

### **List of documents to be maintained by client on daily/ monthly basis**

Sales / Services Invoices hard copies along with summary in excel chart as per format  
Debit & Credit Notes issued / received during the month  
Purchase Invoices hard copies along with summary in excel chart as per format  
Asset Purchase Invoices hard copies along with summary in excel chart as per format  
Details of Assets sold during the month  
Bank Statement hard copies along with PDF, Excel format along with payslips & cheque counter foil  
Details of Secured & unsecured loans.  
Details of advance received from customer  
Expenses Invoices hard copies along with details of payment made  
Cash Payment/ receipts summary along with appropriate documents like vouchers/ receipts  
Salary chart for the month  
TDS Details along with PAN of Deductees  
Transport / freight paid details for calculating GST on Reverse charge  
Advocate Fees paid / Imports from out of India- details for calculating GST on Reverse charge  
Investments Details  
Stock Summary duly matched with purchase & sales Quantity  
Agreements and all other important financial documents  
Inward Register as per the adjuscent sheet  
Government notices received during the month  
Details of GST Invoice (Inward / Purchase side) where GST credit is availed but payment not made within 120 days  
Various challan paid during the month (GST/TDS/PF/PT/ESIC along with working wherever is applicable)

### **Documents to be obtained on quarterly basis**

Ledgers from Debtors & Creditors

### **Important points to be considered by Clients while doing business :**

Please give us data with respect to those bills where input credit is taken under GST but payment is not made within 180 days. It is advised to keep input credit related documents separately. As per the Act, GST input needs to be reversed after 180 days with interest @ 2% p.m.

Kindly obtain your ledger from your debtors & creditors for the given financial year

While doing the accounting kindly debit & route the input credit of all bills through duties & taxes group only.

For client with turn over above 1.5 Cr kindly do not forget to pay GST on advances received for sale of material.

It is observed in few cases that documents of FY 2017-18 are not traceable at client place. We suggest to give sufficient importance for document filling, storage.

Control over sales/supply bills generated during the month needs to be improved. In few cases it was observed that the owner/accountants were not sure whether all bills were properly or fully generated or not.

Kindly check GSTR 2A on regular interval to confirm that the you have received input credit or not.

The entire crux of correct GST return filling lies in complete & correct accounting of data on monthly basis.

**Other additional points to be considered**

Kindly preserve all the original documents for the period of 8 years. These are required for audit purposes on mandatory basis

Delivery challan for exempt goods are also required to be maintained appropriately along with E Way bill.

Kindly reconcile the E Way bills with purchase and sales data and give us the confirmation.

Kindly reconcile GSTR 2A along with purchase bills in your possession and report us difference if any  
This is required by us for reconciling your input credit data

Kindly reconcile the various GST ledgers under the Duties & Taxes group on monthly basis and inform differences if any  
for eg. GST output and GST Input and GST Paid to be transferred to GST Payable ledger on monthly basis.

Stock register are mandatory under GST regiem for all raw material and finished goods item  
This is applicable even for goods exempted under GST regiem

Physical stock taking and recociliation is also recommended at regular intervals

If you are supplying Free of Cost items ( eg. Sample, Free replcement etc. ) then input credit needs to be reversed.  
Kindly send such data seperately if applicable in your case

Appropriate ledger names should be selected while accounting at your end. For eg. If legal fees wrongly entered as professional fees then GST payable under reverse charge may get skipped.

Kindly file the bills in sequence and date wise cronology and also maintain back up of soft data wherever available.

In case you supply to SEZ / having Export Turnover, appropriate additional documents like SEZ Inward stamping,  
LUT ( Letter of Undertaking ) should be available with you or else tax implications are quite harsh.