

GSTR-3B Reconciliation and Claim Tracker

Bridge GSTR-2B credit to the monthly ITC claim decision

Legal Name	GSTIN	Financial Year	Tax Period	Generated On
<Business legal name>	<15-digit GSTIN>	<YYYY-YY>	<Month / Quarter>	2026-07-21

Purpose: Use this format to record the amount considered, deferred, reversed, rejected, and finally claimed in GSTR-3B.

2B ITC	Books ITC	Proposed claim	Deferred	Net variance
<value>	<value>	<value>	<value>	<value>

Template Data | One illustrative row is included; replace it with actual GST portal and books data.

[illegible]

Reference basis: GST Portal GSTR-2B manual. GSTR-2B is an auto-drafted ITC statement with summary categories for available, not available, reversal and rejected credit.
https://tutorial.gst.gov.in/userguide/returns/Manual_gstr2b.htm