### **User Manual on Comparison of Liabilities & ITC Functionality**

The comparison of liabilities report is now deployed in production in GST application and available for Officers. It is based on *liability declared* by the taxpayers in *Form GSTR-1 / IFF and Form GSTR-3B, ITC claimed* as per *Form GSTR-3B and accrued as per Form GSTR-2A/GSTR-2B and comprises of the following reports:-*.

#### 1. **Summary Reports**:-

- a) Month-wise Tax liability as declared in GSTR-1 / IFF and paid as per GSTR-3B.
- b) Month wise ITC claimed in GSTR-3B and ITC available as per GSTR-2A /GSTR-2B.

#### 2. **Detailed Reports**:-

- (a) Tax Liability other than Export / Reverse Charge;
- (b) Tax Liability due to Reverse Charge
- (c) Tax Liability due to Export and SEZ Supplies
- (d) Input Tax Credit claimed and due (Other than import of Goods)
- (e) Input Tax Credit claimed and due (Import of Goods); and
- (f) Tax liability due to reverse charge and ITC claimed.

#### 2. The scope of the detailed reports is as given below:-

#### a) Tax Liability other than Export / Reverse Charge:

The report compares tax liability between outward supplies of GSTR-3B and GSTR-1 / IFF for a tax period. The data compared is exclusive of zero-rated supplies (i.e., exports and SEZ supplies) and inward supplies liable to reverse charge.

#### b) Tax Liability due to Reverse Charge

This report compares tax liability between GSTR-3B and GSTR-1 / IFF for inward supplies liable to reverse charge.

#### c) Tax Liability due to Export and SEZ Supplies

This report compares the liability between GSTR-3B and GSTR-1 on the zero-rated (i.e., exports and SEZ supplies) outward supplies.

#### d) Input Tax Credit claimed and due (other than Import of Goods)

This report compares the ITC taken in GSTR-3B with data submitted by suppliers in GSTR-1 / IFF, which gets auto-populated in GSTR-2A/GSTR-2B. It shall also include a comparison with data declared by their respective ISD distributors in their GSTR-6.

#### e) Input Tax Credit claimed and due (Import of Goods)

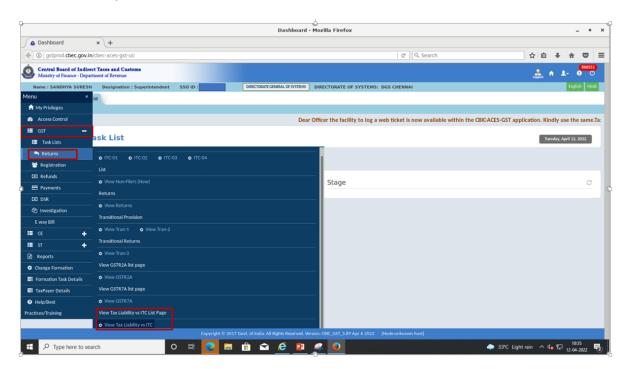
This report contains the details of ITC claimed in GSTR-3B and accrued as per GSTR-2B under different tax heads i.e. Integrated tax (IGST), Central tax (CGST), State/Union Territory tax (SGST/UTGST) and Cess.

### f) Tax liability due to reverse charge and ITC claimed

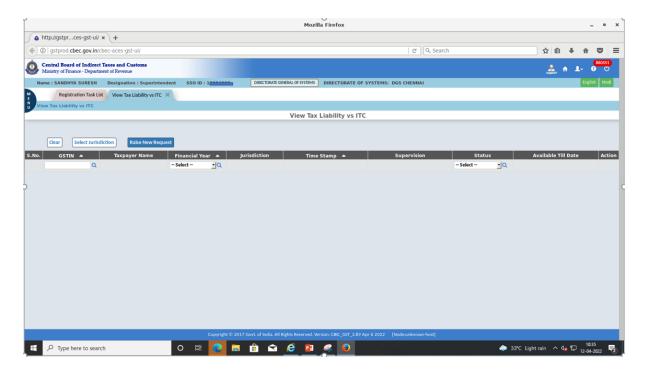
This report contains the details of ITC claimed on inward RCM Supplies in GSTR-3B under different tax heads i.e. Integrated tax (IGST), Central tax (CGST), State/Union Territory tax (SGST/UTGST) and Cess. ). This value is compared with Reverse charge liability declared in GSTR-3B as per table 3.1(d).

