



9y9GST-Match

Manual

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Features of 9y9GST-Match Application

- 1. This Excel based Application is having vibrant colors and Buttons. Easy to use Application. Just Copy, Paste and Match, you will get different Reports in a single click. This is a standalone Application does not need internet for matching your data. No need to upload your Data just copy and paste and match.
- 2. It will check all GSTIN in Purchase-B2B for errors and suggest possible correction in GSTIN.
- Most of the invalid inputs or wrong entries are shown immediately in RED color for correction in Purchase-B2B Sheet.
- 4. On the basis of GST Registration Number, it will automatically select the State. You can change place of supply if it is different from your place of registration.
- Copy and paste your Purchase-B2B or import from Template file or import from Tally GSTR-2 (B2B Detailed Invoices) Excel File and import GSTR-2A file downloaded from GSTIN site and match for differences.
- 6. You can make Back-up file for future reference with this Application. Backup will be saved in "9y9GST-Match" folder with name and period in the Directory you select. And import Backup file again any time. It does not have its own Data source therefore generate Reports and take Backup for each Taxpayer before changing a Taxpayer.
- 7. You can export different Reports from this Application and all Reports will be saved in "9y9GST-Match" folder with name and period in the Directory you select.
- 8. It will match GSTIN, Invoice Number, Taxable Value and IGST, CGST and SGST, Invoice Type, RCM and POS. Not submitted Status of counter party are shown separately.
- 9. You can match data upto 5000 entries for each Taxpayer in each match. Data of 100 Taxpayers can be matched with this Application, for matching more then 5000 entries contact us for custom Application.

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Reports generated with this Application

- 1. "GSTINwise Total" of all invoices & "GSTINwise List" if Total Matched.
- 2. "GSTINwise List" if Total Not Matched. & List of "Missing GSTIN"
- 3. "Invoice Number Not Matched" and "Taxable Value Not Matched"
- 4. "Missing Invoices" in YOUR Data and GSTR-2A Data
- 5. List of all "Invoices Not Matched"
- 6. "GSTINwise Invoices" of YOUR Data
- 7. "GSTINwise Invoices" of GSTR-2A Data
- 8. "Return Not Submitted Counter Party Status" invoices and
- 9. "Reconciliation"

INSTRUCTIONS TO USE

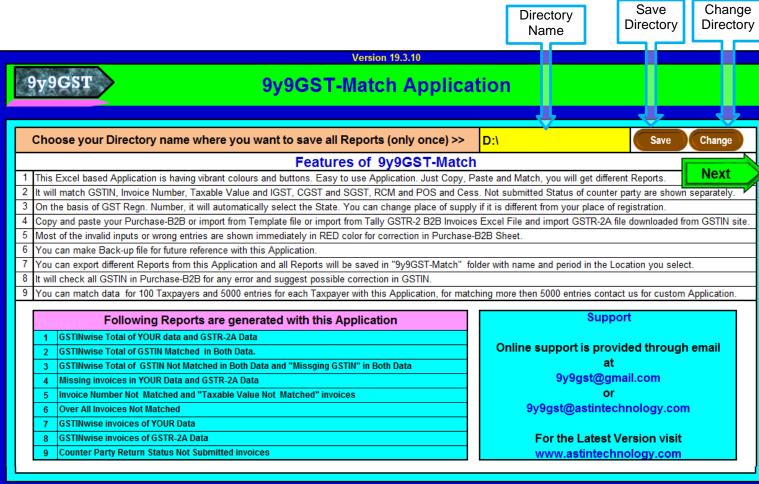
- 1. Allow your Antivirus and Firewall to run this Application. Save Directory name to save all reports generated from this Application. An icon 9y9-GST-Match will be created at the desktop automatically. Before closing this Application you can save your data in this Application. When you restart this Application it will open with the data saved.
- 2. When you click a button, a message may pop-up, read & follow that message. All particulars in YELLOW cells are mandatory in "Home" Sheet.
- 3. First make List of Taxpayers in "Taxpayers Sheet" and select a Taxpayer for GSTR-2A Match. Select your Purchase options on Home Sheet and save. You can save Taxpayers Name and GSTIN from GSTR-2A or Purchase-B2B Template also. Import any GSTR-2A File or Purchase-B2B file, it will ask to save Taxpayer's Name and GSTIN. Don't use Drag and Drop function of Excel. A Purchase-B2B Template file is available in 9y9GST-Match folder in your Directory.
- Copy and paste your Purchase-B2B or import from Template file or import from Tally GSTR-2 (B2B Invoices) Excel File. To get Tally GSTR-2 (B2B Detailed Invoices) Excel file, go to Display -> Statutory Reports -> GST -> GSTR-2 -> B2B Invoices -> Invoice-wise -> Detailed, Now export this list as Excel File.
- 5. Import GSTR-2A file downloaded from GSTIN site. Now go to GSTR-2A from GST Sheet and Import your GSTR-2A Data files one by one in GSTR-2A from GST Sheet or copy and paste GSTR-2A Data in this Sheet. Then click "Match" button to match Both Data. Different Reports are generated in Blue color Sheets. To search invoice, you can search invoice in Purchase-B2B and GSTR-2A from GST Sheets, A button is given to search.
- 6. You should have dd-mm-yyyy date format in your computer. To change date format go to Control Panel then Region and Language then Formats then Additional Settings then Dates and change or type Short Date to dd-mm-yyyy and press Apply Button.
- 7. If you have more then 1000 entries of Purchase-B2B, a button is given on Purchase-B2B Sheet to Add more Rows.
- 8. Date, Name, Credit Notes, Debit Notes and Status of counter party are not considered while matching invoice to invoice. A separate Report is generated for " Counter Party Return Status ". For Mismatch invoices you can modify details of invoices in "Purchase-B2B" sheet, You should not make any changes in Sheet "GSTR-2A from GST"
- 9. System Requirements: Windows7 and above, MS Office 2010 and above, RAM 2GB and above. This Application is best viewed in 1600X900 or 1366X768 Resolution.



