

# **GSTR-3B with** **cleartax GST**

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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**

The screenshot displays the ClearTax GST 'All Clients' dashboard. At the top, there's a navigation bar with 'HOME', 'INVITE CLIENTS', 'EXPLORE FEATURES', 'WHAT'S NEW', 'HELP & SUPPORT', and 'MORE'. Below this, the 'All Clients' section shows 'Total Businesses: 2' and 'Total GSTINs: 2'. A search bar is present with the placeholder 'Start typing (Search by Business name, GSTIN name, GSTIN number)'. Two client entries are listed: '1. Clearsharp' and '2. CLEARSHAR'. Each entry has a 'Get Filing Status' button and a 'Filing Status' table. The 'Download now' button in the 'Clearsharp' entry is highlighted with a red box, and a purple arrow points to it from the right. On the right side, there's a 'Cleartax GST Desktop App!' section with three bullet points: 'Submit and File with DSC or EVC', 'Download or Upload data without OTP', and 'Fetch data from Tally in single click'. Below this, there's a 'Download now' button, which is the same one highlighted in the client entry. At the bottom right, there's another section with two bullet points: 'Single-click 2A download for the entire year' and 'Advance Matching of all documents across'.

cleartax GST Request a Demo Filing Dashboard Contact us - gstsupport@cleartax.in / 080-67458707

HOME INVITE CLIENTS EXPLORE FEATURES WHAT'S NEW HELP & SUPPORT MORE

All Clients Add Clients

Total Businesses: 2  
Total GSTINs: 2

Start typing (Search by Business name, GSTIN name, GSTIN number)

1. Clearsharp Invite this Client REGULAR MONTHLY

Karnataka File GSTR-9 Returns Invoices Reports

Get Filing Status

Filing Status: GSTR-1 SEP OCT GSTR-3B SEP OCT GSTR-9 2017-18

+ ADD ANOTHER BRANCH/ GSTIN/ STATE

2. CLEARSHAR Invite this Client REGULAR MONTHLY

Delhi (G File GSTR-9 Returns Invoices Reports

Get Filing Status

Filing Status: GSTR-1 SEP OCT GSTR-3B SEP OCT GSTR-9 2017-18

+ ADD ANOTHER BRANCH/ GSTIN/ STATE

Cleartax GST Desktop App!

- ✓ Submit and File with DSC or EVC
- ✓ Download or Upload data without OTP
- ✓ Fetch data from Tally in single click

Download now

Single-click 2A download for the entire year

Advance Matching of all documents across

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

The screenshot displays the ClearTax GST Desktop app interface. At the top, there's a navigation bar with the ClearTax GST logo, a 'Request a Demo' button, a 'Filing Dashboard' button, and contact information. Below this is a secondary navigation bar with 'HOME', 'EXPLORE FEATURES', and 'WHAT'S NEW'. The main section is titled 'All Businesses' and shows 'Total Businesses: 1' and 'Total GSTINs: 1'. A list of businesses is shown, with the first one being 'Den'. A purple arrow points from the 'Returns' tab in the top navigation bar to the 'Returns' dropdown menu in the business details section. The 'Returns' dropdown menu is open, showing options: 'All GST Returns', 'GSTR-1', 'GSTR-3B', 'NIL Returns', and 'GSTR-9'. A red box highlights the 'GSTR-3B' option, and a purple arrow points to it. The 'GSTR-3B' option is described as 'Prepare, Upload and File GSTR-3B Return'. The 'NIL Returns' option is marked as 'New' and described as 'File Nil Returns for GSTR-1 and GSTR-3B'. The 'GSTR-9' option is described as 'Prepare and File GSTR-9 Annual Return'.

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Filing Dashboard

Contact us - gstsupport@clear tax.in / 080-468

HOME EXPLORE FEATURES WHAT'S NEW

All Businesses + Add Another Business

Total Businesses: 1  
Total GSTINs: 1

1. Den

REGULAR MONTHLY

GSTIN for d

Get Filing Status

+ ADD ANOTHER BRANCH/ GSTIN/ STATE

Filing Status: GSTR-1

Returns Invoices Reports

All GST Returns  
See all GST Return forms

GSTR-1  
Prepare, Upload and File GSTR-1 Return

GSTR-3B  
Prepare, Upload and File GSTR-3B Return

NIL Returns New  
File Nil Returns for GSTR-1 and GSTR-3B

GSTR-9  
Prepare and File GSTR-9 Annual Return

File NIL Returns in 30 seconds!

- File using DSC or EVC.
- Single click filing 3X faster than an

Download Desktop App Now

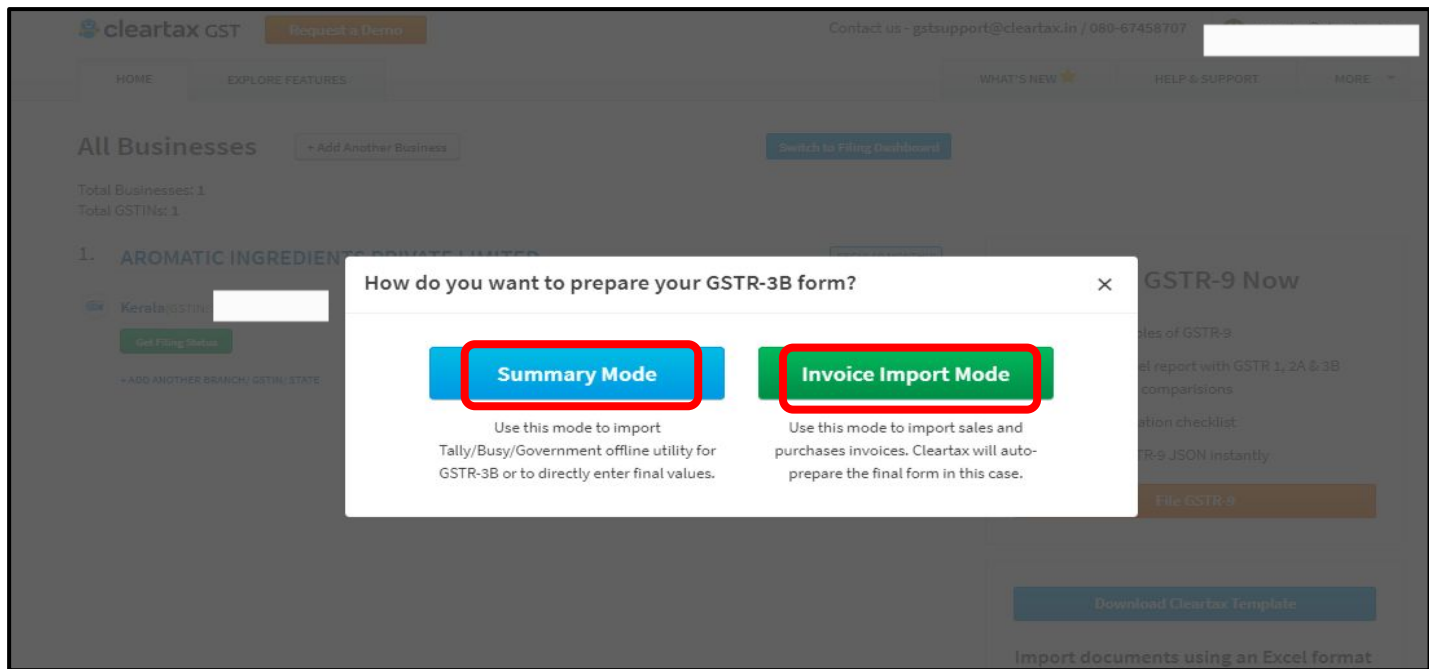
Guide to File NIL Returns

ClearTax GST Desktop

- Submit and File with DSC or EVC
- Download or Upload data without

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.

HOME RETURNS INVOICES REPORTS MATCHING IMPORT DATA MORE

Home > Aromi > GSTR-3B - August 2019

1. IMPORT DATA 2. PREPARE GSTR-3B 3. UPLOAD TO GSTN 4. PAY TAX 5. FILE GSTR-3B

### Import data

Enter or import data into Cleartax and we will automatically prepare your GSTR 3B

Manually enter summary data into Cleartax **Enter Summary Data**

☒ Use Government/Tally 3B Excel Upload Excel

Use Government/Tally 3B JSON Upload JSON

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

HOME

RETURNS

INVOICES

REPORTS

MATCHING

IMPORT DATA

MORE

Home

GSTR-3B - August 2019

Period of Return

Aug 2019

1. IMPORT DATA

2. PREPARE GSTR-3B

3. UPLOAD TO GSTN

4. PAY TAX

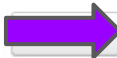
5. FILE GSTR-3B

## GSTR-3B Summary | Aug 2019

[Explain this](#)

To file GSTR-3B, you need to prepare the below form.

Download GSTR-3B Guide  
Click here to download a step by step guide to GSTR-3B



Edit

Compare Tax With GSTR-1

3.1 Details of outward supplies and inward supplies liable to reverse charge

3.2 Of the supplies shown in 3.1 (a) above, details of inter-State supplies made to unregistered persons, composition taxable persons and UIN holders

4. Eligible ITC

5. Values of exempt, nil-rated and non-GST inward supplies

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
(a) Outward taxable supplies * (other than zero rated, nil rated and exempted) <a href="#">Explain this</a>	2,63,42,023.77	10,070.87	23,67,902.93	23,67,902.93	--
(b) Outward taxable supplies * (zero rated) <a href="#">Explain this</a>	--	--	--	--	--
(c) Other outward supplies (Nil rated, exempted) <a href="#">Explain this</a>	--	--	--	--	--
(d) Inward supplies (liable to reverse charge) <a href="#">Explain this</a>	--	--	--	--	--
(e) Non-GST outward supplies <a href="#">Explain this</a>	--	--	--	--	--
Total of Taxable supplies	2,63,42,023.77	10,070.87	23,67,902.93	23,67,902.93	--

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

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

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HOME RETURNS INVOICES REPORTS MATCHING IMPORT DATA MORE

Home > GSTR-3B - July 2019 Period of Return Jul 2019

1. IMPORT DATA 2. PREPARE GSTR-3B 3. UPLOAD TO GSTN 4. PAY TAX 5. FILE GSTR-3B

### Upload GSTR-3B | Jul 2019

**Upload To GSTN** OR **Upload Without OTP** [Preview Form](#)

One time setup for 30 days. It takes about 2 - 3 minutes to process

You will need to enter GSTN login details to upload

#### Upload History [Explain this](#)

Requested Date	Status	Action	Details
October 24th 2019, 12:19 pm	Cancelled	-	-

[Download JSON](#)



## 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.

Verify OTP to connect to the GST Network

Your are trying to generate OTP for :

GSTIN:  RH)


GSTN Username:

If these details are not correct, you need to update it. [Update Now](#)

If you have verified that the above details are correct, then proceed to request an OTP

For completing your action, we need to establish a secure connection with GSTN. An OTP will be sent to the registered mobile and email with GSTN.

Close



Request OTP

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

Verify OTP to connect to the GST Network

×

An OTP has been sent to the registered mobile and email. Enter the OTP and verify to continue to filing.

