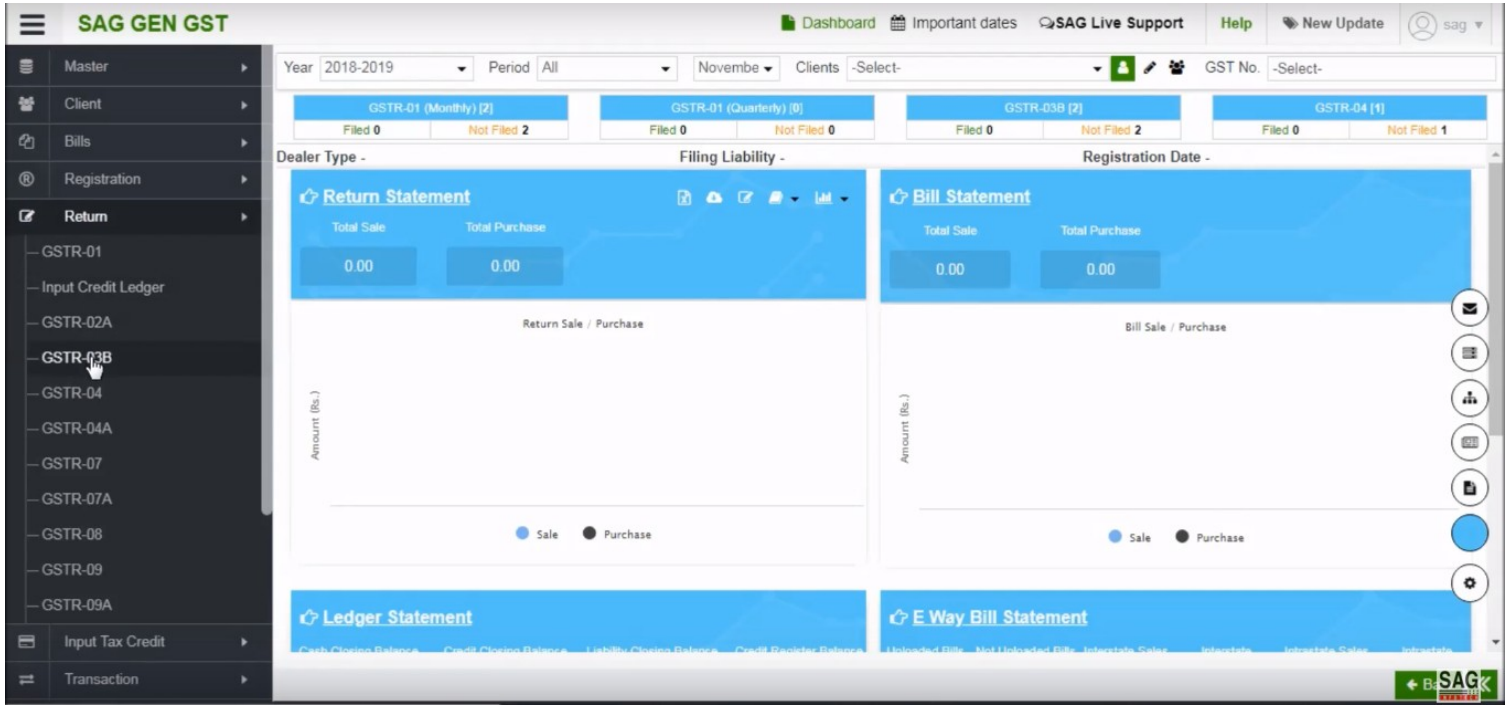
A Complete Guide

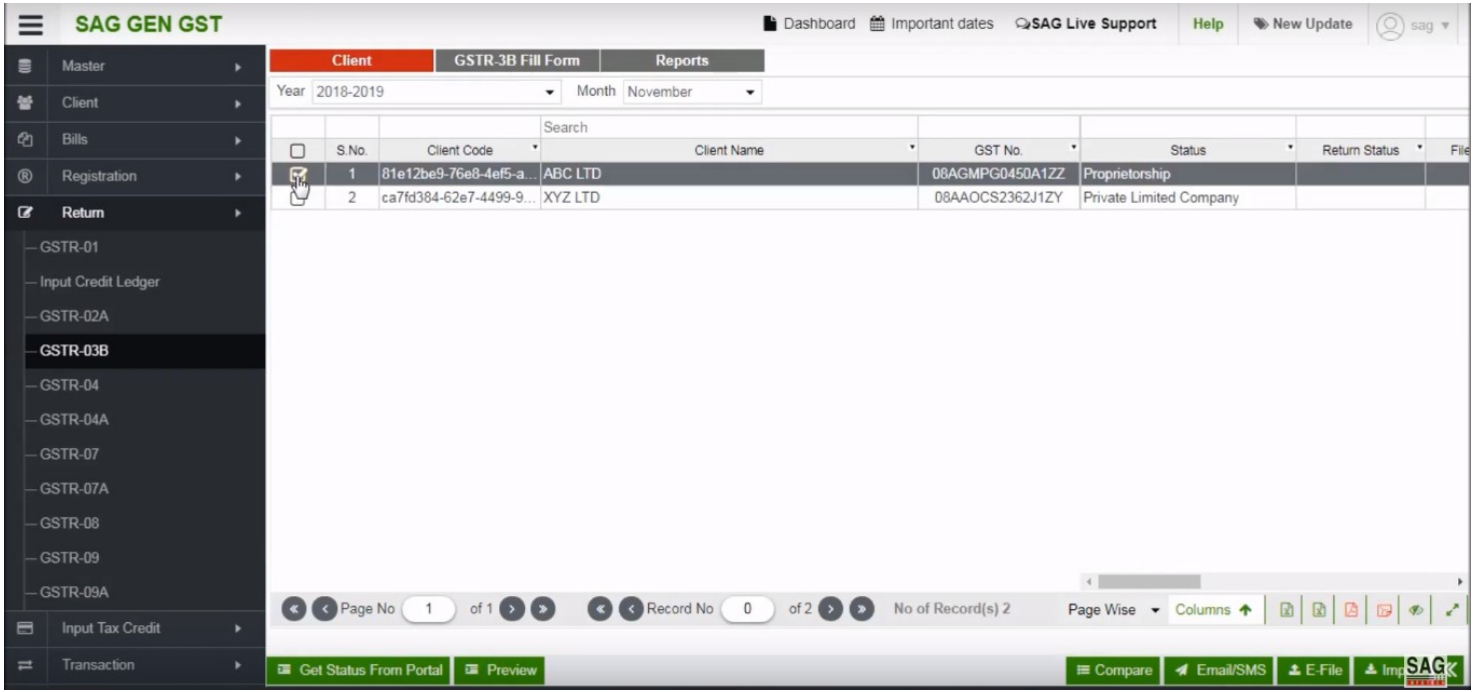
How to File GSTR 3B Return

STEP 2



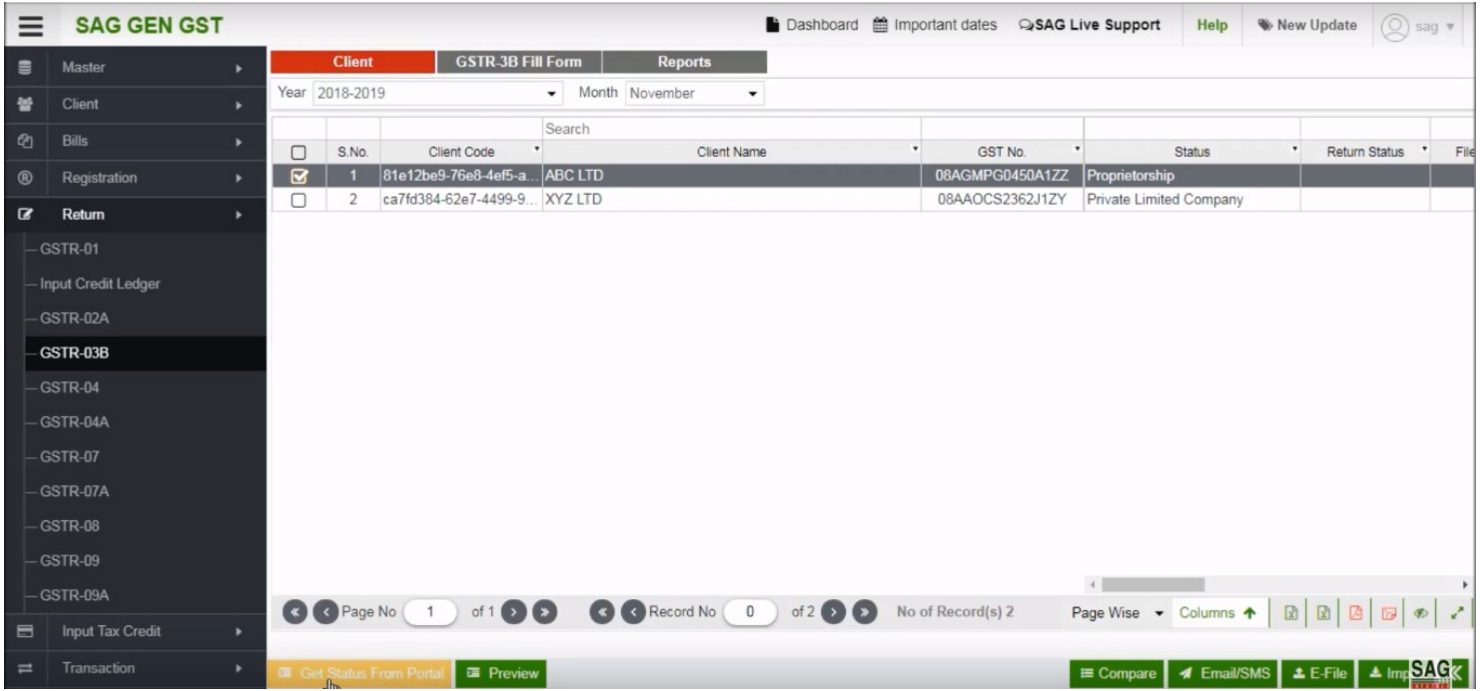
After sign-in, click on Return option then select GSTR-3B.

STEP 2



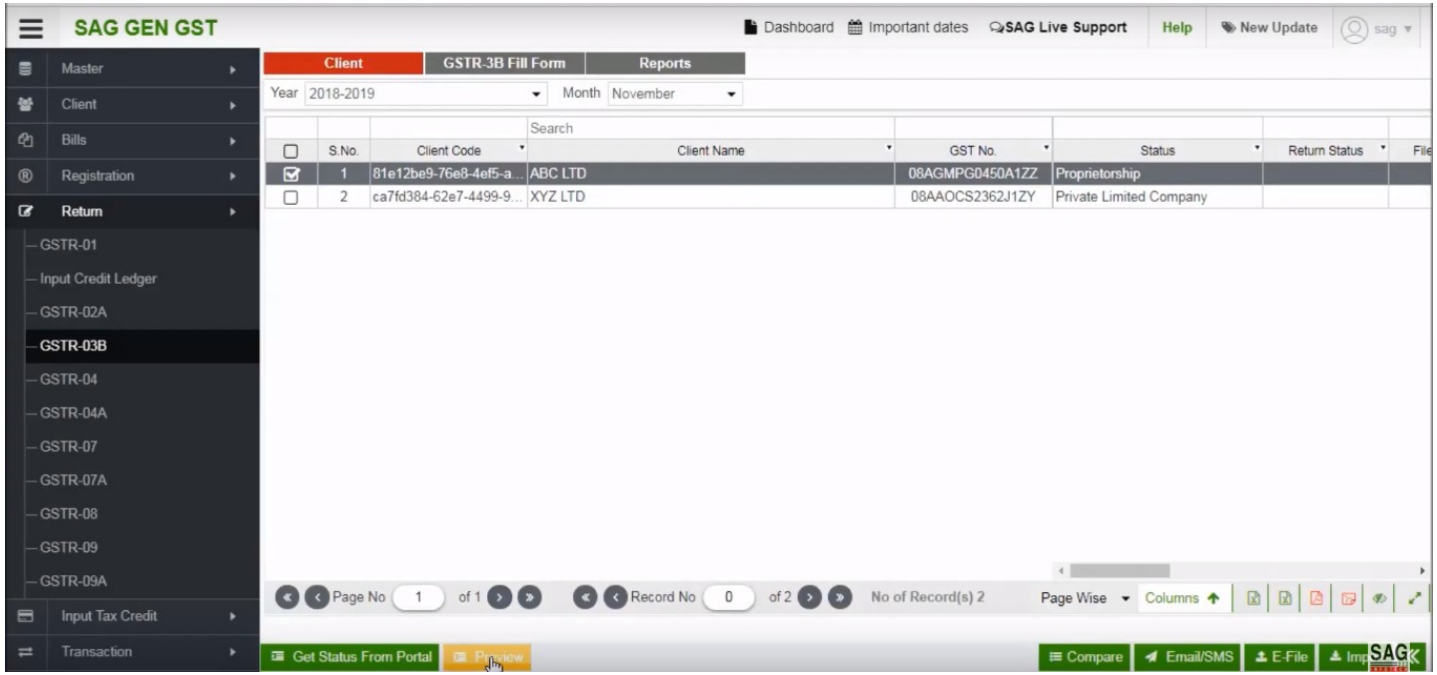
After selecting GSTR-3B option, select the client option.

