BUSY Data Exchange Platform

Overview

BDEP stands for '**B**USY **D**ata **E**xchange **P**latform'. With access to BDEP Service, companies can exchange their data (Invoices) with other companies using BUSY.

For example, Company A sells goods to Company B. In this case Sales made by Company A is the Purchase for Company B. If both A & B are using BUSY then with the help of BDEP Service, Company A can exchange its Sale vouchers with Company B. Thus, Company B need not to enter Purchase vouchers manually, instead it will import vouchers from BDEP which are uploaded by Company A.

Using BDEP Service

To use BDEP Service following steps need to be performed:

Step 1: Enable and Configure BDEP Service

Step 2: Specify BDEP ID of Parties in Account Master

Step 3: Configure '*Upload to BDEP after Saving'* option under Voucher Configuration

**Step 4:** Enter Sale/Purchase vouchers and upload on BDEP

Step 5: a) Download data received on BDEP

b) Check status of data sent to BDEP

Now, let us discuss the above mentioned steps in detail:

Step 1: Enable and Configure BDEP Service
To enable BDEP service in BUSY, go to: **Administration → Configuration → Feature/Options → General** Tab. Given below is the screenshot of General window.
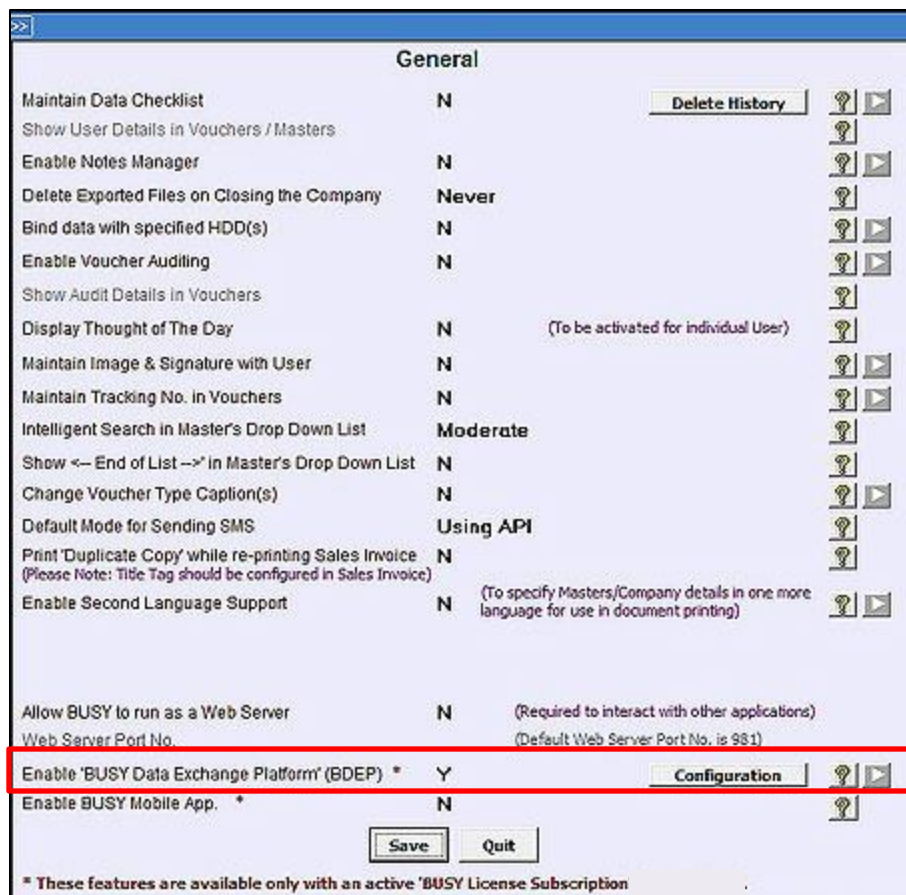
In *General* Tab, specify 'Y' under *'Enable BUSY data Exchange Platform' (BDEP)* option. On specifying *'Y'* under *'Enable BUSY data Exchange Platform (BDEP)'* option, a *Configuration* button appears. Click *'Configuration'* button to configure BDEP Service. On clicking *Configuration* button, a *BDEP Configuration* window appears. Given below is the screenshot of *BDEP Configuration* window.

