



A Complete Guide  
**How to File GSTR 3B  
Return**

# STEP 2

The screenshot displays the SAG GEN GST software interface. At the top, there is a navigation bar with 'SAG GEN GST' on the left and 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update' on the right. Below this is a filter bar with 'Year 2018-2019', 'Period All', 'Novembe', 'Clients -Select-', and 'GST No. -Select-'. The main content area is divided into four quadrants: 'Return Statement', 'Bill Statement', 'Ledger Statement', and 'E Way Bill Statement'. Each quadrant shows 'Total Sale' and 'Total Purchase' as 0.00. The 'Return Statement' quadrant is currently selected and highlighted in blue. On the left side, there is a dark sidebar menu with options: Master, Client, Bills, Registration, Return, GSTR-01, Input Credit Ledger, GSTR-02A, GSTR-03B (highlighted with a mouse cursor), GSTR-04, GSTR-04A, GSTR-07, GSTR-07A, GSTR-08, GSTR-09, GSTR-09A, Input Tax Credit, and Transaction. At the bottom right, there is a 'SAG GEN GST' logo.

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

# STEP 2

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists various options, with 'Return' selected and 'GSTR-03B' highlighted. The main content area shows the 'Client' selection screen for 'GSTR-3B Fill Form' for the year '2018-2019' and month 'November'. A table lists two clients:

S.No.	Client Code	Client Name	GST No.	Status	Return Status
1	81e12be9-76e8-4ef5-a...	ABC LTD	08AGMPG0450A1ZZ	Proprietorship	
2	ca7fd384-62e7-4499-9...	XYZ LTD	08AAOCS2362J1ZY	Private Limited Company	

The interface also includes a search bar, pagination controls (Page No 1 of 1, Record No 0 of 2), and a footer with buttons for 'Get Status From Portal', 'Preview', 'Compare', 'Email/SMS', 'E-File', and 'Imp'.

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

# STEP 3

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The left sidebar contains a menu with options: Master, Client, Bills, Registration, Return, GSTR-01, Input Credit Ledger, GSTR-02A, GSTR-03B (highlighted), GSTR-04, GSTR-04A, GSTR-07, GSTR-07A, GSTR-08, GSTR-09, GSTR-09A, Input Tax Credit, and Transaction. The main content area shows a 'Client' tab with a table of clients. The table has columns for S.No., Client Code, Client Name, GST No., Status, and Return Status. Two clients are listed: ABC LTD (Proprietorship) and XYZ LTD (Private Limited Company). At the bottom, there are navigation controls for 'Page No 1 of 1' and 'Record No 0 of 2', along with buttons for 'Get Status From Portal', 'Preview', 'Compare', 'Email/SMS', 'E-File', and 'Imp'.

S.No.	Client Code	Client Name	GST No.	Status	Return Status
1	81e12be9-76e8-4ef5-a...	ABC LTD	08AGMPG0450A1ZZ	Proprietorship	
2	ca7fd384-62e7-4499-9...	XYZ LTD	08AAOCS2362J1ZY	Private Limited Company	

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

# STEP 5

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The left sidebar lists various menu items, with 'Return' expanded to show 'GSTR-01' through 'GSTR-09A'. The main content area is titled 'Client' and 'GSTR-3B Fill Form'. It shows a table with columns for S No., Client Code, Client Name, GST No., Status, and Return Status. Two records are visible: one for 'ABC LTD' and another for 'XYZ LTD'. The bottom of the interface features a pagination bar with 'Page No 1 of 1' and 'Record No 0 of 2', along with a 'Preview' button highlighted in orange.

S No.	Client Code	Client Name	GST No.	Status	Return Status
1	81e12be9-76e8-4ef5-a...	ABC LTD	08AGMPGD0450A1ZZ	Proprietorship	
2	ca7fd384-62e7-4499-9...	XYZ LTD	08AAOCS2362J1ZY	Private Limited Company	

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

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile 'sag'. The main content area is divided into three tabs: 'Client', 'GSTR-3B Fill Form', and 'Reports'. The 'Client' tab is active, showing a table with columns for S.No., Client Code, Client Name, GST No., Status, and Return Status. The table contains two rows of data. A 'Compare' button is highlighted in green at the bottom right of the interface. A tooltip menu is visible over the 'Compare' button, listing options: '3B & 2A Diff.', 'Compare With Credit Register', and 'GSTR1 & 3B'. The bottom status bar shows 'Page No 1 of 1' and 'Record No 0 of 2'. The bottom right corner features a 'SAG' logo and a 'Compare' button.

