E-Invoice in BUSY

Overview

'E-Invoicing' or 'Electronic Invoicing' is a system in which all invoices (i.e. B2B, Credit/Debit Notes, SEZ, Export) except B2C invoices are electronically uploaded and authenticated by the designated portal.

After successful authentication, a unique **Invoice Reference Number (IRN)** is generated for each invoice by **Invoice Registration Portal (IRP).** Along with IRN, each invoice is digitally signed and added with QR code. This process is collectively called as e-invoicing under GST

All invoice information will be transferred from this portal to both the GST portal and e-way bill portal in real-time. Therefore, it will eliminate the need for manual data entry while filing GSTR-1 return as well as generation of part-A of the e-way bills, as the information is passed directly by the IRP to GST portal.

<u>Implementation of E-Invoice in BUSY</u>

Complete implementation of E-Invoice in BUSY involves following steps:

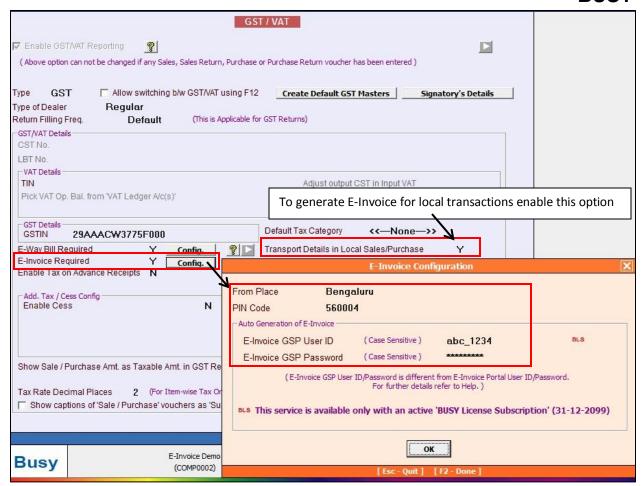
Step 1: Specify Company Address Details

It is mandatory to specify company address details to generate E-Invoice. So if you have not specified company address details, specify it by clicking **Company Edit Company**. On clicking **Edit Company** option, a **Modify Company** window appears where you can specify company address details.

Step 2: Enable and configure E-Invoice feature

To enable E-Invoice feature, click Administration \rightarrow Configuration \rightarrow Features / Options \rightarrow GST/VAT tab. On clicking GST/VAT tab, a GST/VAT window appears. Under GST/VAT window, enable E-Invoice required option. On enabling the E-Invoice required option, a Configure button appears. On clicking Configure button, an E-Invoice Configuration window appears. Given below is the screenshot of GST/VAT and E-Invoice Configuration window.

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Under *E-Invoice Configuration* window following details need to be specified:

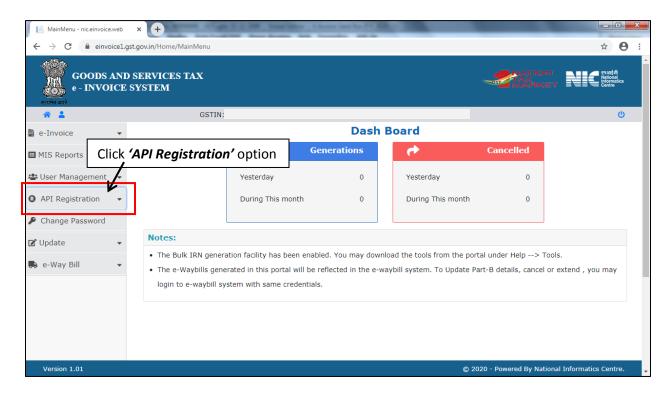
- From Place Specify location/city from where the goods will be dispatched.
- PIN Code Specify PIN Code of location/city from where the goods will be dispatched.
- *E-Invoice GSP User ID* Specify User ID of GSP which is created on E-Invoice Portal while registering for GSP. Also, you can specify User ID of GSP created for Automatic E-Way Bill generation here. So, either of the User ID can be specified here.
- *E-Invoice GSP Password* Specify Password of GSP which is created on E-Invoice Portal while registering for GSP. If you have specified User ID of E-Way Bill in the above data field then specify Password of Automatic E-Way Bill generation here.

^{*}It is advised to specify E-Way Bill User ID and Password under *E-Invoice GSP User ID and Password* data fields.

