

Lesson Objectives



On completion of this lesson, you will be able to understand:

- Filing by generating JSON file from Tally.ERP 9
- Filing by using the GSTR3B Excel Offline Utility Tool
- Filing Return directly on the GST Portal.



File GSTR-3B

In Tally.ERP 9, you can export data in the JSON format and upload it to the portal for filing the returns.

Ensure that all exceptions regarding incomplete/mismatch in information are resolved before printing or exporting the **GSTR-3B** report. File GSTR-3B in either of the following methods:

- [By generating the JSON file from Tally.ERP 9](#)
- [By using the GSTR3B Excel Offline Utility Tool](#)
- [By filing your returns directly on the GST portal](#)

METHOD 1: BY GENERATING THE JSON FILE FROM TALLY.ERP 9

To generate GSTR-3B returns in the JSON format

1. Go to **Gateway of Tally > Display > Statutory Reports > GST > GSTR-3B**.
2. **F2: Period** - select the period for which returns need to be filed.
3. Press **Ctrl+E**.

Exporting GSTR-3B	
(1-Nov-2017 to 30-Nov-2017)	
Language	: Default (All Languages)
Format	: JSON (Data Interchange)
Export Location	: D:\TallyERP9
Output File Name	: GSTR-3B_29AKLBG3425F1Z5_No
Open Exported File	? Yes
Accept ?	
Yes or No	

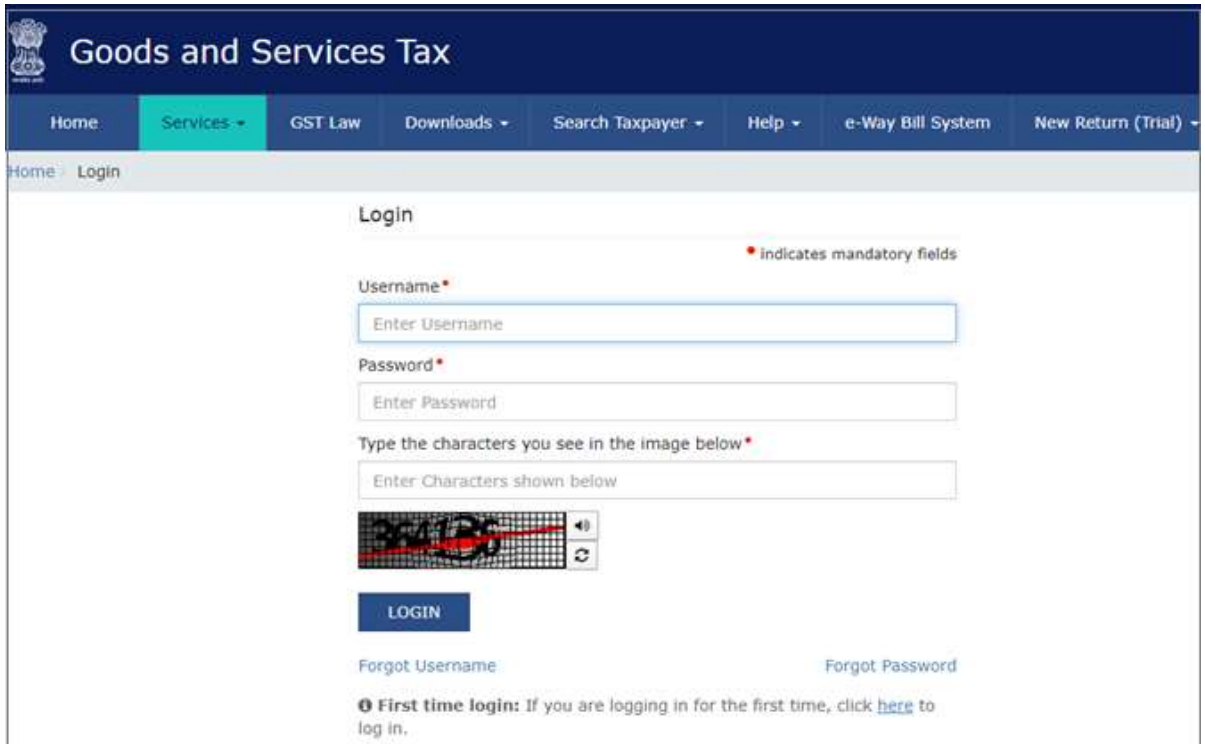
4. Select **JSON (Data Interchange)** as the **Format**.

