CHAPTER 18:- E-WAY BILL

Lesson Objectives

On completion of this lesson, you will be able to understand:

- Set up for e-way Bill
- Export e-way Bill Report
- E-Way Bill Report

E-Way Bill

Effective from 1st April 2018, all registered dealers need to generate e-Way Bill for the interstate movement of goods if the total of taxable value and tax amount in the invoice exceeds Rs. 50,000.
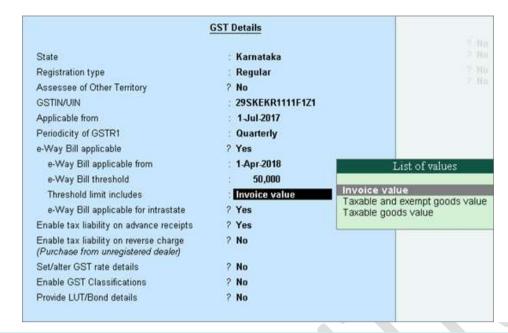
In Tally.ERP 9, you can enter e-Way Bill details only when such transactions are recorded with stock items. The provision to enter e-Way Bill details is not available in accounting invoice mode, and in companies enabled to **Maintain only accounts**.

Export e-Way Bill Details to a JSON File from Tally.ERP 9

You can set up a company, record transactions with e-Way Bill details, and create a JSON file in Tally.ERP 9 for upload to the portal.

Setup for e-Way Bill

1. Open the company.

2. Press **F11** > **F3**.

3. **Enable Goods and Services Tax (GST) - Yes**.

4. **Set/alter GST details - Yes**.

5. 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.

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

Note: You can enable the option **e-Way Bill applicable for intrastate?** based on the applicability of e-Way Bill for your state.

You can change the settings as required. Based on the threshold limit entered, you can enter the details required for e-Way Bill in the invoices.

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:

GST Details

Registration type	: Unregistered
Assessee of Other Territory	?
Is e-commerce operator	?
Consider Party as Deemed Exporter for Purchases ?	
Party Type	:
GSTIN/UIN	:
Is a transporter	? Yes
Transporter ID	: 11A3RR123111111,

Warning !

Verify the Transporter ID

(press any key)

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.   Go to **Gateway of Tally > Accounting Vouchers > F8: Sales**.

2.   Select the party ledger, sales ledger, stock items, and tax ledgers. When the invoice value is above Rs. 50,000, the option **Provide GST/e-Way Bill details?** appears which is set to **Yes**. 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.*

3.   In the **Statutory Details** screen, enter the mandatory details required for generating the e-Way Bill.

Note: Click **F12: Configure** and enable the following options:
♦ *Enable consolidated e-Way Bill? to enter the details required for generating a consolidated e-Way Bill.*
♦ *Show state name for Shipped From and Shipped To? to enter the state name under Shipped From and Shipped To sections also.*
♦ *Show consignor details? to update your company address details.*

Provide the relevant details in the fields which has the asterisk marked in red * . Once you provide the details, the colour of the asterisk will turn black. If you have provided one of the mandatory details.

● 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**).

● 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.

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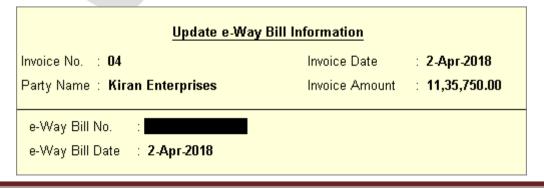
o If the prefilled distance is **changed** in the **e-Way Bill Details** screen of any of the invoices, the updated distance will get prefilled for the subsequent invoices.

