

# Common Errors & Possible Solutions in GSTR 3B & GSTR 1

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# Synopsis

- Common issues/errors in GSTR 3B & solutions
- Common issues/errors in GSTR 1 & solutions
- Return related common issues & solutions
- Certain Do's & Don'ts
- General Tips

# Common errors in GSTR 3B:

- Data entry Errors
- Analytical Errors
- Reporting Errors
- Offsetting Errors
- Technical Errors

# Data entry errors:

- Wrong data entered
- Addition of zeros
- Addition of digits
- Eligible ITC (All other ITC of Table 4 (A)(5)) wrongly entered in Liability table (Table 3.1(d))

Status - Submitted but not filed

## Solution

- July month – Status of submitted GSTR 3B which were not filed due to certain mistakes reset for July 2017 for rectification and filing

### 3.1 Details of Outward Supplies and inward supplies liable to reverse charge

Nature of Supplies	Total Taxable value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(b) Outward taxable supplies (zero rated )	₹0.00	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, exempted)	₹0.00				
(d) Inward supplies (liable to reverse charge) <span style="border: 1px solid black; padding: 2px;">✗</span>	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(e) Non-GST outward supplies	₹0.00				

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Table 4		Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)
<b>(A) ITC Available (whether in full or part)</b>					
(1) Import of goods		₹0.00			₹0.00
(2) Import of services		₹0.00			₹0.00
(3) Inward supplies liable to reverse charge (other than 1 & 2 above)		₹0.00	₹0.00	₹0.00	₹0.00
(4) Inward supplies from ISD		₹0.00	₹0.00	₹0.00	₹0.00
(5) All other ITC <span style="border: 1px solid black; padding: 2px;">✓</span>		₹0.00	₹0.00	₹0.00	₹0.00

# Data entry errors (Contd.)

- Payment of tax under wrong head(Eg: CGST instead of IGST)

**Solution:** Only ITC can be set off under Section 49, Cash ledger balances cannot be set off.

Use Table 14 of GSTR 3 – Column 7 – Debit Entry No's to claim refund of it. Once GSTR 3 is filed it will get credited to the bank account given during registration.

# Table 14 of GSTR 3 – Column 7

Description	Tax	Interest	Penalty	Fee	Other	Debit Entry Nos.
1	2	3	4	5	6	7
(a) Integrated tax						
(b) Central Tax						
(c) State/UT Tax						
(d) Cess						
Bank Account Details (Drop Down)						

# Analytical Errors

- Non submission of details of certain invoices
- Non inclusion of Debit Notes(DNs) & Credit Notes(CNs)
- Same invoices/DNs/CNs considered more than once
- Treating Exports as Nil rated instead of Zero rated
- Few Balance Sheet items not considered
  - Advances received / Advances Adjusted from Sundry Debtors
  - Capital goods (Outward Supply / Inward Supply)
  - Deferred Revenue Expenses
  - Accrued Income from Deposits

**Solution** : Make corrections while filing GSTR 1 & 2 & that will be final.

# Analytical Errors (Contd.)

- Non availment of ITC paid on Reverse charge
- Non availment of Other eligible ITC procured from Registered Supplier
- Excess ITC availment than eligible ITC
- Non reversal of Ineligible Credits (Rule 42 & 43 – D1,D2,Te)
- Wrong Classification of Supplies (Taxable treated as exempt & Vice versa)

**Solution** : Make corrections while filing GSTR 1 & 2 & that will be final.

Details	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)
<b>(A) ITC Available (whether in full or part)</b>				
(1) Import of goods	₹0.00			₹0.00
(2) Import of services	₹0.00			₹0.00
(3) Inward supplies liable to reverse charge (other than 1 & 2 above)	₹0.00	₹0.00	₹0.00	₹0.00
(4) Inward supplies from ISD	₹0.00	₹0.00	₹0.00	₹0.00
(5) All other ITC	₹0.00	₹0.00	₹0.00	₹0.00
<b>(B) ITC Reversed</b>				
(1) As per Rule 42 & 43 of CGST/SGST rules	₹0.00	₹0.00	₹0.00	₹0.00
(2) Others	₹0.00	₹0.00	₹0.00	₹0.00
<b>(C) Net ITC Available (A) - (B)</b>	₹0.00	₹0.00	₹0.00	₹0.00
<b>(D) Ineligible ITC</b>				
(1) As per section 17(5)	₹0.00	₹0.00	₹0.00	₹0.00
(2) Others	₹0.00	₹0.00	₹0.00	₹0.00