5. Press **Enter** to export. The negative net values will be exported with a negative sign, as per the e-filing requirements.

Upload the JSON file to the portal for filing returns.

To submit and file GSTR-3B returns

1. Log in to the [GST portal](#)

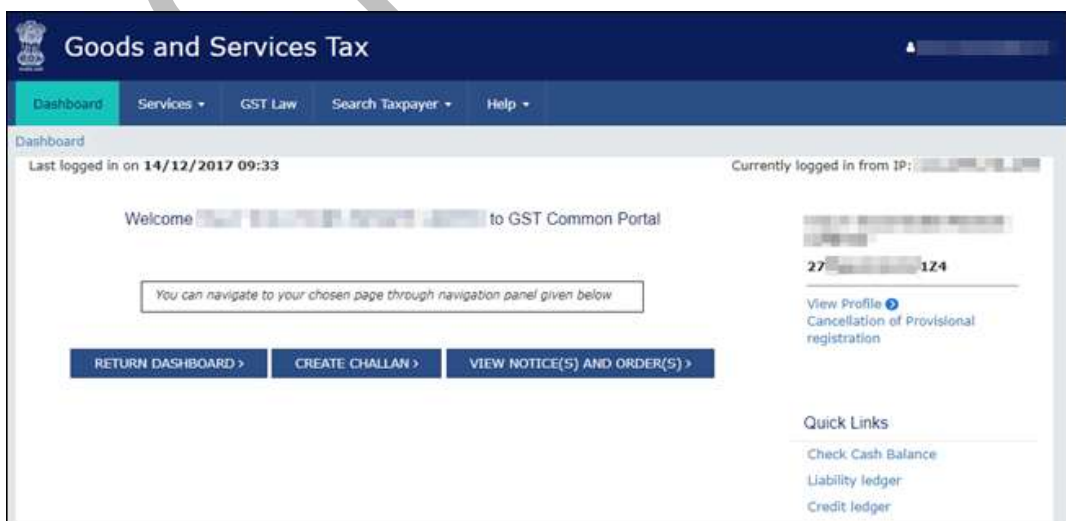


The screenshot shows the 'Goods and Services Tax' login page. The navigation bar includes 'Home', 'Services', 'GST Law', 'Downloads', 'Search Taxpayer', 'Help', 'e-Way Bill System', and 'New Return (Trial)'. The main content area is titled 'Login' and contains the following fields:

- Username***: A text input field with the placeholder 'Enter Username'.
- Password***: A text input field with the placeholder 'Enter Password'.
- Type the characters you see in the image below***: A CAPTCHA field with the placeholder 'Enter Characters shown below' and a small image of a car.

Below the fields is a blue 'LOGIN' button. There are links for 'Forgot Username' and 'Forgot Password'. A note at the bottom states: 'First time login: If you are logging in for the first time, click [here](#) to log in.'

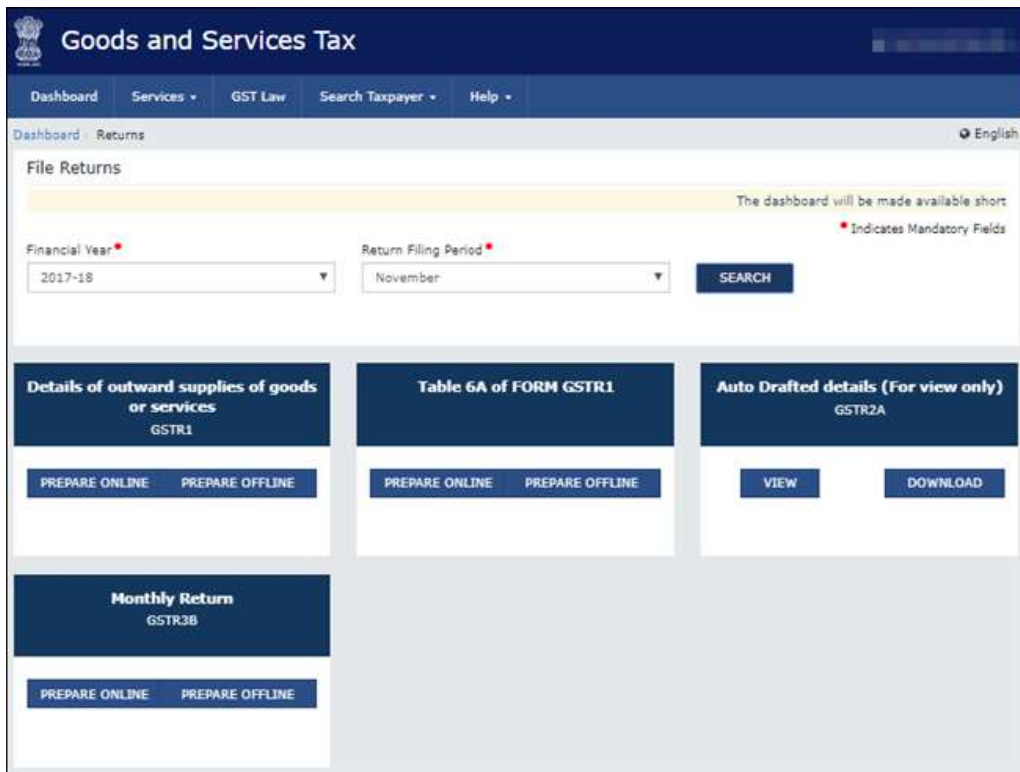
2. Go to **Dashboard > RETURN DASHBOARD**.