BUSY

If BDEP ID is not created then create a new unique BDEP ID by clicking this button

Specify a unique BDEP ID and Password

These details will be automatically filled on specifying BDEP ID and Password

If you already have a BDEP ID for this company then specify the same here in BDEP Login Details else create a new one using *Create New ID* button provided in right hand side and specify the same.

Please Note: You need to create a Unique BDEP ID for each company.

At the left hand side of BDEP Configuration window following buttons appear:

- Create New ID
- Update Profile
- Change Password

- Forgot Password

Now, let us discus the above mentioned buttons in detail:

a) **Create New ID** – Click this button to create a Unique BDEP ID and Password. On clicking *Create New ID* button, a *Create New BDEP ID* window appears. Given below is the screenshot of *Create New BDEP ID* window.

Under Create New BDEP ID window following details needs to be specified:

- **BDEP ID** – Specify a unique BDEP ID in this data field. For Example – Smart Clothings can specify '**Smart Clothings'** as BDEP ID. BDEP ID must be unique for every company. However, it will remain same across all financial years.
- **Password** – Specify password in this data field.
- **Recheck Password** – Specify the password again to recheck the password.

- **Name** – Specify the name of your company in this data field.
- **Address** – Specify the address of your company in this data field.
- **Mobile** – Specify the mobile no. of contact person in this data field.
- **Email** – Specify the email id of your company in this data field.
- **Contact Person** – Specify the name of contact person in this data field.
- **Type of Trade** – Specify the type of trade of your company.
- **GSTIN** – Specify the GSTIN No. of your company in this data field.

b) <u>**Update Profile**</u> – Click this button to update your profile details (Address, Contact Person, Mobile No. etc.).

c) <u>**Change Password**</u> – Click this button to change the password.

d) <u>**Forgot Password**</u> – Click this button, in case you forgot the password. On clicking this button, a *Retrieve Password* message box appears. Given below is the screenshot of *Retrieve Password* message box.

Click *Yes* button to receive password on your registered E-Mail Id.

**Step 2:** **Specify BDEP ID of Parties in Account Master**

After configuring BDEP service, next you need to specify BDEP ID of Parties in Account master. Given below is the screenshot of *Modify Account Master* window.

Specify BDEP ID of Party in this data field

In *Account Master* window, you need to specify the BDEP ID of Party.

Please Note: To use BDEP service, both the Parties (seller & buyer) must have registered for BDEP service and should have specified each other's BDEP ID in Account Master in order to exchange data from BDEP.