# Reporting Errors

- Non reporting of Inter state outward supply B2C state wise (Table 3.2)

**Solution :** Make corrections while filing GSTR 1 & that will be final.

- Non reporting of ineligible credits in ITC table (4(D)(1) & 4(D)(2)) (Section 17 read with Rule 42 & Rule 43, T1, T2, T3)
- Non reporting of Exempt & Non GST Inward supplies. (Table 5)

**Solution :** Make corrections while filing GSTR 2 & that will be final.

Details	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)
<b>(A) ITC Available (whether in full or part)</b>				
(1) Import of goods	₹0.00			₹0.00
(2) Import of services	₹0.00			₹0.00
(3) Inward supplies liable to reverse charge (other than 1 & 2 above)	₹0.00	₹0.00	₹0.00	₹0.00
(4) Inward supplies from ISD	₹0.00	₹0.00	₹0.00	₹0.00
(5) All other ITC	₹0.00	₹0.00	₹0.00	₹0.00
<b>(B) ITC Reversed</b>				
(1) As per Rule 42 & 43 of CGST/SGST rules	₹0.00	₹0.00	₹0.00	₹0.00
(2) Others	₹0.00	₹0.00	₹0.00	₹0.00
<b>(C) Net ITC Available (A) - (B)</b>	₹0.00	₹0.00	₹0.00	₹0.00
<b>(D) Ineligible ITC</b>				
(1) As per section 17(5)	₹0.00	₹0.00	₹0.00	₹0.00
(2) Others	₹0.00	₹0.00	₹0.00	₹0.00

# Offsetting errors

- Section 49 compliance
- > IGST Credit to be used in IGST then CGST then SGST
- > CGST Credit to be used for CGST then IGST
- > SGST Credit to be used for SGST then IGST
- > CGST Credit to be used for IGST liability before SGST Credit can be used for IGST liability
- CGST cannot be offset for SGST & vice – versa
- Late fee, Interest, etc cannot be offset from other cash ledger balances.
- ITC not to be offset for RCM liability (to be discharged in cash).

# Technical Errors

- Digital Signature related Errors - Emsigner issues
- Unable to file GSTR 3B due to TRAN 1 issues
- Negative Values

# Emsigner issues – A 10 Step Solution

- Check for Latest JAVA version & update it
- Step 1 – Insert your DSC dongle and log in.
- Step 2 - Right click on emsigner then open
- Step 3 - Check the Port it is working (1585)
- Step 4 - Click on stop service
- Step 5 - Open Chrome. Go to Settings > Go to Advance > Content settings
- Step 6 - Go to Java Script & Allow the URL <https://127.0.0.1:1585> here
- Step 7 – Go to Flash & Allow the URL <https://127.0.0.1:1585>
- Step 8 - Now run the emsigner as Run as administrator
- Step 9 - Now open the Chrome again and type the URL <https://127.0.0.1:1585>
- Step 10 - This will show the error (Your connection is not private) Click on Advance on this screen and click on Proceed to unsafe.

# Unable to file GSTR 3B due to TRAN 1 issues

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

- GSTR 3B cannot be filed if TRAN 1 not filed
- GSTR 3B of August cannot be filed if GSTR 3B of July not filed & so on
- In case of TRAN 1, where data is processed with error, the form should not be submitted till such error is rectified & remark of processed invoices is displayed.

Two possibilities for filing related issues.

1. EVC Non Acceptance

Solution : Use Digital Signature to file TRAN 1 if it is not getting filed with EVC code

2. Processing Errors – Possible Solutions

# TRAN 1 Processed Invoices

## Capital Goods - Summary



Central Tax

State/UT Tax

Processed Invoices

Sr.No	Invoice / Document No	Invoice / Document Date	Supplier's registration no. under existing law	Recipients' registration no. under existing law	Value	ED/CVD	SAD	Total eligible CENVAT credit under existing law	To CEN cre ava un existi
1	9387569	20/04/2017	XXXXXXXXXXXXXX	AAACG7300CXM002	1,17,95,135.00	14,74,392.00	5,33,547.00	20,07,942.00	12,70,

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# TRAN 1 Errors

Pending Invoices (These will be added after validation)

