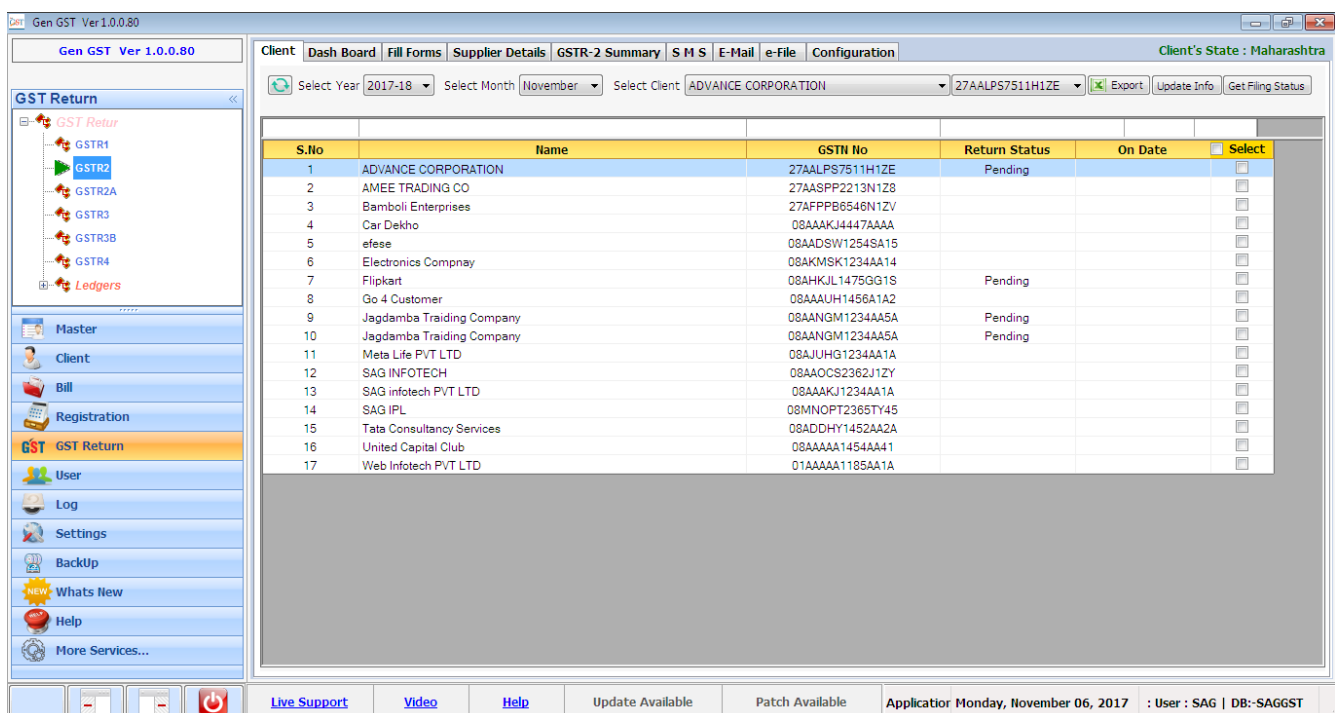# GSTR-02

- Click on Returns and you will be reached at GST Return Page. This section shows sub menu list i.e. GSTR-01, GSTR-02, GSTR-03, ………GSTR-11, are presented.

- GSTR-2 contains details of all the purchases transactions of a registered dealer for a month. It will also include purchases on which reverse charge applies. The GSTR-2 filed by a registered dealer is used by the government to check with the sellers' GSTR-1 for buyer-seller reconciliation.

- Before Filling the GSTR-2 you have to generate the data from the GSTR-2A.

