

FAQs and User Manual – GSTR3B Offline Utility

Goods and Services Tax Network

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1. FAQs on GSTR3B Offline Utility

1. How can I download and open the GSTR3B Offline Utility in my system from the GST Portal?

1. Login to the GST Portal www.gst.gov.in .
2. Go to **Downloads > Offline tools > GSTR3B Offline Utility > Download** button.
3. Unzip the downloaded Zip file which contain GSTR3B_Excel_Utility excel sheet
4. Open the GSTR3B_Excel_Utility excel sheet by double clicking on it.

2. What are the basic system requirements/ configurations required to use GSTR3B Offline Utility?

The offline functions work best on Windows 7 and above with Internet explorer 10+ and MSEXCEL 2007 and above. Detailed system required are available at (<https://www.gst.gov.in/download/returns>).

3. How do I open or launch the GSTR3B Offline Utility?

One can launch the GSTR3B Offline Utility by double clicking the downloaded GSTR3B_Excel_Utility excel sheet.

4. Is the Offline tool mobile compatible?

No. Offline tool cannot be used on mobile. Currently, Offline tool can only be used only on desktops.

5. Can a taxpayer sign/ submit his GSTR3B return in the Offline tool?

No. After upload of the return to the GST Portal, the taxpayer has to preview the form, submit, Offset liability and then file GSTR-3B.

2. GST3B Offline Utility: An Overview

The Excel based GSTR-3B Offline Utility is designed to help taxpayer to prepare their GSTR-3B return offline.

Details for following sections of GSTR-3B return can be added by taxpayer using the offline Utility

- 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
- Eligible ITC
- Values of exempt, nil-rated and non-GST inward supplies
- 5.1 Interest & late fee payable

Downloading GSTR3B Offline Utility and Uploading GSTR3B details

Login to the GST Portal and download and open the **GSTR3B Offline Utility**

Enter details in the GSTR-3B worksheet

Validate the details entered using 'Validate' button

Generate Json using 'Generate File' button

Upload the generated JSON on GST Portal

3. Downloading the GSTR3B Offline Utility

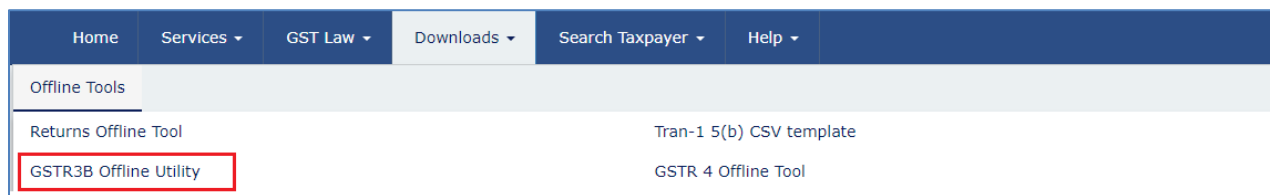
Downloading the GSTR3B Offline Utility is a one-time activity, however, it may require an update in future if the Tool is updated at the GST Portal. Please check the version of the offline utility used by you with the one available for download on the GST Portal at regular intervals.

To download and install the GSTR3B Offline Utility to prepare the GSTR3B return offline, perform the following steps:



You can download the GSTR3B Offline Utility from the Portal without login to the GST Portal.

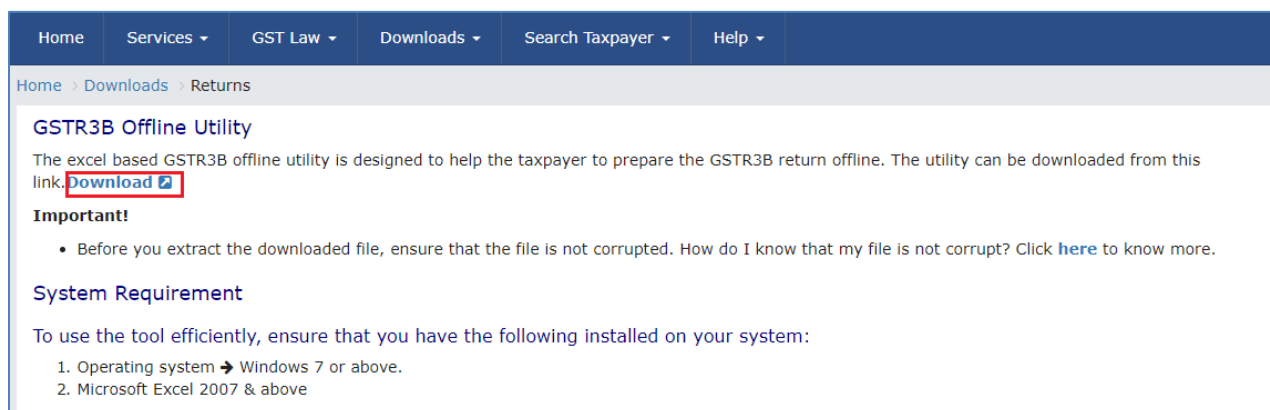
1. Access the <https://www.gst.gov.in/> URL.
2. The **GST Home** page is displayed. Click the **Downloads > Offline tools > GSTR3B Offline Utility**.



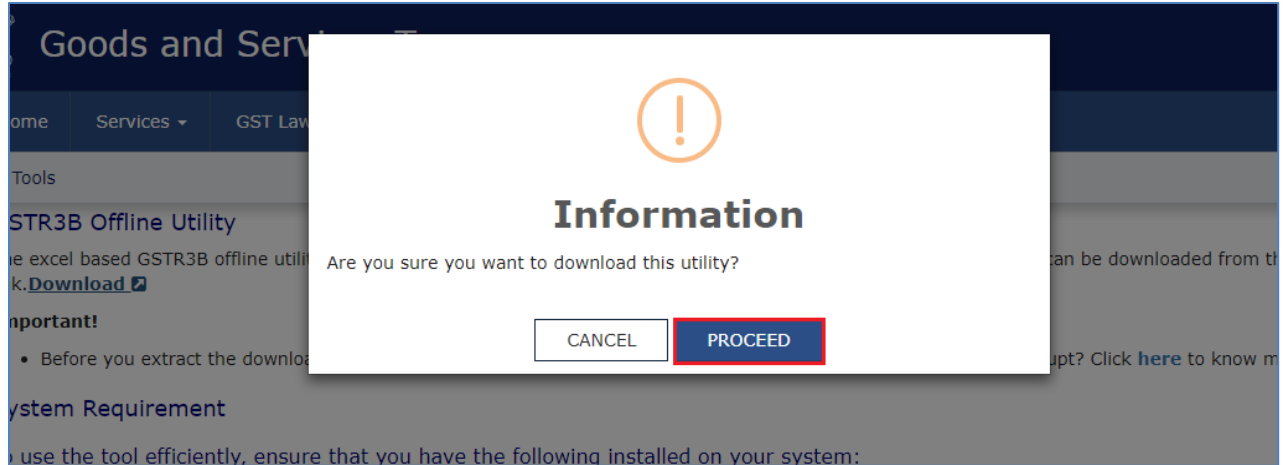
3. The **Returns Offline tool** page is displayed. Click the **Download** button.



The download of the GSTR3B Offline Utility usually takes 2-3 minutes to download depending on the Internet speed.



4. A confirmation message is displayed on the screen. Click the **PROCEED** button to download the GSTR3B Offline Utility from the GST Portal.

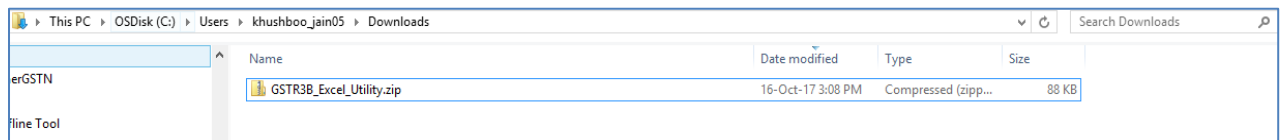


The Progress update page is displayed in a new browser tab. You can notice that the download is in progress.

5. Browse and select the location where you want to save the downloaded files.



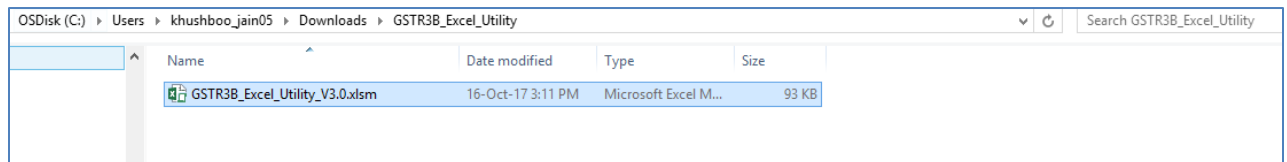
In some machines, depending on your browser settings, the files are downloaded in the folder **Downloads** on your machine.



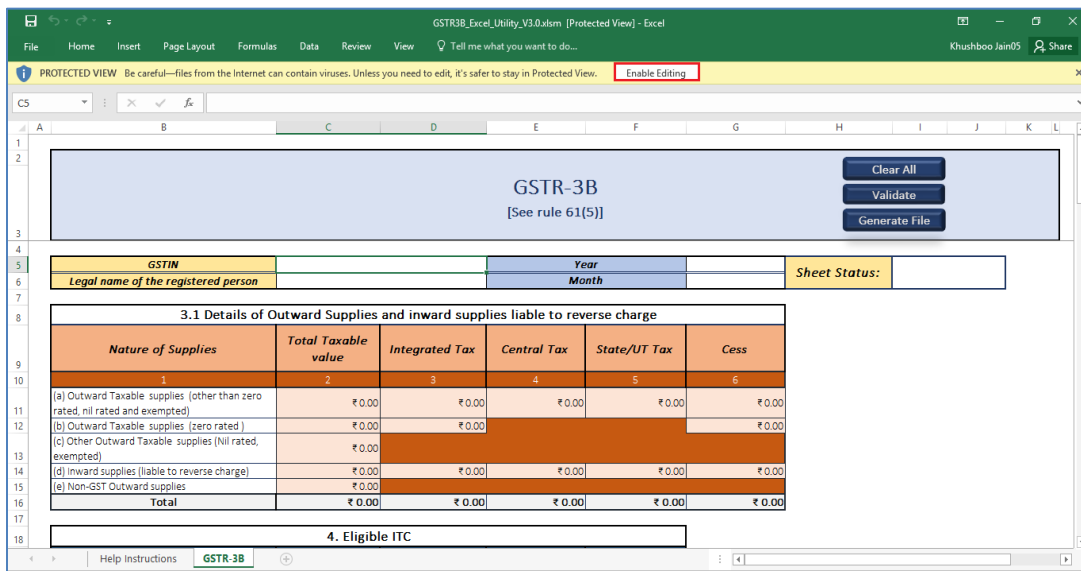
4. Installation of the GSTR3B Offline Utility

Once the download of the GSTR3B Offline Utility is complete, you need to unzip these downloaded files on your machine.