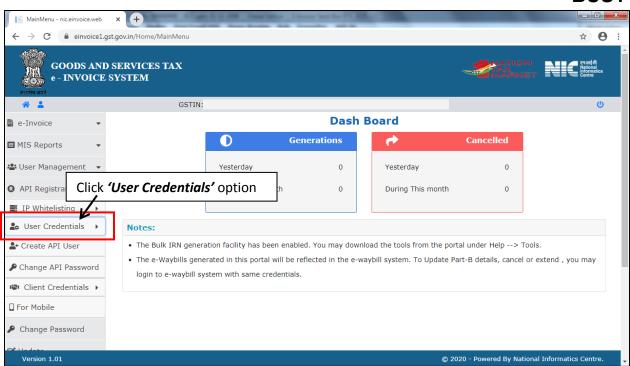


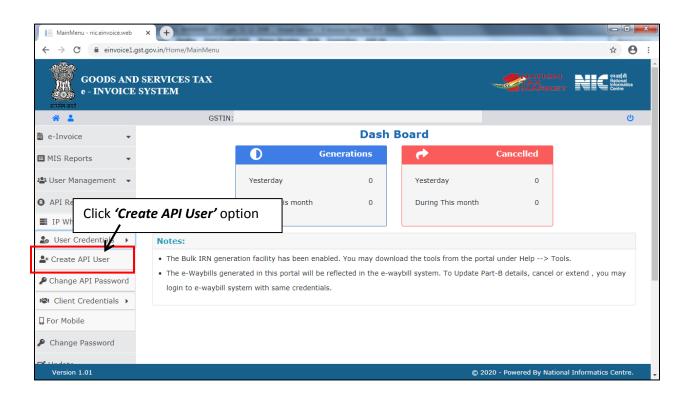
Process of Generation of GSP User ID and Password on E-Invoice Portal

To generate GSP User ID and Password, you need to register for GSP on E-Invoice Portal. To register for GSP on E-Invoice Portal, first of all login to E-Invoice Portal. Given below are the screenshots of *E-Invoice Portal* showing process of generation of GSP User ID and Password.