Sr.No	Registration no. under existing law	Tax period	Date of filing of the return	Balance CENVAT credit	CENVAT Credit admissible as ITC	Status	Action Taken	Actions
1	AAACG7300CXM001	062017	10/07/2017	7,65,244.00	7,65,244.00	Processed with Error	Edit	 
2	AAACG7300CXM003	062017	10/07/2017	2,95,969.00	2,95,969.00	Processed with Error	Add	 
3	AAACG7300CXM002	062017	10/07/2017	8,69,922.00	8,69,922.00	Processed with Error	Add	 
4	AAACG7300CST002	062017	10/07/2017	8,22,971.00	8,22,971.00	Processed with Error	Add	 



# Reasons & Possible solutions

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

# Negative Values

Negative Values of IGST/CGST/SGST in the payment table

Possible solution: Request GSTN help desk to rectify at Back end

# Payment Table

Other than reverse charge								
Integrated Tax	₹34,920	₹0	₹0	₹0		₹0	₹0	
Central Tax	₹2,50,055	₹0	₹0			₹0	₹0	₹0
State/UT Tax	₹3,81,696	₹0		₹0		₹0	₹0	₹0
CESS	₹0				₹0	₹0	₹0	
Reverse charge								
Integrated Tax	₹0					₹0		
Central Tax	-₹1,26,691					-₹1,26,691		
State/UT Tax	₹4,950					₹4,950		
CESS	₹0					₹0		

# Table 3.1

Nature of Supplies	Total Taxable value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	₹44,01,558.00	₹34,920.00	₹3,81,696.00	₹3,81,696.00	₹0.00
(b) Outward taxable supplies (zero rated )	₹0.00	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, exempted)	₹0.00				
(d) Inward supplies (liable to reverse charge)	₹1,20,000.00	₹0.00	₹4,950.00	₹4,950.00	₹0.00
(e) Non-GST outward supplies	₹0.00				

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# Issues in GSTR 1

- Processing errors
  - Data entry errors in excel template & Json Structure errors
- Amendable errors
- Non - Amendable errors

# Processing Errors

## Data Entry errors in Excel Template & Json Structure Errors

- Unfilled fields in Excel template
- State code not filled in Place of Supply
- GSTIN – not valid
- Duplication to be removed
- Decimal – two digits
- Date – dd/mm/yyyy
- One invoice – one POS
- Invoice no –  $\leq 16$  characters
- HSN or description - special character
- Same HSN with multiple UQC – Convert it single UQC
- Place of Supply & GST mismatch (Eg: Intra state – IGST in excel template)
- Return period & Json period mismatch
- Invoice date + pre registration
- Invoice date  $>$  return period

# Return offline tool – Error report – JSON file

GSTR Returns

Goods and Services Tax Offline Tool

GSTR1 [ ] 2017-18 July

VIEW SUMMARY

Select Section: B2B Invoices

Search Invoices

Invoice No.	Invoice Date	Total Invoice Value(₹)	Place Of Supply	Supply Type	Invoice Type	Reverse Charge	E-Commerce GSTIN	Error Message	Actions
18980120	27-07-2017	₹97,704.00	27-Mahara	Inter-State	Regular			The GSTIN is invalid. Please enter a valid GSTIN.	
18LS0006	31-07-2017	₹5,900.00	29-Karnat	Intra-State	Regular			The GSTIN is invalid. Please enter a valid GSTIN.	
								The GSTIN is invalid.	

# Amendable errors

- Data entry errors in various tables

Sl.No.	Error in Table	Amendment Table
1.	Table 4 – B2B invoices Table 5 – B2C Inter state > 2.5 Lacs Table 6 – Zero Rated Supplies & Deemed Exports	Table 9 of succeeding months
2.	Table 7 – B2C other than in Table 5	Table 10 of succeeding months
3.	Table 9 – Credit Notes, Debit Notes, Refund Vouchers	Table 9 of succeeding months
4.	Table 11 – Advances & Advance Adjustments	Table 11 of succeeding months

# Missed out invoices

- Since the submitted GSTR 1 cannot be changed
- Ask the recipient to upload the invoices as missed invoices and accept them when they are auto-populated in GSTR 1A and file the acceptance on the portal before filing GSTR 3.
- This will auto-amend the earlier filed GSTR 1 and the liability will be reflected in GSTR 3.
- If the recipients also fail to upload such invoices, these can be added in the GSTR 1 of next period and the liability paid with taxes in GSTR 3 of next period.