STEP 3



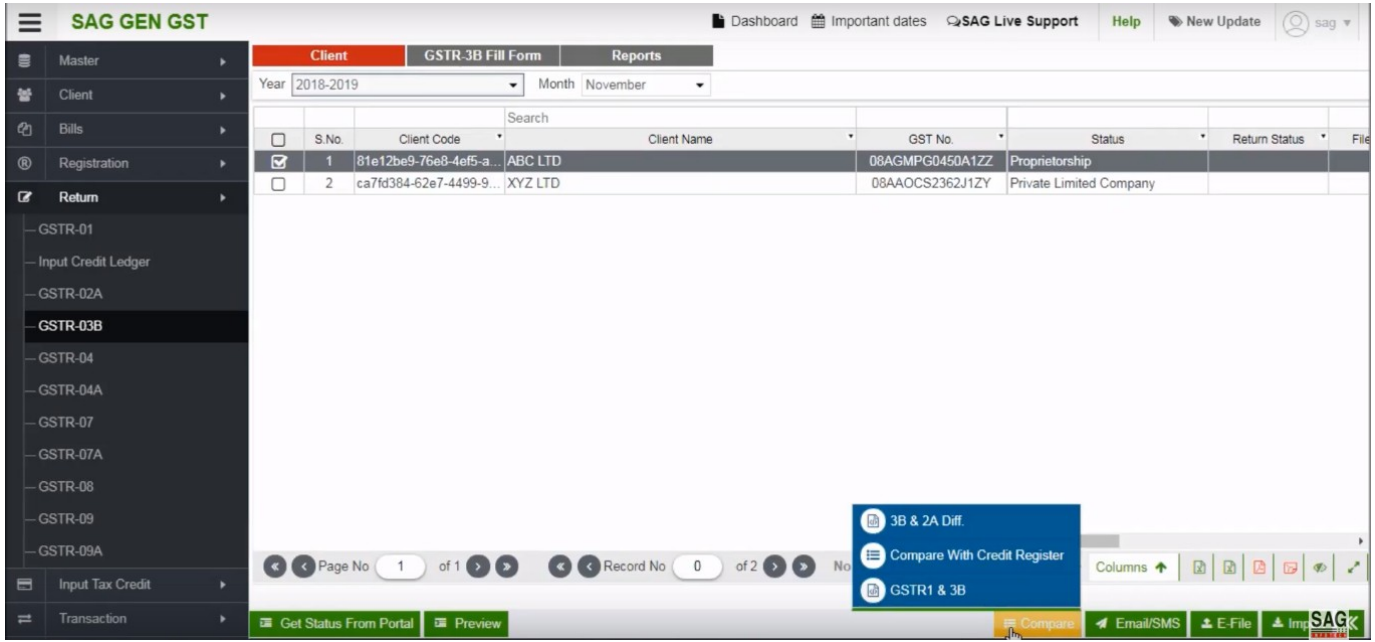
You can check the status of the client by clicking on the Get status from portal tab.

STEP 5



After clicking on download data from portal tab, now click on "Preview tab" to download details of data uploaded on portal in PDF format.

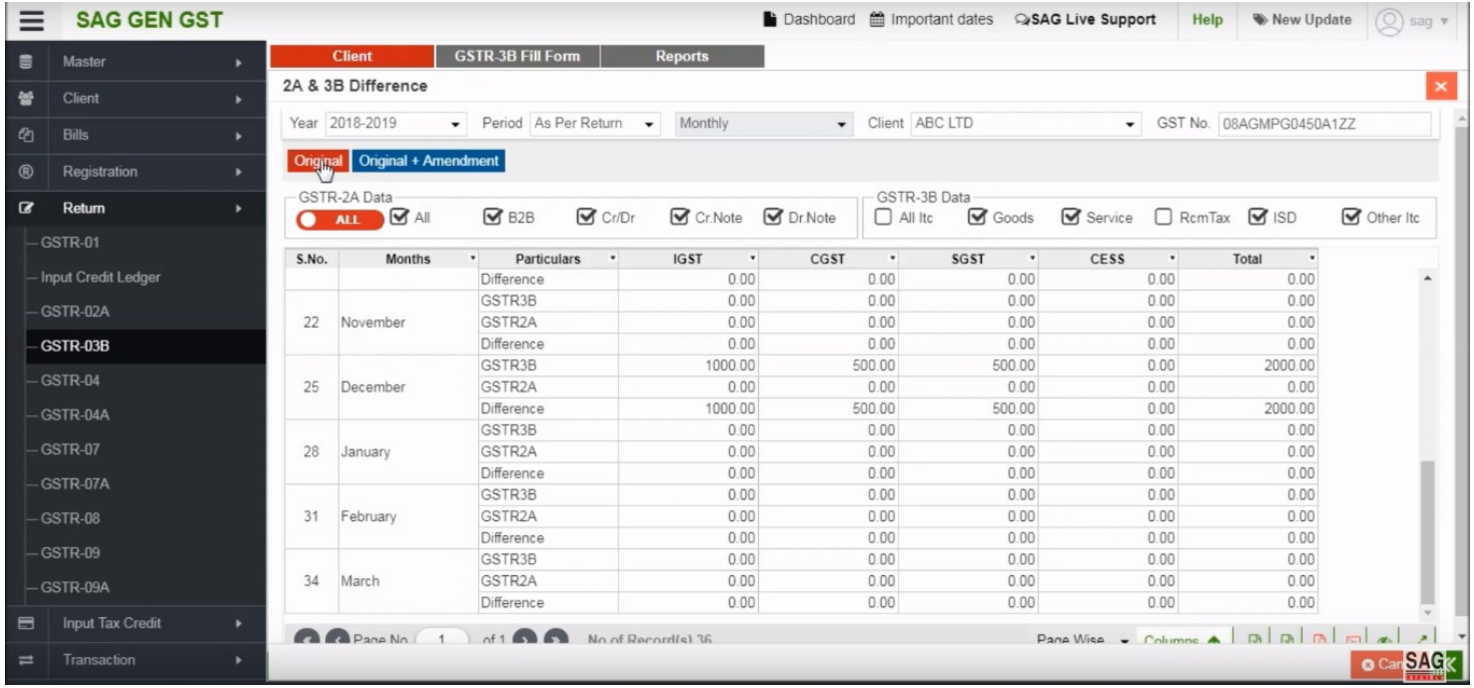
STEP 6



Below there is a green colour compare tab, which use to compare the details that you entered in software or downloaded from portal

After that click on 3B/2A Diff at the bottom of the window as shown below.
Then a new window will be opened where 3B & 2A difference is displayed which showing difference of ITC available on purchases of goods.
Here as you can see 2 options are provided i.e. as per return and as per period.
Where as per return is used for showing the data according to return that is available on portal.
Where as per period is used to display the data according to books like wise(Monthly, Quarterly, Half yearly, Yearly).

STEP 7



S.No.	Months	Particulars	IGST	CGST	SGST	CESS	Total
		Difference	0.00	0.00	0.00	0.00	0.00
22	November	GSTR3B	0.00	0.00	0.00	0.00	0.00
		GSTR2A	0.00	0.00	0.00	0.00	0.00
		Difference	0.00	0.00	0.00	0.00	0.00
25	December	GSTR3B	1000.00	500.00	500.00	0.00	2000.00
		GSTR2A	0.00	0.00	0.00	0.00	0.00
		Difference	1000.00	500.00	500.00	0.00	2000.00
28	January	GSTR3B	0.00	0.00	0.00	0.00	0.00
		GSTR2A	0.00	0.00	0.00	0.00	0.00
		Difference	0.00	0.00	0.00	0.00	0.00
31	February	GSTR3B	0.00	0.00	0.00	0.00	0.00
		GSTR2A	0.00	0.00	0.00	0.00	0.00
		Difference	0.00	0.00	0.00	0.00	0.00
34	March	GSTR3B	0.00	0.00	0.00	0.00	0.00
		GSTR2A	0.00	0.00	0.00	0.00	0.00
		Difference	0.00	0.00	0.00	0.00	0.00

In the original tab 2A and 3B option data is selected. To see all the 2A original data click on Select all check box. To see the respective section data click on the selected checkbox like B2B or Cr/Dr Note as shown above.

Where Original + Amendment tab shows Amendment effect of invoices Amended in next period.
In as per return option Amendment effect of 2A will be shown in the period in which invoices amended.
Where as in the As per period option Amendment effect will be shown in the period to which invoice relate like wise Monthly, Quarterly, Half yearly, Yearly.

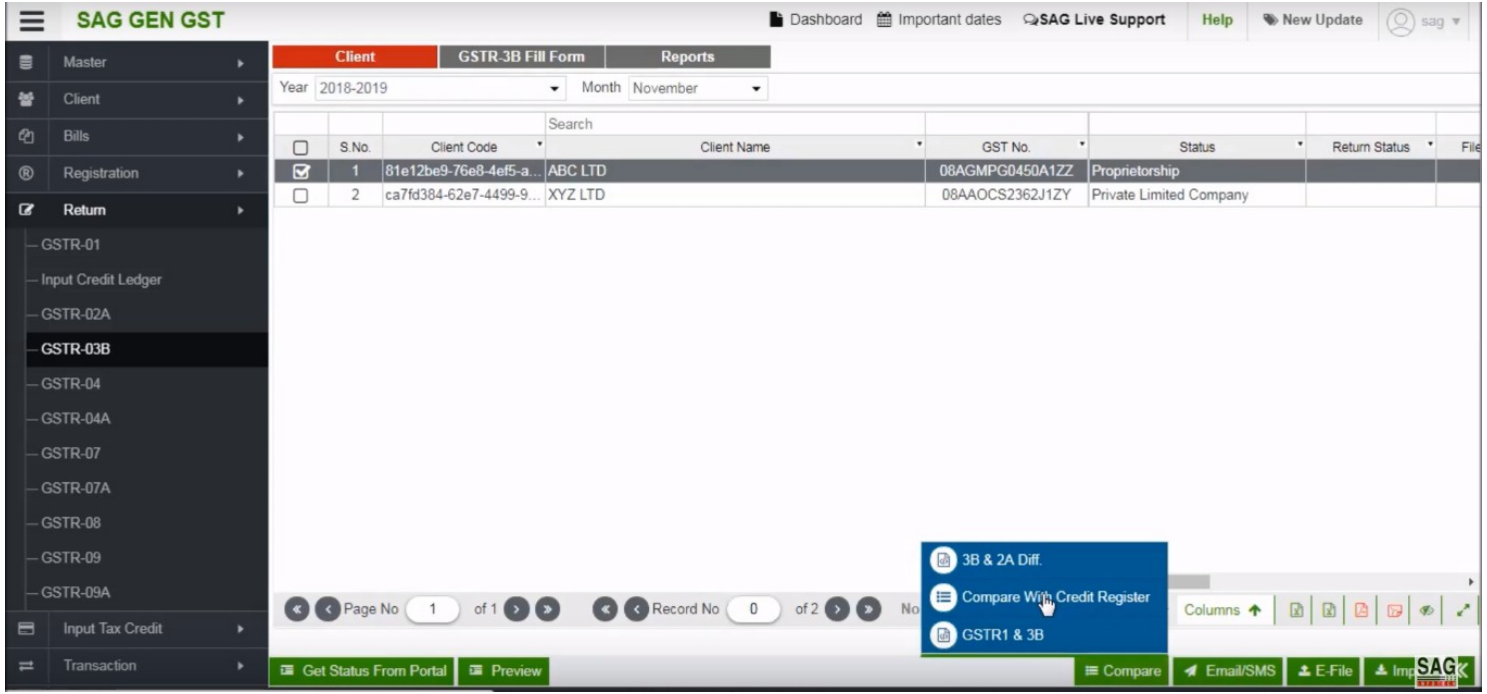
In original+Amendment tab 2A and 3B option data is selected to see all the 2A original and Amended data. click on the all check box. To see the respective section data click on the selected checkbox like B2B/ B2B Amd or Cr/Dr note/ Cr/Dr (Amd) Note as shown above.

To see the value of Amendment effect of 2A click on detail button as shown below.

After that a new window will be opened where it will show all the detailed calculation along with invoices of original with amended data as shown below.

