e-Way Bill in TallyPrime

The e-Way Bill system was introduced by the government to simplify and streamline the process of GST compliance. An e-Way Bill document has to be carried while shipping the goods from one location to another. This document will carry the e-Way Bill No. and other relevant details. Accordingly, TallyPrime is here with a smooth e-Way Bill experience for you and your business. The best part is that Tally's e-Way Bill solution is based on regular invoicing activity, and does not require any special expertise.

As a registered dealer, if you are shipping material worth more than Rs 50,000, then you have to generate an e-Way Bill from the portal by entering necessary information such as the details of the buyer, the quantity and HSN code of the goods, transporter ID, and so on. After you upload these details, an e-Way Bill No. will be generated for this particular transaction. You have to print the e-Way Bill number and other details along with the invoice, and furnish them on the way, as needed. For example, an assessing officer might inspect the shipment on the way, and they might verify the e-Way Bill information with the actual goods being transported.

TallyPrime's e-Way Bill solution is simple and is based on regular invoicing activity. For example, if you use TallyPrime, then you only have to record your sales transactions as usual, and your e-Way Bill requirement will be covered in the same flow. Important details will be updated in the vouchers automatically, and you can proceed to print them. Moreover, TallyPrime will ensure that both your business accounts and compliance requirements are suitably addressed.

TallyPrime also provides you with the flexibility to generate e-Way Bill in bulk for multiple invoices. If you do not want to generate the e-Way Bill while recording the transaction, then you can select one or more transactions from the Exchange menu and generate the e-Way Bill No. at your convenience.

We understand how valuable your data is for you and your business, and we have provided various measures in TallyPrime to safeguard your data. All the requests for online e-Way Bill generation will pass through Tally GSP (TIPL), which has been awarded ISO 27001:2013 certificate for its stringent security policies. The best part is that you will not need any additional software or plugins to enjoy the benefits of e-Way Bill in TallyPrime.

One-time Simple Setup

Getting started with e-Way Bill is easy! You only have to create your e-Way Bill profile on the [portal](#) and enable e-Way Bill in TallyPrime.

In this section

Create e-Way Bill Profile on the Portal

Enable e-Way Bill in TallyPrime

Create e-Way Bill Profile on the Portal

To get started with e-Way Bill, you have to first register your business on the e-Way Bill portal, and then create an API user profile by selecting Tally India Pvt Ltd as your GSP.

Register on e-Way Bill portal

1. Open the e-Way Bill portal, and click **Registration** > **e-Way Bill Registration**.

2. Enter the GSTIN of your business in the following **e-Way Bill Registration Form**, followed by

the CAPTCHA code, and click **Go**.

The business details will appear as per the GSTIN
portal.

3. Click **Send OTP** to verify the details.

> **Note:** If you want to update any of the details, then click **Update from GST Common Portal**. The latest data will be fetched from the GST portal.
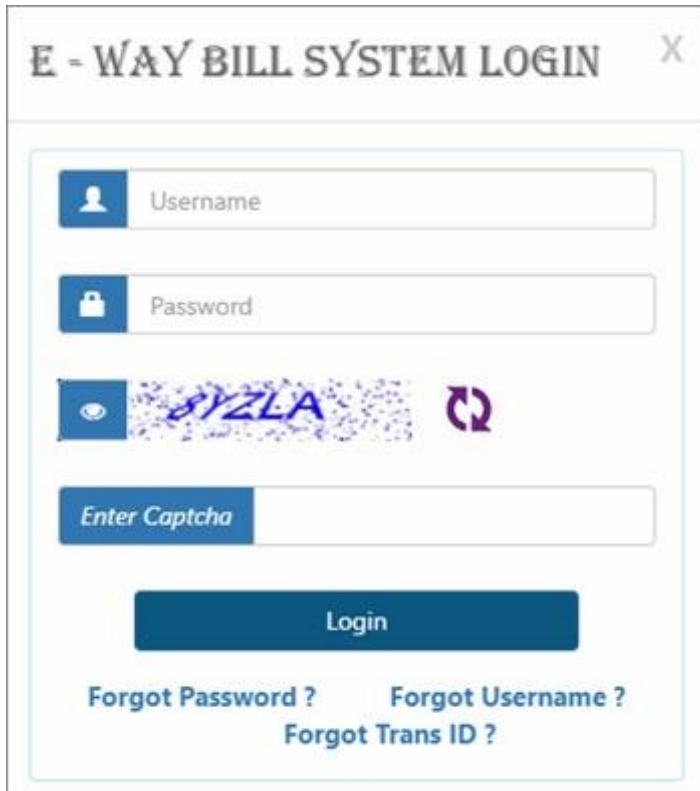
4. Enter the code received on your registered mobile number, and click **Verify OTP**.

After verifying the OTP, you will be asked to enter a username and password to create your login credentials. Confirm and save the details.

Create API User Profile
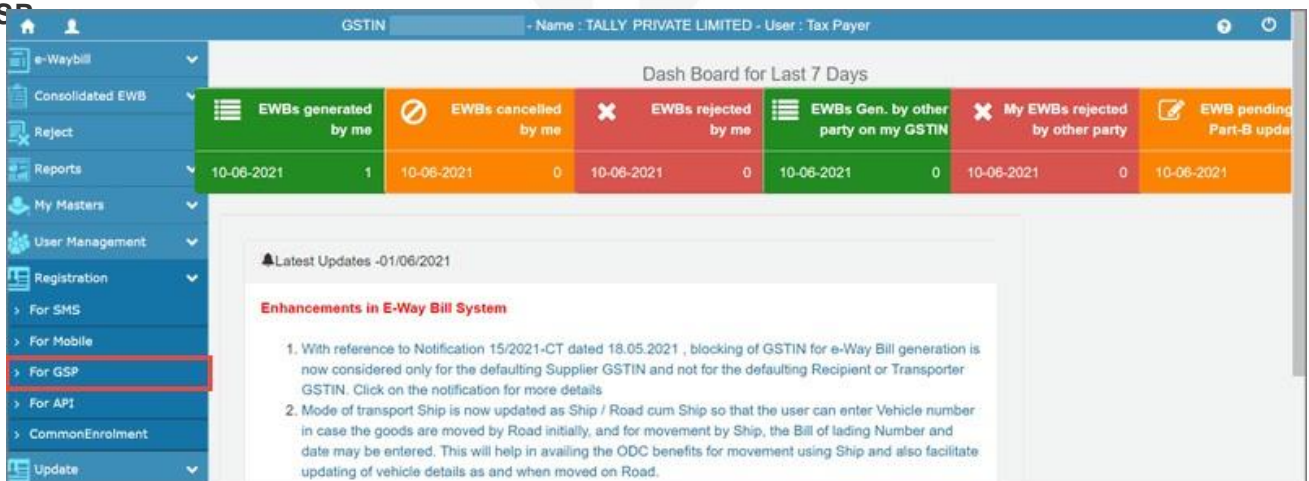
1. Open the e-Way Bill portal, and click **Login**.

2. Log in with the username and password created earlier.

E - WAY BILL SYSTEM LOGIN   X

👤 Username

🔒 Password

👁 *8YZLA*   ↻

Enter Captcha

Login

Forgot Password ?   Forgot Username ?
Forgot Trans ID ?

3. Click **Registration** > **For GSP**

The following screen appears, where the e-mail ID and mobile number will be prefilled.

Register your GST Suvidha Provider

Mail ID	****************lysolutions.com	
Mobile Number of main user	********13	Send OTP
Enter OTP		Verify OTP

Exit

4. Click **Send OTP**. An OTP will be sent to the registered mobile number.
5. Enter the OTP and click **Verify OTP**. Once the OTP is verified, the following screen appears, where you can add your preferred GSP.

6. Select **Add/New**. The following screen appears.

7. Select **Tally (India) Private Limited IPL** under **GSP Name**.

8. Enter your preferred user name and password, and click **Add** to save the details.

> **Note:** The API user credential is different from your e-Way Bill credential.

A user profile will be created with **Tally (India) Private Ltd** as the GSP. You have to use these API credentials in TallyPrime to log in to the e-Way Bill System and perform online e-Way Bill-related activities from TallyPrime.

Enable e-Way Bill in TallyPrime

To enjoy the benefits e-Way Bill in TallyPrime, you have to enable the e-Way Bill facility in your company features.

1. Press **F11** and set **Enable Goods and Services (GST)** to **Yes**. The **Company GST Details** screen opens.

2. Set the option **e-Way Bill applicable** to **Yes**. You will find options to set the date of applicability, threshold limit, and so on. You also have the option to generate e-Way Bill details along with e-Invoice, if required.

3. Set the required details and accept the screen. As always, you can press **Ctrl+A** to save the details.

Online e-Way Bill

TallyPrime provides you with an online e-Way Bill solution that fits right into your regular invoicing process. e-Way Bill in TallyPrime isn't restricted to only a particular voucher type. Apart from regular sales invoice, TallyPrime also supports e-Way Bill for POS, debit notes, and credit notes. What's more, even receipts and journal vouchers are supported for e-Way Bill when they are used for sales.

No matter how you record your supplies in TallyPrime, you can easily generate the e-Way Bill number while saving your invoice and print the QR code and other details. Later, if you want to update the details of your transaction, then you can easily cancel the current e-Way Bill number and get a fresh one for your updated invoice. This will ensure that the details in your e-Way Bill are up- to-date.