- **3.** This report is available to the Officers "on demand" basis.
- **4.** The procedure to use the new functionality is given in the ensuing paragraphs with screen shots.
- **5.** To access the above reports, the Officers have to log into the GST application and navigate to the Menu pop-up on the left side of screen as under:-

Menu → GST → Returns → View Tax Liability Vs ITC List page → View Tax Liability Vs ITC



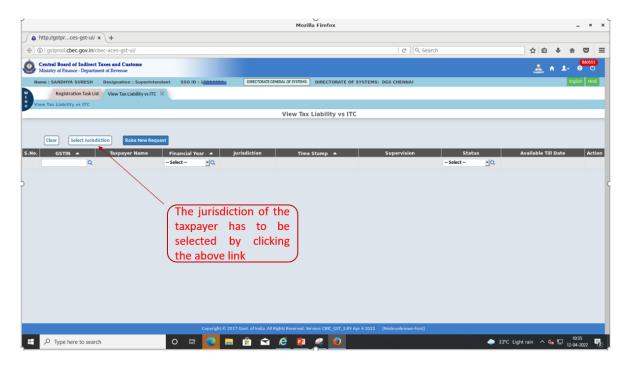
Once the user clicks on the "View Tax Liability Vs ITC" tab, a list page titled "View Tax Liability vs ITC" opens.

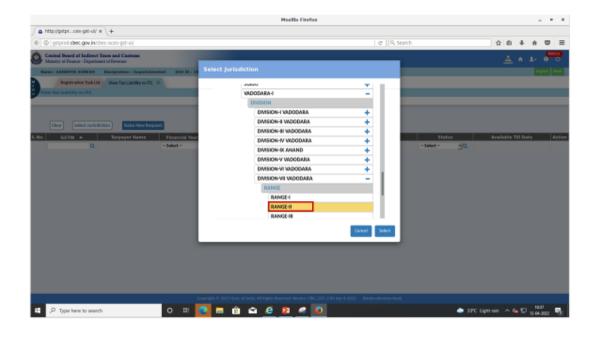


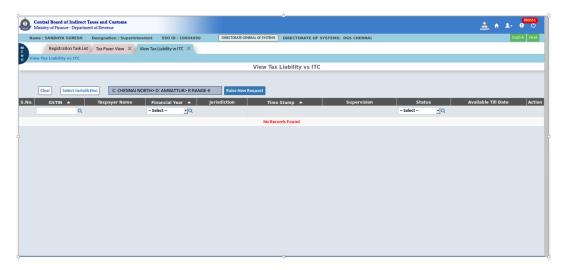
## 6. <u>View Tax Liability vs ITC list page</u>

After landing in the above page, to generate the above reports, the Officer has to select jurisdiction at *Range level* and raise a request by clicking on the '*Raise New Request*' Tab, as illustrated in the next screens.

