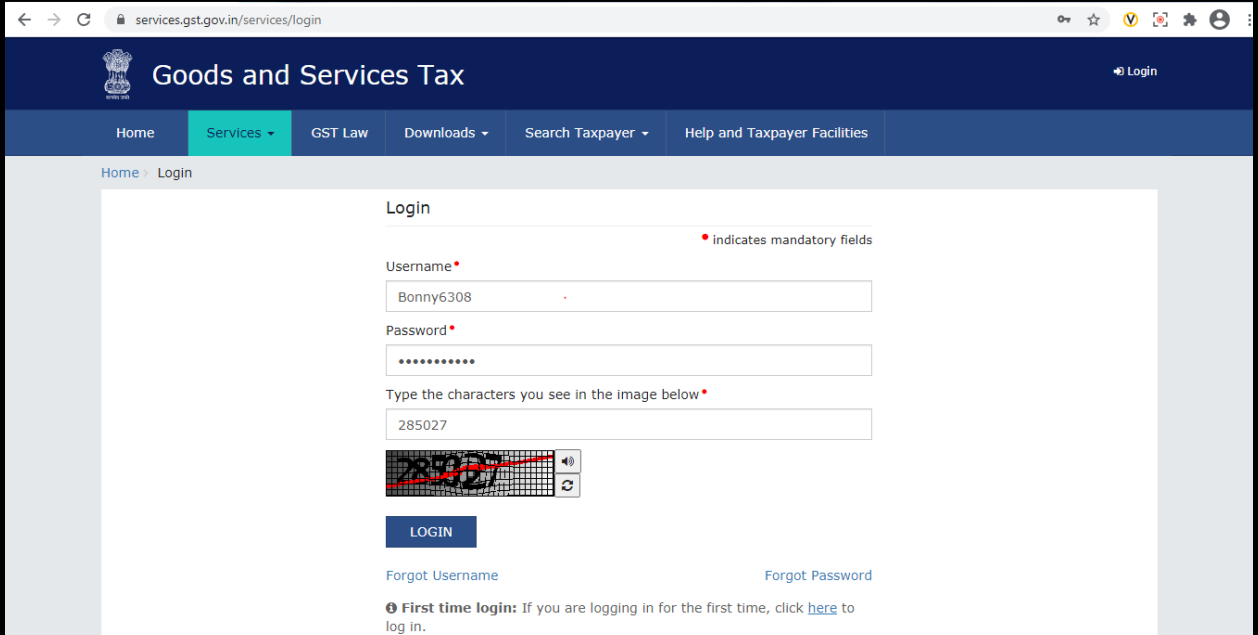


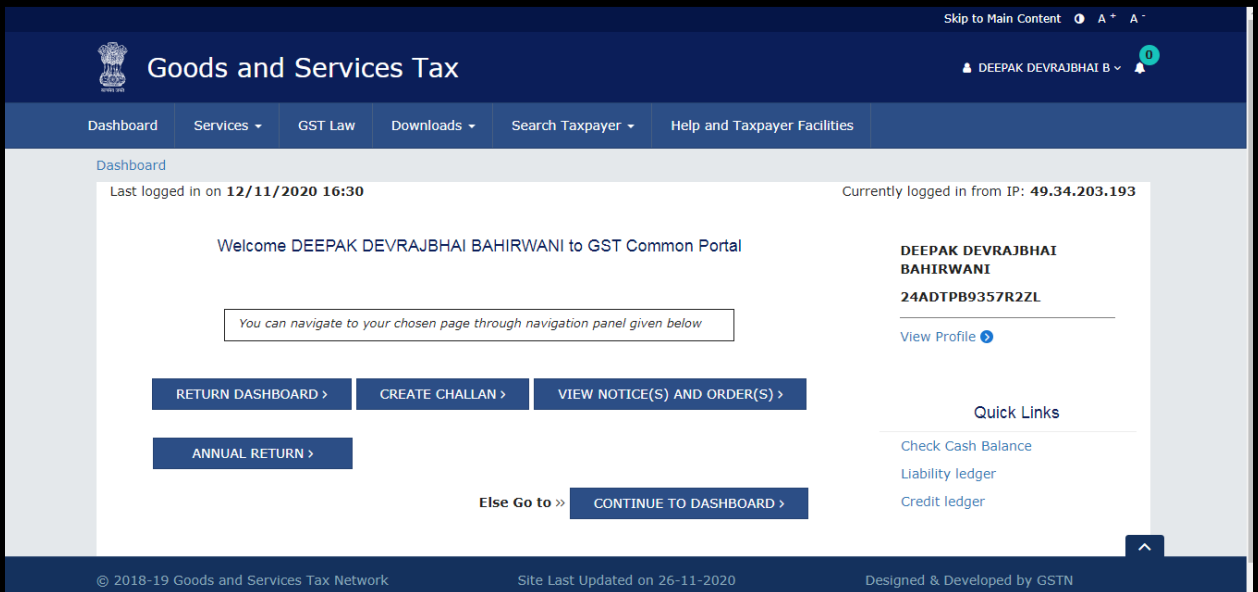
Download of GSTR2A & Reconciliation in FACE

