

## FAQ's and User Manual – GST TRAN-2 Offline Tools

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Goods and Services Tax Network

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## 1. FAQs on GST TRAN-2 Offline Tool

### 1. What are the features of GST TRAN-2 Offline Tool?

The key features of GST TRAN-2 Offline Tool are:

- The GST TRAN-2 details related to certain tables can be prepared offline with no connection to Internet.
- Most of the data entry and business validations are inbuilt in the offline tool reducing errors upon upload to the GST Portal.

Below downloadable templates are available to fill the details for sections of GST TRAN-2.

#### Excel Template:

- **Tran-2 Inputs held on stock (Central) EXCEL template:** If you have large number of records in section 4 of Tran-2, use this template to fill in the details and generate the JSON file for upload.
- **Tran-2 Credit on State Tax on the stock EXCEL template:** If you have large number of records in section 5 of Tran-2, use this template to fill in the details and generate the JSON file for upload.
- The uploaded data in these tables can be viewed on the GST Portal and any correction if required can be made on the Portal.

### 2. How can I download and open the TRAN-2 Offline Tool in my system from the GST Portal?

1. Login to the GST Portal [www.gst.gov.in](http://www.gst.gov.in) .
2. Go to **Downloads > Offline tools > TRAN-2 Offline Tools** button and click on it.
3. Click the **Download** link for template to be downloaded.

### 3. What are the basic system requirements/ configurations required to use TRAN-2 Offline Tool?

The offline functions work best on Windows 7 and above and MSEXCEL 2007 and above.

### 4. Is Offline tool mobile compatible?

As of now TRAN-2 Offline Tool cannot be used on mobile. Currently, TRAN-2 Offline Tool can only be used on desktops.

### 5. Can I declare the stock not supported by evidence of duty and taxes paid invoices while filing July month TRAN 2 even if I have not declared the stock in TRAN 1.?

No, you cannot claim credit in TRAN 2 if you have not declared that stock in TRAN 1.

## 2. TRAN-2 Offline Tool: An Overview

To facilitate the furnishing of records in short-time, an easy to use TRAN-2 Offline Tool has been made available for preparation of TRAN-2 in download section of GST portal. All the details can be added in offline mode and later uploaded on GST portal to furnish the TRAN-2.

You can use 'JSON File Upload' functionality if you have large number of records. Your last uploaded file will be securely saved, download facility shall be available shortly.

### 3. Downloading the TRAN-2 Offline Tool

Downloading the TRAN-2 Offline Tool is a one-time activity, however, it may require an update in future if the Tool is updated at the GST Portal. Please check the version of the offline utility used by you with the one available for download on the GST Portal at regular intervals.

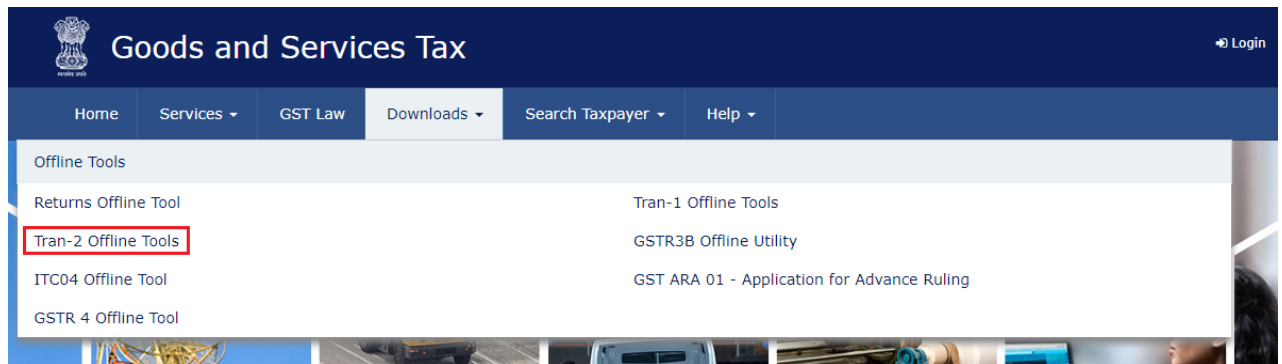
To download and install the TRAN-2 Offline Tool to prepare the TRAN-2 offline, perform the following steps:



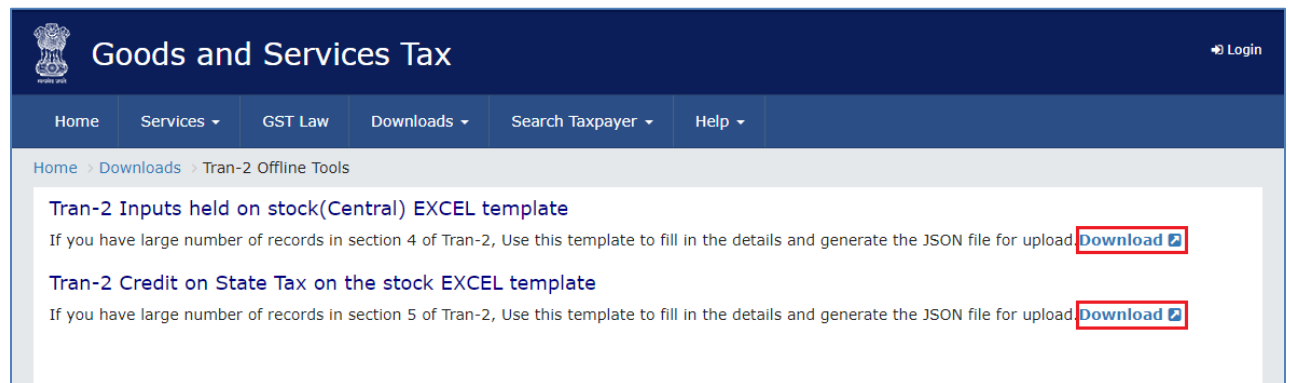
You can also download the TRAN-2 Offline Tool from the Portal without login to the GST Portal.

#### Pre-login Download:

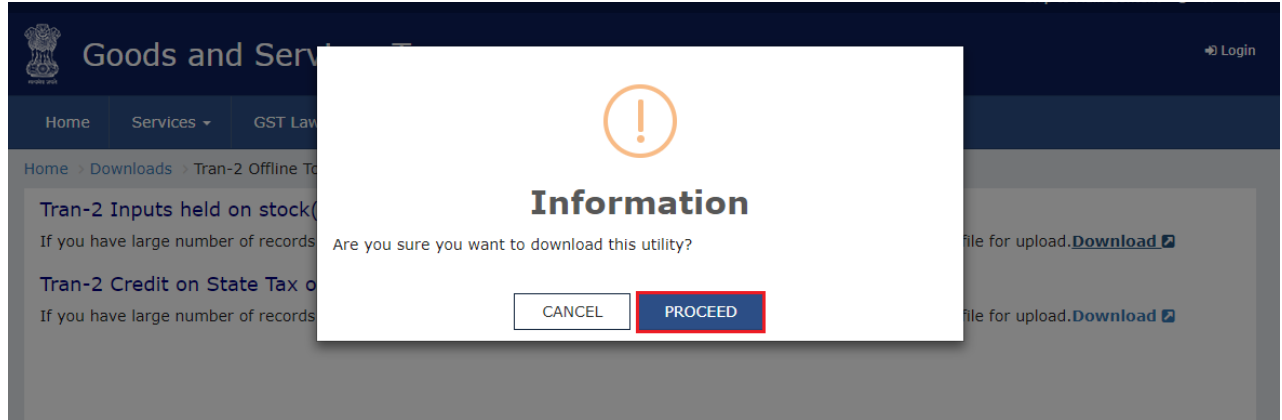
1. Access the <https://www.gst.gov.in/> URL.
2. The **GST Home** page is displayed. Click the **Downloads > Offline tools > TRAN-2 Offline Tools**.



3. Click the **Download** link for the section to be downloaded.



- Click the **PROCEED** button.



The download of the **TRAN-2 Offline Tool** usually takes 2-3 minutes to download depending on the Internet speed.

- Browse and select the location where you want to save the downloaded files.

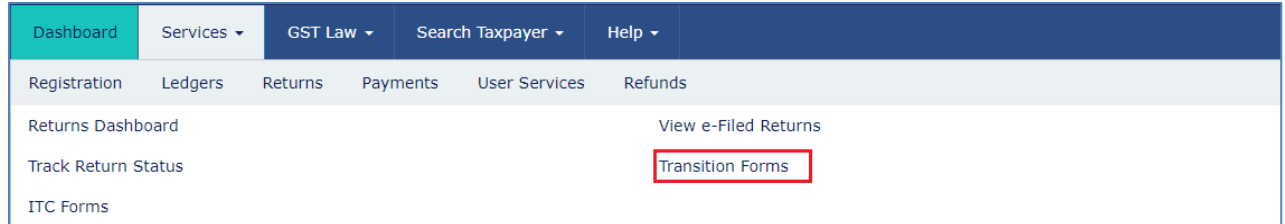


In some machines, depending on your browser settings, the files are downloaded in the folder **Downloads** on your machine.