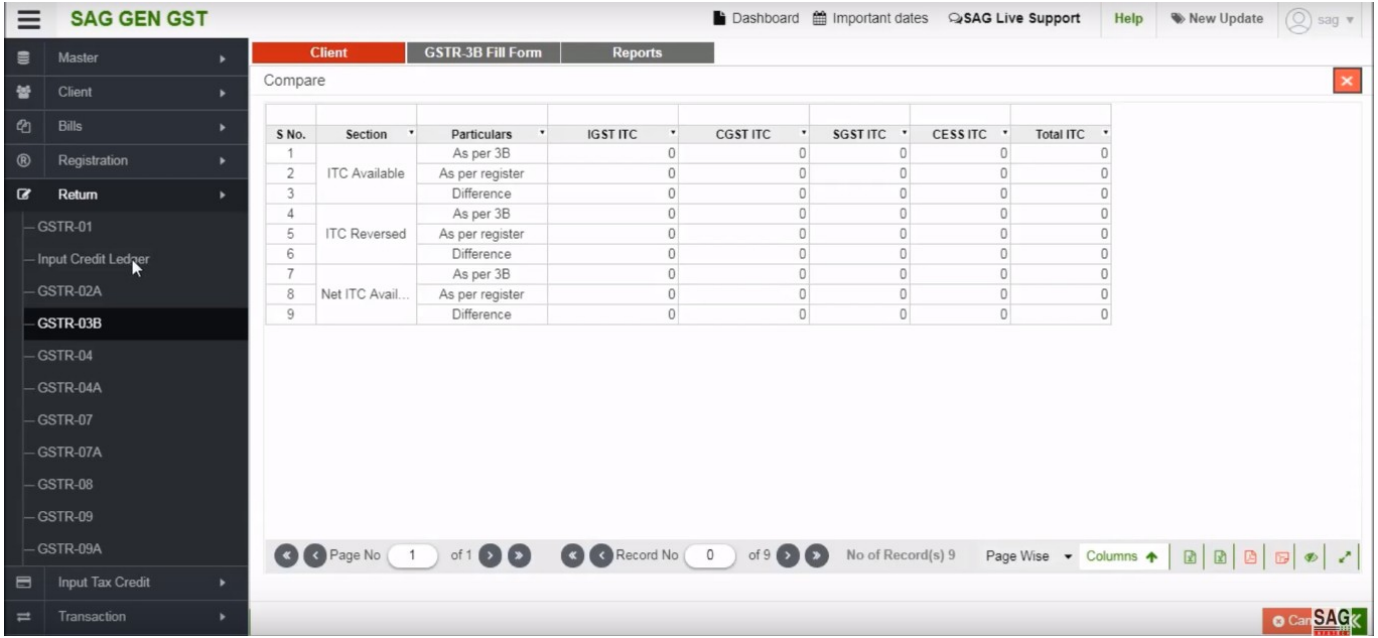
Total of Original shows original data of respective month.
Original Amendment shows original entries of amended invoices.
Amendment Shows total of Amended invoices.

STEP 8



Our next compare option is "Compare with Credit Register". You can check the difference in input tax credit availed as per your GSTR-3B and as per your books.

STEP 9



If you have already added the Input Credit ledger option and marked eligibility of all the invoices in our software then, you can see the data here in as per register option.

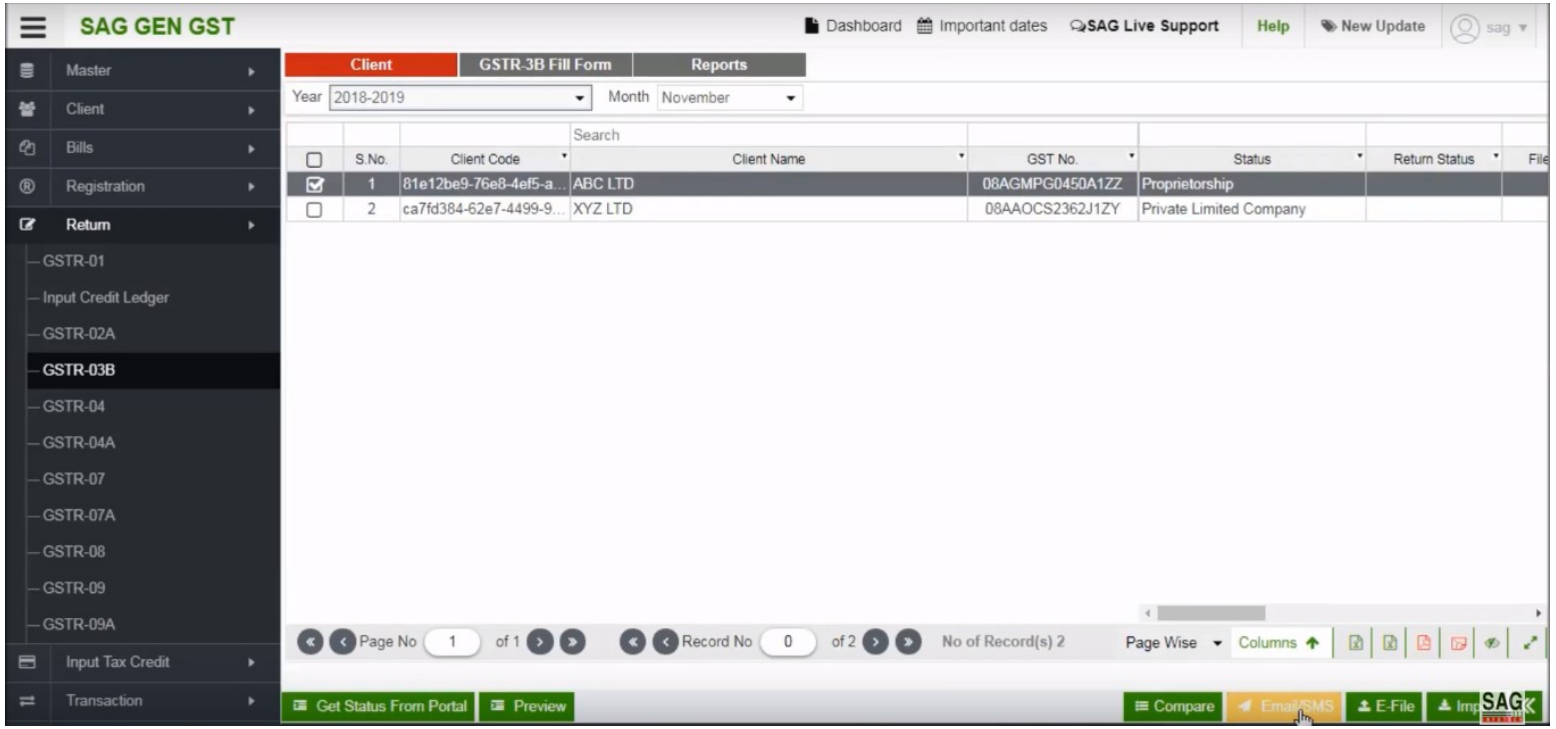
Click on next compare option GSTR-1 and 3B difference.After that a new window will be opened where GSTR-1 and 3B difference are displayed as shown above.

For the descriptive view click on the reconciliation button then a new window will be opened as shown above.

If user wants to view the difference on monthly basis than simply click on the Monthly wise button.

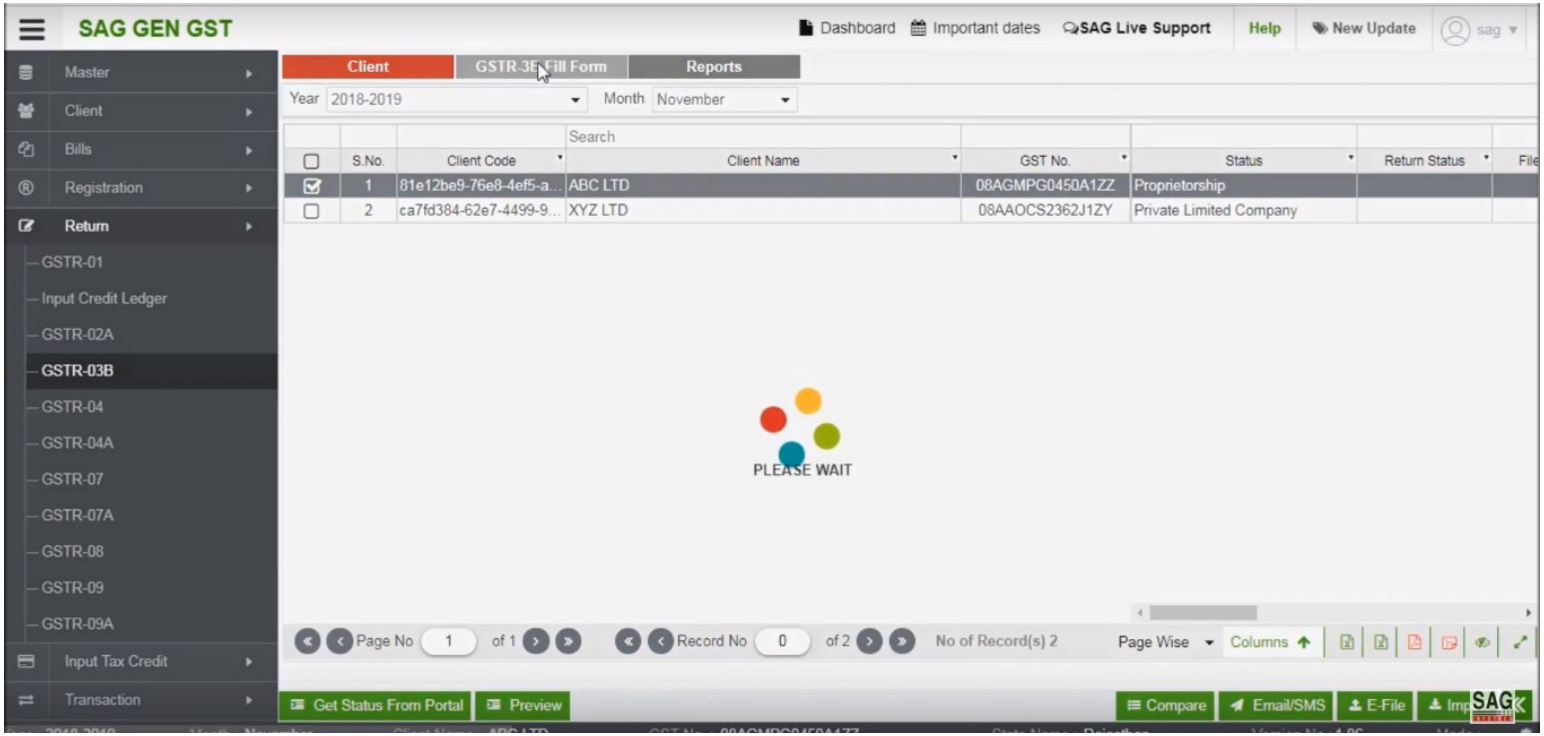
From here user can also change the period like monthly, quarterly, Half yearly & Yearly as per his/her convenience as shown above.

STEP 10



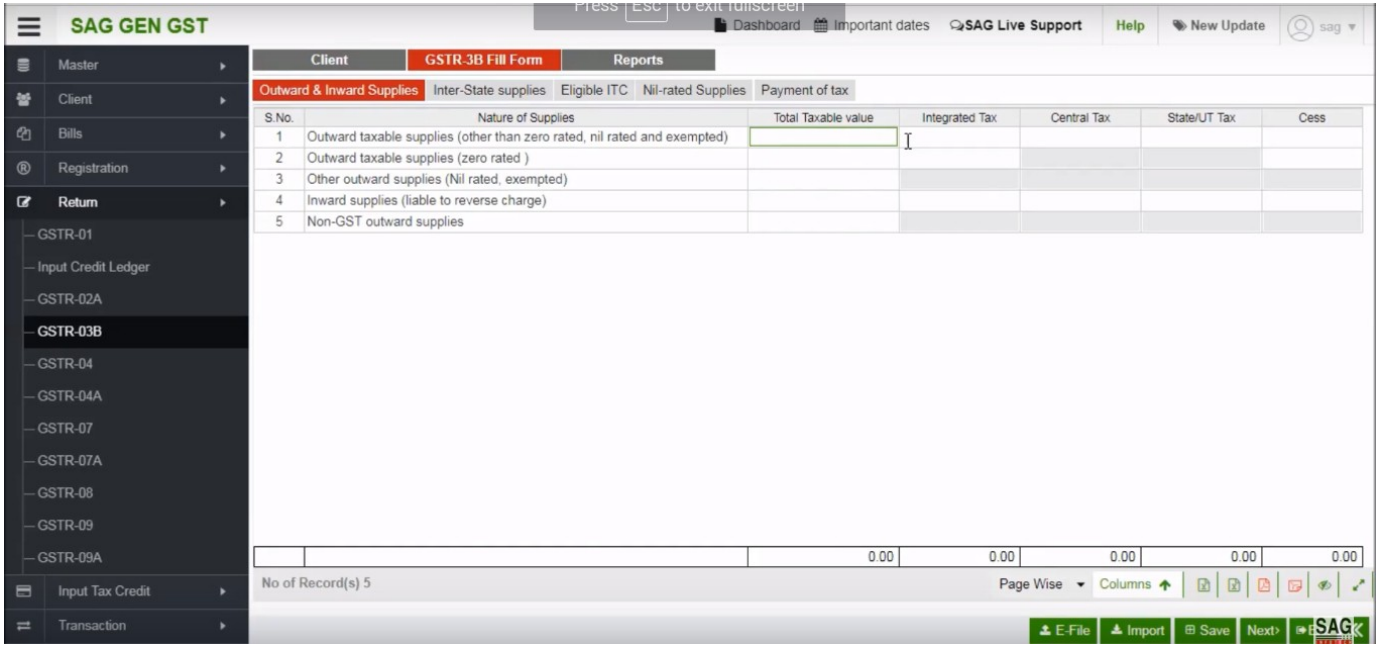
You can inform your client by using email/sms option

