

# clear

## Clear Compliance Add-on for Tally

End User Manual

Classification: Public

**Defmacro Software Pvt. Ltd.**  
2A, 1st Floor, AMR Tech Park  
Hongasandra, Bengaluru - 560068  
Karnataka, India

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## Version history

Version	Prepared by	Prepared on	Reviewed and approved by	Reviewed and approved on	Description
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## Table of contents

<b>Version history</b>	<b>1</b>
<b>Table of contents</b>	<b>2</b>
<b>1. Overview</b>	<b>5</b>
<b>2. Installation of add-on</b>	<b>6</b>
2.1 Prerequisites	6
2.1.1 System requirements	6
2.1.2 Checklist for Tally configuration	6
2.2 Installation steps	7
2.2.1 Download installer	7
2.2.2 Start installation	7
2.2.3 Select ERP	8
2.2.4 Login to Clear	9
2.2.5 Configure TCP	9
2.2.6 Activate company	11
2.2.7 Done	13
2.3 Configuration steps	14
2.3.1 General configuration	14
2.3.2 API configuration	15
2.3.2.1 Sandbox environment	15
2.3.2.2 Production environment	16
<b>3. E-invoice module</b>	<b>17</b>
3.1 Business overview	17
3.2 Configuration	17
3.2.1 Activate E-Invoice add-on	17
3.2.2 Update E-Invoice API configuration	18
3.2.3 Activate E-Invoice, E-Waybill eligible voucher types	18
3.2.3.1 List of voucher types supported for E-Invoicing:	18
3.2.3.2 Set QR code position	19
3.2.3.3 Enable multiple Bill From Addresses	20
3.2.3.4 List of voucher types supported for non E-Waybill:	21
3.2.4.5 Mandatory information	22
3.3 Navigation	22
3.3.1 View E-Invoice registers	22
3.3.1.1 E-invoice register	22
3.3.1.2 Generated E-Invoice	23
3.3.1.3 Pending E-Invoice	24
3.3.1.4 Cancelled E-Invoice	25
3.3.2 Actions supported in various registers	25

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3.3.2.1 Generate IRN	26
3.3.2.2 Generate IRN + EWB	26
3.3.2.3 Generate E-Waybill Part A	27
3.3.2.4 Generate E-Waybill Part A+B	27
3.3.2.5 Update E-Waybill Part B	27
3.3.2.5 Cancel E-Waybill	28
3.3.2.6 Cancel IRN	28
3.3.3 Filter by status	28
3.3.4 Export JSON	28
3.3.5 Preview document in payload/JSON view	29
3.4 B2C QR Code	30
<b>4. E-Waybill module</b>	<b>31</b>
4.1 Business overview	31
4.2 Configuration	31
4.2.1 Activate non-IRN E-Waybill module	31
4.2.2 Activate non-IRN E-Waybill module in voucher type	32
4.3 Navigation	32
4.3.1 View E-Waybill registers	32
4.3.1.1 E-Waybill register	32
4.3.1.2 Generated E-Waybill	33
4.3.1.3 Pending E-Waybill	34
4.3.1.4 Cancelled E-Waybill	35
4.3.2 Actions supported in E-Waybill registers	35
4.3.2.1 Generate E-Waybill Part-A	36
4.3.2.2 Generate E-Waybill Part-A + Part-B	36
4.3.2.3 Update E-Waybill Part B	37
4.3.2.4 Cancel E-Waybill	37
4.3.3 Filter by status	37
4.3.4 Export JSON	38
4.3.5 Preview document in payload/JSON view	38
<b>5. GST module</b>	<b>40</b>
5.1 Business overview	40
5.1.1. Sales register upload	40
5.1.2 Purchase register upload	41
5.2 Configuration	42
5.2.1 Activate GST module	42
5.2.2 Activate other GST voucher types	42
5.2.3 GST advanced configuration	44
5.3 Navigation	44

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5.3.1 GST sales register	46
5.3.1.1 View GST sales register	46
5.3.1.2 Upload GST sales register to Clear	48
5.3.1.3 Filter register by status	49
5.3.1.4 Export JSON	49
5.3.1.5 View document overview	50
5.3.2 GST purchase register	50
5.3.2.1 View GST purchase register	51
5.3.2.2 Upload GST purchase register to Clear	52
5.3.2.3 Filter register by status	53
5.3.2.4 Export JSON	54
5.3.2.5 View document overview	54
<b>6. Links and resources</b>	<b>55</b>
6.1 Download sandbox installer	55
6.2 Download production installer	55
6.3 Download TCP for manual installation	55
<b>7. Annexure</b>	<b>56</b>
Annexure 1: Registration on NIC and Clear	56
Register Clear as GSP on NIC	56
Create an account on Clear	56
Annexure 2: Mandatory information required for E-Invoice	57
Annexure 3: FAQs	57
Installation FAQs	58
E-Invoicing FAQs	59
E-Waybill FAQs	62
GST FAQs	62

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# 1. Overview

Clear compliance add-on for Tally supports the below business use cases:

**E-Invoice Module:** Clear E-Invoice module supports generation of E-Invoices with or without E-Waybills and cancellation of E-Invoices.

**E-Waybill Module:** Clear E-Waybill module supports generation of E-Waybills for Non-IRN documents, and cancellation and updation of E-Waybills for all documents.

**GST Module:** Clear GST module supports the preparation of Sales and Purchase register data from Tally and uploading it to Clear for GSTR-1, GSTR-3B filing.

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## 2. Installation of add-on

This section contains information on the prerequisites and steps to install the add-on for E-Invoicing, E-Waybill, and GST. The installation of the add-on will be common for all three modules. This means you can install the add-on once and later configure each module one by one.

Before proceeding with the installation, ensure that the user has created an account in Clear. Additionally, for E-Invoicing, make sure that the user has registered Clear as a GSP on the NIC portal. For more information on this, please refer to Annexure 1 below.

### 2.1 Prerequisites

#### 2.1.1 System requirements

The following are the system requirements for the add-on to work smoothly:

1. Operating System: Windows 7 and above.
2. Stable internet connection.
3. Tally ERP9 or Tally Prime should be running, and the required company should be open.
4. Supported Tally ERP9 release: 6.5 and above, Tally Prime release: up to 2.1.
5. TCP works in local network, cloud server, AWS, and also supports Tally.Server 9.

**Note:** In Tally.Net remote login, some of the features may not work. Please check the feasibility in the sandbox environment with backed-up data before moving to production.

#### 2.1.2 Checklist for Tally configuration

To ensure smooth installation of the add-on, the following Tally-related configurations need to be in place:

1. Keep the admin login credentials for Tally handy.
2. Keep the Clear admin credentials (workspace admin) handy.
3. Take a backup of the Tally company data. This is important to facilitate data recovery if needed.
  - a. To take a backup in Tally ERP9, follow these [steps](#)
  - b. To take a backup in Tally Prime, follow these [steps](#)

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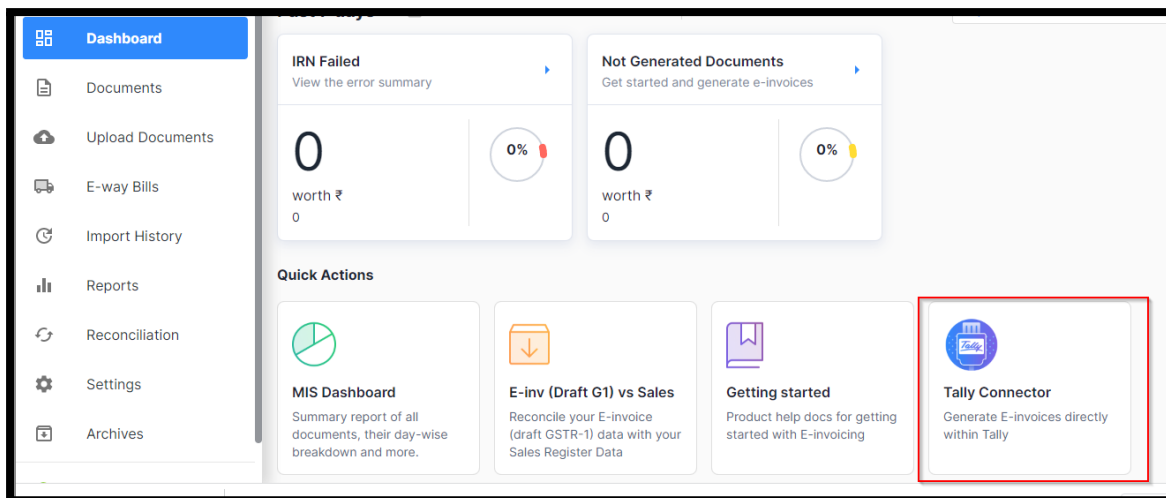
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## 2.2 Installation steps

To install the add-on, follow the below steps:

### 2.2.1 Download installer

Log into the Clear portal <https://app.clear.in/einvoicing> and download the installer (.exe file).

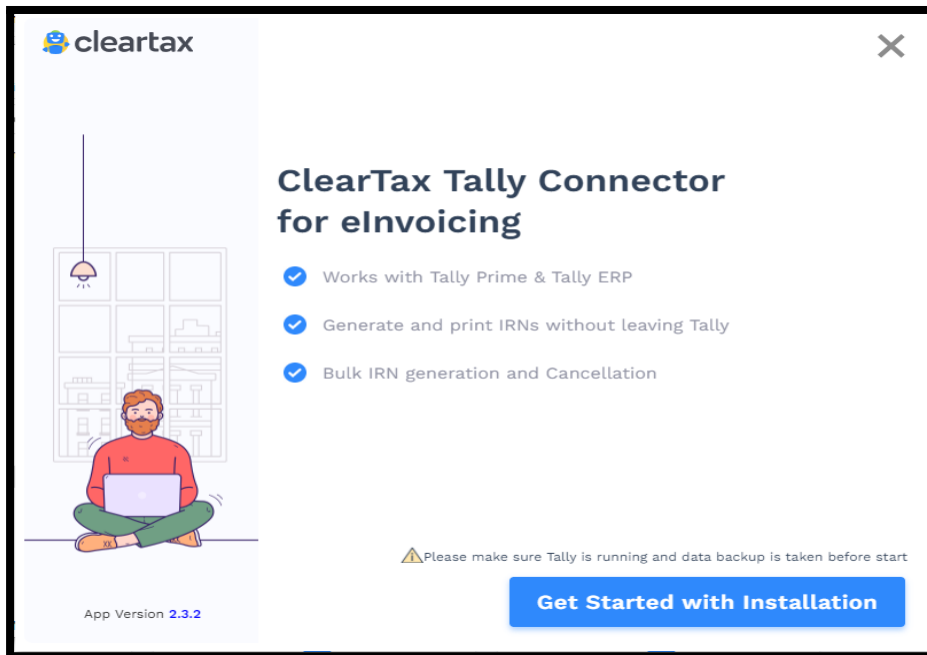


### 2.2.2 Start installation

Once the installer is downloaded, double-click to run it. You will see the following screen. To initiate the installation process, follow the steps displayed on the screen.

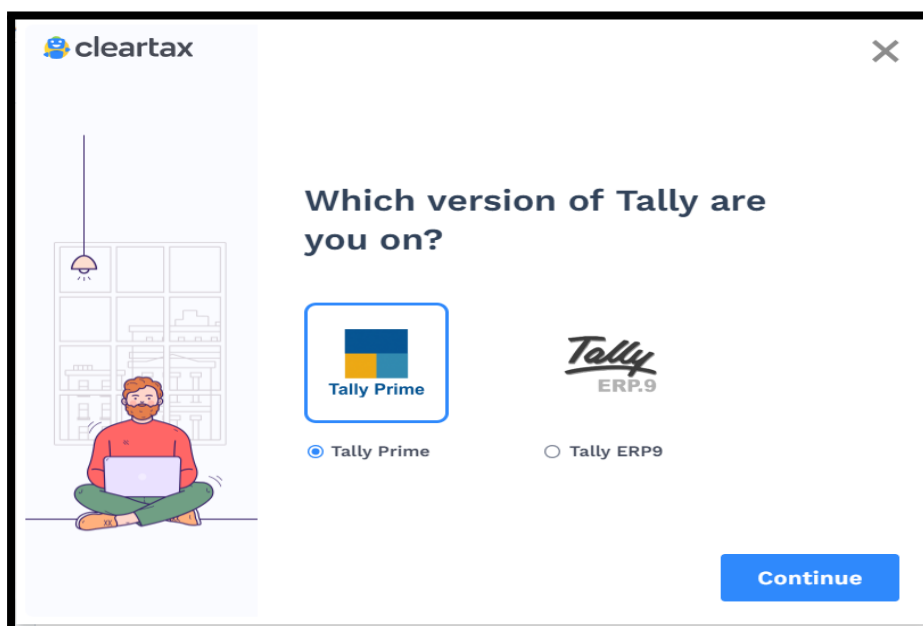
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## 2.2.3 Select ERP

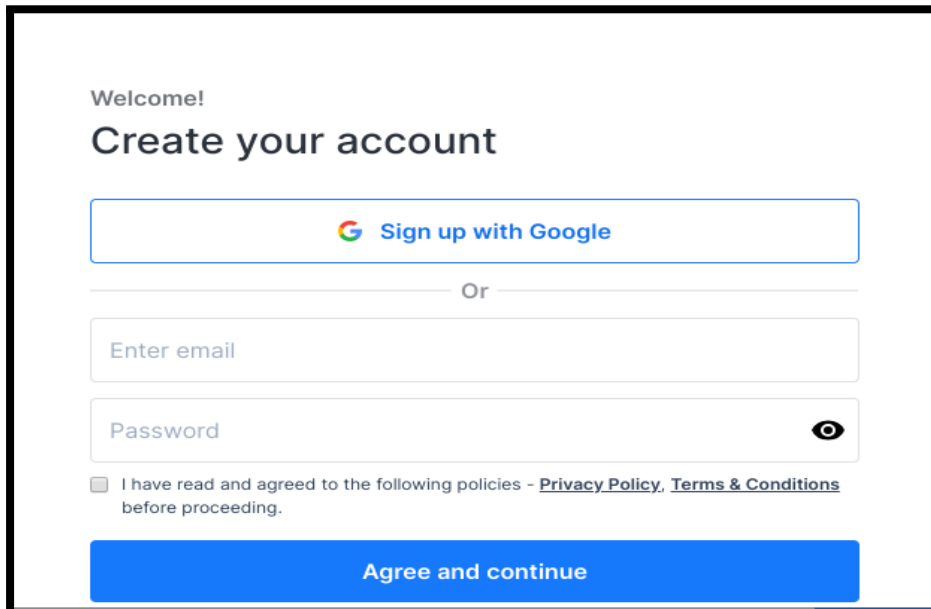
Click on "Get Started with Installation". You will be prompted to select the version of Tally. Select the appropriate version.



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## 2.2.4 Login to Clear

Once you click on “Continue”, you will be prompted to login to Clear. Enter Clear workspace admin login details to get required information.



The screenshot shows a login form with the following elements:

- Text: "Welcome!"
- Section Header: "Create your account"
- Button: "Sign up with Google" (with Google logo)
- Text: "Or"
- Input field: "Enter email"
- Input field: "Password" (with an eye icon for visibility toggle)
- Text: "I have read and agreed to the following policies - [Privacy Policy](#), [Terms & Conditions](#) before proceeding."
- Button: "Agree and continue"

On successful login, installer will automatically download the add-on TCP & ct-agent exe to the Tally installed folder.

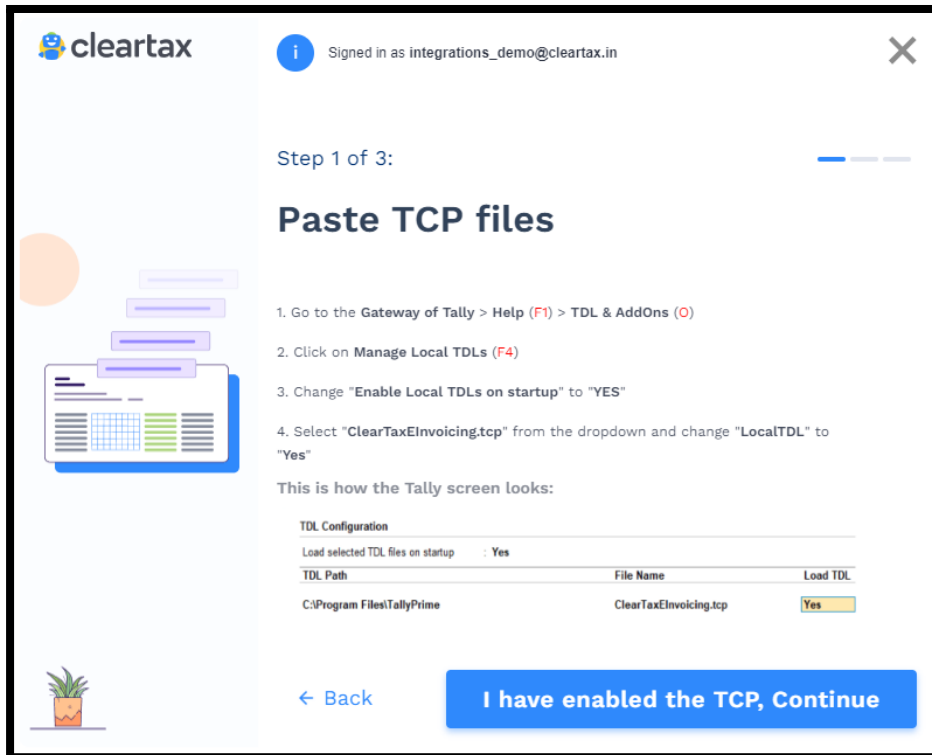
## 2.2.5 Configure TCP

Follow the below steps to configure TCP in Tally.