Step 3: Configure '*Upload to BDEP after saving*' option under Voucher Configuration
Next you need to configure '*Upload to BDEP after saving*' option under Voucher Configuration. To configure '*Upload to BDEP after saving*' option go to: **Administration → Configuration → Voucher Configuration → Select the Voucher and Voucher Series → Voucher Configuration**. Given below is the screenshot of *Voucher Configuration* window for *Sales* Voucher.
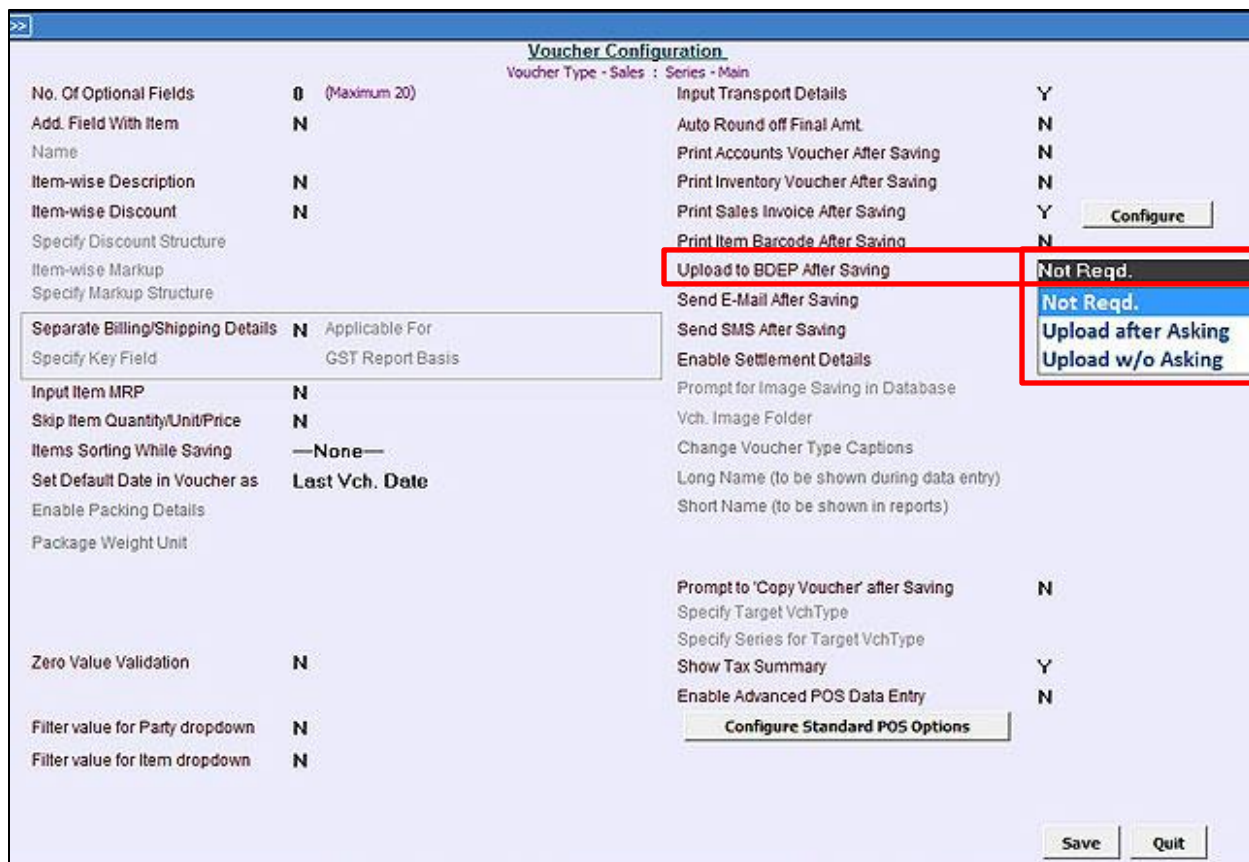
In *Voucher Configuration* window, select the option from the list under '*Upload to BDEP after saving*' option. Following options appear in the list:

- **Not Reqd.** – Select this option if you don't want to upload voucher on BDEP for this series.
- **Upload after Asking** – Select this option, if you want that a message box will pop-up asking for upload of voucher on BDEP at the time of voucher saving.
- **Upload w/o Asking** – Select this option if you want to automatically upload voucher to BDEP at the time of saving. In this case, no message box will pop-up asking for upload of voucher on BDEP.

Step 4: Enter Sale/Purchase vouchers and Upload on BDEP

Once Configuration is done, enter the transaction i.e. Sale/Purchase voucher. At the time of saving the voucher, an *Upload Voucher* message box appears if you have specified '*Upload after Asking*' under '*Upload to BDEP after Saving*' option in Voucher Configuration. Given below is the screenshot of *Upload Voucher* message box.
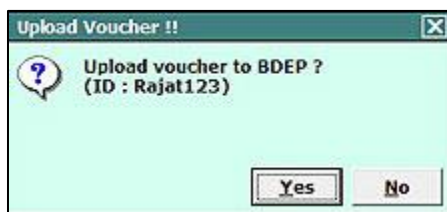
Click *'Yes'* button to upload voucher on BDEP.