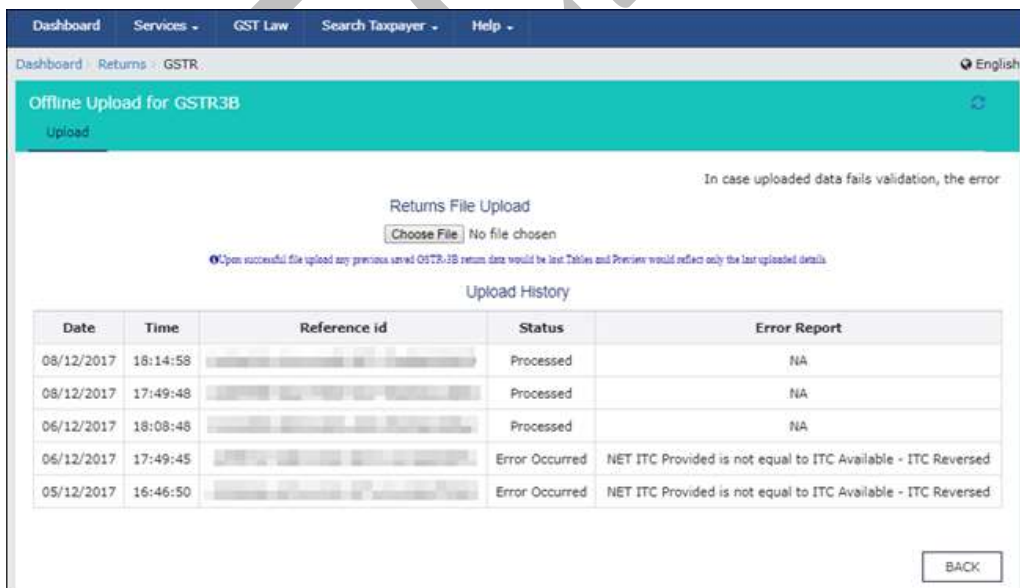
The screenshot shows the 'Goods and Services Tax' dashboard. The navigation bar includes 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', and 'Help'. The main content area displays the following information:

- Last logged in on 14/12/2017 09:33**
- Currently logged in from IP: [redacted]**
- Welcome [redacted] to GST Common Portal**
- You can navigate to your chosen page through navigation panel given below**
- RETURN DASHBOARD >** **CREATE CHALLAN >** **VIEW NOTICE(S) AND ORDER(S) >**
- View Profile** (with a plus icon) **Cancellation of Provisional registration**
- Quick Links**: Check Cash Balance, Liability ledger, Credit ledger

3. Select the **Return Filing Period**, and click **Search** .



4. Under **Monthly Return GSTR3B**, click **PREPARE OFFLINE > UPLOAD** tab > click **CHOOSE FILE** to import the GSTR-3B JSON file generated from Tally.ERP 9. Once your JSON files are uploaded successfully, you will be notified with a message. Once the file is successfully uploaded the **Error Report** displays NA.



5. Click **BACK > Monthly Return GSTR3B**, click **PREPARE ONLINE**. The values get posted in the relevant tables of GSTR-3B.