TallyPrime also provides you with the flexibility to generate multiple e-Way Bills at the same time. If you do not want to generate the e-Way Bill while recording the transaction, then you can do it later from the e-Way Bill report. You can select one or more transactions from the sections in the report and generate the respective e-Way Bill number for your invoices.

Moreover, you also have the choice of generating the e-Way Bill along with your e-invoice, or even generate the the e-invoice without the e-Way Bill, if required.

Prerequisites

Before you proceed with online e-Way Bill generation, ensure that: You are connected to the internet.

You are logged in with your e-Way Bill credentials.

- You have enabled e-Way Bill in TallyPrime.

-

In this section

-
Generate e-Way Bill and Print QR

Code Generate e-Way Bill in Bulk

Generate e-Way Bill

You can easily generate e-Way Bill while saving your invoice and also print the QR code and other details. If you want to generate your e-Way Bill details along with your e-invoice, then set the option **Send e-Way Bill details with e-Invoice** to **Yes** in your company (**F11**) features.

Record a [GST Sales transaction](#), as usual.

1. Under **Party A/c name**, select the party. The **Dispatch Details** screen will appear.

   a. Enter the required details and press **Enter**.
      The **Party Details** screen will appear. The will be prefilled as per the information provided in the party ledger.

   b. Update the **Party Details**, if required, and press **Enter** to proceed to the transaction.

1. Specify the other voucher details, such as the Sales ledger, Name of Item, GST ledger, and so on.

2. Set the option **Provide GST/e-Way Bill details** to **Yes**. The **Additional Details: Sales Taxable** screen will appear.

   The e-Way Bill will be generated based on the details entered in this screen.

   a. **Dispatch from** and **Ship to**: This will be prefilled based on the address provided in the Company and Party ledger, respectively. You can update this, if required.

   b. **Distance (in Km)**: This is the distance between the addresses of the Consignor and Consignee. The validity of your e-Way Bill depends on the distance entered in this field. The next time you record a transaction for this party, the distance will be prefilled based on the address and PIN code entered in the Party ledger.

   c. **Transporter Name**: Select the Transporter Name. You can set it as None if you are transporting the goods using your own or hired vehicle, or if you are using a different mode of transport such Rail, Air, or Ship.

   d. **Transporter ID**: Enter the **Transporter ID** provided by the transporter.
      If **Part B Details** are available, then you can enter the following details.

   e. **Mode**: Select the mode of transport, such as Road, Rail, Air, or Ship. You can also create a New Mode, if required.

   f. Specify details of the transport, such as **Vehicle Number**, **Vehicle Type**, and so on.

Additional Details : Sales Taxable			
e-Way Bill Details			
e-Way Bill No.	:	Date	: 2-Jul-21
		Place of Party	
Dispatch from	: Bangalore		
Ship to	: Jayanagar		
		Transport Details	
Distance (in KM)	: 10		
Transporter Name	: Vijay Transports	Transporter ID	:
Part B Details			
Mode	: 1 - Road		
Doc/Lading/RR/AirWay No.	:	Date	:
Vehicle Number	: KA08M3542	Vehicle Type	: R - Regular

g. Press **Enter** to proceed to the transaction.

4. Press **Ctrl+A** to save.

A confirmation screen for e-Way Bill generation will appear.

a. Press **Enter** to proceed. The **e-Way Bill Login** screen will appear.

b. Enter your Username and Password.

You will remain logged in for the next six hours, provided you do not turn off the computer or reset your credentials.

c. Press **Enter**. TallyPrime will start exchanging information with the e-Way Bill system.

After the exchange of information, a confirmation message will appear.

```
                Information

        e-Way Bill generated successfully.

        The details are updated in the transaction

                Press any key to continue
```

A Preview of the invoice will appear.

d. Press **Page Down** to view the generated e-Way Bill with all the relevant details and QR Code.

The **e-Way Bill No.** and **Validity Date** will also get updated in the **Additional Details** screen. If you want to explore additional options for configuring your e-Way Bill, then you can press **Ctrl+I** (More Details) or **F12** (Configure).

Generate e-Way Bill in Bulk

If you do not want to generate the e-Way Bill while recording the transaction, then you can do it later from the Exchange menu. You can select one or more transactions and generate the respective e-Way Bill No. for your vouchers. Ensure that you have set the option **Send e-Way Bill details after saving the voucher** to **No** in the **F12** configuration of the voucher.

1. Press **Alt+Z** > **Send for e-Way Bill**. The **Send for e-Way Bill** screen appears. You can view the transactions that are pending for generation and cancellation.

2. Select the required transactions and press **S** (Send) to send the details. If you press **S** without selecting any transaction, then all the transactions will be sent.

The following confirmation screen will appear, with the number of transactions lined up for e-

Way Bill generation.

For e-Way Bill Generation : 3

Do you want to continue?

Yes or No

3. Press **Enter** to continue.

4. Specify the **e-Way Bill Login** details and press **Enter** to

e-Way Bill Login

GSTIN :
Username :
Password : ********

TallyPrime will start exchanging information with the e-Way Bill system. After the exchange of information, a confirmation message will appear.

You will get an idea of how many e-Way Bills were generated or rejected by the portal, or if any transactions could not be uploaded due to technical difficulties.

For more details, you can go the e-Way Bill report. You can drill down to the transactions under the relevant sections, and update them as needed. Then you can then resend them for e-Way Bill generation.

Other e-Way Bill Activities

Apart from e-Way Bill generation, TallyPrime provides a host of other features such as Cancel e-Way Bill, Undo Cancellation, Get EWB Information, and so on. You also have the option to update details such as e-Way Bill Part B and Transporter ID. You can also extend the e-Way Bill in TallyPrime, if needed.

Cancel e-Way Bill

There may be situations where the e-Way Bill is generated for a particular voucher, but you might have to cancel it. For example, this can happen when there is a change in the rate or quantity of a stock item, or if the party has cancelled the order. In such cases, you may want to cancel the e-Way Bill.

1. **Gateway of Tally** > **Display More Reports** > **GST Reports** > **e-Way Bill** > press **Enter**. Alternatively, **Alt+G** (Go To) > type or select **e-Way Bill** > press **Enter**.

2. Drill down from the relevant section; for example, the **Without Part B** section under **e-Way Bill**

   generated.

3. Select the voucher for which the e-Way Bill needs to be cancelled.

4. Press **F10** (Cancel EWB). The **e-Way Bill Cancellation Details** screen will appear.

5. Select the **Reason** for cancellation and enter the **Remarks**.

e-Way Bill Cancellation Details	
Voucher No.	: SALNWBAN10
Voucher Date	: 3-May-21
e-Way Bill No.	: 131009213783
Reason	: 2 - Order Cancelled
Remarks	: Order Cancelled by Party

6. Accept the screen. As always, you can press **Ctrl+A** to save the details.

   The transaction will move to the **For e-Way Bill Cancellation** section under **Pending**.

> **Note**: You might have cancelled the e-Way Bill through some other medium on the portal, and you want to update the status in Tallyprime. In such cases, select the voucher (in the e-Way Bill report) and press **Ctrl+F10** (Mark as Cancelled). This voucher will move to the **Marked as e-Way Bill cancelled** section under **e-Way Bill Cancelled**, instead of the **For e-Way Bill Cancellation** section under **Pending**.

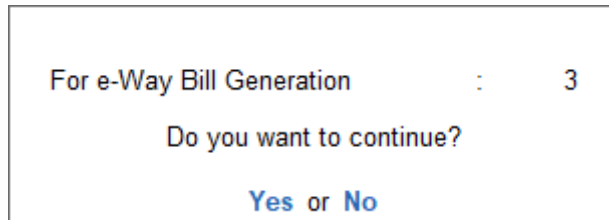Now you can send the e-Way Bills for cancellation from the Exchange menu.

1. Press **Alt+Z** > **Send for e-Way Bill**. The **Send for e-Way Bill** screen appears. You can view the transactions that are pending for cancellation.

2. Select the required transactions and press **S** (Send) to send the details. If you press **S** without selecting any transaction, then all the transactions will be sent. The following confirmation screen will appear, with the number of transactions lined up for e-Way Bill cancellation.
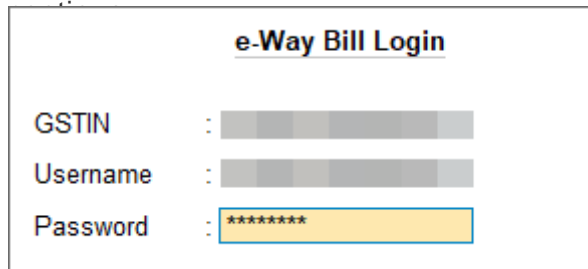

3. Press **Enter** to continue.

4. Specify the **e-Way Bill Login** details and press **Enter** to continue.

TallyPrime will start exchanging information with the e-Way Bill system. The **Exchange Summary** will appear after the cancellation is completed. You will get an idea of how many e-Way Bills were cancelled or rejected by the portal, or if any transactions could not be uploaded due to technical difficulties.
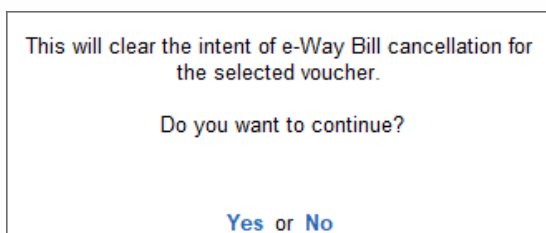
The voucher will move to the **e-Way Bill cancelled from e-Way Bill system** section of the e-Way Bill report. Even after cancellation, the information like QR code and e-Way Bill number will be retained in the voucher for your reference in TallyPrime. You can also view the remarks you had entered while cancellation using **More Details**.