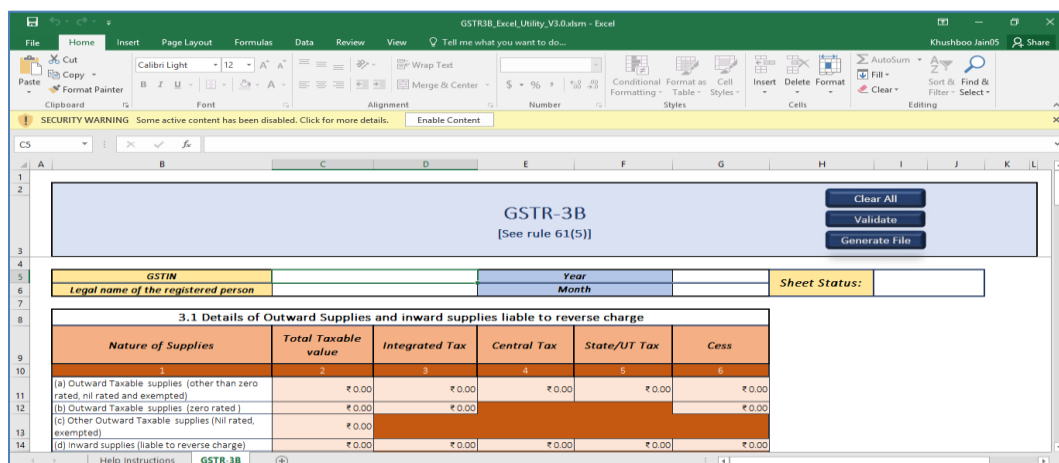
1. Unzip the downloaded files and extract the files from the downloaded zip folder **GSTR3_Excel_Utility.zip**. Zip folder consists of the GSTR3B_Excel_Utility file as shown in the screenshot below.



2. Double click the **GSTR3B_Excel_Utility**.
3. Click the **Enable Editing** button in the excel sheet.



4. Click the **Enable Content** button in the excel sheet.



5. Prepare GSTR3B Return Utility

Let us take an example where you need to prepare the **GSTR3B return** for the Financial Year **2017-18** and Return Filing Period as **April** on the GST Portal using the GSTR3B Offline Utility. To prepare the GSTRB Offline Utility, you need to perform the following steps:

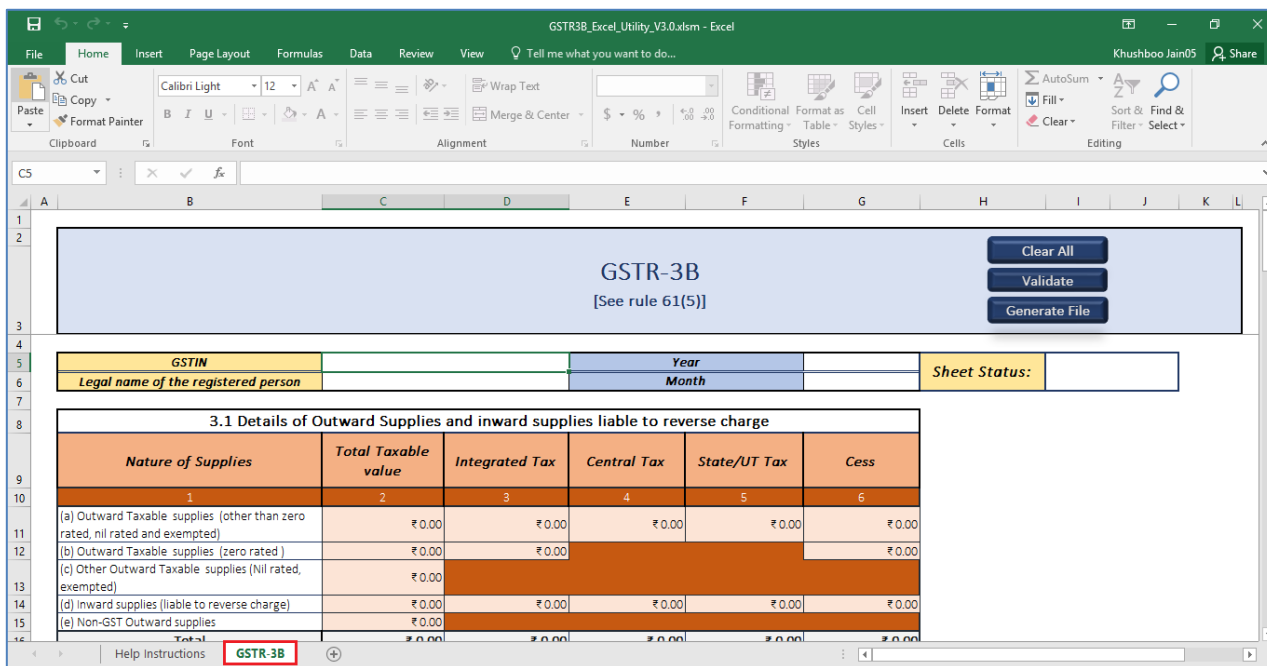
1. Enter details in the GSTR-3B worksheet of GSTR3B Return Utility
2. Validate the details entered using 'Validate' button
3. Generate Json using 'Generate File'
4. Upload the generated JSON on GST Portal. Preview the details uploaded, submit, offset liability and File return on the GST portal

1. Enter details in the GSTR3B worksheet of GSTR3B Offline Utility



Please ensure that you download the latest version of GSTR3B Offline Utility from the GST portal. <https://www.gst.gov.in/download/returns>

1. Launch the GSTR3B Excel based Offline Utility and navigate to worksheet 'GSTR-3B'



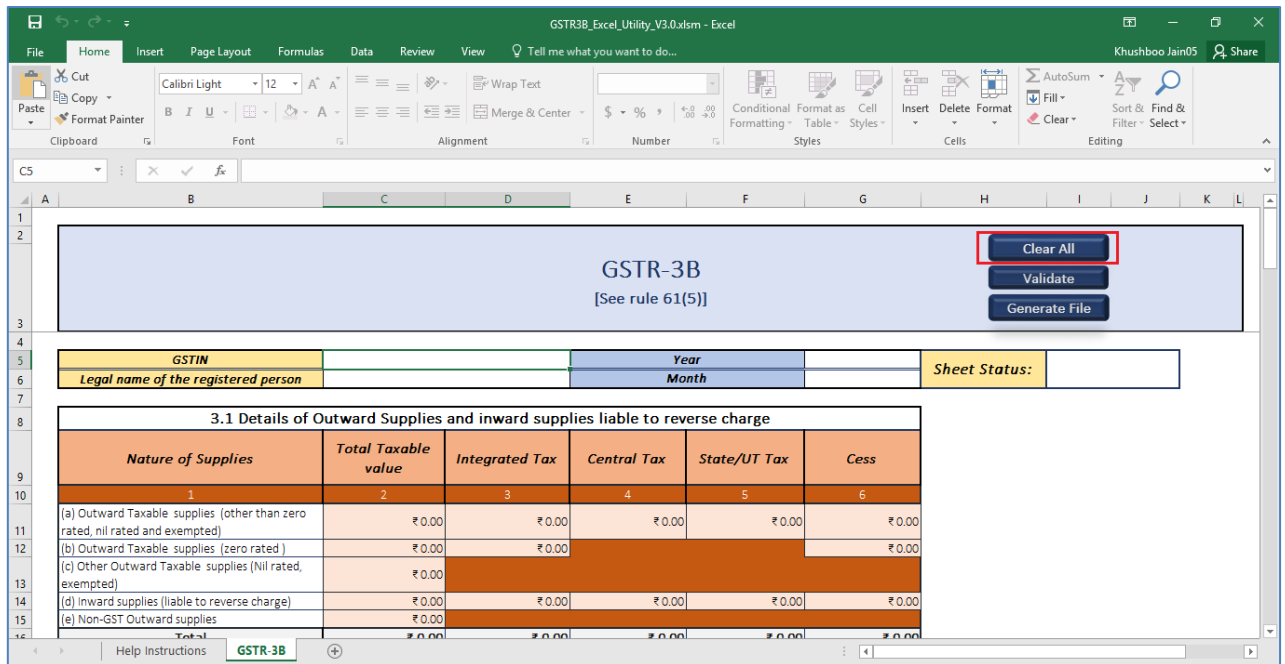
GSTR-3B
[See rule 61(5)]

Clear All
Validate
Generate File

GSTIN		Year	Month	Sheet Status:	
Legal name of the registered person					
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
1	2	3	4	5	6
(a) Outward Taxable supplies (other than zero rated, nil rated and exempted)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(b) Outward Taxable supplies (zero rated)	₹ 0.00	₹ 0.00			₹ 0.00
(c) Other Outward Taxable supplies (Nil rated, exempted)	₹ 0.00				
(d) Inward supplies (liable to reverse charge)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(e) Non-GST Outward supplies	₹ 0.00				
Total	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00

Help Instructions **GSTR-3B**

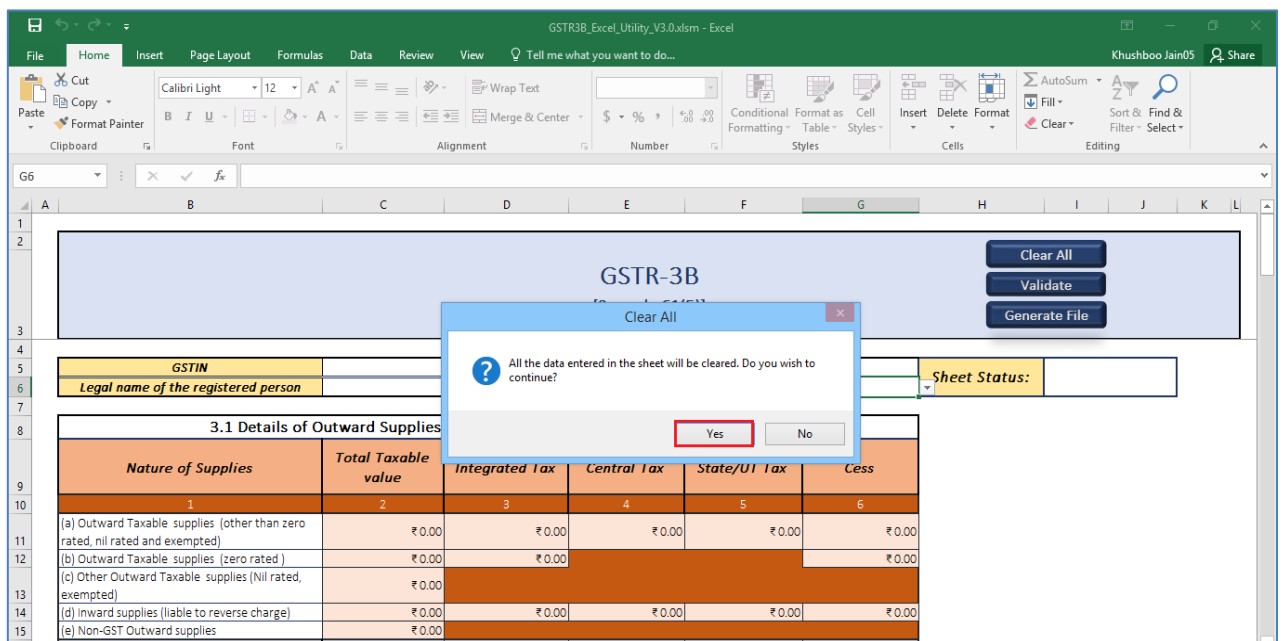
- Click the **Clear All** button to clear any data present in the sheet and to reset the Worksheet. This enables to use same template for multiple tax periods and taxpayers.