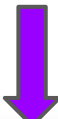
Enter OTP here

Haven't received OTP Yet? [RESEND OTP](#)

Close

Forward OTP To Any Mailbox

Verify & Continue



# ClearTax helps you upload the data on the GSTN Portal

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M ma

APURN

DASHBOARD

BILLING

RETURNS

IMPORTS

REPORTS

MATCHING

MORE

Branch: Chhattisgarh

Period of Return Nov 2019

1. IMPORT DATA

2. PREPARE GSTR-3B

3. UPLOAD TO GSTN

4. PAY TAX

5. FILE GSTR-3B

Upload GSTR-3B | Nov 2019

GSTN is processing your request

GSTN is processing your request and this may take some time. Meanwhile you can work on other things.

INVOICE

Upload To GSTN

OR

Upload Without OTP

Preview Form

One time setup for 30 days. It takes about 2 - 3 minutes to process

You will need to enter GSTN login details to upload

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

The screenshot displays the ClearTax GST Filing Dashboard. At the top, the navigation bar includes the ClearTax logo, a 'Request a Demo' button, a 'Filing Dashboard' button, and contact information. The main menu features tabs for HOME, RETURNS, INVOICES, REPORTS, MATCHING, IMPORT DATA, and MORE. The 'RETURNS' tab is active, showing a progress bar with five steps: 1. IMPORT DATA, 2. PREPARE GSTR-3B, 3. UPLOAD TO GSTN (highlighted with a red box), 4. PAY TAX, and 5. FILE GSTR-3B. Below the progress bar, the heading 'Upload GSTR-3B | Dec 2019' is visible. A large green checkmark icon is centered on the screen. A purple arrow points to a red-bordered box containing the text 'GSTR-3B upload has been processed successfully by GSTN.' Below this message, the timestamp 'on December 12th 2019, 8:01 pm' is shown, followed by a 'Continue To File' button. At the bottom, there are two main options: 'Upload To GSTN' (a green button) and 'Upload Without OTP' (a blue button), separated by the word 'OR'. A 'Preview Form' button is also present on the right. A note under 'Upload To GSTN' states: 'One time setup for 30 days. It takes about 2 - 3 minutes to process'. A note under 'Upload Without OTP' states: 'You will need to enter GSTN login details to upload'.


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HOME RETURNS INVOICES REPORTS MATCHING IMPORT DATA MORE

Home > f ial... GSTR-3B - December 2... Period of Return Dec 2019

1. IMPORT DATA 2. PREPARE GSTR-3B 3. UPLOAD TO GSTN 4. PAY TAX 5. FILE GSTR-3B

Upload GSTR-3B | Dec 2019



 **GSTR-3B upload has been processed successfully by GSTN.**

on December 12th 2019, 8:01 pm

[Continue To File](#)

[Upload To GSTN](#) OR [Upload Without OTP](#) [Preview Form](#)

One time setup for 30 days. It takes about 2 - 3 minutes to process

You will need to enter GSTN login details to upload

# 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

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HOME RETURNS INVOICES REPORTS MATCHING IMPORT DATA MORE

Home GSTR-3B - July 2019 Period of Return Jul 2019

1. IMPORT DATA 2. PRE 3. UPLOAD TO GSTN 4. PAY TAX 5. FILE GSTR-3B

### Upload GSTR-3B | Jul 2019

**Upload To GSTN** OR **Upload Without OTP** [Preview Form](#)

One time setup for 30 days. It takes about 2 - 3 minutes to process

You will need to enter GSTN login details to upload

#### Upload History [Explain this](#)

Requested Date	Status	Action	Details
October 24th 2019, 12:19 pm	Cancelled	-	-

[Download JSON](#)

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

GSTR-3B data upload to GST portal.

✔ GST portal login details are required to connect with GST portal for uploading GSTR-3B data.

Log Into GSTN

Username on www.gst.gov.in

Password on www.gst.gov.in

.....

☐ Show password

☒ Save my login ID and password


Log In

Enter the **Captcha** → Click on '**Submit**' button

GSTR-3B data upload to GST portal. ×

✓ Captcha is required everytime to connect to GST portal for security purposes.

⚠ If you are seeing a blank Captcha, please close and try again



Enter the characters shown above(captcha)

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.

The screenshot displays the ClearTax GST portal interface. At the top, there is a navigation bar with the ClearTax GST logo, a 'Request a Demo' button, a 'Filing Dashboard' button, and contact information. Below this is a secondary navigation bar with tabs for HOME, RETURNS, INVOICES, REPORTS, MATCHING, IMPORT DATA, and MORE. The main content area shows the 'GSTR-3B - July 2019' filing process. A progress bar indicates the current step is '3. UPLOAD TO GSTN'. A red box highlights a message: 'Please wait while we initiate GSTR-3B uploads to GST portal'. Below this message is a progress bar and a 'Cancel Request' button. At the bottom, there are two buttons: 'Upload To GSTN' and 'Upload Without OTP', with a 'Preview Form' button on the right. The 'Upload To GSTN' button has a note: 'One time setup for 30 days. It takes about 2 - 3 minutes to process'. The 'Upload Without OTP' button has a note: 'You will need to enter GSTN login details to upload'.

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HOME RETURNS INVOICES REPORTS MATCHING IMPORT DATA MORE

Home GSTR-3B - July 2019 Period of Return Jul 2019

1. IMPORT DATA 2. PREPARE GSTR-3B 3. UPLOAD TO GSTN 4. PAY TAX 5. FILE GSTR-3B

Upload GSTR-3B | Jul 2019

Please wait while we initiate GSTR-3B uploads to GST portal

INVOICE Cancel Request

Upload To GSTN OR Upload Without OTP Preview Form

One time setup for 30 days. It takes about 2 - 3 minutes to process

You will need to enter GSTN login details to upload

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

The screenshot displays the ClearTax GST web application interface. At the top, the navigation bar includes the ClearTax GST logo, a 'Request a Demo' button, a 'Filing Dashboard' button, and contact information. The main menu features tabs for HOME, RETURNS, INVOICES, REPORTS, MATCHING, IMPORT DATA, and MORE. The 'RETURNS' tab is active, showing a progress bar with five steps: 1. IMPORT DATA, 2. PREPARE GSTR-3B, 3. UPLOAD TO GSTN (highlighted with a red box), 4. PAY TAX, and 5. FILE GSTR-3B. Below the progress bar, the heading 'Upload GSTR-3B | Dec 2019' is visible. A large green checkmark icon is centered on the screen. A purple arrow points to a red-bordered box containing the text 'GSTR-3B upload has been processed successfully by GSTN.' Below this message, the timestamp 'on December 12th 2019, 8:01 pm' is displayed. An orange 'Continue To File' button is positioned below the timestamp. At the bottom, there are two main options: 'Upload To GSTN' (a green button) and 'Upload Without OTP' (a blue button), separated by the word 'OR'. A 'Preview Form' button is also present on the right. Below the 'Upload To GSTN' button, a note states: 'One time setup for 30 days. It takes about 2 - 3 minutes to process'. Below the 'Upload Without OTP' button, a note states: 'You will need to enter GSTN login details to upload'.

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Request a Demo

Filing Dashboard

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HOME RETURNS INVOICES REPORTS MATCHING IMPORT DATA MORE

Home

GSTR-3B - December 2...

Period of Return Dec 2019

1. IMPORT DATA 2. PREPARE GSTR-3B 3. UPLOAD TO GSTN 4. PAY TAX 5. FILE GSTR-3B

Upload GSTR-3B | Dec 2019

✓

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

on December 12th 2019, 8:01 pm

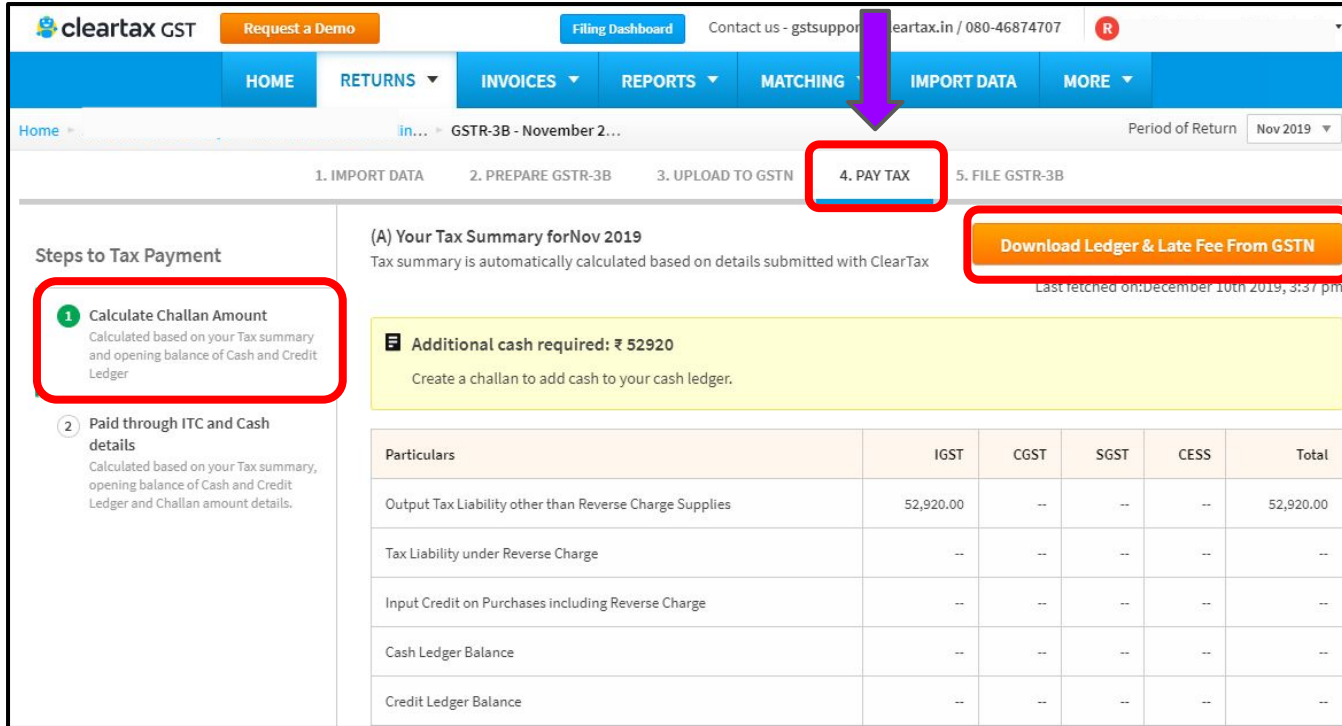
Continue To File

Upload To GSTN OR Upload Without OTP Preview Form

One time setup for 30 days. It takes about 2 - 3 minutes to process

You will need to enter GSTN login details to upload

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



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HOME RETURNS INVOICES REPORTS MATCHING IMPORT DATA MORE

Home in... GSTR-3B - November 2... Period of Return Nov 2019

1. IMPORT DATA 2. PREPARE GSTR-3B 3. UPLOAD TO GSTN **4. PAY TAX** 5. FILE GSTR-3B

**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.

**(A) Your Tax Summary for Nov 2019**  
Tax summary is automatically calculated based on details submitted with ClearTax

**Download Ledger & Late Fee From GSTN**  
Last fetched on: December 10th 2019, 3:57 pm

**Additional cash required: ₹ 52920**  
Create a challan to add cash to your cash ledger.

Particulars	IGST	CGST	SGST	CESS	Total
Output Tax Liability other than Reverse Charge Supplies	52,920.00	--	--	--	52,920.00
Tax Liability under Reverse Charge	--	--	--	--	--
Input Credit on Purchases including Reverse Charge	--	--	--	--	--
Cash Ledger Balance	--	--	--	--	--
Credit Ledger Balance	--	--	--	--	--

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

Download ledger balance from GSTN

Download with OTP

Requires OTP if API is not active. OTP will be sent to registered mobile number and email.