- Click on GSTR-02 a new page will be opened where Client, Dashboard, Fill Form, Supplier Details, Summary, SMS, Email tabs are Situated at the top of the Window. User has to First Select the client from Grid.
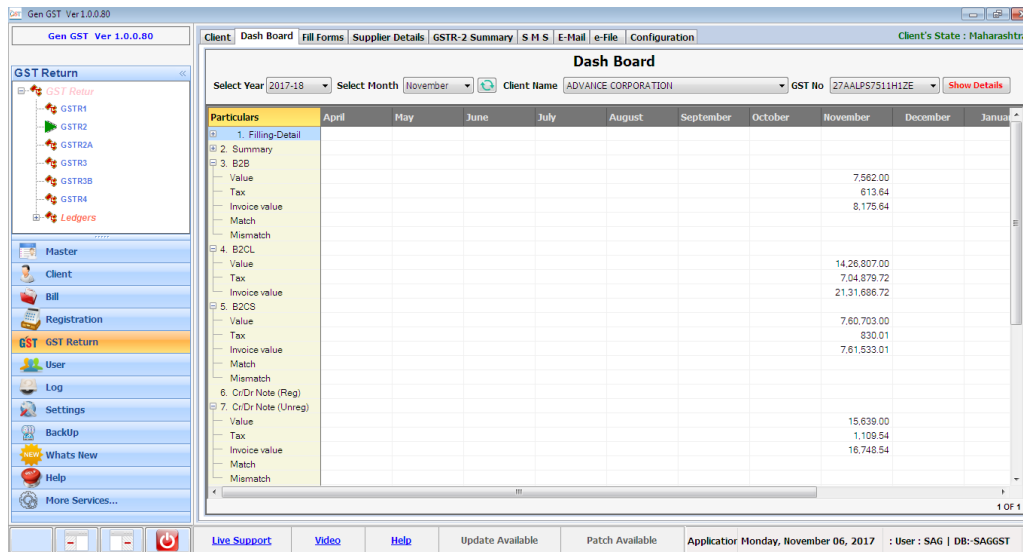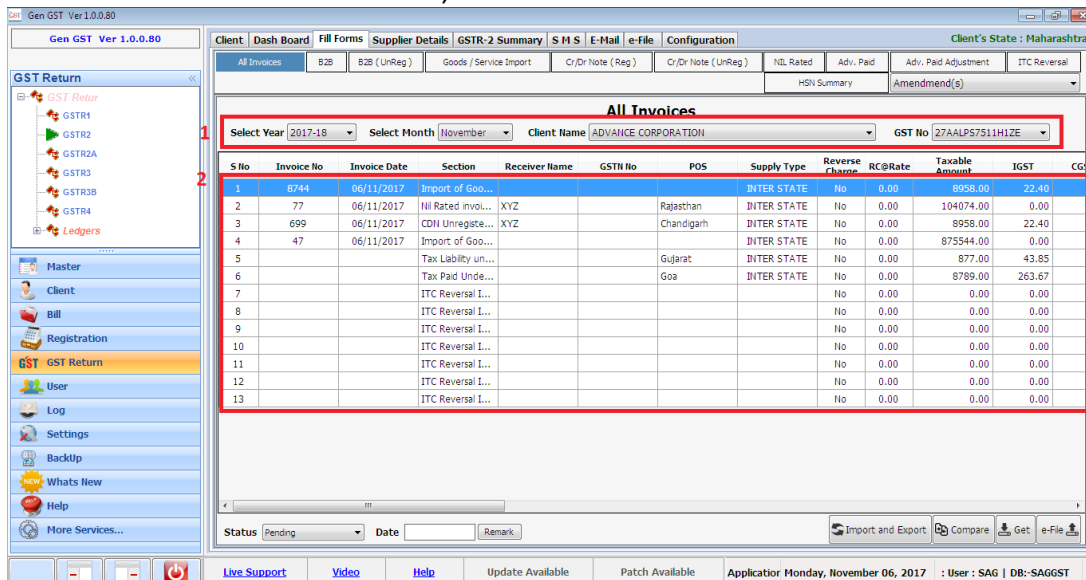
- Click on the **Dashboard** tab then Dashboard details will be opened, Where **Filling Detail**(Due date of filling, Extended Date Of filling, Date of filling), **Summary** (Value, Tax, Invoice value, Total Bill, match, Mismatch), **B2B**(Value, Tax, Invoice value, Total Bill, match, Mismatch), CDN invoices(Invoice value, Match, Mismatch, Taxable value, Total Bill, Total Tax), Imp of services bills(Invoice value, Match, Mismatch, Taxable value, Total Bill, Total Tax), Import of goods invoices(Invoice value, Match, Mismatch, Taxable value, Total Bill, Total Tax), Nil rated invoices(Invoice value, Match, Mismatch, Taxable value, Total Bill, Total Tax), Tax Liability under reverse charge(Invoice value, Match, Mismatch, Taxable value, Total Bill, Total Tax) details are stored month wise.

