




GSTR-2A (Alt + S)

This is GSTR-2A Reconciliation form, which provides reconciliation between purchase register of the books and the ITC reflecting in 2A of the portal.



On clicking the  option or on pressing the shortcut (Alt+ S), window will appear as below.

Note: The Return displayed for Logged in Branch.

Now, we just have to select excel file downloaded from the portal of particular return period and this report will show the reconciliation of credits between books and Portal as below:



2A Reconciliation Form.

Return Period (MM-YYYY): 09-2020 [Select File](#) <Press Enter / Dbl click in voucher grid for drill down (only for logged in Branch)> [Export](#) [Help](#) [Close](#)

File: C:\Users\mkjgannan\Desktop\33AAACP6474E1ZK_092020_R2A.xlsx

B2B [CDNR](#)

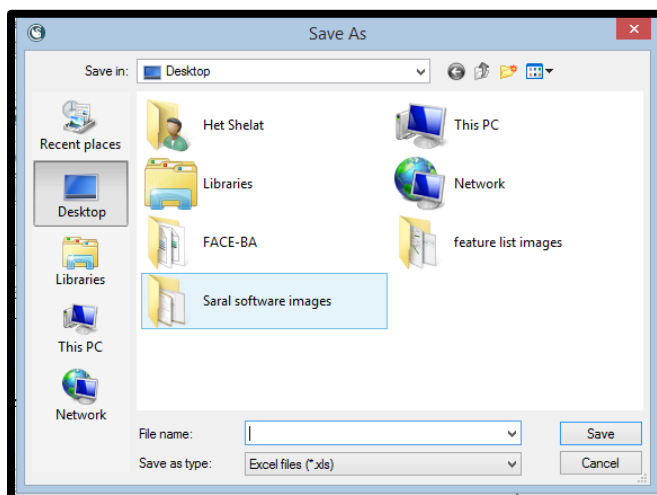
B2B Reconciliation Details

Rec Type	GSTIN	A/c Name	Inv. No	Inv. Date	Inv. Amt	POS	Is RCM	GSTRate	Taxable	IGST	CGST	SGST	CESS
Click here to define a filter													
Data available in FACE and GSTN													
BOTH	33AZKPS0457N1ZV	BHAGWAN SINGH SHOBHA	RP/287/20-21	04-09-2020	1,545.00	Tamil Nadu	N	18.00	1,309.23		117.83	117.83	
BOTH	32AAACP6474E1ZM	POLYCAB INDIA LIMITED	KL732520211C	08-09-2020	53,905.94	Tamil Nadu	N	18.00	45,683.00	8,222.94			
BOTH	27AAACU1359P1ZZ	UNICOM INFOTEL PRIVATE LIMITED	TRD20210109	10-09-2020	77,449.00	Tamil Nadu	N	18.00	65,635.00	11,814.30			
BOTH	33AAACB2894G1ZU	BHARTI AIRTEL LIMITED	BM213300621	12-09-2020	588.82	Tamil Nadu	N	18.00	499.00		44.91	44.91	
BOTH	06AAACP6474E1ZH	POLYCAB INDIA LIMITED	HR626S20211	01-09-2020	10,070.58	Tamil Nadu	N	18.00	8,534.39	1,536.19			
BOTH	06AAACU1663J1ZC	USAKA INDUSTRIAL COMPONENTS PRIVATE LI	UICPL/20-21/1	05-09-2020	6,183.00	Tamil Nadu	N	18.00	5,240.00	943.20			
BOTH	29ABRFB095C2ZT	VINAY BOMB	IGST/00642/2	10-09-2020	2,012.00	Tamil Nadu	N	18.00	1,705.00	306.90			
Mismatch in invoice(s)													
GSTN	33FROP56409F1ZF	ARULDASS SHEBA JENITTA	CH045	25-09-2020	2,126.00	Tamil Nadu	Y	5.00	2,025.00		50.63	50.63	
FACE	33FROP56409F1ZF	ARULDASS SHEBA JENITTA	CH045	25-09-2020	2,126.00	Tamil Nadu	N	5.00	2,025.00		50.62	50.62	
GSTN	06AAACP6474E1ZH	POLYCAB INDIA LIMITED	HR626S20211	01-09-2020	319,219.50	Tamil Nadu	N	18.00	270,525.00	48,694.50			
FACE	06AAACP6474E1ZH	POLYCAB INDIA LIMITED	HR626S20211	30-09-2020	270,525.00	Tamil Nadu	Y	18.00	270,525.00	48,694.50			
GSTN	32AAHFM4619C1ZP	MALABAR RESIDENCY	385	14-09-2020	2,195.00	Kerala	N	12.00	1,960.00		117.60	117.60	
FACE	32AAHFM4619C1ZP	MALABAR RESIDENCY	385	14-09-2020	2,195.00	Tamil Nadu	N	12.00	1,960.00	235.20			
GSTN	33AUWVY1173D1ZC	SUNDARARASU VEERASAMY	1	20-09-2020	91,934.00	Tamil Nadu	Y	18.00	85,125.00		7,661.25	7,661.25	
FACE	33AUWVY1173D1ZC	SUNDARARASU VEERASAMY	1	20-09-2020	100,448.00	Tamil Nadu	N	18.00	85,125.00		7,661.25	7,661.25	
Not available in FACE													
GSTN	32AAACP6474E1ZM	POLYCAB INDIA LIMITED	KL732520211C	03-09-2020	1,413.16	Tamil Nadu	N	12.00	1,261.75	151.41			
GSTN	27AAACU1359P1ZZ	UNICOM INFOTEL PRIVATE LIMITED	TRD20210109	10-09-2020	305,325.00	Tamil Nadu	N	18.00	258,750.00	46,575.00			
GSTN	33AAACB2894G1ZU	BHARTI AIRTEL LIMITED	FBBL3321859I	25-09-2020	56,050.00	Tamil Nadu	N	18.00	47,500.00		4,275.00	4,275.00	
GSTN	33AAACC3130A1ZQ	CHETTINAD CEMENT CORPORATION PRIVATE	ARY20404	19-09-2020	180,000.00	Tamil Nadu	N	28.00	140,625.00		19,687.50	19,687.50	
GSTN	06AAACP6474E1ZH	POLYCAB INDIA LIMITED	HR626S20211	01-09-2020	533,220.80	Tamil Nadu	N	12.00	476,090.00	57,130.80			
GSTN	06AAACP6474E1ZH	POLYCAB INDIA LIMITED	HR626S20211	01-09-2020	616,955.92	Tamil Nadu	N	18.00	522,844.00	94,111.92			
GSTN	06AAACP6474E1ZH	POLYCAB INDIA LIMITED	HR626S20211	01-09-2020	540,176.73	Tamil Nadu	N	18.00	457,776.89	82,399.84			
GSTN	06AAACP6474E1ZH	POLYCAB INDIA LIMITED	HR626S20211	01-09-2020	430,693.04	Tamil Nadu	N	12.00	380,420.00	50,273.04			

