Busy BUSINESS ACCOUNTING SOFTWARE

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GST Courseware (Regular Dealer)
Edition 1

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GST Courseware Edition 1

Printed :

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Foreword

BUSY is an integrated business management software that covers Financial Accounting, Inventory Management, Billing, Statutory Reports and MIS. It is one of the leading enterprise software for MSMEs in India with over 3,00,000 licenses worldwide. The number of users is growing fast with thousands of users adding to the list every month.

BUSY Courseware is already a hit among various institutes and students and benefitting thousands of people who want to learn BUSY. With the success of BUSY Courseware - Basic edition, which has created its place in the market, we are continually getting requests for creating a courseware which would be intended to deal only with GST related issues. To meet this demand of our Users, we have designed GST Courseware (a copy of which is in your hand right now) in which we have covered each and every aspect of GST extensively.

GST Courseware is designed on the basis of BUSY Courseware – Basic Edition and is intended to be taken up only after studying BUSY Courseware – Basic Edition in order to have a prior working knowledge of BUSY.

Some of the common characteristics of all the Units of GST Courseware are:

- ✓ Each Unit begins with *Objective* that informs students of what to expect from the Unit and the topics that will be covered in the Unit.

- ✓ Liberal use of figures and screenshots to ensure better understanding of the content.

- ✓ Use of real time examples, so that the students can easily correlate with the topics.

- ✓ Quick *Review* and a small *Exercise* at the end of each Unit.

Before we end, we would like to thank all those who have helped us come out with this courseware including our colleagues, channel partners, faculty of existing ATCs and the students. We would also like to offer our best wishes to the students for their career and life. We also hope that this courseware meets the expectations of all stakeholders including the students, faculty and the institutes.

We apologize for any omissions or mistakes that might have escaped our attention, and solicit your suggestions and feedbacks on how to make this courseware more useful. You can e-mail the same to us at courseware@busy.in.

Team BUSY

The very Essence of
Education is Concentration
of Mind.

Swami Vivekananda

A well-educated mind will
always have more Questions
than Answers.

Hellen Keller

Unit 1
Introduction

The main objective of this unit is to familiarize the User with the concepts of Goods & Services Tax (GST). GST came into effect in India from 1st July 2017 with the aim of providing ease of tax to the taxpayers and following the One Nation One Tax policy. This unit will describe different terms used under GST regime and how GST is calculated for local transactions and interstate transactions.

Topics covered under this unit:

➢ Basic GST Concept
➢ Common Terms used under GST
➢ Local and Interstate Transactions

1.1 Basic GST Concept

GST is an indirect tax which was introduced in India with effect from 1st July 2017. GST has subsumed many state and central taxes like Excise, Service Tax, Entry tax, Octroi and so on and has paved way for single tax across nation. Introduction of GST is a significant step in Indian economy as it has removed the double or cascading effect of sales tax on goods and services which in turn led to reduction of cost of goods.

GST is applicable on supply of goods or services. GST is based on the principle of destination based consumption taxation. It is a dual GST with the Centre and the States simultaneously levying it on a common base. GST is based on Value Added Principle which implies that the tax shall be collected on value-added to goods or services at each stage of the supply chain. Right from the original producer or service provider to the end User, GST will be collected on value added at every stage of the supply chain.

GST paid on the purchase of goods and services can be set off against the output tax payable on the supply of goods and services. Thus, GST does away with the cascading effect of tax. The backbone of the GST is the provision to set off input tax against the output tax. When a registered dealer buy goods from another registered dealer and pay GST on it then while selling these goods further, he will charge GST on it. In such a case, person can adjust the tax paid at the time of purchase with tax charged at the time of sale and needs to pay only the balance tax amount **i.e. Output Tax – Input tax**. This is the net tax payable to the government and we can say that net tax is calculated on the mechanism of Input Tax Credit.

Below is the tabular representation of calculation of net tax payable to the government.

Description	Taxable Amount	Tax Amount	Total Bill Amount
Purchased goods from Sony India (4 LED @ 25,000 each)	1,00,000	Tax @18% = 18000	1,18,000
Sold goods to Customer (3 LED @ 30,000 each)	90,000	Tax @ 18% = 16200	1,06,200
Tax to be Paid to the Government (Output Tax – Input Tax)	Output Tax (Tax Payable) = **16,200** Input tax (Tax Receivable) = **18,000** So net tax payable to the government = 16,200 – 18000 = **-1800** **As the value is less than 0 hence no tax is to be paid to the government at this stage**		
Sold goods to Customer (1 LED @ 30,000)	30,000	Tax @ 18% = 5400	35,400
Tax to be Paid to the Government (Output Tax – Input Tax)	Output Tax (Tax Payable) = **21,600** (16,200 + 5400) Input tax (Tax Receivable) = **18,000** So net tax payable to the government = 21,600 – 18,000 = **3600**		

As we have discussed that Registered dealer can adjust input tax with the output tax, following table lists which Input tax can be set off against which type of Output tax.
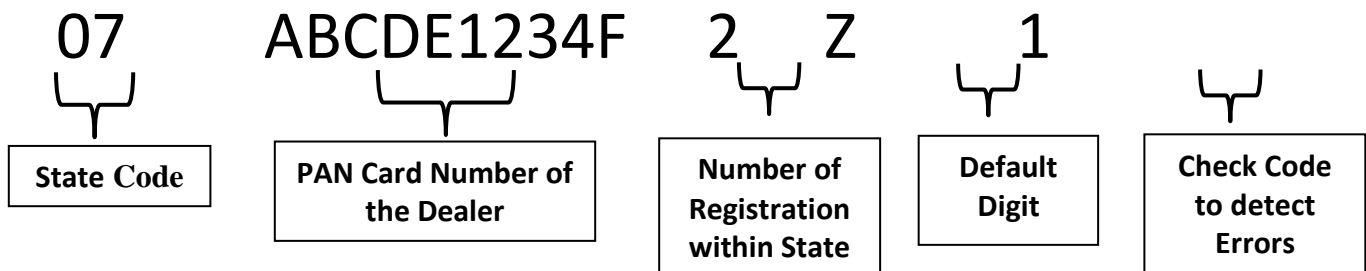
Credit of	To be Adjusted with
IGST (It must be first utilized only for payment of IGST and in case still the balance remains then IGST Credit can be adjusted with CGST, SGST or UTGST)	IGST CGST SGST UTGST
CGST	CGST IGST

SGST	SGST
	IGST

The terms CGST, SGST and IGST are explained in the next topic.

1.2 Common Terms used under GST

GSTIN – GST Identification Number, all the business entities that register themselves under GST are provided a unique identification number which is termed as GSTIN. GSTIN is a fifteen digit unique number which is state wise and PAN based. The first two digits are state code, next ten digits are PAN of the entity, thirteenth digit shows number of registration for a business entity with same PAN within the same state, fourteenth digit is by default Z and fifteenth digit is a check code used for detection of errors. Given below is a diagrammatical representation of GSTIN format.

State Code	PAN Card Number of the Dealer	Number of Registration within State	Default Digit	Check Code to detect Errors
07	ABCDE1234F	2	Z	1

CGST – Central GST is levied on all intra (within) state transactions and is collected by the Central government.

SGST– State GST is levied on all intra (within) state transactions and is collected by the State government.

IGST–Inter State GST is levied on inter (outside) state transactions and is collected by the Central government.

UTGST – Union Territory GST is levied by Union Territories without legislature on the intra-state or local supply of goods and services.

Let us understand above three terms (CGST, SGST & IGST) with the help of an example. A Company located in Delhi sells goods taxable @ 18% within Delhi. In such a case, it will charge CGST @ 9% and SGST @ 9% i.e. 18% tax will be equally divided among Central government and State government. However if the Company sells the goods outside Delhi then it will charge IGST@18% which is totally collected by the Central government and further it will be shared by state government.

Input Tax – Tax paid on the purchase of goods by a registered dealer to the seller of goods who is also a registered dealer.

Input Tax Credit – Input Tax Credit (ITC) can be termed as amount of input tax eligible for claim from the government. ITC form the backbone of the GST and is sighted as one of the major feature of GST.

Registered Dealer –Any person, individual or entity registered under the GST act. Under Registered Dealer, there could be three types of dealer; Regular, Composition and UIN Holder.

Composition Dealer - A composition dealer has to pay tax at a specific rate on total sales and cannot claim Input Tax Credit.

Regular Dealer - A Regular Dealer can make interstate sales as well as local sales. Regular dealer has to pay GST as per the different tax applicable on items and not as per the single tax rate on entire sale.

UIN Holder – Unique Identification Number is a special type of GST registration done for foreign diplomatic missions or embassies. Basically these bodies are not liable for taxes in India and if they have paid any tax then the same is refunded to them.

Inward Supply - Inward Supply refers to receipt of goods or service. In general, Inward Supply is the term used in GST for all the purchases or quantity in.

Outward Supply – Outward Supply refers to supply of goods or services. In general Outward supply is the term used for sales or quantity out.

Tax Invoice -When a registered GST dealer issues a GST bill to the buyer i.e. GST is applicable and charged in the bill then the invoice is termed as Tax Invoice.

B2B transactions – Business to Business transactions are carried between two businesses and not between business and end user or consumer. Basically transaction between two registered persons is called B2B transaction. A company purchasing raw material from some other company for further manufacturing is an example of B2B transaction.

B2C transactions– Business to Consumer transaction are carried between a business and end user or individual consumer. Basically outward supplies to un-registered persons are called B2C transactions.

Bill of Supply – When a registered GST dealer issues a bill to the customer in which no GST is charged due to any reason such as nil rated, non GST, exempt, job work and so on transaction then it is called Bill of Supply Invoice. .

Reverse Charge – Reverse Charge can be termed as a mechanism in which liability to pay tax shifts from supplier of goods to the recipient of goods. Basically the purchaser of goods needs to pay tax to the government under certain cases as covered under Reverse Charge Mechanism.

E-Way Bill -E-Way Bill is an Electronic Way Bill for movement of goods which can be generated through E-Way Bill Portal. E-Way Bill is applicable for movement of goods for any purpose, be it B2B, B2C, Export, stock transfer, Export, Import or Job Work purpose. For Central transaction, any B2B/B2C transaction exceeding INR 50,000 is applicable for E-Way Bill. For local transaction, every state government has set different rules. For example, In Delhi any B2B transaction exceeding INR 1,00,000 is applicable for E-Way Bill.

1.3 Local and Inter-state Transactions

In GST, transactions are majorly differentiated between the local transactions or central transactions. Tax rate for an item remains same whether it is sold locally i.e. within state or it is sold outside the state i.e. interstate. The only difference between both these transactions is that under local transaction, amount of GST is divided equally among the State government and Central government. However, in case of interstate transaction, total GST amount is paid to the Central government. Let us understand this scenario with the help of an example. A dealer in Delhi sells an item taxable @ 18% to another dealer in Delhi, in such a case, the seller needs to charge CGST and SGST @ 9% each which in turn means 9% will be given to the Delhi state government and 9% to the Central government. Now, the same dealer sells the goods to another dealer in Haryana, in such a case, he needs to charge IGST@18% which means 18% GST will be paid to the central government (which is in turn shared with state government).

After discussing the local and inter-state transactions, we will now discuss the Export / Import transactions under GST. Export transactions under GST are treated as zero rated supplies. It implies that exports in India could be of two types; first on which no tax is charged and other on which tax is charged but the seller (exporter) of the goods or services will get full refund of the tax paid. Hence, in any case export transactions do not add tax liability on exporter, either he does not have to pay IGST or in case if he has paid IGST on export then he can claim full IGST amount from government.

In case of import of goods, it is treated as inter-state supplies and IGST is to be paid on it along with Basic custom duty. The receiver of the goods or services is liable to pay the tax to the government in case the seller resides outside India. The receiver can also claim IGST paid on the import of goods.

Review

✓ In this unit, we have covered the basic concept of GST along with the common terms used in BUSY.

✓ This unit has also covered the tax structure applicable for local and inter-state transaction.

Exercise

1. Recipient of goods when pay tax to the government, it is called:
   a) Reverse Charge Mechanism   c) Output Tax
   b) Input Tax Credit   d) Both a & b

2. CGST & SGST is charged on:
   a) Inter-state transactions   c) Export transactions
   b) Intra state transactions   d) Import transactions

3. What are Supply Inward and Supply Outward commonly termed as?

4. What are zero rated supplies?

5. What is the formula for calculating Net Tax Payable / Receivable?

6. Explain how GST has removed cascading effect of sales tax on goods and services?

The Secret of Getting Ahead is Getting Started.
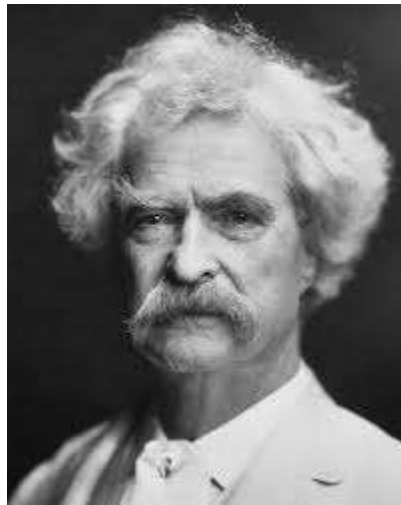
Mark Twain

Unit 2
Configuring BUSY

The objective of this unit is to help configure various Features / Options in BUSY as per Users requirement. BUSY offers a lot of Features / Options which Users can enable/ disable as per their requirement. However, in this Unit we will discuss about features and options related to GST only.

Topics covered under this unit:

➢ Features / Options
➢ Voucher series Configuration
➢ Invoice / Document Configuration

2.1 Features / Options

With *Features / Options* option, you can enable/disable various features and options in BUSY as per your requirement. Here we will discuss only the *GST/ VA T*tab of *Features / Options* and further will discuss options related to GST only.   Under *GST/ VAT* section, you can enable / disable *GST* for a company and specify details regarding the same. On clicking the *GST / VAT* tab, following screen will appear.

Image on next Page

Figure 2.1 GST / VAT

In the *GST / VAT* window, following options appear:

Enable **GST / VAT** *Reporting*

Enable this option to enable *GST*IN in the company. If you have enabled *GST* at the time of company creation then by default this option will be enabled.

Type

Select the type of tax applicable for the company. By default, the tax selected at the time of company creation is selected in this option. Currently, GST and VAT two options appear in the list and User can select the type of tax they are using i.e. either VAT or GST.

Type of Dealer

Select whether you are a Composition dealer or a Regular dealer. By default, the *Type of Dealer* as selected at the time of Company creation is selected in this option.

Return Filing Freq.

This data field appears for Regular Dealer type. Under this field, you are required to select the frequency at which you file GSTR1 or Annexure 1. Various options that appear under this list are:

- Default - On selecting this option, you can specify the date range for generating the GSTR1 / Annexure 1. In Reconciliation and Comparison reports, BUSY will ask at the time of report generation that whether report is to be generated on monthly basis or on quarterly basis.

- Monthly - Select this option if you are filing reports on the monthly basis. On selecting this option, a *Select Month* Report Option will appear while generating the GSTR1, Annexure1, Reconciliation and Comparison Reports and you can select the required month for which you want to generate report.

- Quarterly - Select this option if you are filing reports on the quarterly basis. On selecting this option, a *Select Quarter* Report Option will appear while generating the GSTR1, Annexure 1, Reconciliation and Comparison Reports and you can select the required quarter for which you want to generate report.

Tax Rate %

This data field appears for Composition dealer type. Specify the default tax rate applicable for Composition dealers.

GSTIN

Enter GSTIN of your company in this data field. If you have specified GSTIN at the time of company creation then that value will appear by default in this data field.

Default Tax Category

Select default Tax Category in this data field. Tax Category selected here will automatically be tagged while creating Item master. However, you can change it as per your requirement.

E-Way Bill Required

Electronic Way Bill (E-Way bill) is a document generated before the transportation or shipment of goods under the GST regime for both local and inter-state supplies. It is mandatory to generate E-Way bill for inter-state supplies if the value of goods is more than 50,000. However in case of local transactions, every state has set its own rules. To enable and configure E-Way Bill, you need to specify 'Y' in the *E-Way Bill Required* data field. E-Way Bill is covered in details in Unit 4 of this Courseware.

Transport Details in Local Sale / Purchase

Specify 'Y' in this data field to enter transport related details in local i.e. within state transactions also.

Enable Tax on Advance Receipt

Specify 'Y' in this data field if you want to calculate GST on advance amount received from parties.

GST Portal User Name

User shall specify the User ID /Name used for login to the GST Portal. This is required for auto download of various GST Returns as GSTR1, GSTR2A and GSTR 3B. This feature is also available only if the User has a valid BUSY License Subscription (BLS).

Enable Cess

Specify 'Y' in this data field to enable Cess in the Company.

Caption

Specify caption to be used for Cess in this data field.

Enable Additional Cess

Specify 'Y' in this data field to enable Additional Cess in the Company.

Caption

Specify caption for Additional Cess in this data field.

Show Sale / Purchase Amt. as Taxable Amt. in GST Reports

Specify 'Y' in this data field if you always want to display Sale / Purchase amount as taxable amount in GST reports. On specifying 'N' in this data field, actual amount on which tax is charged will be displayed in report. For example, in a voucher, items worth Rs. 1000 are sold on which GST is charged at 5%. After charging the GST, User applied a discount of Rs. 100 on the bill. Now if User has specified 'Y' in this field then Rs. 900 (1000 -100 Rs. Discount) will be displayed as taxable amount in GST reports otherwise Rs. 1000 i.e. without deducting Discount amount will be displayed as taxable amount in GST reports.

Tax Rate Decimal Places

Specify digits to be used after decimal in tax rate value. Value specified here will be applicable for only Item-wise tax.

Show Caption of "Sale / Purchase" voucher as "Supply Outward / Supply Inward"

Enable this option if you want the caption of Sale / Purchase voucher as Supply Outward / Supply Inward vouchers. On enabling this option, instead of Sale / Purchase; Supply Outward / Supply Inward voucher name will appear in Transactions menu.

➔**We have not discussed, Allow Switching b/w GST/VAT using F12, Create Default GST Masters, Signatory Details and TIN fields because few of these fields are no longer in use and few fields are used in case of VAT only.**

After entering the appropriate details, click the *Save* button to save the GST details.

2.2 Voucher Series Configuration

Voucher Series Configuration refers to configuring different voucher series as per your requirement. For complete details on Voucher Series Configuration, you can refer to Unit 7 of BUSY Courseware – Basic Edition. As this courseware is for GST only hence we will discuss only those options of Voucher Series Configuration that are related to GST only. To configure different options under Voucher Series Configuration, you need to click *Administration* ➔ *Configuration* ➔ *Voucher Series Configuration* .Under Voucher Series Configuration, select the required voucher type and series and click the *Voucher Configuration* button. On clicking the *Voucher Configuration* button, a *Voucher Series Configuration* window will appear. Given here is a screenshot of *Voucher Series Configuration* window.

