

TAX INFO

Dated: 25.10.2020

Latest update on GST Law: Information regarding **View Form GSTR-2B Files in Offline Matching Tool** based on the **Availability on Portal**.

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View Form GSTR-2B Files in Offline Matching Tool

Matching Offline Tool is an offline tool to view Form GSTR 2B and match the auto drafted details in Form GSTR-2B with the purchase register.

To view Form GSTR-2B in the Matching Tool, perform the following steps:

1. Download Form GSTR-2B JSON files from GST portal from Services >> Returns >> Returns Dashboard >> Select the FY and Return period >> GSTR-2B tile (Download) >> Download JSON
2. Matching Offline Tool, select the relevant GSTIN from the drop-down list.
3. Select the **Financial Year** and **Tax Period** from their respective fields.
4. Click PROCEED.
5. The screen with options to open, view and match JSON files gets displayed
6. To open the downloaded JSON files, click **Open Downloaded JSON File**.
7. On successful download of JSON files, a success message is displayed on the screen
8. Click **VIEW SUMMARY** of Form GSTR-2B to view the summary
9. From the list of tables displayed, select the table for which you wish to view and match details.
10. Once a table is selected, the respective table summary is displayed
11. The table summary section displays the following details of the supplier:
 - a) GSTIN of supplier
 - b) Trade/ Legal name
 - c) No. of records
 - d) Total taxable value
 - e) Total tax amount
12. By default, the **Document details** are displayed on the page.
13. You can use the **Search** field to search a record on the basis of table details such as, tax value or amount, etc. and the matching records are displayed.

PLEASE NOTE THAT DUE DATE OF FILING ANNUAL RETURN IN GSTR-9/9A and 9C IS EXTENDED UP TO 31.12.2020 VIDE PRESS RELEASE DATED 24.10.2020.

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