# Auto Generation of E-Way Bill from BUSY

Overview

Manual generation & printing of E-Way Bill includes various steps which becomes a time consuming process. To simplify this process of generating E-Way Bill, BUSY has introduced *Auto Generation of E-Way Bill* option. With *Auto Generation of E-Way Bill* option, you can automatically generate and print E-Way Bill from BUSY at the time of saving the voucher. E-Way Bill No. will be then automatically updated in corresponding voucher and you can print invoice and E-Way Bill from there only.

Generate & Print E-Way Bill Automatically

To generate & print E-Way Bill automatically from BUSY, following steps need to be followed:

Step 1: Configure Auto Generation of E-Way Bill

To configure *Auto Generation of E-Way Bill* go to: *Administration → Configuration → Features/Option → GST/VAT* tab*. On clicking *GST/VAT* tab, a *GST/VAT* window appears. In *GST/VAT* window, specify 'Y' under *E-Way Bill Required* option and click *Configure* button. On clicking *Configure* button, an *E-Way Bill Configuration* window appears. Given below is a screenshot of *E-Way Bill Configuration* window:
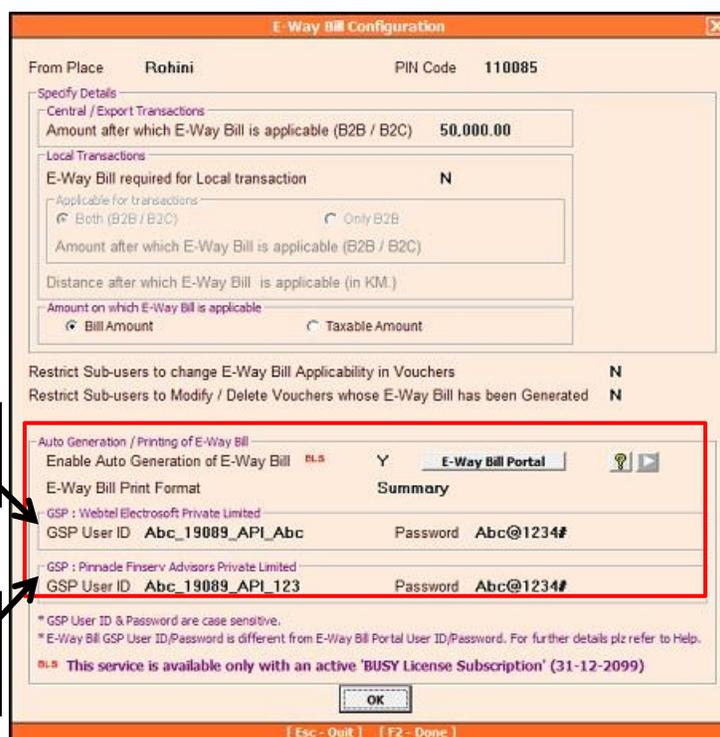
Specify E-Way Bill GSP User ID and Password for *'Webtel'* here

Specify E-Way Bill GSP User ID and Password for *'Pinnacle'* here

Under *E-Way Bill Configuration* window, following details need to be specified for Auto Generation of E-Way Bill:

- *Enable Auto Generation of E-Way Bill* – Specify 'Y' in this data field to generate E-Way Bill automatically from BUSY.
- *GSP User ID (Webtel Electrosoft Private Limited)* – Specify E-Way Bill GSP User ID for 'Webtel' in this data field.
- *GSP Password (Webtel Electrosoft Private Limited)* – S*pecify E- Way Bill GSP Password for 'Webtel' in this data field.
- *GSP User ID (Pinnacle Finserv Advisors Private Limited)* – Specify E- Way Bill GSP User ID for 'Pinnacle' in this data field.
- *GSP Password (Pinnacle Finserv Advisors Private Limited)* – S*pecify E- Way Bill GSP Password for 'Pinnacle' in this data field.