S.No.	Client Code	Client Name	GST No.	Status	Return Status
1	81e12be9-76e8-4ef5-a...	ABC LTD	08AGMPGD0450A1ZZ	Proprietorship	
2	ca7fd384-62e7-4499-9...	XYZ LTD	08AAOCS2362J1ZY	Private Limited Company	

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

The screenshot shows the SAG GEN GST interface. The left sidebar lists navigation options: Master, Client, Bills, Registration, Return, GSTR-01, Input Credit Ledger, GSTR-02A, GSTR-03B (highlighted), GSTR-04, GSTR-04A, GSTR-07, GSTR-07A, GSTR-08, GSTR-09, GSTR-09A, Input Tax Credit, and Transaction. The main window displays the '2A & 3B Difference' report for client 'ABC LTD' and GST No. '08AGMPG0450A1ZZ' for the year '2018-2019'. The report is filtered by 'Original' data. Under 'GSTR-2A Data', the 'ALL' checkbox is selected, along with 'All', 'B2B', 'Cr/Dr', 'Cr.Note', and 'Dr Note'. Under 'GSTR-3B Data', 'Goods', 'Service', 'ISD', and 'Other Itc' are selected. The table below shows the following data:

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

The screenshot shows the SAG GEN GST software interface. The main window is titled "GSTR-3B Fill Form" and displays a table with the following data:

S.No.	Client Code	Client Name	GST No.	Status	Return Status
1	81e12be9-76e8-4ef5-a...	ABC LTD	08AGMPG0450A1ZZ	Proprietorship	
2	ca7fd384-62e7-4499-9...	XYZ LTD	08AAOCS2362J1ZY	Private Limited Company	

A dropdown menu is open over the table, showing the following options:

- 3B & 2A Diff.
- Compare With Credit Register
- GSTR1 & 3B

The "Compare With Credit Register" option is highlighted. The bottom of the screen shows navigation controls: Page No. 1 of 1, Record No. 0 of 2, and buttons for "Compare", "Email/SMS", "E-File", and "Imp".

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

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The left sidebar lists various menu items, with 'Return' expanded to show 'GSTR-01', 'Input Credit Ledger', 'GSTR-02A', 'GSTR-03B', 'GSTR-04', 'GSTR-04A', 'GSTR-07', 'GSTR-07A', 'GSTR-08', 'GSTR-09', and 'GSTR-09A'. The 'Input Credit Ledger' option is highlighted. The main window shows a 'Compare' window with a table of ITC data.

S No.	Section	Particulars	IGST ITC	CGST ITC	SGST ITC	CESS ITC	Total ITC
1		As per 3B	0	0	0	0	0
2	ITC Available	As per register	0	0	0	0	0
3		Difference	0	0	0	0	0
4		As per 3B	0	0	0	0	0
5	ITC Reversed	As per register	0	0	0	0	0
6		Difference	0	0	0	0	0
7		As per 3B	0	0	0	0	0
8	Net ITC Avail...	As per register	0	0	0	0	0
9		Difference	0	0	0	0	0

At the bottom of the table, there is a pagination control showing 'Page No 1 of 1', 'Record No 0 of 9', and 'No of Record(s) 9'. There are also icons for 'Columns', 'Print', and other functions.

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

The screenshot shows the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile icon. The main interface is divided into a sidebar on the left and a main content area. The sidebar contains a 'Return' section with options for GSTR-01 through GSTR-09A, with 'GSTR-03B' selected. The main content area displays the 'GSTR-3B Fill Form' section for the year 2018-2019 and month November. It features a table with the following data:

<input type="checkbox"/>	S.No.	Client Code	Client Name	GST No.	Status	Return Status	File
<input checked="" type="checkbox"/>	1	81e12be9-76e8-4ef5-a...	ABC LTD	08AGMPG0450A1ZZ	Proprietorship		
<input type="checkbox"/>	2	ca7fd384-62e7-4499-9...	XYZ LTD	08AAOCS2362J1ZY	Private Limited Company		

At the bottom of the interface, there is a toolbar with several buttons: 'Get Status From Portal', 'Preview', 'Compare', 'Email/SMS', 'E-File', and 'Imp'. The 'Email/SMS' button is highlighted, indicating the current step in the process.

You can inform your client by using email/sms option

# STEP 11

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The left sidebar menu is expanded to show the 'Return' section, with 'GSTR-03B' highlighted. The main content area shows a table with columns for S.No., Client Code, Client Name, GST No., Status, and Return Status. Two rows are visible: one for 'ABC LTD' (S.No. 1) and one for 'XYZ LTD' (S.No. 2). The 'GSTR-3B Full Form' option is selected in the top navigation bar. A 'PLEASE WAIT' message is displayed in the center of the main content area.