# a) Selecting Jurisdiction

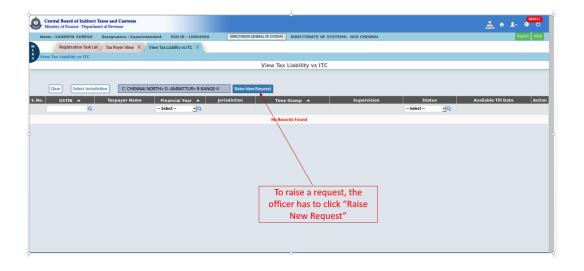


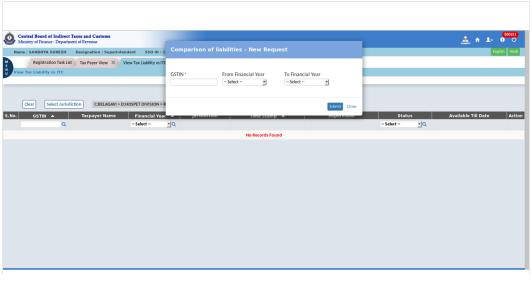


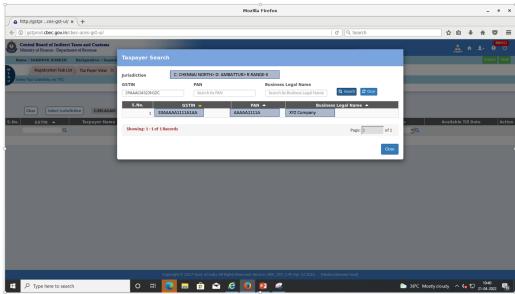


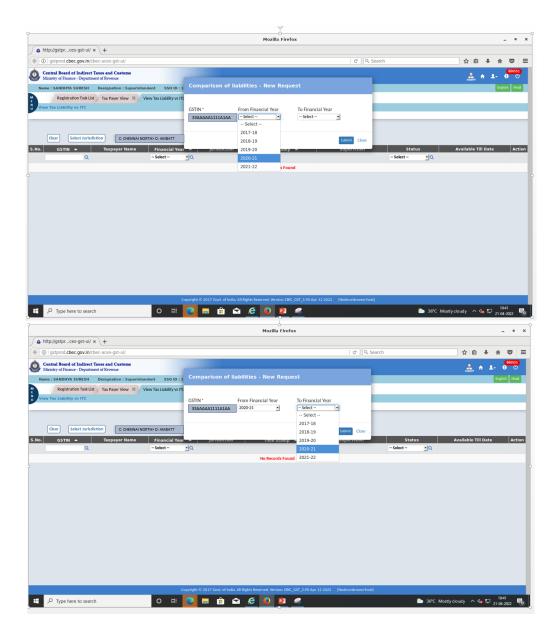
## b) Raising Request with GSTN

The Officer has to specify the GSTIN and the financial year(s) viz., from 'financial year' to 'financial year' in the said Tab. The request can be raised for more than one financial year, say for instance from the FY 2017-18 to FY 2021-22.

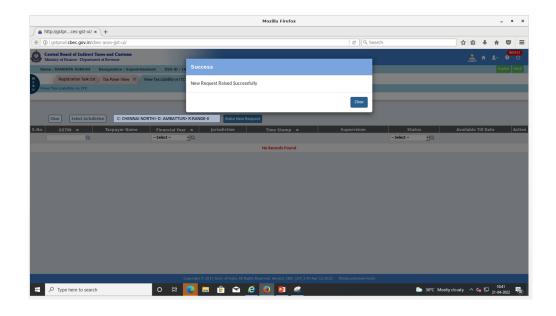


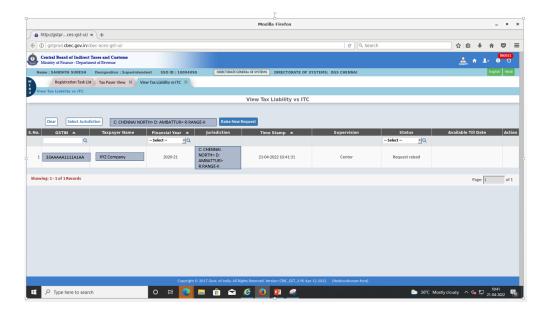




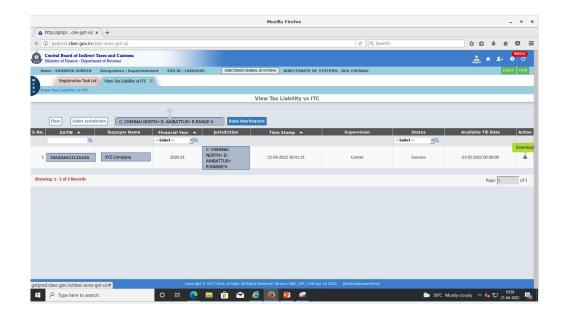


Upon raising the request, the status flag with show as "Request raised". In case, multiple financial years are selected, separate requests for each of the financial years will be raised with GSTN and reports, FY-wise would be generated.