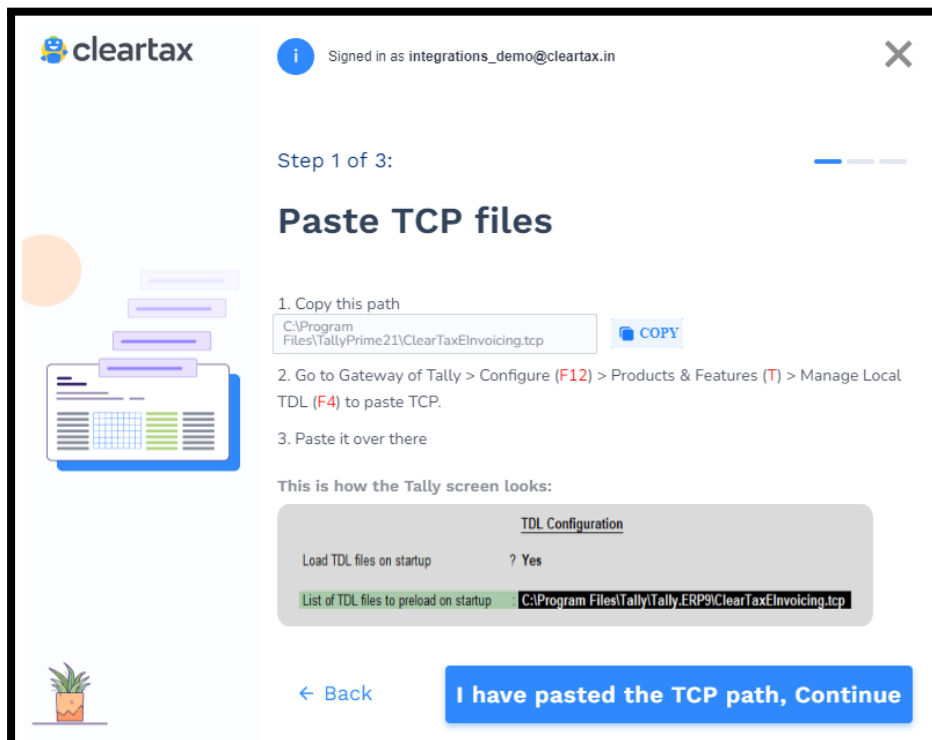
To configure TCP in Tally Prime:

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To configure TCP in Tally ERP9:

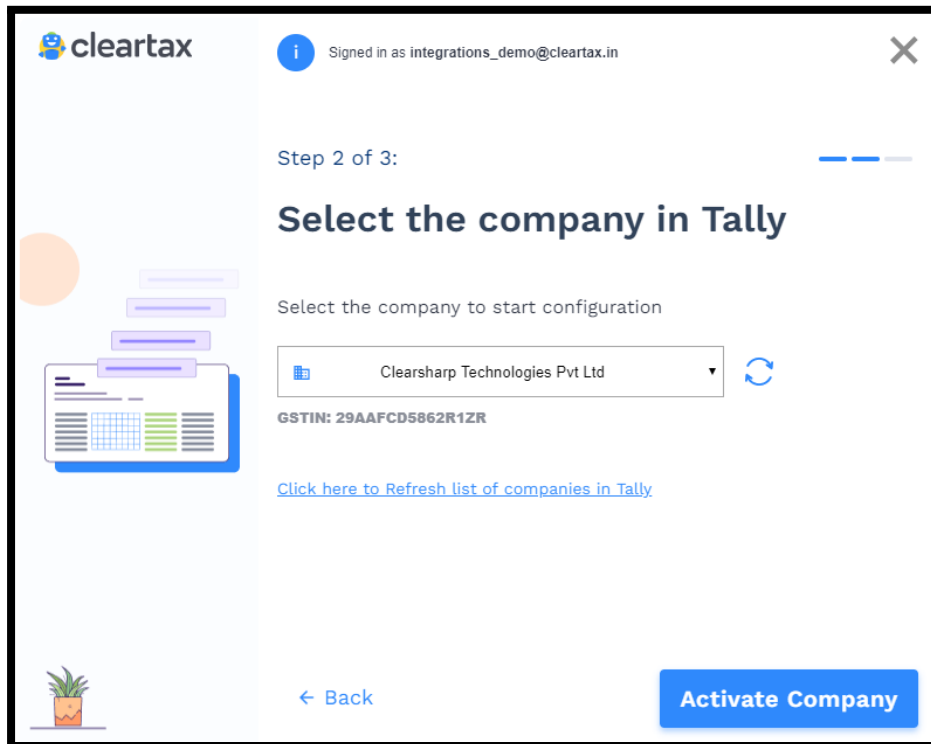


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## 2.2.6 Activate company

Select the company from the dropdown and click on “Activate Company”

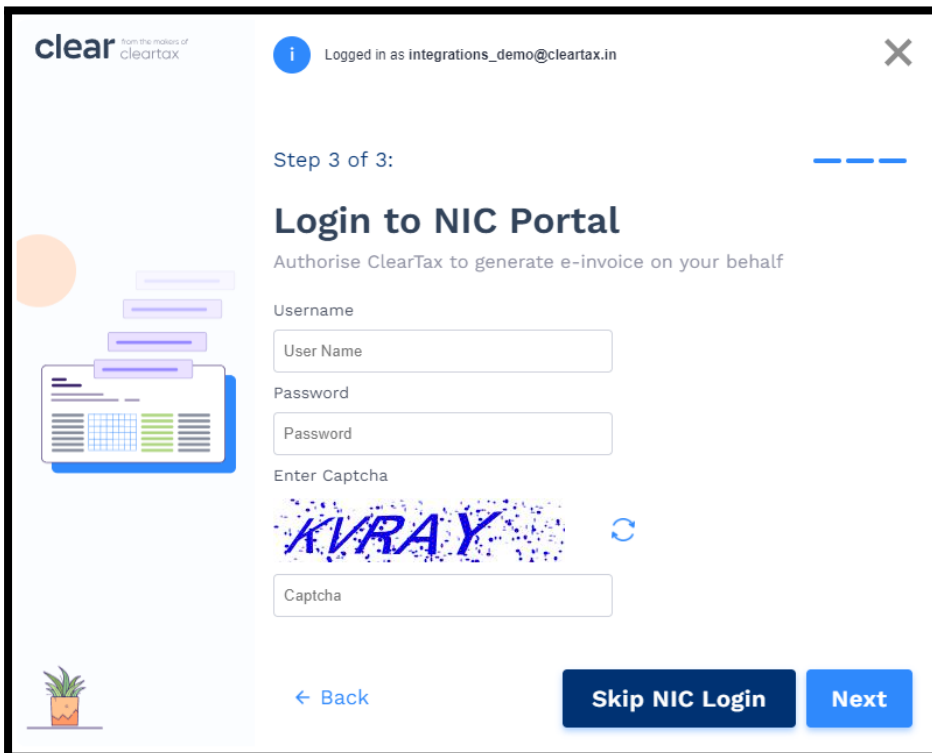
E-Invoice, EWayBill and GST configurations will be activated in Tally in a few seconds. You will see this screen on the successful completion of the installation.



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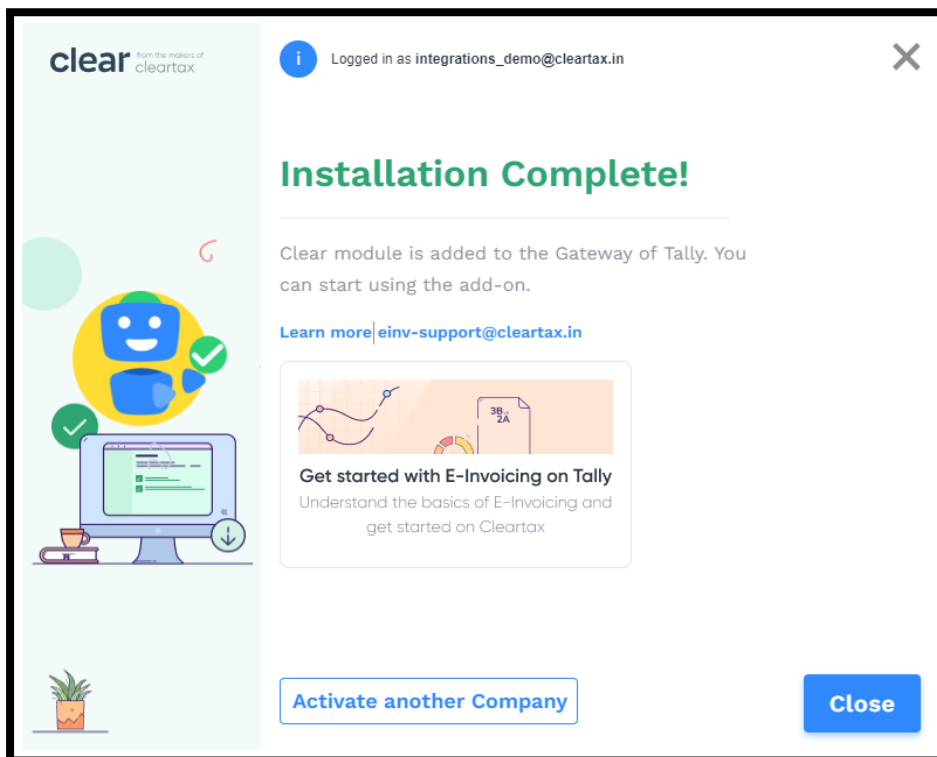


Below step Login NIC portal required only for E-Invoice and or E-Waybill module activation. For only GST add-on you can click on Skip NIC Login to proceed further



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Once successfully activated or updated configurations in respective Tally company below success message window will appear



## 2.2.7 Done

The installation has been completed successfully. The "Cleartax" menu will now appear on the Tally main screen (Gateway of Tally). You are now ready to use Clear compliance add-on in Tally.

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## 2.3 Configuration steps

### 2.3.1 General configuration

1. These are the basic configurations for the Clear add-on.
2. The installer will set up all these configurations by default.
3. The menu position or export location can be updated according to the user's specifications.
4. Voucher action on cancellation of IRN: By default, the value is set to "Do Nothing," which means that when cancelling the IRN, the user does not want to cancel the voucher.
  - a. "Do Nothing": It will cancel the IRN, but the voucher will not be cancelled.
  - b. "Cancel Voucher": It will cancel the IRN, and the voucher will also be cancelled. Voucher data other than the voucher number, date, and narration will be deleted.
  - c. "Optional Voucher": It will cancel the IRN, and the voucher status will be modified to "optional."
5. Disable auto-updates: When loading the company, it will check the Clear portal for the latest updated TCP. If available, it will automatically download it to the Tally application folder. If the user sets "Disable auto-updates" to Yes, it will ignore the updates and proceed to load the company.

Company: <u>GST Demo1</u>	
<u>ClearTax Add-on Configuration</u>	
Set/alter ClearTax API Details	? <input type="text" value="No"/>
Set/alter API field mapping	? No
Enable Place field in addresses	? Yes
Enable QRCode Print in B2C Invoice	? Yes
Export Location	: C:\Program Files\TallyPrime21
Menu Position	: Gateway of Tally
Voucher action on Cancellation of IRN	: Do Nothing
Disable auto-updates	? No

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## 2.3.2 API configuration

### 2.3.2.1 Sandbox environment

Menu: Gateway of Tally > Cleartax > Configuration > Set/alter Cleartax API Details

Clear API Details	
<b>E-Invoicing and E-Waybill API Details</b>	
Access token	: 1.6ccb4ef-b691-4fc4-962f-d62b03defb5f_b2307f8dacd75bcebe656c723f0462eaea2bb87e62e08b4ab56f4cbc9fe3bba012345678
Generate IRN path	: <a href="https://api-sandbox.clear.in/einv/v1/govt/api/Invoice">https://api-sandbox.clear.in/einv/v1/govt/api/Invoice</a>
Cancel IRN path	: <a href="https://api-sandbox.clear.in/einv/v1/govt/api/Cancel">https://api-sandbox.clear.in/einv/v1/govt/api/Cancel</a>
Generate EWB by IRN path	: <a href="https://api-sandbox.clear.in/einv/v1/govt/api/einvewb/ewaybill">https://api-sandbox.clear.in/einv/v1/govt/api/einvewb/ewaybill</a>
Generate EWB (non-IRN) path	: <a href="https://api-sandbox.clear.in/einv/v3/ewaybill/generate">https://api-sandbox.clear.in/einv/v3/ewaybill/generate</a>
Update EWB Part B Path	: <a href="https://api-sandbox.clear.in/einv/v1/ewaybill/update?action=PARTB">https://api-sandbox.clear.in/einv/v1/ewaybill/update?action=PARTB</a>
Cancel EWB path	: <a href="https://api-sandbox.clear.in/einv/v2/eInvoice/ewaybill/cancel">https://api-sandbox.clear.in/einv/v2/eInvoice/ewaybill/cancel</a>
Get EWB path	: <a href="https://api-sandbox.clear.in/einv/v1/ewaybill/sync">https://api-sandbox.clear.in/einv/v1/ewaybill/sync</a>
<b>GST API Details</b>	
Access token	: 1.6ccb4ef-b691-4fc4-962f-d62b03defb5f_b2307f8dacd75bcebe656c723f0462eaea2bb87e62e08b4ab56f4cbc9fe3bba0112233445
Ingest JSON Path	: <a href="https://api-sandbox.clear.in/integration/v2/ingest/json">https://api-sandbox.clear.in/integration/v2/ingest/json</a>

### E-Invoice & non-IRN E-Waybill API configuration

Description	API endpoint
Access Token	<ACCESSTOKEN>
Generate IRN	<a href="https://api-sandbox.clear.in/einv/v1/govt/api/Invoice">https://api-sandbox.clear.in/einv/v1/govt/api/Invoice</a>
Cancel IRN	<a href="https://api-sandbox.clear.in/einv/v1/govt/api/Cancel">https://api-sandbox.clear.in/einv/v1/govt/api/Cancel</a>
Generate E-Waybill by IRN	<a href="https://api-sandbox.clear.in/einv/v1/govt/api/einvewb/ewaybill">https://api-sandbox.clear.in/einv/v1/govt/api/einvewb/ewaybill</a>
Update E-Waybill PART-B	<a href="https://api-sandbox.clear.in/einv/v1/ewaybill/update?action=P&lt;br/&gt;ARTB">https://api-sandbox.clear.in/einv/v1/ewaybill/update?action=P ARTB</a>
Cancel E-Waybill	<a href="https://api-sandbox.clear.in/einv/v2/eInvoice/ewaybill/cancel">https://api-sandbox.clear.in/einv/v2/eInvoice/ewaybill/cancel</a>
Get E-Waybill details by IRN or E-Waybill No.	<a href="https://api-sandbox.clear.in/einv/v1/ewaybill/sync">https://api-sandbox.clear.in/einv/v1/ewaybill/sync</a>
Generate Non-IRN E-Waybill	<a href="https://api-sandbox.clear.in/einv/v3/ewaybill/generate">https://api-sandbox.clear.in/einv/v3/ewaybill/generate</a>

### GST configuration

Access Token	<ACCESSTOKEN>
Ingest JSON path	<a href="https://api-sandbox.clear.in/integration/v2/ingest/json">https://api-sandbox.clear.in/integration/v2/ingest/json</a>

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### 2.3.2.2 Production environment

Menu: Gateway of Tally > Cleartax > Configuration > Set/alter Cleartax API Details

Clear API Details	
<b>E-Invoicing and E-Waybill API Details</b>	
Access token	: 1.6ccb4ef-b691-4fc4-962f-d62b03defb5f_b2307f8dacd75bcebe656c723f0462eaea2bb87e62e08b4ab56f4cbc9fe3bba012345678
Generate IRN path	: <a href="https://api.clear.in/einv/v1/govt/api/Invoice">https://api.clear.in/einv/v1/govt/api/Invoice</a>
Cancel IRN path	: <a href="https://api.clear.in/einv/v1/govt/api/Cancel">https://api.clear.in/einv/v1/govt/api/Cancel</a>
Generate EWB by IRN path	: <a href="https://api.clear.in/einv/v1/govt/api/einvewb/ewaybill">https://api.clear.in/einv/v1/govt/api/einvewb/ewaybill</a>
Generate EWB (non-IRN) path	: <a href="https://api.clear.in/einv/v3/ewaybill/generate">https://api.clear.in/einv/v3/ewaybill/generate</a>
Update EWB Part B Path	: <a href="https://api.clear.in/einv/v1/ewaybill/update?action=PARTB">https://api.clear.in/einv/v1/ewaybill/update?action=PARTB</a>
Cancel EWB path	: <a href="https://api.clear.in/einv/v2/eInvoice/ewaybill/cancel">https://api.clear.in/einv/v2/eInvoice/ewaybill/cancel</a>
Get EWB path	: <a href="https://api.clear.in/einv/v1/ewaybill/sync">https://api.clear.in/einv/v1/ewaybill/sync</a>
<b>GST API Details</b>	
Access token	: 1.6ccb4ef-b691-4fc4-962f-d62b03defb5f_b2307f8dacd75bcebe656c723f0462eaea2bb87e62e08b4ab56f4cbc9fe3bba0112233445
Ingest JSON Path	: <a href="https://api.clear.in/integration/v2/ingest/json">https://api.clear.in/integration/v2/ingest/json</a>

#### E-Invoice & non-IRN E-Waybill API configuration

Description	Value
Generate IRN	<a href="https://api.clear.in/einv/v1/govt/api/Invoice">https://api.clear.in/einv/v1/govt/api/Invoice</a>
Cancel IRN	<a href="https://api.clear.in/einv/v1/govt/api/Cancel">https://api.clear.in/einv/v1/govt/api/Cancel</a>
Generate E-Waybill by IRN	<a href="https://api.clear.in/einv/v1/govt/api/einvewb/ewaybill">https://api.clear.in/einv/v1/govt/api/einvewb/ewaybill</a>
Update E-Waybill PART-B	<a href="https://api.clear.in/einv/v1/ewaybill/update?action=PARTB">https://api.clear.in/einv/v1/ewaybill/update?action=PARTB</a>
Cancel E-Waybill	<a href="https://api.clear.in/einv/v2/eInvoice/ewaybill/cancel">https://api.clear.in/einv/v2/eInvoice/ewaybill/cancel</a>
Get E-Waybill details by IRN or E-Waybill No.	<a href="https://api.clear.in/einv/v1/ewaybill/sync">https://api.clear.in/einv/v1/ewaybill/sync</a>
Generate Non-IRN E-Waybill	<a href="https://api.clear.in/einv/v3/ewaybill/generate">https://api.clear.in/einv/v3/ewaybill/generate</a>

#### GST API configuration

Description	Value
Access Token	<ACCESSTOKEN>
Ingest JSON	<a href="https://api.clear.in/integration/v2/ingest/json">https://api.clear.in/integration/v2/ingest/json</a>

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## 3. E-invoice module

### 3.1 Business overview

The E-Invoice module is a digital platform that is designed to streamline the E-Invoicing process for businesses. It provides a centralised platform for businesses to create, manage, and cancel E-Invoices electronically, reducing the need for paper-based invoicing and improving efficiency.

