



**How To Generate
An Invoice**



DEEPAK AMARSHI VARIYA

Last Login: 22-08-2023 3:28 PM

Online

🔍 Search in menu...

- 🏠 Dashboard
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- 📦 Items
- 🛒 Sales
- 🛒 Purchase
- 🏦 Auto Bank Reconciliation (ABR)
- 📄 Company Law

Sales

After Clicking On The Sales You'll Get Many Options Like Invoice, Reccurring Invoice & Etc.

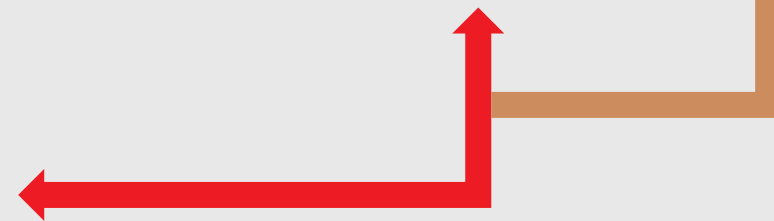
Tuesday 22nd August - 2023, Time 3:35:40 PM

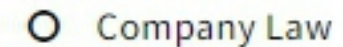
🕒 Clock In

Sales/Tax Invoice ⚙️ Invoice	Recurring Invoice Recurring Invoice	Retail Invoice Retail Invoice	Credit Note ⚙️ Credit Note
Estimates ⚙️ Estimates	Payments/Customer Receipts Payments Received	Sales Ledger Sales Ledger	Items Items
Delivery Challan Delivery Challan			

Step 1

To Create a Invoice You Have To "Select" the Invoice Tab in 'SALES' Section as Shown Above



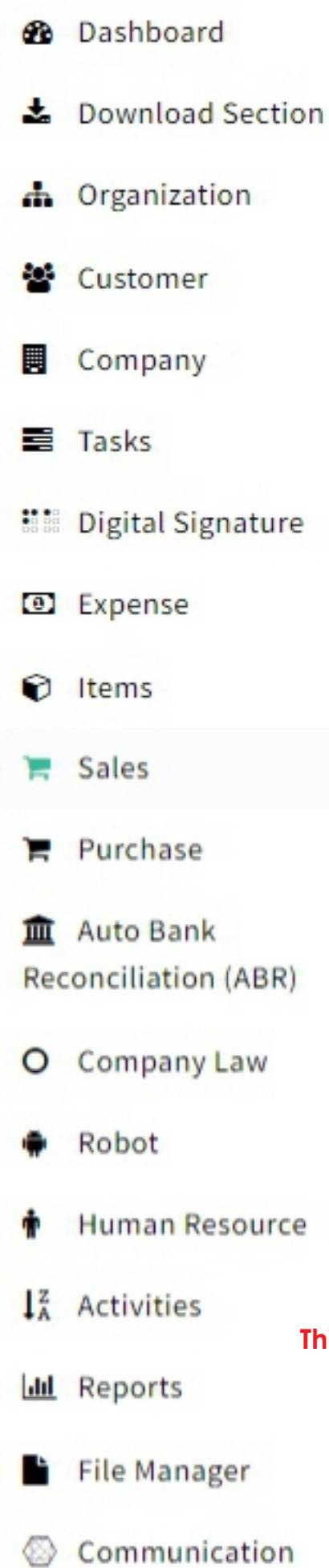
 Clock In

Select Sales By



Search:

	Invoice No.	Task Id	Invoice Date	Due Date	Payment Date	Company Name	Customer Name	Description	Balance Due
	IN/OTL/2324/0058	-	01-08-2023	02-08-2023	03-08-2023	RAJENDRA KARNALIA	RAJENDRA KISHORE KARNALIA	PROFESSIONAL FEES DSC Holder : ANJALI RAJENDRA M...	₹ 0.00
	IN/DAV/2324/0160	10049	03-08-2023	04-08-2023 - Overdue	-	MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED	ANJALI GUDEKAR	PROFESSIONAL FEES SATISFACTION OF CHARGE / FORM ...	₹ 4,130.00
	IN/DAV/2324/0161	11330	03-08-2023	04-08-2023 - Overdue	-	MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED	VINEETA SHIRUR	PROFESSIONAL FEES CERTIFICATION OF E-FORM / FORM...	₹ 4,130.00
	IN/DHUF/2324/0077	8081	03-08-2023	06-08-2023 - Overdue	-	JBS ENTERPRISES PRIVATE LIMITED	Sanghvi Datta	CHARGES FOR SATISFACTION OF CHARGE / FORM CHG 4 ...	₹ 25,000.00
BALA RESIDENCY									



After Clicking The '+' Button Following Screen Will Appeared For Preparation Of Invoice

Tuesday 22nd August - 2023, Time 3:45:40 PM

 Clock In

All Invoices

Add Invoice

Select The Organization In Which You Want To Prepare The Invoice

Organization

DEEPAK A. VARIYA & CO.

+

Name *

You Can Switch Between The Organization By This Drop Down

Sales By

DEEPAK AMARSHI VARIYA

Invoice No. *

IN/DAV/2324/0178

Recurring

Consignee On Invoice?

No

Last Generated Invoice :

IN/DAV/2324/0176

You Can Generate Invoice Either From Customer List Or From Company List

Generate By :

Customer

Company

Customer Name *

DEEPAK AMARSHI VARIYA

+

Company Name *

DEEPAK A. VARIYA & CO. (PROPRIETOR)

+

Task Id

Select Task

Select Task Id Invoice Is Related To Task Of The Client Or Company

GST

27ADJPV3727H1Z5

Place of supply

A Coruna

Invoice Date

2023-08-22

Select The Date From The Calendar It Will auto Generate Once You've Select

Due Date

2023-08-23

Discount Type

Before Tax

Terms of Invoice

✂

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📁

📁

📁

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ABC

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Source

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Styles

Format

?

Note:- 1) This invoice is to be considered as 'Tax Invoice'. 2) Reverse charge mechanism is not applicable. 3) Please make sure to mention this Invoice number over payment advice while making the payment. 4) Please process this invoice within due date as we are registered under MSME vide Registration No. UDYAM-MH-18-0064236. 5) Please share the payment advise/details after making payment against this invoice (Such as date of payment / NEFT UTR No. / Cheque No. / IMPS No. / UPI Refe. No.).

Item will give list of services / product, description code & Its Price Per Unit As Saved Previously. And To just Select While Generating an Invoice & It will be Added In Invoice

Add Items

+

Show quantity as

Qty

Item Name	Description	HSN/SAC Code	Qty	Price	Tax Rate	Total	Action
	Description		1	Price	0.00%		☑
Sub Total :							0.00
Discount (%)				0			0.00
Adjustment				0			0.00
Total :							0.00

After Feeding the required details Press On Update Button You Can Also Save The Invoice Data As Draft By Clicking On The Same

Close

Save As Draft

Update