Generation of GSP User ID and Password on E-Way Bill Portal

To generate GSP User ID and Password, you need to register for GSP on E-Way Bill Portal. To register for GSP on E-Way Bill Portal, login to E-Way Bill Portal. Given below is a screenshot of E-Way Bill Portal:

On E-Way Bill Portal, click *Registration* → *For GSP* option. On clicking *For GSP* option, a *Register your GST Suvidha Provider* window appears which will first authenticate you by sending OTP on your registered Mobile No. and only after the authentication, you will be allowed to register your GSP. Given below is a screenshot for authentication window:
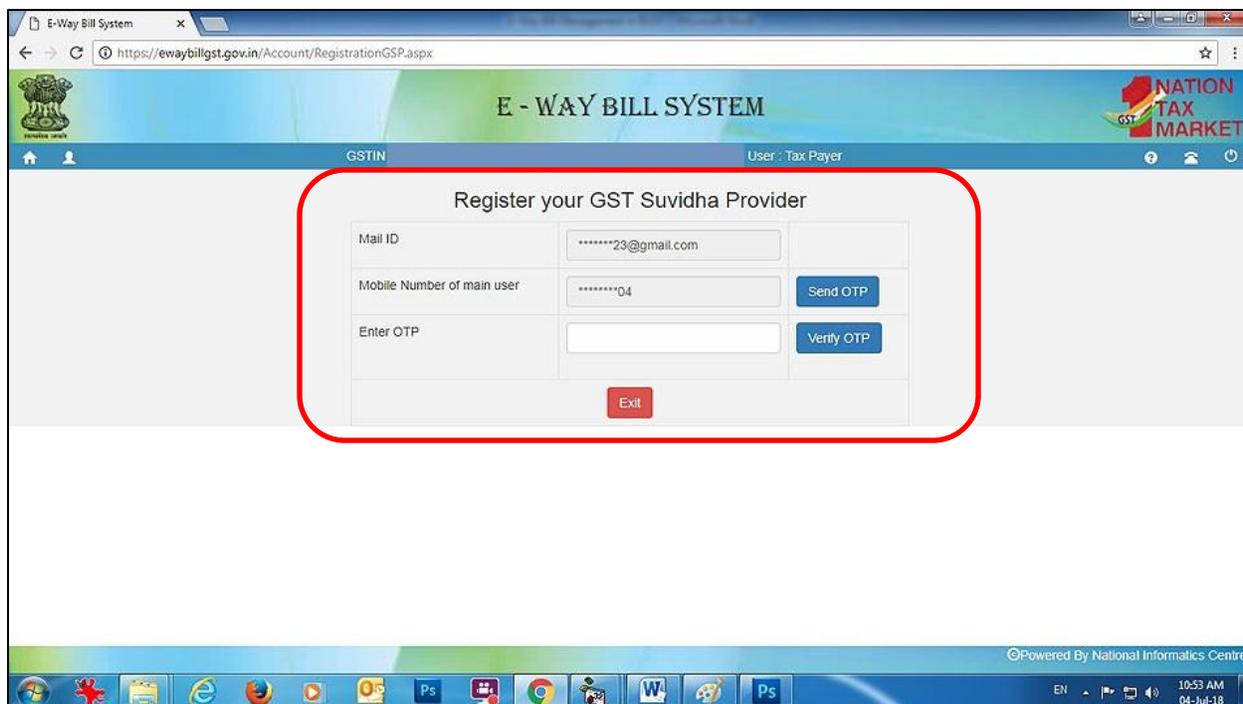
Your Registered E-Mail ID and Mobile Number will appear in respective fields. Click on *Send OTP b*utton to receive OTP on your registered mobile no. Enter OTP received and click Verify OTP button. On clicking *Verify OTP* button, a *Register your GST Suvidha Provider* window