

FAQs and User Manual - Matching Offline Tool

Goods and Services Tax Network

Table of Contents

(A) About Matching Offline Tool 3

(B) FAQs > Download and Install Matching Offline Tool 4

 B.1. Download Matching Offline Tool.....4

 B.2. Manage Profile5

(C) FAQs > View Form GSTR-2B Files in Matching Tool 6

 C.1. Download Form GSTR-2B JSON files from GST Portal6

 C.2. Open JSON Files in the Matching Tool7

(D) FAQs > Import Purchase Register in the Matching Tool 7

(E) FAQs > Match Results..... 8

(F) Download and Install Matching Offline Tool 11

 F.1. Create Profile..... 18

(G) View Form GSTR-2B Files in Matching Tool..... 22

 G.1. Download Form GSTR-2B JSON Files From GST Portal22

 G.2. Open JSON Files in the Matching Tool25

(H) Import Purchase Register in the Matching Tool 31

(I) Match Results..... 34

 I.1. Refine Matching Results42

(A) About Matching Offline Tool

Matching Offline Tool is an offline tool to view Form GSTR 2B and match the auto drafted details in Form GSTR-2B with the purchase register. The match results are used to create the matching report in offline mode.

The taxpayer need to install Matching Tool from the GST Portal, and then add profile to match Form GSTR-2B details with the purchase register details. The Form GSTR-2B JSON files are downloaded from the GST Portal and then viewed and opened in the Matching tool to match details.

The details from both the documents are matched on the basis of defined parameters. The taxpayer can filter and sort match results using features provided in the tool. The tool enables the taxpayer to download the matching results in a csv format.

The key features of Matching Offline Tool is that the setails can be matched offline with no connection to Internet.

(B) FAQs > Download and Install Matching Offline Tool

B.1. Download Matching Offline Tool

1. From where can I download and use the Matching Offline Tool in my system?

To download and open the Matching Tool in your system from the GST Portal, perform following steps:

1. Access the GST Portal: www.gst.gov.in.
2. Go to **Downloads > Offline Tools > Matching Offline Tool** option and click on it.
3. Select **Download**.
4. Click **Proceed**.
5. Unzip the downloaded Zip file which contain **Matching Offline Tool.exe**.
6. Open the **Matching Offline Tool.exe** by double clicking on it.
7. Select the folder where you intend to install the **Matching Offline Tool**.
8. Click **Next**.
9. Click **Install**.
10. Click **Finish**.
11. Open the **Matching Offline Tool** by double clicking on it.

Note: Downloading the Matching Offline Tool is a one-time activity. However, the Tool may get updated in future. So, always use the latest version available on the GST Portal.

2. Do I need to login to GST Portal to download the Matching Offline Tool?

No, you can download the Matching Offline Tool under 'Downloads' section without logging in to the GST Portal.

3. Do I need special access to download the Matching Offline Tool?

Yes, you require admin access on your machine to download the Matching Offline Tool.

4. What are the basic system requirements/configurations required to use Matching Offline Tool?

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

5. Is Matching Offline Tool mobile compatible?

As of now, Matching Offline Tool cannot be used on mobile. It can only be used on desktop/laptops.

6. What does downloaded zip folder for Matching Offline Tool contains?

The Zip folder downloaded from the GST portal will consist of the following:

- Installation file for the offline tool .exe format (Set up file)
- 'Read me' explaining in detail the prerequisites with respect to system requirements and steps for installation of the offline tool
- Offline tool taxpayer manual
- Change history text file
- Purchase register template

B.2. Manage Profile

7. Does the Matching Offline Tool contain any Help for each page?

Once you open the tool, you will notice detailed instructions (Contextual to that page) to use the tool, using HELP link on the top-right corner of the tool at each page.

8. Can I access Matching Offline tool without creating profile in Offline tool?

No, you cannot access Matching Offline tool without creating a profile in it.

9. How can I add my profile in Matching Offline Tool?

To add your profile in Matching Offline Tool, navigate to **Manage Profile** at landing page of Matching Offline Tool > **Add Profile**.

10. Can I add multiple profiles in Matching Offline Tool?

Yes, you can add multiple profiles in Matching Offline Tool. However, profile for each GSTIN must be unique.

11. How can I edit the previously saved profile in Matching Offline Tool?

To edit the previously saved profile in Matching Offline Tool, navigate to **Manage Profile** at landing page of Matching Offline Tool > **Modify Profile**.

12. Can I directly open my profile by entering details on the landing page, without adding my profile in the Matching Offline Tool?

No, in order to open your profile in the Matching Offline Tool you must first create your profile using the Add Profile option.

13. Can I remove multiple records from the Matching Offline Tool?

Yes, you can remove multiple records from the Matching Offline Tool using the Delete button available on the Modify Profile page.

(C) FAQs > View Form GSTR-2B Files in Matching Tool

C.1. Download Form GSTR-2B JSON files from GST Portal

14. Do I need to login to GST Portal to download Form GSTR-2B JSON file?

Yes, you must login in to the GST Portal to download GSTR-2B JSON file.

15. From where can I download the Form GSTR-2B JSON file?

You can download the Form GSTR-2B JSON file from Services → Returns → Returns Dashboard → Select the FY and Return period → GSTR-2B tile (Download) → Download JSON

16. Where can I find the downloaded JSON files from the GST Portal?

The JSON files downloaded from the GST Portal gets saved in the **Downloads** folder on your machine.

C.2. Open JSON Files in the Matching Tool

17. Do I need to open the Matching Offline Tool to open the JSON files downloaded from the GST Portal?

Yes, you need to click the Matching Offline Tool icon on your system to access the tool and enter the details on the Home screen, such as GSTIN, Financial year, and Tax Period, and then click **Proceed**.

18. Can I directly View and Match files in the Matching Offline Tool?

No, you must first open the downloaded files in the Matching Offline Tool, and then only match them with the purchase register records.

19. How would I get to know that the JSON files are imported in the Matching Offline Tool?

A success message will be displayed on the screen on successful import. The system will display an error message in case the JSON files are not imported.

(D) FAQs > Import Purchase Register in the Matching Tool

20. From where can I download the Purchase Register in the Matching Tool?

After the Form GSTR-2B details downloaded, the Purchase Register is imported in the Matching Tool using the IMPORT EXCEL/CSV option under Import Purchase Register section.

21. Can I maintain my Purchase Register in a format other than provided on GST portal?

Purchase register maintained in a format other than the template provided as part of Matching offline tool will not get imported into the tool.

22. What will happen once the Purchase Register is imported in the Offline Tool?

Once the Purchase Register is imported in the Offline Tool, you can:

- View the details as imported from the Purchase Register
- Remove all the entries imported from the Purchase Register
- Compare/Match the entries of imported Purchase Register with the entries of Form GSTR-2B

(E) FAQs > Match Results

23. What are different categories of matching results?

There are six categories of matching results available in the tool, as explained in table below:

Categories of matching results	Matching Parameters
Exact match (All 7 parameters match)	<ol style="list-style-type: none"> 1. GSTIN 2. Document type 3. Document number 4. Document date 5. Total taxable value 6. Total tax amount <Sum of IGST+CGST+SGST+CESS> 7. Tax amount head wise
Partial match (6 out of 7 parameters match)	<p>Partial Match is where GSTIN and Document type match and there is mismatch in only one parameter among the following listed parameters in Form GSTR-2B and PR:</p> <ol style="list-style-type: none"> 1. Document number

Categories of matching results	Matching Parameters
	<ol style="list-style-type: none"> 2. Document date 3. Total taxable value 4. Total tax amount <Sum of IGST+CGST+SGST+CESS> 5. Tax amount head wise
<p>Probable match (6 out of 7 parameters match)</p>	<p>Probable Match, if there is mismatch in one parameter among the parameters listed at Sr. no. 1 & 2. However, parameters 3 to 7 are matching in GSTR -2B and PR:</p> <ol style="list-style-type: none"> 1. GSTIN 2. Document type 3. Document number 4. Document date 5. Total taxable value 6. Total tax amount <Sum of IGST+CGST+SGST+CESS> 7. Tax amount head wise
<p>Unmatched</p>	<p>A record is said to be Unmatched, with a score of 4/7 or 5/7, if the following parameters match:</p> <ul style="list-style-type: none"> • GSTIN • Document type • Document number <Including approximation logic, if any> • Document date <p>BUT there is a mismatch on one or more of following parameters, beyond the tolerance limit set:</p> <ul style="list-style-type: none"> • Total taxable value • Total tax amount <Sum of IGST+CGST+SGST+CESS> • Tax amount head wise • Integrated tax • Central tax • State/UT tax • CESS
<p>In GSTR-2B not in PR</p>	<p>All documents that exist in Form GSTR-2B, but could not be found in PR, (i.e. not classified in any of the Categories of matching results above), will be classified in this category.</p>
<p>In PR not in GSTR-2B</p>	<p>All documents that exist in PR, but could not be found in Form GSTR-2B, (i.e. not classified in any of the</p>

Categories of matching results	Matching Parameters
	Categories of matching results above), will be classified in this category.

24. What is the function of the Refine Matching Result option on the Matching Tool?

The REFINE MATCHING RESULT option enables you to refine the match results by altering the tolerance value for Integrated, Central, State/UT tax or Cess.

You may also apply approximation logic on the document number to match the details of Form GSTR-2B with PR.

25. How much is the limit of tolerance that I can choose to refine match results?

The Matching Tool enables you to select the tolerance value from 0 to 10 to refine match results.

26. Is the tolerance value applied on the consolidate tax amount?

No, the tolerance value is applied on the individual tax amount such as, Integrated, Central, State/UT tax or Cess.

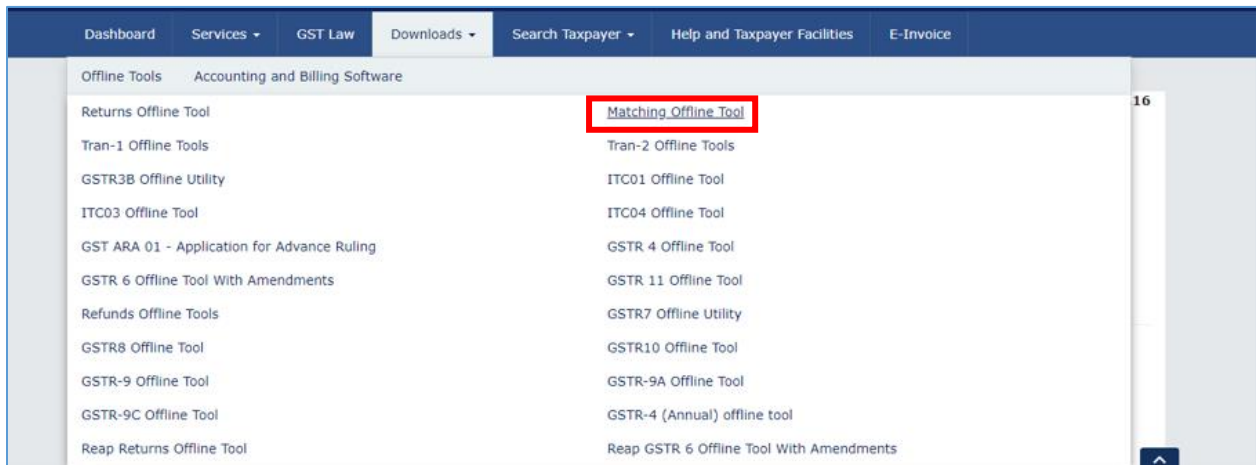
(F) Download and Install Matching Offline Tool

To download and install the Matching Offline Tool, perform the following steps:



Downloading the Matching Offline Tool is a one-time activity. However, the tool may get updated in future. Hence, it is advisable to always use the latest version available on the GST Portal.

1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Click the **Downloads > Offline Tools > Matching Offline Tool** option.

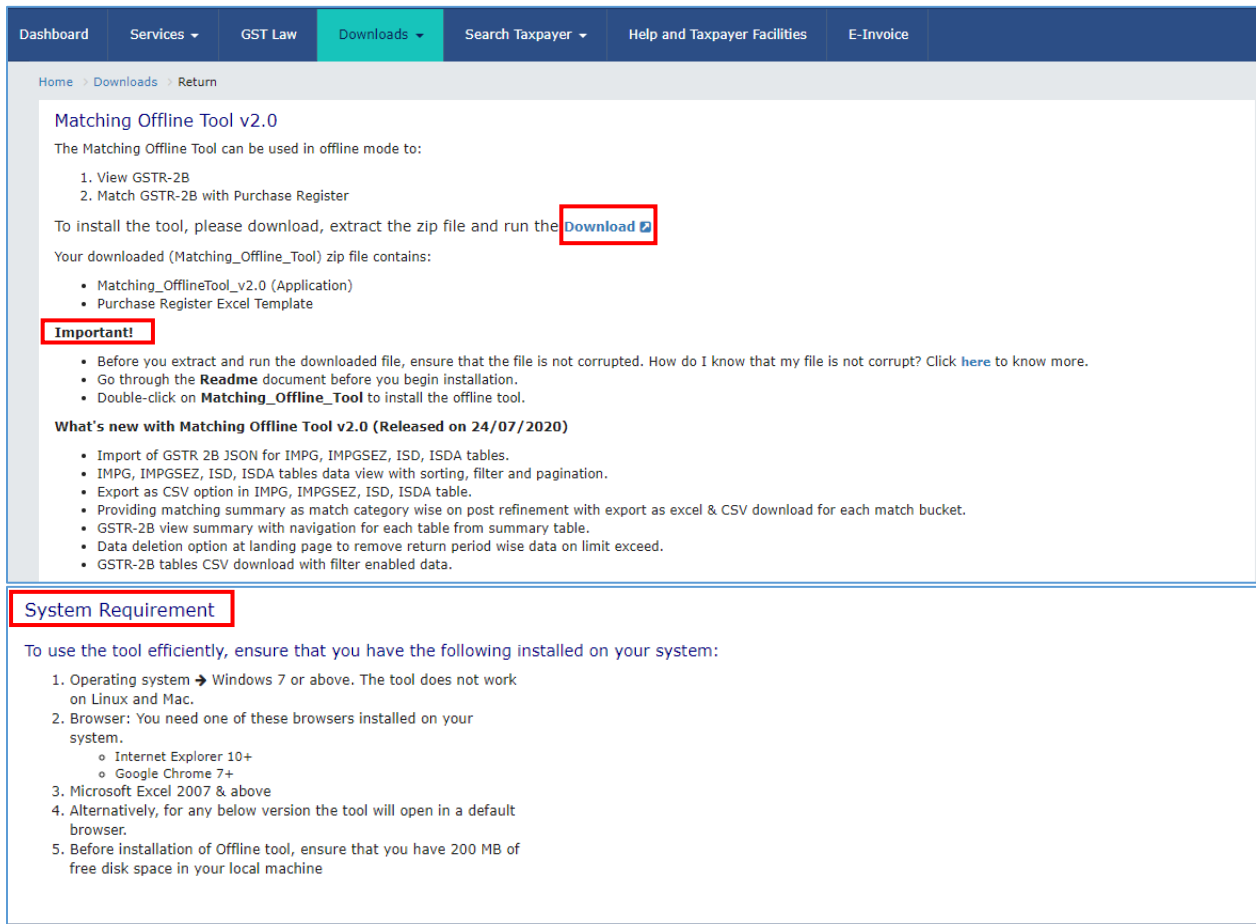


You can download the Matching Offline Tool from the Portal without logging in to the GST Portal (using the Downloads option).

3. **The Matching Tool** page is displayed. Click the **Download** hyperlink.



Make sure you carefully read the Important message and System Requirement details displayed on the page.



Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer Facilities E-Invoice

Home Downloads Return

Matching Offline Tool v2.0

The Matching Offline Tool can be used in offline mode to:

1. View GSTR-2B
2. Match GSTR-2B with Purchase Register

To install the tool, please download, extract the zip file and run the [Download](#)

Your downloaded (Matching_Offline_Tool) zip file contains:

- Matching_OfflineTool_v2.0 (Application)
- Purchase Register Excel Template

Important!

- Before you extract and run the downloaded file, ensure that the file is not corrupted. How do I know that my file is not corrupt? Click [here](#) to know more.
- Go through the **Readme** document before you begin installation.
- Double-click on **Matching_Offline_Tool** to install the offline tool.

