

Jasim- Once you have completed the changes communicated over whatsapp you can proceed to this.

Once the Register Business is clicked the next window will be the menu

| |
|----------------------------|
| BILLER MASTER |
| INVOICE SETTING |
| PURCHASE |
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BILLER MASTER

It should display the Register Business details which we have already captured for the client to make any changes if at all they need.

Secondly we have to provide the following options:

1. Add Branch Details- YES/NO, If yes
Give the option to enter the Branch and Address Details (Same format as in the Register Business option)
2. Add Godown Details- YES/NO, if yes
Give the option to enter the Branch and Address Details (Same format as in the Register Business option)
3. Add Bank Account Details:
Account Holder Name:
Bank Account Number:
Bank Name:
IFSC Code:
Branch:

SAVE


INVOICE SETTING

Options:

- 1. Add Logo**
- 2. Add Signature**
- 3. Add Columns to Standard Format (Clients can add- Batch No, Manufacturing Date, Expiry Date, Gross Weight etc, as they wish)**

In this page a Standard Format of the Invoice will be displayed.

STANDARD FORMAT



Sri Ganesh Catering Services

GSTIN [REDACTED]
State Andhra Pradesh (37)
PAN [REDACTED]

Total ₹4,970.00

Invoice Date [REDACTED]
Invoice No. [REDACTED]
Reference No. [REDACTED]

TAX INVOICE

Customer Name
Kabir Jewellers_AP

Customer GSTIN
[REDACTED]

Billing Address
Kabir Jewellers_AP
[REDACTED]
[REDACTED]

Shipping Address
Kabir Jewellers_AP
[REDACTED]
[REDACTED]

Country of Supply India

Place of Supply Andhra Pradesh (37)

Due Date 12/01/2017

| Item | HSN / SAC | Quantity | Rate / Item (₹) | Discount (₹) | Taxable Value (₹) | CGST (₹) @6% | SGST / UTGST (₹) @6% | CESS (₹) | Total (₹) |
|--------------------|------------|----------|-----------------|--------------|-------------------|-----------------|-------------------------|-------------|-----------------|
| 1. Dry Fruits Pack | [REDACTED] | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2. freight @ 12% | - | 1.00 | 500.00 | 0.00 | 500.00 | 30.00 @6% | 30.00 @6% | 0.00 | 560.00 |
| 3. Saffron | [REDACTED] | 5.00 | 800.00 | 0.00 | 4,000.00 | 100.00 @2.5% | 100.00 @2.5% | 0.00 | 4,200.00 |
| 4. Freight @ 5% | - | 1.00 | 200.00 | 0.00 | 200.00 | 5.00 @2.5% | 5.00 @2.5% | 0.00 | 210.00 |
| Total | | | | | 4,700.00 | 135.00 | 135.00 | 0.00 | 4,970.00 |

Taxable Amount ₹ 4,700.00

Total Tax ₹ 270.00

Invoice Total ₹ 4,970.00

Total amount (in words) Four Thousand Nine Hundred Seventy Rupees Only

For Sri Ganesh Catering Services
(Authorised Signatory)

Take note of the above format and do the following as needed:

1. If they add logo- It should display as in the above format
2. Sri Ganesh Catering Services- In lieu of that Trade Name will be displayed
3. Beneath the Trade Name- GSTIN and the Principal Place of Business will be displayed and the PAN Number

4. If they have Branch or Godown- It should be displayed in the bottom of the page
5. Need to add a additional column named IGST after Taxable Value
6. No need for due date

Continued:-

On the left side bottom opposite of the Authorised Signatory need to add the Bank Account Details

Bank Account Details:

Name of the Account Holder:

Account Number:

Bank Name:

IFSC Code:

And a declaration at bottom:

Declaration:

We hereby declare that the above Tax Invoice shows the actual price of the goods declared and all the particulars shown are true and correct.

This is a Computer Generated Invoice

Biller V-1.0