

Pakkabill: Customised Billing Software

Instruction / Operation manual

Minimum System Requirement:

1. Operating system: Windows 7 or later
2. MS – Excel 2010 or later with Macros Enabled
3. I3 Quad Core or equivalent processor
4. RAM 4 GB

Don't:

Do not use Copy / Paste anywhere in the utility. It will lead to improper functioning of the utility.

Only **Red** / **Yellow** color cells are to be filled.

Blue color cells are locked and will get auto filled based on the information filled.

Welcome to Pakkabill: Introduction page

Welcome M/s Demo Version to DXB-SPR tool



The screenshot displays a grid of functional tabs for the software. The tabs are organized into categories: Company Information, Client Information, Documents, Document Details, Reports, and Defining Parameters. Each category contains specific action buttons such as 'Enter Company Details', 'Generate Doc. Number', and 'Settings'. A red box highlights the 'Enter Company Details' button. On the right side, there is a logo for 'पक्का बिल' (Pakkabill) with a checkmark and the text 'A Digital Excel Billbook'. Below the logo, the version 'Ver: 1.0.0' and the PKA logo are visible. At the bottom right, contact information for PKA Consultants, Noida is provided, including a phone number and website URL. A warning note at the bottom center states: 'Note: Do not use Copy Paste anywhere in the utility Using Copy / Paste may lead to improper functionality'.

Ver: 1.0.0


 For further enquiries:
 PKA Consultants, Noida
 0120-4952182
www.pakkabill.com

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Tab style may vary in different versions developed from time to time.

Step 1: To define Company details, click on Enter Company Details Tab

Welcome M/s Demo Version to DXB-SPR tool



This screenshot is identical to the previous one but with a red circle and arrow pointing to the 'Enter Company Details' button in the 'Company Information' category. The rest of the interface, including the logo, version, contact information, and warning note, remains the same.

Ver: 1.0.0


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Company details page will open to enter the information about the company

To Start, Enter the details in Red Cells and then yellow cells
For Demo / Trial Version: Enter the Code / Key as : 1010-1010-1010-1010

Enter GST No.	14AGRPG1234R1Z1	Start Date	1-Jan-18	Version:	Demo
Enter Code / Key:	1010-1010-1010-1010	Validity	31-Dec-18	Validity up to:	31-Jan-18
Company Name	Demo Version	Tool Start Date	1-Jan-18	Account Holder Name	Demo Version
GSTIN No.:	14AGRPG1234R1Z1			Account Type:	Current
PAN No.:	AGRPG1234R			Bank Name	
Address 1		Inv Series start	0	Bank Account Number	
Address 2		RCM Series Start	0	Bank IFSC Code:	
City		DCN Series	0	Branch:	
PIN Code:				Doc. Code	Series
State	14-MANIPUR	State Code:	14	F- Local	F-14/
Country	INDIA			F- Inter_State	F-14/
Phone:		FY Start	April	F- RCM	RCM/F-14/
Email:				F- Export	F-14/
IEC Code:				F- DC-Interstate	F-14/DC/
CIN No.:				F- DC-Local	F-14/DC/
PF No.:				F- PO-Local	F-14/PO/
ESIC No.:				F- PO-Interstate	F-14/PO/
Signature:	Authorised Signatory			F- DCN No.:	F-14/

Insert Logo

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- Fill **Red Color** cells
- For Demo / Trial version please enter the key: 1010-1010-1010-1010 to activate the Pakkabil utility for a period of 1 month and a total of 20 invoices.
- To activate the Basic or Advance version, please enter the Key received along with the software
- To insert logo, please click on Insert logo button and select the logo. Resize the logo to get a best fitment on the invoice page
- Once, all the **Red** fields are filled, enter required details in **Yellow** marked cells. These details will appear on the Invoice page as your company details.



Anytime, click on home icon to go back to the start page.

