

The Goods and Services Tax (GST) is a value-added tax that is levied on the supply of goods and services in India. The GST is administered by the Central Government of India and is charged at different rates depending on the type of goods or services being supplied. A GST report in accounting software typically includes details such as the GST rate applied, the amount of GST collected, and the amount of GST claimed as input tax credit. This information can be used to ensure that the business is complying with GST regulations and to identify any potential tax savings opportunities. Gridlex Sky Accounting Software provides a simple and efficient way to generate GST reports for India. It is designed to help businesses keep track of their GST obligations, and to ensure that they are compliant with the latest regulations. Gridlex Sky offers a wide range of features, including a range of attributes to make report generation easy and efficient, including the ability to create custom reports, export data to Excel, and more.

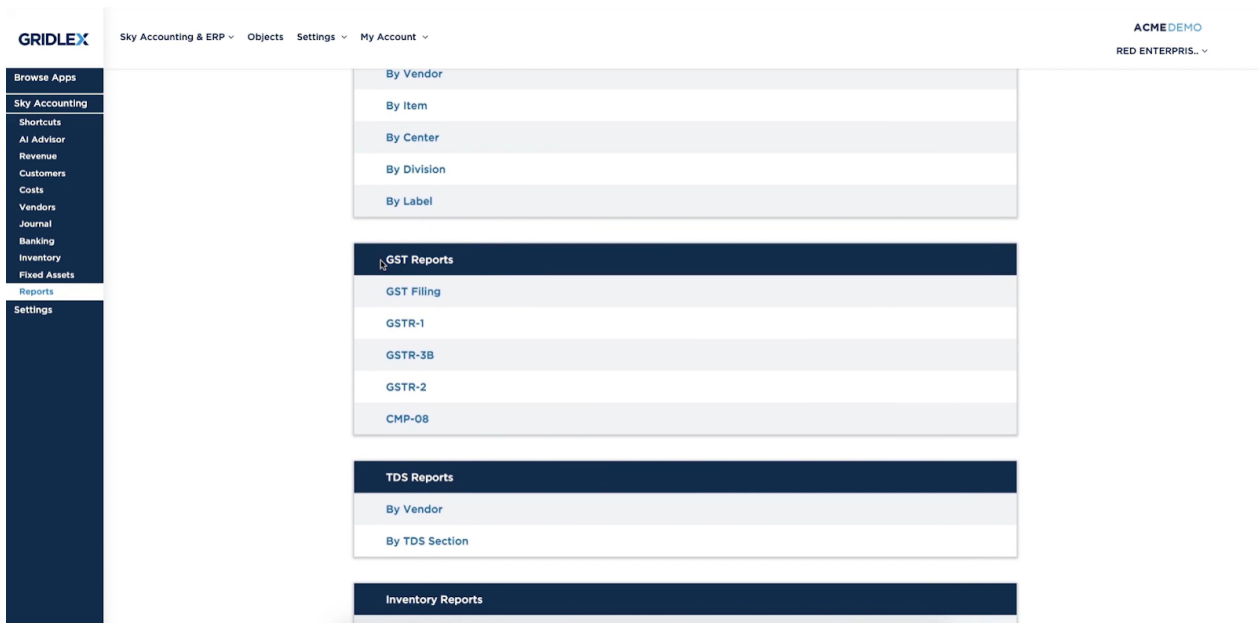
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If you need any help with any feature, data migration of your old accounting data, questions on Chart of Accounts (COA) or anything at all, just email [aps@gridlex.com](mailto:aps@gridlex.com), and our team of expert accountants will be here to help you. Remember, that one of Gridlex's core values is Customer Success. We want you to be successful.

