

## **E-Way Bill Management in BUSY**

### **Overview**

E-Way Bill is an Electronic Way Bill for movement of goods which can be generated through E-Way Bill Portal (**ewaybill.nic.in**). It is applicable for any consignment value exceeding INR 50,000. Even if you have an inward supply of goods from unregistered person, E-Way Bill is required.

When an e-way bill is generated from E-Way Bill Portal, a unique E-Way Bill Number (EBN) is allocated and is available to the supplier, recipient and the transporter.

### **Implementation in BUSY**

Complete implementation of E-Way Bill in BUSY can be divided in two parts:

- Part I: Data Entry related to E-Way Bill in BUSY
- Part II: Generation of Excel / JSON file from BUSY for upload on E-Way Bill portal to generate E-Way Bill No.

### **Part I: Data Entry related to E-Way Bill in BUSY**

Data entry for E-Way Bill is divided in two parts:

- Masters Information
- Transactions Information

### **Masters Information**

Masters information is the information that is to be fed for one time only. This information will be picked automatically at the time of voucher feeding and E-Way Bill generation.

Following is the information that is to be specified for one time only:

#### **1.) Enable 'E-Way Required' in Company GST Configuration**

First of all you need to Enable 'E-Way Required' option in Company GST Configuration. To Enable 'E-Way Required' option in Company GST Configuration click **Administration** → **Configuration** → **Features/Options** → **GST/VAT** tab. Specify 'Y' under 'E-Way Bill Required' option and click Configure button. On clicking Configuration button, an E-Way Bill

Configuration window appears. In E-Way Bill Configuration window following data field appears:

- **From Place** – Specify location/city from where the movement of goods will start.
- **PIN Code** – Specify PIN Code of location/city from where the movement of goods will start.
- **E-Way Bill Applicable on Amount** – Specify Amount after which E-Way Bill will be applicable.
- **Amount on which E-Way Bill is Applicable** – Select whether E-Way Bill will be applicable on Bill Amount or Taxable Amount.
- **Distance for E-Way Bill in Local Transactions** – Specify distance after which E-Way Bill will be applicable in case of local transactions. If E-Way Bill is not applicable in local transactions, leave this field as zero.

Given below is the screenshot of GST/VAT Configuration and E-Way Bill Configuration window.

The screenshot displays two overlapping software windows. The background window is titled "GST/VAT" and contains the following information:

- Enable GST/VAT Reporting (Note: Above option can not be changed if any Sales, Sales Return, Purchase or Purchase Return voucher has been entered)
- Type: **GST**
- Type of Dealer: **Regular**
- Buttons: **Create Default GST Masters**, **Signatory's Details**
- GST/VAT Details: CST No., LBT No.
- VAT Details: TIN **07060236246**, Pick VAT Op. Bal. from 'VAT Ledger A/c(s)'
- GST Details: GSTIN **06ACEFS5052L1ZX**
- E-Way Bill Required: **Y** (highlighted with a red box, with a **Config.** button next to it)
- Add. Tax / Cess Config: Enable Cess **N**
- Show Sale / Purchase Amt. as Taxable Amt. in GST Reports
- Tax Rate Decimal Places: **2** (For Item-wise Tax Only)
- Show captions of 'Sale / Purchase' vouchers as 'Supply Outward / Supply Inward'
- Buttons: **Save**, **Quit**

The foreground window is titled "E-Way Bill Configuration" and contains the following information:

- From Place: **Rohtak**
- PIN Code: **124001**
- E-Way Bill Applicable on Amount: **50,000.00**
- Amount on which E-Way Bill is applicable:  Bill Amount,  Taxable Amount
- Distance for E-Way Bill in Local Transactions: **10** (in KM.)
- Note: Leave Distance as '0' if E-Way Bill is not applicable for Local Transactions
- Buttons: **OK**
- Footer: **Esc=>Quit F2=>Done**

## 2.) Specify E-Way Bill related details in Material Centre

If you have multiple Godowns at different locations (with different Place & PIN Code), you need to specify E-Way Bill related details in Material Centre also.

Following E-Way Bill related details needs to be specified in the below mentioned data fields:

- **From Place** – Specify location/city of Material Centre.
- **PIN Code** – Specify PIN Code of location/city of Material Centre.

Given below is the screenshot of Material Centre Master.