Clear E-Invoice & E-Waybill solution supports E-Invoice, E-Waybill generation and cancellation for sales invoices in Tally.

Once the sales invoices are posted in Tally, those invoices will be available on the dashboard for E-Invoice and E-Waybill generation or cancellation.

### 3.2 Configuration

#### 3.2.1 Activate E-Invoice add-on

In Tally Prime, Gateway of Tally > Help(F1) > TDLs & Add-Ons > Add-On Features(F6), navigate to enable Add-Ons Features.

To activate E-Invoice addon in the active Tally company, set “Enable E-Invoice module” to Yes.



In Tally ERP9, Gateway of Tally > Features(F11) > Add-On Features(F6), navigate to enable Add-Ons Features.

To activate E-Invoice addon in the active Tally company, set “Enable E-Invoice module” to Yes.

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<u>Add-On Features</u>	
<u>ClearTax e-Invoicing, e-Way bill and GST add-on</u>	
Enable ClearTax add-on	? Yes
Enable e-Invoice module	? <b>Yes</b>
Enable e-Way bill (non-IRN) module	? Yes
Enable GST module	? Yes

### 3.2.2 Update E-Invoice API configuration

In Tally, Gateway of Tally > Cleartax > Configurations > Set/alter Cleartax API details, navigate to API configurations screen.

Refer to the [installation section](#).

### 3.2.3 Activate E-Invoice, E-Waybill eligible voucher types

To activate voucher type for E-Invoicing add-on, set “Use for e\_Invoice” to Yes,

#### 3.2.3.1 List of voucher types supported for E-Invoicing:

- Sales
- Debit Note
- Credit Note

Menu (Tally.ERP 9): Gateway of Tally > Accounts Info > Voucher type > Alter

Menu (Tally Prime): Gateway of Tally > Alter > Voucher type

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English : Name : Sales		
<b>General</b>	<b>Printing</b>	<b>Name of Class</b>
Select type of voucher : Sales	Print voucher after saving : No	
Abbreviation : Sale	Use for POS invoicing : No	
Activate this Voucher Type : Yes	Default title to print : TAX INVOICE	
Method of voucher numbering : Manual	Default bank : ♦ Not Applicable	
Prevent duplicates : No	Default jurisdiction :	
Use effective dates for vouchers : No	Set/alter declaration : No	
Allow zero-valued transactions : Yes	Use for e-Invoice ? <input checked="" type="checkbox"/> Yes	
Make this voucher type as 'Optional' by default : No	Use for e-Way Bill (non-IRN) ? Yes	
Allow narration in voucher : Yes	QR Code Print Position : Top	
Provide narrations for each ledger in voucher : No	Enable Multiple Bill From Addresses ? Yes	
Enable default accounting allocations : No		

### 3.2.3.2 Set QR code position

Users can configure the position of the QR code on the default invoice print in Tally.

To set the QR code position at the top of the invoice, select "QR code print position" as Top.

To set the QR code position in the centre of the invoice, select "QR code print position" as Centre.

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English : Name : GST Sales		
<u>General</u>	<u>Printing</u>	<u>Name of Class</u>
Select type of voucher : Sales Abbreviation : Sale Activate this Voucher Type : Yes Method of voucher numbering : Automatic (Manual Override) Prevent duplicates : Yes Use advanced configuration : No Use effective dates for vouchers : No Allow zero-valued transactions : No Make this voucher type as 'Optional' by default : No Allow narration in voucher : Yes Provide narrations for each ledger in voucher : No  Enable default accounting allocations : Yes Set/Alter Default Accounting Entries : No	Print voucher after saving : No  Use for POS invoicing : No Default title to print : Default bank : ♦ Not Applicable Default jurisdiction : Set/alter declaration : No  Use for e-Invoice ? Yes Use for e-Way Bill (non-IRN) ? Yes QR Code Print Position : Top Enable Multiple Bill From Addresses ? Yes	Class

Print Position  
 Centre  
 Top

### 3.2.3.3 Enable multiple Bill From Addresses

To activate the multi-GSTIN feature in the respective voucher type, set "Enable Multiple Bill from Address" as Yes.

This feature enables the multi-GSTIN functionality in Tally.

It displays a list of multi-GSTIN address names in vouchers with GSTIN.

The multi-address GSTINs are populated from the company's multi-addresses.

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English : Name : GST Sales		
<u>General</u>	<u>Printing</u>	<u>Name of Class</u>
Select type of voucher : Sales	Print voucher after saving : No	Class
Abbreviation : Sale		
Activate this Voucher Type : Yes	Use for POS invoicing : No	
Method of voucher numbering : Automatic (Manual Override)	Default title to print :	
Prevent duplicates : Yes	Default bank : ♦ Not Applicable	
Use advanced configuration : No	Default jurisdiction :	
Use effective dates for vouchers : No	Set/alter declaration : No	
Allow zero-valued transactions : No	Use for e-Invoice ? Yes	
Make this voucher type as 'Optional' by default : No	Use for e-Way Bill (non-IRN) ? Yes	
Allow narration in voucher : Yes	QR Code Print Position : Top	
Provide narrations for each ledger in voucher : No	Enable Multiple Bill From Addresses ? <input checked="" type="checkbox"/>	
Enable default accounting allocations : Yes		
Set/Alter Default Accounting Entries : No		

### 3.2.3.4 List of voucher types supported for non E-Waybill:

- Sales
- Debit Note
- DeliveryNote

To activate voucher type for non-IRN E-Waybill addon, set "Use for e-Waybill (non-IRN) to Yes.

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English : Name : Delivery Note		
<u>General</u>	<u>Printing</u>	<u>Name of Class</u>
Select type of voucher : <b>Delivery Note</b>	Print voucher after saving : <b>No</b>	
Abbreviation : Dely Note	Default jurisdiction :	
Activate this Voucher Type : <b>Yes</b>		
Method of voucher numbering : <b>Automatic</b>	Default title to print :	
Use advanced configuration : <b>No</b>		
Use effective dates for vouchers : <b>No</b>		
Allow zero-valued transactions : <b>No</b>		
Make this voucher type as 'Optional' by default : <b>No</b>		
Allow narration in voucher : <b>Yes</b>	Use for e-Way Bill (non-IRN) ? <b>Yes</b>	
	Enable Multiple Bill From Addresses ? <b>Yes</b>	
Enable default accounting allocations : <b>No</b>		

### 3.2.4.5 Mandatory information

For more details on mandatory fields to generate IRN, refer to Annexure 2 below.

## 3.3 Navigation

### 3.3.1 View E-Invoice registers

#### 3.3.1.1 E-invoice register

E-Invoice register is a report with a list of E-Invoice eligible documents and option to Generate IRN or Generate IRN + EWB or Generate EWB Part-A or Generate EWB Part A + Part-B or Update EWB Part-B.

Voucher data can be previewed using the "Preview JSON", which will display section wise information like Seller Details, Buyer Details, Item Details, Invoice Value Details etc. This report helps the user to re verify E-Invoice details before generating IRN.

The user can generate the IRN or E-Waybill by selecting the invoice(s) and clicking the Generate E-Invoice or Generate IRN + EWB button on the register. In case of a successful scenario, an IRN number will be generated along with signed QR code, signed invoice. In case of failure, error logs will be updated in voucher. QR code will be printed in default Tally invoice format for IRN generated invoices.

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- ❖ Tally voucher types supported for e-invoicing are “Sales”, “Debit Note” and “Credit Note”.
- ❖ Vouchers should have at least one GST Sales nature ledger and Party (customer) should be of type "B2B", "SEZ", "EXP", "DEXP"

All GST Sales or Sales Return nature vouchers will be displayed in the register.

Date	Particulars	IRN Status	EWB Status	Vch Type	Vch No.	Debit Amount	Credit Amount
1-Jul-21	Customer-2	Generated	Not Generated	Sales New	CT/07/00001	70,800.00	
1-Jul-21	Customer-2	Not Generated	Not Generated	Sales New	CT/07/00002	70,800.00	
1-Jul-21	Customer-2	Not Generated	Not Generated	Sales New	CT/07/00003	70,800.00	
1-Jul-21	Customer-2	Not Generated	Not Generated	Sales New	CT/07/00004	70,800.00	
1-Jul-21	Customer-2	Not Generated	Not Generated	Sales New	CT/07/00005	88,500.00	
1-Jul-21	Customer Export	Not Generated	Not Generated	Sales New	CT/07/00006	2,22,300.00	
1-Jul-21	Customer1	Not Generated	Not Generated	Sales New	CT/07/00007	700.00	
1-Jul-21	Customer1	Generated	Not Generated	Sales New	CT/07/00008	546.00	
1-Jul-21	Customer1	Generated	Not Generated	Sales New	CT/07/00009	523.00	
1-Jul-21	Customer 3	Generated	Not Generated	Sales New	CT/07/00010	2,214.32	
1-Jul-21	Customer1	Generated	Not Generated	Sales New	CT/07/00011	2,360.00	
2-Jul-21	Customer-2	Generated	Not Generated	Sales New	CT/07/00012	70,800.00	
2-Jul-21	Customer-2	Generated	Not Generated	Sales New	CT/07/00013	70,800.00	
2-Jul-21	Customer1	Generated	Generated	Sales New	CT/07/00014	2,50,000.00	
2-Jul-21	Customer1	Generated	Generated (Part A)	Sales New	CT/07/00015	2,95,000.00	
2-Jul-21	Customer1	Generated	Not Generated	Sales New	CT/07/00016	2,95,000.00	
2-Jul-21	Customer-2	Not Generated	Not Generated	Sales New	CT/07/00017	2,000.00	
2-Jul-21	Customer1	Not Generated	Not Generated	Sales New	CT/07/00018	2,50,000.00	
2-Jul-21	Customer1	Generated	Generated	Sales New	CT/07/00026	88,500.00	
2-Jul-21	Customer1	Generated	Generated (Part A)	Sales New	CT/07/00027	1,06,200.00	
2-Jul-21	Customer1	Generated	Not Generated	Sales New	CT/07/00031	1,06,200.00	
2-Jul-21	Customer1	Generated	Generated (Part A)	Sales New	CT/07/00033	1,06,200.00	
2-Jul-21	Customer Consumer	Not Generated	Not Generated	Sales New	CT/07/00037	38.46	
2-Jul-21	Customer1	Generated	Not Generated	Sales New	CT/07/00038	1,06,200.00	
2-Jul-21	Customer1	Generated	Not Generated	Sales New	CT/07/00039	1,77,000.00	
2-Jul-21	Customer1	Generated	Not Generated	Sales New	CT/07/00040	1,77,000.00	
2-Jul-21	Customer1	Generated	Not Generated	Sales New	CT/07/00041	1,77,000.00	
2-Jul-21	Customer1	Generated	Not Generated	Sales New	CT/07/00042	1,77,000.00	
2-Jul-21	Customer1	Generated	Not Generated	Sales New	CT/07/00043	1,77,000.00	
2-Jul-21	Customer1	Generated	Not Generated	Sales New	CT/07/00044	1,77,000.00	
2-Jul-21	Customer1	Generated	Not Generated	Sales New	CT/07/00045	1,77,000.00	
2-Jul-21	Customer1	Generated	Generated	Sales New	CT/07/00046	1,77,000.00	

### 3.3.1.2 Generated E-Invoice

Generated E-Invoice Register is a report with a list of E-Invoice documents and where **IRN status is “IRN GENERATED”**.

Since the IRN is generated for these documents, the user can generate W-Waybill Part-A or generate E-Waybill Part-A + Part-B or update E-Waybill Part-B or cancel E-Waybill or cancel IRN, as required.

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Date	Particulars	IRN Status	EWB Status	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-Oct-21	Customer1	Generated	Not Generated	Sales New	CT/10/00001	1,77,000.00	
1-Oct-21	Customer1	Generated	Generated (Part A)	Sales New	CT/10/00002	1,77,000.00	
2-Oct-21	Customer1	Generated	Not Generated	Sales New	CT/10/00003	88,500.00	
2-Oct-21	Customer1	Generated	Not Generated	Sales New	CT/10/00004	70,800.00	
1-Nov-21	Customer-SEZ Local	Generated	Generated	GST Sales	CT/EINV/106	2,36,000.00	
2-Nov-21	Customer-SEZ Local	Generated	Not Generated	GST Sales	CT/EINV/107	2,36,000.00	
2-Nov-21	Customer-SEZ Local	Generated	Generated	GST Sales	CT/EINV/108	2,36,000.00	
2-Nov-21	Customer-SEZ Local	Generated	Generated	GST Sales	AppClr/v1/1	2,36,000.00	
2-Nov-21	Customer-SEZ Local	Generated	Generated	GST Sales	AppClr/v1/2	2,36,000.00	

### 3.3.1.3 Pending E-Invoice

Pending E-Invoice Register is a report with a list of E-Invoice documents and where IRN status is “IRN\_FAILED” or Blank.

The user can generate IRN or generate IRN + EWB or generate EWB Part-A or generate EWB Part-A + Part-B or update EWB Part-B.

Date	Particulars	IRN Status	EWB Status	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-Jul-21	Customer-2	Not Generated	Not Generated	Sales New	CT/07/00002	70,800.00	
1-Jul-21	Customer-2	Not Generated	Not Generated	Sales New	CT/07/00003	70,800.00	
1-Jul-21	Customer-2	Not Generated	Not Generated	Sales New	CT/07/00004	70,800.00	
1-Jul-21	Customer-2	Not Generated	Not Generated	Sales New	CT/07/00005	88,500.00	
1-Jul-21	Customer Export	Not Generated	Not Generated	Sales New	CT/07/00006	2,22,300.00	
1-Jul-21	Customer1	Not Generated	Not Generated	Sales New	CT/07/00007	700.00	
2-Jul-21	Customer-2	Not Generated	Not Generated	Sales New	CT/07/00017	2,000.00	
2-Jul-21	Customer1	Not Generated	Not Generated	Sales New	CT/07/00018	2,50,000.00	
2-Jul-21	Customer Consumer	Not Generated	Not Generated	Sales New	CT/07/00037	38.46	
2-Jul-21	Customer1	Not Generated	Not Generated	Sales New	CT/07/00047	1,77,000.00	
1-Aug-21	Export Customer	Not Generated	Not Generated	Sales New	CT/07/00001	26,550.00	
2-Oct-21	Customer1	Not Generated	Not Generated	Sales New	CT/10/00005	88,500.00	

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### 3.3.1.4 Cancelled E-Invoice

Cancelled E-Invoice Register is a report with a list of E-Invoice documents and where **IRN status is “IRN CANCELLED”**

The user can generate IRN or generate IRN + EWB or generate EWB Part-A or generate EWB Part-A + Part-B or update EWB Part-B.

Date	Particulars	IRN Status	EWB Status	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
2-Jul-21	Customer1	Cancelled	Not Generated	Sales New	CT/07/00019	1,44,000.00	
2-Jul-21	Customer1	Cancelled	Not Generated	Sales New	CT/07/00020	1,69,920.00	
2-Jul-21	Customer1	Cancelled	Not Generated	Sales New	CT/07/00021	1,41,600.00	
2-Jul-21	Customer1	Cancelled	Not Generated	Sales New	CT/07/00022	1,23,900.00	
2-Jul-21	Party Regular No GSTIN	Cancelled	Not Generated	Sales New	CT/07/00023	4,720.00	
2-Jul-21	Customer1	Cancelled	Not Generated	Sales New	CT/07/00024	38,940.00	
2-Jul-21	Customer-2	Cancelled	Not Generated	Sales New	CT/07/00025	70,800.00	
2-Jul-21	Customer1	Cancelled	Not Generated	Sales New	CT/07/00028	79,700.00	
2-Jul-21	Customer1	Cancelled	Not Generated	Sales New	CT/07/00029	61,950.00	
2-Jul-21	Customer1	Cancelled	Cancelled	Sales New	CT/07/00030	1,86,900.00	
2-Jul-21	Customer1	Cancelled	Not Generated	Sales New	CT/07/00032	1,06,200.00	

### 3.3.2 Actions supported in various registers

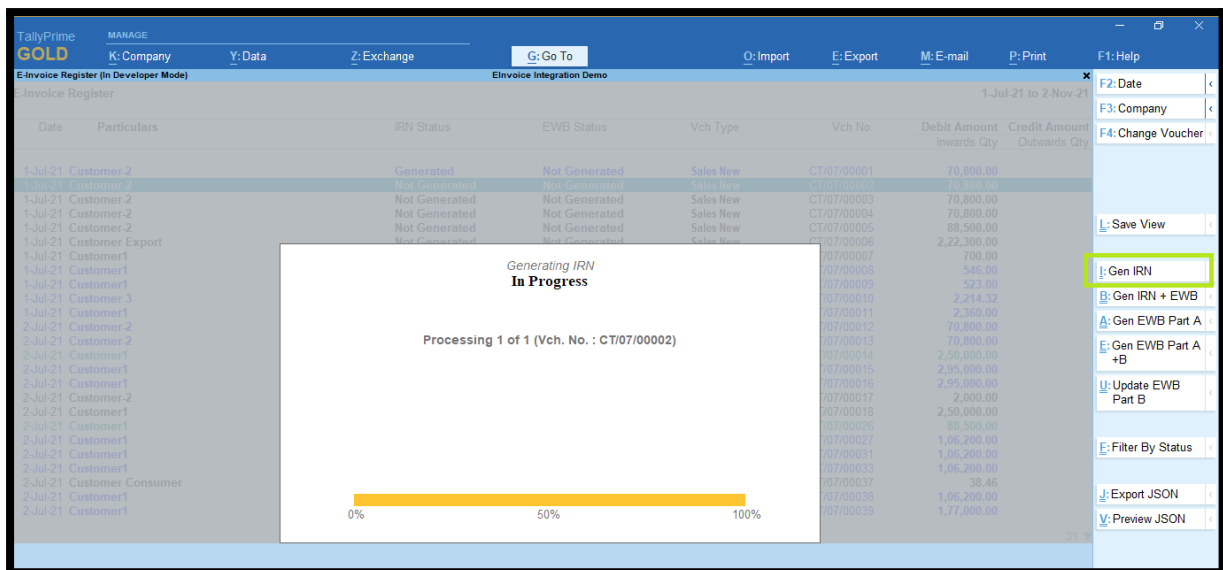
Actions	Registers →	Generated E- Invoice	Pending E-Invoice	Cancelled E-Invoice
	E-Invoice Register			
<b>Generate IRN</b>	Yes	No	Yes	No
<b>Generate IRN + EWB</b>	Yes	No	No	
<b>Generate EWB Part-A</b>	Conditional. Only if IRN generated	Yes	Conditional. Only if IRN generated	No
<b>Generate EWB Part-A + Part-B</b>	Conditional. Only if IRN generated	Yes	Conditional. Only if IRN generated	No
<b>Update EWB Part-B</b>	Conditional. Only if EWB Part A generated	Yes	Conditional. Only if EWB Part A generated	No
<b>Cancel EWB</b>	No	Yes	No	No

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<b>Cancel IRN</b>	No	Yes	No	No
<b>Export JSON</b>	Yes	Yes	Yes	Yes
<b>Preview JSON</b>	Yes	Yes	Yes	Yes

### 3.3.2.1 Generate IRN

1. It prepares E-Invoice schema payload for the selected documents from the respective register.
2. It sends E-Invoice schema payload to Clear to generate the IRN.
3. All IRN generated vouchers will be updated with IRN details i.e. IRN, acknowledge date, acknowledge no, signed QR code and signed invoice code. IRN status will be updated as "IRN\_GENERATED"
4. IRN generation failed vouchers will be updated with error message(s) and IRN status updated as "IRN\_GENERATION\_FAILED".