- Click on the Fill Form tab then a new page will be opened where All invoices tab is selected.
  1. You can view all the details of the invoices year, month, client and GSTN wise.
  2. On the basis of selection in the above field, you can view the details of all the related invoices. The invoice can be viewed, added or modified from here.
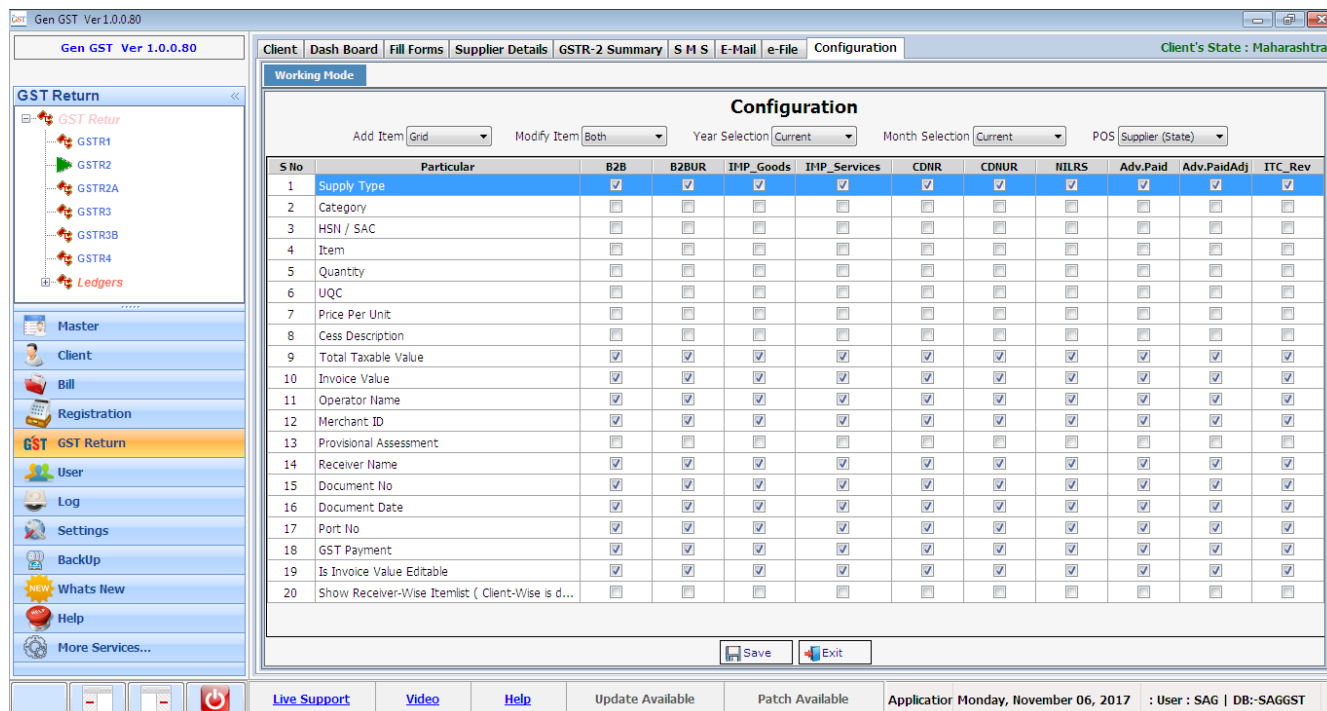
Points to be kept in mind while filling data in invoice:

- The length of Invoice no. can be of maximum 16 alpha-numeric characters, slash(/) and dash(-).
  The Place of supply of receiver will be auto-populated as the state of receiver. User can change it manually.
  The GSTN of the receiver will come auto-filled. It can also be changed from drop down menu.
- The taxable value of the particular tax rate will be entered once. Ensure that the taxable value is not entered twice of the same rate.
- We have given the Action menu at the footer of every invoice for your convenience.
  Configuration settings
- You can manually set the configuration settings for each invoice in a single screen for all the invoices.

B2B INVOICE

- **B2B Invoice-** This invoice covers sales from a registered seller to registered buyer. Click on add button to add an invoice.
- You can either edit, accept, delete or keep the invoices in pending state, which are added by the supplier.

