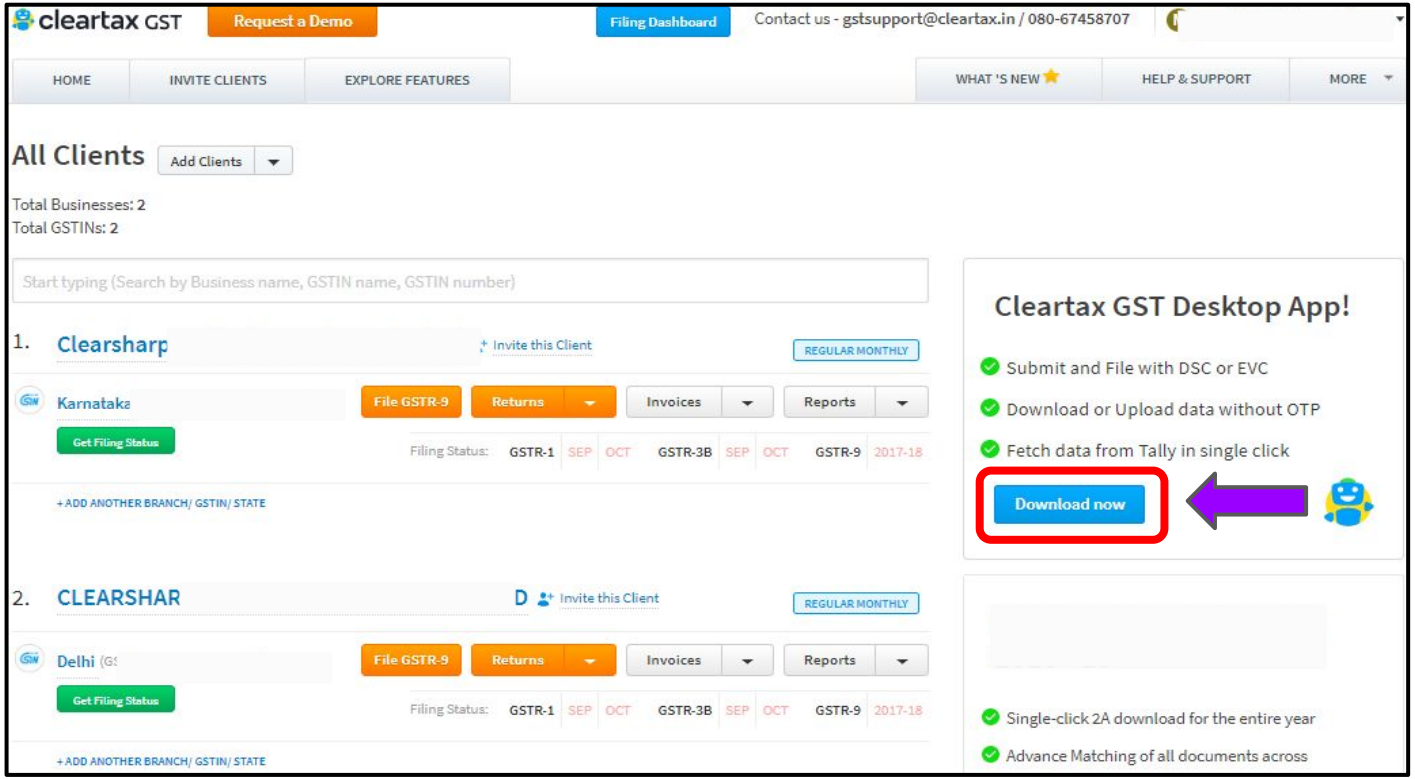
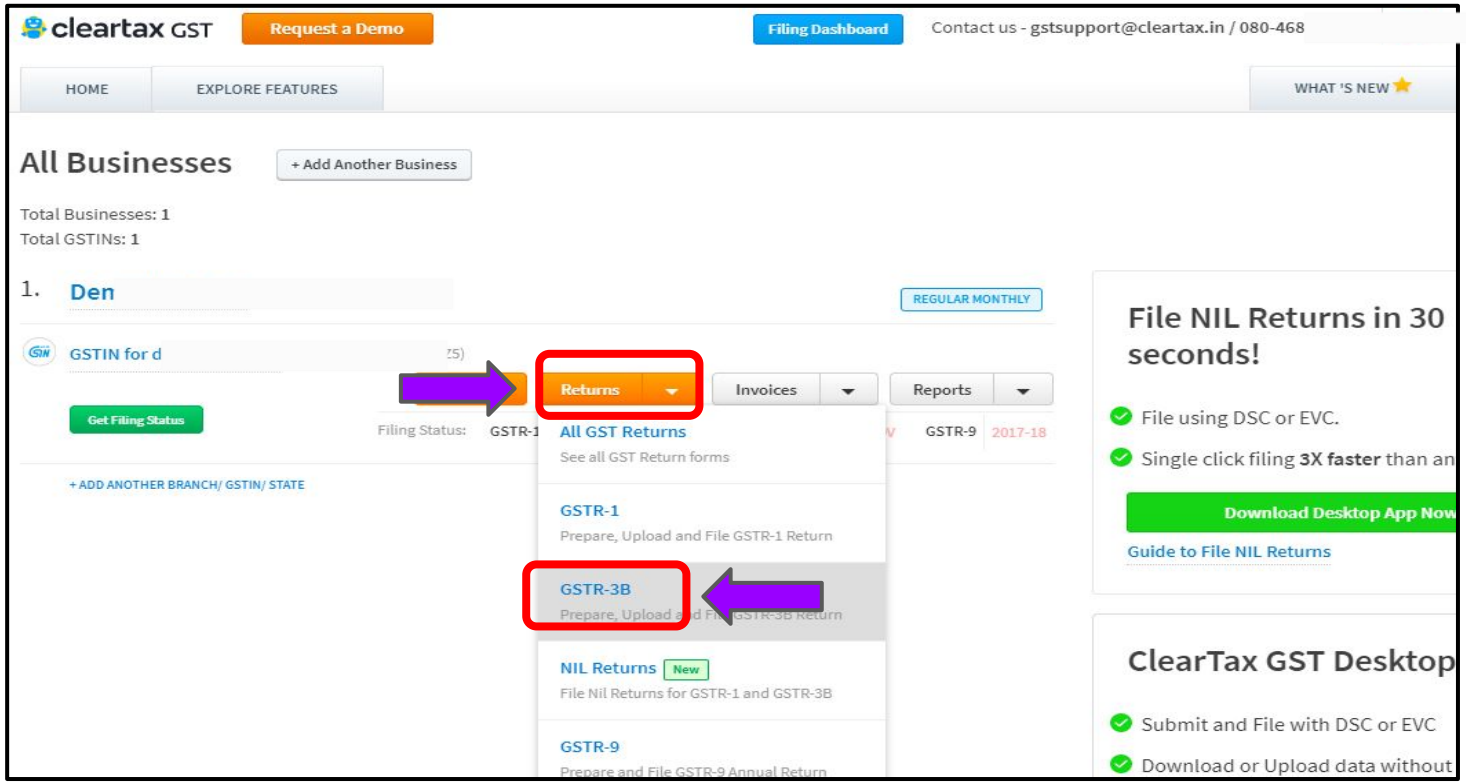
GSTR-3B with cleartax GST

File GSTR-3B using ClearTax GST Desktop App

‘Login’ to ClearTax GST → On the All Clients Dashboard Click on **‘Download Now’** to download the **ClearTax GST Desktop App**

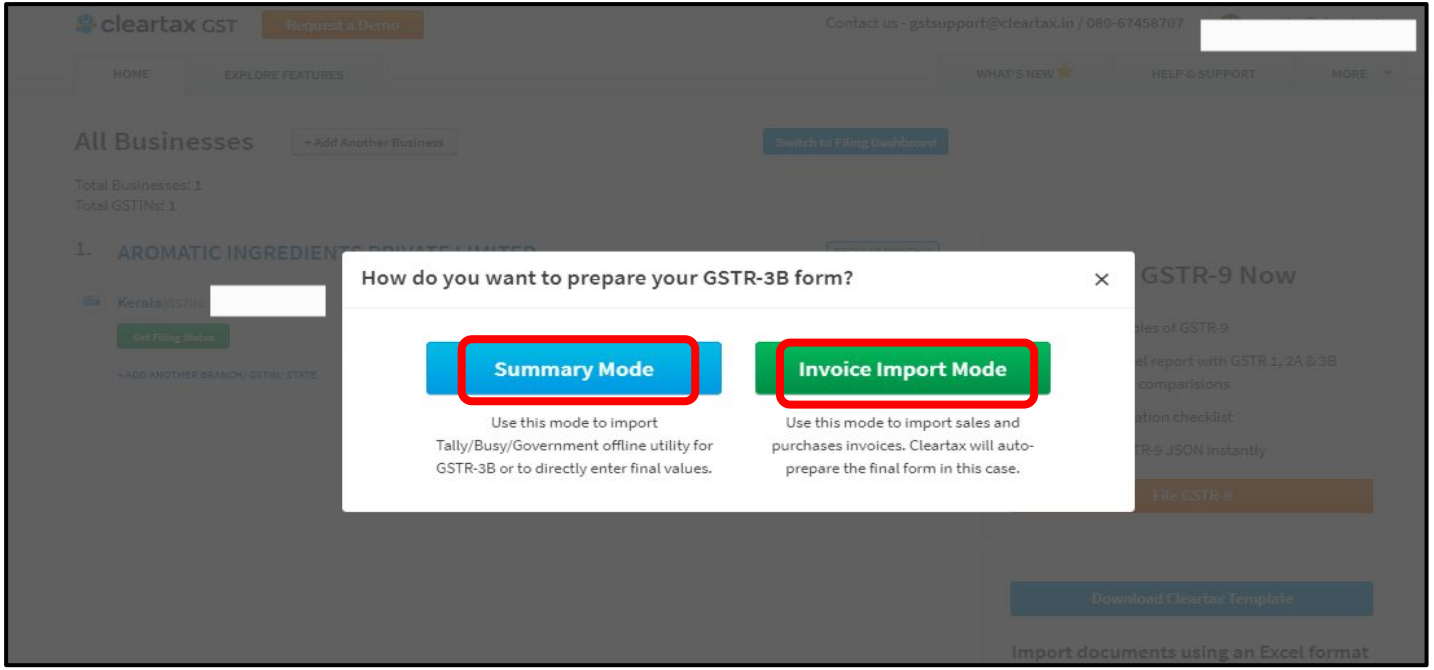


Login to **ClearTax GST Desktop app**→ Select a '**Business**' → Under the '**Returns'** tab → Select **'GSTR-3B'**



There are **2 ways** to prepare your GSTR-3B through ClearTax:

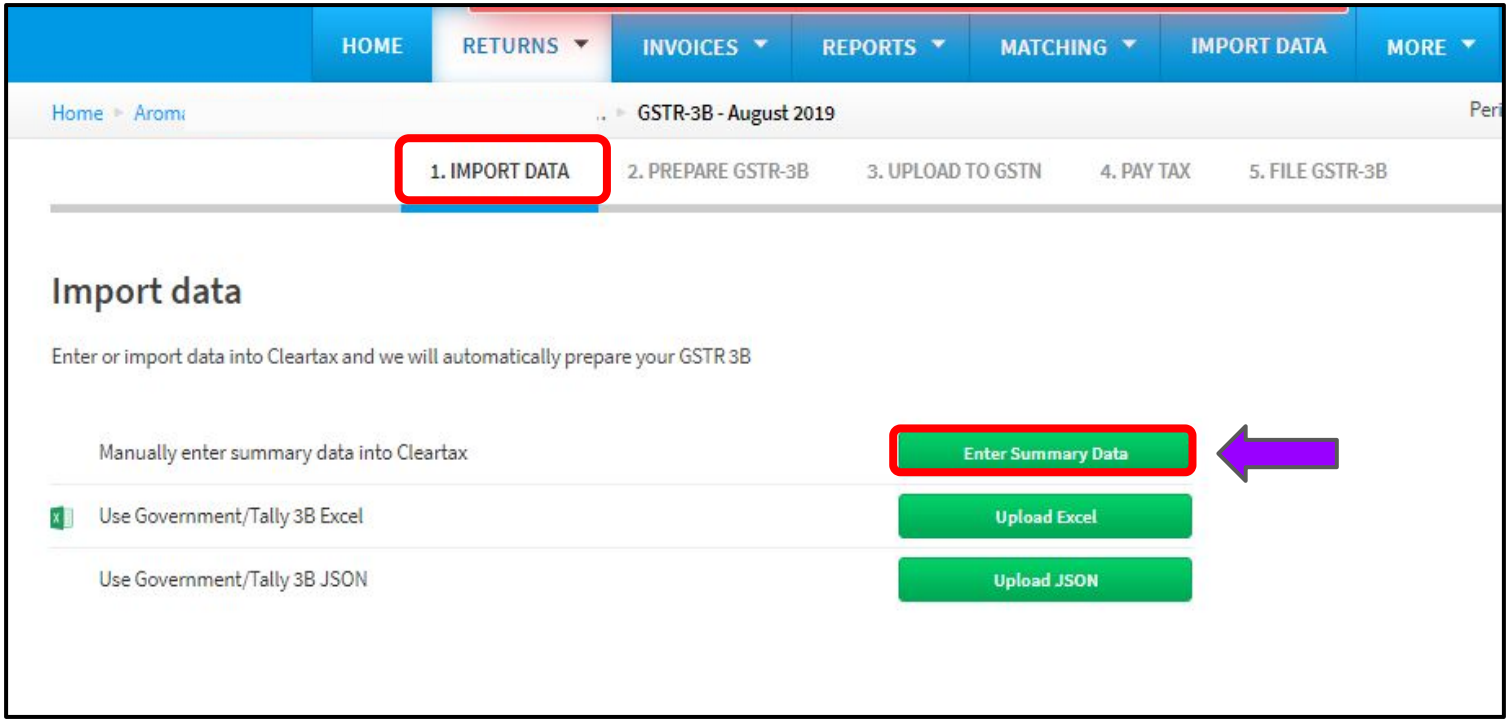
1. **Summary Mode**
2. **Invoice Import Mode**



Summary Mode:
Under the summary mode you can directly input the values & ClearTax GST Desktop app helps push the data to the Government Portal.

Follow these steps to submit & file GSTR-3B under the Summary mode.

Select the **‘Summary Mode’** → Under the **‘Import Data’** tab → Click on **‘Enter Summary Data’** to enter the data.



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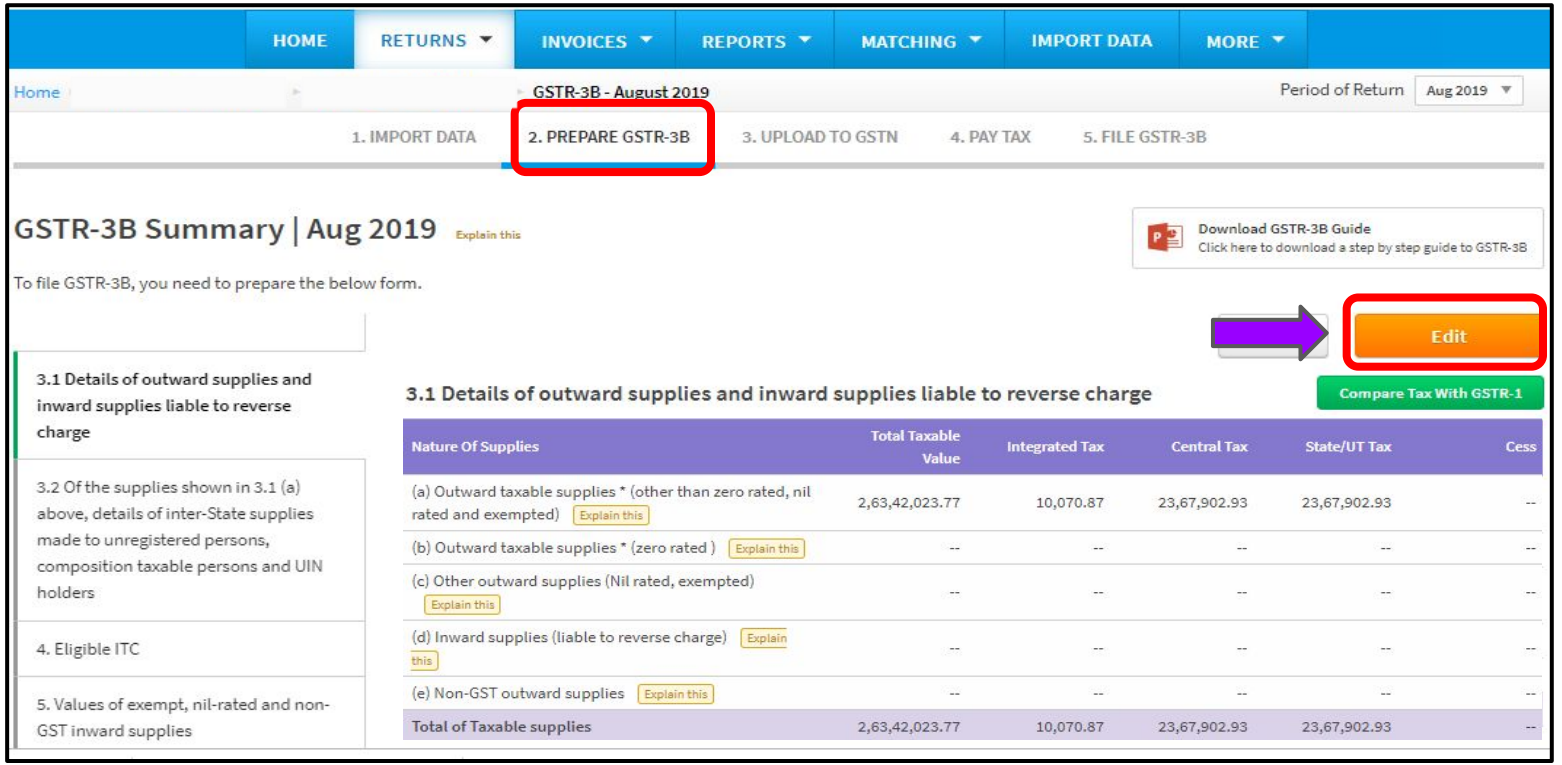
Under the **‘Prepare GSTR-3B’** tab → Click on **‘Edit’** to input the values manually.



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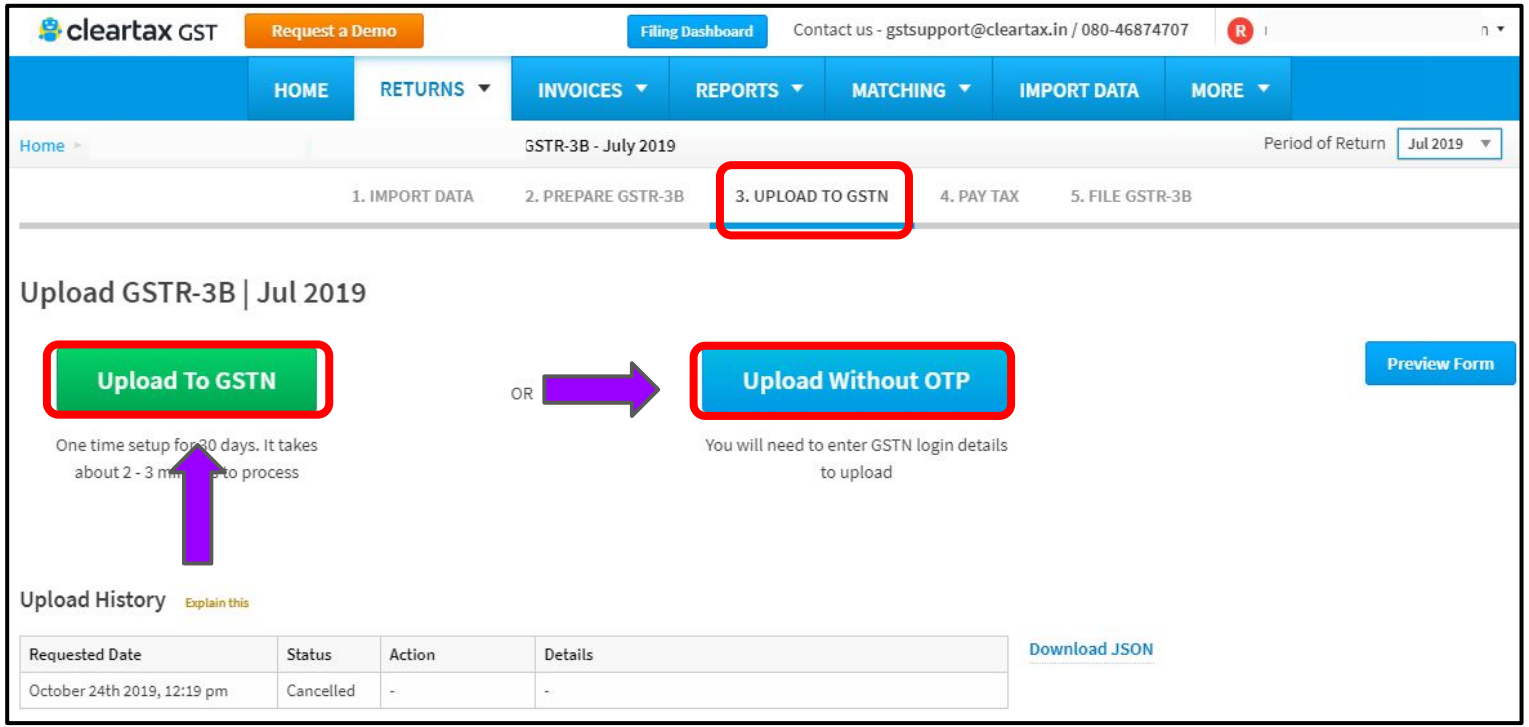
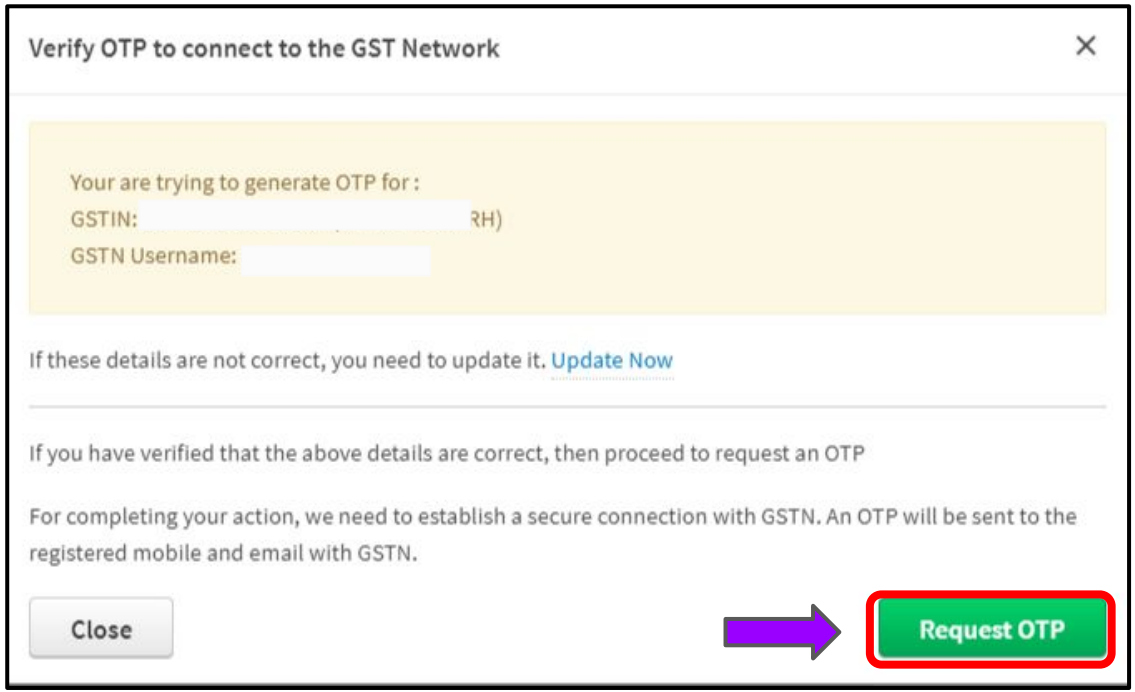
Under the **‘Upload to GSTN’** tab, there are **2 ways** to upload the data:

- **Upload with OTP**
- **Upload without OTP**

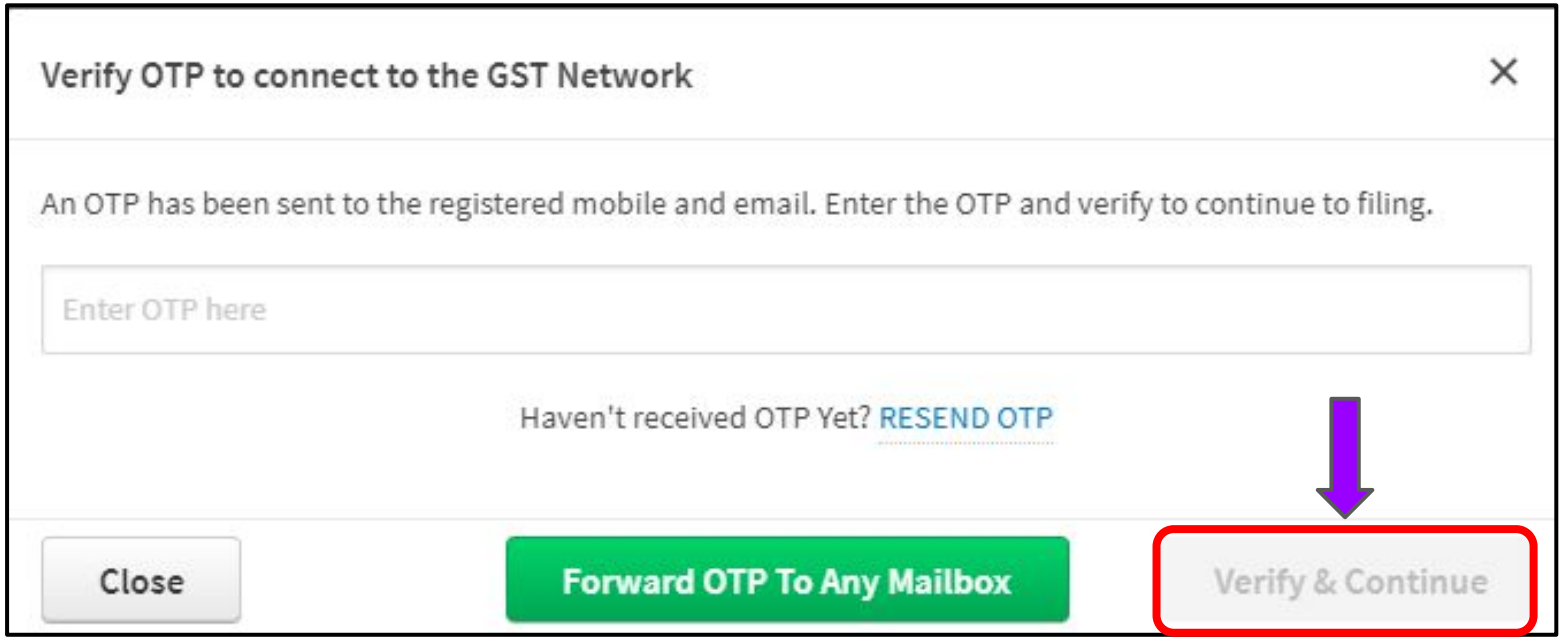


Upload Data (With OTP)

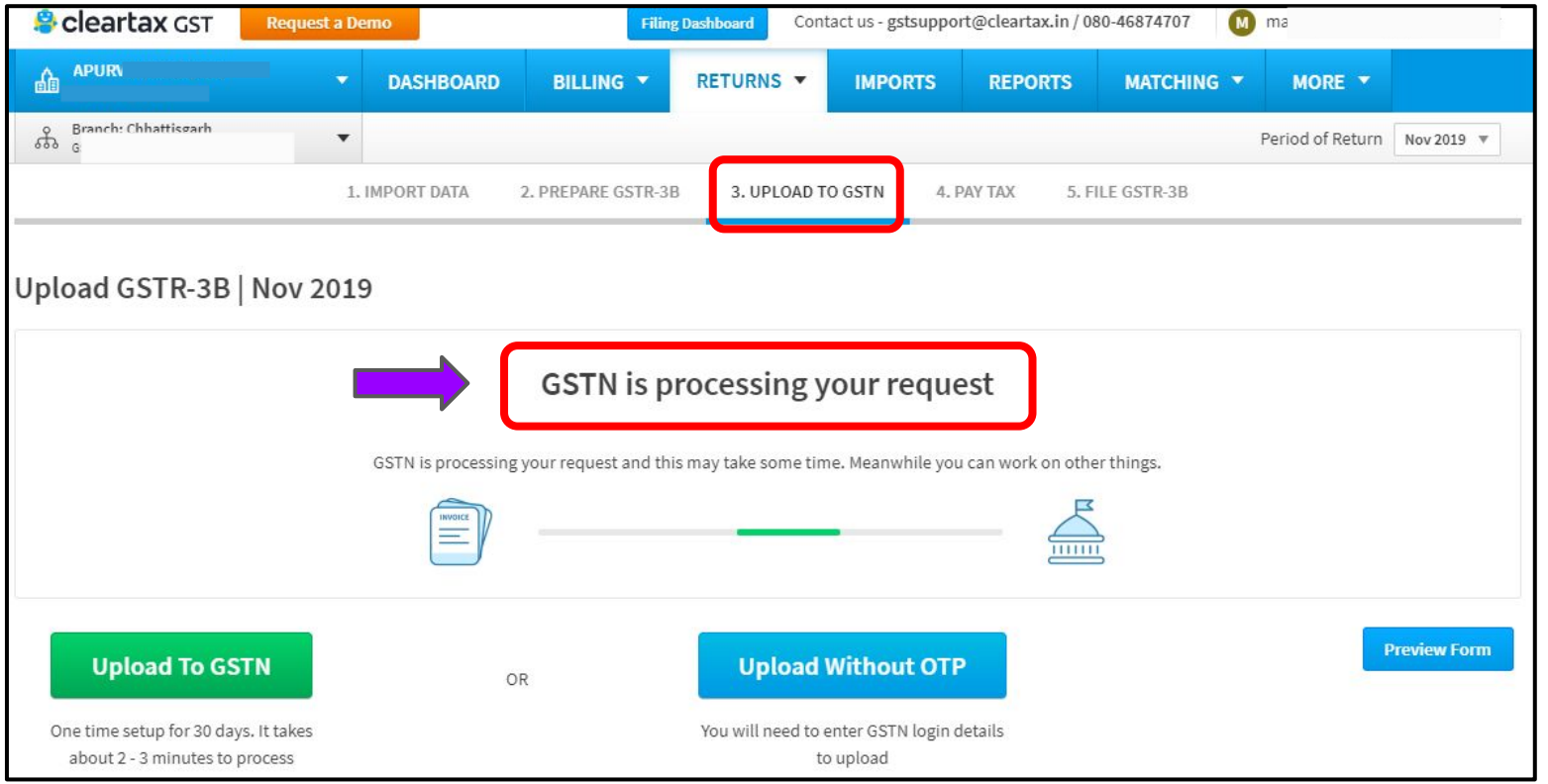
Under the **‘Upload to GSTN’** tab → Click on the **‘Upload to GSTN’** button to upload data on the Government Portal (**with OTP**). Verify OTP to connect to the GST Network by clicking on **‘Request OTP’** button.



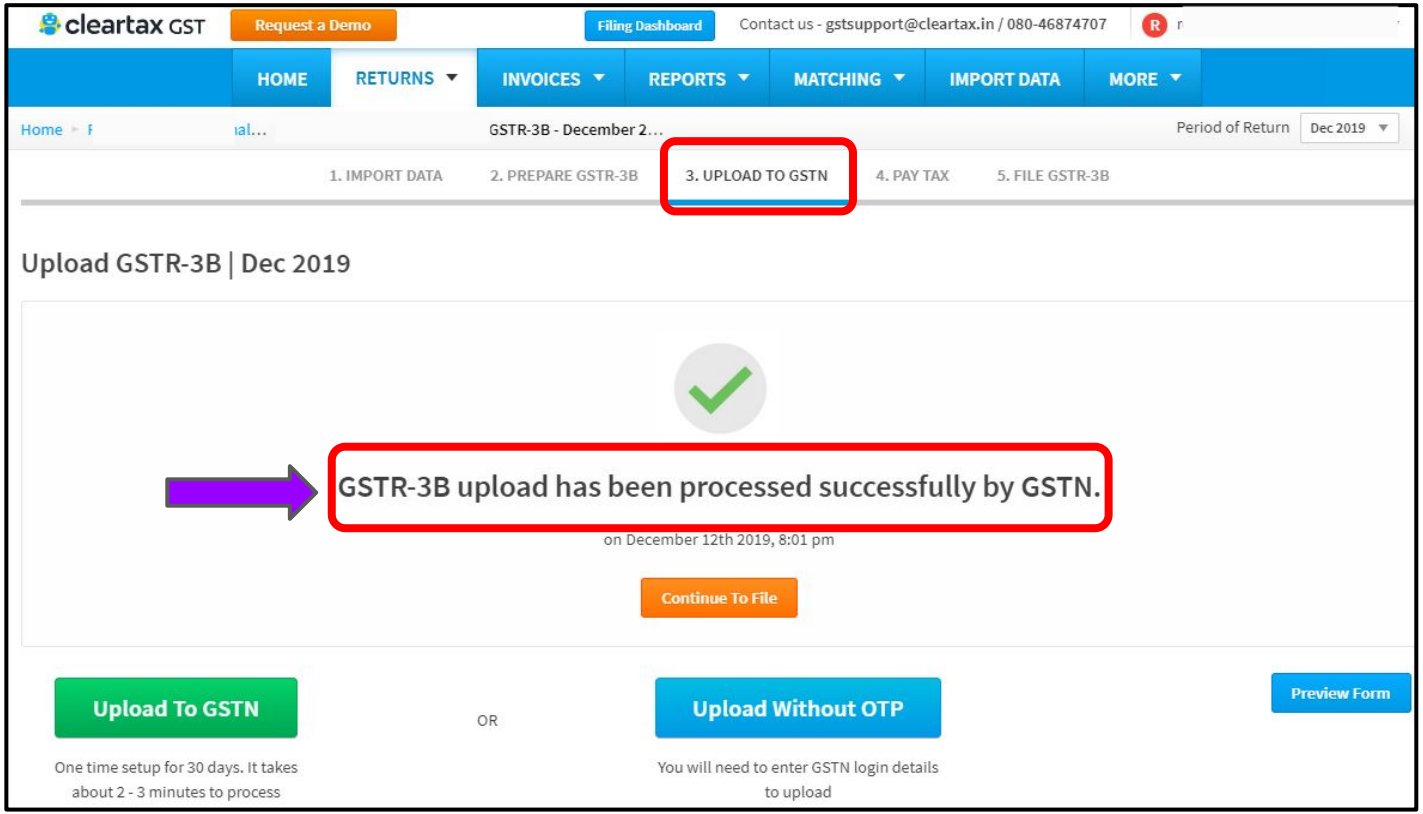
Enter the OTP sent to your registered mobile number & email & click on **'Verify & Continue'** button.



ClearTax helps you upload the data on the GSTN Portal

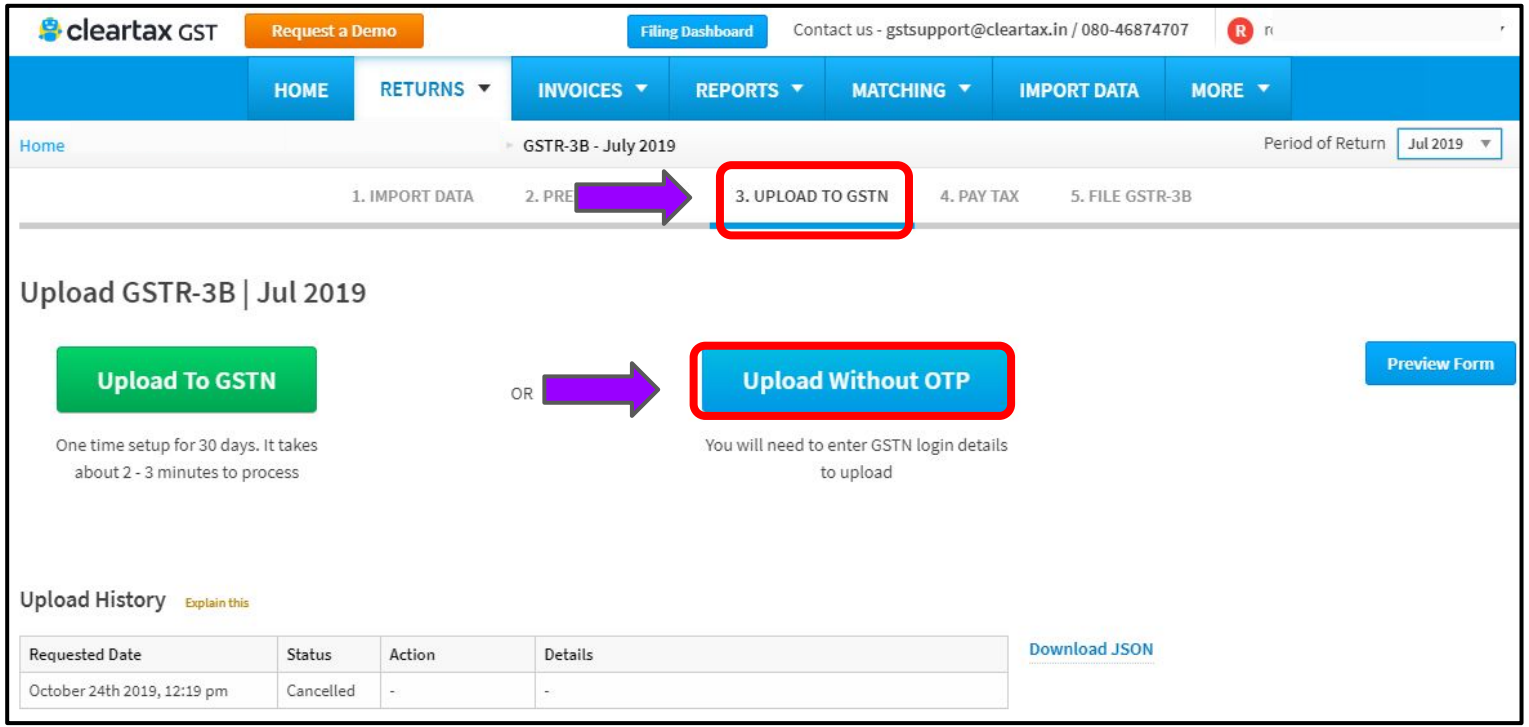


Your GSTR-3B upload has been successfully processed by GSTN

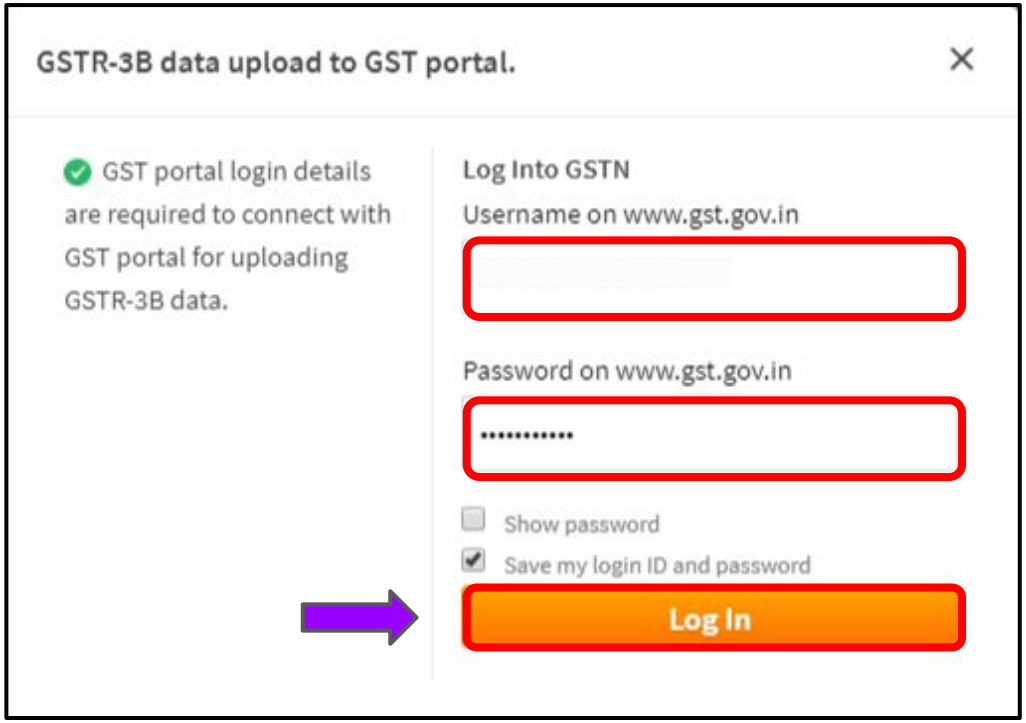


Upload Data (Without OTP)

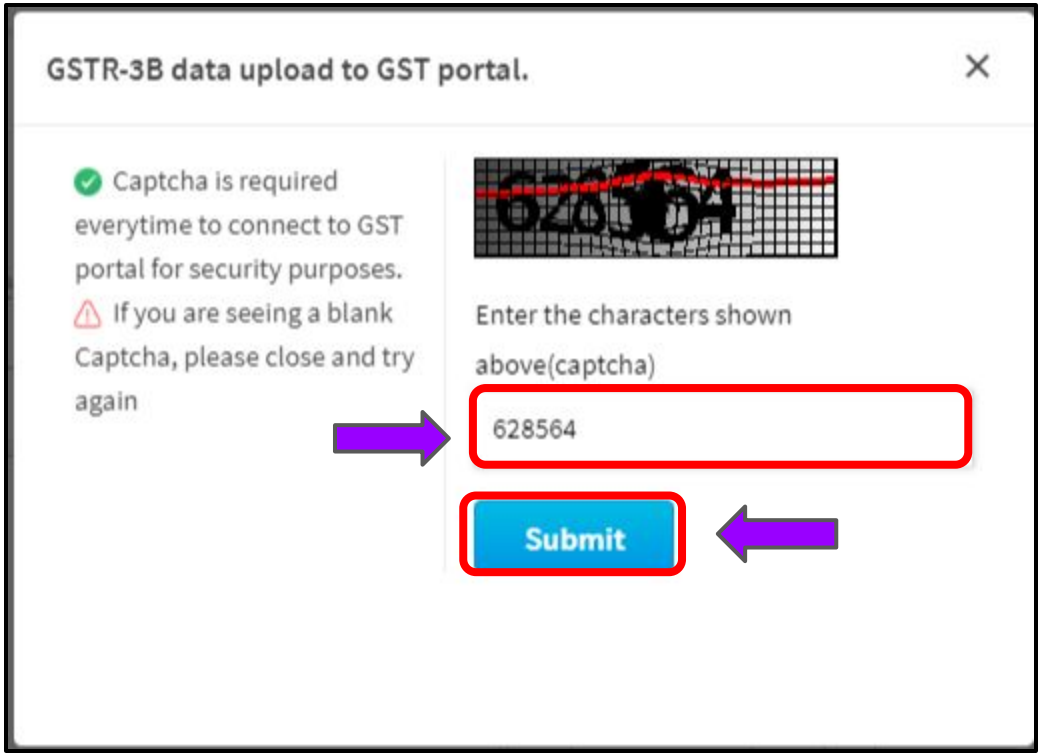
To upload the data on the Government Portal **without OTP**, click on the **'Upload without OTP'** button under the **'Upload to GSTN'** tab



Enter the **GSTN credentials** → Click on **‘Save my login ID and password’** to save the credentials for future → Click on **‘Login’** to proceed