### 3.3.2.2 Generate IRN + EWB

1. It prepares E-Invoice + E-Waybill payload for the selected documents from the respective register
2. It sends payload to Clear to generate the IRN and E-Waybill
3. In case of success scenario, vouchers updated with IRN details i.e. IRN, acknowledge date, acknowledge No, signed QR code, signed invoice code and

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E-Waybill details i.e E-Waybill No, E-Waybill date, E-Waybill validity. IRN status updated as “IRN\_GENERATED”, E-Waybill status updated as “EWB\_GENERATED”

4. In case of failure scenario, vouchers updated with error message(s) and IRN status updated as “IRN\_GENERATION\_FAILED”, E-Waybill status updated as “EWB\_GENERATION\_FAILED”

### **3.3.2.3 Generate E-Waybill Part A**

1. It prepares E-Waybill Part A by IRN payload for the selected documents from the respective register
2. It sends payload to Clear to generate the E-Waybill Part-A
3. In case of success scenario, vouchers updated with E-Waybill details i.e E-Waybill number, E-Waybill date. E-Waybill status updated as “EWB\_PART\_A\_GENERATED”
4. In case of failure, voucher updated with error message(s) and E-Waybill status updated as “EWB\_GENERATION\_FAILED”

### **3.3.2.4 Generate E-Waybill Part A+B**

1. It prepares E-Waybill Part-A+ Part-B by IRN payload for the selected documents from the respective register
2. It sends payload to Clear to generate the E-Waybill Part-A + Part-B
3. In case of success scenario, vouchers are updated with E-Waybill details i.e E-Waybill number, E-Waybill date and E-Waybill validity. E-Waybill status updated as “EWB\_GENERATED”
4. In case of failure scenario, vouchers are updated with error message(s) and E-Waybill status updated as “EWB\_GENERATION\_FAILED”

### **3.3.2.5 Update E-Waybill Part B**

1. It prepares update E-Waybill Part-B by E-Waybill payload for the selected documents from the respective register
2. It sends payload to Clear to generate the update E-Waybill Part-B details i.e. transportation details
3. In case of success scenario, vouchers are updated with E-Waybill validity updated. E-Waybill status updated as “EWB\_GENERATED”
4. In case of failure scenario, vouchers are updated with error message(s) and E-Waybill status updated as “EWB\_GENERATION\_FAILED”

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### 3.3.2.5 Cancel E-Waybill

1. It prepares cancel E-Waybill payload for the selected documents from the respective register
2. It sends payload to Clear to cancel E-Waybill and E-Waybill status updated as "EWB\_CANCELLED"
3. In case of failure scenario, vouchers are updated with error message(s) and E-Waybill status updated as "EWB\_CANCELLATION\_FAILED"

### 3.3.2.6 Cancel IRN

1. It prepares cancel IRN payload for the selected documents from the respective register
2. It sends payload to Clear to cancel IRN and in case of success scenario, IRN status updated as "IRN\_CANCELLED"
3. In case of failure scenario, vouchers are updated with error message(s) and IRN status updated as "IRN\_CANCELLATION\_FAILED"
4. IRN cancellation is not allowed, If the document has an active E-Waybill number. E-Waybill should be cancelled before IRN cancellation.

### 3.3.3 Filter by status

User can filter the vouchers based on IRN status and E-Waybill status in a selected register

1. **IRN Generated:** It filters vouchers by "IRN status" where status value is "IRN\_GENERATED" or "IRN\_CANCELLATION\_FAILED". It ignores E-Waybill status
2. **IRN + EWB Generated:** It filters vouchers by "IRN status" where status value is "IRN\_GENERATED" or "IRN\_CANCELLATION\_FAILED" and E-Waybill status - "EWB\_GENERATED" or "EWB\_CANCELLATION\_FAILED"
3. **IRN + EWB Part A Generated:** It filters vouchers by "IRN status" where status value is "IRN\_GENERATED" or "IRN\_CANCELLATION\_FAILED" and E-Waybill status is "EWB\_PART\_A\_GENERATED" or "EWB\_UPDATE\_PART\_B\_FAILED"
4. **IRN Generated + EWB Cancelled:** It filters vouchers by "IRN status" where status value is "IRN\_GENERATED" or "IRN\_CANCELLATION\_FAILED" and E-Waybill status is "EWB\_CANCELLED"
5. **IRN Not Generated:** It filters vouchers by "IRN status" where status value is "IRN\_GENERATION\_FAILED" or Blank

### 3.3.4 Export JSON

1. It exports selected voucher in JSON format

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2. JSON file exported to EXPORT LOCATION path of configuration window
3. User can select and export multiple vouchers

### 3.3.5 Preview document in payload/JSON view

1. It prepares data in as per payload format and preview in Tally screen
2. It shows section wise details i.e. Seller details, Buyer details etc
3. It helps user to re verify processed data before generating IRN or E-Waybill

Image 1(a):

ItemDetails - Item Details															
Sino	PrdDesc	IServc	Hsncde	Qty	FreeQty	Unit	UnitPrice	TotAmt	Discount	AssAmt	GstRt	IgstAmt	CgstAmt	SgstAmt	TotVal
1	Item1 @18%	N	11071000	11	0	NOS	1000.00	11000.00		11000.00	18	0.00	990.00	990.00	12980.00

Image 1(b):

ItemDetails - Value Details												
Assessable value	11000.00											
CGST value	990.00											
SGST value	990.00											
IGST value	0.00											
Cess value	0.00											
State Cess value	0.00											
Discount	0.00											
Other Charges	0.00											
Rounded off amount	0.00											
Total Invoice Value	12980.00											
Total Invoice Value Currency:												

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### 3.4 B2C QR Code

For B2C invoices, users can create a QR code by clicking on "Print" or "Print Preview" from the voucher. In the event of a successful scenario, based on the availability of the UPI ID in the bank ledger master, a QR code will be generated and printed on the invoice. The bank ledger will be picked from the "Bank Name" field in the printing configuration.

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## 4. E-Waybill module

### 4.1 Business overview

The E-Waybill module supports the E-Waybill process in Tally for non IRN documents. User can directly create the E-Waybill by selecting the voucher and clicking on the “Generate E-Waybill” button in the E-Waybill registers.

1. The voucher types supported for non-IRN E-Waybill are Sales, Debit Note, Delivery Note.
2. Sales & Debit Note vouchers are included only if party ledger type is B2C or IRN is not generated.
3. The voucher should have at least one item with “Goods” as supply type product in the voucher.
4. The user can generate E-Waybill Part A+B or E-Waybill Part A or Update E-Waybill Part B.

For all Non IRN documents or B2C documents, E-Waybill Part-A + Part-B can be generated by providing the valid E-Waybill details. If transport details are missing in E-Waybill details, then E-Waybill Part-A will be generated

In case of a successful scenario, E-Waybill number will be generated. In case of failure, Error logs will be updated in voucher

### 4.2 Configuration

#### 4.2.1 Activate non-IRN E-Waybill module

In Tally Prime, Gateway of Tally > Help(F1) > TDLs & Add-Ons > Add-On Features(F6), navigate to enable Add-Ons Features.

To activate the non-IRN E-Waybill module in the loaded Tally company, set “Enable e-Waybill (non IRN) module” to Yes.

Add-On Features	
<b>ClearTax e-Invoicing, e-Way bill and GST add-on</b>	
Enable ClearTax add-on	? Yes
Enable e-Invoice module	? Yes
Enable e-Way bill (non-IRN) module	? <input checked="" type="checkbox"/> Yes
Enable GST module	? Yes

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In Tally ERP9, Gateway of Tally > Features(F11) > Add-On Features(F6), navigate to enable Add-Ons Features.

To activate the e-Waybill module in the loaded Tally company, set “Enable e-Waybill (non IRN) module” to Yes.

Company: <u>Invoice &amp; GST Demo</u>	
<u>Add-On Features</u>	
<u>ClearTax e-Invoicing, e-Way bill and GST add-on</u>	
Enable ClearTax add-on	? Yes
Enable e-Invoice module	? Yes
Enable e-Way bill (non-IRN) module	? <b>Yes</b>
Enable GST module	? Yes

## 4.2.2 Activate non-IRN E-Waybill module in voucher type

Voucher Type Alteration (In Developer Mode)		GST Demo1			
English	:				
Name	:	Delivery Note			
General		Printing		Name of Class	
Select type of voucher	:	Print voucher after saving	:	No	
Abbreviation	:	Default jurisdiction	:		
Activate this Voucher Type	:	Default title to print	:		
Method of voucher numbering	:	Use for e-Way Bill (non-IRN)	:	? <b>Yes</b>	
Use advanced configuration	:	Enable Multiple Bill From Addresses	:	? Yes	
Use effective dates for vouchers	:				
Allow zero-valued transactions	:				
Make this voucher type as 'Optional' by default	:				
Allow narration in voucher	:				
Enable default accounting allocations	:				

## 4.3 Navigation

### 4.3.1 View E-Waybill registers

#### 4.3.1.1 E-Waybill register

E-Waybill register is a report with a list of non IRN E-Waybill eligible documents and option to generate -Waybill Part-A or generate E-Waybill Part-A + Part-B or update E-Waybill Part B.

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Voucher data can be previewed using the “Preview JSON”, which will display section wise information like. Dispatch Details, E-Waybill Details etc. This report helps the user to re verify invoice details before generating the E-Waybill number.

User can select multiple documents and click on the Generate E-Waybill button to process and generate E-Waybill numbers for selected vouchers.If voucher has valid E-Waybill details including Transport details, then it will generate E-Waybill Part-A + Part-B else it will generate only E-Waybill Part-A.

Date	Particulars	IRN Status	EWB Status	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
2-Aug-22	Item @12%	Not Generated	Not Generated	Delivery Note	1		10 nos
2-Aug-22	Consumer Local	Not Generated	Not Generated	GST Debit Note	GST/DN/804	11,000.00	
31-Aug-22	Consumer Local	Not Generated	Not Generated	GST Debit Note	GST/DN/805	11,000.00	
31-Aug-22	Unregistered Supplier1 Karnataka	Not Generated	Not Generated	GST Debit Note	B/DN/RCM/2	1,12,000.00	
31-Aug-22	Consumer Local	Not Generated	Not Generated	GST Sales	GST/API/809	70,800.00	
31-Aug-22	Consumer Local	Not Generated	Not Generated	GST Sales	GST/API/803/CONS	72,240.00	
31-Aug-22	Cash	Not Generated	Not Generated	Pos	2	1.18	
31-Aug-22	Cash	Not Generated	Not Generated	Pos	5	1,120.00	
31-Aug-22	Consumer Local	Not Generated	Not Generated	GST Sales	GST/API/807	25,960.00	
31-Aug-22	Consumer Local	Not Generated	Not Generated	GST Sales	GST/API/808	22,400.00	
31-Aug-22	Consumer Local	Not Generated	Not Generated	Get Sales2	2	11,200.00	
31-Aug-22	Consumer Local	Not Generated	Not Generated	GST Sales	GST/API/811	15,340.00	
31-Aug-22	Consumer Local	Not Generated	Not Generated	GST Sales	GST/API/812	24,640.00	
31-Aug-22	Customer Un-Registered-TN	Not Generated	Not Generated	GST Sales	GST/API/814	12,320.00	
14-Nov-22	AKSHAY ANIL PAWAR	Not Generated	Not Generated	GST Sales	GST/API/001fchview	100.00	
1-Nov-22	Customer-1	Generated	Not Generated	GST Sales	GST/API/002	12,980.00	
1-Nov-22	Customer with Multiple Addresses	Generated	Not Generated	GST Sales	Disp-Ship-Addr2	12,980.00	
1-Nov-22	Customer with Multiple Addresses	Generated	Not Generated	GST Sales	Disp-Ship-2	12,980.00	
1-Nov-22	Customer with Multiple Addresses	Generated	Generated	GST Sales	EWB-Addr2-3	12,980.00	
1-Nov-22	Customer with Multiple Addresses	Generated	Generated	GST Sales	EWB-Addr-4	12,980.00	

### 4.3.1.2 Generated E-Waybill

Generated E-Waybill register is a report with a list of non IRN E-Waybill eligible documents and where E-Waybill status is “EWB\_GENERATED” or “EWB\_CANCELLATION\_FAILED”.

The user can update E-Waybill Part-B or cancel E-Waybill from this register.

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Date	Particulars	IRN Status	EWB Status	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-Nov-22	Customer with Multiple Addresses	Generated	Generated	GST Sales	EWB-Addr2-3	12,980.00	
1-Nov-22	Customer with Multiple Addresses	Generated	Generated	GST Sales	EWB-Addr-4	12,980.00	

### 4.3.1.3 Pending E-Waybill

Pending E-Waybill Register is a report with a list of non IRN e-Waybill documents and where E-Waybill status is “EWB GENERATION FAILED” or Blank.

The user can generate E-Waybill Part-A + Part-B or E-Waybill Part-A or update E-Waybill Part-B for selected documents.

Date	Particulars	IRN Status	EWB Status	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
2-Aug-22	Item @12%	Not Generated	Not Generated	Delivery Note	1		10 nos
2-Aug-22	Consumer Local	Not Generated	Not Generated	GST Debit Note	GST/DN/804	11,000.00	
31-Aug-22	Consumer Local	Not Generated	Not Generated	GST Debit Note	GST/DN/805	11,000.00	
31-Aug-22	Unregistered Supplier1 Karnataka	Not Generated	Not Generated	GST Debit Note	B/DN/RCM/2	1,12,000.00	
31-Aug-22	Consumer Local	Not Generated	Not Generated	GST Sales	GST/API/809	70,800.00	
31-Aug-22	Consumer Local	Not Generated	Not Generated	GST Sales	GST/API/803/CONS	72,240.00	
31-Aug-22	Cash	Not Generated	Not Generated	PoS	2	1.18	
31-Aug-22	Cash	Not Generated	Not Generated	PoS	5	1,120.00	
31-Aug-22	Consumer Local	Not Generated	Not Generated	GST Sales	GST/API/807	25,960.00	
31-Aug-22	Consumer Local	Not Generated	Not Generated	GST Sales	GST/API/808	22,400.00	
31-Aug-22	Consumer Local	Not Generated	Not Generated	Gst Sales2	2	11,200.00	
31-Aug-22	Consumer Local	Not Generated	Not Generated	GST Sales	GST/API/811	15,340.00	
31-Aug-22	Consumer Local	Not Generated	Not Generated	GST Sales	GST/API/812	24,640.00	
31-Aug-22	Customer Un-Registered-TN	Not Generated	Not Generated	GST Sales	GST/API/814	12,320.00	
1-Nov-22	AKSHAY ANIL PAWAR	Not Generated	Not Generated	GST Sales	GST/API/001/vchview	100.00	
1-Nov-22	Customer-1	Generated	Not Generated	GST Sales	GST/API/002	12,980.00	
1-Nov-22	Customer with Multiple Addresses	Generated	Not Generated	GST Sales	Disp-Ship-Addr2	12,980.00	
1-Nov-22	Customer with Multiple Addresses	Generated	Not Generated	GST Sales	Disp-Ship-2	12,980.00	

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### 4.3.1.4 Cancelled E-Waybill

Cancelled E-Waybill Register is a report with list of e-Waybill documents and where E-Waybill status is “EWB CANCELLED”

The user can re-generate E-Waybill Part-A + Part-B or E-Waybill Part-A for cancelled E-Waybill documents.