**Modify Material Centre Master**

**General Info**

Name **Main Store**

Alias

Print Name **Main Store**

Group **Stores**

Stock Account **Stock**

Reflect the stock in Balance Sheet? **Y**

Sales Account

Purc. Account

Accounting in Stock Transfer

**Address Info**

Address **L-1/53, Phase-1**  
**Rohtak, Haryana**

**From Place** **Rohtak** **PIN Code** **124001**

**Opt. Fields** **Save** **Quit**

## 3.) Specify E-Way Bill related details in Party Master

In Party Master specify E-Way Bill related details in the below mentioned data fields:

- **Transport** – Specify Transporter Name.
- **Station** – Specify Name of Place/locality where goods will be dispatched.
- **PIN Code** – Specify PIN Code of Place/Station where goods will be dispatched.
- **Distance** – Specify approximate distance between 'From and To Place'.
- **Mode** – Specify Mode of Transport (Road/Rail/Air).

This information will be picked automatically at the time of voucher feeding and can be changed for that voucher if required. Given below is the screenshot of Party Master.

General Info.		Other Info.	
Name	Anu Traders	Maintain Bill By Bill Balancing	N
(Alias)			
Print Name	Anu Traders		
Group	Sundry Debtors		
Op. Bal.	0.00 (Rs.)	Dr/Cr	D
Prev. Year Bal.	0.00 (Rs.)	Dr/Cr	D
Address	3770-B Gali No.4 Adarsh Nagar Lucknow, Uttar Pradesh		
Country	India	State / POS	Uttar Pradesh (Code : 09)
Type of Dealer	Registered		
GSTIN / UIN	09ACUPJ7217Q1ZQ	<a href="#">Search on GSTIN Portal</a>	
Aadhaar No.		TIN	
IT PAN		Ward	
E-Mail			
Mobile No.			
Tel. No.			
Fax		Contact Person	
Transport	Kamal Tempo Service Station	Lucknow, Adarsh Nag	
PIN Code	226005		
Distance	605	Mode	Road
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <input type="button" value="Second Language"/> <input type="button" value="Notes"/> <input type="button" value="Opt. Fields"/> <input type="button" value="ACC IMAGE"/> </div> <div> <input type="button" value="Save"/> <input type="button" value="Quit"/> </div> </div>			

Esc=>Quit F2=>Done

Once the above information is specified in all Parties, your Masters Information feeding is over. Next, you need to specify Transporter GSTIN/ID through **Input Transporter's GSTIN/ID Utility**. **Input Transporter's GSTIN/ID Utility** is available in **Administration → Miscellaneous Data Entry**. Given below is the screenshot of Input Transporter's GSTIN/ID Utility.

**Input Transporter's GSTIN / ID**  
(Transporter's GSTIN / ID are required for generation of E-Way Bill No.)

S.N.	Transporter Name	GSTIN / ID	Address1	Address2	Place	Pincode	State
1	Avtar Transport Services	07AERCV1234A1ZA					
2	Kamal Tempo Service	09ADJFS0898J1ZC					
3	KTCO. Services	07ASCPG9587C1ZM					
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

To generate 'E-Way Bill' e-Return, only 'Transporter Name' And 'GSTIN/ID' are required.  
To generate 'E-Way Bill Master Details' e-Return file, all fields are required.

**Please Note:**

- To generate E-Way Bill number, Transporter Name and GSTIN/ID is mandatory to be specified.
- Other information such as Address, Place, Pin Code, State, Mobile No., etc. is required for generating E-Way Bill Master Details (Transporter) eReturn file.

**Transactions Information (E-Way Bill related details in transactions)**

Transactions Information is the information that is to be fed every time you create a voucher (Sales/Material Issue etc.).

While entering voucher, a 'Transport Details' window appears in which you need to specify the transport details like Transport, Station/To Place, PIN Code, Distance etc. By default these details will be picked from Party Master and GST Configuration and you can change them if required.

Given below is the screenshot of Transport Details window that appears during voucher entry.

**Add Sales Voucher**

Series **Main** Date **10-12-2017** (Sun) Vch No. **091** Sale Type **I/GST-12%**

Party **Anu Traders** Mat. Centre **M...**  
 (Cur. Bal. : Rs. 7,46,333.00 Dr.) (GSTIN / UIN : 09ADJFS0898J12C)

Narration

S.N.	Item
1	8 in Style Small Box
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

(Cur. Stock = -19936.00 Pcs.)