Help Sheet

You are requested to read Features of 9y9GST-Match, List of Reports to be generated, instructions to use. To uninstall this Application go to Control Panel and uninstall 9y9GST-Match Application.

Now choose your directory name to save your reports and backup generated from this Application and press save. Go to Home sheet press Next button.



INSTRUCTIONS TO USE

- Allow your Antivirus and Firewall to run and trust this Application. Save Directory name to save all reports generated from this Application. An icon 9y9-GST and Manual is available at your Desktop. When you click a button, a message may pop-up, read & follow that message. All particulars YELLOW cells are mandatory in "Home" Sheet.

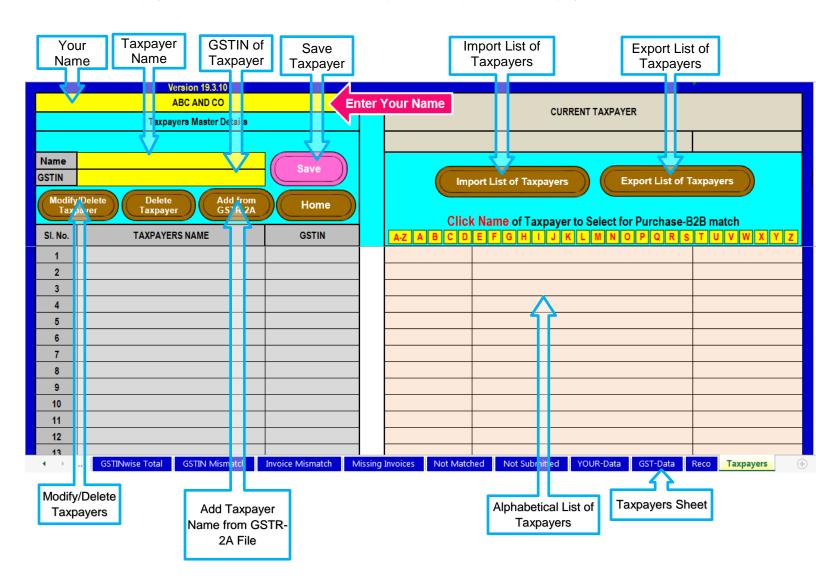
 First make List of Taxpayers in "Taxpayers Sheet" and select a Taxpayer for GSTR-2A Match. Select your Purchase options on Home Sheet and save. You can save Taxpayers Name and GSTIN from GSTR-2A or Purchse-B2B Template also. Import any GSTR-2A File or Purchase-B2B file, it will ask to save Taxpayer's Name and GSTIN.

