

How to File GSTR 3B ? (Online Method)



Goods and Services Tax

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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-



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Login

• indicates mandatory fields

Username •

Password •

Type the characters you see in the image below •



•

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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-1, GSTR-3B and CMP-08 can now be filed through SMS.

• Indicates Mandatory Fields

Financial Year •

2020-21



Return Filing Period •

September



SEARCH

**Details of outward supplies of goods
or services**

GSTR1

Due Date - **31/10/2020**

PREPARE ONLINE

PREPARE OFFLINE

Auto Drafted details (For view only)

GSTR2A

VIEW

DOWNLOAD

Auto - drafted ITC Statement

GSTR2B

VIEW

DOWNLOAD

Monthly Return

GSTR3B

Due Date - **24/10/2020**

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
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.

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NEXT

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Help

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NEXT

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

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₹0.00	₹0.00
State/UT Tax	CESS
₹0.00	₹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
State/UT Tax	CESS
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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	

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[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

practicaldestination

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 

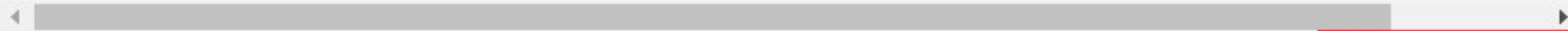
 Late fee for the month includes previous month's late fee charged due to delay in filing of return. The calculation is [Date of Filing – (Date of Submission or Due date of Filing, whichever is later)] * [25/day (in case of any liability) or 10/day (in case of nil liability)] * per Act (CGST/SGST). 

 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.