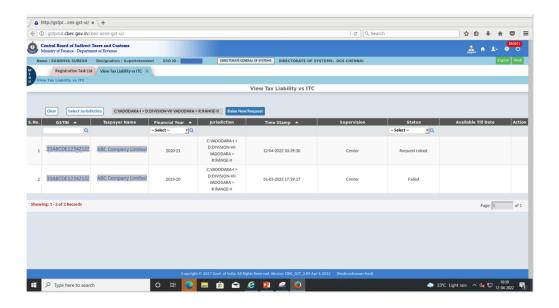




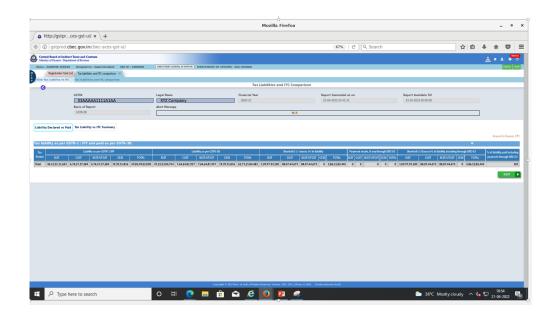
After sometime, the data would be fetched from GSTN and the status flag would change to "Success". The report would be then available for viewing in the User Interface (UI) as well for downloading in 'Excel' format.



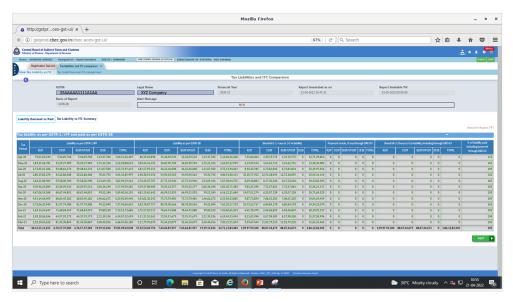
In some cases, due to technical reasons, the status of the request may continue to be shown as 'Request raised' or as 'failed'. In such cases, the Officers may re-try after some time. In the event there is no change in the status, the Officers may raise ticket with Cbic-Mitra for resolution of the issue.

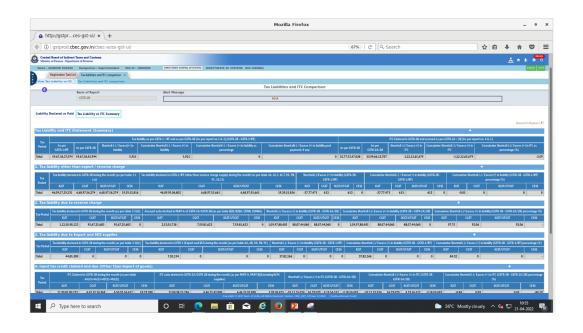


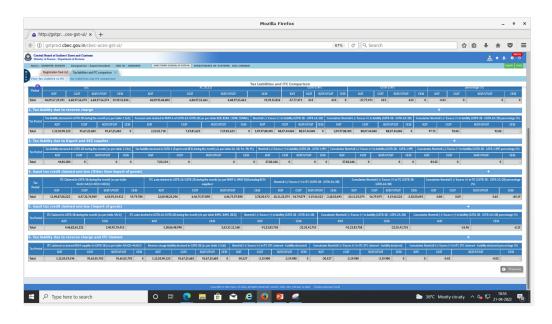
In the UI, the reports would be shown in summarized form, as detailed below.