  - Modify Invoices added by Supplier
  - Accept Invoices added by Supplier
  - Reject Invoices added by Supplier
  - Keep Pending Invoices added by Supplier
  - Add missing invoice details not added by Supplier
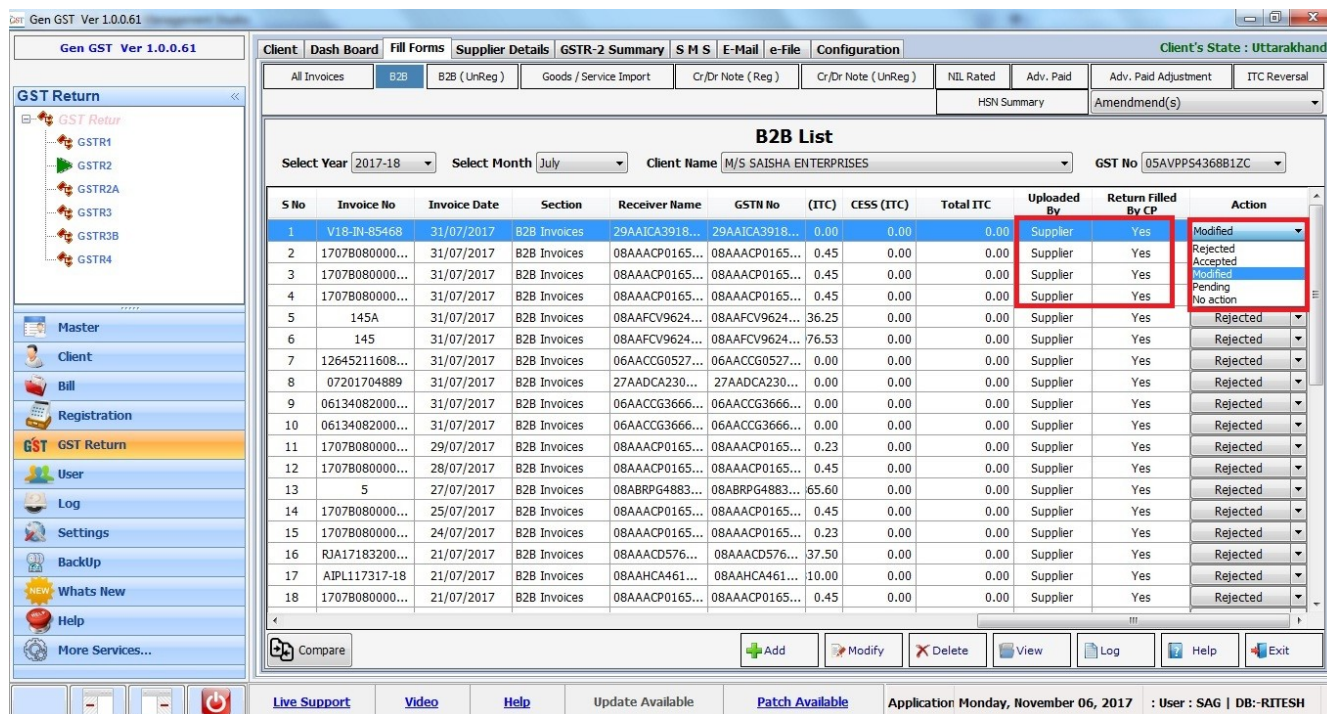
Note:
- There is no way to differentiate between invoices on which action can be taken. You need to manually select and check if action can be taken on the invoice.
- To undo the modifications done by you; you may Reject the modified invoice and Accept the same; however the invoices with status as 'Rejected' on submission would be part of Rejection log of Supplier.
- You can change status of the invoice from modify, accept, reject any number of times till submission. However, once the invoice has been modified and you wish to revert to original details, you need to first Reject the modified invoice. The status would now be changed to Rejected with original details. Same can be accepted now.

Modify Invoices added by Supplier:
- Click the GSTR-2 Tab than select the client from the grid and you will see a list of invoice items under the "B2B" tab.

Accept, Reject, Modify, Pending Invoices by Supplier:
- Click the GSTR-2 link under Name column and you will see a list of invoice line items under the "B2B" tab.
- If Client data is Uploaded by Supplier and Return filled by CP is Yes Then client is able to take the action like Accept, Reject, Modify, Pending and the status is updated according to the action.

]

Not Applicable Invoices added by Supplier:
- Click the GSTR-2 link under Name column and you will see a list of invoice line items under the "B2B" tab.
- If Client data is Uploaded by Supplier and Return filled by CP is No, then client is not able to take the any action and Not Applicable is shown in Action column.

Not Applicable Invoices added by Receiver:
- Click the GSTR-2 link under Name column and you will see a list of invoice line items under the "B2B" tab.
- If Client data is Uploaded by Receiver and Return filled by CP is No, then it is treated as New entry and Not Applicable is shown in Action column

- When user click on add button then a new page will be opened where the user will start with the creation of B2B invoice. User has to fill all the details like invoice no., date, receiver details etc..
- After that click on Save Button.
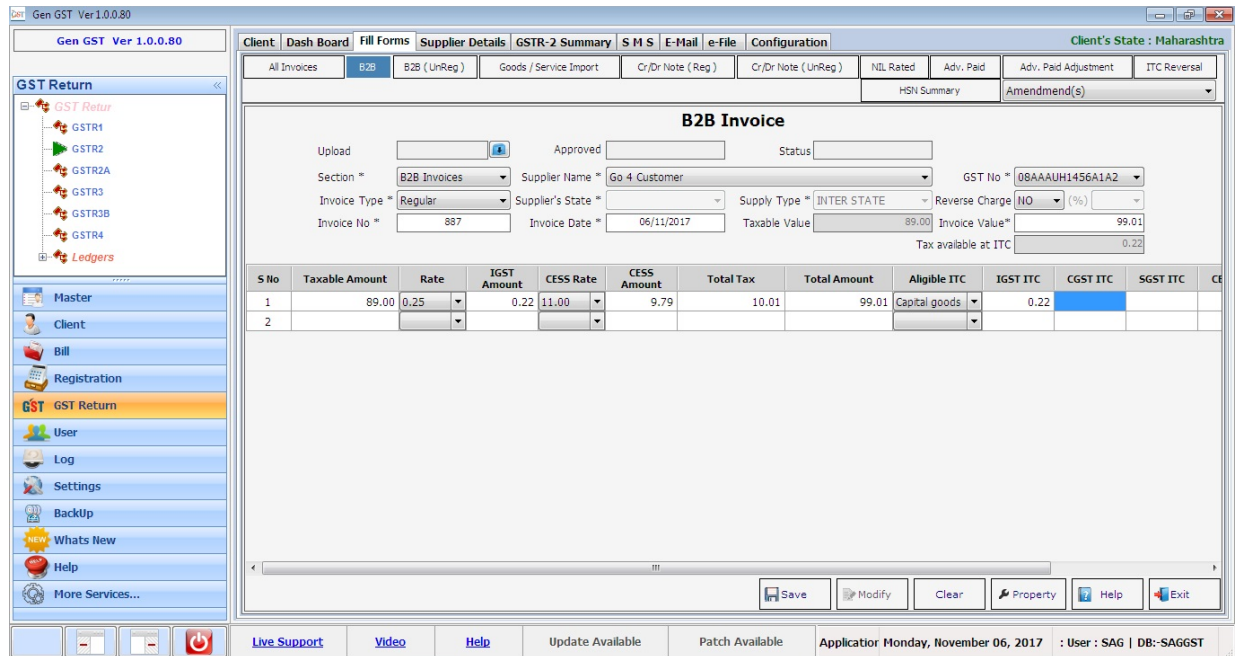
B2B UR