Undo EWB Cancellation

In certain situations, you may have cancelled the e-Way Bill for a particular voucher in TallyPrime, but you may want to undo this cancellation. For example, this might be needed when you had selected the wrong voucher for cancellation, or you had sent an e-Way Bill to the portal for cancellation, but it was rejected. In such cases, you can undo the cancellation of the e-Way Bill.

You can select the voucher from the relevant section in the e-Way Bill report and proceed to undo e-Way Bill cancellation. When you undo e-Way Bill cancellation for a voucher, it will remove the details of the cancellation, such as the Cancelled status, the Reason for cancellation, and the Remarks, and move the voucher to its original section in the e-Way Bill report.

1. Drill down from the relevant section in the e-Way Bill report; for example, the **Pending for e-Way Bill cancellation** screen.

2. Select the voucher and press **Alt+F10** (Undo Cancellation). The following screen appears:

> This will clear the intent of e-Way Bill cancellation for the selected voucher.
>
> Do you want to continue?
>
> **Yes** or **No**

3. Press **Enter** to proceed.

   This will remove details of the cancellation (such as the Reason for cancellation and Remarks), and the voucher will move to its original section.

Get EWB Information

Sometimes, you may have generated or cancelled the e-Way Bill for vouchers in the offline mode using TallyPrime or some other software (or directly on the portal), and you may want to import the e-Way Bill information for those vouchers in TallyPrime. You can do so using the **Get EWB Info** facility, which will import the latest e-Way Bill number and other details from the portal to the vouchers.

This facility is available in the relevant sections of the e-Way Bill report, such as **Pending**, **Exported**, or **Rejected by e-Way Bill System**, where you can fetch the latest information and update the vouchers.

1. Drill down from the relevant section in the e-Way Bill report; for example, the **Pending for e-Way Bill generation** screen.

2. Select the voucher and press **F6** (Get EWB Info). The following screen appears:

> Do you want to get the e-Way Bill information for the selected voucher?
>
> **Yes** or **No**

3. Press **Enter** to proceed.

4. Specify the e-Way Bill Login details and press **Enter** to continue.

TallyPrime will start exchanging information with the e-Way Bill system. TallyPrime will fetch the latest e-Way Bill information from the portal, and the voucher will be updated and moved to the **e-Way Bill Generated** section.

Update e-Way Bill Part B

If Part B details were not available, then you might have generated the e-Way Bill without Part B for a few transactions. However, TallyPrime provides you with the option to update these details from the e-Way Bill report, whenever it is convenient for you.

1. Drill down from the relevant section in the e-Way Bill report; for example, the **For Part B updation** section under **Pending**.

2. Select the transactions for which you want to update Part B, and press **F7** (Update Part B). The **Part B Updation Details** screen appears.

   a. Select the **Mode** of transport from the options available.

   b. Enter the **Vehicle Number**

   c. Select the **Vehicle Type**.

   d. Accept the screen. As always, you can press **Ctrl+A** to save the details.

Now you can send the transaction for Part B updation through the **Exchange** menu.

1. Press **Alt+Z** > **Send for e-Way Bill**. The **Send for e-Way Bill** screen appears. You can view the

2. Select the required transactions and press **S** (Send) to send the details. If

   you press **S** without selecting any transaction, then all the transactions will be sent.

   The following confirmation screen will appear, with the number of transactions lined up for

   Part B updation.

3. Press **Enter** to continue.

4. Specify the **e-Way Bill Login** details and press **Enter** to

   TallyPrime will start exchanging information with the e-Way Bill system. The **Exchange**

   Summary will appear after the updation is completed.

   After updation, the voucher will move to the **e-Way Bill generated With Part B** section of the e-

   Way Bill report.

Undo Part B updation

If you had cancelled the updation of Part B on the e-Way Bill system, because of the change in transporter or some other issues, then you can undo this updation in TallyPrime. The vouchers will

then move to their previous section in the e-Way Bill report.

1. Drill down from the relevant section in the e-Way Bill report; for example, the **With Part B** section under **e-Way Bill Generated**.

2. Select the transactions and press **Alt+F7** (Undo Part B Updation). The following confirmation screen will appear:

This will clear the intent of Part B updation for the selected voucher.

Do you want to continue?

Yes or No
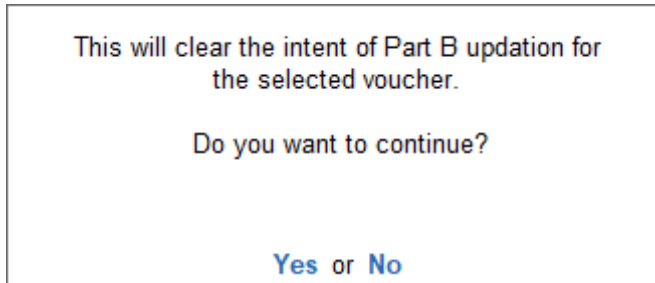
3. Press **Enter** to proceed.

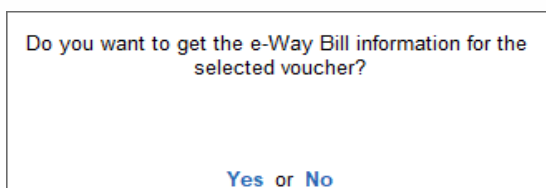The transaction will move from this section and appear in its previous section.

Note:

- **Undo Part B Updation** will only remove the Part B details from the transaction. It will not have any impact on the status of the e-Way Bill on the portal. So, you will have to undo the Part B updation on the portal, and then update the e-Way Bill report using **Undo Part B updation**.

- Sometimes a transaction might appear in the **Pending For Part B Updation** section, even if you have updated the details on the portal. In such cases, drill down from the **Pending For Part B Updation** section, select the transaction and press **Ctrl+F7** (Mark Part B as Updated). The transaction will move to the **Generated With Part B** section.

Extend e-Way Bill

You can extend the validity of an e-Way Bill in TallyPrime, in case there is an unexpected delay in the delivery of goods. This might happen due to vehicle breakdown or some other obstacle. Accordingly, you can extend the e-Way Bill, considering it is still active and about to expire in 8 hours.

1. Drill down from the relevant section in the e-Way Bill report; for example, the **With Part B** or **Without Part B** section under **e-Way Bill Generated**.

2. Select the transaction and press **F9** (Extend EWB). The **e-Way Bill Extension Details** screen appears.

3. Enter the **Remaining Distance (in KM)**. The validity of e-Way Bill will depend on the value entered here.

e-Way Bill Extension Details

Voucher No.	: SALNWBAN10	Voucher Date	: 3-May-21
e-Way Bill No.	: 131009213783		

Transport Details

Remaining Distance (in KM): 12			
Mode	: 1 - Road		
Doc/Lading/RR/AirWay No.:		Date	: 4-May-21
Vehicle Number	: KA08M3542	Vehicle Type	: R - Regular
Transit Type	: ♦ Not Applicable		

Dispatch Details

Address 1	: Near CMR College, Hosur Road	Current Pincode	: 560066
Address 2	:	Current Place	: Hosur Road
Address 3	:	Current State	: Karnataka

Reason and Remarks

Reason	: 99 - Others	Remarks	: Vehicle Breakdown

4. Press **Ctrl+A** to save.

Now you can send the transaction for e-Way Bill extension using the **Exchange** menu.

Undo EWB Extension

You may have extended the validity of an e-Way Bill in TallyPrime, due to an unexpected delay in the delivery of goods. However, if the obstacles are cleared and the goods are delivered on time, then Tallyprime also provides you with the option to undo this extension.

1. Drill down from the relevant section in the e-Way Bill report; for example, the **Pending for e-Way Bill cancellation** screen.

2. Select the voucher and press **Alt+F10** (Undo Cancellation). The following screen will appear:

This will clear the intent of e-Way Bill extension for the selected voucher.

Do you want to continue?

Yes or No

3. Press **Enter** to proceed.

This will remove details of the cancellation (such as the Reason for cancellation and Remarks), and the voucher will move to its original section.

Offline e-Way Bill

TallyPrime also allows you to carry out e-Way Bill activities in the offline mode, in case you do not have continuous access to the internet, or if don't want to send your invoice details directly to the portal. In such cases, you can export the details of your e-Way Bill in the JSON format and then upload it the portal at your convenience. TallyPrime creates the offline files in the prescribed format and size limit. If the data size is more than 2MB, the information is split into multiple files, each of which will be less than 2 MB.

Generate e-Way Bill

Offline Export

1. Press **Alt+Z** > **Send for e-Way Bill**. The **Send for e-Way Bill** screen appears. You can view the transactions that are pending for generation.

