Liability – SGST A/c		Cr
If GST Cess is there, that will also be accounted separately			
Advance Received from Customer outside the state	Cash or Bank A/c	Dr	
	Advance – IGSTA/c	Dr	
	Customers A/c		Cr
	Output Tax Liability – IGSTA/c		Cr
If GST Cess is there, that will also be accounted separately			

DOCUMENTATION AND ACCOUNTS & RECORDS

Accounting Entries

Customer Advance Adjusted subsequently – within the state	Output Tax Liability – CGST A/c	Dr	
	Output Tax Liability – SGST A/c	Dr	
	Advance – CGST A/c		Cr
	Advance – SGST A/c		Cr
Customer Advance Adjusted subsequently – outside the state	Output Tax Liability – IGSTA/c	Dr	
	Advance – IGSTA/c		Cr

DOCUMENTATION AND ACCOUNTS & RECORDS

Accounting Entries

Inward supplies (Purchases within the state – Registered)	Inward Supplies – Registered (within the state) A/c	Dr	
	ITC Interim Recovery – CGST A/c	Dr	
	ITC Interim Recovery – SGST A/c	Dr	
	Creditors A/c		Cr
Inward supplies (Purchases Outside the state – Registered)	Inward Supplies – Registered (outside the state) A/c	Dr	
	ITC Interim Recovery – IGST A/c	Dr	
	Creditors A/c		Cr

DOCUMENTATION AND ACCOUNTS & RECORDS

Accounting Entries

When input tax credit is taken – (Purchases within the state – Registered)	ITC Recovery – CGST A/c ITC Recovery – SGST A/c ITC Interim Recovery – CGST A/c ITC Interim Recovery – SGST A/c	Dr Dr Cr Cr
When input tax credit is taken – (Purchases Outside the state – Registered)	Input Tax Credit RA – IGSTA/c Input Tax Credit (IRA) – IGSTA/c	Dr Cr

DOCUMENTATION AND ACCOUNTS & RECORDS

Accounting Entries

Inward Supplies – Composition Tax Payer	Inward Supplies – Composition Taxpayers A/c Creditors A/c	Dr Cr
Inward Supplies – Non-GST Supplies	Inward Supplies – Non-GST A/c Creditors A/c	Dr Cr
Inward Supplies – Exempted	Inward Supplies – Exempted A/c Creditors A/c	Dr Cr
Inward Supplies – Nil Rated	Inward Supplies – Nil Rated A/c Creditors A/c	Dr Cr

DOCUMENTATION AND ACCOUNTS & RECORDS

Accounting Entries

Inward Supplies – Unregistered Tax Payers (Reverse Charge)	Inward Supplies – Unregistered A/c	Dr	
	ITC Reverse Charge Recovery – CGST A/c	Dr	
	ITC Reverse Charge Recovery – SGST A/c	Dr	
	Creditors A/c		Cr
	Reverse Charge Liability – CGST A/c		Cr
When input tax credit is availed on the reverse charge inward supplies	Reverse Charge Liability – SGST A/c		Cr
	ITC Recovery – CGST A/c	Dr	
	ITC Recovery – SGST A/c	Dr	
	ITC Reverse Charge Recovery – CGST A/c		Cr
	ITC Reverse Charge Recovery – SGST A/c		Cr



CMA Bhogavalli Mallikarjuna Gupta



B. Com, ACMA, MFM,

With over 24 years of experience in Taxation, Product and Brand Management, Finance, Accounting, Sales, Operations, Marketing, Project Accounting, and ERP & BI Implementation, He worked with leading organizations like Oracle, Infor, Logo, Systime, and the Dempo Group. Currently, he specializes in Indirect Tax & Technology Litigation, Advisory, and Advocacy.