 Select a Taxpayer from the "Taxpayers" sheet or select from Home sheet with other options and click save button.
- Now go to Purchase-B2B Sheet and paste your PurchaseB2B data or Import your purchase templete files or import from Tally GSTR-2 (B2B Invoices) Excel File. To get

 Tally GSTR-2 (B2B Invoices) Excel file, go to Display > Statutory Reports > GST > GSTR-2 > B2B Invoices > Invoice-wise > Detailed, and export this list as Excel File.
- Now go to GSTR-2A from GST Sheet and Import your GSTR-2A Data files one by one in Sheet GSTR-2A from GST or copy and paste GSTR-2A Data in this Sheet. Then click "Match" button to match Both Data. Different Reports are generated in Blue color Sheets. To search invoice, you can search invoice in Purchase-B2B and GSTR-2A from GST Sheets, A button is given to search. If you have more then 1000 entries of Purchase-B2B, a button is given on Purchase-B2B Sheet to Add more Rows.
- You computer should have dd-mm-yyyy date format. To change date format go to Control Panel, Region and Language, Formats, Additional Settings, Dates and change/type Short Date to dd-mm-yyyy and press Apply Button. It does not have its own Data source therefore generate Reports and take Backup for each Taxpayer.
- 7 For Mismatch invoices you can modify details of invoices in "Purchase-B2B" sheet, You should not make any changes in Sheet "GSTR-2A from GST".
- 8 Date, Name, Credit Notes, Debit Notes and Status of counter party are not considered for matching. A separate Report is generated for "Counter Party Return Status".
- 9 System Requirements:- Windows7 and above, MS Office 2010 and above, RAM 2GB and above. This Application is best viewd in 1366X768 and above Resolution.

Taxpayers Sheet

Enter your name and name of Taxpayer with GSTIN, it will check the GSTIN if wrong you will get message that GSTIN is wrong with detail of wrong character if any. Make list of all your Taxpayers here. When you add more taxpayers the list at the both side is updated and a File "List of Taxpayers" is created in "9y9GST-Match" folder for reference. At the right side an alphabetical list of taxpayers is available for selection. Click the name of taxpayer at the right side and it will be selected at home page for matching the data. You can modify or delete the Taxpayers also on this sheet. You can Export and Import List of Taxpayers.

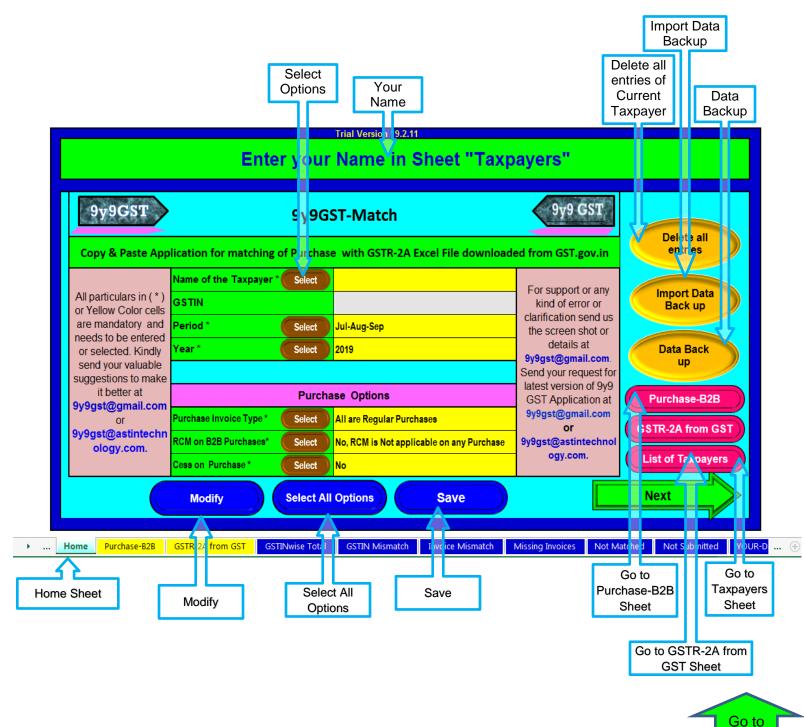




Home Sheet

Create list of Taxpayers first if not created and then select taxpayer from list of taxpayers.

Select Name of Taxpayer if not selected from list of taxpayers, select period and year and purchase option before matching. After matching you can take Data Backup and a Backup file will be created for this taxpayer with all Reports. You can import this Backup any time in this Application. Before matching data of another taxpayer take Backup and then Delete all entries of this taxpayer in this Application. This Application is not having its own data source therefore data will not be imported automatically, you have to import from your earlier backup file created by this Application. To change the details of taxpayer, if already selected click modify button. After selecting the option you can go to "Purchase-B2B" or "GSTR-2A from GST" sheet or click Next button.