- **B2B UR-** It covers the sales from Unregistered seller to registered buyer.

- A new page will be opened where the user will start with the creation of B2B UR. Enter the required information and save the details.

Goods/Service Import

- **Goods/Service Import-** Any kind of import of the input goods or the capital goods in previous month needs to be reported under this head. The imports are considered as an inter-state supply under Goods and Services Tax Law. Hence IGST tax liability will be determined on such basis.

- A new page will be opened where the user will start with the creation of Goods/Service Import. Enter the required information and save the details.

CR/DR NOTES(REG)

- A taxable person is required to report all the debit and credit notes with respect to the inward supply here. Any debit/credit note issued under the reverse charge mechanism will get auto-populated here from counter-party GSTR-1 and GSTR-5.
- Since debit/credit notes are a major change to an invoice, they have to be reported separately in the GST returns.

Modify Invoices added by Supplier:
- Click the GSTR-2 Tab than select the client from the grid and you will see a list of invoice items under the "B2B" tab.

Accept, Reject, Modify, Pending Invoices by Supplier:
- Click the GSTR-2 link under Name column and you will see a list of invoice line items under the "B2B" tab.
- If Client data is Uploaded by Supplier and Return filled by CP is Yes Then client is able to take the action like Accept, Reject, Modify, Pending and the status is updated according to the action.

Not Applicable Invoices added by Supplier:

- Click the GSTR-2 link under Name column and you will see a list of invoice line items under the "B2B" tab.
- If Client data is Uploaded by Supplier and Return filled by CP is No, then client is not able to take the any action and Not Applicable is shown in Action column.

Accept, Reject, Modify, Pending Invoices by Receiver:

- Click the GSTR-2 link under Name column and you will see a list of invoice line items under the "B2B" tab.
- If Client data is Uploaded by Receiver and Return filled by CP is Yes, then client is able to take the action like Accept, Reject, Modify, Pending and the status is updated according to the action.

Not Applicable Invoices added by Receiver:

- Click the GSTR-2 link under Name column and you will see a list of invoice line items under the "B2B" tab.
- If Client data is Uploaded by Receiver and Return filled by CP is No, then it is treated as New entry and Not Applicable is shown in Action column.

To add a new entry click on add button.