We can use below mentioned shortcuts for further extractions and functions.

Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report. On clicking Export button, user will be asked for the path to export the report as shown below:



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User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of GSTR-2A Tab.

[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, GSTR-2A Reconciliation form will get closed.

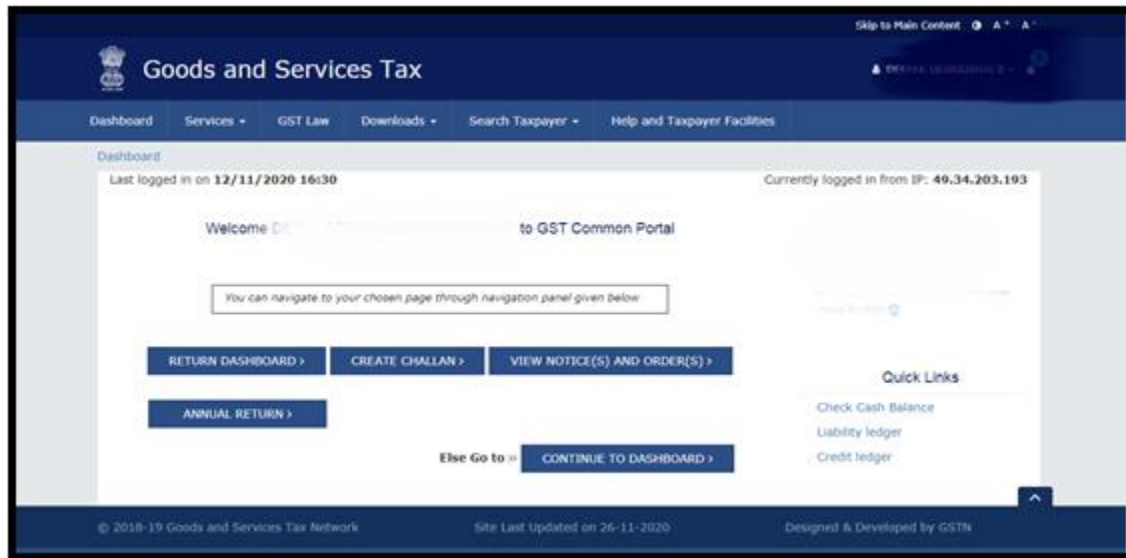
Download of GSTR2A & Reconciliation in FACE

Step 1: Login to <https://services.gst.gov.in/services/login> with your username & password.