Name	Date modified	Type	Size
GST_TRANS2_Central.zip	1/1/2018 12:09 PM	Compressed (zipp...	90 KB
gst_offline_tool.zip	12/29/2017 11:13 ...	Compressed (zipp...	27,883 KB

**Post-login Download:**

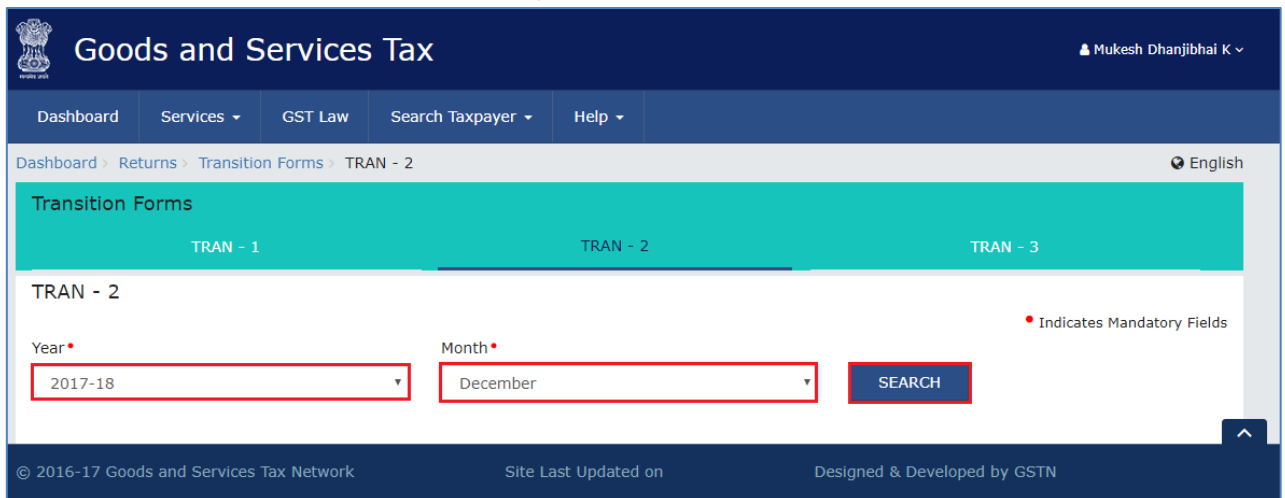
1. Access the <https://www.gst.gov.in/> URL.
2. The **GST Home** page is displayed. Click the **Services > Returns > Transition Forms** link.



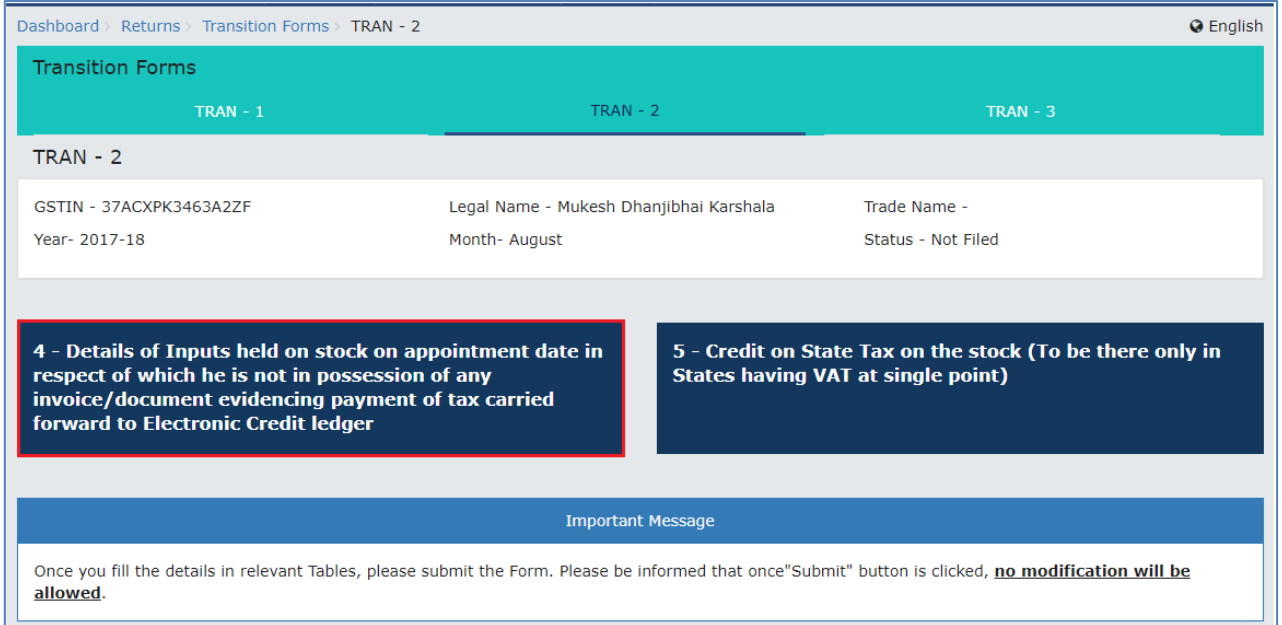
3. Click the **TRAN-2** tab.



4. Select Year and Month from the drop- down and click Search.



- Click 4- Details of Input held on stock on appointment date in respect of which he is not in possession of any invoice/document evidencing payment of tax carried forward to Electronic Credit ledger tile.



Dashboard > Returns > Transition Forms > TRAN - 2

English

Transition Forms

TRAN - 1      TRAN - 2      TRAN - 3

TRAN - 2

GSTIN - 37ACXPK3463A2ZF      Legal Name - Mukesh Dhanjibhai Karshala      Trade Name -  
 Year- 2017-18      Month- August      Status - Not Filed

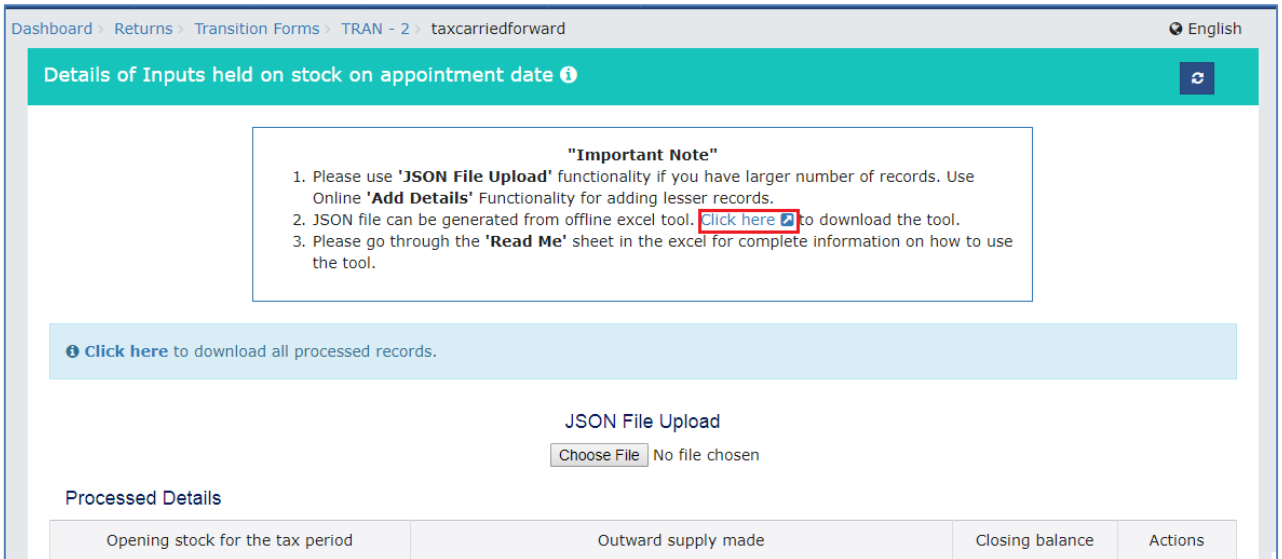
**4 - Details of Inputs held on stock on appointment date in respect of which he is not in possession of any invoice/document evidencing payment of tax carried forward to Electronic Credit ledger**

**5 - Credit on State Tax on the stock (To be there only in States having VAT at single point)**

Important Message

Once you fill the details in relevant Tables, please submit the Form. Please be informed that once "Submit" button is clicked, **no modification will be allowed.**

- Under the "Important Note" section, 2<sup>nd</sup> point has link to download the Excel template



Dashboard > Returns > Transition Forms > TRAN - 2 > taxcarriedforward

English

Details of Inputs held on stock on appointment date ⓘ

**"Important Note"**

- Please use '**JSON File Upload**' functionality if you have larger number of records. Use Online '**Add Details**' Functionality for adding lesser records.
- JSON file can be generated from offline excel tool. [Click here](#) to download the tool.
- Please go through the '**Read Me**' sheet in the excel for complete information on how to use the tool.