Download Without OTP

✓ Fetches late fee payable  
'You will need to enter GSTN portal login details to download.'

Select the suitable option → Click on '**Proceed**'

Please select a suitable option for this return period

☒ Yet to 'File' GSTR-3B

☐ Already Filed GSTR-3B

(when you File your ITC claimed in GSTR-3B gets updated in your Credit Ledger; we need this information to do calculations correctly for Challan and offset liability)

Cancel

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.

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.

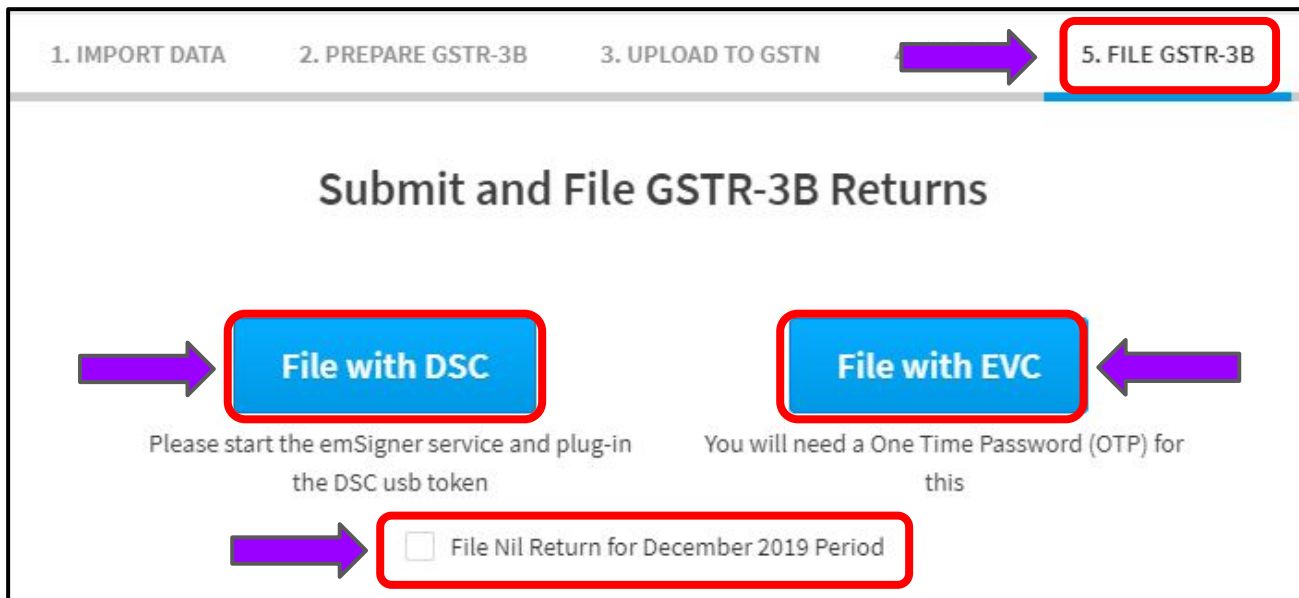
Reference Data To Enter In GSTN

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


### Enter GST Portal login details

Username on gst.gov.in \*

Password on gst.gov.in \*

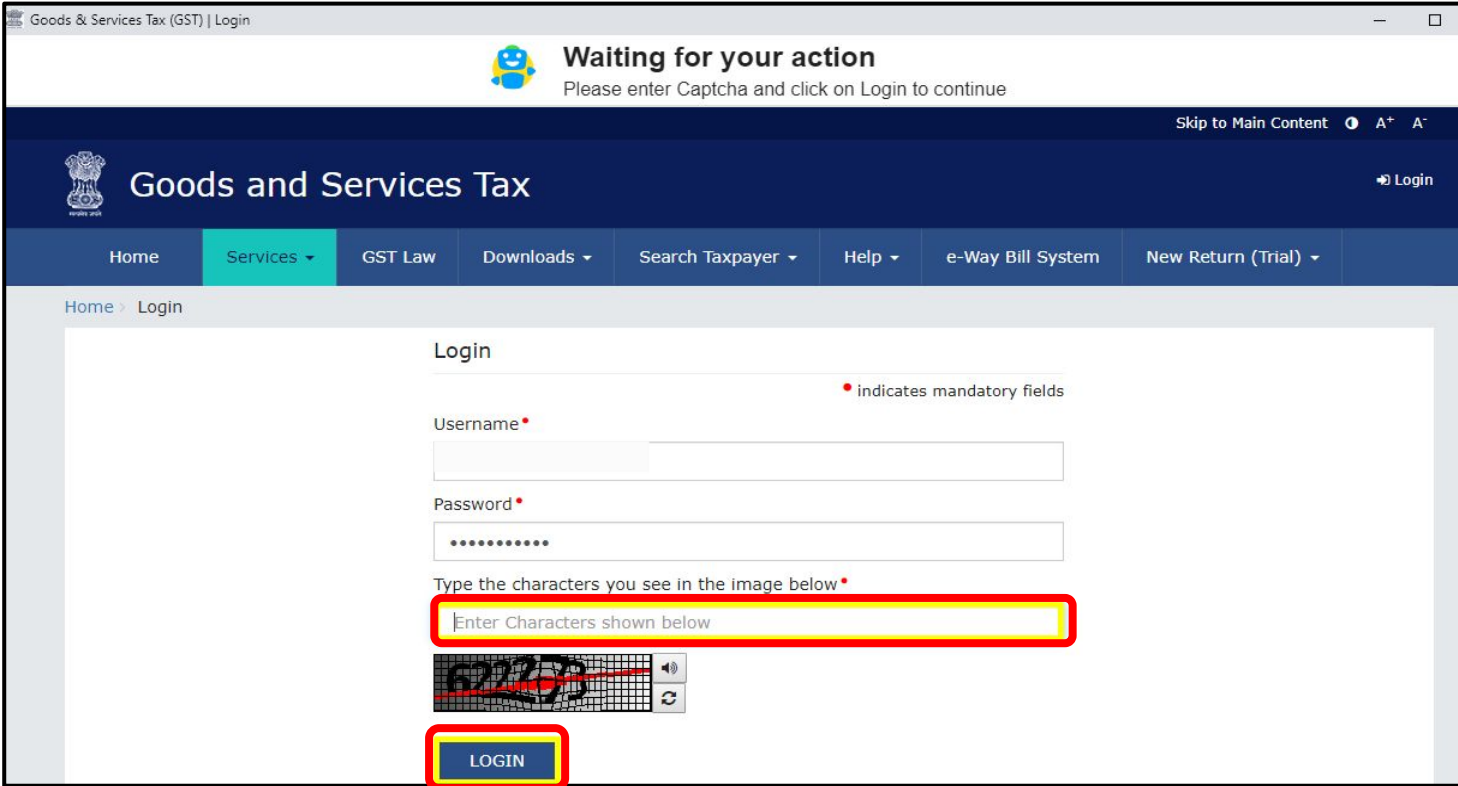
☐ Show password

☒ Save my username and password





This will take you to the [GST login page](#) → Enter the **CAPTCHA** → Click on **‘Login’** to proceed




The screenshot shows the 'Goods & Services Tax (GST) | Login' page. At the top, there's a message 'Waiting for your action' with a robot icon and the text 'Please enter Captcha and click on Login to continue'. Below this is a dark blue header with the 'Goods and Services Tax' logo and name, and a 'Login' link. A navigation bar contains links: Home, Services (highlighted), GST Law, Downloads, Search Taxpayer, Help, e-Way Bill System, and New Return (Trial). The main content area is titled 'Login' and includes a note '\* indicates mandatory fields'. It features input fields for 'Username' and 'Password', a CAPTCHA section with the instruction 'Type the characters you see in the image below' and a text box containing 'Enter Characters shown below', and a blue 'LOGIN' button at the bottom. The CAPTCHA image shows the characters '622073'.

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.

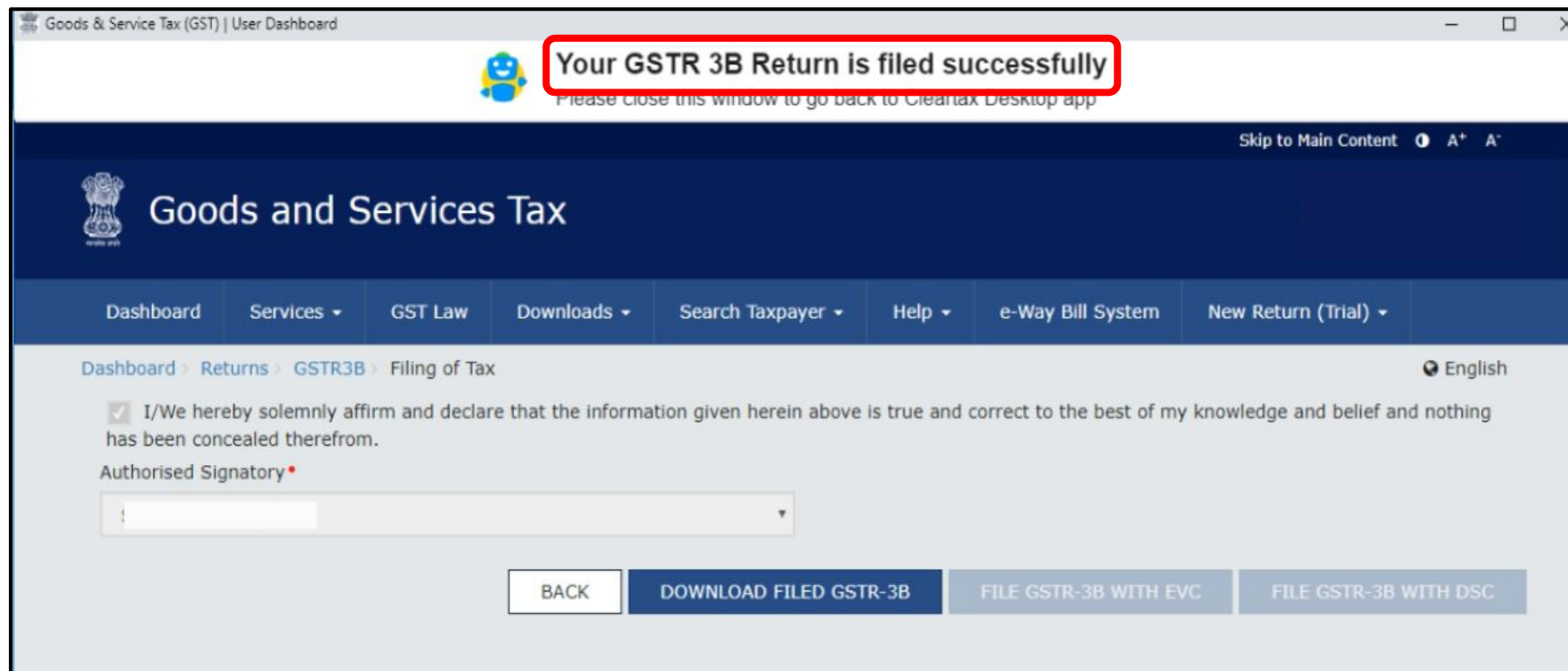
**You are about to offset your liabilities**

WARNING: You are about to agree to credit claim and utilization, as indicated. Relevant amounts will be deducted from Electronic Cash and Credit Ledgers and accordingly liability will be reduced. Also, amount of credit claimed will be credited to Electronic Credit Ledger. Once these entries are made, these can NOT be reversed. Are you sure you want to continue ?

