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Excel invoice template with gst

Just download the file and fill in the fields you want to customize. Then you are ready to email or print and post the invoice. These printable Excel invoice templates work perfectly on standard 8.5 x 11 printer paper. Highlights of the Excel invoice template A completely free Excel invoice template that is ready to be sent to customers The template automatically calculates the subtotal and grand totals Fully customizable Professional format with all relevant invoice elements Printable invoice You should also check our invoice template page to try out some of our other template formats. For more information about the fields required for the invoice, see how we can make a calculation guide Options for using the Excel invoice template Microsoft designed Excel to work with and represent large data tables. It supports simple or complex formulas and is very flexible. However, it is not known as beautiful. One of the reasons it is usually used within the company. However, invoices are documents that you send to your customers. Representation of you and your company. You don't want to use shabby and unprofessional bill planning for the same reason you don't greet your customers in scruffy clothes. Some recommend using Word instead because it is built into templates and layout management. With Word, creating a professional invoice is pretty easy. However, Word is not practical and usable. It is difficult to add, calculate totals, or taxes to a table of row items. The best option is to use tools and software designed to make invoices. With these tools, you can get the best opportunities for both worlds! Great comfort as well as amazing style. That's where we come in. We have built our e-invoicing generator as a great alternative to Word and Excel. Here are some additional benefits of using invoice simple: Professional layout Fully customizable customers and automatically stored items Simple keeping books for the tax season Online and personally processing credit cards If you charge more than once or twice a month, there's a lot of point in switching to billing software. Here are the steps you need to follow to create a GST invoice using Excel: Open Microsoft Excel, click the File tab, and then click New from the drop-down menu. Then double-click on 'Blank Workbook' to open the new Excel sheet. To remove the grid to prepare for the invoice, click the View tab, and then clear the Grid check box in the Show/Hide section. 3. Download the company logo and title Because you have a blank spreadsheet, click the Insert tab and upload your company logo to the spreadsheet. Set the document title as a tax invoice. After you install the company logo and document title, the next step is to enter your company's information, such as company name, address, zip code, and the next part of GSTIN Lasku, which customer information. Type invoice just below your company's information, and then type information, such as the name, address, zip code, GSTIN/UIN of the customer's company. Also, enter other information, such as purchase order number, invoice date, invoice number, and invoice due date. You can easily use the formula =TODAY() in the invoice date section because it uses today's date. Also, assume that your terms of payment are Netto 20, that is, 20 days from the invoice date. You can use the formula =TODAY()+20 in the invoice due date cell.7. Enter the Goods and Services Then enter the goods or service information section, which contains the details of the goods/services, the price (per storage office), the amount, the discount percentage, if any, any taxes. You can make your work easy and use this invoice as a template for future invoices using formulas. For example, use a product formula if you have multiple SKU and their prices. Assume that you need to enter 50 units of the item at Rs 10,000. Towards the end of the invoice, you can provide your bank details, the company PAN and space for your digital signatures. GST invoice format in Word You can also use Microsoft Word to create a GST invoice. To create an invoice in Microsoft Word: Open Microsoft Word so that a blank word document exists. Click the Insert tab, and in the dialog box, click Table. In the drop-down menu, click More Tables, and then change the number of rows and columns as needed. Assume you need a 6-14 table — it's the one with 6 columns and 14 rows. Adjust the size of each column based on the data that you want to include in a particular column. To do this, click the Layout tab and change the dimensions of the Width section. Now enter your company information, such as your company name, address, ZIP, and GSTIN. For example, 349/1, ABC View, Street No.9, Grand Road, Gurugram, 122001 Add, enter other information such as invoice date, purchase order number, and invoice due date.6. Enter customer information When this information is provided, you must provide your customer information. These include your customer company name, address, ZIP and GSTIN/UIN information. Under customer data, include a section describing the goods or services sold, the HSN/SAC codes, the quantity, the price, their total amount and the applicable GST prices. Because you can't use formulas in Word, you need to keep all calculations convenient and put the final numbers in the corresponding sections. At the end of the invoice, include your bank details, such as bank name, account number, and IFSC code.9. Enter the signature section, enter some of the signatures of your authorized signer. Are Word and Excel the best options for creating invoices? Excel is excellent when it comes to calculating almost everything. Formulas in Excel perform calculations, such as the amount of tax, tax values, etc. Word also helps you create custom invoices with a wide range of features, such as adding tables, merging cells, design features, etc. However, you must be ready for calculations and manually put them in Word. Both tools may allow medium and small businesses to create custom invoices, but these are not the ultimate ways to do so. QuickBooks Online accounting software allows you to create GST-ready invoices anytime, anywhere in minutes. Here are the areas where both Excel and Word won't help you easily create GST-compliant invoices : Word and Excel will certainly allow business owners to create custom invoices. But they involve extra time and work. For example, when you add different goods or services, you need to update the same for each invoice template. In addition, sending invoices via email also requires additional efforts. This consumes valuable time for business owners and hampers their productivity. For example, assume that all your customer data is stored in an Excel table. Now, searching for specific customers you want to send invoices to would include a huge search of the Excel database. In addition, it is possible that the data will be deleted accidentally or the system will crash, causing you to lose invaluable data. Each time you create invoice templates in Word and Excel, they are stored in the system. They do not have the advantage of creating and sending invoices on a business trip, for example, when travelling to a business meeting or a site field. Thus, this inability to create and send invoices at any time, anywhere, means lost time and productivity. Now, let's take a look at how you can create custom GST invoices in minutes with QuickBooks Online Accounting Software. Creating GST Ready Invoices with QuickBooks Online QuickBooks is a free online invoice generator that lets you create customized invoices easily, quickly. Creating custom GST-compatible invoices in QuickBooks Online is simple and intuitive. Here's everything you need to do: 1. Download your company's data You can start by adding your business information. These include: Company name Address City ZIP Email Phone number GSTIN Bank name Account Number IFSC Code Company PAN Further, you can improve your bill by downloading your company logo. Once your company's data is stored in the software, it will automatically be reflected in all future invoices. QuickBooks Online also lets you customize your bills by adding colors and using fonts that match your brand style guide. Similarly, changing the information on an invoice can be done with just a few clicks without formatting the cell and resizing. 2. Enter customer information Next, you can easily add all your customers to QuickBooks Online by adding their details. You can also synchronize an Excel table with software customer list with their data. Since all your customers are now stored over QuickBooks Online, the details of lifting bills are really easy. All you need to do is select a specific customer from the drop-down menu when creating the invoice. The remaining customer information, such as billing address and email address, will be filled in automatically. 3. QuickBooks lets you create products/services that your business offers. This will help you record all your product/service data, know trends from best-selling products, etc. When you create an invoice for a specific customer, all you have to do is select the product/service from the drop-down menu and add a description. Also, add tax information with just a few clicks and your GST bill is good to go. Now you can save the invoice so created or save and send from inside the same software with just a click. How does QuickBooks Online make e-invoicing easy? QuickBooks Online lets you create GST-ready invoices easily because it's built in data fields that are essential for GST compatibility that make GST e-invoicing easy. Save time and effort in manually preparing GST calculation formats.