appears. Given below is a screenshot of *Register your GST Suvidha Provider* window:
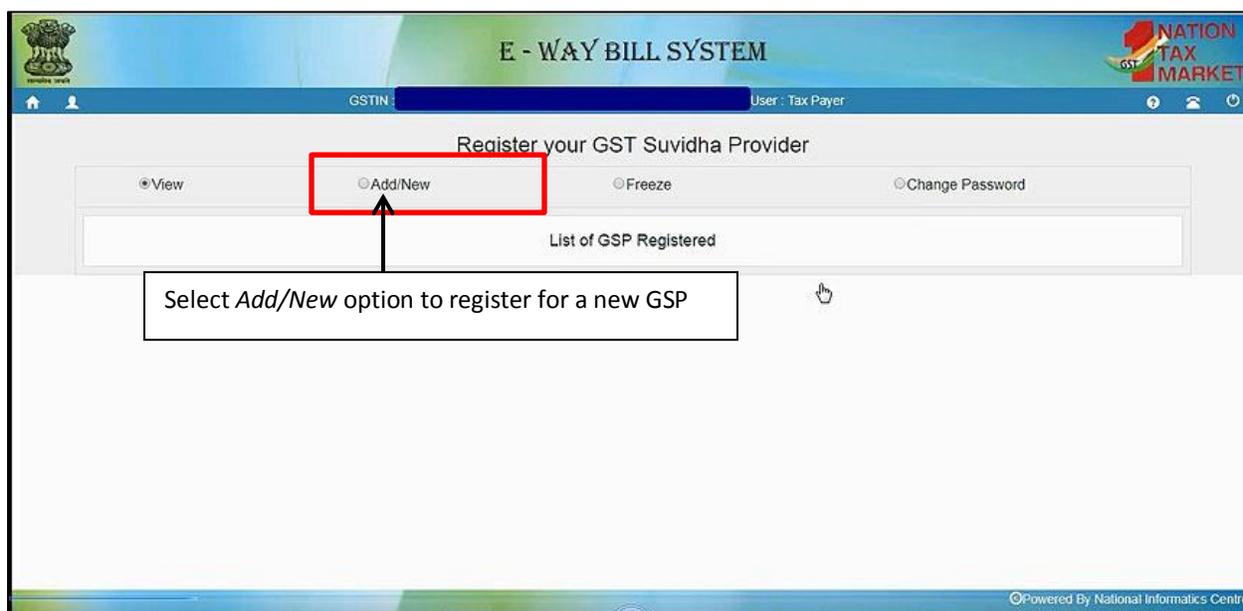
Select *Add/New* option. On selecting *Add/New* option following window appears:
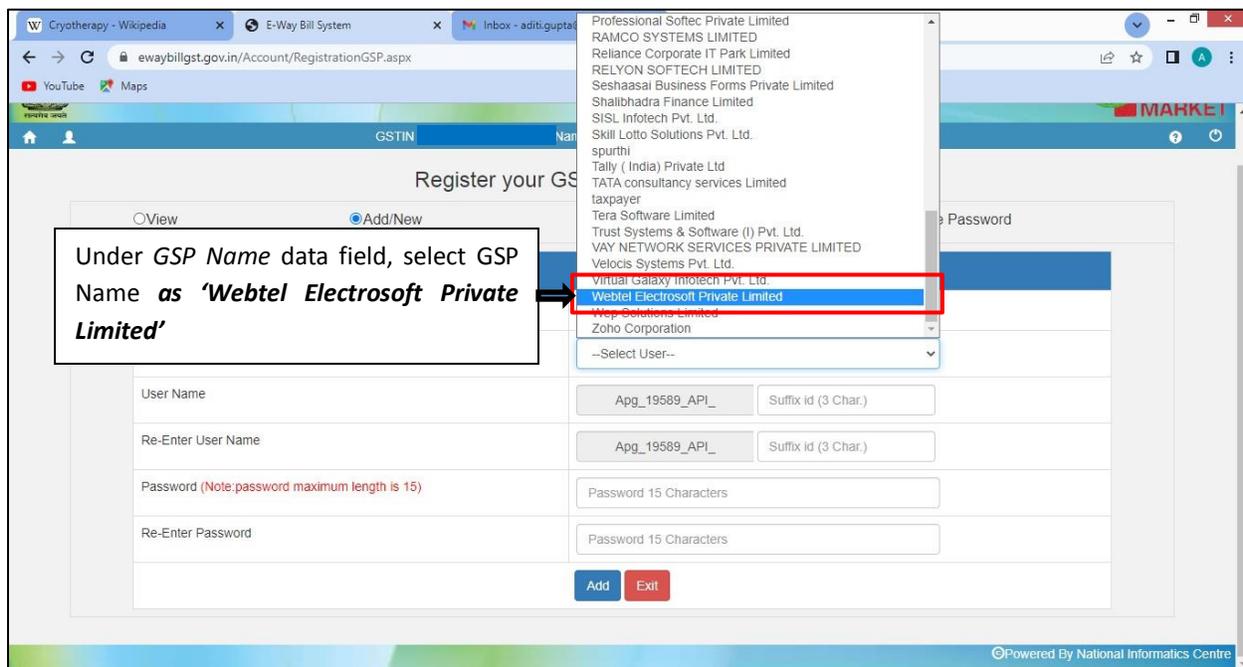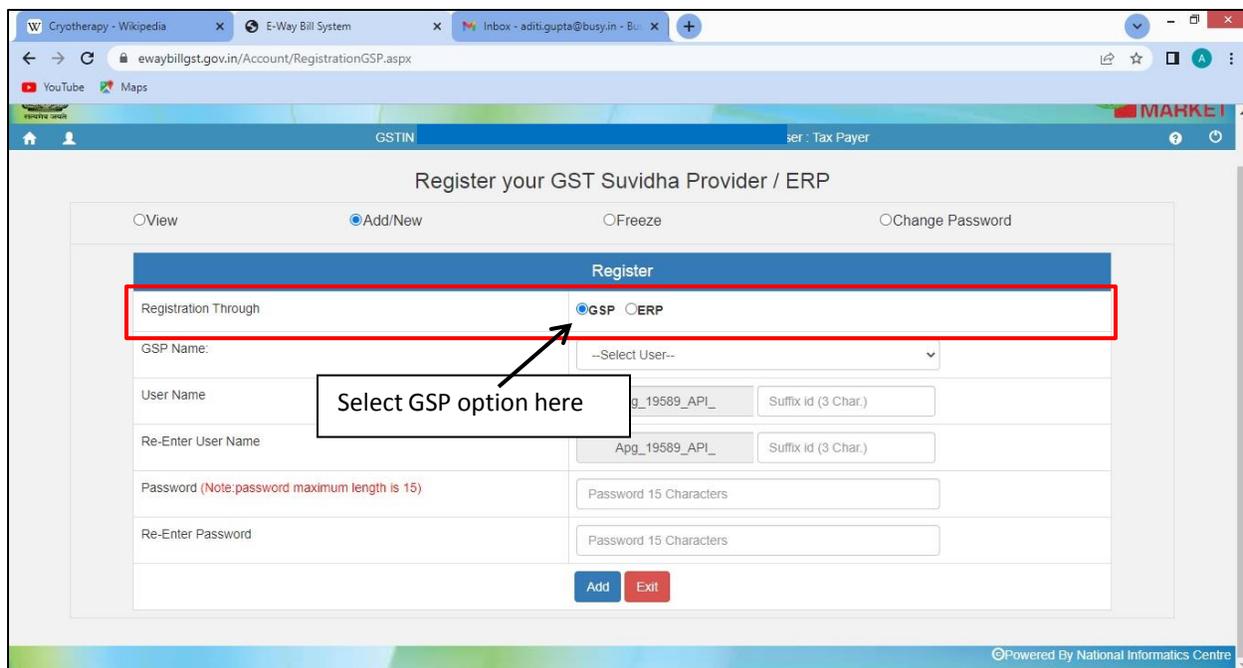
In the above window select GSP Name as **'Webtel Electrosoft Private Limited'** from the list and create unique GSP User Name and Password and click Add button to register your GSP.