The screenshot shows the GSTR3B Offline Utility Excel spreadsheet. The 'Clear All' button is highlighted with a red box. The spreadsheet contains the following data:

GSTR-3B					
[See rule 61(5)]					
GSTIN		Year		Sheet Status:	
Legal name of the registered person		Month			
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
1	2	3	4	5	6
(a) Outward Taxable supplies (other than zero rated, nil rated and exempted)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(b) Outward Taxable supplies (zero rated)	₹ 0.00	₹ 0.00			₹ 0.00
(c) Other Outward Taxable supplies (Nil rated, exempted)	₹ 0.00				
(d) Inward supplies (liable to reverse charge)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(e) Non-GST Outward supplies	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00

- Click the **Yes** button.



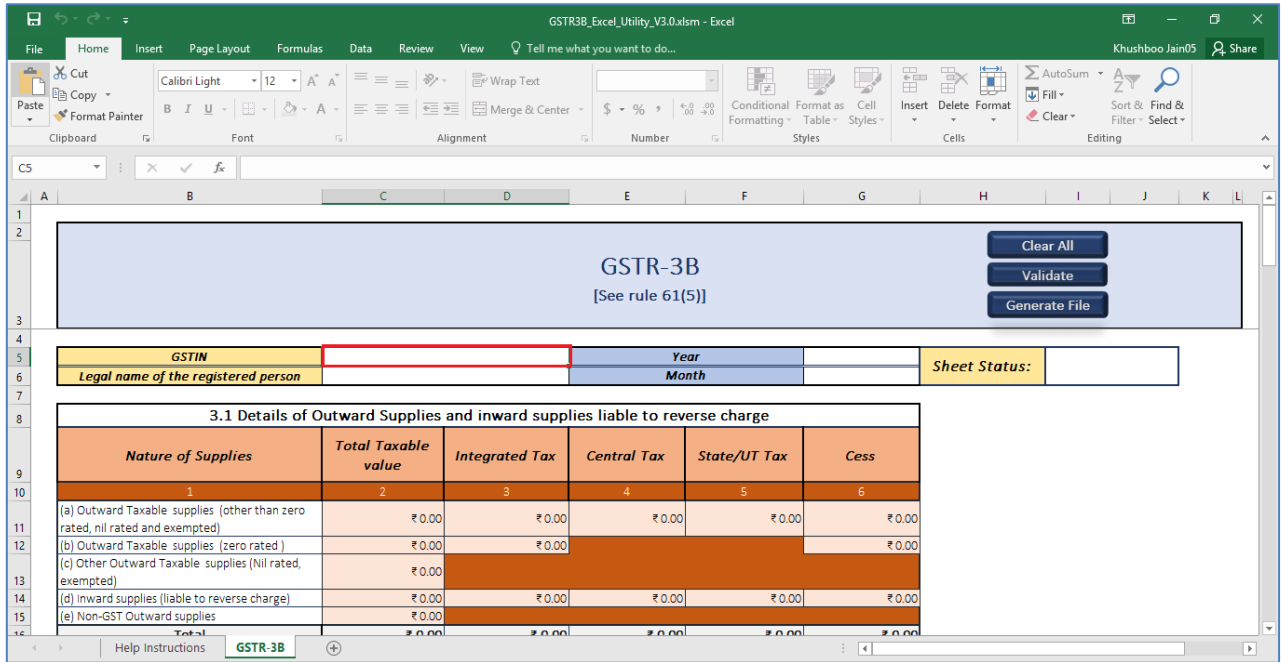
The screenshot shows the GSTR3B Offline Utility Excel spreadsheet with a 'Clear All' dialog box open. The 'Yes' button is highlighted with a red box. The dialog box contains the following text:

Clear All

ⓘ All the data entered in the sheet will be cleared. Do you wish to continue?

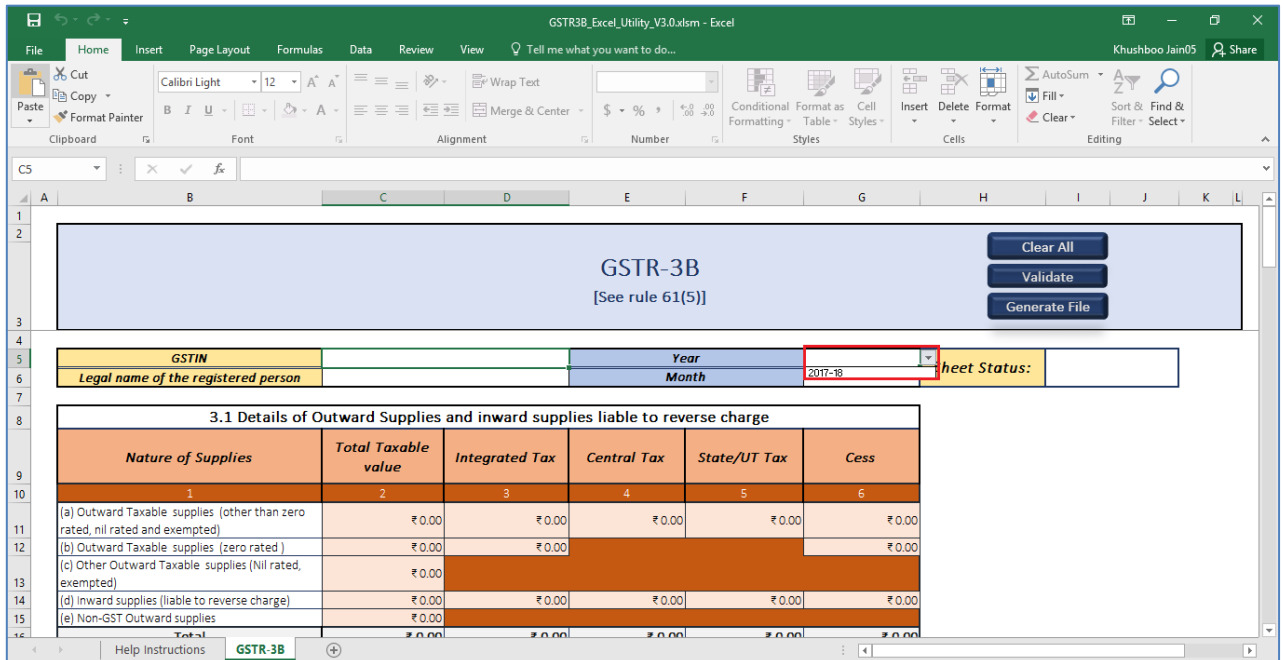
Yes No

4. In the **GSTIN** field, enter the GSTIN. Entered GSTIN would be validated for correct structure.



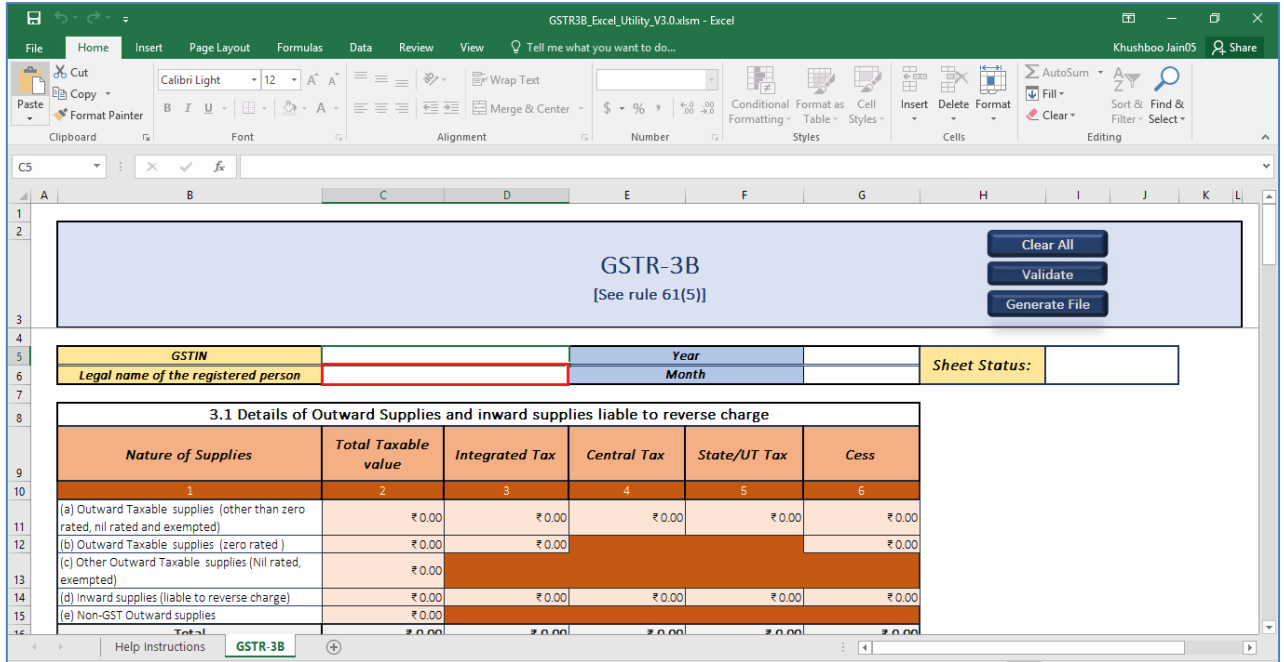
The screenshot shows the GSTR3B Offline Utility Excel form. The title bar indicates the file is 'GSTR3B_Excel_Utility_V3.0.xlsm'. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The main area displays the 'GSTR-3B [See rule 61(5)]' header with buttons for 'Clear All', 'Validate', and 'Generate File'. Below the header, there are input fields for 'GSTIN', 'Legal name of the registered person', 'Year', and 'Month'. The 'Year' field is currently empty, and the 'Month' field is also empty. A 'Sheet Status' field is present on the right. Below these fields is a table titled '3.1 Details of Outward Supplies and inward supplies liable to reverse charge'. The table has columns for 'Nature of Supplies', 'Total Taxable value', 'Integrated Tax', 'Central Tax', 'State/UT Tax', and 'Cess'. The rows include: (a) Outward Taxable supplies (other than zero rated, nil rated and exempted), (b) Outward Taxable supplies (zero rated), (c) Other Outward Taxable supplies (Nil rated, exempted), (d) Inward supplies (liable to reverse charge), and (e) Non-GST Outward supplies. All values are currently zero.