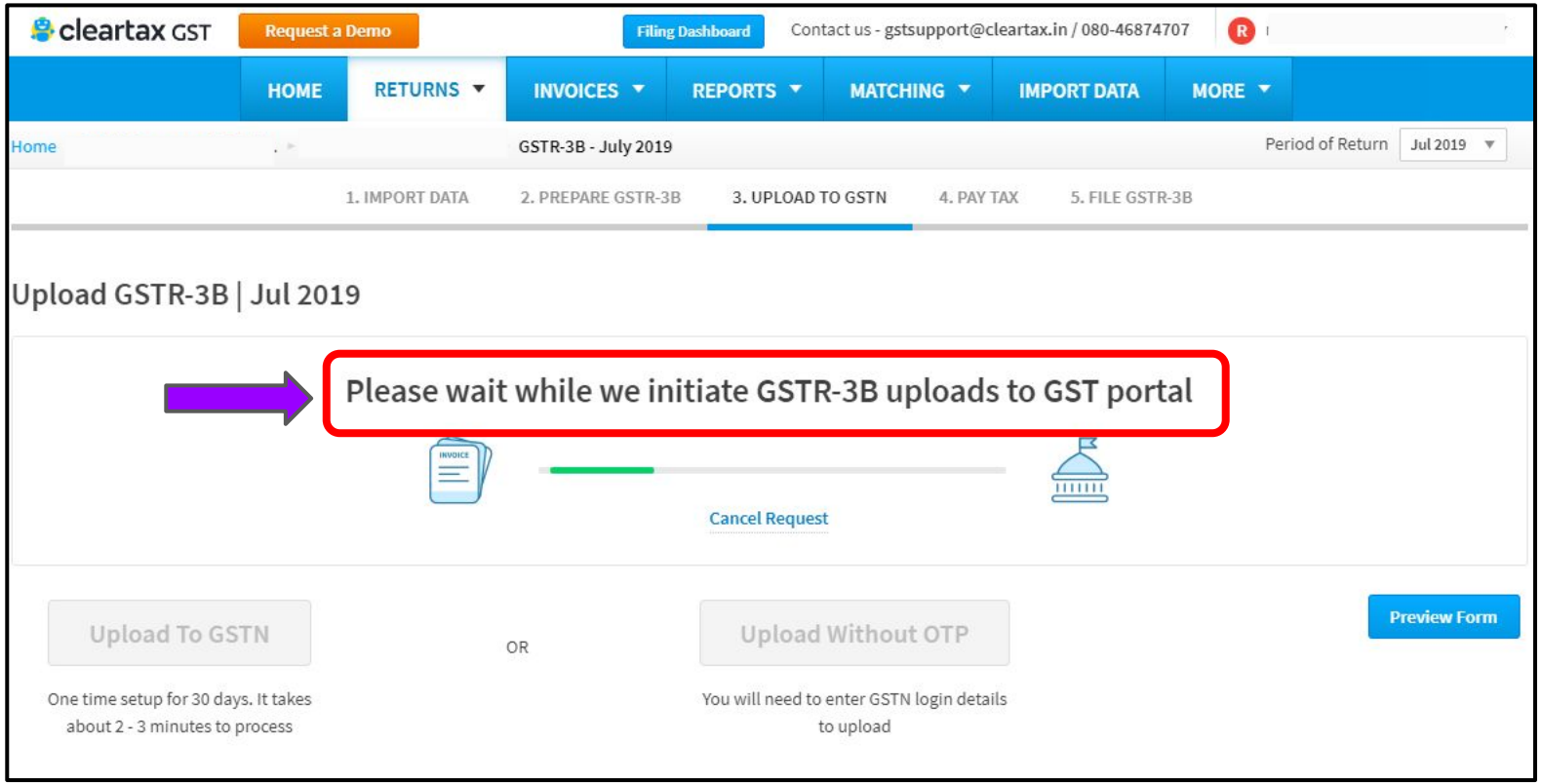


Enter the **Captcha** → Click on **‘Submit’** button

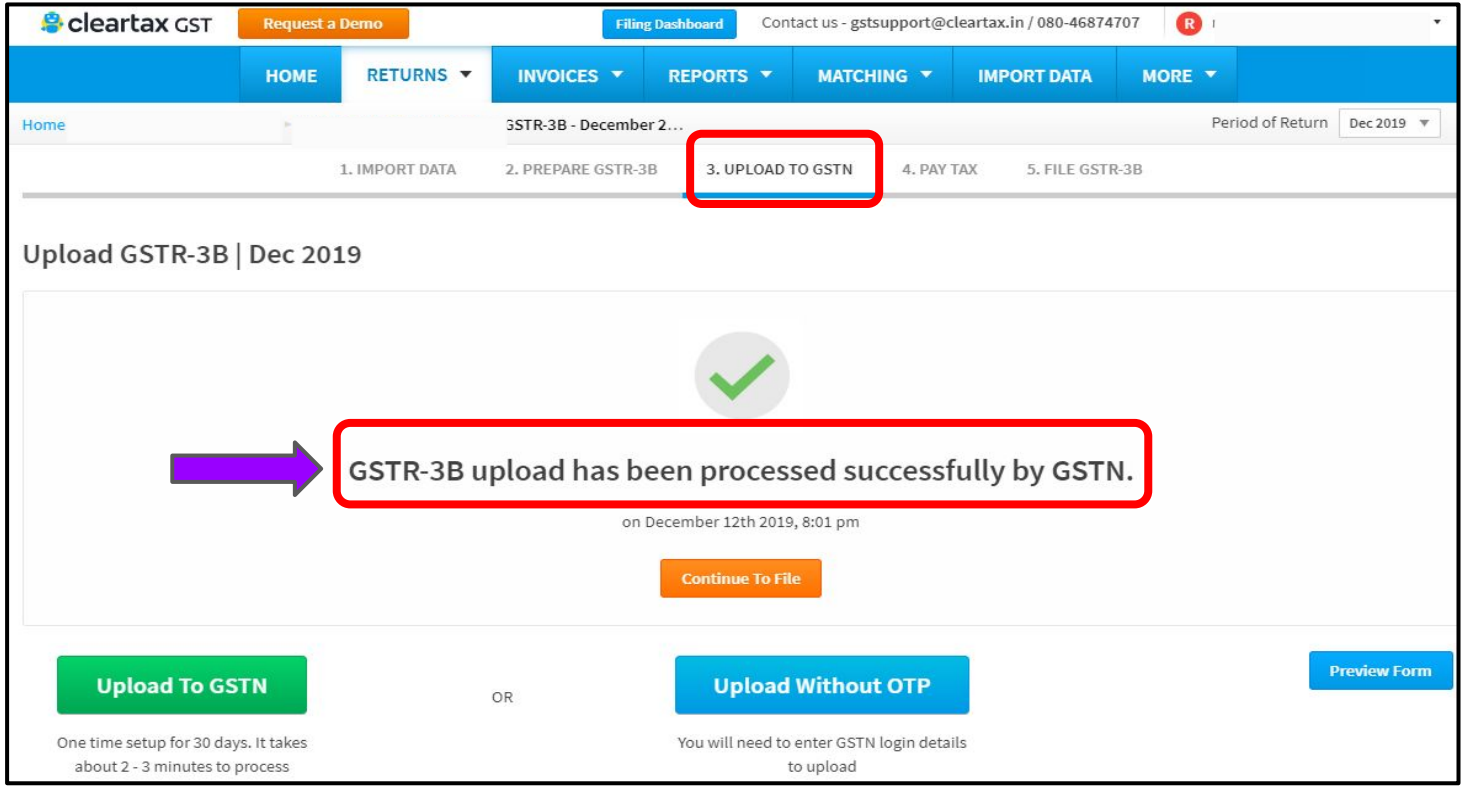


ClearTax will help upload the GSTR-3B data to the GST portal

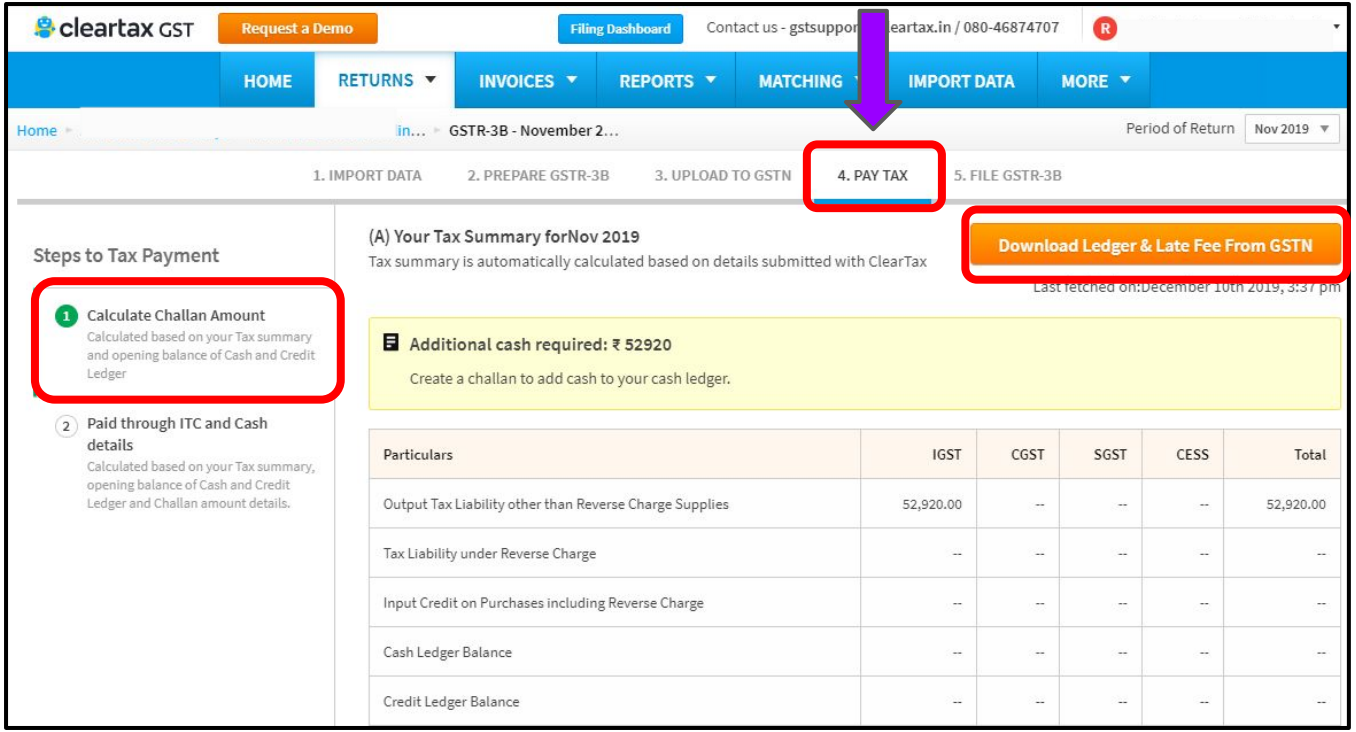
Uploading may take some time. Upload time depends on the size of the file.



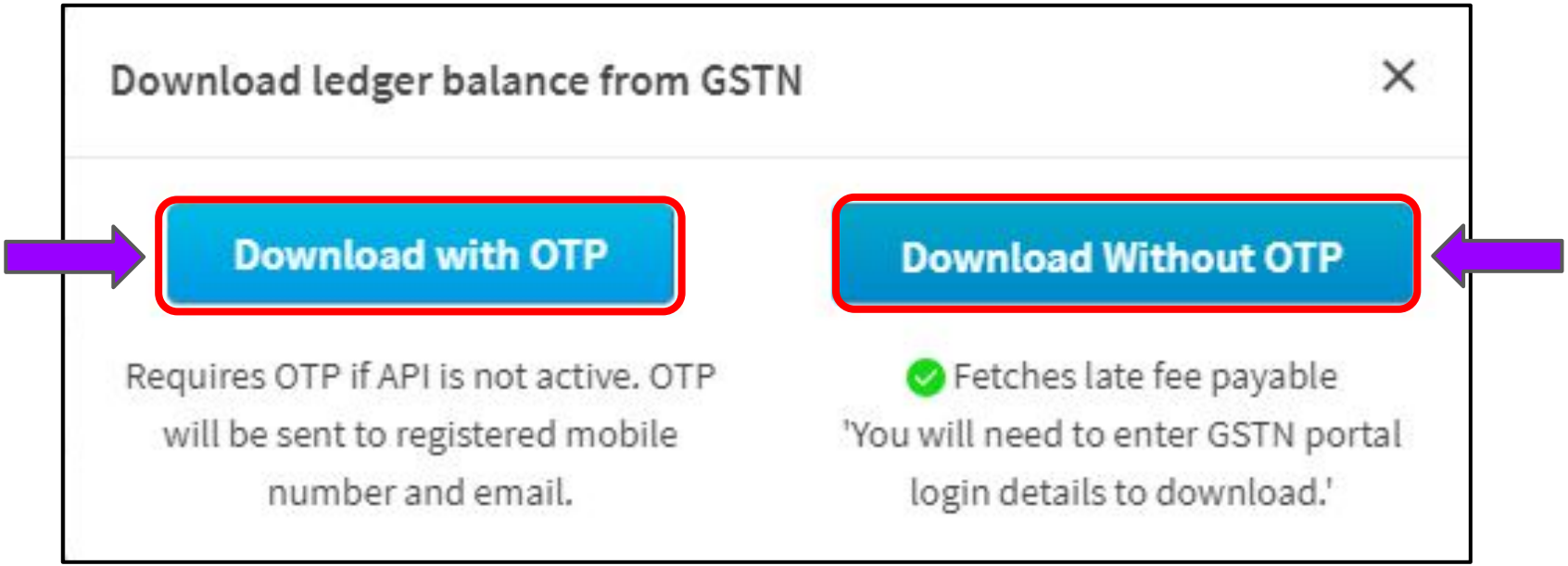
Your GSTR-3B upload has been successfully processed by GSTN



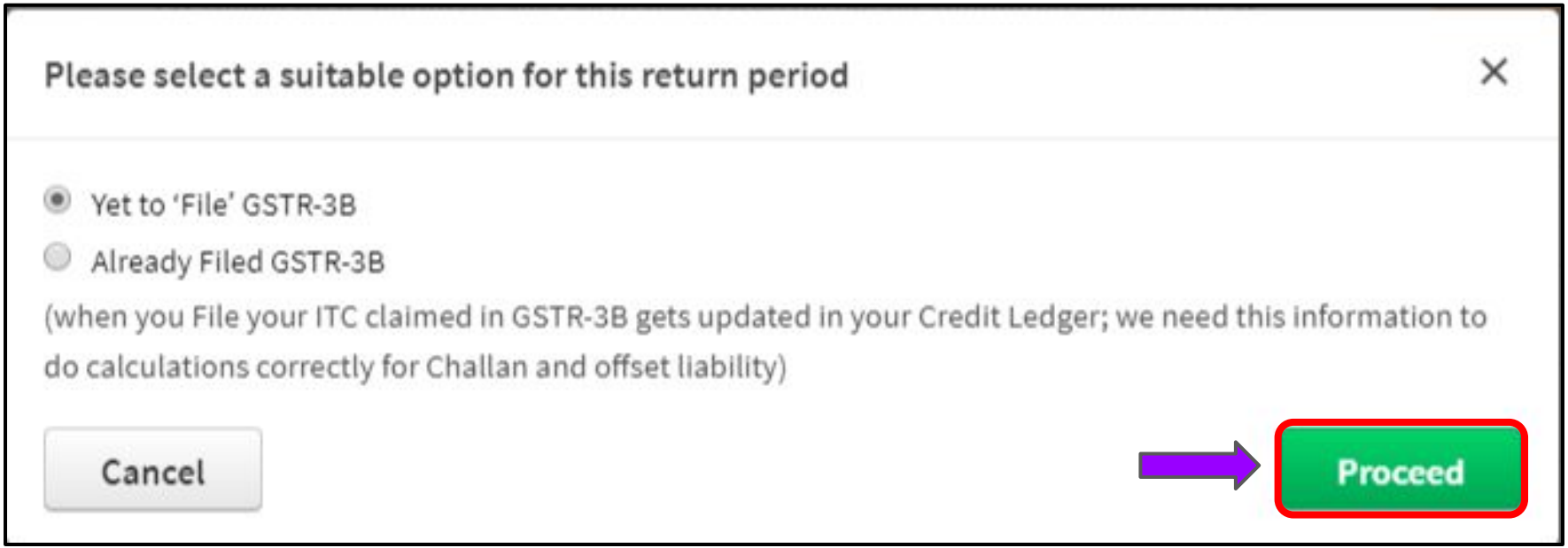
Once the data is uploaded on the Government Portal, under the **‘Pay Tax’** tab check if any tax is payable. Follow the guide to create & pay the **challan**. Click on **‘Download Ledger & Late fee from GSTN’** button to download the ledger & late fee details



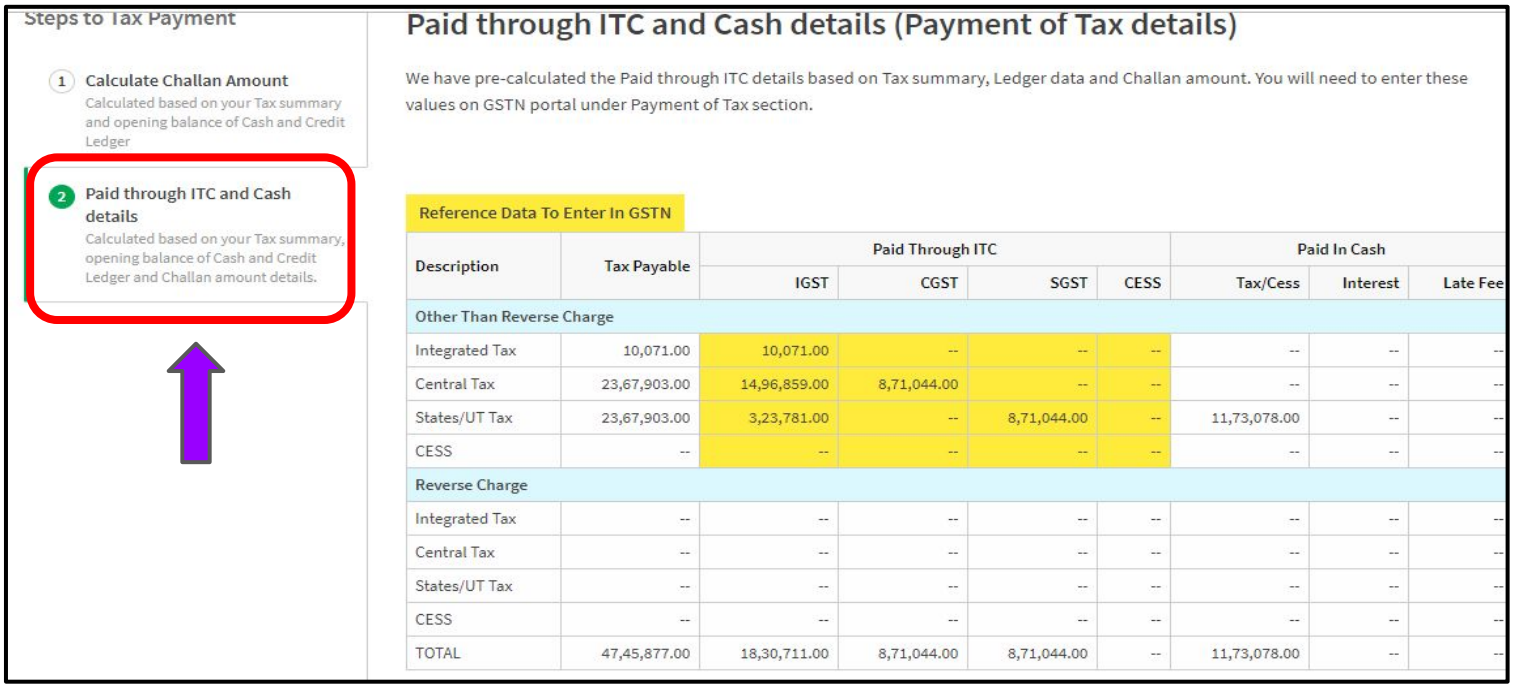
You can Download the data **(with OTP)** → Click on **'Download with OTP'** button to proceed → An OTP will be sent to your registered mobile number & email. To download the data **without OTP**, click on **'Download without OTP'** button & **enter the GSTN credentials** to proceed



Select the suitable option → Click on **‘Proceed’**



In case you want to review the set-off of input of credit against output tax liability, click on **‘Paid through ITC and Cash Details’** tab.

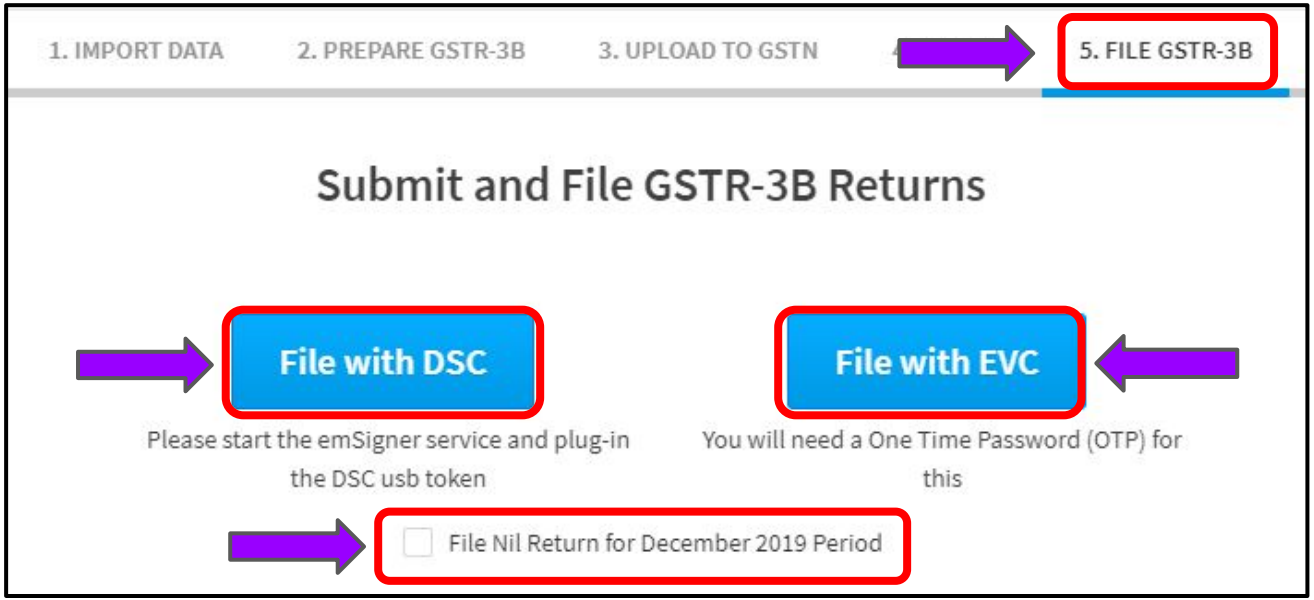


Description	Tax Payable	Paid Through ITC				Paid In Cash		
		IGST	CGST	SGST	CESS	Tax/Cess	Interest	Late Fee
Other Than Reverse Charge								
Integrated Tax	10,071.00	10,071.00	--	--	--	--	--	--
Central Tax	23,67,903.00	14,96,859.00	8,71,044.00	--	--	--	--	--
States/UT Tax	23,67,903.00	3,23,781.00	--	8,71,044.00	--	11,73,078.00	--	--
CESS	--	--	--	--	--	--	--	--
Reverse Charge								
Integrated Tax	--	--	--	--	--	--	--	--
Central Tax	--	--	--	--	--	--	--	--
States/UT Tax	--	--	--	--	--	--	--	--
CESS	--	--	--	--	--	--	--	--
TOTAL	47,45,877.00	18,30,711.00	8,71,044.00	8,71,044.00	--	11,73,078.00	--	--

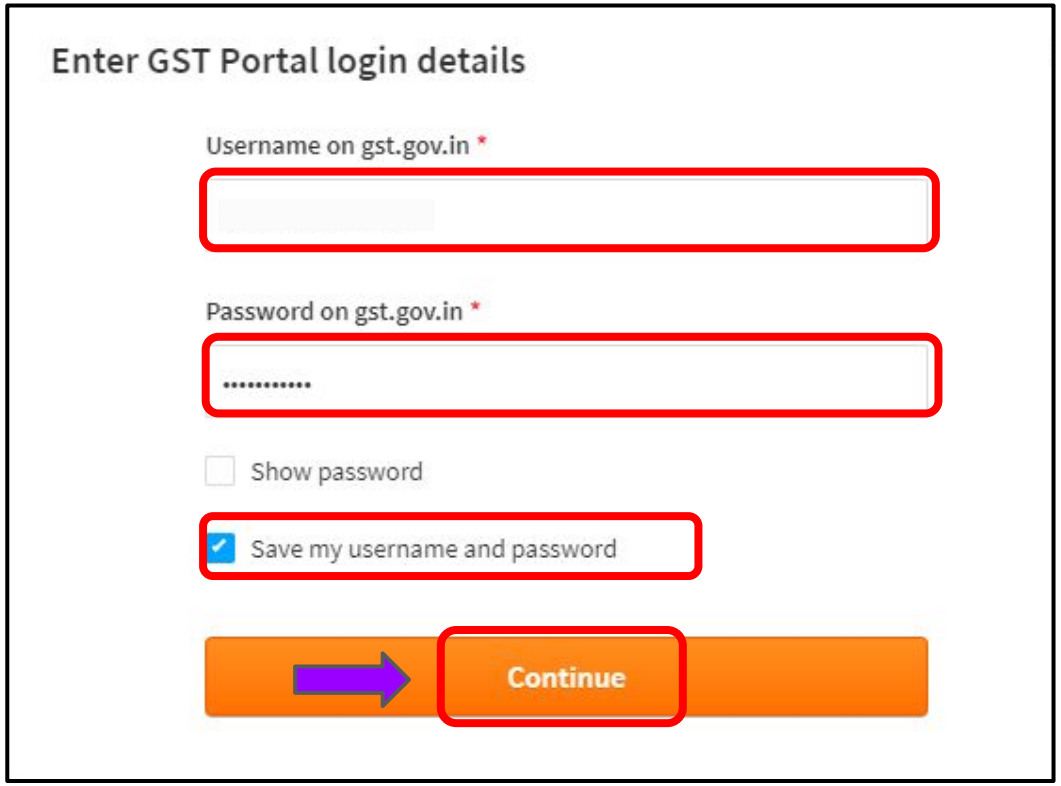
Under the **‘File GSTR-3B’** tab → You get **2 options** to Submit & File GSTR-3B Return