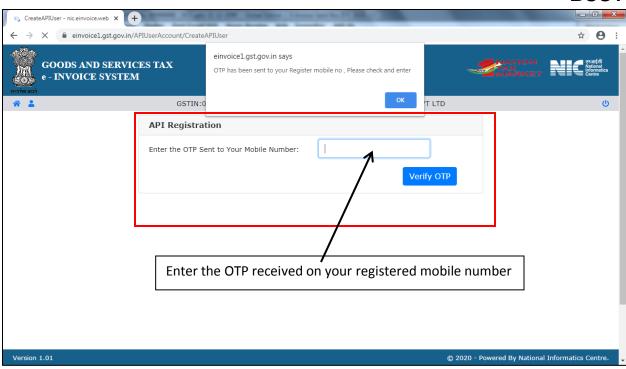


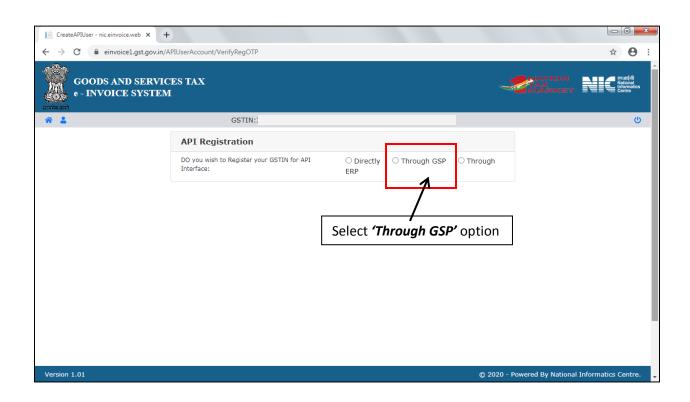


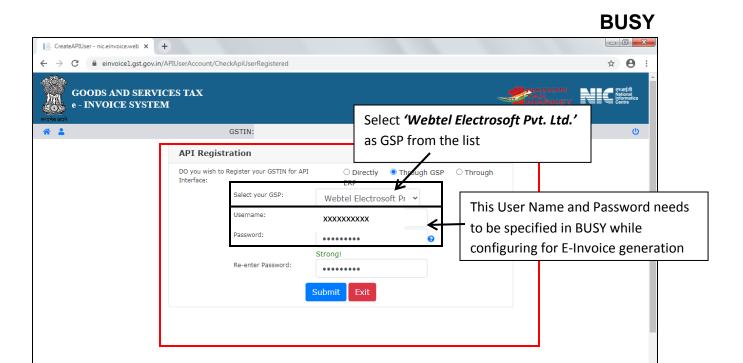












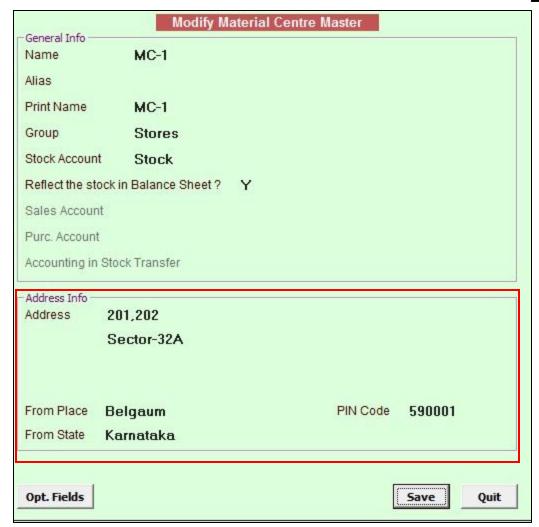
Step 3: Configure Masters

Once you have configured E-Invoice, next you need to specify details under *Material Centre*, *Party*, *Unit*, *Country and Currency* Master. Let us discuss these masters one by one.

1. Material Centre

If you have multiple Godowns at different locations (with different Place & PIN Code), you need to specify details in Material Centre also. Given below is the screenshot of *Modify Material Centre Master* window.

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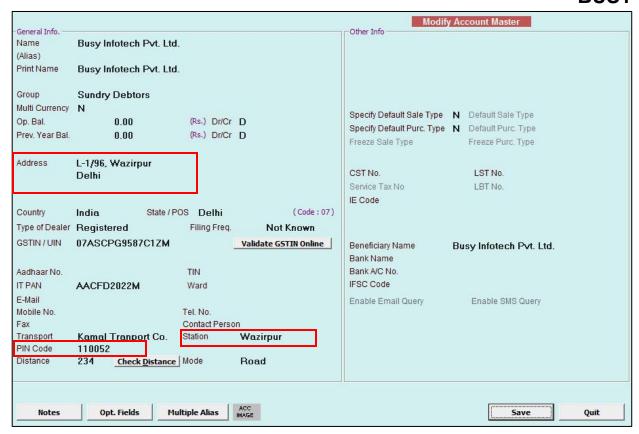


Under *Modify Material Centre Master* window, following details need to be specified in the below mentioned data fields:

- Address Specify Address where Material Centre is located.
- From Place Specify location/city of Material Centre.
- PIN Code Specify PIN Code of location/city of Material Centre.
- From State Specify State of location/city of Material Centre.

2. Party Master

Given below is the screenshot of *Modify Account Master* window.

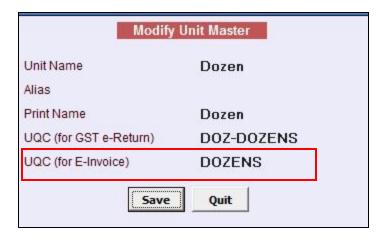


Under *Party Master* window, following details need to be specified in the below mentioned data fields:

- Address Specify Address where party is situated and goods will be received.
- Station Specify Name of Place where goods will be received.
- PIN Code Specify PIN Code of Place where goods will be received.

3. Unit Master

Under *Unit Master*, specify UQC (Unit Quantity Code). To specify UQC under *Unit Master*, click: Administration → Masters → Unit → Add/Modify option. Given below is the screenshot of *Modify Unit Master* window.



Under *Unit Master*, specify UQC of the Unit under *UQC* (for E-Invoice) data field. In the similar manner specify UQC for all the Unit Masters.

*You can refer to E-Invoice Portal for getting UQC of various units.

4. Country Master

Under *Country Master*, specify Country Code. This is required only in case of **Export transactions**. To specify Country Code under *Country Master*, click: **Administration** → **Masters** → **Misc. Masters** → **Country** → **Add/Modify** option. Given below is the screenshot of *Country Master* - *Modify* window.