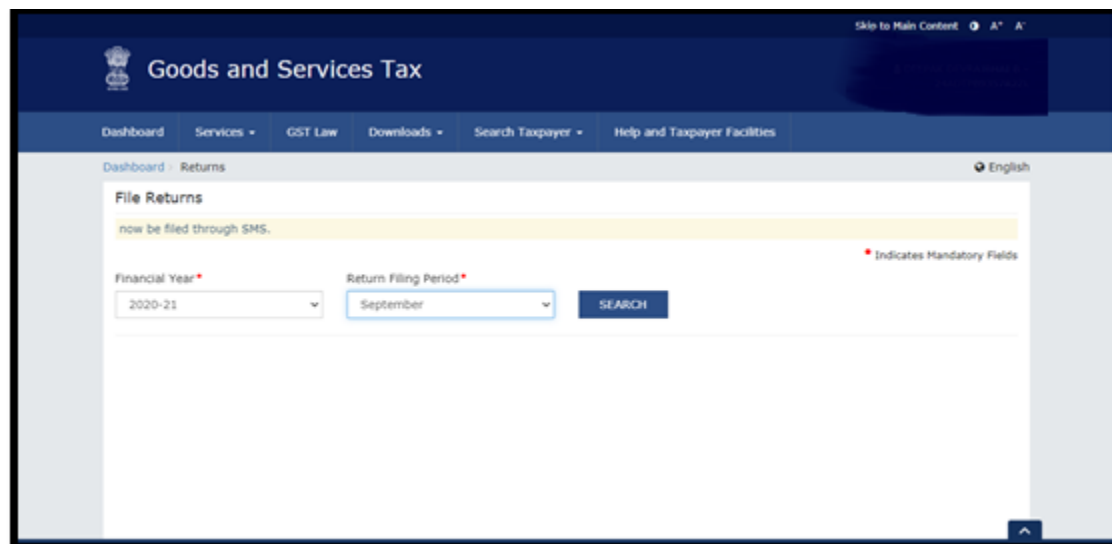
The screenshot shows the 'Goods and Services Tax' login page. The header includes the GST logo and navigation links: Home, Services (active), GST Law, Downloads, Search Taxpayer, and Help and Taxpayer Facilities. The main content area is titled 'Login' and contains the following fields: Username (with a red asterisk indicating a mandatory field, containing 'Bonny6308'), Password (with a red asterisk and masked with dots), and a CAPTCHA field (containing '285027'). Below the CAPTCHA is a 'LOGIN' button. At the bottom, there are links for 'Forgot Username' and 'Forgot Password', and a note: 'First time login: If you are logging in for the first time, click [here](#) to log in.'



Step 2: Go to Return Dashboard



Step 3: Select the period for filing



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Step 4: Select download option in GSTR2A

The screenshot shows the "Goods and Services Tax" portal. The "File Returns" section is active, displaying a message: "GSTR-2A can now be downloaded in excel/CSV format for your reference and". Below this, there are dropdown menus for "Financial Year" (set to 2020-21) and "Return Filing Period" (set to December), with a "SEARCH" button. At the bottom, three main sections are visible: "Details of outward supplies of goods or services (GSTR1)" with a "Due Date - 11/01/2021" and "PREPARE ONLINE/PREPARE OFFLINE" buttons; "Auto Drafted details (For view only) (GSTR2A)" with "VIEW" and "DOWNLOAD" buttons; and "Auto - drafted ITC Statement (GSTR2B)" with "VIEW" and "DOWNLOAD" buttons.

Step 5: Select the OPTION "Generate Excel File to Download"

The screenshot shows the "Offline Download for" section for GSTR2A. A "Help" section explains that inward supplies details can be downloaded as either a JSON file or an Excel file. Below this, the text "Download data for GSTR2A" is followed by a note: "Note: Please refer help section for more details." Two buttons are present: "GENERATE JSON FILE TO DOWNLOAD" and "GENERATE EXCEL FILE TO DOWNLOAD". A "BACK" button is located at the bottom right.



Step 6: Once the 2A is generated after. Go to FACE application- Returns- 2A
Enter period and select file option

Step 7: Once file is selected reconciliation will be done automatically and result screen will be shown as below:

2A Reconciliation Form.