● For transport by:

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

If the **State** of consignor and consignee are Jammu & Kashmir or Ladakh, based on the voucher date, the relevant GSTIN will appear in the **GSTIN/UIN** fields. The state name **Ladakh** is listed in every **State** field under **e-Way Bill Details** in Release 6.5.5 and later versions.

o **Rail/Air/Ship**, you have to enter the **Date** along with either the **Doc. No.**, **Lading No.**, **RR No.**, or **AirWay No.**

1. If goods are transported in different modes or vehicles, press **Ctrl+T** and enter the transporter's details.

   o 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.

   o 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	Dista-nce (in KM)	Name	Transporter ID	Vehicle Number	Vehicle Type	Doc /Lading/RR /Air Way No.	Date	Place of Change	State of Change	Reason	Remar-ks
Road	375	ABV Transports		KA17TR8189	Regular	D718810	1-Apr-2018	Mangalore	Karnataka	Due to Transhipment	
Ship	757	Sea King				CS61771	1-Apr-2018	Navi Mumbai	Maharashtra	Due to Transhipment	
Road	998	ABV Transports		KA17TR8189	Regular	0718810	2-Apr-2018	Bandra	Maharashtra	Due to Transhipment	

Transporter's Details for the e-Way Bill No.

Reason

‖ Not Applicable
Due to Break Down
Due to Transhipment
Others

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

6. Click **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's Details** (when the option **Update Transporter Details** is enabled) or **e-Way Bill Details** (if transporter details are not updated), for the first time.

o 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.

o 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 No.	Date	Sub Type		late ignor ails	Update Consignee Details	Update Transporter's Details	Status of e-WayBill
		Sub Type					
		‖ Not Applicable					
		Exhibition or Fairs					
		Export					
123477711111	12-Aug-2019	SKD/CKD/Lots	For Own Use		No	No	
		Job Work					
		Lines Sales					
		Others					
		Recipient Not Known					
		SKD/CKD/Lots					
		Supply					

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

8. Press **Enter** to accept the invoice. The **Export Details for e-Way Bill** screen appears.

Exporting Details for e-Way Bill

Format	: *JSON e-Way Bill Details (Data Interchange)*
Export Location	: **C:\Tally.ERP9**
Output File Name	: **Ewaybill_21_020418_122048.json**
Open Exported Folder	? **Yes**

Export ?

Yes or No

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

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

11. Return to the invoice in Tally.ERP 9. Enter the **e-Way Bill No.** and **e-Way Bill Date** in the **Update e-Way Bill Information** screen.

Update e-Way Bill Information

Invoice No. : **04**		Invoice Date	: **2-Apr-2018**
Party Name : **Kiran Enterprises**		Invoice Amount	: **11,35,750.00**

e-Way Bill No.   :
e-Way Bill Date : **2-Apr-2018**

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.

Note: 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, you can enter the same by referring to the message displayed while saving the voucher.

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 clicking **E: Export** 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 Tally.ERP 9. Once the list of UQC provided by NIC matches with that of GSTN, the required changes will be made available in Tally.ERP 9.

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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. 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 (F11 > F3).

● 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 Tally.cfg 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.

2. 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** to check if the e-Way Bill details are available.

3. If difficulty persists, go to e-Way Bill report, and check if the transaction is listed. If not press **Ctrl+G** . 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 facilities are also available.

   Upload JSON 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 the 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 click **P: Print**. In the Voucher Printing screen:

1. Click **F12: Configure**.

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

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

4. Press **Enter** to print the invoice.

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Tax Invoice

National Enterprises 6th Block Jayanagar Bangalore GSTIN/UIN: 29 1Z1 State Name : Karnataka, Code : 29	Invoice No. **04**	e-Way Bill No. 12919119991	Dated **2-Apr-2018**
	Supplier's Ref. **04**	Other Reference(s)	

Buyer
Kiran Enterprises
Alves Baug
Bandra West
Mumbai
GSTIN/UIN   : 27   2ZI
State Name   : Maharashtra, Code : 27

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**Laptops**	84713010	**25 nos**	38,500.00	nos	**9,62,500.00**
	Integrated Tax					**1,73,250.00**
	Total		**25 nos**			**₹ 11,35,750.00**

Amount Chargeable (in words)   E. & O.E
INR Eleven Lakh Thirty Five Thousand Seven Hundred Fifty Only

HSN/SAC	Taxable Value	Integrated Tax		Total Tax Amount
		Rate	Amount	
84713010	9,62,500.00	18%	1,73,250.00	1,73,250.00
Total	9,62,500.00		1,73,250.00	1,73,250.00

Tax Amount (in words) : **INR One Lakh Seventy Three Thousand Two Hundred Fifty 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

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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

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

Status-wise View of e-Way Bill Report

●   Go to **Gateway of Tally** > **Display** > **Statutory Reports** > **GST** > **e-Way Bill** > **Export for e-Way Bill**. The report appears for one day. You can change the date or period, if required.