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Purchase-B2B Sheet

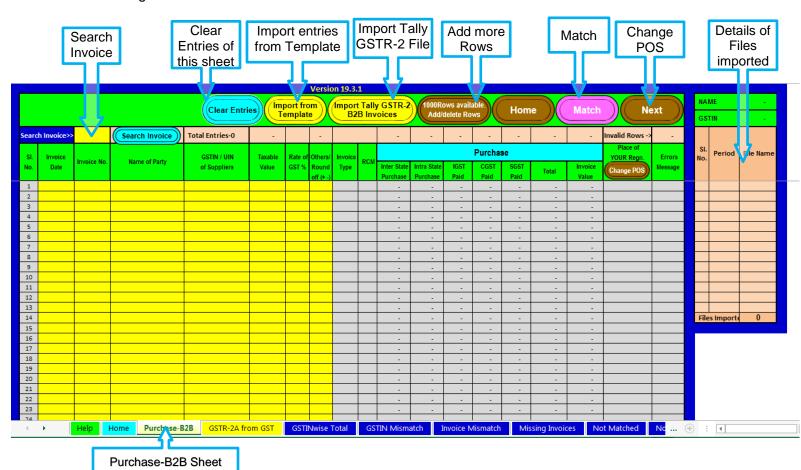
In this sheet you can copy and paste your Purchase-B2B details or you can import from Purchase-B2B Template file. Copy and paste your Purchase-B2B or import from Template file or import from Tally GSTR-2 (B2B Invoices) Excel File. To get Tally GSTR-2 (B2B Detailed Invoices) Excel file, go to Display -> Statutory Reports -> GST -> GSTR-2 -> B2B Invoices -> Invoice-wise -> Detailed, Now export this list as Excel File and import in this Application.

To import from Template file click Import from Template Button. Purchase-B2B Template file is available in "9y9GST-Match" folder in your directory. By default 1000 rows are available for entries, if you have more than 1000 entries click add/delete Row button. It will add 500 rows in one go and delete 250 rows one go. To clear all entries of this sheet click Clear Entries button.

To search invoice type invoice number in yellow cell at the left of "Search Invoice" button and press Search Invoice button.

Your State of registration is assumed as place of supply, if it is different then you can change Place of supply, to change POS, Click "Change POS" button and select place of supply.

If you have entered data in GSTR-2A from GST then press "Match" Button, it will match both data and Different Reports to be generated in Blue color sheets. During matching a status of matching % will be displayed with the time taken in matching.



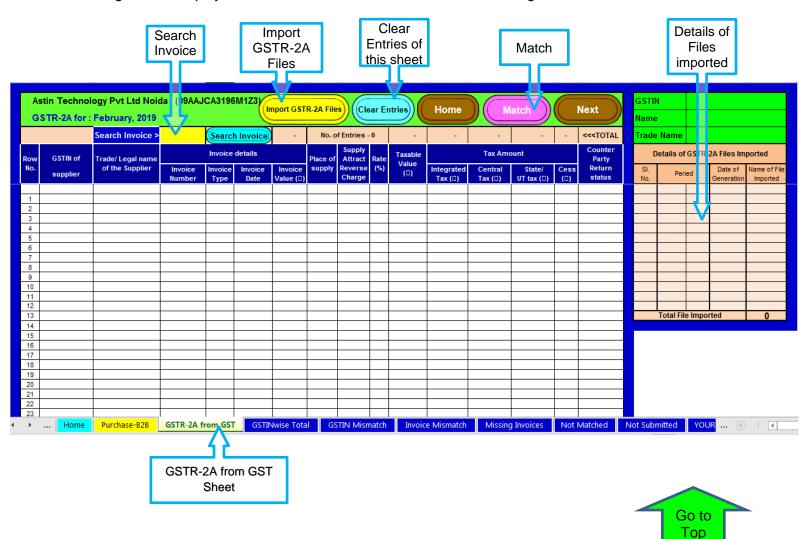


GSTR-2A from GST Sheet

In this sheet you can copy and paste your GSTR-2A Data or you can import GSTR-2A files downloaded from GST site one by one. To import file click Import GSTR-2A from GST Button and it will import files one by one and update details of files imported at the right side. If a file of another taxpayer is imported, it will not allow to import that file. If a file which is not imported from GST Portal it will not allow to import in this sheet and message will be shown that the file is not downloaded from GST portal. To clear all entries of this sheet click Clear Entries button.

To search invoice, type invoice number in yellow cell at the left of "Search Invoice" button and press Search Invoice button.

If you have entered data in Purchase-B2B then press "Match" Button, it will match both data and Different Reports to be generated in Blue color sheets. During matching a status of matching % will be displayed at the bottom of excel and a message will be displayed after the match with the time taken in matching.