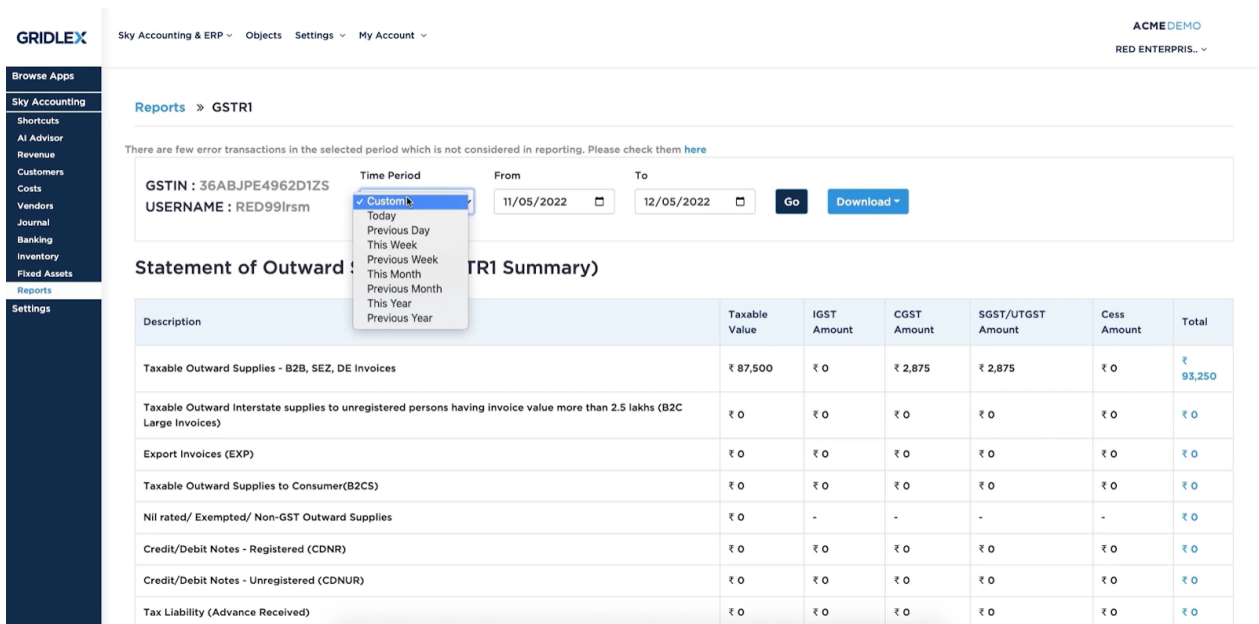
# Generate GST Reports in Gridlex Sky

## GSTR-1

**Step 1:** Login into your Gridlex App Suite Account and choose the entity of your choice. Go to the "Reports" tab and go to "GST Reports Module". Here, Gridlex Sky offers various GST Reports like GSTR-1, GSTR-3B, etc. Select "GSTR - 1".