2. Select the required transactions and press **X** (Offline Export) to export the details. If you press **X** without selecting any transaction, then all the transactions will be exported.

The following confirmation screen will appear, with the number of transactions lined up for e-Way Bill generation.

3. Press **Enter** to continue. The **Export** screen will appear.


```
Export

File Format                          :  JSON (Data Interchange)
Export to                            :  Local drive
Folder Path                          :  D:\Data

*File Name Structure for EWB: EWB_<GSTIN>_<Generate/Update Part B/Update Transporter ID>_<datentime>_<X>.json


                    C: Configure              E: Send
```

4. Press **C** (Configure), if you want to change the details, such as the Folder path where JSON

   files will be exported.

5. Press **E** (Send) to export the JSON files.

Name	Date modified	Type	Size
e-Invoicing	26-02-2021 13:36	File folder	
e-Way Bill	02-07-2021 22:57	File folder	
e-Inv_29AACCT3705E000_IRN-Gen...	25-12-2020 17:45	JSON File	3 KB
EWB_05AAACE8354Q1Z6_Generat...	03-07-2021 02:19	JSON File	5 KB
TBK900.001	06-04-2020 18:58	001 File	186 KB

Bulk Upload on the Portal

After exporting the JSON files, you can upload them on the portal and generate e-Way Bill information for the selected vouchers.

1. Open the [e-Way Bill portal](#) and go to one of the following links:

   - **e-Way Bill** > **Generate Bulk**.

   - **Consolidated EWB** > **Generate Bulk**.

2. Click **Choose File** > select **JSON** > click **Upload & Generate**. The e-Way Bill gets generated.

Update Part B/Transporter ID

Apart from e-Way Bill generation, TallyPrime provides you have with the option to update the Part B and Transporter ID for the e-Way Bill. Similar to the offline generation of e-Way Bill, you can export the details of your e-Way Bill in the JSON format and then upload it the portal at your convenience

1. Press **Alt+Z** > **Send for e-Way Bill**. The **Send for e-Way Bill** screen appears. You can view the transactions that are pending for generation, updation, cancellation, extension, and so on.

2. Select the required transactions and press **X** (Offline Export) to export the details. If

you press **X** without selecting any transaction, then all the transactions will be exported.

The following confirmation screen will appear, with the number of transactions lined up for e-

Way Bill activities.

3. Press **Enter** to continue. The **Export** screen will appear.

4. Press **C** (Configure), if you want to change the details, such as the Folder path where
JSON

files will be exported.

5. Press **E** (Send) to export the JSON files.

After exporting the JSON files, you can <u>upload them on the portal</u> and generate e-Way Bill information for the selected vouchers.

e-Way Bill Report

The e-Way Bill report is a one-stop shop for your e-Way Bill needs in TallyPrime. You can view the e-Way Bill status of your transactions, and take the next step accordingly. You can perform operations such as e-Way Bill generation and cancellation for one or many transactions. The e-Way Bill report also allows you to view the transactions where the details are incomplete or incorrect, and update the required information. You can also open the the e-Way Bill portal directly from the report, if required, by pressing **Alt+V** (Open EWB Portal).

- **Gateway of Tally** > **Display More Reports** > **GST Reports** > **e-Way Bill**, and press **Enter**. Alternatively, **Alt+G** (Go To) > type or select **e-Way Bill**, and press **Enter**.

- **e-Way Bill Register**
  The **e-Way Bill Register** is a single location where you can check the e-Way Bill status and other details of your transactions in a particular period. If required, you can also remove e-Way Bill information from certain vouchers by pressing **Alt+V** (Remove EWB Info).

- **Uncertain Transactions (Corrections needed)**
  This section lists the transactions where there is mismatch or incomplete information at the voucher, ledger, or stock item level. You can drill down from the transactions and resolve the uncertainties. You can also accept the transactions as is, or recompute the values, if needed.

- **Missing/Invalid Information**
  This section lists the transactions that have missing or invalid Information, which needs to be corrected before the e-Way Bill can be generated. The sub-sections include the transactions where HSN/SAC details are not provided, and the transactions where the information required

for e-Way Bill generation is not provided. Once you resolve these transactions, they will appear under **Pending** > **For e-Way Bill Generation**.

- **Rejected by e-Way Bill System**
  This section lists the transactions where e-Way Bill generation/cancellation requests were rejected by the portal. The rejection can happen due to reasons such as duplicate e-Way Bill number, invalid HSN code, and so on. You can drill down to the transaction and update it with the relevant details. After the transaction has been updated, press **Alt+R** (Mark as Resolved) to resolve the transaction. After being resolved, the transaction will appear under **Pending** > **For e-Way Bill Generation**.

- **Pending**
  This section lists the transactions that are ready to be sent to the portal, as they have no uncertain or missing information. This includes the transactions ready for e-Way Bill generation/cancellation/extension, or updation of Part B/Transporter ID. You can proceed to the Exchange menu (**Alt+Z** (Exchange) > **Send for e-Way Bill**), and send the transactions to the portal.

- **Exported**
  After the transactions are successfully sent to the portal for e-Way Bill generation/cancellation, they will appear in the **Exported** section.

- **e-Way Bill Generated**
  This section lists the transactions where the e-Way Bill is generated (with or without Part B) from the portal, or manually updated in the offline mode using TallyPrime or other software. You can further update e-Way Bill information for the required transaction by pressing **Alt+Q** (Manually Update EWB Info).

- **e-Way Bill Cancelled**
  This section lists all the transactions where the e-Way Bill is cancelled from the portal, or manually marked as cancelled in the offline mode in TallyPrime or other software.

- **User-Excluded Transactions**
  This section lists the transactions that you have chosen to exclude from the e-Way Bill

process. However, if you want to include certain transactions from this list for e-Way Bill activity, then you can select the transactions and press **Alt+H** (Include).

e-Way Bill in Releases Earlier than TallyPrime 2.0

Important Announcement

This is to inform you that National Informatics Centre (NIC) has made certain changes in the JSON schema for e-Way Bill (EWB). These changes are expected to go live on 1st July 2021. Therefore, the existing tools for e-Way Bill JSON Preparation and Consolidated e-Way Bill JSON Preparation will stop working and the JSON file generated from TallyPrime for EWB may fail during Upload.

We have made necessary enhancements in the product to address these changes, which will be available TallyPrime Release 2.0 onwards. Therefore, we urge you to upgrade to the latest release of TallyPrime at the earliest.

However, if you need time to upgrade to the latest TallyPrime release and want to continue generating e-Way Bill from your existing TallyPrime release, refer to the steps mentioned in the Export Data to JSON Preparation Tool and Create JSON section. The latest offline tool can be downloaded from here: https://docs.ewaybillgst.gov.in/html/formatdownloadnew.html

To know how to export e-Way Bill details using Excel, click **Export Data to JSON preparation tool and Create JSON**.

TallyPrime supports the e-Way Bill JSON Preparation Tool, Version 1.0.0219. In TallyPrime, you can enter e-Way Bill details only when such transactions are recorded with stock items. The provision to enter e-Way Bill details is not available in accounting invoice mode, and in companies enabled to Maintain only accounts.

Setup for e-Way Bill

1. Open the **company**.

2. Press **F11** (Feature) > set **Enable Goods and Services Tax (GST)** as **Yes**.

3. In the **Company GST Details** screen, e-Way Bill options, including the applicable date, threshold limit, and the value to be considered for the threshold limit, are provided.

4. Select the value to be considered for the threshold limit based on your business requirement.

You can enable the option Applicable for intrastate and enter the **Threshold limit**, based on

the applicability of e-Way Bill for your state. The threshold limit will be applied for the

transactions recorded.

In the party ledger, if you have selected the Registration type as:

- **Regular or Composition**: The GSTIN/UIN is considered as the transporter ID.

- **Unknown or Unregistered**: Enter the 15-digit Transporter ID.

If the **Transporter ID** is incorrect, the message appears as shown:

Record Invoice with Details Required for e-Way Bill, and Create JSON

When you enable e-Way Bill for a company, the option Export e-Way Bill details from invoice after saving? is also enabled in the Voucher Configuration screen.

1. **Gateway of Tally** > **Vouchers** > press **F8** (Sales).

   Alternatively, press **Alt+G** (Go To) > **Create Voucher** > press **F8** (Sales).

2. Select the party ledger, sales ledger, stock items, and tax ledgers.
   As in other transactions, you can create the ledger or stock item on the fly by pressing **Alt+C**.

   Alternatively, press **Alt+G** (Go To) > **Create Master** > type or select **Ledger** > and press **Enter**.

3. Set the option **Provide GST/e-Way Bill details** to **Yes**, it appears when the invoice value is above Rs.50,000. Press **Enter** to view the **Statutory Details** screen.

   > **Note**: A POS invoice is issued in the check-out counter of a shop, and the goods are generally carried by the buyer. Hence, the option **Provide GST/e-Way Bill details** will not appear in a POS invoice. If the supplier agrees to deliver the goods and the transaction value exceeds the threshold limit of e-Way Bill, you can enter the transport details from e-Way Bill reports.

   o In the **Statutory Details** screen, enter the mandatory details required for generating the

     e-Way Bill.