ⓘ Click here to download all processed records.

JSON File Upload

Choose File No file chosen

Processed Details

Opening stock for the tax period	Outward supply made	Closing balance	Actions
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Similarly, you can download the excel template for 'Tran-2 Credit on State Tax on the stock' post login to the GST Portal.

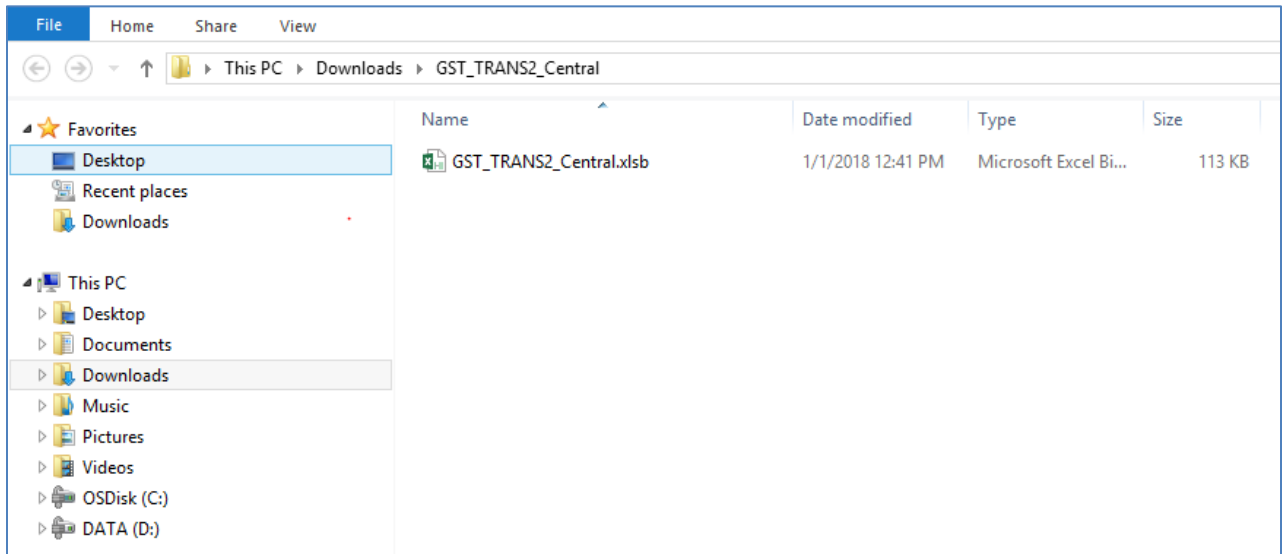




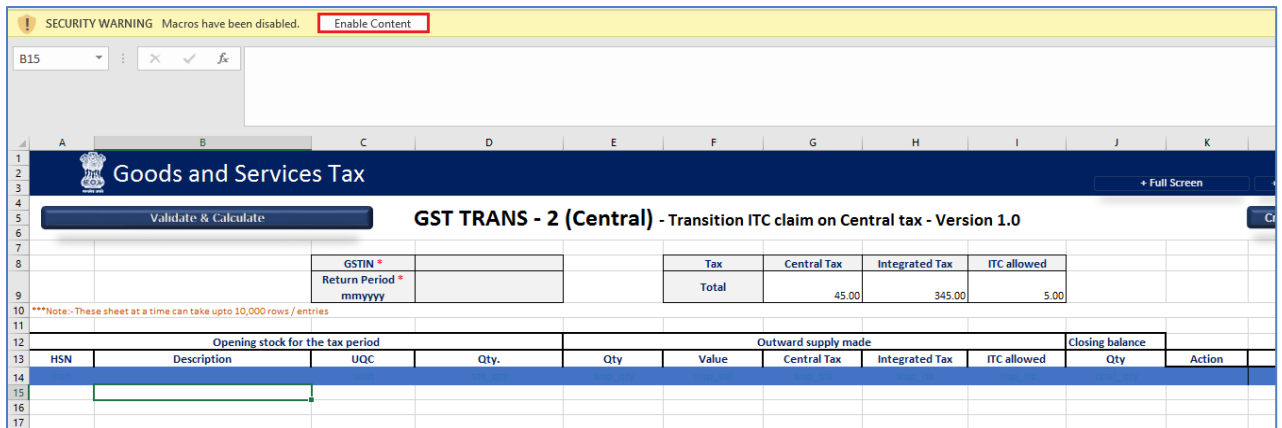
## 4. Installation of the TRAN-2 Offline Tool

Once the download of the TRAN-2 Offline Tool is complete, you need to unzip these downloaded files on your machine.

1. Unzip the downloaded files and extract the files from the downloaded zip folder. Zip folder consists of the excel file as shown in the screenshot below.



2. Double click the **Excel file**.
3. Click the **Enable Content** button in the excel sheet.



## 5. Preparing details using TRAN-2 Offline Tool



Please ensure that you download the latest version of TRAN-2 Offline Tool from the GST portal <https://www.gst.gov.in/download/trans2>.

TRAN-2 Offline Tool has 2 downloadable templates:

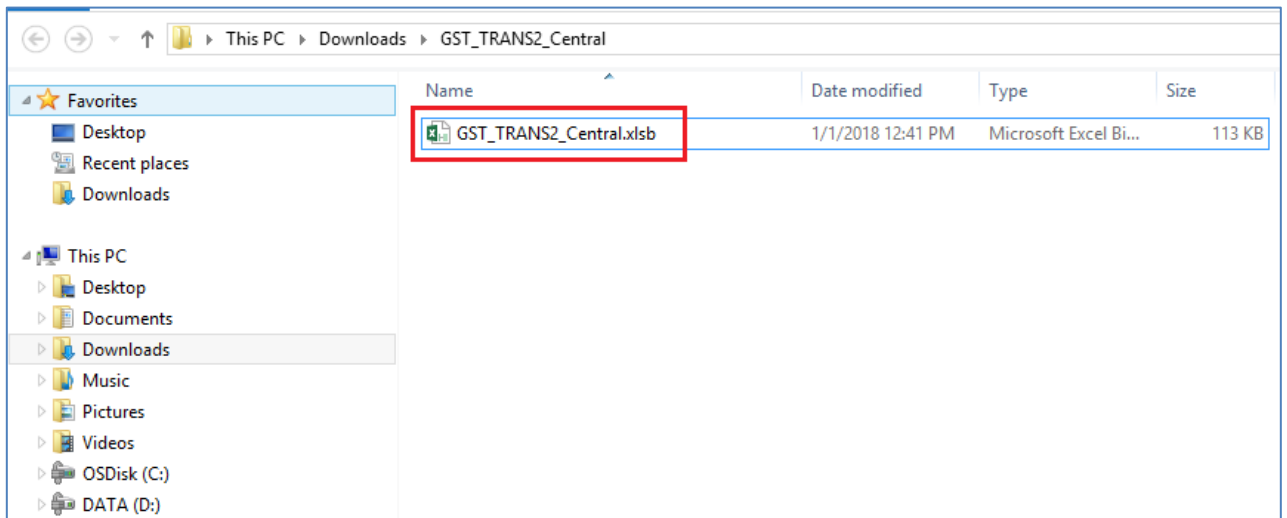
1. **Tran-2 Inputs held on stock(Central) EXCEL template:** If you have large number of records in section 4 of Tran-2, use this template to fill in the details and generate the JSON file for upload.
2. **Tran-2 Credit on State Tax on the stock EXCEL template:** If you have large number of records in section 5 of Tran-2, use this template to fill in the details and generate the JSON file for upload.  
Let us understand how to upload TRAN-2 details using the Excel template.