● Click **F2: Date** to change the date.

● Click **F2 : Period** to change the period, if needed.

For a company whose **State** is selected as **Ladakh** , if you set the period as **Dec 2019** to **Jan 2020** , the **Periodical View** screen will appear with the return period and corresponding GSTIN.

The above screen will appear only if you have provided the following GSTINs in the **Company GST Details** screen:

o **GSTIN/UIN** when the company's **State** is changed from Jammu & Kashmir to Ladakh.

o **GSTIN/UIN (prior to 1-Jan-2020)** in the scenario of head office forming part of Ladakh from 1-Jan-2020. A single GSTIN was applicable for head office and branch offices located in Jammu & Kashmir until 31-Dec-2019. When the location of head office changed to Ladakh with effect from 1-Jan-2020, the company's GSTIN would have got changed to Ladakh. This would mean a fresh registration for the branch office in Jammu & Kashmir. Hence, to enter the fresh GSTIN received for the branch office in Jammu & Kashmir, you need to press **F12** and enable the option **Show GSTIN/UIN (prior to 1-Jan-2020) for Jammu & Kashmir** .

In the above **Periodical View** screen, select the **Return Period** and the report will open for the corresponding GSTIN.

● Click **F12: Configure**, and enable the options to view purchases made from unregistered and other dealers, sales returns, and delivery notes tracked with e-Way Bill details. You can also change the threshold limit of the transaction to view the vouchers in the report.

Note: The option **Include Tracked Vouchers** will appear only if **Use tracking numbers (enable delivery and receipt notes)** is enabled in the **Inventory Features** .

Exception: 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**.

2. Select the required stock item.

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

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

Exception: 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.

1. Select the exception **Information required for e-Way Bill not provided**, and press **Enter**. If a POS invoice value exceeds the threshold limit provided for e-Way Bill, the transaction appears here.

Click **X: Exclude Vouchers**, to exclude a transaction from this report.

   Press **Ctrl+W** and enter the **e-Way Bill Details** for sales and POS invoice.

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

2. Enter the missing details.

3. Press **Ctrl+A** to accept.

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. Click **F12: Configure** and enable the options 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** .

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

Click **F4: Party** to select a particular party ledger, and display the relevant transactions.

Click **X: Exclude Vouchers**, to exclude a transaction from this report.

● Press **Ctrl+O** to open the GST portal.

3. Select the required transaction (press **Spacebar** to select more than one transaction), and press **Ctrl+E** to export.

4. Press **Enter** to create the JSON file.

   Invoices Exported

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

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1. Select **Invoices Ready for Export** and press **Enter**.

2. Click **F12: Configure** and enable the options to view the taxable value and tax amount in separate columns.

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.

o Click **F4: party** and select the required party ledger.

o Click **X: Exclude Vouchers**, to exclude a transaction from this report.

o Press **Ctrl+O** to open the GST portal.

o Press **Ctrl+E** for 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.

o Press **Ctrl+I** to enter the e-Way Bill number and date in the **Update e-Way Bill Information** report.

o Press **Ctrl+W** to enter the e-Way Bill details for the invoice in **Manage e-Way Bill screen** (same as **Statutory Details** screen of the invoice).

Excluded by User

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

● Select **Excluded by User** and press **Enter**.

Excluded Vouchers					For 2-Apr-2018	
Date	Particulars		Vch Type	Vch No.	Debit Amount	Credit Amount
					Inwards Qty	Outwards Qty
2-4-2018	Spencon Traders		Sales	20	61,600.00	

I: Include Vouchers

Click **I: 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, click **V: Voucher-wise View** to display the transaction details.

