If you want to file GSTR3B with Data and offsetting any liability?

- Prepare your data in the Excel templates as provided**.** Go to GSTR3B → Save / Upload GSTR3B. Select the Financial Year and the Month.

- Select the file from your computer by Pressing "Choose File"

- Once the file is selected, you can see the data on screen. The data uploaded by you will be converted into a format which shall be used to make a Json to be uploaded on the GSTN Server.

- Verify the data and if you find it okay, Press the "Create Json" button. The Json shall be made.

- To upload the data to the GSTN Server, Press the Save Gstr3B.You will get the message "Data Successfully Updated".

- Before filing the GSTR3B, go to GSTR3B → Get Summary. Select the Financial Year and the Month and Press "Get Data".

  Check the downloaded summary and verify if it matches with the data uploaded by you. Once all the data is verified, you are ready to offset the liability and file the GSTR3B.

- Go to GSTR3B → Offset Liability. If you want to offset liability on an Auto Calculation basis, select the Auto option, else select the Import from Excel.

- In the Auto option, the application will calculate the offset of liability by working out the balance available in the Cash and the ITC ledgers. The ITC available in the current month's GSTR3B will also be considered and the offset shall be displayed.

- If the amounts available are enough to offset the liability you will be asked to confirm whether you would like to offset. If you say yes, the offset data will be sent to the GSTN Server and a confirmation will be displayed. Else the category in which there is a shortfall will be highlighted in Red and displayed. You may then pay the necessary amounts and then try to offset the liability.

- In the Import from Excel Option, you may fill the data in the excel template provided and do the necessary as shown on the screen.

- Once the Offset is done, Go to GSTR3B → File GSTR3B. Select the Financial Year and the Month and Press "Get Data".

  You will see the following message:
  "To file the GSTR3B on the GSTN portal, you need to sign with your Digital Signature. Without closing the browser please run the exe "SmileDigital" to sign the data and then return to the browser to file GSTR3B."

- On pressing the close button, you will see the GSTR3B summary that was submitted.

- Without closing the browser, start the "SmileDigital" app from either the desktop shortcut or from the Start Menu.

- In the app SmileDigital, select the relevant GSTR to be signed.Select GSTR3B and press Start.

- On the next screen you will need to "Select the DSC of the Registered person" to sign the GSTR3B & "Enter the PAN number" of the Registered person.

- You may now press the Get summary (Hash) to be signed. The Hash of the GSTR3B Summary which has been downloaded in the Web browser will get displayed on the screen.

- Next you may press the Digitally Sign the Summary (Hash). You will need to enter the password for the DSC and sign the Hash.You will get the message "GSTR3B Summary has been successfully signed"

- Once the digitally signed Hash is visible in the box below you may now go back to the Web Browser.

- Besides the Get Data button you will find the "Create Digitally Signed Summary" button.

- You will be able to see the payload that will be sent to the GSTN server for filing the GSTR3B.

- Besides the "Create Digitally Signed Summary" you can see the "File GSTR3B" button. Press the same and file the GSTR3B.

- You will get the message "GSTR3B has been successfully filed" The acknowledgement number and date will be displayed.

- You will get a confirmation email from the GSTN giving the details of the filing.