     > **Note:** Press **F12** (Configure) to:
     > - **Enable consolidated e-Way Bill details** - enter the details required for generating a consolidated e-Way Bill.

○ Check the distance between the pincodes entered for **Dispatch From** and **Ship To** on the e-Way Bill System (e-Way Bill system > Search > Pin to Pin distance).

PIN to PIN Distance

Enter Dispatch From Pincode	560068	Enter Ship To Pincode	700001
	Enter Value Shown on the Image	QECR6	
		YFUQS	
	Go		

Approximate Distance Between The Pincodes 560068 and 700001 is 1931 Kms

○ Enter the **Distance (in KM)** based on the **Pincode** entered in **Dispatch From** and **Ship To**

sections of **e-Way Bill Details** screen.

○

Enter the distance manually for the first time.

▪ Based on the combination of same party ledger and pincodes entered in the **e-Way Bill Details** screen of previous invoice, the distance will be prefilled for the subsequent invoices.

▪ If the prefilled distance is **changed** in the **e-Way Bill Details** screen of any of the invoices, the updated distance will get prefilled for the subsequent invoices.

Note: If you enter the Distance for the first time, the same will be retained for the combination of same party and pincodes. You can change it, if required. If you press **Spacebar** on the **Distance** field, the **Distance** will reappear, as it cannot be left blank.

○ For transport by:

▪ **Road**, you can either enter the **Date** and **Vehicle number**, or **Date** and **Transporter ID**.

- **Rail/Air/Ship**, you have to enter the Date along with either the **Doc. No.**, **Lading**

  No., **RR No.**, or **AirWay No**.

4. If goods are transported in different modes or vehicles, press **Alt+R** (Transporter Details) to enter the **Transporter's Details**. Enter the distance manually for the first time.

   ○ Based on the combination of same party ledger and pincodes entered in the previous invoice, the distance will be prefilled in the **Transporter's Details** screen for the subsequent invoices.

   ○ If the prefilled distance is **changed** in the **e-Way Bill Details** screen of any of the invoices, the updated distance will get prefilled for the subsequent invoices.

Mode	Distance (in KM)	Name	Transporter ID	Vehicle Number	Vehicle Type	Doc/Lading /RR/Air Way No.	Date	Place of Change	State of Change	Reason	Remarks
Road	1931	Transporter			Regular		9-Jun-2020	Mangalore	Karnataka	Due to Transhipment	
Road	578	Sea King			Regular		9-Jun-2020	Navi Mumbai	Maharashtra	♦ Not Applicable	

Reason

♦ Not Applicable
Due to Break Down
Due to Transhipment
Others

   ○ Accept the **Transporter's Details** screen.

5. Press **Alt+W** (e-Way Bill Details) to enter the details of multiple e-Way Bills generated for a single transaction.

   ○ In the **e-Way Bill Details** screen, enter the **e-Way Bill No.** and **Date** for each **Sub Type** along with the **Document Type** and **Status of e-Way Bill**. You can now select **SKD/CKD/Lots**, as per the new e-Way Bill requirements.

   ○ If you are updating the consignor and consignee details, enter the pincodes for both. Based on these pincodes, manually enter the **Distance** in the **Transporter Details** (when

the option **Update Transporter Details** is enabled) or e-Way Bill Details (if transporter

details are not updated), for the first time.

- Based on the combination of same party ledger and pincodes entered in the previous invoice, the distance will be prefilled in the **Transporter's Details** or **e-Way Bill Details** for the subsequent invoices.

- If the prefilled distance is **changed** in the **Transporter's Details** or **e-Way Bill Details** of any of the invoices, the updated distance will get prefilled for the subsequent invoices.

e-Way Bill Details							
e-Way Bill No.	Date	Sub Type	Document Type	Update Consignor Details	Update Consignee Details	Update Transporter's Details	Status of e-WayBill
123411117777	9-Jun-2020	Supply	Sub Type ♦ Not Applicable Exhibition or Fairs Export For Own Use Job Work Lines Sales Others Recipient Not Known SKD/CKD/Lots Supply		No	No	

6. Accept the **e-Way Bill Details** screen.

7. Accept the screen. As always, you can press **Ctrl+A** to save.

    The Export Details for e-Way Bill screen appears.

Exporting Details for e-Way Bill

File Format	: JSON e-Way Bill Details (Data Interchange)
Folder path	: C:\
File Name	: Ewaybill_27_010820_173005.json

C: Configure   E: Send

8. Press **Enter** to create a JSON file. The folder in which the JSON is created now appears.

9. Upload the JSON file to the portal to generate the e-Way Bill.

10. Return to the invoice in TallyPrime Enter the **e-Way Bill No.** and **e-Way Bill** bin the Update **e-Way Bill Information** screen.

Update e-Way Bill Information

Invoice No.   : **27**   Invoice Date   : **1-Aug-2020**
Party Name   : **A to Z Stationers**   Invoice Amount : **5,90,000.00**

e-Way Bill No.   : [   ]

e-Way Bill Date   : **1-Aug-2020**

Note: You can update these details in the Update e-Way Bill Information report as well. To create one JSON for multiple invoices from the **Invoice Ready for Export** section of e-Way Bill Report. If you have configured the voucher type to print after saving, you can print the invoice with e-Way Bill number. If you had entered e-Way Bill details in delivery note and tracked it to sales invoice, you need to manually enter the same details of e-Way Bill in the sales invoice.

Mandatory details missing in invoice

If the mandatory details required for generating e-Way Bill are not provided or specified incorrectly, a message appears while saving the voucher. You can provide the details by referring to the message.

Warning

Mandatory information for e-Way Bill is not specified /invalid.
(Verify Vehicle Number, doc date, Transporter ID and other details)

Press any key to continue

Altering an invoice

If you alter the invoice and the total value exceeds Rs. 50,000, the option Provide GST/e-Way Bill details appears to enter the e-Way Bill details. It prompts for generation of JSON on saving the invoice. You can also create JSON at a later point in time, by pressing **Ctrl+E** in the alteration mode of the invoice.

UQC for e-Way Bill

The list of Unit Quantity Code (UQC) provided by GSTN for GSTR-1, does not match with the list provided by NIC for e-Way Bill. Also, the availability of UQC is not mandatory for generating the e-Way Bill. Hence, the export of UQC mapped to the stock items selected in the invoice, is not supported in TallyPrime. Once the list of UQC provided by NIC matches with that of GSTN, the required changes will be made available in TallyPrime.

e-Way Bill option not appearing in the invoice – Probable causes and solution

You can do the following if the option Provide GST/e-Way Bill details is not appearing in the invoice.

1. Type of Supply – Ensure Goods is selected as Type of Supply. If you have selected Services, e-Way Bill option will not appear.

2. Voucher creation screen – make a note of the voucher date, voucher amount, and whether it is an interstate or intrastate transaction. Then check if:

   - The option **e-Way Bill applicable** is set to **Yes** in the **Company GST Details** screen (from **F11** (Feature)).

   - The voucher date is on or after the **Applicable from** date set for e-Way Bills.

   - The voucher amount is above the, **Threshold limit** set for interstate or intrastate transaction, based on the **Invoice value**, **Taxable** and **exempt goods value** or **Taxable goods value**, as defined for the option **Threshold limit includes**.

   - Make the required changes and save the screen.

   - Record a new transaction, enter the amount and date, and check if the option **Provide GST/e-Way Bill details** is appearing in it.

   - If the option does not appear, rename the tallycfg.tsf file in Tally folder and recheck the date and values in the voucher. Ensure the relevant options are enabled in the **Company GST Details** screen.

3. Voucher alteration screen – in the **e-Way Bill Reports**:

   - Check if the invoice is appearing in the **Invoices Exported** section of the report (as the e-way Bill details were exported for creating the JSON file).

- Press **Ctrl+I** (More Details) to check if the e-Way Bill details are available.

4. If difficulty persists, go to **Export for e-Way Bill** report. In the:

- **Information required for e-Way Bill not provided** section, check if the transaction is available and resolve the exception.

- **Invoices Ready for Export** section, check if the transaction is available.

e-Way Bill for Exports, Imports and Transactions with SEZ Units

- If you select the Nature of transaction provided for Exports:

  - Select:

    - The State as **Other Countries** under **Bill To**.

    - The Indian state or other territory in which the airport, shipping yard or border check post is located, under **Ship To**.

  - Enter the Pincode of the location (airport, shipping yard or border check post) from where the consignment is exported. A note appears to indicate this information.

  - The GSTIN appears as **URP**, under **Bill To**.

Additional Details : Exports Taxable			
Shipping Bill No.	:	Date	:
Port Code	:		
		e-way Bill Details	
e-Way Bill No.	:	Date	:
Sub Type	: Export	Document Type	: Tax Invoice
		Consignor Details (From)	
	Bill From		**Dispatch From**
Consignor	: National Enterprises	Address Type	: ♦ Primary
GSTIN/UIN	:	Address1	: #27, 80 Ft Road, Industrial Area,, Koramangala 6th Block,, Bangalore
State	: Karnataka	Address2	:
		Place	:
		State	: Karnataka Pincode : 560068
		Consignee Details (To)	
	Bill To		**Ship To**
Consignee	: MM Frozen Foods	Address Type	: ♦ Primary
GSTIN	: URP	Address1	: #12-02 Raffles City Tower, 250 North Bridge Rd, Singapore
State	: Other Countries	Address2	:
		Place	:
		State	: Tamil Nadu Pincode :
		Transporter Details	
Mode	: Road	Distance (in KM)	:
Transporter Name	: ♦ None	Transporter ID	:
Vehicle Number	:	Vehicle Type	: Regular
Doc/Lading/RR/AirWay No.	:	Date	:

- If you select the Nature of transaction provided for Imports:

  - The GSTIN appears as **URP**, under **Bill From**.