What's new with Matching Offline Tool v2.0 (Released on 24/07/2020)

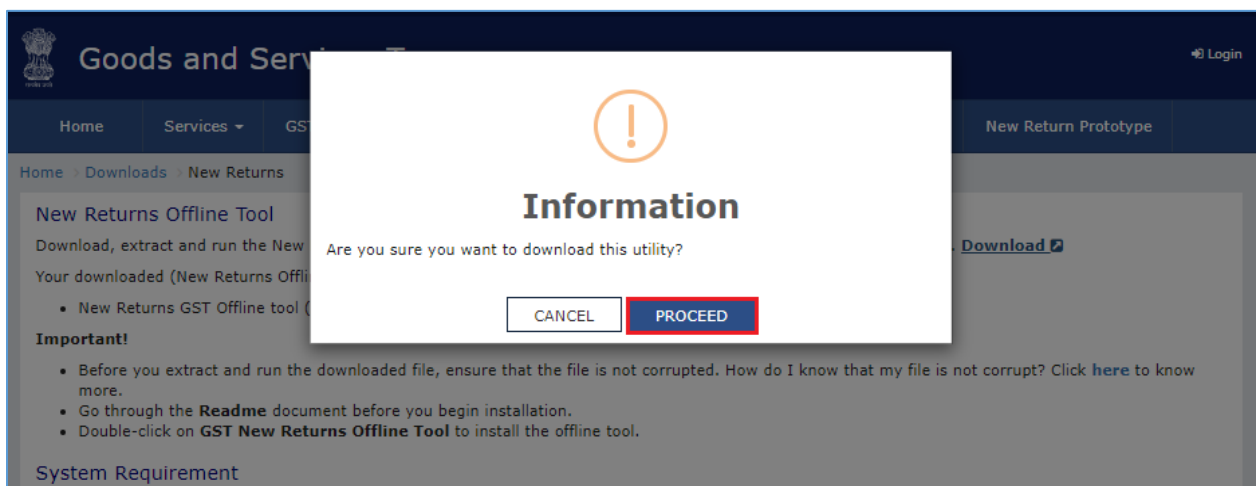
- Import of GSTR 2B JSON for IMPG, IMPGSEZ, ISD, ISDA tables.
- IMPG, IMPGSEZ, ISD, ISDA tables data view with sorting, filter and pagination.
- Export as CSV option in IMPG, IMPGSEZ, ISD, ISDA table.
- Providing matching summary as match category wise on post refinement with export as excel & CSV download for each match bucket.
- GSTR-2B view summary with navigation for each table from summary table.
- Data deletion option at landing page to remove return period wise data on limit exceed.
- GSTR-2B tables CSV download with filter enabled data.

System Requirement

To use the tool efficiently, ensure that you have the following installed on your system:

1. Operating system → Windows 7 or above. The tool does not work on Linux and Mac.
2. Browser: You need one of these browsers installed on your system.
 - Internet Explorer 10+
 - Google Chrome 7+
3. Microsoft Excel 2007 & above
4. Alternatively, for any below version the tool will open in a default browser.
5. Before installation of Offline tool, ensure that you have 200 MB of free disk space in your local machine

4. An Information pop-up opens to confirm the download. Click **PROCEED**.



Goods and Services Tax Network

Home Services GST New Return Prototype Login

Home Downloads New Returns

New Returns Offline Tool

Download, extract and run the New Returns Offline Tool

Your downloaded (New Returns Offline Tool) zip file contains:

- New Returns GST Offline tool (Application)

Important!

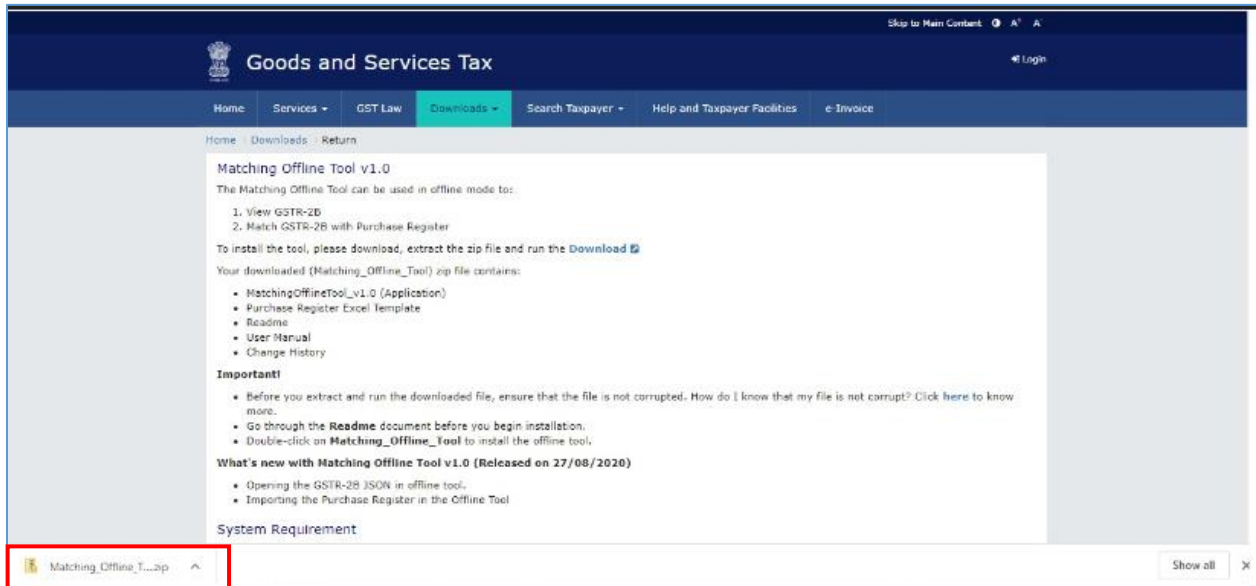
- Before you extract and run the downloaded file, ensure that the file is not corrupted. How do I know that my file is not corrupt? Click [here](#) to know more.
- Go through the **Readme** document before you begin installation.
- Double-click on **GST New Returns Offline Tool** to install the offline tool.

System Requirement



Are you sure you want to download this utility?

CANCEL PROCEED



5. The **Matching Offline Tool** gets downloaded in a zip folder.



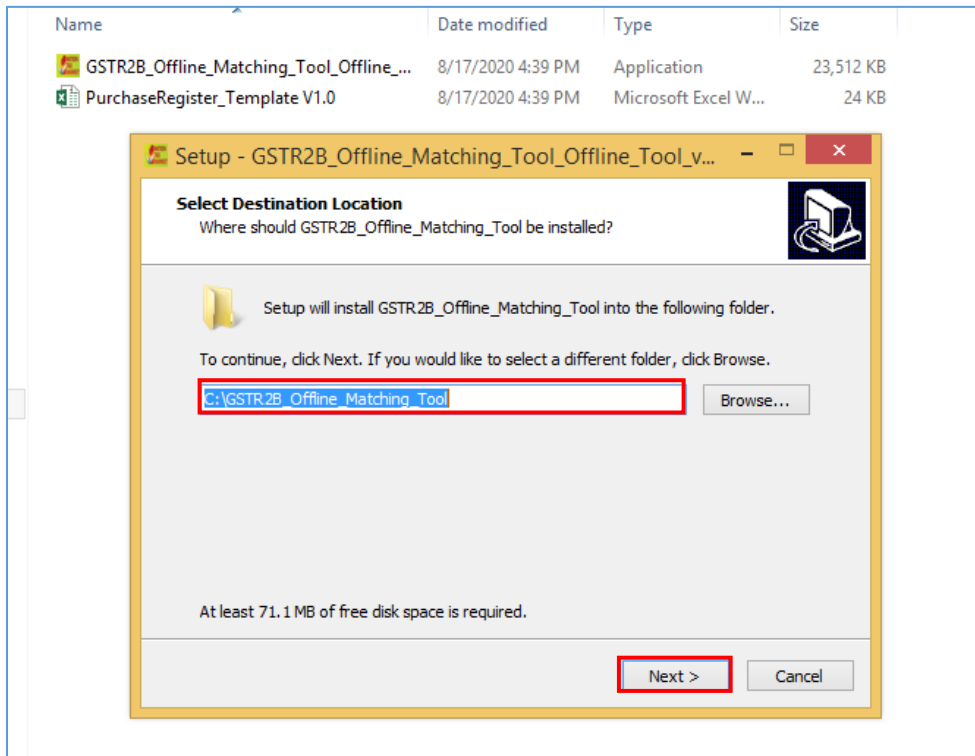
6. Extract the files from the downloaded zip folder. You will see **GSTR2B_Offline_Matching_Tool_Offline_Tool_v2.0.exe** in the unzipped folder.

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
 GSTR2B_Offline_Matching_Tool_Offline_Tool_v2.0	Application	23,443 KB	No	23,512 KB	1%	8/13/2020 10:10 P
 PurchaseRegister_Template V1.0	Microsoft Excel Worksheet	19 KB	No	24 KB	18%	7/25/2020 12:47 A

7. Right-click the .exe file and click **Open** to install the Matching Tool.

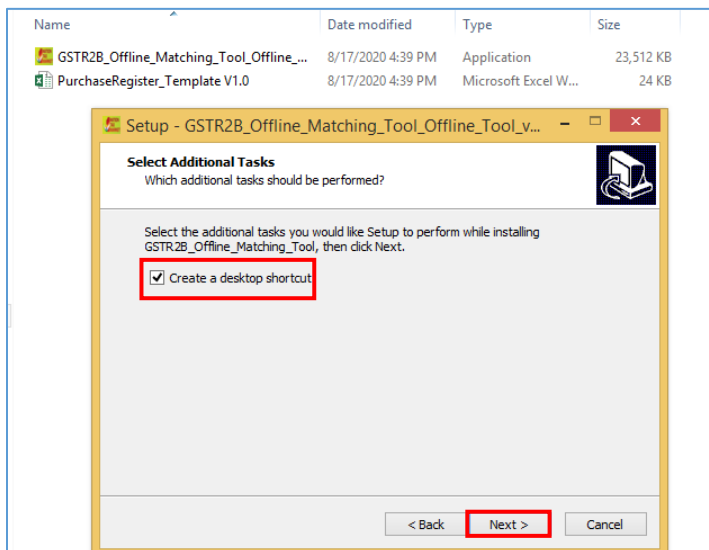
Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
 GSTR2B_Offline_Matching_... Open	Application	23,443 KB	No	23,512 KB	1%	8/13/2020 10:10 P
 PurchaseRegister_Template	Microsoft Excel Worksheet	19 KB	No	24 KB	18%	7/25/2020 12:47 A

8. Select the folder where you want to install the Matching Tool, and click **Next**.

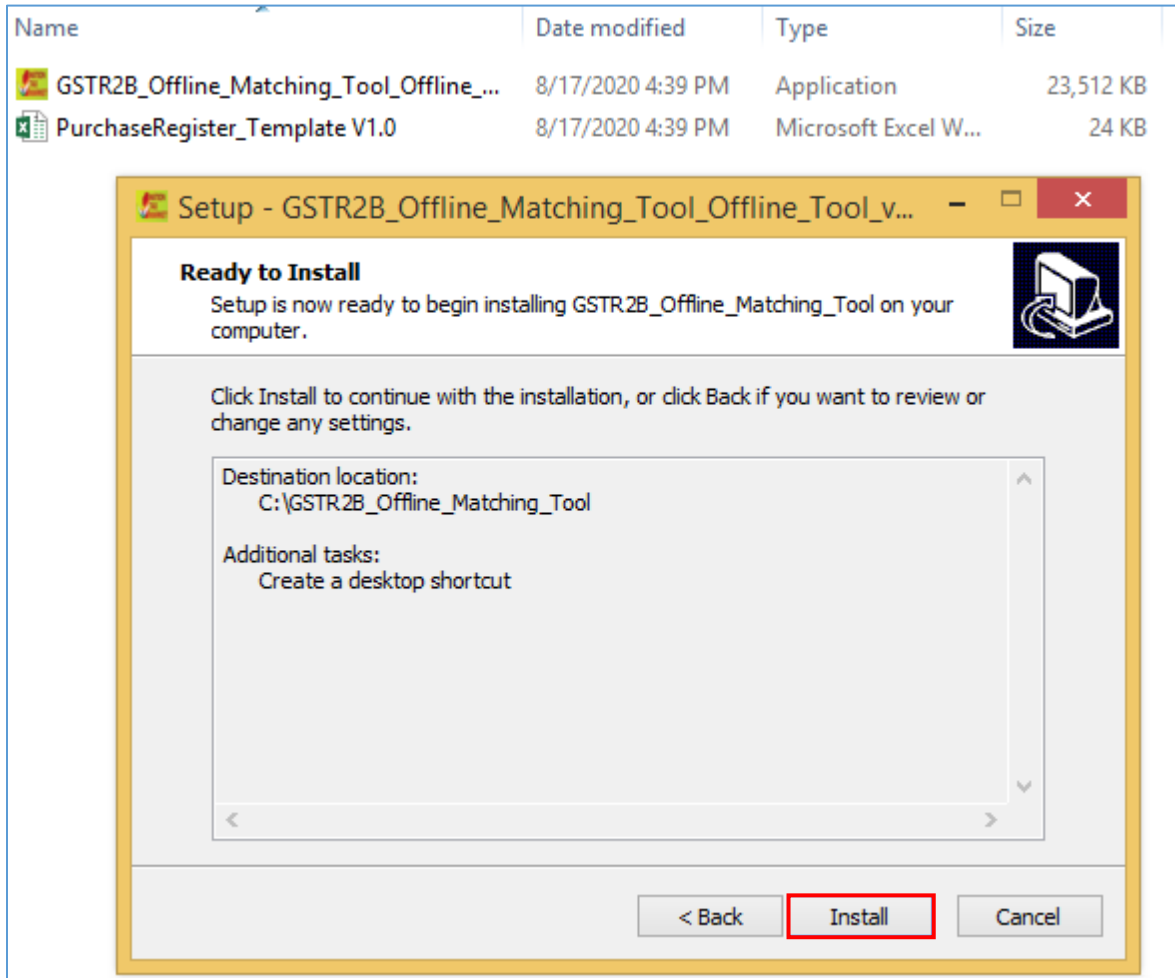


9. Select **Create a desktop shortcut** checkbox to create a shortcut for the Matching Tool on your desktop.

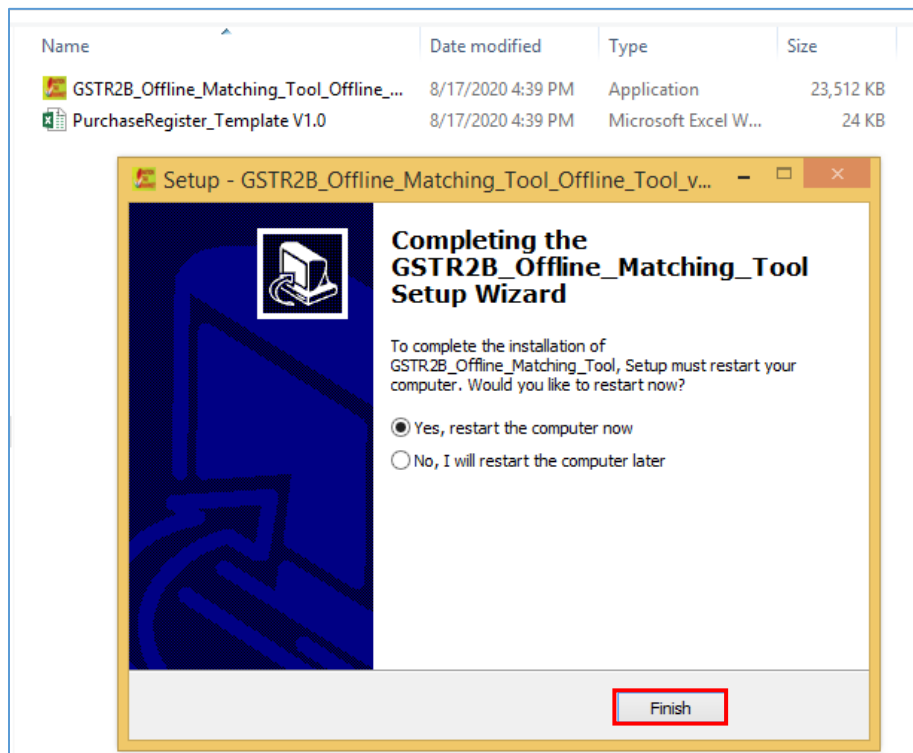
10. Click **Next**.