5. Select the applicable Financial Year from the **Year** drop-down list. Year is a mandatory field.



The screenshot shows the GSTR3B Offline Utility Excel form with the 'Year' field selected as '2017-18'. The 'Month' field is still empty. The 'Sheet Status' field is present on the right. The table titled '3.1 Details of Outward Supplies and inward supplies liable to reverse charge' is visible below the input fields. The table structure and data are the same as in the previous screenshot.

6. In the **Legal name of registered person** field, enter the legal name of registered person. This field is optional and would not lead to validation failure.



GSTR-3B
[See rule 61(5)]

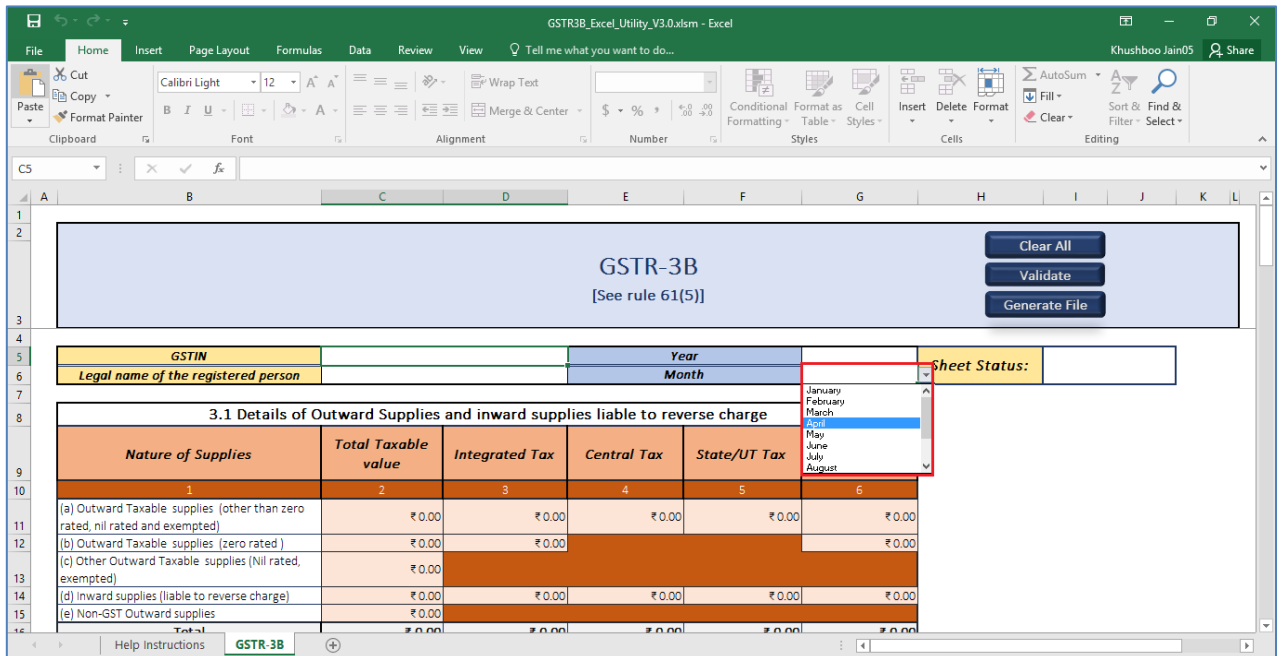
Clear All
Validate
Generate File

GSTIN	Legal name of the registered person	Year	Month	Sheet Status:

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)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(b) Outward Taxable supplies (zero rated)	₹ 0.00	₹ 0.00			₹ 0.00
(c) Other Outward Taxable supplies (Nil rated, exempted)	₹ 0.00				
(d) Inward supplies (liable to reverse charge)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(e) Non-GST Outward supplies	₹ 0.00				
Total	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00

7. Select the applicable month from the **Month** drop-down list. Month is a mandatory field.



GSTR-3B
[See rule 61(5)]

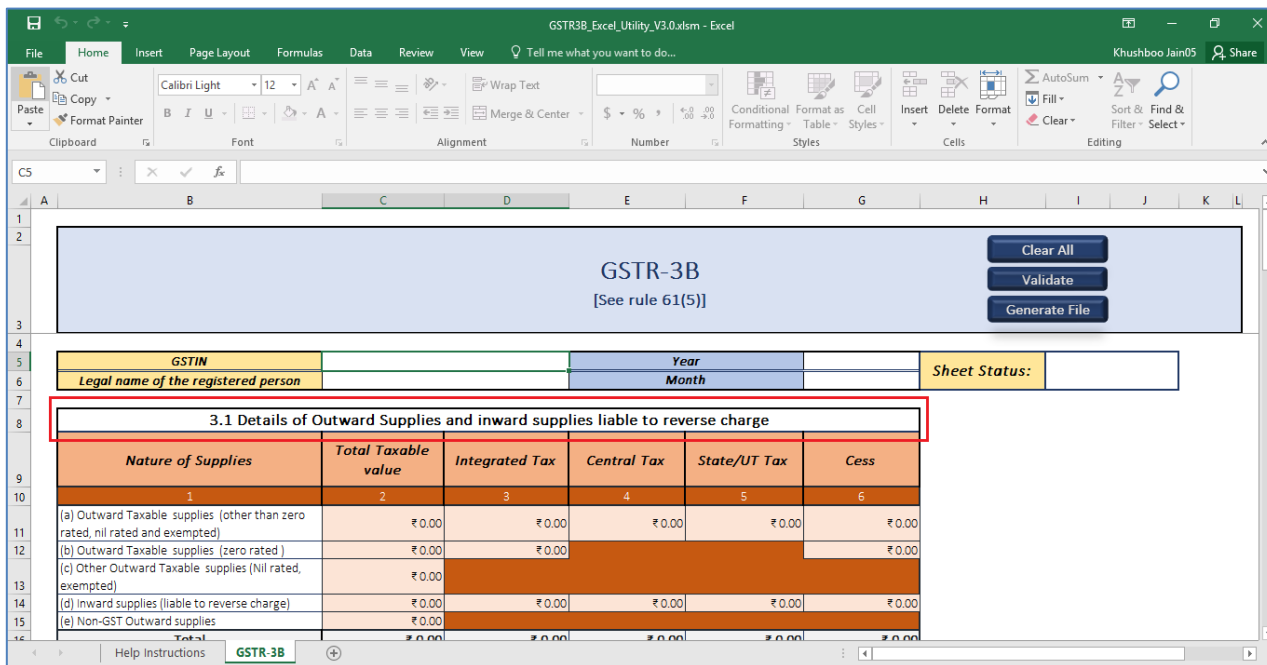
Clear All
Validate
Generate File

GSTIN	Legal name of the registered person	Year	Month	Sheet Status:

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)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(b) Outward Taxable supplies (zero rated)	₹ 0.00	₹ 0.00			₹ 0.00
(c) Other Outward Taxable supplies (Nil rated, exempted)	₹ 0.00				
(d) Inward supplies (liable to reverse charge)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(e) Non-GST Outward supplies	₹ 0.00				
Total	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00

8. Enter details as applicable in Table 3.1 'Details of Outward Supplies and inward supplies liable to reverse charge'. Please note that only CGST amount needs to be entered for applicable sections; an equal SGST amount would be populated based on CGST amount. If the value of SGST amount is not equal, one can change it on the portal.



The screenshot shows the GSTR3B Offline Utility Excel spreadsheet. The title bar indicates the file is 'GSTR3B_Excel_Utility_V3.0.xlsm'. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The 'Home' ribbon is active, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The spreadsheet displays the following information:

- GSTR-3B** [See rule 61(5)]
- Clear All**, **Validate**, **Generate File** buttons.
- GSTIN** field: Legal name of the registered person.
- Year** and **Month** fields.
- Sheet Status:** field.
- Table 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
1	2	3	4	5	6
(a) Outward Taxable supplies (other than zero rated, nil rated and exempted)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(b) Outward Taxable supplies (zero rated)	₹ 0.00	₹ 0.00			₹ 0.00
(c) Other Outward Taxable supplies (Nil rated, exempted)	₹ 0.00				
(d) Inward supplies (liable to reverse charge)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(e) Non-GST Outward supplies	₹ 0.00				
Total	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00

9. Enter details as applicable in Table 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.



Please note the amount entered in Table 3.2 cannot be more than amount entered in Table 3.1 (a).

Table 3.2 is present as the last table in the GSTR-3B worksheet.

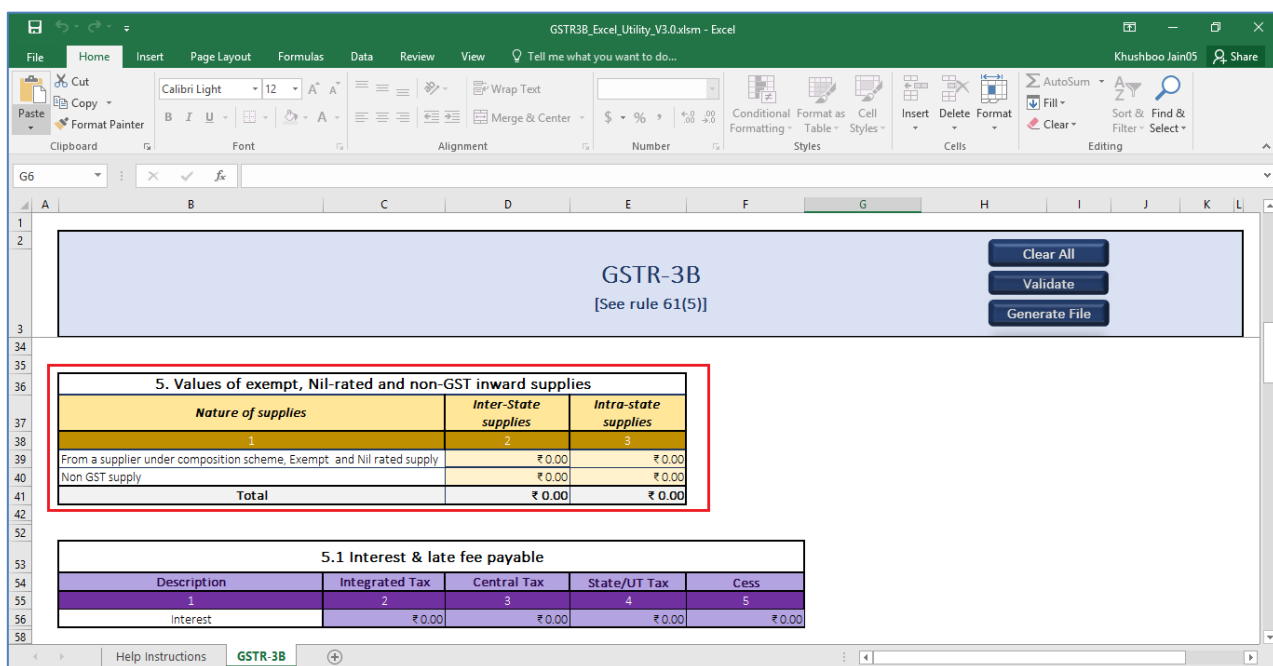
You can select the Place of Supply(State/UT) from the drop-down list.