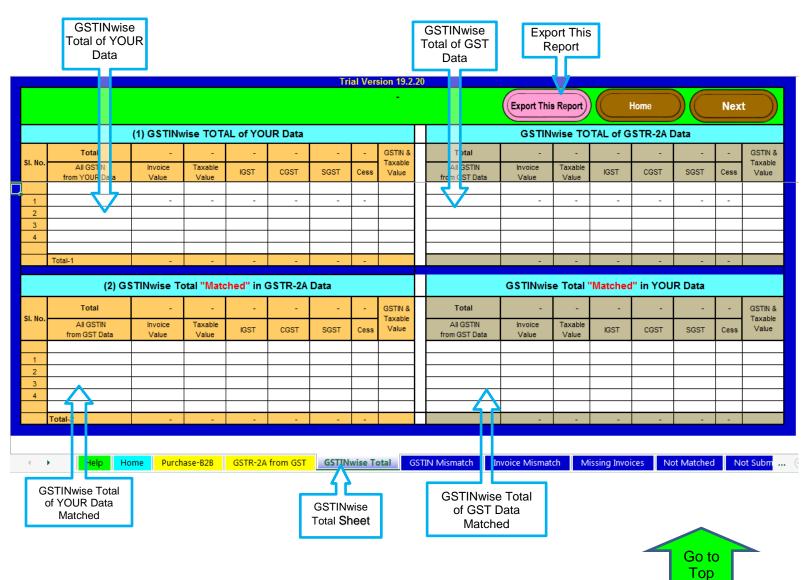


GSTINwise TOTAL Sheet

This is the first Report sheet.

The first Table of this Sheet shows GSTINwise Total of your data and GST Data (the data from GSTR-2A file).

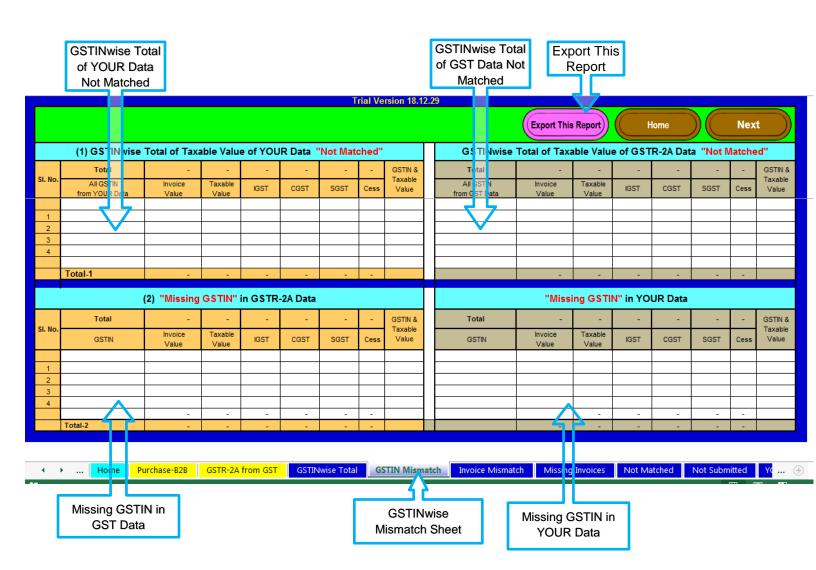
The second Table of this sheet shows the GSTINwise Total of which Taxable value are matched.



GSTIN Mismatch Sheet

The first Table of this sheet shows the GSTINwise Total of which Taxable value are not matched.

The second Table of this Sheet shows the GSTIN which are missing in GSTR-2A Data and in YOYR Data.

