# 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

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BILLER MASTER	
INVOICE SETTING	
PURCHASE	
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BILLER REPORTS	
E-WAY PORTAL	E-WayBill System
GST PORTAL	Goods & Services Tax (GST)   Home
HSN/SAC	Goods & Service Tax, CBIC, Government of India :: (

#### **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:

- 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:

SA	11	/E

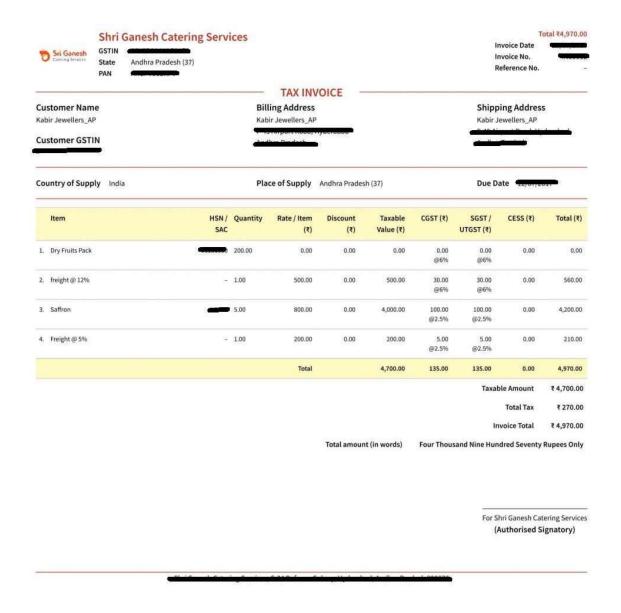
#### **INVOICE SETTING**

## **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



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