3.2 Of the supplies shown in 3.1 (a), details of inter-state supplies made to unregistered persons, composition taxable person and						
Place of Supply(State/UT)	Supplies made to Unregistered Persons		Supplies made to Composition Taxable Persons		Supplies made to UIN holders	
	Total Taxable value	Amount of Integrated Tax	Total Taxable value	Amount of Integrated Tax	Total Taxable value	Amount of Integrated Tax
1	2	3	4	5	6	7
01-Jammu & Kashmir	₹ 444.00	₹ 55.00	₹ 55.00	₹ 55.00	₹ 55.00	₹ 55.00
02-Himachal Pradesh						
03-Punjab						
04-Chandigarh						
05-Uttarakhand						
06-Haryana						
07-Delhi						
08-Rajasthan						
09-Uttar Pradesh						

10. Enter details as applicable in Table 4. Eligible ITC.

GSTR-3B [See rule 61(5)]					
Total		₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
4. Eligible ITC					
Details	Integrated Tax	Central Tax	State/UT Tax	Cess	
1	2	3	4	5	
(A) ITC Available (Whether in full or part)					
(1) Import of goods	₹ 0.00			₹ 0.00	
(2) Import of services	₹ 0.00			₹ 0.00	
(3) Inward supplies liable to reverse charge (other than 1 & 2 above)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	
(4) Inward supplies from ISD	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	
(5) All other ITC	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	
(B) ITC Reversed					

11. Enter details as applicable in Table 5. **Values of exempt, nil-rated and non-GST inward supplies.**



GSTR-3B
[See rule 61(5)]

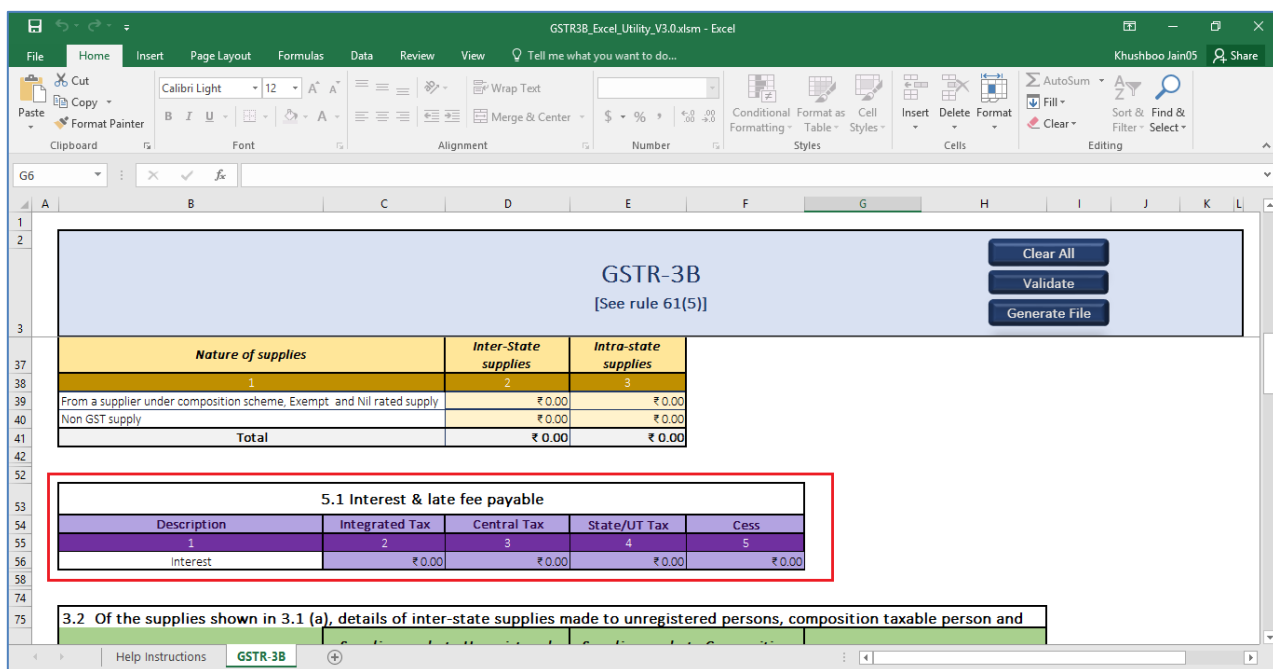
5. Values of exempt, Nil-rated and non-GST inward supplies

Nature of supplies	Inter-State supplies	Intra-state supplies
1	2	3
From a supplier under composition scheme, Exempt and Nil rated supply	₹ 0.00	₹ 0.00
Non GST supply	₹ 0.00	₹ 0.00
Total	₹ 0.00	₹ 0.00

5.1 Interest & late fee payable

Description	Integrated Tax	Central Tax	State/UT Tax	Cess
1	2	3	4	5
Interest	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00

12. Enter details as applicable in Table **5.1 Interest & late fee payable**. You need to enter only interest amount.



GSTR-3B
[See rule 61(5)]

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

Nature of supplies	Inter-State supplies	Intra-state supplies
1	2	3
From a supplier under composition scheme, Exempt and Nil rated supply	₹ 0.00	₹ 0.00
Non GST supply	₹ 0.00	₹ 0.00
Total	₹ 0.00	₹ 0.00

5.1 Interest & late fee payable

Description	Integrated Tax	Central Tax	State/UT Tax	Cess
1	2	3	4	5
Interest	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00

3.2 Of the supplies shown in 3.1 (a), details of inter-state supplies made to unregistered persons, composition taxable person and

2. Validate Details Entered using Validate button

- Once all details are entered, click the **Validate** button to validate the GSTR-3B worksheet.

The screenshot shows the GSTR3B Offline Utility Excel spreadsheet. The 'Validate' button is highlighted with a red box. The spreadsheet contains the following data:

GSTR-3B [See rule 61(5)]					
GSTIN	18AAAA50794A12Q	Year	2017-18	Sheet Status:	
Legal name of the registered person	AS Agarwal	Month	July		
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
1	2	3	4	5	6
(a) Outward Taxable supplies (other than zero rated, nil rated and exempted)	₹ 555.00	₹ 666.00	₹ 7,777.00	₹ 7,777.00	₹ 88.00
(b) Outward Taxable supplies (zero rated)	₹ 0.00	₹ 0.00			₹ 0.00
(c) Other Outward Taxable supplies (Nil rated, exempted)	₹ 0.00				
(d) Inward supplies (liable to reverse charge)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(e) Non-GST Outward supplies	₹ 0.00				
Total	₹ 555.00	₹ 666.00	₹ 7,777.00	₹ 7,777.00	₹ 88.00

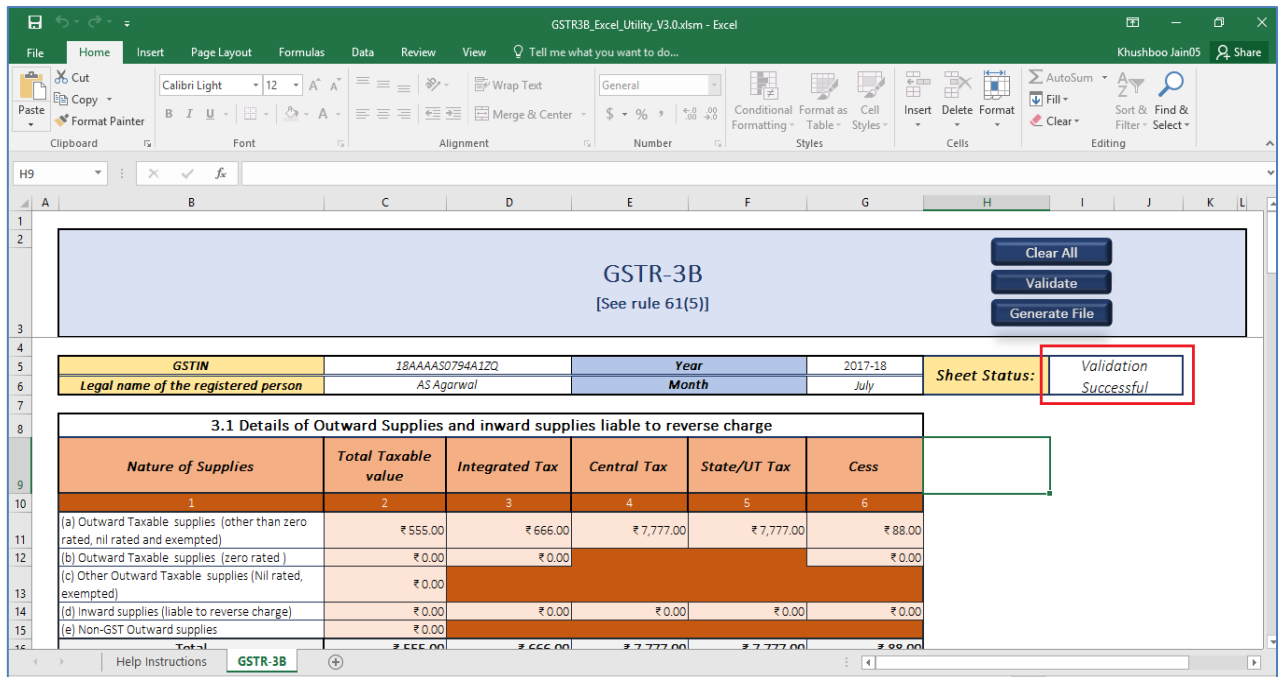
In case of successful validation:

- A pop-up message is displayed that sheet is validated and you can proceed to generate JSON file. Click the **OK** button.

The screenshot shows the GSTR3B Offline Utility Excel spreadsheet with a 'Sheet validated' pop-up message displayed. The 'Validate' button is highlighted with a red box. The spreadsheet contains the following data:

GSTR-3B [See rule 61(5)]					
GSTIN	18AAAA50794A12Q	Year	2017-18	Sheet Status:	
Legal name of the registered person	AS Agarwal	Month	July		
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
1	2	3	4	5	6
(a) Outward Taxable supplies (other than zero rated, nil rated and exempted)	₹ 555.00	₹ 666.00	₹ 7,777.00	₹ 7,777.00	₹ 88.00
(b) Outward Taxable supplies (zero rated)	₹ 0.00	₹ 0.00			₹ 0.00
(c) Other Outward Taxable supplies (Nil rated, exempted)	₹ 0.00				
(d) Inward supplies (liable to reverse charge)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(e) Non-GST Outward supplies	₹ 0.00				
Total	₹ 555.00	₹ 666.00	₹ 7,777.00	₹ 7,777.00	₹ 88.00

In case of successful validation, the **Sheet Status** reflects Validation Successful.

