

## **GSTR-2A Reconciliation in BUSY**

### **Overview**

GSTR-2A Reconciliation involves comparing of GSTR-2 data as entered by you and GSTR-2A data available on GST Portal which is auto drafted as per GSTR-1 filed by your suppliers. GSTR-2 contains details of purchase/expense made during a specified period. By comparing GSTR-2 data (as shown in BUSY) with GSTR-2A data (available on GST Portal) you can find out the differences and take necessary action.

Since, it is very difficult to check all data on portal and in BUSY manually, option to **Reconcile GSTR-2A** has been provided. This option helps in comparing GSTR-2 (as per BUSY) and GSTR-2A (as per Portal) data and shows the differences if any. To compare both the data we need to download GSTR-2A file(s) from portal and save it in BUSY so that the comparison can be done.

### **GSTR-2A Reconciliation in BUSY**

GSTR-2A Reconciliation in BUSY can be done by using two methods:

1. Auto Download of GSTR-2A files from GST Portal
2. Manual Download of GSTR-2A files from GST Portal and saving in BUSY

Now, let us discuss the above two methods in detail:

#### **1. Auto Download of GSTR-2A files from GST Portal**

For Auto Download of GSTR-2A files, following steps need to be followed:

##### **Step 1: Configuration on GST Portal to allow Auto Download**

First of all you need to configure GST Portal to allow Auto Download. To configure GST Portal first login to GST Portal. Now, click **Dashboard** → **View Profile** → **Manage API Access** option. On clicking *Manage API Access* option following screen appears.

Goods and Service Tax (GST) | User: X

Goods And Services Tax Network [IN] | https://services.gst.gov.in/services/auth/manageapiaccess

Goods and Services Tax

Dashboard Services GST Law Search Taxpayer Help e-Way Bill System

Dashboard > My Profile > Manage API Access

Manage API Access

Enable API Request  Yes  No

Select "Yes" or "No" to enable or disable API access for your GSTIN/UIN/GSTPID

Duration\* 30 days

Select duration of your session. Your API session will be active during this duration. After this duration you have to initiate a new session by providing OTP again.

Select Yes option here

Select the duration of your session after which you need to authenticate again by providing a new OTP in BUSY. We recommend choosing '30 Days'.

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In the above window, following configuration needs to be done:

- Select *Yes* option under *Enable API Request* option. By selecting *Yes* here we are allowing BUSY to download data from GST portal automatically.
- When the first time BUSY hits the GST portal for auto download, an OTP is sent to your RMN. This OTP is to be specified in BUSY for authentication. This OTP remains valid for a specified period which is to be specified here. Options are '6 Hours' and '30 Days'. After the expiry of above period, OTP will be sent again and need to be specified in BUSY. We recommend choosing '30 Days' so that you don't need to specify OTP again for 30 Days.