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



The screenshot shows the login page of the Goods and Services Tax (GST) Common Portal. The page has a dark blue header with the GST logo and the text "Goods and Services Tax". Below the header is a navigation bar with links: Home, Services (highlighted), GST Law, Downloads, Search Taxpayer, and Help and Taxpayer Facilities. The main content area is titled "Login" and contains a form with the following fields: Username (with a red asterisk indicating a mandatory field), Password (with a red asterisk), and a CAPTCHA image. The Username field contains the text "Bonny6308" and the Password field contains a series of dots. Below the CAPTCHA image is a "LOGIN" button. There are also links for "Forgot Username" and "Forgot Password". A note at the bottom states: "First time login: If you are logging in for the first time, click [here](#) to log in."

Step 2: Go to Return Dashboard



The screenshot shows the dashboard of the Goods and Services Tax (GST) Common Portal. The page has a dark blue header with the GST logo and the text "Goods and Services Tax". Below the header is a navigation bar with links: Dashboard (highlighted), Services, GST Law, Downloads, Search Taxpayer, and Help and Taxpayer Facilities. The main content area is titled "Dashboard" and contains the following information: "Last logged in on 12/11/2020 16:30", "Currently logged in from IP: 49.34.203.193", and a welcome message: "Welcome DEEPAK DEVRAJBHAI BAHIRWANI to GST Common Portal". Below the welcome message is a box with the text: "You can navigate to your chosen page through navigation panel given below". There are four buttons: "RETURN DASHBOARD >", "CREATE CHALLAN >", "VIEW NOTICE(S) AND ORDER(S) >", and "ANNUAL RETURN >". At the bottom, there is a button labeled "CONTINUE TO DASHBOARD >". On the right side, there is a user profile section with the name "DEEPAK DEVRAJBHAI BAHIRWANI" and the ID "24ADTPB9357R2ZL". Below the profile section is a "Quick Links" section with links: "Check Cash Balance", "Liability ledger", and "Credit ledger". The footer contains the text: "© 2018-19 Goods and Services Tax Network", "Site Last Updated on 26-11-2020", and "Designed & Developed by GSTN".

Step 3: Select the period for filing

Goods and Services Tax

DEEPAK DEVRAJBHAI B
24ADTPB9357R2ZL

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer Facilities

Dashboard > Returns English

File Returns

now be filed through SMS.

Financial Year* 2020-21 Return Filing Period* September

SEARCH

Indicates Mandatory Fields

Step 4: Select download option in GSTR2A

Goods and Services Tax

DEEPAK DEVRAJBHAI B
24ADTPB9357R2ZL

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer Facilities

Dashboard > Returns English

File Returns

GSTR-2A can now be downloaded in excel/CSV format for your reference and

Financial Year* 2020-21 Return Filing Period* December

SEARCH

Indicates Mandatory Fields

Details of outward supplies of goods or services
GSTR1

Due Date - 11/01/2021

PREPARE ONLINE PREPARE OFFLINE

Auto Drafted details (For view only)
GSTR2A

VIEW DOWNLOAD

Auto - drafted ITC Statement
GSTR2B

VIEW DOWNLOAD

Step 5: Select the OPTION “Generate Excel File to Download”