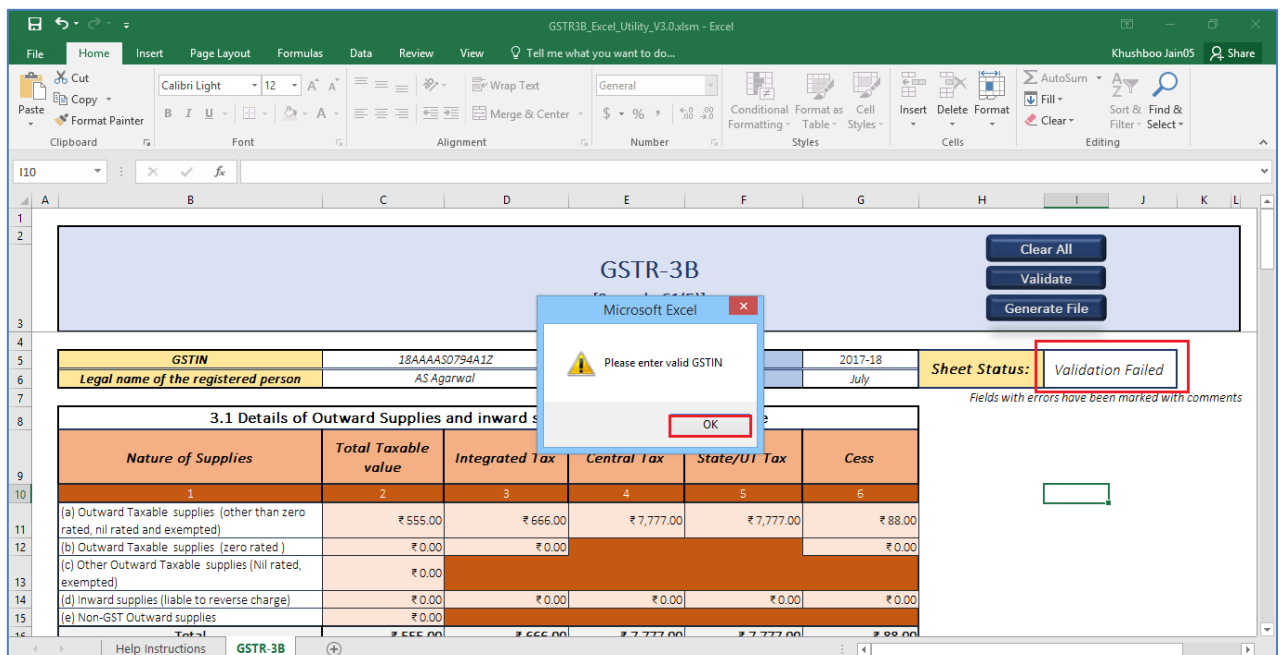


The screenshot shows the GSTR3B Offline Utility interface. The 'Sheet Status' is 'Validation Successful'. The 'Legal name of the registered person' is 'AS Agarwal'. The 'Year' is '2017-18' and the 'Month' is 'July'. The 'GSTR-3B' table shows the following data:

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)	₹ 555.00	₹ 666.00	₹ 7,777.00	₹ 7,777.00	₹ 88.00
(b) Outward Taxable supplies (zero rated)	₹ 0.00	₹ 0.00			₹ 0.00
(c) Other Outward Taxable supplies (Nil rated, exempted)	₹ 0.00				
(d) Inward supplies (liable to reverse charge)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(e) Non-GST Outward supplies	₹ 0.00				
Total	₹ 555.00	₹ 666.00	₹ 7,777.00	₹ 7,777.00	₹ 88.00

In case of unsuccessful validation:

- A pop-up message is displayed with error message. Click the **OK** button.
- In case of unsuccessful validation, the Sheet Status reflects Validation Failed.



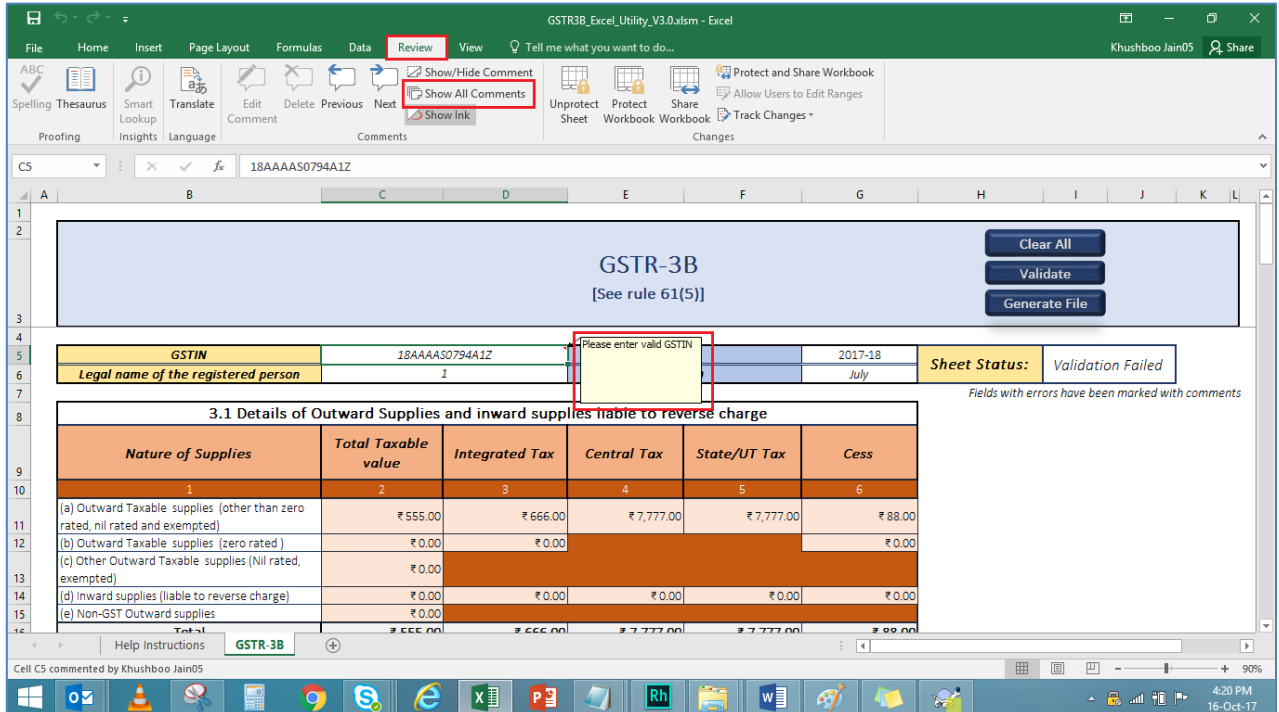
The screenshot shows the GSTR3B Offline Utility interface. The 'Sheet Status' is 'Validation Failed'. A pop-up message 'Please enter valid GSTIN' is displayed. The 'Legal name of the registered person' is 'AS Agarwal'. The 'Year' is '2017-18' and the 'Month' is 'July'. The 'GSTR-3B' table shows the following data:

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)	₹ 555.00	₹ 666.00	₹ 7,777.00	₹ 7,777.00	₹ 88.00
(b) Outward Taxable supplies (zero rated)	₹ 0.00	₹ 0.00			₹ 0.00
(c) Other Outward Taxable supplies (Nil rated, exempted)	₹ 0.00				
(d) Inward supplies (liable to reverse charge)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(e) Non-GST Outward supplies	₹ 0.00				
Total	₹ 555.00	₹ 666.00	₹ 7,777.00	₹ 7,777.00	₹ 88.00

- In case of validation failure; check for cells that have failed validation and correct errors as per help text.



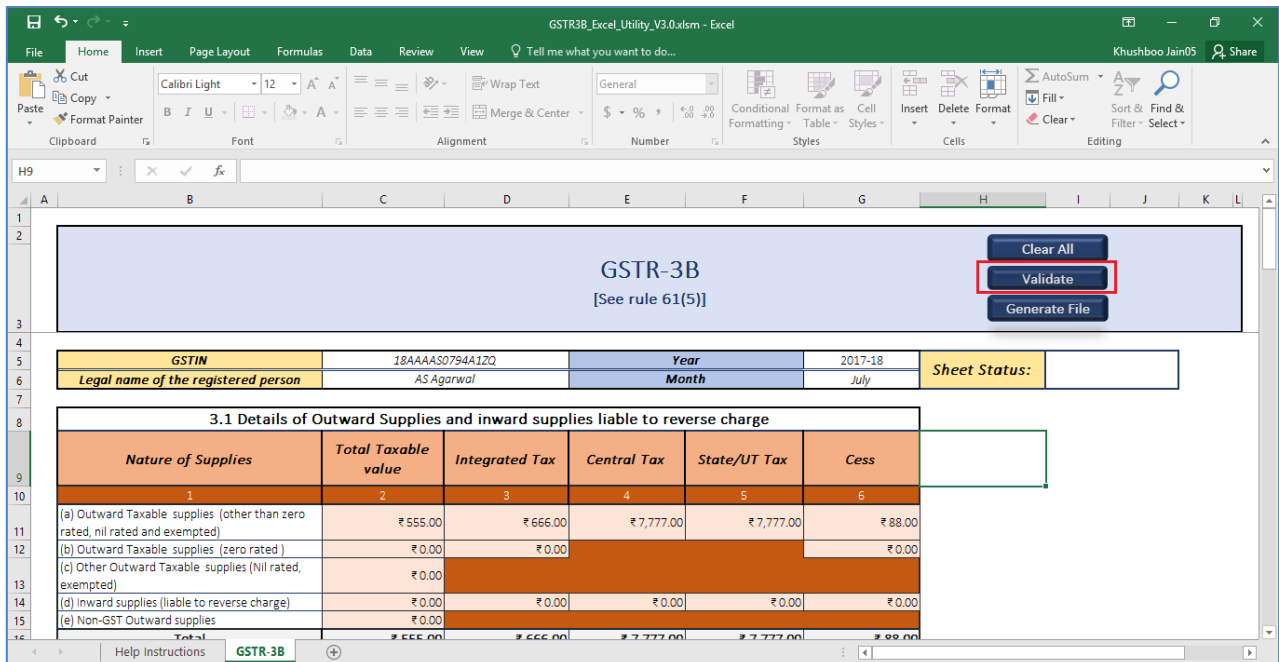
To view the comments for fields with errors, you can click the **Review** tab > **Show All Comments** link.