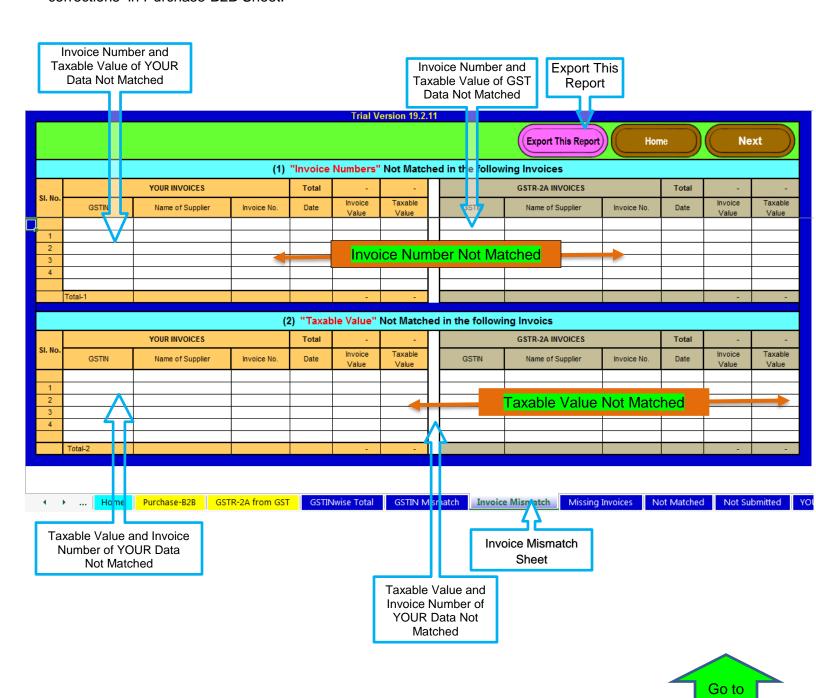




Invoice Mismatch Sheet

The First Table of this sheet shows the invoices of which invoice number does not match or the invoices which have the same taxable value or invoice value in GST Data. To modify invoice numbers Export this report and make corrections in Purchase-B2B Sheet.

The Second Table of this sheet shows the invoices of which Taxable Value does not match or the invoices which have the same taxable value or invoice value in YOUR Data. To modify Taxable values Export this report and make corrections in Purchase-B2B Sheet.

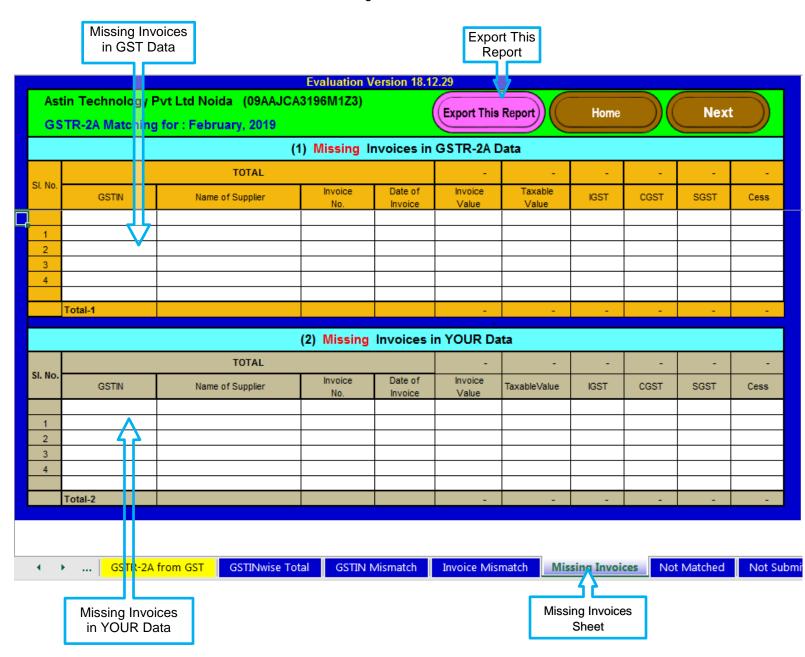


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Missing Invoices

The first Table shows YOUR invoices which are missing in GST Data.

The second Table shows GST invoices which are missing in YOUR Data.