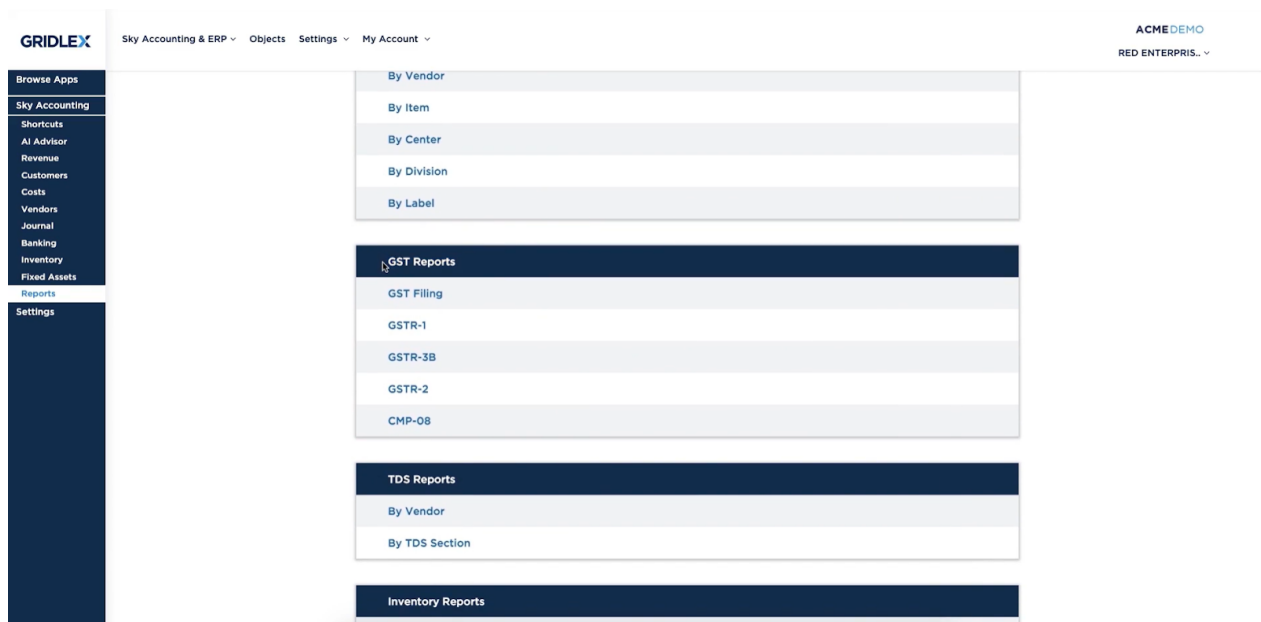


**Step 2:** GSTR-1 is a monthly return that businesses registered under the Goods and Services Tax (GST) in India are required to file. The return contains details of all outward supplies made by the business during the month, including the value of supplies, the applicable GST rate, and the GST amount collected. Here, you can view the taxable value, IGST Amount, CGST Amount, etc. Users can select the date range they want to view the data. Once done, download the file in PDF, JSON, or Excel spreadsheet format for further analysis.



# GSTR-3B

**Step 1:** Login into your Gridlex App Suite Account and choose the entity of your choice. Go to the “Reports” tab and go to “GST Reports Module”. Here, Gridlex Sky offers various GST Reports like GSTR-1, GSTR-3B, etc. Select “GSTR-3B”.



**Step 2:** GSTR-3B is a monthly self-declared summary return that businesses registered under the Goods and Services Tax (GST) in India are required to file. The return contains a summary of the tax liability for the month, including details of the taxable supplies made and received, the applicable GST rates, and the GST amount paid or collected. Users can select the date range they want to view the data. Once done, download the file in PDF, or Excel spreadsheet format for further analysis.

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Reports » GSTR3B

There are few error transactions in the selected period which is not considered in reporting. Please check them [here](#)

GSTIN : 36ABJPE4962D1ZS

USERNAME : RED99lrsm

Time Period

Custom

Today

Previous Day

This Week

Previous Week

This Month

Previous Month

This Year

Previous Year

From

04/01/2022

To

12/05/2022

Go

Download ▾

Table 3.1 of FORM GSTR-3B : Details of Outward supplies liable to reverse charge

Nature of Supply	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	74,77,943.77	4,32,303.15	3,38,066.71	3,38,066.71	0.00
(b) Outward taxable supplies (zero rated)	20,000.00	0.00	-	-	0.00
(c) Other outward supplies (Nil rated, exempted)	8,000.00	-	-	-	-
(d) Inward supplies(liable to reverse charge)	0.00	0.00	0.00	0.00	0.00
(e) Non-GST outward supplies	0.00	-	-	-	-

Table 3.1.1 Details of Supplies notified under section 9(5) of the CGST Act, 2017 and corresponding provisions in IGST/UTGST/ SGST Acts

Nature of Supply	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
(1) Taxable supplies on which electronic commerce operator pays tax u/s 9(5) [to be furnished by electronic commerce operator]			-		

## GST Filing

**Step 1:** Login into your Gridlex App Suite Account and choose the entity of your choice. Go to the “Reports” tab and go to “GST Reports Module”. Here, Gridlex Sky offers various GST Reports like GSTR-1, GSTR-3B, etc. Select “GST Filing”.