The screenshot shows the GSTR-3B Excel Utility interface. The 'Review' tab is selected in the ribbon. The 'Show All Comments' link is highlighted. A yellow comment box is visible, pointing to the GSTIN field, with the text 'Please enter valid GSTIN'. The 'Sheet Status' is 'Validation Failed'. The table below shows the 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)	₹ 555.00	₹ 666.00	₹ 7,777.00	₹ 7,777.00	₹ 88.00
(b) Outward Taxable supplies (zero rated)	₹ 0.00	₹ 0.00			₹ 0.00
(c) Other Outward Taxable supplies (Nil rated, exempted)	₹ 0.00				
(d) Inward supplies (liable to reverse charge)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(e) Non-GST Outward supplies	₹ 0.00				
Total	₹ 555.00	₹ 666.00	₹ 7,777.00	₹ 7,777.00	₹ 88.00

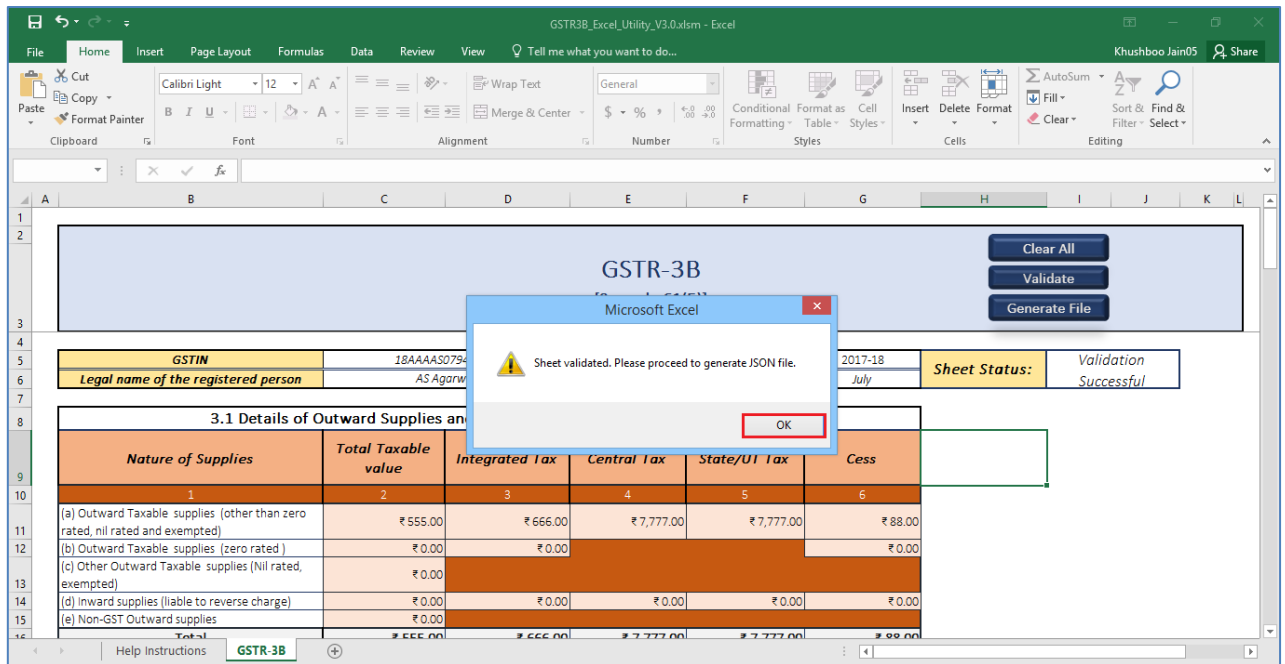
- Once all errors are rectified, click the **Validate** button to validate the GSTR-3B worksheet.



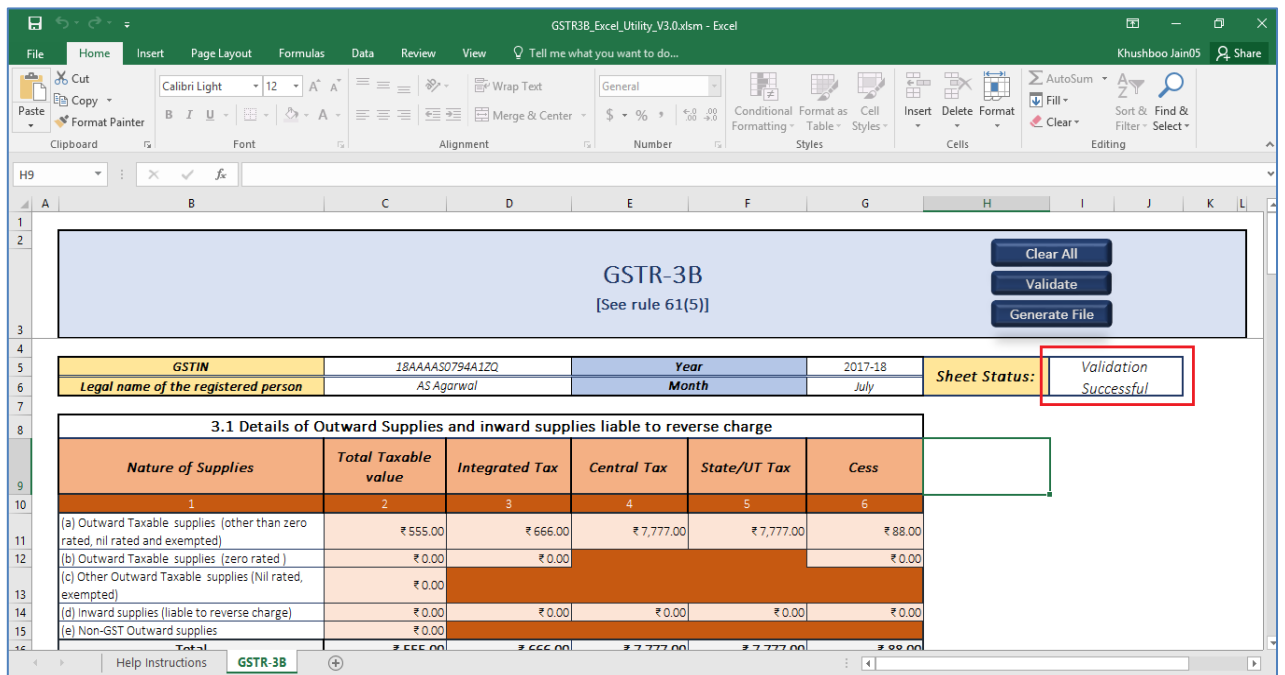
The screenshot shows the GSTR-3B Excel Utility interface after validation. The 'Validate' button is highlighted. The 'Sheet Status' is now empty, indicating successful validation. The table below shows the details of outward supplies and inward supplies liable to reverse charge.

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)	₹ 555.00	₹ 666.00	₹ 7,777.00	₹ 7,777.00	₹ 88.00
(b) Outward Taxable supplies (zero rated)	₹ 0.00	₹ 0.00			₹ 0.00
(c) Other Outward Taxable supplies (Nil rated, exempted)	₹ 0.00				
(d) Inward supplies (liable to reverse charge)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(e) Non-GST Outward supplies	₹ 0.00				
Total	₹ 555.00	₹ 666.00	₹ 7,777.00	₹ 7,777.00	₹ 88.00

- A pop-up message is displayed that sheet is validated and you can proceed to generate JSON file. Click the **OK** button.



In case of successful validation, the **Sheet Status** reflects Validation Successful.



3. Generate JSON using Generate File button

1. Upon successful validation; click the **Generate File** button to generate JSON for upload on GST Portal.

The screenshot shows the 'GSTR-3B' Excel utility. The 'Review' tab is active. The 'Generate File' button is highlighted with a red box. The spreadsheet contains the following data:

GSTR-3B [See rule 61(5)]					
GSTIN		07AIIPA1572EH14		Year	2017-18
Legal name of the registered person		AS Agarwal		Month	July
Sheet Status: Validation Successful					
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)	₹ 555.00	₹ 666.00	₹ 7,777.00	₹ 7,777.00	₹ 88.00
(b) Outward Taxable supplies (zero rated)	₹ 0.00	₹ 0.00			₹ 0.00
(c) Other Outward Taxable supplies (Nil rated, exempted)	₹ 0.00				
(d) Inward supplies (liable to reverse charge)	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(e) Non-GST Outward supplies	₹ 0.00				
Total	₹ 555.00	₹ 666.00	₹ 7,777.00	₹ 7,777.00	₹ 88.00

2. A confirmation message is displayed that JSON file has been generated on your desktop. Click the **OK** button.



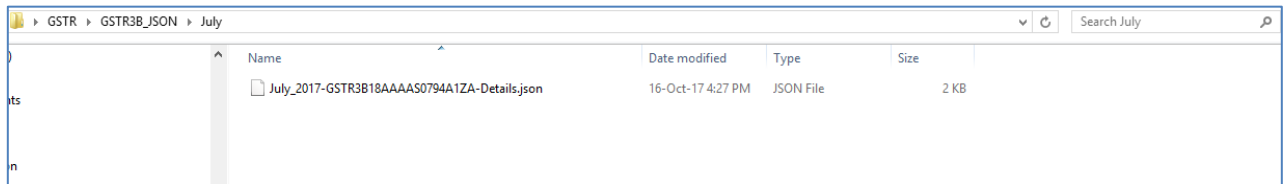
JSON would be generated only if the worksheet has been successfully validated.

The screenshot shows the same Excel spreadsheet as before, but with a confirmation message box displayed. The message box says: "JSON file has been generated! C:\Users\khushboo_jain\OneDrive\Desktop\GSTR\GSTR3B_JSON\July\July_2017 - GSTR3B18AAAA50794A12A-Details.json". The 'OK' button is highlighted with a red box.

3. A folder GSTR is created on your desktop. Double-click the GSTR folder.

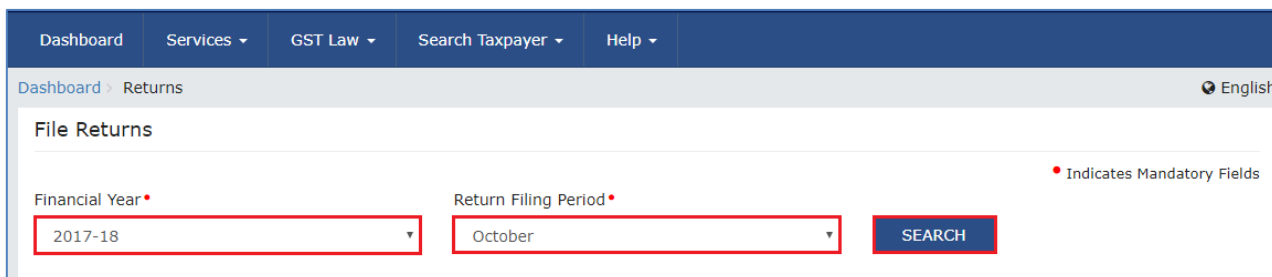


Notice the JSON file created.



4. Upload Generated JSON on GST Portal

1. Access the <https://gst.gov.in/> URL. The GST Home page is displayed.
2. Click the **Services > Returns > Returns Dashboard** command.
3. The File Returns page is displayed. In the **Financial Year** drop-down list, select the financial year for which the return has to be uploaded.
4. In the **Return Filing Period** drop-down list, select the return filing period for which the return has to be uploaded.
5. Click the **SEARCH** button.