STEP 11



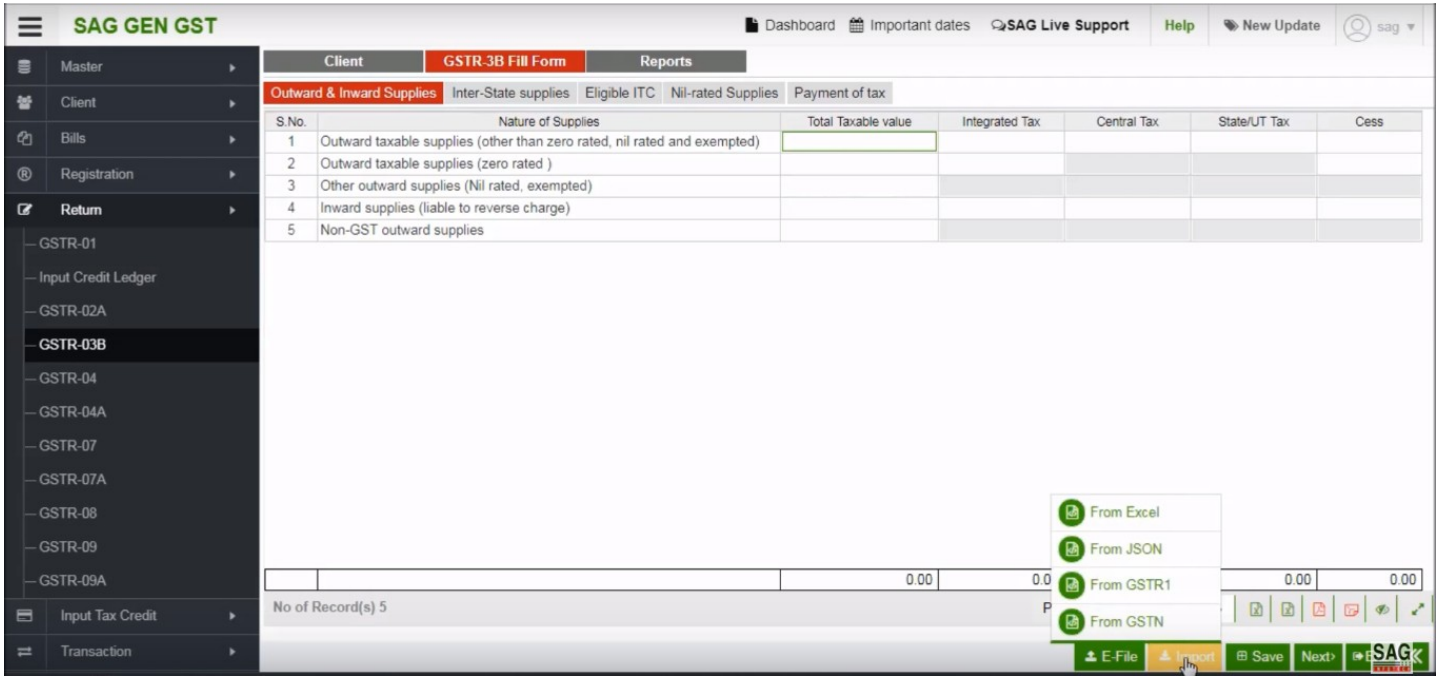
After using email/sms option, go above and click on GSTR-3B Full Form option.

STEP 12



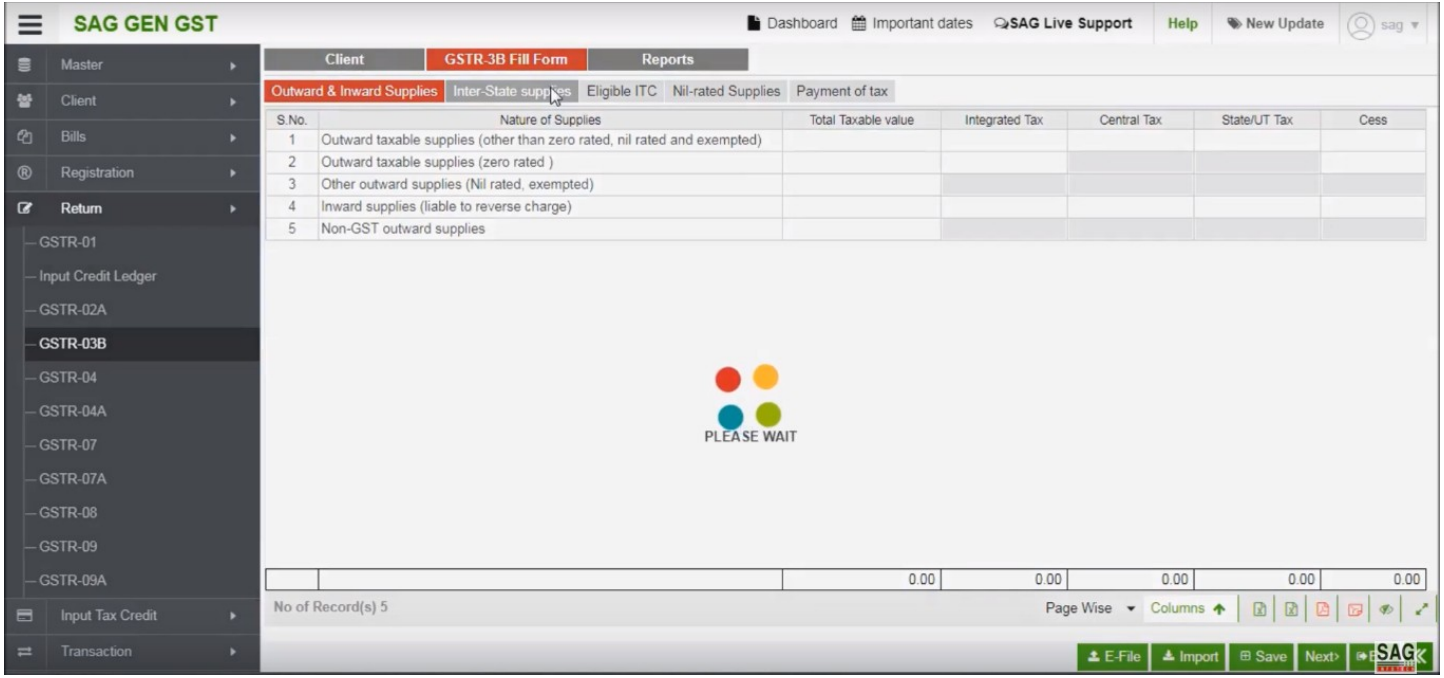
Under the GSTR-3B Full Form tab, the first option is "Outward & Inward Supplies" under this the option you can fill the details manually.

STEP 13



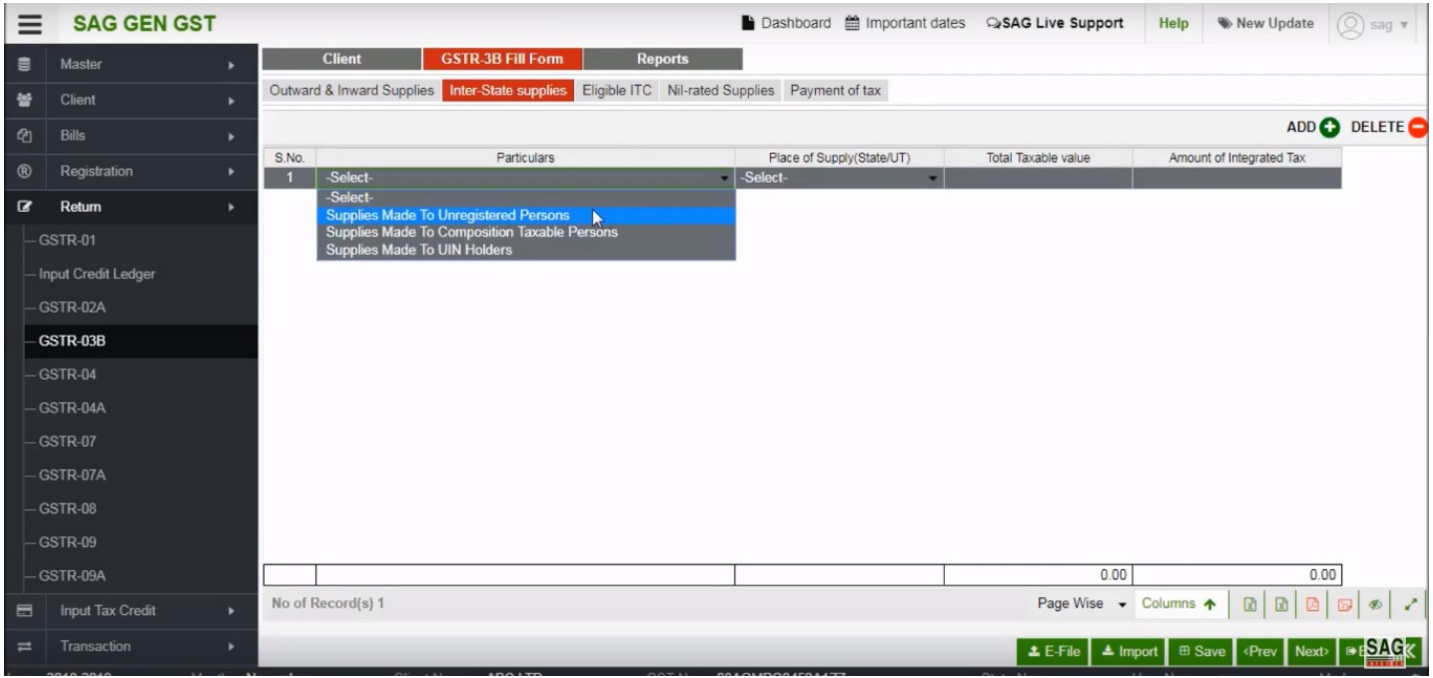
You can also import your data by using "Import Option" from excel, from JSON, from GSTR-1 and from GSTN.