11. Click **Install**.



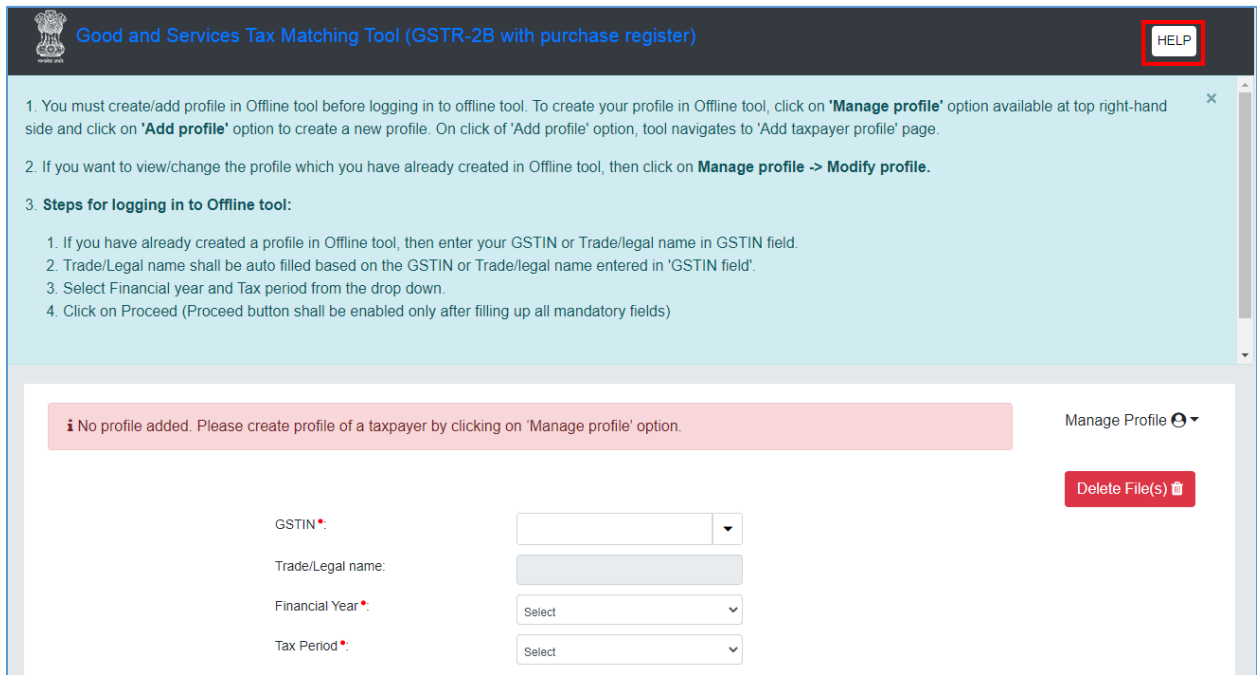
12. Click **Finish**.



13. A shortcut icon is created on your desktop for the Matching Tool. Double-click the icon to open the tool.



14. Click the **Help** button to display detailed instructions (Contextual to that page) to use the tool.



Good and Services Tax Matching Tool (GSTR-2B with purchase register) HELP

1. You must create/add profile in Offline tool before logging in to offline tool. To create your profile in Offline tool, click on **'Manage profile'** option available at top right-hand side and click on **'Add profile'** option to create a new profile. On click of 'Add profile' option, tool navigates to 'Add taxpayer profile' page.
2. If you want to view/change the profile which you have already created in Offline tool, then click on **Manage profile -> Modify profile**.
3. **Steps for logging in to Offline tool:**
 1. If you have already created a profile in Offline tool, then enter your GSTIN or Trade/legal name in GSTIN field.
 2. Trade/Legal name shall be auto filled based on the GSTIN or Trade/legal name entered in 'GSTIN field'.
 3. Select Financial year and Tax period from the drop down.
 4. Click on Proceed (Proceed button shall be enabled only after filling up all mandatory fields)

i No profile added. Please create profile of a taxpayer by clicking on 'Manage profile' option. Manage Profile

Delete File(s)

GSTIN*:

Trade/Legal name:

Financial Year*:

Tax Period*:



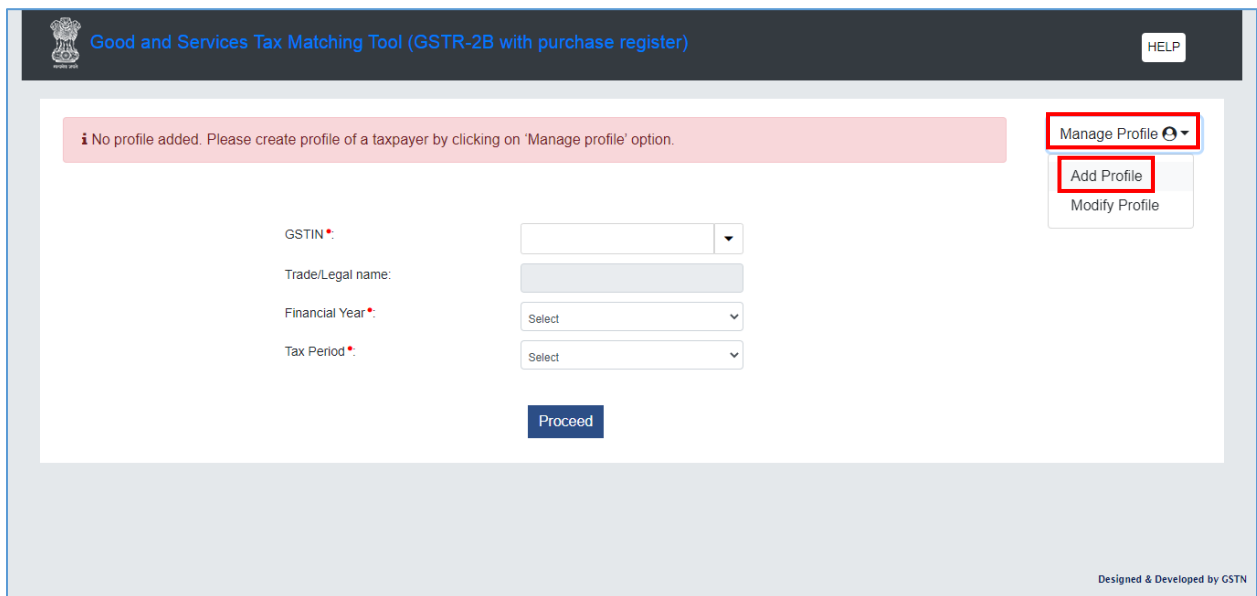
The Matching Tool installation is a one-time activity.

F.1. Create Profile

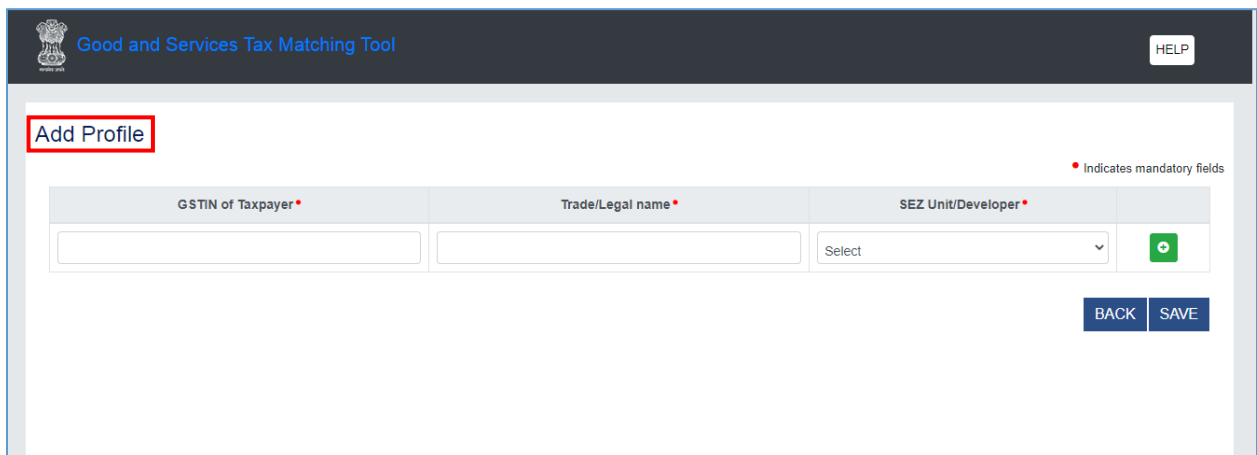
Use the links provided on the Matching Offline Tool (Form GSTR-2B with purchase order) page to create your profile.

To create a profile in the Matching tool, perform the following steps:

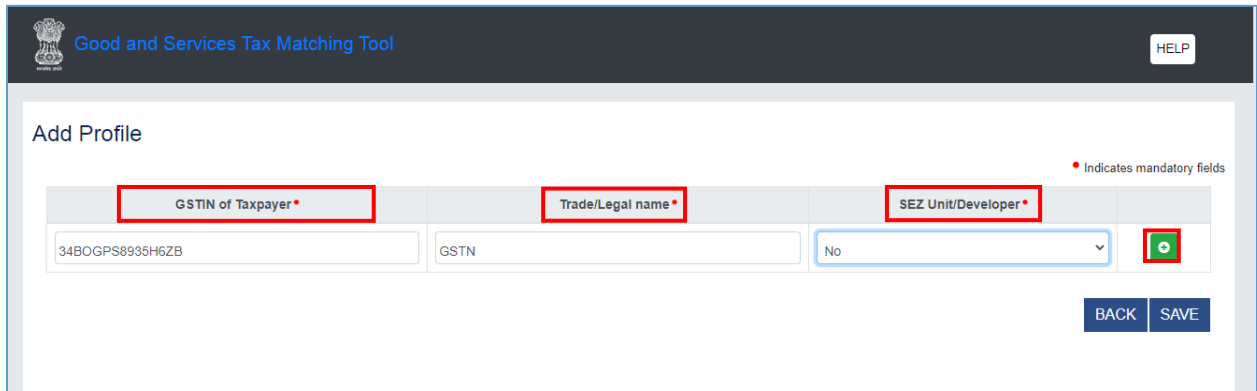
1. On the Goods and Services Tax Matching Tool (Form GSTR-2B with purchase register) screen, click the **Manage Profile** option.
2. Select the **Add Profile** option from the list displayed.



3. The Add Profile page is displayed.



4. In the **GSTIN of taxpayer** field, enter GSTIN.
5. In the **Trade/Legal Name** field, enter Trade Name or Legal Name.
6. In the **SEZ unit/developer** field, select the relevant option from the drop-down list.
7. Click the Add “+” symbol to add details in the Matching tool.




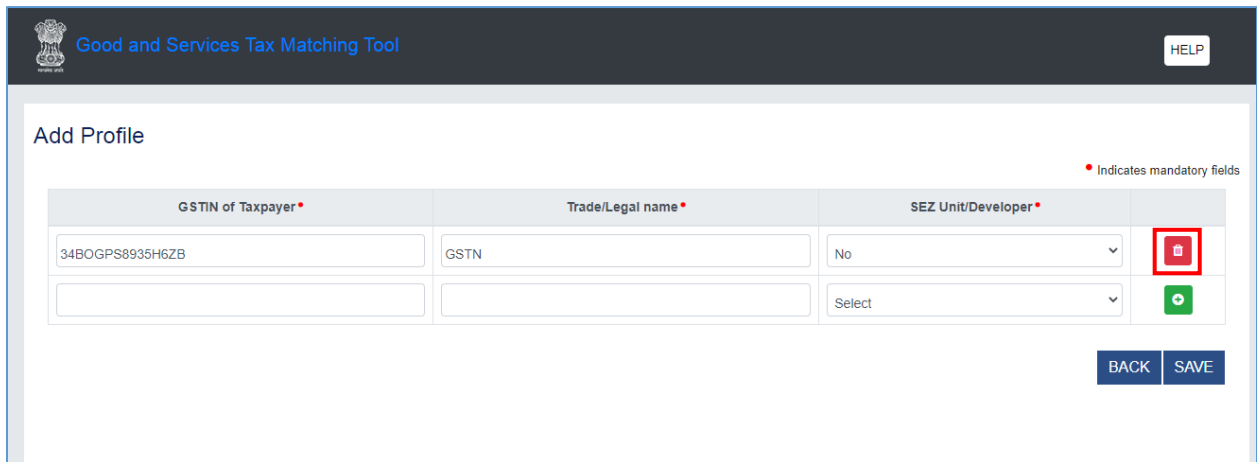
Good and Services Tax Matching Tool HELP

Add Profile • Indicates mandatory fields

GSTIN of Taxpayer *	Trade/Legal name *	SEZ Unit/Developer *	
34BOGPS8935H6ZB	GSTN	No	+

BACK SAVE

8. Details get added in the Matching tool and another blank row appears to add more details. If required, you can delete the row using the  icon.



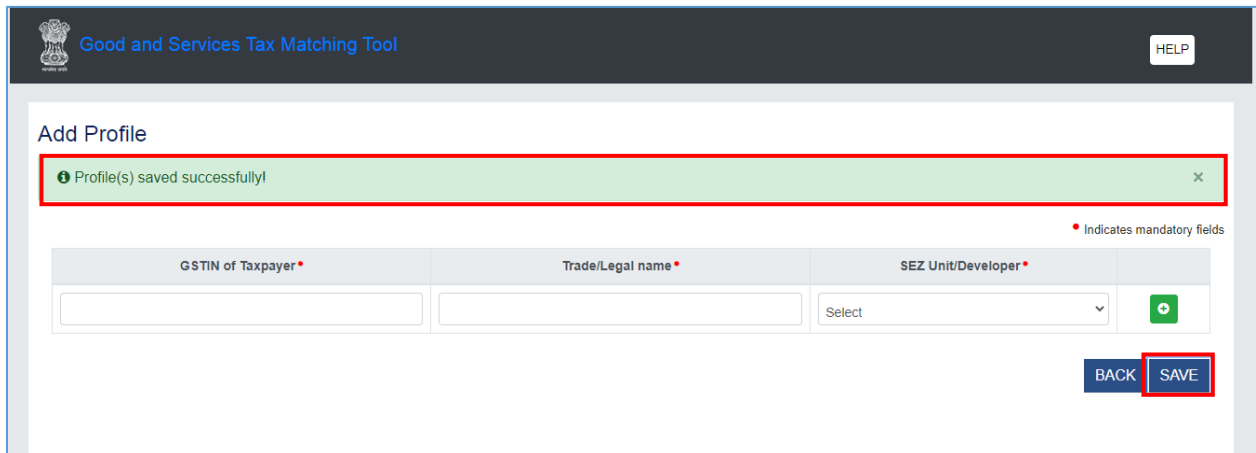
Good and Services Tax Matching Tool HELP

Add Profile • Indicates mandatory fields

GSTIN of Taxpayer *	Trade/Legal name *	SEZ Unit/Developer *	
34BOGPS8935H6ZB	GSTN	No	🗑️
		Select	+

BACK SAVE

9. Click **SAVE**.



Good and Services Tax Matching Tool

HELPS

Add Profile

Profile(s) saved successfully!