Cancel and go back

 **Yes, continue**

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




The screenshot displays the 'Goods & Service Tax (GST) | User Dashboard' interface. A red-bordered notification box at the top center states 'Your GSTR 3B Return is filed successfully' with a subtext 'Please close this window to go back to ClearTax Desktop app'. The dashboard header includes the GST logo, the title 'Goods and Services Tax', and a navigation menu with options like Dashboard, Services, GST Law, Downloads, Search Taxpayer, Help, e-Way Bill System, and New Return (Trial). The breadcrumb trail shows 'Dashboard > Returns > GSTR3B > Filing of Tax'. A declaration section with a checked checkbox reads: 'I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.' Below this is the 'Authorised Signatory' field, which is currently empty. At the bottom, there are four buttons: 'BACK', 'DOWNLOAD FILED GSTR-3B', 'FILE GSTR-3B WITH EVC', and 'FILE GSTR-3B WITH DSC'.

Goods & Service Tax (GST) | User Dashboard

**Your GSTR 3B Return is filed successfully**  
Please close this window to go back to ClearTax Desktop app

Skip to Main Content

 Goods and Services Tax

Dashboard Services ▾ GST Law Downloads ▾ Search Taxpayer ▾ Help ▾ e-Way Bill System New Return (Trial) ▾

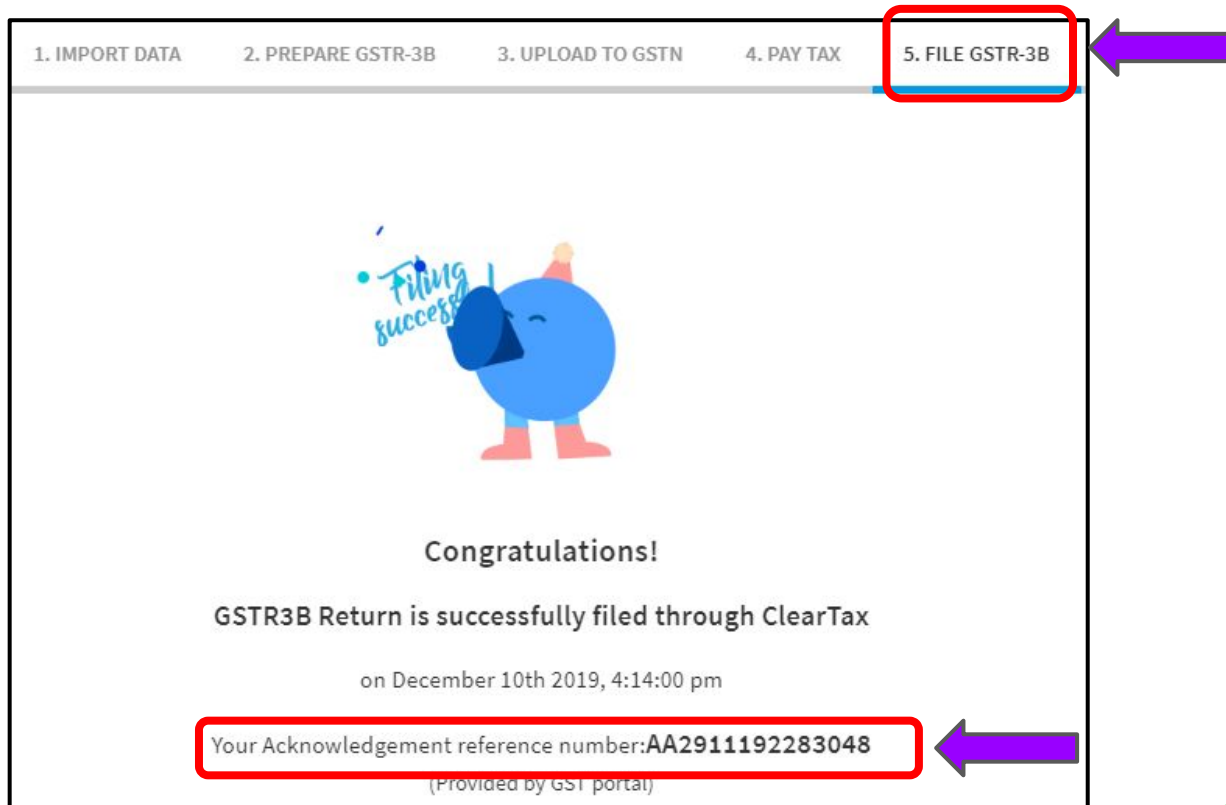
Dashboard > Returns > GSTR3B > Filing of Tax English

☒ I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Authorised Signatory \*

BACK DOWNLOAD FILED GSTR-3B FILE GSTR-3B WITH EVC FILE GSTR-3B WITH DSC

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**'

The screenshot displays the ClearTax GST Desktop app interface. At the top, there's a navigation bar with the ClearTax GST logo, a 'Request a Demo' button, a 'Filing Dashboard' button, and contact information. Below this is a secondary navigation bar with 'HOME' and 'EXPLORE FEATURES' tabs. The main section is titled 'All Businesses' and shows 'Total Businesses: 1' and 'Total GSTINs: 1'. A list of businesses is shown, with the first one being 'Den'. To the right of the business name is a 'REGULAR MONTHLY' button. Below the business name is a 'GSTIN for d' field and a 'Get Filing Status' button. A '+ ADD ANOTHER BRANCH/ GSTIN/ STATE' link is also present. A purple arrow points from the 'Returns' dropdown menu to the 'GSTR-3B' option. The 'Returns' dropdown menu is open, showing options: 'All GST Returns', 'GSTR-1', 'GSTR-3B', 'NIL Returns', and 'GSTR-9'. The 'GSTR-3B' option is highlighted with a red box and a purple arrow. To the right of the main content area, there's a sidebar with a 'File NIL Returns in 30 seconds!' section, a 'Download Desktop App Now' button, and a 'ClearTax GST Desktop' section.

cleartax GST [Request a Demo](#) [Filing Dashboard](#) Contact us - [gstsupport@cleartax.in](mailto:gstsupport@cleartax.in) / 080-4

HOME EXPLORE FEATURES WHAT'S NEW

### All Businesses

[+ Add Another Business](#)

Total Businesses: 1  
Total GSTINs: 1

1. **Den** [REGULAR MONTHLY](#)

[GSTIN for d](#) [Get Filing Status](#) [+ ADD ANOTHER BRANCH/ GSTIN/ STATE](#)

Filing Status: **GSTR-3B** **Returns** Invoices Reports

**All GST Returns**  
See all GST Return forms

**GSTR-1**  
Prepare, Upload and File GSTR-1 Return

**GSTR-3B**  
Prepare, Upload and File GSTR-3B Return

**NIL Returns** [New](#)  
File Nil Returns for GSTR-1 and GSTR-3B

**GSTR-9**  
Prepare and File GSTR-9 Annual Return

**File NIL Returns in 30 seconds!**

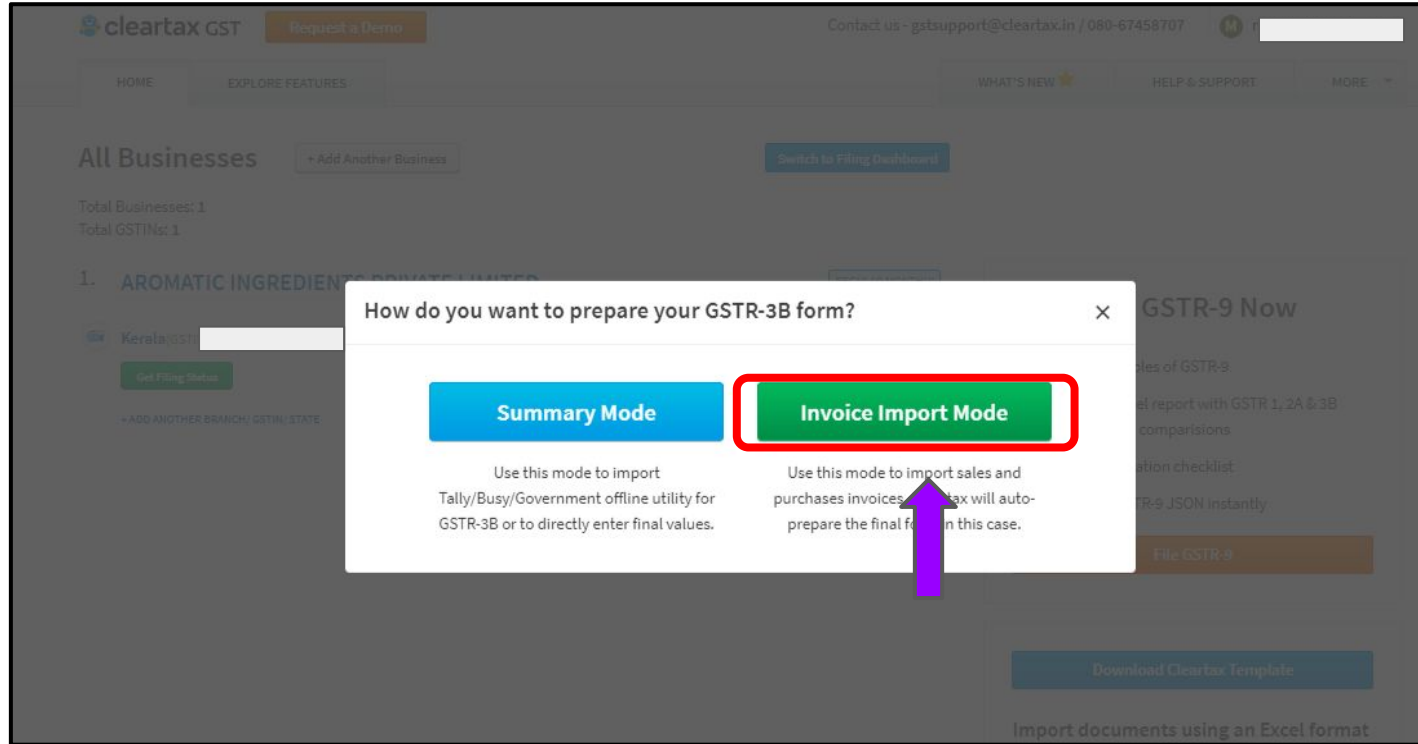
- ✓ File using DSC or EVC.
- ✓ Single click filing **3X faster** than an

[Download Desktop App Now](#)  
[Guide to File NIL Returns](#)

**ClearTax GST Desktop**

- ✓ Submit and File with DSC or EVC
- ✓ Download or Upload data without

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**'

Home > A 4... > GSTR-3B - August 2019 Period of Return Aug 2019

1. Import data 2. Sales Data 3. Purchase Data 4. Claim ITC 5. Review GSTR-3B 6. Upload to GSTN 7. Pay tax 8. File GSTR-3B

### Import data Explain this

Bulk import data into Cleartax and we will automatically prepare your GSTR 3B.

