How to File GSTR-3B Return

<u>Overview</u>

GSTR-3B is a monthly return in which summary of inward and outward supplies is to be specified. All regular taxpayers need to file this return.

Here is a step-by-step process for filing GSTR-3B from BUSY:

<u>Step 1</u>: Check GSTR-3B screen report in BUSY and verify data.

<u>Step 2</u>: Generate JSON file. JSON file can be generated in following ways:

- a) Generate JSON directly from BUSY
- b) Generate Excel file from BUSY and convert it to JSON using GSTR-3B offline utility.

<u>Step 3</u>: Upload JSON file to GST online portal.

<u>Step 4</u>: Submit the return.

Now, let us discuss the above mentioned steps in detail:

Step 1: Check GSTR-3B screen report in BUSY and verify data.

First of all check GSTR-3B screen report and verify data. To check GSTR-3B screen report go to: **Display > GST Reports > GST Returns > GSTR-3B**. Select the month for which you want to view the report and click OK button. On clicking OK button GSTR-3B screen report will appear. You can drill down to every section and check the data entered. Given below is the screenshot of GSTR-3B screen report.

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Step 2: Generate JSON file. JSON file can be generated in various ways:

1.) Directly from BUSY

To generate JSON file directly from BUSY go to: **Display > GST Reports > GST Returns > GSTR-3B eReturn.** On clicking GSTR-3B eReturn, a *GSTR-3B eReturn* window appears asking report to be generated as 'JSON' or 'As per govt. template' or 'Plain Excel'. Given below is the screenshot of GSTR-3B eReturn window.



*Note: Direct JSON option is available only in Standard and Enterprise edition of BUSY.

Select **JSON** option to generate JSON file. JSON file generated from here can be directly uploaded to GST portal. On selecting JSON option, a GSTR-3B eReturn window appears. Specify the month for which you want to generate eReturn and path where you want to generate JSON file and click OK button. On clicking OK button JSON file will be generated at the specified path.

2.) Generate Excel file from BUSY and convert it to JSON using offline tool

Another option is to generate Excel file from BUSY and convert it to JSON. To generate Excel file from BUSY go to: **Display > GST Reports > GST Returns > GSTR-3B eReturn.** On clicking GSTR-3B eReturn, a *GSTR-3B eReturn* window appears asking report to be generated as 'JSON' or 'As per govt. template' or 'Plain Excel'.

GSTR-3B eReturn							
?	Report to be generated for						
	JSON	As per Govt. Template	Plain Excel				

Select 'As per govt. template' option. On clicking 'As per govt. template' option, a *GSTR-3B eReturn* window appears. Specify the month for which you want to generate eReturn and path where you want to generate Excel file and click OK button. On clicking OK button Excel file will be generated at the specified path. Given below is the screenshot of GSTR-3B eReturn window.

GSTR-3B e	eReturn	
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Open the eReturn file generated at the path specified by you. Given below is the screenshot of eReturn file generated.

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Check the data and click 'Validate' button to validate the file. Once file is validated click 'Generate file' button to generate JSON file.

<u>Step 3:</u> Upload JSON file to GST online portal.

Once JSON file is generated, next step is to upload it to GST online portal. Given below are the screenshots showing how to upload JSON file to GST online portal.



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File Returns	
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Offline Upload for GSTR3B	2
• No offline transaction for the given return period	x
Click 'Choose file' button and select the JSON file to	In case uploaded data fails validatio

The uploaded file will be processed and data will be reflected in 'Prepare Online' section after few minutes. You can check the data uploaded in 'Prepare Online' section. Once you have checked the data submit GSTR-3B. After Submitting, file GSTR-3B with EVC/DSC.

*<u>Note</u>: To Submit GSTR-3B you need to make payment for tax payable. For making payment firstly you need to generate challan. To generate Challan go back to Dashboard and click 'Create Challan' button.

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Enter the required details and generate challan. Once challan is generated make the payment.

After performing the above mentioned steps you will be able to file GSTR3B Return easily on government GST portal.

<<< [©] Thank You [©] >>>