Indicates mandatory fields

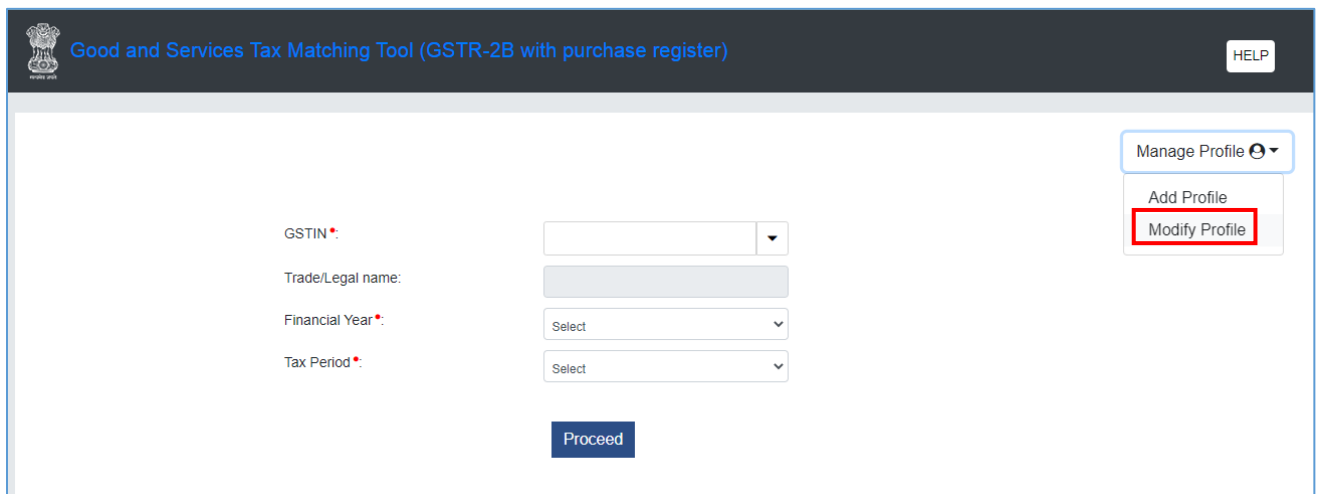
GSTIN of Taxpayer * Trade/Legal name * SEZ Unit/Developer *

Select

BACK SAVE

10. A confirmation message, “**Profile is saved successfully**” is displayed.

11. Click **BACK** to go back to the Matching Tool home page.



Good and Services Tax Matching Tool (GSTR-2B with purchase register)

HELPS

Manage Profile

Add Profile

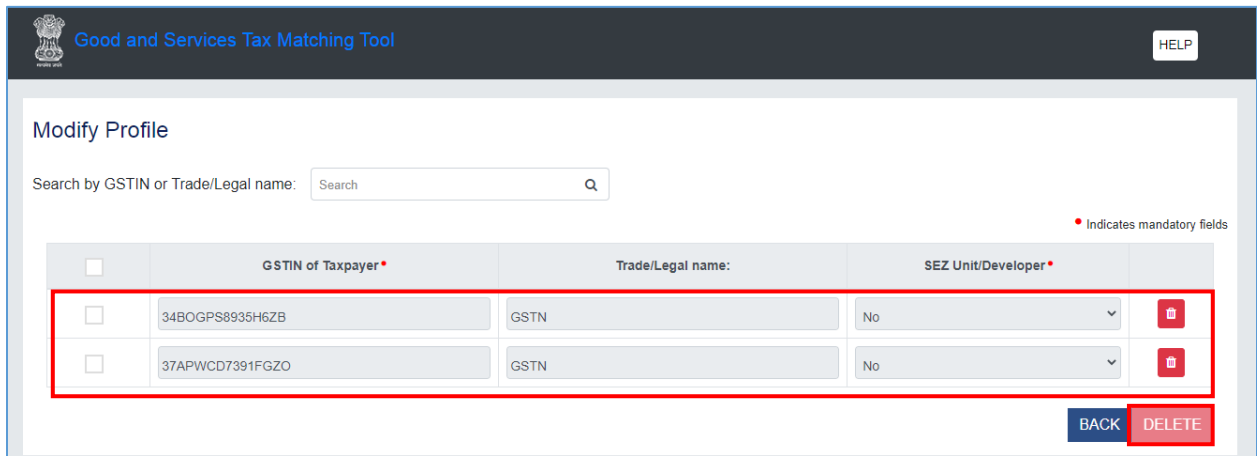
Modify Profile

GSTIN * Trade/Legal name: Financial Year * Tax Period *

Select Select

Proceed

12. To modify or view a profile, select the **Modify** option from the **Manage Profile** list on the Good and Service Tax Matching Tool page.



Good and Services Tax Matching Tool HELP

Modify Profile

Search by GSTIN or Trade/Legal name:

• Indicates mandatory fields

<input type="checkbox"/>	GSTIN of Taxpayer *	Trade/Legal name:	SEZ Unit/Developer *	
<input type="checkbox"/>	34BOGPS8935H6ZB	GSTN	No <input type="button" value="v"/>	<input type="button" value="X"/>
<input type="checkbox"/>	37APWCD7391FGZO	GSTN	No <input type="button" value="v"/>	<input type="button" value="X"/>

13. List of taxpayer profiles is displayed.



The **DELETE** button enables you to delete the selected profile from the system and not a specific record.

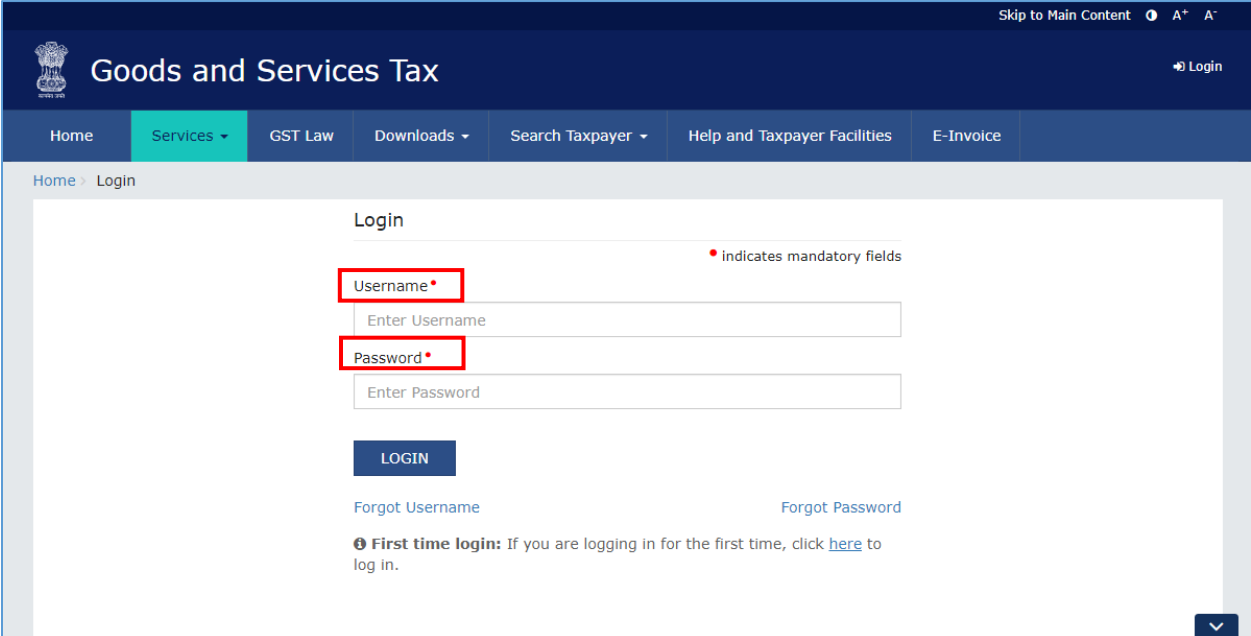
You can delete multiple records by first selecting profiles and then clicking the delete icon.

(G) View Form GSTR-2B Files in Matching Tool

G.1. Download Form GSTR-2B JSON Files From GST Portal

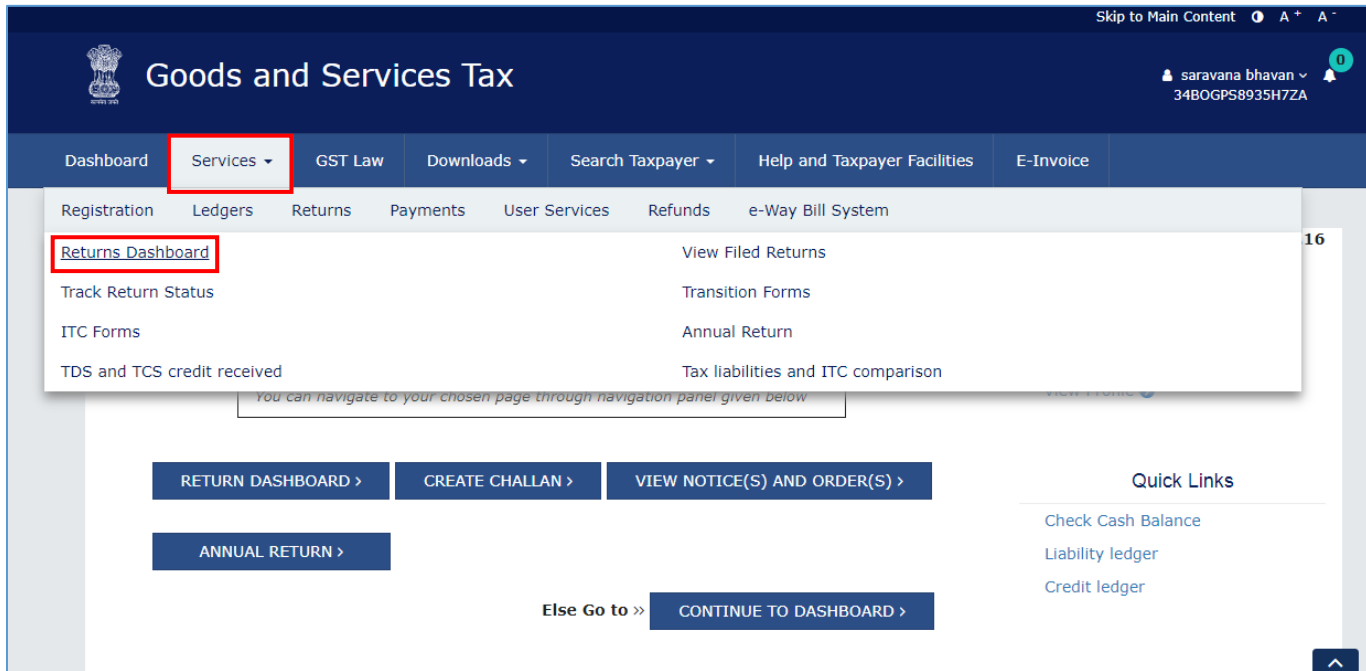
To view Form GSTR-2B in the Matching Tool, perform the following steps.

1. To download Form GSTR-2B JSON files from GST portal, access the GST portal using the URL: <https://www.gst.gov.in/>. The GST Home page is displayed.



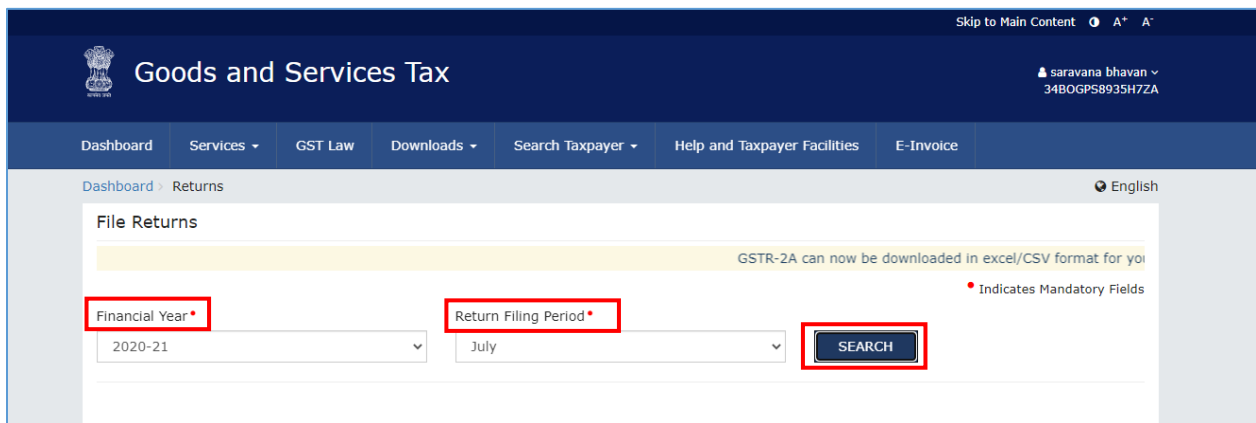
The screenshot shows the GST portal login page. The header includes the GSTN logo and the text 'Goods and Services Tax'. The navigation menu contains 'Home', 'Services', 'GST Law', 'Downloads', 'Search Taxpayer', 'Help and Taxpayer Facilities', and 'E-Invoice'. The main content area is titled 'Login' and contains a form with two input fields: 'Username' and 'Password', both marked as mandatory with a red asterisk. Below the form is a 'LOGIN' button and 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.'

2. Log in to the GST portal using valid credentials and go to **Services > Returns > Returns Dashboard**.



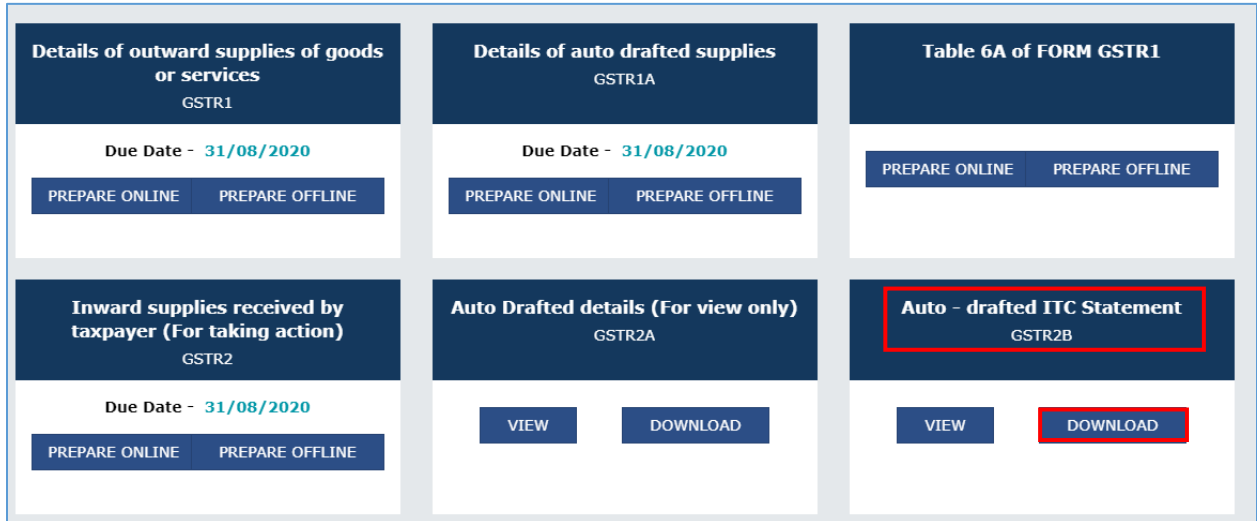
The screenshot shows the 'Goods and Services Tax' portal. The 'Services' menu is expanded, and 'Returns Dashboard' is highlighted. Below the menu, there are several buttons: 'RETURN DASHBOARD >', 'CREATE CHALLAN >', 'VIEW NOTICE(S) AND ORDER(S) >', and 'ANNUAL RETURN >'. A 'Quick Links' section on the right includes 'Check Cash Balance', 'Liability ledger', and 'Credit ledger'. A 'CONTINUE TO DASHBOARD >' button is also visible.

3. Select the **Financial Year** and **Return Filing Period** from the lists displayed, and click **SEARCH**. Various returns tiles are displayed.