#### Import Sales Data (Outward Supply)

- Government/Tally/Busy Excel Template [Download Cleartax Template](#) [Upload Excel](#)
- Cleartax Excel Template [Download Cleartax Template](#) [Upload Excel](#)
- Use your own Excel Template [Upload Excel](#)
- E-commerce Excel Template [Upload Excel](#)
- Create invoices using Cleartax Invoicing [Create Invoices](#)

#### Import Purchase Data (Inward supply)

- Cleartax Excel Template [Download Cleartax Template](#) [Upload Excel](#)
- Use your own Excel Template [Upload Excel](#)
- Create invoices using Cleartax Invoicing [Create Invoices](#)

TYPE OF INVOICE	NO. INVOICES	TAXABLE AMT (₹)	TAX AMT (₹)	TOTAL (₹)
No Invoices				

TYPE OF INVOICE	NO. INVOICES	TAXABLE AMT (₹)	TAX AMT (₹)	TOTAL (₹)
No Invoices				

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

cleartax GST Request a Demo Contact us - gstsupport@cleartax.in / 080-6745870

HOME RETURNS INVOICES REPORTS MATCHING IMPORT DATA MORE

Home > Ar > GSTR-3B - July 2019 > Import

GSTR-3B

### Bulk Import Invoices for GSTR-3B

**ClearTax format**

1. Select the **Return Period (Monthly)**

Aug 2019

2a. Select document type

☒ **Outward Supplies (Sales)** ☐ Inward Supplies (Purchases)

2b. Select template

Sales Invoices and Bill of Supply

**Select file from computer**

NOTE: XLSX/CSV/XLS/XLSM files are supported


Back

**Import documents using an Excel format**

- ✓ Government Format
- ✓ Tally Format
- ✓ BUSY Format
- ✓ Cleartax Format
- ✓ E-Commerce Seller Format

**Download Cleartax Template**


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

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[HOME](#) [RETURNS](#) [INVOICES](#) [REPORTS](#) [MATCHING](#) [IMPORT DATA](#) [MORE](#)

[Home](#) > [Aromatic](#) > [GSTR-3B - July 2019](#) > [Import](#)

0 users in front of you in the queue



Even if your file is small, this might take some time.

[Check upload status later](#)

Or

[Upload another 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.

No of Invoice(s)

63

Failed

29

Warnings

0

Passed

34

Facing problems importing data?

Click here for a guide to excel import

Download Rows with Errors

Import another file

	Errors	Invoice Date	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

Click on Revalidate after fixing errors

Revalidate

Prev Page

Next Page

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.

<div><div>No of Invoice(s) 63</div><div>Failed 29</div><div>Warnings 0</div><div>Passed 34</div></div> <div>Facing problem? See our simple guide to clear it.</div> <div>Download Rows with Errors</div> <div>Import another file</div>												
Item	HSN or SAC code	Item Quantity	Item Unit of Measurement	Item Rate	Total Item Discount Amount	Item Taxable Value	CGST Rate	CGST Amount	SGST Rate	SGST Amount	IGST Rate	IGST Amount
	2521	500	Bags	500	2000	248000	6	14880	0	0	0	0
	2521	10	Bags	300		3000	0	0	0	0	0	0
	2521	1500	Bags	300	2500	447500	0	0	0	0	28	12530
	2521	100	Bags	400		40000	0	0	0	0	18	7200
	2521	1500	Bags	300	2500	447500	0	0	0	0	5	22375
	2521	1500	Bags	300	2500	447500	0	0	0	0	28	12530
	68111000	1000	Tons	1000		1000000	9	90000	9	90000	0	0
	2521	100	Bags	400	0	40000	9	3600	9	3600	0	0
	2521	1500	Bags	300	2500	447500	0	0	0	0	28	12530
<div>Click on Revalidate after fixing errors</div> <div>Revalidate</div> <div>Next Page</div>												

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

The screenshot displays the 'IMPORT DATA' section of the ClearTax GST interface. The top navigation bar includes links for HOME, RETURNS, INVOICES, REPORTS, MATCHING, IMPORT DATA, and MORE. Below the navigation bar, a 'Go Back' link is visible. The main content area shows a summary of the import process: 'No of Invoice(s)' with a count of 63, 'Failed' with 0, 'Warnings' with 0, and 'Passed' with 63. A red box highlights the 'Passed' status. To the right, there is a message box stating 'Facing problems importing data? See our simple guide to excel import' and a green button labeled 'Import another file'. Below this, a large green button labeled 'View GSTIN dashboard' is highlighted with a red box and a purple arrow pointing to it. A blue button labeled 'Import More Data' is also visible. At the bottom, there is a link for 'View Import History'.

← Go Back

No of Invoice(s) 63 Failed 0 Warnings 0 Passed 63

Facing problems importing data? See our simple guide to excel import

Import another file

All Done! Documents imported Successfully

Now, go ahead and start filing process or import another file

View GSTIN dashboard Import More Data

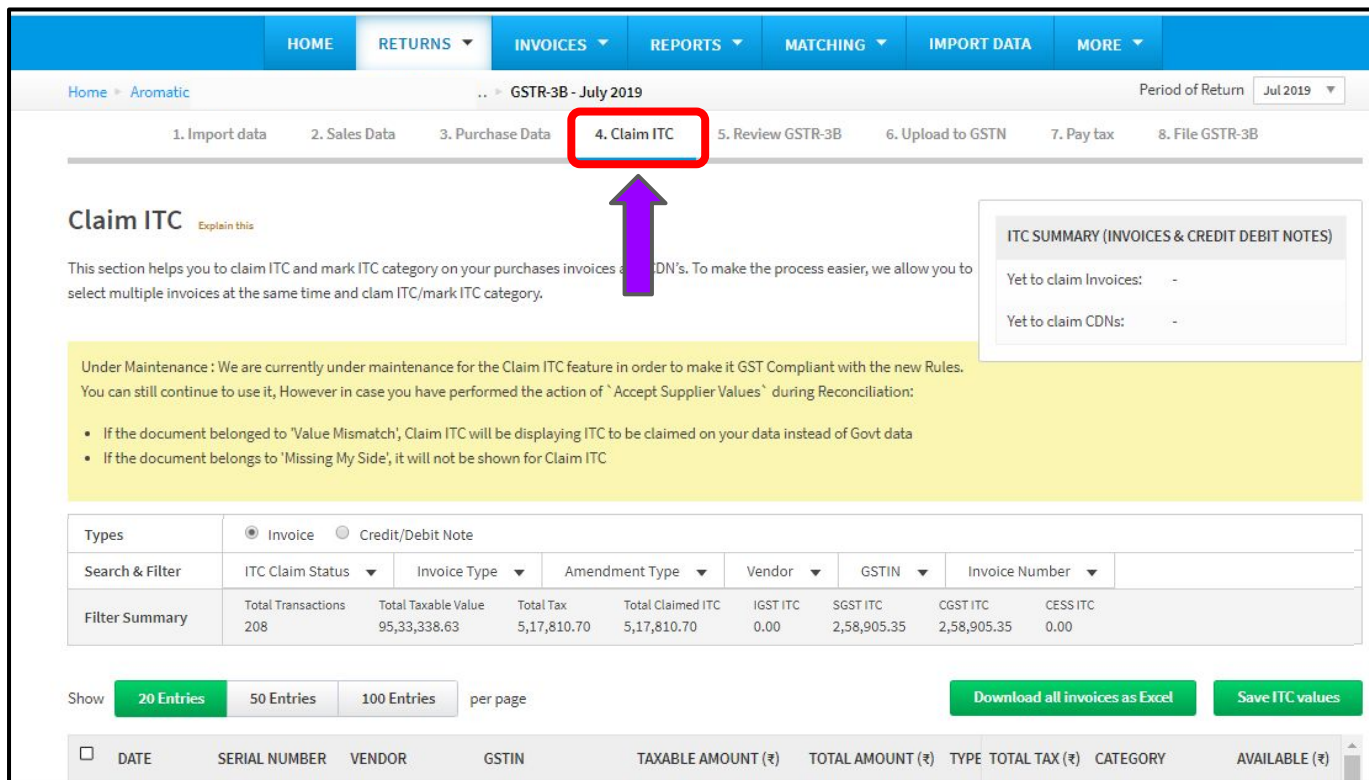
View Import History

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.

The screenshot displays the ClearTax GST web application interface. At the top, there is a navigation bar with tabs: HOME, RETURNS, INVOICES, REPORTS, MATCHING, IMPORT DATA, and MORE. Below this, a breadcrumb trail shows 'Home > Aromatic Ing > 17M... > GSTR-3B - July 2019'. A 'Period of Return' dropdown is set to 'Jul 2019'. A progress bar contains eight steps: 1. Import data, 2. Sales Data (highlighted with a red box), 3. Purchase Data (highlighted with a red box), 4. Claim ITC, 5. Review GSTR-3B, 6. Upload to GSTN, 7. Pay tax, and 8. File GSTR-3B. The main section is titled 'My Invoices' with a link to 'Explain this'. It features two green buttons: 'Add New Amendment invoice' and 'Add New invoice' (highlighted with a red box and a purple arrow). Below these buttons are filters for 'Types' (Invoice, Credit/Debit Note, Advance Receipt, Bill of Supply (Nil/Exempt)), 'Search & Filter' (Invoice Type, Amendment Type, Filing Filter, Customer, GSTIN, Include Cancelled), and a 'Filter Summary' table. The 'Filter Summary' table shows: Total Transactions: 18, Total IGST: Rs. 20,61,640.00, Total SGST: Rs. 0.00, Total CGST: Rs. 0.00, Total CESS: Rs. 3,500.00, and Total Amount: Rs. 1,37,94,640.00. There are buttons for 'Show' (20 Entries, 50 Entries, 100 Entries) and 'per page'. A green button 'Download all invoices as Excel' is also present, with a note 'Now get E-Way Bill ready invoices'. At the bottom, a table lists invoices with columns: DATE, ID, CUSTOMER, GSTIN, TAXABLE AMT (₹), TOTAL TAX (₹), TOTAL AMT (₹), TYPE, STATUS, and ECOMMERCE GSTIN. The table contains five rows of data.

