

How to File GSTR-2 from BUSY

Overview

GSTR-2 is a return containing details of all inward supplies. Based on this return, Input Tax Credit is determined that a taxpayer is eligible to avail. The details of your inward supplies get auto-drafted in GSTR-2A from your suppliers GSTR-1. So, you only need to enter details of purchases from unregistered dealers and purchases not reflecting in GSTR-2A.

Here is a step-by-step process for filing GSTR-2 from BUSY through GST Portal:

Step 1: Go to GST portal and generate GSTR-2 from GSTR-2A

Step 2: Export GSTR-2 in Excel format from BUSY

Step 3: Generate JSON file from GST offline tool

Step 4: Upload JSON file to GST portal

Step 5: Manually Accept/Reject invoices on GST portal

Step 6: Submit the return

Now, let us discuss the above mentioned steps in detail:

Step 1: Go to GST portal and Generate GSTR-2 from GSTR-2A

First of all, you need to login to GST portal by entering your credentials. After logging in, click on *Return Dashboard* button and select the month. Following screen will appear after selecting the month.

The screenshot displays the GST Return Dashboard with the following sections:

- Details of outward supplies of goods or services GSTR1**: Status- Filed, VIEW GSTR1 button.
- Details of auto drafted supplies GSTR1A**: PREPARE ONLINE, PREPARE OFFLINE buttons.
- Inward supplies received by taxpayer GSTR2**: PREPARE ONLINE, PREPARE OFFLINE buttons.
- Auto Drafted details GSTR2A**: VIEW, DOWNLOAD buttons. This section is highlighted with a red box.
- Monthly Return GSTR3B**: Status- Filed, VIEW GSTR3B button.

A callout box points to the 'VIEW' and 'DOWNLOAD' buttons in the 'Auto Drafted details GSTR2A' section, containing the text: "View or Download Auto Drafted GSTR-2A based on your suppliers GSTR-1".

The screenshot shows a dashboard with five main sections:

- Details of outward supplies of goods or services (GSTR1):** Status - Filed, with a 'VIEW GSTR1' button.
- Details of auto drafted supplies (GSTR1A):** 'PREPARE ONLINE' and 'PREPARE OFFLINE' buttons.
- Inward supplies received by taxpayer (GSTR2):** 'PREPARE ONLINE' and 'PREPARE OFFLINE' buttons. The 'PREPARE ONLINE' button is highlighted with a red box and an arrow pointing to a callout box.
- Auto Drafted details (GSTR2A):** 'VIEW' and 'DOWNLOAD' buttons.
- Monthly Return (GSTR3B):** Status - Filed, with a 'VIEW GSTR3B' button.

A red-bordered callout box contains the text: "Click on *Prepare Online* button to generate GSTR-2".

After clicking on *Prepare Online* button different sections related to GSTR-2 will appear on screen. Given here is the screenshot of screen that will appear after clicking *Prepare Online* button.

GSTR-2 - Invoice Details ** Important Notice: If the invoices are more than 500 . Please check here

Section	Total Taxable Value	Total Tax	Total ITC available
3,4A - Inward supplies received from Registered person including reverse charge supplies	0.00	0.00	0.00
5 - Import of Inputs/Capital goods and Supplies received from SEZ	0.00	0.00	0.00
4C - Import of service	0.00	0.00	0.00
6C - Debit/Credit Notes for supplies from registered person	0.00	0.00	0.00
4B - Inward supplies from an unregistered supplier	0.00	0.00	0.00
6C - Debit Notes/Credit Notes for Unregistered Supplier	0.00	0.00	0.00

GSTR-2 - Other Details ↑ Top

taxable person and other exempt/nil rated/non GST supplies		paid for reverse charge supplies		advance amount paid/earned for reverse charge supplies	
Composition Value ₹0.00	Exempt value ₹0.00	Gross Advance Paid ₹0.00	Total Tax ₹0.00	Gross Advance Paid ₹0.00	Total Tax ₹0.00
Nil Rated value ₹0.00	Non GST value ₹0.00				
13 - HSN summary of inward supplies 5		11 - Input Tax Credit Reversal/Reclaim		8 - ISD Credit received 0	
Total Value ₹9,356.64	Total Taxable Value ₹7,930.00	Total ITC Reversed ₹0.00		Tax Credit Received ₹0.00	Total ITC available ₹0.00
Total Tax Amount ₹82,319.72					
GENERATE GSTR2 SUMMARY					