Step 2: To Enter the product items / service item details, click on below tab

Welcome M/s Demo Version to DXB-SPR tool

Company Information	Enter Company Details	Enter Product & Services Details			
Client Information	Enter Client & Supplier Details	Define Sub-Clients	Enter Sub-Client details		
Documents	Generate Doc. Number	Generate Pur. Invoice	Generate Debit / Credit Note	Print Document	Print Debit / Credit Note
Document Details	Enter Doc. Details	Enter Pur. Details		Print RCM Invoice	
Reports	Dashboard	Client Ledger	Purchase Ledger		
Defining Parameters	Settings				

Ver: 1.0.0

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Enter details in yellow color cells i.e. Item Name, HSN Code, GST Rate, Unit of Measurement.



Item Name	HSN Code	GST Rate	UOM	Alphabet
Housekeeping	9985	18%	MO	H
Information Tech. Software	85238020	18%	Nos	I

Note:

- Item name should start with an Alphabet
- To standardize, limit the item name to a shortest possible length. Max permitted length is 30 characters. [Customisable to licensed version]

Step 3: To Enter client / supplier details, click here:

Welcome M/s Demo Version to DXB-SPR tool



Company Information: Enter Company Details, Enter Product & Services Details

Client Information: **Enter Client & Supplier Details**, Define Sub-Clients, Enter Sub-Client details

Documents: Generate Doc. Number, Generate Pur. Invoice, Generate Debit / Credit Note, Print Document, Print Debit / Credit Note

Document Details: Enter Doc. Details, Enter Pur. Details, Print RCM Invoice

Reports: Dashboard, Client Ledger, Purchase Ledger

Defining Parameters: Settings


Ver: 1.0.0

PKA Logo

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Fill the client / supplier information in Yellow color cells. Do not use Copy / Paste in the Excel. It will lead to improper functioning.



Error in field
Error in associate fields

Client Code	Client Name	Address	City	Client / Supplier	PIN Cod	GSTIN	Cl.Type	Exempted Client	Contact
Client 1 - 09ABC	Client 1	Address 1	Noida	Client	201301	09ABCDE1234R1Z3	B2B		

Any error or mismatch in GST, Client Type & State field will result in Orange / Red color cells indicating error.



1. To define shipment address for a particular client, first define that particular client as sub-client using the drop down menu
2. Then under Sub-client details tab, enter sub-client details, by first selecting the client code and then filling the required information.
3. Multiple shipment addresses can be defined for a particular client, by selecting the client code again and again.

Step 4: To Generate Document [Invoice, RCM Invoice, Purchase Order, Delivery Challan], click here:

Welcome M/s Demo Version to DXB-SPR tool



The screenshot shows a dashboard with various functional buttons. The 'Generate Doc. Number' button is circled in red. Other buttons include 'Company Information', 'Client Information', 'Documents', 'Document Details', 'Reports', 'Defining Parameters', 'Enter Company Details', 'Enter Client & Supplier Details', 'Enter Product & Services Details', 'Define Sub-Clients', 'Enter Sub-Client details', 'Generate Pur. Invoice', 'Generate Debit / Credit Note', 'Print Document', 'Print Debit / Credit Note', 'Print RCM Invoice', 'Dashboard', 'Client Ledger', and 'Purchase Ledger'. A note at the bottom states: 'Note: Do not use Copy Paste anywhere in the utility Using Copy / Paste may lead to improper functionality'. The PKA logo and contact information are also visible.

Following page will appear:

Invoice Type	Client Code	Inv_date	Items Billed	Field 1	Field 2	Sh.To.Name	PO No.	PO Date	Export Mode	Cancel Inv.	Doc. No.	Appl. Tax	Invoice Total
Inter_State	Client 1-09ABC	10-01-18	3	Example 1	Data 2		ABC PO 123	12-12-17			F-14/0118/1	IGST	-

Select Invoice Type, Client Code from the drop down menu. Ex:

- Local Invoice select Local
- Inter-state Invoice select Inter_State
- Export Invoice select Export
- RCM select RCM

- Enter Invoice date (It can't be earlier than the last invoice date and can't be higher than the validity date)
- Enter number of Items billed in that invoice (Ex: 1, 2 or 3)
- Field 1, Field 2 can be replaced with any field type like Courier details, Service Type, E-Way Bill number etc.
- Select Ship to Name from the drop down menu, if applicable. Rest of the details will be populated automatically at the time of invoice printing
- To Cancel Invoice, select Cancelled in the Cancel Invoice column
- Once all the fields are filled, Document No. will gets generated. Invoice number pre-fix can be fully customised as per Business needs (Max up to 16 characters as per government norms)