STEP 14



After click on outward & inward supplies option, now click on the 2nd option that is Inter-State Supplies

STEP 15



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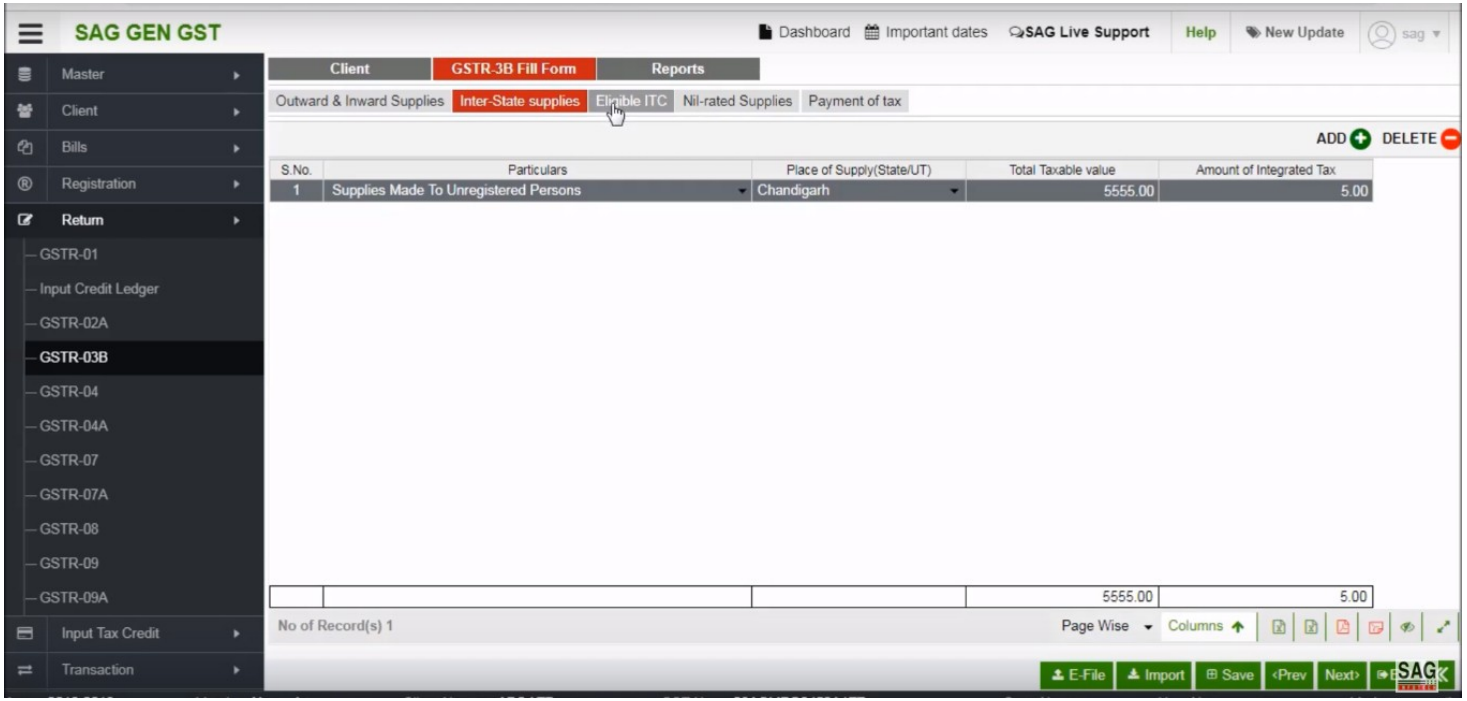
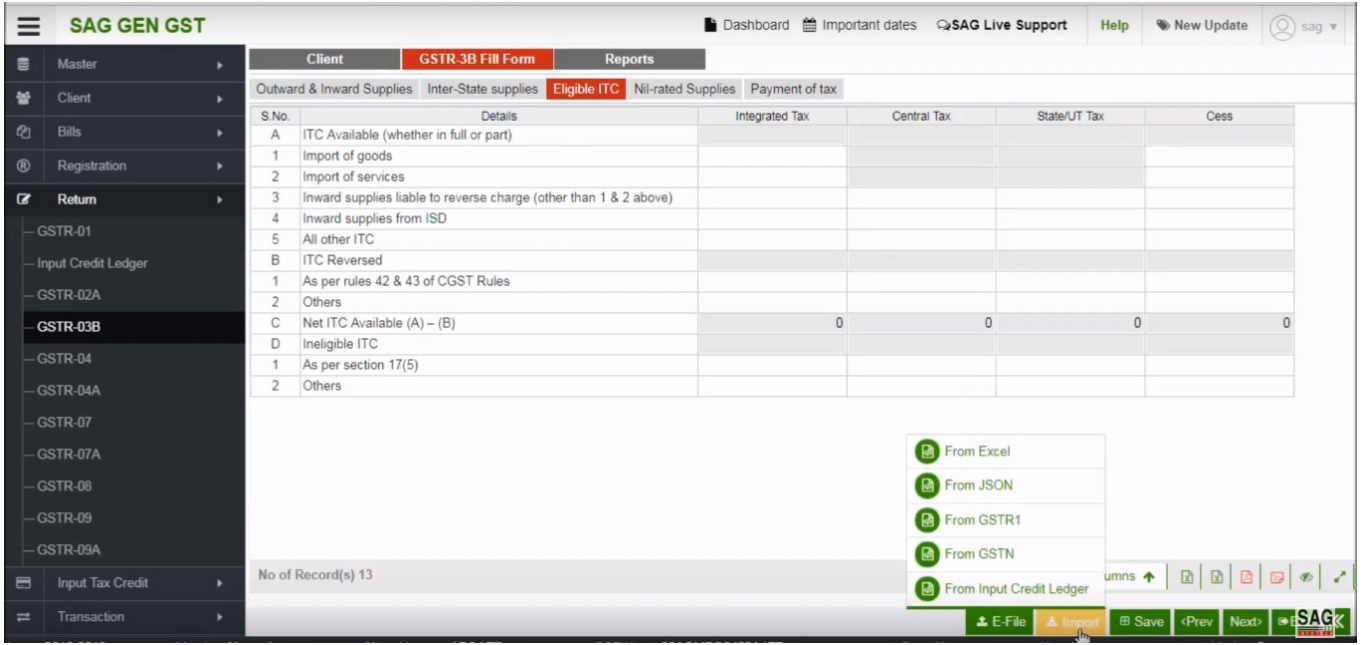
section

STEP 16



After Inter-State Supplies option, click on Eligible ITC tab.

STEP 17



Under this, you can fill details manually or import the data directly from input credit

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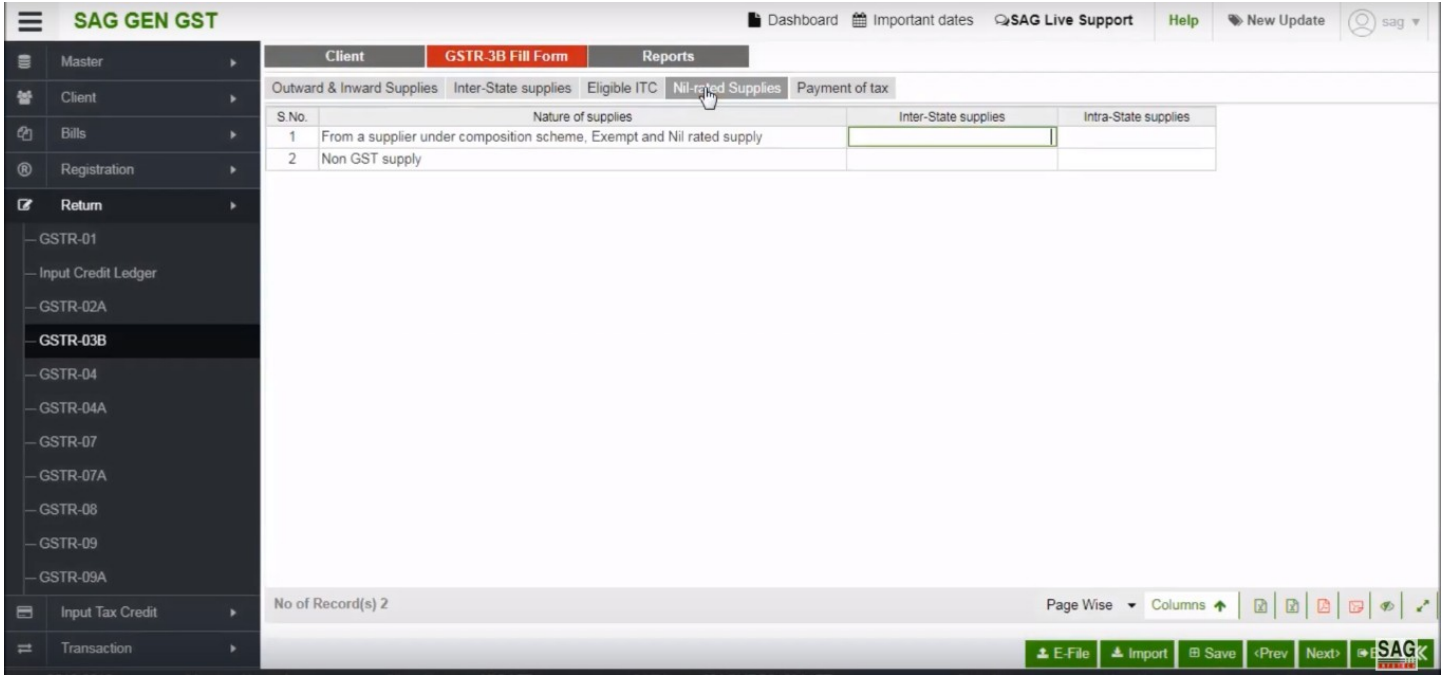
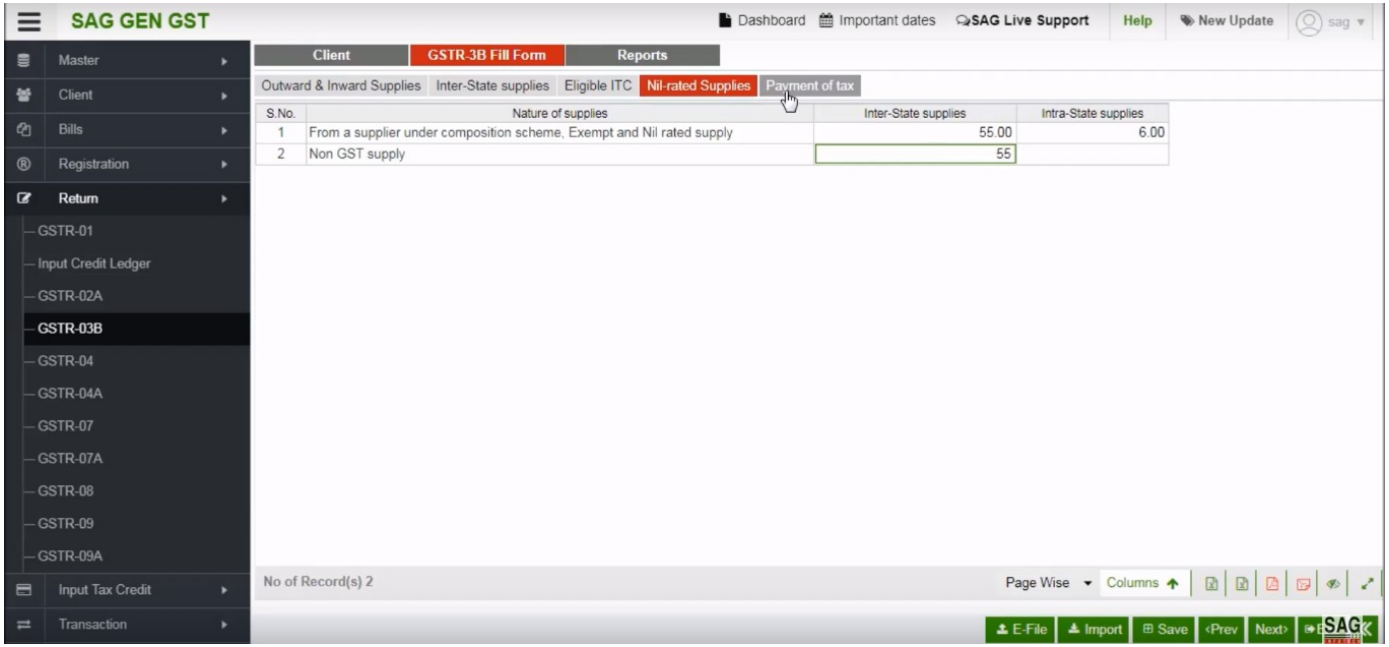
you

STEP 18



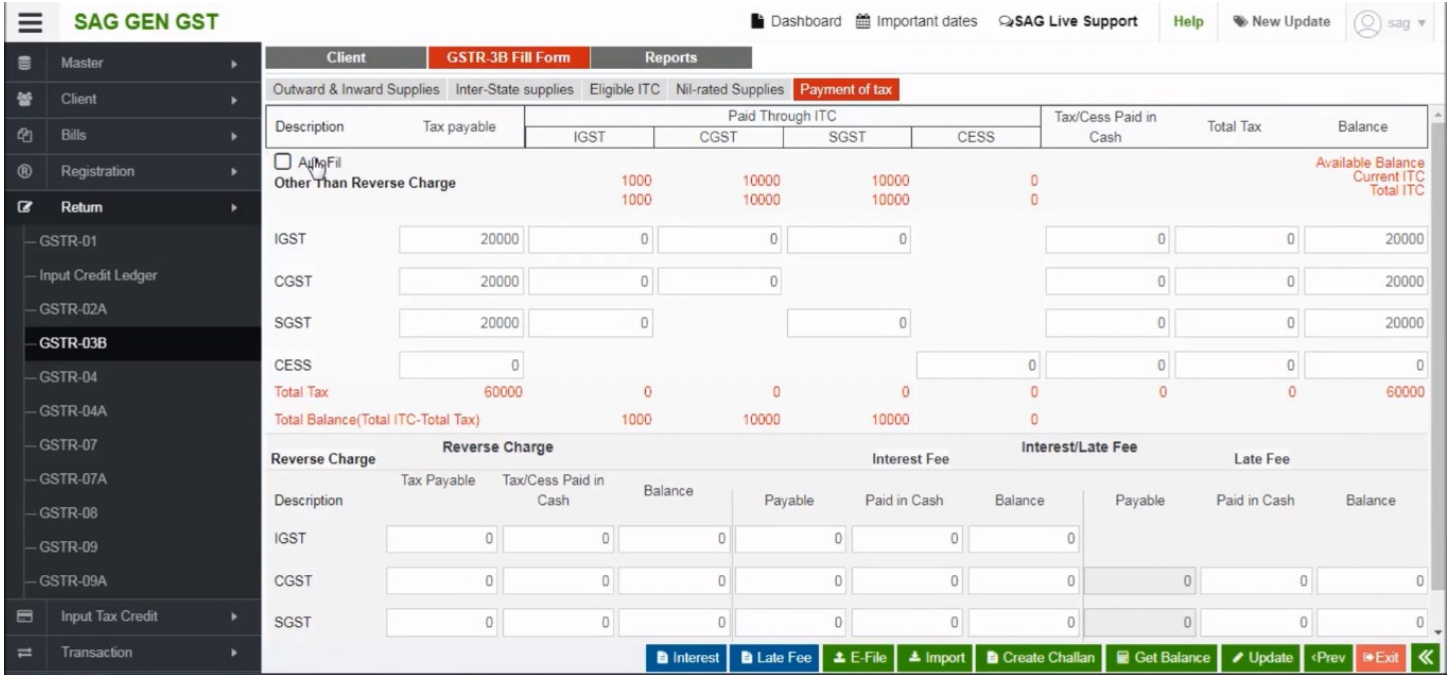
After click on Eligible ITC tab, now click on Nil rated supplies option, under this option you can fill inter-state supplies or intra-state supplies details