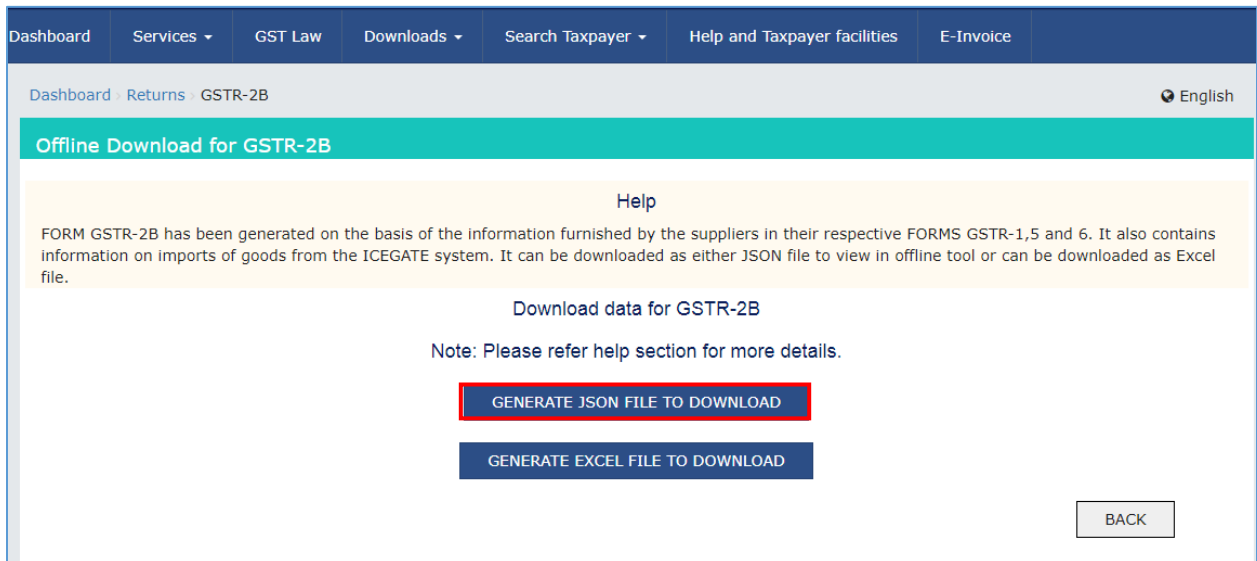
The screenshot shows the 'File Returns' form. The 'Financial Year' dropdown is set to '2020-21' and the 'Return Filing Period' dropdown is set to 'July'. The 'SEARCH' button is highlighted. A message above the form states: 'GSTR-2A can now be downloaded in excel/CSV format for you'. A note indicates that fields with an asterisk are mandatory.

- To download the Form GSTR-2B JSON files, click the **Download** button on the Auto – drafted ITC Statement – GSTR -2B tile.



The screenshot shows a dashboard with six main tiles. The top row includes 'Details of outward supplies of goods or services GSTR1', 'Details of auto drafted supplies GSTR1A', and 'Table 6A of FORM GSTR1'. The bottom row includes 'Inward supplies received by taxpayer (For taking action) GSTR2', 'Auto Drafted details (For view only) GSTR2A', and 'Auto - drafted ITC Statement GSTR2B'. The 'Auto - drafted ITC Statement GSTR2B' tile is highlighted with a red border, and its 'DOWNLOAD' button is also highlighted with a red border.

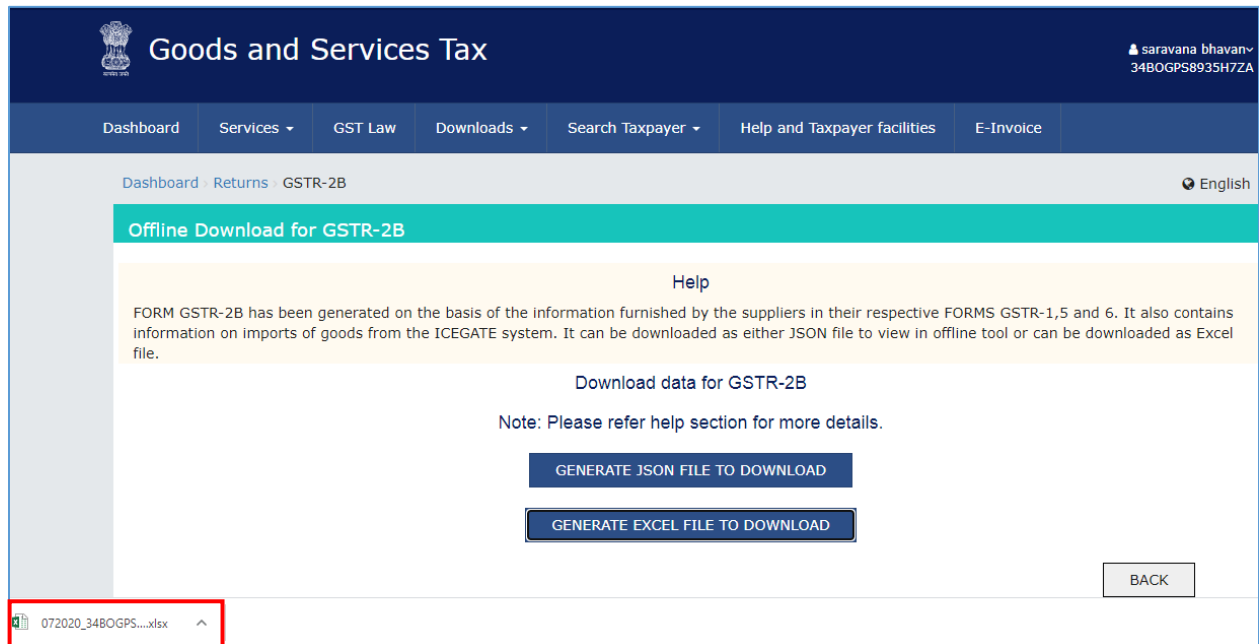
- The Offline Download for Form GSTR-2B page is displayed



The screenshot shows the 'Offline Download for GSTR-2B' page. It features a navigation bar at the top with 'Dashboard', 'Services', 'GST Law', 'Downloads', 'Search Taxpayer', 'Help and Taxpayer facilities', and 'E-Invoice'. Below the navigation bar, there is a breadcrumb trail 'Dashboard > Returns > GSTR-2B' and a language selector 'English'. The main content area has a teal header 'Offline Download for GSTR-2B' and a yellow 'Help' section. The help text states: 'FORM GSTR-2B has been generated on the basis of the information furnished by the suppliers in their respective FORMS GSTR-1,5 and 6. It also contains information on imports of goods from the ICEGATE system. It can be downloaded as either JSON file to view in offline tool or can be downloaded as Excel file.' Below this, there is a section titled 'Download data for GSTR-2B' with a note: 'Note: Please refer help section for more details.' Two buttons are present: 'GENERATE JSON FILE TO DOWNLOAD' (highlighted with a red box) and 'GENERATE EXCEL FILE TO DOWNLOAD'. A 'BACK' button is located at the bottom right.

- Click **GENERATE JSON FILE TO DOWNLOAD** option.

- The JSON file is generated and downloaded.



You can find the JSON file under **Downloads** folder on your machine.

G.2. Open JSON Files in the Matching Tool

The next step is to open the Matching Tool and view Form GSTR-2B JSON files in the tool.

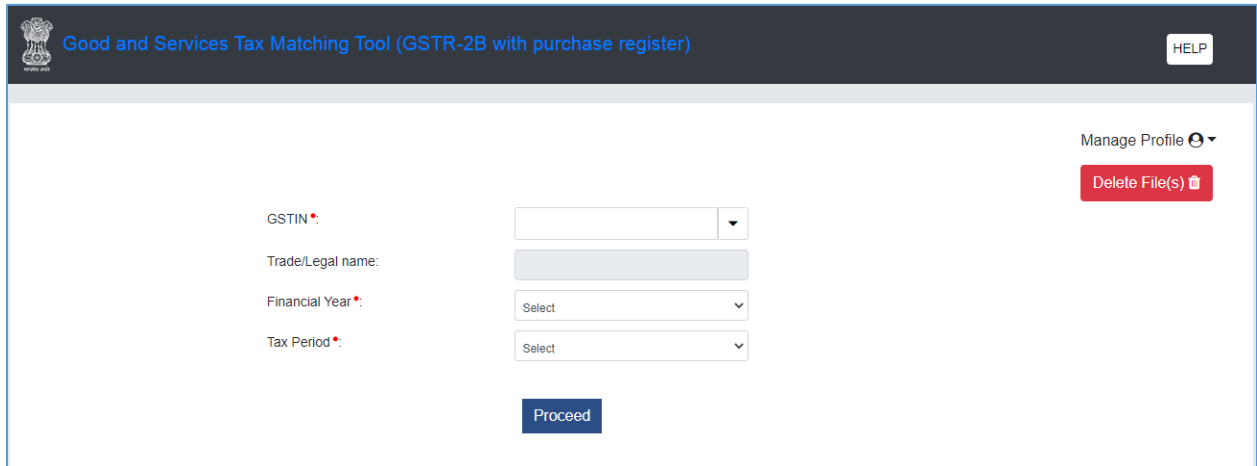
8. On the Home screen of the Matching Offline Tool, select the relevant GSTIN from the drop-down list.

The drop-down list contains the profiles that are added by you in the Matching Tool.



Trade/Legal Name field gets auto-populated based on the selection.

9. Select the **Financial Year** and **Tax Period** from their respective fields.
10. Click **PROCEED**.



Good and Services Tax Matching Tool (GSTR-2B with purchase register) HELP

Manage Profile ▼

Delete File(s) 🗑️

GSTIN*

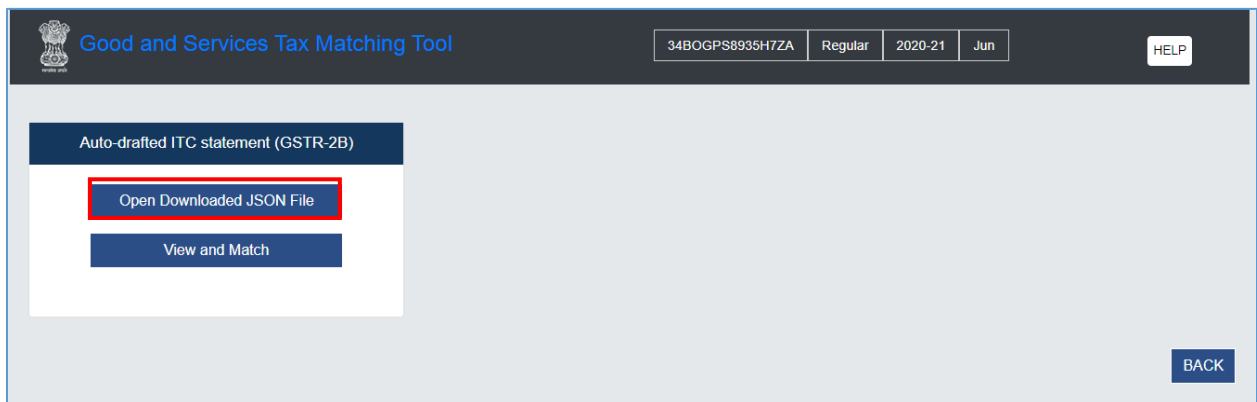
Trade/Legal name:

Financial Year*

Tax Period*

Proceed

11. The screen with options to open, view and match JSON files gets displayed.



Good and Services Tax Matching Tool HELP

34BOGPS8935H7ZA Regular 2020-21 Jun

Auto-drafted ITC statement (GSTR-2B)

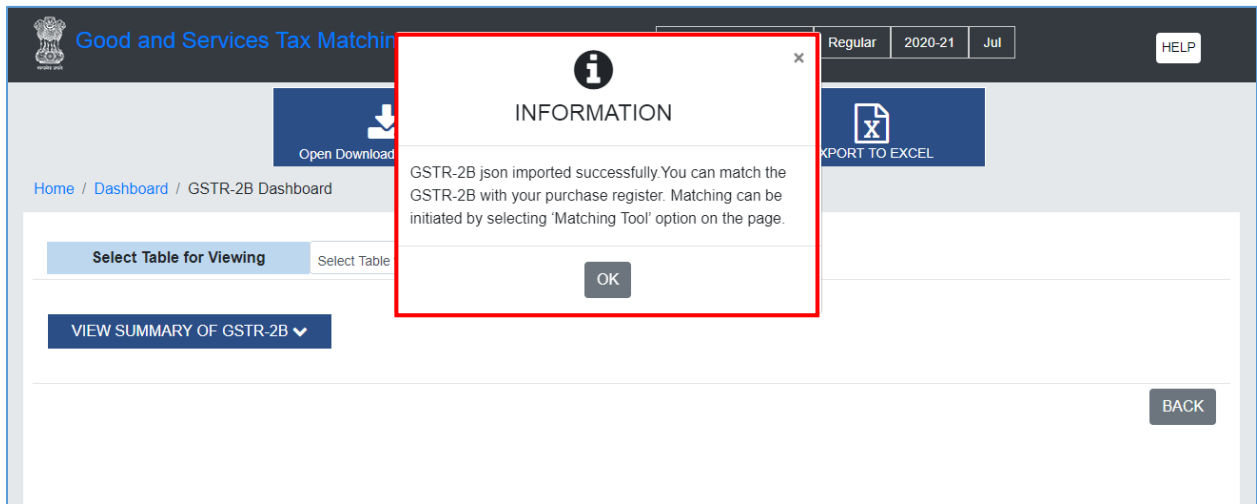
Open Downloaded .JSON File

View and Match

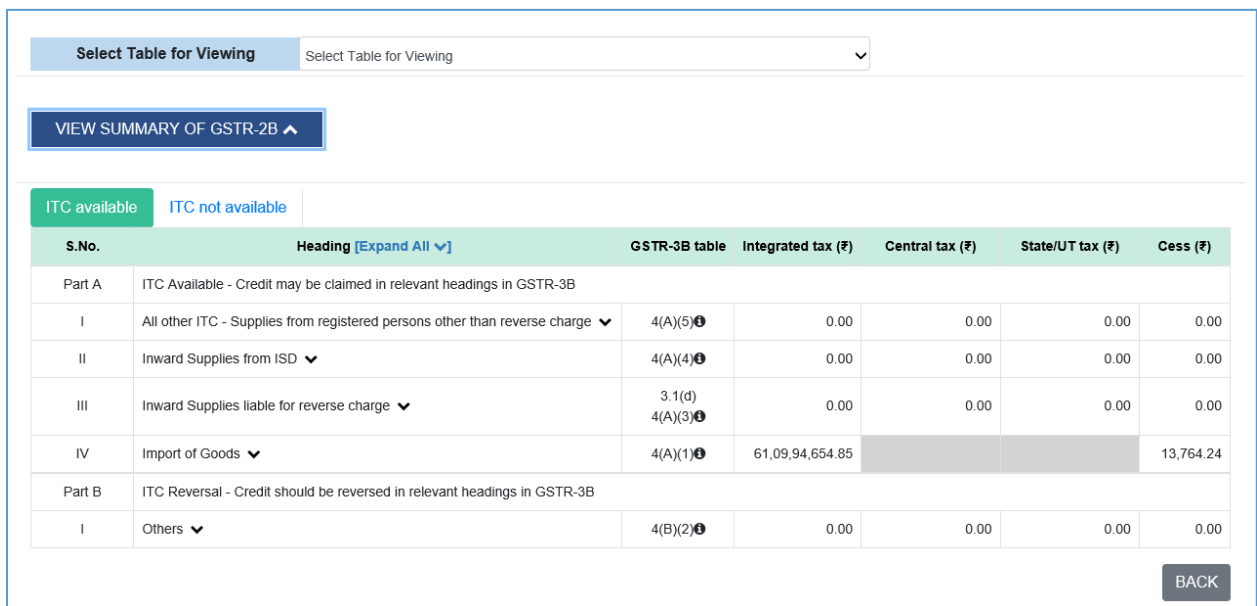
BACK

12. To open the downloaded JSON files, click **Open Downloaded JSON File**.

On successful download of JSON files, a success message is displayed on the screen.

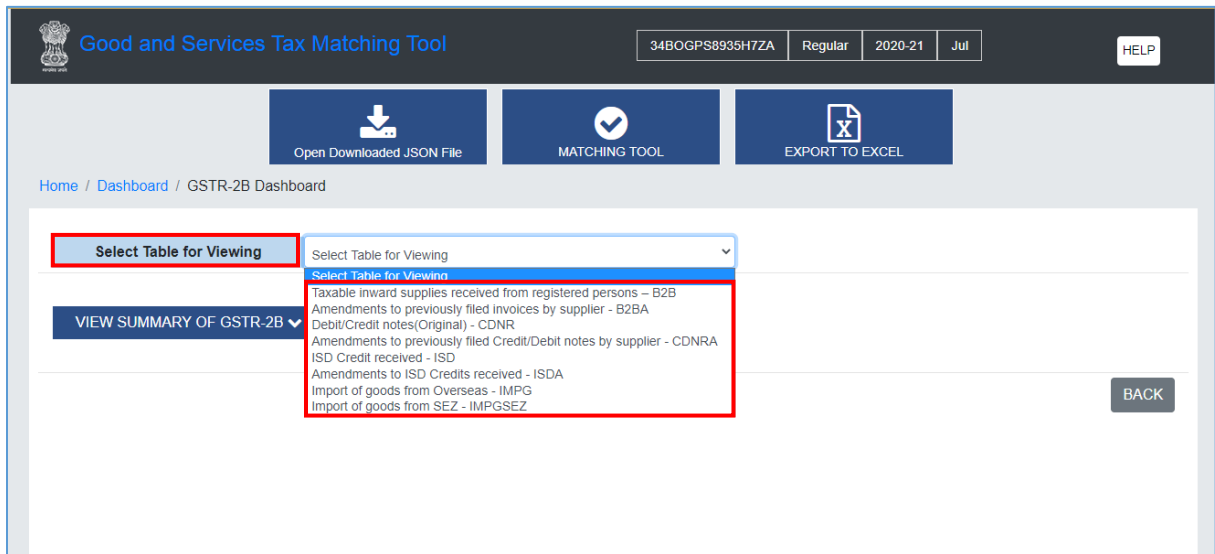


13. Click **VIEW SUMMARY** of Form GSTR-2B to view the summary.



14. To view table wise summary of Form GSTR-2B, click the **Select Table for Viewing** arrow to display the list of tables.