Date	Particulars	IRN Status	EWB Status	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-Nov-22	Consumer Local	Not Generated	Cancelled	GST Sales	GST/22-23/070	12,980.00	

### 4.3.2 Actions supported in E-Waybill registers

Registers--> Actions	E-Waybill Register	Generate d E-Waybill	Pending E-Waybill	Cancelled E-Waybill
<b>Generate EWB Part-A</b>	Yes	No	Yes	Yes
<b>Generate EWB Part-A + Part-B</b>	Yes	No	Yes	Yes
<b>Update EWB Part-B</b>	Conditional. Only if EWB Part A generated	Yes	Conditional. Only if EWB Part A generated	No
<b>Cancel EWB</b>	No	Yes	No	No
<b>Export JSON</b>	Yes	Yes	Yes	Yes
<b>Preview JSON</b>	Yes	Yes	Yes	Yes

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### 4.3.2.1 Generate E-Waybill Part-A

1. It prepares E-Waybill schema payload for the selected documents from the respective register.
2. It sends E-Waybill schema payload to Clear to generate the E-Waybill number without validity
3. In case of success scenario, E-Waybill generated vouchers will be updated with E-Waybill details i.e. E-Waybill number, E-Waybill generation date. E-Waybill status will be updated as “EWB\_PART\_A\_GENERATED”
4. In case of failure, vouchers will be updated with error message(s) and E-Waybill status updated as “EWB\_PART\_A\_GENERATION\_FAILED”.

E-Way Bill Register								For 19-Apr-23
Date	Particulars	IRN Status	EWB Status	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty	
19-Apr-23	MEDICAL COLLEGE HOSPITAL	Not Generated	Not Generated	Sales	TRG/2324/640		276.00	

### 4.3.2.2 Generate E-Waybill Part-A + Part-B

1. It prepares E-Waybill payload for the selected documents from the respective register.
2. It sends payload to Clear to generate the E-Waybill
3. In case of success scenario, E-Waybill generated and vouchers updated with E-Waybill details i.e. E-Waybill number, E-Waybill date and E-Waybill validity. E-Waybill status updated as “EWB\_GENERATED”
4. In case of failure scenario, vouchers updated with error message(s) and E-Waybill status updated as “EWB\_GENERATION\_FAILED”
5. If Part-B details i.e transportation details does not exist and Transporter id exists then it will ignore Part-B information and generate E-Waybill Part-A. E-Waybill details & status updated as above action of E-Waybill generate PART-A

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### 4.3.2.3 Update E-Waybill Part B

1. It prepares update E-Waybill Part-B by E-Waybill payload for the selected documents from the respective register
2. It sends payload to Clear to generate the update E-Waybill Part-B details i.e. transportation details
3. In case of success scenario, vouchers are updated with E-Waybill validity updated. E-Waybill status updated as “EWB\_GENERATED”
4. In case of failure scenario, vouchers are updated with error message(s) and E-Waybill status updated as “EWB\_GENERATION\_FAILED”

### 4.3.2.4 Cancel E-Waybill

1. It prepares cancel E-Waybill payload for the selected documents from the respective register
2. It sends payload to Clear to cancel E-Waybill and E-Waybill status updated as “EWB\_CANCELLED”
3. In case of failure scenario, vouchers are updated with error message(s) and E-Waybill status updated as “EWB\_CANCELLATION\_FAILED”

### 4.3.3 Filter by status

User can filter the vouchers based on IRN status and E-Waybill status in a selected register

1. **E-Waybill Generated:** It filters vouchers by “EWB status” where the status value is “EWB\_GENERATED” or “EWB\_CANCELLATION\_FAILED”.
2. **E-Waybill Part-A Generated:** It filters vouchers by “EWB status” where the status value is “EWB\_PART\_A\_GENERATED” or “EWB\_UPDATE\_PART\_B\_FAILED”.
3. **IRN + EWB Generated:** It filters vouchers by “IRN status” where status value is “IRN\_GENERATED” or “IRN\_CANCELLATION\_FAILED” and E-Waybill status - “EWB\_GENERATED” or “EWB\_CANCELLATION\_FAILED”
4. **IRN + EWB Part A Generated:** It filters vouchers by “IRN status” where status value is “IRN\_GENERATED” or “IRN\_CANCELLATION\_FAILED” and E-Waybill status is “EWB\_PART\_A\_GENERATED” or “EWB\_UPDATE\_PART\_B\_FAILED”
5. **IRN Generated + EWB Cancelled:** It filters vouchers by “IRN status” where status value is “IRN\_GENERATED” or “IRN\_CANCELLATION\_FAILED” and E-Waybill status is “EWB\_CANCELLED”
6. **IRN Not Generated:** It filters vouchers by “IRN status” where status value is “IRN\_GENERATION\_FAILED” or Blank

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### 4.3.4 Export JSON

1. It exports selected voucher in JSON format
2. JSON file exported to EXPORT LOCATION path of configuration window
3. User can select and export multiple vouchers

### 4.3.5 Preview document in payload/JSON view

1. It prepares data in as per payload format and preview in Tally screen
2. It shows section wise details i.e.document details, seller details, dispatch details, item details, document summary values etc
3. It helps user to re verify processed data before generating E-Waybill

Image 1(a):

E-Waybill by IRN section wise preview

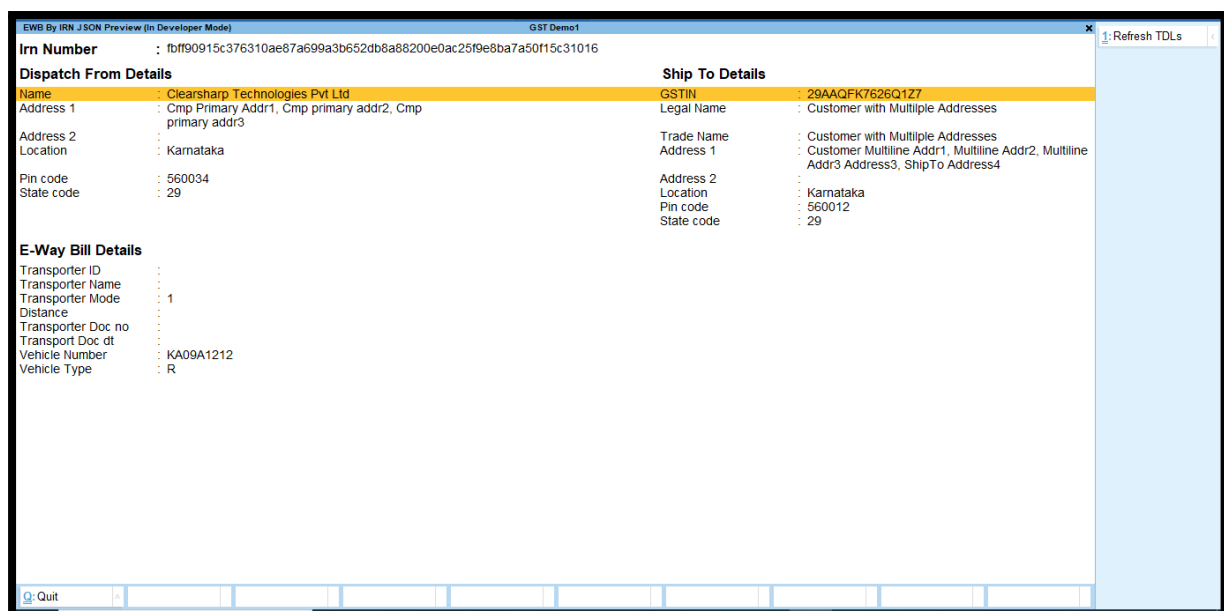


Image 1(b):

Non-IRN E-Waybill section wise preview

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Document Details		Transporter Details											
Document Number	: TRG/2324/640	Transporter Id	:										
Document Type	:	Transporter Name	:										
Document Date	: 19/04/2023	Transport Mode	:										
Supply Type	: Outward	Distance	: 0										
Sub Supply Type	:	Transporter Doc No.	:										
Sub Supply Type Desc	:	Transporter Doc Dt.	:										
Transaction Type	: Bill From - Dispatch From	Vehicle No	:										
		Vehicle Type	:										
Seller Details		Buyer Details											
GSTIN	: 29AAFCD5862R1ZR	GSTIN	: URP										
Legal Name	: Clearsharp Technologies Pvt Ltd	Legal Name	:										
Trade Name	: Clearsharp Technologies Pvt Ltd	Trade Name	:										
Address 1	: Cmp Primary Addr1, Cmp primary addr2, Cmp primary addr3	Address 1	:										
Address 2	:	Address 2	:										
Location	: Karnataka	Location	:										
Pin code	: 560034	Pin code	:										
State code	: 29	State code	:										
Dispatch From Details		Ship To Details											
Name	:	GSTIN	:										
Address 1	:	Legal Name	:										
Address 2	:	Trade Name	:										
Location	:	Address 1	:										
Pin code	:	Address 2	:										
State code	:	Location	:										
		Pin code	:										
		State code	:										
Item Details													
Product Name	Hsn Code	Qty Unit	Assessable Amount	Cgst Rate	Cgst Amount	Sgst Rate	Sgst Amount	Igst Rate	Igst Amount	Cess Rate	Cess Amount	Cess NonAdvAmt	Other Charge
M6	28044010	4.80 CBM	246.00	6	14.76	6	14.76	0	0.00	0	0.00	0.00	0.00
													10 ▼

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## 5. GST module

### 5.1 Business overview

Clear GST module supports the preparation of Sales and Purchase register data from Tally and transforms it to Clear format.

The process begins with the generation of GST purchase, sales invoices and other relevant documents such as credit and debit notes, payment and receipt documents. These documents are then processed and validated to ensure they are in compliance with GST regulations.

Once the documents are processed and validated, they are uploaded to Clear GST using APIs. These APIs provide a secure and efficient way to transmit data between Tally and Clear. This eliminates the need for manual data entry and reduces the chances of errors.

Once the documents are uploaded to the Clear, they are available for review and reconciliation on the cloud portal. After verifying, the GST returns can be filed and the taxes paid.

#### 5.1.1. Sales register upload

In this, documents picked from Sales, Debit Note, Credit Note, Journal, Receipt and Payment type vouchers and transformed in json format as per the Clear GST APIs.

Sales Register data can be viewed in the “Document Overview” report for verification before uploading the data to Clear GST.

After review, the sales data is uploaded to Clear GST using the APIs. Response from the API will be updated in Tally voucher. Error logs will be stored in the respected voucher for further processing and review.

Once all the required sales data is pushed, data can be viewed on the GST product. Data will be classified into B2B invoices, B2CL invoices, B2CS invoices, Export invoices (EXP), SEZ invoices, Credit / Debit note registered (CDNR), Credit /Debit note unregistered (CDNUR), Nil Rated (NIL\_RATED).

Both invoice level data and summary level data (HSN summary, Document series summary etc.) will be created as soon as the upload is completed.

These details will be used for GSTR1 & GSTR3B returns preparation. This action needs to be taken from product and not from Tally as the scope of GST integration is to push the Sales data to Clear GST product.

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## 5.1.2 Purchase register upload

In this, documents picked from purchase, debit note, credit note, journal, receipt and Payment type vouchers and prepares payload in the json format as per the Clear GST APIs.

Purchase register data can be viewed in the “Document Overview” report for verification before uploading the data to the Clear GST.

After review, the purchase data is uploaded to Clear GST using APIs. Response from the API will be updated in Tally voucher. Error logs will be stored in the respected voucher for further processing and review.

Once all the required purchase data is uploaded, data can be viewed on the GST product. Data will be classified into B2B invoices, B2B-UnRegistered (B2BUR), Bill of Supply (BOS), Credit / Debit Notes (CDN), Credit Note-Unregistered (CNUR), Debit Note-UnRegistered (DNUR), IMPORT-Goods (IMPG), IMPORT-Goods from SEZ (IMPG\_SEZ), IMPORT-Service (IMPS), NIL RATED (NIL\_RATED)

ITC claim type and ITC values are calculated or processed and the same details will be reflected in the GST product. These details will be used for GSTR-3B returns preparation and reconciliation with GSTR 2A or GSTR 2B.

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## 5.2 Configuration

### 5.2.1 Activate GST module

In Tally Prime, Gateway of Tally > Help (F1) > TDLs & Add-Ons > Add-On Features (F6), navigate to enable Add-Ons Features.

Set “Enable GST module” to Yes to activate the GST module in the loaded Tally company.

Add-On Features	
<b>ClearTax e-Invoicing, e-Way bill and GST add-on</b>	
Enable ClearTax add-on	? Yes
Enable e-Invoice module	? Yes
Enable e-Way bill (non-IRN) module	? Yes
Enable GST module	? <b>Yes</b>

In Tally ERP9, Gateway of Tally > Features(F11) > Add-On Features(F6), navigate to enable Add-Ons Features.

Set “Enable GST module” to Yes to activate the GST module in the loaded Tally company.

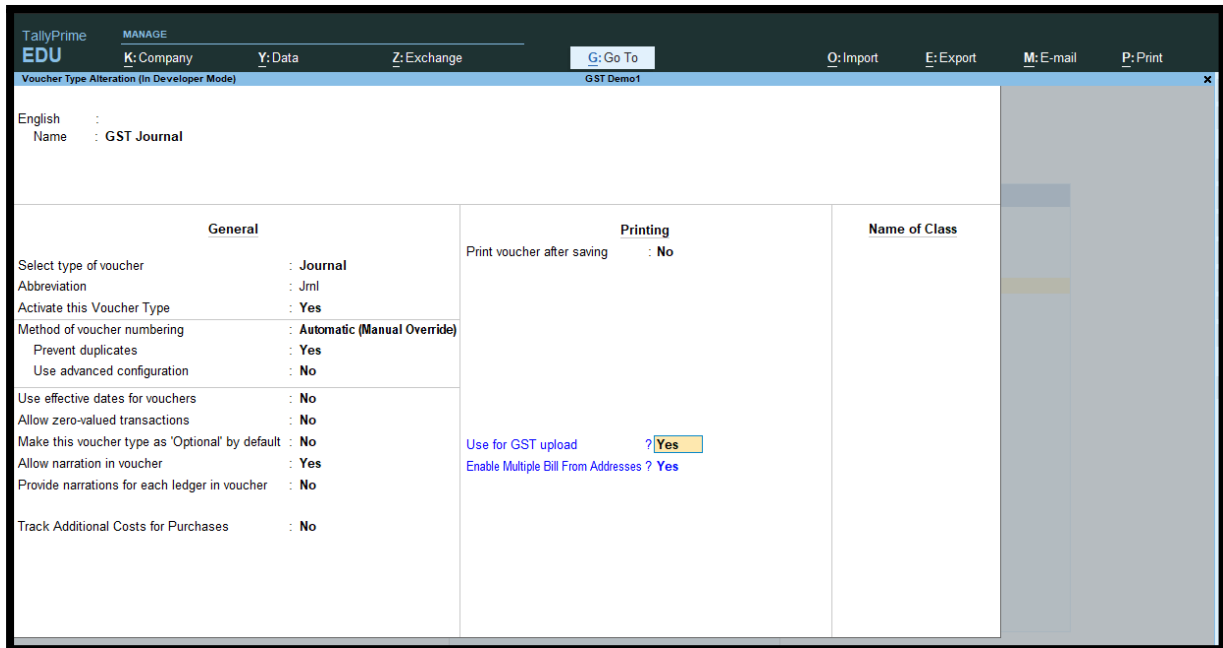
Add-On Features	
<b>ClearTax e-Invoicing, e-Way bill and GST add-on</b>	
Enable ClearTax add-on	? Yes
Enable e-Invoice module	? Yes
Enable e-Way bill (non-IRN) module	? Yes
Enable GST module	? <b>Yes</b>

### 5.2.2 Activate other GST voucher types

By default. Sales, Debit Note, Credit Note voucher types are included in Clear GST Sales registers and Purchases, Debit Note, Credit Note voucher types are included in Clear GST Purchase registers.

If any Journal, Payment & Receipts voucher type transactions are applicable for GST returns then configure “Use for GST upload” - Yes, as shown below

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### 5.2.3 GST advanced configuration

1. Below are the set of advanced configuration options to set Tally company wise. By default all values are set to “No” at the time of installation.
2. If there is no valid HSN related data in masters or voucher then the user can set “Ignore HSN validation in GST sales” as Yes. In the same way the user can set “Ignore HSN validation in GST purchase” as Yes.
3. By default once documents uploaded to Clear then each document status i.e.success or failure with error message updated in respective vouchers. If the user doesn't want to update the status then set “Skip updating GST upload status in vouchers” as Yes.
4. If “Skip updating GST upload status in vouchers” as Yes. then it shows an error report in Tally and will get an option to export to excel with error messages.
5. “Show user-excluded GSTR voucher” is to show in Clear GST Registers, even the vouchers excluded by the user in GSTR-1 or GSTR-2 or GSTR-3B Tally reports.