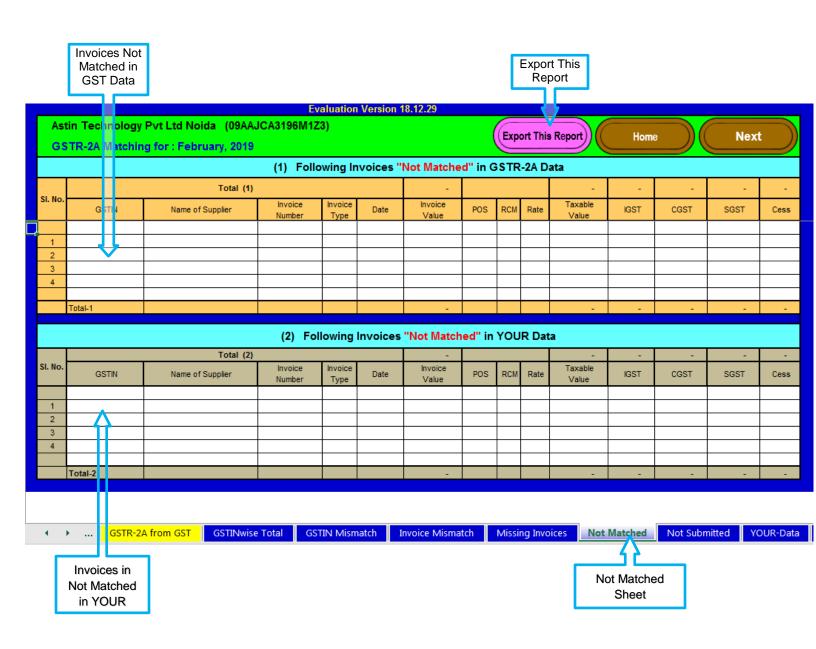




Not Matched Sheet (All Mismatch Report)

The first Table shows the entire list of YOUR invoices which have not matched either for number, invoice value, taxable value, POS, RCM, Rate or Cess in GST Data invoices.

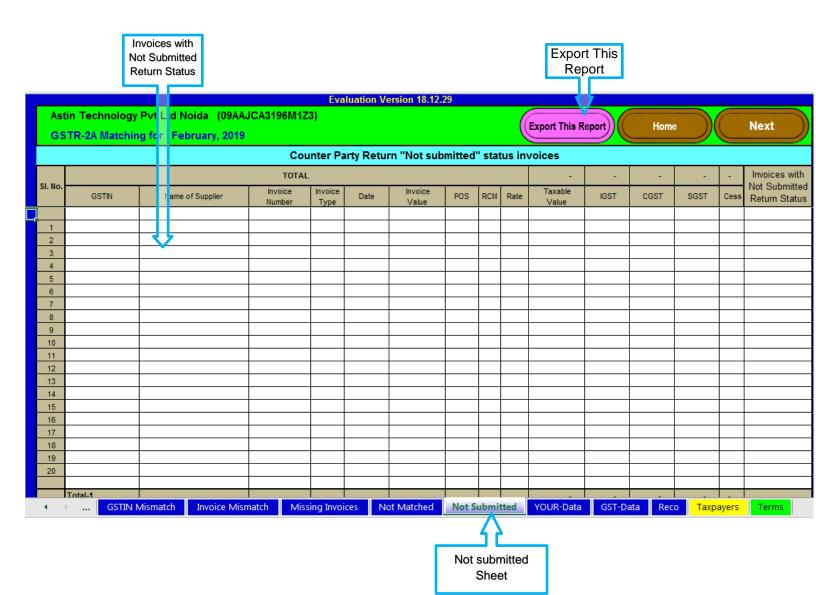
The second Table shows the entire list of GST invoices which have not matched either for number, invoice value, taxable value, POS, RCM, Rate or Cess in YOUR Data invoices.





Not Submitted Sheet

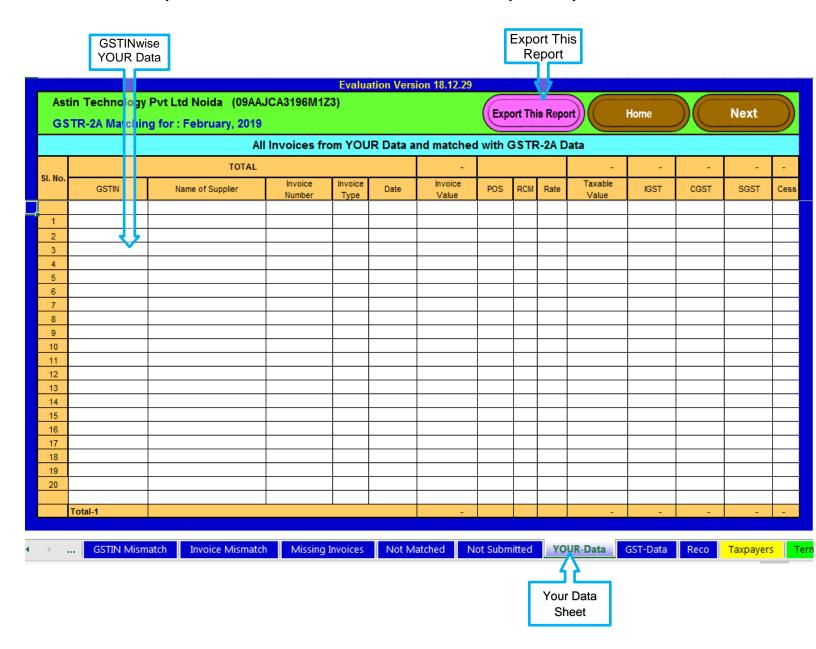
This sheet shows the details of invoices with Counter Party Not Submitted Return Status.