15. From the list of tables displayed, select the table for which you wish to view and match details.



Good and Services Tax Matching Tool

34BOGPS8935H7ZA Regular 2020-21 Jul HELP

Open Downloaded JSON File MATCHING TOOL EXPORT TO EXCEL

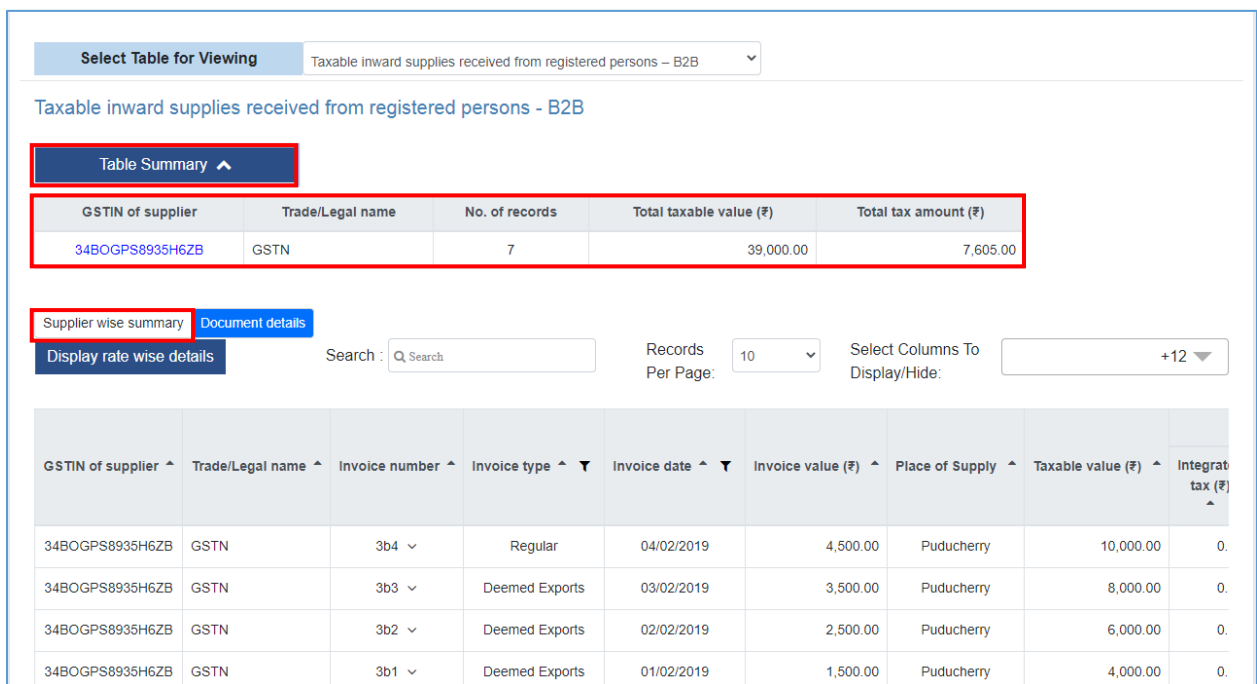
Home / Dashboard / GSTR-2B Dashboard

Select Table for Viewing

VIEW SUMMARY OF GSTR-2B

BACK

Once a table is selected, the respective table summary is displayed.



Select Table for Viewing Taxable inward supplies received from registered persons - B2B

Taxable inward supplies received from registered persons - B2B

Table Summary

GSTIN of supplier	Trade/Legal name	No. of records	Total taxable value (₹)	Total tax amount (₹)
34BOGPS8935H6ZB	GSTN	7	39,000.00	7,605.00

Supplier wise summary Document details

Display rate wise details Search: Q Search Records Per Page: 10 Select Columns To Display/Hide: +12

GSTIN of supplier	Trade/Legal name	Invoice number	Invoice type	Invoice date	Invoice value (₹)	Place of Supply	Taxable value (₹)	Integrat tax (₹)
34BOGPS8935H6ZB	GSTN	3b4	Regular	04/02/2019	4,500.00	Puducherry	10,000.00	0.
34BOGPS8935H6ZB	GSTN	3b3	Deemed Exports	03/02/2019	3,500.00	Puducherry	8,000.00	0.
34BOGPS8935H6ZB	GSTN	3b2	Deemed Exports	02/02/2019	2,500.00	Puducherry	6,000.00	0.
34BOGPS8935H6ZB	GSTN	3b1	Deemed Exports	01/02/2019	1,500.00	Puducherry	4,000.00	0.

The table summary section displays the following details of the supplier:

- GSTIN of supplier
- Trade/ Legal name
- No. of records
- Total taxable value

- Total tax amount

By default, the **Document details** are displayed on the page.

You can use the **Search** field to search a record on the basis of table details such as, tax value or amount, etc. and the matching records are displayed.



Click the drop-down arrow available next to the **Records Per Page** and **Select Columns to Display/ Hide** fields to select the number of records or columns to be displayed.

TABLE SUMMARY ▼

Supplier wise summary
Document details

Search :

Records Per Page: 10 ▼

Select Columns To Display/Hide: +14 ▲

Original Details

Select All
 Applicable % of tax rate
 Cess
 GSTR-1/5 Filing Date
 GSTR-1/5 Period
 ITC Availability

Invoice number ▲	Invoice date ▲ ▼	GSTIN of supplier ▲	Trade/Legal name ▲	Invoice number ▲	Invoice type ▲ ▼	Invoice date ▲		
3b2	02/02/2019	34BOGPS8935H6ZB	GSTN	3bup2 ▼	Deemed Exports	03/02/2019		
3b1	01/02/2019	34BOGPS8935H6ZB	GSTN	3bup1 ▼	Deemed Exports	02/02/2019		
2b1	02/12/2018	34BOGPS8935H6ZB	GSTN	2bup1 ▼	Regular	07/12/2018	2,000.00	Pudu
2b2	03/12/2018	34BOGPS8935H6ZB	GSTN	2bup2 ▼	Regular	03/12/2018	3,000.00	Pudu

« Previous
1
Next »

16. Click **Display rate wise details** to display the record details on the basis of rate.

Supplier wise summary **Document details**

Hide rate wise details Search: Records Per Page: 10 Select Columns To Display/Hide: +14

Original Details								
Invoice number ^	Invoice date ^ v	GSTIN of supplier ^	Trade/Legal name ^	Invoice number ^	Invoice type ^ v	Invoice date ^ v	Invoice value (₹) ^	Place of
3b2	02/02/2019	34BOGPS8935H6ZB	GSTN	3bup2 ^	Deemed Exports	03/02/2019	2,100.00	Pudu
				Rate (%)	Taxable value (₹)	Integrated tax (₹)	Central tax (₹)	
				7.50	2,100.00	0.00	78.7	
				12.00	2,500.00	0.00	150.0	
				28.00	3,500.00	0.00	490.0	
3b1	01/02/2019	34BOGPS8935H6ZB	GSTN	3bup1 ^	Deemed Exports	02/02/2019	2,100.00	Pudu
				Rate (%)	Taxable value (₹)	Integrated tax (₹)	Central tax (₹)	
				7.50	2,100.00	0.00	78.7	
				18.00	2,500.00	0.00	225.0	



Click **Hide rate wise details** to hide details displayed on the basis of rate selected.

To download the Form GSTR-2B details in an excel file, click the **EXPORT TO EXCEL** tile available at the top of the page.

Home / Dashboard / GSTR-2B Dashboard

Select Table for Viewing

VIEW SUMMARY OF GSTR-2B ^

ITC available ITC not available

S.No.	Heading [Collapse All ^]	GSTR-3B table	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
Part A	ITC Available - Credit may be claimed in relevant headings in GSTR-3B					
I	All other ITC - Supplies from registered persons other than reverse charge ^	4(A)(5)Ⓜ	0.00	0.00	0.00	0.00
	B2B - Invoices		0.00	0.00	0.00	0.00
	B2B - Debit notes		0.00	0.00	0.00	0.00
B2B					0.00	0.00

Do you want to open or save Jul_2020-21_34BOGPS8935H7ZA_GSTR2B_Offline.xlsx (26.6 KB) from localhost?


Save and open the file from the local drive of your machine.

Goods and Services Tax - GSTR-2B			
Financial Year	2020-21		
Tax Period	Jul		
GSTIN	34BOGPS8935H7ZA		
Trade/Legal name	GSTN		
Date of generation	27/08/2020		
GSTR-2B Data Entry Instructions			
Worksheet Name	GSTR-2B Table Reference	Field Name	Instructions
B2B	Taxable inward supplies received from registered persons	GSTIN of Supplier	GSTIN of supplier
		Trade/Legal name	Trade name of the supplier will be displayed. If trade name is not available, then legal
		Invoice number	Invoice number
		Invoice type	Invoice type can be derived based on the following types
		Invoice date	Invoice date format shall be DD/MM/YYYY
		Invoice value	Invoice value (in rupees)
		Place of supply	Place of supply shall be the place where goods are supplied or services are provided (As
		Supply attract Reverse charge	Supply attract reverse charge divided into two types: Y- Purchases attract reverse charge
		Rate(%)	Applicable Rate of tax
		Taxable value	Taxable value
		Integrated Tax	Integrated Tax amount (In rupees)
		Central Tax	Central Tax amount (In rupees)
State/UT tax	State/UT tax amount (In rupees)		

The next step is to import the purchase register in the Matching Tool.

(H) Import Purchase Register in the Matching Tool

17. To import the purchase register, click **IMPORT EXCEL/CSV**.



Import Purchase Register

IMPORT EXCEL/CSV

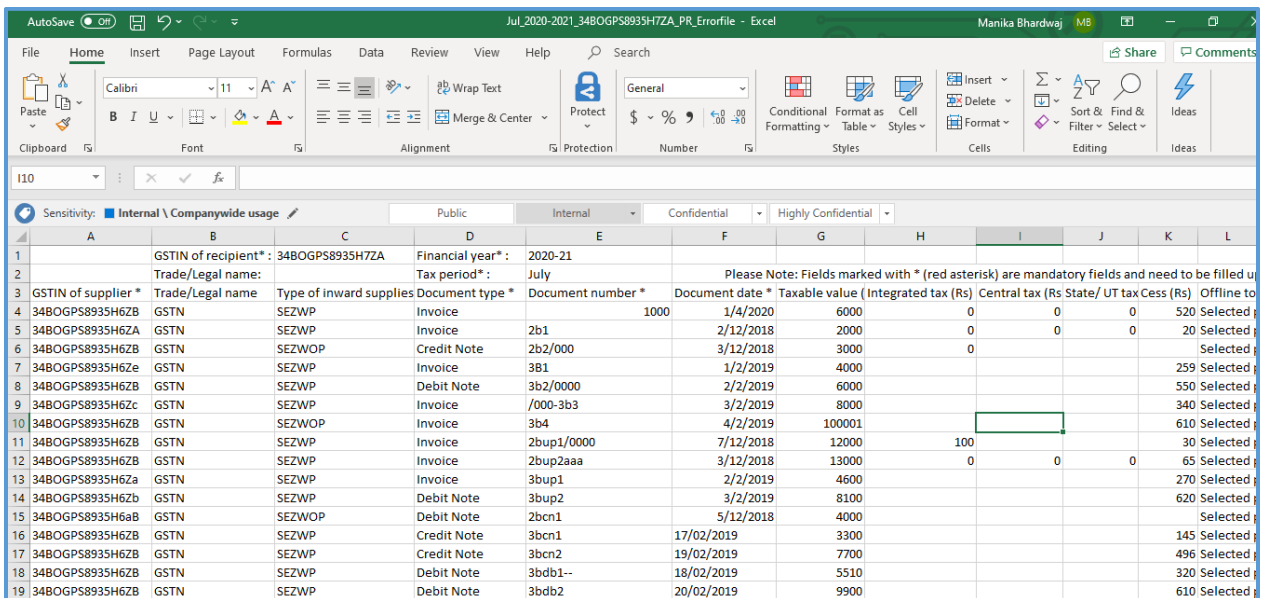
Note: Purchase register should be maintained as per the template provided on GST portal and the same can be downloaded therefrom.
Purchase register maintained in a format other than the template shall not be imported into the tool.

BACK

In case there appears some error in downloading Purchase Register, an error file is generated, which can be downloaded by clicking the **DOWNLOAD ERROR FILE**.

By default, the error file gets downloaded in the Downloads folder of your machine. Open the file to check the error.

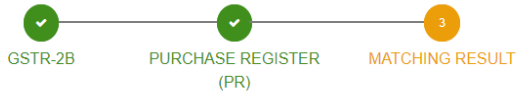
The errors are displayed in the following format in an excel.



	A	B	C	D	E	F	G	H	I	J	K	L
1		GSTIN of recipient* :	34BOGPs8935H7ZA	Financial year* :	2020-21							
2		Trade/Legal name:		Tax period* :	July	Please Note: Fields marked with * (red asterisk) are mandatory fields and need to be filled up						
3	GSTIN of supplier *	Trade/Legal name	Type of inward supplies	Document type *	Document number *	Document date *	Taxable value (Integrated tax (Rs)	Central tax (Rs State/ UT tax Cess (Rs)				Offline tax
4	34BOGPs8935H62B	GSTN	SEZWP	Invoice	1000	1/4/2020	6000	0	0	0	0	520 Selected
5	34BOGPs8935H62A	GSTN	SEZWP	Invoice	2b1	2/12/2018	2000	0	0	0	0	20 Selected
6	34BOGPs8935H62B	GSTN	SEZWOP	Credit Note	2b2/000	3/12/2018	3000	0				Selected
7	34BOGPs8935H62e	GSTN	SEZWP	Invoice	3b1	1/2/2019	4000					259 Selected
8	34BOGPs8935H62B	GSTN	SEZWP	Debit Note	3b2/0000	2/2/2019	6000					550 Selected
9	34BOGPs8935H62c	GSTN	SEZWP	Invoice	/000-3b3	3/2/2019	8000					340 Selected
10	34BOGPs8935H62B	GSTN	SEZWOP	Invoice	3b4	4/2/2019	100001					610 Selected
11	34BOGPs8935H62B	GSTN	SEZWP	Invoice	2bup1/0000	7/12/2018	12000	100				30 Selected
12	34BOGPs8935H62B	GSTN	SEZWP	Invoice	2bup2aaa	3/12/2018	13000	0	0	0	0	65 Selected
13	34BOGPs8935H62a	GSTN	SEZWP	Invoice	3bup1	2/2/2019	4600					270 Selected
14	34BOGPs8935H62b	GSTN	SEZWP	Debit Note	3bup2	3/2/2019	8100					620 Selected
15	34BOGPs8935H6aB	GSTN	SEZWOP	Debit Note	2bcn1	5/12/2018	4000					Selected
16	34BOGPs8935H62B	GSTN	SEZWP	Credit Note	3bcn1	17/02/2019	3300					145 Selected
17	34BOGPs8935H62B	GSTN	SEZWP	Credit Note	3bcn2	19/02/2019	7700					496 Selected
18	34BOGPs8935H62B	GSTN	SEZWP	Debit Note	3bdb1--	18/02/2019	5510					320 Selected
19	34BOGPs8935H62B	GSTN	SEZWP	Debit Note	3bdb2	20/02/2019	9900					610 Selected

Fix the errors displayed in the excel and click **IMPORT EXCEL/CSV** again to import the excel.