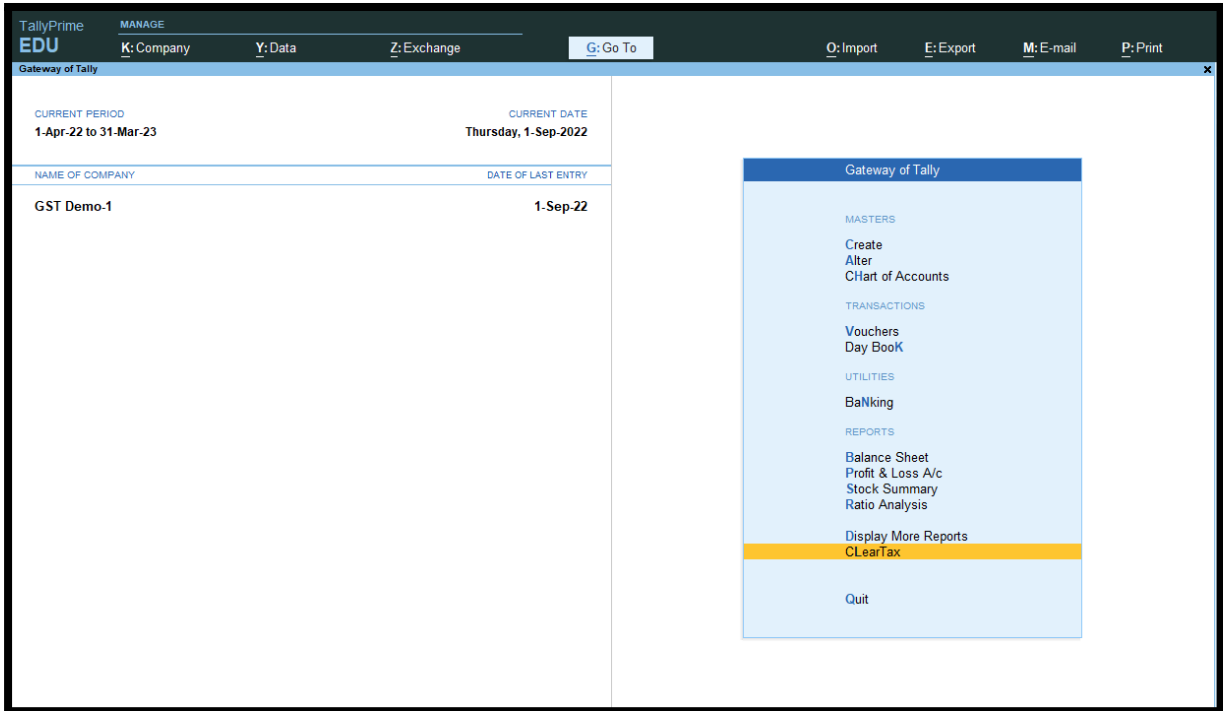
Menu: Gateway of Tally > Cleartax > Configuration > Advanced (F12)

GST Add-on Additional Configuration	
Ignore HSN validation in GST Sales	? <input checked="" type="checkbox"/> Yes
Ignore HSN validation in GST Purchases	? <input checked="" type="checkbox"/> Yes
Skip updating GST upload status in vouchers	? <input type="checkbox"/> No
Show user-excluded GSTR vouchers	? <input checked="" type="checkbox"/> Yes
Maximum line items per request	: 200

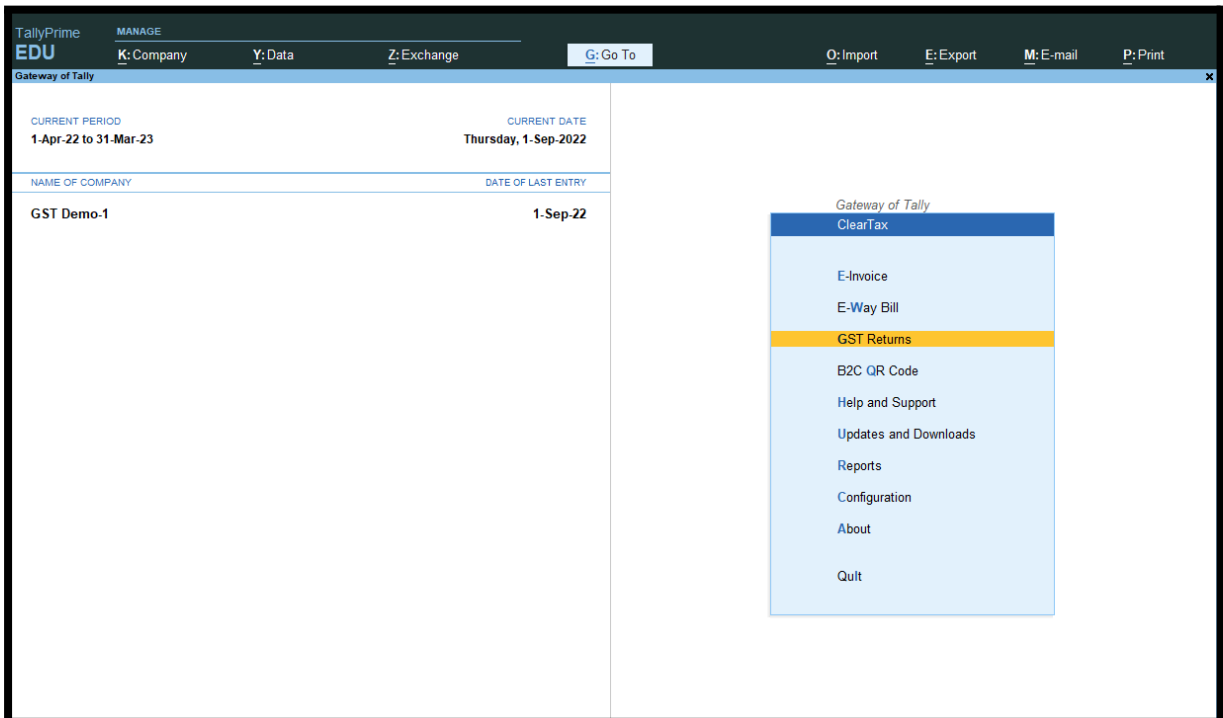
## 5.3 Navigation

After installing and configuring the add-on, navigate to Gateway of Tally > Cleartax.

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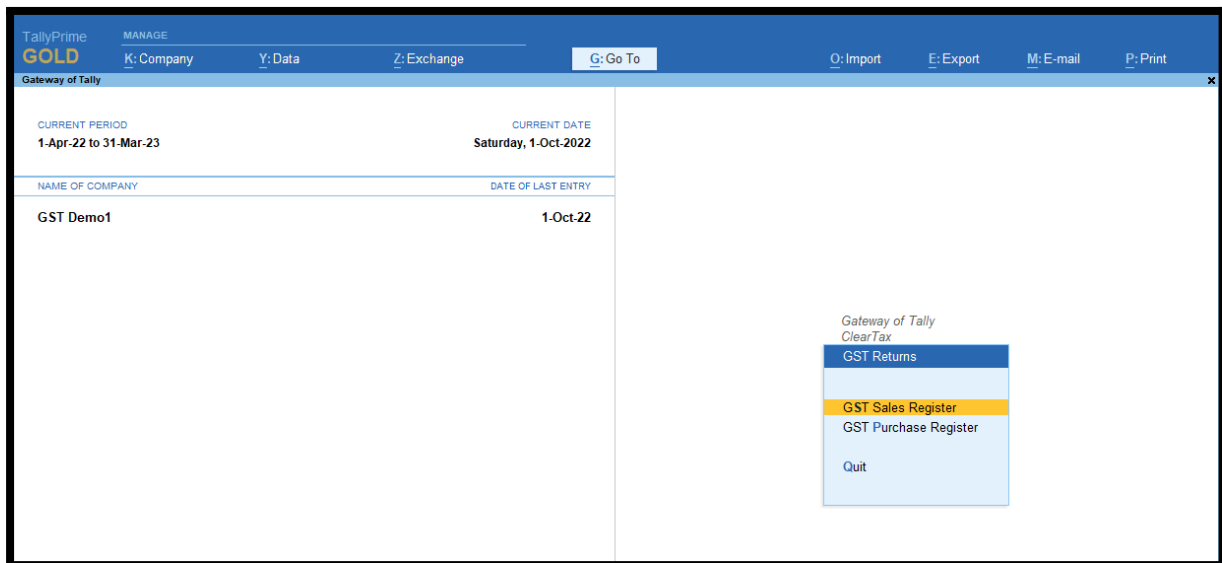
Navigate to GST Returns.



Locate the below two registers:

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1. GST Sales Register
2. GST Purchase Register



### 5.3.1 GST sales register

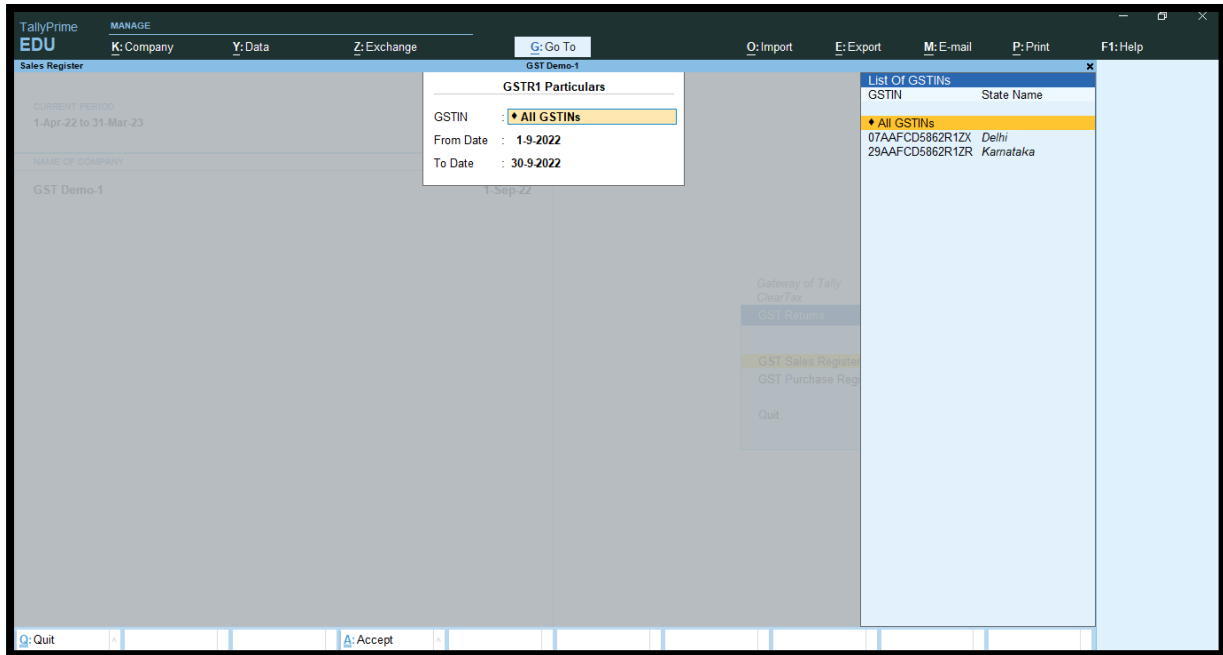
From Gateway of Tally > Cleartax > GST Returns, navigate to GST Sales Register.

#### 5.3.1.1 View GST sales register

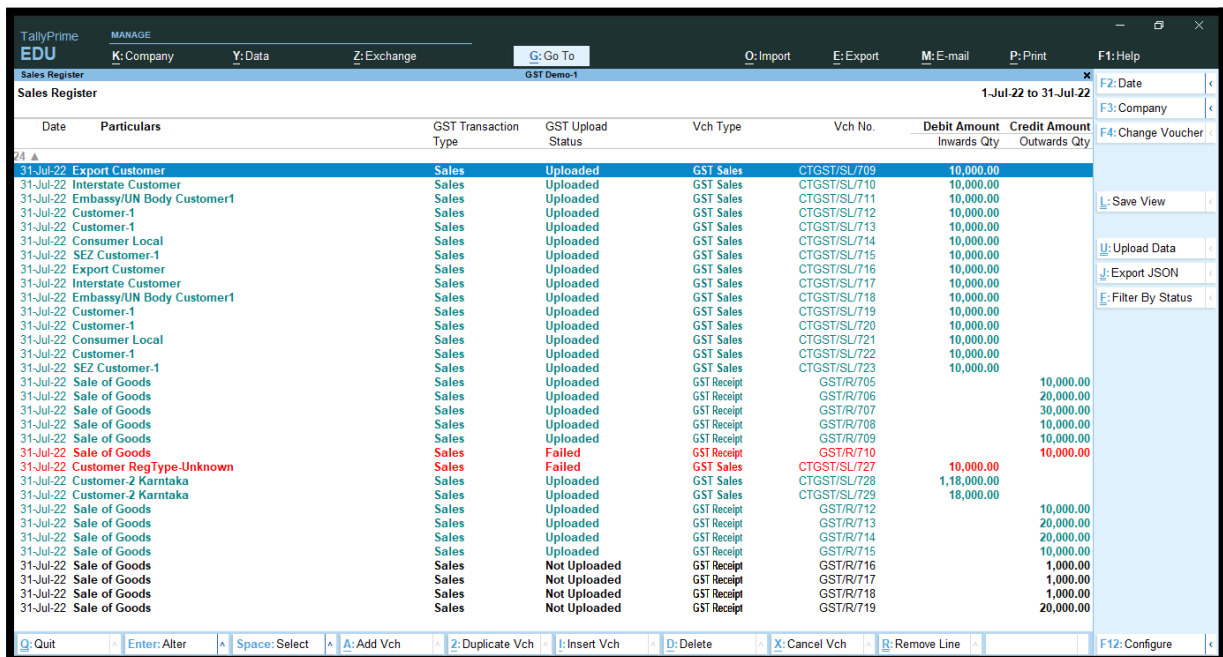
Step 1: Select GSTIN and document date range.

The user will get an option to select GSTIN and GST returns period. If the user's Tally is configured with multi GSTIN, then the user can select specific GSTIN or All GSTINs to generate the sales register.

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Step 2: View the sales register with sales and sales return vouchers.



In this view, the user will be able to:

- ❖ Select single, multiple or all documents.

To select a single document, press space key.

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To select multiple documents, move up or down and keep pressing the space key.

To select all documents, press Ctrl + Space key together.

- ❖ Upload sales data to Clear GST.
- ❖ Filter documents by status - uploaded, failed, not uploaded, all.
- ❖ View “Document Overview” which is a detailed line item view of GST applicable documents where GST is applicable

### 5.3.1.2 Upload GST sales register to Clear

To upload data to Clear:

1. Select one or more documents.
2. On the right hand side, click on the “Upload Data” button or press Ctrl + U.

The add-on will prepare the documents in Clear format and upload them to Clear in batches.

The upload progress will be visible as shown below:

The screenshot shows the TallyPrime GOLD interface. The main window is titled 'Sales Register' and displays a table of transactions. A modal dialog box is overlaid on the table, indicating the progress of uploading GST data. The dialog box contains the text 'Uploading GST data In Progress...' and 'Processing 26 of 55 (Vch. No. : GSTIR/712)'. Below this text is a progress bar showing approximately 50% completion. The background table lists various sales transactions with columns for Date, Particulars, GST Transaction Type, GST Upload Status, Vch Type, Vch No, Debit Amount Inwards Qty, and Credit Amount Outwards Qty.

Once all the selected documents are uploaded, the summary of the uploaded documents will be shown in a message box as below.

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Sales Register							
GST Demo1							
1-Jun-22 to 31-Oct-22							
Date	Particulars	GST Transaction Type	GST Upload Status	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-Jun-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/601	1,93,288.88	
1-Jun-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/602	1,96,444.46	
1-Jun-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/603	1,93,288.88	
1-Jun-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/604	1,96,444.46	
1-Jun-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/605	48,600.00	
1-Jun-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/606	29,500.00	
1-Jun-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/607	35,400.00	
1-Jun-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/608	35,850.00	
1-Jun-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/609	69,500.00	
1-Jun-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/610	35,400.00	
1-Jun-22	Customer-1	Sales Returns	Uploaded	GST Credit Note	CTGST/CN/604/G1		11,800.00
2-Jun-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/611	36,000.00	
1-Jul-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/730	3,540.00	
2-Jul-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/724/T1	10,000.00	
2-Jul-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/703/T1	17,700.00	
2-Jul-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/705/T1	46,300.00	
2-Jul-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/726/T3	17,700.00	
31-Jul-22	Export Customer	Sales	Uploaded	GST Sales	CTGST/SL/709	10,000.00	
31-Jul-22	Export Customer	Sales	Uploaded	GST Sales	CTGST/SL/716	10,000.00	
31-Jul-22	Sale of Goods	Sales	Uploaded	GST Receipt	GST/R/705		
31-Jul-22	Sale of Goods	Sales	Uploaded	GST Receipt	GST/R/706		
31-Jul-22	Sale of Goods	Sales	Uploaded	GST Receipt	GST/R/707		
31-Jul-22	Sale of Goods	Sales	Uploaded	GST Receipt	GST/R/709		
31-Jul-22	Customer-2 Karnataka	Sales	Uploaded	GST Sales	CTGST/SL/728		
31-Jul-22	Customer-2 Karnataka	Sales	Uploaded	GST Sales	CTGST/SL/729		
31-Jul-22	Sale of Goods	Sales	Uploaded	GST Receipt	GST/R/712		
31-Jul-22	Sale of Goods	Sales	Uploaded	GST Receipt	GST/R/713		
31-Jul-22	Sale of Goods	Sales	Uploaded	GST Receipt	GST/R/714		
31-Jul-22	Sale of Goods	Sales	Uploaded	GST Receipt	GST/R/715		
31-Jul-22	Sale of Goods	Sales	Uploaded	GST Receipt	GST/R/716		
31-Jul-22	Sale of Goods	Sales	Uploaded	GST Receipt	GST/R/717		
31-Jul-22	Sale of Goods	Sales	Uploaded	GST Receipt	GST/R/718		

**Information**

Total Selected Vouchers : 55

Uploaded Vouchers : 50

Upload failed Vouchers : 5

Press any key to continue

In the meanwhile, the response from Clear (with error, if any) will be updated in respective Tally vouchers.

### 5.3.1.3 Filter register by status

To filter the register by status, in the register, on the right hand side, click on the “Filter By Status” button.

Sales Register							
GST Demo1							
1-Jun-22 to 31-Oct-22							
Date	Particulars	GST	GST Upload Status	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-Jun-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/605	48,600.00	
1-Jun-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/606	29,500.00	
1-Jun-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/603	35,850.00	
1-Jun-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/609	69,500.00	
1-Jun-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/610	35,400.00	
1-Jun-22	Customer-1	Sales Returns	Uploaded	GST Credit Note	CTGST/CN/604/G1		11,800.00
2-Jun-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/611	36,000.00	
1-Jul-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/730	3,540.00	
2-Jul-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/724/T1	10,000.00	
2-Jul-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/703/T1	17,700.00	
2-Jul-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/705/T1	46,300.00	
2-Jul-22	Customer-1	Sales	Uploaded	GST Sales	CTGST/SL/726/T3	17,700.00	
31-Jul-22	Export Customer	Sales	Uploaded	GST Sales	CTGST/SL/709	10,000.00	
31-Jul-22	Export Customer	Sales	Uploaded	GST Sales	CTGST/SL/716	10,000.00	

**Select Status**

Uploaded

**Filter By Status**

All

Failed

**Not Uploaded**

Uploaded

### 5.3.1.4 Export JSON

To export the documents in JSON format used for uploading documents to Clear, click on the “Export JSON” button.