- File with DSC (You can file GSTR-3B using your DSC)
- File with EVC (File GSTR-3B using OTP)

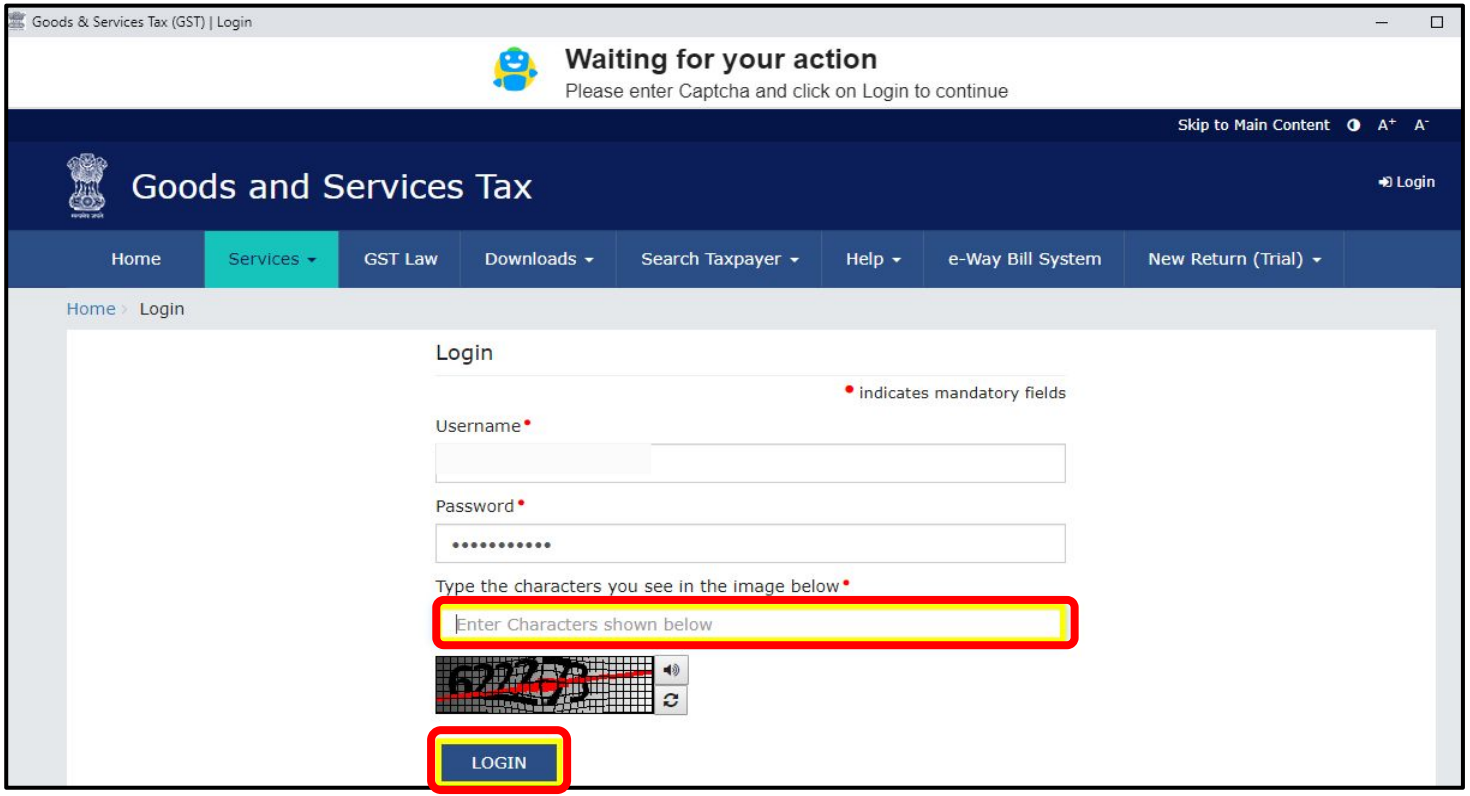
You can also File GSTR-3B NIL Return, select the box **‘File Nil Return for __ period’** & follow the guide



Enter the **GSTN credentials** → Click on **'Save my username and password'** to save the credentials for future → Click on **'Continue'** to proceed



This will take you to the GST login page → Enter the **CAPTCHA** → Click on **'Login'** to proceed



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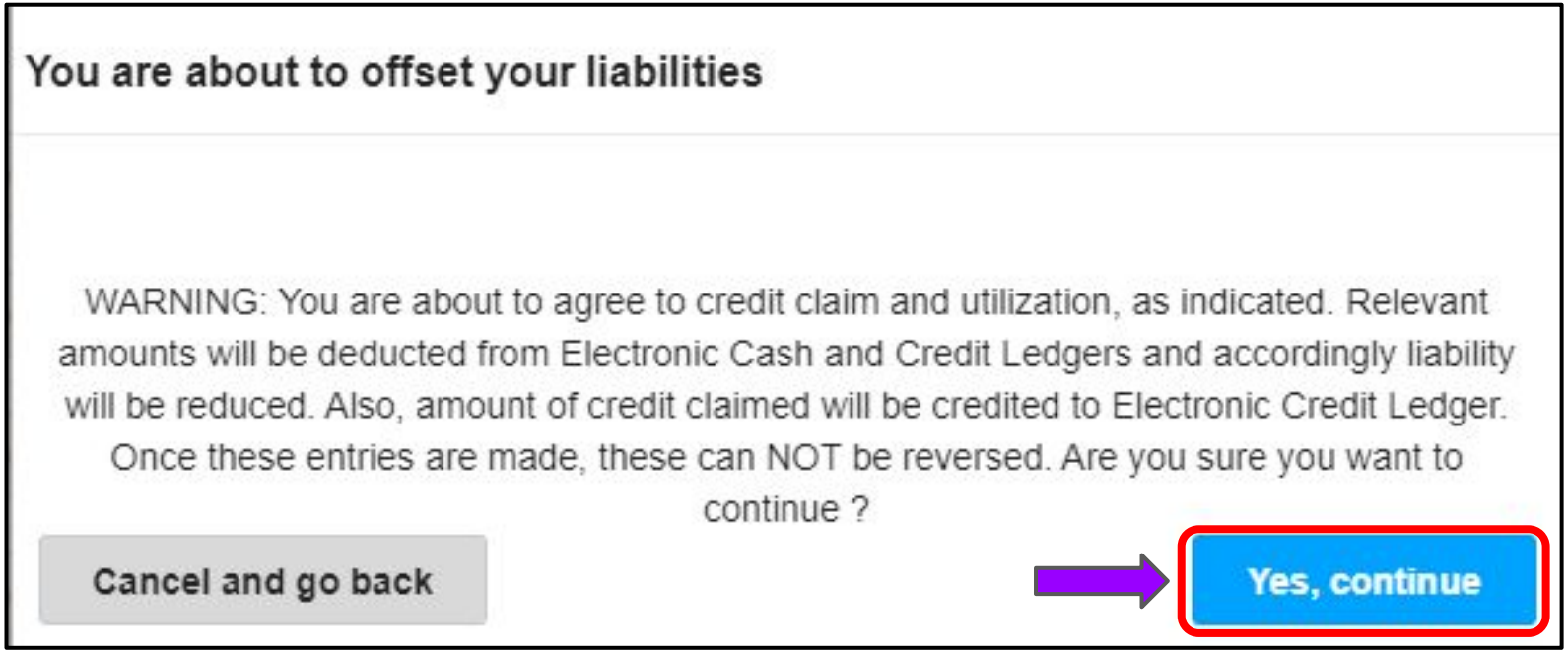
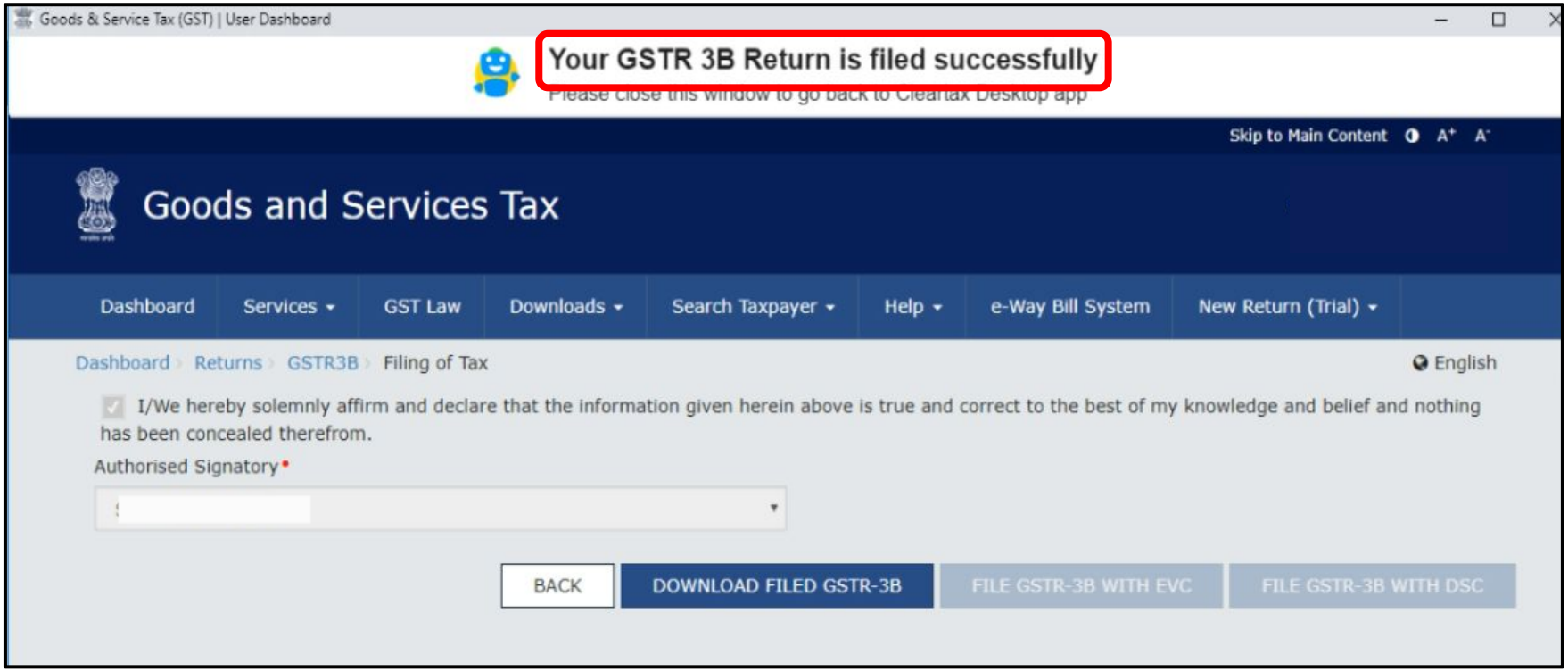
ClearTax will automatically upload the details on the GST Portal in a matter of seconds. Just click on the **'Yes, continue'** button to make payment/post credit to ledger.



Your GSTR-3B return is now **filed successfully.**



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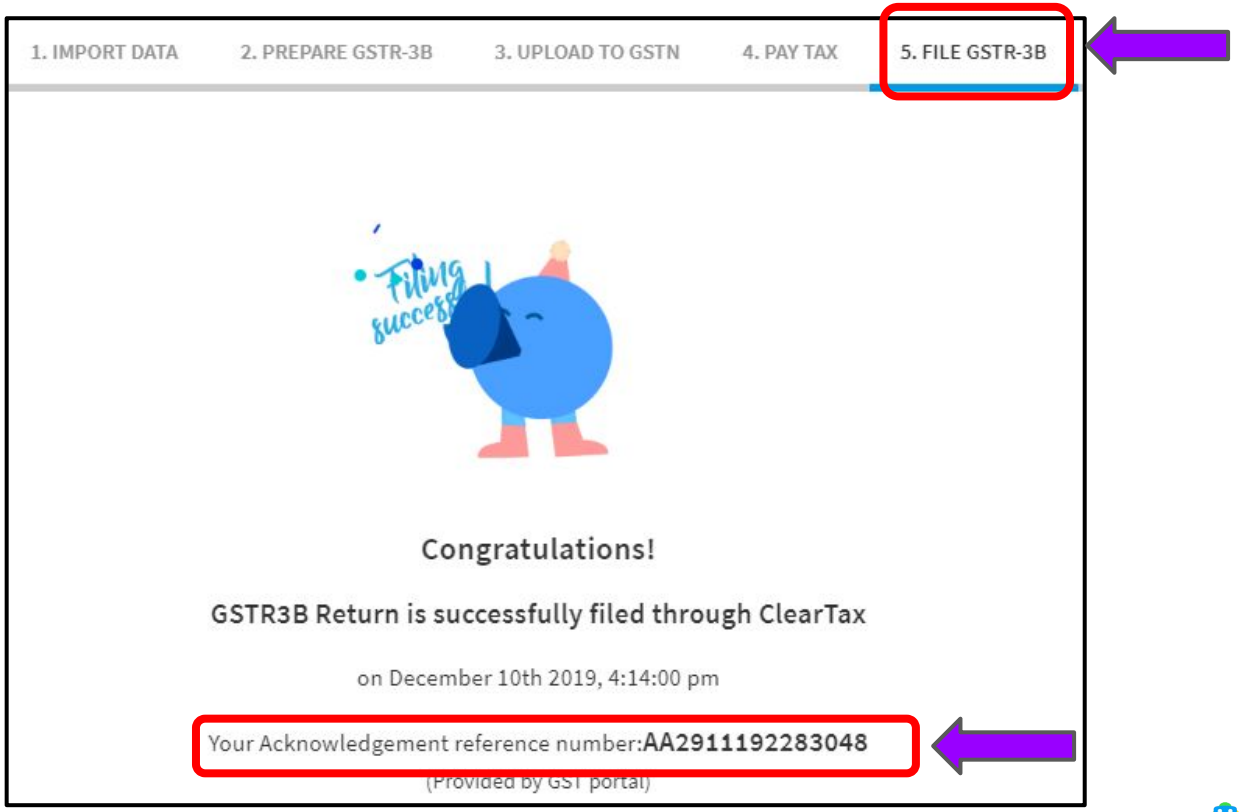
After successful filing, ClearTax will display the **ARN number** (provided by GST portal) in the Desktop app for your reference.

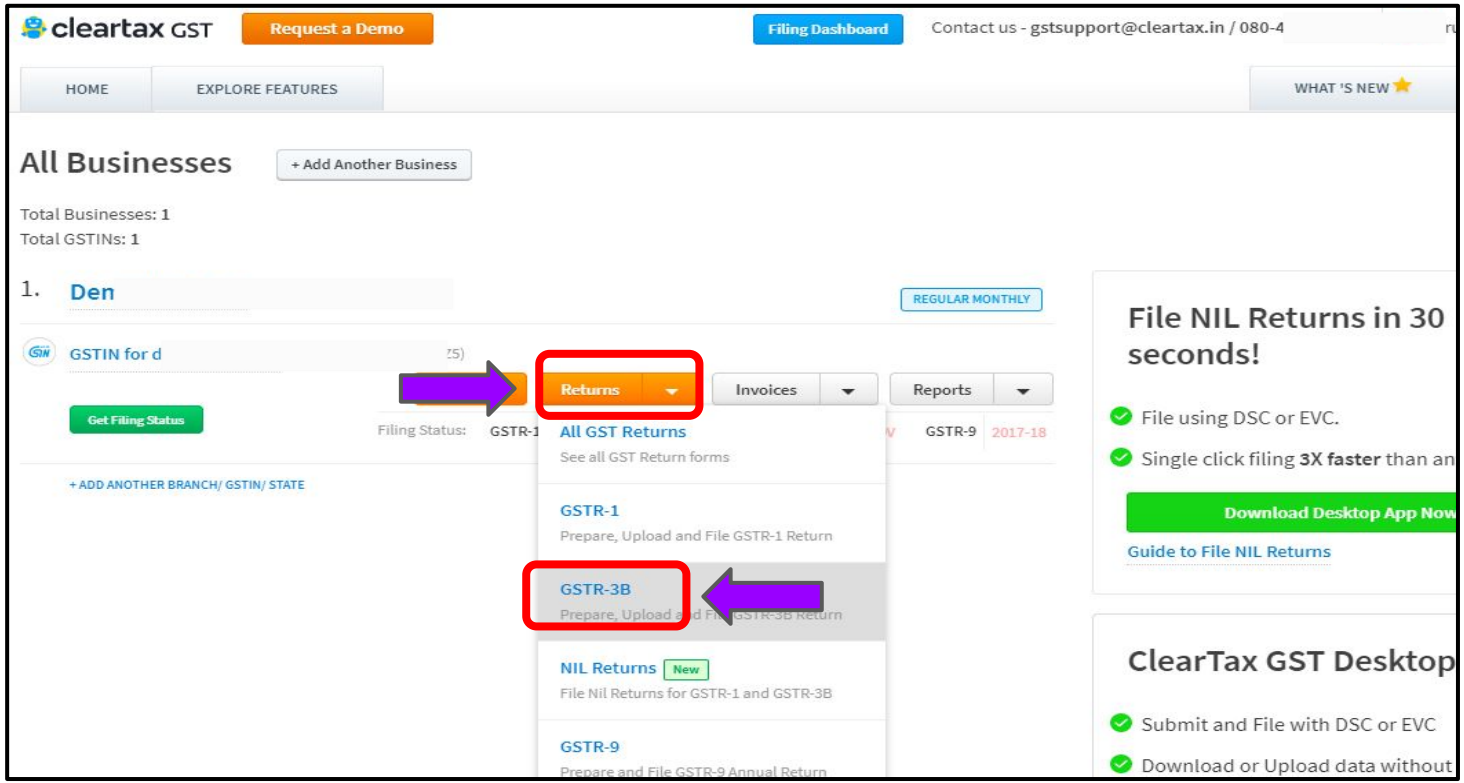


Invoice Import Mode :

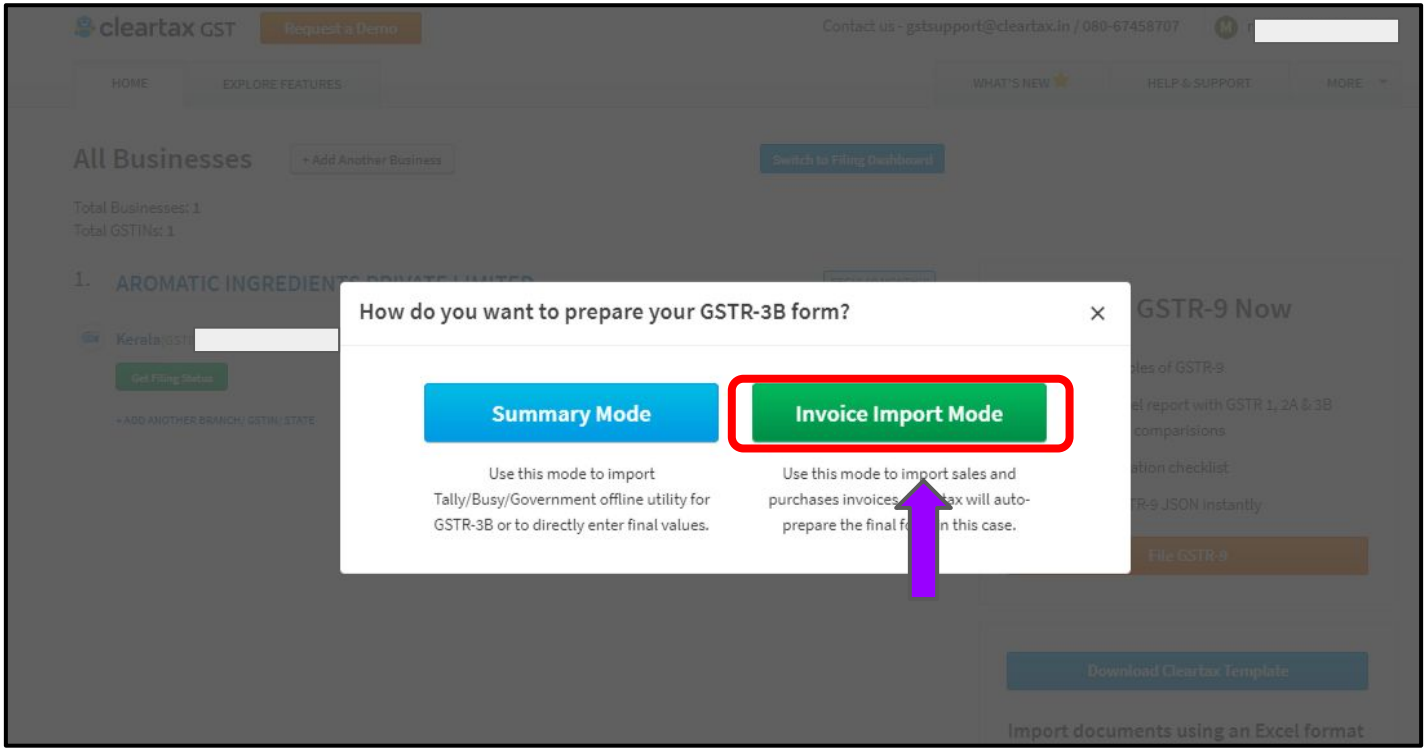
Under the Invoice Import Mode, you can import your Sales & Purchase Books which will auto-compute your GSTR-3B summary &
ClearTax GST Desktop app helps push the data to the Government Portal.

Follow these steps to submit & file GSTR-3B under the Invoice import mode.

Login to **ClearTax GST Desktop app**→ Select a '**Business**' → Under the '**Returns'** tab → Select **'GSTR-3B'**



Select **‘Invoice Import Mode’** to prepare GSTR-3B by importing your Sales & Purchase books.