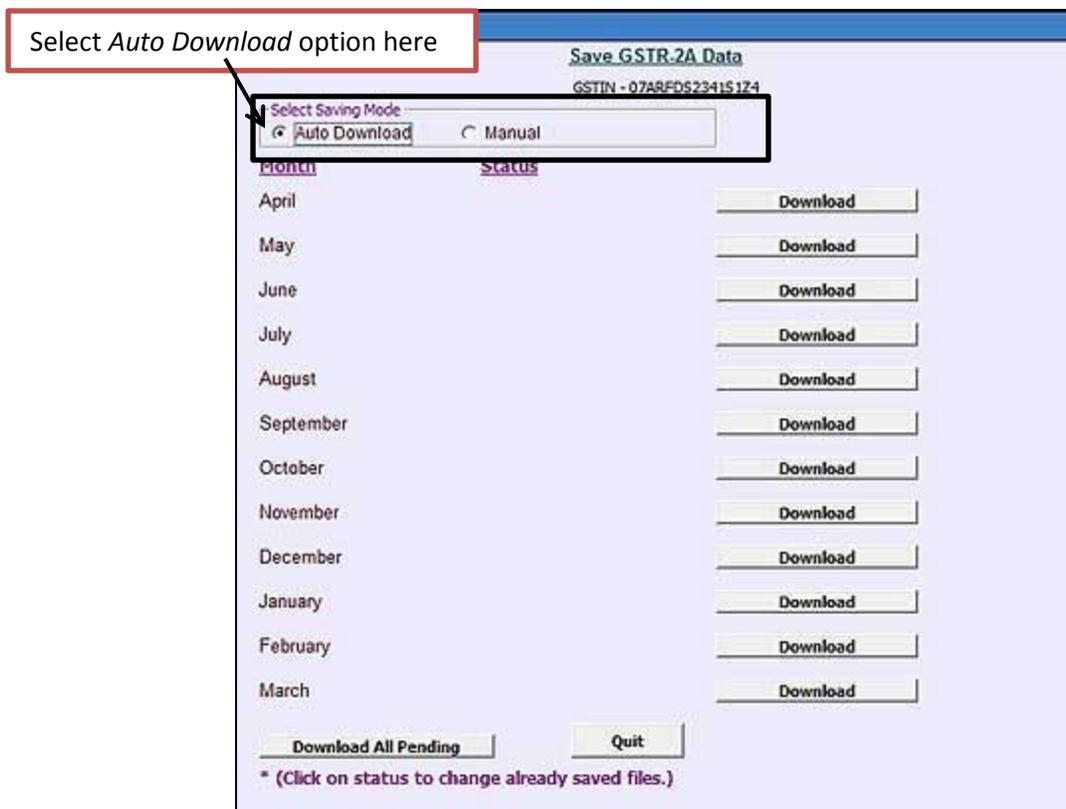
## **Step 2: Configuration in BUSY**

Next you need to set configuration in BUSY. To set configuration go to: **Administration** → **Configuration** → **Features/Options** → **GST/VAT** tab. On clicking GST/VAT tab, a *GST/VAT* window appears. Given below is the screenshot of *GST/VAT* window.

In *GST/VAT* window, specify GST Portal login User Name under *GST Portal User Name* data field. This user name is same which is used to login to GST portal.

**Step 3: Auto Download GSTR-2A files from BUSY**

Now, you can Auto Download GSTR-2A files from BUSY. To Auto Download GSTR-2A files from BUSY, click *Transactions* → *GST Misc. Utilities* → *Save GSTR-2A Data* option. On clicking *Save GSTR-2A Data* option, a *Save GSTR-2A Data window* appears. Given below is the screenshot of *Save GSTR-2A Data window*.



In Save GSTR-2A Data window, specify following details:

- Select Saving Mode – Select *Auto Download* option under this option.
- Download GSTR-2A files by clicking *Download* button appearing in front of different Month Names. On clicking *Download* button, a *Specify OTP* window appears where you need to specify the OTP received on your registered mobile no. This OTP will be valid for the time period as selected while configuring *API Access* on *GST Portal*. After the expiry of duration, you will receive a new OTP which you need to enter again.
- You can Download All files in one go by clicking *Download All Pending* button.

**Step 4: Reconcile GSTR-2A**

Once GSTR-2A files are downloaded and saved in BUSY, you can Reconcile GSTR-2A by clicking **Transactions → GST Misc. Utilities → Reconcile GSTR-2A** option. On clicking *Reconcile GSTR-2A* option, a *Reconcile GSTR-2A* report options window appears with following options:

- ***Start Month*** – Specify starting month from which you want to reconcile GSTR-2A.
- ***End Month*** – Specify ending month from which you want to reconcile GSTR-2A.
- ***Consider Voucher Date/Purchase Bill Date (V/P)*** – Specify 'V' in this data field if you want to reconcile GSTR-2A as per Voucher Date or 'P' if you want to reconcile GSTR-2A as per Purchase Bill Date.

## BUSY

- **Show Only Mismatch Parties** – Specify ‘Y’ in this data field, if you want to view report of mismatch parties only.
- **Ignore Diff. of Amt. upto Rs.** – Specify the amount upto which difference in GSTR-2 and GSTR-2A is to be ignore.

After specifying data in data fields, click ‘Ok’ button. On clicking *Ok* button a *Reconcile GSTR-2A* window appears. Given below is the screenshot of *Reconcile GSTR-2A* window.

**Reconcile GSTR-2A**  
From November To December

\* - Party does not exist in BUSY Data.