  - The State under **Bill From** appears as **Other Countries**. Select the Indian state or other territory in which the airport, shipping yard or border check post is located under **Dispatch From**.

- You can enter the Pincode of the location (airport, shipping yard or border check post) to which the consignment is imported. A note appears to indicate this information.

Additional Details : Imports Taxable				
Bill of Entry No.	:	Date	:	
Port Code	:			
e-way Bill Details				
Supplier Invoice No.	:	Date	:	
e-Way Bill No.	:	Date	:	
Sub Type	: Import	Document Type	: Bill of Entry	
Consignor Details (From)				
Bill From		**Dispatch From**		
Consignor	: MM Frozen Foods	Address Type	: ♦ Primary	
GSTIN/UIN	: URP	Address1	: #12-02 Raffles City Tower, 250 North Bridge Rd, Singapore	
State	: Other Countries	Address2	:	
		Place	:	
		State	: Tamil Nadu	Pincode :
Consignee Details (To)				
Bill To		**Ship To**		
Consignee	: National Enterprises	Address Type	: ♦ Primary	
GSTIN	: 29AAOCB2230M1ZP	Address1	: #27, 80 Ft Road, Industrial Area,, Koramangala 6th Block,, Bangalore	
State	: Karnataka	Address2	:	
		Place	:	
		State	: Karnataka	Pincode : 560068
Transporter Details				
Mode	: Road	Distance (in KM)	:	
Transporter Name	: ♦ None	Transporter ID	:	
Vehicle Number	:	Vehicle Type	: Regular	
Doc/Lading/RR/AirWay No.	:	Date	:	

Note: When the party is of foreign country, the Sub Type appears as Export (for sale) or Import (for purchase), with a note.

- If you change the **Sub Type** (to anything other than Export or Import), the note will not be displayed.

Additional Details : Exports Taxable				
Shipping Bill No.	:	Date	:	
Port Code	:			
e-Way Bill No.	:			
Sub Type	: Supply		: Tax Invoice	
	Sub Type			
	♦ Not Applicable			
	Exhibition or Fairs			
	Export			
	For Own Use	**Dispatch From**		
Consignor	: National Enterprises	Job Work	♦ Primary	
GSTIN/UIN	: 29AAOCB2230M1ZP	Lines Sales	#27, 80 Ft Road, Industrial Area,, Koramangala 6th Block,, Bangalore	
State	: Karnataka	Others		
		Recipient Not Known		
		SKD/CKD/Lots		
		Supply	Karnataka	Pincode : 560068
Bill To		**Ship To**		
Consignee	: MM Frozen Foods	Address Type	: ♦ Primary	
GSTIN	: URP	Address1	: #12-02 Raffles City Tower, 250 North Bridge Rd, Singapore	
State	: Other Countries	Address2	:	
		Place	:	
		State	: Tamil Nadu	Pincode :
Transporter Details				
Mode	: Road	Distance (in KM)	:	
Transporter Name	: ♦ None	Transporter ID	:	
Vehicle Number	:	Vehicle Type	: Regular	
Doc/Lading/RR/AirWay No.	:	Date	:	

- For purchases, if you select the Nature of transaction provided for SEZ:
  - The party's GSTIN will appear under **Bill From** section.
  - The **State** under **Bill From** section appears as **Other Countries**. Select the Indian state or other territory in which the airport, shipping yard or border check post is located under Dispatch From.
    - You can enter the **Pincode** of the location (airport, shipping yard, or border check post) to which the consignment is received.

- For sales, if you select the Nature of transaction provided for SEZ:
  - The party's GSTIN will appear under **Bill To** section.
  - Enter the **Pincode** of the location (airport, shipping yard, or border check post) from where the consignment is dispatched.
  - Select:
    - The **State** as **Other Countries** under **Bill To**.
    - The Indian state or other territory in which the airport, shipping yard or border check post is located, under **Ship To**.

> **Note:** When the party is of SEZ unit, the **Sub Type** appears as Export (for sale) or Import (for purchase), with a note.

If you change the **Sub Type** (to anything other than **Export** or **Import**), the note will continue to appear. You can ignore the note as it is not relevant for any other **Sub Type**.

Upload JSON file to portal

1. In the GST portal, click **e-Way Bill System** > Click here to go to **e-Way Bill Portal**.

2. To generate the e-Way Bill, choose the required links:

   - **e-Waybill > Generate Bulk**
   - **Consolidated EWB > Generate Bulk**

3. Click **Choose File** > select **JSON** > click **Upload & Generate**. The e-Way Bill gets generated.

Print the invoice with e-Way Bill number

If the voucher type is enabled to **Print voucher after saving**, the **Voucher Printing** screen appears on saving the voucher. If not, go to alteration mode of the invoice and press **Ctrl+P** (Print). In the **Voucher Printing** screen:

1. Press **C** (Configure).

2. Ensure the option **Show e-Way Bill No.** is set to **Yes**.

3. Accept the **Print Configuration** screen.

4. Press **Esc** and press **P** (Print) to print the invoice.

Tax Invoice

National Enterprises #27, 80 Ft Road, Industrial Area, Koramangala 6th Block, Bangalore GSTIN/UIN: State Name : Karnataka, Code : 29 E-Mail : salesho@nationalenterprises.com	Invoice No. 14	e-Way Bill No. 147895623147	Dated 9-Jun-2020
	DeliveryNote 27		Mode/Terms of Payment
	Reference No. & Date.		Other References
Buyer (Bill to) **Alfa Provisions** 6,14, Mayurbhanj Rd Orient Row Kolkata GSTIN/UIN : State Name : West Bengal, Code : 19	Buyer's Order No. 19		Dated 9-Jun-2020
	Dispatch Doc No.		Delivery Note Date 9-Jun-2020
	Dispatched through		Destination
	Terms of Delivery		

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	Bambino Vermicelli, 400 gm	1902	200 Pcs	30.00	Pcs		6,000.00
2	Borges Pasta Whole Wheat 500g	1902	200 Pcs	200.00	Pcs		40,000.00
							46,000.00
	IGST						7,500.00
	Total		**400 Pcs**				**₹ 53,500.00**

E. & O.E

Amount Chargeable (in words)

INR Fifty Three Thousand Five Hundred Only

HSN/SAC	Taxable Value	Integrated Tax		Total Tax Amount
		Rate	Amount	
1902	6,000.00	5%	300.00	300.00
1902	40,000.00	18%	7,200.00	7,200.00
Total	**46,000.00**		**7,500.00**	**7,500.00**

Tax Amount (in words) : **INR Seven Thousand Five Hundred Only**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for National Enterprises

Authorised Signatory

This is a Computer Generated Invoice

Export for e-Way Bill Report

In this report, you can:

- Resolve the exceptions by entering the mandatory details that were not provided during voucher entry.

- Check the invoice status to export or update e-Way Bill number and date.

- Create JSON or export data to JSON preparation tool

To view the details of the report, you can do the following:

- Press **Ctrl+B** (Basis of Values) to configure the values in your report for that instance, based on different business needs.

- In **Export for e-Way Bill** Report, you can set Threshold limit for Interstate and Intrastate. Press **Ctrl+B** (Basis of Values) > **Set Threshold limit for Interstate** > press **Enter** and set the Value. Press **Esc** to view the default values.

  Similarly, you can include URD purchases, Non URD purchases, etc.

- Press **Ctrl+H** (Change View) > type or select **Voucher-wise Report** > press **Enter**. Press **Esc** to view the default report.

- Press **Shift+Enter** on each invoice under **Invoices Ready for Export** and **Invoices Exported**, to view the transport details of each invoice.

In this section

- Status-wise View of e-Way Bill Report

- HSN Code not specified

- Information required for e-Way Bill not provided

- Invoices Ready for Export

- Invoices Exported

- Excluded by User

- Voucher-wise View of e-Way Bill Report

Status-wise View of e-Way Bill Report

- **Gateway of Tally** > **Display More Reports** > **Statutory Reports** > **GST** > **e-Way Bill** > **Export for e-Way Bill**.

  Alternatively, press **Alt+G** (Go To) > type or select **Export for e-Way Bill** > and press **Enter**.

The report appears for one day. You can change the date or period, if

Export e-Way Bill	National Enterprises	
Status-wise View		**For 1-Aug-2020**
Particulars		**Voucher Count**
Invoices with incomplete/mismatch in information		1
HSN Code not specified		
Information required for e-Way Bill not provided		1
Invoices Ready for Export		1
Invoices Exported		1
User-excluded Transactions		

Note: Drill down from a row to resolve the exceptions.

- Press **F2** (Date) to change the date. Press **Alt+F2** (Period) to change the period, if needed.