Image on Next Page

Figure 2.2 Voucher Series Configuration

In the *Voucher Series Configuration* window, lots of options appear but we will discuss only the *Separate Billing / Shipping Details* and *Generate E-Way Bill after Saving* options.

Separate Billing / Shipping Details

Specify 'Y' in this data field if you want to maintain billing or shipping details such as address, GSTIN other than the one specified with the Party in the Account master. This is required where Party has multiple offices and the address where goods / services will be delivered is different from the one specified in the Account master. It is also possible that GSTIN is different for the place where goods or services are to be delivered. On specifying 'Y' in this data field, following options get activated:

- Applicable for – Select whether you want to enable Billing / Shipping details for all the parties or only for the parties belonging to Cash / Bank group. If you select *All Parties* option then while entering voucher, on selecting the party, a *Separate Billing / Shipping Details* window will appear always. On the other hand if you select *Cash/ Bank* option then in the E-Way voucher, *Billing / Shipping Details* window will appear only if you select a party that belongs to Cash or Bank Account Group.

- Specify Key Field - Select whether Party Name, Mobile number or Emails ID is to be made as key field. Key field you will select here will act as basis for loading existing billing details in the voucher. For example, if Mobile number is specified as Key Field then on pressing *Enter* key on the Mobile number during voucher entry, billing details as entered for that mobile number earlier will be shown in the voucher.

- GST Report Basis – This data field appears for Sales, Purchase, Sales Return and Purchase Return vouchers only. Under this field there are following three options:
  - Ask in Voucher – Select this option, if you want to specify with each voucher that whether Party details in the GST report are to be shown from Party master or from Billing / Shipping Details window that appear during voucher entry
  - As per Party master – Select this option if in the GST reports, you always want party details to be printed from Party master.
  - As per Billing / Shipping Details – Select this option if in the GST reports, you always want party details to be printed from Billing / Shipping details window of the voucher.

Generate E-Way Bill after Saving

Specify 'Y' in this data field to generate E-Way Bill on saving the voucher. If you specify 'Y' in this voucher then while saving Sales voucher, BUSY will prompt for generating E-Way Bill for the transaction.


2.3 Invoice / Document Configuration

With Invoice / Document configuration, you can configure document as per your requirement i.e. you can design your own formats for printing of document / invoice or you can make changes in the existing Standard document format as per your requirement. Here we will discuss about the Standard Document Configuration and that too for GST related options only. To configure Standard invoice format, click *Administration* → *Configuration* → *Invoice / Document Printing* → *Standard* option. Select the required invoice like Sale / Purchase and then configure various options as per your requirement.

We are taking example of Sales Invoice. On selecting the *Sales Invoice* option, a *Configure Sales Invoice* window appears. In the *Configure Sales Invoice* window, lots of options are provided for configuring Standard format of document printing. We will discuss options pertaining to GST only. For rest of the options you can refer to Unit 8 of BUSY Courseware – Basic Edition.

In the *Configure Sales Invoice* window, click the *Self Configured* option under *Body* sub group. On clicking the *Self Configured* option, a *Configurable Body Items* window appears. Given here is a screenshot of *Configurable Body Items* window.

Figure 2.3 Configurable Body Item
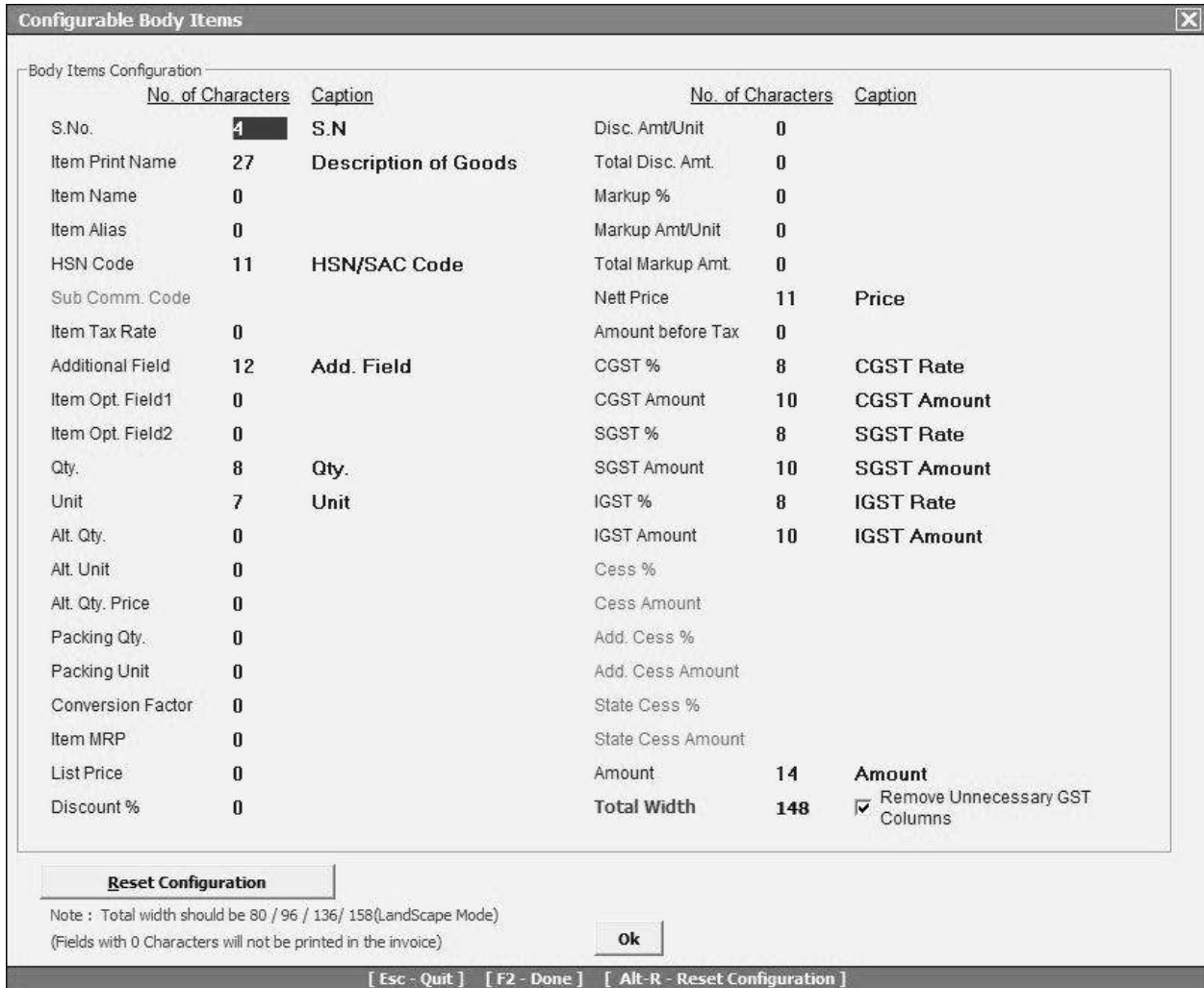
In the *Configurable Body Item* window, you can specify the number of characters to be used for printing a particular field. If you do not want to print any particular column then you can specify its width as zero. In the *Configurable Body Items* window, a checkbox *Remove Unnecessary GST Column*s appears. If you enable this option then while printing an Inter-State transaction only IGST related columns will be printed in the invoice and while printing local transaction, CGST and SGST related columns will be printed in the invoice. But if you disable this option then column related to CGST, SGST and IGST will always be printed in invoice irrespective of the transaction type.

This option is very useful because in case of inter-state transaction, CGST and SGST columns are not required and in case of local transaction, IGST column is not required. Hence on enabling this option unnecessary columns will not appear in the invoice.

Review

- ✓ In *Features /Options*, *GST / VAT* tab is provided to configure various options related to GST.
- ✓ Under *Voucher Series Configuration*, separate billing /shipping details can be enabled for a party.
- ✓ Document / Invoice Printing is totally configurable in BUSY. You can add / remove columns to be printed in Invoice as per your choice.

Exercise

1 . If *Amount after which E-way Bill is applicable* is specified as zero then E–Way Bill:
    a) Will not be generated   c)Will be generated for all transactions
    b) Will be generated for Zero amount   d) None of the above

2 . Existing Billing / Shipping Details can be shown in voucher on the basis of:
    a) Mobile Number   c) Email ID
    b) Party Name   d) All of the above

3 . If option of *Remove Unnecessary GST* column is enabled then in local transactions:
    a) Only IGST will be printed   c) Only SGST will be printed
    b) Only CGST will be printed   d) Both CGST & SGST will be printed

4 . Automatic E-way Bill generation from BUSY can be done only if you have:
    a) Valid BLS   c) Standard Edition
    b) Enterprise Edition   d) All of the above

5 . What is the use of *Remove Unnecessary columns* option provided under Standard Document Configuration?

6 . What is the use of Separate Billing / Shipping Details feature?

All our Dreams can come
true, if we have the
Courage to pursue them.

Walt Disney

Unit 3
Creating Masters

In this Unit, we will discuss about creating Maters in BUSY which are very important and critical in entering GST transactions. The unit first introduces you with the GST concept and then how the same can be implemented in BUSY. As all the masters are covered extensively in Basic Edition of BUSY Courseware, in this Courseware, we will pick up different GST cases and learn how the Masters can be created for the same.

Topics covered under this unit:

- Tax Category
- Sale Type
- Purchase Type
- Bill Sundry
- Items
- Unit
- GST Accounts

3.1 Tax Category

Tax Category is the most important point while discussing the GST regime or any other tax type. Tax Category in general refers to the category under which an item falls and specifies the rate at which item is taxable. There are some items which are not at all taxable but then those items also fall under a Tax category like Exempt or Zero Rated having tax rate as zero. Hence, every item has a Tax Category with it. Not only items even all the services like AMC service, professional services like Coaching Centres and so on also falls under a Tax Category under GST Regime. As the name suggests Goods & Services tax (GST), each and every item (goods) or service must have Tax Category attached to it.

3.1.1 Creating Tax Category master

To create a *Tax Category* master in BUSY, click *Administration*→*Masters*→*Add* option. On clicking the *Add* option, a *Tax Category Details* window appears. Given here is a screenshot of *Tax Category Details* window.

Figure 3.1 Tax Category Details

General Information

In the *Tax Category Details* window, specify the name of the Tax Category, Type i.e. goods or services. As GST is applicable for both goods & services hence you can select whether the Tax Category is for goods or for service items.

Next you need to specify the default GST rates to be applied when an item with which this Tax Category is tagged will be used in a transaction. Basically, you are required to specify the IGST i.e. rate of tax to be charged for inter-state transactions and CGST/ SGST i.e. the rate of tax to be charged for intra-state transactions.

After that you can specify 'Y' in *Tax on MRP* data field if tax is to be charged on Item MRP. In case you have specified tax rate as zero then you need to select whether the item in which this Tax Category is to be used is Exempted, Zero rated or Nil rated. If you have specified a tax percentage greater than zero then you can specify the Cess percentage to be charged for intra and inter-state transactions.

Change Tax Rate on the basis of Price

In GST regime, there are certain items on which tax is charged as per their price. For example, an item Shoe is taxable @ 5% if its price is below 1000 and it is taxable @12% if its price is greater than or equal to 1000. This implies that shoes having price up to 999 will be taxable @5% and Shoes having price 1000 or above will be taxable @12%.

To create *Tax Category* master for such items, you need to specify 'Y' in *Change Tax Rate on the Basis of* data field. After specifying 'Y' in this data field, next you have to specify whether item nett price is to be considered or Item MRP is to be considered for deciding the rate of tax to be applied. Then you will specify the amount and filtration criteria i.e. greater than equal to or less than equal to according to which tax rate will be charged. After specifying the criteria, next you need to specify the CGST, SGST and IGST percentage to be charged when the criteria specified will be fulfilled.

Changes in Tax Rate

In GST or any other tax regime, changing tax rates is a normal phenomenon. For example 12 % tax rate is changed to 18% tax rate. Hence to tackle such issues you can use the *Change in Tax Rate* grid provided in *Tax Category* master. Under *Changes in Tax Rate* grid, you can specify the date from which the tax rates are applicable for the items. For example, tax rate is increased from 5% to 18% on 20th May 2020 hence in such a case, in the first row of the grid you can specify the w.e.f. date as 20/05/2020 and specify the tax rate as 18%. Now the items with which this Tax Category is tagged will be sold / purchased with5% GST before 20th May 2020 and will be sold / purchased with 18% GST from 20th May 2020.

3.2 Sale Type

In a business numerous transactions take place where some transactions are for local sale / purchase and some transactions are for inter-state sale / purchase. Also in some transactions all the items belonging to a single tax rates are used while in some transactions items belonging to multiple tax rates are used. For example, in a transaction multiple items are sold and each item has a different tax rate like some items are taxable at 5%, some items are taxable at 12 % and so on. To further elaborate this example, you can take an example of a departmental store which sells thousands of items. In a single bill there are groceries, cosmetics, toys, home accessories and all these items have different tax rate.

To categorize transactions under different types like whether it's a local transaction or an inter-state transaction, single tax rate or multiple tax rate transaction, we create *Sale Type* master in BUSY. Sale Type refers to the classification of sales on the basis of type of sale made i.e. local or central and single tax rate or multi tax rate to be charged in transaction. Sale Type helps BUSY in knowing that the *Sale* voucher you are entering is for local transactions or central transaction, rate of tax to be charged on items used in voucher and so on.

To create *Sale Type* master, click *Administration* → *Masters* → *Sale Type* → *Add* option. On clicking the *Add* option, an *Add Sale Type Master* window appears.

There are many options provided *in Sale Type* master and all these options are well explained in the Unit 4 of BUSY Courseware – Basic Edition. Here we will discuss most basic options that form the basis of *Sale Type* master and options that are relevant to GST. We will discuss the *Sale Type* master based on the requirement i.e. creating Sale Type for local or inter-state transaction, creating Sale Type for single tax rate or multi tax rate transactions and so on starting with the creation of Sale Type for Local or Inter-State transactions.

Creating Sale Type for Local or Inter-State transactions

To create a Sale Type to be used for local transaction, select *Local* option under *Region* group in the *Sale Type* master. To create a Sale Type for inter-state transaction, select *Inter-State* option under *Region* group. Further if the Sale Type is to be used for Export transaction then you need to select *Inter-State* option and then *Export (Normal)*, *SEZ Unit* or *Deemed Export* as per your requirement. Given below is a screenshot of *Add Sale Type Master* window showing *Region* group of *Sale Type* master.

Image on Next Page

Figure 3.2Add Sale Type master

Creating Sale Type for Single Tax Rate transactions

Generally if all the items in a transaction belong to a single tax rate then tax is usually specified at the bottom of the voucher in the form of Bill Sundry (to be discussed in next topic). This is also called applying tax rate voucher–wise i.e. single tax rate will be applied to the total bill amount. To create Sale Type for single tax rate, you need to select *Taxable Voucher–wise* option in the *Taxation Type* group and further select the *Single Tax Rate* option in the *Tax Calculation* group. On selecting the *Single Tax Rate* option, next you need to specify the tax rate i.e. 5 %, 12%, 18% and so on in order to recognize the tax rate for which this Sale Type will be used. Given below is a screenshot of *Add Sale Type* master window for creating *Sale Type* master for single tax rate transactions.

Figure 3.3 Add Sale Type Master

Creating Sale Type for Multi Tax Rate transactions

If the items used in a voucher belongs to different tax rates then you can either specify tax rate individually with each item which is called item–wise tax rate or you can specify multiple Bill Sundries with different tax rates and BUSY will automatically calculate the tax rate based on the Tax Category specified with the item. For example, you have applied two Bill Sundries, one for 12% GST and one for 18% GST, BUSY will then search in the voucher for the items having 12% Tax Category tagged with them and apply 12% tax on them. Similarly it will search for the items having Tax category 18% and apply 18% tax on them. Let us now have a look at creating Multi Tax Rate Item–wise and Multi Tax Rate Voucher–wise Sale Types.

To create Sale Type for Item–wise tax rates, you need to select *Taxable (Item–wise)* option under *Taxation Type* group. Now whenever you enter a voucher and select this Sale Type, an *Item-wise Tax Rate* window will appear with each item in which you can specify tax rate with each item.

In case of Item-wise sale Type, you are also required to specify the CGST, SGST and IGST Output accounts as the tax amount is not adjusted in the Sale account. For this, *Tax Account (IGST)*, *Tax Account (CGST)* and *Tax Account (SGST)* data fields appear in which you can select the IGST, CGST and SGST Output accounts.

To create a Sale Type for Multi Tax Rate Voucher–wise, you need to select the *Taxable Voucher – wise* option in the *Taxation Type* group and further select the *Multi Tax Rate* option in the *Tax Calculation* group. Now whenever you will use this Sale Type in transaction, you need to apply separate Bill Sundry for each tax rate and BUSY will automatically calculate the rate of tax to be applied on individual item. This kind of Sale Type is also useful if you have a large number of items in the voucher as then you do not need to specify tax rate with each item which will be a tedious work.

On selecting the *Multi Tax Rate* option, an option *Apply Consolidated Tax Amount for all Tax Rates* appears. On specifying 'Y' in this option, you need to specify IGST or CGST and SGST Bill Sundry only once for multiple tax rates and BUSY will show the consolidated GST amount for all the tax rates. BUSY will automatically calculate the tax rate applicable for individual items. However it will show and print bifurcated tax rates in the *Tax Summary* section of the invoice i.e. tax as per 12%, tax as per 18% and so on.

In case of Voucher–wise sale Types Tax Accounts (IGST/CGST/SGST) fields do not appears as IGST/CGST/SGST Output accounts are being picked from the Bill Sundries used in the voucher.

Creating Sale Type for Tax Inclusive Transactions

Tax Inclusive transactions are those in which tax amount is already included in the item amount i.e. while entering voucher, User enters item price inclusive of tax and BUSY then does a reverse calculation to segregate the tax amount and the item amount. To create a Sale Type for Tax inclusive transactions, you need to select the *Taxable Item-wise* option in the *Taxation Type* group and further specify 'Y' in the *Tax Inclusive Item Price* option. Now whenever this Sale Type will be used in any transaction, BUSY will calculate the taxable amount and the tax amount from the Item amount as entered by User and display it in the *Tax Summary* section of the invoice. Given here is a screenshot of *Add Sale Type Master* window for creating *Sale Type* master for Tax Inclusive transactions.