S.No.	Client Code	Client Name	GST No.	Status	Return Status
1	81e12be9-76e8-4ef5-a...	ABC LTD	08AGMPG0450A1ZZ	Proprietorship	
2	ca7fd384-62e7-4499-9...	XYZ LTD	08AAOCS2362J1ZY	Private Limited Company	

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

# STEP 12

Press [ESC] to exit fullscreen

Dashboard Important dates SAG Live Support Help New Update sag

Client GSTR-3B Fill Form Reports

Outward & Inward Supplies Inter-State supplies Eligible ITC Nil-rated Supplies Payment of tax

S.No.	Nature of Supplies	Total Taxable value	Integrated Tax	Central Tax	State/UT Tax	Cess
1	Outward taxable supplies (other than zero rated, nil rated and exempted)					
2	Outward taxable supplies (zero rated )					
3	Other outward supplies (Nil rated, exempted)					
4	Inward supplies (liable to reverse charge)					
5	Non-GST outward supplies					

No of Record(s) 5 Page Wise Columns

E-File Import Save Next SAG

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

The screenshot displays the SAG GEN GST software interface. The main window is titled "GSTR-3B Fill Form" and is divided into several sections. On the left, there is a navigation menu with options like Master, Client, Bills, Registration, Return, and Input Tax Credit. The main area shows a table with columns for S.No., Nature of Supplies, Total Taxable value, Integrated Tax, Central Tax, State/UT Tax, and Cess. The table contains five rows of data. At the bottom right, there is a summary row with values 0.00, 0.00, 0.00, and 0.00. Below the table, there is a button labeled "Import" which is highlighted, and a dropdown menu is open showing options: "From Excel", "From JSON", "From GSTR1", and "From GSTN". Other buttons like "E-File", "Save", "Next", and "SAG GEN GST" are also visible.

S.No.	Nature of Supplies	Total Taxable value	Integrated Tax	Central Tax	State/UT Tax	Cess
1	Outward taxable supplies (other than zero rated, nil rated and exempted)					
2	Outward taxable supplies (zero rated )					
3	Other outward supplies (Nil rated, exempted)					
4	Inward supplies (liable to reverse charge)					
5	Non-GST outward supplies					

No of Record(s) 5

0.00 0.00 0.00 0.00

From Excel  
From JSON  
From GSTR1  
From GSTN

E-File Import Save Next SAG GEN GST

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



# STEP 14

The screenshot shows the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists various options like 'Master', 'Client', 'Bills', 'Registration', 'Return', and 'Input Tax Credit'. The 'Return' section is expanded, showing 'GSTR-01', 'Input Credit Ledger', 'GSTR-02A', 'GSTR-03B', 'GSTR-04', 'GSTR-04A', 'GSTR-07', 'GSTR-07A', 'GSTR-08', 'GSTR-09', and 'GSTR-09A'. The 'GSTR-03B' option is selected, and the 'GSTR-3B Fill Form' tab is active. Under this tab, the 'Outward & Inward Supplies' sub-tab is selected, and the 'Inter-State supplies' option is highlighted. A table with 5 rows and 7 columns is displayed. The columns are 'S.No.', 'Nature of Supplies', 'Total Taxable value', 'Integrated Tax', 'Central Tax', 'State/UT Tax', and 'Cess'. The rows are: 1. Outward taxable supplies (other than zero rated, nil rated and exempted), 2. Outward taxable supplies (zero rated), 3. Other outward supplies (Nil rated, exempted), 4. Inward supplies (liable to reverse charge), and 5. Non-GST outward supplies. The table is currently empty, and a 'PLEASE WAIT' message is displayed in the center. At the bottom, there are buttons for 'E-File', 'Import', 'Save', 'Next', and 'SAG GEN GST'.

S.No.	Nature of Supplies	Total Taxable value	Integrated Tax	Central Tax	State/UT Tax	Cess
1	Outward taxable supplies (other than zero rated, nil rated and exempted)					
2	Outward taxable supplies (zero rated )					
3	Other outward supplies (Nil rated, exempted)					
4	Inward supplies (liable to reverse charge)					
5	Non-GST outward supplies					

No of Record(s) 5

Page Wise Columns

E-File Import Save Next SAG GEN GST

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

# STEP 15

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu on the left lists various options like 'Master', 'Client', 'Bills', 'Registration', 'Return', 'Input Tax Credit', and 'Transaction'. The 'Return' section is expanded, showing options from 'GSTR-01' to 'GSTR-09A', with 'GSTR-03B' selected. The main workspace shows the 'GSTR-3B Fill Form' section with tabs for 'Outward & Inward Supplies', 'Inter-State supplies', 'Eligible ITC', 'Nil-rated Supplies', and 'Payment of tax'. The 'Inter-State supplies' tab is active, displaying a table with columns: 'S No.', 'Particulars', 'Place of Supply(State/UT)', 'Total Taxable value', and 'Amount of Integrated Tax'. A dropdown menu is open under the 'Particulars' column for row 1, listing options: '-Select-', '-Select-', 'Supplies Made To Unregistered Persons', 'Supplies Made To Composition Taxable Persons', and 'Supplies Made To UIN Holders'. The 'Supplies Made To Unregistered Persons' option is highlighted. At the bottom, there are buttons for 'E-File', 'Import', 'Save', '<Prev', 'Next>', and 'SAG GEN GST'.