## Upload Details using the Excel Template

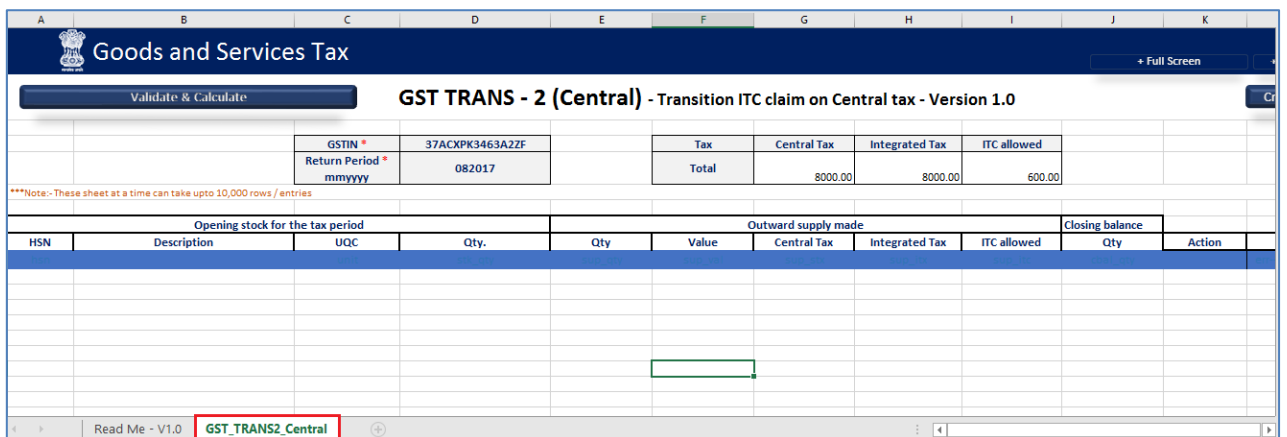
- a) **Tran-2 Inputs held on stock(Central) EXCEL template:** To fill in the details and generate the JSON file –to upload details of Input held on stock on appointment date in respect of which a taxpayer is not in possession of any invoice/document evidencing payment of tax and its subsequent sale in the first six tax period.
- b) **Tran-2 Credit on State Tax on the stock EXCEL template:** To fill in the details and generate the JSON file –to upload details of Credit on State Tax on the Stock (To be there only in States having VAT at single point) on being sold in the first six tax period after the appointed day. .

Let us take an example where you need to upload the data using the **Tran-2 Inputs held on stock(Central) EXCEL template**.

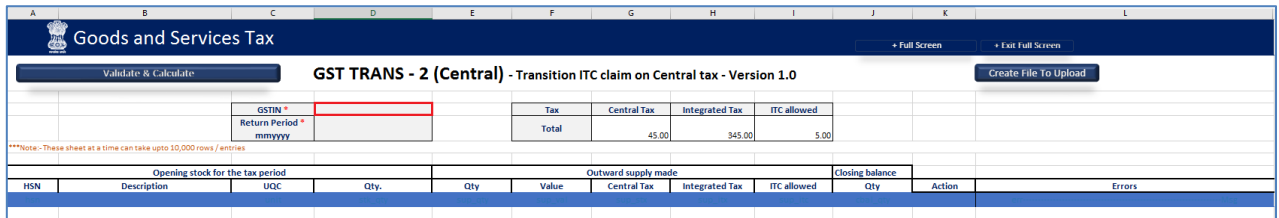
1. Launch the **Tran-2 Inputs held on stock(Central) EXCEL** template and navigate to worksheet.



2. Navigate to worksheet **GST\_TRANS2\_Central**.



3. In the **GSTIN** field, enter the GSTIN.

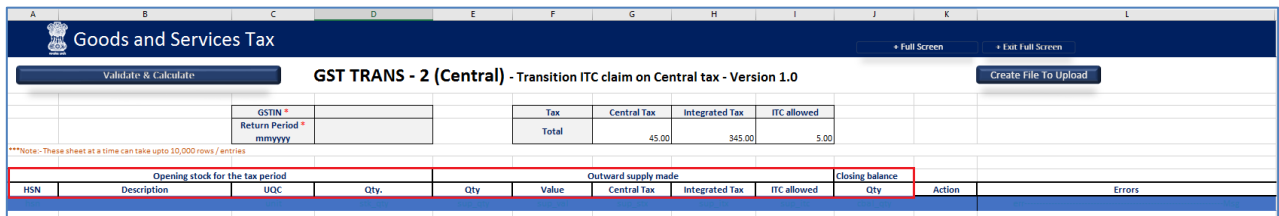


Goods and Services Tax												
GST TRANS - 2 (Central) - Transition ITC claim on Central tax - Version 1.0												
GSTIN *						Tax		Central Tax	Integrated Tax	ITC allowed		
Return Period *			mmyyyy			Total		45.00	345.00	5.00		
Opening stock for the tax period				Outward supply made					Closing balance		Action	Errors
HSN	Description	UQC	Qty.	Qty.	Value	Central Tax	Integrated Tax	ITC allowed	Qty			

4. Enter the details in the respective columns in the excel tool.

**Note:**

- All mandatory fields (with red dot \*) should be entered compulsorily.
- Enter the tax period to which it relates.
- HSN should be numeric and cannot be more than 8 Digits.
- Either HSN or Description should be filled.
- Unit should be Selected from unit drop-down list.
- Opening stock Quantity, Outward supplies quantity, Value, Central tax, Integrated Tax, ITC allowed and closing quantity should be numeric.
- Closing balance quantity, whether provided or not, will be set to Opening stock quantity minus outward supply quantity.
- ITC allowed should not be greater than sixty percent of Central Tax.
- ITC allowed should not be greater than thirty percent of Integrated Tax.
- Add: Insert a new record or Edit already inserted data into GST Portal
- Delete: Delete an already existing record.



Goods and Services Tax												
GST TRANS - 2 (Central) - Transition ITC claim on Central tax - Version 1.0												
GSTIN *						Tax		Central Tax	Integrated Tax	ITC allowed		
Return Period *			mmyyyy			Total		45.00	345.00	5.00		
Opening stock for the tax period				Outward supply made					Closing balance		Action	Errors
HSN	Description	UQC	Qty.	Qty.	Value	Central Tax	Integrated Tax	ITC allowed	Qty			

If a new row needs to be inserted between rows, then select all rows below the insert position and Cut-Paste them one row below.

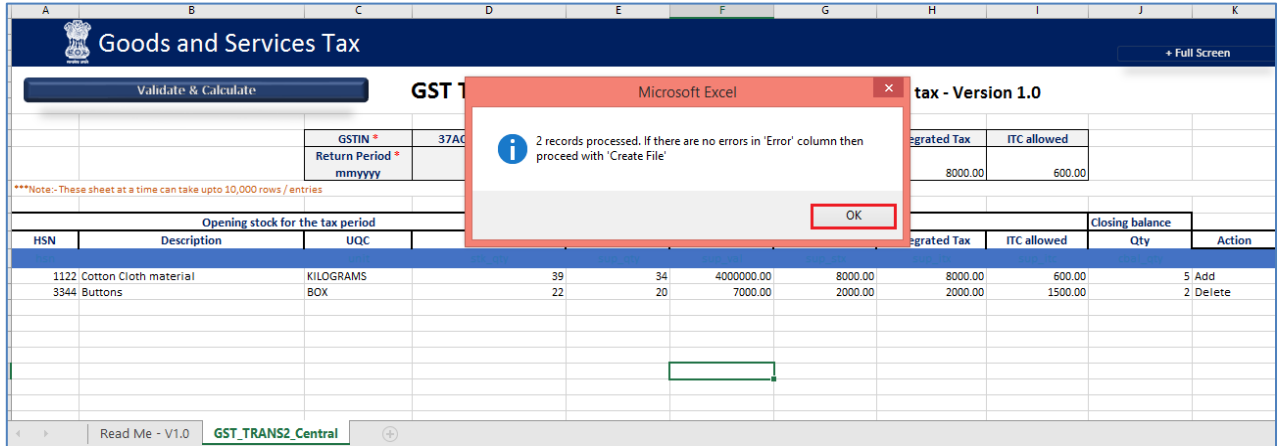
- Once all details are entered, click the **Validate & Calculate Sheet** button to validate the worksheet.

**Note:** (Closing Balance = QTY (Opening stock for the Tax Period) – QTY (Outward supply made)) is calculated on click of 'Validate & Calculate' Button .