Figure 3.4 Add Sale Type Master

Creating Other Sale Types

Apart from the various types for which we have created *Sale Type* master, there are certain other taxation types for which *Sale Type* masters are created. These are various options provided under the *Taxation Type* group in the *Sale Type* master and are as follows:

- Exempt – Exempt transactions are those that are specifically exempted from GST through Government notification and includes non-taxable supplies such as live animals, cereals etc. To create Sale Type for Exempt items you need to select the *Exempt* option under *Taxation Type* group in *Sale Type* master.

- Non GST – Non GST goods are those which do not fall under GST purview and can be taxable under any other local sales tax law. These types of goods are required to be reported as Non GST supplies in GST Reporting. To create Sale Type for Non GST items you need to select the *Non-GST* option under *Taxation Type* group in *Sale Type* master.

- Zero Rated – Zero Rated supplies means export of goods or services or supply of goods or services to Special Economic Zone. Basically for export transactions, you need to

create a *Sale Type* master having taxation type as *Export*. To create Sale Type for Export items you need to select the *Export* option under *Taxation Type* group in *Sale Type* master.

- Reverse Charge Mechanism – Reverse Charge Mechanism is a process when the GST payment is to be done by the receiver or recipient of the goods instead of the supplier of the goods. Reverse Charge Mechanism (RCM) taxation type is used when the seller of goods or services needs to enter an RCM voucher. For example a lawyer, while generating bill for his legal services needs to create an RCM bill in which RCM liability will be of the buyer of the services i.e. his client. Hence to create a Sale Type for RCM transaction, you need to select the *RCM* option under *Taxation Type* group in *Sale Type* master.

  - Nil Rated – Nil Rated supplies are those that attracts zero percent GST i.e. tax rate charged on those items is zero. There is a very thin line of difference between Exempt and Nil Rated transactions. Exempt goods can have higher tax rate than zero but they are specifically exempted from tax through government notification. Nil rated means the items are always taxable at zero percent tax so that there is no tax payable even without government notification. To create Sale Type for Nil Rated items you need to select the *Nil Rated* option under *Taxation Type* group in *Sale Type* master.

3.3 Purchase Type Master

Purchase Type refers to the classification of purchase on the basis of type of purchase made i.e. local, central and rate of sales tax paid. Purchase Type helps BUSY in knowing that the *Purchase* voucher you are entering is for local transactions or central transactions, rate of tax to be paid on items used in voucher and so on. To create *Purchase Type* master, click *Administration* → *Masters* → *Purchase Type* →*Add* option. On clicking the *Add* option, a *Purchase Type Master – Add* window appears. This window is totally similar to *Sale Type Master – Add* window.

In case of Regular Dealer, Purchase Types are totally similar to Sale Types, with only one exception that you are buying goods from a Composition dealer. To create *Purchase Type* master for the purchases your company makes from Composition Dealers, you need to select the *Composition Dealer* option under *Taxation Type* group in the *Purchase Type* master.

3.4 Bill Sundry Master

Bill Sundries are extra income / expense over and above the Sale / Purchase amount. Bill Sundries are applied at the footer of the voucher for applying any discount, freight charges and most importantly the tax or we can say GST. We have discussed in the *Sale Type* master that GST can be applied voucher–wise or item–wise. For applying GST item–wise, you need to specify GST rate with each item in the voucher but to apply GST voucher–wise, you need Bill Sundries like CGST, SGST, IGST, Cess and so on. At the time of company creation, almost all the

tax related Bill Sundries are created automatically and hardly a need arise to create more tax related Bill Sundries.

However if a need arise to create a Bill Sundry master, you can create it by clicking *Administration → Masters → Bill Sundry → Add* option. On clicking the *Add* option, an *Add Bill Sundry* window appears with lots of option. All these options are discussed in detail in Unit 4 of BUSY Courseware – Basic Edition. Here we will discuss only those options that are required for taxation related Bill Sundries. For discussing the Bill Sundry options, we will discuss the options separately for Regular Dealer and for Composition Dealer.

Bill Sundry for Regular Dealer

For a Regular Dealer, CGST, SGST, IGST and Cess Bill Sundries are majorly used and they all are created at the time of company creation. All these Bill Sundries are calculated as a certain percentage of taxable amount. For example, 5% of taxable amount is the GST amount. Here taxable amount is the amount on which tax is to be calculated. Hence while creating a tax related Bill Sundry in general, you need to select the *Nature* as *GST* and in the *Amount of Bill Sundry to be Fed As* group select *Percentage* and then *Taxable Amount* option. Given below is a screenshot of *Add Bill Sundry Master* window showing the Bill Sundry created for IGST.

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Figure 3.5 Add Bill Sundry Master

One more case that needs to be discussed here is the creation of Bill Sundry to be used for Export / Import. As we have discussed earlier also that Export in GST is treated as zero rated i.e. either no tax is charged or if tax is charged then it is fully claimable by the supplier hence Bill Sundry for Export will be a non-impact Bill Sundry. Non–impact Bill Sundry means it will not be posted to either the Sales Account or the Party's account. To create a non–impact Bill Sundry, you need to specify the following configuration in the *Accounting in Sale* group in *Bill Sundry* master.

- Specify 'N' in the *Adjust in Sale Amount* data field.
- Select *IGST Output* in the *Account Head to Post* data field.
- Specify 'N' in the *Adjust in Party Account* data field.
- Select *IGST Refundable Against Export / SEZ Unit* in the *Account Head to Post* data field that appears after *Adjust in Party Account* data field.

Given below is a screenshot of *Add Bill Sundry Master* window showing Bill Sundry created for Export transactions.

Figure 3.6 Add Bill Sundry Master

Bill Sundry is also required in case of Import transactions. In import transactions, IGST is being charged and is required to be paid by the buyer of the goods if seller resides outside India. Import Bill Sundry is also a non-impact Bill Sundry i.e. it will not be posted to party account or purchase account. Given below is a screenshot of *Add Bill Sundry master* showing Bill Sundry created for import transaction.

Figure 3.7 Add Bill Sundry Master

3.5 Items

In GST regime, every item and service falls under a Tax Category. Items and Services are created in Item master in BUSY; Services are also treated as an item and are created under Item master like AMC, Coaching Services and so on.

To create an item for Services, you must keep following points in mind:

- If Unit is not required then you can set it to N.A.
- Specify the Sale /Account as per your requirement.
- Set *Don't Maintain Stock Balance* option to 'Y'. In case you have selected the Unit as N.A. then this option cannot be set to 'N'.

While creating item for goods or services it is necessary to specify Tax Category and HSN / SAC Code for the item.

Tagging Tax Category to the *Item* master implies that whenever the item will be used in a transaction, rates as specified in the Tax Category tagged with the item will be applied in the voucher. For example, Tax Category 5% is tagged with an item then whenever the item is sold or purchased, 5% GST will be levied on the item. If you enter any other rate in the transaction for the item then BUSY will show you a Warning message. Hence tagging of Tax Category with an *Item* master helps in pre defining the tax rate for the item and it removes the possibility of entering a wrong tax rate for the item as BUSY will always show a Warning Message if an item is sold / purchased for a tax rate other than the one specified with it.

To tag a *Tax Category* master with an item, a *Tax Category* data field appears in *Item* master which shows list of all the *Tax Category* masters created. Select the required Tax Category from the list. For example, an item is taxable at 5% then you can select the Tax Category as *GST 5%*.

After specifying Tax Category, next you need to specify HSN / SAC Code with the item. HSN/SAC Codes are standard or generalized codes under which items and services are categorized. Goods are categorized under Harmonized System of Nomenclature (HSN) codes and Services are categorized under Service Accounting Code (SAC). HSN / SAC code for the goods and services are fixed by the government and the list for the same is available on their website. Businessmen have to specify the HSN / SAC code with each item, service or expense. For specifying HSN / SAC Code of the items or services, *HSN / SAC Code* data field is provide in Item master wherein you can specify the HSN / SAC code. In *Item* master, a *Validate* button is also provided using which you can check whether you have entered a correct HSN / SAC code or not.

Given below is a screenshot of *Add Item master* showing creation of Service Item along with Tax Category and SAC Code for the item.

Image on Next page

Figure 3.8 Add Item Master

3.6 Unit Master

Under GST Regime, it is also very important to specify the Unit Quantity Code (UQC) of the different units. For example UQC for Bags is Bag, for Bundles it is BDLS. UQC is required to maintain uniformity in GST returns like some people use MTR or M for Meters or Kgs, Kg for Kilogram, hence UQC is required so that there is no confusion for the unit of the item. GST portal also accepts only the specified UQC / Unit, and using any other Unit can throw an error. UQC can be specified along with the Unit master. While creating a Unit or modifying a Unit, you can select the required UQC with it. Given below is a screenshot of UQC specified for the unit Bundles.

Figure 3.9 Add Unit Master

3.7 GST Accounts

Account master itself has a very wide range as there are many types of Accounts that are needed in a business. Account can be Party, Bank, Expense, Revenue, Sales and so on. At the time of Company creation, BUSY creates 56 default accounts which are generic accounts and are required by almost any type of business. Along with default *Account* masters, BUSY also creates numerous Account Group masters which are used to categorize accounts under different heads / groups.

In this section, we will discuss creation of various Account masters pertaining to GST only and it will include GST Tax Accounts, GST Expense Account and Party Account for Registered / Un-registered, Composition or UIN Holders.

3.7.1 Tagging Tax Category and HSN / SAC Code

It is necessary to specify Tax Category and HSN / SAC Code for the Expenses. For this, *Tax Category* and *HSN / SAC Code* data fields are provided in *Account* master wherein you can specify the required Tax Category and HSN / SAC Code.

3.7.2 GST Tax Accounts

By default at the time of company creation, GST Input and Output accounts are created separately for CGST, SGST and IGST. These accounts are created under the *Account Group Duties & Taxes* and *Type* as *CGST, SGST or IGST* as per the account. Although the accounts are already created and hardly any need arises for creating these accounts but in case you need to create GST Input / Output accounts then you can create them using *Administration → Masters → Accounts → Add* option.

On clicking the Add option, an *Add Account Master* window will appear in which first you need to specify the Account name and then select the *Account Group* as *Duties & Taxes*. On selecting the Account Group as *Duties & Taxes*, a *Type* field will appear in which you need to select the *Type* as *CGST* if you are creating account for CGST Input or Output; *SGST* if you are creating account for SGST Input or Output and similarly *IGST* if you are creating account for IGST Input or Output.

3.7.3 GST Expense Account

There are numerous expenses in a business and not necessarily all of them attract GST. There are certain expenses on which GST is applicable while on some expenses GST is not applicable. Apart from this there are certain Non GST expense also. Hence it is necessary to specify with each expense account the type of GST it attracts, rate of GST applicable, ITC Eligibility and whether it falls under RCM (Reverse Charge Mechanism) or not. Hence we have divided expenses into three parts i.e. GST Applicable Expense, GST Not Applicable Expense and Non GST Expense and will discuss them one by one starting with GST Applicable Expense.

GST Applicable Expense Account

GST Applicable Expenses are those expenses on which GST is levied like Freight, Cab Rentals, Office Stationery Expense and so on. Whenever you make payment for goods that are expense for your company like office stationery or you have made expense on services like Cab rental then GST is levied on them. Hence while entering Payment / Journal vouchers for such expense you need to specify GST also for the expense and before using the expense account, it is necessary to specify the Tax Category for the account, its ITC Eligibility and so on in the Account Master.

Given here is a screenshot of *Add Account Master* window showing details for account created for GST Applicable Expense.

Figure 3.10 Add Account Master

In the *Account* master, while creating an Expense account or Fixed Asset account, you need to first specify its group as *Expense (Direct / Indirect)* or *Fixed Assets* and then you need to specify the following configuration:

* Select *GST Type* as GST Applicable.

* Select the Tax Category applicable for the expense i.e. the tax rate to be charged when this expense account is debited.

* Specify the HSN or SAC code for the expense.

* Select the ITC Eligibility of the expense i.e. whether ITC is claimable or not for the expense and if ITC is claimable then under what head you can claim ITC for the expense. Different heads or categories under which ITC can be claimed are:

  o Input Goods – Select this option if Input Tax Credit you are claiming is for input goods.

  o Input Services – Select this option if Input Tax Credit you are claiming is for input services.

o   Capital Goods – Select this option if Input Tax Credit you are claiming is for capital goods.

o   None – Select this option if Input Tax Credit is not allowed for this expense. Certain expenses like Foods & Beverages, Club Membership are not eligible for Input Tax Credit.

- Select whether tax is applicable as per Reverse Charge Mechanism (RCM) or not and if RCM is applicable then the RCM Category under which it falls. Various categories for RCM are:

o   Compulsory – Select this option if it is compulsory to pay tax under RCM for this expense account irrespective of the amount. For example, services taken from lawyer i.e. legal services always attract RCM hence for such services you can select the *Compulsory* option.

o   Service Import - Select this option if the expense account belongs to the services taken from a foreign company. If you select this option then tax under RCM will always be payable on the payment made for this expense account. For example, you have taken Server hosting space from USA then whenever you make payment for this expense, you need to pay tax to the government under RCM.

o   Based on Daily Limit – Select this option if tax payable under RCM on this expense account is based on daily expense limit i.e. if the daily consolidated expense amount is greater than Rs. 5,000 then it will be liable for RCM.

o   Not Applicable – Select this option if tax is not applicable under RCM on this expense account.

Reverse Charge Mechanism (RCM) is covered in detail in Unit 4, Topic 4.5 *RCM / Tax on Advance* Receipt.

GST Not Applicable Expense Account

GST Not Applicable Expenses are those on which GST is not applicable. These types of expenses are not required to be reported in GST Reporting. To create an expense account on which GST is not applicable, you need to simply select GST *Not Applicable* option in the *GST Type* data field in the Account master.

Non GST Expense Account

Non GST Expense are those expense on which GST is not applicable and some other tax is applicable but they are required to be reported in GST Reporting as Non GST Expense like Petrol, Water and so on. To create a Non GST Expense account, you need to select the *Non GST* option under *GST Type* data field in the *Account* master.

3.7.4 Registered / Un-registered Party Accounts

As discussed earlier, Parties with which you deal can either be registered parties or un-registered parties. In the *Account* master a *Type of Dealer* data field appears in which you can select the required Dealer Type i.e. Registered, Un-registered, Composition or UIN Holder. In case you select the *Registered* or *Composition* option then you can further specify the Return Filing Frequency of the party in the *Filing Freq.* data field and GSTIN of the party. You must also select State from the list to which the party belongs in the *State* data field. Based on the State selected with the party, it is ascertained whether local transactions is to be made with party or inter- state transactions is to be made. Given below is a screenshot of *Add Account Master* window showing different options available under *Type of Dealer* data field.

Figure 3.11 Add Account Master

> ➔**In case a party belongs to outside India then you can select the required country in the *Country* data field and further select the Dealer Type as Un- registered in *Account* master.**

Review

- ✓ Rate of tax to be charged on an expense account can be specified in Account master itself.

- ✓ *Tax Category* master specifies the rate of tax to be charged for CGST / SGST / IGST.

- ✓ *Tax Category* master is tagged with *Item* master from which BUSY knows the rate of tax to be charged with the item.

- ✓ *Sale Type* master is used in header of voucher and based on it, nature of transaction i.e. local or central is known.

- ✓ In *Bill Sundry* master, you can specify amount posting details of the Bill Sundry and how the Bill Sundry value will be calculated when it will be used in voucher.

Exercise

1. To create an Account for party belonging to other country, Dealer Type should be:
   - a) Registered
   - b) Un-Registered
   - c) Composition
   - d) UIN Holder

2. Expense on which a tax other than GST is applicable will fall under:
   - a) GST Applicable expense
   - b) GST Not Applicable expense
   - c) Non GST Expense
   - d) None of the above

3. Tax Rates in *Tax Category* master can be specified:
   - a) Date - wise
   - b) Price - wise
   - c) Item -wise
   - d) Botha & b

4. In a *Sale Type* master having Taxation Type as *Taxable (Voucher-wise)*, tax can be:
   - a) Single Tax Rate
   - b) Item - wise
   - c) Multi Tax Rate
   - d) Both a & c

5. To create Bill Sundry master for inter-state transaction, you need to select its *Nature* as :
   - a) CGST
   - b) SGST
   - c) IGST
   - d) Others

6. Create an Expense account with ITC Eligibility as Input Goods and Tax Rate as 12%.

7. Create a *Tax Category* master for Price – wise taxes in which 5% tax is to be charged if item price is less than 500 and 12% tax is to be charged if item price is greater than equal to 500.

8. Create a *Sale Type* master in which item–wise multiple tax rates can be applied.

The Key to Success

is to Focus on Goals

not Obstacles.

Unknown

Unit 4
Entering Transactions

Entering Transactions is a day to day activity in a business like Sale, Purchase, Payment, Receipt, Sale Return, Purchase Return and so on. All these transactions are recorded using different vouchers in BUSY, although you can use *Journal* voucher for recording all the transactions but different voucher types are provided for entering different transactions like Sales voucher for recording sales, Payment voucher for recording details of payment made and so on. In this Unit, we will discuss recording of GST entries in BUSY using different voucher types along with generation of E-Way Bill and E-Invoice, managing RCM entries and tax on advance receipt entries.

Topics covered under this unit:

➢ Supplies Inward – Purchase / Expense
➢ Supplies Outward – Sales
➢ E-Way Bill / E-Invoice Generation
➢ Debit / Credit Notes Management
➢ RCM Management / Tax on Advance Receipts

4.1 Supplies Inward – Purchase / Expense

Supplies Inward in general refers to all the purchases made for items or services and the payment made for various expenses. Supplies Inward can be recorded through Purchase voucher or through Payment / Journal voucher. In this section, we will discuss about entering Purchase transactions for goods purchased and entering Payment / Journal voucher for the expense made.

4.1.1 Entering Purchase voucher

To enter *Purchase* voucher, click *Transactions* → *Purchase* → *Add* option. On clicking the *Add* option, an *Add Purchase Voucher* window appears. In the *Add Purchase Voucher* window, apart from specifying general details like Voucher date, Voucher number, Party from which goods are purchased, items that are purchased, the most important and differentiating factor is Purchase Type and the Bill Sundry to be used in the voucher.

Purchase Type as we have discussed earlier helps in knowing the kind of transaction you are entering i.e. local, inter-state, single tax rate, multi tax rate and so on hence it is very important to select the correct Purchase Type for the voucher you are entering. Name of the Purchase

Type is usually indicative of the details it contains like for local transactions you can select Purchase Type starting with L/GST where 'L' is indicative of local transaction, for Inter-state transactions, you can select Purchase Type starting with I/GST where 'I' indicates inter-state transaction.

