Steps for GSTR -2 Filing

Preparing Data for GSTR-2

1. Gateway of Tally - Display - Statutory Reports – GST Reports – GSTR-2
2. Select Correct Period for filing

Downloading JSON file from GST Portal

1. Login to the GST Portal using user name and password
2. Return Dash Board – Select applicable Financial Year and Return Filing Period – Prepare offline – select download
3. Save JSON file at the required location on your computer

Loading JSON file in to Tally

1. Gateway of Tally - Display - Statutory Reports – GST Reports – GSTR-2
2. Load File – Mention the location where you have saved downloaded JSON File
3. Tally will show you total numbers of invoices loaded from JSON file and it will ask whether you want to "update reconciliation of invoice status"? if you select Yes Tally will match your purchase with JSON and wherever there is perfect match , Tally will update the status as "Accepted"
4. JSON file data in Blue Colour and Tally Data in Black Colour

Matching transaction for GSTR-2

1. Important Matching Notes:
    - First check our Purchase Invoice Details with the Supplier Invoice Details
    - Second If Supplier is not upload by any Invoice Details which are recorded in our Books:- update status as Mismatching Invoice Details
    - Third If Supplier is upload by any Invoice Details which are not recorded in our Books:- update status as Pending Invoice Details and enter those Pending Invoices Details in next month
2. "Submitted" : Transactions to those seller who have submitted their GSTR-1
3. "Saved" : Transactions are uploaded by the seller but GSTR-1 is not submitted by them
4. You can update your transaction status as Accepted or Rejected or Modified or Pending or New or Rejected by GST
5. Save Return

Completing GSTR-2 and generating GSTR-2 JSON

1. Once you complete updating status for all transactions of JSON as well as Book
2. Press Ctrl + E or Click Export Return option

3. For faster reconciliation, Tally also provide an option to mark all those transaction which are “Available Only in Books” as “New” if you have not marked them yet
4. Your upload able GSTR-2 JSON is generated

Uploading JSON on portal

1. Login to the GST portal using your username and password
2. Return Dash Board – Select applicable Financial Year and Return Filing Period – Prepare offline – select upload
3. Select location where you have saved generated JSON from Tally Select it and Open
4. Your GSTR-2 JSON upload is completed