GST Summary			Apply Tax	
Tax Rate	Taxable Amt.	[GST]	S.N.	Bill Sundry
12%	99,000.00	11,880.00	1	GST
			2	
			3	
			4	
			5	
<b>Totals</b>	<b>99,000.00</b>	<b>11,880.00</b>		

**Transport Details**

Transport **Avtar Transport Service** [Add New](#)  
 GSTIN / ID **07AAAAPB5745K1AT** (Double Click to update GSTIN/ID)  
 GR/RR No. **129015** Dt. **10-12-2017**  
 Vehicle No. **HR-AL-AS-1234**  
 Station / To Place **Lucknow, Adarsh Nagar** PIN **226005**  
 E-Way Bill Req. **Y**

Distance in KM. (approx.) **605**  
 Mode of Transport **Road**

E-Way Bill No.

**From Place : Rohtak ; PIN Code : 124001**  
 (Picked from GST Configuration / Material Centre)

Bill Amt : 1,10,880.00 ; Taxable Amt. : 99,000.00 ; Tax Amt. : 11,880.00

Esc=>Quit F2=>Done F4=>Pick From Database

1,10,880.00

Vch. Detail Master Detail Party Dash Board VCH IMAGE ACC IMAGE ITEM IMAGE Update Disc./Markup Check Scheme Save Quit

Esc=>Quit F2=>Done F4=>Std.Nar. F6=>Vch.Type F7=>Repeat F9=>Del. Line

**Please Note:** Enter E-Way Bill No. in this data field if you have already generated E-Way Bill No. from Portal. If not, then generate JSON/Excel file from BUSY (explained below in Part-II) and generate E-Way Bill No. from portal. Once, E-Way Bill No. is generated, open the voucher in modify mode and enter E-Way Bill No.

You can update transport related details and E-Way Bill No. using the **Update Transport Details** utility available through **Administration → Misc. Data entry**. With this utility, you can enter transport details and E-Way Bill No. for vouchers already entered or we can say that you can update transport details and E-Way Bill No. of multiple vouchers using a single screen. Given below is the screenshot of **Update Transport Details** window.

Update Transport Details

Series : ALL  
 Voucher Type : Sales From 01-12-2017 to 15-12-2017

S.No.	Date	Vch./Bill No.	Party	Transport	GR/RR No.	GR Date	Vehicle No.	Station	Pin Code	E-W
1	10-12-2017	078	Govind trading company	Avtar Transport	129015	10-12-2017	HR-1L-AB-123	Lucknow	226005	Y
2	10-12-2017	079	Akshat Enterprises	Kamal Tempo Se	321210	10-12-2017	HR-1L-WE-543	Sonepat	131301	Y

You can update Transport related details for the vouchers in one go using single screen from here.

Esc=>Quit F2=>Done F4=>Pick From Database

Here you can specify all Transport related details for multiple vouchers in one go.

**Please Note: If you have specified Transporter's GSTIN/ID then it is optional to specify Vehicle No.**

### **Part II: Generation of JSON/ Excel file from BUSY for upload on portal**

You can generate E-Way Bill no. in bulk quantity from portal by uploading JSON file. JSON file can be directly generated from BUSY or you can generate Excel file from BUSY and convert it into JSON file using government offline utility.

Before generating JSON/ Excel file check and verify the data from **Display → GST Reports → GST Return → E-Way Bill Details**. On selecting E-Way Bill Details option, a Select Vouchers for E-Way Bill window appears. Specify Starting and Ending date and click Load List button. On clicking Load List button, vouchers for specified date range will appear. Select the vouchers for which you want to generate E-Way Bill and click OK button. On clicking OK button, an E-Way Bill window appears showing details of vouchers and errors in Red color if any. Correct the errors if found any.