Apart from Purchase Type, another important part for GST in the voucher is Bill Sundry. For local transactions, you need to apply CGST and SGST Bill Sundry and for inter-state transaction, you need to apply IGST Bill Sundry. For multiple rates you need to specify these Bill Sundries multiple times with different tax rate. However in case of item wise and tax inclusive transactions, no Bill Sundry is required to be applied as the tax rates are specified with each item in the voucher.

One more thing that needs to be discussed here is ITC Eligibility which needs to be specified for the vouchers that are eligible for ITC. This implies that ITC can be claimed under which category for the Purchase voucher. Various categories / options provided for ITC Eligibility are:

- Input Goods / Services – Select this option if you are claiming ITC for Input goods and services i.e. ITC is applicable for purchase of goods and services. This option is helpful if in a single voucher both goods and services are specified. For example, you have purchased R.O. Water Purifier and along with it you have taken AMC of the R.O. so both goods and services will be specified in a single voucher.
- Input Services – Select this option if ITC is applicable only for purchase of services.
- Input Capital Goods / Services – Select this option if goods you are purchasing falls under the Capital Goods / Services category.
- None – Select this option if ITC is not applicable for the voucher.

We will now discuss entering different type of transactions based on the tax types like single tax, multi tax, tax inclusive, exempt and import transactions.

Single Tax Rate Purchase

Single tax rate purchase implies Purchase in which only one tax rate is used. To enter such transaction, you need to select the Purchase Type with the tax percentage to be used in the voucher. For example, all the items in the voucher are taxable @ 5% then you can select the Purchase Type as GST 5% (LGST or IGST), similarly if all the transactions are taxable @ 12% then you can select the Purchase Type as GST 12% (LGST or IGST) and so on. Here we will discuss entering single tax rate transaction for local purchase and inter-state purchase.

If you are entering a local single tax rate purchase then you need to select the Purchase Type as L/GST with tax rate appended to it like 5%, 12% and so on. Hence, if all the items in the voucher are taxable @18%, you need to select the Purchase Type as L/GST-18%. After selecting the Purchase Type, next you will enter the item related details in the voucher and then apply the CGST and SGST Bill Sundry. In case of local transactions, tax is divided equally as CGST and

SGST, hence if you are entering a local transaction for GST 18% then you need to apply two Bill Sundries CGST and SGST @ 9% each.

Given below is a screenshot of *Purchase Voucher* entered for local single tax rate transaction.

Figure 4.1 Add Purchase Voucher

In the *Add Purchase Voucher* window, you can see the L/GST18% Purchase Type and CGST and SGST Bill Sundries at the rate 9% each is used. You can also have a look at the Tax Summary provided at the left hand side of the voucher. Tax Summary gives complete details of the taxable amount and tax amount of the voucher.

If you are entering an inter-state single tax rate transaction then you need to select the Purchase Type as I/GST-5%, I/GST-12% and so on and you need to apply only single tax Bill Sundry of IGST along with the required tax rate. Given below is a screenshot of *Purchase Voucher* entered for inter-state single tax rate transaction.

Figure 4.2 Add Purchase Voucher

Multi Tax Rate Purchase

Multi Tax rate purchases are those purchases in which more than one tax rate is used. For example, in a voucher there are various items of different tax rate. This means in a single voucher, you have items taxable @5%, 12%, 18% and so on. To enter multi tax rate transactions there are two methods; one is Item-wise and other is Voucher–wise. We will discuss both these methods in detail starting with Item-wise multi tax rate transactions.

Item-wise multi tax rate transactions imply tax rates will be specified with each and every item used in the voucher. To enter item-wise tax rates, you need to select the Purchase Type as L/GST–ItemWise if it is local transaction or I/GST–ItemWise if it is an inter-state transaction. After selecting the required Purchase Type, next you will enter item details like Item Name, Price, Unit and so on. While entering Item details when you press *Enter* key on the *Amount* field, an *Item Wise GST* window will appear showing the CGST, SGST or IGST tax rate applied on the item along with Cess percentage if any and the final tax amount for the item. CGST, SGST or IGST rates as shown in the window are picked from the Tax Category tagged with the item. *Item Wise GST* window appears with each item and hence separate GST rate can be applied with each item in the voucher.

An important point to note here is that in case of item-wise multi tax rate transactions, there is no need to specify any tax Bill Sundry in the voucher as tax rates are specified along with each item. Given here is a screenshot of *Purchase* voucher entered for Item Wise multi tax rate transaction.

Figure 4.3 Add Purchase Voucher

Voucher–wise Multi tax rate transactions imply those transactions in which multiple tax rates are used in the voucher but tax rates are not specified individually with item and are specified only in the form of tax Bill Sundry. For applying voucher wise multi tax rates, you need to select the *L/GST–Multi Rate* or *I/GST–Multi Rate* Purchase Type. After that you need to enter item related details and at the bottom of the voucher apply different Bill Sundries for each tax rate. For example, in a voucher, items taxable @ 18% and 28% are used and it is a local transaction then you need to apply CGST9%, SGST 9%, CGST 14% and SGST 14% Bill Sundries. If it is an inter-state transaction then you need to apply IGST 18% and IGST 28% Bill Sundry. BUSY will then automatically calculate 18% GST on items taxable at 18% and 28% GST on the items taxable at 28%. Given here is a screenshot of *Purchase* voucher entered for voucher-wise multi tax rate local transaction.

Figure 4.4 Add Purchase Voucher

Tax Inclusive Purchase

Tax Inclusive purchases are those purchases in which tax amount is already included in the item price. In such transactions, User enters item price which is inclusive of tax amount and BUSY does a reverse calculation to segregate the tax amount and the item price. To enter a Tax Inclusive purchase transaction, you need to select an L/GST–TaxIncl. or I/GST-TaxIncl. Purchase Type. After selecting this Purchase Type, next enter item related details and press *Enter* key on the *Amount* field. On pressing the *Enter* key, an *Item Wise Tax Information* window appears which displays the CGST, SGST or IGST percentage already included in the item price / amount. BUSY will then display the actual taxable amount (item amount without tax) and the tax amount in the *Tax Summary* displayed at the bottom of the voucher. In the Tax Inclusive transactions also there is no need to apply Tax Bill Sundry as tax is already included in the item amount. Given here is a screenshot of *Purchase* voucher entered for Tax Inclusive transaction.

Figure 4.5 Add Purchase Voucher

Till now we have discussed that how we can enter various types of transactions in BUSY. Now, we will pick up various GST terms and discuss how the entry for them can be made in BUSY. For example, SEZ is a term commonly used in GST hence we will discuss how you can post an entry for SEZ in BUSY i.e. what all Masters need to be created, how you can enter a voucher for it and so on. On the same basis, we will try to cover all the GST terms and their posting in BUSY.

B2B Purchase

B2B purchase refers to purchases made from a Registered Dealer i.e. a Registered Party purchasing goods from another Registered Party. To enter a B2B transaction, you must first ensure that you have entered valid GSTIN of the party from whom you are purchasing the goods. To enter a B2B purchase, select the required Purchase Type i.e. L/GST, I/GST and select the Party from whom goods are purchased and apply the GST in the voucher which could be item–wise or voucher-wise. Given here is a screenshot of B2B Purchase entered in BUSY.

Figure 4.6 Add Purchase Voucher

Exempt / Nil Rated Purchase

To enter transactions for exempt items, you need to select *L/GST–Exempt* or *I/GST–Exempt* Purchase Type. For entering Nil Rated transactions, you need to select L/GST–Nil Rated or I/GST-Nil Rated Purchase Type. You only need to select the required Purchase Type for these transactions and there is no need to apply any tax related Bill Sundry in such transactions. Given here is a screenshot of *Purchase* voucher entered for Exempt supplies.

Figure 4.7 Add Purchase Voucher

Composition Purchase

Composition Purchase refers to purchase made from a Composition dealer. As Composition dealers pay GST on a lump sum basis and no ITC is allowed on it hence Composition Dealers sell goods without charging GST on them. To enter a purchase from Composition Dealer, you must first create a Purchase Type for the Composition Taxation type and then enter a Purchase voucher. To create a Purchase Type for Composition Dealer, you have to select *Taxation Type* as *Composition Dealer* in the *Purchase Type* master. Given below is a screenshot of *Purchase Type* master created for Composition type.

Figure 4.8 Add Purchase Type master

After creating the *Purchase Type* master, next you will enter a *Purchase* voucher in which Purchase Type would be as created for Composition Dealer taxation type and Party should also be registered as Composition Dealer. Given here is a screenshot of *Purchase* voucher entered for purchases made from Composition dealer.

Figure 4.9 Add Purchase voucher

Special Economic Zone (SEZ)

Special Economic Zones are dedicated zones within the borders of a country but are treated differently for tax purposes. Usually government declares some places as SEZ to enhance trade activities in that area and to maintain a fair balance of trade in all the regions. Whenever a company / manufacturing unit falling under Special Economic Zone purchases goods from a dealer, it is treated as zero rated i.e. no tax is to be paid by the companies / manufacturing units falling under SEZ. To enter purchase transactions from an SEZ unit, first you need to create a Purchase Type for SEZ wherein you will select the *Region* as *Inter-State* and further select the *Type of Transaction* as *SEZ*. Given here is a screenshot of *Purchase Type* master created for SEZ unit.

Figure 4.10 Add Purchase Type master

Apart from Purchase Type, you also need to create an IGST (SEZ) Bill Sundry which will be a non-impact Bill Sundry. To create a Bill Sundry master for the IGST (SEZ), you need to specify 'N' in the *Adjust in Purchase Amount* and *Adjust in Party Account* data fields and specify the *IGST Input* and *IGST Paid Against Import / SEZ* accounts respectively. This Bill Sundry can be used for both SEZ and Import transactions hence we are giving it name as IGST (Import / SEZ).

An important point to note here is that in case of SEZ, always IGST is charged even if it is a local purchase. For example, a dealer in Ahmedabad purchases goods from an SEZ company located in Surat. Though it is a local purchase as both the cities lie in Gujarat but still instead of CGST & SGST, it will apply IGST Bill Sundry. Given here is a screenshot of *Bill Sundry* master created for *IGST (Import / SEZ)*.

Figure 4.11 Add Bill Sundry Master

After creating the Purchase Type master and Bill Sundry master, our next step would be to enter a *Purchase* voucher. But before entering a *Purchase* voucher, you are required to enter a *Journal* voucher for the IGST paid against the goods purchased from SEZ unit. However, you can claim full ITC on the IGST paid for SEZ. Given here is a screenshot of *Journal* voucher entered for the IGST paid.

Figure 4.12 Add Journal voucher

After entering the *Journal* voucher, next you will post a *Purchase* voucher. Given here is a screenshot of *Purchase* voucher.

Figure 4.13 Add Purchase Voucher

Import Purchases

Import purchases are those purchases in which goods are purchased from outside the country. Import can be Taxable Import or Exempt Import. However an importer can claim Input Tax Credit (ITC) on the IGST paid at the time of import. Along with IGST or Basic Custom Duty, there are certain other charges also that are sometimes levied on the Import like Shipping charges, Freight Charges, Custom Clearing charges etc. We will discuss all these type of transactions in detail, starting with entering a taxable Import.

Before entering a *Purchase* voucher, we need to enter a *Journal* voucher for the payment of the Custom Duty or any other charges you have paid. First you need to create *Custom Duty* account under *Duties & Taxes or Expense (Indirect / Admin)* Account Group and next you are required to create *IGST Paid Against Import* account under the *Current Assets* Account Group. After creating these accounts, you will enter a *Journal* voucher where you will debit the Custom Duty and IGST paid Against Import accounts and credit the SBI account. Given here is a screenshot of *Journal* voucher entered for the payment of Custom duty and IGST.

Figure 4.14 Add Journal Voucher

After entering the Journal voucher, next you will enter a *Purchase* voucher for which you have to create certain Bill Sundries like IGST (Import / SEZ), Custom Duty and Other Billing / Shipping Charges. To create these Bill Sundries, click *Administration → Masters → Bill Sundry → Add* option. We will discuss creation of all these Bill Sundries one by one.

Bill Sundry for IGST Import

Bill Sundry master for IGST (Import / SEZ) will be used only in case of taxable import. It will not affect the invoice amount but will affect the accounting and will be reflected in GSTR-2(5A) report. To create this type of Bill Sundry, you need to specify 'N' in the *Adjust in Purchase Amount* and *Adjust in Party Account* data fields and specify the *IGST Input and IGST Paid Against Import / SEZ* accounts respectively. We can use the same Bill Sundry IGST (Import / SEZ) which we have discussed in the SEZ purchase topic.

Bill Sundry for Custom Duty

Bill Sundry for Custom Duty will be a non-impact Bill Sundry i.e. it will neither affect the invoice amount nor any accounting entry will be posted for it. This Bill Sundry will only increase the cost of goods.

Given here is a screenshot of *Add Bill Sundry Master* window showing various options configured for Custom Duty Bill Sundry.

Figure 4.15 Add Bill Sundry Master

Bill Sundry for Other Charges

Bill Sundry for other miscellaneous charges like, Shipping Freight, Insurance, etc. and Custom Clearance will also be a non-impact Bill Sundry and will increase only the cost of goods. While creating Bill Sundry for other charges, you need to configure the following options:

- Set *Affects Cost of Goods in Purchase* option to 'Y'
- Set *Affects Accounting* option to 'N'
- Select *Absolute Amount* option under *Amount to be Fed As* group.

You can refer to Figure 4.15 *Add Bill Sundry Master* for creating Bill Sundry for Other Charges.

After creating Bill Sundries now we will enter a *Purchase* voucher. While entering a *Purchase* voucher, first you will select the *Purchase Type* as *IGST/Import*. Next select the Party Account where party is an un-registered party as it belongs to outside India. Enter item name, unit and price. Apply Custom Duty, and other miscellaneous expenses Bill Sundry as per your requirement and then apply the IGST (Import / SEZ) Bill Sundry. IGST (Import / SEZ) will be calculated on Item's Basic amount plus Custom Duty and other miscellaneous charges. Given here is a screenshot of *Purchase* voucher entered for taxable Import.

Figure 4.16 Add Purchase Voucher

In the above screenshot, we have applied Custom Duty and Others (Shipping Freight, Custom Clearing) Bill Sundry and the IGST Import Bill Sundry @ 28%. IGST is calculated on item amount plus the Bill sundries amount i.e. 10,00,000 + 30,000.

Another point to note here is that in the *GST Reporting Details* window, in *Purchase Bill number* data field, you are required to enter Bill of Entry number. In the *Purchase Bill Date* data field, you are required to enter the date of Bill of Entry. In the *Port Code* data field, you will specify

the Code of the port where goods have been received like code of the Vishakhapatnam port or Kochi port wherever the goods are received via shipping.

4.1.2 Entering Expense in Journal / Payment voucher

We have already discussed about the GST Expense accounts in Unit 3 of this Courseware. Now we will discuss how the expenses are recorded in BUSY. For example, you have made expense for Car Repair and Maintenance, Factory Insurance, Stationery Expense, Legal services, Freight charges or on Food & Beverages then how these expenses will be recorded in BUSY. To record these expenses, we will basically use Payment or Journal voucher, however in certain case we can use Purchase voucher also to record these expenses. Before recording these expenses, it is also very important to know the type of expense you have made i.e. whether it is a B2B expense, B2C expense, GST Exempt expense or you have taken the services from an un-registered person or supplier. We will now discuss different types of expense and how they can be recorded in BUSY.

Registered B2B Expense

Registered B2B expenses are those that are incurred from a registered dealer and your Company name and GSTIN is printed on the invoice. For example, you have taken some insurance for goods or factory from a registered dealer and your company name and GSTIN is printed on the bill provided to you. To enter such expense, you can use *Journal / Payment* voucher. Here we are entering a *Journal* voucher for recording this expense.

In the *Journal* voucher, first you need to select the *Registered Expense B2B* option in the *GST Nature* data field. After selecting this option, you will debit the Expense account, CGST / SGST Input account and credit the Party account. Expense account taken here is created under the *Expense (Indirect / Admin)* Account Group with Tax Type as *GST Applicable*, Tax Category as *Services 18%* and ITC Eligibility as *Input Services*. On saving the *Journal* voucher, a *Registered Expense* window will appear in which you are required to enter the purchase related details like expense date, HSN / SAC code, ITC eligibility and so on. For example, if you are taking expense as Godown Insurance and the expense is applicable for ITC then you need to select the ITC Eligibility as Input Services. Various fields that appear in the *Registered Expense* window are:

- Party – Select the party from whom you have taken the services. For example, you have taken Insurance from United India Insurance Company then you will select United India Insurance Account in this field.

- Account Name – Select the expense account. By default the expense account debited in the voucher appears here.

- Purchase / Invoice No. – Specify the invoice / bill number as printed on the invoice / bill you have received from the party.

- Purchase Bill Date - Specify the invoice / bill date as printed on the invoice / bill you have received from the party.

- HSN / SAC Code – Specify the HSN / SAC code of the goods / services.
- Unit – Specify the unit for the goods / service. If unit is not applicable then you can select *N.A.* option also.
- Taxable Amt – This column displays the amount on which tax is to be charged.
- GST % - This column displays the rate of tax applicable for the expense.
- CGST – This column displays the CGST amount.
- SGST – This column displays the SGST amount.
- ITC Eligibility – Select whether the tax paid on expense is eligible for ITC or not. If ITC is applicable then select the category under which it is eligible.

Given here is a screenshot of *Journal* voucher entered for Registered B2B Expense.

Figure 4.17 Add Journal Voucher

Tax Paid B2C Expense

Tax Paid B2C Expenses are those expenses that are incurred from a registered dealer but the invoice does not carry your Company Name or GSTIN. For example, groceries expense from a Departmental store which is a registered party and given GST paid invoice to you but your

name and GSTIN is not printed on it. To enter such expense, you can use a *Journal* voucher or a *Payment* voucher. We are recording this expense using a *Payment* voucher.

In the *Payment* voucher, first select the *GST Nature* as *Tax paid B2C Expense* then debit the expense account and credit the Cash / Bank account. If you are entering a *Journal* voucher then you can credit the party account also instead of cash / bank account. Party account that would be used here will be created under Sundry Creditors Account Group with *Dealer Type* as *Registered* and GSTIN also mentioned in the *Account* master. As the invoice is not in your name, hence this expense will not be eligible for Input Tax Credit. Also as the tax is paid on this transaction, it will not fall under RCM category. Given here is a screenshot of *Payment* voucher entered for Tax paid B2C Expense.

Figure 4.18 Add Payment Voucher

RCM / Unregistered Expense

RCM / Unregistered expenses are those which are either incurred from unregistered dealers or fall under Compulsory RCM or Service Import category. To enter transaction for such expenses, you can use *Journal / Payment* voucher. We are entering a *Journal* voucher for RCM expense.