On successful import of the file, the **Summary of Purchase Register** is displayed.



Import Purchase Register

IMPORT EXCEL/CSV

Note: Purchase register should be maintained as per the template provided on GST portal and the same can be downloaded therefrom.
Purchase register maintained in a format other than the template shall not be imported into the tool.

Summary of Purchase Register

Type of inward supply	No. of documents	Total taxable value (₹)	Total tax amount (₹)
Supplies from registered persons (B2B)	7	-25,500.00	2,051.00
Deemed Exports (DE)	6	28,905.00	6,470.50
TOTAL	13	3,405.00	8,521.50

Note: Taxable value and tax amount are net of credit and debit notes. Tax amount is total of all major heads i.e. Integrated tax, Central tax, State/UT tax and Cess.

BACK
REMOVE PURCHASE REGISTER
VIEW PURCHASE REGISTER
MATCH



Click **REMOVE PURCHASE REGISTER** to remove the imported purchase register.



Click **VIEW PURCHASE REGISTER** to view purchase register details. Detail view of purchase register is displayed.

Detail view of Purchase Register

Supplier wise
Document wise

Records Per Page : 10

Select Columns To Display/Hide: +10

GSTIN of supplier ↕	Type of inward supply ↕	Taxable value (₹) ↕	Total tax (₹) ↕	Integrated tax (₹) ↕	Central tax (₹) ↕	State/ UT tax (₹) ↕	Cess (₹) ↕
+ 37APWCD7391FGZO	B2B	5,000.00	1,580.00	0.00	540.00	540.00	500.00
+ 34BOGPS8935H6ZB	B2B	-30,500.00	471.00	0.00	164.50	164.50	142.00
+ 34BOGPS8935H6ZB	DE	28,905.00	6,470.50	0.00	2,239.75	2,239.75	1,991.00

BACK

18. Click the **Supplier wise** tab to view purchase register records on the basis of suppliers.

19. Click the **Document wise** tab to view purchase register records on the basis of documents.

Supplier wise **Document wise**

Records Per Page : 10
Select Columns To Display/Hide: +10

GSTIN of supplier	Type of inward supply	Document type	Document number	Document date	Taxable value (₹)	Total tax (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)
37APWCD7391FGZO	B2B	Invoice	1000	01/12/2018	3,000.00	1,240.00	0.00	420.00	420.00	400.00
34BOGPS8935H6ZB	B2B	Invoice	2bup3	03/12/2018	3,000.00	217.00	0.00	75.00	75.00	67.00
34BOGPS8935H6ZB	B2B	Credit Note	2bcn1	05/12/2018	41,000.00	510.00	0.00	187.50	187.50	135.00
34BOGPS8935H6ZB	B2B	Invoice	2bup1	09/12/2018	2,000.00	124.00	0.00	52.00	52.00	20.00
34BOGPS8935H6ZB	B2B	Debit Note	2bcnup1	10/12/2018	4,500.00	570.00	0.00	200.00	200.00	170.00
34BOGPS8935H6ZB	DE	Credit Note	2bdbup1	11/12/2018	3,000.00	325.00	0.00	112.50	112.50	100.00
34BOGPS8935H6ZB	DE	Invoice	3b12	01/02/2019	4,000.00	814.50	0.00	281.25	281.25	252.00
34BOGPS8935H6ZB	DE	Invoice	3bup1	03/02/2019	4,600.00	884.50	0.00	303.75	303.75	277.00
34BOGPS8935H6ZB	DE	Debit Note	3bdb1	18/02/2019	5,400.00	1,093.00	0.00	379.50	379.50	334.00
34BOGPS8935H6ZB	DE	Debit Note	3bdb2	20/02/2019	9,800.00	1,938.00	0.00	669.00	669.00	600.00

« Previous **1** 2 Next »
BACK

20. Click the **Next** and **Back** buttons to navigate through document wise details of the purchase register.



The sorting and filter buttons are available along with each column header to sort and filter table data. Use the buttons to display records in ascending or descending order or filter details in a column.

(I) Match Results

21. To match results of Form GSTR-2B details with the purchase register, click the **MATCH** button.

The summary and details of the match result is displayed in different sections.

Details of matching result				
Supplies from registered persons (B2B)				Export to CSV
Matching result	Match type	No. of documents	Taxable value (₹)	Total tax amount (₹)
Match	M1 Exact match	1	4,500.00	570.00
	M2 Partial match	1	-4,000.00	-510.00
	M3 Probable match	0	0.00	0.00
	Sub-total	2	500.00	60.00
Mismatch	M4(1) Unmatched	0	0.00	0.00
	M4(2) In GSTR-2B not in PR	7	28,500.00	4,530.00
	M4(3) In PR not in GSTR-2B	5	11,000.00	1,991.00
	Sub-total	12	39,500.00	6,521.00
TOTAL		14	40,000.00	6,581.00

Deemed Exports (DE)				
Matching result	Match type	No. of documents	Taxable value (₹)	Total tax amount (₹)
Match	M1 Exact match	1	-3,000.00	-325.00
	M2 Partial match	0	0.00	0.00
	M3 Probable match	0	0.00	0.00
	Sub-total	1	-3,000.00	-325.00
Mismatch	M4(1) Unmatched	2	15,400.00	3,009.00
	M4(2) In GSTR-2B not in PR	8	15,200.00	4,134.00
	M4(3) In PR not in GSTR-2B	3	16,705.00	3,764.50
	Sub-total	13	47,305.00	10,907.50
TOTAL		14	44,305.00	10,582.50

[BACK](#)

The Summary section displays details under the following columns:

- **Matching result:** Displays the types of match such as:
 - **Exact Match** (All 7 parameters match): where all the parameters match in records of both Form GSTR-2B and purchase register. The parameters include:
 - GSTIN
 - Document type
 - Document number
 - Document date
 - Taxable value
 - Total tax amount
 - Integrated tax
 - Central tax
 - State/UT tax

- Cess
 - **Partial match:** Records match partially
 - **Probable match:** Mismatch in between GSTIN and Document type and complete match in all other parameters
 - **Mismatch** (Few parameters do not match or record does not exist in Form GSTR-2B or Purchase register
 - **Unmatched:** Two or more parameters do not match
 - **In GSTR-2B not in Purchaser register**
 - **In Purchase register not in GSTR-2B**
- **No. of documents:** Displays the number of documents matched or mismatched.
- **Total taxable value:** Displays the value of tax on match or mismatch of respective tables

Below the summary, details of the matching result are displayed as per the matches made for example: **Supplies from registered person (B2B), Deemed exports (DE).**

22. To view the details of matching results, click the text that appears in blue, such as **Match 1 Exact Match**. The following screen is displayed.

Select Table: Supplies from registered persons (B2B) ▾

Matching Result: Match ▾

Match Type: All ▾

Search:

Records Per Page: 10 ▾

Select Columns To Display/Hide: +12 ▾

GSTIN: GSTR-2B records
 GSTIN: Purchase Register(PR) records

Export to CSV: Select ▾

GSTIN of supplier ▾	Document type ▾ ▼	Document number ▾	Document date ▾ ▼	Taxable value (₹) ▾	Total tax (₹) ▾	Integrated tax (₹) ▾	Central tax (₹) ▾	State/ UT tax (₹) ▾	Cess (₹) ▾	ITC Availability ▾
34BOGPS8935H6ZB	Credit Note	2bcn1	05/12/2018	4,000.00	510.00	0.00	187.50	187.50	135.00	No
34BOGPS8935H6ZB	Credit Note	2bcn1	05/12/2018	4,000.00	510.00	0.00	187.50	187.50	135.00	
34BOGPS8935H6ZB	Debit Note	2bcnup1	10/12/2018	4,500.00	570.00	0.00	200.00	200.00	170.00	No
34BOGPS8935H6ZB	Debit Note	2bcnup1	10/12/2018	4,500.00	570.00	0.00	200.00	200.00	170.00	
34BOGPS8935H6ZB	Invoice	2bup1	07/12/2018	2,000.00	120.00	0.00	50.00	50.00	20.00	No
34BOGPS8935H6ZB	Invoice	2bup1	07/12/2018	2,000.00	120.00	0.00	50.00	50.00	20.00	
34BOGPS8935H6ZB	Invoice	2bup2	03/12/2018	3,000.00	215.00	0.00	75.00	75.00	65.00	No
34BOGPS8935H6ZB	Invoice	2bup2	03/12/2018	3,000.00	215.00	0.00	75.00	75.00	65.00	

You can download the details of matching results in CSV/ Excel format using **Export to CSV** option.

23. Select the option from the **Export to CSV** drop-down to download the results in an excel file.

Matching result - Details

Select Table: Supplies from registered persons (B2B) | Matching Result: Match | Match Type: All

Search: | Records Per Page: 10 | Select Columns To Display/Hide: +12

GSTIN: GSTR-2B records | GSTIN: Purchase Register(PR) records

Export to CSV: **Select** (highlighted)

GSTIN of supplier	Document type	Document number	Document date	Taxable value (₹)	Total tax (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)	ITC Availability
34BOGPS8935H6ZB	Credit Note	2bcn1	05/12/2018	4,000.00	510.00	0.00	187.50	187.50	135.00	No
34BOGPS8935H6ZB	Credit Note	2bcn1	05/12/2018	4,000.00	510.00	0.00	187.50	187.50	135.00	No
34BOGPS8935H6ZB	Debit Note	2bcnup1	10/12/2018	4,500.00	570.00	0.00	200.00	200.00	170.00	No
34BOGPS8935H6ZB	Debit Note	2bcnup1	10/12/2018	4,500.00	570.00	0.00	200.00	200.00	170.00	No
34BOGPS8935H6ZB	Invoice	2bup1	07/12/2018	2,000.00	120.00	0.00	50.00	50.00	20.00	No
34BOGPS8935H6ZB	Invoice	2bup1	07/12/2018	2,000.00	120.00	0.00	50.00	50.00	20.00	No
34BOGPS8935H6ZB	Invoice	2bup1	07/12/2018	2,000.00	120.00	0.00	50.00	50.00	20.00	No

Do you want to save Jul_2020-21_34BOGPS8935H7ZA_All.csv (1.41 KB) from localhost? | Save | Cancel

The file downloaded appears in the tool bar at the bottom of the screen.

24. Click **Save as** option to save the file on your machine.

Matching result - Details

Select Table: Supplies from registered persons (B2B) | Matching Result: Match | Match Type: All

Search: | Records Per Page: 10 | Select Columns To Display/Hide: +12

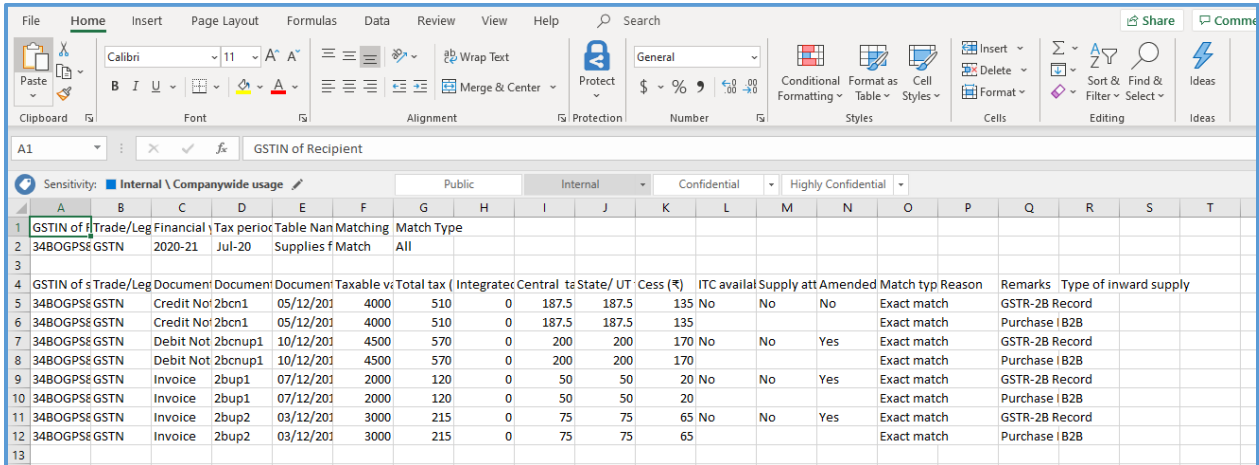
GSTIN: GSTR-2B records | GSTIN: Purchase Register(PR) records

Export to CSV: Select

GSTIN of supplier	Document type	Document number	Document date	Taxable value (₹)	Total tax (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)	ITC Availability
34BOGPS8935H6ZB	Credit Note	2bcn1	05/12/2018	4,000.00	510.00	0.00	187.50	187.50	135.00	No
34BOGPS8935H6ZB	Credit Note	2bcn1	05/12/2018	4,000.00	510.00	0.00	187.50	187.50	135.00	No
34BOGPS8935H6ZB	Debit Note	2bcnup1	10/12/2018	4,500.00	570.00	0.00	200.00	200.00	170.00	No
34BOGPS8935H6ZB	Debit Note	2bcnup1	10/12/2018	4,500.00	570.00	0.00	200.00	200.00	170.00	No
34BOGPS8935H6ZB	Invoice	2bup1	07/12/2018	2,000.00	120.00	0.00	50.00	50.00	20.00	No
34BOGPS8935H6ZB	Invoice	2bup1	07/12/2018	2,000.00	120.00	0.00	50.00	50.00	20.00	No
34BOGPS8935H6ZB	Invoice	2bup1	07/12/2018	2,000.00	120.00	0.00	50.00	50.00	20.00	No

Do you want to save Jul_2020-21_34BOGPS8935H7ZA_All.csv (1.41 KB) from localhost? | Save | Save as | Save and open

The results appear in an excel in the following format.



1	GSTIN of Recipient																																
2	Sensitivity: Internal \ Companywide usage													Public	Internal	Confidential	Highly Confidential																
3	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T													
4	GSTIN of Supplier	Trade/Leg Document No	Financial Document No	Tax period	Table No	Matching	Match Type																										
5	34BOGPSE GSTN	Credit No/2bcn1	05/12/201	4000	510	0	187.5	187.5	135	No	No	No	Exact match	GSTR-2B Record																			
6	34BOGPSE GSTN	Credit No/2bcn1	05/12/201	4000	510	0	187.5	187.5	135							Exact match	Purchase B2B																
7	34BOGPSE GSTN	Debit Not 2bcnup1	10/12/201	4500	570	0	200	200	170	No	No	Yes	Exact match	GSTR-2B Record																			
8	34BOGPSE GSTN	Debit Not 2bcnup1	10/12/201	4500	570	0	200	200	170							Exact match	Purchase B2B																
9	34BOGPSE GSTN	Invoice 2bup1	07/12/201	2000	120	0	50	50	20	No	No	Yes	Exact match	GSTR-2B Record																			
10	34BOGPSE GSTN	Invoice 2bup1	07/12/201	2000	120	0	50	50	20							Exact match	Purchase B2B																
11	34BOGPSE GSTN	Invoice 2bup2	03/12/201	3000	215	0	75	75	65	No	No	Yes	Exact match	GSTR-2B Record																			
12	34BOGPSE GSTN	Invoice 2bup2	03/12/201	3000	215	0	75	75	65							Exact match	Purchase B2B																

25. To view details of match present **In GSTR-2B not in PR** and **In PR not in GSTR-2B**, click the options available in blue text under the **Details of matching results** section.

• In PR not in GSTR-2B	0	3	6,000.00	1,650.00
TOTAL	20	13	62,600.00	13,058.00

Details of matching result

Supplies from registered persons (B2B) [Export to CSV](#)

Matching result	Match type	No. of documents	Taxable value (₹)	Total tax amount (₹)
Match	M1 Exact match	4	5,500.00	395.00
	M2 Partial match	0	0.00	0.00
	M3 Probable match	0	0.00	0.00
Sub-total		4	5,500.00	395.00
Mismatch	Click here to navigate to view details of documents in GSTR-2B not in PR match type for B2B table.	0	0.00	0.00
	M4(2) In GSTR-2B not in PR	5	23,500.00	4,195.00
	M4(3) In PR not in GSTR-2B	3	6,000.00	1,650.00
Sub-total		8	29,500.00	5,845.00
TOTAL		12	35,000.00	6,240.00

The screenshot below displays match results for records **In GSTR-2B not in PR**.