STEP 19



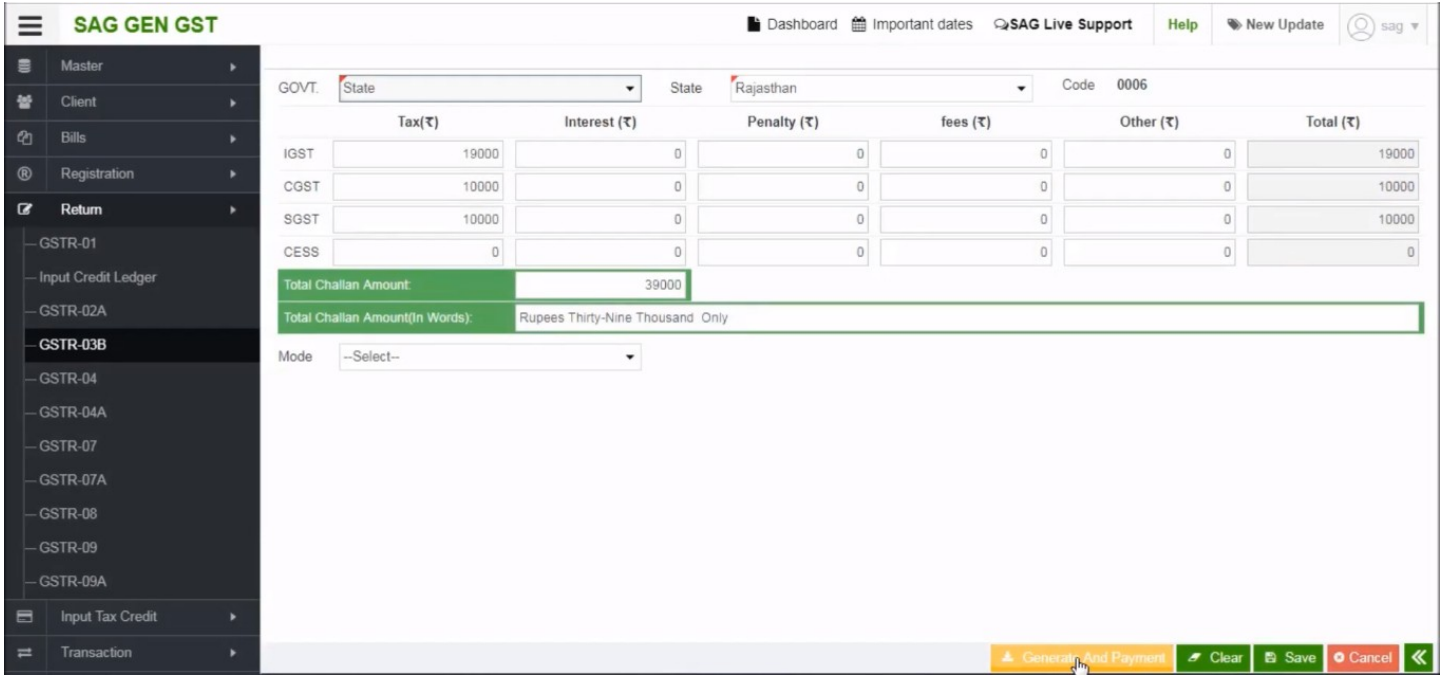
Now, our next option is payment of tax

STEP 20



In this option, you can get the balance details including both cash and credit details

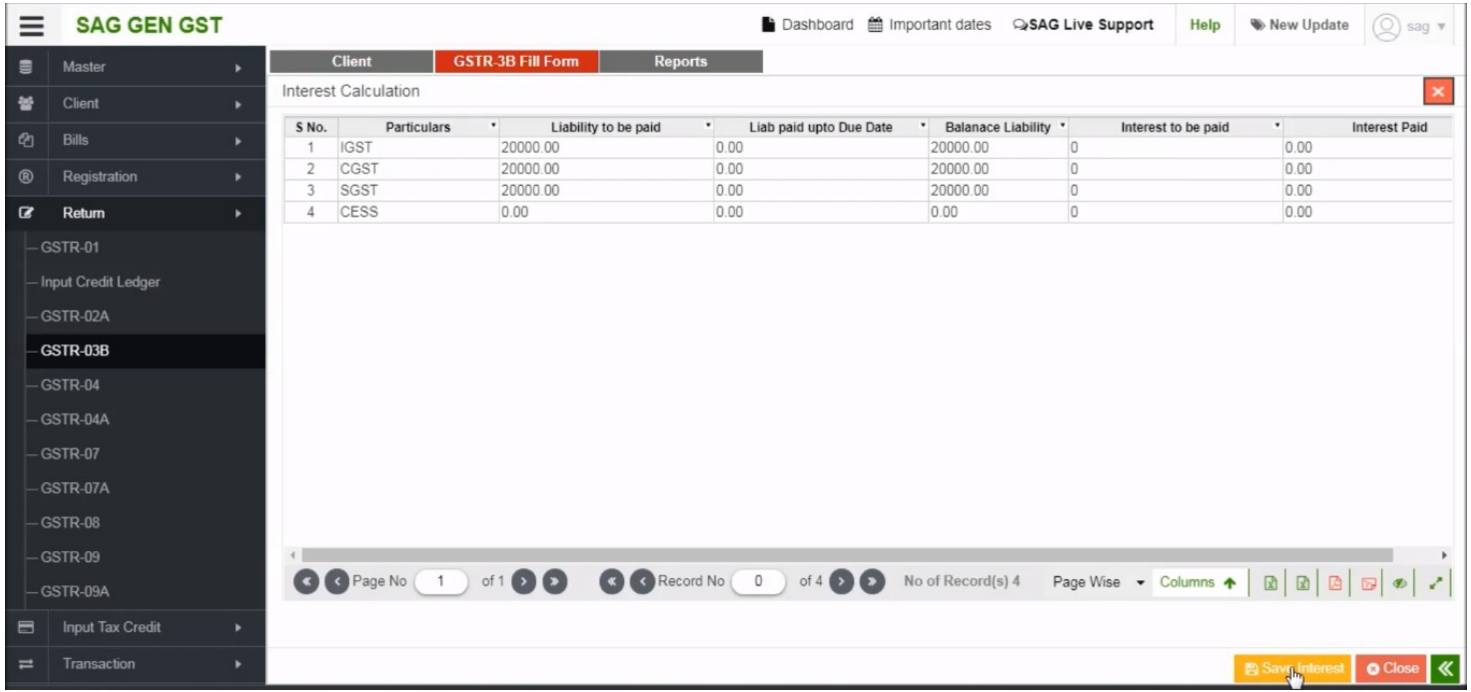
STEP 21



A

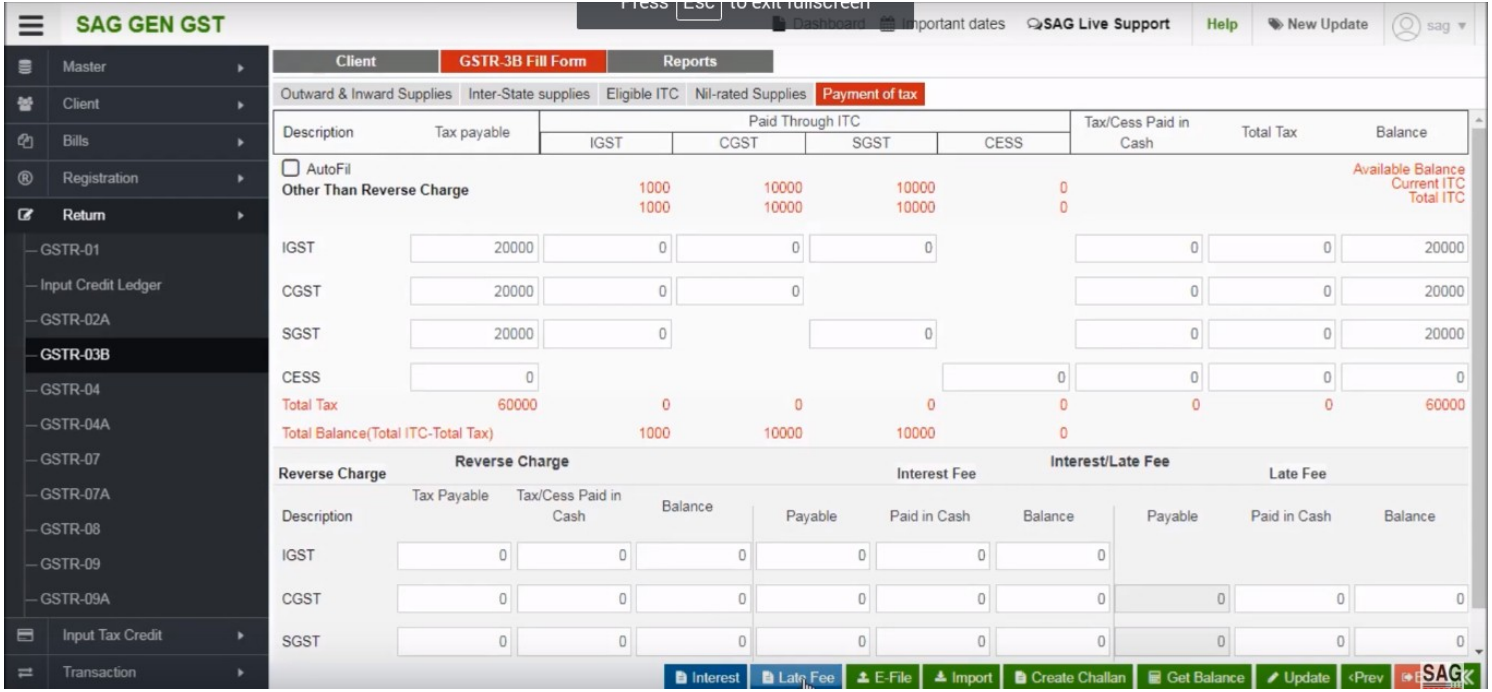
with saving the detail.

