

GST BACK OFFICE

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AC - GSTN &CCW

TOPICS TO BE COVERED

- JURISDICTION ISSUES
- FUNCTIONS TO BE ASSIGNED
- CATEGORISATION OF TAXPAYERS
- REGISTRATION ISSUES
- DSC ISSUES
- REPORTS – COMPARATIVE ANALYSIS
- MIS REPORTS
- HELP FILE
- COMPLAINTS

Identified Compliance Reports



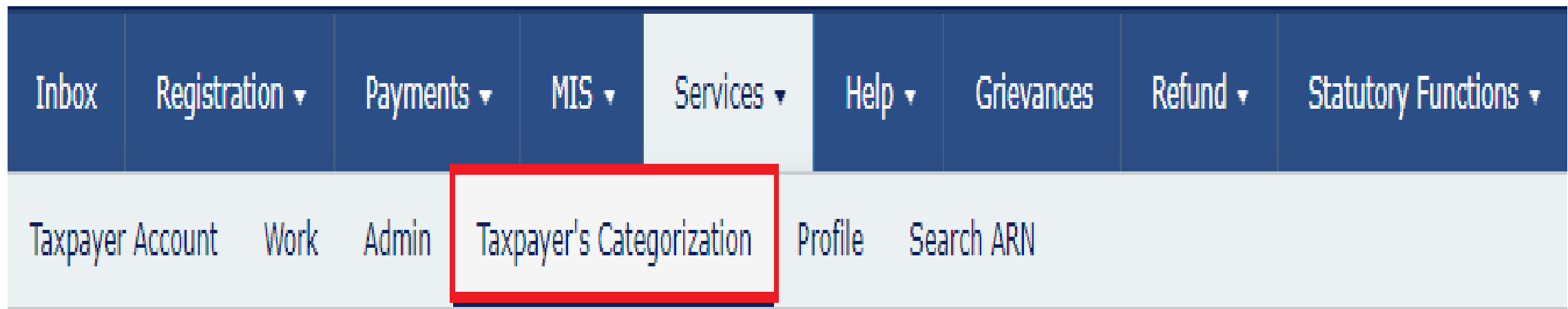
Sl.No.	Compliance Report	Details
1	Compliance Report 1	List of Taxpayers who haven't filed GSTR 3B with an estimated loss of revenue based on previous year's revenue
2	Compliance Report 2	List of Taxpayers who have filed GSTR3B with insights on revenue growth
3	Compliance Report 3	List of Taxpayers who haven't filed GSTR3B but they have filed GSTR1 to show the estimated net loss of revenue after considering ITC
4	Compliance Report 4	List of Taxpayers comparing ITC claimed in GSTR3B and ITC available in GSTR2A (ITC on Domestic Purchases)
5	Compliance Report 5	List of Taxpayers comparing Taxable Turnover and Tax between GSTR3B and GSTR1
6	Compliance Report 6	Analysis of Taxpayers by Predominant of Business Sector and/or Predominant Nature of Business



Access for Categorization

To add and edit predominant business sector/ nature of business and pre-GST details of taxpayers, in the role of **Registration Approval**, perform following steps:

- a. Access the GST Portal. <http://boweb.internal.gst.gov.in> The **GST Home** page is displayed.
- b. Click on work items .
- c. Click the **Services > Taxpayer's Categorization**



Categorization



Inbox > Taxpayer's Categorization

English

Taxpayer's Categorization

Top Tax Group*

Assigned To*

GSTIN / UIN

Trade Name / Legal Name


Business Sector

Nature of Business


SEARCH

No records found.

Top Tax Group

Large 
All
Large
Medium
New
Nil
Small

Assigned To

All 
State
Center
All



Business Sector

Automobile ▼

- Select Business Sector
- Not Available
- Advertising
- Agriculture & Plantation Crops
- Pan Masala and related products like arecanut,etc (excluding tobacco & products)
- Automobile**
- Aviation
- Banking and Financial Institutions
- Batteries of all Kinds
- Bullion & Jewellery
- Cement & Products
- Cinema
- Consultancy
- Cotton
- Dry Fruits
- Ecommerce
- Education and related service
- Electricals
- Electronics
- Energy - Solar



Nature of Business

Export/EOU/SEZ



Select Nature of Business

Not Available

Export/EOU/SEZ

Manufacturing

Services

Wholesale

Retail

Warehouse

Others



Search Facility



Based on your search criteria, the list of taxpayers mapped to your jurisdiction gets displayed.

Inbox > Taxpayer's Categorization English

Taxpayer's Categorization

Top Tax Group*	Assigned To*		
<input type="text" value="Small"/>	<input type="text" value="State"/>		
GSTIN / UIN	Trade Name / Legal Name	Business Sector	Nature of Business
<input type="text" value="Search by GSTIN / UIN"/>	<input type="text" value="Search by Trade/Legal Name"/>	<input type="text" value="Not Available"/>	<input type="text" value="Not Available"/>

Edit action

Click the **EDIT icon** under Action column to add or update the details.

 Please save the changes before navigating to the next page

GSTIN / UIN	Trade Name/Legal Name	Predominant Business Sector	Predominant Nature of Business	Turnover (FY 2016-17)	Tax Paid (FY 2016-17)	Action
XXXXXXXXXXXX	XXXXXXXXXXXX	Select Business Sector ▼	Select Nature o ▼	Please Ente	Please Ente	
XXXXXXXXXXXX	XXXXXXXXXXXX	Select Business Sector ▼	Select Nature o ▼	Please Ente	Please Ente	



Edit-Add-predominant sector/Nature of business



Select the **Predominant Business Sector** and **Predominant Nature of Business**. Enter **Turnover** for **FY 2016-17** and **Tax Paid** for **FY 2016-17** in Rs. Similarly, add and edit details for other GSTIN/ UIN, as required.

i Please save the changes before navigating to the next page

GSTIN / UIN	Trade Name/Legal Name	Predominant Business Sector	Predominant Nature of Business	Turnover (FY 2016-17)	Tax Paid (FY 2016-17)	Action
XXXXXXXXXXXX	XXXXXXXXXXXX	Select Business Sector ▼	Select Nature o ▼	0	Please Ente	
XXXXXXXXXXXX	XXXXXXXXXXXX	Select Business Sector ▼	Select Nature o ▼	Please Ente	Please Ente	

SAVE

DOWNLOAD

Click Save
Click Continue





Warning

Only the selected data in the current page will be saved. Do you want to continue?

CANCEL

CONTINUE



Save action

A success message is displayed that changes are saved successfully

Inbox > Taxpayer's Categorization English

Taxpayer's Categorization

Changes are Saved Successfully

Top Tax Group*	Assigned To*		
<input type="text" value="Small"/>	<input type="text" value="State"/>		
GSTIN / UIN	Trade Name / Legal Name	Business Sector	Nature of Business
<input type="text" value="Search by GSTIN / UIN"/>	<input type="text" value="Search by Trade/Legal Name"/>	<input type="text" value="Select Business Sector"/>	<input type="text" value="Select Nature of Business"/>

Download action

You can click the **DOWNLOAD** button to download the details in csv format

Inbox > Taxpayer's Categorization English

Taxpayer's Categorization

Top Tax Group • Assigned To •

Small State

GSTIN / UIN Trade Name / Legal Name Business Sector Nature of Business

Search by GSTIN / UIN Search by Trade/Legal Name Select Business Sector Select Nature of Business

SEARCH

! Please save the changes before navigating to the next page

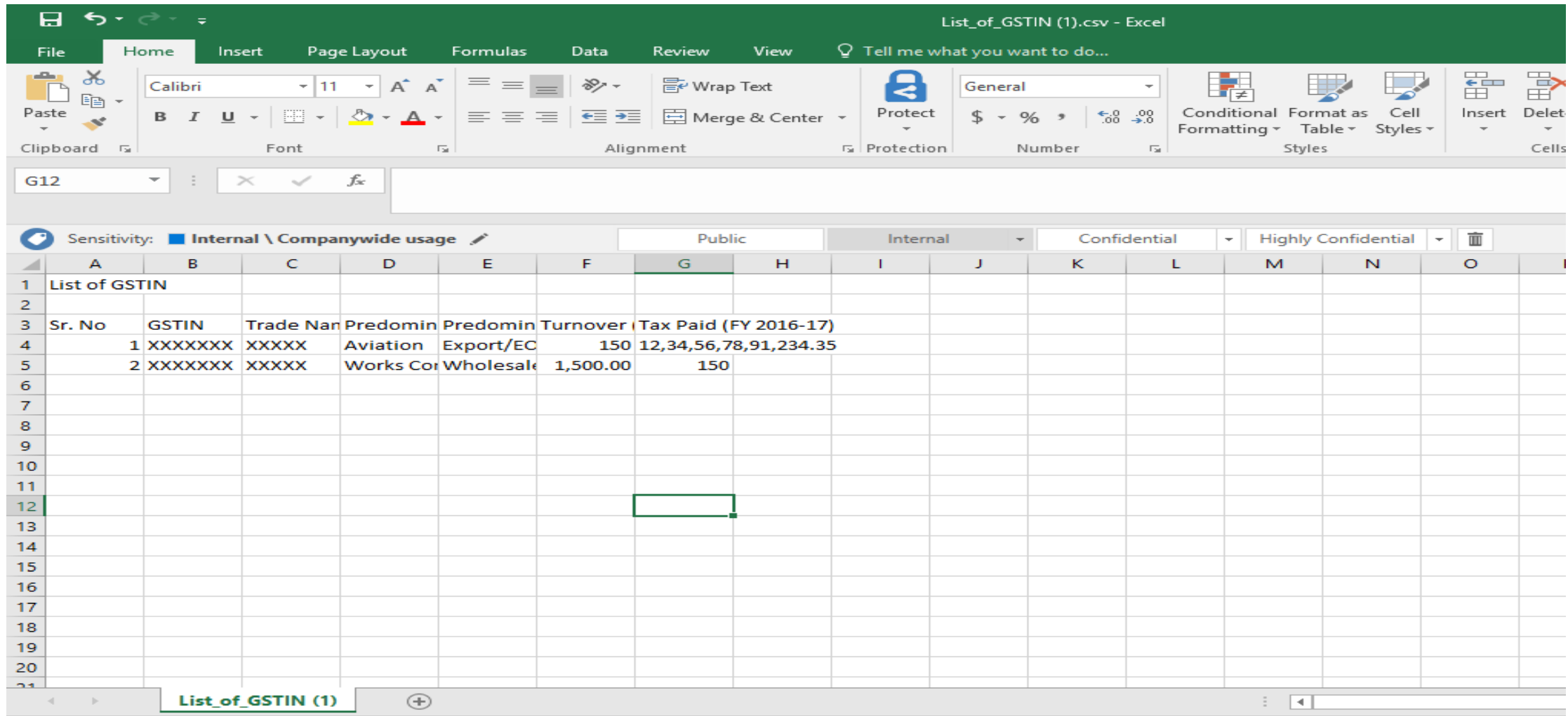
GSTIN / UIN	Trade Name/Legal Name	Predominant Business Sector	Predominant Nature of Business	Turnover (FY 2016-17)	Tax Paid (FY 2016-17)	Action
XXXXXXXXXXXXX	XXXXXXXXXXXXX	Aviation <input type="text"/>	Export/EOU/S <input type="text"/>	150	12345678	
XXXXXXXXXXXXX	XXXXXXXXXXXXX	Works Contract <input type="text"/>	Wholesale <input type="text"/>	1500	150	

SAVE **DOWNLOAD**



Download action

The details are downloaded and displayed in csv format



Sr. No	GSTIN	Trade Name	Predominant Activity	Predominant Sector	Turnover	Tax Paid (FY 2016-17)
1	XXXXXXXX	XXXXX	Aviation	Export/EC	150	12,34,56,78,91,234.35
2	XXXXXXXX	XXXXX	Works Cor	Wholesale	1,500.00	150