3.1 Tax on outward and reverse charge inward supplies		3.2 Inter-state supplies		4. Eligible ITC	
Integrated Tax: ₹0.00	Central Tax: ₹0.00	Taxable Value: ₹0.00	Integrated Tax: ₹0.00	Integrated Tax: ₹0.00	Central Tax: ₹0.00
State/UT Tax: ₹0.00	CESS: ₹0.00			State/UT Tax: ₹0.00	CESS: ₹0.00
5. Exempt, nil and Non GST inward supplies		5.1 Interest and Late fee		7. TDS/TCS Credit	
Inter-state supplies: ₹0.00	Intra-state supplies: ₹0.00	Integrated Tax: ₹0.00	Central Tax: ₹0.00	Integrated Tax: ₹0.00	Central Tax: ₹0.00
		State/UT Tax: ₹0.00	CESS: ₹0.00	State/UT Tax: ₹0.00	
Important Message					
<p>Once you have filled the relevant tables, please follow the following steps for filing:-</p> <ul style="list-style-type: none"> • 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. 					
<div style="text-align: right;"> <input type="button" value="BACK"/> <input type="button" value="SAVE GSTR3B"/> <input type="button" value="PREVIEW DRAFT GSTR-3B"/> <input type="button" value="PROCEED TO PAYMENT"/> </div>					

6. Click **SAVE GSTR3B** to save the details.

7. Click **PREVIEW DRAFT GSTR-3B** to preview or download the form, check the details, and correct it if required.

8. Click **PROCEED TO PAYMENT** to view the available input tax credit. You can modify the values if required.

9. Confirm the input tax credit, to offset against the payable value. For the balance amount payable, challan gets generated automatically with the relevant details, and payment options appear.

10. Once you make the online payment, the payments table appears.

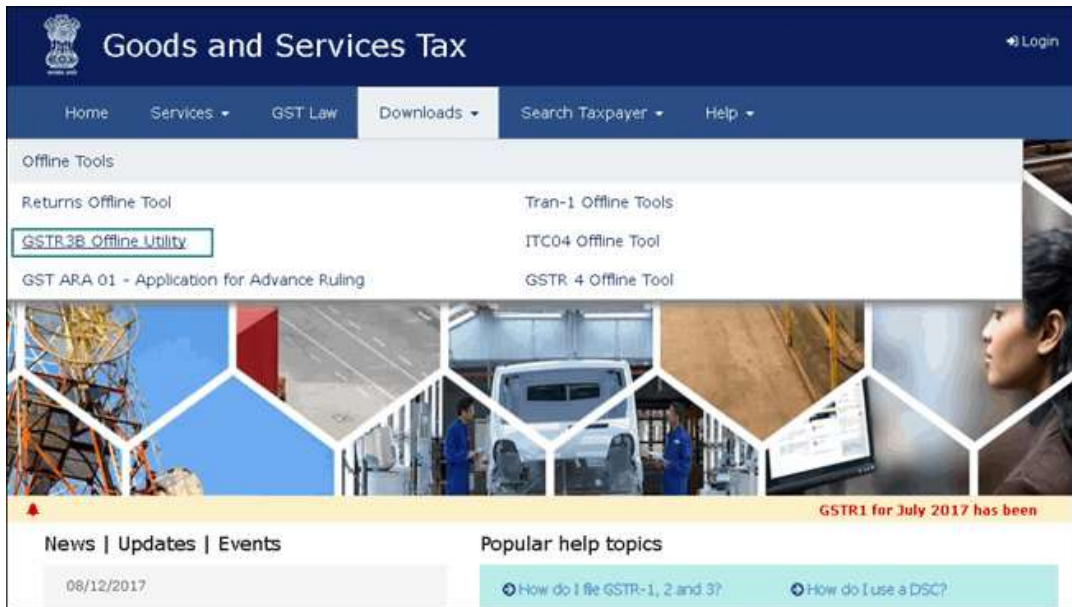
11. Click **PROCEED TO FILE**, select the authorised signatory and **SUBMIT** with EVC or DSC.

Note: Once you click the **SUBMIT** button, GSTR-3B cannot be revised.