Goods and Services Tax													
<b>Validate &amp; Calculate</b> <b>GST TRANS - 2 (Central) - Transition ITC claim on Central tax - Version 1.0</b>													
GSTIN *		37ACXPK3463A2ZF		Mandatory Field		Tax		Central Tax		Integrated Tax		ITC allowed	
Return Period *		082017		Mandatory Field		Total		8000.00		8000.00		600.00	
***Note:- These sheet at a time can take upto 10,000 rows / entries													
Opening stock for the tax period					Outward supply made					Closing balance			
HSN	Description	UQC	Qty.	Qty	Value	Central Tax	Integrated Tax	ITC allowed	Qty	Action			
1122	Cotton Cloth material	KILOGRAMS	39	34	4000000.00	8000.00	8000.00	600.00	5	Add			
3344	Buttons	BOX	22	20	7000.00	2000.00	2000.00	1500.00	2	Delete			

**In case of successful validation:**

- A message is displayed with count of records to be added and deleted in the GST Portal. Click the **OK** button.

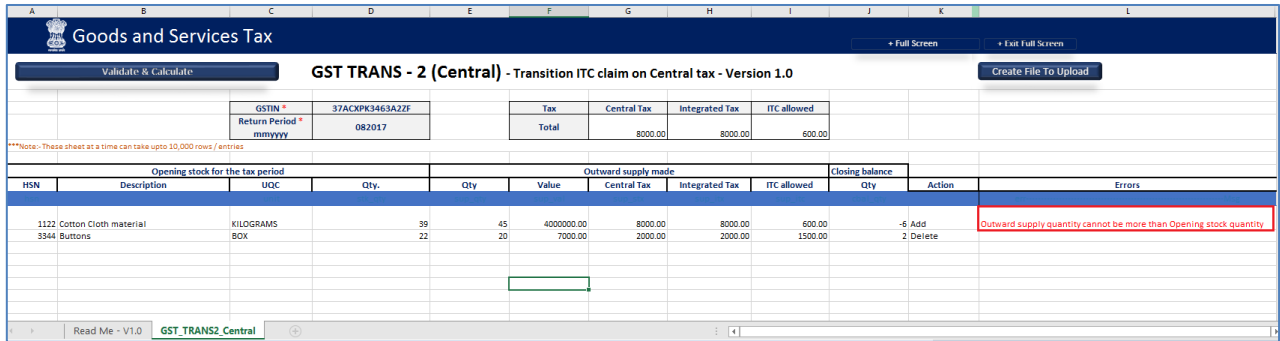


The screenshot shows the 'Goods and Services Tax' interface for 'GST TRANS2 Central'. A 'Microsoft Excel' dialog box is overlaid on the screen, displaying the message: '2 records processed. If there are no errors in 'Error' column then proceed with 'Create File'. Below the message is an 'OK' button. The background interface shows a table with columns for HSN, Description, UQC, Qty, Value, Central Tax, Integrated Tax, ITC allowed, and Action. Two rows are visible: '1122 Cotton Cloth material' and '3344 Buttons'.

If a row with error needs to be deleted, then select the entire row and press "Delete" key on keyboard. Next, select all the rows which are below the deleted row and Cut-Paste them on the 'Deleted' row.

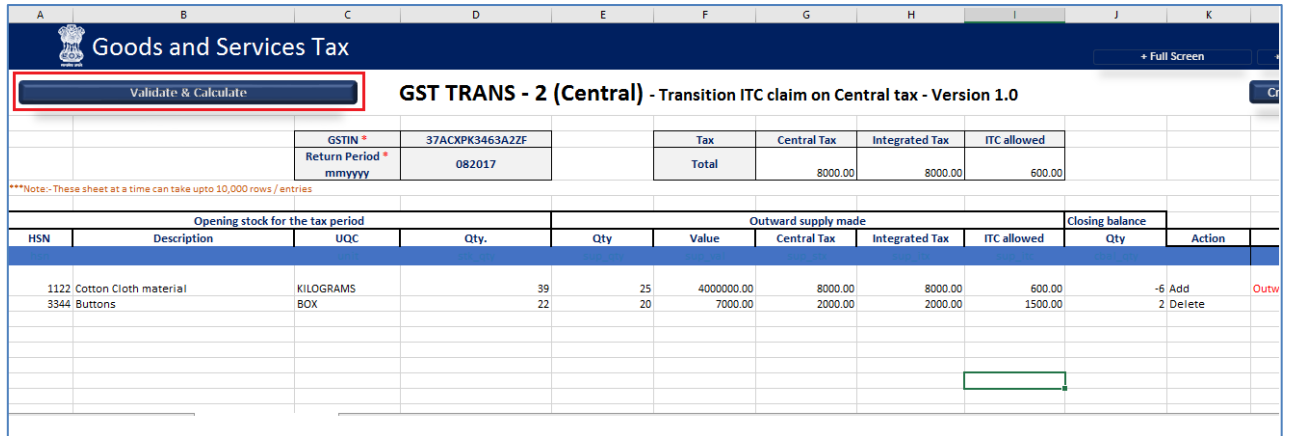
**In case of unsuccessful validation:**

- Errors are shown in the Error Column.



The screenshot shows the 'Goods and Services Tax' interface for 'GST TRANS - 2 (Central) - Transition ITC claim on Central tax - Version 1.0'. The interface displays a table with columns for HSN, Description, UQC, Qty, Value, Central Tax, Integrated Tax, ITC allowed, and Errors. Two rows are visible: '1122 Cotton Cloth material' and '3344 Buttons'. The 'Errors' column for the '1122 Cotton Cloth material' row contains the message: 'Outward supply quantity cannot be more than Opening stock quantity'. The 'Action' column for the same row shows '-5 Add' and '2 Delete'.

- Once all errors are rectified, click the **Validate & Calculate Sheet** button to validate the worksheet.



Goods and Services Tax

Validate & Calculate

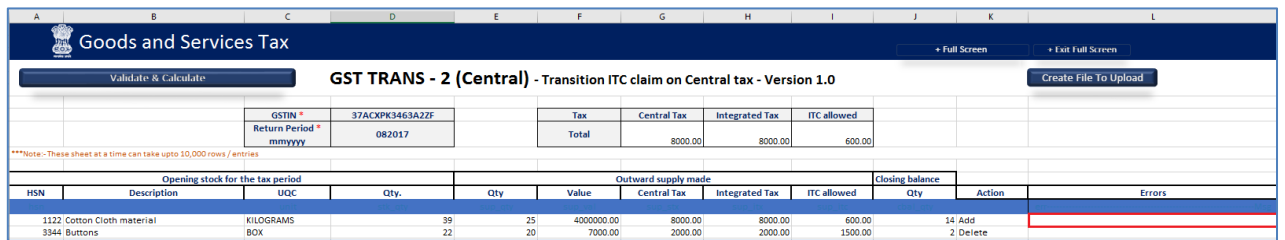
GST TRANS - 2 (Central) - Transition ITC claim on Central tax - Version 1.0

GSTIN *	37ACXPK3463A2ZF	Tax	Central Tax	Integrated Tax	ITC allowed
Return Period * mmyyyy	082017	Total	8000.00	8000.00	600.00

\*\*\*Note:- These sheet at a time can take upto 10,000 rows / entries

Opening stock for the tax period				Outward supply made				Closing balance		
HSN	Description	UQC	Qty.	Qty	Value	Central Tax	Integrated Tax	ITC allowed	Qty	Action
1122	Cotton Cloth material	KILOGRAMS	39	25	4000000.00	8000.00	8000.00	600.00	-6	Add
3344	Buttons	BOX	22	20	7000.00	2000.00	2000.00	1500.00	2	Delete

- The error column is blank showing the row is validated.



Goods and Services Tax

Validate & Calculate

GST TRANS - 2 (Central) - Transition ITC claim on Central tax - Version 1.0

Create File To Upload

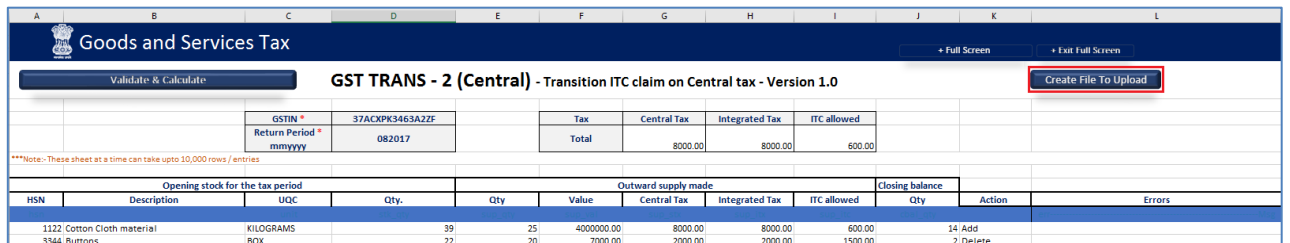
GSTIN *	37ACXPK3463A2ZF	Tax	Central Tax	Integrated Tax	ITC allowed
Return Period * mmyyyy	082017	Total	8000.00	8000.00	600.00

\*\*\*Note:- These sheet at a time can take upto 10,000 rows / entries

Opening stock for the tax period				Outward supply made				Closing balance		Errors
HSN	Description	UQC	Qty.	Qty	Value	Central Tax	Integrated Tax	ITC allowed	Qty	Action
1122	Cotton Cloth material	KILOGRAMS	39	25	4000000.00	8000.00	8000.00	600.00	14	Add
3344	Buttons	BOX	22	20	7000.00	2000.00	2000.00	1500.00	2	Delete

### Generate JSON file using 'Create File to Upload' button

- Click the **Create File to Upload** button to generate JSON for upload on GST Portal.