S No.	Particulars	Place of Supply(State/UT)	Total Taxable value	Amount of Integrated Tax
1	-Select-	-Select-	0.00	0.00

No of Record(s) 1

Page Wise Columns

E-File Import Save <Prev Next> SAG GEN GST

U

section

# STEP 16

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile 'sag'. The left sidebar contains a menu with options like 'Master', 'Client', 'Bills', 'Registration', 'Return', 'Input Tax Credit', and 'Transaction'. The 'Return' section is expanded, showing various GSTR forms, with 'GSTR-03B' selected. The main area shows the 'GSTR-3B Fill Form' tab, with 'Inter-State supplies' selected. Under this, the 'Eligible ITC' tab is highlighted by a mouse cursor. Below the tabs, there is a table with the following data:

S.No.	Particulars	Place of Supply(State/UT)	Total Taxable value	Amount of Integrated Tax
1	Supplies Made To Unregistered Persons	Chandigarh	5555.00	5.00

At the bottom of the table, there is a summary row showing '5555.00' and '5.00'. Below the table, it says 'No of Record(s) 1'. The bottom right corner has buttons for 'E-File', 'Import', 'Save', 'Prev', 'Next', and 'SAG'.

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

# STEP 17

The screenshot shows the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main interface is divided into a sidebar on the left and a main content area. The sidebar contains navigation options: Master, Client, Bills, Registration, Return, and Input Tax Credit. The main content area displays the 'Eligible ITC' report. The report table has the following data:

S.No.	Details	Integrated Tax	Central Tax	State/UT Tax	Cess
A	ITC Available (whether in full or part)				
1	Import of goods				
2	Import of services				
3	Inward supplies liable to reverse charge (other than 1 & 2 above)				
4	Inward supplies from ISD				
5	All other ITC				
B	ITC Reversed				
1	As per rules 42 & 43 of CGST Rules				
2	Others				
C	Net ITC Available (A) – (B)	0	0	0	0
D	Ineligible ITC				
1	As per section 17(5)				
2	Others				

At the bottom of the interface, there is a toolbar with buttons for 'E-File', 'Import', 'Save', 'Prev', 'Next', and 'SAG'. A dropdown menu is open over the 'Import' button, showing options: 'From Excel', 'From JSON', 'From GSTR1', 'From GSTN', and 'From Input Credit Ledger'. The 'Import' button is highlighted.

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

you

# STEP 18

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The left sidebar contains a menu with options like 'Master', 'Client', 'Bills', 'Registration', 'Return', 'Input Tax Credit', and 'Transaction'. The 'Return' section is expanded, showing various GSTR forms, with 'GSTR-03B' highlighted. The main content area shows the 'Reports' section with tabs for 'Client', 'GSTR-3B Fill Form', and 'Reports'. Under 'Reports', there are sub-tabs: 'Outward & Inward Supplies', 'Inter-State supplies', 'Eligible ITC', 'Nil-rated Supplies', and 'Payment of tax'. The 'Nil-rated Supplies' tab is active, displaying a table with two rows of data. The first row is for 'From a supplier under composition scheme, Exempt and Nil rated supply' and the second row is for 'Non GST supply'. The table has columns for 'S No.', 'Nature of supplies', 'Inter-State supplies', and 'Intra-State supplies'. At the bottom, there are buttons for 'E-File', 'Import', 'Save', 'Prev', 'Next', and 'SAG GEN GST'.

S No.	Nature of supplies	Inter-State supplies	Intra-State supplies
1	From a supplier under composition scheme, Exempt and Nil rated supply		
2	Non GST supply		

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

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', 'New Update', and a user profile 'sag'. The left sidebar lists various menu items: Master, Client, Bills, Registration, Return (with sub-items GSTR-01 to GSTR-09A), Input Tax Credit, and Transaction. The main content area is titled 'Client' and 'GSTR-3B Fill Form'. Under the 'Reports' section, the 'Payment of tax' tab is active, showing a table with columns for 'S No.', 'Nature of supplies', 'Inter-State supplies', and 'Intra-State supplies'. The table contains two rows of data. Below the table, it indicates 'No of Record(s) 2'. The bottom right corner features buttons for 'E-File', 'Import', 'Save', '<Prev', 'Next>', and the SAG logo.

