

Generating E-Way Bill Master Details eReturn from BUSY

Overview

To generate E-Way Bill No. from E-Way Bill portal by entering Invoice details manually, firstly you need to create Masters (Products, Clients, Suppliers, Transporter) on portal. You can upload Masters in bulk also by uploading JSON file.

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Masters 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 Master details from **Display → GST Reports → GST Returns → E-Way Bill Master Details**. On selecting *E-Way Bill Master Details* option, an *E-Way Bill Master Details* window appears. Given below is the screenshot of *E-Way Bill Master Details* window.



Following four options appear in *E-Way Bill Master Details* window:

- **Products** – This option displays Item Master details.
- **Clients** – This option displays Party Masters (Sundry Debtors) details.
- **Suppliers** – This option displays Party Masters (Sundry Creditors) details.
- **Transporter** – This option displays Transporter details.

Select the option for which you want to view screen report. Correct the invalid data appearing in Red color, if any.

Generating JSON/Excel file from BUSY

To generate JSON file click **Display → GST Reports → GST Return → E-Way Bill Master Details eReturn**. On clicking *E-Way Bill Master Details eReturn* option an *E-Way Bill Master Details 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 Master Details 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, an *E-Way Bill Master Details* window appears with above mentioned four options. Select the option for which you want to generate JSON file. After selecting the option an *E-Way Bill Master Details 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.

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

Uploading JSON file to E-Way Bill Portal

Once JSON file is generated upload it on E-Way Bill Portal under **My Masters → Bulk Upload** option. Given below is the screenshot of E-Way Bill portal.



On clicking Bulk upload option following screen appears:

The screenshot shows the 'Bulk Masters' section of the E-Way Bill System. It features a 'Select Option' dropdown menu with four radio button options: 'Product', 'Client', 'Supplier', and 'Transporter'. Below the dropdown is a 'GO' button. The entire form area is highlighted with a red border.

Select the option for which you want to upload JSON file and click GO button.

Data Checklist

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

For Product Master eReturn:

1. Make sure UQC is specified.
2. Make sure Item Description is specified.
3. Make sure HSN is specified and is numeric only.
4. HSN should be of minimum 2 and maximum 8 characters only.

For Client/Supplier Master eReturn:

1. Make sure client/supplier name is specified.
2. In case of Unreg. Party Address1, Address2 is mandatory to be specified.
3. In case of Unreg. Party Place of Supply is mandatory to be specified.
4. In case of Unreg. Party State is mandatory to be specified.
5. In case of Unreg. Party PinCode is mandatory to be specified and should be numeric having 6 characters.
6. In case of Unreg. Party Mobile No. cannot be blank and should be numeric having 10 characters.
7. In case of Unreg. Party Email Id is to be specified.
8. Make sure Distance is not zero and also should not be greater than 3000 kms.

For Transporter Master eReturn:

1. Transporter GSTIN/ID cannot be blank.
2. Transporter Address1, Address2 is mandatory to be specified.
3. Transporter Place is mandatory to be specified.
4. Transporter PinCode is mandatory to be specified.
5. Transporter State is mandatory to be specified.
6. Transporter Mobile No. cannot be blank and should be numeric having 10 characters.

7. Transporter Email Id is to be specified.

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 have completed the generation of E-Way Bill Master Details eReturn from BUSY.

<<< 😊 Thank You 😊 >>>