Director – Indirect Taxation, Manohar Chowdhary & Associates,
Chartered Accountants

COO, Nextgen Learning And Consulting Private Limited

Founder – India-gst.in

Member of

Awards/Recognitions

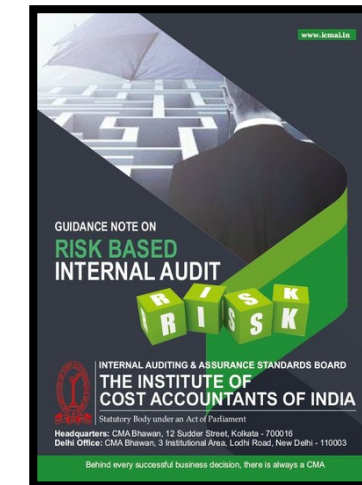
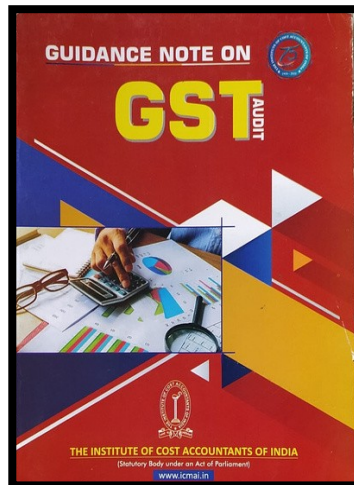
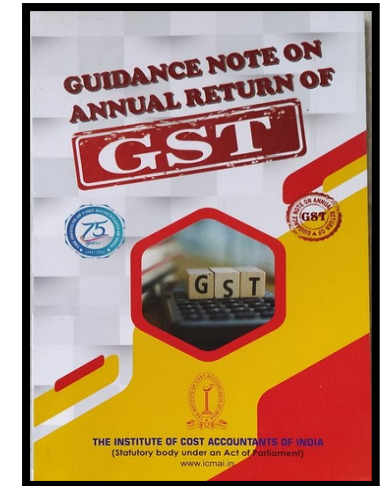
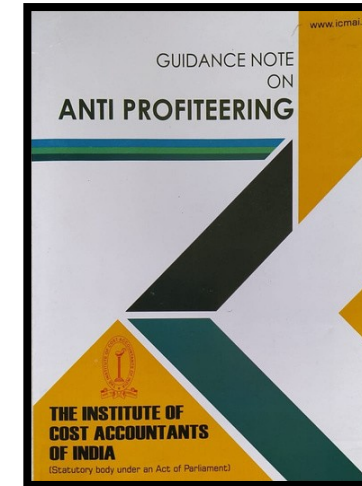
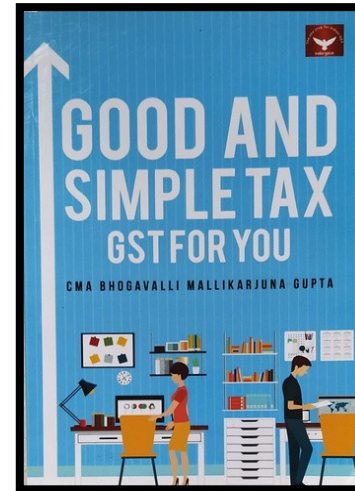
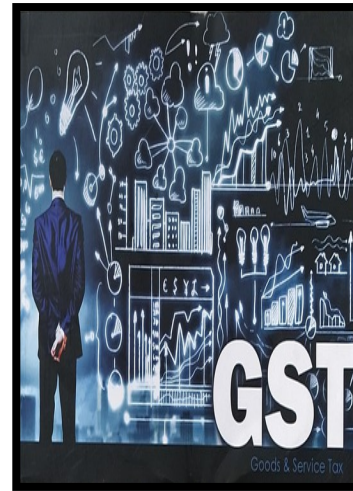
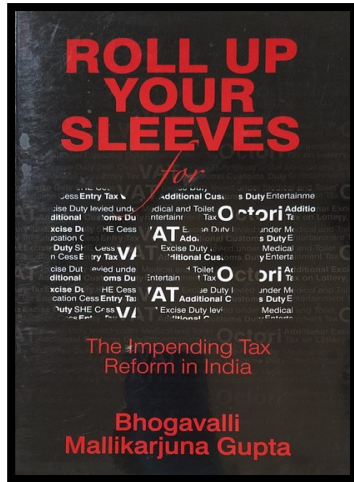
- Conferred the Indian Achievers' Award 2021 - In Recognition of Outstanding Professional Achievement & Contribution in Nation Building
- GUINNESS WORLD RECORDS title holder as a team member for the “Most people running up a single mountain.”
- Selected one among the 100 Digital Influences for 2020 by [YourStory](#)
- His podcasts find place in the top 10 Taxation podcasts in India for 2021
- Recognized by the Cyberabad Police for Traffic Volunteering for 100 hours &