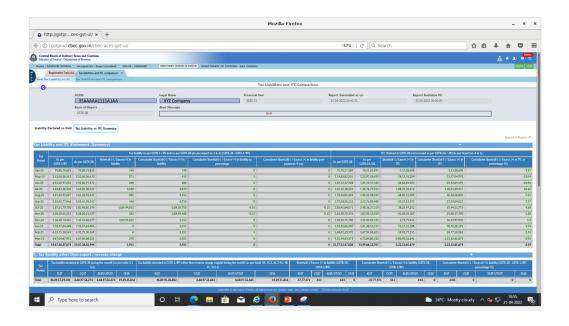


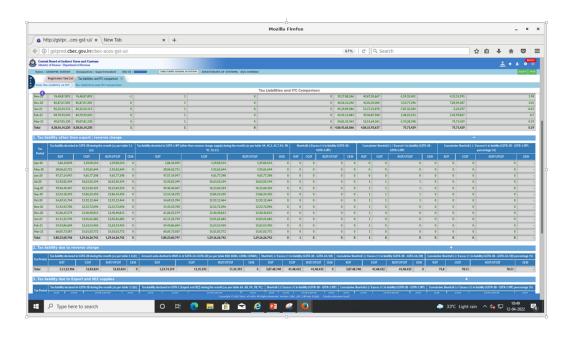
When the same is expanded by clicking on the + sign, the report would get expanded showing the details month-wise in the said Financial year (April to March).

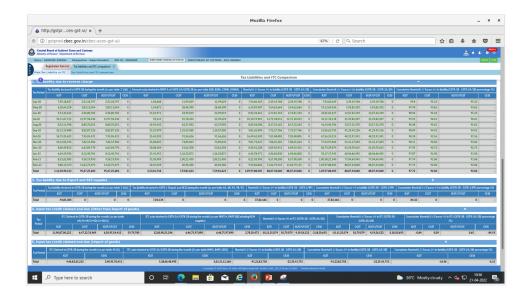


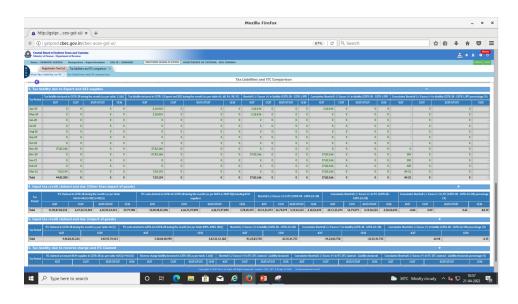


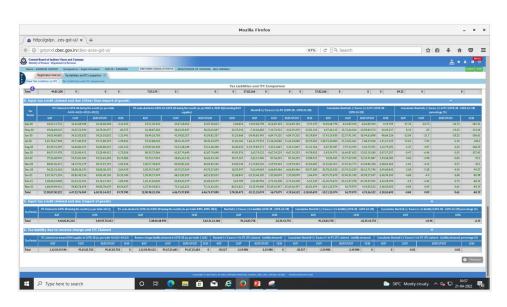


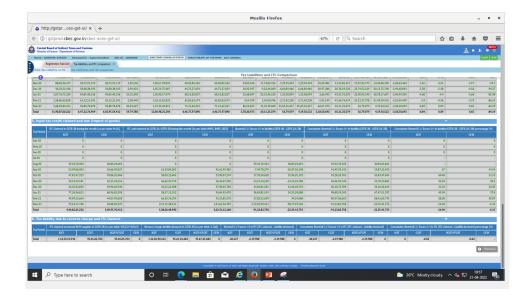


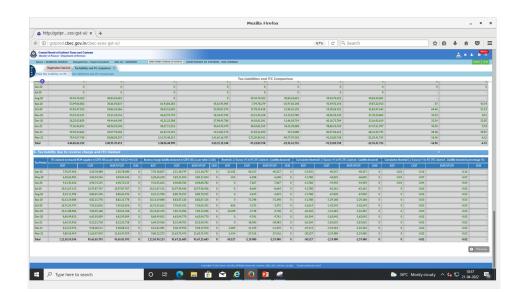












The report would also be available for downloading in 'Excel' format, as detailed below:

