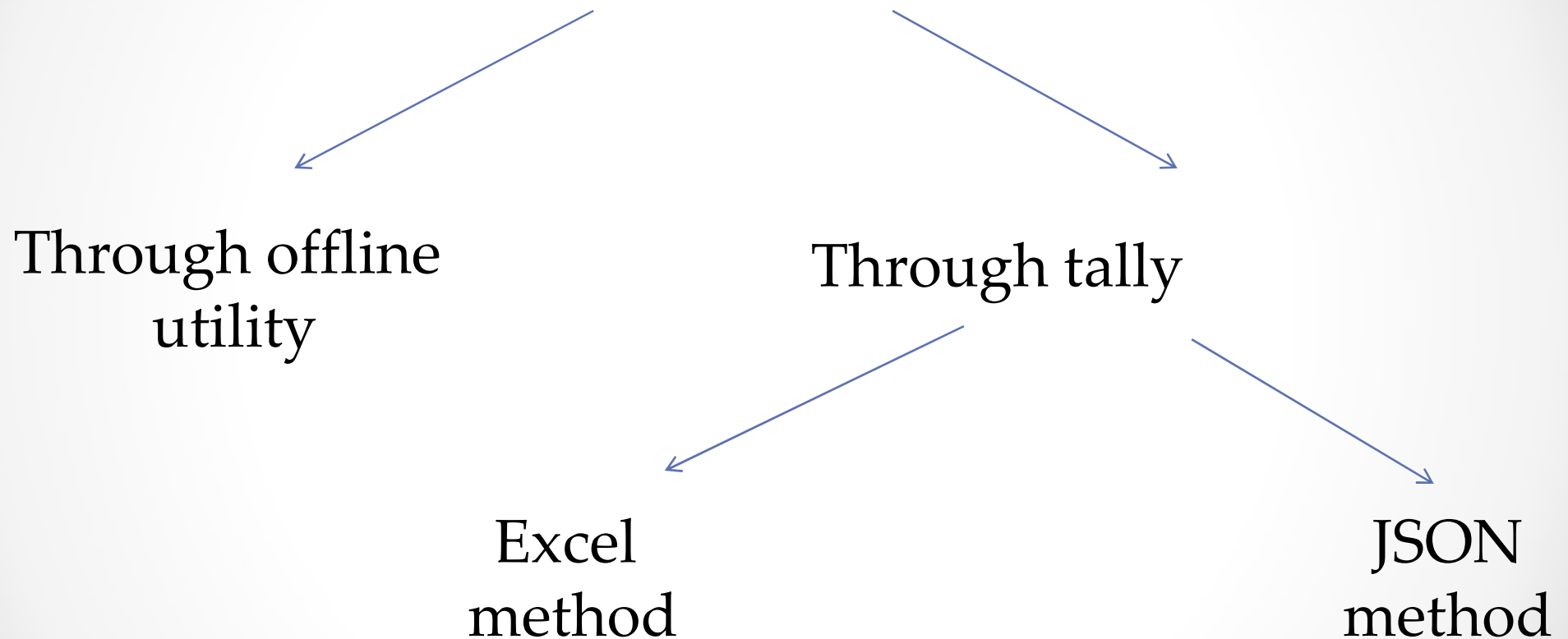


# How to file GSTR 3B ? (Offline Method)

# Methods of Filing GSTR -3B Offline



# HOW TO DOWNLOAD OFFLINE UTILITY?



Goods & Services Tax (GST) | Home x


gst.gov.in

Skip to Main Content A<sup>+</sup> A<sup>-</sup>

# Goods and Services Tax

Login

Home Services GST Law Downloads Search Taxpayer Help e-Way Bill System New Return (Trial)



**The GST helpdesk (call centre) will be operating with minimal resources due to COVID-19 pandemic. Please use the self-help portal!**

### News | Updates | Events

13/03/2020  
Forms available on GST Portal for Taxpayers and Tax Officials

### Popular help topics

- How can I Opt for Composition?
- How do I file intimation about voluntary payment?
- How can I use the Returns Offline tool?

Activate Windows  
Go to Settings to activate Windows.



# Goods and Services Tax

Login

Home

Services

GST Law

Downloads

Search Taxpayer

Help

e-Way Bill System

New Return (Trial)

Offline Tools

Proposed Return documents

GST Statistics



⚠️ Operating with minimal resources due to COVID-19 pandemic. Please use the self-help portal <https://selfservice.gstsystem.in/> for technical issues relating to GST portal

## News | Updates | Events

13/03/2020

Forms available on GST Portal for Taxpayers and Tax Officials

<https://www.gst.gov.in/#>

## Popular help topics

How can I Opt for Composition?

How do I file intimation about voluntary payment?

How can I use the Returns Offline tool?

Activate Windows  
Go to Settings to activate Windows.

Goods & Services Tax (GST) | Home x +

gst.gov.in

Skip to Main Content A+ A-

# Goods and Services Tax

Login

- Home
- Services
- GST Law
- Downloads
- Search Taxpayer
- Help
- e-Way Bill System
- New Return (Trial)

Offline Tools Proposed Return documents GST Statistics

- New Return Offline Tool (Beta)
- Tran-1 Offline Tools
- GSTR3B Offline Utility**
- ITC03 Offline Tool
- GST ARA 01 - Application for Advance Ruling
- GSTR 6 Offline Tool With Amendments
- GSTR7 Offline Utility
- GSTR10 Offline Tool
- GSTR-9A Offline Tool
- Returns Offline Tool
- Tran-2 Offline Tools
- ITC01 Offline Tool
- ITC04 Offline Tool
- GSTR 4 Offline Tool
- GSTR 11 Offline Tool
- GSTR8 Offline Tool
- GSTR-9 Offline Tool
- GSTR-9C Offline Tool

News | Updates | Events

Popular help topics

- How can I Opt for Composition?
- How do I file intimation about voluntary

12/02/2020  
https://www.gst.gov.in/download/gstr3b

Activate Windows



## GSTR3B Offline Utility

The excel based GSTR3B offline utility is designed to help the taxpayer to prepare the GSTR3B return offline. The utility can be downloaded from this link.

[Download](#)

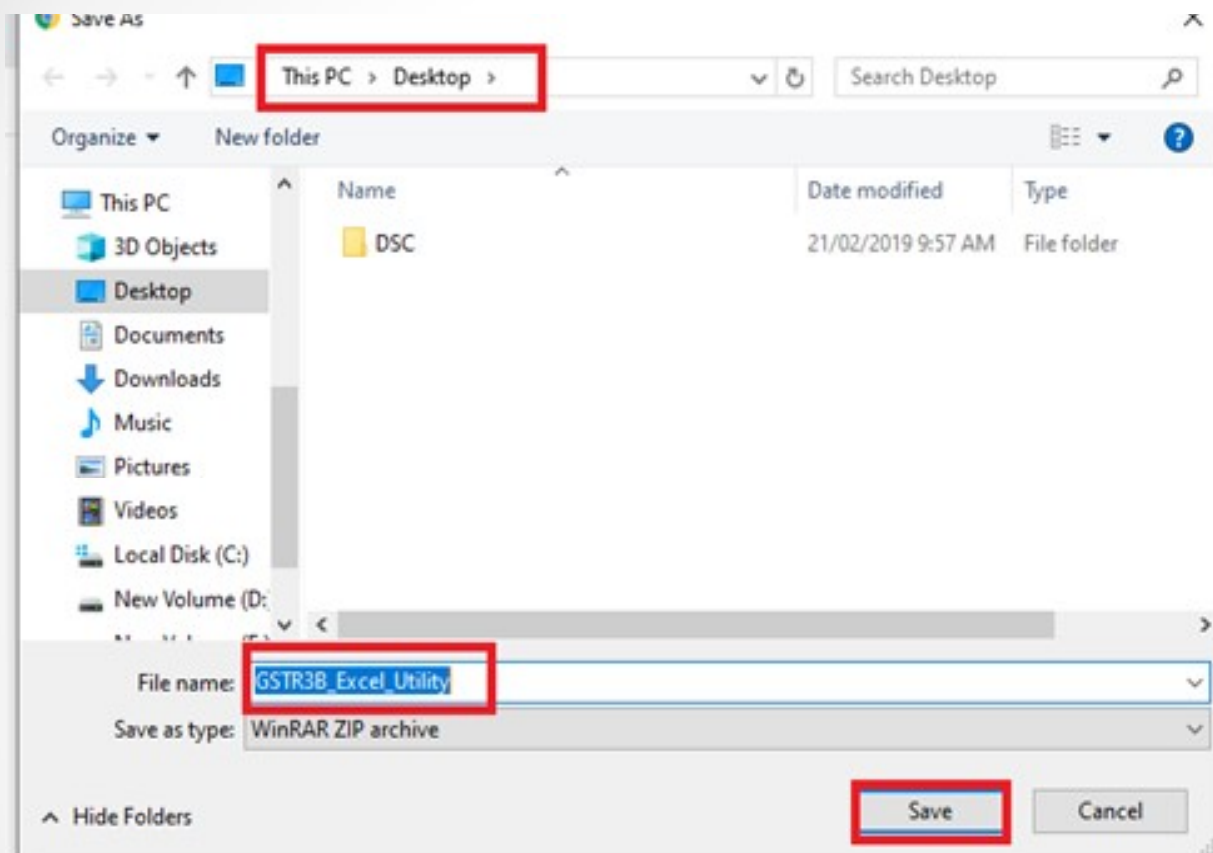
### Important!

- Before you extract the downloaded file, ensure that the file is not corrupted. How do I know that my file is not corrupt? Click [here](#) to know more.

### System Requirement

To use the tool efficiently, ensure that you have the following installed on your system:

1. Operating system → Windows 7 or above.
2. Microsoft Excel 2007 & above





Goods & Services Tax (GST) | Ret: x

gst.gov.in/download/gstr3b

Skip to Main Content

# Goods and Services Tax

Login

Home Services GST Law Downloads Search Taxpayer Help e-Way Bill System New Return (Trial)

Home > Downloads > GSTR3B

## GSTR3B Offline Utility

The excel based GSTR3B offline utility is designed to help the taxpayer to prepare the GSTR3B return offline. The utility can be downloaded from this link. [Download](#)

**Important!**

- Before you extract the downloaded file, ensure that the file is not corrupted. How do I know that my file is not corrupt? Click [here](#) to know more.

### System Requirement

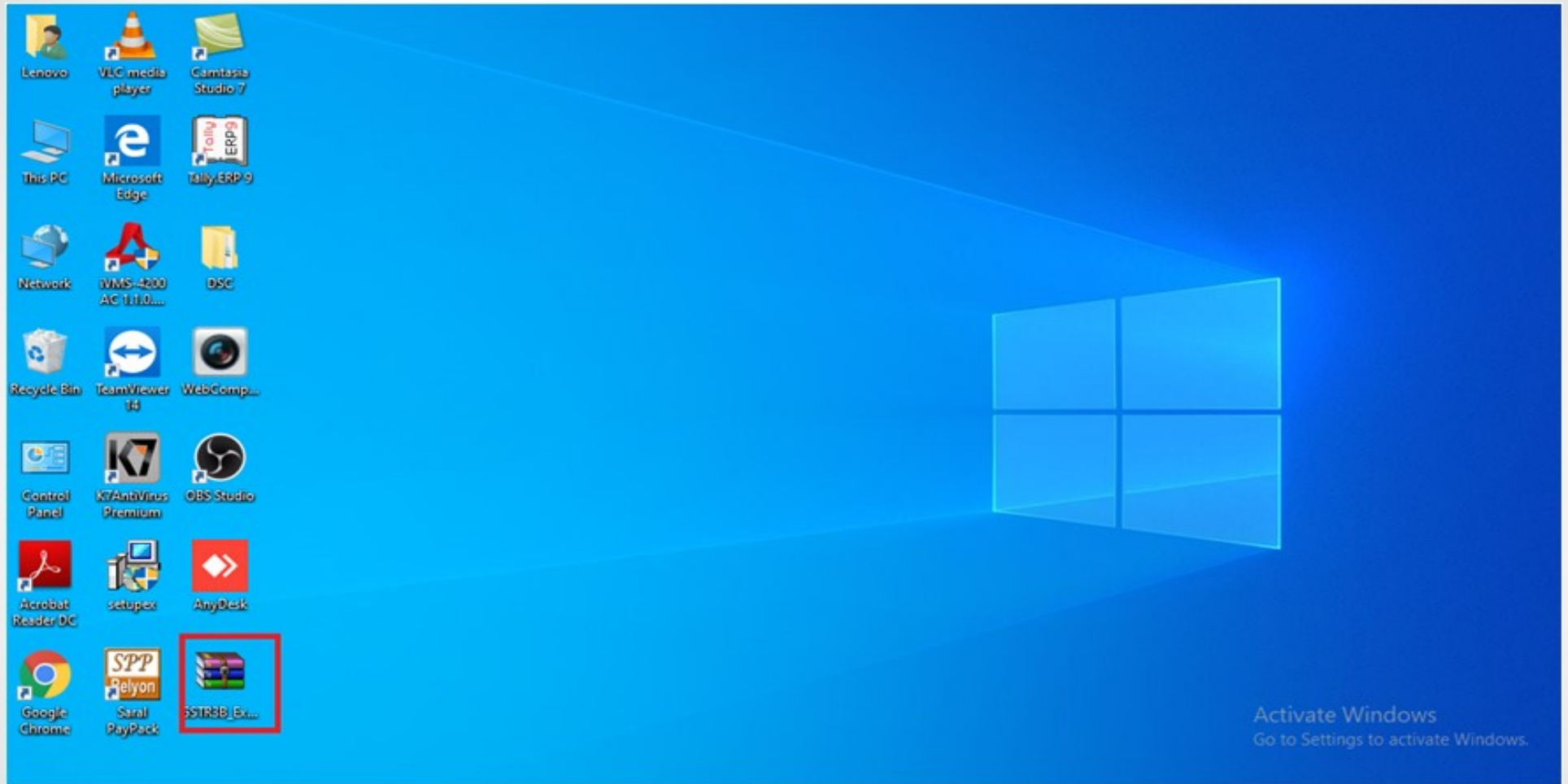
To use the tool efficiently, ensure that you have the following installed on your system:

- Operating system → Windows 7 or above.
- Microsoft Excel 2007 & above

Activate Windows  
Go to Settings to activate Windows. [Show all](#)

GSTR3B\_Excel\_Utility.zip

gst\_offline\_tool.zip



Lenovo



VLC media player



Camtasia Studio 7



This PC



Microsoft Edge



Tally ERP 9



Network



JMS-4200 AC 1.1.0...



DSC



Recycle Bin



TeamViewer 14



WebComp...



Control Panel



K7AntiVirus Premium



OBS Studio



Acrobat Reader DC



setupex



AnyDesk



Google Chrome



SPP Relyon



SSTRBB\_Ex...

Activate Windows  
Go to Settings to activate Windows.

GSTR3B\_Excel\_Utility.zip - WinRAR (evaluation copy)

File Commands Tools Favorites Options Help

Add Extract To Test View Delete Find Wizard Info VirusScan Comment SFX

GSTR3B\_Excel\_Utility.zip - ZIP archive, unpacked size 94,078 bytes

Name	Size	Packed	Type	Modified	CRC32
..			Folder		
GSTR3B_Excel_U...	94,078	87,739	Microsoft Office E...	21/01/2020 2:3...	D120E833

Please purchase WinRAR license

Please note that WinRAR is not free software. After a 40 day trial period you must either buy a license or remove it from your computer.

Buy online  
How to buy  
Close  
Help

Activate Windows  
Go to Settings to activate Windows.

Total 94,078 bytes in 1 file

GSTR3B\_Excel\_Utility.zip - WinRAR (evaluation copy)

File Commands Tools Favorites Options Help

Add Extract To Test View Delete Find Wizard Info VirusScan Comment SFX

GSTR3B\_Excel\_Utility.zip - ZIP archive, unpacked size 94,078 bytes

Name	Size	Packed	Type	Mod
..			Folder	
GSTR3B_Excel_U...	94,078	87,739	Microsoft Office E...	21/0

Extraction path and options

General Advanced

Destination path (will be created if does not exist) Display

C:\Users\Lenovo\Desktop\GSTR3B\_Excel\_Utility

Update mode

- Extract and replace files
- Extract and update files
- Fresh existing files only

Overwrite mode

- Ask before overwrite
- Overwrite without prompt
- Skip existing files
- Rename automatically

Miscellaneous

- Extract archives to subfolders
- Keep broken files
- Display files in Explorer

Save settings

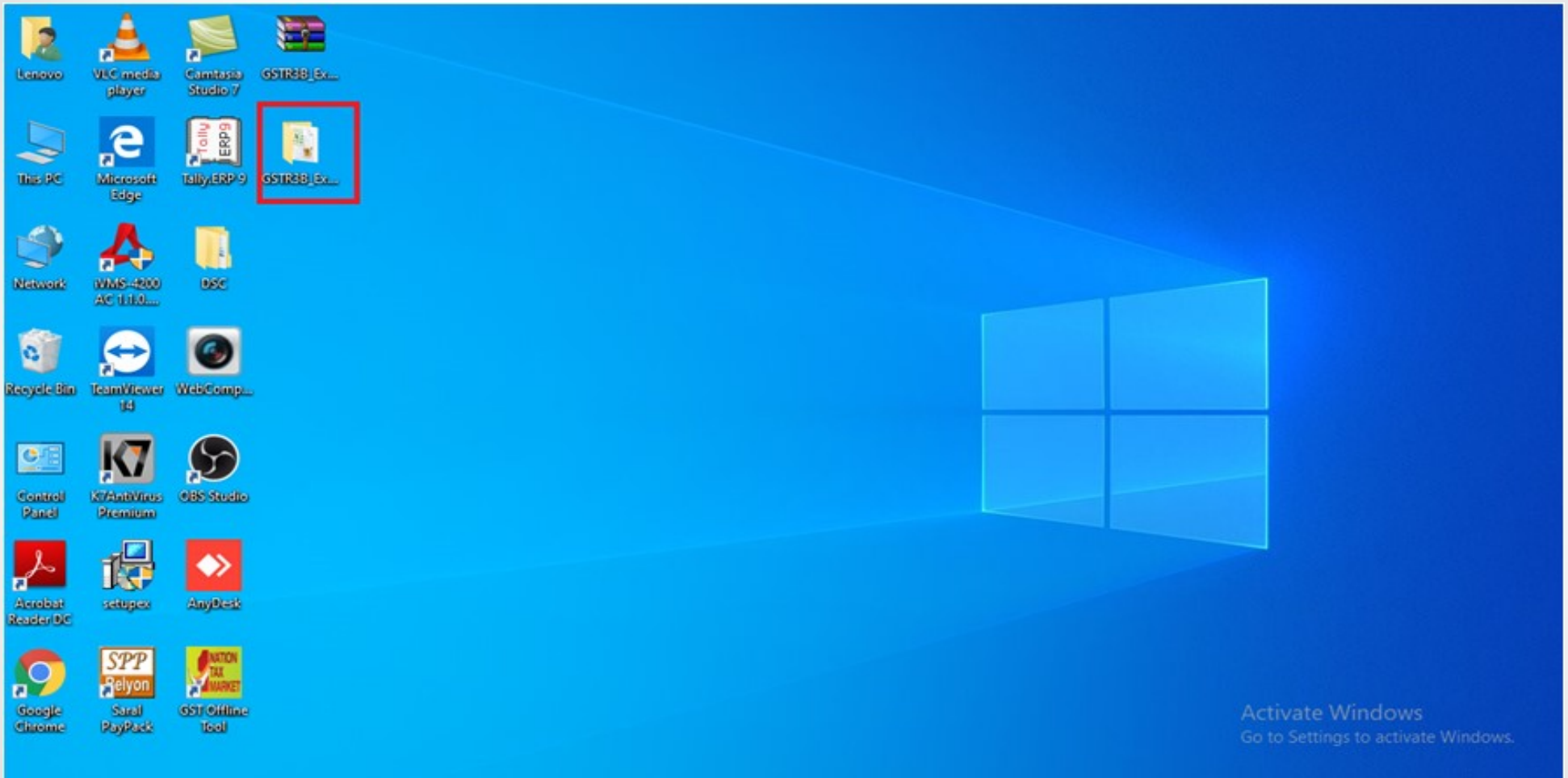
Desktop

- OneDrive
- Lenovo
- This PC
  - 3D Objects
  - Desktop
  - Documents
  - Downloads
  - Music
  - Pictures
  - Videos
  - Local Disk (C:)
  - New Volume (D:)
  - DVD RW Drive (E:)
  - New Volume (F:)
- Libraries
- Network
- DSC
- GSTR3B\_Excel\_Utility

OK Cancel Help

Total 94,078 bytes in 1 file

Activate Windows  
Go to Settings to activate Windows.



# HOW TO CREATE JSON FILE THROUGH OFFLINE TOOL?



# GSTR-3B

[See rule 61(5)]

Clear All

Validate

Generate File

<b>GSTIN</b>	27ACBPN9463D1Z1	<b>Year</b>	2020-21	<b>Sheet Status:</b>	Validation Successful
<b>Legal name of the registered person</b>	HMV SALES	<b>Month</b>	April		

## 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
1	2	3	4	5	6
(a) Outward Taxable supplies (other than zero rated, nil rated and exempted)	₹ 10,000.00	₹ 1,800.00	₹ 0.00	₹ 0.00	₹ 0.00
(b) Outward Taxable supplies (zero rated)	₹ 0.00	₹ 0.00			₹ 0.00
(c) Other Outward Taxable supplies (Nil rated, exempted)	₹ 0.00				
(d) Inward supplies (liable to reverse charge)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(e) Non-GST Outward supplies	₹ 0.00				
<b>Total</b>	<b>₹ 10,000.00</b>	<b>₹ 1,800.00</b>	<b>₹ 0.00</b>	<b>₹ 0.00</b>	<b>₹ 0.00</b>

## 4. Eligible ITC

Activate Windows

Go to Settings to activate Windows.

Home Insert Page Layout Formulas Data Review View

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri Light, 12, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: \$, %, .00, /0.0

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

H13 fx

A B C D E F G H I J K L M

**GSTR-3B**  
[See rule 61(5)]

Clear All  
Validate  
Generate File

**GSTIN** 27ACBPN9463D1ZI  
**Legal name of the registered person** HMV SALES

**Sheet Status:** Validation Successful

Microsoft Excel

JSON file has been generated!  
C:\Users\Lenovo\Desktop\GSTR\GSTR3B\_JSON\April\April\_2020-GSTR3B27ACBPN9463D1ZI-Details.json

OK

**3.1 Details of Outward Supplies and inward supplies**

Nature of Supplies	Total Taxable value	Integrat	Taxable value			Total
			1	2	3	
(a) Outward Taxable supplies (other than zero rated, nil rated and exempted)	₹ 10,000.00	₹ 1,800.00	₹ 0.00	₹ 0.00	₹ 0.00	
(b) Outward Taxable supplies (zero rated)	₹ 0.00	₹ 0.00			₹ 0.00	
(c) Other Outward Taxable supplies (Nil rated, exempted)	₹ 0.00					
(d) Inward supplies (liable to reverse charge)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	
(e) Non-GST Outward supplies	₹ 0.00					
<b>Total</b>	<b>₹ 10,000.00</b>	<b>₹ 1,800.00</b>	<b>₹ 0.00</b>	<b>₹ 0.00</b>	<b>₹ 0.00</b>	

**4. Eligible ITC**

Activate Windows  
Go to Settings to activate windows.



# How to create JSON File through Tally?



Method 1

**Export EXCEL  
Method**

Returns Summary

**DISPLAY-STATUTORY REPORTS-GST**

Total number of vouchers for the period		3
Included in returns		3
Participating in return tables	3	
No direct implication in return tables	0	
Not relevant for returns		0
Incomplete/Mismatch in information (to be resolved)		0

Table No.	Particulars	Taxable Value	Tax Amount
3.1	Outward supplies and inward supplies liable to reverse charge	15,762.72	2,837.28
3.2	Of the supplies shown in 3.1 (a) above, details of inter-state supplies made to unregistered persons, composition taxable persons and UIN holders		
4	Eligible ITC		1,45,600.00
5	Value of exempt, nil rated and non-GST inward supplies		
5.1	Interest and Late fee Payable		
<b>Reverse Charge Liability and Input Credit to be booked</b>			
	Reverse Charge Inward Supplies		0.00
	Import of Service		0.00
	Input Credit to be Booked		
<b>Advance Receipts</b>			
	Amount unadjusted against supplies		0.00
	Sales against advance from previous periods		0.00
<b>Advance Payments</b>			
	Amount Unadjusted Against Purchases		0.00
	Purchase Against Advance from Previous Periods		

Note: Amount is not shown for Input Credit to be Booked. Drill down for values.

- F1: Detailed
- F2: Period
- F3: Company
- V: View Summary
- A: View Accepted As Is
- J: Stat Adjustment
- P: Print return
- E: Export Return**
- O: Open GST Portal
- F9: Inventory Reports
- F10: A/c Reports
- F11: Features
- F12: Configure

**Export Report** VN GST TALLY PRIVATE LIMITED Ctrl + M

GSTR-3B 1-Aug-2020 to 31-Aug-2020

Returns Summary

Total number of vouchers for the period		3
Included in returns		3
Participating in return tables	3	
No direct implication in return tables	0	
Not relevant for returns		0
Incomplete/Mismatch in information (to be resolved)		0

Table No.	Particulars	Taxable Value	Tax Amount
-----------	-------------	---------------	------------

3.1	Outward supplies and inward supplies	15,762.72	2,837.28
3.2	Of the supplies shown in 3.1		

4	Eligible ITC		1,45,600.00
5	Value of exempt, nil rated and non-taxable supplies		
5.1	Interest and Late fee Payable		

**Exporting GSTR-3B**  
(1-Aug-2020 to 31-Aug-2020)

Language : Default (All Languages)

Format : **Excel (Spreadsheet)**

Export Location : C:\Program Files\Tally\Tally.ERP9\GSTR3B

Output File Name : GSTR3B\_Excel\_Utility\_V4.0.xlsx

Open Exported File ? Yes

Format

**Excel (Spreadsheet)**

JSON (Data Interchange)

Reverse Charge Liability and Input Credit

Reverse Charge Inward Supplies	0.00
Import of Service	0.00
Input Credit to be Booked	

Advance Receipts

Amount unadjusted against supplies	0.00
Sales against advance from previous periods	0.00

Advance Payments

Amount Unadjusted Against Purchases	0.00
Purchase Against Advance from Previous Periods	

Note: Amount is not shown for Input Credit to be Booked. Drill down for values



Home Insert Page Layout Formulas Data Review View

Cut Copy Paste Format Painter Clipboard

Calibri Light 12 Font

Wrap Text Merge & Center Alignment

Number

Conditional Formatting as Table Styles

Cell Styles

Insert Delete Format Cells

Σ AutoSum Fill Clear Editing

Sort & Filter Find & Select

F56

**GSTR-3B**  
[See rule 61(5)]

<b>GSTIN</b>	2/AAACB5/24M1ZU	<b>Year</b>	2020-21	<b>Sheet Status:</b>	Validation Successful
<b>Legal name of the registered person</b>	VN GST TALLY PRIVATE LIMITED	<b>Month</b>	August		

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
1	2	3	4	5	6
(a) Outward Taxable supplies (other than zero rated, nil rated and exempted)	₹ 15,762.72		₹ 1,418.64	₹ 1,418.64	
(b) Outward Taxable supplies (zero rated)					
(c) Other Outward Taxable supplies (Nil rated, exempted)					
(d) Inward supplies (liable to reverse charge)				₹ 0.00	
(e) Non-GST Outward supplies					
<b>Total</b>	<b>₹ 15,762.72</b>	<b>₹ 0.00</b>	<b>₹ 1,418.64</b>	<b>₹ 1,418.64</b>	<b>₹ 0.00</b>

**4. Eligible ITC**

Activate Windows  
Go to Settings to activate Windows.

Home Insert Page Layout Formulas Data Review View

Cut Copy Paste Format Painter Clipboard

Calibri Light 12 Font

Wrap Text Merge & Center Alignment

Number

Conditional Formatting Styles

Format as Table Cell Styles

Insert Delete Format Cells

AutoSum Fill Clear Sort & Filter Find & Select Editing

F56 fx

**GSTR-3B**  
[See rule 61(5)]

<b>GSTIN</b>	27AAACB5	2020-21	<b>Sheet Status:</b> <span style="border: 1px solid black; padding: 2px;">Validation Successful</span>
<b>Legal name of the registered person</b>	VN GST TALLY PR	August	

Microsoft Excel

JSON file has been generated!  
C:\Users\Lenovo\Desktop\GSTR\GSTR3B\_JSON\August\August\_2020-GSTR3B27AAACB5724H1ZU-Details.json

3.1 Details of Outward Supplies					
Nature of Supplies	Total Taxable value	Integrated Tax	Central Tax	State/UT Tax	Cess
1	2	3	4	5	6
(a) Outward Taxable supplies (other than zero rated, nil rated and exempted)	₹ 15,762.72		₹ 1,418.64	₹ 1,418.64	
(b) Outward Taxable supplies (zero rated)					
(c) Other Outward Taxable supplies (Nil rated, exempted)					
(d) Inward supplies (liable to reverse charge)				₹ 0.00	
(e) Non-GST Outward supplies					
<b>Total</b>	<b>₹ 15,762.72</b>	<b>₹ 0.00</b>	<b>₹ 1,418.64</b>	<b>₹ 1,418.64</b>	<b>₹ 0.00</b>

Activate Windows  
Go to Settings to activate Windows

# Method 2

## **Export JSON Method**



GSTR-3B 1-Aug-2020 to 31-Aug-2020

Returns Summary

Total number of vouchers for the period		3
Included in returns		3
Participating in return tables	3	
No direct implication in return tables	0	
Not relevant for returns		0
Incomplete/Mismatch in information (to be resolved)		0

Table No.	Particulars	Taxable Value	Tax Amount
-----------	-------------	---------------	------------

3.1	Outward supplies and inward supplies	15,762.72	2,837.28
-----	--------------------------------------	-----------	----------

3.2	Of the supplies shown in 3.1		
4	Eligible ITC		1,45,600.00
5	Value of exempt, nil rated and non-taxable supplies		
5.1	Interest and Late fee Payable		

**Exporting GSTR-3B**  
(1-Aug-2020 to 31-Aug-2020)

Language	: Default (All Languages)
Format	: <b>Excel (Spreadsheet)</b>
Export Location	: C:\Users\Lenovo\Desktop\GSTR
Output File Name	: GSTR3B_Excel_Utility_V4.4.xlsn
Open Exported File	? Yes

**Format**

Excel (Spreadsheet)

**JSON (Data Interchange)**

Reverse Charge Liability and Input Credit

Reverse Charge Inward Supplies			0.00
Import of Service			0.00
Input Credit to be Booked			

Advance Receipts

Amount unadjusted against supplies			0.00
Sales against advance from previous periods			0.00