You can also upload multiple vouchers on BDEP in one go through **Administration → Data Export/Import → Data Export/Import (BDEP) → Bulk Voucher Upload to BDEP** option. On clicking *Bulk Voucher Upload to BDEP* option, an *Upload Voucher to BDEP* window appears. Given below is the screenshot of *Upload Voucher to BDEP window.*
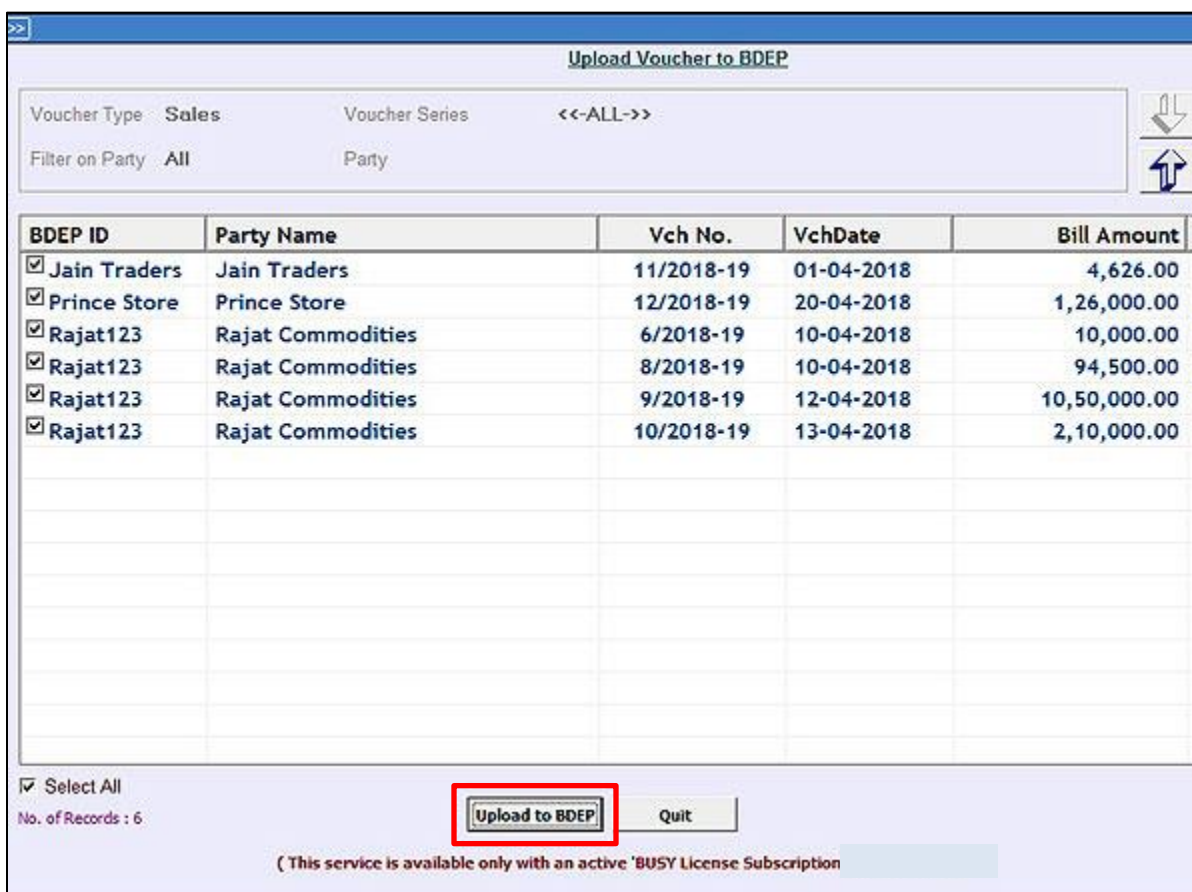
In *Upload Voucher to BDEP* window, specify the following details:
* **Voucher Type** – Select Voucher type for which you want to upload data on BDEP.

