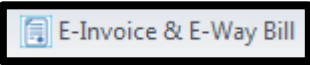




E-Invoice & E-Way Bill Report(Y4)

This report shows the detailed record of all e-invoices.

On clicking the  or on pressing the shortcut (Y4) option, “E-Invoice & E-way Bill Report” window will appear as below:

Now, we can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, maker-checker status, supplier/customer, transaction type, e-invoice, e-way bill and print address detail



We can use below mentioned shortcuts for further extractions and functions.

Load Report (Alt + L)

User needs to click on Load Report (Alt + L) button to load the report after the filter action. The loaded Report will look as below:

E-Invoice & E-Way Bill Report.

<Press Enter / Dbl click in grid for drill down to entry (Logged-in branch only)>
Pending
Generated
Cancelled
Not Applicable / Can not process

Filter Data (F3) Report [01-04-2020 to 31-03-2021] (F4)

Voucher							
E-Invoice	E-Way Bill	Date	No	Amount	Supplier / Customer	Cancelled	Branch
Click here to define a filter							
<input type="checkbox"/>	<input type="checkbox"/>	30-09-2020	1	115,640.00	Registered Dealer	<input type="checkbox"/>	DEMO BRANCH
<input type="checkbox"/>	<input type="checkbox"/>	30-09-2020	10	907,302.00	Manish Patel	<input type="checkbox"/>	DEMO BRANCH
<input type="checkbox"/>	<input type="checkbox"/>	30-09-2020	11	1,050,200.00	Manish Patel	<input type="checkbox"/>	DEMO BRANCH
<input type="checkbox"/>	<input type="checkbox"/>	30-09-2020	12	1,059,168.00	Debtor1	<input type="checkbox"/>	DEMO BRANCH
<input type="checkbox"/>	<input type="checkbox"/>	30-09-2020	13	987,000.00	Registered Dealer	<input type="checkbox"/>	DEMO BRANCH
<input type="checkbox"/>	<input type="checkbox"/>	30-09-2020	14	686,000.00	Registered-intra	<input type="checkbox"/>	DEMO BRANCH
<input type="checkbox"/>	<input type="checkbox"/>	30-09-2020	15	8,900.00	Export dealer	<input type="checkbox"/>	DEMO BRANCH
<input type="checkbox"/>	<input type="checkbox"/>	30-09-2020	16	87,600.00	Export dealer	<input type="checkbox"/>	DEMO BRANCH
<input type="checkbox"/>	<input type="checkbox"/>	30-09-2020	17	54,880.00	Composition Dealer INTER	<input type="checkbox"/>	DEMO BRANCH

1. E-Invoice option will be available...

- In "Sales" and "Outward Note" type for GST branch and customers with GSTIN only.
- If previous year's turn-over is more than 100 crores.
- If E-Invoice is not generated or E-Invoice is active.
- Invoice or voucher is not cancelled.

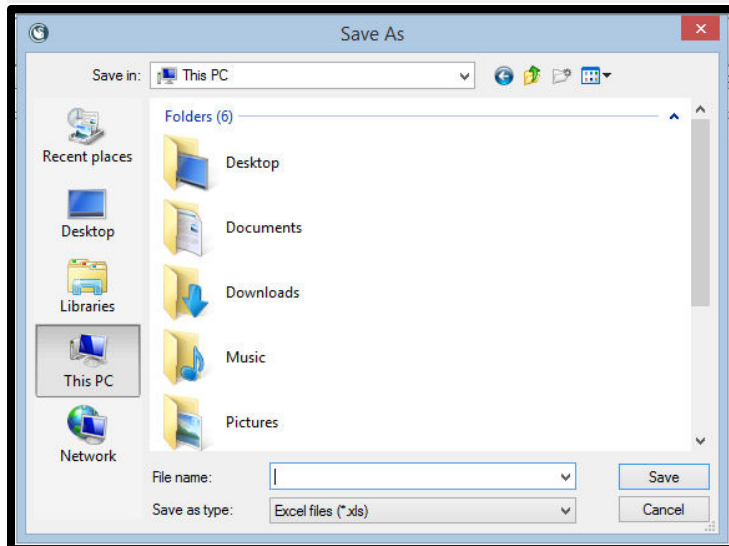
2. E-Way bill option will be available...

- In Purchase, Sale, Outward Note, Stock Transfer, Job/Work Out and Delivery Challan type for GST branch only.
- If there is any non-service item available in invoice.
- If E-Invoice is generated and is active Or E-Invoice is not generated.
- Invoice or voucher is not cancelled.

Here user will view different colored check boxes which have different meaning as mentioned on the top corner. Also, User can view notes beneath it, explaining more about the report.

Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

[Print \(Alt + P\)](#)

On clicking the Print (Alt + P) button, print preview window will appear.

[Generate- Cancel \(Alt + G\)](#)

On clicking the Generate- Cancel (Alt+ G) button, user can generate/cancel E-invoice or E-way Bill directly from report. On clicking the button, a window as below will appear. User can proceed or close the action.



E-Invoice & E-Way Bill Action Details.

E-Invoice & E-Way Bill Action Details.		
Voucher / Invoice No	E-Invoice Action	E-Way Bill Action
Click here to define a filter		
einvoice34	Cancel	None

☒ Proceed

[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of E-invoicing & E-way Bill Report Tab.

[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, E-invoicing & E-way Bill Report Tab. Report tab will get closed.