Now generate JSON/ Excel file. To generate JSON file click **Display → GST Reports → GST Return → E-Way Bill eReturn**. On clicking E-Way Bill eReturn option an E-Way Bill eReturn

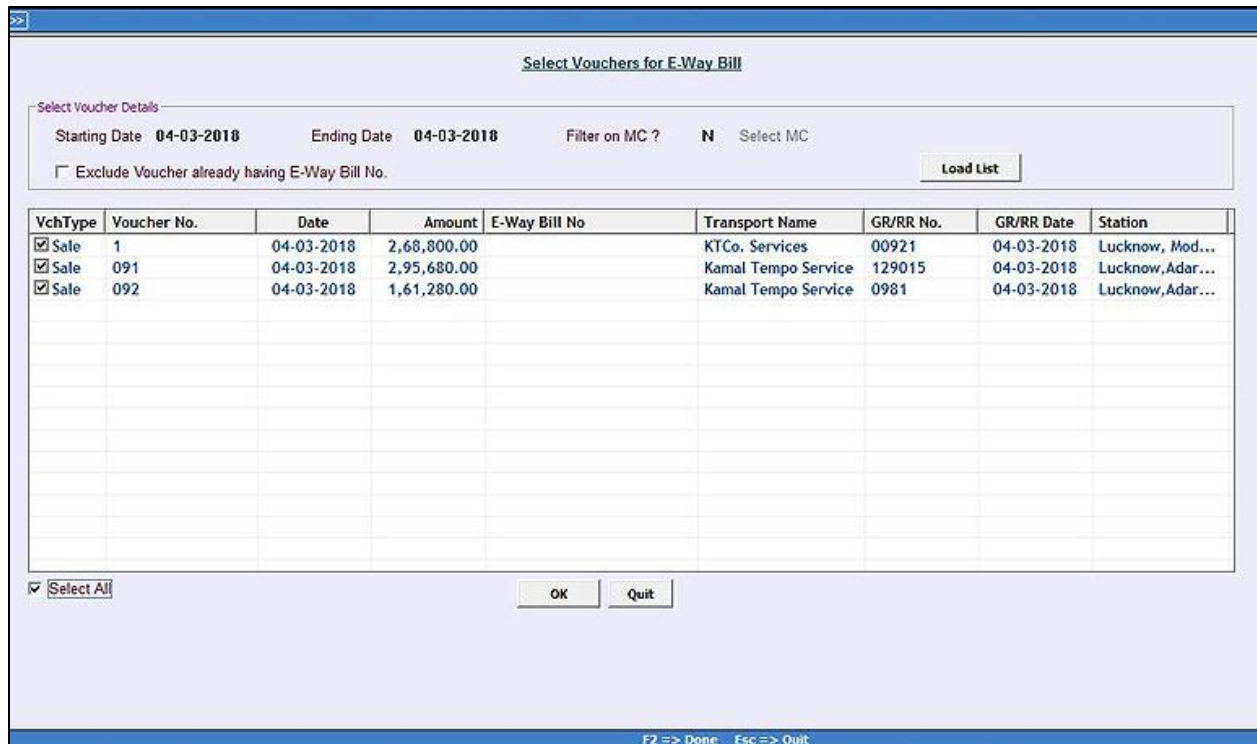


window appears asking whether you want to generate JSON, Excel file as per Govt. Template or Plain Excel. Given below is the screenshot of E-Way Bill eReturn window.



**Please Note: JSON option is available in Standard and Enterprise Model of BUSY.**

Select JSON option to generate JSON file. On selecting JSON option, a Select Vouchers for E-Way Bill window appears. Specify Starting and Ending date and click Load List button. On clicking Load List button, vouchers for specified date range will appear. Select the vouchers for which you want to generate E-Way Bill. Given below is the screenshot of Select Vouchers for E-Way Bill window.