Advance Payments

Amount Unadjusted Against Purchases			0.00
Purchase Against Advance from Previous Periods			

*Note: Amount is not shown for Input Credit to be Booked. Drill down for values.*

Returns Summary

Total number of vouchers for the period		3
Included in returns		3
Participating in return tables	3	
No direct implication in return tables	0	
Not relevant for returns		0
Incomplete/Mismatch in information (to be resolved)		0

Table No.	Particulars	Taxable Value	Tax Amount
-----------	-------------	---------------	------------

3.1	Outward supplies and inward supplies	15,762.72	2,837.28
-----	--------------------------------------	-----------	----------

3.2	Of the supplies shown in 3.1		
-----	------------------------------	--	--

4	Eligible ITC		1,45,600.00
---	--------------	--	-------------

5	Value of exempt, nil rated and non-taxable supplies		
---	---	--	--

5.1	Interest and Late fee Payable		
-----	-------------------------------	--	--

Reverse Charge Liability and Input Tax Credit

Reverse Charge Inward Supplies			0.00
--------------------------------	--	--	------

Import of Service			0.00
-------------------	--	--	------

Input Credit to be Booked			
---------------------------	--	--	--

Advance Receipts

Amount unadjusted against supplies			0.00
------------------------------------	--	--	------

Sales against advance from previous periods			0.00
---	--	--	------

Advance Payments

Amount Unadjusted Against Purchases			0.00
-------------------------------------	--	--	------

Purchase Against Advance from Previous Periods			
--	--	--	--

Note: Amount is not shown for Input Credit to be Booked. Drill down for values.

Windows taskbar with search bar, task icons, and system tray showing date and time (9:43 AM 02/11/2020).

**Exporting GSTR-3B**  
(1-Aug-2020 to 31-Aug-2020)

Language : Default (All Languages)  
 Format : JSON (Data Interchange)  
 Export Location : **C:\Users\Lenovo\Desktop\GSTR**  
 Output File Name : GSTR-3B\_Z\AAACB5724H1ZU\_August\_2020-21.json  
 Open Exported File ? Yes



# Goods and Services Tax

Login

- Home
- Services
- GST Law
- Downloads
- Search Taxpayer
- Help
- e-Way Bill System
- New Return (Trial)



The GST helpdesk (call centre) will be operating with minimal resources due to COVID-19 pandemic. Please use the self-help portal!

## News | Updates | Events

13/03/2020

Forms available on GST Portal for Taxpayers and Tax Officials

## Popular help topics


- How can I Opt for Composition?
- How do I file intimation about voluntary payment?
- How can I use the Returns Offline tool?

Activate Windows  
Go to Settings to activate Windows.

Goods & Services Tax (GST) | Log x +

services.gst.gov.in/services/login

Skip to Main Content A+ A-



# Goods and Services Tax

Login

Home Services GST Law Downloads Search Taxpayer Help e-Way Bill System New Return (Trial)

Home > Login


## Login

• indicates mandatory fields

Username •

Password •

Type the characters you see in the image below •



•

[LOGIN](#)

[Forgot Username](#) [Forgot Password](#)

Activate Windows  
Go to Settings to activate Windows.

*You can navigate to your chosen page through navigation panel given below*

[RETURN DASHBOARD >](#)

[CREATE CHALLAN >](#)

[VIEW NOTICE\(S\) AND ORDER\(S\) >](#)

[ANNUAL RETURN >](#)

**Else Go to >>**

[CONTINUE TO DASHBOARD >](#)

## File Returns

Nil return for GSTR-3B & GSTR-1 can now be filed through SMS.

• Indicates Mandatory Fields

Financial Year •

 ▾

Return Filing Period •

 ▾

SEARCH

**or services**  
GSTR1

Due Date - **11/10/2020**

PREPARE ONLINE PREPARE OFFLINE

**GSTR2A**

VIEW DOWNLOAD

**GSTR2B**

VIEW DOWNLOAD

**Monthly Return**  
GSTR3B

Due Date - **22/10/2020**

PREPARE ONLINE **PREPARE OFFLINE**

## Offline Upload for GSTR3B

Upload

**No offline transaction for the given return period**

In case uploaded data fails validation, the error message will be displayed in the

### Returns File Upload

**Choose File** No file chosen

Upon successful file upload any previous saved GSTR-3B return data would be lost. Tables and Preview would reflect only the last uploaded details

BACK TO FILE RETURNS



## Offline Upload for GSTR

Upload

No offline transaction for

Open

<< GSTR > GSTR3B\_JSON > April

Search April

Organize New folder

Name	Date modified	Type
April_2020-GSTR3B27ACBPN9463D1ZI-De...	02/11/2020 8:58 AM	JSON File

This PC  
3D Objects  
Desktop  
Documents  
Downloads  
Music  
Pictures  
Videos  
Local Disk (C:)  
New Volume (D:)  
New Volume (F:)

File name:  All Files

Open Cancel



case uploaded data fails validat

etails

BACK TO FILE RETURNS



# Goods and Services Tax

VIRENDER NARANG  
27ACBPN9463D1ZI

- Dashboard
- Services
- GST Law
- Downloads
- Search Taxpayer
- Help and Taxpayer Facilities

Dashboard > Returns > GSTR

English

## Offline Upload for GSTR3B

Upload

✔ Your JSON file has been uploaded successfully. The GST Systems will now validate uploaded data. Please come back after 15 minutes .

It will be validated again and will be taken in by the system if found OK.

### Returns File Upload

Choose File No file chosen

ⓘ Upon successful file upload any previous saved GSTR-3B return data would be lost. Tables and Preview would reflect only the last uploaded details

### Upload History

*You can navigate to your chosen page through navigation panel given below*

[RETURN DASHBOARD >](#)

[CREATE CHALLAN >](#)

[VIEW NOTICE\(S\) AND ORDER\(S\) >](#)


[ANNUAL RETURN >](#)

**Else Go to >>**

[CONTINUE TO DASHBOARD >](#)

## File Returns

Nil return for GSTR-3B & GSTR-1 can now be filed through SMS.