ClearTax provides the following **options to import your Books :**

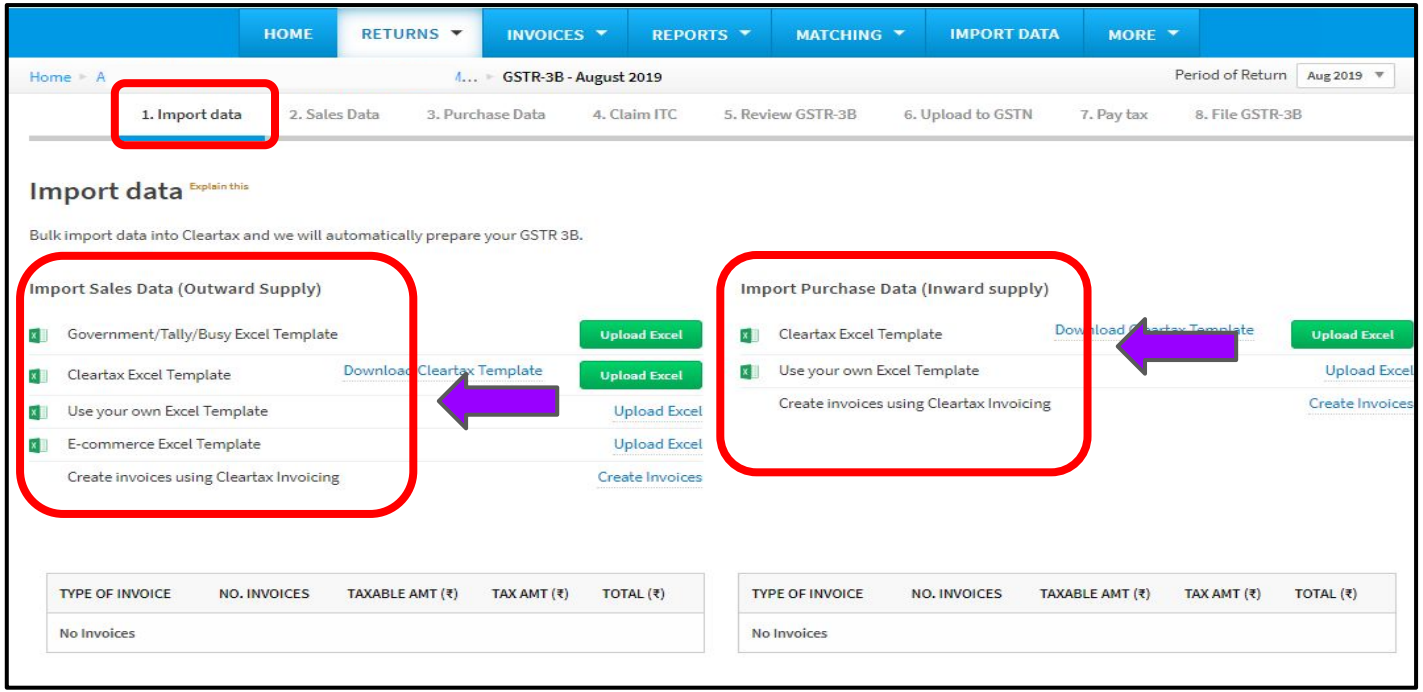
Sales Books:

- Government/Tally/Busy Excel Template
- ClearTax Excel Template
- Use your own Excel Template
- E-commerce Excel Templates

Purchase Books:

- ClearTax Excel Template
- Use your own excel Template

Upload your Books using the above given templates. You can import your books using the **ClearTax Template**. Click on **'Download ClearTax Template'** & **'Upload Excel'**



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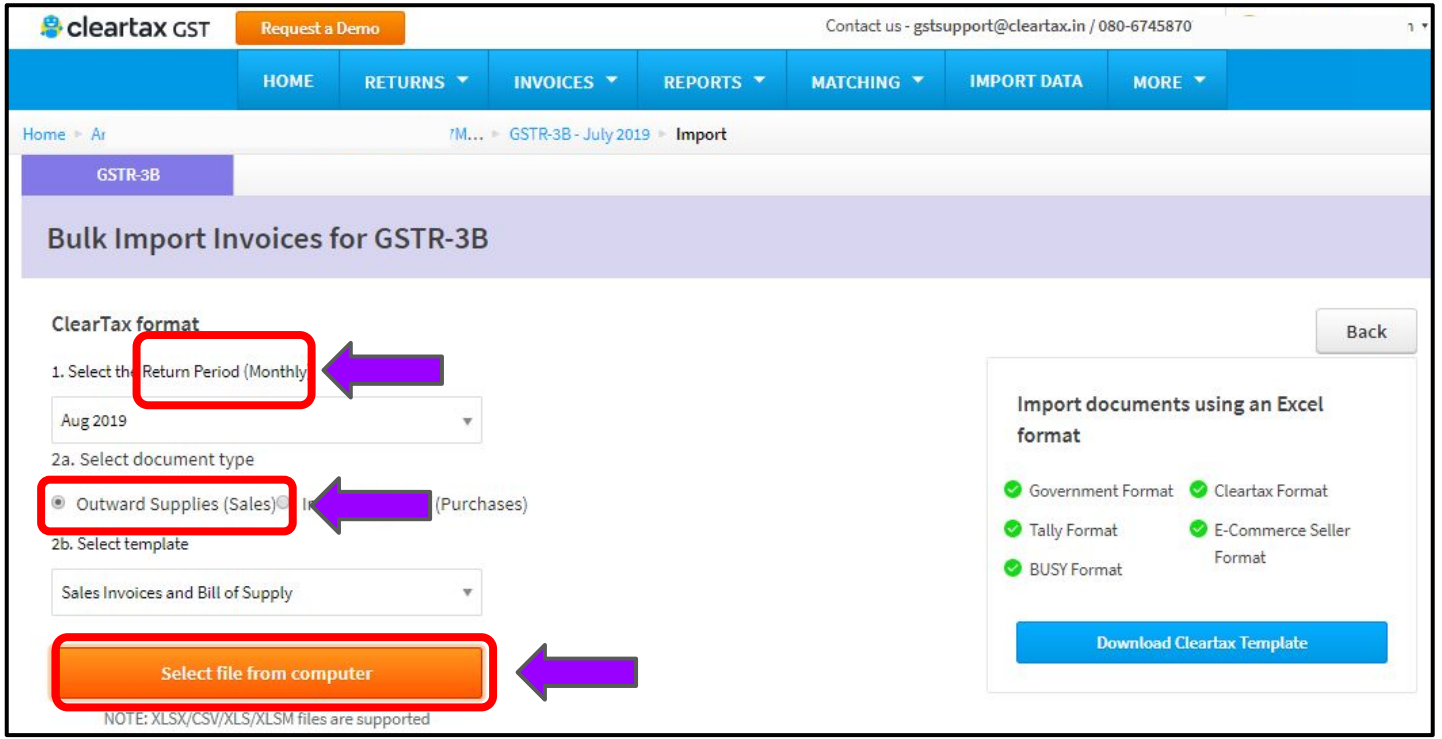
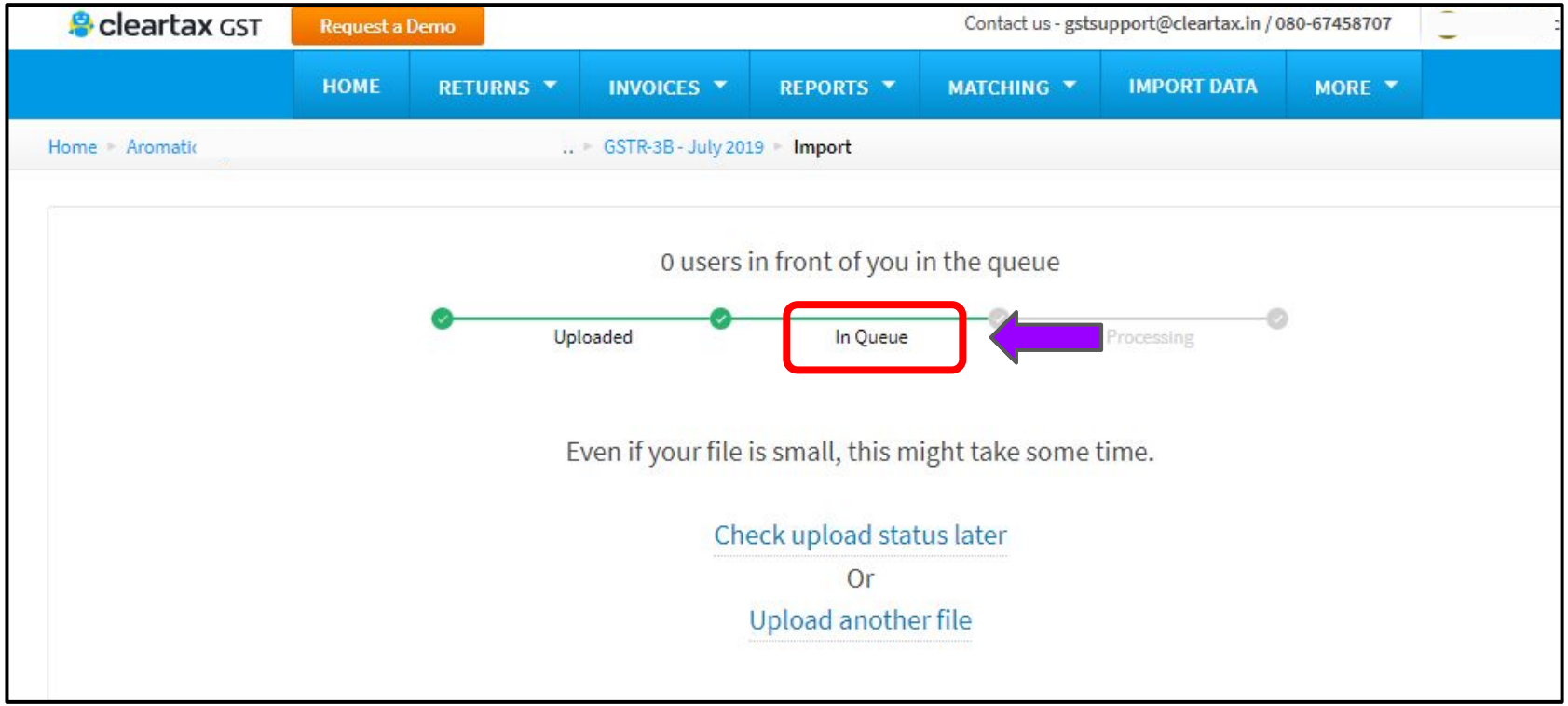
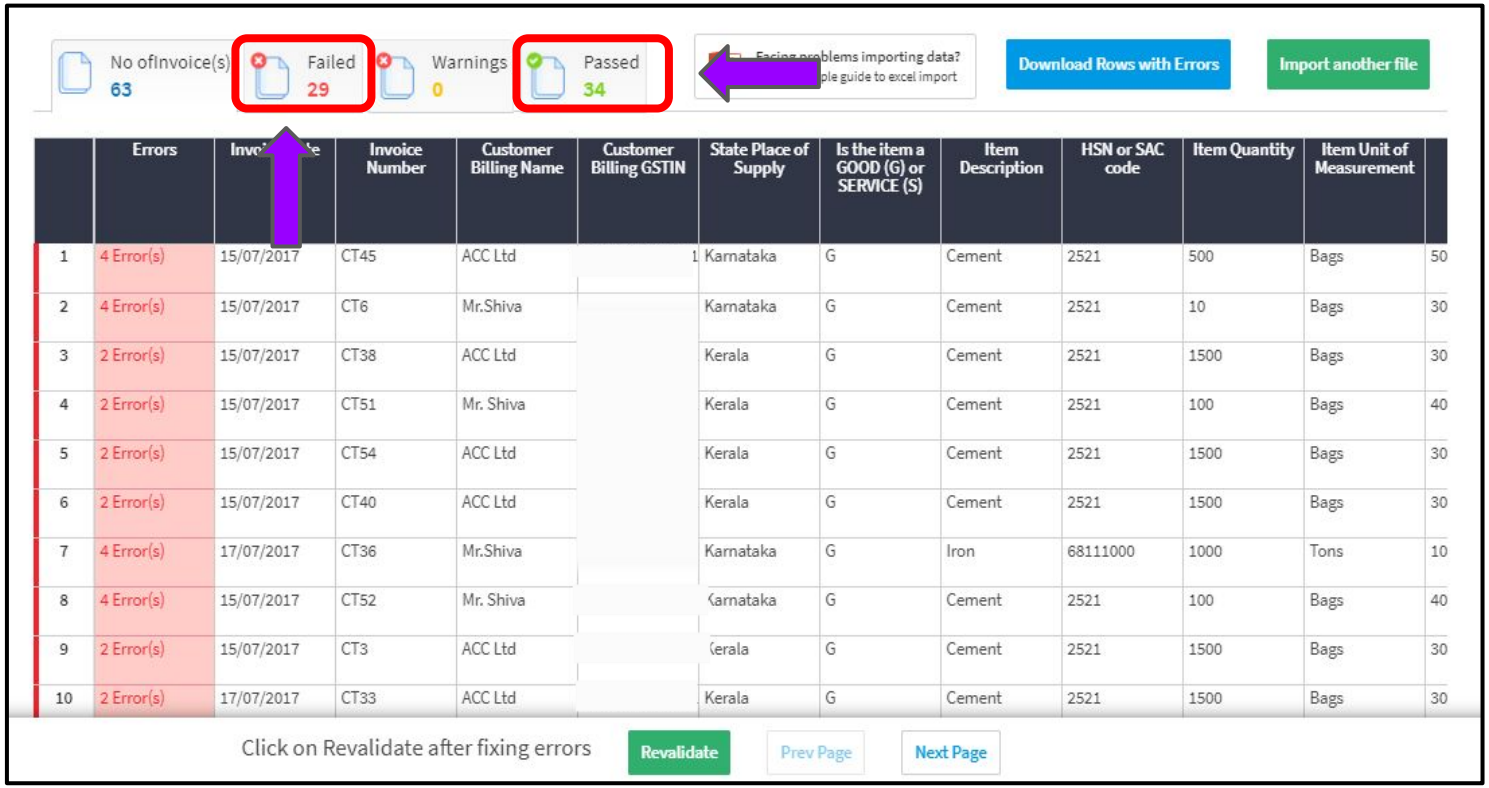
Select the **‘Return Period’** → Select ‘**ClearTax Template’** → Click on **‘Select file from Computer’** to upload the excel file.



Uploading may take some time. Upload time depends on the size of the file.

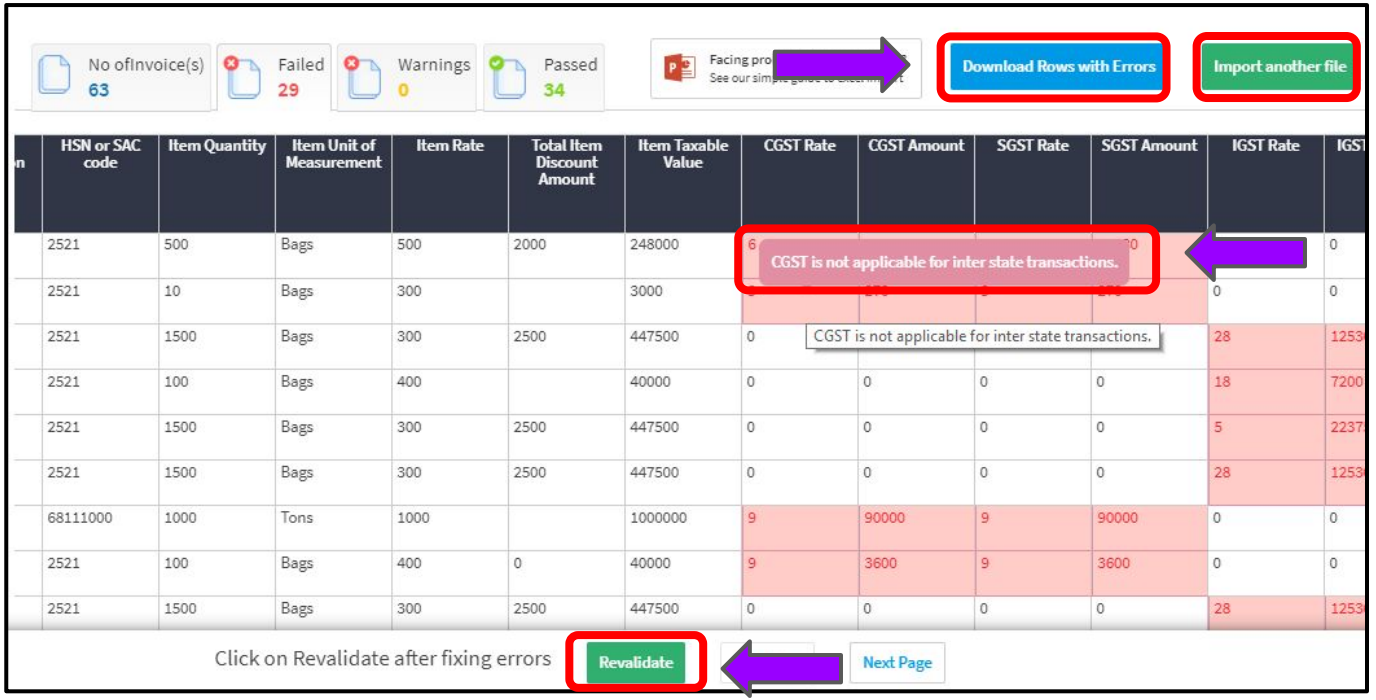


Once the file is uploaded it will show the invoices which have been **Passed, Failed(validation Errors)** or under **Warnings.** Click on the **'Errors'** to view them.

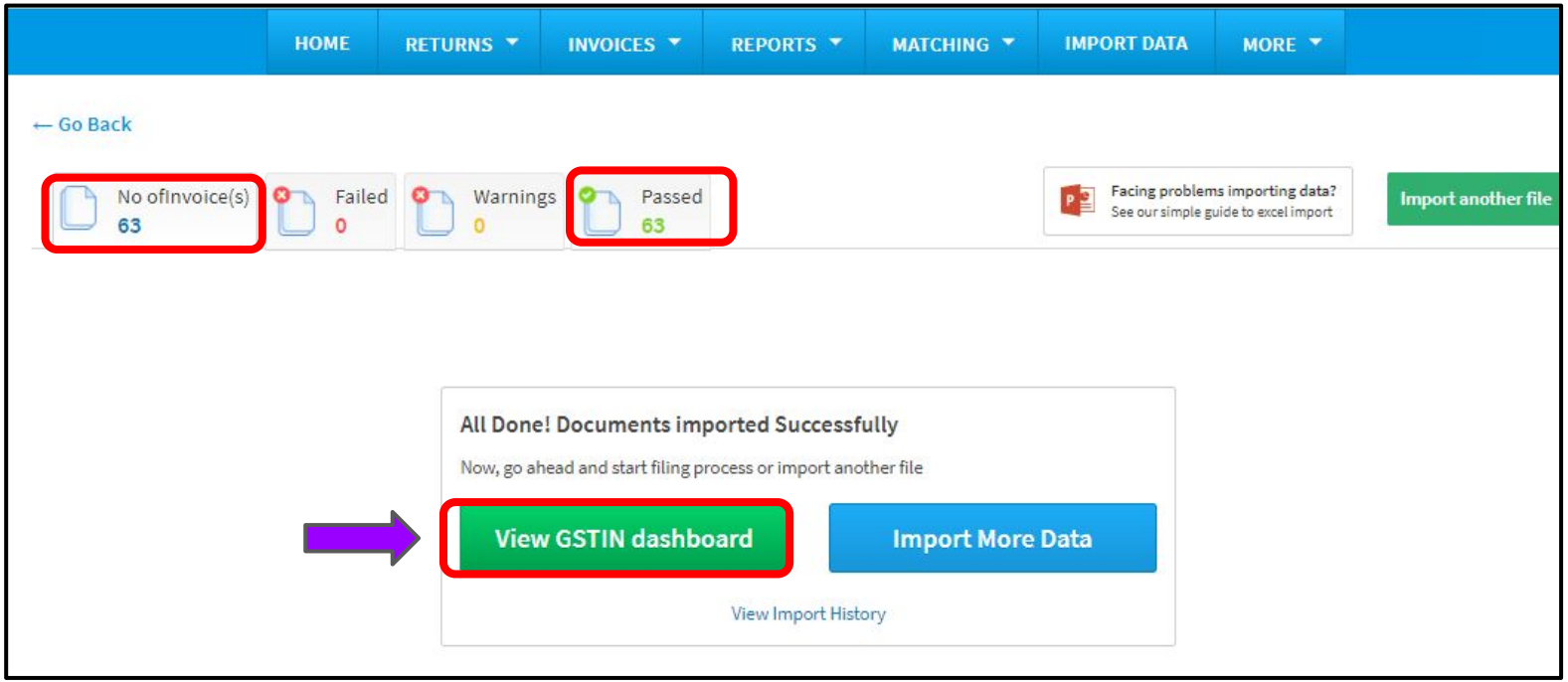


	Errors	Invoice Number	Customer Billing Name	Customer Billing GSTIN	State Place of Supply	Is the item a GOOD (G) or SERVICE (S)	Item Description	HSN or SAC code	Item Quantity	Item Unit of Measurement	
1	4 Error(s)	15/07/2017	CT45	ACC Ltd		Karnataka	G	Cement	2521	500	Bags	50
2	4 Error(s)	15/07/2017	CT6	Mr.Shiva		Karnataka	G	Cement	2521	10	Bags	30
3	2 Error(s)	15/07/2017	CT38	ACC Ltd		Kerala	G	Cement	2521	1500	Bags	30
4	2 Error(s)	15/07/2017	CT51	Mr. Shiva		Kerala	G	Cement	2521	100	Bags	40
5	2 Error(s)	15/07/2017	CT54	ACC Ltd		Kerala	G	Cement	2521	1500	Bags	30
6	2 Error(s)	15/07/2017	CT40	ACC Ltd		Kerala	G	Cement	2521	1500	Bags	30
7	4 Error(s)	17/07/2017	CT36	Mr.Shiva		Karnataka	G	Iron	68111000	1000	Tons	10
8	4 Error(s)	15/07/2017	CT52	Mr. Shiva		Karnataka	G	Cement	2521	100	Bags	40
9	2 Error(s)	15/07/2017	CT3	ACC Ltd		Kerala	G	Cement	2521	1500	Bags	30
10	2 Error(s)	17/07/2017	CT33	ACC Ltd		Kerala	G	Cement	2521	1500	Bags	30

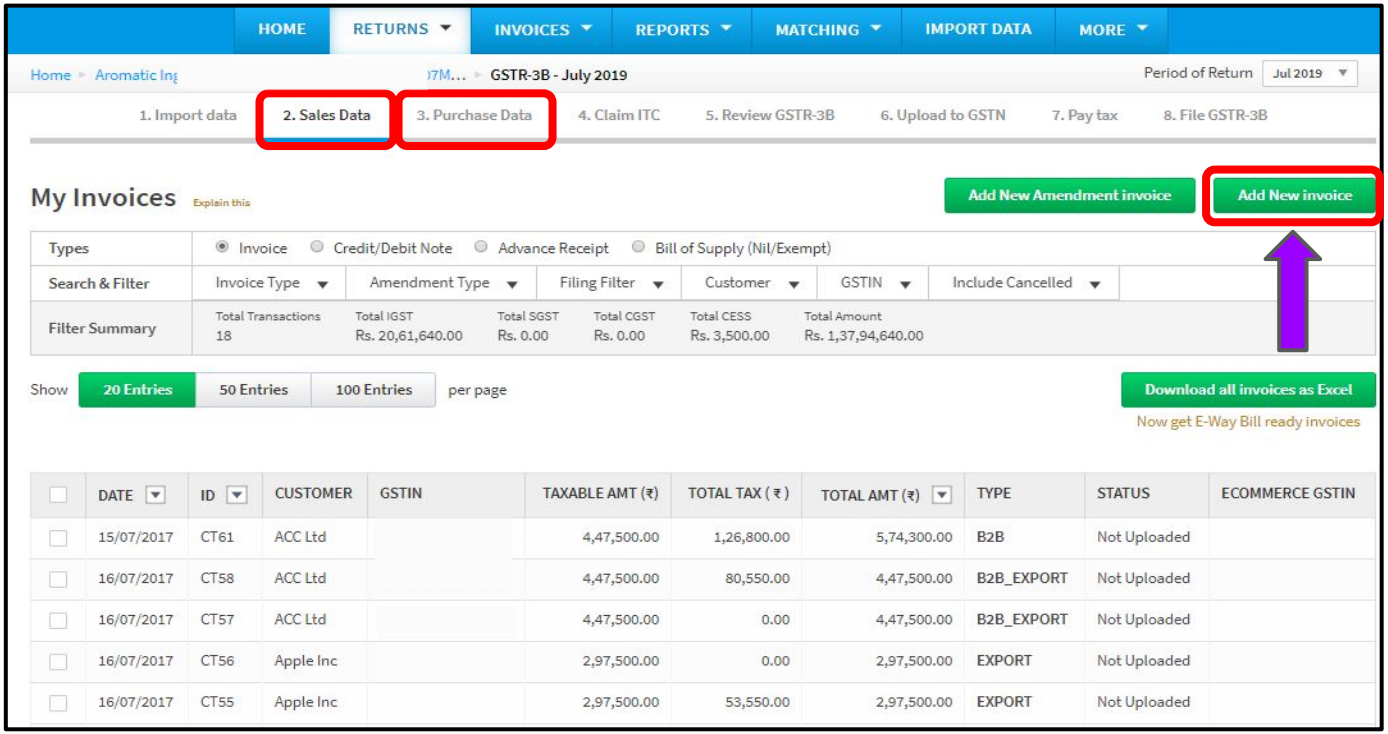
You can rectify the errors by clicking the boxes which show the errors. You can also download the failed invoices that are showing the errors, by clicking on the **‘Download rows with errors’** and rectify the errors.