- **Voucher Series** – Select Voucher series for which you want to upload data on BDEP.
- **Filter on Party** – Select from the list you want to apply filter for All/Group/One Party.
- **Party** – Select Party/Party group for which you want to upload data on BDEP.

After specifying required details, click downward arrow button. On clicking downward arrow button, voucher details will appear as per the details specified by you.

Select the vouchers you want to upload on BDEP and click *Upload to BDEP* button.

Thus, you can upload multiple vouchers to BDEP for different Parties and those Parties will be able to download the same from BDEP as explained below.

Step 5:
a) Download Data Received on BDEP through Data Export/Import (BDEP) Utility

Once voucher is uploaded on BDEP, the other party can download the vouchers through **Administration → Data Export/Import → Data Export/Import (BDEP) → Data Received on BDEP** option. On clicking *Data Received on BDEP* option, a *Vouchers Received on BDEP* window appears displaying the voucher details which are received on BDEP i.e. which are uploaded by other parties. Given below is the screenshot of *Vouchers Received on BDEP* window.

Source BDEP ID	Company Name	Vch. Type	Vch. No.	Vch. Date	Bill Amount	Upload Date	Status
Smart Clothings	Smart Clothings	Sale	8/2018-19	10-04-2018	94,500.00	22-8-2018	Pending
Smart Clothings	Smart Clothings	Sale	9/2018-19	12-04-2018	10,50,000.00	22-8-2018	Pending
Smart Clothings	Smart Clothings	Sale	10/2018-19	13-04-2018	2,10,000.00	22-8-2018	Pending
Smart Clothings	Smart Clothings	Sale	6/2018-19	10-04-2018	10,000.00	22-8-2018	Pending
Prince Store	Prince Store	Sale	1	12-04-2018	4,30,080.00	22-8-2018	Pending
Prince Store	Prince Store	Sale	2	17-04-2018	26,880.00	22-8-2018	Pending

Check this checkbox to view vouchers which are already downloaded or rejected

☐ Show Downloaded / Rejected Vouchers also
☐ Show at Startup

| Block/White-Label BDEP ID | Save / Reject | Quit |

(This service is available only with an active 'BUSY License Subscription.)

Esc=>Quit F2=>Done F8=>Del.

Select the voucher appearing on the screen to Save or Reject. On clicking the voucher, '*Voucher to be Saved As'* window appears. Given below is the screenshot of '*Voucher to be Saved As'* window.

In '*Voucher to be Saved As'* window, following options appear:

- **Save As** – Select this option to save the voucher. Following details needs to be specified if you want to save the voucher:
  - *Voucher to be saved as* – Select from the list whether voucher to be saved as Purchase or Sales.
  - *Series* – Select the series in which you want to save the voucher.
- **Reject** – Select this option if you want to reject the voucher. On selecting this option, '*Specify Reason for Rejection'* data field gets enabled. Specify the reason for rejecting the voucher.