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```

1  "userInputArgs": {
2    "templateId": "618a5623836651c01c1498ad"
3  },
4  "jsonRecords": [
5    {
6      "documentDirection": "sales",
7      "documentType": "Debit Note",
8      "documentDate": "2022-08-01",
9      "documentNumber": "GST/DN/801/Reg",
10     "expSource": "Tally",
11     "externalId": "99a01372-093d-4239-90ac-c8fc2f9e4959-00000098",
12     "externalLineItemId": "1",
13     "voucherTypeName": "GST Debit Note",
14     "voucherNumber": "GST/DN/801/Reg",
15     "voucherDate": "2022-08-01",
16     "isBillOfSupply": false,
17     "isReverseCharge": false,
18     "isDocumentCancelled": false,
19     "customerName": "Customer-1",
20     "customerAddress": "cl Address1, cl Address2, cl Address345",
21     "customerState": "Karnataka",
22     "customerGstin": "29AADCS0472M1ZY",
23     "customerBillingPinCode": "560084",
24     "placeOfSupply": "Karnataka",
25     "supplierName": "Clearsharp Technologies Pvt Ltd",
26     "supplierGstin": "29AAFCD5862R1ZR",
27     "itemDescription": "Item @18%",
28     "itemCategory": "600D5",
29     "manSacCode": "11071000",
30     "itemQuantity": 20,
31     "itemUnitCode": "NOS",
32     "itemUnitPrice": 1000,
33     "itemDiscount": 0,
34     "itemTaxableAmount": 20000,
35     "cgstRate": 9,
36     "cgstAmount": 1800,
37     "sgstRate": 9,
38     "sgstAmount": 1800
39   }
40 ]

```

### 5.3.1.5 View document overview

To view the documents in tabular format at a document line item level, click on the “Document Overview” button.

documentDirection	documentType	documentDate	documentNumber	voucherTypeName	voucherNumber	voucherDate	isThis-BillofS-apply	flagRe-verse-charge	isDoc-umen-tCancel-LED	reasonForIssuing-Cdn
sales	Invoice	2022-08-01	GST/INV/801/BoS	GST Sales	GST/INV/801/BoS	2022-08-01	Yes	No	No	
sales	Invoice	2022-08-01	GST/API/809	GST Sales	GST/API/809	2022-08-01	No	No	No	
sales	Debit Note	2022-08-01	GST/DN/801/Reg	GST Debit Note	GST/DN/801/Reg	2022-08-01	No	No	No	
sales	Debit Note	2022-08-01	GST/DN/802/BoS	GST Debit Note	GST/DN/802/BoS	2022-08-01	Yes	No	No	
sales	Invoice	2022-08-01	GST/API/802/Reg	GST Sales	GST/API/802/Reg	2022-08-01	No	No	No	
sales	Invoice	2022-08-01	GST/R/001	GST Receipt	GST/R/001	2022-08-01	No	No	No	
sales	Invoice	2022-08-01	GST/JRNL/801/Reg	GST Journal	GST/JRNL/801/Reg	2022-08-01	No	No	No	
sales	Invoice	2022-08-01	GST/JRNL/802/Error	GST Journal	GST/JRNL/802/Error	2022-08-01	No	No	No	
sales	Invoice	2022-08-01	GST//803/Error	GST Sales	GST//803/Error	2022-08-01	No	No	No	
sales	Invoice	2022-08-01	GST/API/803/CONS	GST Sales	GST/API/803/CONS	2022-08-01	No	No	No	
sales	Invoice	2022-08-01	GST/API/803/CONS	GST Sales	GST/API/803/CONS	2022-08-01	No	No	No	
sales	Invoice	2022-08-01	GST/API/803/CONS	GST Sales	GST/API/803/CONS	2022-08-01	No	No	No	
sales	Invoice	2022-08-01	GST/API/805	GST Sales	GST/API/805	2022-08-01	No	No	No	
sales	Debit Note	2022-08-01	GST/DN/803/Reg	GST Debit Note	GST/DN/803/Reg	2022-08-01	No	No	No	
sales	Credit Note	2022-08-01	B/CN/RtmGST1	GST Credit Note	B/CN/RtmGST1	2022-08-01	No	No	No	
sales	Invoice	2022-08-02	GSTAppr/806-1	GST Sales	GSTAppr/806-1	2022-08-02	No	No	No	
sales	Invoice	2022-08-02	GSTAppr/806-1	GST Sales	GSTAppr/806-1	2022-08-02	No	No	No	
sales	Invoice	2022-08-02	GSTAppr/806-2	GST Sales	GSTAppr/806-2	2022-08-02	No	No	No	
sales	Invoice	2022-08-02	GSTAppr/806-2	GST Sales	GSTAppr/806-2	2022-08-02	No	No	No	
sales	Invoice	2022-08-02	1	Gst Sales2	1	2022-08-02	No	No	No	
sales	Invoice	2022-08-02	1	PoS	1	2022-08-02	No	No	No	
sales	Invoice	2022-08-02	2	PoS	2	2022-08-02	No	No	No	

### 5.3.2 GST purchase register

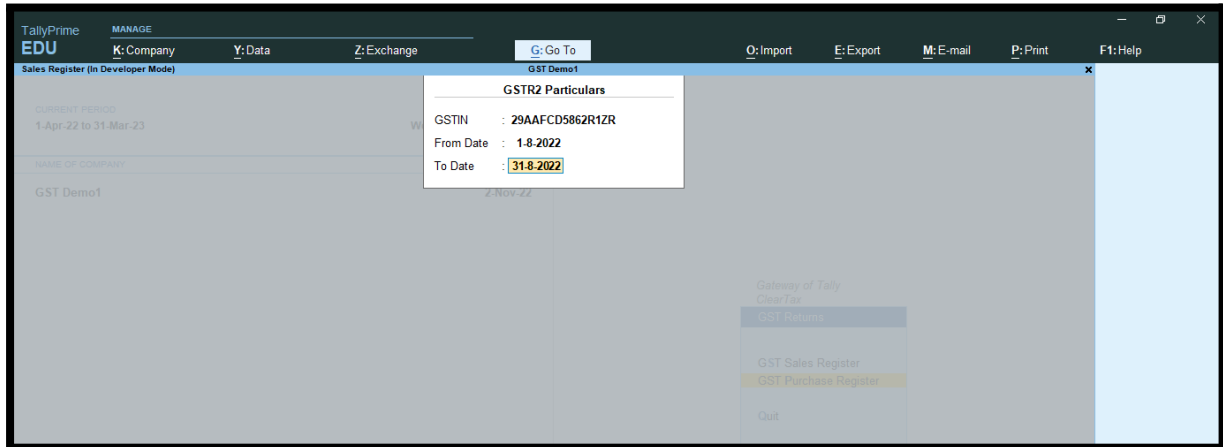
From Gateway of Tally > Cleartax > GST Returns, navigate to GST Purchase Register.

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### 5.3.2.1 View GST purchase register

Step 1: Select GSTIN and document date range.

The user will get an option to select GSTIN and GST returns period. If a user's Tally is configured with multi GSTIN then the user can select specific GSTIN or All GSTINs to generate a purchase register.



Step 2: View the purchase register with purchase and purchase return vouchers.

Date	Particulars	GST Transaction Type	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-Aug-22	Supplier1	Purchases	GST Purchase	GST/PU/801/Reg	20,000.00	23,600.00
1-Aug-22	Purchase Account	Purchases	GST Journal	GST/JRNL/803		
1-Aug-22	Unregistered Supplier1 Karnataka	Purchases	GST Purchase	B/PU/JRD-1	22,000.00	25,000.00
1-Aug-22	Unregistered Supplier2 Karnataka	Purchases	GST Purchase	B/PU/JRD-2	25,000.00	25,000.00
1-Aug-22	Composition Dealer1	Purchases	GST Purchase	B/PU/Comp1	30,000.00	30,000.00
1-Aug-22	Composition Dealer2	Purchases	GST Purchase	B/PU/Comp2	25,000.00	25,000.00
1-Aug-22	Supplier1	Purchases	GST Purchase	B/PU/Regular1	23,600.00	23,600.00
1-Aug-22	Composition Dealer1	Purchases	GST Purchase	B/PU/Comp3	30,000.00	30,000.00
1-Aug-22	Composition Dealer2	Purchases	GST Purchase	B/PU/Comp4	25,000.00	25,000.00
1-Aug-22	Composition Dealer1	Purchases	GST Purchase	B/PU/Comp5	40,000.00	40,000.00
1-Aug-22	Composition Dealer2	Purchases	GST Purchase	B/PU/Comp8	25,000.00	25,000.00
1-Aug-22	Composition Dealer1	Purchases	GST Purchase	B/PU/Comp7	40,000.00	40,000.00
2-Aug-22	Supplier1	Purchases	GST Purchase	GST/PU/802/Error		3,78,160.00
2-Aug-22	Supplier1	Purchases	GST Purchase	PU/804/INELGITC5	1,13,280.00	14,400.00
2-Aug-22	Unregistered Supplier	Purchases	GST Purchase	PU/804/INELGITC1	14,400.00	1,18,000.00
2-Aug-22	Supplier USA	Purchases	GST Purchase	PU/804/INELGITC2	1,18,000.00	25,960.00
2-Aug-22	SEZ Supplier	Purchases	GST Purchase	PU/804/INELGITC3	25,960.00	29,500.00
2-Aug-22	Supplier Telangana	Purchases	GST Purchase	PU/804/INELGITC4	29,500.00	18,160.00
2-Aug-22	Supplier1	Purchases	Purchase	1	14,160.00	14,160.00
2-Aug-22	Supplier1	Purchases	GST Purchase	GST/PU/803		14,160.00
2-Aug-22	Unregistered Supplier1 Karnataka	Purchases	GST Purchase	GST/PU/804		14,160.00
2-Aug-22	Consumer Local	Purchase Returns	GST Debit Note	GST/DN/804	11,000.00	
2-Aug-22	Supplier1	Purchases	GST Purchase	GST/PU/805		37,240.00
31-Aug-22	Consumer Local	Purchase Returns	GST Debit Note	GST/DN/805	11,000.00	
31-Aug-22	Supplier USA	Purchases	GST Purchase	GST/PU/806		5,78,000.00
31-Aug-22	Supplier USA	Purchases	GST Purchase	B/Imp/S001		4,84,000.00
31-Aug-22	Supplier USA	Purchases	GST Purchase	B/Imp/GNS/2		6,16,160.00
31-Aug-22	Supplier USA	Purchase Returns	GST Debit Note	B/Imp/DN/C1	1,32,160.00	
31-Aug-22	Unregistered Supplier	Purchases	GST Purchase	B/IS/RCM/1		2,00,000.00
31-Aug-22	Unregistered Supplier1 Karnataka	Purchase Returns	GST Debit Note	B/DN/RCM/2	1,12,000.00	
31-Aug-22	Supplier1	Purchases	GST Credit Note	B/CN/Purc/001		9,450.00
31-Aug-22	Supplier1	Purchase Returns	GST Debit Note	B/DN/PRtm/001	14,160.00	

In this view, the user will be able to:

- ❖ Select single, multiple or all documents.

To select a single document, press space key.

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To select multiple documents, move up or down and keep pressing the space key.

To select all documents, press Ctrl + Space key together

- ❖ Upload purchase data to Clear GST.
- ❖ Filter documents by status - uploaded, failed, not uploaded, all.
- ❖ View “Document Overview” which is a detailed line item wise view of documents where GST is applicable.

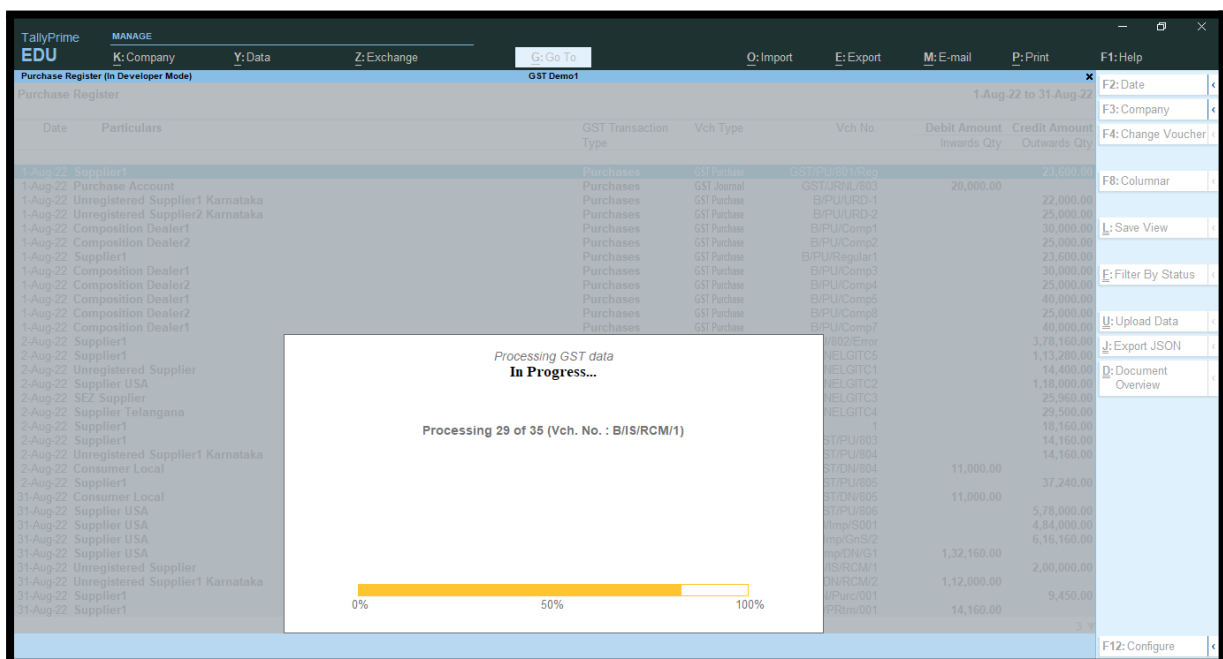
### 5.3.2.2 Upload GST purchase register to Clear

To upload data to Clear:

1. Select one or more documents.
2. On the right hand side, click on the “Upload Data” button or press Ctrl + U.

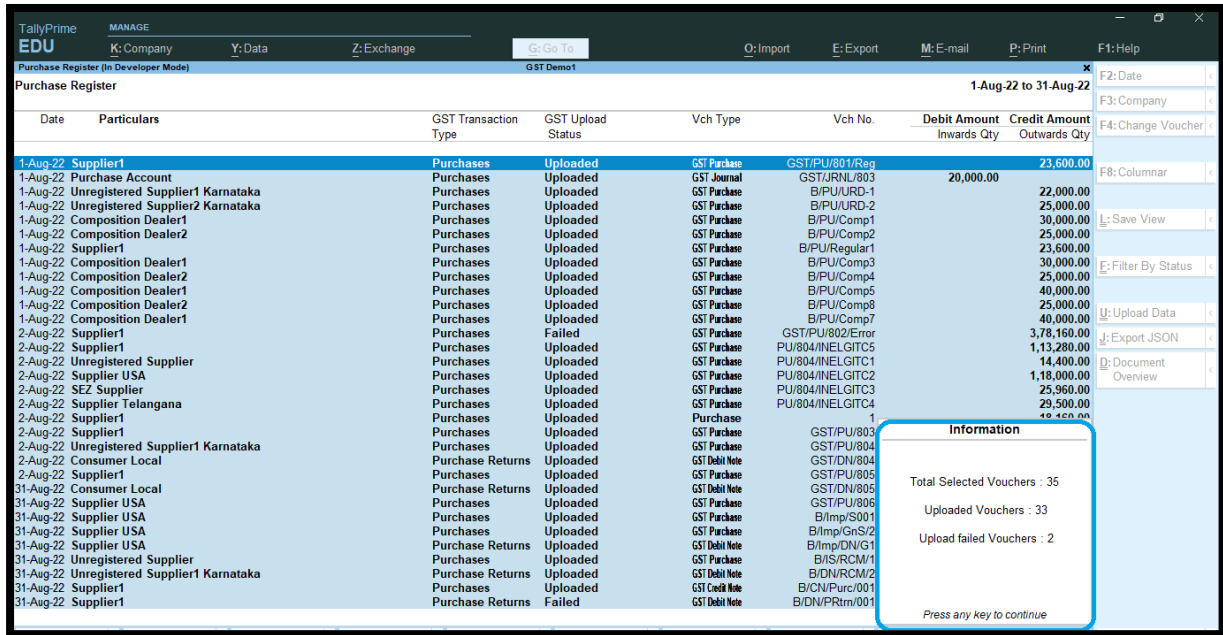
The add-on will prepare the documents in Clear format and upload them to Clear in batches.

The upload progress will be visible as shown below:



Once all the selected documents are uploaded, the summary of the uploaded documents will be shown in a message box as below.

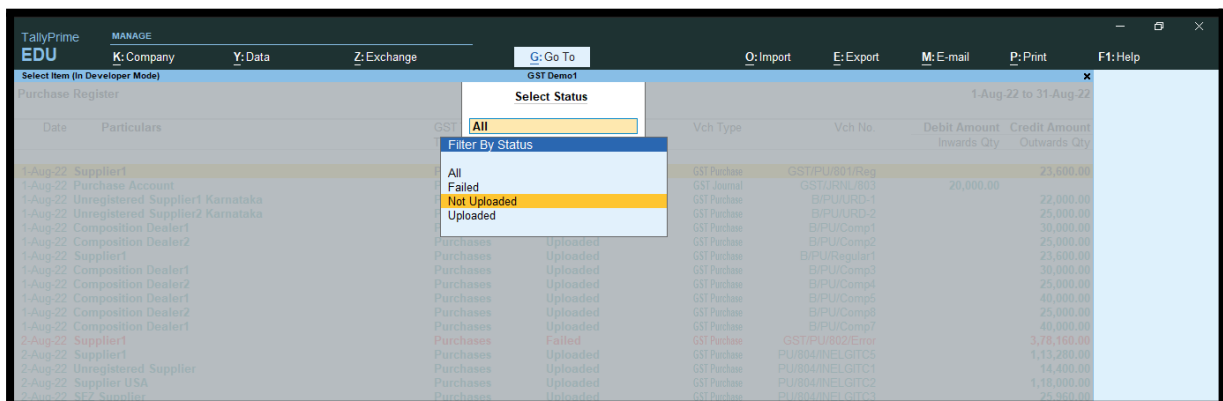
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In the meanwhile, the response from Clear (with error, if any) will be updated in respective Tally vouchers.

### 5.3.2.3 Filter register by status

To filter the register by status, in the register, on the right hand side, click on the “Filter By Status” button.



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### 5.3.2.4 Export JSON

To export the documents in JSON format used for uploading documents to Clear, click on the “Export JSON” button.