(PR)

Matching result - Details

Select Table: Supplies from registered persons (B2B) | Matching Result: Mismatch | Match Type: M4(2) In GSTR-2B not in PR

Search: | Records Per Page: 10 | Select Columns To Display/Hide: +10

GSTR-2B records | Purchase Register(PR) records | Export to CSV: Select

GSTIN of supplier	Document type	Document number	Document date	Taxable value (₹)	Total tax (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)	ITC Availability
34BOGPS8935H6ZB	Invoice	1000	01/12/2018	6,000.00	1,650.00	0.00	565.00	565.00	520.00	No
34BOGPS8935H6ZB	Invoice	2b1	02/12/2018	2,000.00	120.00	0.00	50.00	50.00	20.00	No
34BOGPS8935H6ZB	Invoice	2b2	03/12/2018	3,000.00	220.00	0.00	75.00	75.00	70.00	No
34BOGPS8935H6ZB	Debit Note	2bdb1	06/12/2018	2,500.00	277.50	0.00	93.75	93.75	90.00	No
34BOGPS8935H6ZB	Invoice	3b4	04/02/2019	10,000.00	1,927.50	0.00	663.75	663.75	600.00	No

26. To view records, present **In PR not in GSTR-2B**, click the **Match Type** drop-down and select the option.

Matching result - Details

Select Table: Supplies from registered persons (B2B) | Matching Result: Mismatch | Match Type: M4(2) In GSTR-2B not in PR

Search: | Records Per Page: 10 | Select Columns To Display/Hide: +10

GSTR-2B records | Purchase Register(PR) records | Export to CSV: Select

GSTIN of supplier	Document type	Document number	Document date	Taxable value (₹)	Total tax (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)	ITC Availability
34BOGPS8935H6ZB	Invoice	1000	01/12/2018	6,000.00	1,650.00	0.00	565.00	565.00	520.00	No
34BOGPS8935H6ZB	Invoice	2b1	02/12/2018	2,000.00	120.00	0.00	50.00	50.00	20.00	No
34BOGPS8935H6ZB	Invoice	2b2	03/12/2018	3,000.00	220.00	0.00	75.00	75.00	70.00	No
34BOGPS8935H6ZB	Debit Note	2bdb1	06/12/2018	2,500.00	277.50	0.00	93.75	93.75	90.00	No
34BOGPS8935H6ZB	Invoice	3b4	04/02/2019	10,000.00	1,927.50	0.00	663.75	663.75	600.00	No

The result is displayed.

(PR)

Matching result - Details

Select Table: Supplies from registered persons (B2B) | Matching Result: Mismatch | Match Type: M4(3) In PR not in GSTR-2B

Search: | Records Per Page: 10 | Select Columns To Display/Hide: +9

GSTR-2B records | Purchase Register(PR) records | Export to CSV: Select

GSTIN of supplier	Document type	Document number	Document date	Taxable value (₹)	Total tax (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)
34BOGSPS8935H6ZB	Invoice	1000	01/07/2020	1,000.00	70.00	0.00	25.00	25.00	
37APWCD7391FGZO	Invoice	1000	01/12/2018	3,000.00	1,240.00	0.00	420.00	420.00	4
37APWCD7391FGZO	Invoice	1000	01/07/2020	2,000.00	340.00	0.00	120.00	120.00	1

BACK

The **Export to CSV** option enables you to download details of Matching result and Purchase Register in separate excel sheets.

Matching result - Details

Select Table: Supplies from registered persons (B2B) | Matching Result: Mismatch | Match Type: M4(2) In GSTR-2B not in PR

Search: | Records Per Page: 10 | Select Columns To Display/Hide: +10

GSTR-2B records | Purchase Register(PR) records | Export to CSV: Select
Details of Matching result
Details of Purchase register

GSTIN of supplier	Document type	Document number	Document date	Taxable value (₹)	Total tax (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)	Availability
34BOGSPS8935H6ZB	Invoice	1000	01/12/2018	6,000.00	1,650.00	0.00	565.00	565.00	520.00	No
34BOGSPS8935H6ZB	Invoice	2b1	02/12/2018	2,000.00	120.00	0.00	50.00	50.00	20.00	No
34BOGSPS8935H6ZB	Invoice	2b2	03/12/2018	3,000.00	220.00	0.00	75.00	75.00	70.00	No
34BOGSPS8935H6ZB	Debit Note	2bdb1	06/12/2018	2,500.00	277.50	0.00	93.75	93.75	90.00	No
34BOGSPS8935H6ZB	Invoice	3b4	04/02/2019	10,000.00	1,927.50	0.00	663.75	663.75	600.00	No

The screenshot below displays **Details of Matching Result** in an excel format.

Sensitivity: Internal \ Companywide usage														
Public Internal Confidential Highly Confidential														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	GSTIN of F	Trade/Leg	Financial	Tax period	Table	Nan	Matching	Match Type						
2	34BOGPSE	GSTN	2020-21	Jul-20	Supplies f	Mismatch 2)	In GSTR-2B	not in PR						
3														
4	GSTIN of s	Trade/Leg	Document	Document	Document	Taxable v	Total tax (Integrated	Central	ta	State/ UT	Cess (₹)	Match typ	Remarks
5	34BOGPSE	GSTN	Invoice	1000	01/12/201	6000	1650	0	565	565	520	In GSTR-2I	GSTR-2B	record
6	34BOGPSE	GSTN	Invoice	2b1	02/12/201	2000	120	0	50	50	20	In GSTR-2I	GSTR-2B	record
7	34BOGPSE	GSTN	Invoice	2b2	03/12/201	3000	220	0	75	75	70	In GSTR-2I	GSTR-2B	record
8	34BOGPSE	GSTN	Debit Not	2bdb1	06/12/201	2500	277.5	0	93.75	93.75	90	In GSTR-2I	GSTR-2B	record
9	34BOGPSE	GSTN	Invoice	3b4	04/02/201	10000	1927.5	0	663.75	663.75	600	In GSTR-2I	GSTR-2B	record
10														

The screenshot below displays **Details of Purchase Register** in an excel format.

Sensitivity: Internal \ Companywide usage														
Public Internal Confidential Highly Confidential														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	GSTIN of F	34BOGPSE	Financial	2020-2021										
2		Trade/Leg	GSTN	Tax period	Jul									
3														
4	GSTIN of s	Trade/Leg	Type of in	Document	Document	Document	Taxable v	Integrated	Central	ta	State/ UT	Cess (₹)		
5	34BOGPSE	GSTN	B2B	Invoice	1000	01/12/201	6000	0	565	565	520			
6	34BOGPSE	GSTN	B2B	Invoice	2b1	02/12/201	2000	0	50	50	20			
7	34BOGPSE	GSTN	B2B	Invoice	2b2	03/12/201	3000	0	75	75	70			
8	34BOGPSE	GSTN	B2B	Debit Not	2bdb1	06/12/201	2500	0	93.75	93.75	90			
9	34BOGPSE	GSTN	B2B	Invoice	3b4	04/02/201	10000	0	663.75	663.75	600			
10														

27. Click **Export to CSV** link to export the results in an excel.

• In PR not in GSTR-2B	0	3	6,000.00	1,650.00
TOTAL	20	13	62,600.00	13,058.00

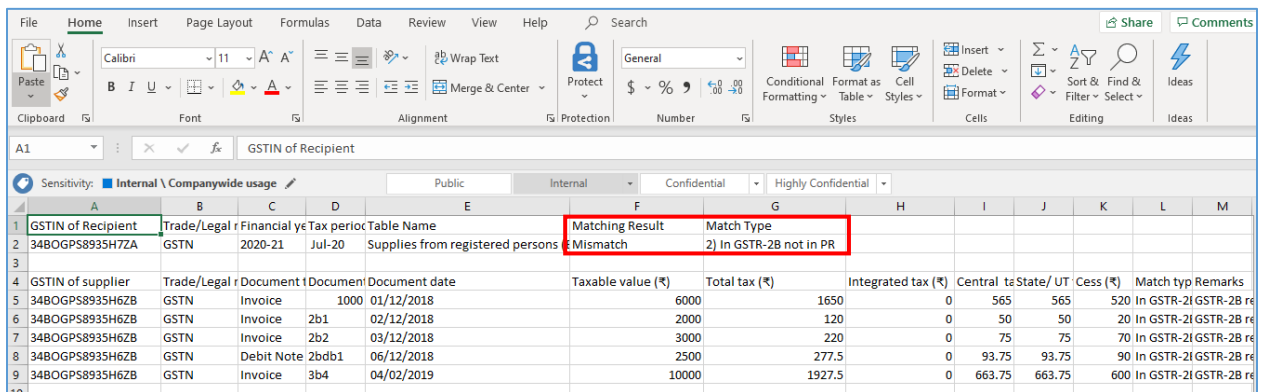
Details of matching result

Supplies from registered persons (B2B)

Matching result	Match type	No. of documents	Taxable value (₹)	Total tax amount (₹)
Match	M1 Exact match	4	5,500.00	395.00
	M2 Partial match	0	0.00	0.00
	M3 Probable match	0	0.00	0.00
	Sub-total	4	5,500.00	395.00
Mismatch	M4(1) Unmatched	0	0.00	0.00
	M4(2) In GSTR-2B not in PR	5	23,500.00	4,195.00
	M4(3) In PR not in GSTR-2B	3	6,000.00	1,650.00
	Sub-total	8	29,500.00	5,845.00
TOTAL		12	35,000.00	6,240.00

Deemed Exports (DE)

28. Save and open the excel file from the local drive of your machine.



1	A	B	C	D	E	F	G	H	I	J	K	L	M
1	GSTIN of Recipient	Trade/Legal Entity	Financial year	Tax period	Table Name	Matching Result	Match Type						
2	34BOGSP8935H7ZA	GSTN	2020-21	Jul-20	Supplies from registered persons	Mismatch	2) In GSTR-2B not in PR						
4	GSTIN of supplier	Trade/Legal Entity	Document	Document date		Taxable value (₹)	Total tax (₹)	Integrated tax (₹)	Central tax	State/UT tax	Cess (₹)	Match type	Remarks
5	34BOGSP8935H6ZB	GSTN	Invoice	1000 01/12/2018		6000	1650	0	565	565	520	In GSTR-2I	GSTR-2B re
6	34BOGSP8935H6ZB	GSTN	Invoice	2b1 02/12/2018		2000	120	0	50	50	20	In GSTR-2I	GSTR-2B re
7	34BOGSP8935H6ZB	GSTN	Invoice	2b2 03/12/2018		3000	220	0	75	75	70	In GSTR-2I	GSTR-2B re
8	34BOGSP8935H6ZB	GSTN	Debit Note	2bdb1 06/12/2018		2500	277.5	0	93.75	93.75	90	In GSTR-2I	GSTR-2B re
9	34BOGSP8935H6ZB	GSTN	Invoice	3b4 04/02/2019		10000	1927.5	0	663.75	663.75	600	In GSTR-2I	GSTR-2B re

I.1. Refine Matching Results

The REFINE MATCHING RESULT option enables you to refine the match results by altering the tolerance value for Integrated, Central, State/UT tax or Cess.

1. To refine match results, click the **REFINE MATCHING RESULTS** button on the match result page. The REFINE MATCHING RESULTS window is displayed.

!
×

REFINE MATCHING RESULT

Set tolerance for individual tax amount (Integrated tax, Central tax, State/UT tax and Cess)

Apply approximation for matching on document number ⓘ


APPLY & RE-MATCH

₹ select

select
 0
1
2
3
4
5
6
7
8
9
10


	GSTR-2B	Purchase regis	e value (₹)	Total tax amount (₹)
Exact match (All 7 parameters match) ⓘ	2		1,500.00	245.00
Partial match ⓘ	1	1	-4,000.00	-510.00
Probable match ⓘ	0	0	0.00	0.00
Mismatch (Few parameters do not match or record do not exist in GSTR-2B/PR) ⓘ	17	10	86,805.00	17,428.50
• Unmatched (2 or more parameters not match) ⓘ	2	2	15,400.00	3,009.00
• In GSTR-2B not in PR ⓘ	15	0	43,700.00	8,664.00
• In PR not in GSTR-2B ⓘ	0	8	27,705.00	5,755.50
TOTAL	20	13	84,305.00	17,163.50

2. Click **select** to set tolerance value for individual tax amount.

×

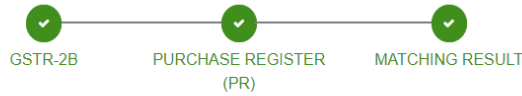
REFINE MATCHING RESULT

Set tolerance for individual tax amount (Integrated tax, Central tax, State/UT tax and Cess) ₹ ▾

Apply approximation for matching on document number : **Yes**

APPLY & RE-MATCH

3. Select the **Yes** option to apply approximation for matching on document number, and then click the **APPLY & RE-MATCH** button to display the results.



[REFINE MATCHING RESULT](#)

Summary of GSTR-2B and Purchase Register (PR)

Matching result	No. of documents		Total taxable value (₹)	Total tax amount (₹)
	GSTR-2B	Purchase register		
Exact match (All 7 parameters match) ⓘ	2	2	1,500.00	245.00
Partial match ⓘ	4	4	5,000.00	637.50
Probable match ⓘ	0	0	0.00	0.00
Mismatch (Few parameters do not match or record do not exist in GSTR-2B/PR) ⓘ	14	7	68,805.00	15,125.50
• Unmatched (2 or more parameters not match) ⓘ	2	2	15,400.00	3,009.00
• In GSTR-2B not in PR ⓘ	12	0	34,700.00	7,516.50
• In PR not in GSTR-2B ⓘ	0	5	18,705.00	4,600.00
TOTAL	20	13	75,305.00	16,008.00

Details of matching result

Supplies from registered persons (B2B)

[Export to CSV](#)

Matching result	Match type	No. of documents	Taxable value (₹)	Total tax amount (₹)
Match	M1(1) Exact match	1	4,500.00	570.00
	M1(2) Match with tolerance	0	0.00	0.00
	M1(3) Match with approximation	0	0.00	0.00
	Sub-total	1	4,500.00	570.00
	M2(1) Partial match	1	-4,000.00	-510.00
	M2(2) Partial match with tolerance	2	5,000.00	335.00
	M2(3) Partial match with approximation	0	0.00	0.00
	Sub-total	3	1,000.00	-175.00
	M3(1) Probable match	0	0.00	0.00
	M3(2) Probable match with tolerance	0	0.00	0.00
	M3(3) Probable match with approximation	0	0.00	0.00
	Sub-total	0	0.00	0.00
Mismatch	M4(1) Unmatched	0	0.00	0.00
	M4(2) In GSTR-2B not in PR	5	23,500.00	4,195.00
	M4(3) In PR not in GSTR-2B	3	6,000.00	1,650.00

		Sub-total	8	29,500.00	5,845.00	
TOTAL			12	35,000.00	6,240.00	
Deemed Exports (DE)						
Matching result	Match type	No. of documents	Taxable value (₹)	Total tax amount (₹)		
Match	M1(1) Exact match	1	-3,000.00	-325.00		
	M1(2) Match with tolerance	0	0.00	0.00		
	M1(3) Match with approximation	0	0.00	0.00		
	Sub-total		1	-3,000.00	-325.00	
	M2(1) Partial match	0	0.00	0.00		
	M2(2) Partial match with tolerance	1	4,000.00	812.50		
	M2(3) Partial match with approximation	0	0.00	0.00		
	Sub-total		1	4,000.00	812.50	
	M3(1) Probable match	0	0.00	0.00		
	M3(2) Probable match with tolerance	0	0.00	0.00		
	M3(3) Probable match with approximation	0	0.00	0.00		
	Sub-total		0	0.00	0.00	
Mismatch	M4(1) Unmatched	2	15,400.00	3,009.00		
	M4(2) In GSTR-2B not in PR	7	11,200.00	3,321.50		
	M4(3) In PR not in GSTR-2B	2	12,705.00	2,950.00		
	Sub-total		11	39,305.00	9,280.50	
TOTAL			13	40,305.00	9,768.00	

[BACK](#)

4. The matching results with tolerance and approximation selected are displayed in the summary and details section.

Once the matching results are generated and displayed, all the three buttons for **GSTR-2B**, **PURCHASE REGISTER**, and **MATCHING RESULT** turn green with check marks.