Now, register for another GSP '**Pinnacle Finserv Advisory Private Limited**'. To register for '**Pinnacle Finserv Advisory Private Limited**' select GSP Name as '**Pinnacle Finserv Advisory Private Limited**' from the list as shown below:
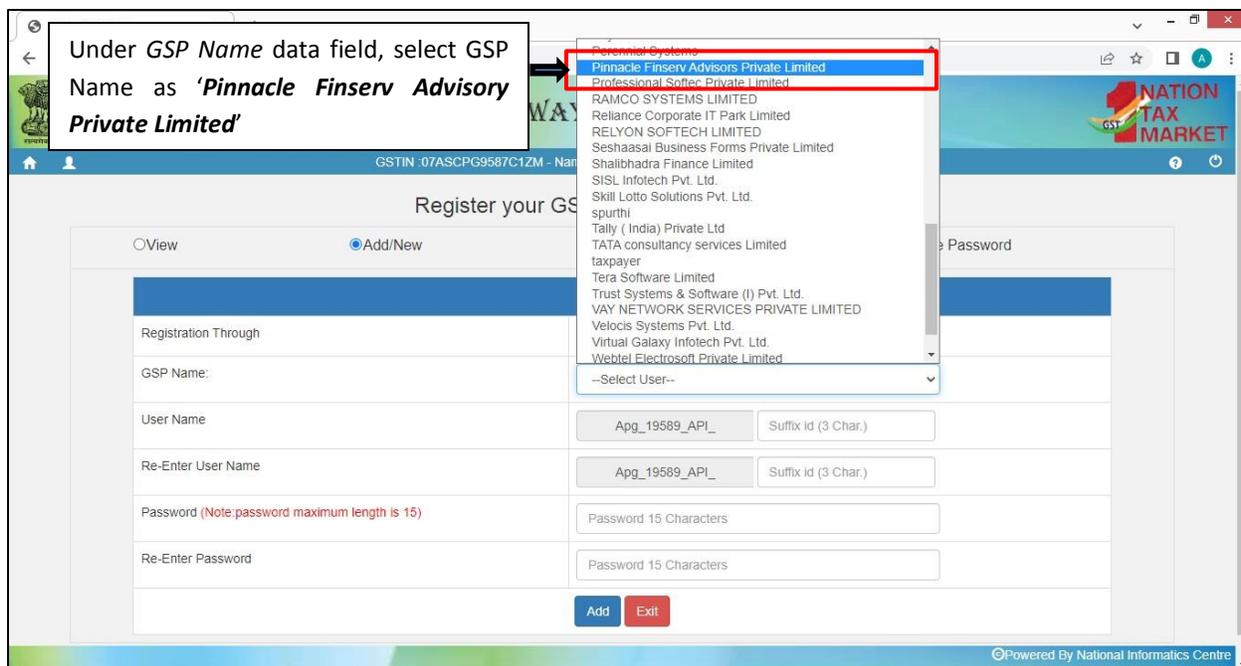
> Under *GSP Name* data field, select GSP Name as '**Pinnacle Finserv Advisory Private Limited**'