S No.	Nature of supplies	Inter-State supplies	Intra-State supplies
1	From a supplier under composition scheme, Exempt and Nil rated supply	55.00	6.00
2	Non GST supply	55	

Now, our next option is payment of tax

# STEP 20

**SAG GEN GST** Dashboard Important dates SAG Live Support Help New Update sag

Client **GSTR-3B Fill Form** Reports

Outward & Inward Supplies Inter-State supplies Eligible ITC Nil-rated Supplies **Payment of tax**

Description	Tax payable	Paid Through ITC				Tax/Cess Paid in Cash	Total Tax	Balance
		IGST	CGST	SGST	CESS			
<input type="checkbox"/> Auto Fill								Available Balance Current ITC Total ITC
<b>Other Than Reverse Charge</b>		1000	10000	10000	0			
		1000	10000	10000	0			
IGST	<input type="text" value="20000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20000"/>
CGST	<input type="text" value="20000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20000"/>
SGST	<input type="text" value="20000"/>	<input type="text" value="0"/>		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20000"/>
CESS	<input type="text" value="0"/>				<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total Tax</b>	<b>60000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60000</b>
<b>Total Balance(Total ITC-Total Tax)</b>		<b>1000</b>	<b>10000</b>	<b>10000</b>	<b>0</b>			

Description	Reverse Charge			Interest Fee			Interest/Late Fee			Late Fee		
	Tax Payable	Tax/Cess Paid in Cash	Balance	Payable	Paid in Cash	Balance	Payable	Paid in Cash	Balance	Payable	Paid in Cash	Balance
IGST	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>						
CGST	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
SGST	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Interest  Late Fee  E-File  Import  Create Challan  Get Balance  Update  Prev  Exit

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

# STEP 21

**SAG GEN GST** Dashboard Important dates SAG Live Support Help New Update sag

GOVT. State State Rajasthan Code 0006

	Tax (₹)	Interest (₹)	Penalty (₹)	fees (₹)	Other (₹)	Total (₹)
IGST	19000	0	0	0	0	19000
CGST	10000	0	0	0	0	10000
SGST	10000	0	0	0	0	10000
CESS	0	0	0	0	0	0
<b>Total Challan Amount:</b>		39000				
<b>Total Challan Amount(In Words):</b>	Rupees Thirty-Nine Thousand Only					

Mode: --Select--

Generate Add Payment Clear Save Cancel

A

with saving the detail.



# STEP 22

The screenshot displays the SAG GEN GST interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The left sidebar shows a menu with 'Return' selected, and 'GSTR-03B' highlighted. The main area shows the 'Interest Calculation' report for 'GSTR-3B Fill Form'. The report table is as follows:

S No.	Particulars	Liability to be paid	Liab paid upto Due Date	Balance Liability	Interest to be paid	Interest Paid
1	IGST	20000.00	0.00	20000.00	0	0.00
2	CGST	20000.00	0.00	20000.00	0	0.00
3	SGST	20000.00	0.00	20000.00	0	0.00
4	CESS	0.00	0.00	0.00	0	0.00

At the bottom of the report, there is a navigation bar with 'Page No 1 of 1', 'Record No 0 of 4', and 'No of Record(s) 4'. A 'Save Interest' button is highlighted in orange at the bottom right, along with a 'Close' button and a back arrow.

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

Press ESC to exit full screen

Client | **GSTR-3B Fill Form** | Reports

Outward & Inward Supplies | Inter-State supplies | Eligible ITC | Nil-rated Supplies | **Payment of tax**

Description	Tax payable	Paid Through ITC				Tax/Cess Paid in Cash	Total Tax	Balance
		IGST	CGST	SGST	CESS			
<input type="checkbox"/> AutoFill								Available Balance Current ITC Total ITC
<b>Other Than Reverse Charge</b>		1000	10000	10000	0			
		1000	10000	10000	0			
IGST	<input type="text" value="20000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20000"/>
CGST	<input type="text" value="20000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20000"/>
SGST	<input type="text" value="20000"/>	<input type="text" value="0"/>		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20000"/>
CESS	<input type="text" value="0"/>				<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total Tax</b>	<b>60000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60000</b>
<b>Total Balance(Total ITC-Total Tax)</b>		<b>1000</b>	<b>10000</b>	<b>10000</b>	<b>0</b>			

