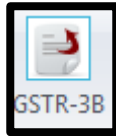




### GSTR-3B (ALT + B)

This is GSTR-3B Return that is required to be filed by regular taxpayer on GST Portal



On clicking the  option or on pressing the shortcut (ALT + B), “GSTR-3B” window will appear as below.

**Note: The Return displayed for Logged in Branch.**

Now, we can retrieve/fetch the data Return Period wise.

We can use below mentioned shortcuts for further extractions and functions.



### Load Data(F5)

User needs to click on Load Data (F5) button to load the report after the filter action. The loaded Data will look as below:

| Description                                                                  | Taxable Value | Integrated Tax | Central Tax | State / UT Tax | CESS |
|------------------------------------------------------------------------------|---------------|----------------|-------------|----------------|------|
| (a) Outward taxable supplies (other than zero rated, nil rated and exempted) | 1,049,050.83  | 176,409.14     | 6,210.00    | 6,210.00       |      |
| (b) Outward taxable supplies (zero rated)                                    |               |                |             |                |      |
| (c) Other outward supplies (Nil rated, exempted)                             |               |                |             |                |      |
| (d) Inward supplies (liable to reverse charge)                               |               |                |             |                |      |
| (e) Non-GST outward supplies                                                 |               |                |             |                |      |

| Series       | Date | No | Supply Type | Name | Taxability | Qty   | Rate | Taxable Value | GST Rate | IGST       | CGST     |
|--------------|------|----|-------------|------|------------|-------|------|---------------|----------|------------|----------|
| Type - Sales |      |    |             |      |            | 52.00 |      | 1,049,050.83  |          | 176,409.14 | 6,210.00 |

**Note: The Return displayed for Logged in Branch.**

### Drill down entry

To go to the voucher, user needs to double click on the record line visible in the report. User will be redirected to that voucher.

### Show Editing Section? (Alt+ W)

This function allows you to manually edit the 3B data that is to be filed on Portal and gives you viewing option for later period, in order to reconcile the uploaded data and books data if any.

The editing section screen looks as below:



GSTR3B

Type: Monthly Yearly Return Period (MM-YYYY): 07-2019 Date: 01-04-2019 31-03-2020

Show Editing Section? Load Last Edited Data? Load Data (F5) Save Export Help Close

Press Enter / Dbl click in grid for drill down (only for logged in Branch) to entry

Actual Data

Section 3.1 Section 3.2 Section 4 Section 5 Section 5.1

| Description                                                                  | Taxable Value | Integrated |
|------------------------------------------------------------------------------|---------------|------------|
| (a) Outward taxable supplies (other than zero rated, nil rated and exempted) | 1,043,050.83  | 176,40     |
| (b) Outward taxable supplies (zero rated)                                    |               |            |
| (c) Other outward supplies (Nil rated, exempted)                             |               |            |
| (d) Inward supplies (liable to reverse charge)                               |               |            |
| (e) Non-GST outward supplies                                                 |               |            |

Voucher

| Series      | Date       | No               | Supply Type | Name            | Taxability |
|-------------|------------|------------------|-------------|-----------------|------------|
| Type: Sales |            |                  |             |                 |            |
| + GSK Sales | 01-07-2019 | GSK/07/156/19-20 | INTER       | gsk license 18% | Taxable    |
| + GSK Sales | 01-07-2019 | GSK/07/157/19-20 | INTER       | gsk license 18% | Taxable    |
| + GSK Sales | 01-07-2019 | GSK/07/158/19-20 | INTER       | gsk license 18% | Taxable    |
| + GSK Sales | 01-07-2019 | GSK/07/159/19-20 | INTER       | gsk license 18% | Taxable    |
| + GSK Sales | 02-07-2019 | GSK/07/160/19-20 | INTER       | gsk license 18% | Taxable    |
| + GSK Sales | 02-07-2019 | GSK/07/161/19-20 | INTER       | gsk license 18% | Taxable    |
| + GSK Sales | 02-07-2019 | GSK/07/162/19-20 | INTER       | gsk license 18% | Taxable    |
| + GSK Sales | 02-07-2019 | GSK/07/163/19-20 | INTER       | gsk license 18% | Taxable    |
| + GSK Sales | 03-07-2019 | GSK/07/164/19-20 | INTER       | gsk license 18% | Taxable    |
| + GSK Sales | 03-07-2019 | GSK/07/165/19-20 | INTER       | gsk license 18% | Taxable    |
| + GSK Sales | 03-07-2019 | GSK/07/166/19-20 | INTER       | gsk license 18% | Taxable    |
| + GSK Sales | 03-07-2019 | GSK/07/167/19-20 | INTER       | gsk license 18% | Taxable    |
| + GSK Sales | 03-07-2019 | GSK/07/168/19-20 | INTER       | gsk license 18% | Taxable    |