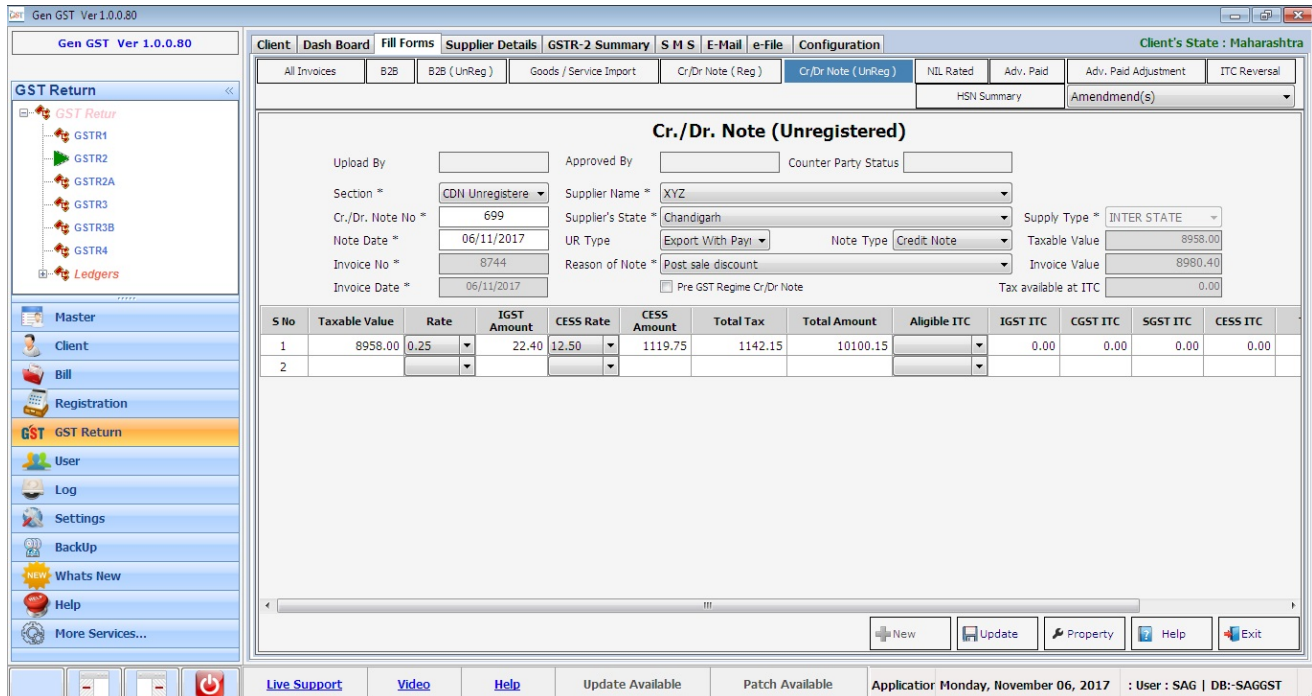- A new page will be opened where the user will start with the creation of Cr/Dr Note(Reg).

- You can also search the invoice modified through our search option facility. Click the search button as indicated in the above screen shot. You will be redirected to search page where you have to enter the details of the invoice to be modified. If the invoice is available in the software, it will be shown in the grid, select the same and proceed further. The details of the invoice will be automatically filled in the Cr/Dr Notes tab.

CR/DR NOTES(Un REG)

- **Cr/Dr Note(Un Reg)**
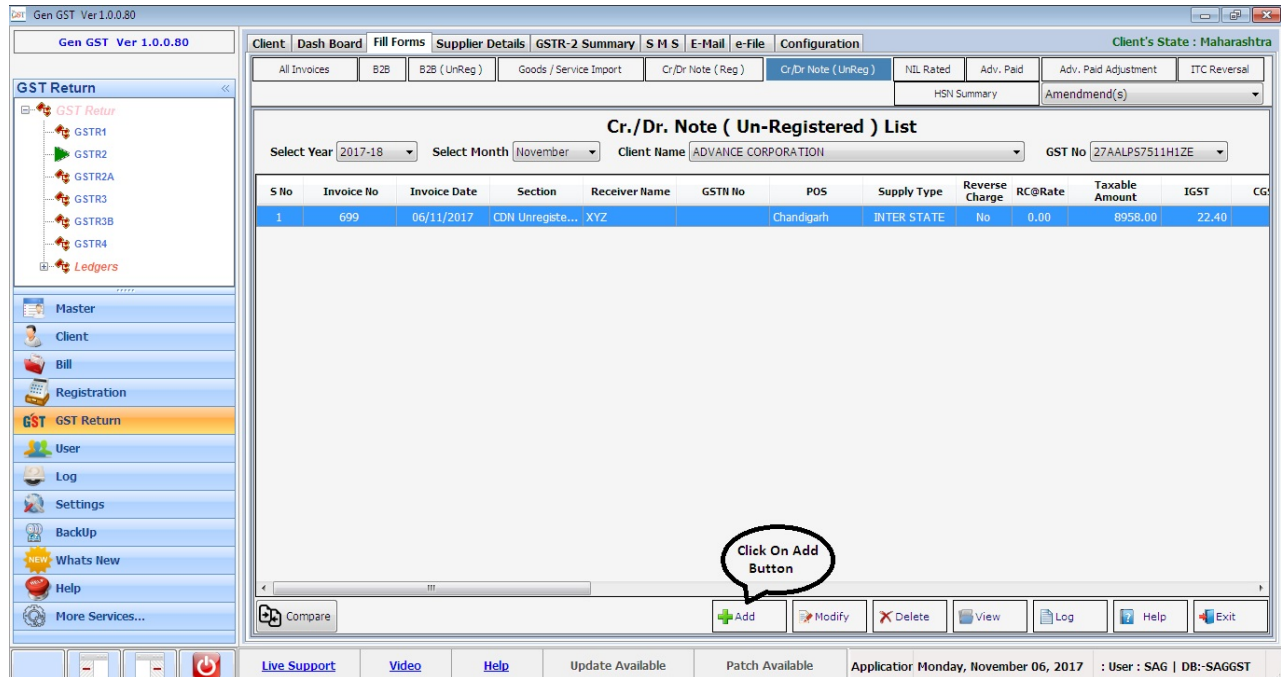
- A new page will be opened where the user will start with the creation of Cr/Dr Note (Un-Reg). Fill all the required details. The same search facility is available in this case also.