Reverse Charge			Interest Fee			Interest/Late Fee			Late Fee			
Description	Tax Payable	Tax/Cess Paid in Cash	Balance	Payable	Paid in Cash	Balance	Payable	Paid in Cash	Balance	Payable	Paid in Cash	Balance
IGST	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>						
CGST	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
SGST	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Interest | Late Fee | E-File | Import | Create Challan | Get Balance | Update | <Prev | SAG

The next option is a late fee

# STEP 25

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The left sidebar lists various menu items, with 'Return' expanded to show options like 'GSTR-01', 'Input Credit Ledger', 'GSTR-02A', 'GSTR-03B' (highlighted), 'GSTR-04', 'GSTR-04A', 'GSTR-07', 'GSTR-07A', 'GSTR-08', 'GSTR-09', and 'GSTR-09A'. The main content area is titled 'Interest Calculation' and contains a table with the following data:

S No.	Particulars	Delayed No. of Days	Late Fees To be Paid	Late Fees Paid	Short/Excess Paid
1	CGST	0	0.00	0.00	0.00
2	SGST	0	0.00	0.00	0.00

At the bottom of the interface, there is a navigation bar with 'Page No 1 of 1', 'Record No 0 of 2', and 'No of Record(s) 2'. A 'Save Late Fee' button is visible in the bottom right corner, along with the SAG GEN GST logo.

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

# STEP 26

The screenshot shows the SAG GEN GST software interface. The main window displays the 'GSTR-3B Fill Form' with the 'Payment of tax' tab selected. The interface includes a sidebar with navigation options like Master, Client, Bills, Registration, and Return. The main content area shows a table for tax payable and ITC, and a section for Reverse Charge.

Description	Tax payable	Paid Through ITC				Tax/Cess Paid in Cash	Total Tax	Balance
		IGST	CGST	SGST	CESS			
<input type="checkbox"/> AutoFill								Available Balance Current ITC Total ITC
Other Than Reverse Charge		1000	10000	10000	0			
		1000	10000	10000	0			
IGST	<input type="text" value="20000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20000"/>
CGST	<input type="text" value="20000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20000"/>
SGST	<input type="text" value="20000"/>	<input type="text" value="0"/>		<input type="text" value="0"/>		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20000"/>
CESS	<input type="text" value="0"/>				<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Tax	60000	0	0	0	0	0	0	60000
Total Balance(Total ITC-Total Tax)		1000	10000	10000	0			

Description	Reverse Charge			Interest Fee			Late Fee		
	Tax Payable	Tax/Cess Paid in Cash	Balance	Payable	Paid in Cash	Balance	Payable	Paid in Cash	Balance
IGST	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text" value="0"/>	<input type="text" value="0"/>
CGST	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
SGST	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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

# STEP 27

**SAG GEN GST** Dashboard Important dates SAG Live Support Help New Update sag

Client **GSTR-3B Fill Form** Reports

Outward & Inward Supplies Inter-State supplies Eligible ITC Nil-rated Supplies **Payment of tax**

Description	Tax payable	Paid Through ITC				Tax/Cess Paid in Cash	Total Tax	Balance
		IGST	CGST	SGST	CESS			
<input type="checkbox"/> AutoFill								
<b>Other Than Reverse Charge</b>		1000	10000	10000	0			Available Balance
		1000	10000	10000	0			Current ITC
								Total ITC
IGST	<input type="text" value="20000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20000"/>
CGST	<input type="text" value="20000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20000"/>
SGST	<input type="text" value="20000"/>	<input type="text" value="0"/>		<input type="text" value="0"/>		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20000"/>
CESS	<input type="text" value="0"/>				<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total Tax</b>	<b>60000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60000</b>
<b>Total Balance(Total ITC-Total Tax)</b>		<b>1000</b>	<b>10000</b>	<b>10000</b>	<b>0</b>			

**Reverse Charge**

Description	Reverse Charge			Interest Fee			Interest/Late Fee			Late Fee		
	Tax Payable	Tax/Cess Paid in Cash	Balance	Payable	Paid in Cash	Balance	Payable	Paid in Cash	Balance	Payable	Paid in Cash	Balance
IGST	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>						
CGST	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>				<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
SGST	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>				<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Interest Late Fee **E-File** Import Create Challan Get Balance Update <Prev SAG

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

# STEP 28

**SAG GEN GST** Dashboard Important dates SAG Live Support Help New Update sag

Client GSTR-3B Fill Form **Reports**

Summary report Consolidated Detailed Report Interest Report Late Fee Report

Year 2018-2019 Clients ABC LTD GST No. 08AGMPG0450A1ZZ

S No.	Month	Liability (Include Reverse charge)					Paid By Credit					CGST
		Taxable Value	IGST	CGST	SGST	Cess	IGST	CGST	SGST	Cess		
1	November	400000.00	20000.00	20000.00	20000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	December	309722.00	69184.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		709722.00	89184.00	20000.00	20000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