- GST Grievance Redressal Committee – Telangana
- Co-opted Member – Indirect Tax Committee at Institute of Cost Accountants of India, Kolkata
- Co-Chair – GST & Customs Committee, Federation of Telangana Chambers of Commerce & Industry
- Member - Regional Advisory Committee, Dattopanth Thengadi National Board for Workers Education and Development, Ministry of Labour and Employment, Govt. of India.
- Member – MSME & Startups Promotion Board at Institute of Cost Accountants of India, Kolkata for 2022-23
- Resource Person/Faculty - Institute of Cost Accountants of India, Regional Training Institute (CAG Auditors), National Academy of Customs, Indirect Taxes & Narcotics, Indian Navy, and National Institute for Micro Small and Medium Enterprises (NI-MSME)

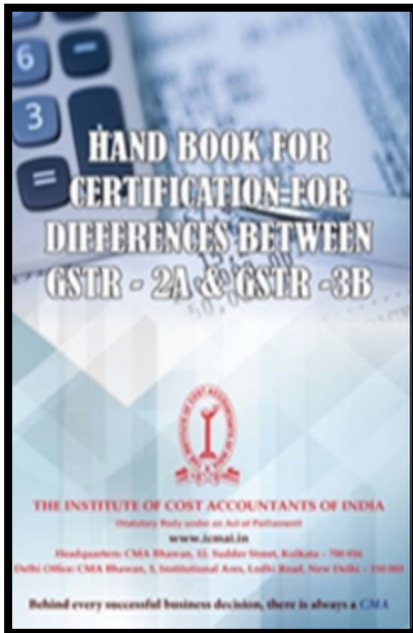
Achievements

- **Litigation Success in GST and Service Tax:** Successfully represented clients in GST and Service Tax litigations before various authorities across India, including tribunals. Achieved landmark orders favorable to clients, demonstrating effective legal representation and advocacy in tax-related disputes.
- **Comprehensive Advisory Experience:** Advised numerous corporate houses, PSUs, product companies, and startups on various matters, providing guidance on internal audit, EPR & BI implementations & development, product management, costing, funding, cash management, internal controls, compliance management, and go-to-market (GTM) strategies.
- **Policy Advocacy:** Actively engaged in policy advocacy, working closely with the Government to implement taxpayer-friendly measures in GST. Collaborated on various initiatives to simplify tax processes and improve compliance, contributing to a more efficient and equitable tax system.
- **Innovative Tax Solutions:** Configured and developed a user-configurable tax engine for one of India's major ERPs for GST before its rollout. This solution continues to be used and highly praised by customers.
- **Prolific Authorship:** Authored/Co-authored 13 books on vivid topics including 10 on Indian GST. Authored over 120 articles and blogs on GST, MSMEs, finance, and the economy, published in leading newspapers, magazines, the ICAI Tax Bulletin, and various online portals.
- **Extensive Training and Outreach:** Led outreach programs and continuing education initiatives on GST, costing, internal audit, MSME survival strategies, and other critical topics for department officers, defense officials, traders, professionals, corporates, and students. Delivered over 70,000+ man-hours of training across 500+ sessions.
- **Costing Systems Implementation:** Implemented and computerized costing systems for a BOPP plant and an upholstery plant in 1999, leading to significant utility consumption reductions through the integration of hot oil boilers. Developed a costing system for a pig iron plant, analyzing profitability based on detailed raw material consumption from vendors, batches, regions, dealers, and grades.

Books – Authored/Co Authored



Books – Authored/Co Authored



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