DATE	ID	CUSTOMER	GSTIN	TAXABLE AMT (₹)	TOTAL TAX (₹)	TOTAL AMT (₹)	TYPE	STATUS	ECOMMERCE GSTIN
15/07/2017	CT61	ACC Ltd		4,47,500.00	1,26,800.00	5,74,300.00	B2B	Not Uploaded	
16/07/2017	CT58	ACC Ltd		4,47,500.00	80,550.00	4,47,500.00	B2B_EXPORT	Not Uploaded	
16/07/2017	CT57	ACC Ltd		4,47,500.00	0.00	4,47,500.00	B2B_EXPORT	Not Uploaded	
16/07/2017	CT56	Apple Inc		2,97,500.00	0.00	2,97,500.00	EXPORT	Not Uploaded	
16/07/2017	CT55	Apple Inc		2,97,500.00	53,550.00	2,97,500.00	EXPORT	Not Uploaded	

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



The screenshot displays the ClearTax GST web application interface. The top navigation bar includes tabs for HOME, RETURNS, INVOICES, REPORTS, MATCHING, IMPORT DATA, and MORE. The main header shows the user is logged in as 'Aromatic' and is viewing the 'GSTR-3B - July 2019' page. A red box highlights the '4. Claim ITC' tab in the sub-navigation bar, with a purple arrow pointing to it. The 'Claim ITC' section includes a description: 'This section helps you to claim ITC and mark ITC category on your purchases invoices and CDNs. To make the process easier, we allow you to select multiple invoices at the same time and claim ITC/mark ITC category.' Below this is a yellow maintenance notice: 'Under Maintenance : We are currently under maintenance for the Claim ITC feature in order to make it GST Compliant with the new Rules. You can still continue to use it, However in case you have performed the action of 'Accept Supplier Values' during Reconciliation:'. A list of notes follows: 'If the document belonged to 'Value Mismatch', Claim ITC will be displaying ITC to be claimed on your data instead of Govt data' and 'If the document belongs to 'Missing My Side', it will not be shown for Claim ITC'. A summary table shows ITC details: Total Transactions (208), Total Taxable Value (95,33,338.63), Total Tax (5,17,810.70), Total Claimed ITC (5,17,810.70), IGST ITC (0.00), SGST ITC (2,58,905.35), CGST ITC (2,58,905.35), and CESS ITC (0.00). At the bottom, there are filters for 'Types' (Invoice selected), 'Search & Filter' (ITC Claim Status, Invoice Type, Amendment Type, Vendor, GSTIN, Invoice Number), and a 'Filter Summary' table. The page also includes a 'Show' dropdown set to '20 Entries', a 'Download all invoices as Excel' button, and a 'Save ITC values' button. The bottom table header includes columns for DATE, SERIAL NUMBER, VENDOR, GSTIN, TAXABLE AMOUNT (₹), TOTAL AMOUNT (₹), TYPE, TOTAL TAX (₹), CATEGORY, and AVAILABLE (₹).

Home > Aromatic > GSTR-3B - July 2019

Period of Return: Jul 2019

1. Import data 2. Sales Data 3. Purchase Data **4. Claim ITC** 5. Review GSTR-3B 6. Upload to GSTN 7. Pay tax 8. File GSTR-3B

### Claim ITC [Explain this](#)

This section helps you to claim ITC and mark ITC category on your purchases invoices and CDNs. To make the process easier, we allow you to select multiple invoices at the same time and claim ITC/mark ITC category.

**Under Maintenance :** We are currently under maintenance for the Claim ITC feature in order to make it GST Compliant with the new Rules. You can still continue to use it, However in case you have performed the action of 'Accept Supplier Values' during Reconciliation:

- If the document belonged to 'Value Mismatch', Claim ITC will be displaying ITC to be claimed on your data instead of Govt data
- If the document belongs to 'Missing My Side', it will not be shown for Claim ITC

**ITC SUMMARY (INVOICES & CREDIT DEBIT NOTES)**

Yet to claim Invoices: -

Yet to claim CDNs: -

Types	<input checked="" type="radio"/> Invoice <input type="radio"/> Credit/Debit Note							
Search & Filter	ITC Claim Status	Invoice Type	Amendment Type	Vendor	GSTIN	Invoice Number		
Filter Summary	Total Transactions	Total Taxable Value	Total Tax	Total Claimed ITC	IGST ITC	SGST ITC	CGST ITC	CESS ITC
	208	95,33,338.63	5,17,810.70	5,17,810.70	0.00	2,58,905.35	2,58,905.35	0.00

Show **20 Entries** 50 Entries 100 Entries per page

[Download all invoices as Excel](#) [Save ITC values](#)

<input type="checkbox"/>	DATE	SERIAL NUMBER	VENDOR	GSTIN	TAXABLE AMOUNT (₹)	TOTAL AMOUNT (₹)	TYPE	TOTAL TAX (₹)	CATEGORY	AVAILABLE (₹)
--------------------------	------	---------------	--------	-------	--------------------	------------------	------	---------------	----------	---------------



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.

**GSTR-3B Summary | Jul 2019** [Explain this](#)

- To file GSTR-3B, you need to prepare the below form.
- If you have imported Sales & Purchase invoices or created them using ClearTax Invoicing, click on "Autofill Now" You can also directly enter the values in the forms, instead of auto-filling from invoice data.

[Download GSTR-3B Form](#)  
Click here to download a step by step guide to GSTR-3B

**Autofill Now**

Auto-fill GSTR-3B form based on Sales & Purchase Invoices

**Edit**

[Compare Tax With GSTR-1](#)

**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
(a) Outward taxable supplies * (other than zero rated, nil rated and exempted) <a href="#">Explain this</a>	1,14,81,592.17	5,23,713.11	25,183.31	25,183.31	--
(b) Outward taxable supplies * (zero rated) <a href="#">Explain this</a>	--	--	--	--	--
(c) Other outward supplies (Nil rated, exempted) <a href="#">Explain this</a>	--	--	--	--	--
(d) Inward supplies (liable to reverse charge) <a href="#">Explain this</a>					

**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**

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BALASU [DASHBOARD](#) [BILLING](#) [RETURNS](#) [IMPORTS](#) [REPORTS](#) [MATCHING](#) [MORE](#)

Branch GSTIN [Period of Return](#) Nov 2019

1. Import data 2. Sales Data 3. Purchase Data 4. Claim ITC 5. Review GSTR-3B **6. Upload to GSTN** 7. Pay tax 8. File GSTR-3B

### Upload GSTR-3B | Nov 2019

**Upload To GSTN** OR **Upload Without OTP** [Preview Form](#)

One time setup for 30 days. It takes about 2 - 3 minutes to process

You will need to enter GSTN login details to upload

#### Upload History [Explain this](#)

Requested Date	Status	Action	Details
No upload history present			

[Download JSON](#)

## 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.

Verify OTP to connect to the GST Network

Your are trying to generate OTP for :

GSTIN: ;

GSTN Username: ;

If these details are not correct, you need to update it. [Update Now](#)

If you have verified that the above details are correct, then proceed to request an OTP

For completing your action, we need to establish a secure connection with GSTN. An OTP will be sent to the registered mobile and email with GSTN.

Close

Request OTP

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

Verify OTP to connect to the GST Network

×

An OTP has been sent to the registered mobile and email. Enter the OTP and verify to continue to filing.

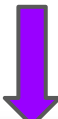
Enter OTP here

Haven't received OTP Yet? [RESEND OTP](#)


Close

Forward OTP To Any Mailbox

Verify & Continue



# ClearTax helps you upload the data on the GSTN Portal

 **cleartax GST**


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M

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 **APURV KUMAR JAIN**

**DASHBOARD**

**BILLING**


**RETURNS**

**IMPORTS**

**REPORTS**

**MATCHING**

**MORE**

 Branch: Chhattisgarh

Period of Return **Nov 2019**

1. Import data

2. Sales Data

3. Purchase Data

4. Claim ITC


5. Review GSTR-3B

**6. Upload to GSTN**

7. Pay tax


8. File GSTR-3B


## Upload GSTR-3B | Nov 2019



**GSTN is processing your request**

GSTN is processing your request and this may take some time. Meanwhile you can work on other things.





**Upload To GSTN**

OR

**Upload Without OTP**

[Preview Form](#)

One time setup for 30 days. It takes about 2 - 3 minutes to process

You will need to enter GSTN login details to upload

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

The screenshot displays the ClearTax GST Filing Dashboard. The top navigation bar includes the ClearTax GST logo, a 'Request a Demo' button, a 'Filing Dashboard' button, and contact information. The main menu has tabs for HOME, RETURNS, INVOICES, REPORTS, MATCHING, IMPORT DATA, and MORE. The breadcrumb trail shows 'Home > Rohit P.' and 'GSTR-3B - December 2019'. The 'Period of Return' is set to 'Dec 2019'. A progress bar at the top indicates the steps: 1. Import data, 2. Sales Data, 3. Purchase Data, 4. Claim ITC, 5. Review GSTR-3B, 6. Upload to GSTN (highlighted with a red box), 7. Pay tax, and 8. File GSTR-3B. The main content area is titled 'Upload GSTR-3B | Dec 2019' and features a large green checkmark icon. A purple arrow points to a red-bordered box containing the text 'GSTR-3B upload has been processed successfully by GSTN.' Below this, the timestamp 'on December 12th 2019, 8:01 pm' is shown, followed by a 'Continue To File' button. At the bottom, there are two options: 'Upload To GSTN' (a green button) and 'Upload Without OTP' (a blue button), separated by 'OR'. A 'Preview Form' button is also present on the right. A note under 'Upload To GSTN' states: 'One time setup for 30 days. It takes about 2 - 3 minutes to process'. A note under 'Upload Without OTP' states: 'You will need to enter GSTN login details to upload'.

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HOME RETURNS INVOICES REPORTS MATCHING IMPORT DATA MORE

Home > Rohit P. > GSTR-3B - December 2019 Period of Return Dec 2019

1. Import data 2. Sales Data 3. Purchase Data 4. Claim ITC 5. Review GSTR-3B 6. Upload to GSTN 7. Pay tax 8. File GSTR-3B

Upload GSTR-3B | Dec 2019

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

on December 12th 2019, 8:01 pm

Continue To File

Upload To GSTN OR Upload Without OTP Preview Form

One time setup for 30 days. It takes about 2 - 3 minutes to process

You will need to enter GSTN login details to upload

# 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

cleartax GST

Request a Demo

Filing Dashboard

Contact us - gstsupport@cleartax.in / 080-46874707

R roh

HOME

RETURNS

INVOICES

REPORTS

MATCHING

IMPORT DATA

MORE

Home > Rohit Parmar > GSTR-3B - July 2019

Period of Return Jul 2019

1. Import data

2. Sales Data

3. Purchase Data

4. Claim ITC

5. Review GSTR-3B

6. Upload to GSTN

7. Pay tax

8. File GSTR-3B

Upload GSTR-3B | Jul 2019

Upload To GSTN

OR

Upload Without OTP

Preview Form

One time setup for 30 days. It takes about 2 - 3 minutes to process

You will need to enter GSTN login details to upload

Upload History

Explain this

Requested Date	Status	Action	Details
October 24th 2019, 12:19 pm	Cancelled	-	-

Download JSON



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

GSTR-3B data upload to GST portal.