Goods and Services Tax

Validate & Calculate

GST TRANS - 2 (Central) - Transition ITC claim on Central tax - Version 1.0

Create File To Upload

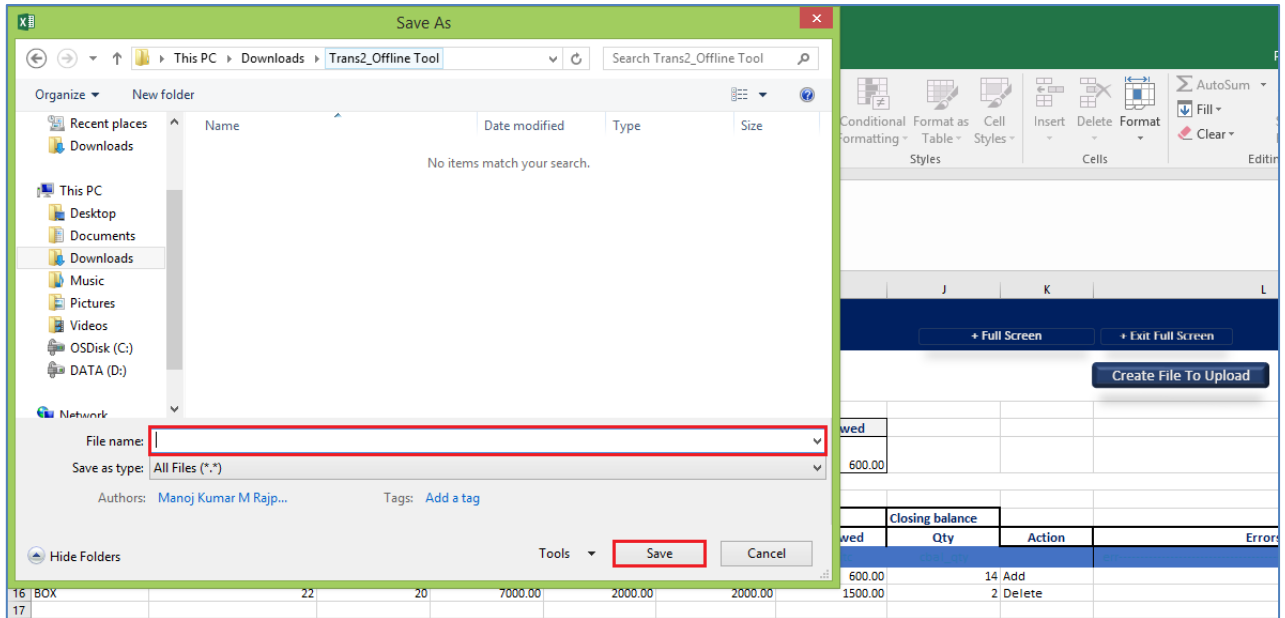
GSTIN *	37ACXPK3463A2ZF	Tax	Central Tax	Integrated Tax	ITC allowed
Return Period * mmyyyy	082017	Total	8000.00	8000.00	600.00

\*\*\*Note:- These sheet at a time can take upto 10,000 rows / entries

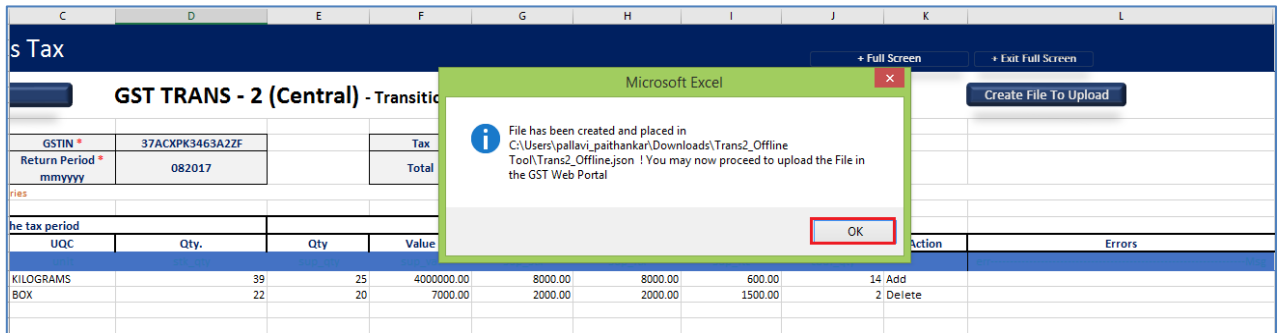
Opening stock for the tax period				Outward supply made				Closing balance		Errors
HSN	Description	UQC	Qty.	Qty	Value	Central Tax	Integrated Tax	ITC allowed	Qty	Action
1122	Cotton Cloth material	KILOGRAMS	39	25	4000000.00	8000.00	8000.00	600.00	14	Add
3344	Buttons	BOX	22	20	7000.00	2000.00	2000.00	1500.00	2	Delete



- Navigate to the folder where you want to save the JSON file. Enter the file name and click the **SAVE** button.

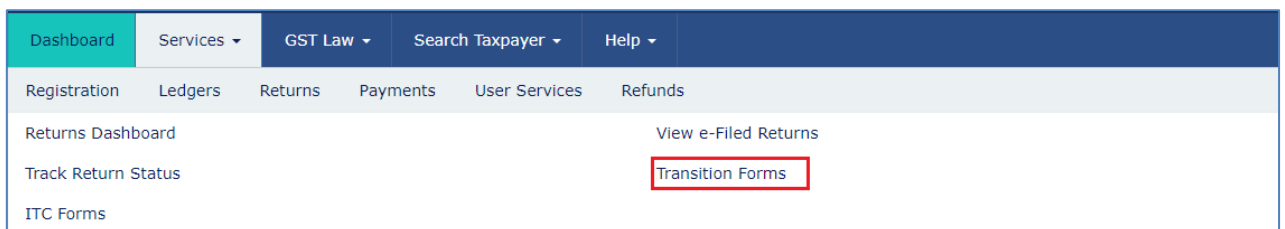


A confirmation message is displayed that JSON file is created. Click the **OK** button.



### Upload the generated JSON on GST Portal

- Access the <https://gst.gov.in/> URL. The GST Home page is displayed.
- Click the **Services > Returns > Transition Forms** link.

