

Purchase and Input Tax Credit Reconciliation with Data uploaded by Suppliers (B2B):

- Once your purchase register is ready (from your accounting package / ERP) in the excel template for a given period, you are ready to start the Reconciliation with the Data uploaded by the Suppliers / vendors of goods and services.
- Login, select the Entity and GSTIN.
- Go to GSTR2A → Reconciliation → B2B (for invoices of Registered suppliers).
- Select the Financial Year, and the period (From Month and To Month). You may either select one month or multiple months depending upon the period for which the purchase register has been made. *It is important to note that if the number of entries are more then the time to download the data and reconcile will be more.*
- You may now Press “Get Data”.
- The Data for the period selected will be downloaded in the B2B Tab as shown on the screen. If more than one month is selected, then all the data pertaining to those months will be downloaded in the B2B sheet and the individual month’s data shall be posted in the adjoining tabs.
- After downloading the data, you may now select the Purchase file by importing the same from your desktop by clicking the “Choose File” button next to “Get Data”.
- The Purchase register will get displayed on the screen and shall be coloured differently than the B2B tab.
- You may view the data both in B2B and the Purchase Register Tab and if you find it prima facie okay, you may press the “Reconcile” button.
- On pressing the reconcile button, the process shall start in the background and *it will take time depending on the amount of data to be reconciled.*
- Once the reconciliation is complete you will see a new TAB “Reco data” on the screen marked in a different colour.
- The Reconciliation sheet is divided in 2 parts “Our Data” and “Counter Party Data” along with a “Status” column. The “Our Data” is from the “Purchase register” and the “Counter Party Data” is from the GSTR2A B2B data which has been uploaded by the suppliers.
- Every Invoice is matched, and the Status column gives details of the what the reconciliation result is. The Status is given in “Green” if there is an “Exact Match”, else in “Red” if it does not match or there is slight mis match.
- The different kinds of status in Red are as follows:
 - Near Match
 - Date Mismatch
 - Near Match with Date Mismatch
 - Mismatch
 - Not yet uploaded by Supplier
 - Not yet entered in our Purchase register

- You may also download the reconciliation data in Excel by selecting the “Download Excel”. The downloaded file will give you all the data that is visible on the screen for all the following tabs:
 - B2B
 - Purchase register
 - Reconciliation Sheet

Some important points about the reconciliation:

- a) Round off to the nearest rupee is taken as matched.
- b) If the Invoice Number is slightly different but the Invoice Value / Taxable Value and Taxes are matching, the Status is shown as “Near Match”
- c) If the Invoice Number / Taxable Value / Taxes are matching but the Dates are not matching it is treated as “Date Mis Match”

Very Important Value addition:

For all entries marked as “Not yet entered in our purchase register” in normal circumstances you only have the GSTIN number but not the name of the Party. We shall search the name of the party for each of the GSTIN’s so that you can look out for invoices from these parties or contact them for procuring the bills.