```

1  {
2    "userInputArgs": {
3      "templateId": "60e613ff71f4a7aeca4936b",
4      "settings": {
5        "ignoreHanValidation": true
6      }
7    },
8    "jsonRecords": [
9      {
10     "documentDirection": "purchase",
11     "documentType": "Invoice",
12     "documentDate": "2022-08-01",
13     "documentNumber": "GST/SupplRef/801",
14     "expSource": "Tally",
15     "externalId": "88a01372-093d-4239-90ac-c8fc2f984959-0000009f",
16     "externalLineItemId": "1",
17     "voucherTypeName": "GST Purchase",
18     "voucherNumber": "GST/PU/801/Reg",
19     "voucherDate": "2022-08-01",
20     "isBillOfSupply": false,
21     "isReverseCharge": false,
22     "isDocumentCancelled": false,
23     "customerName": "Clearsharp Technologies Pvt Ltd",
24     "customerAddress": "Cmp Primary Addr1, Cmp primary addr2, Cmp primary addr3",
25     "customerState": "Karnataka",
26     "customerGstin": "29AAFCD5862R1ZR",
27     "customerBillingPinCode": "560034",
28     "placeOfSupply": "Karnataka",
29     "supplierName": "Supplier1",
30     "supplierAddress": "Suppl1rl Addr1",
31     "supplierState": "Karnataka",
32     "supplierGstin": "29AAAC15950L1Z6",
33     "supplierPinCode": "560012",
34     "itemDescription": "Item @18",
35     "itemCategory": "GOODS",
36     "hanSacCode": "11071000",
37     "itemQuantity": 20,
38     "itemUnitCode": "NOS",

```

### 5.3.2.5 View document overview

To view the documents in tabular format at a document line item level, click on the “Document Overview” button.

documentDirection	documentType	documentDate	documentNumber	voucherTypeName	voucherNumber	voucherDate	isThisBillOfSupply	flagReverseCharge	isDocumentCancelled	reasonForIssuing-Cdn
purchase	Invoice	2022-08-01	GST/SupplRef/801	GST Purchase	GST/PU/801/Reg	2022-08-01	No	No	No	
purchase	Invoice	2022-08-01	GST/JRNL/803	GST Journal	GST/JRNL/803	2022-08-01	No	No	No	
purchase	Invoice	2022-07-31	B/PU/JRD-1	GST Purchase	B/PU/JRD-1	2022-08-01	Yes	No	No	
purchase	Invoice	2022-07-31	B/PU/JRD-1	GST Purchase	B/PU/JRD-2	2022-08-01	Yes	No	No	
purchase	Invoice	2022-07-31	B/PU/Comp1	GST Purchase	B/PU/Comp1	2022-08-01	Yes	No	No	
purchase	Invoice	2022-07-31	B/PU/Comp1	GST Purchase	B/PU/Comp2	2022-08-01	Yes	No	No	
purchase	Invoice	2022-07-31	B/PU/Reg1	GST Purchase	B/PU/Regular1	2022-08-01	No	No	No	
purchase	Invoice	2022-07-31	B/PU/Comp2	GST Purchase	B/PU/Comp3	2022-08-01	Yes	No	No	
purchase	Invoice	2022-07-31	B/PU/Comp2	GST Purchase	B/PU/Comp4	2022-08-01	Yes	No	No	
purchase	Invoice	2022-07-31	B/PU/Comp3	GST Purchase	B/PU/Comp5	2022-08-01	Yes	No	No	
purchase	Invoice	2022-07-31	B/PU/Comp3	GST Purchase	B/PU/Comp8	2022-08-01	Yes	No	No	
purchase	Invoice	2022-07-31	B/PU/Comp3	GST Purchase	B/PU/Comp7	2022-08-01	Yes	No	No	
purchase	Invoice	2022-08-01	GST/SupplRef/802	GST Purchase	GST/PU/802/Error	2022-08-02	No	No	No	
purchase	Invoice	2022-08-01	GST/SupplRef/802	GST Purchase	GST/PU/802/Error	2022-08-02	No	No	No	
purchase	Invoice	2022-08-01	GST/SupplRef/802	GST Purchase	GST/PU/802/Error	2022-08-02	No	No	No	
purchase	Invoice	2022-08-01	GST/SupplRef/802	GST Purchase	GST/PU/802/Error	2022-08-02	No	No	No	
purchase	Invoice	2022-08-01	GST/SupplRef/802	GST Purchase	GST/PU/802/Error	2022-08-02	No	No	No	
purchase	Invoice	2022-08-01	GST/SupplRef/802	GST Purchase	GST/PU/802/Error	2022-08-02	No	No	No	
purchase	Invoice	2022-08-01	GST/SupplRef/802	GST Purchase	GST/PU/802/Error	2022-08-02	No	No	No	
purchase	Invoice	2022-08-01	GST/SupplRef/802	GST Purchase	GST/PU/802/Error	2022-08-02	No	No	No	
purchase	Invoice	2022-08-01	GST/SupplRef/802	GST Purchase	GST/PU/802/Error	2022-08-02	No	No	No	
purchase	Invoice	2022-08-01	GST/SupplRef/802	GST Purchase	GST/PU/802/Error	2022-08-02	No	No	No	
purchase	Invoice	2022-08-01	GST/SupplRef/802	GST Purchase	GST/PU/802/Error	2022-08-02	No	No	No	

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## 6. Links and resources

### 6.1 Download sandbox installer

To Download the sandbox installer, [click here](#)

### 6.2 Download production installer

To Download the sandbox installer, [click here](#)

### 6.3 Download TCP for manual installation

To Download the ERP9 TCP, [click here](#)

To Download the Prime TCP, [click here](#)

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## 7. Annexure

### Annexure 1: Registration on NIC and Clear

#### Register Clear as GSP on NIC

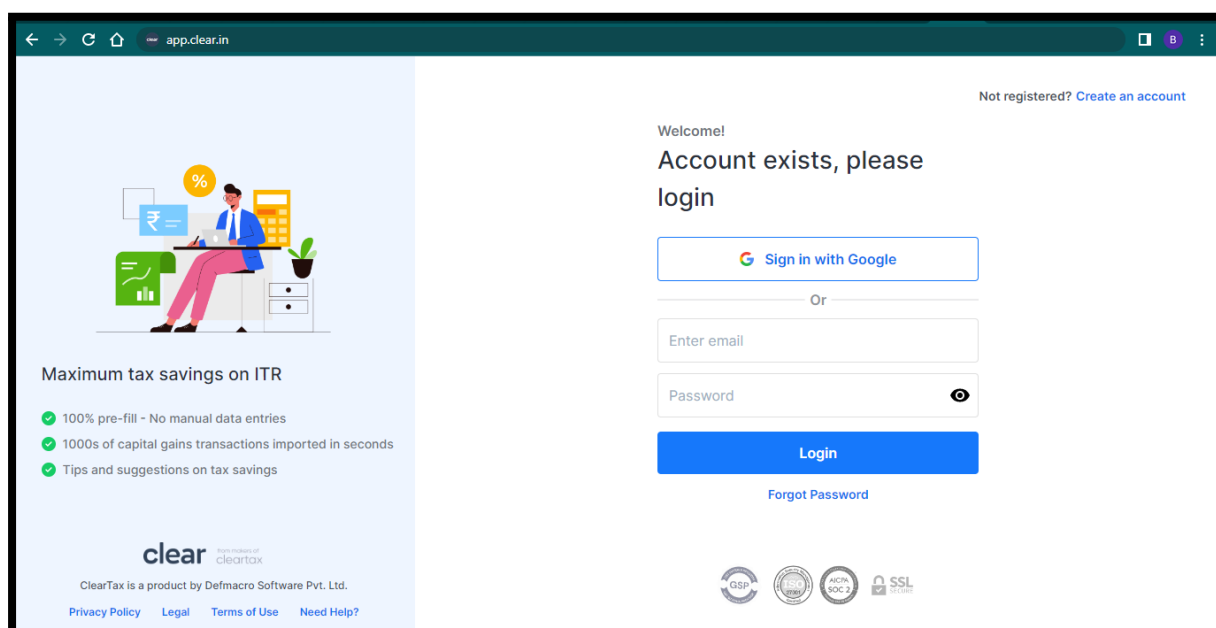
To add “Defmacro Software Private Limited” (Legal Name of ClearTax) as the GSP on NIC, follow the steps provided here.

<https://docs.cleartax.in/clear-tax-for-developers/e-invoicing-gsp-api/getting-started-with-einv-gsp-api/how-to-register-einv-gsp-on-irp>

#### Create an account on Clear

##### Step 1:

Go to <https://app.clear.in> and enter your login credentials or please signup with your official email id and set your password.



##### Step 2:

Add your business details & NIC credentials - These are the API credentials that you have set while adding “Defmacro” as the GSP on NIC.

To save these details, click on

[Manage Account > Business Settings > Add Business.](#)

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## Annexure 2: Mandatory information required for E-Invoice

Source	Fields
Company Info	<ol style="list-style-type: none"> <li>1. GSTIN</li> <li>2. Country name</li> <li>3. State name</li> <li>4. Pincode</li> <li>5. Address (Length should be less than 100 characters)</li> <li>6. Phone number (Length should be between 6 to 12 digits)</li> </ol>
Party(Customer) Master	<ol style="list-style-type: none"> <li>1. Party Name</li> <li>2. Country name</li> <li>3. Party state name</li> <li>4. Party Pin Code</li> <li>5. Party GSTIN</li> <li>6. Party type (In case of SEZ/Deemed export sales)</li> <li>7. Registration type(Regular/Composition)</li> </ol>
Item Master	<ol style="list-style-type: none"> <li>1. HSN number</li> <li>2. GST rates (check on tax rate History)</li> </ol>
Sales or Income ledger without items	<ol style="list-style-type: none"> <li>1. HSN number</li> <li>2. GST rates</li> </ol>
Expense ledger (GST applicable)	<ol style="list-style-type: none"> <li>1. HSN number</li> <li>2. GST rates</li> </ol>
Non GST expense ledger	<ol style="list-style-type: none"> <li>1. Is GST applicable - "Not Applicable"</li> <li>2. Include in assessable value calculation for - "Not Applicable"</li> </ol>
Round Off	<ol style="list-style-type: none"> <li>1. Type of ledger - Invoice rounding</li> </ol>

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## Annexure 3: FAQs

### Installation FAQs

**Q: I am facing issues of ODBC port not found**

A: Make sure the ODBC port is correct and set up correctly. Click this link for more details <https://community.cleartax.in/t/how-to-find-your-odbc-port-for-clear-tax-tally-connector/1229>

**Q: I am getting this error “Company not registered”**

A: Make sure the GSTIN has been added to the Clear E-Invoicing portal, and the same GSTIN has been updated in Tally as well.

**Q: I am getting an “Activation Failed” error.**

A: Please contact us so we can help you install Tally Connector.

**Q: I already have the ClearTax TCP set up. Do I still need to install the new application?**

A: Yes, the latest application always contains stability & bug fixes, as well as points to the production environment. If you have installed the TCP prior to 1st September 2021, it is possible you might have an older version of TCP which will work on sandbox only. Download the latest version from [here](#)

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## E-Invoicing FAQs

### **Q: Is this a demo/testing/sandbox version or the production version?**

A: This is the production version for e-invoicing

### **Q: Will this work if I have Tally Prime?**

A: Yes. Current version works for Tally ERP9 6.5 onwards, as well as Tally Prime.

### **Q: Do I have to install this on a client or server?**

A: Install the application and activate the company in the server and client systems should be configured with TCP wherever required. API configurations stored in Tally company level so by linking tcp in the client system will get activated Cleartax add-ons with required features. Refer TCP configuration [here](#)

### **Q: Will this work if I have other custom TCPs?**

A: Although the ClearTax application will work along with other TCPs, some TCPs might conflict and cause the software to not work on your system. You can try disabling other TCPs and test if ClearTax Tally Connector starts working. If there is a conflict please contact us so that we can check if we can support this scenario.

### **Q: Can we preview data before IRN or E-Waybill generation?**

A: Yes. Current version you can preview all the invoice information before sending it to the government portal.

### **Q: I am getting pincode/quantity errors every time I try to generate IRN**

A: Make sure all details are updated in company info, party master as well as stock master. This is a one time activity required to make your data e-invoicing compliant.

### **Q: When I try to generate IRN, I get an “unauthorized” error**

A: Make sure your TCP is configured for the production environment and the access token is correct. If the issue persists, then download the setup and run the installer once again to fix the issue. You can also verify by going to the below path in Tally:

Path: Gateway of Tally > ClearTax > Configuration > Set/alter ClearTax API Details (Yes) and check whether API links begin with “https://api.clear.in/einv”.

You can also update Auth token here by logging in to app.clear.in > Settings > Integration > [API client](#)

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Use [API client](#) to generate a new access token paste newly generated access token in Tally and save them.

**Q: My voucher is not showing up for IRN generation**

A: Gateway of Tally > Accounts Info > Voucher Types > Alter > (Select voucher) > Use for E-Invoice > Yes

**Q: What do the colour codes mean?**

A: **Black** - No action taken

**Blue** - Only IRN generated

**Green** - IRN+E-Waybill generated

**Red** - IRN generation failed due to some error in data

**Q: While generating IRN getting below error in message box**

**107: Elnvoice.ItemList[0].Unit : Unit of measurement - is invalid. Please check the valid UQC codes via <https://einvoice1.gst.gov.in/Others/MasterCodes>**

A: Make sure you have configured Unit Quantity Code (UQC) at Units of Measure or Reporting UQC at stock master.

**Path:** Gateway of Tally > Inventory Info > Unit of Measure > Alter (Select respective Unit)

**Q: How to correct the invoice value while getting value mismatch error as**

**107: Elnvoice.ValDtIs.TotInvVal : Invalid Total Invoice Value. The Total Invoice Value should be equal to the Sum of Total Value of All Items - Invoice Discount + Invoice Other charges + Round-off amount. Please correct the Invoice Value and try again.**

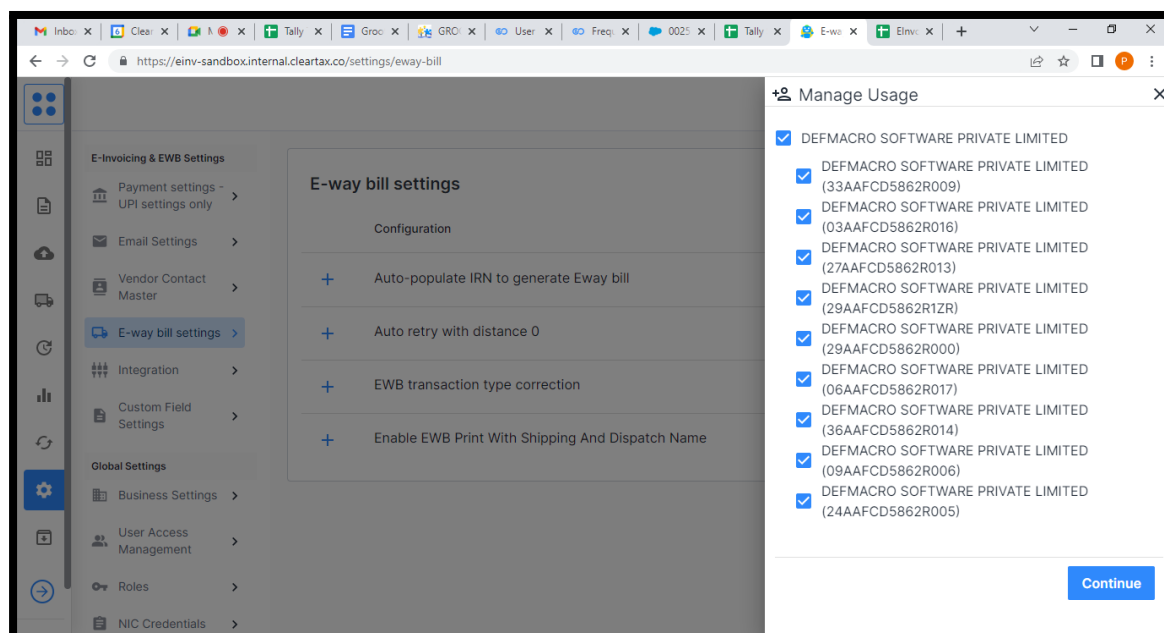
A: In the invoice, make sure that all the respective ledger master or inventory master grouping or GST classification or supply type are configured as per invoice expected.

**Q: How to do the setup to get the correct Transaction Type for E-Waybill Print?**

A: You can change the E-Waybill setting by logging in to <https://app.clear.in> > Settings > E-Waybill settings > E-Waybill Transaction type correction > Manage usage (Select the respective GSTIN or PAN from the list of GSTIN / PAN and save the screen)

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### Q: How can I auto calculate distance in E-Waybill

A: Set distance to 0 or empty so that NIC can calculate distance between pin codes automatically.

Note: Auto calculation will work only if from and to pincodes are different.

### Q: QR code is not getting generated

A: Ensure that the Tally addon has been installed on the same physical system where the Tally instance is running. In the same folder make sure QRCode.exe is copied. If the issue persists reinstall the Tally addon or contact support.

NOTE: QRCode.exe is required only for Tally.ERP9 6.6.2 and below versions of Tally.

### Q: How can I change printing QR code position

A: Gateway of Tally > Accounts Info > Voucher Types > Alter > (Select voucher) > QR code position > Top/Center

### Q: Can I use a custom print format?

A: Tally connector uses the standard print format. If you want more custom print formats, you can use the formats available from <https://app.clear.in>

### Q: Can I modify the QR code for my B2C invoices?

A: B2C invoices can have UPI ID set up. This can be changed from Gateway of Tally > Accounts Info > Ledger > Alter > (Select Bank ledger) > UPI ID.

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## **E-Waybill FAQs**

Coming soon...

## **GST FAQs**

Coming soon...

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