In the *Journal* voucher, first you need to select *GST Nature* as RCM / Unreg. Expenses then you need to debit the Expense account like Freight account and credit the Party account. Expense account used here will be created under the *Expense (Indirect / Admin.)*Account Group with *Tax Type* as *GST Applicable, Tax Category* as *Services 5%, ITC Eligibility* as *Input Services* and *Reverse Charge* as *Compulsory*. Given here is a screenshot of *Journal* voucher entered for RCM / Unregistered Expenses.

Figure 4.19 Add Journal Voucher

You can similarly post RCM / Unregistered Expense voucher for Import Services like Server Hosting Space taken from a Company outside India, Legal Services and so on. RCM topic is covered in detail in the *Topic 4.5 RCM management / Tax on Advance Receipt* of this Unit.

Expense with ITC Eligibility as None

There are certain expenses on which you cannot claim ITC and hence while entering such expense you need to select ITC Eligibility as None. To explain ITC Eligibility None entry, we are taking example of Car Repair & Maintenance expense as the service expense is not eligible for ITC. Car Repair & Maintenance account has been created under Expense (Indirect / Admin)

Account Group, *Tax Type* as *GST Applicable*, *Tax Category* as *Service 18%* and *ITC Eligibility* as *None*. Given here is a screenshot of *Payment* Voucher entered for expense not eligible for ITC.

Figure 4.20 Add Payment Voucher
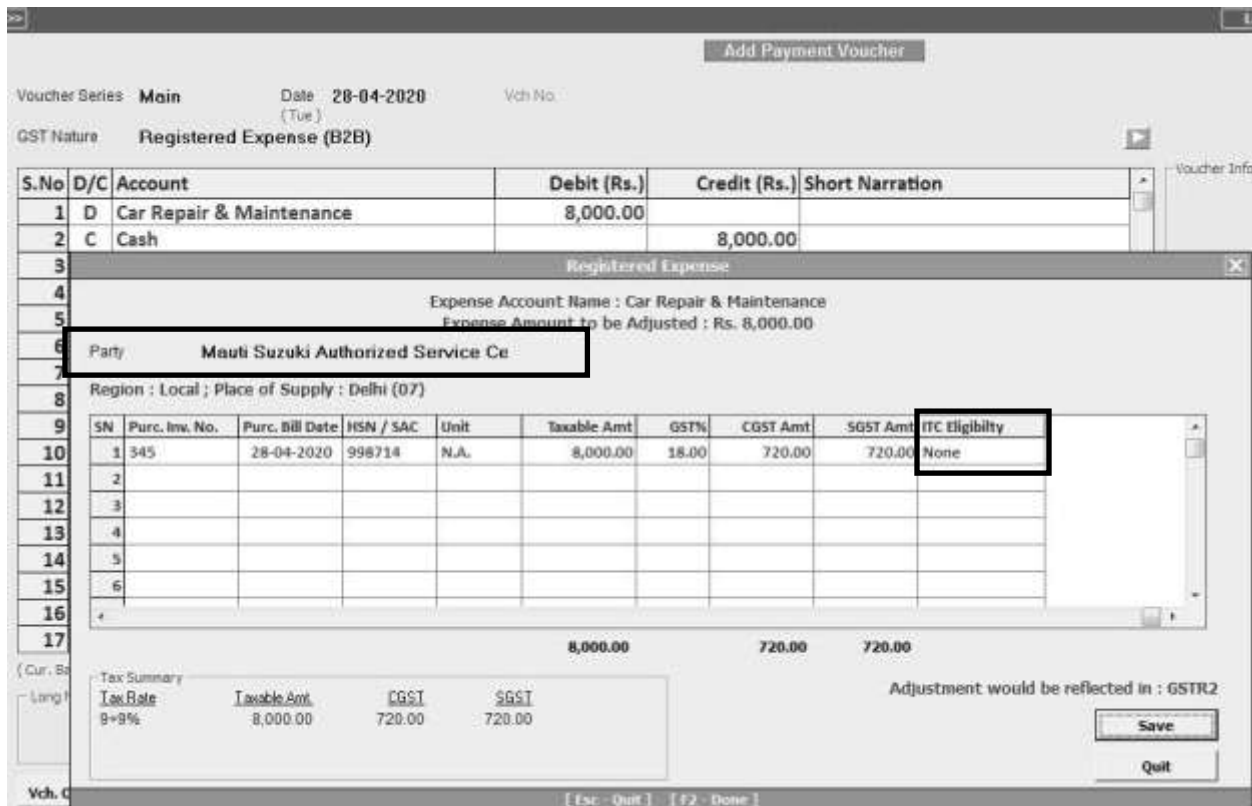
In the above *Journal* voucher, cash account is credited and expense account is debited. On saving the voucher a *Registered Expense* window appears in which party name from whom service has been take has been specified and in the *ITC Eligibility* column *None* option is selected.

Non GST and Exempt Expense

Non GST expenses are those on which some other tax apart from GST is applicable but they are required to be posted in GST Reports as Non GST Expense like Water & Electricity. To enter voucher for Non GST expense, you need to select the GST Nature as *Non GST* and then debit the expense account and credit the cash / bank / party account. If you are entering *Payment* voucher then you can credit cash or bank account but if you are entering *Journal* voucher then you can credit cash / bank or party account.

GST Exempt expenses are those that are totally exempted from GST like Books & Periodicals or are exempted under certain conditions. To enter Exempt expenses, you need to select the GST Nature as *Exempt Expense* and then debit the expense account and cash / bank / party account.

If you are entering *Payment* voucher then you can credit cash or bank account but if you are entering *Journal* voucher then you can credit cash / bank or party account.

Composition Expense

If you have made an expense from a Composition Dealer i.e. you have bought some goods or services from a Composition dealer then it will be treated as Composition Expense. For example, you have made an expense on Groceries from Composition dealer then it will be treated as Composition Expense. To enter a transaction for Composition expense, you need to select the *GST Nature* as Composition Expense, debit the expense account and credit the cash / bank / party account. If you are entering *Payment* voucher then you can credit cash or bank account but if you are entering *Journal* voucher then you can credit cash / bank or party account.

Recording Expense using Purchase Voucher

You can also enter *Purchase* voucher for the expenses you have made. For example, you have bought capital goods like Machinery then you can record such expense using *Purchase* voucher also. One point to note here is that in *Item* master, instead of Purchase Account, you need to specify the Fixed Asset Account to be debited. For example, for item *Goods Packaging Machinery*, we will take Purchase Account to be debited as Plant & machinery. Given here is a screenshot of Item master created for Capital Goods.

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Figure 4.21 Add Item master

After creating the *Item* master, next we will enter a *Purchase* voucher. As we are entering *Purchase* voucher for Fixed Asset purchase hence we will select the ITC Eligibility as *Capital Goods / Services*. Given here is a screenshot of *Purchas*e voucher entered for purchase of Fixed Asset.

Figure 4.22 Add Purchase Voucher

4.2 Supplies Outward – Sales

Supplies Outward in general refers to all the sales made for items or services. In this section we will discuss recording of supplies outward using *Sales* voucher. As we have discussed in *Purchase* voucher that two main differentiating factors of a transaction are Purchase Type and the Bill Sundry similarly in *Sales* voucher the two most important components based on which a transaction is categorized as Local, Inter-State, Single Tax Rate, Multi Tax Rate, Export and so on is the Sale Type and the Bill Sundry. Recording transactions in *Sales* voucher is very much similar to the recording of entries in *Purchase* voucher hence we will also discuss recording of sales entries on the same pattern as we have discussed the purchase entries.

To record Supplies Outward / Sales entries, click *Transactions* →*Sales* → *Add* option. On clicking the *Add* option, an *Add Sales Voucher* window appears in which you can record sales entries. We will discuss recording of Sales entries on the basis of different transaction types i.e. local, inter-state, single tax rate, multi tax rate and so on starting with the Single Tax rate transactions.

Single Tax Rate Sales

Single tax rate sales implies sale in which only one tax rate is used. To enter single tax rate transaction for local sale you need to select the Sale Type as L/GST with tax rate appended to it like 5%, 12% and so on. Hence, if all the items in the voucher are taxable @18%, you need to select the Sale Type as L/GST-18%. After selecting the Sale Type, next you will enter the item related details in the voucher and then apply the CGST and SGST Bill Sundry.

If you are entering an inter-state single tax rate transaction then you need to select the Sale Type as I/GST-5%, I/GST-12% and so on and you need to apply only single tax Bill Sundry of IGST along with the required tax rate. Given here is a screenshot of a *Sales* voucher entered for inter-state single tax rate transaction.

Figure 4.23 Add Sales Voucher

Multi Tax Rate Sale

Multi Tax rate sales are those transactions in which more than one tax rate is used. To enter multi tax rate transactions there are two methods; one is Item-wise and other is Voucher–wise. Item-wise multi tax rate transactions imply tax rates will be specified with each and every item used in the voucher. To enter item-wise tax rates, you need to select the Sale Type as L/GST–

ItemWise or I/GST–ItemWise. After selecting the required Sale Type, next you will enter item details like Item Name, Price, Unit and so on. While entering Item details when you press *Enter* key on the *Amount* field, an *Item Wise GST* window will appear showing the CGST, SGST or IGST tax rate applied on the item along with Cess percentage if any and the final tax amount for the item. An important point to note is that in case of item-wise multi tax rate transactions, there is no need to specify any tax Bill Sundry in the voucher as tax rates are specified along with each item.

Voucher–wise Multi tax rate transactions imply those transactions in which multiple tax rates are used in the voucher but tax rates are not specified individually with item and are specified only in the form of tax Bill Sundry. For applying voucher wise multi tax rates, you need to select the *L/GST – Multi Rate* or *I/GST – Multi Rate* Sale Type. After that you need to enter item related details and at the bottom of the voucher apply different Bill Sundries for each tax rate. Given here is a screenshot of *Sales* voucher entered for voucher-wise multi tax rate local transaction.

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Figure 4.24 Add Sales Voucher

BUSY will automatically calculate the tax rate on items as per the Tax Category specified with items. For example, you have applied two Bill Sundries IGST 18% and IGST 28% then BUSY will charge 18% GST on the items taxable at 18% and 28% GST on the items taxable at 28%.

Tax Inclusive Sales

Tax Inclusive sales are those transactions in which tax amount is already included in the item amount. In such transactions, User enters item amount which is inclusive of tax amount and BUSY does a reverse calculation to segregate the tax amount and the item amount. To enter a Tax Inclusive sale transaction, you need to select an L/GST–TaxIncl. or I/GST-TaxIncl. Sale Type. After selecting this Sale Type, next enter item related details and press *Enter* key on the *Amount* field. On pressing the *Enter* key, an *Item Wise Tax Information* window appears which displays the CGST, SGST or IGST percentage already included in the item amount. BUSY will then display the actual taxable amount (item amount without tax) and the tax amount in the Tax Summary displayed at the bottom of the voucher. In the Tax Inclusive transactions also there is no need to apply Tax Bill Sundry as tax is already included in the item amount. Given here is a screenshot of Tax Inclusive sale transaction.

Figure 4.25 Add Sales Voucher

Exempt / Nil Rated Sales

To enter transactions for exempt items, you need to select *L/GST–Exempt* or *I/GST– Exempt* Sale Type. For entering Nil Rated transactions, you need to select L/GST –Nil Rated or I/GST-Nil Rated Sale Type. You only need to select the required Sale Type for these transactions and there is no need to apply any tax related Bill Sundry in such transactions.

An important thing that needs to be discussed here is that if there is GST charged in the invoice then the invoice will be considered as a Tax Invoice. In case no GST is charged in the bill due to any reason like it is an Export, SEZ, Exempt, Nil Rated and so on transaction then the invoice will be considered as Bill of Supply. It implies *Tax Invoice* will be printed on invoice in which GST is charged whereas *Bill of Supply* will be printed on invoice in which no GST is charged.

Till now we have discussed that how we can enter various types of transactions in BUSY. Now, we will pick up various GST terms and discuss how the entry for them can be made in BUSY. For example, B2B sales, B2CL sales and so on and we will discuss how you can post an entry for the same in BUSY i.e. what all Masters need to be created and how you can enter a voucher for

such type of transactions. On the same basis, we will try to cover all the GST terms and their posting in BUSY.

B2B Sales

B2B sales refer to sales made to a Registered Dealer i.e. a Registered Party selling goods to another Registered Party. To enter a B2B transaction, you must first ensure that you have entered a valid GSTIN of the party to whom you are selling the goods. To enter a B2B sale, select the required Sale Type i.e. L/GST, I/GST and select the Party to whom goods are sold and apply the GST in the voucher which could be item–wise or voucher-wise.

One more thing that needs to be discussed here is the *Billing / Shipping Details* window that appears on pressing the *Enter* key on the *Party* field and if you have enabled the feature of *Separate Billing / Shipping Details* in the *Voucher Configuration*. *Billing / Shipping Details* window is useful if you want to specify some other billing or shipping details apart from the one specified with the party in Account master. For example, a party has multiple branches and goods can be delivered at any branch. Hence in this case, address of the Head Office can be mentioned in the *Account* master while the place where goods will be delivered i.e. Branch office address can be specified in the *Billing / Shipping Details* window.

For discussing *Billing / Shipping Details* window, we will take two case scenarios i.e. one in which GST Report Basis is *As per Party master* and another in which GST Report Basis is *Billing / Shipping Details*.

GST Report Basis *As per Party Master* specifies that all the details in the GST reports will be printed as per the data specified in the Account master like GSTIN of the party, address of the party and so on. In this case whatever details you will specify in Billing / Shipping Details window they will have no relevance as the data will be picked from Account master only for report generation.

Given here is a screenshot of *Add Sales Voucher* window with B2B sale and displaying *Billing / Shipping Details* window with GST Report Basis *As per Party Master*.

Figure 4.26 Add Sales Voucher
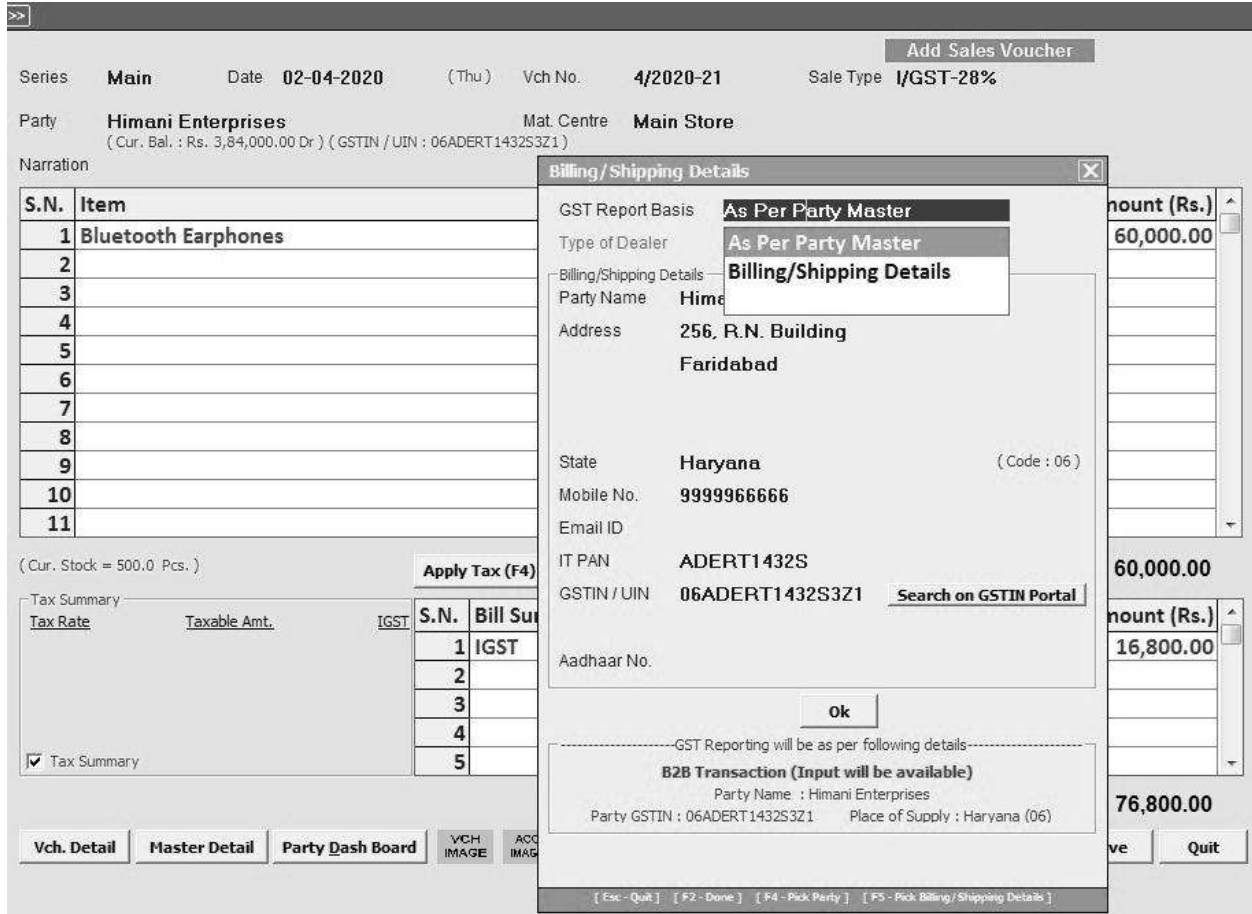
In case of GST Report Basis as *Billing / Shipping Details*, party details like Party Name, GSTIN and address will be picked from *Billing / Shipping Details* window and not from *Account* master. This is required when have a huge customer base and it is not possible to maintain record of each and every customer. In such a case, you can select the party as Cash and in the *Billing / Shipping Details* window specify the name, address and GSTIN of the party. This name, address, GSTIN as specified in the *Billing / Shipping Details* window will then be printed in GST reports. Given here is a screenshot of *Sales* voucher with Party as Cash and customer details entered in *Billing / Shipping Details* window.

Figure 4.27 Add Sales Voucher

B2C Sales

B2C Sales refers to sale made by registered dealer to an unregistered dealer or consumer. To enter a B2C transaction, you can simply enter a sales transaction wherein Party could be an un-registered party or Cash. Given here is a screenshot of *Sales* voucher entered for B2C sales.

Figure 4.28 Add Sales Voucher

If any inter-state B2C sale amount exceeds INR 2,50,000 then it is categorized as B2CL sales. Basically, if it is an interstate sale to un-registered dealer and invoice amount is greater than INR 2,50,000 then the transaction would be treated as B2CL.