- Press **F12** (Configure), and enable the options to view purchases made from unregistered and other dealers and sales returns. If you have tracked delivery notes in sales, you can view only sales or delivery note or both sales and delivery notes. You can also change the threshold limit of the transaction to view the relevant vouchers in the report.

> **Note**: The option Include Tracked Vouchers will appear only if delivery note and receipt note voucher types are enabled.

HSN Code not specified

Displays the count of transactions for which HSN code is not defined.

1. Select the exception **HSN Code not specified**, and press Enter.

e-Way Bill - Uncertain Resolution	National Enterprises			
HSN Code not specified				**1-Jun-2020 to 31-Aug-2020**
Particulars		**HSN/SAC Name**	**HSN/SAC**	**Effective Date**
♦ **Primary**				
Pasta				
Borges Pasta Whole Wheat 500g		Borges Pasta		1-Apr-2020
Seviyan (vermicelli)				
Bambino Vermicelli, 400 gm		Seviyan (vermicelli)		1-Apr-2020

2. Select the required stock item.

3. Enter the **HSN/SAC Name** and **HSN/SAC**.

4. Accept the screen. As always, you can press **Ctrl+A** to save.

Information required for e-Way Bill not provided

Displays the count of transactions for which mandatory details required for generating e-Way Bill are not provided. If a POS invoice value exceeds the threshold limit provided for e-Way Bill, the transaction appears here.

1. Select the exception **Information required for e-Way Bill not provided**, and press **Enter**.

2. **Skip Validation**: Press **Alt+S** (Skip Validation) for vouchers that you want to accept without validating the following:

   ○ Transporter ID

   ○ Vehicle number

   ○ GSTIN/UIN

   ○ Pincode

   ○ Distance

   This button will be activated only for vouchers in which these details are not available in

the format provided by the department.

3. Press **Enter** to accept.

The **State** field appears under Dispatch From and Ship To sections in e-Way Bill details screen of the invoice. If you have not selected the State name under **Bill From**, **Dispatch From**, **Bill To** or **Ship To**, the invoice will appear as an exception. To resolve this exception, you need to select the Indian State or other territory.

While resolving the exception, Other Countries will not be listed for selection as per the latest requirements of e-Way Bill.

4. For the other exceptions, you can do one of the following:

   o Press **Alt+H** (Exclude Vouchers), to exclude a transaction from this report.

   o Press **Alt+W** (Update Details) and enter the **e-Way Bill Details** for sales and POS invoice.

   o Select the required voucher, and press **Enter**.

Express Stores		
Exception Type	**Particulars**	**Validation Rules**
Sub Type	SKD/CKD/Lots	Sub Type is not specified
Document Type	Tax Invoice	Document Type is not specified
Consignor Pincode		Consignor Pincode needs to be 6-digits.
Consignor State(Shipped From)	♦ Not Applicable	Consignor (Shipped From) State is not specified
Consignee Pincode		Consignee Pincode needs to be 6-digits.
Consignee State		Consignee (To) State is not specified
Consignee State(Shipped To)		Consignee (Shipped To) State is not specified
Consignee GSTIN		GSTIN should contain the State code, PAN, an alphabet or a number (1-9), the alphabet Z, and an alphabet or a number (0-9).
Mode		Mode of transport is not specified
Distance (in KM)		Distance cannot be less than 0.5 km or more than 4000 km
Vehicle No.		Vehicle Number specified is Invalid
Transporter ID		Transporter ID is not specified
Doc/Lading/RR/Air Way No.		Doc/Lading/RR/Air Way No. specified is Invalid
Doc/Lading/RR/Air Way Date		Doc/Lading/RR/Air Way Date should not be blank.

   o Enter the **Consignor Pincode** and **Consignee Pincode**. If you had entered the distance in

any of the previous invoices for these pincodes and party ledger combination, the

Distance will be prefilled. You can edit this distance if required.

5. Enter the other missing details (for sales and POS invoices).

6. Accept the screen. As always, you can press **Ctrl+A** to save.

Invoices Ready for Export

Displays the count of transactions which have all the mandatory details required for generating e-Way Bill, and are ready for export.

1. Select Invoices Ready for Export and press Enter.

2. Press **F12** (Configure) and enable the options **Show Taxable Amount and Tax Amount** and **Show Tax types in separate columns**, to view the taxable value and tax amount in separate columns.

> **Note**: When the option Assessee of other territory is enabled in Company GST Details screen, the column for UT Tax Amount will appear instead of State Tax Amount.

3. Press **Shift+Enter** on each invoice, to view the transaction types inferred based on the States selected in the e-Way Bill Details screen.

4. Press **F4** (Party) to select a particular party ledger, and display the relevant transactions.

5. Press **Ctrl+H** (Change View) to view the details of a report in different views with additional details or for a specific period. You can also view other reports related to the current report. To view the **Update e-Way Bill Information** for **e-Way Bill – Voucher Register**, press **Ctrl+H** (Change View) > type or select **e-Way Bill – Voucher Register** > press **Enter**. Press **Esc** to view the default report.

6. Press **Alt+H** (Exclude Vouchers), to exclude a transaction from this report.

7. Press **Alt+V** (Open e-Way Bill Portal)to open the GST portal.

8. Select the required transaction (press Spacebar to select more than one transaction), and press **Alt+E** (Export) > **e-Way Bill** to export.

Exporting Details for e-Way Bill

File Format	: JSON e-Way Bill Details (Data Interchange)
Folder path	: C:\
File Name	: Ewaybill_27_010820_173005.json

C:Configure   E:Send

9. Press **E** (Send) to create the JSON file.

Invoices Exported

Displays the count of transactions which are exported in MS Excel or JSON format.

1. Select **Invoices Exported** and press **Enter**.

2. Press **F12** (Configure) and enable the options **Show Taxable Amount and Tax Amount** and **Show Tax types in separate columns**, to view the taxable value and tax amount in separate columns.

Date	Particulars	GSTIN	Vch Type	Vch No.	Taxable Amount	Integrated Tax Amount	Central Tax Amount	State Tax Amount	Cess Amount	Tax Amount	Invoice Amount	e-Way Bill No.	e-Way Bill Date
1-Aug-2020	A to Z Stationers		Sales	27	5,00,000.00		45,000.00	45,000.00		90,000.00	5,90,000.00		1-Aug-2020

e-Way Bill - Voucher Register — National Enterprises
Vouchers of : Invoices Exported — 1-Jun-2020 to 31-Aug-2020

F2: Period
F3: Company
F4: Party
F5
F6
F7
F8
F9
F10
B: Basis of Values
H: Change View
J: Exception Reports
H: Exclude Vouchers
V: Open e-Way Bill Portal
W: Update Details
F12: Configure

Note: Invoices with e-Way bill number and date will not be exported.

3. Press **Shift+Enter** on each invoice, to view the transaction types inferred based on the States

selected in the **e-Way Bill Details** screen.

4. Based on the location of the party selected (under **Bill To**, **Ship To**, **Bill From** and **Dispatch From**) in the invoice, the Transaction Type appears in this report.

   - **Regular** – appears when the State or location selected in the sections:

     - **Bill From** and **Dispatch From** is same, or

     - **Bill To** and **Ship to** is same.

   - **Bill To – Ship To** – appears when the same State is selected under Bill From, Dispatch From, and Bill To.

   - **Bill From – Dispatch From** – appears when different States are selected under Bill From and Dispatch From are different, but the same State is selected under Bill To and Ship To.

     > **Note**: **Bill To - Ship To** and **Bill From - Dispatch From** - appear when different states are selected under Bill From, Dispatch From, Bill To, and Ship To.

5. Press **F4** (Party) and select the required party ledger.

6. Press **Ctrl+H** (Change View) to view the details of a report in different views with additional details or for a specific period. You can also view other reports related to the current report. To view the **Update e-Way Bill Information** for **e-Way Bill – Voucher Register**, press **Ctrl+H** (Change View) > type or select **e-Way Bill – Voucher Register** > press **Enter**. Press **Esc** to view the default report.

7. Press **Alt+H** (Exclude Vouchers), to exclude a transaction from this report.

8. Press **Alt+V** (Open e-Way Bill Portal), to open the GST portal.

9. Press **Alt+E** (Export) > select **e-Way Bill** to export the transactions to MS Excel or JSON format. This button is highlighted only on selecting transactions that do not have **e-Way Bill**

number and **date**.

10. Press **Alt+W** (Update Details) to enter the e-Way Bill number and date.

Excluded by User

Displays the count of transactions which excluded from the e-Way Bill report.

1. Select **User-excluded Transactions** and press **Enter**.

2. Press **Alt+H** (Include Vouchers) to include the transaction in the report.

Voucher-wise View of e-Way Bill Report

In the Status-wise View of Export for e-Way Bill report, press **F8** (Voucher-wise View) to display the transaction details.

Update e-Way Bill Information

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TALLY CERTIFIED PARTNER

Displays invoices for which e-Way Bill number and date are not provided.

1. **Gateway of Tally** > **Display More Reports** > **Statutory Reports** > **GST** > **e-Way Bill** > **Update e- Way Bill Information**.

   Alternatively, press **Alt+G** (Go To) > type or select **Update e-Way Bill Information** > and press **Enter**.

   You can also press **Ctrl+H** (Change View) from the **Export for e-Way Bill** report to view this report.