Under Country Master, specify Country Code under Country Code data field.

*You can refer to E-Invoice Portal for getting Country Code of various countries..

5. Currency Master

Under *Currency Master*, specify Currency Code. This is required only in case of **Export transactions**. To specify Currency Code under *Currency Master*, click: **Administration** → **Masters** → **Currency** → **Add/Modify** option. Given below is the screenshot of *Modify Currency Master* window.

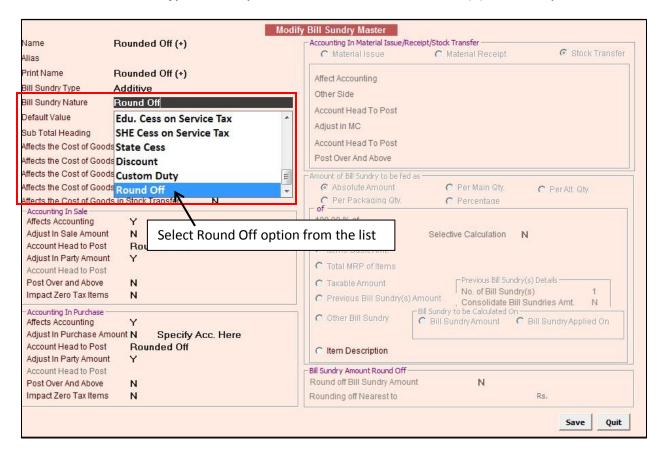


Under Currency Master, specify Currency Code under Currency Code for E-Invoice data field.

*You can refer to E-Invoice Portal for getting Currency Code of various currencies.

6. Bill Sundry Master

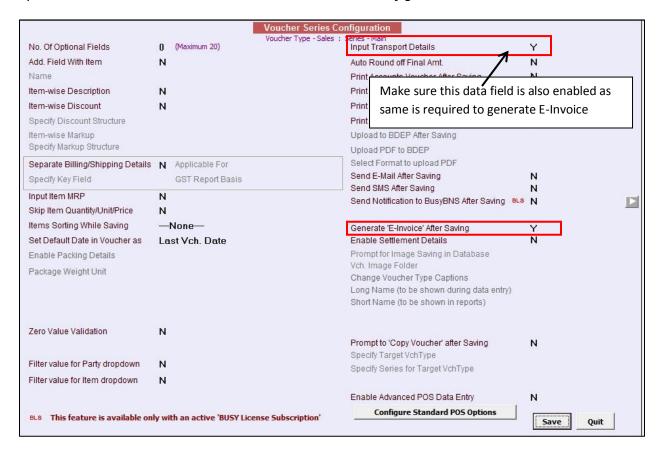
Under **Rounded Off** *Bill Sundry Master*, specify Bill Sundry Nature as **Round off**. Given below is the screenshot of *Modify Bill Sundry Master* window of Rounded Off (+) Bill Sundry.



In the similar manner, change Bill Sundry Nature for Rounded Off (-) Bill Sundry.

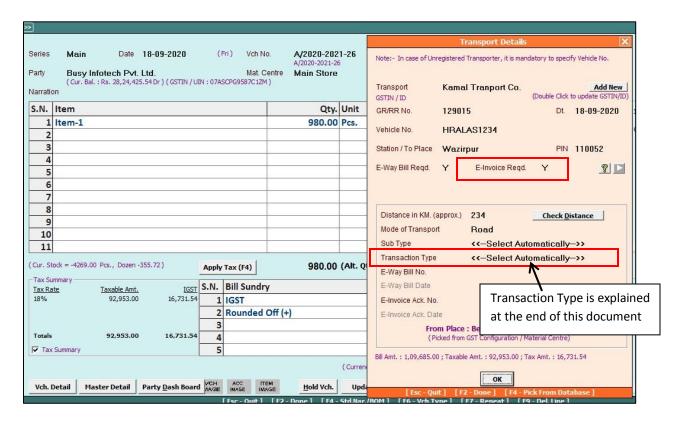
Step 4: Configure Voucher Series Configuration

To generate E- Invoice after saving of voucher, enable *Generate 'E- Invoice' After Saving* option under Voucher Series configuration. To enable *Generate 'E- Invoice' After Saving* option, click Administration → Configuration → Voucher Series Configuration → Sales → Voucher Configuration option. Given below is a screenshot of *Voucher Series Configuration* window.