Dashboard > Returns

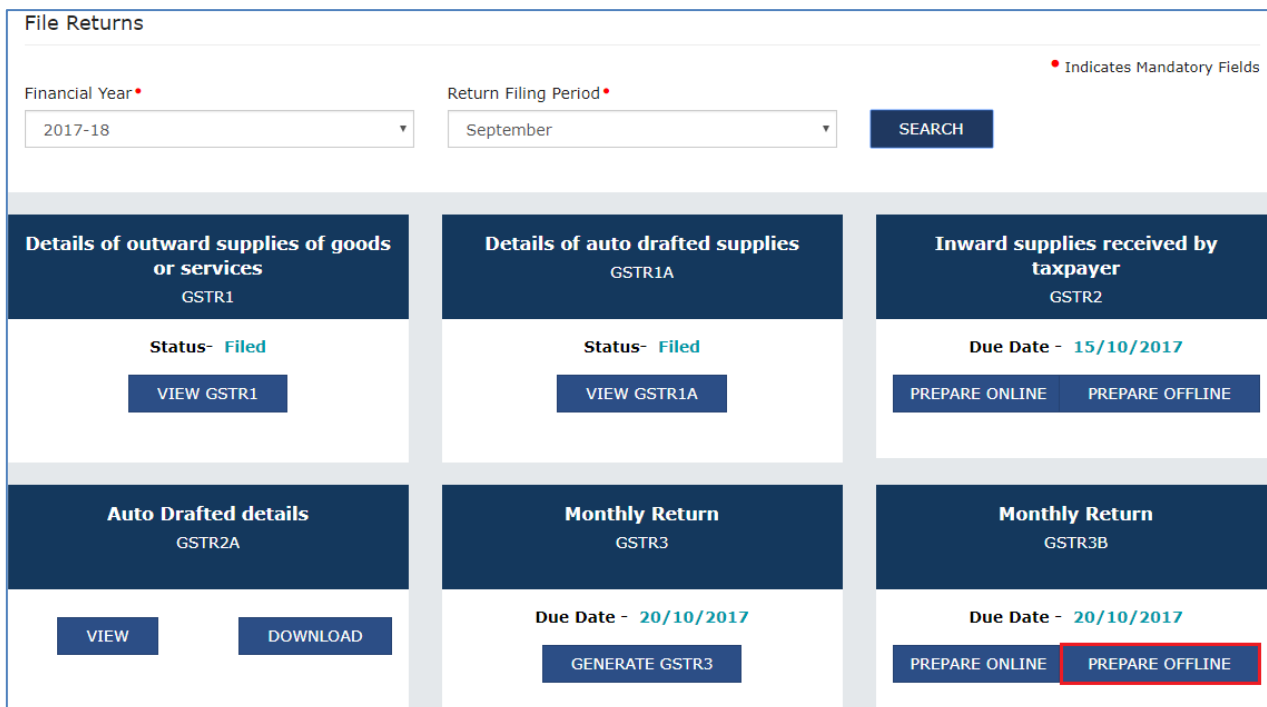
File Returns

Financial Year * 2017-18 Return Filing Period * October

SEARCH

Indicates Mandatory Fields

6. Applicable returns of the selected tax period is displayed. In the GSTR-3B tile, click the **PREPARE OFFLINE** button.



File Returns

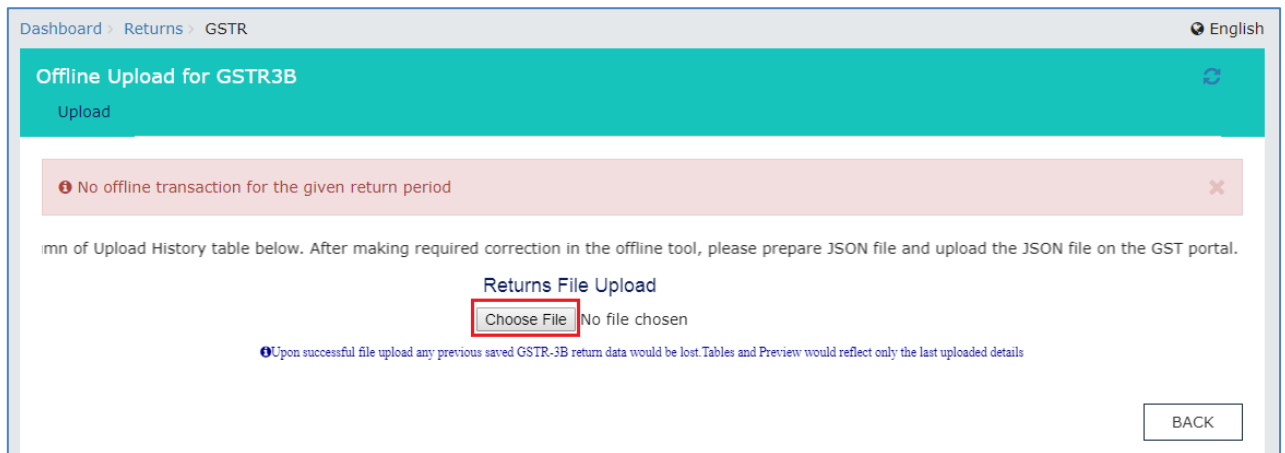
Financial Year * 2017-18 Return Filing Period * September

SEARCH

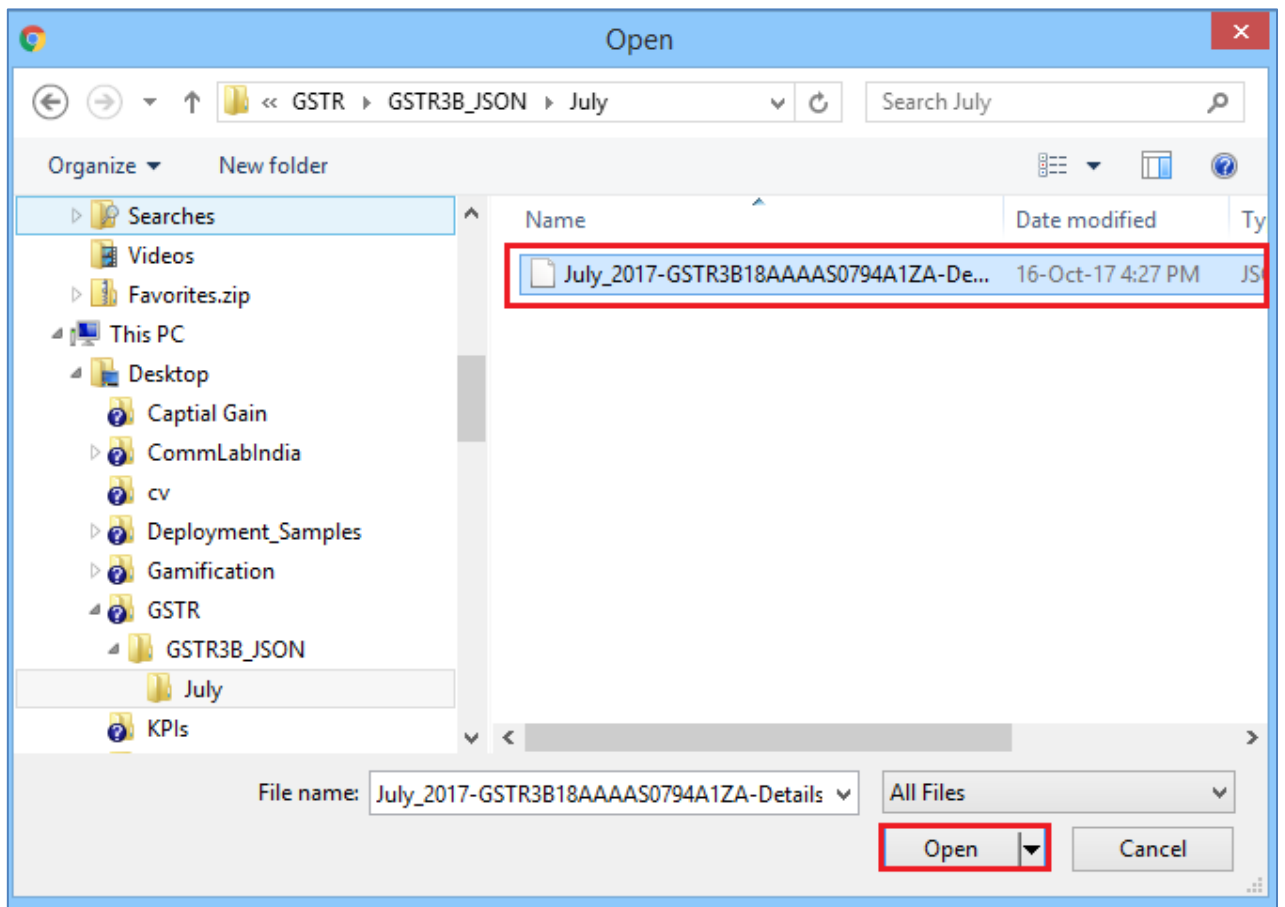
Indicates Mandatory Fields

Details of outward supplies of goods or services GSTR1 Status- Filed VIEW GSTR1	Details of auto drafted supplies GSTR1A Status- Filed VIEW GSTR1A	Inward supplies received by taxpayer GSTR2 Due Date - 15/10/2017 PREPARE ONLINE PREPARE OFFLINE
Auto Drafted details GSTR2A VIEW DOWNLOAD	Monthly Return GSTR3 Due Date - 20/10/2017 GENERATE GSTR3	Monthly Return GSTR3B Due Date - 20/10/2017 PREPARE ONLINE PREPARE OFFLINE

7. The **Upload** page is displayed. Click the **Choose File** button.



8. Browse and navigate the JSON file to be uploaded from your computer. Click the **Open** button.



9. The uploaded JSON file would be validated and processed. Upon success validation and processing the details entered would be populated in respective Tables.
In case of validation failure upon processing; errors if any would be shown on the GST Portal.

Offline Upload for GSTR3B

Upload

In case uploaded data fails validation, the error message will be displayed in the Error Report column of U

Returns File Upload

Choose File
No file chosen

Upon successful file upload any previous saved GSTR-3B return data would be lost. Tables and Preview would reflect only the last uploaded details

Upload History

Date	Time	Reference id	Status	Error Report
16/10/2017	16:54:39	6157760c-07bd-4e1e-9e72-c7e00b83afc3	In-Progress	NA
16/10/2017	16:54:05	6512510f-ed54-4fa9-98f1-d957a847dd44	Error Occurred	Mismatch between values of requested gstin or return period and the ones present in payload
16/10/2017	16:53:55	a0e2173f-5881-45b4-b892-c10764bf780e	Error Occurred	Mismatch between values of requested gstin or return period and the ones present in payload
16/10/2017	16:52:02	e82c1aad-3e2f-4d32-8d43-9ab27888720b	Error Occurred	Mismatch between values of requested gstin or return period and the ones present in payload

BACK



Please Note it is possible to upload JSON multiple times on GST portal till submission. However, earlier uploaded data would be overwritten. Tables and Preview would reflect only the last data uploaded.



Post successful upload of data on GST Portal, you can preview the form, submit, Offset liability and file GSTR-3B.