YOUR-Data Sheet

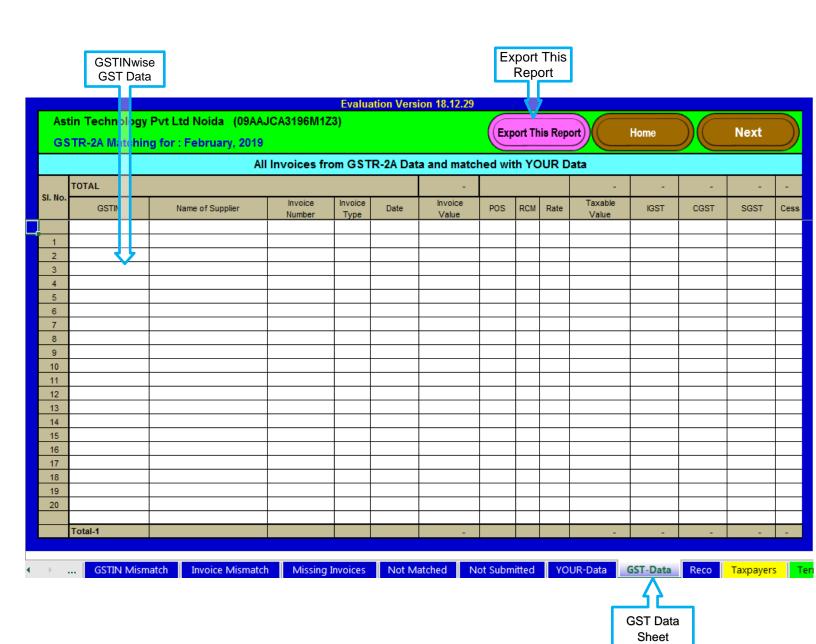
This sheet shows your invoices GSTINwise with RED colored cell if they have any mismatch.





GST-Data Sheet

This sheet shows GST invoices GSTINwise with RED colored cell if they have any mismatch.



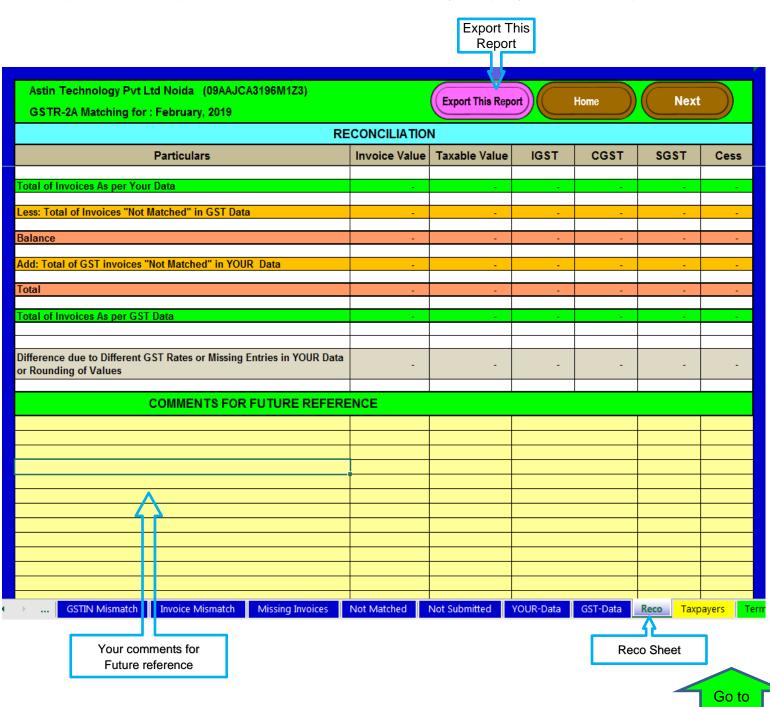


RECONCILIATION Sheet

First Table of this sheet is reconciliation of both data, click the amount not matched, it will go to that sheet for more details of mismatch.

Differences due to Different GST Rates or Double entries with 0% which are found in GST Data but not in your data or rounding of values during the match are shown in the last line.

In the second Table you can make comments for future reference in yellow cells and will be saved if you export this report or take back up. These comments will be imported when you import your earlier backup.



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Support

- 1. As of now Support is provided through email only.
- 2. For any kind of support/error/clarification/suggestion just email us at 9y9gst@gmail.com or 9y9gst@astintechnology.com