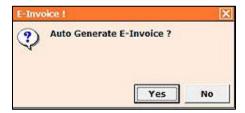


Step 5: Enter Voucher and generate E-Invoice

While entering voucher, a 'Transport Details' window appears in which you need to specify 'Y' under 'E- Invoice Required' option. Given below is the screenshot of Transport Details window that appears during voucher entry.



After specifying transport details and enabling 'E- Invoice Required' option click 'Ok' button. On clicking 'Ok' button, an E- Invoice message box appears. Given below is the screenshot of E-Invoice message box.



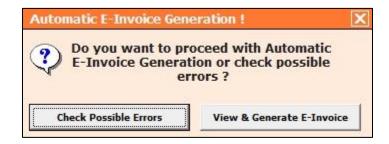
Click 'Yes' button to generate E-Invoice. On clicking 'Yes' button, an Automatic E-Invoice IRN Generation window appears. Given below is the screenshot of Automatic E-Invoice IRN Generation window.

Automatic E-Invoice IRN Generation	
Account to be shown by	Name
Item to be shown by	Name
Qty. to be shown in	Main Unit
Pick Dispatch details from Material Centre?	N
Club Item Details on HSN And Unit?	N
Special Characters to be Removed	~`!@#\$%^&*O{}[]\;;',?<>*_+=.
OK (F2) (It is recommended to use 'Google Chrome' For Uploading eReturn)	

Under Automatic E-Invoice IRN Generation window, specify the following details:

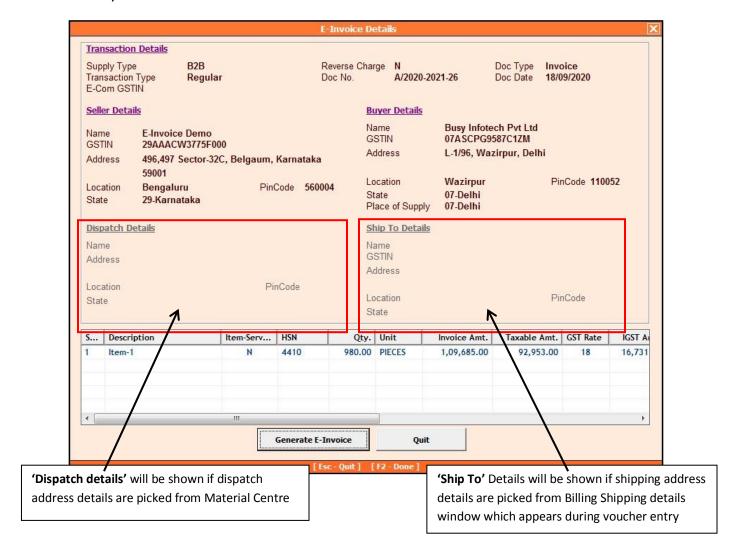
- Account to be shown by Select from the list that whether you want Account Name, Alias or Print Name to be displayed on E-Invoice.
- Item to be shown by Select from the list that whether you want Item Name, Alias or Print Name to be displayed on E-Invoice.
- *Qty. to be shown in* Select from the list that whether you want Quantity Main Unit or Alternate Unit to be displayed on E-Invoice.
- *Pick Dispatch details from Material Centre* Specify 'Y' in this data field, if you want to pick dispatch address details from *Material Centre Master*. Otherwise, dispatch address details will be pick from company address details.
- Club Item Details on HSN and Unit Specify 'Y' in this data field, if clubbing of items is to be done on the basis of HSN, Unit and Tax Rate. In this case, Description will be picked from 'Update HSN/SAC Description' utility. This is required when there are multiple items with same HSN, Unit and Tax Rate.

After entering the required data in data fields, click 'Ok' button. On clicking 'Ok' button, an Automatic E- Invoice Generation message box appears. Given below is the screenshot of Automatic E-Invoice IRN Generation window.



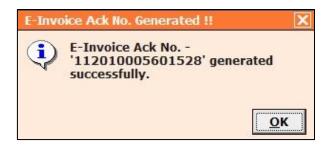
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Click *Check Possible Errors* button to check the error in the data if any and rectify them to generate E-Invoice. Once the errors are rectified, click *View & Generate E-Invoice* button. On clicking *View & Generate E-Invoice* button, an *E-Invoice Details* window appears showing all necessary details. Given below is the screenshot of *E-Invoice Details* window.