2. Select the required party, and press **Enter**. The report appears for only one day. You can

   change the date or period, if required.

3. Press **F12** (Configure) and set the options, as required.

4. You can press **F8** (Status-wise View) to view the report based on invoice status.

5. Press **Ctrl+B** (Basis of Values) to configure the values in your report for that instance, based on different business needs.

In **Update e-Way Bill Information** Report, you can set Threshold limit for Interstate and Intrastate. Press **Ctrl+B** (Basis of Values) > **Set Threshold for Intrastate** > press **Enter** and set the Value. Press **Esc** to view the default values.

Similarly, you can include URD purchases, Non URD purchases etc.

6. Press **Ctrl+H** (Change View) to view the details of a report in different views with additional details or for a specific period. You can also view other reports related to the current report. To view the **Status-wise** report for **Update e-Way Bill Information**, press **Ctrl+H** (Change View) > type or select **Status-wise** > press **Enter**. Press **Esc** to view the default report.

7. Enter the **e-Way Bill No.**, **e-Way Bill Date**, **Consolidated e-Way Bill No.** and **Consolidated e- Way Bill Date**, as applicable for each transaction.

8. Save the report.

e-Way Bill Report

Displays invoices that have e-Way Bill number and date.

1. **Gateway of Tally** > **Display More Reports**> **Statutory Reports** > **GST** > **e-Way Bill** > **e-Way Bill Report**.

   Alternatively, press **Alt+G** (Go To) > type or select **e-Way Bill Report** > and press **Enter**.

2. You can press **Ctrl+H** (Change View) from **Export for e-Way Bill** or **Update e-Way Bill Information** reports to view this report.

3. In this report, you can:

   - Press **F4** (Party) and select the required party ledger.

   - **Ctrl+H** (Change View) – You can display the details of a report in different views with additional details or for a specific period. You can also view other reports related to the current report.

   - Press **Alt+V** (Open e-Way Bill Portal) to open the GST portal.

   - Press **Alt+W** (Update Details) to enter the e-Way Bill number and date.

Consolidated e-Way Bill

1. **Gateway of Tally** > **Display More Reports** > **Statutory Reports** > **GST** > **e-Way Bill** > **e-Way Bill Report**.

   Alternatively, press **Alt+G** (Go To) > type or select **e-Way Bill Report** > and press **Enter**.

2. Press **F8** (Consolidated View) to view the grouping based on mode, vehicle number, place and

3. In this report, you can:

- Press **F8** (Invoice-wise) to view the details of individual invoices.

- Select more than one invoice (press Spacebar), press **Alt+B** (Update Consolidated Info.) to enter the consolidated e-Way Bill invoice number and date.

- **Ctrl+H** (Change View) – You can display the details of a report in different views with additional details or for a specific period. You can also view other reports related to the current report.

- Select more than one invoice (press **Spacebar**), and press **Alt+E** (Export) > select **Consolidated e-Way Bill** > and press **Enter**. To create JSON for consolidated invoices as shown below:

Export

File Format	: JSON (Data Interchange)
Export to	: Local drive
Folder path	: E:\
File Name	: Cons_Ewaybill_▨▨▨▨▨_031020_120106.json

Update Consolidated Details

Mode.	:
Vehicle No.	:
Transporter Doc. No.	:
Transporter Doc. Date	:
From Place	:
State	:

*(Note: The details will be updated in all the selected transactions.)*

The options in **Update Consolidated Details** appear only when the details are not provided in the invoices selected for export. The Mode, **Vehicle No.**, **From Place** and State entered here, will be updated in the invoices.

4. Press **Alt+V** (Open e-Way Bill Portal) to open the GST portal.

Export Data to JSON preparation tool, and Create JSON

When you save the invoice enabled with the option to Export e-Way Bill details from invoice after saving, the Export Details for e-Way Bill screen appears. The default format is set to JSON e-Way Bill Details (Data Interchange). To download the tool, and export:

1. Press **Alt+V** (Open e-Way Bill Portal) from **Export for e-Way Bill** or **e-Way Bill Reports**, to open the GST portal.

2. Press **e-Way Bill System** > **Click here to go to e-Way Bill Portal**.

3. In the **e-Way Bill system**, click **Help** > **Tools** > **Bulk Generation Tools**.

4. Under **JSON Preparation Tools**, click **E-Waybill JSON Preparation (Generation of EWB by Common enrolled transporter included in this version)**. The file **EWB_Preparation_Tool.xlsm** gets downloaded.

5. Copy the downloaded file to the **Export Location** of TallyPrime.

6. In the **Export for e-Way Bill** screen, press **Ctrl+E** (Export).

7. Select **Excel (Spreadsheet)** as the **Format**. If the template is not available in the **Export Location**, the message appears as shown:
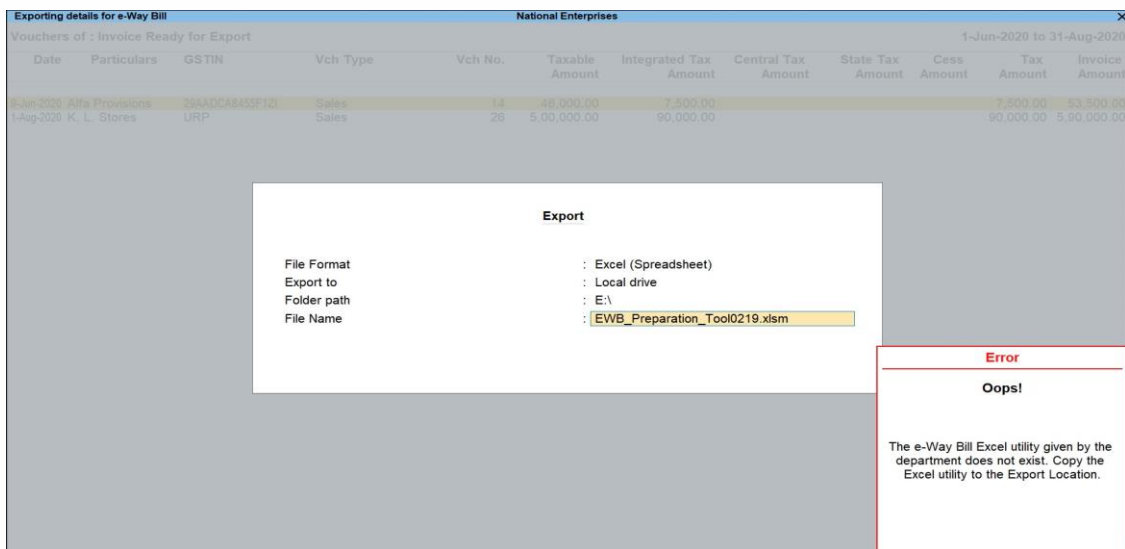
Download the tool from the e-Way Bill System of the [GST portal](#) and copy it in the **Export Location** of TallyPrime.

8. In the **Export** screen

    a. Select **Excel (Spreadsheet)** as the **File Format**.

    b. Specify the **Folder Path**. By default, the specified path is the TallyPrime Installation folder path.

    c. Verify and update the **File Name**, if needed.

        • Ensure that the latest tool is available in the specified path or Export cannot be carried out.

        • Ensure that the **File Name** in the Export screen is the same as the name of the tool. Otherwise, Export will fail. You can do the following:

            ■ Copy the name of the tool and append to the **File Name**. Alternatively, rename the tool and add the same name to the **File Name** in TallyPrime.

            ■ Add the extension .xlsm if not available. A sample image is shown below
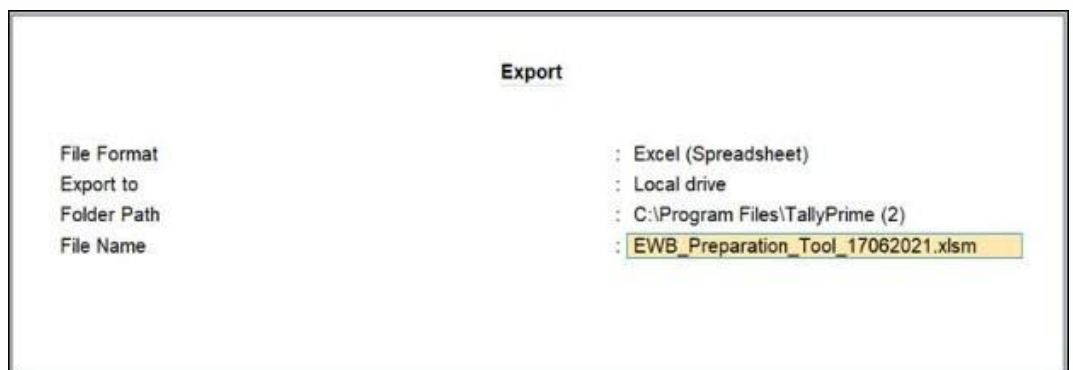
Once done, the tool will be updated with the details.

9. Update any other mandatory details (specified with asterisk *) as per the tool and click **Validate** to verify the details.

10. On successful validation, click **Prepare JSON**.

   JSON will be generated in the folder where the tool is located.

11. Upload the JSON file to the portal to generate the e-Way Bill.

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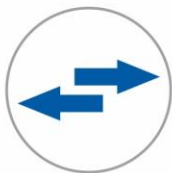
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