Step 5: To Enter details of Items billed in the invoice, click here:

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Following page will appear:

Invoice No.	Invoice Date	Item Count	First Alphabet	Item Description	Free Text	Qty	Unit Price	HSN ACS	Item Total	Appl. Tax
F-14/0118/1	10-01-18	3								IGST
F-14/0118/1	10-01-18	3								IGST
F-14/0118/1	10-01-18	3								IGST

The generate document number be it invoice number, RCM invoice etc. shall appear along with date on the left side Blue cells, depending on the number of items billed, in the corresponding number of rows.

- Select the first alphabet of the item, it start with (under column First Alphabet)
- Now select the item under Item Description
- Mention description, if any, under Free text to join the item name in the invoice.
- Enter Qty and Unit Price
- Now your invoice is ready to be printed

Step 6: To print the Invoice:

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Company Information	Enter Company Details	Enter Product & Services Details			
Client Information	Enter Client & Supplier Details	Define Sub-Clients	Enter Sub-Client details		
Documents	Generate Doc. Number	Generate Pur. Invoice	Generate Debit / Credit Note	Print Document	Print Debit / Credit Note
Document Details	Enter Doc. Details	Enter Pur. Details	Print RCM Invoice		
Reports	Dashboard	Client Ledger	Purchase Ledger		
Defining Parameters	Settings				



पक्का बिल
A Digital Excel Billbook

Ver: 1.0.0



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Click on the Print Document button / tab. Following page will appear:

#N/A		Original for Receipt											
Demo Version													
GSTIN: 14AGRPG1234R1Z1													
PAN No: AGRPG1234R	State: 14-MANIPUR	CIN: 0											
Invoice No.: F-07/1217/724	#N/A	Invoice Date: #N/A											
Name: #N/A Address: #N/A City: #N/A PIN: #N/A PO No.: #N/A PO Date: #N/A PAN: #N/A GSTIN: #N/A State: #N/A		Name: #N/A Address: #N/A City: #N/A PIN: #N/A PAN: ### GSTIN: #N/A State: #N/A Service Type: ###											
#N/A													
S.No.	Name of Product / Service	HSN Code	Qty	UOM	Unit Price	Amount	CGST Rate	CGST Amt	SGST Rate	SGST Amt	IGST Rate	IGST Amt	Total Amount

- Select the year and month for which the invoice needs to be printed.
- Select the Invoice number (from the drop down) to be printed.
- Print the Invoice either directly to the printer or convert to pdf
- By selecting the year and month, previous invoice(s) can also be printed or seen

Step 7: To see the GST reports, Click on Dashboard button / tab on the start page

Demo Version
14-MANIPUR

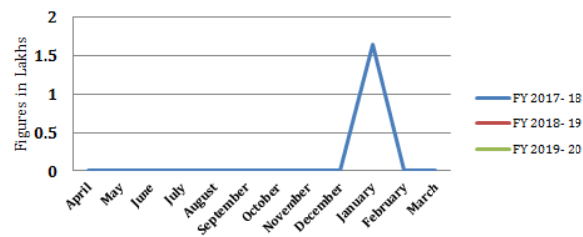
Year
Month

2018
January



Outward	Taxable Sales	IGST Amt	CGST Amt	SGST Amt	Cess Amt	Net Inv. Value
	1,40,000.00	25,200.00	-	-		1,65,200.00
Inward	Taxable Purchase	IGST Amt	CGST Amt	SGST Amt	Cess Amt	Net Pur. Value
Total ITC	-	-	-	-	-	-
Sec.17(5)	-	-	-	-	-	-
Eligible ITC						
Net Tax Liability		25,200.00	-	-	-	

Net Sales Figures



Select the year and the month for which the dashboard and GST reports are to be seen. Select the report tab for the corresponding report.

Step 8: To see the client / supplier ledger, click on the client ledger / purchase ledger button / tab on the start page

Step 9: To change the defined parameters, click on the settings button / tab on the start page