No of Record(s) 2 Page Wise Columns

S No.	Month	ITC Eligible				ITC Ineligible				Interest			
		IGST	CGST	SGST	Cess	IGST	CGST	SGST	Cess	IGST	CGST	SGST	Cess
1	November	1000.00	10000.00	10000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	December	1000.00	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		2000.00	10500.00	10500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

No of Record(s) 2 Page Wise Columns Export In Excel Exit

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

# STEP 29

The screenshot shows the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu has 'Client', 'GSTR-3B Fill Form', and 'Reports'. Under 'Reports', there are options for 'Summary report', 'Consolidated', 'Detailed Report', 'Interest Report', and 'Late Fee Report'. The 'Consolidated' option is selected. Below this, there are tabs for 'Outward & Inward Supplies', 'Inter-State supplies', 'Eligible ITC', 'Nil-rated Supplies', and 'Payment of tax'. The 'Outward & Inward Supplies' tab is active. The report parameters are: Year: 2018-2019, Period: Monthly, November, Clients: ABC LTD, GST No: 08AGMPG0450A1ZZ.

S.No.	Nature of Supplies	Total Taxable value	Integrated Tax	Central Tax	State/UT Tax	Cess
1	Outward taxable supplies (other than zero rated, nil rated and exempted)	400000.00	20000.00	20000	20000	0.00
2	Outward taxable supplies (zero rated )	0.00	0.00	0.00	0.00	0.00
3	Other outward supplies (Nil rated, exempted)	0.00	0.00	0.00	0.00	0.00
4	Inward supplies (liable to reverse charge)	0.00	0.00	0	0	0.00
5	Non-GST outward supplies	0.00	0.00	0.00	0.00	0.00

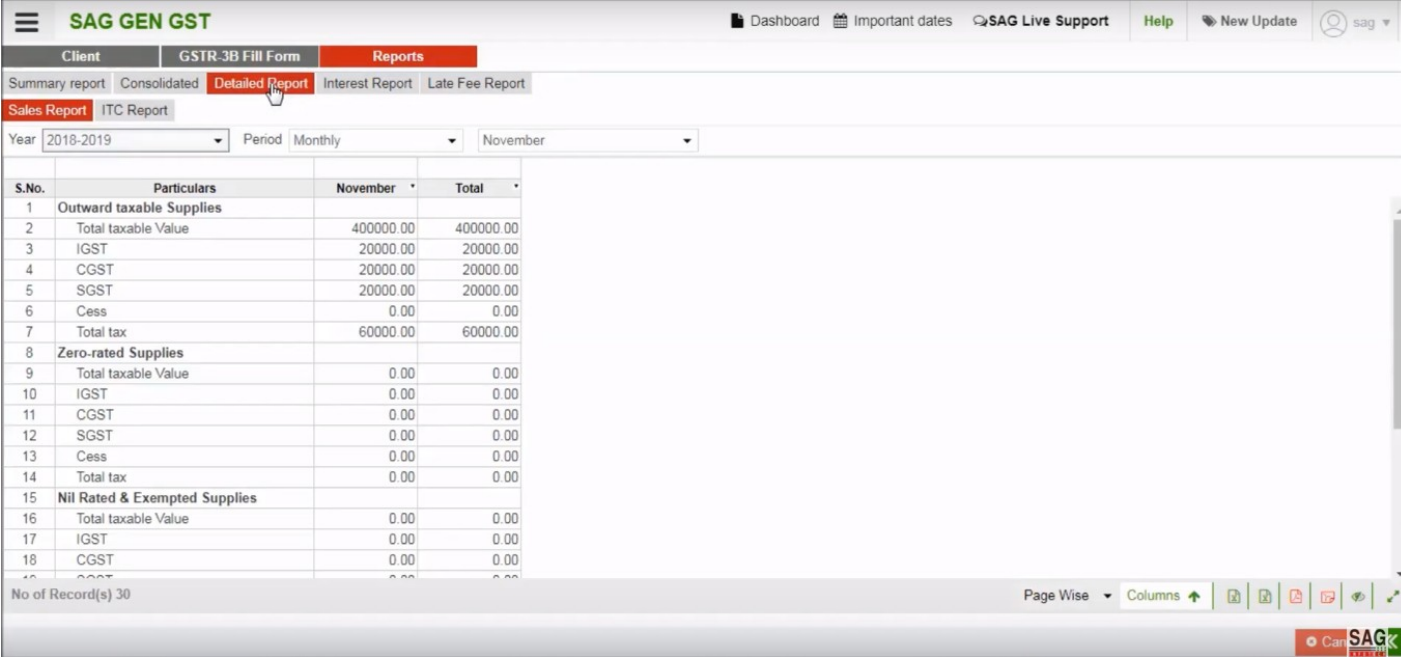
Summary statistics at the bottom of the table:

		400000.00	20000.00	20000.00	20000.00	0.00
--	--	-----------	----------	----------	----------	------

At the bottom of the interface, there are buttons for 'PDF Export', 'Excel Export', 'Next', and 'SAG GEN GST'.