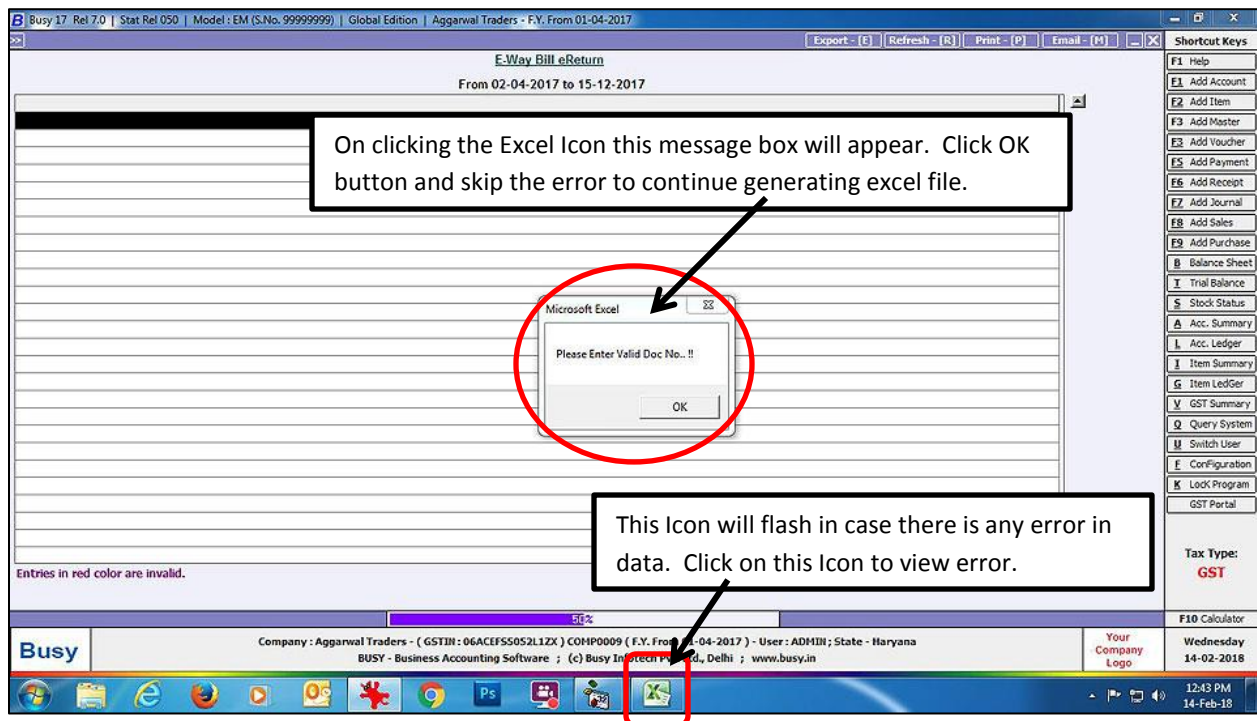


After selecting vouchers click OK button. On clicking OK button, an E-Way Bill eReturn window appears. Specify the eReturn file path where you want to generate JSON file and click OK button to generate JSON file. JSON file will be generated at the specified path. Now, upload this JSON file on E-Way Bill Portal and generate E-Way Bill No.



In the similar manner you can generate Excel file from BUSY for selected vouchers and generate JSON file using government offline utility.

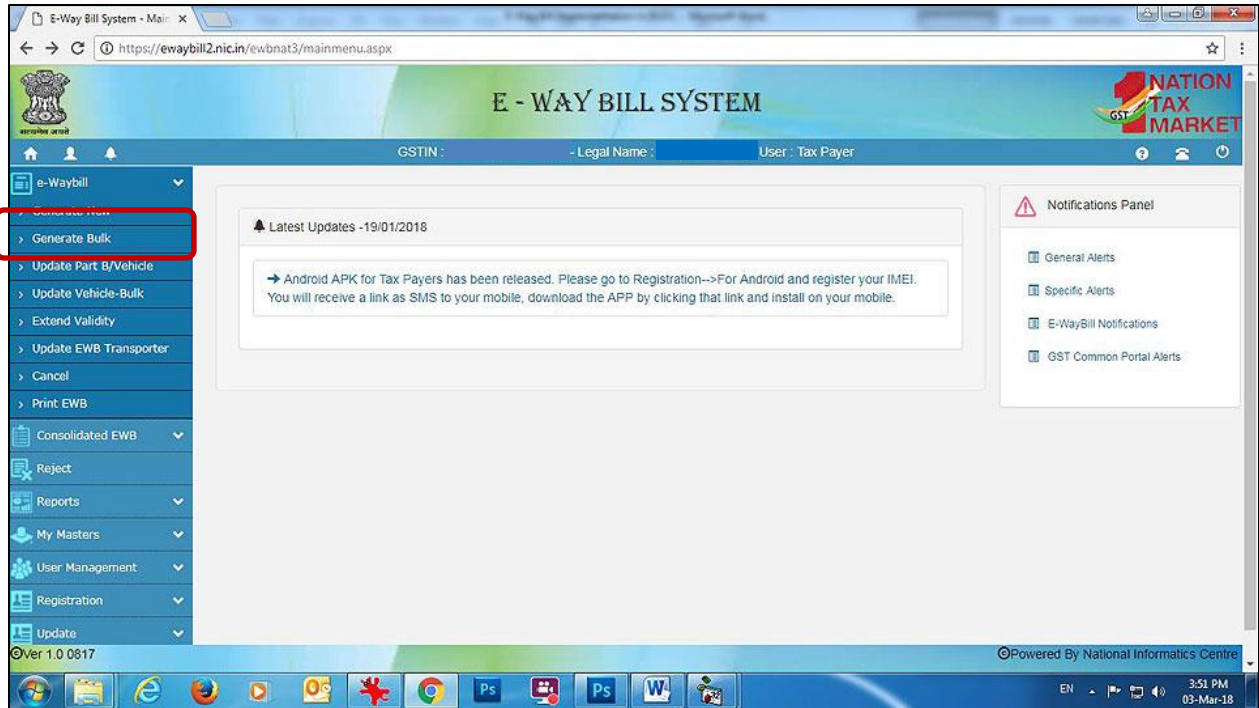
**Please Note:** At the time of generating Excel file, if any error is there in data then an Excel icon will flash on the Status bar. Click on the Excel Icon and press OK on the error message box being displayed. On clicking OK button Excel file will be generated. Now, rectify the error in Excel file being generated and then Validate the Excel sheet. Once Excel Sheet is validated, generate JSON file. Given below is the screenshot displaying error at the time of generating Excel file.