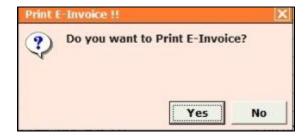


<u>Please Note</u>: In case of Export and SEZ transactions, **'Ship To'** Details will be picked from Update Port Address Details utility provided under **Transactions → GST Misc. Utilities → Update Port Address Details** option.

Once all the details are viewed, click *Generate E-Invoice* button. On clicking *Generate E-Invoice* button, an *E-Invoice Ack. No. Generated* message box appears displaying the E-Invoice number. Given below is a screenshot of *E-Invoice Ack. No. Generated* message box.



Once *E-Invoice Ack. No.* is generated, a Print E-Invoice message box appears. Given below is the screenshot of *Print E-Invoice* message box.

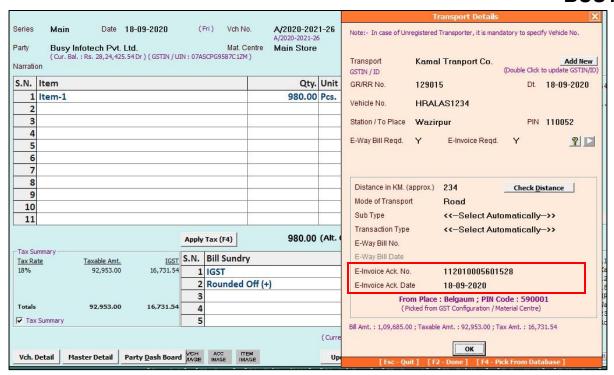


Click 'Yes' button to print E-Invoice. On clicking 'Yes' button, a PDF page will open. You can print and download the E-Invoice from there. Given below is the screenshot of PDF file of E-Invoice.



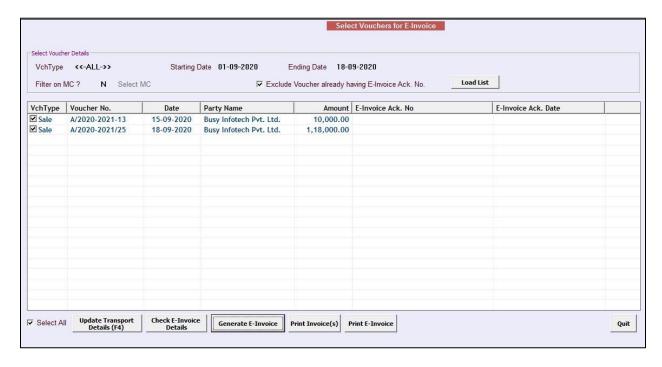
Now when you will open the voucher in modify mode, *E-Invoice Ack. Number* and *E-Invoice Ack. Date* will be automatically updated under *Transport Details* window. Given below is the screenshot of voucher in *Modify* mode.





Step 6: Generate E-Invoice for multiple vouchers

You can also generate E-Invoice for multiple vouchers in one go. To generate E-Invoice in bulk, click: **Transactions > GST Misc. Utilities > Generate/Print E-Invoice** option. On clicking *Generate/Print E-Invoice* option, a *Select Vouchers for E-Invoice* window appears. Given below is the screenshot of *Select Vouchers for E-Invoice* window.



Under Select Vouchers for E-Invoice window, following details need to be specified:

- Vch Type Select the required Voucher Type from the list for which you want to view vouchers.
- Starting Date Specify Starting Date from which you want to view vouchers.
- Ending Date Specify Ending Date till which you want to view vouchers.
- Filter on MC Specify 'Y', if you want to apply MC wise filter in case you are maintaining more than one MC.
- Select MC This data field gets active if you have specified 'Y' under Filter on MC data field. Select the required MC for which you want to load vouchers.
- Exclude Voucher already having E-Invoice Ack. No. Check the checkbox if you want to exclude those vouchers for which E-Invoice Ack. No. is already generated.
- Load List Click Load List button to load the vouchers for specified date range. On clicking Load List button, vouchers for specified date range will appear.