✔ GST portal login details are required to connect with GST portal for uploading GSTR-3B data.

Log Into GSTN

Username on www.gst.gov.in

Password on www.gst.gov.in

.....

☐ Show password

☒ Save my login ID and password


Log In

Enter the **Captcha** → Click on '**Submit**' button

GSTR-3B data upload to GST portal. ×

✓ Captcha is required everytime to connect to GST portal for security purposes.

⚠ If you are seeing a blank Captcha, please close and try again



Enter the characters shown above(captcha)

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.

The screenshot displays the ClearTax GST portal interface. At the top, the header includes the ClearTax GST logo, a 'Request a Demo' button, a 'Filing Dashboard' button, and contact information. The main navigation bar contains links for HOME, RETURNS, INVOICES, REPORTS, MATCHING, IMPORT DATA, and MORE. Below this, a breadcrumb trail shows 'Home > Rohit Parman > GSTR-3B - July 2019'. A progress bar at the top of the main content area lists eight steps: 1. Import data, 2. Sales Data, 3. Purchase Data, 4. Claim ITC, 5. Review GSTR-3B, 6. Upload to GSTN (highlighted with a red box), 7. Pay tax, and 8. File GSTR-3B. The main heading is 'Upload GSTR-3B | Jul 2019'. A large purple arrow points to a red-bordered box containing the text 'Please wait while we initiate GSTR-3B uploads to GST portal'. Below this box is a progress bar with a green segment, flanked by an invoice icon and a government building icon. A 'Cancel Request' link is positioned below the progress bar. At the bottom, there are two buttons: 'Upload To GSTN' and 'Upload Without OTP', separated by the text 'OR'. A 'Preview Form' button is located on the right. Below the 'Upload To GSTN' button, a note states: 'One time setup for 30 days. It takes about 2 - 3 minutes to process'. Below the 'Upload Without OTP' button, a note states: 'You will need to enter GSTN login details to upload'.

cleartax GST

Request a Demo

Filing Dashboard

Contact us - gstsupport@cleartax.in / 080-46874707

HOME RETURNS INVOICES REPORTS MATCHING IMPORT DATA MORE

Home > Rohit Parman > GSTR-3B - July 2019

Period of Return Jul 2019

1. Import data 2. Sales Data 3. Purchase Data 4. Claim ITC 5. Review GSTR-3B 6. Upload to GSTN 7. Pay tax 8. File GSTR-3B

Upload GSTR-3B | Jul 2019

Please wait while we initiate GSTR-3B uploads to GST portal

Cancel Request

Upload To GSTN OR Upload Without OTP

Preview Form

One time setup for 30 days. It takes about 2 - 3 minutes to process

You will need to enter GSTN login details to upload

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

The screenshot displays the Cleartax GST web application interface. At the top, the header includes the Cleartax GST logo, a 'Request a Demo' button, a 'Filing Dashboard' button, and contact information: 'Contact us - gstsupport@cleartax.in / 080-46874707'. Below the header is a navigation bar with tabs for HOME, RETURNS, INVOICES, REPORTS, MATCHING, IMPORT DATA, and MORE. The main content area shows a progress bar with eight steps: 1. Import data, 2. Sales Data, 3. Purchase Data, 4. Claim ITC, 5. Review GSTR-3B, 6. Upload to GSTN (highlighted with a red box), 7. Pay tax, and 8. File GSTR-3B. Below the progress bar, the title 'Upload GSTR-3B | Dec 2019' is displayed. A large green checkmark icon is centered above a message box. A purple arrow points to the message: 'GSTR-3B upload has been processed successfully by GSTN.' This message is enclosed in a red box. Below the message, the timestamp 'on December 12th 2019, 8:01 pm' is shown. A 'Continue To File' button is located below the timestamp. At the bottom of the interface, there are three buttons: 'Upload To GSTN' (green), 'Upload Without OTP' (blue), and 'Preview Form' (blue). The 'Upload To GSTN' button has a sub-note: 'One time setup for 30 days. It takes about 2 - 3 minutes to process'. The 'Upload Without OTP' button has a sub-note: 'You will need to enter GSTN login details to upload'.

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Request a Demo

Filing Dashboard

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HOME RETURNS INVOICES REPORTS MATCHING IMPORT DATA MORE

Home > Rohit Pe > GSTR-3B - December 2019

Period of Return Dec 2019

1. Import data 2. Sales Data 3. Purchase Data 4. Claim ITC 5. Review GSTR-3B 6. Upload to GSTN 7. Pay tax 8. File GSTR-3B

Upload GSTR-3B | Dec 2019

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

on December 12th 2019, 8:01 pm

Continue To File

Upload To GSTN OR Upload Without OTP Preview Form

One time setup for 30 days. It takes about 2 - 3 minutes to process

You will need to enter GSTN login details to upload

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

**cleartax GST** Request a Demo Filing Dashboard Contact us - gstsupport@cleartax.in / 080-46874707

HOME RETURNS INVOICES REPORTS MATCHING IMPORT DATA MORE

Home Anindi GSTR-3B - November 2... Period of Return Nov 2019

1. Import data 2. Sales Data 3. Purchase Data 4. Claim ITC 5. Review GSTR-3B 6. Upload to GSTN 7. Pay tax 8. File GSTR-3B

**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.

**(A) Your Tax Summary for Nov 2019**  
Tax summary is automatically calculated based on details submitted

**Additional cash required: ₹ 52920**  
Create a challan to add cash to your cash ledger.

Last fetched on: December 10th 2019, 3:37 pm

Particulars	IGST	CGST	SGST	CESS	Total
Output Tax Liability other than Reverse Charge Supplies	52,920.00	--	--	--	52,920.00
Tax Liability under Reverse Charge	--	--	--	--	--
Input Credit on Purchases including Reverse Charge	--	--	--	--	--
Cash Ledger Balance	--	--	--	--	--
Credit Ledger Balance	--	--	--	--	--

**Download Ledger & Late Fee From GSTN**

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)

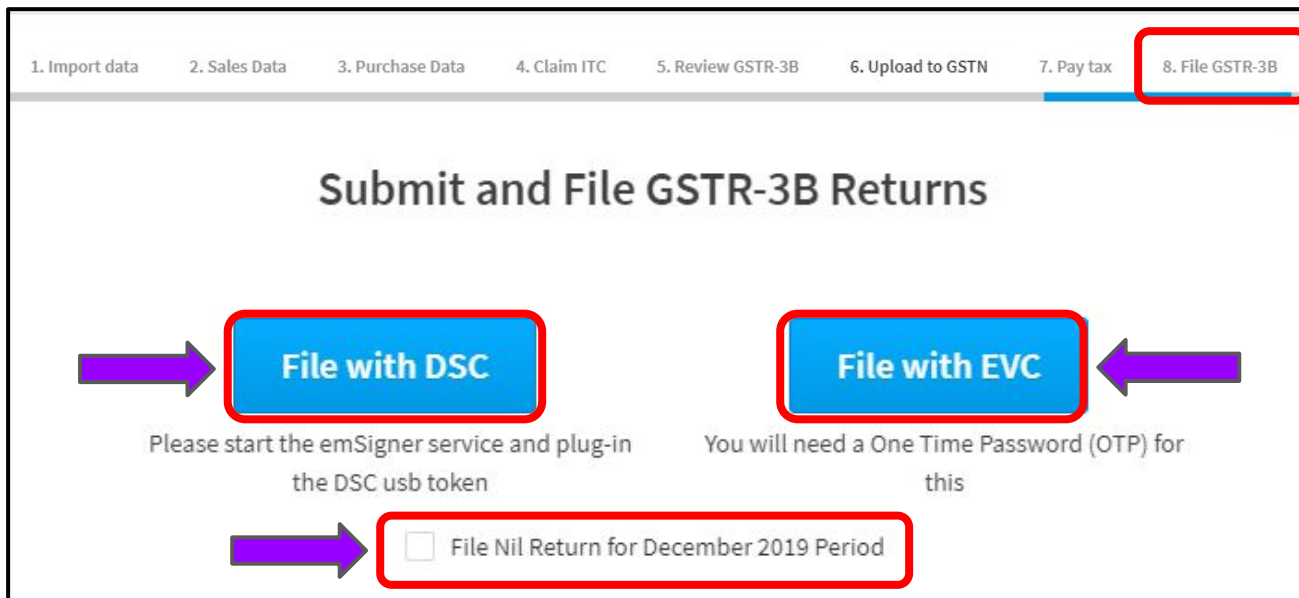
We have pre-calculated the Paid through ITC details based on Tax summary, Ledger data and Challan amount. You will need to enter these values on GSTN portal under Payment of Tax section.