SEZ Sales

As discussed earlier in the Courseware that any supply to the SEZ is considered as zero-rated supply i.e. they attract zero tax rate in GST but when SEZ made supplies to other dealers then they are considered regular inter-state supplies and IGST is levied on the goods and services. When a registered dealer sell goods to the SEZ unit then that dealer can either made sale under bond i.e. no tax is required to be paid or he can pay tax on his own and later on claim full tax refund from the government. Hence SEZ sales can be made with payment of tax or under bond.

SEZ Sales with Payment of Tax

SEZ sales made with payment of tax refer to the sales made to SEZ unit wherein the GST is paid by the seller of the goods who in turn can claim the tax amount from the government. To enter such sales transaction, first you need to create a Sale Type for SEZ with payment of tax. To

create a *Sale Type* master for SEZ with payment of tax, you have to select the *Region* as *Inter-State* and then select the *SEZ (Unit)* option. In the *Taxation Type* group, you have to select the *Taxable (Voucher–wise)* option and further select *Multi Rate* option in the *Tax Calculation* group. Given here is a screenshot of *Sale Type* master created for SEZ sale with payment of tax.

Figure 4.29 Add Sale Type Master

After creating *Sale Type* master, next you need to create a Bill Sundry. Bill Sundry that you will create will be a non-impact Bill Sundry and you can claim full refund of the tax paid from the government. Given here is a screenshot of *Bill Sundry* master created for Export and SEZ transactions.

Figure 4.30 Add Bill Sundry Master

After creating the *Sale Type* and *Bill Sundry* master, now enter a *Sales* voucher in which you need to specify the Sale Type as created for SEZ and Bill Sundry as created for SEZ. Given here is a screenshot of *Sales* voucher entered for SEZ sale with payment of tax.

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Figure 4.31 Add Sales Voucher

SEZ Sales under Bond

Sales to SEZ unit can be made under bond also which specifies that seller of the goods is not required to pay tax on the transaction and execute a bond. To enter an SEZ sale under bond, you need to create a Sale Type in which you have to select the *Region* as *Inter-State* and then select the *SEZ Unit* option. In the *Taxation Type* group, you have to select the *Zero Rated* option.

Next enter a Sales transaction and select the *SEZ (Under Bond)* Sale Type. There is no need to apply tax Bill Sundry in the transaction as sale in made under a bond or without tax.

Export

Export refers to sale of goods or services outside the country. Export of goods or services of any kind are treated as zero rated supplies and GST is not levied on it. As we have discussed in the SEZ sales, exports can also be made with tax or without tax. Export with payment of tax refers to the goods / services exported wherein the GST is paid by the seller of the goods who in turn can claim the tax amount from the government. To enter such sales transaction, first you

need to create a *Sale Type* for Export with tax. To create the Sale Type, you can specify a relevant name and further configure the following options:

- Taxation Type as Taxable (Voucher–wise)
- Region as Interstate and Type of Transaction as Export (Normal)
- Tax Calculation as Multi Tax Rate

Given here is a screenshot of *Sale Type* master created for Export with Tax.

Figure 4.32 Add Sale Type Master

Bill Sundry for Export (with tax) and SEZ transactions is totally similar hence we can use the same Bill Sundry as we have discussed in the SEZ (With tax) topic.

Now we will enter a *Sales* voucher for the Export. In the *Sales* voucher, select the Sale Type created for Export (With Tax) and Bill Sundry created for IGST (Export / SEZ unit). Given here is a screenshot of *Sales* voucher entered for Export with tax transactions.

Figure 4.33 Add Sales Voucher

If you are making Export without payment of tax then you are required to create a Sale Type for Export without tax. Configuration of Bill Sundry would be same as done for Export with payment of tax. After creating the Sale Type, next enter a *Sales* voucher and select the Sale Type created for Export without tax. In the *Sales* voucher there is no need to apply the tax Bill Sundry as tax is not applied in the voucher. Given here is a screenshot of *Sales* voucher entered for Export without payment of tax.

Busy

Figure 4.34 Add Sales Voucher

Reverse Charge Mechanism (RCM) Sales

Reverse Charge Mechanism (RCM) sales refer to any sale bill entered by a registered dealer who is bound to enter a Reverse Charge Mechanism (RCM) bill. For example, a lawyer providing legal services to its clients will enter an RCM sales bill in which liability to pay tax will lie with his client. Similar is the case with the Transporters, they are also liable to enter RCM bills i.e. tax will be paid by the customer to whom he has provided the transportation service. To enter a Sales bill for RCM, you need to select the Sale Type in which Taxation Type is specified as RCM. Given here is a screenshot of *Sale Type* master created for RCM.

Figure 4.35 Add Sale Type Master

After creating *Sale Type* master, next you will enter a *Sales* voucher in which you will select the Sale Type created for RCM and specify the required details. Given here is a screenshot of *Sales* voucher entered for RCM.

Figure 4.36 Add Sales voucher

In the above screenshot, you can observe that although we have not charged any Bill Sundry, still the *Tax summary* is showing tax rate and amount. This is because it is an RCM transaction and tax will be paid by the recipient of services. Tax rates included in the voucher are picked from the Tax Category specified with the *Item* master. Also when you will print this Invoice then it will show RCM as 'Yes' otherwise in other invoices which are not meant for RCM purpose 'No' is printed in front of RCM column.

Deemed Export

Deemed Export refers to an inter-state sale made for the purpose of export of goods only. For example, A has sold goods to B for further sale i.e. B will export goods to C. The goods which A has sold to B will be treated as Deemed Export and a tax of 0.1% will be levied on it. To enter a transaction for Deemed Export in BUSY, first you need to create a Sale Type for Deemed Export in which you will select the Region as Inter-State and Type of Transaction as Deemed Export. Given below is a screenshot of *Sale Type* master created for Deemed Export.

Figure 4.37 Add Sale Type Master

After creating the *Sale Type* master, next you will enter a *Sales* voucher in which you will select the *Sale Type* created for Deemed Export will be applied. Given here is a screenshot of *Sales* voucher entered for Deemed Export.

Figure 4.38 Add Sales Voucher

4.3 E-Way Bill / E–Invoice Generation

Under this section we will discuss about the E-Way Bill and E-Invoice generation starting with E – Way Bill.

4.3.1 E-Way Bill

Electronic Way Bill (E-Way bill) is a document generated before the transportation or shipment of goods under the GST regime for both local and inter-state supplies. It is mandatory to generate E-Way bill for inter-state supplies if the value of goods is more than 50,000. However in case of local transactions, every state has set its own rules. The transporter or in-charge of the vehicle / conveyance must carry a copy of the E–Way Bill with him while transporting goods from one place to another. E-Way Bill is a unique number generated from Government's portal and includes details about the goods, transporter, consignor and so on. If an Un-registered dealer is transporting goods then E-Way bill is to be generated either by the transporter of the goods or by the recipient of the goods.

In BUSY, you can generate E-way bill number from BUSY itself without even going to E-Way Bill portal. We will now discuss that how an E-Way bill can be generated from BUSY. To generate E-Way bill in BUSY, following steps need to be followed:

- Enabling and Configuring E–Way Bill

- Entering Transactions

- Generating E-Way Bill

Enabling and Configuring E–Way Bill

To enable and configure E–Way Bill in BUSY, click *Administration* → *Configuration* → *Features / Options* → *GST / VAT* tab. In the *GST / VAT* tab, first you need to specify 'Y' in the *E-Way Bill Required* option. On specifying 'Y' in this option a *Configure* button will appear on clicking which an *E-Way Bill Configuration* window will appear. Given here is a screenshot of *E-Way Bill Configuration* window.

Image on Next Page

Figure 4.39 E-Way Bill Configuration

In the *E-Way Bill Configuration* window, following options appear:

- From Place – Specify place / location from where the movement of goods will take place. Basically you will specify the Material Centre location from where generally the goods are dispatched.
- PIN Code – Specify PIN Code of the location specified in above data field.

- Amount after which E-Way Bill is applicable (B2B/B2C) – Specify the minimum amount for central (B2B/B2C) transactions after which E-way bill will be applicable.

- E-Way Bill required for local transaction – Specify 'Y' in this data field if E-Way bill is applicable for local transactions also. On specifying 'Y' in this data field, an *Applicable for Transaction* sub group gets activated with following options:

  o Applicable for Transactions – Select whether the E-Way bill will be applicable for Both B2B and B2C transactions or only for B2B transactions.

  o Amount after which E-Way Bill is applicable (B2B/B2C) – Specify the minimum amount or threshold limit for calculating the E-Way Bill. In other words, E-Way bill will be required only after transaction amount is greater than the amount you specify in this data field. However if you wish to generate E-Way bill for every transaction irrespective of the amount then you are required to specify zero in this field.

- Distance after which E-Way Bill is applicable (in Km) – Specify the minimum distance required for generating E-Way bill. The distance User specifies here shall be in Kilometers. Users can also specify zero in this data field if E-Way Bill is to be generated for all the local transactions irrespective of the distance between the place of supply of goods and place of receiving of goods.

- Amount on which E-Way Bill is applicable – Specify whether Bill amount or taxable amount should be considered for generating E-Way Bill. Bill amount refers to the actual Bill amount inclusive of Bill sundries (any expense / discount / tax) and Taxable amount is the amount on which tax (GST) is to be calculated.

- Restrict Sub Users to change E-Way Bill applicability in voucher – Specify 'Y' in this data field if you do not want any Sub User to make modifications in the E-Way bill applicability in the voucher. You must be aware of the concept of Sub Users as the same has been discussed in detail in Unit 4 of our Basic Edition Courseware.

- Auto Generation of E-Way Bill – This group will work only if User has a valid BUSY License Subscription (BLS). Options provided under this group are used for automatic generation of E-Way Bill without even going to E-Way Bill Portal. Various options provided under this group are:

  o Enable Auto Generation of E-Way Bill – On specifying 'Y' in this data field E-Way Bill can be generated automatically from BUSY itself without even going to E-Way Bill Portal.

  o E-Way Bill GSP User ID – User shall specify the GSP User ID provided at the time of registering for GSP on E-Way Bill Portal. Please remember this ID is different from E-Way Bill Portal Login ID.

  o E-Way Bill GSP Password – User shall specify the password as created for the GSP user ID specified in the earlier data field.

After configuring E-Way Bill in *Features / Options*, next you need to specify certain details pertaining to E–Way Bill in various Masters. We will discuss all these masters one by one.

Material Centre Master

If you have multiple godown at different places with different PIN Code then you must specify E-Way Bill related details like Place, State and PIN Code in Material Centre master also. This is most required when goods are dispatched from multiple locations i.e. goods can be dispatched from the address as specified in the Material Centre master or from the Company address as specified at the time of Company creation. Given below is a screenshot of *Add Material Centre Master* with E-Way Bill details specified in it.

Figure 4.40 Add Material Centre

In the *Material Centre* master, in the *Address Info* group, apart from *Address* data field, three more data fields *From Place, From State and PIN Code* are provided in which you need to specify the place of dispatch of goods, state from where goods are dispatched and PIN Code of the place from where the goods are dispatched.

Account Master

You need to specify E-Way bill related details for your parties also to whom you supply goods. Details you specify in *Account* master will be picked at the time of voucher entry so that you are not required to enter party's transporter, destination place again in voucher. However, if required you can change these details at the time of voucher entry. To enter E-Way Bill details for party, you are required to open the Party (*Account* master) in *Modify* mode or create a new party and specify Transporter name, mode of transport, place of supply, total distance from the place from where goods are dispatched and so on. Given below is a screenshot of A*dd Account Master* window with E-Way bill details.

Figure 4.41 Add Account Master

In the *Account* master, following data fields are provided:

- Transport – Specify the transporter name in this data field i.e. the transport agency through which the goods will be delivered.

- Station – Specify the station i.e. the place or location of the party where the goods will be delivered.

- PIN Code – Specify PIN code of the place specified in the *Station* data field i.e. the PIN code of the place where goods will be delivered.

- Distance – Specify the distance in Kilometer between the place from where the goods are supplied and the place where goods will be delivered. Basically you will specify the distance between location from where the company dispatches the goods and the location of the party where goods are received. Next to this option, a *Check Distance* button is provided. On clicking this button, it will calculate distance of the PIN code of the company and the PIN code of the party and display it in the *Distance* field.

- Mode – Select the mode of goods delivery i.e. goods are delivered via roadways, railways, waterways or airways.

Unit Master

For generating E-Way Bill, it is also necessary to specify Unit Quantity Code (UQC) for E–Way Bill for the Unit specified with the item. UQC for the Unit can be specified in the *Unit* master itself. In the *Unit* master, a *UQC for E-Way Bill* field is provided in which you can select the UQC for the Unit.

Apart from specifying E-Way bill details for Material Centre and Party, and UQC for the Unit, you are also required to specify transporter details, HSN / SAC Description and update Port address details for import / export or SEZ transactions. For this, three utilities are provided under *Administration* → *Miscellaneous Data Entry* menu. We will discuss all these three utilities one by one starting with the Input Transporter's GSTIN / UID.

Input Transporters GSTIN / UID

Input Transporter's GSTIN / UID utility can be invoked through *Administration* → *Miscellaneous Data Entry* menu or *Transactions* →*GST Miscellaneous Utility* menu. Using *Input Transporter's GSTIN / UID* utility, you can update GSTIN, UID and other details of the transport agency or the transporters through which you deliver the goods. It is mandatory to specify the Transporters ID and GSTIN before generating the E-Way Bill. Given here is a screenshot of *Input Transporters GSTIN / UID* window.

Figure 4.42 Input Transporters GSTIN / UID

In the *Input Transporters GSTIN / UID* window, specify the transporters details, like GSTIN, UID, address and so on. At the bottom of the window, a *Load Master* button is provided on clicking which all the Transporter name as specified with various Parties in the *Transporter* field of *Account* master will be displayed in the grid.

Update HSN / SAC Description

Another utility is *Update HSN / SAC Description* using which you can update the description of the HSN / SAC codes you are using for the items. On clicking the *Update HSN / SAC Description* utility, an *Update HSN / SAC Description* window appears in which you can load the existing HSN / SAC Codes as used in *Item* masters by clicking the *Load HSN / SAC Description* button and then update description for them.

Update Port Address Details

If you deal in Import / Export / SEZ transactions then you must update Port address details also by using the *Update Port Address Details* utility. On clicking the *Update Port Address Details* utility, an *Update Port Address Details* window appears in which you can load Port codes and specify address related details. One thing to note here is that the data you specify in *PIN Code* and *State* field will be displayed in the *Transport Details* window that appears at the time of voucher entry.

Voucher Series Configuration

In the Voucher Series Configuration, you can enable the option of *Generate E-Way Bill after Saving* to enable BUSY to prompt a message on the voucher saving for generating the E-Way Bill. Basically on enabling this option, BUSY will show you a message box for generating E-Way

Bill. Given here is a screenshot of *Voucher Series Configuration* window showing *Generate E-Way Bill After Saving* option.

Figure 4.43 Voucher Series Configuration
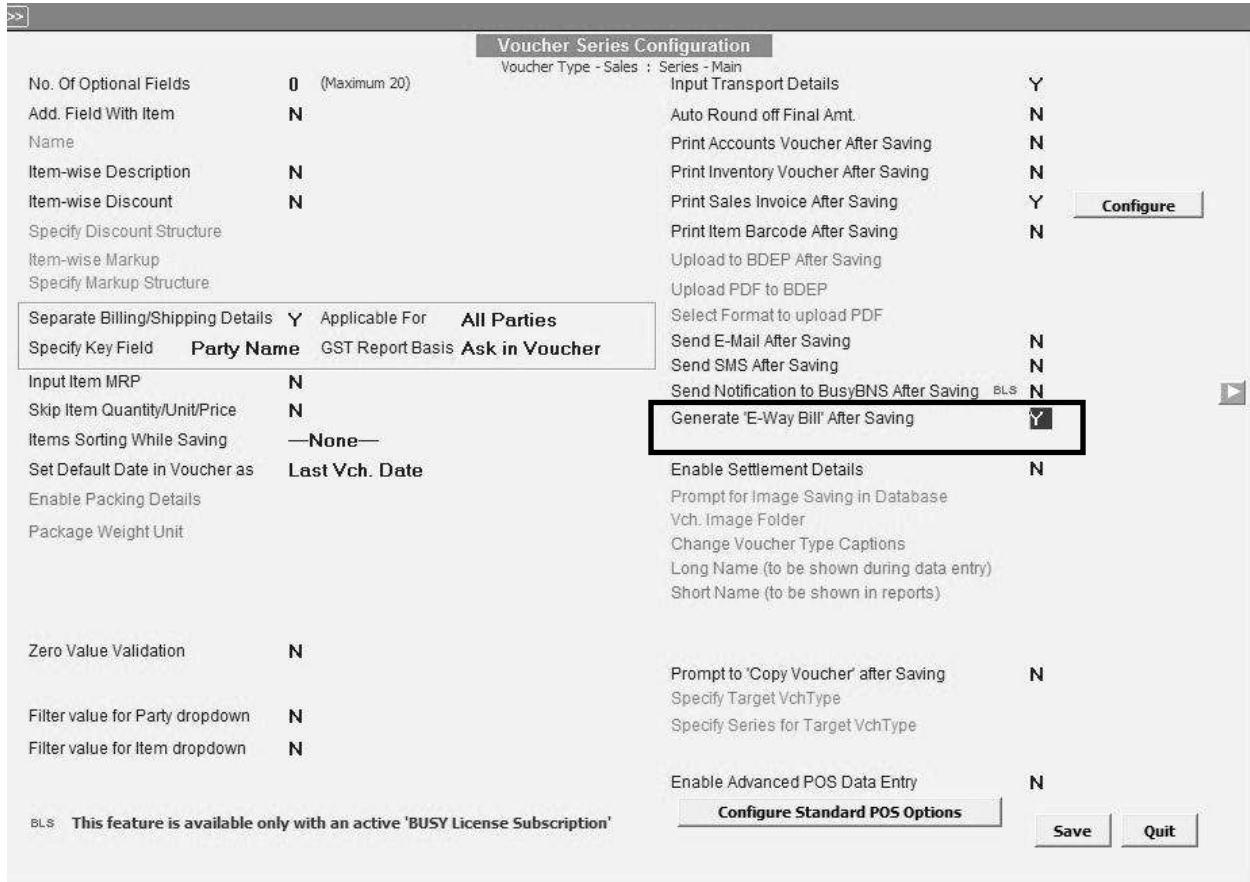
Entering Transactions

After all the configuration is done, the next step would be to enter transactions. We will discuss entering of Sale transaction and generation of E-Way Bill from *Sales* voucher. To enter a Sales voucher, click *Transactions → Sales → Add* option. On clicking the *Add* option, an *Add Sales Voucher* window appears in which you will specify the header related details, item related details and apply the required Bill Sundries. Given here is a screenshot of *Add Sales Voucher* window displaying *Billing / Shipping Details* window also that appears on pressing *Enter* Key on the *Party* field.