At the bottom of *Select Vouchers for E-Invoice* window, following buttons are appearing:

- Update Transport Details (F4) Click this button to update transport details. You can also use F4 shortcut key for the same. On clicking this button, an Update Transport Details window appears. Specify the data to be updated and click Update button.
- Check E-Invoice Details Click this button to check for errors in data, if any. Select the vouchers for which you want to check for errors in data and click Check E-Invoice Details button. On clicking this button Check E-Invoice Details window appears showing details of vouchers and errors in Red color if any. Correct the errors if found any.
- Generate E- Invoice Click this button to generate E- Invoice Ack. No. On clicking this button, E-Invoice Ack. No. will be generated for the selected vouchers one by one and will be automatically updated in vouchers.
- Print Invoice(s) Click this button to print sale invoice from here only.
- *Print E-Invoice* Click this button to print E-Invoice for the selected vouchers. On clicking this button, PDF file for the selected vouchers will be opened one by one which you can print and download.

With this we have completed implementation of E-Invoice in BUSY.

*Transaction Type in E-Invoice

While generating E-Invoice, there can be four types of transaction type which are as follows:

1. Regular

This transaction type will appear in case of a regular or normal transaction, where goods are dispatched from seller's location and shipped to buyer's location. For Example, Seller is situated in Rohini (110085) and Buyer is situated in Dwarka (110075). In this example,

- 'Bill From' PinCode will be 110085,
- 'Dispatch From' PinCode will also be 110085,
- 'Bill To' PinCode will be **110075** and
- 'Ship To' PinCode will also be 110075

In Regular transaction,

- 'Bill From' and 'Dispatch From' PinCode will be same
- 'Bill To' and 'Ship To' PinCode will be same

2. Bill To - Ship To

In this type of transaction, goods are dispatched from seller's location and shipped to some another location other than buyer's location. For Example, Seller is situated in Rohini (110085) and Buyer is situated in Dwarka (110075), but Buyer asked for shipment of goods to Janakpuri (110058). In this example,

- 'Bill From' PinCode will be 110085,
- 'Dispatch From' PinCode will also be 110085,
- 'Bill To' PinCode will be 110075 and
- 'Ship To' PinCode will be 110058

In Bill To - Ship To transaction,

• 'Bill From' and 'Dispatch From' PinCode will be same.

Please Note: 'Bill To – Ship To' transaction will take place only when:

- 'Separate Billing Shipping Details' feature is enabled from Administration →
 Configuration → Voucher Configuration and
- GST Report Basis is selected as 'As per Billing/Shipping Details'.

3. Bill From - Dispatch From

In this type of transaction, goods are dispatched from a location other than seller's location and will be shipped to buyer's location. For Example, Seller is situated in Rohini (110085) and Buyer is situated in Dwarka (110075), but seller dispatch the goods from Ashok Vihar (110052). In this example,

- 'Bill From' PinCode will be 110085,
- 'Dispatch From' PinCode will be 110052,
- 'Bill To' PinCode will be 110075 and

'Ship To' PinCode will also be 110075

In Bill From - Dispatch From transaction,

• 'Bill To' and 'Ship To' PinCode will be same.

Please Note: 'Bill From – Dispatch From' will take place only when:

• 'Pick Address' Details from Material Centre option is specified as 'Y' which appears at the time of generating E-Invoice.

4. Combination of 2 & 3

This is the combination of above two transactions i.e. goods are dispatched from a location other than seller's location and shipped to some another location other than buyer's location. For Example, Seller is situated in Rohini (110085) and Buyer is situated in Dwarka (110075), but seller dispatch the goods from Ashok Vihar (110052) to Janakpuri (110058). In this example,

- 'Bill From' PinCode will be 110085,
- 'Dispatch From' PinCode will be 110052,
- 'Bill To' PinCode will be 110075 and
- 'Ship To' PinCode will also be 110058

<u>Please Note:</u> 'Combination of 2 & 3' will take place only when:

- Separate Billing Shipping Details' feature is enabled and GST Report Basis is selected as 'As per Billing/Shipping Details'.
- 'Pick Address' Details from Material Centre option is specified as 'Y' which appears at the time of generating E-Invoice.

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- 'Bill From' PinCode i.e. Seller PinCode will be picked from E-Invoice Configuration window.
- 'Dispatch From' PinCode will be picked from Material Centre.
- 'Bill To' PinCode will be picked from Party Master.
- 'Ship To' PinCode will be picked from Transport Details window.