Export for e-Way Bill				National Enterprises								Ctrl + M ⊠	
Voucher-wise View												For 2-Apr-2018	
Date	Particulars	GSTIN	Vch Type	Vch No.	Taxable Value	Integrated Tax Amount	Central Tax Amount	State Tax Amount	Cess Amount	Tax Amount	Invoice Amount	e-Way Bill No.	Type of Exception
Invoices with incomplete/mismatch in information													
2-4-2018	RK Traders	29...	Sales	07	69,120.00		6,220.80	6,220.80		12,441.60	81,561.60		HSN Code not specified, Consignor (From) Pincode is not specified, Consignee (To) Pincode is not specified and more
2-4-2018	Metro Limited	33...	Sales	11	64,370.00	11,586.60				11,586.60	75,956.60		Document Type is not specified, Mode of transport is not specified, Distance is not specified and more ...
2-4-2018	Metro Limited	33...	Sales	15	1,17,750.00	21,195.00				21,195.00	1,38,945.00	11000311111	Mode of transport is not specified, Distance is not specified, Vehicle Number specified is Invalid and more
2-4-2018	Metro Limited	33...	Delivery Note	5	75,000.00	9,000.00				9,000.00	84,000.00		Sub Type is not specified, Document Type is not specified, Consignee (To) Pincode is not specified and more ...
2-4-2018	Raghkhar Mobile Phones	29...	Purchase	1	3,76,800.00		52,752.00	52,752.00		1,05,504.00	4,82,304.00		HSN Code not specified, Consignor (From) Pincode is not specified, Consignee (To) Pincode is not specified and more ...

22 more ...

Q: Quit   Space: Select | Space: Select All

Export for e-Way Bill				National Enterprises								Ctrl + M ⊠	
Voucher-wise View												For 2-Apr-2018	
Date	Particulars	GSTIN	Vch Type	Vch No.	Taxable Value	Integrated Tax Amount	Central Tax Amount	State Tax Amount	Cess Amount	Tax Amount	Invoice Amount	e-Way Bill No.	Type of Exception
1 ... 6 more													
2-4-2018	Raghkhar Mobile Phones	29...	Purchase	2	4,50,000.00		63,000.00	63,000.00		1,26,000.00	5,76,000.00		Vehicle Number specified is Invalid, Consignor GSTIN /UIN is not specified or is invalid, Consignee GSTIN /UIN is not specified or is invalid
Invoices Ready for Export													
2-4-2018	Kiran Enterprises	27...	Sales	03	1,68,900.00	47,300.40				47,300.40	2,16,200.40	171111311111	
2-4-2018	Kiran Enterprises	27...	Sales	04	9,62,500.00	1,73,250.00				1,73,250.00	11,35,750.00	129109113991	
2-4-2018	Metro Limited	33...	Sales	06	90,000.00	10,800.00				10,800.00	1,00,800.00		
2-4-2018	Metro Limited	33...	Sales	08	1,50,000.00	18,000.00				18,000.00	1,68,000.00		
2-4-2018	Metro Limited	33...	Sales	09	1,31,250.00	23,625.00				23,625.00	1,54,875.00		
2-4-2018	Metro Limited	33...	Sales	10	65,625.00	11,812.50				11,812.50	77,437.50		
2-4-2018	Metro Limited	33...	Sales	12	90,000.00	10,800.00				10,800.00	1,00,800.00		
2-4-2018	Metro Limited	33...	Sales	13	75,000.00	9,000.00				9,000.00	84,000.00	18102991111	
2-4-2018	Metro Limited	33...	Sales	14	1,46,010.00	26,281.80				26,281.80	1,72,291.80	102991110001	
2-4-2018	Spencon Traders	29...	Sales	16	55,000.00		3,300.00	3,300.00		6,600.00	61,600.00	102991110011	
2-4-2018	Metro Limited	33...	Sales	17	82,500.00	9,900.00				9,900.00	92,400.00	338030000010	
2-4-2018	Metro Limited	33...	Sales	18	80,000.00	9,600.00				9,600.00	89,000.00	192000111111	
2-4-2018	Metro Limited	33...	Sales	19	80,000.00	9,000.00				9,000.00	89,000.00	27190006655	
2-4-2018	Metro Limited	33...	Delivery Note	2	71,750.00	12,915.00				12,915.00	84,665.00	121022111111	
2-4-2018	Metro Limited	33...	Delivery Note	3	64,370.00	11,586.60				11,586.60	75,956.60	12345689125	
2-4-2018	Metro Limited	33...	Delivery Note	4	1,14,610.00	20,629.80				20,629.80	1,35,239.80		
Invoices Exported													
2-4-2018	Spencon Traders	29...	Sales	01	82,500.00		4,950.00	4,950.00		9,900.00	92,400.00		
2-4-2018	Kiran Enterprises	27...	Sales	02	1,12,620.00	31,533.60				31,533.60	1,44,153.60		
2-4-2018	Kiran Enterprises	27...	Sales	05	90,000.00	25,200.00				25,200.00	1,15,200.00		