Figure 4.44 Add Sales Voucher

On saving the *Sales* voucher, a *Transport Details* window appears in which E-Way Bill related details are required to be entered. Given here is a screenshot of *Transport Details* window that appears in *Sales* voucher.

Figure 4.45 Transporter Details window

In the *Transport Details* window, specify the Transporter name, GR/RR Number, Date, vehicle number through which goods are sent, Station / To Place i.e. the place where goods will be delivered, PIN Code of the place where goods will be delivered and specify 'Y' in the *E-Way Bill Reqd.* data field. On specifying 'Y' in the *E-Way Bill Reqd.* data field, a sub group with following options get active:

- Distance in Km. (approx.) – Specify the distance between the places from where goods are dispatched to the place from where goods will be delivered. Next to this option, a

Check Distance button is provided on clicking which you can check the distance between the two places as per the E-way Bill portal.

- Mode of Transport – Select the mode of transport via which goods will be sent like Roadways, railways, Airways and Waterways.

- Sub Type – Select the required option from the list like Supply, Export, Job Work and so on. Under this field, a *Select Automatically* option is also provided on selecting which BUSY will automatically decide the Sub Type for the transaction based on the data you have entered in the voucher.

- Transaction Type – Under this list, following options appear:
  - o Select Automatically – On selecting this option, BUSY will automatically ascertain the type of transaction i.e. Regular, Bill to – Ship To or any other based on the data entered in the voucher.
  - o Regular–Select this option if goods are dispatched from seller's location as specified at the time of company creation and shipped to buyer's location as entered in the *Account* master.
  - o Bill To - Ship To–Select this option if goods are dispatched from seller's location as specified at the time of company creation and shipped to a location other than buyer's location as specified in Account master.
  - o Bill From - Dispatch From–Select this option if goods are dispatched from a location other than seller's location as specified at the time of company creation and will be shipped to buyer's location as specified in the Account master.
  - o Combination of 2 & 3- This is the combination of above two transactions i.e. goods are dispatched from a location other than seller's location as specified at the time of company creation and shipped to a location other than buyer's location as specified in the Account master.

To understand the above mentioned options, let us take an example. Company Smart Traders is located at Cannaught Place and has its Material Centre at Karol Bagh also. Smart Traders is dispatching goods to Ivani Traders whose address as mentioned in Account master is Sonepat Haryana but the company has one more outlet at Panipat. Now the following four cases could occur:

1. Regular - Goods are dispatched from Cannaught Place to Sonepat.
2. Bill To–Ship To - Goods are dispatched from Cannaught Place to Panipat (address as mentioned in Billing / Shipping Details window).
3. Bill From–Dispatch From - Goods are dispatched from Karol Bagh (i.e. Material Centre address) to Sonepat.
4. Combination of 2 & 3 - Goods are dispatched from Karol Bagh to Panipat.

- E-Way Bill No. – Currently you have to leave this field blank as E-Way bill is not yet generated.

- E-Way Bill Date – This field is deactivated and will be filled automatically once E-Way bill number is generated.

On clicking the *Ok* button in the *Transport Details* window, an *E-Way Bill* message box appears asking to generate E-Way Bill automatically. On clicking *Yes* button in the message box, a *Generate/Print E–Way Bill* message box appears with four options. Given below is a screenshot of *Generate E-Way Bill* message box.

Figure 4.46 Generate / Print E-Way Bill
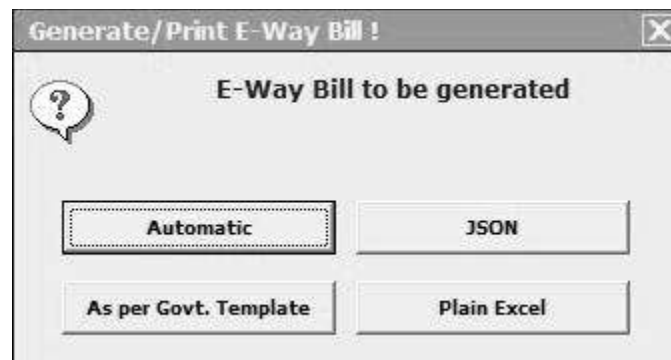
In the *Generate/Print E-Way Bill* message box, following four options appear:

- Automatic – Select this option to generate E-Way bill automatically from BUSY without even going to E-Way Bill portal. On clicking this option, an *Automatic E Way Bill Generation* window appears with following Report Options:
  - Account to be Shown By – Select whether you want to display Account Name, Alias or Print Name in the E-Way Bill.
  - Item to be Shown by – Select whether you want to display Item Name, Alias or Print Name in the E-Way Bill.
  - Pick 'From Address' Details from Material Centre – Specify 'Y' in this data field to print address as mentioned in the *Material Centre* master i.e. address of the Material Centre. Otherwise specify 'N' in this data field to print address as mentioned at the time of Company creation.
  - Skip Item Quantity Details – Specify 'Y' in this field if you do not want to print item details like quantity and unit.
  - Club Item Details on HSN and Unit – Specify 'Y' in this data field to club items on the basis of HSN Code and unit. If you specify 'N' in this data field then items will be clubbed only on the basis of item name.
  - Treat Taxable Amount and Tax Amount as Invoice Value – Specify 'Y' in this data field to treat taxable amount plus the tax amount as Invoice amount i.e. the tax amount and the amount on which tax is charged will be treated as invoice amount and no other Bill Sundry will be included in it.

- o Exclude Deemed Tax in Non-Taxable Voucher(s) – Specify 'Y' in this data field to do not include deemed tax in the list of non-taxable vouchers. For example, when stock is transferred, no GST is charged on it. However sometime need arises to mention tax rate and amount on the bill although no tax is charged in the bill. In such a case, rate at which item is taxable is shown on the bill along with the tax amount and it is treated as deemed tax. Hence to show such tax amount, specify 'N' in this data field, otherwise to exclude such tax amount, specify 'Y' in this data field.
- o Special Characters to be Removed – Specify special characters (which may cause error) to be removed from the data.

After specifying data in various Report Options, click *Ok* button. On clicking the *Ok* button, an *Automatic E –Way Bill Generation* message box appears with following two options:

- Check Possible Errors – Click this option to view any errors in data before generating the E–Way Bill. It is recommended to always first check for the errors before generating the E–Way bill in order to avoid any modifications in the E-Way Bill. On clicking this option, an *E-Way Bill (Only Invalid Entries)* window appears showing entries having any invalid data. If there is no error in the data then blank window with no data appears. A blank window means there is no error in the data. Given here is a screenshot of *E-Way Bill (Only Invalid Entries)* window.

Figure 4.47 *E*-Way Bill (Only Invalid Entries)

In the window, in the *Invalid Data Found* column, reason for the error is shown like GSTIN not valid or any other such reason due to which data is incorrect.

- View & Generate E–Way Bill – Click this option to view and generate E-Way Bill. Once you have checked and corrected the errors then you are required to click this option to generate E-Way Bill. On clicking this option, an *E-Way Bill Details* window appears displaying all the details like supplier's address, receiver's address, item details and transporter details. Given here is a screenshot of *E-Way Bill Details* window.

Figure 4.48 E-Way Bill Details

In the window, click the *Generate E-Way Bill* button to generate the E-Way Bill. Once the E-Way Bill number is generated, BUSY will show a message, that E-Way Bill number has been generated successfully. Given below is a screenshot of *E-Way Bill No. Generated* message box.

Figure 4.49 E-Way Bill No. Generated

E-Way bill number will automatically be filled in the *E-Way Bill number* field that appears in the *Transporter Details* window in the voucher.

You can also print the E-Way Bill by clicking *Yes* button in the message that BUSY prompts to print E – Way Bill on saving the voucher. Given here is a screenshot of pdf file displaying E-Way Bill details along with the E – Way Bill number.

Image on Next Page

Figure 4.50 E-Way Bill No. Generated

- JSON –Select *JSON* option to generate JSON file. JSON file generated from BUSY can be directly uploaded to E-Way portal. On selecting JSON option, a *Generate E-Way Bill File* window appears. Enter the required details and specify the path where you want to generate JSON file and click *Ok* button. On clicking *Ok* button JSON file will be generated at the specified path.

- As per Govt. Template – Select this option to generate Excel file As per Govt. template. On selecting this option, a Report Options window will appear in which you are required to specify the path where government templates are kept on your computer and the

path where Excel file is to be generated and click *Ok* button. On clicking the *Ok* button, a file will be generated at the specified path. Open the file and click *Create JSON* button in it to create a JSON file. That JSON file will then be uploaded on E-Way Bill portal.

- Plain Excel – Select this option to generate plain Excel file (without specifying path for Excel template). File generated from this option may not import properly in offline tool, so you can use either 'As per Govt. template' or 'JSON' option.

Now you have to open the voucher in *Modify* mode in BUSY and specify the E-Way Bill number in the *E-Way Bill No.* data field.

Till now we have discussed generation of E-Way Bill for a single voucher. In case you want to generate E-Way bill number for multiple vouchers in one go then you can use the *Generate / Print E-Way Bill* utility provided under *Transactions → GST Misc. Utilities → E-Way Bill Management* menu. On clicking the *Generate / Print E-Way Bill* utility a *Generate / Print E-Way Bill* message box appears with following four options:

- Automatic
- JSON
- As per Govt Template
- Plain Excel

On selecting any of the above option, a *Select Vouchers for E-Way Bill* window appears. Given here is a screenshot of *Select Vouchers for E-Way Bill* window.

Image on Next Page

Figure 4.51 Select Voucher for E-Way Bill

In the *Select Voucher for E-Way Bill* window, you can load list of multiple vouchers and generate / print E–Way Bill for multiple vouchers. Similarly you can print invoices, update transport details in multiple vouchers from this screen. In the *Select Voucher for E Way Bill* window, following data fields and options appear:

- Vch Type – Select the voucher type, vouchers belonging to which will be loaded on screen.

- Starting Date – Specify the starting date, vouchers entered after which will be loaded on screen.

- Ending Date – Specify ending date, vouchers entered up to which will be loaded on screen.

- Filter on MC – Specify the Material Centre, vouchers belonging to which will be loaded on screen.

- Exclude Voucher already having E-Way Bill No – Enable this option to do not load those vouchers for whom E-Way bill has already been generated.

- Voucher Details Grid – This grid displays list of voucher as per the filtration criteria specified.

- Update Transport Details – Click this button to update transport details in voucher. On clicking this button, an *Update Transport Details/ E-Way Bill No* window appears in which you can update transport details like transporter name, GR/RR number and so on.

You can also specify E-way bill number in this window, if the same has been generated for the voucher.

- Check E-Way Bill Details – Click this button to check E-Way Bill details thoroughly before generating the E-Way Bill. On clicking this button, a *Check E-Way Bill Details* window appears in which you are required to specify certain data and click *Ok* button. Again a *Check E-Way Bill Details* window will appear displaying details of selected transactions. If there is any error in data then the error (i.e. reason for error like Invalid GSTIN or some other) will be shown in the first column and the entry will be displayed in Red Color.

- Generate E-Way Bill – Click this button to generate E-Way Bill. On clicking this button, an *Automatic E-Way Bill* window will appear in which you are required to enter certain data and click *Ok* button. On clicking the Ok button, a message box will appear asking you to either check possible errors or proceed with auto E-Way bill generation. It is recommended to always first check the errors and then proceed with auto E-Way Bill generation process.

- Print Invoice – Click this button to print selected invoices.

- Print E-Way Bill – Click this button to print E-Way Bill for selected vouchers.

4.3.2 E- Invoice Generation

'E-Invoicing' or 'Electronic Invoicing' is a system in which all invoices (i.e. B2B, Credit/Debit Notes, SEZ, Export) except B2C invoices are electronically uploaded and authenticated by the designated portal. After successful authentication, a unique Invoice Reference Number (IRN) is generated for each invoice by Invoice Registration Portal (IRP). Along with IRN, each invoice is digitally signed and added with QR code. This process is collectively called as e-invoicing under GST.

All invoice information will be transferred from this portal to both the GST portal and E-way bill portal in real-time. Therefore, it will eliminate the need for manual data entry while filing GSTR-1 return as well as generation of part-A of the E-way bills, as the information is passed directly by the IRP to GST portal.

For generating E-Invoice in BUSY, you need to follow the following steps:

- Specify Company Address
- Enable and Configure E-Invoice
- Configure Masters
- Configure Voucher Series Configuration
- Enter Transactions and generate E-Invoice
- Generate E-Invoice for multiple invoices

Specify Company Address

It is mandatory to specify company address details to generate E-Invoice. So if you have not specified company address details, specify it by clicking *Company* → *Edit Company*. On clicking *Edit Company* option, a *Modify Company* window appears where you can specify company address details.

Enable and configure E-Invoice feature

To enable *E-Invoice* feature, click *Administration* → *Configuration* → *Features / Options* → *GST/VAT* tab. On clicking *GST/VAT* tab, a *GST/VAT* window appears. In the *GST/VAT* window, specify 'Y' in the *E-Invoice Required* data field. On specifying 'Y' in the *E-Invoice Required* data field, a *Configure* button appears. On clicking *Configure* button, an *E-Invoice Configuration* window appears. Given here is a screenshot of *GST/VAT* and *E-Invoice Configuration* window.

Figure 4.52 GST / VAT tab

Under *E-Invoice Configuration* window following details need to be specified:

- *From Place* – Specify location/city from where the goods will be dispatched.

- *PIN Code* – Specify PIN Code of location/city from where the goods will be dispatched.

- *E-Invoice GSP User ID* – Specify User ID of GSP which is created on E-Invoice Portal while registering for GSP. Also, you can specify User ID of GSP created for Automatic E-Way Bill generation here. So, either of the User ID can be specified here.

- *E-Invoice GSP Password* – Specify Password of GSP which is created on E-Invoice Portal while registering for GSP. If you have specified User ID of E-Way Bill in the above data field then specify Password of Automatic E-Way Bill generation here.

It is recommended to specify E-Way Bill User ID and Password under *E-Invoice GSP User ID and Password* data fields.

Configure Masters

Once you have enabled and configured E-Invoice, next you need to specify details under *Material Centre, Party, Unit, Country and Currency* Master. Let us discuss these masters one by one starting with *Material Centre* master.

Material Centre

If you have multiple Godowns at different locations (with different Place & PIN Code), you need to specify following details in Material Centre also:

- *Address* – Specify Address where Material Centre is located.

- *From Place* – Specify location/city of Material Centre.

- *PIN Code* – Specify PIN Code of location/city of Material Centre.

- *From State* – Specify State of location/city of Material Centre.

Account Master

Under *Account Master*, following details need to be specified:

- *Address* – Specify Address where party is situated and goods will be received.

- *Station* – Specify Name of Place where goods will be received.

- *PIN Code* – Specify PIN Code of Place where goods will be received.

Unit Master

Under *Unit Master*, specify UQC of the Unit under *UQC (for E-Invoice)* data field. You can refer to E-Invoice Portal for getting UQC of various units.

Country Master

Under *Country Master*, specify Country Code. This is required only in case of Export transactions.

Currency Master

Under *Currency Master*, specify Currency Code. This is required only in case of Export transactions.

Bill Sundry Master

Under Rounded Off *Bill Sundry* master, specify *Bill Sundry Nature* as *Round off*. Given here is a screenshot of *Add Bill Sundry Master* window.

Figure 4.53 Add Bill Sundry Master
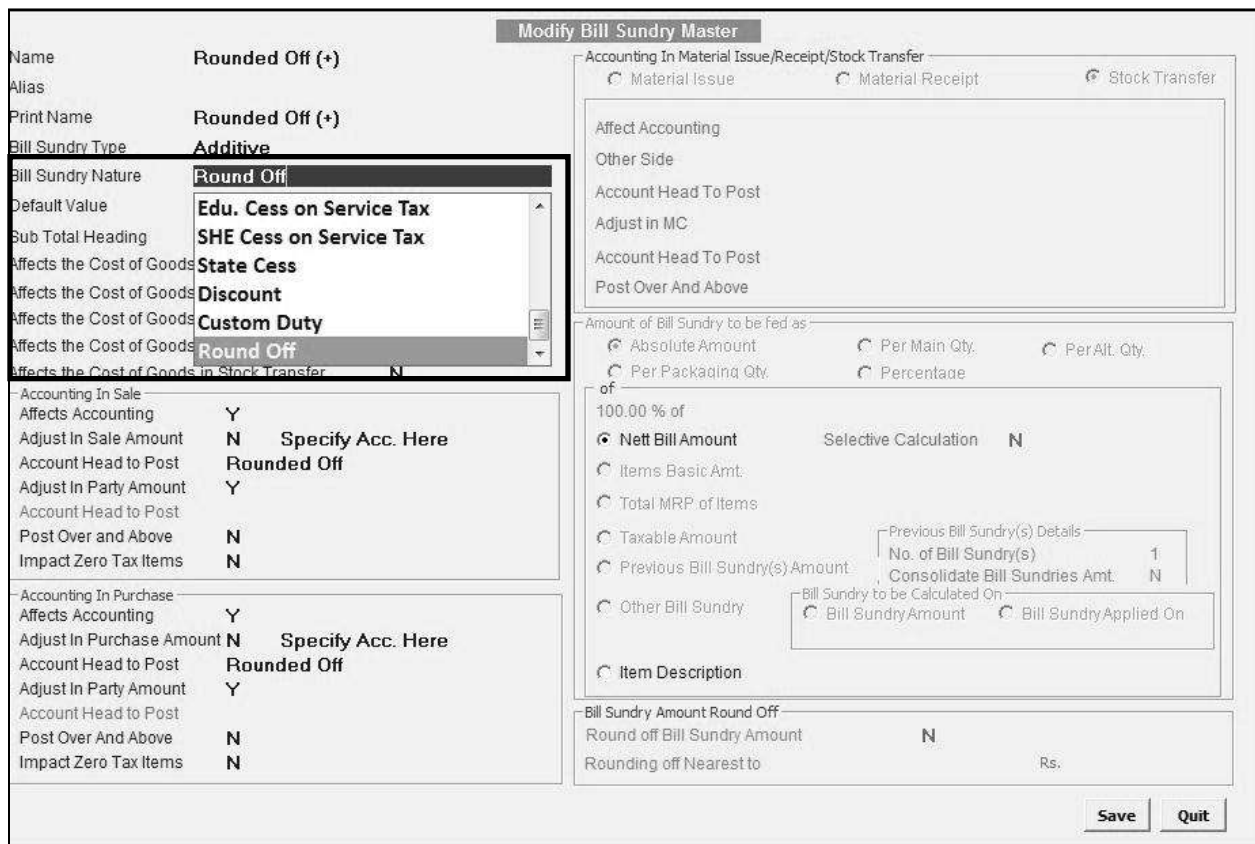
In the similar manner, change Bill Sundry Nature for Rounded Off (-) Bill Sundry.