**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



The screenshot shows the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The main menu has 'Client', 'GSTR-3B Fill Form', and 'Reports'. Under 'Reports', there are tabs for 'Summary report', 'Consolidated', 'Detailed Report', 'Interest Report', and 'Late Fee Report'. The 'Detailed Report' tab is active, showing sub-tabs for 'Sales Report' and 'ITC Report'. The report is for the year 2018-2019, period Monthly, and the month of November. The table below shows the tax details for Outward taxable Supplies, Zero-rated Supplies, and Nil Rated & Exempted Supplies.

S.No.	Particulars	November	Total
1	<b>Outward taxable Supplies</b>		
2	Total taxable Value	400000.00	400000.00
3	IGST	20000.00	20000.00
4	CGST	20000.00	20000.00
5	SGST	20000.00	20000.00
6	Cess	0.00	0.00
7	Total tax	60000.00	60000.00
8	<b>Zero-rated Supplies</b>		
9	Total taxable Value	0.00	0.00
10	IGST	0.00	0.00
11	CGST	0.00	0.00
12	SGST	0.00	0.00
13	Cess	0.00	0.00
14	Total tax	0.00	0.00
15	<b>Nil Rated &amp; Exempted Supplies</b>		
16	Total taxable Value	0.00	0.00
17	IGST	0.00	0.00
18	CGST	0.00	0.00
19	SGST	0.00	0.00
20	Cess	0.00	0.00
21	Total tax	0.00	0.00

No of Record(s) 30

Page Wise Columns

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

**SAG GEN GST** Dashboard Important dates SAG Live Support Help New Update sag

Client GSTR-3B Fill Form **Reports**

Summary report Consolidated Detailed Report **Interest Report** Late Fee Report

Year 2018-2019 Period Monthly Client ABC LTD GST No. 08AGMPG0450A1ZZ

S No.	Month	Particulars	IGST	CGST	SGST	CESS	Total
1	April	Liability to be paid					
		Liability paid					
		Balance Liability					
		Interest payable(as per portal)					
		Interest to be paid					
		Interest paid					
9	May	Short/Excess paid					
		Difference(software-portal)					
		Liability to be paid					
		Liability paid					
		Balance Liability					
		Interest payable(as per portal)					
17	June	Interest to be paid					
		Interest paid					
		Short/Excess paid					
		Difference(software-portal)					
		Liability to be paid					
		Liability paid					

Page No 1 of 1 Record No 0 of 96 No of Record(s) 96 Page Wise Columns

Get Balance Calculate Interest Detail Interest Report SAG GEN GST

**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

The screenshot shows the SAG GEN GST software interface. The 'Reports' menu is open, and the 'Late Fee Report' option is selected. The report is for the year 2018-2019, period Monthly, client ABC LTD, and GST No. 08AGMPG0450A1ZZ. The table below shows the details of late fees for April and May 2018-2019.

S No.	Month	Particulars	CGST	SGST	Total
1	April	Due date of filing			
		Date of filing			
		Delayed No. of days			
		Amount of late fees			
		Late fees payable(as per portal)			
		Late fees to be paid			
		Late fees paid			
		Short/Excess paid			
		Difference(software-portal)			
10	May	Due date of filing			
		Date of filing			
		Delayed No. of days			
		Amount of late fees			
		Late fees payable(as per portal)			
		Late fees to be paid			
		Late fees paid			
		Short/Excess paid			
		Difference(software-portal)			

Page No 1 of 1 Record No 0 of 108 No of Record(s) 108

Page Wise Columns

Get Balance Calculate Late Fee Exit

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

# GEN GST SOFTWARE



- Gen GST Hosts Complete GSTR Forms i.e. 7, 8, 1, 3B, 4
- GST Annual & Audit Return Filing Forms
- GST Billing & E Way Bill Solutions
- JSON File Validation Before Portal Uploading
- Import/Export Facility From Govt Portal
- GSTR Forms Reconciliation for Invoice Match-Mismatch



DOWNLOAD AT



[www.saginfecth.com](http://www.saginfecth.com)



[info@saginfecth.com](mailto:info@saginfecth.com)



+91-141-4072000