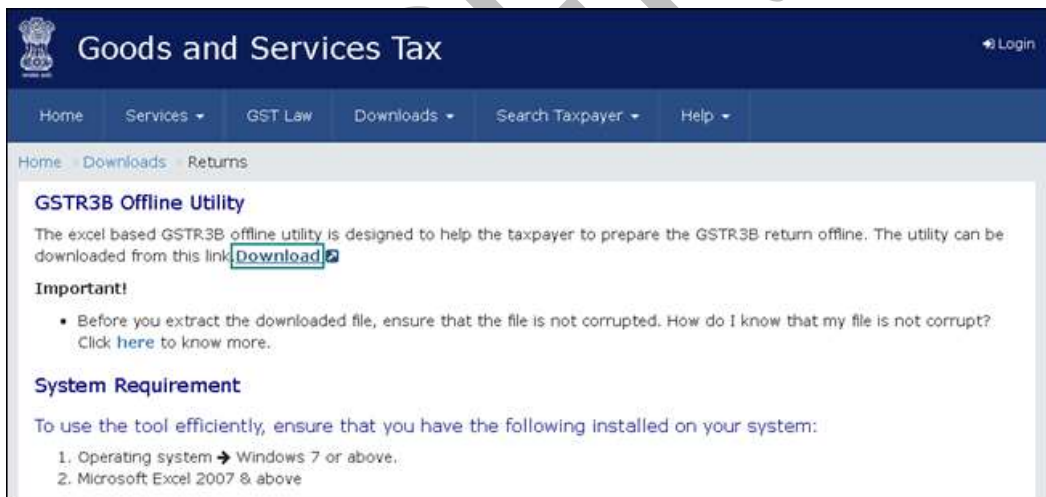
METHOD 2: BY USING THE GSTR3B EXCEL OFFLINE UTILITY TOOL

To download the tool

1. Press **Ctrl+O** from **GSTR-3B** report, to view the [GST portal](#).
2. Click **Downloads > Offline Tools > GSTR3B Offline Utility**.



3. Click **Download**



4. Click **PROCEED**. A **.zip** file containing the **GST Excel Utility** will be downloaded. Some important information about the tool, and the system requirements for using the tool are also available on the download page.
5. Extract the file **GSTR3B_Excel_Utility_V4.1.xlsm** from the .zip file and copy it to the location where Tally.ERP 9 is installed.

To export GSTR-3B returns to the MS Excel template

1. Go to **Gateway of Tally > Display > Statutory Reports > GST > GSTR-3B**.

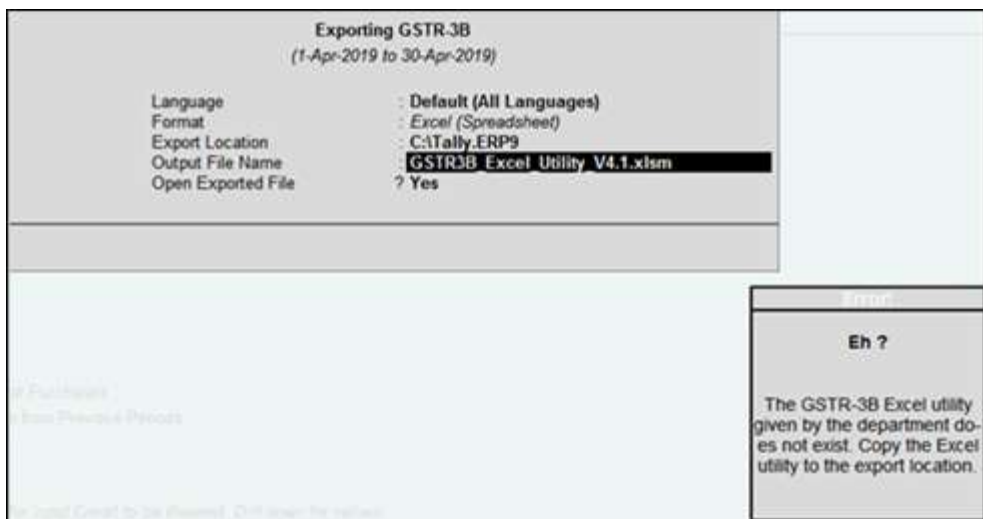
Note: Ensure to use a fresh template each time before exporting the GSTR-3B data.

2. **F2: Period** - Select the period for which returns need to be filed.