If you have selected *Save As* option, then at the time of saving the voucher a *Mapping/Creation of Masters* window appears. This window appears if masters used in the voucher are not found in your company. Given below is the screenshot of *Mapping/ Creation of Masters* window.
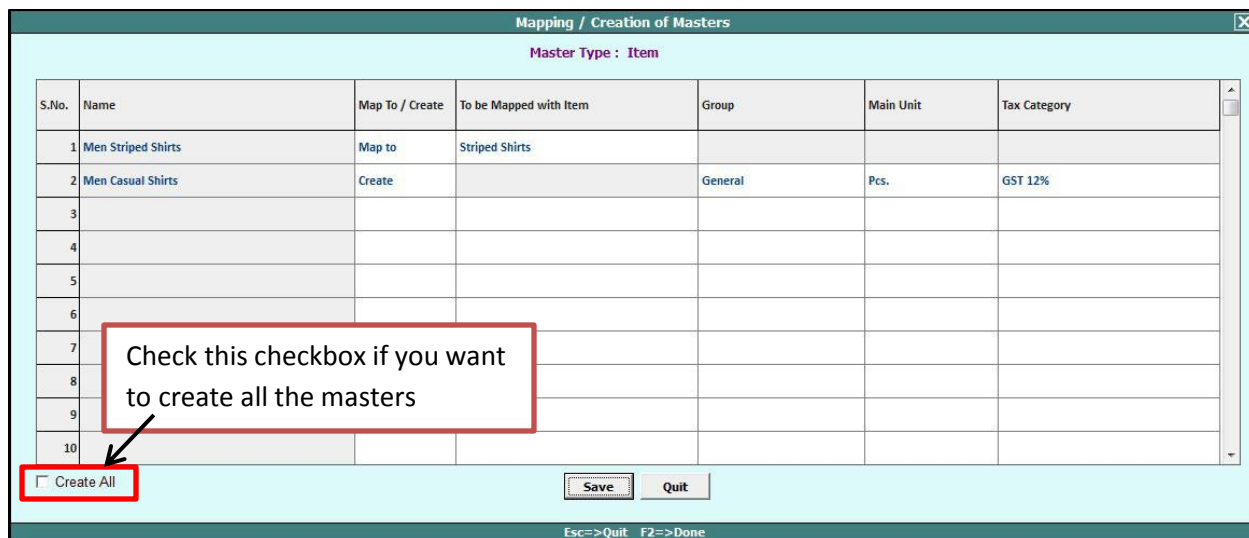
Under *Mapping/ Creation of Masters* window various columns appear depending on the Master type. Following columns appear for Item Master:

- **Name** – This column will display the name of Item which is not found in your company data.
- **Map To/Create** – Select the option from the list i.e. either you want to map the item or create a new item.
  - Select ***Map To*** option if you want to map the item with the item existing in your company with some other name. For Example, Item *Shirt* is existing in your company as item name *Kameez*. In this case you can map Item *Shirt* with Item *Kameez*.
  - Select ***Create*** option if you want to create a new item.
- **To be Mapped with Item** – This column gets enabled, if you have selected *Map To* option in the previous column. Select the name of item existing in your company with which you want to map the item.
- **Group** – This column gets enabled, if you have selected *Create* option in the previous column. Specify the group of the item which is to be created.
- **Main Unit** – This column gets enabled, if you have selected *Create* option in the previous column. Specify the Main Unit of the item which is to be created.
- **Tax Category** – This column gets enabled, if you have selected *Create* option in the previous column. Specify the Tax Category of the item which is to be created.

Click *Save* button to save the mapping information. After saving of Items mapping, window for other masters may also open up if not found in your data.

Once the mapping of masters is complete, *Add* voucher screen will appear with all the data filled automatically. Here you can verify the voucher details, make any changes if required and save the voucher.