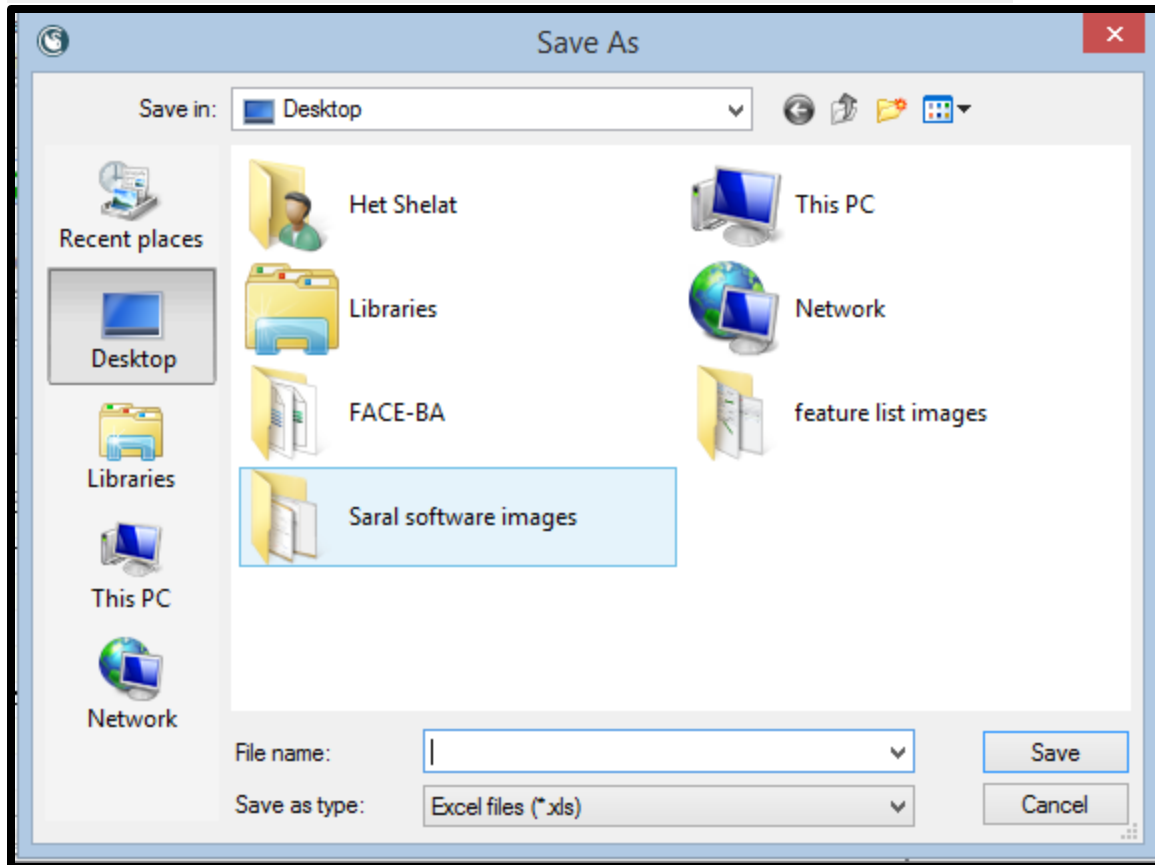
Edited Data

Section 3.1 Section 3.2 Section 4 Section 5 Section 5.1

| Description                                                                  | Taxable Value |
|------------------------------------------------------------------------------|---------------|
| (a) Outward taxable supplies (other than zero rated, nil rated and exempted) | 1,043,050.83  |
| (b) Outward taxable supplies (zero rated)                                    |               |
| (c) Other outward supplies (Nil rated, exempted)                             |               |
| (d) Inward supplies (liable to reverse charge)                               |               |
| (e) Non-GST outward supplies                                                 |               |

### Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .json file.

#### [Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of GSTR-3B Tab.

#### [Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, GSTR-3B Report will get closed.



## GSTR3B FILING FROM FACE

Step 1: Go to FACE application- Returns- GSTR3B- select period- load data

Screen as below will appear. Select export option and save the JSON ` on desired location

The screenshot shows the 'GSTR3B' application window. The 'Actual Data' section is active, displaying a table for 'Section 3.1' with columns: Description, Taxable Value, Integrated Tax, Central Tax, State / UT Tax, and CESS. The table contains data for various supply types, including outward taxable supplies, zero-rated supplies, and non-GST outward supplies. Below the table, there is a 'Voucher' section with a table for 'Type Sales' showing details like Date, No, Supply Type, Name, Taxability, Qty, Rate, Taxable Value, GST Rate, IGST, and CGST.

Step 2: Login to <https://services.gst.gov.in/services/login> with your username & password.

The screenshot shows the 'Goods and Services Tax' login page. The page has a navigation bar with links for Home, Services, GST Law, Downloads, Search Taxpayer, and Help and Taxpayer Facilities. The main content area is titled 'Login' and contains a form with fields for Username, Password, and a CAPTCHA. The Username field is pre-filled with 'Bonny6308'. Below the form, there are links for 'Forgot Username' and 'Forgot Password', and a note about first-time login.

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Step 3: Go to Return Dashboard

This screenshot shows the GST Common Portal dashboard. At the top, there's a header with the GST logo and the text "Goods and Services Tax". Below the header is a navigation bar with links: Dashboard, Services, GST Law, Downloads, Search Taxpayer, and Help and Taxpayer Facilities. The main content area is titled "Dashboard" and includes a welcome message, login information, and a navigation panel. The navigation panel has buttons for "RETURN DASHBOARD", "CREATE CHALLAN", "VIEW NOTICE(S) AND ORDER(S)", and "ANNUAL RETURN". There's also a "Continue to Dashboard" button. On the right, there's a "Quick Links" section with links for "Check Cash Balance", "Liability Ledger", and "Credit Ledger". The footer contains copyright information, the last update date, and the developer's name.

Step 4: Select the period for filing

This screenshot shows the "File Returns" section of the GST Common Portal. The header is "Goods and Services Tax". Below the header is a navigation bar with links: Dashboard, Services, GST Law, Downloads, Search Taxpayer, and Help and Taxpayer Facilities. The main content area is titled "File Returns" and includes a message "now be filed through SMS." Below this, there are two dropdown menus: "Financial Year" (set to 2020-21) and "Return Filing Period" (set to September). A "SEARCH" button is next to the dropdowns. A red asterisk indicates mandatory fields.

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Step 5: For GSTR3B Select “Prepare Offline”

Step 6: Select the JSON file extracted from FACE

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