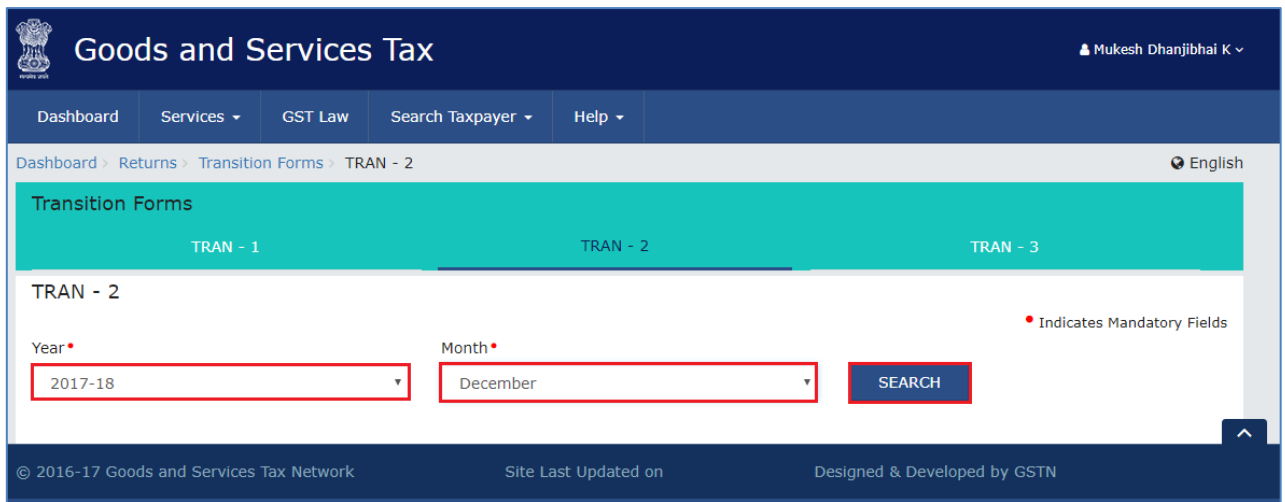


16. Click the **TRAN-2** tab.



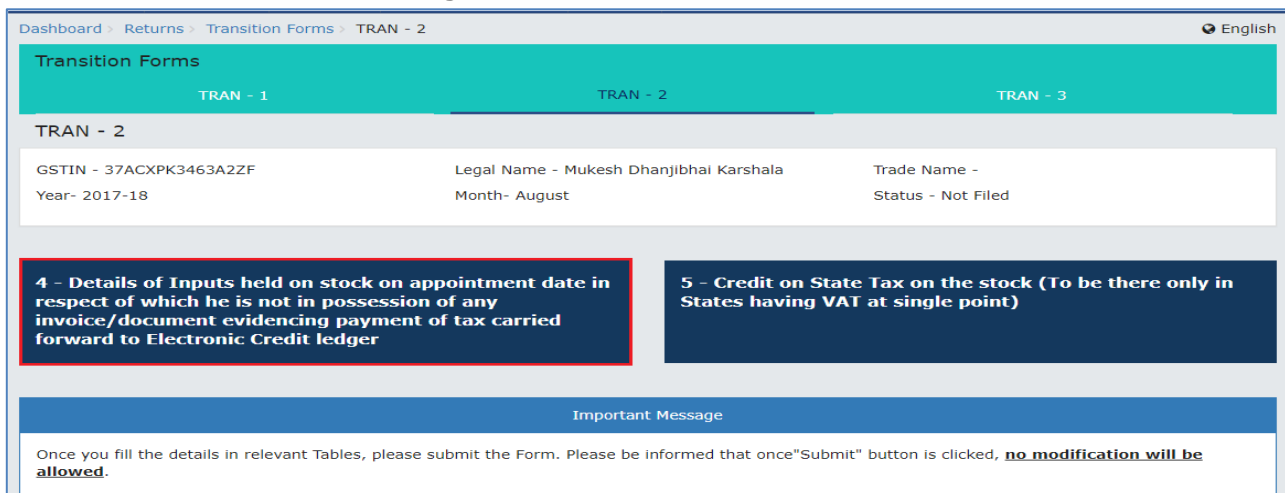
The screenshot shows the GSTN portal interface. At the top, there is a navigation bar with 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', and 'Help'. Below this, a breadcrumb trail reads 'Dashboard > Returns > Transition Forms > TRAN - 1'. The main content area is titled 'Transition Forms' and contains three tabs: 'TRAN - 1', 'TRAN - 2' (which is highlighted with a red box), and 'TRAN - 3'. Below the tabs, the title 'TRAN - 1 - Transitional ITC / Stock Statement' is displayed. The form fields include: GSTIN - 37ACXPK3463A2ZF, Legal Name - Mukesh Dhanjibhai Karshala, Trade Name -, Status - Filed, and a dropdown menu for 'Whether all the returns required under existing law for the period of six months immediately preceding the appointed date have been furnished' with 'Yes' selected.

17. Select Year and Month from the dropdown list and click the **SEARCH** button.



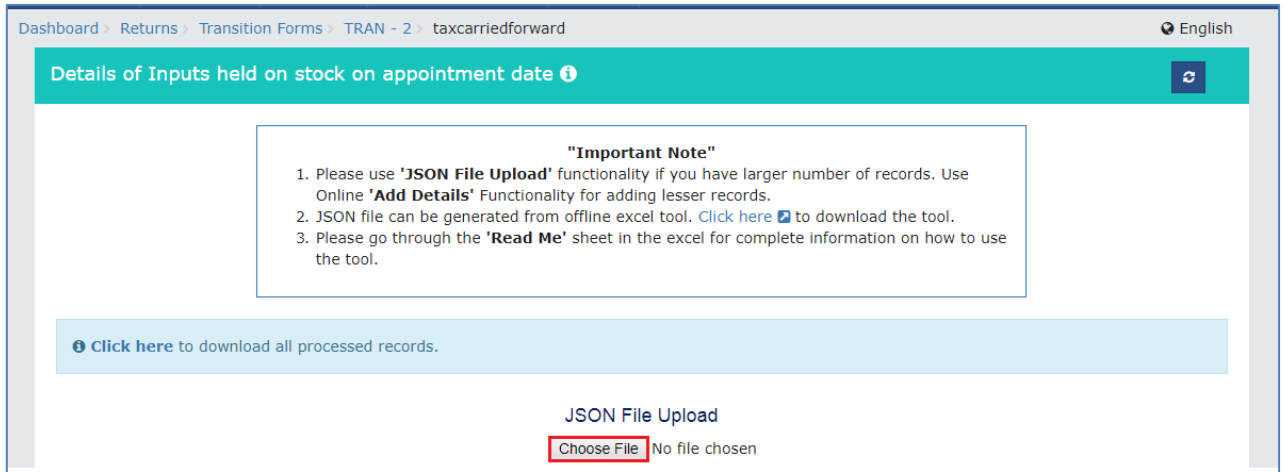
The screenshot shows the GSTN portal interface. At the top, there is a navigation bar with 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', and 'Help'. Below this, a breadcrumb trail reads 'Dashboard > Returns > Transition Forms > TRAN - 2'. The main content area is titled 'Transition Forms' and contains three tabs: 'TRAN - 1', 'TRAN - 2' (which is highlighted), and 'TRAN - 3'. Below the tabs, the title 'TRAN - 2' is displayed. The form fields include: 'Year' dropdown with '2017-18' selected, 'Month' dropdown with 'December' selected, and a 'SEARCH' button. A red box highlights the Year and Month dropdowns and the SEARCH button. A legend indicates that a red dot indicates mandatory fields. The footer contains copyright information: '© 2016-17 Goods and Services Tax Network', 'Site Last Updated on', and 'Designed & Developed by GSTN'.

18. Click the **4- Details of Input held on stock on appointment date in respect of which he is not in possession of any invoice/document evidencing payment of tax carried forward to Electronic Credit ledger tile.**