*While downloading voucher from BDEP, if voucher no. already exists in your company then you will be prompted to either create a new voucher or modify existing voucher as shown below:
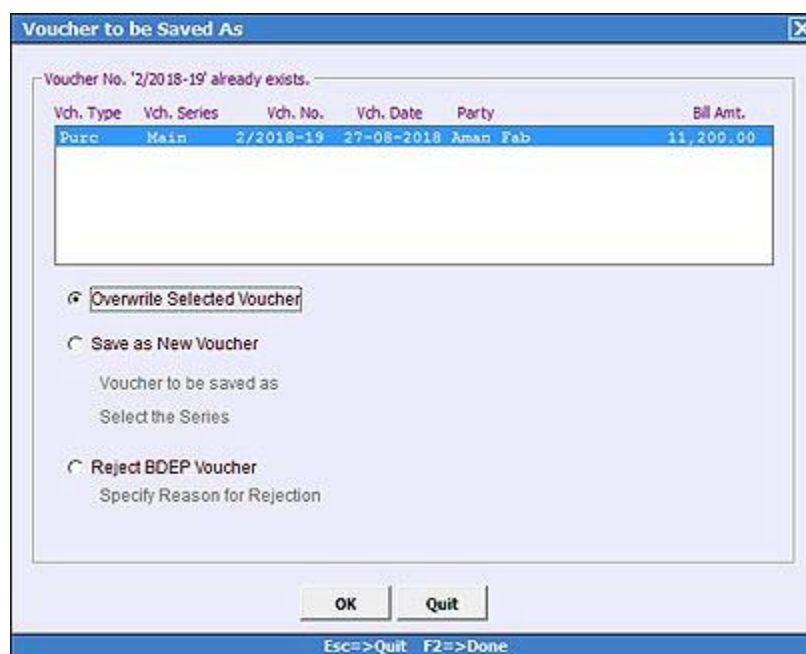
In the above window following options are provided:

- **Overwrite Selected Voucher** – Select this option to overwrite the selected voucher i.e voucher which already exists in your company.
- **Save as New Voucher** – Select this option to save the voucher received as a new voucher.
- **Reject BDEP Voucher** – Select this option to reject the voucher received on BDEP. Also, specify the reason for rejecting the voucher in *'Specify Reason for Rejection'* data field.

Here you can choose whether to save it as new voucher or modify existing voucher.

Block/White-Label BDEP ID: A *Block/White-Label BDEP ID* button is provided at the bottom of *Vouchers Received on BDEP* window. From here you can either block BDEP IDs or white-label BDEP IDs as described below:

- **Block BDEP ID –** Select this option if you want to block some BDEP IDs i.e. you don't want to receive data from some specific BDEP IDs. On clicking this button, a *Block BDEP ID* window appears. Specify the BDEP IDs which you want to block.
- **White-Label BDEP ID –** Select this option if you want to receive data from some specific BDEP IDs only. On clicking this button, a *White-Label BDEP ID* window appears. Specify the BDEP IDs from which you want to receive data.

b) Check Status of data sent to BDEP through Data Export/Import (BDEP) Utility

You can view the status of data sent to BDEP i.e. whether they are downloaded, rejected or pending. Go to **Administration → Data Export/Import → Data Export/Import (BDEP) → Data Sent to BDEP** option.

On clicking Data Sent to BDEP option, a *Vouchers Sent to BDEP* window appears displaying the status of vouchers which were uploaded on BDEP. Given below is the screenshot of *Vouchers Sent to BDEP* window.

In Vouchers Sent to BDEP window, you can view status of the vouchers. Different Status will appear in different conditions:

- **Downloaded** – This status will appear when the other party has downloaded the voucher. Now, you can delete the downloaded vouchers from BDEP using *F8* shortcut key.
- **Rejected** – This status will appear when the other party has rejected the voucher. Reason for rejection of the voucher is specified in next column. In case of rejected voucher, two actions are suggested:
  - Either modify the voucher as per the reason specified and upload it to BDEP again. OR
  - Delete the voucher from BDEP.
- **Pending** – This status will appear when the other party has not taken any action against the voucher.

From above window you can easily check the status of vouchers sent to BDEP and delete the downloaded vouchers from BDEP.

With this we have completed the process of how to use BDEP service.

Note: BDEP service is available only in Standard & Enterprise Edition with an active BUSY License Subscription.

<<< ☺ **Thank You** ☺ >>>