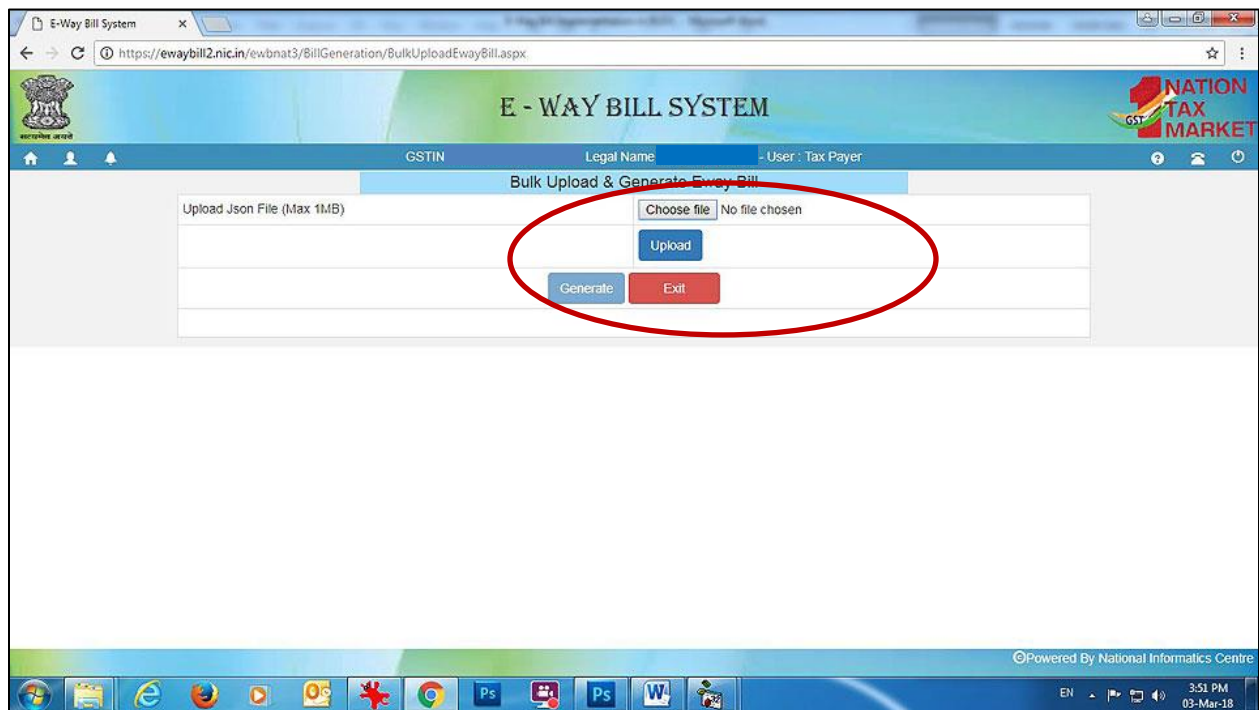
Upload the JSON file on E-Way Bill Portal and generate E-Way Bill No. Given below are the Steps showing How to generate E-Way Bill No. from portal?