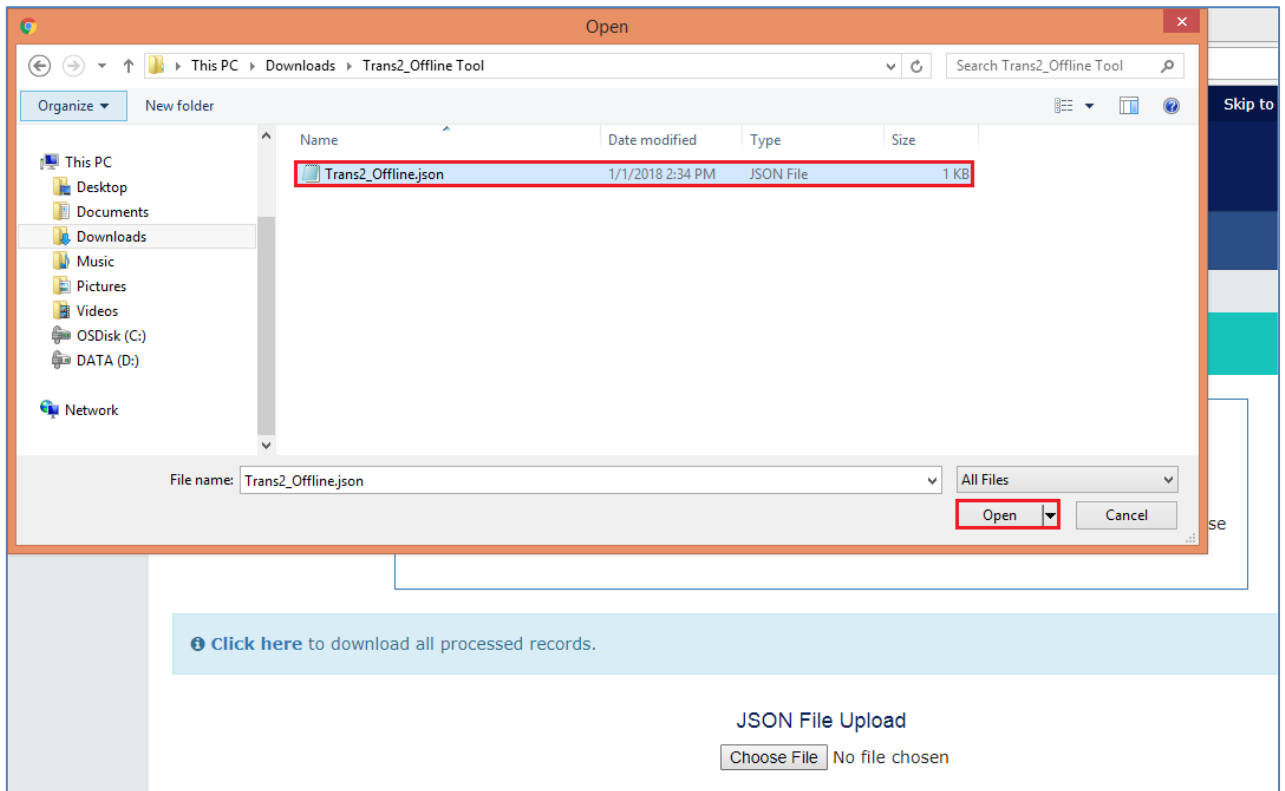


The screenshot shows the GSTN portal interface. At the top, there is a navigation bar with 'Dashboard', 'Returns', 'Transition Forms', and 'TRAN - 2'. The main content area is titled 'Transition Forms' and contains three tabs: 'TRAN - 1', 'TRAN - 2' (which is highlighted), and 'TRAN - 3'. Below the tabs, the title 'TRAN - 2' is displayed. The form fields include: GSTIN - 37ACXPK3463A2ZF, Legal Name - Mukesh Dhanjibhai Karshala, Trade Name -, Year - 2017-18, Month - August, and Status - Not Filed. Below the form fields, there are two blue boxes with white text: '4 - Details of Inputs held on stock on appointment date in respect of which he is not in possession of any invoice/document evidencing payment of tax carried forward to Electronic Credit ledger' and '5 - Credit on State Tax on the stock (To be there only in States having VAT at single point)'. At the bottom, there is an 'Important Message' section with the text: 'Once you fill the details in relevant Tables, please submit the Form. Please be informed that once "Submit" button is clicked, **no modification will be allowed.**'

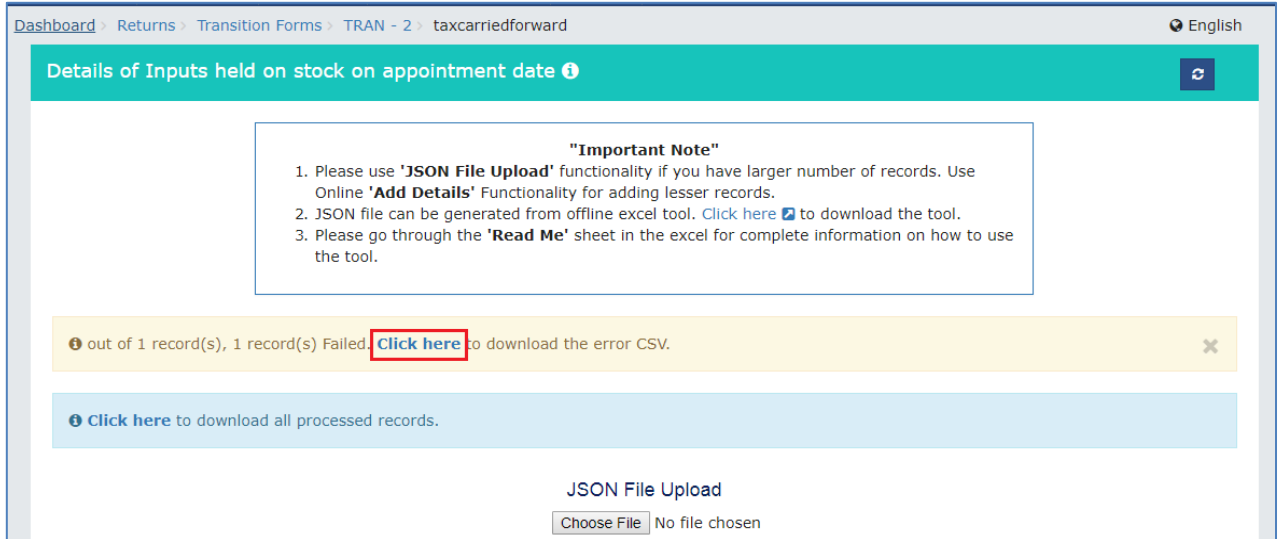
19. Click the **Choose File** button.



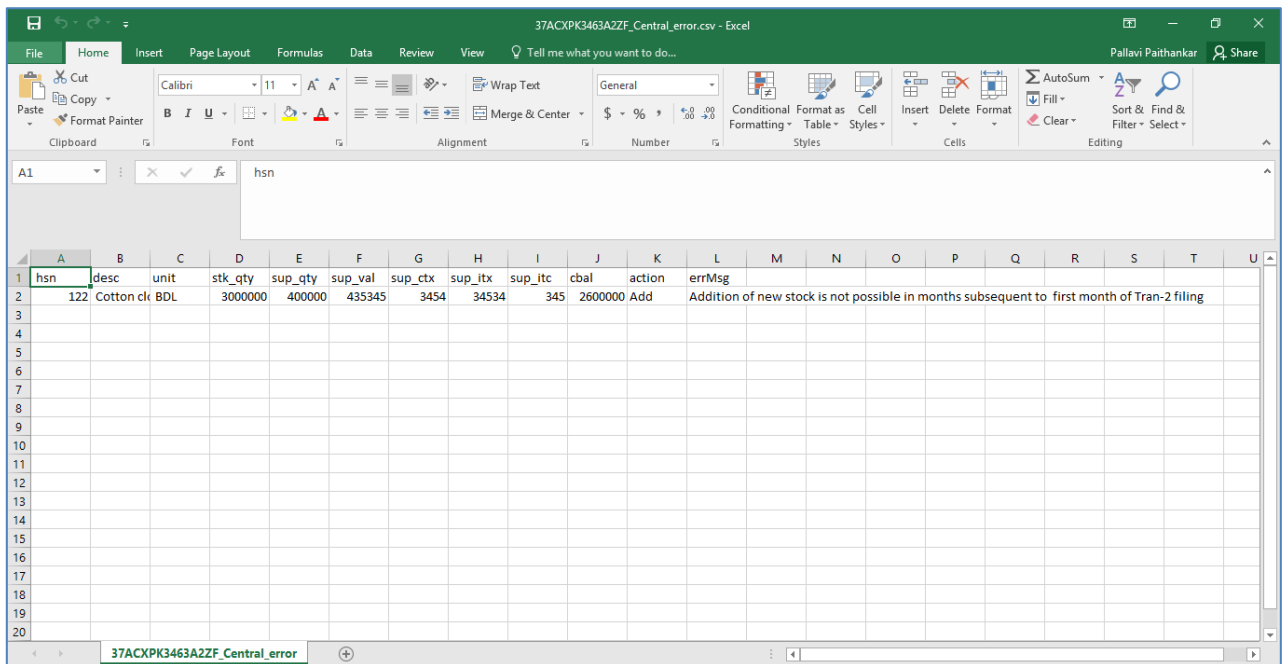
20. Browse and navigate the JSON file to be uploaded from your computer. Click the **Open** button.



21. The uploaded .JSON file would be validated and processed.  
 In case of validation failure upon processing; errors if any can be downloaded from the GST Portal by clicking at the link to download the error csv file there.



The error is shown after downloading the error file.



Rectify the errors in the JSON file and upload again on the GST Portal.

Details of Inputs held on stock on appointment date i
↻

**"Important Note"**

1. Please use '**JSON File Upload**' functionality if you have larger number of records. Use Online '**Add Details**' Functionality for adding lesser records.
2. JSON file can be generated from offline excel tool. [Click here](#) 📄 to download the tool.
3. Please go through the '**Read Me**' sheet in the excel for complete information on how to use the tool.

✔ All Records in the JSON file is saved in our database successfully.
✕

i [Click here](#) to download all processed records.

**JSON File Upload**

No file chosen

**Processed Details**

Opening stock for the tax period				Outward supply made					Closing balance	Actions
HSN	Description	UQC	Qty.	Qty.	Value	Central Tax	Integrated Tax	ITC allowed	Qty.	
12334566	test	BUN	11	0	0.00	0.00	0.00	0.00	11	<span style="background-color: #00a651; color: white; padding: 2px 5px; font-size: 0.8em;">✎</span>

Similarly, you can upload data for '**Tran-2 Credit on State Tax on the stock**'.