 Indicates Mandatory Fields

Financial Year 

2020-21

Return Filing Period 

August

SEARCH



**or services**  
GSTR1

Due Date - **11/10/2020**

PREPARE ONLINE PREPARE OFFLINE

**GSTR2A**

VIEW DOWNLOAD

**GSTR2B**

VIEW DOWNLOAD

**Monthly Return**  
GSTR3B

Due Date - **22/10/2020**

PREPARE ONLINE **PREPARE OFFLINE**



### GSTR-3B - Monthly Return

GSTIN - 07ACBPN9463D1ZK  
FY - 2020-21

Please answer the following

A. Do you want to file Nil return? \*

**Note:** Nil return can be filed by you AND have NOT received (common liability).

B. Have you made any supply of goods received any supplies liable to reverse charge?

C. Have you made any inter-state supplies to holders? (Table 3.2) \*

D. Do you have any claim/reversal? (Table 4) \*

E. Have you received any nil rated goods?

### Filing GSTR-3B is now made more User friendly

- Fill either CGST or SGST/UGST amount, other tax will get auto filled.
- You can now save the Form on confirming details filled in the Table. You can fill balance details later.
- Preview Form or download it for cross verifying saved details in any table(s) anytime.
- No more Submit requirement to freeze details and know the liability.
- Changes in any table can be made before making payment towards liabilities.
- Once you proceed to payment, you can also see details of existing balances in cash and credit ledgers (Table 6.1 - Payments Table).
- Wow! System suggested Tax Credit (ITC) is already filled for discharging liability. Be aware, it is only suggestion. You can edit the same before finalizing the Return.
- Once you confirm ITC and cash utilization for payment of tax liability in Payments Table, system does automatic calculation for shortfall in cash ledger.
- Once you are Ok with shortfall, System will generate pre-filled challan for shortfall and navigate to payments option.
- Once you make online payment, system will navigate back to Payments Table.
- Satisfied with the details filled, click "Proceed to file", select authorized signatory, Submit with EVC or DSC.

Your Return is filed!

You can Track Return status as well as download the Return from through Track Return Status functionality available at your dashboard

Refer [User Manual](#) for detailed steps for filing

OK

Indicates Mandatory Fields

#### Help

Based on your answers, relevant tables of GSTR-3B will be visible on the next page. You may go back to previous screen by clicking on Back button.

Activate Windows  
Go to Settings to activate Windows

GSTIN -  
FY - 2020-21

Legal Name  
Return Period - September

Status - Not Filed  
Due Date - 24/10/2020

Please answer the following questions to enable us to show relevant sections

• Indicates Mandatory Fields

A. Do you want to file Nil return? • <i>Note: Nil return can be filed by you if you have not made any outward supply (commonly known as sale) AND have NOT received (commonly known as purchase) any goods/services AND do not have any tax liability.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> NO
B. Have you made any supply of goods/services (including nil rated, exempt and non-GST supplies) or received any supplies liable to reverse charge during this tax period? (Table 3.1) •	<input type="radio"/> Yes <input type="radio"/> NO
C. Have you made any inter-state supplies to unregistered persons, composition taxable persons or UIN holders? (Table 3.2) •	<input type="radio"/> Yes <input type="radio"/> NO
D. Do you have any claim/reversal of Input tax credit(ITC) on purchase of goods or receipt of services ? (Table 4) •	<input type="radio"/> Yes <input type="radio"/> NO
E. Have you received any nil rated, exempt or non-GST supplies during this tax period? (Table 5) •	<input type="radio"/> Yes <input type="radio"/> NO
F. Do you have any interest or late fee (including carry forward late-fee) liability? (Table 5.1) •	<input checked="" type="radio"/> Yes <input type="radio"/> NO
G. Do you have any tax liability due to GST TRAN-1?(System-populated) (Table 6) •	<input type="radio"/> Yes <input checked="" type="radio"/> NO

**Help**  
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NEXT



Please answer the following questions to enable us to show relevant sections

• Indicates Mandatory Fields

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NEXT

### Help

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A. Do you want to file Nil return? • <i>Note: Nil return can be filed by you if you have not made any outward supply (commonly known as sale) AND have NOT received (commonly known as purchase) any goods/services AND do not have any tax liability.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> NO
B. Have you made any supply of goods/services (including nil rated, exempt and non-GST supplies) or received any supplies liable to reverse charge during this tax period? (Table 3.1) •	<input checked="" type="radio"/> Yes <input type="radio"/> NO
C. Have you made any inter-state supplies to unregistered persons, composition taxable persons or UIN holders? (Table 3.2) •	<input checked="" type="radio"/> Yes <input type="radio"/> NO
D. Do you have any claim/reversal of Input tax credit(ITC) on purchase of goods or receipt of services ? (Table 4) •	<input checked="" type="radio"/> Yes <input type="radio"/> NO
E. Have you received any nil rated, exempt or non-GST supplies during this tax period? (Table 5) •	<input checked="" type="radio"/> Yes <input type="radio"/> NO
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### Help

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### 3.1 Tax on outward and reverse charge inward supplies

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	CESS
₹0.00	₹0.00

### 3.2 Inter-state supplies

Taxable Value	Integrated Tax
₹0.00	₹0.00

### 4. Eligible ITC

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	CESS
₹0.00	₹0.00

### 5. Exempt, nil and Non GST inward supplies

Inter-state supplies	Intra-state supplies
₹0.00	₹0.00

### 6.2 TDS/TCS Credit

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	
₹0.00	

#### Important Message

Once you have filled the relevant tables, please follow the following steps for filing:-

- Please click on 'Save GSTR3B' on the summary page.
- You may download and preview/save the draft GSTR-3B.
- Click on 'Proceed to payment' to offset your liabilities.
- In case of insufficient cash balance to set off the liabilities, challan creation facility has been provided on the same screen.
- After setting off liabilities, GSTR-3B can be filed by attaching DSC/EVC.

Activate Windows  
Go to Settings to activate Windows.

Currently facility of system computed GSTR-3B details are not available for taxpayers opting to file GSTR-1 on quarterly frequency. It would be made available soon.

GSTR3B details saved successfully.

[Help Manual](#)

### 3.1 Tax on outward and reverse charge inward supplies

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	CESS
₹0.00	₹0.00

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₹0.00	₹0.00
State/UT Tax	
₹0.00	

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GSTR-3B SYSTEM COMPUTED (PDF)

SAVE GSTR3B

PREVIEW DRAFT GSTR-3B

PROCEED TO PAYMENT

### 3.1 Tax on outward and reverse charge inward supplies

Integrated Tax	Central Tax
₹0.00	₹0.00
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[GSTR-3B SYSTEM COMPUTED \(PDF\)](#)
[SAVE GSTR3B](#)
[PREVIEW DRAFT GSTR-3B](#)
[PROCEED TO PAYMENT](#)

6.1 Payment of tax

Help ?