**Step 1:** Go to website ([ewaybill.nic.in](http://ewaybill.nic.in)) and Login on E-Way Bill portal.

**Step 2:** After Login to E-Way Bill portal, go to E-Way Bill → Generate Bulk option. Given below is the screenshot of E-Way Bill portal.

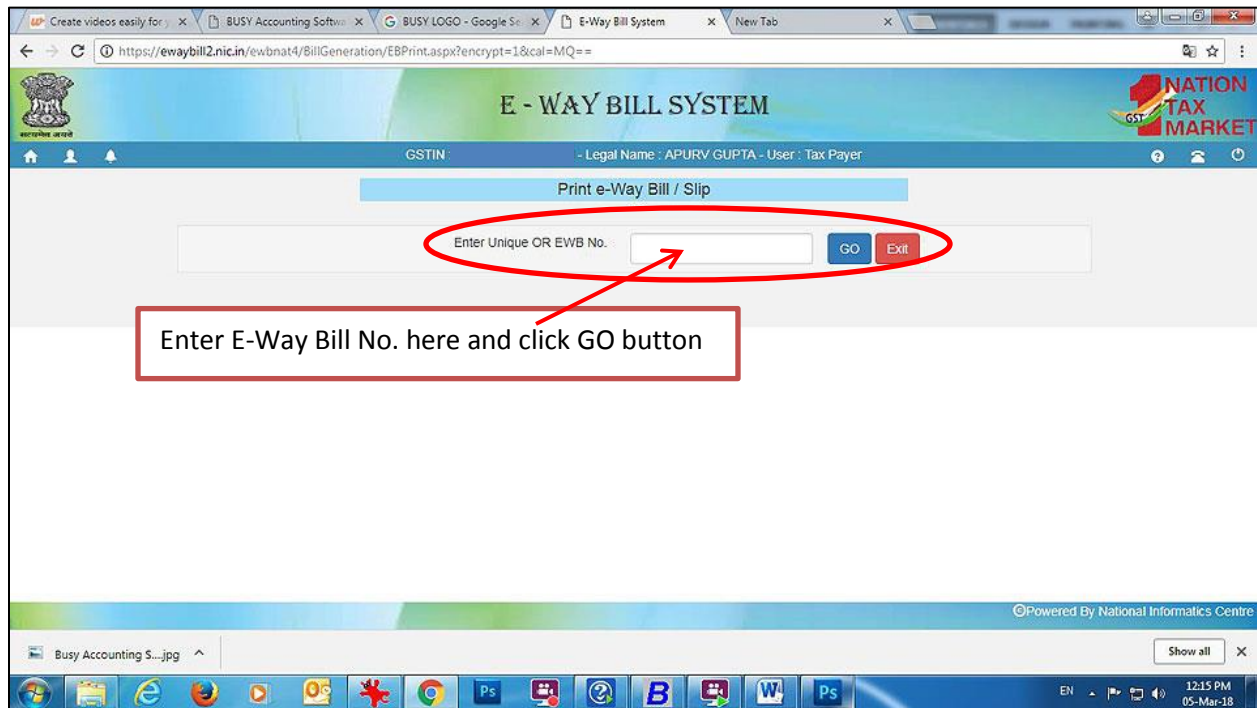
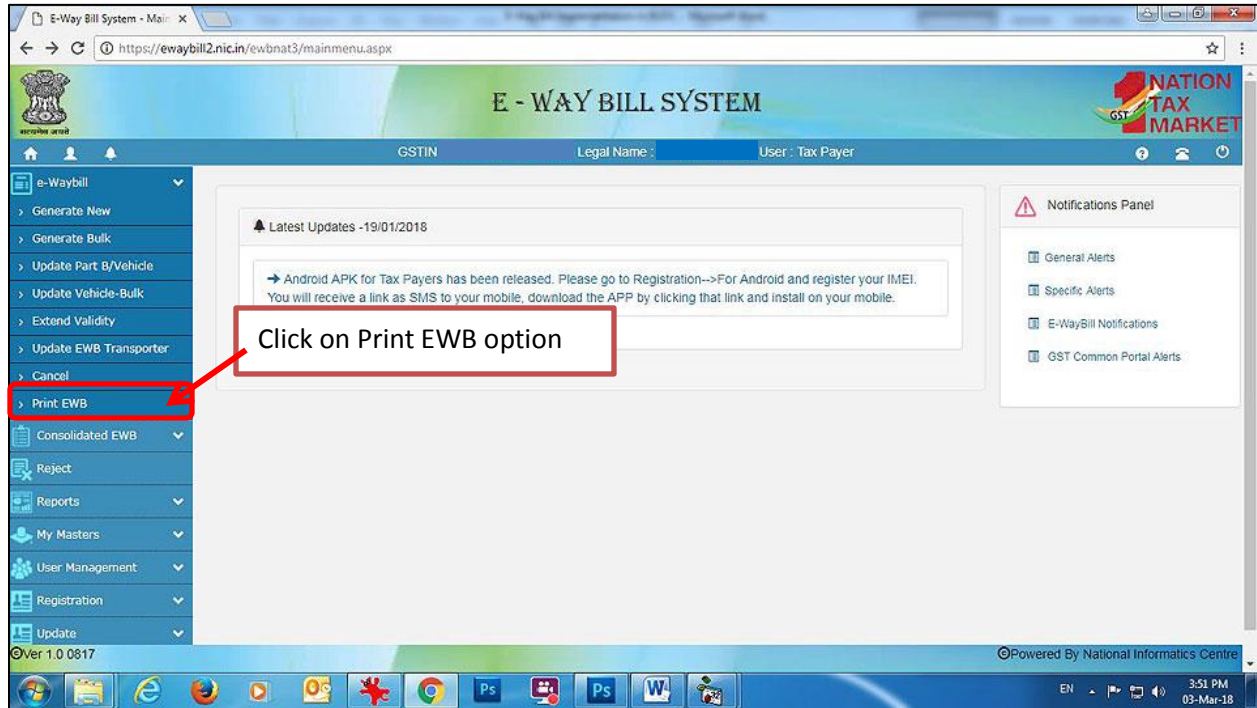