GSTIN	Party Name	Type	Vch. Count	Taxable Amt.	IGST	CGST	SGST
07AAHPC6495N1Z6	Mahadev Sales Corporation	BUSY	5	72,250.00		7,695.00	7,695.00
		GSTR-2A	5	72,250.00		7,695.00	7,695.00
07AAPFG8937R1Z8	Govind trading company	BUSY	7	87,252.60		5,234.84	5,234.84
		GSTR-2A	7	87,252.60		5,235.16	5,235.16
07AAAPB5745K1ZT	Ajay Overseas	BUSY	1	7,853.00		471.18	471.18
		GSTR-2A	1	7,853.00		471.18	471.18
07ATEPS4226R1Z1	Raj Packers	BUSY	4	1,70,670.00		10,240.00	10,240.00
		GSTR-2A	7	2,92,660.00		17,559.60	17,559.60
07BAHPR2302A1ZB	* LAJPAT RAI	BUSY	0			1,228.64	1,228.64
		GSTR-2A	3	13,651.50			
07ACUPJ7217Q1ZQ	Anu Traders	BUSY	1	33,000.00		2,970.00	2,970.00
		GSTR-2A	2	46,755.00		4,895.70	4,895.70
07AALPG4702C1Z7	Shreya Print N Pack	BUSY	0				
			18	3,71,025.60	0.00	26,611.02	26,611.02
			30	5,79,697.10	0.00	40,838.51	40,838.51

TimeTaken F9=>Hide

In *Reconcile GSTR-2A* window, data of each party as appearing in BUSY and as available on GST Portal is shown in separate rows. Data appearing in blue color denotes data is matched properly. Data appearing in red color denotes data mis-match.

You can view details of data by pressing <ENTER> on respective row. On pressing <ENTER> key, a *View Options* window appears with following options:

- **BUSY Data** – Select this option if you want to view data of party as entered in BUSY.
- **Comparative** – Select this option if you want to view comparison of BUSY and GSTR-2A data for a party.
- **Mismatch only** – Select this option if you want to view only mismatch data of the party.

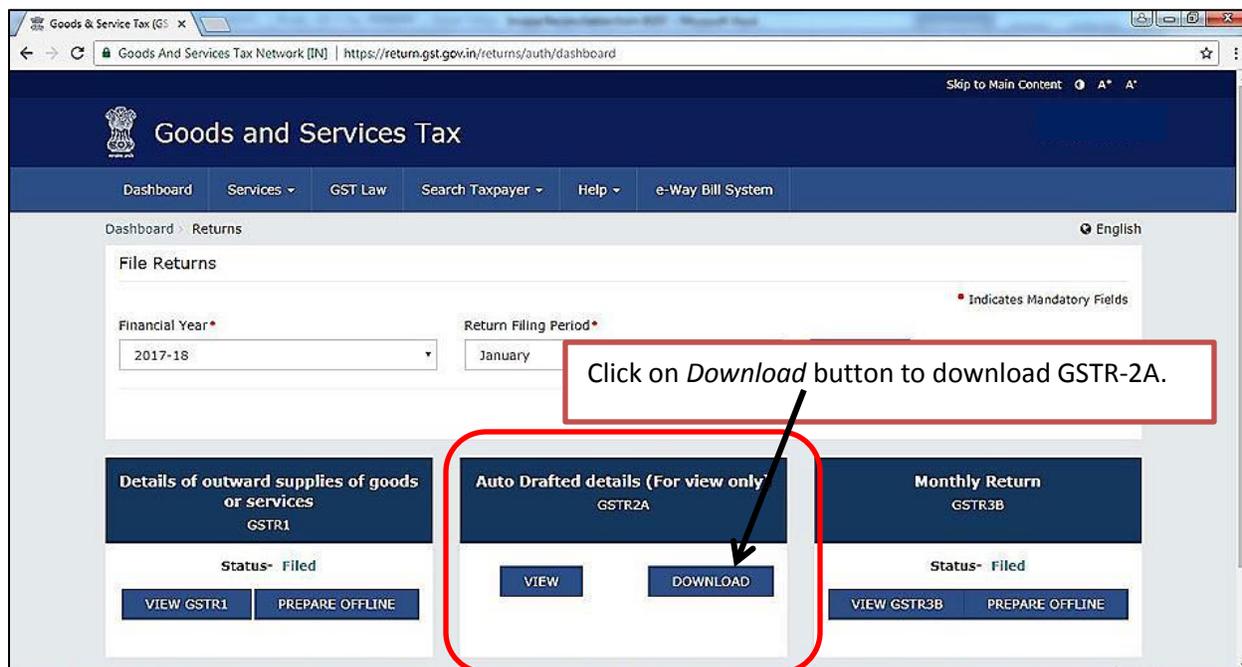
Once you have checked all the data, you can take corrective action for parties where mismatch is shown.