NIL RATED SUPPLY

- **Nil rated Supply-**Invoices where the Goods or Services on sale fall under Nil Rate of Tax. There are certain commodities & services in this category on which you do not need to pay GST.
- A new page will be opened where the user will start with the Nil Rated supply. User has to fill all the details.

Invoice Wise:

ADVANCE PAID

- **Advance paid**- When a customer makes an advance payment to the supplier for procuring goods and services, GST is liable to be paid on such an advance payment. This is the advance amount remitted by a customer prior to a transaction.

Invoice Wise:-

ADVANCE PAID ADJUSTMENT

- **Advance Paid Adj-**
  Click on Entry Mode button. A new page will be opened where the user will start with the Advance Receipt. User has to fill all the details which are mandatory.

ITC Reversal

- **ITC Reversal-** All input credit which were due as a reason of non-filing of the return from the supplier fall under this head. All the input tax credit taken earlier will also get auto-populated upon choosing the invoice number.

HSN/SAC SUMMARY

- **HSN/SAC Summary-** Service of sales by HSN(Goods) and SAC(Services).
- A new page will be opened where the user will start with the HSN/SAC Summary. The user has to fill all the details which are mandatory.

- We also provide **Entry Mode** facility for the user convenience, in which user is able to do Multiple entry for the HSN/SAC Summary.