The cash available as on date and ITC available (considering ITC of current tax period) are shown in this table.

Description	Cash Ledger Balance					Integrated Tax (₹)	Cr
	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Total (₹)		
Tax	200	1200	1200	0	2600	10	
Interest	0	0	0	0	0		
Late Fees		0	0		0		

System has auto-populated "Tax to be paid through ITC" fields with optimum utilization amounts based on provisions of the law relating to credit utilization. However, you may edit the ITC utilization. As you change ITC utilization, the cash to be paid will also get changed.

If available cash balance in Electronic cash ledger is not sufficient to offset the liabilities, additional cash required for paying liability is being reflected in the last column of the Table (Additional cash required). You may create challan for that amount directly by clicking on the "Create Challan" button.

The ITC and Cash utilization information entered will only be available for 2 days. After expiry of 2 days, the suggested utilization shall be reverted to original system suggested utilization.

Description	Other than reverse charge Tax payable (₹)	Paid through ITC				Other than reverse charge Tax to be paid in Cash(₹)	Re Ta:
		Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)		
1	2	3	4	5	6	7(2 - 3 - 4 - 5 - 6)	
Integrated Tax	0	0	0	0		0	
Central Tax	0	0	0			0	
State/UT Tax	0	0		0		0	
CESS	0				0	0	

[BACK](#)
[PREVIEW DRAFT GSTR-3B](#)
[CREATE CHALLAN](#)
[MAKE PAYMENT/POST CREDIT TO LEDGER](#)
[PROCEED TO FILE](#)

The ITC suggested

al system

## Warning

WARNING: You are about to agree to credit claim and utilization, as indicated. Relevant amounts will be deducted from Electronic Cash and Credit ledgers and accordingly liability will be reduced. Also, amount of credit claimed will be credited to Electronic Credit ledger. Once these entries are made, these can NOT be reversed. Are you sure you want to continue?

NO

YES

Description

than charge paid in

Rev Tax

(₹)

- 5 - 6)

1

Integrated Tax

180

0

0

0

180

Central Tax

0

0

0

0

State/UT Tax

0

0

0

0

CESS

0

0

0

BACK

PREVIEW DRAFT GSTR-3B

CREATE CHALLAN

MAKE PAYMENT/POST CREDIT TO LEDGER

PROCEED TO FILE



Good and Beautiful

Dashboard

Learn how to fill GSTR Returns by taking

## Offset Successful

Liability offset/Credit claim has been done successfully. Kindly file the return through EVC/DSC, by clicking on 'Proceed to File' button.

OK

Dashboard > Returns > GSTR3B > Payment of Tax

English

### 6.1 Payment of tax

Help ?

Interest to be paid on tax liabilities both for supplies attracting reverse charge as well as other than reverse charge

Late fee for the month includes previous month's late fee charged due to delay in filing of return. The calculation is [Date of Filing – (Date of Submission or Due date of Filing, whichever is later)] \* [25/day (in case of any liability) or 10/day (in case of nil liability)] \* per Act (CGST/SGST).

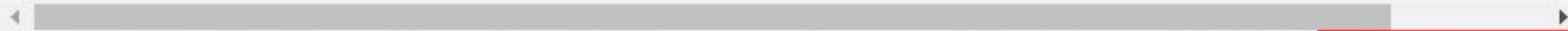
The liability appearing in the below table may also include the liability that would have arisen on rectification/ revision of credit availed in original TRAN-1, if any along with the liability declared in separate tables of GSTR-3B. An intimation to this effect is already mailed to you on such revision/ rectification and the amount can be reconciled from the same.



If available cash balance in Electronic cash ledger is not sufficient to offset the liabilities, additional cash required for paying liability is being reflected in the last column of the Table (Addition cash required). You may create challan for that amount directly by clicking on the "Create Challan" button

**i** The ITC and Cash utilization information entered will only be available for 2 days. After expiry of 2 days, the suggested utilization shall be reverted to original system suggested utilization. ✕

Description	Other than reverse charge Tax payable (₹)	Paid through ITC				Other than reverse charge Tax to be paid in Cash(₹)	Reverse charge Tax payable (₹)	Reverse charge Tax to be paid in Cash(₹)	Interest Payable (₹)	Interest to be paid in cash (₹)	Late Fee Payable (₹)	Late Fee to be paid in cash (₹)	Utilizable Cash balance(₹)
		Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)								
1	2	3	4	5	6	7(2 - 3 - 4 - 5 - 6)	8	9	10	11	12	13	14
Integrated Tax	180	0	0	0		180	0	0	0	0			180
Central Tax	0	0	0			0	0	0	0	0	0	0	0
State/UT Tax	0	0		0		0	0	0	0	0	0	0	0
CESS	0				0	0	0	0	0	0			0



BACK

PREVIEW DRAFT GSTR-3B

CREATE CHALLAN

MAKE PAYMENT/POST CREDIT TO LEDGER

**PROCEED TO FILE**

## Returns filing for GSTR1



I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Authorised Signatory \*

VIBHUTI NARANG



Select

VIBHUTI NARANG

FILE WITH DSC

FILE WITH EVC



## Filing Successful

GSTR-1 of GSTIN **27AAACB5724H1ZU** for the month **April 2020** has been successfully filed on **Sep. 16, 2020, 06:48 am** .

The Acknowledgment Reference Number: is **AA637394063047K**.

The GSTR-1 can be viewed on your Dashboard Login=>Taxpayer  
Dashboard=>Returns=>View e-filed return.

This message is sent to your registered Email ID and Mobile Number.

OK

donotreply@gst.gov.in

to me ▾

Tue, Sep 15, 6:14 PM (18 hours ago)



Dear Applicant/ Taxpayer,

You have successfully filed the Return (GSTR-3B) for 062020. Date & Time stamping of filing of the return is 15/09/2020 18:11.

Your ARN is AB2706208702365.

Login into your account for any further details.

Best Regards,

Department of Sales Tax

Government of Maharashtra

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Your, 27. IZI, GSTR for tax  
period [072020](#) is filed successfully and ARN is  
AB[270720129031](#)P. Please use this ARN to track the  
status of your return.