STEP 22



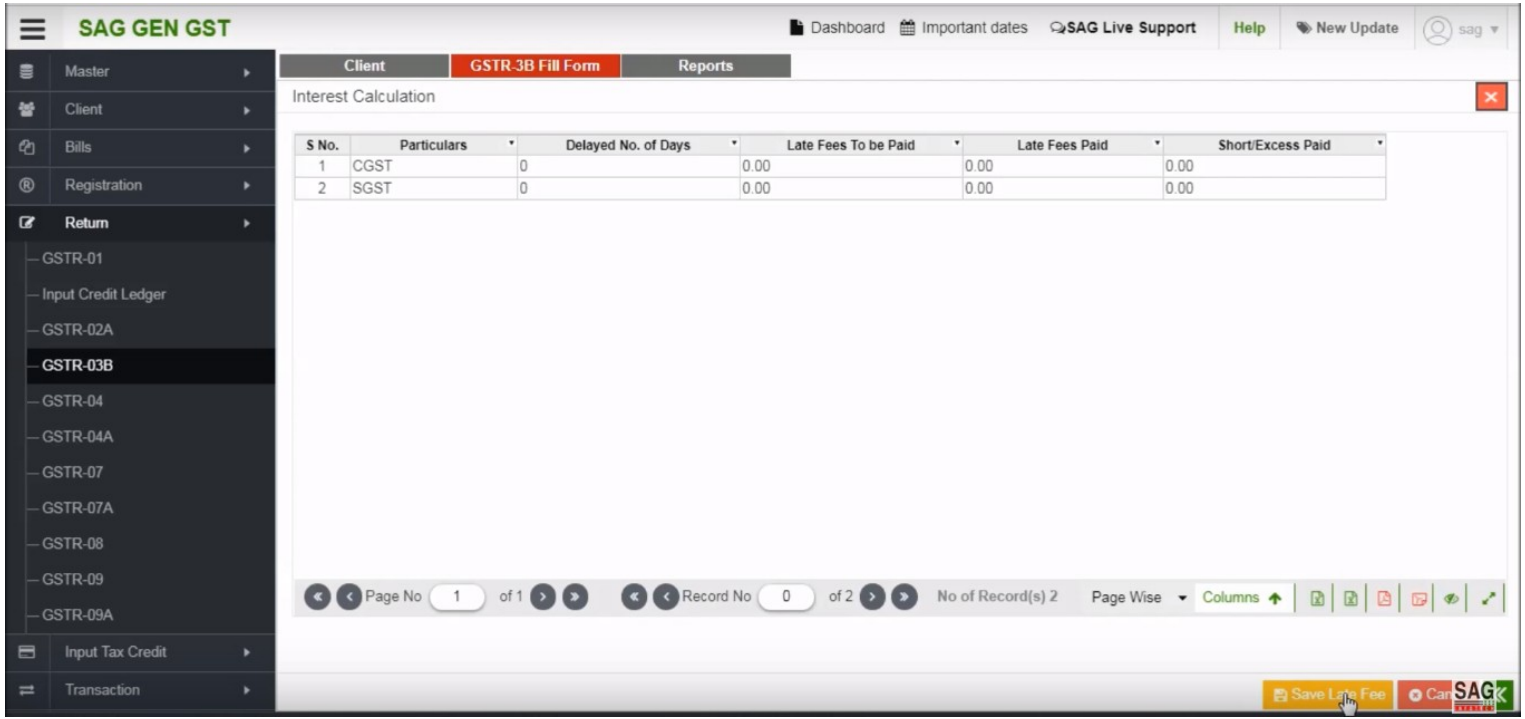
As per Govt. rule it will display the interest according to the due date. You need to click on save interest button to show the interest in the report tab.

STEP 24



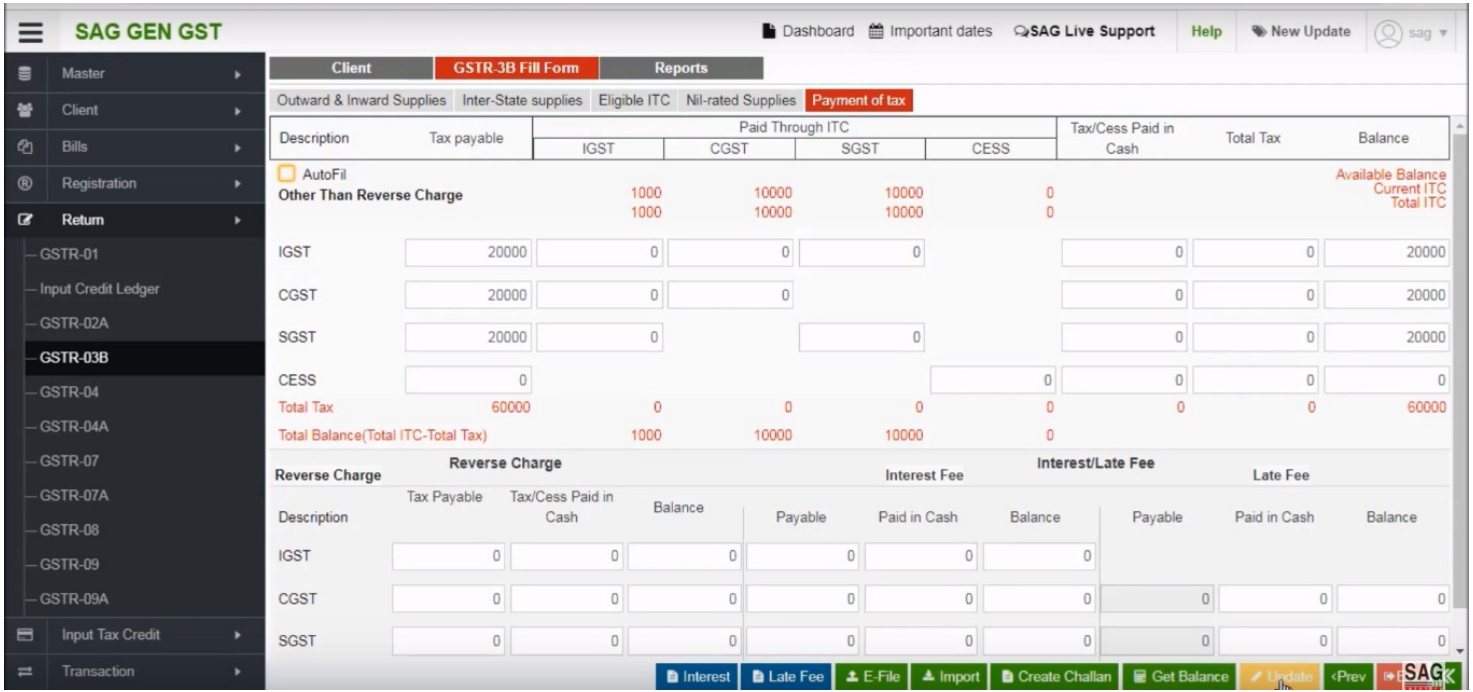
The next option is a late fee

STEP 25



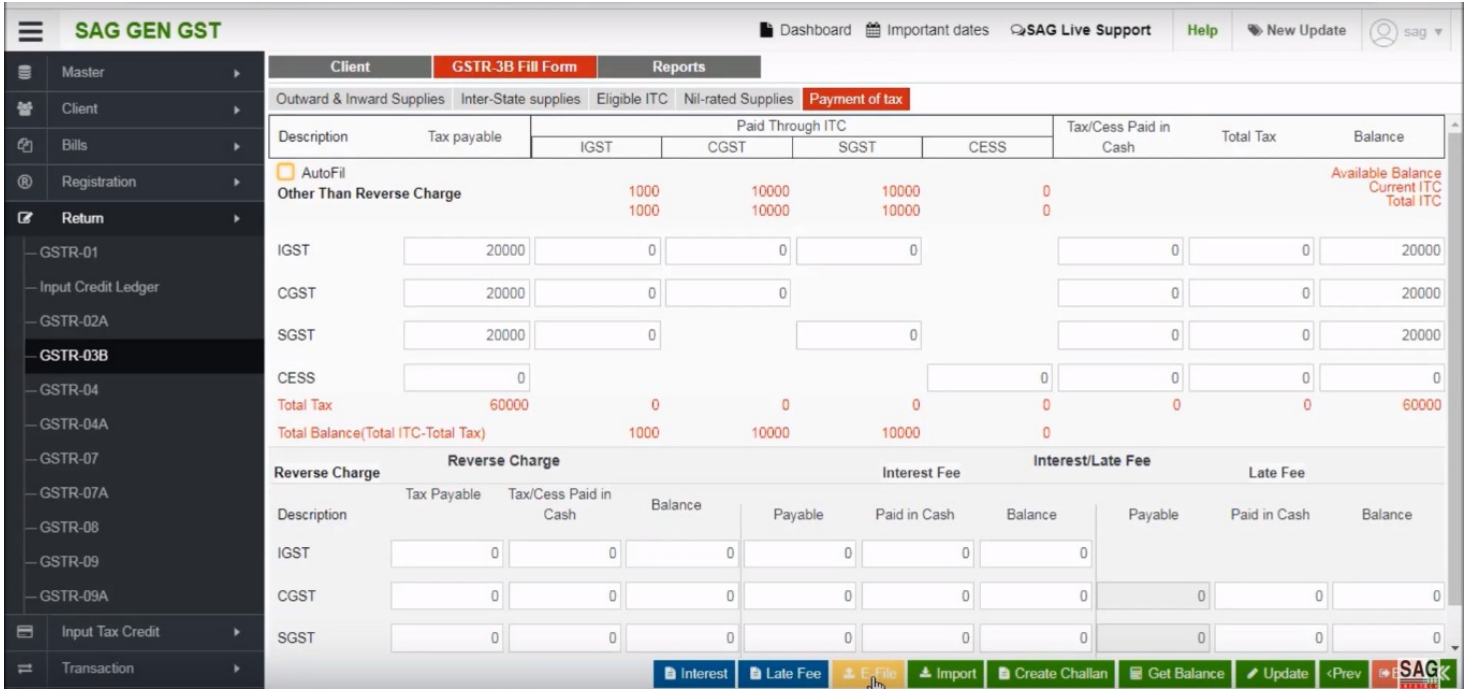
In this option, you can see your late fee amount and you can save the amount by saving tab

STEP 26



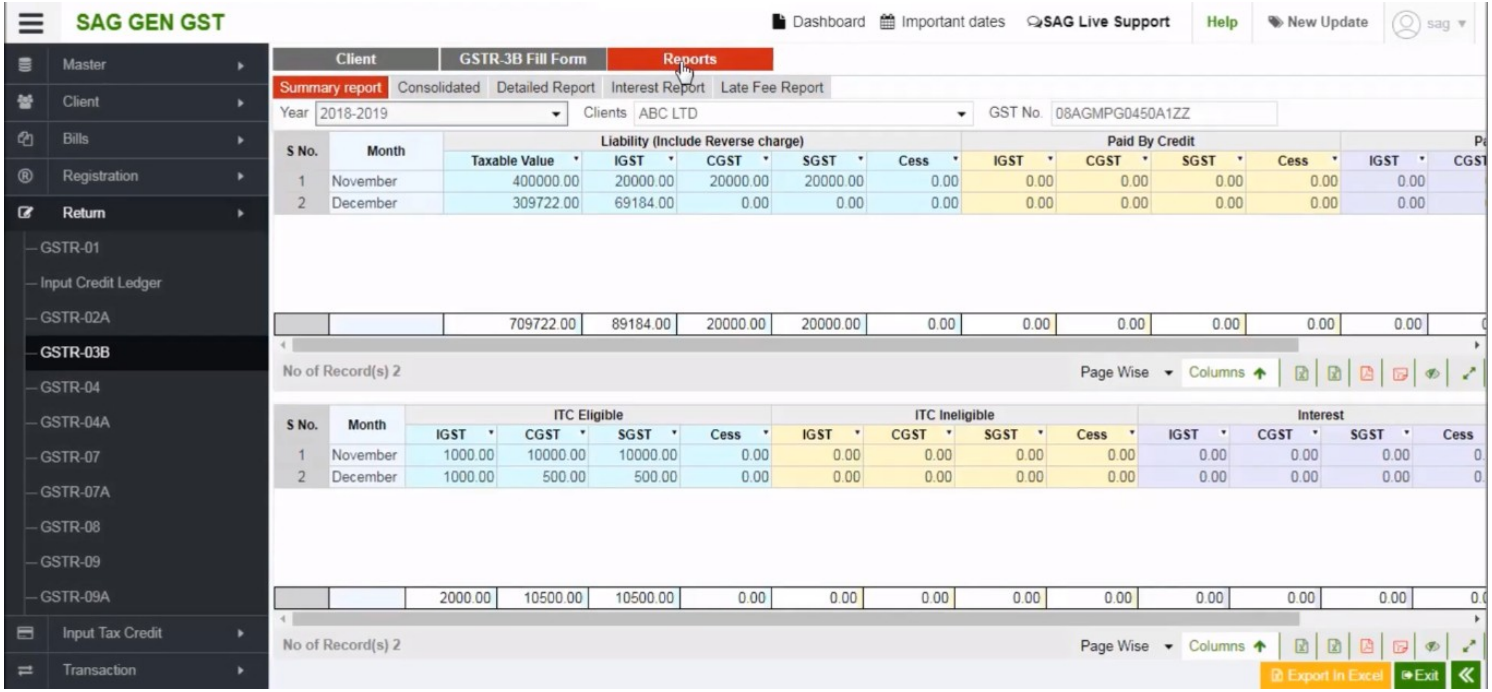
After the late fee option, click on update tab for update your all details that you fill.