Return Period (MM-YYYY): 09-2020 Select File Export Help Close

File: C:\Users\ankjaganan\Desktop\33AAACP6474E12K_092020_R2A.xlsx

B2B CDNR

B2B Reconciliation Details

Rec Type	GSTIN	A/c Name	Inv. No	Inv. Date	Inv. Amt	POS	Is RCM	GSTRate	Taxable	IGST	CGST	SGST	CESS
Click here to define a filter													
Data available in FACE and GSTN													
BOTH	33ACF0957N1ZV	BHAKSHAN SINGH SHOBHA	RP/267/20-21	04-09-2020	1,545.00	Tamil Nadu	N	18.00	1,309.23		117.83	117.83	
BOTH	33AACF6474E12M	POLYCAB INDIA LIMITED	KL7325/202111	08-09-2020	53,905.94	Tamil Nadu	N	18.00	45,693.00	8,222.94			
BOTH	27AAACU1359P1Z2	UNICOM INFOTEL PRIVATE LIMITED	TRD/20210109	10-09-2020	77,449.00	Tamil Nadu	N	18.00	65,635.00	11,814.30			
BOTH	33AAACB2894G1ZU	BHARTI AIRTEL LIMITED	BM213300621	12-09-2020	588.82	Tamil Nadu	N	18.00	499.00		44.91	44.91	
BOTH	06AAACF6474E12H	POLYCAB INDIA LIMITED	HR6265/20211	01-09-2020	10,070.58	Tamil Nadu	N	18.00	8,534.39	1,536.19			
BOTH	06AAACU16631ZC	USAKA INDUSTRIAL COMPONENTS PRIVATE LI	UICPL/20-21/1	05-09-2020	6,183.00	Tamil Nadu	N	18.00	5,240.00	943.20			
BOTH	29ABRP80952CZ2T	VINAY BOMB	IGST/00642/2	10-09-2020	2,012.00	Tamil Nadu	N	18.00	1,705.00	306.90			
Mismatch in invoice(s)													
GSTN	33FR0PS6409F1ZP	ARULDASS SHEBA JENITTA	CH045	25-09-2020	2,126.00	Tamil Nadu	Y	5.00	2,025.00		50.63	50.63	
FACE	33FR0PS6409F1ZP	ARULDASS SHEBA JENITTA	CH045	25-09-2020	2,126.00	Tamil Nadu	N	5.00	2,025.00		50.62	50.62	
GSTN	06AAACF6474E12H	POLYCAB INDIA LIMITED	HR6265/20211	01-09-2020	313,219.50	Tamil Nadu	N	18.00	270,525.00	48,694.50			
FACE	06AAACF6474E12H	POLYCAB INDIA LIMITED1	HR6265/20211	30-09-2020	270,525.00	Tamil Nadu	Y	18.00	270,525.00	48,694.50			
GSTN	33AAHF4619C1ZP	MALABAR RESIDENCY	385	14-09-2020	2,195.00	Kerala	N	12.00	1,960.00		117.60	117.60	
FACE	33AAHF4619C1ZP	MALABAR RESIDENCY	385	14-09-2020	2,195.00	Tamil Nadu	N	12.00	1,960.00	235.20			
GSTN	33AUN/PV117301ZC	SUNDARARASU VEERASANY	1	20-09-2020	91,934.00	Tamil Nadu	Y	18.00	85,125.00		7,661.25	7,661.25	
FACE	33AUN/PV117301ZC	SUNDARARASU VEERASANY	1	20-09-2020	100,448.00	Tamil Nadu	N	18.00	85,125.00		7,661.25	7,661.25	
Not available in FACE													
GSTN	33AAACF6474E12M	POLYCAB INDIA LIMITED	KL7325/202111	03-09-2020	1,413.16	Tamil Nadu	N	12.00	1,261.75	151.41			
GSTN	27AAACU1359P1Z2	UNICOM INFOTEL PRIVATE LIMITED	TRD/20210109	10-09-2020	305,325.00	Tamil Nadu	N	18.00	258,750.00	46,575.00			
GSTN	33AAACB2894G1ZU	BHARTI AIRTEL LIMITED	FBBL3321859	25-09-2020	56,090.00	Tamil Nadu	N	18.00	47,500.00		4,275.00	4,275.00	
GSTN	33AAACC3130A1Z0	CHETTINAD CEMENT CORPORATION PRIVATE	ARY2404	19-09-2020	180,000.00	Tamil Nadu	N	28.00	140,625.00		19,687.50	19,687.50	
GSTN	06AAACF6474E12H	POLYCAB INDIA LIMITED	HR6265/20211	01-09-2020	533,220.80	Tamil Nadu	N	12.00	476,090.00	57,130.80			
GSTN	06AAACF6474E12H	POLYCAB INDIA LIMITED	HR6265/20211	01-09-2020	616,995.92	Tamil Nadu	N	18.00	522,844.00	94,111.92			
GSTN	06AAACF6474E12H	POLYCAB INDIA LIMITED	HR6265/20211	01-09-2020	540,176.73	Tamil Nadu	N	18.00	457,776.89	82,399.84			

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