SUPPLIER DETAILS

- Click on the **Supplier Details** tab then a new page will be opened where Supplier Details are shown.
- Click on Add Button.
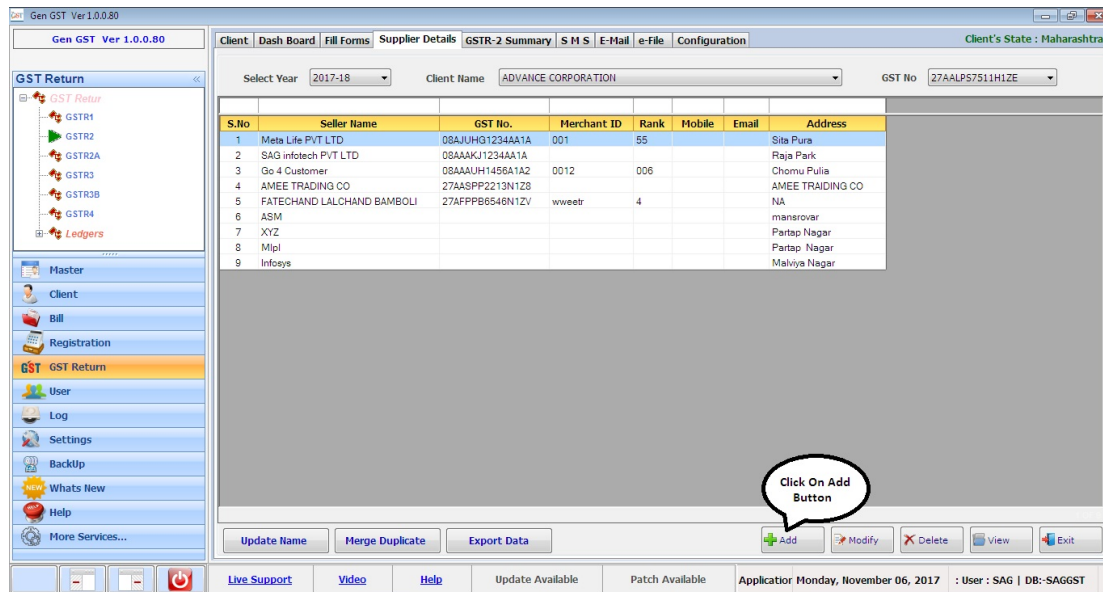
- A new page will be opened where we have provided two options for the user convenience i.e. new and import.
- If user selects the import Radio button then he/she is able to import the details of the Supplier, There's a drop down list is presented for the user convenience, Where user can select the Location i.e. Master, Year, Client, Seller, for importing the data.
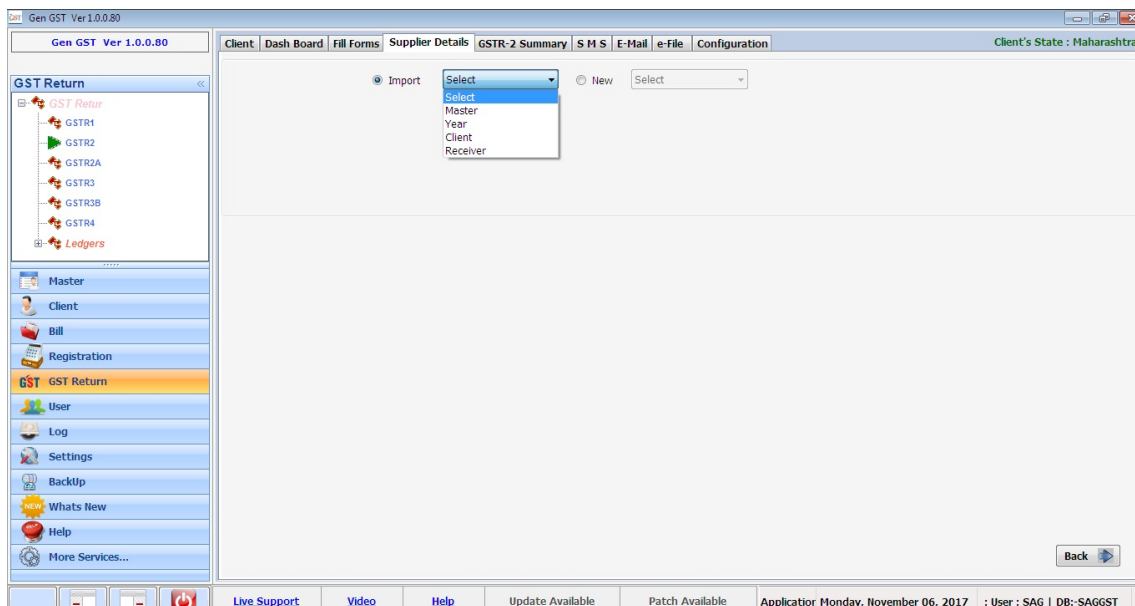
- After Selecting any Type from the drop down menu a new window will be opened from where user can select the supplier Details from the list.
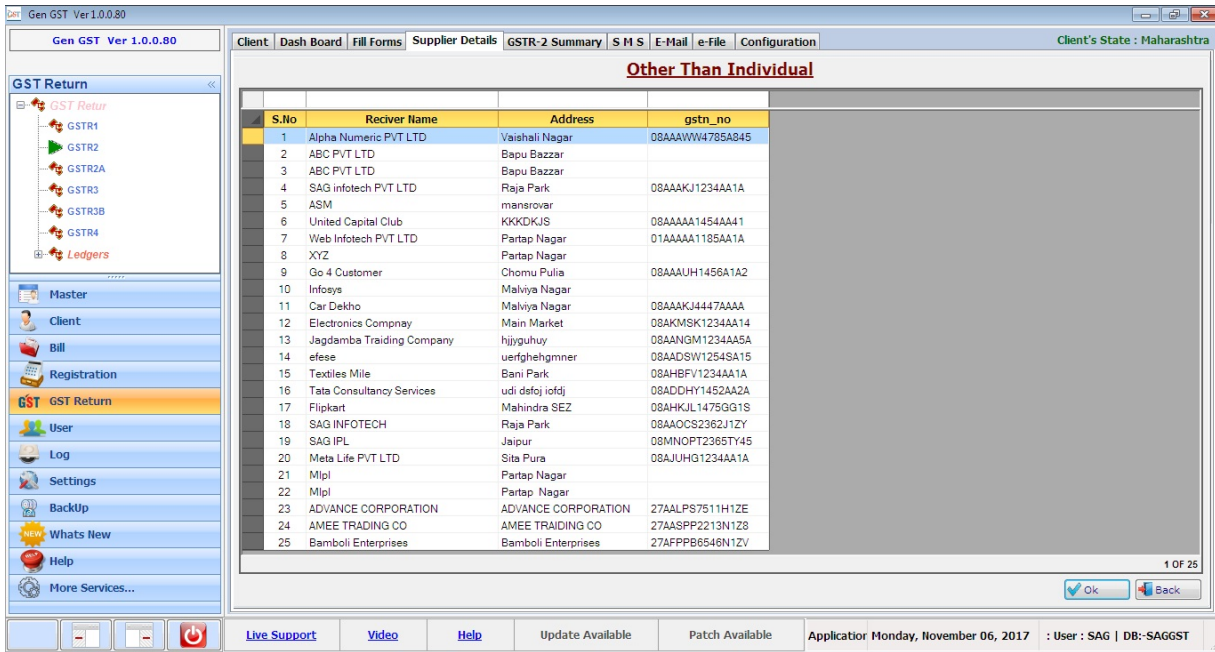
- Otherwise select the new Radio button, then Drop down is activated from where Receiver can select the type (Short, Description). which he/she want to insert in new record, then a new window will be opened, Where user has to fill all the details which are required, After filling the same, save the details and proceed further.