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By Vendor

By Item

By Center

By Division

By Label

GST Reports

GST Filing

GSTR-1

GSTR-3B

GSTR-2

CMP-08

TDS Reports

By Vendor

By TDS Section

Inventory Reports

**Step 2:** Enter your GST User Name and click on “Login”. Once done, users can view a pop-up. Click on “Request OTP”. An OTP will be sent to the registered mobile number.

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Settings

GSTR FILING

GSTIN: 36ABJPE4962D1ZS

GST UserName

RED99lrsrm

Login

GSTR1

Save and File GSTR1

GSTR2

View Return

GSTR2B Reconciliation

GSTR3B

File GSTR3B

**Step 3:** Here, click on Save. Once done, users can view the report they want to view like GSTR-1, GSTR-2, GSTR-3B, etc.

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Settings

GSTR FILING

GSTIN: 36ABJPE4962D1ZS

GST UserName

RED99lrsrm

Logout

GSTR1

Save and File GSTR1

GSTR2

View Return

GSTR2B Reconciliation

GSTR3B

File GSTR3B

**Step 4:** If not filed, users can view this red alert on the screen.

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Settings

GSTR Filing >> GSTR 3B

GSTIN : 36ABJPE4962D1ZS  
GST Username : RED99lrsm

Financial Year  
2022-23 ▾

Month  
October ▾

Go

GSTR3B Filing History

GSTR3B Summary

GSTR3B Payment

You have not filed GSTR-1 of the selected tax period. Please file the same to enable filing of GSTR-3B.

**Step 5: Users can also select the GST Filing Preferences.**

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GST FILING PREFERENCES

GSTIN: 36ABJPE4962D1ZS

Financial Year  
2022-23 ▾

Get Preferences

First Quarter ▾

Second Quarter ▾

Third Quarter ▾

Fourth Quarter ▾

Save Preferences

## Quick Tip

Gridlex Sky offers a list of shortcuts for common tasks. With the help of these quick shortcuts, users can easily navigate to account receivable and account payable page without having to scroll through other sections.

Click on “Review your **GSTR-1, GSTR-3B**” to directly view the data.

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Inbox

Zip Helpdesk

Zip CRM

Sky Accounting & ERP

Sky Expenses

Ray HRMS

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Shortcuts for Common Tasks

Revenue

Create an [Invoice](#)

Record a [Customer Receipt](#)

Post a [Credit Note](#)

Post a [Customer Advance](#)

Add a [Customer](#)

Costs

Create a [Bill](#)

Record a [Vendor Payment](#)

Post a [Vendor Credit](#)

Post a [Vendor Advance](#)

Add a [Vendor](#)

Other

Create a [Manual Journal Entry / Transaction](#)

Upload, categorize and reconcile your [Bank Transactions](#)

Create a [New Item](#)

Manage [Inventory](#)

Manage [Fixed Assets](#)

Reports

Review your [P&L, Balance Sheet, Trial Balance](#)

Review your [Accounts Receivables](#)

Review your [Accounts Payable](#)

[Review your GSTR-1, GSTR-3B](#)

Setup Configuration Tasks

Update your Address, logo and signature for Invoice, Bills and Transactions ([Update](#))

Update your reporting time period: Current is Jan 01 to Dec 31 ([Update](#))

Connect your bank accounts: Not Yet Done ([Add Bank](#))

Update your [Chart Of Accounts](#) to customize for your business

Create [Centers](#), [Divisions](#) and [Label](#) to better organize your business

Create your [Revenue Templates](#), [Cost Templates](#) and [Transaction Templates](#) to customize for your business