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


### Enter GST Portal login details

Username on gst.gov.in \*

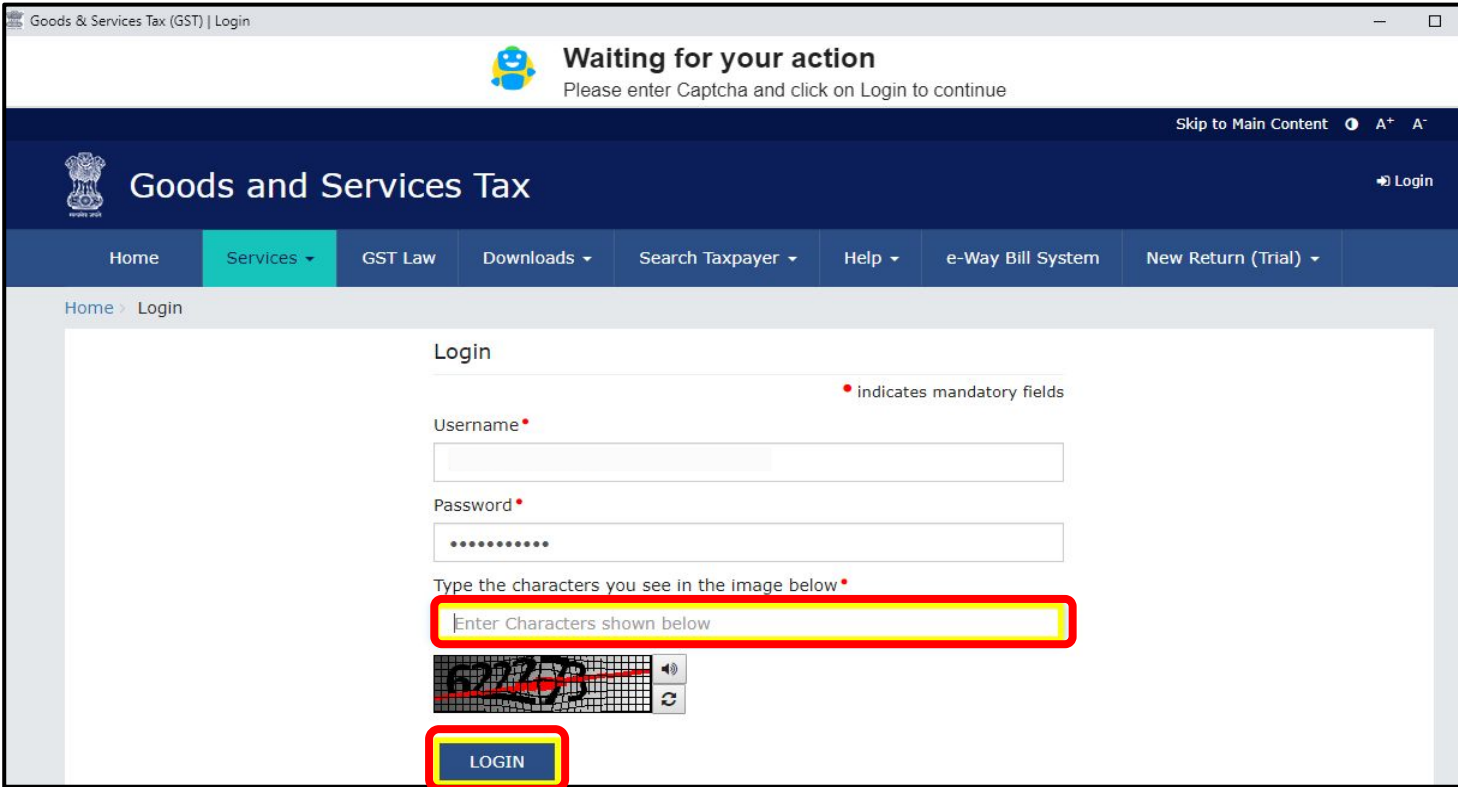
Password on gst.gov.in \*

☐ Show password


☒ Save my username and password





This will take you to the [GST login page](#) → Enter the **CAPTCHA** → Click on **‘Login’** to proceed



Goods & Services Tax (GST) | Login

 **Waiting for your action**  
Please enter Captcha and click on Login to continue

[Skip to Main Content](#)  [A+](#) [A-](#)

 **Goods and Services Tax** [Login](#)

[Home](#) [Services](#) [GST Law](#) [Downloads](#) [Search Taxpayer](#) [Help](#) [e-Way Bill System](#) [New Return \(Trial\)](#)

[Home](#) > [Login](#)

**Login**




\* indicates mandatory fields

Username \*

Password \*

Type the characters you see in the image below \*

Enter Characters shown below


**LOGIN**

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.

**You are about to offset your liabilities**

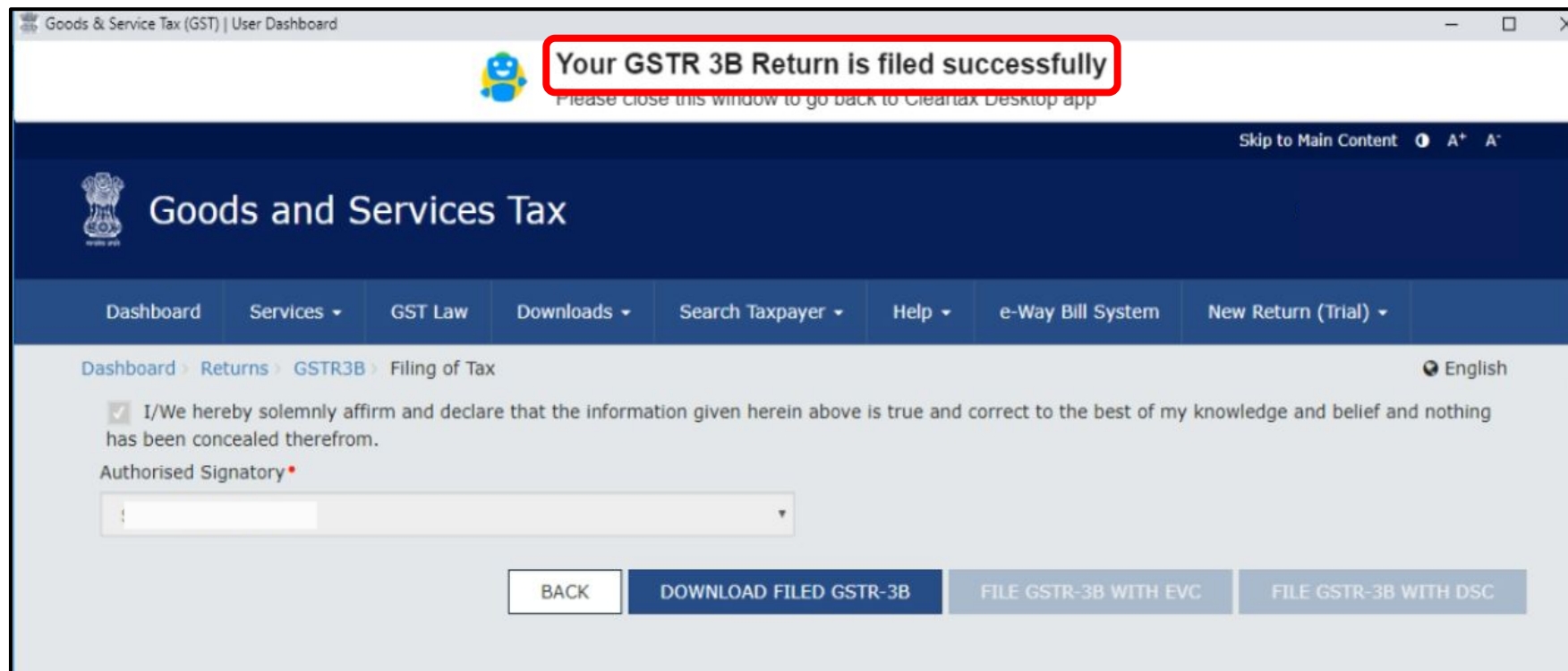
WARNING: You are about to agree to credit claim and utilization, as indicated. Relevant amounts will be deducted from Electronic Cash and Credit Ledgers and accordingly liability will be reduced. Also, amount of credit claimed will be credited to Electronic Credit Ledger. Once these entries are made, these can NOT be reversed. Are you sure you want to continue ?

Cancel and go back




**Yes, continue**


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




The screenshot displays the 'Goods & Service Tax (GST) | User Dashboard' interface. A red-bordered notification box at the top center states 'Your GSTR 3B Return is filed successfully' with a small robot icon and a link to 'Please close this window to go back to ClearTax Desktop app'. Below this, the main header includes the GST logo, the text 'Goods and Services Tax', and a 'Skip to Main Content' link. A navigation bar contains links for Dashboard, Services, GST Law, Downloads, Search Taxpayer, Help, e-Way Bill System, and New Return (Trial). The breadcrumb trail shows 'Dashboard > Returns > GSTR3B > Filing of Tax'. A declaration section with a checked checkbox reads: 'I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.' Below this is the 'Authorised Signatory' dropdown menu. At the bottom, four buttons are visible: 'BACK', 'DOWNLOAD FILED GSTR-3B', 'FILE GSTR-3B WITH EVC', and 'FILE GSTR-3B WITH DSC'.

Goods & Service Tax (GST) | User Dashboard

 **Your GSTR 3B Return is filed successfully**  
Please close this window to go back to ClearTax Desktop app

Skip to Main Content  A<sup>+</sup> A<sup>-</sup>

 **Goods and Services Tax**

Dashboard Services ▾ GST Law Downloads ▾ Search Taxpayer ▾ Help ▾ e-Way Bill System New Return (Trial) ▾

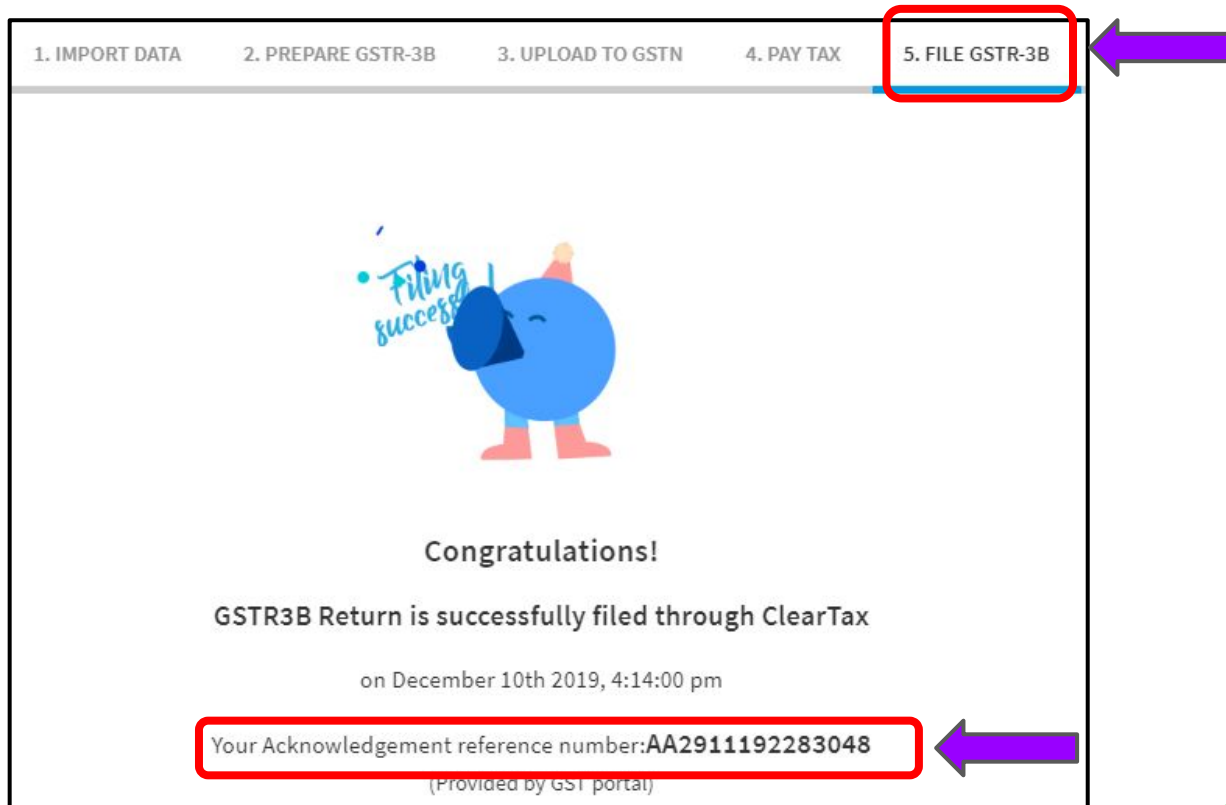
Dashboard > Returns > GSTR3B > Filing of Tax English

☒ I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Authorised Signatory ▾

BACK DOWNLOAD FILED GSTR-3B FILE GSTR-3B WITH EVC FILE GSTR-3B WITH DSC

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!

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For any queries, contact us:

**Write to:** [gstsupport@cleartax.in](mailto:gstsupport@cleartax.in) **or Call us on:** 080-67458707

We are happy to assist!