## 2. Manual Download of GSTR-2A files from GST Portal and saving in BUSY

If for some reason GSTR-2A is not downloaded automatically, you can download the same manually and save in BUSY. For manual Download of GSTR-2A files, following steps need to be followed:

### **Step 1: Download GSTR-2A files from GST Portal**

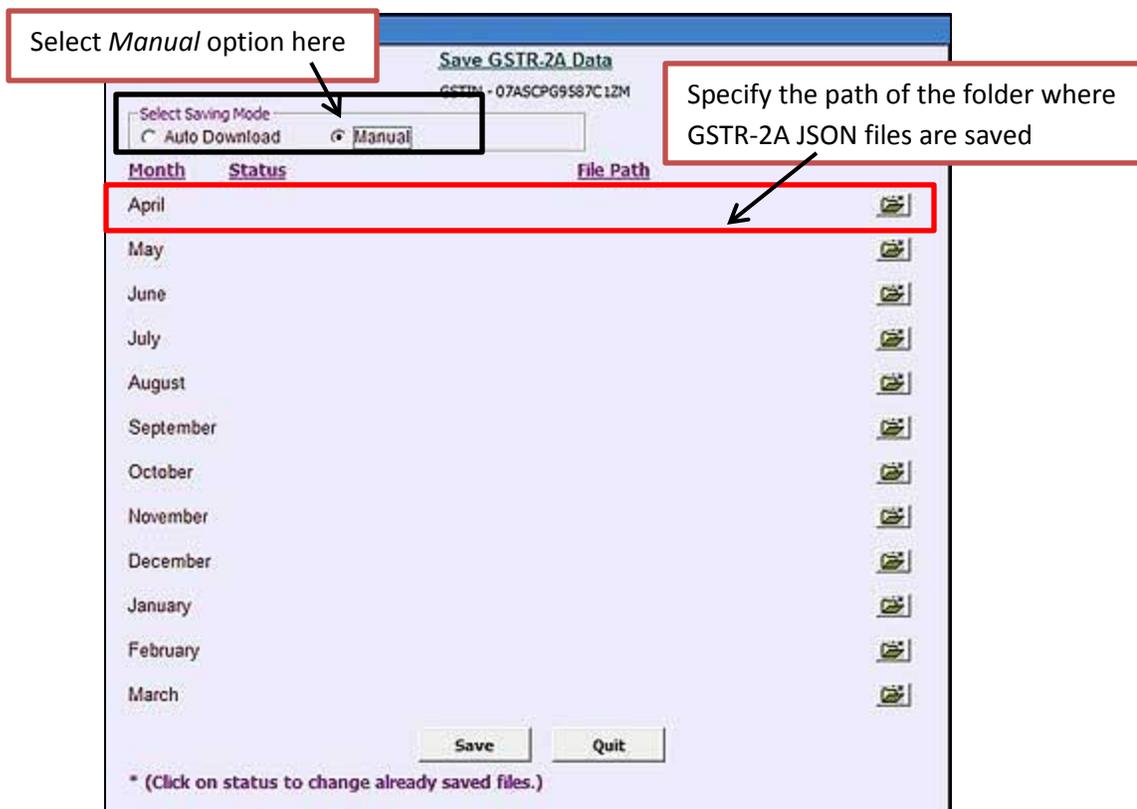
To Download GSTR-2A files from GST Portal, first of all login to GST Portal. Now, click **Return Dashboard** → **GSTR-2A**. Click on Download button and download GSTR-2A. Given below is the screenshot of Return Dashboard on GST Portal.



After downloading GSTR-2A files, extract the JSON file from downloaded zip file and copy it to a new folder.

### **Step 2: Save GSTR-2A files in BUSY**

Now, you have to save downloaded GSTR-2A files in BUSY. To save GSTR-2A files in BUSY, click **Transactions** → **GST Misc. Utilities** → **Save GSTR-2A Data** option. On clicking *Save GSTR-2A Data* option, a *Save GSTR-2A Data window* appears. Given below is the screenshot of *Save GSTR-2A Data* window.



In Save GSTR-2A Data window, specify following details:

- Select Saving Mode – Select *Manual* option under this option.
- Save files for different months by browsing the file path.
- You can click on the status of the files and can remove or overwrite the existing file.

**Step 3: Reconcile GSTR-2A**

Once GSTR-2A files are downloaded, you can Reconcile GSTR-2A in the similar manner as explained above.

With this we have completed Reconciliation of GSTR-2A in BUSY.

<<< 😊 Thank You 😊 >>>