In the above window select GSP Name as **'Pinnacle Finserv Advisory Private Limited'** from the list and create unique GSP User Name and Password and click Add button to register your GSP.

Once GSP User Name & Password have been generated, specify the same in BUSY configuration and save. Once the configuration is saved, you are ready for automatic generation of E-way Bill.

Step 2: Enter Voucher and generate E-Way Bill

E-Way Bill can be generated for Sales, Sales Return, Debit Note (w/o Items) and Credit Note (w/o Items), Material Issued to Party vouchers. We will discuss, generation of E-Way Bill from Sales voucher as the process is almost similar for all vouchers. To add a Sales voucher, click *Transactions → Sales → Add* option and specify required details. While saving the voucher, a *'Transport Details'* window appears in which you need to specify 'Y' under '*E- Way Bill Required*' option. Given below is a screenshot of *Transport Details* window that appears while saving the voucher.

Under *Transport Details* window, specify required details and enable '*E-Way Bill Required'* option to generate E-Way Bill.

Click '*Ok'* button on *Transport Details* window to generate E-Way Bill. On clicking '*Ok'* button, a message box appears asking for generation of E-Way Bill. Click *'Yes'* button to generate E-Way Bill. On clicking *'Yes'* button, a *Generate E-Way Bill* message box appears with various options. Select *Automatic* option to generate E-Way Bill automatically without going to E-Way Bill portal. On selecting Automatic option, an *Automatic E-Way Bill Generation* window appears. Under *Automatic E-Way Bill Generation* window, specify the required details and click *Ok* button. On clicking *Ok* button, an *Automatic E-Way Bill Generation* message box appears with following options:

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

Once all the details are viewed, click *Generate E-Way Bill* button. On clicking *Generate E-Way Bill* button, an *E-Way Bill No. Generated* message box appears displaying the E-Way Bill No. Given below is a screenshot of *E-Way Bill No. Generated* message box.
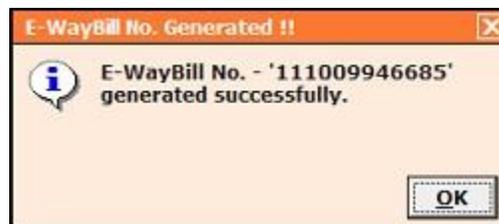
Once *E-Way Bill No.* is generated, a *Print E-Way Bill* message box appears. Click *'Yes'* button to print E-Way Bill. On clicking *'Yes'* button, E-Way Bill will be opened in pdf format. You can print and download the E- Way Bill from the pdf file itself. Given below is the screenshot of PDF file of E- Way Bill.

Now, when you will open the voucher in modify mode, *E-Way Bill No.* and *E-Way Bill Date* will be automatically updated under *Transport Details* window. Given below is the screenshot of *Transport Details* window in *Modify* mode.

Step 3: Automatic Generation of E-Way Bill for Multiple Vouchers

Since *Transport Details* are normally not known at the time of invoice generation, they can be updated later on for multiple vouchers in one go as they are mandatory for generation of E-Way Bill.

You can update Transport Details and Generate/Print E-Way Bill(s) for multiple vouchers in one go using the option *Transactions → GST Misc. Utilities → E-Way Bill & E-Invoice Management → Generate/Print E-Way Bill* option. On clicking *Generate/Print E-Way Bill* option, a *Generate/Print E-Way Bill* window appears with various options. Select *Automatic* option. On selecting *Automatic* option, a *Select Vouchers for E-Way Bill* window appears. Given below is the screenshot of *Select Vouchers for E-Way Bill* window.

Under *Select Vouchers for E-Way Bill* window, specify following details:

• *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 when 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-Way Bill No.* – Check the checkbox *Exclude Voucher already having E-Way Bill No.*, if you want to exclude those vouchers for which E-Way Bill 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-Way Bill* 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 / E-Way Bill No.* window appears. Specify the data to be updated and click *Update* button.

• *Check E-Way Bill 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-Way Bill Details* button. On clicking this button *Check E-Way Bill Details* window appears showing details of vouchers and errors in Red color if any. Correct the errors if found any.

- *Generate E-Way Bill* – Once the Transport Details are updated and data is checked for possible errors, click this button to generate E-Way Bill for multiple vouchers. On clicking this button, an *Automatic E-Way Bill Generation* window appears. Specify the required data in data fields and click *Ok* button. On clicking *Ok* button, again an *Automatic E-Way Bill Generation* window appears with following options:
  - o Check Possible Errors - Click this button to check for errors in data, if any.
  - o Proceed with Automatic E-Way Bill Generation - Click this button to generate E-Way Bill automatically for selected vouchers.

On clicking *Proceed with Automatic E-Way Bill Generation* button, E-Way Bill for selected vouchers will be generated automatically and E-way Bill No. and date will be updated in respective vouchers.

- *Print Invoice(s)* – Click this button to print invoice from here only with updated Transport Details and E-Way Bill No.
- *Print E-Way Bill* – Click this button to print E-Way Bill for multiple vouchers.

With this we complete Auto Generation of E-Way Bill from BUSY.

<<< ☺ **Thank You** ☺ >>>