Click on this button to generate GSTR-2

Step 2: Export GSTR-2 in Excel format from BUSY

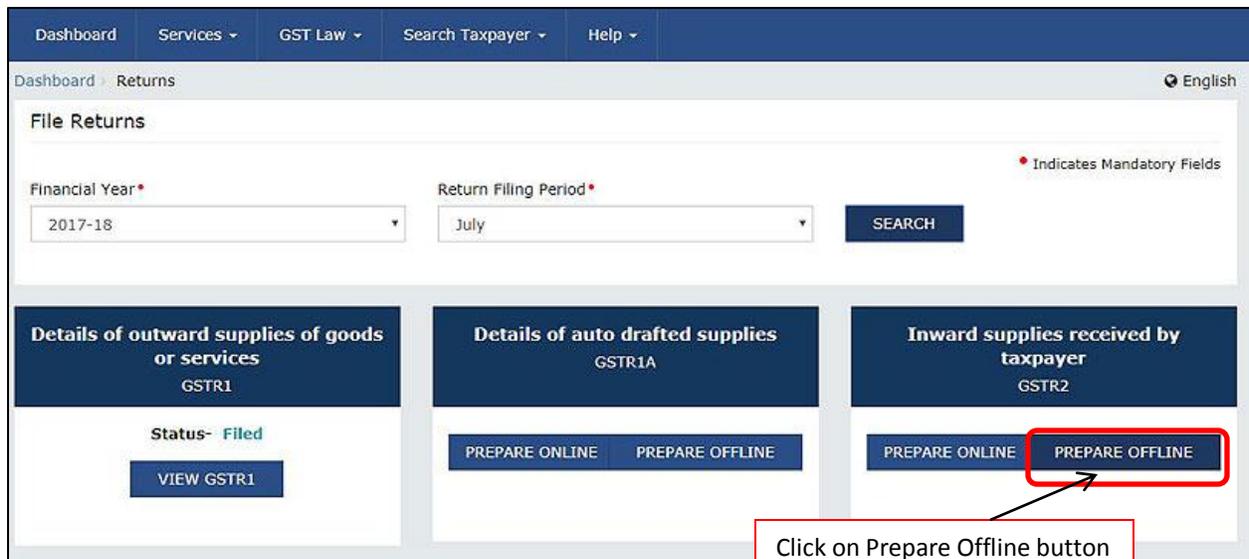
To Export GSTR-2 in Excel format from BUSY, go to: **Display > GST Reports > GST Returns > GSTR-2 eReturn**. Select the month for which you want to generate the report and specify the path where you want to save the Excel sheet and then click **OK** button. On clicking **OK** button an Excel sheet will be generated at the specified path.

Step 3: Generate JSON file from GST offline tool

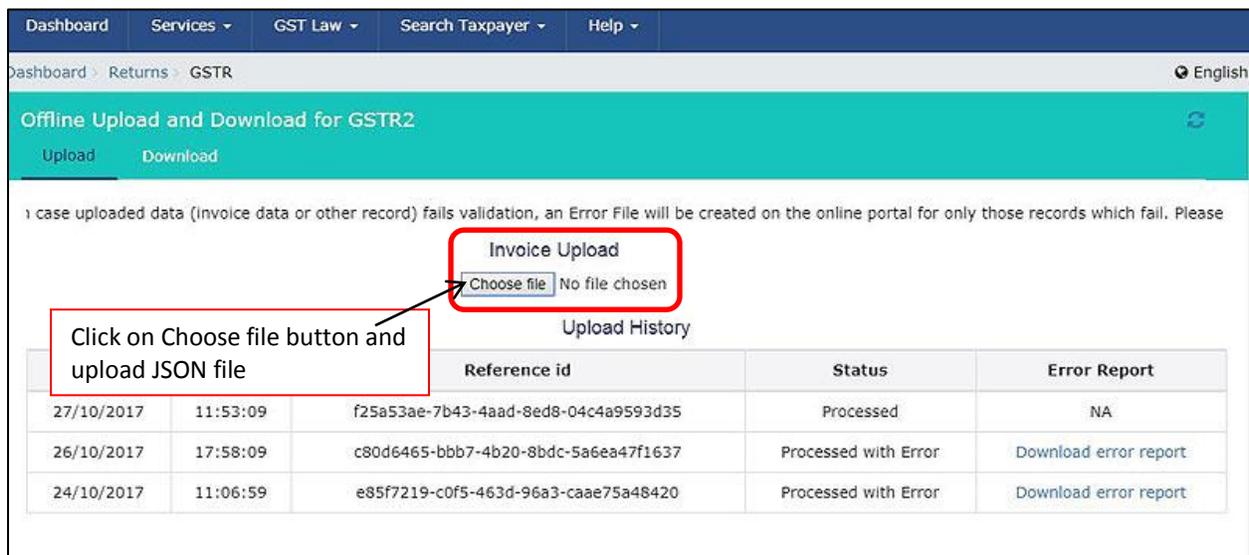
Open GST offline tool (utility) and click **New** button under section *Upload new Invoice/other data for Return*. Enter GST credentials and click **Proceed** button. Click on **Import files** button and then Import Excel sheet using **Import Excel** button. Click on **View Summary** button to view the details and then click on **Generate File** button to generate JSON file. JSON file will be generated at the specified path.