Once the errors are rectified click on **‘Revalidate’.** When all the invoices are imported successfully click on **‘View GSTIN dashboard’** to review the invoices.



Click on the **‘Sales Data’** or **‘Purchase Data’** tab to view & edit the imported invoices. You can also add new invoices by clicking on the **‘Add new invoice’** button.



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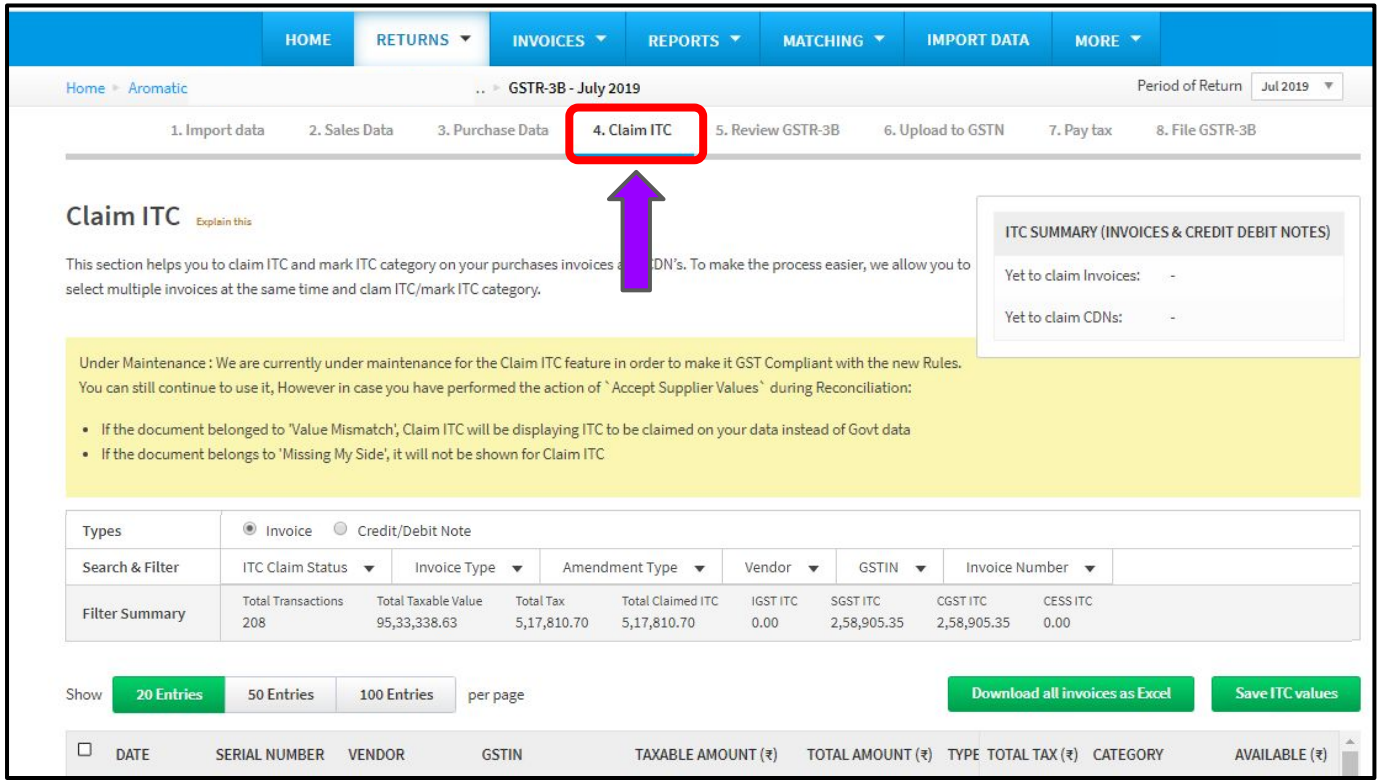
Under the **‘Claim ITC’** tab you can view all the ITC related details. Other ITC values can also be added if required.



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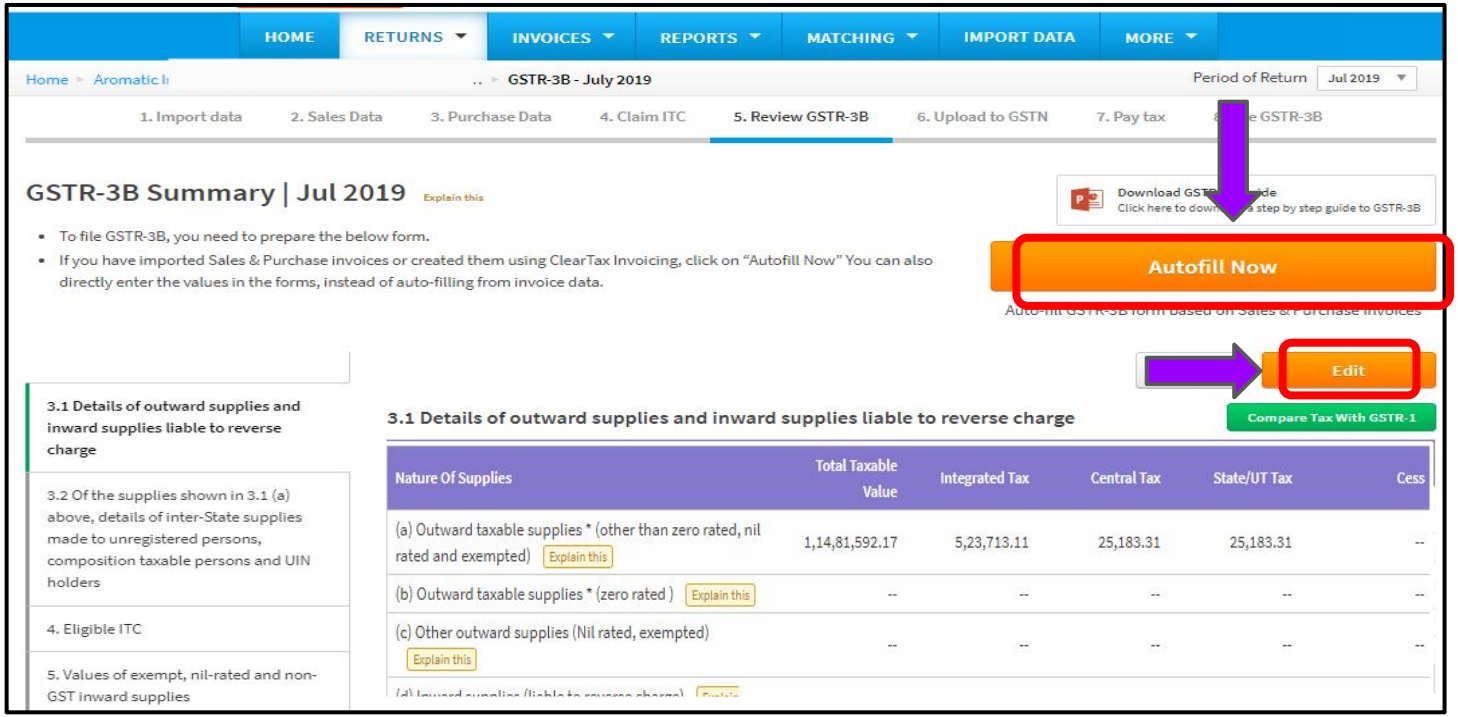
You can now compute the GSTR-3B summary based on the imported Sales & Purchase invoices. Click on the **‘Autofill Now’** button to auto-compute GSTR-3B. You can also edit the details by clicking on the **‘Edit’** button.



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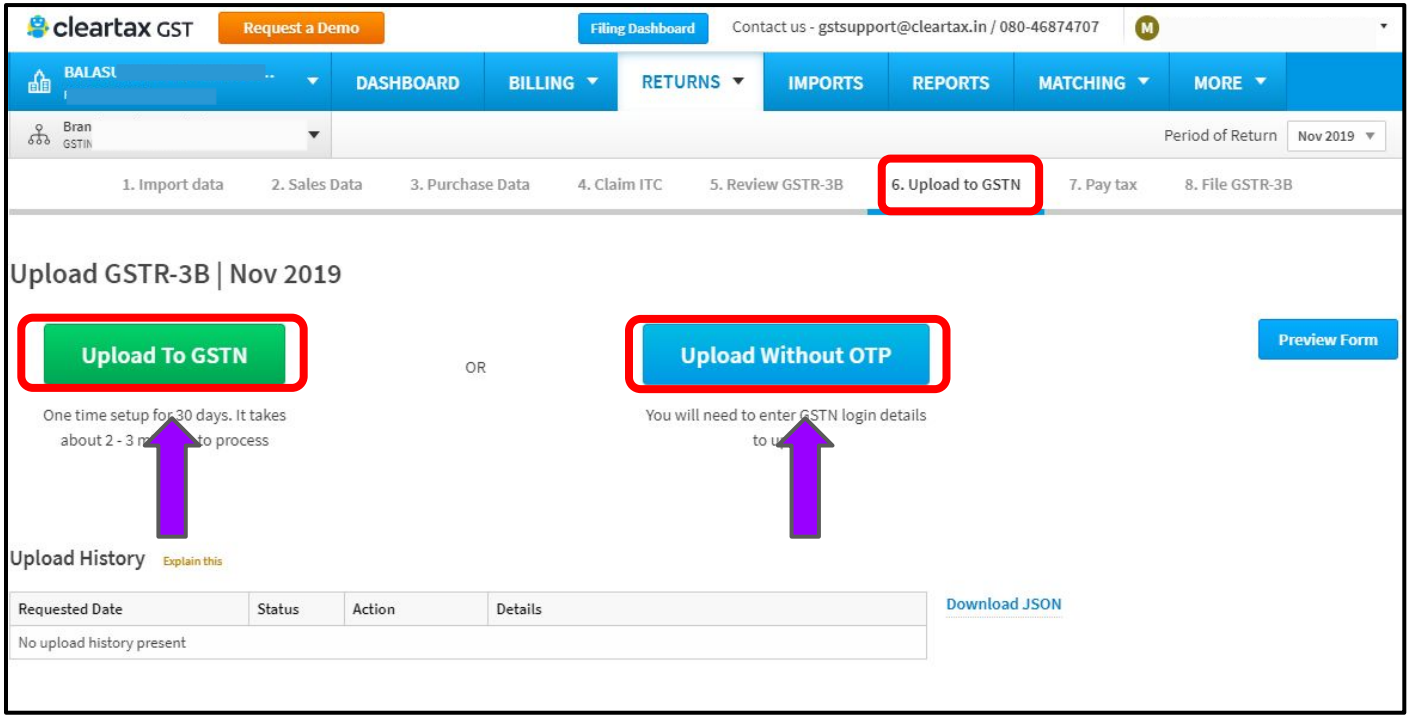
Note: A new sub-rule (4) under rule 36 of the CGST Rules, 2017, stating that provisional credit can be hereafter claimed in the GSTR-3B only to the extent of 20% of eligible ITC reflected in the GSTR-2A.

Follow the steps in the guide to compute Provisional ITC using ClearTax.

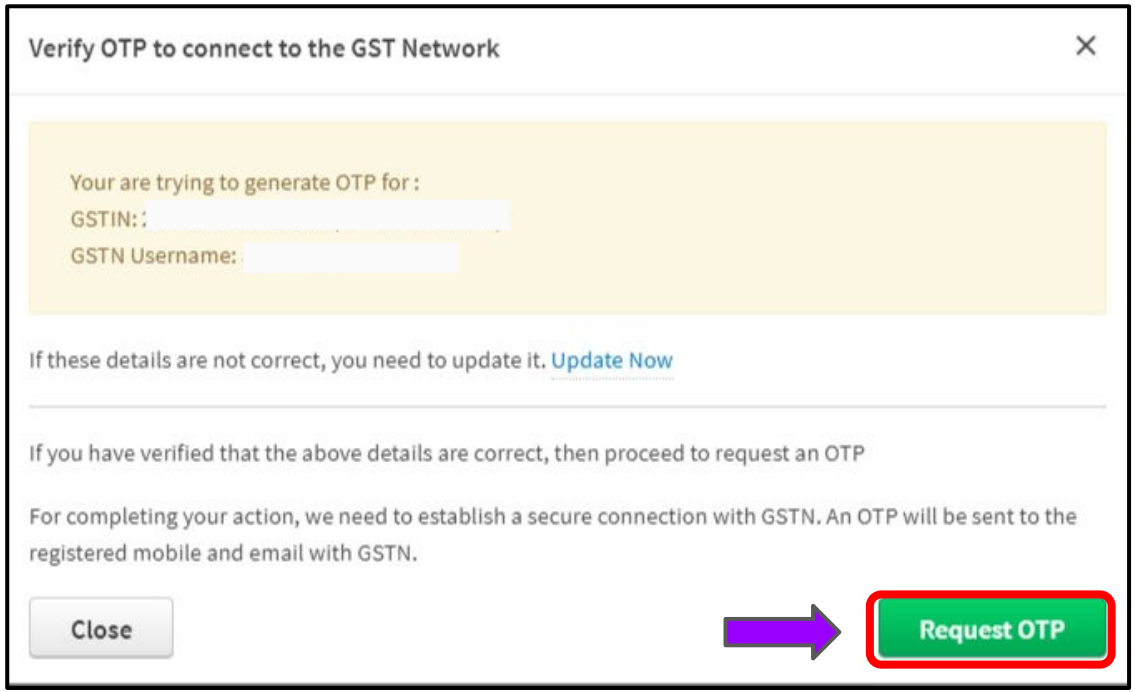
Under the **‘Upload to GSTN’** tab, there are **2 ways** to upload the data:

- **Upload with OTP**
- **Upload without OTP**

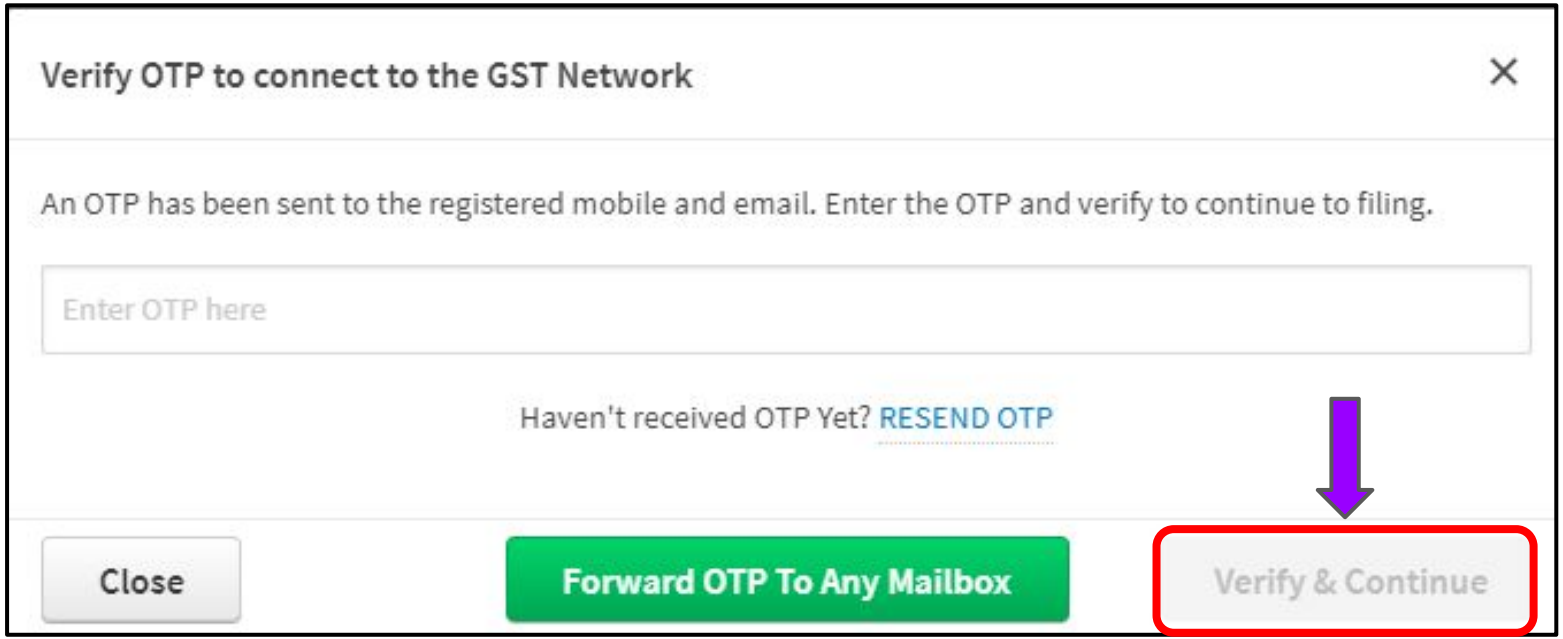


Upload Data (With OTP)

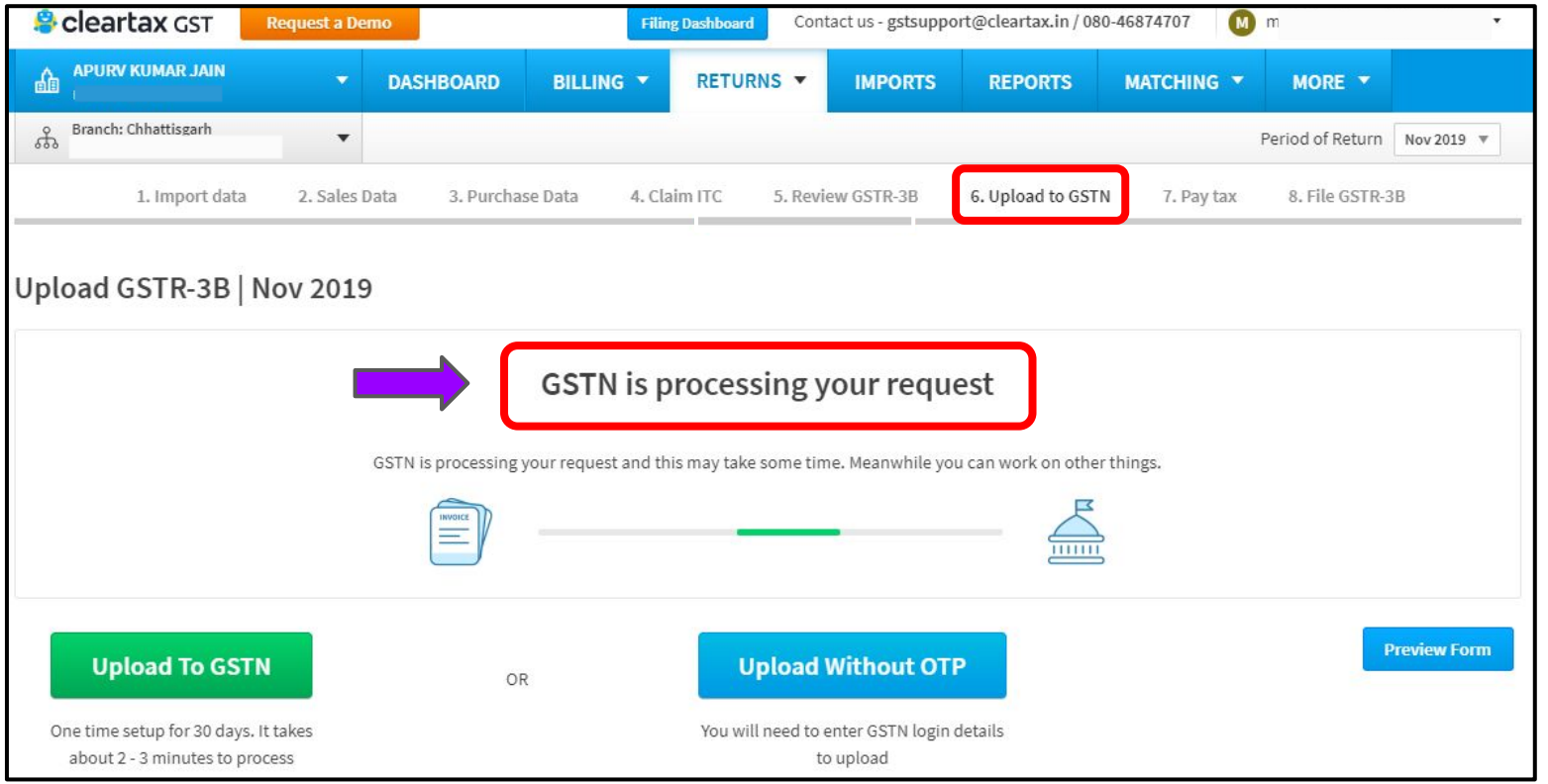
Under the **‘Upload to GSTN’** tab → Click on the **‘Upload to GSTN’** button to upload data on the Government Portal (**with OTP**). Verify OTP to connect to the GST Network by clicking on **‘Request OTP’** button.