**Step 3:** Upload the JSON file and generate E-Way Bill No. Given below is the screenshot of E-Way Bill portal.



\*A Unique E-Way Bill No. will be generated for each invoice.

\*After generating E-Way Bill No., you can print E-Way Bill No. from portal. Given below are the screenshots showing How to print E-Way Bill?



Once, E-Way Bill No. is generated, enter the E-Way Bill No. in BUSY either by opening the vouchers in Modify mode or through **Update Transport Details** utility available through **Administration → Misc. Data entry**. Given below is the screenshot of **Update Transport Details** window.

Series : ALL  
Voucher Type : Sales

Party : Anu Traders  
From 01-04-2017 to 15-12-2017

S.No.	GR/RR No.	GR Date	Vehicle No.	Station	Pin Code	E-Way Bill Req.	Distance (in Km)	Mode of Transport	E-Way Bill No.
1	129015	10-12-2017	HR-AL-AS-1234	Lucknow, Adarsh N.	226005	Y	605	Road	

Enter E-Way Bill No. in this data field

Save Quit

Esc=>Quit F2=>Done F4=>Pick From Database

### Data Checklist

Before generating E-Way Bill eReturn following points should be considered:

1. Make sure GSTIN of your company is specified.
2. Make sure GSTIN No. of parties is specified.
3. Make sure Party name is having alphabets only.
4. Make sure UQC for E-Way Bill is specified.
5. State of your company and of party is mandatory to be specified.
6. PIN Code is mandatory to be specified and should have 6 numeric characters.
7. Make sure HSN Code is specified and is numeric only.
8. In case of Road Transport specify either Transporter ID/ Vehicle No.
9. Make sure no special characters are present in Vehicle No.
10. Make sure GR/RR Date should be equal to or greater than document date.
11. Make sure no special characters are present in GR/RR No.
12. Make sure Distance is not greater than 3000 kms.

**Please Note:**

If you are **BUSY** user of **Standard/Enterprise Edition**, then it is recommended to use **JSON** option to generate eReturn. Use **Excel file as per Govt. Template** option only when you are using **BUSY-Basic Edition**.

With this we complete E-Way Bill Implementation in BUSY.

<<< 😊 Thank You 😊 >>>