Step 4: Upload JSON file to GST portal

Now again login to GST portal and upload JSON file. Given here are the screenshots of GST portal.



Following screen will appear on clicking *Prepare Offline* button.



After uploading JSON file an error file will be generated. This error file will show errors for duplicate invoice (invoices which were already in GSTR-2A and again have been uploaded in GSTR-2 JSON file). You need to ignore these errors.

***Note:** To view error file Generate error file and download error report. This error report will be open in GST offline tool using 'Open downloaded Error file from GST portal' option.

Step 5: Manually Accept/Reject invoices on GST portal

Next, click *Prepare Online* button and open section 3,4A and manually Accept/Reject invoices. Given here is the screenshot showing how to Accept/Reject invoices.

GSTR-2 - Invoice Details
 Inward supplies received from Registered person including reverse charge supplies

*** Important Notice: If the invoices are more than 500 . Please check here

3,4A - Inward supplies received from Registered person including reverse charge supplies 0

5 - Import of Inputs/Capital goods and Supplies received from SEZ 0

4C - Import of service 0

Total Taxable Value Total Tax
 ₹0.00 ₹0.00

Total ITC available
 ₹0.00

Total Taxable Value Total Tax
 ₹0.00 ₹0.00

Total ITC available
 ₹0.00

Total Taxable Value Total Tax
 ₹0.00 ₹0.00

Total ITC available
 ₹0.00

6C - Debit/Credit Notes for supplies from registered person 0

4B - Inward supplies from an unregistered supplier 0

6C - Debit Notes/Credit Notes for Unregistered Supplier 0

Click on this section

After clicking on 3,4A section following screen will appear:

Dashboard Services ▾ GST Law ▾ Search Taxpayer ▾ Help ▾

Dashboard > Returns > GSTR-2 > B2B

English

B2B Invoice Summary

Uploaded by Supplier Uploaded by Taxpayer

Processed Invoices

Select	Invoice No.	Invoice Date	Total Invoice Value (₹)	Total Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT tax (₹)	CESS (₹)	Status	Actions
<input checked="" type="checkbox"/>	022/04/000955/17	31/07/2017	6,006.00	5,090.00	0.00	458.10	458.10	0.00	ACCEPTED	

BACK REJECT ACCEPT PENDING

Manually Accept/Reject the Invoices

Once you have accepted or rejected the invoices check for ITC and other values appearing in different sections.

Step 6: Submit the return

Finally, accept the terms and conditions and submit the return. Given here is the screenshot for submitting the return.

13 - HSN summary of inward supplies 5		11 - Input Tax Credit Reversal/Reclaim	8 - ISD Credit received 0	
Total Value	Total Taxable Value	Total ITC Reversed	Tax Credit Received	Total ITC available
₹9,356.64	₹7,930.00	₹0.00	₹0.00	₹0.00
Total Tax Amount				
₹82,319.72				

GENERATE GSTR2 SUMMARY

I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

Accept the Acknowledgement

Click on Submit button to submit the return. This button will get activated after accepting acknowledgement.

<<< 😊 Thank You 😊 >>>