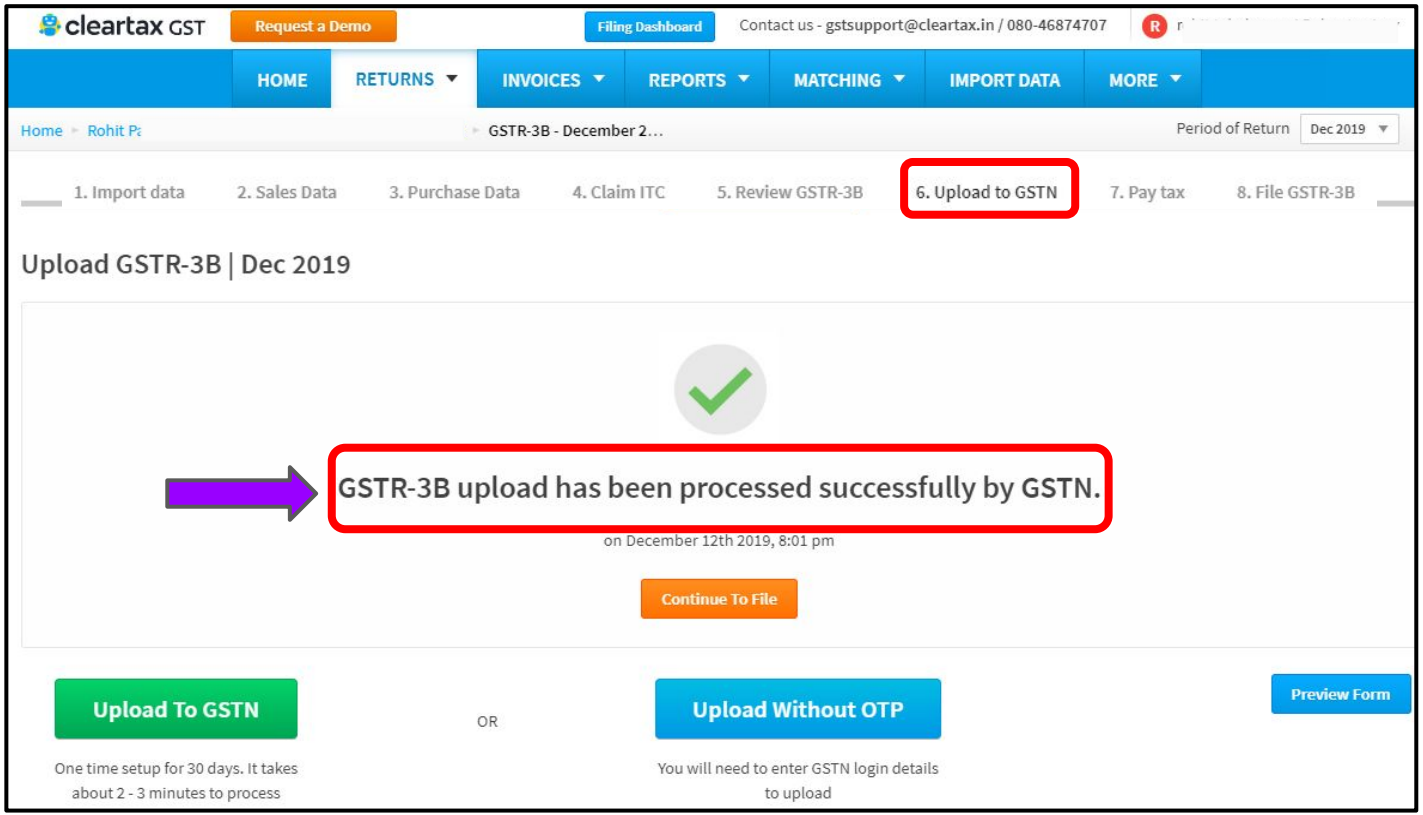
Enter the OTP sent to your registered mobile number & email & click on **'Verify & Continue'** button.



ClearTax helps you upload the data on the GSTN Portal

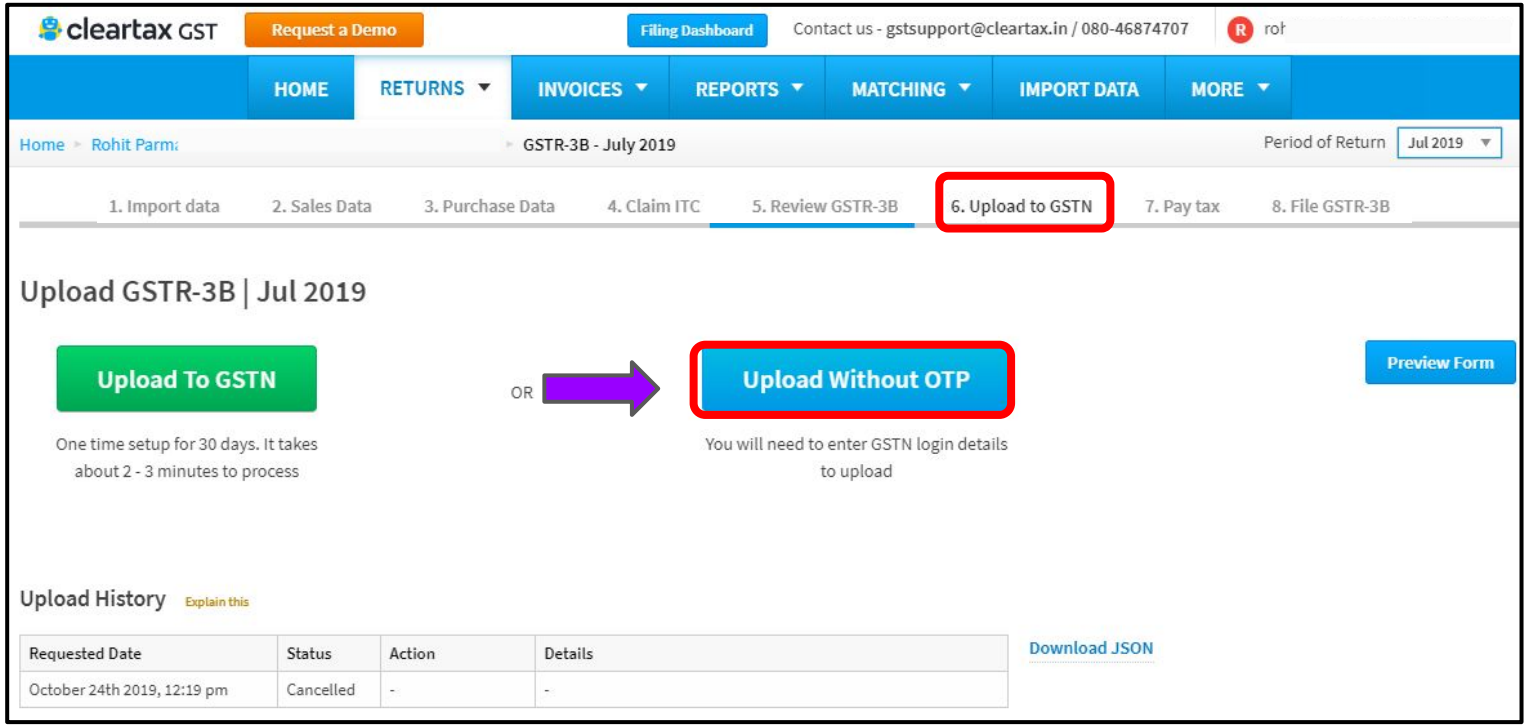


Your GSTR-3B upload has been successfully processed by GSTN

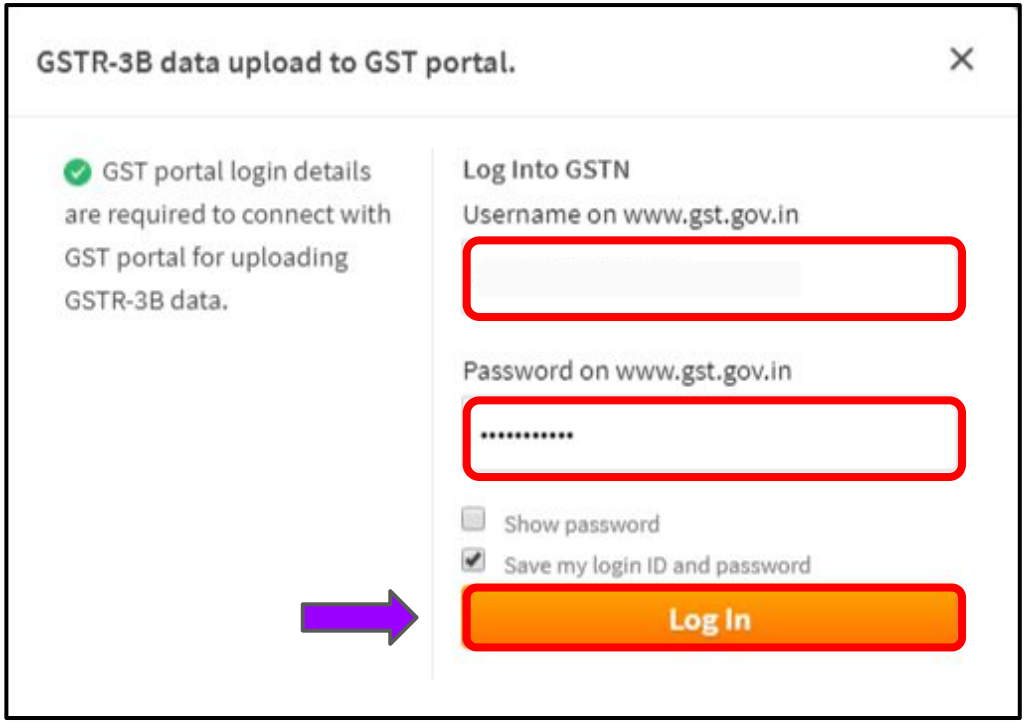


Upload Data (Without OTP)

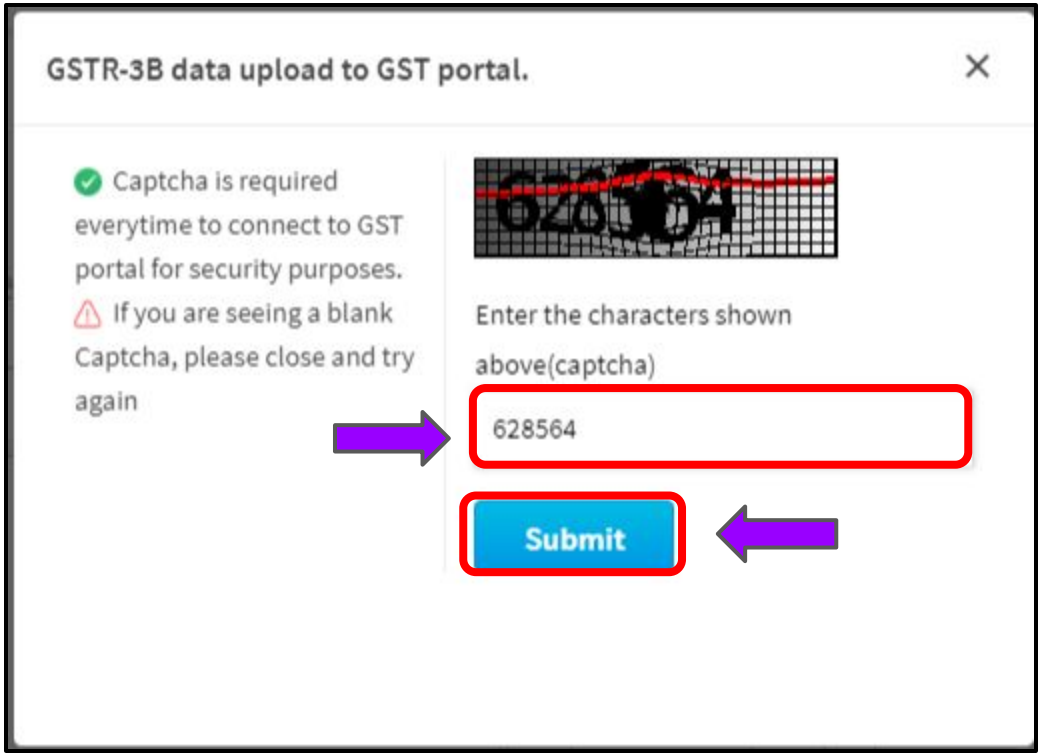
To upload the data on the Government Portal **without OTP**, click on the **'Upload without OTP'** button under the **'Upload to GSTN'** tab



Enter the **GSTN credentials** → Click on **‘Save my login ID and password’** to save the credentials for future → Click on **‘Login’** to proceed

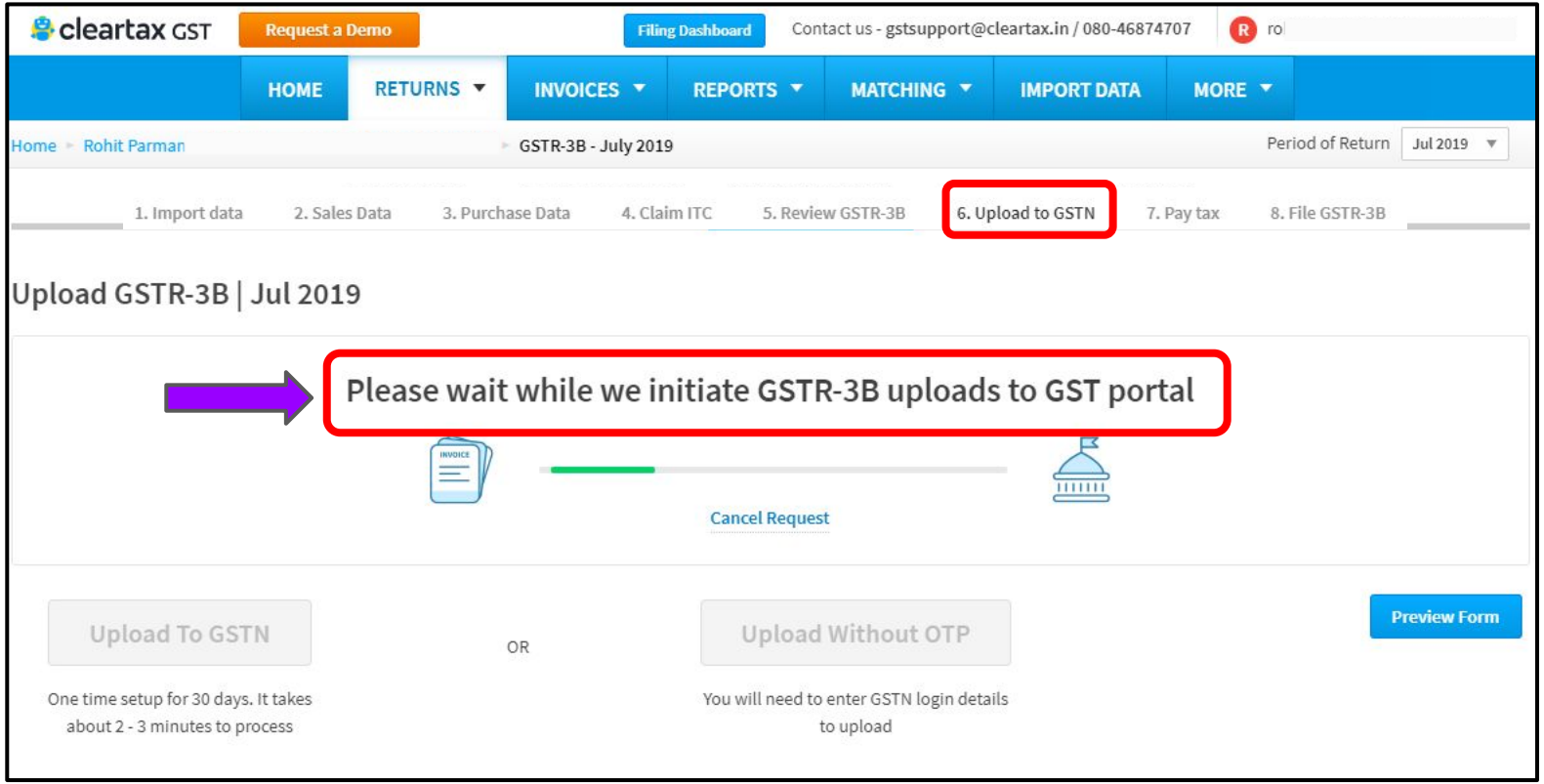


Enter the **Captcha** → Click on **‘Submit’** button

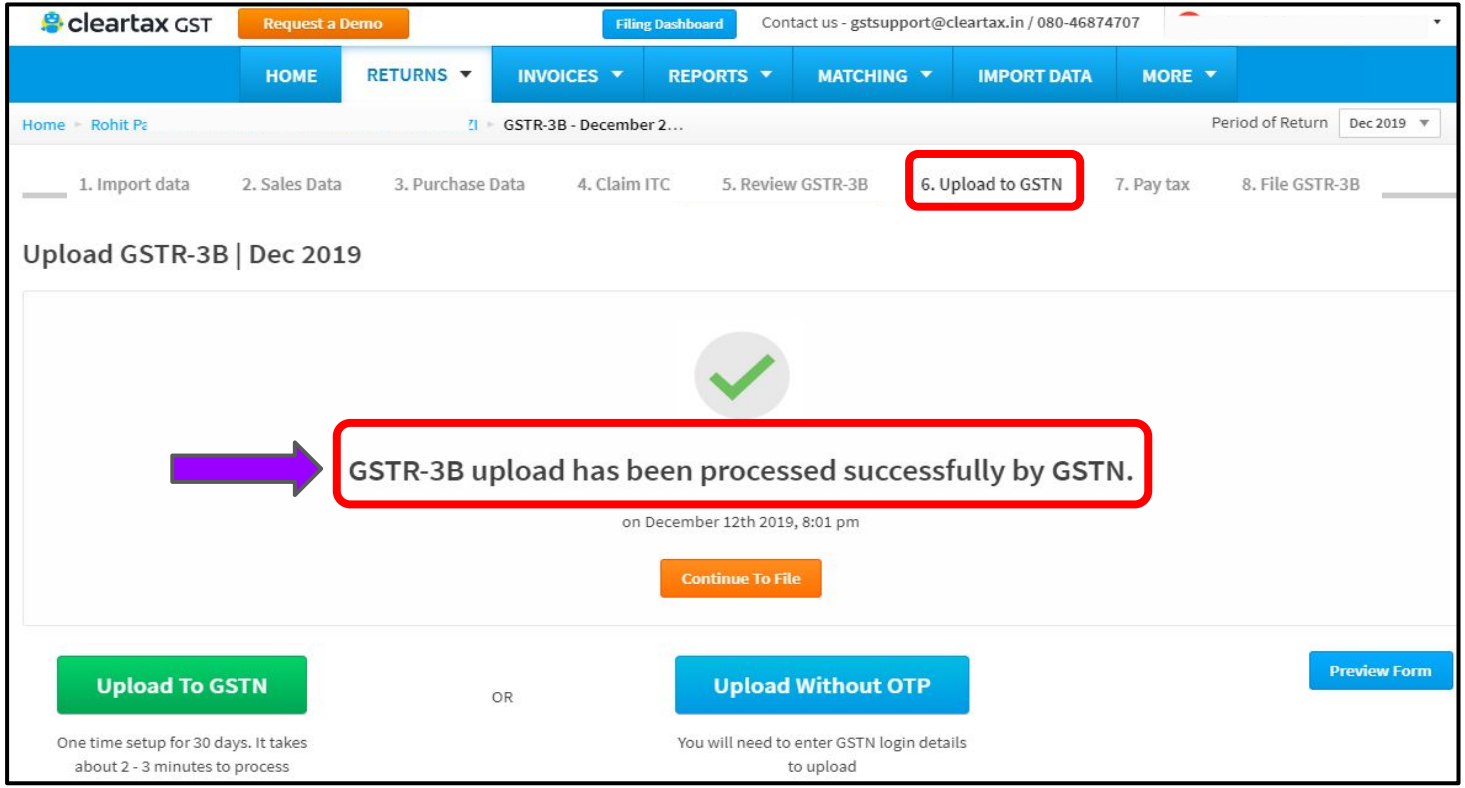


ClearTax will help upload the GSTR-3B data to the GST portal

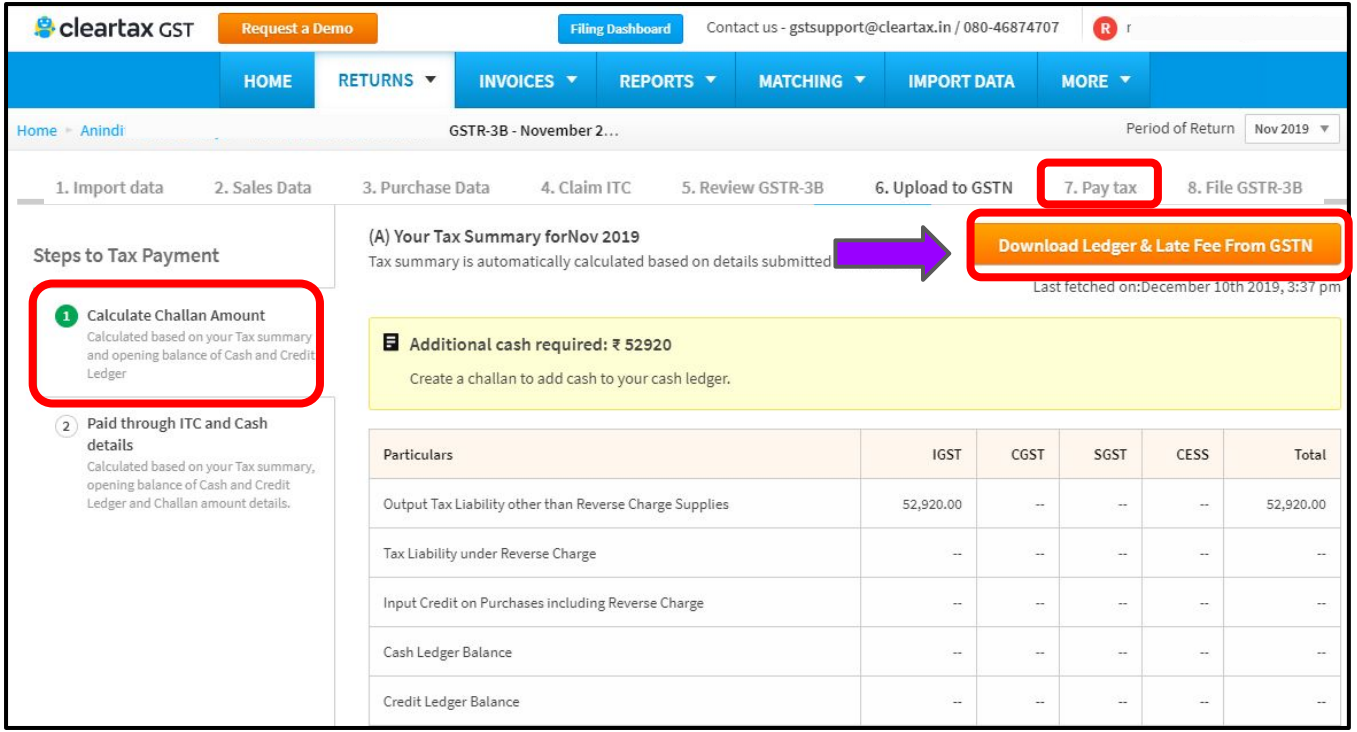
Uploading may take some time. Upload time depends on the size of the file.