The screenshot shows the 'Goods and Services Tax' portal. The top navigation bar includes 'Dashboard', 'Services', 'GST Law', 'Downloads', 'Search Taxpayer', and 'Help and Taxpayer Facilities'. The user is logged in as 'DEEPAK DEVRAJBHAI B' with ID '24ADTPB9357R2ZL'. The breadcrumb trail is 'Dashboard > Returns > GSTR'. The main section is titled 'Offline Download for' and contains a 'Help' box stating: 'Inward supplies details in GSTR-2A, auto drafted on the basis of GSTR 1/5/6/7/8, can be downloaded as either Json file to view in offline tool or can be downloaded as Excel file'. Below this, there is a link 'Download data for GSTR2A' and 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 at the bottom right.

Step 5: Once the 2A is generated after 20 mins. Go to FACE application- Returns- 2A

Enter period and select file option

The screenshot shows a '2A Reconciliation Form' window. The title bar says '2A Reconciliation Form'. The main area has a 'Return Period (MM-YYYY):' field with '12-2020' entered, followed by a 'Select File' button. On the right side, there are three buttons: 'Export', 'Help', and 'Close'.

Step 6: 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](#) <Press Enter / Dbl click in voucher grid for drill down (only for logged in Branch)> [Export](#) [Help](#) [Close](#)

File: C:\Users\mkgianani\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													
<input checked="" type="checkbox"/> Data available in FACE and GSTN													
BOTH	33A2KPS0457N12V	BHAGWANSINGH 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	HR626520211	01-09-2020	10,070.59	Tamil Nadu	N	18.00	8,534.39	1,536.19			
BOTH	06AAACU1663J1ZC	USAKA INDUSTRIAL COMPONENTS PRIVATE LI	UIICPL/20-21/1	05-09-2020	6,183.00	Tamil Nadu	N	18.00	5,240.00	943.20			
BOTH	29ABRPB0952CZT	VINAY BOMB	IGST/00642/2	10-09-2020	2,012.00	Tamil Nadu	N	18.00	1,705.00	306.90			
<input checked="" type="checkbox"/> Mismatch in invoice(s)													
GSTN	33FRDPS6409F1ZF	ARULDASS SHEBA JENITTA	CH045	25-09-2020	2,126.00	Tamil Nadu	Y	5.00	2,025.00		50.63	50.63	
FACE	33FRDPS6409F1ZF	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	HR626520211	01-09-2020	319,219.50	Tamil Nadu	N	18.00	270,525.00	48,694.50			
FACE	06AAACP6474E1ZH	POLYCAB INDIA LIMITED	HR626520211	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	33ALUPV1173D1ZC	SUNDARARASU VEERASAMY	1	20-09-2020	91,934.00	Tamil Nadu	Y	18.00	85,125.00		7,661.25	7,661.25	
FACE	33ALUPV1173D1ZC	SUNDARARASU VEERASAMY	1	20-09-2020	100,448.00	Tamil Nadu	N	18.00	85,125.00		7,661.25	7,661.25	
<input checked="" type="checkbox"/> 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	FBBL3321859K	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	HR626520211	01-09-2020	533,220.80	Tamil Nadu	N	12.00	476,090.00	57,130.80			
GSTN	06AAACP6474E1ZH	POLYCAB INDIA LIMITED	HR626520211	01-09-2020	616,955.92	Tamil Nadu	N	18.00	522,844.00	94,111.92			
GSTN	06AAACP6474E1ZH	POLYCAB INDIA LIMITED	HR626520211	01-09-2020	540,176.73	Tamil Nadu	N	18.00	457,776.89	82,399.84			
GSTN	06AAACP6474E1ZH	POLYCAB INDIA LIMITED	HR626520211	03-09-2020	430,553.84	Tamil Nadu	N	18.00	359,453.89	71,099.95			