STEP 27



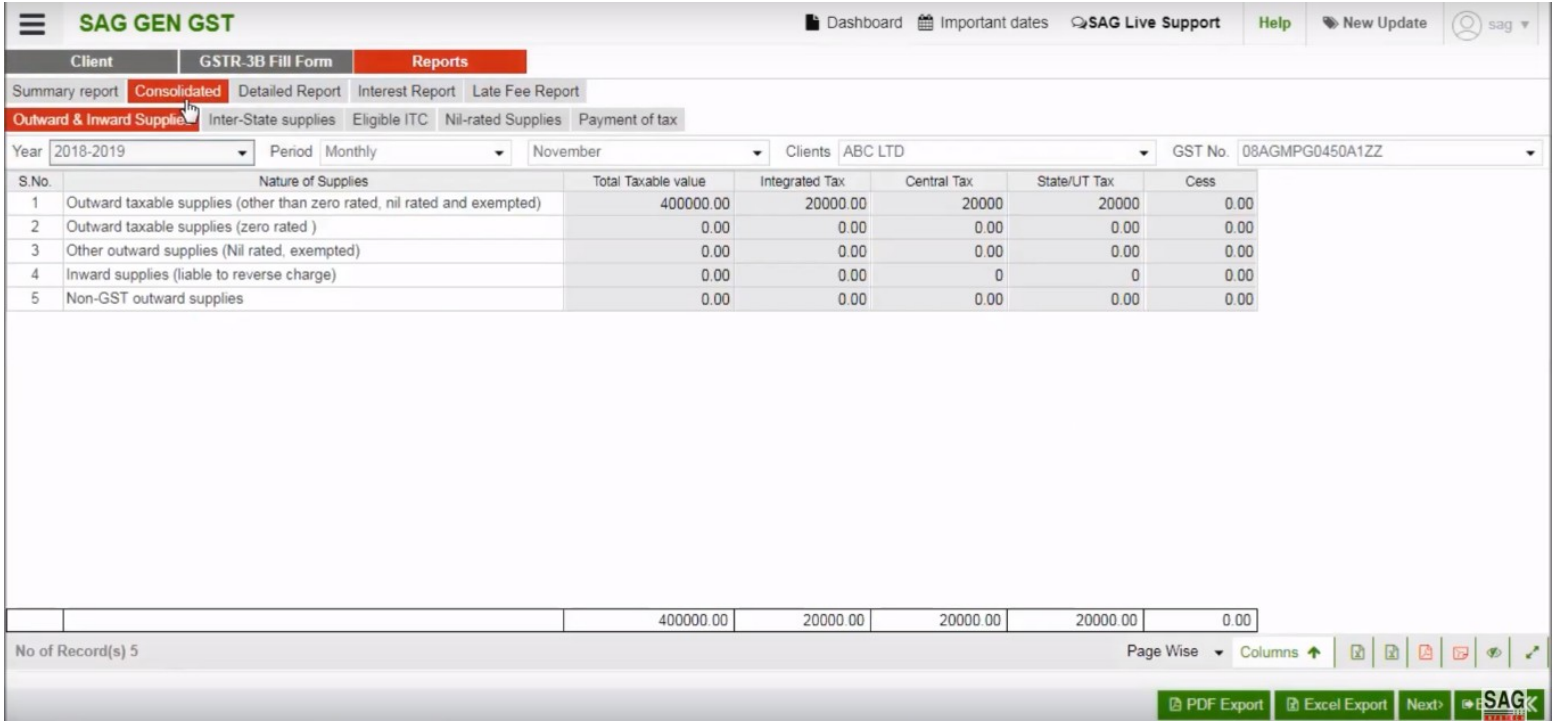
By using E-File option, you can directly upload 3B return in the portal

STEP 28



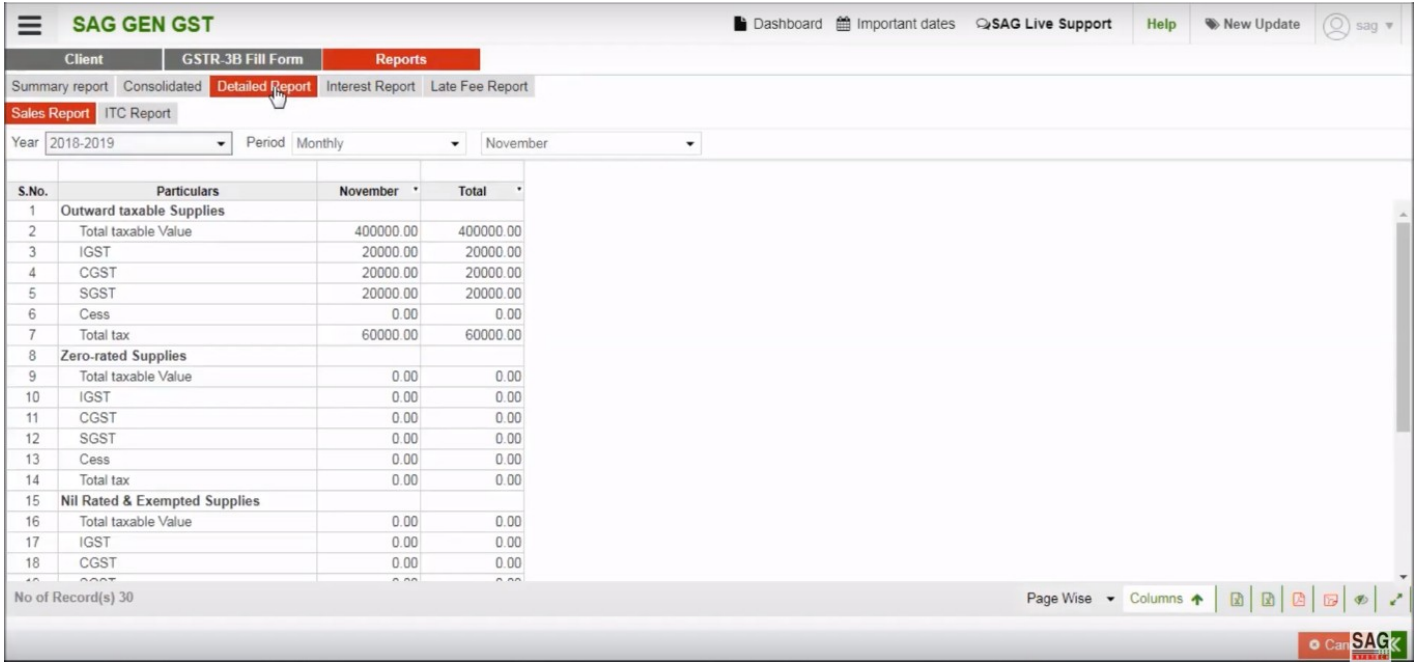
After filling the return, you can view the report of the return

STEP 29



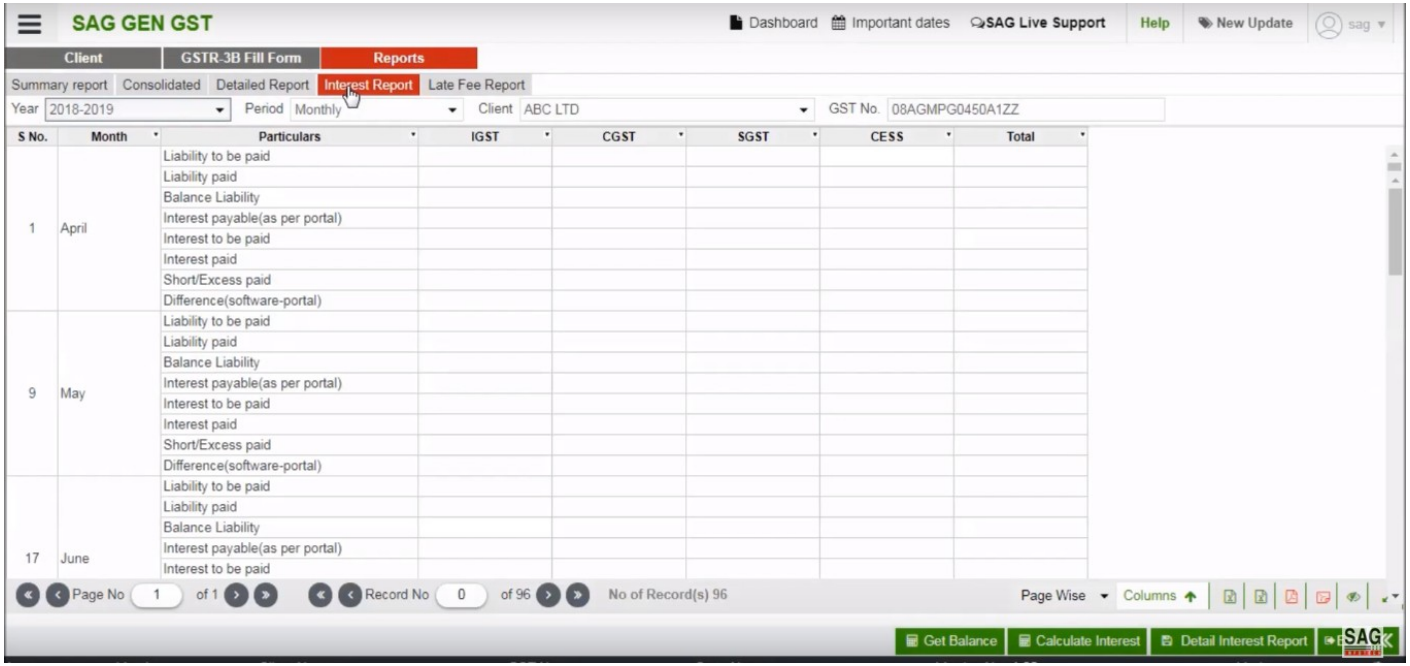
Consolidated Report:- It includes the data of outward & inward supplies, interstate supplies, eligibility ITC, inward supplies, Payment of tax.You can view your consolidated detail and you can export in pdf form or excel form

STEP 30



After the consolidated option, click on “Detailed Report” tab to view the the sales and ITC report in detailed manner- monthly wise quarterly, half yearly or yearly wise.

STEP 31

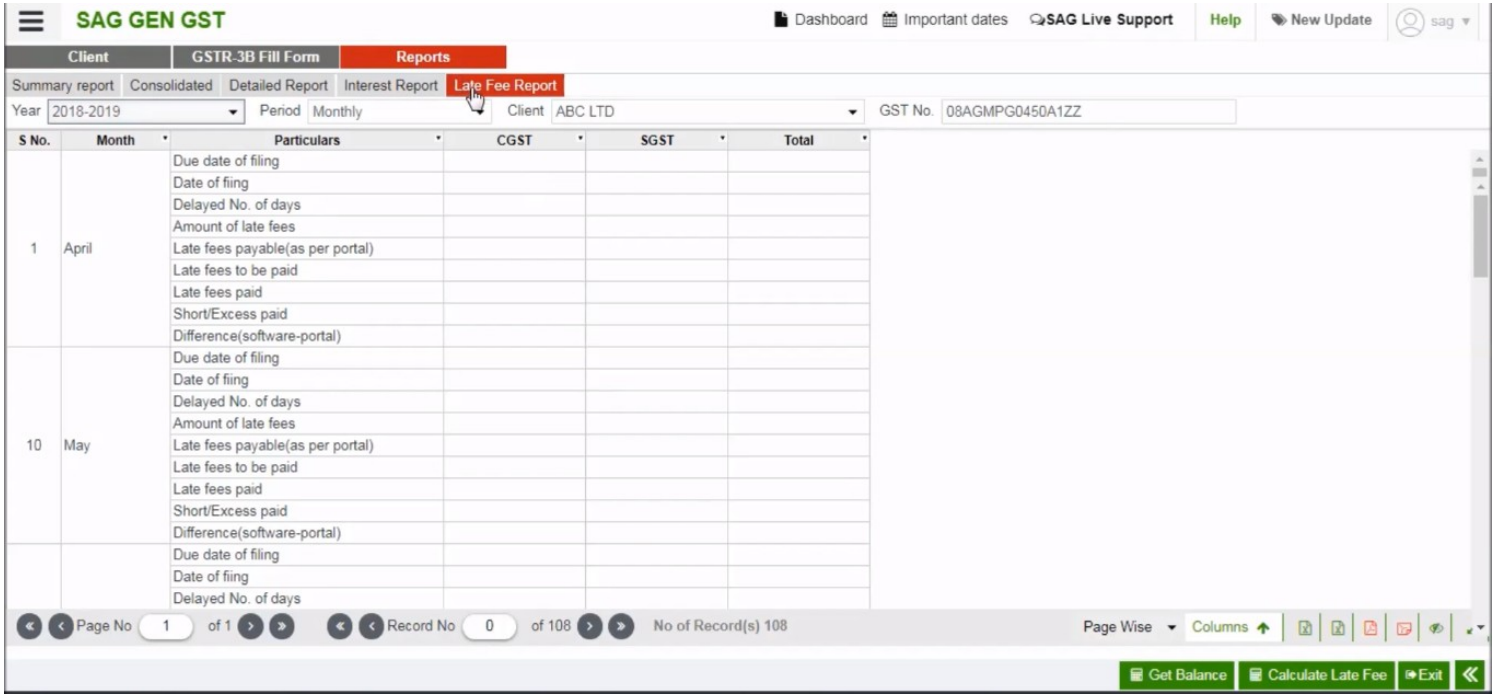


Interest Report:-You can view the interest report and detailed interest report in this tab.

i).Interest Report: - It will show the interest of each month or selected period.

ii).Detailed Interest Report: - It will display the details of the interest payable according to Month wise.

STEP 32



You can view your late fee report, by click on late fee report option

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