Q: Quit   Space: Select | Space: Select All

Update e-Way Bill Information

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

1. Go to **Gateway of Tally** > **Display** > **Statutory Reports** > **GST** > **e-Way Bill** > **Update e-Way Bill Information**. Alternatively, you can press **Ctrl+I** from the **Export for e-Way Bill** report to view this report.

2. Select the required party, and press **Enter**. The report appears for a one day. You can change the date or period, if required.

3. Click **F12: Configure** and set the options, as required.

Configuration	
Allow update of Consolidated e-Way Bill information	? **Yes**
Update e-Way Bill information in invoices with missing information	? **Yes**
Include purchases made from unregistered dealer	? **Yes**
Include purchases from suppliers other than unregistered dealers	? **Yes**
Include sales returns	? **Yes**
Show sales where delivery notes are tracked	? **Yes**
e-Way Bill Threshold for Report	: **50,000.00**

4. You can click **S: Status-wise View** to view the report based on invoice status.

5. 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.

6. Save the report.

e-Way Bill Report

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

● Go to **Gateway of Tally** > **Display** > **Statutory Reports** > **GST** > **e-Way Bill** > **e-Way Bill Report**. Alternatively, you can press **Ctrl+R** from **Export for e-Way Bill** or **Update e-Way Bill Information** reports to view this report.

● In this report, you can:

o Click **F4: party** and select the required party ledger.

o Press **Ctrl+G** for status-wise view of **Export for e-Way Bill** report.

o Press **Ctrl+I** to enter the e-Way Bill number and date in the **Update e-Way Bill Information** report.

o Press **Ctrl+W** to enter the e-Way Bill details for the invoice in **Manage e-Way Bill screen** (same as **Statutory Details** screen of the invoice).

Invoices with e-Way Bill Information

o Press **Ctrl+O** to open the GST portal.

Consolidated e-Way Bill View

● Go to **Gateway of Tally** > **Display** > **Statutory Reports** > **GST** > **e-Way Bill** > **e-Way Bill Report** .

● Click **C: Consolidated** to view the grouping based on mode, vehicle number, place and state.

In this report, you can:

o   Click **C: Invoice-wise** to view the details of individual invoices.

o   Press **Ctrl+U** to enter the consolidated e-Way Bill invoice number and date.

o   Select more than one invoice (press **Spacebar**), and press **Ctrl+E** to create JSON for consolidated invoices as shown below:

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.

Press **Ctrl+O** 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 **Ctrl+O** from **Export for e-Way Bill** or **e-Way Bill Reports** , to open the GST portal .

2. Click **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_Tool0219.xlsm** gets downloaded.

5. Copy the downloaded file to the **Export Location** of Tally.ERP 9.

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

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 Tally.ERP 9.

```
                    Exporting Details for e-Way Bill

    Format                : Excel e-Way Bill Details (Spreadsheet)
    Export Location       : D:\Tally.ERP9
    Output File Name      : EWB_Preparation_Tool.xlsm
    Open Exported File    ? Yes


                                                    ┌─────────────────┐
                                                    │  Export ?       │
                                                    │                 │
                                                    │  Yes or No      │
                                                    └─────────────────┘
```

8. Press **Enter** to export the data.

9. The file opens. Click **Validate** . On successful validation click **Prepare JSON** .

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

<div align="center">*** Chapter End ***</div>