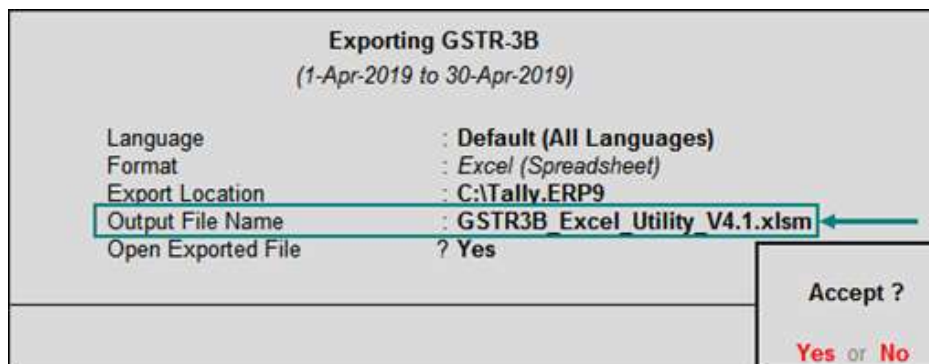
3. Press **Ctrl+E**.

4. Ensure the file **GSTR3B_Excel_Utility_V4.1.xlsm** is available in the **Export Location** of Tally.ERP 9.

5. Select **Excel (Spreadsheet)** as the **Format**. If the template **GSTR3B_Excel_Utility_V4.1.xlsm** is not available in the **Export Location**, the message appears as shown below:



6. Download the GSTR3B Offline Utility from the [GST portal](#) and copy it in the Export Location of Tally.ERP 9.



7. Press **Enter** to export data to the template.

The Microsoft Excel template opens with the data updated in the relevant fields.

GSTR-3B [See rule 61(5)]					
					Clear All
					Validate
					Generate File
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)	₹ 4,532,300.00	₹ 120,885.00	₹ 21,905.00	₹ 21,905.00	₹ 41,560.00
(b) Outward Taxable supplies (zero rated)	₹ 191,300.00	₹ 2,520.00			
(c) Other Outward Taxable supplies (Nil rated, exempted)	₹ 159,300.00				
(d) Inward supplies (liable to reverse charge)	₹ 94,500.00	₹ 1,900.00	₹ 2,250.00	₹ 2,250.00	
(e) Non-GST Outward supplies	₹ 12,000.00				
Total	₹ 4,989,400.00	₹ 125,205.00	₹ 24,155.00	₹ 24,155.00	₹ 41,560.00
4. Eligible ITC					

8. In the template:

- Click **Validate** to view the status of the sheet.
- Click **Generate File** . The JSON file gets generated in the folder GSTR on the desktop.

9. Upload this JSON file on the GST portal. Click [here](#) for the procedure of submitting and filing GSTR-3B.

Note: If the status is **Validation Failed** , correct the errors mentioned in the template, and then click **Validate** .

METHOD 3: BY FILING YOUR RETURNS DIRECTLY ON THE GST PORTAL

To print GSTR-3B

1. Go to **Gateway of Tally > Display > Statutory Reports > GST > GSTR-3B** .
2. Press **Ctrl+P** to print the form.

Note: Ensure the MS Word application is available in your computer to view the form.

If negative net values exist in any of the tables, the same will be printed as per the e-filing requirements.

3. In the **Print Report** screen, press **Enter** . GSTR-3B is created in the word format.
4. Press **Ctrl+S** to save the word file.

You can print the word file and use the hard copy to fill information online or directly copy and paste the values from the MS Word file to the online form.

To file GSTR-3B

1. Log in to the [GST portal](#).

Goods and Services Tax Login

Home Services GST Law Downloads Search Taxpayer Help

Home Login

Login * indicates mandatory fields

Username*
Enter Username

Password*
Enter Password

Type the characters you see in the image below*
Enter Characters shown below

LOGIN

2. Go to **Dashboard > RETURN DASHBOARD**.

Goods and Services Tax

Dashboard Services GST Law Search Taxpayer Help

Dashboard

Last logged in on 14/12/2017 09:33 Currently logged in from IP: [IP address]