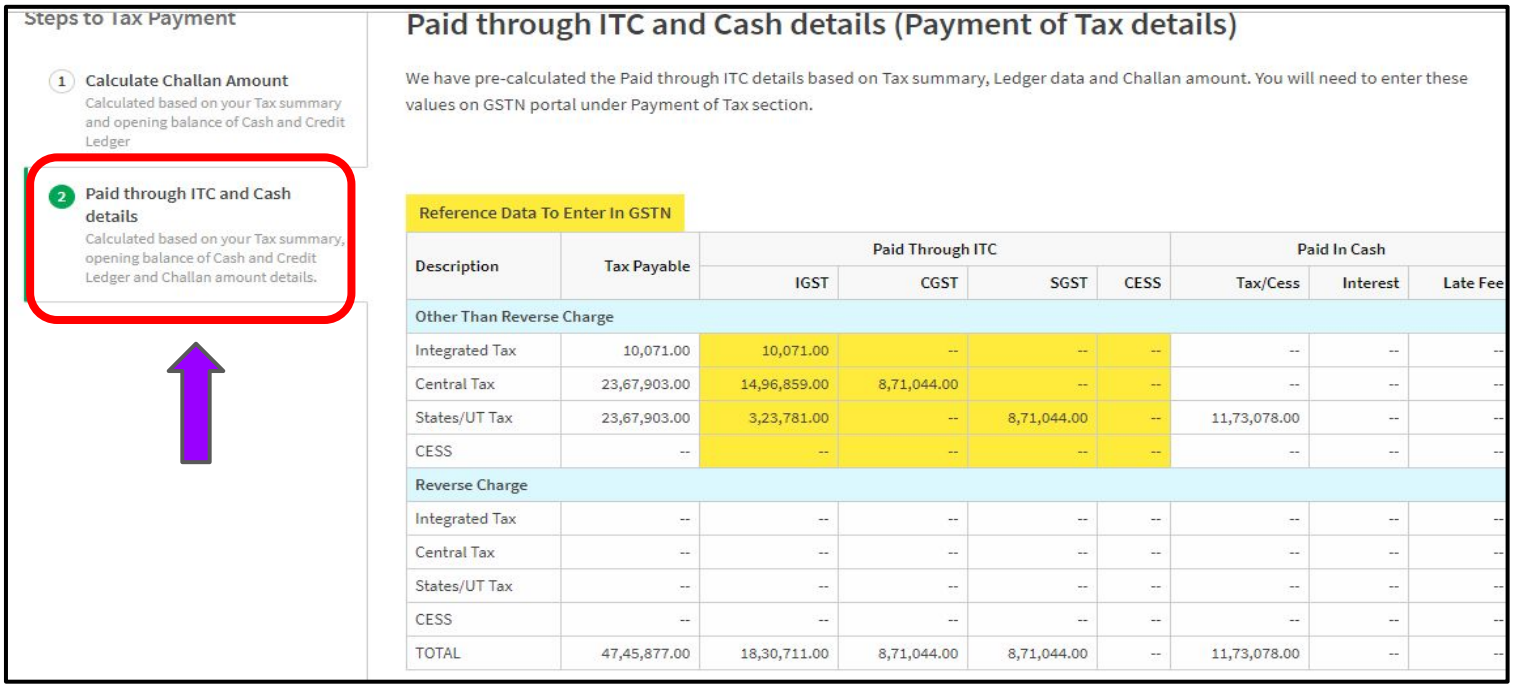
Your GSTR-3B upload has been successfully processed by GSTN



Once the data is uploaded on the Government Portal, under the **'Pay Tax'** tab check if any tax is payable. Follow the guide to create & pay the **challan**. Click on **'Download Ledger & Late fee from GSTN'** button to download the ledger & late fee details



In case you want to review the set-off of input of credit against output tax liability, click on **‘Paid through ITC and Cash Details’** tab.



Steps to Tax Payment

1. Calculate Challan Amount
   Calculated based on your Tax summary and opening balance of Cash and Credit Ledger
2. Paid through ITC and Cash details
   Calculated based on your Tax summary, opening balance of Cash and Credit Ledger and Challan amount details.

Paid through ITC and Cash details (Payment of Tax details)

We have pre-calculated the Paid through ITC details based on Tax summary, Ledger data and Challan amount. You will need to enter these values on GSTN portal under Payment of Tax section.

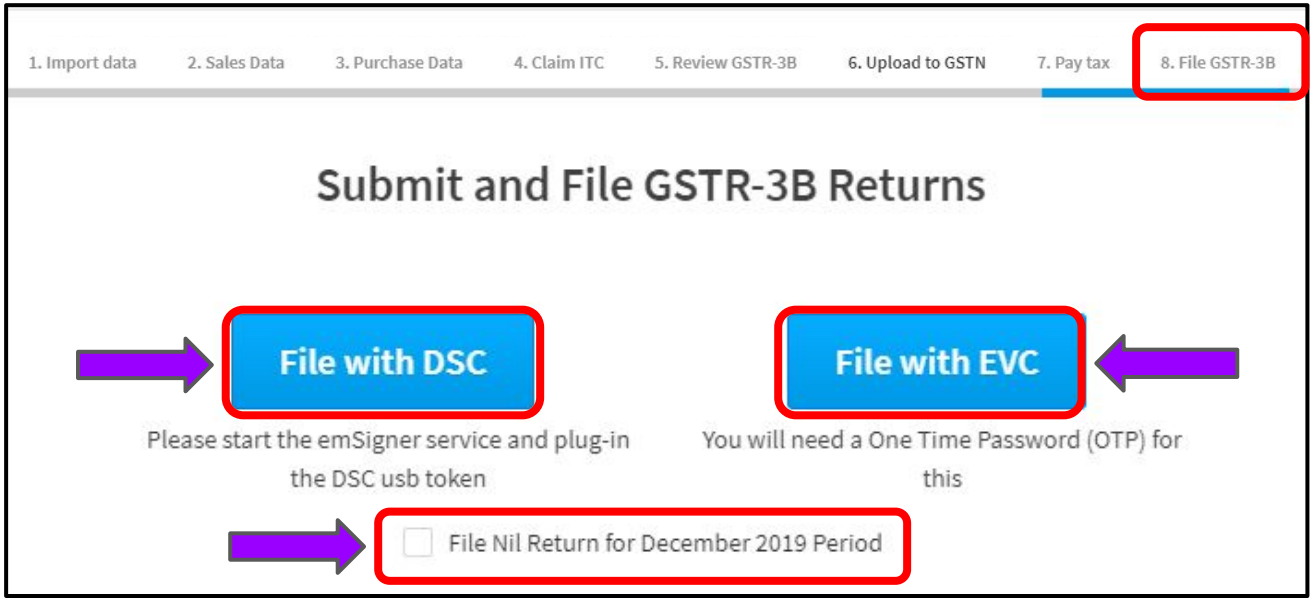
Reference Data To Enter In GSTN

Description	Tax Payable	Paid Through ITC				Paid In Cash		
		IGST	CGST	SGST	CESS	Tax/Cess	Interest	Late Fee
Other Than Reverse Charge								
Integrated Tax	10,071.00	10,071.00	--	--	--	--	--	--
Central Tax	23,67,903.00	14,96,859.00	8,71,044.00	--	--	--	--	--
States/UT Tax	23,67,903.00	3,23,781.00	--	8,71,044.00	--	11,73,078.00	--	--
CESS	--	--	--	--	--	--	--	--
Reverse Charge								
Integrated Tax	--	--	--	--	--	--	--	--
Central Tax	--	--	--	--	--	--	--	--
States/UT Tax	--	--	--	--	--	--	--	--
CESS	--	--	--	--	--	--	--	--
TOTAL	47,45,877.00	18,30,711.00	8,71,044.00	8,71,044.00	--	11,73,078.00	--	--

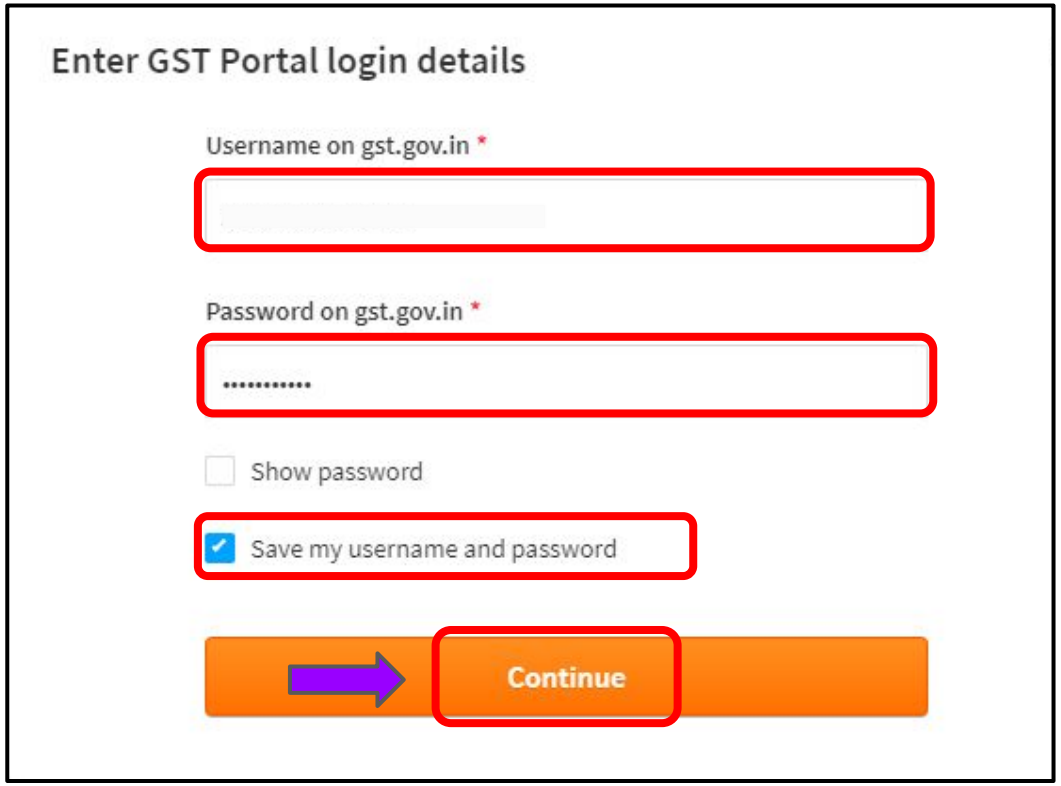
Under the **‘File GSTR-3B’** tab → You get **2 options** to Submit & File GSTR-3B Return

- File with DSC (You can file GSTR-3B using your DSC)
- File with EVC (File GSTR-3B using OTP)

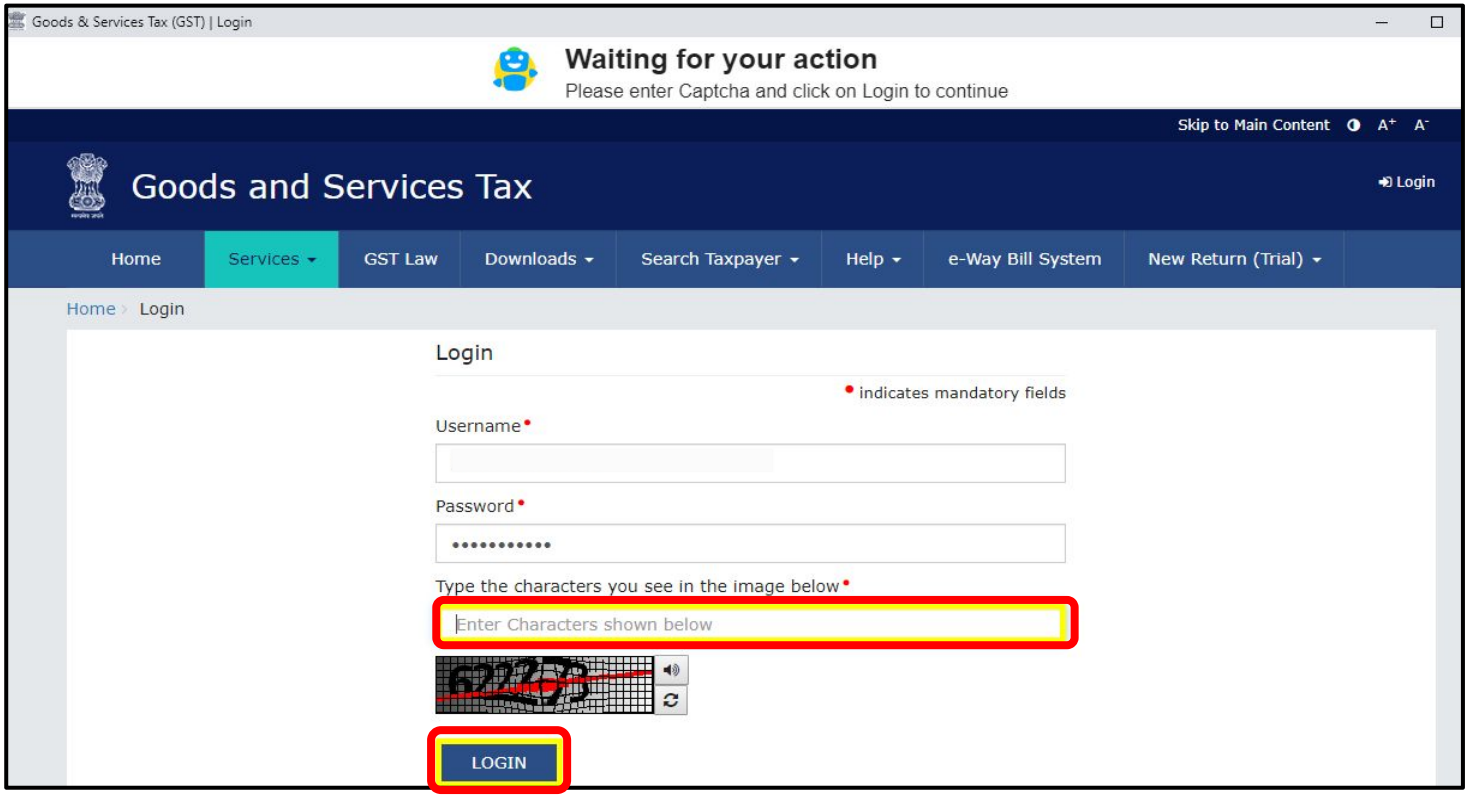
You can also File GSTR-3B NIL Return, select the box **‘File Nil Return for __ period’** & follow the guide



Enter the **GSTN credentials** → Click on **'Save my username and password'** to save the credentials for future → Click on **'Continue'** to proceed

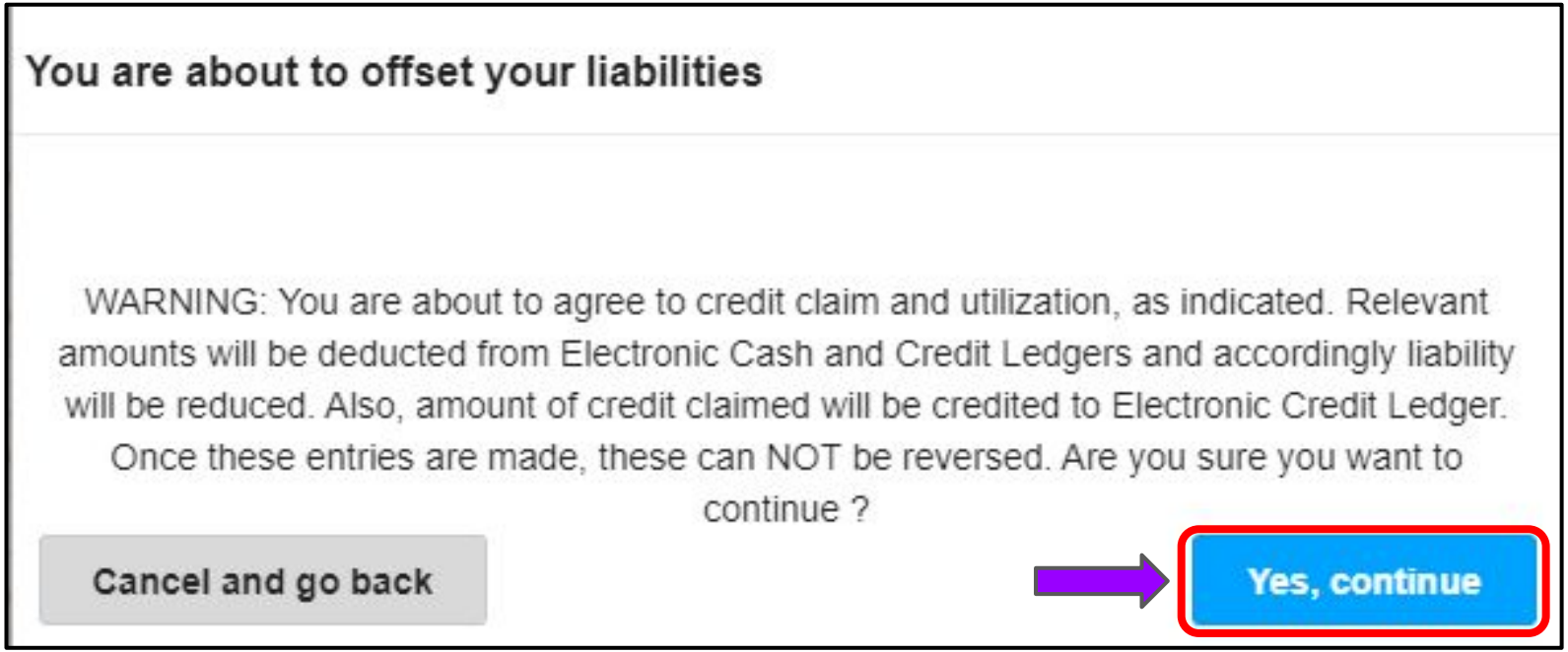


This will take you to the GST login page → Enter the **CAPTCHA** → Click on **'Login'** to proceed

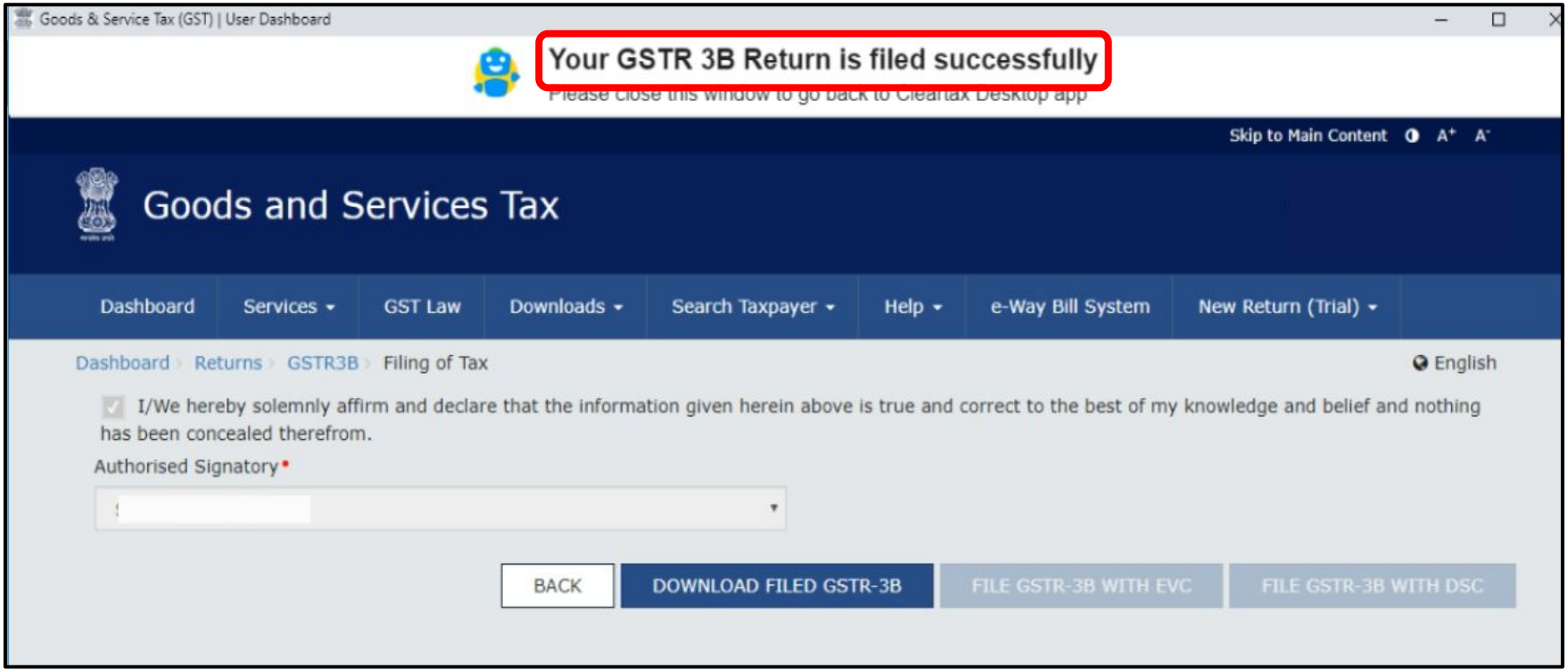


cleartax GST

ClearTax will automatically upload your **GSTR-3B details** on the GST Portal in a matter of seconds. Just click on the **'Yes, continue'** button to file your GSTR-3B Return.

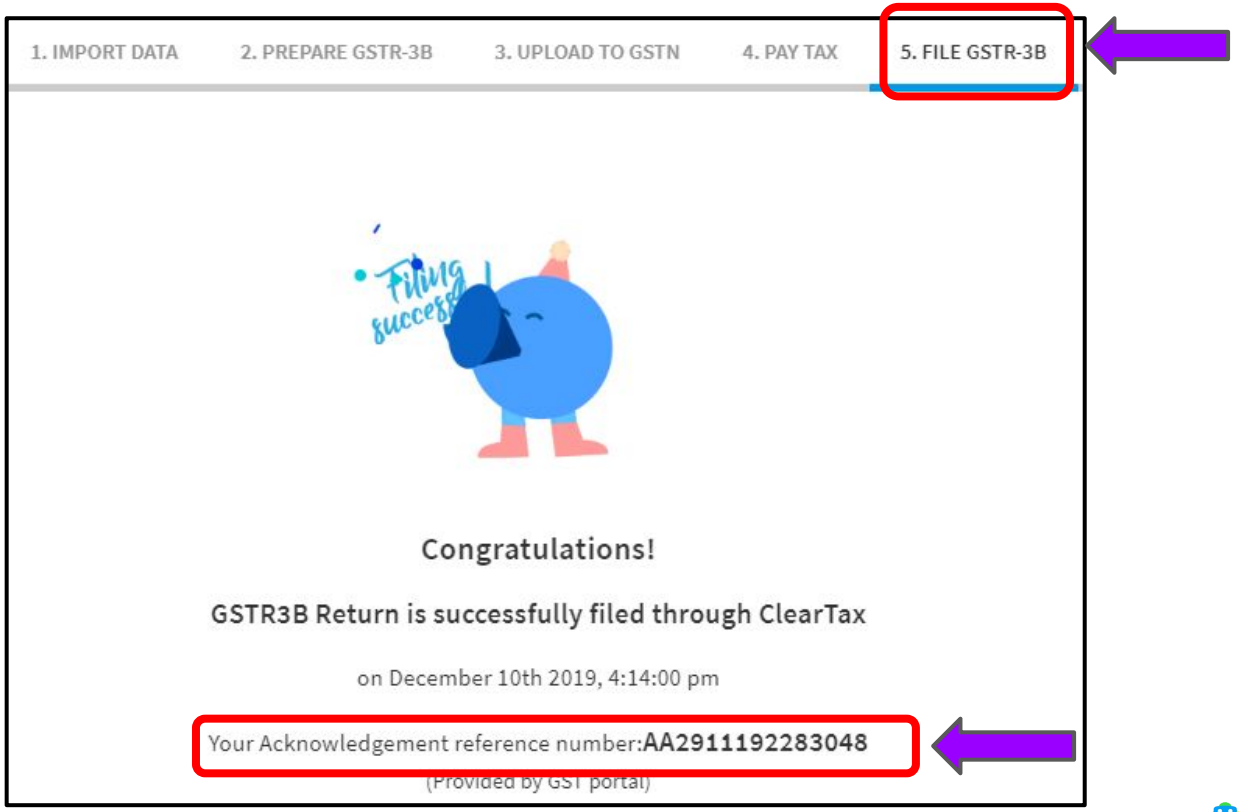


Your GSTR-3B return is now **filed successfully**.



cleartax GST

After successful filing, ClearTax will display the **ARN number** (provided by GST portal) in the Desktop app for your reference.



Now you can also file your **GSTR-3B Nil Return** through **ClearTax GST Desktop app**. Follow the guide to file your GSTR-3B Nil Returns now.

You can also look into the following **reports**:

- GSTR-3B vs GSTR-1 Tax Comparison Report
- GSTR-3B vs GSTR-2A ITC Comparison Report
- Multi-month GSTR-3B Filed Report

Thank You!

Login | **Follow**

For any queries, contact us:

Write to: gstsupport@cleartax.in or Call us on:080-67458707

We are happy to assist!