# SEZ boxes are not enabled

- These get enabled when the recipient is classified as SEZ.
- Please ask the recipient taxpayer to send a mail to GSTN to enable the flag of SEZ

# Non-Amendable errors

- Aggregate Turnover for Preceding FY / First Quarter (Table 3)
- Nil/Exempted /Non GST Outward Supplies (Table 8)
- HSN Summary (Table 12)
- Documents issued during the tax period (Table 13)

# Certain Do's in GSTR 3B & GSTR 1

- Where the tile summary on the online portal is not updated: Click generate summary. Generate summary tab can again be clicked only after 10 minutes.
- Use Remove duplicates option in excel to avoid duplicate invoices
- Use len (Length formula) to check 15 characters in case of GSTIN & within 16 characters for Invoice Number, etc.
- Use Filter option in excel to check whether invoice dates are prior to registration (in case of July month return). Also it can be used to check if succeeding month's invoices are not included.
- Cross check the uploaded data with excel sheet totals as a recheck measure.
- In case a credit note is issued for change in tax rate, say from 18% to 12%, then issue a credit note for entire 18% (6% tax slab is not available) in credit note table (i.e., Table 9 of GSTR 1). Take a call whether to issue a Debit note or a New Invoice for 12%.
- Using CSV file is a better option in case of large data say more than 500 line items.
- GSTR 1 – Table 8 (Exempt/Non GST Supplies) & Table 13 (Documents reporting) must be done online as no such options are available in offline utility).

# Certain Don'ts in GSTR 3B & GSTR 1

- Do not file current month returns without filing the previous month/s return
- Do not file GSTR 3B of July month when registration granted in August, however include July invoices also in August Return. Same to be followed for GSTR1 of August Return.
- If applied for composition in August, GSTR 1/GSTR 3B not required to be filed for July as composition levy effective from 1st July
- Do not Submit GSTR 1 of August month
- Do not copy & paste sheets in excel template – excluding heading rows
- Do not try to rename the sheet name in excel template
- Do not use Table 4B of GSTR 1 to fill in Liability under RCM on Inward Supplies

# General Tips

1. If technical glitch is encountered and later the problem gets resolved,  
Open Chrome. Go to Settings > Go to Advance > Clear Browsing Data (Select the following Checkboxes – Browsing History, Cached images & files, Cookies & other site data)
2. When filing a Nil Return, Generate Summary & then file it.
3. Use preview option, Verify it and then submit to avoid data entry errors
4. All supplies to be reported through “other than E-commerce” tab without E-Comm GSTIN (TCS provisions deferred )
5. Ensure that the latest version of offline tool is installed
6. For fast reading of the data in offline tool open the tool in fire-fox or Google chrome by typing localhost:3010 in the address bar
7. While using Offline utility, if you want to enter fresh data, first delete the previous data.
8. In case of Json errors, single field cannot be modified, hence delete all those rows which has errors & re enter the complete details pertaining to those invoices.
9. In case of data uploaded to GSTR1, if any modification or deletion is required, we can use the offline utility to make such changes & re-upload the updated json file which will replace the details in GSTR 1.

# Late Fee Analysis

Sl.No.	Date of Submission	Date of filing	Late fee for current month reflected in the same month (Days)	Late fee for current month reflected in the next month (Days)
1.	Within the due date	Same date of Submission	NA	NA
2.	Within the due date	Within the due date There is gap between date of submission & date of filing.	NA	NA
3.	Within the due date	After the due date	NA	Applicable ( diff between due date & date of filing )
4.	After the due date	Same date of Submission	Applicable ( diff between due date & date of submission.(Filing also same date)	NA
5.	After the due date	There is gap between date of submission & date of filing.	Applicable ( diff between due date & date of submission.	Applicable ( diff between date of submission & date of filing.

# Late Fee Analysis – Exemplified – August GSTR 3B

Sl.No.	Date of Submission	Date of filing	Late fee for current month reflected in the same month return (Days)	Late fee for current month reflected in the next month return (Days)
1.	September 18th	September 18 <sup>th</sup>	NA	NA
2.	September 18th	September 20 <sup>th</sup>	NA	NA
3.	September 18th	September 23 <sup>rd</sup>	NA	CGST - 3days*100 = 300 SGST - 3days*100 = 300
4.	September 25th	September 25th	CGST - 5days*100 = 500 SGST - 5days*100 = 500	NA
5.	October 3 <sup>rd</sup>	October 10 <sup>th</sup>	CGST - 13days*100 = 1300 SGST - 13days*100 = 1300	CGST - 7days*100 = 700 SGST - 7days*100 = 700



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