Welcome [user name] to GST Common Portal

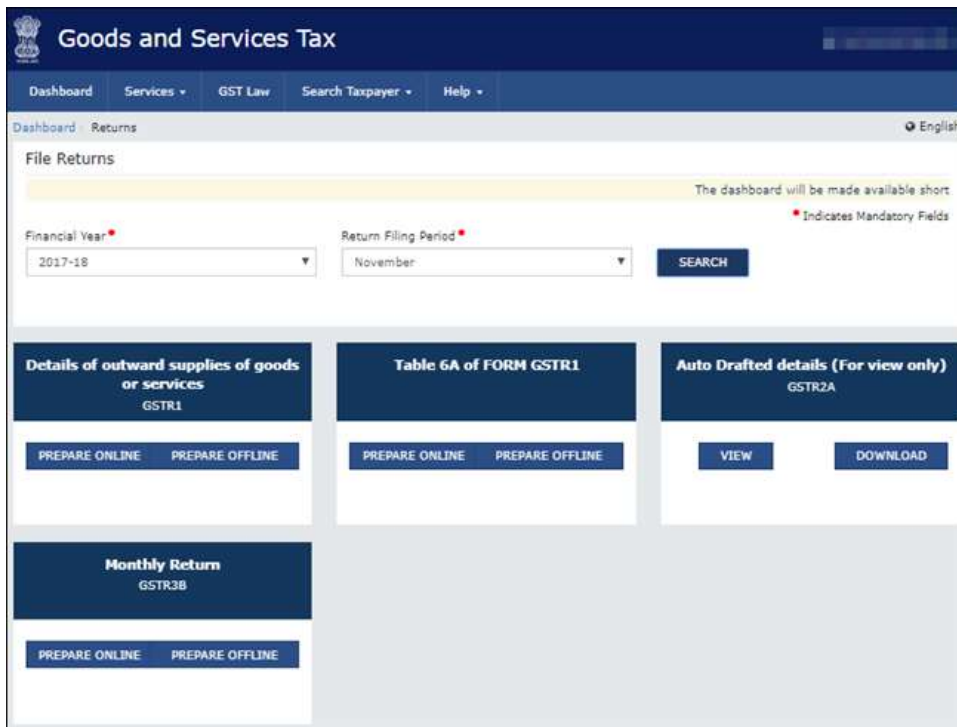
You can navigate to your chosen page through navigation panel given below

RETURN DASHBOARD > CREATE CHALLAN > VIEW NOTICE(S) AND ORDER(S) >

Quick Links

- Check Cash Balance
- Liability ledger
- Credit ledger

3. Under **Monthly Return GSTR-3B** , click **PREPARE ONLINE** .



4. Select the required options in the GSTR-3B dashboard to view the relevant sections of GSTR-3B in the next screen. Click **NEXT** to proceed.

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

A. Do you want to file Nil return? *	<input type="radio"/> Yes <input type="radio"/> NO
<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>	
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 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 type="radio"/> NO

BACK NEXT

5. Click each table and manually fill the details by referring to the GSTR-3B printed from Tally.ERP 9 in the MS Word format. Click **CONFIRM** in each table after providing the details.

3.1 Tax on outward and reverse charge inward supplies <table border="0"> <tr> <td>Integrated Tax:</td> <td>Central Tax:</td> </tr> <tr> <td>₹0.00</td> <td>₹0.00</td> </tr> <tr> <td>State/UT Tax:</td> <td>CESS:</td> </tr> <tr> <td>₹0.00</td> <td>₹0.00</td> </tr> </table>	Integrated Tax:	Central Tax:	₹0.00	₹0.00	State/UT Tax:	CESS:	₹0.00	₹0.00	3.2 Inter-state supplies <table border="0"> <tr> <td>Taxable Value:</td> <td>Integrated Tax:</td> </tr> <tr> <td>₹0.00</td> <td>₹0.00</td> </tr> </table>	Taxable Value:	Integrated Tax:	₹0.00	₹0.00	4. Eligible ITC <table border="0"> <tr> <td>Integrated Tax:</td> <td>Central Tax:</td> </tr> <tr> <td>₹0.00</td> <td>₹0.00</td> </tr> <tr> <td>State/UT Tax:</td> <td>CESS:</td> </tr> <tr> <td>₹0.00</td> <td>₹0.00</td> </tr> </table>	Integrated Tax:	Central Tax:	₹0.00	₹0.00	State/UT Tax:	CESS:	₹0.00	₹0.00
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6. Click **SAVE GSTR3B** to save the details.
7. Click **PREVIEW DRAFT GSTR-3B** to preview or download the form, check the details, and correct it if required.
8. Click **PROCEED TO PAYMENT** to view the available input tax credit. You can modify the values if required.
9. Confirm the input tax credit, to offset against the payable value. For the balance amount payable, challan gets generated automatically with the relevant details, and you will view the payments option.
10. Once you make the online payment, you will view the Payments Table.
11. Click **PROCEED TO FILE** , select the authorised signatory and **SUBMIT** with EVC or DSC.

Note: Once you click the **SUBMIT** button, GSTR-3B cannot be revised.

*** Chapter End ***

GST CENTRE