Configure Voucher Series Configuration

To generate E- Invoice after saving of voucher, enable Generate 'E- Invoice' After Saving option under Voucher Series configuration. To enable Generate 'E- Invoice' After Saving option, click *Administration Configuration Voucher Series Configuration Sales Voucher Configuration* option. Given here is a screenshot of Voucher Series Configuration window.

Figure 4.54 Voucher Series Configuration

Apart from enabling *Generate E-Invoice After Saving* option, you are also required to enable the *Input Transport Details* option.

Enter Voucher and generate E-Invoice

While entering voucher, a *Transport Details* window appears in which you need to specify 'Y' under '*E- Invoice Required*' option. Given here is a screenshot of *Transport Details* window that appears during voucher entry.

Figure 4.55 Add Sales Voucher
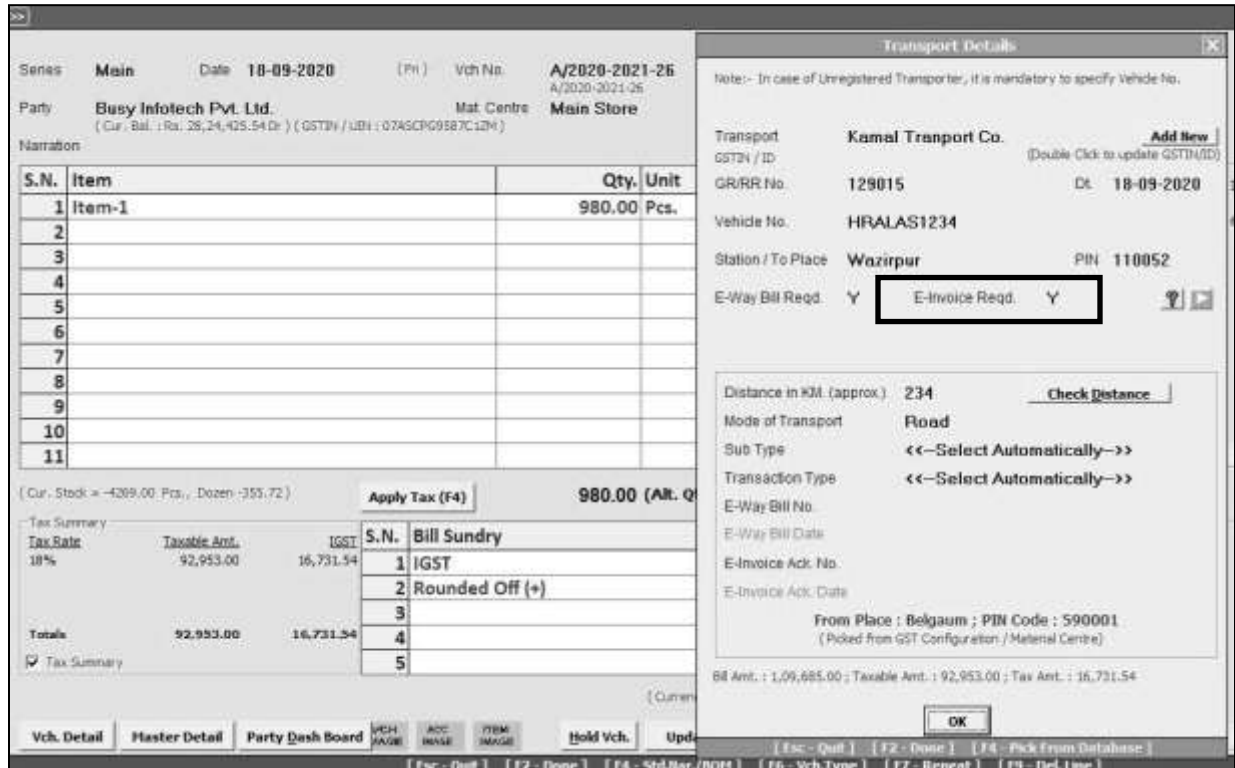
After specifying transport details and enabling *E- Invoice Required* option click *Ok* button. On clicking *OK* button, an *E-Invoice* message box appears. Click *Yes* button to generate E-Invoice. On clicking *Yes* button, an *Automatic E-Invoice IRN Generation* window appears. Specify data in various Report Options that appear under *Automatic E-Invoice Generation* window and click *Ok* button.

On clicking *'Ok'* button, an *Automatic E- Invoice Generation* message box appears with following two options:

- Check Possible Errors
- View &Generate E-Invoice

Click *Check Possible Errors* button to check the error in the data if any and rectify them to generate E-Invoice. Once the errors are rectified, click *View & Generate E-Invoice* button. On clicking the *View & Generate E-Invoice* button, an *E-Invoice Details* window appears. Given below is the screenshot of *E-Invoice Details* window.

Figure 4.56 E – Invoice Details

Click the *Generate E-Invoice* button to generate the E-Invoice. On clicking *Generate E-Invoice* button, an *E-Invoice Ack. No. Generated* message box appears displaying the E-Invoice number. Given below is a screenshot of *E-Invoice Ack. No. Generated* message box.

Figure 4.57 E – Invoice Ack No. generated
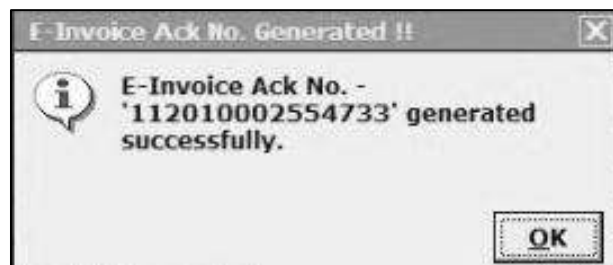
Once *E-Invoice Ack. No.* is generated, a Print E-Invoice message box appears. Given below is the screenshot of *Print E-Invoice* message box.

Figure 4.58 Print E - Invoice
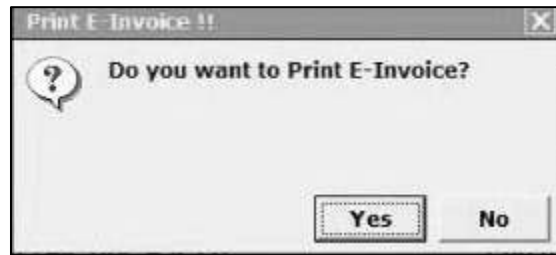
Click *'Yes'* button to print E-Invoice. On clicking *'Yes'* button, a PDF page will open. You can print and download the E-Invoice from there. Given below is the screenshot of PDF file of E-Invoice.

Image on Next Page

Figure 4.59 E – Invoice Details

Now when you will open the voucher in modify mode, *E-Invoice Ack. Number* and *E-Invoice Ack. Date* will be automatically updated under *Transport Details* window. Once the E-Invoice is generated, the E-Invoice number will automatically be updated in the voucher.

Generate E-Invoice for Multiple Vouchers

You can also generate E-Invoice for multiple vouchers in one go. To generate E-Invoice in bulk, click *Transactions → GST Misc. Utilities → Generate/Print E-Invoice* option. On clicking this

option, a *Select Vouchers for E-Invoice* window appears. Given here is a screenshot of *Select Vouchers for E-Invoice* window appears.

Figure 4.60 Select Vouchers for E-Invoice

Under *Select Vouchers for E-Invoice* window, following details need to be specified:

- *Vch Type* – Select the required Voucher Type from the list for which you want to view vouchers.

- *Starting Date* – Specify Starting Date from which you want to view vouchers.

- *Ending Date* – Specify Ending Date till which you want to view vouchers.

- *Filter on MC* – Specify *'Y'*, if you want to apply MC wise filter in case you are maintaining more than one MC.

- *Select MC* – This data field gets active if you have specified *'Y'* under *Filter on MC data field.* Select the required MC for which you want to load vouchers.

- *Exclude Voucher already having E-Invoice Ack.No.* – Check the checkbox if you want to exclude those vouchers for which E-*Invoice Ack.No*. is already generated.

- *Load List* – Click *Load List* button to load the vouchers for specified date range. On clicking *Load List* button, vouchers for specified date range will appear.

At the bottom of *Select Vouchers for E-Invoice* window, following buttons appear:

- *Update Transport Details (F4)* – Click this button to update transport details. You can also use *F4* shortcut key for the same. On clicking this button, an *Update Transport Details* window appears. Specify the data to be updated and click *Update* button.

- *Check E-Invoice Details* – Click this button to check details thoroughly before generating E – Invoice. Select the vouchers for which you want to check data and click *Check E-Invoice Details* button. On clicking this button, a *Check E- Invoice Details* window appears showing details of vouchers and errors in Red color if any.

- *Generate E- Invoice* – Click this button to generate E- Invoice Ack. No. On clicking this button, *E-Invoice Ack. No.* will be generated for the selected vouchers one by one and will be automatically updated in vouchers.

- Print Invoice(s) – Click this button to print sale invoice.

- *Print E-Invoice* – Click this button to print E-Invoice for the selected vouchers. On clicking this button, PDF file for the selected vouchers will be opened one by one which you can print and download.

4.4 Debit / Credit Note Management

Debit / Credit Note is raised against a party for a reason other than the invoice sent to it. For example, any discrepancy in prices, goods retuned by the party (fully or partially), any trade discount provided and so on. There could be many reasons for raising a Debit / Credit Note to a party. If the reason for raising a debit / credit note is sale / purchase return i.e. goods are returned by / to party then you need to enter a Sales Return (Cr. Note) or Purchase Return (Dr. Note) voucher. Apart from sale / purchase return if there is any other reason for issuing debit / credit note then you have to use the Debit Note (w/o Items) or Credit Note (w/o Items) voucher. First we will discuss in case of Sale of goods i.e. Supply Outwards, how can you raise a Debit / Credit Note or enter a Sales Return voucher for return of goods.

Raising Debit / Credit Note against Supply Outward

In this section we will discuss cases when we are required to raise a debit / credit note against the supply outward or sale of goods. We can issue a Credit Note to the party in case we want to provide some post sale discount, or there is some discrepancy in price i.e. price has been reduced or there is a return of goods either fully or partially. We could also raise a debit note for the party in case the sale amount is higher than the amount entered in the invoice i.e. by mistake invoice has been entered for a lesser amount. We will now discuss each of these cases one by one.

Credit Note Issued Against sale

You need to enter a *Credit Note (W/o Item)* voucher in case you want to raise a credit note to the party to whom you have sold the goods. It could be due to any reason like decrease in price, or you want to give some trade discount to the party. To enter a Credit Note for the party, you can use the *Transactions → Credit Note (W/o Item) → Add* option. On clicking the

Add option, an *Add Credit Note (w/o Items)* window appears. Given here is a screenshot of *Add Credit Note (w/o Items)* window.

Figure 4.61 Add Credit Note (w/o Items)

In the *Add Credit Note (w/o Items)* voucher, select *GST Nature* as *Cr. Note Issued against Sale*. After selecting this option, credit the party account and debit the GST and other relevant account like Discount, Sales and so on and click *Save* button. On clicking the *Save* button, an *Adjustment of Debit Note Credit Note* window appears. Given here is a screenshot of *Adjustment of Debit Note Credit Note* that appears on selecting the *GST Nature* as *Cr. Note Issued against Sale.*

Figure 4.62 Adjustment of Debit Note Credit Note

In the *Adjustment of Debit Note Credit Note* window, following options appear:

- Reason – Select the reason for which you are raising a Credit Note like correction in Invoice, Post Sale discount and so on.

- Original Invoice No – Specify the original Sales invoice number against which you are raising a Credit Note.

- Date – This column will display the invoice date of the original Sale voucher against which this credit note is raised. Basically it will specify voucher date of the voucher number you have specified in *Original Invoice No* field.

- HSN / SAC – This column will display the HSN / SAC code of the item used in the original Sale invoice.

- Unit - This column will display the HSN / SAC code of the item used in the original Sale invoice.

- Diff Amt – This column will display the taxable amount i.e. the amount on which GST is charged.

- GST % - Specify the rate of GST applicable.

- CGST/SGST/IGST Amt – This column will display the CGST / SGST / IGST amount as calculated by applying GST rate on *Difference* amount.

- Nature of Transaction – This column will display the nature or type for original sale invoice against which credit note is raised like Registered, Unregistered (B2C small or large), Deemed Export and so on.

After specifying the required details in the *Adjustment of Debit Note Credit Note* window, click *Save* button to save the Credit Note voucher.

Raising Credit Note for Sale Return

In case there is a sale return either fully or partially and you are required to raise a credit note for the party then it is recommended to enter a *Sales Return (Cr. Note)* voucher instead of *Credit Note (W/o Items)* voucher. For example, you have sold goods worth Rs. 50,000 and party has returned goods worth Rs. 20,000. In such a case, you have to enter a Sales Return (Cr. Note) voucher and specify the required details. This is because using *Sales Return (Cr. Note)*voucher both inventory and accounting aspect can be maintained and using *Credit Note(W/o Items)* voucher only accounting aspect can be maintained. An important point to note here is that whether you enter a *Credit Note (W/o Items)* voucher or *Sale Return (Cr. Note)*voucher, treatment of both will be same in GSTR1.

To enter a *Sales Return (Cr. Note)* voucher, click *Transactions➔Sales Return (Cr. Note)➔Add* option. On clicking the *Add* option, an *Add Sales Return (Cr. Note) Voucher* window will appear. Given below is a screenshot of *Add Sales Return (Cr. Note) Voucher* window.

Figure 4.63 Add Sales Return (Cr. Note) Voucher

In the *Add Sales Return (Cr. Note)* voucher, specify details of goods returned. On pressing the *Enter* key on the *Party* field, an *Original Sales Details* window appears in which you are required to specify voucher number and date of the original sales against which this return is being made. Given here is a screenshot of *Original Sales Details* window.

Figure 4.64 Original Sale Details window

Debit Note Issued Against Sale

In case there is an increase in price of the items you have sold then you are required to raise a Debit Note for the party against the sale you have made. For example, you have entered a Sales voucher in which amount of the item is specified as Rs. 30,000. Later on you discover that item amount is Rs. 33,000 and not Rs. 30,000. In such a case you are required to enter a *Debit Note (W/o Item)* voucher for the difference in price. To enter a *Debit Note (W/o Item)* voucher, click Transactions →*Debit Note (W/o Item)*→ *Add option*. On clicking the *Add* option, an *Add Dr. Note (W/o Item)* window will appear in which you are required to select the *GST Nature* as *Debit Note Issued Against Sale* and debit the party account and credit the GST and other relevant accounts.

Entering Debit / Credit Note for Supply Inward

In case of Supply Inward or purchase of goods, you can receive a Credit Note from the party in case there is a decrease in price or the party has given some trade discount to you which in turn would be a Debit Note for you. You may also require to enter a Debit Note to the party in case there is a return of goods i.e. you have returned goods to the party.

You can also receive a Debit Note from the party against the purchases you have made in case there is some increase in price which in turn would be a Credit Note for you. We will now discuss each of these cases one by one.

Credit Note Received Against Purchase

In case there is some decrease in the price of goods you have purchased then you will receive a credit note from the party and you will enter a *Debit Note (W/o Items)* voucher or enter a *Journal* voucher for it. To enter a *Debit Note (W/o Items)* voucher, click *Transactions→Debit Note (W/o Item)→ Add* option. On clicking the *Add* option, an *Add Dr. Note (W/o Items)* window will appear in which you will select the *GST Nature* as *Credit Note Received Against Purchase* and debit the party account and credit other relevant accounts. Given here is a screenshot of *AddDr. Note (W/o Items)* window.

Figure 4.65 Add Dr. Note (W/O Items)

On saving the voucher, an *Adjustment of Debit / Credit Note* window appears in which you are required to specify the reason for entering Debit Note and details of original purchase invoice. On clicking the *Save* button in *Adjustment of Debit / Credit Note* window, a *GST Reporting Details* window appears. Given here is a screenshot of *GST Reporting Details* window.

Figure 4.66 GST Reporting Details
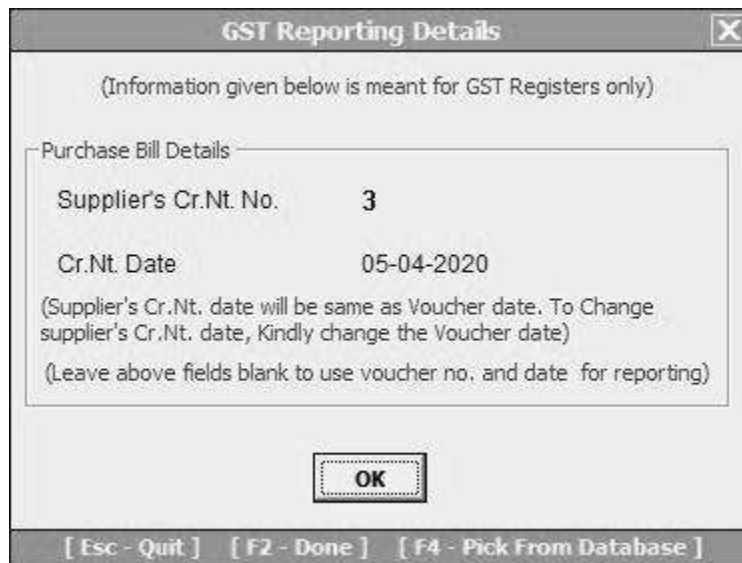
In the *GST Reporting Details* window, following two data fields appear:

- Suppliers Cr.Nt. No – Specify the credit note number as mentioned on the credit note you have received from the party.
- Cr.Nt. Date – This column displays the voucher date and cannot be changed.

Similarly you can enter a *Journal* voucher for the Credit Note Received Against Purchase. To enter a *Journal* voucher, click *Transactions Journal Add* option.

Entering Debit Note for Purchase Return

A *Purchase Return (Dr. Note)* voucher is required to be entered if there is a purchase return by your company i.e. you have returned goods to the party. For example, you have purchased goods worth Rs. 50,000 but due to some manufacturing defect, you have returned all the goods. In such a case, you have to enter a *Purchase Return (Dr. Note)* voucher and specify the required details. To enter *a Purchase Return (Dr. Note)* voucher, click *TransactionsPurchase Return (Dr. Note) Add* option. On clicking the *Add* option, an *Add Purchase Return (Dr. Note)* voucher window will appear. Given below is a screenshot of *Add Purchase Return (Dr. Note)* voucher.

Figure 4.67 Add Purchase Return (Dr. Note) Voucher

In the *Add Purchase Return (Dr. Note)* voucher, specify details of goods returned. On pressing the *Enter* key on the *Party* field, an *Original Purchase Details* window appears in which you are required to specify voucher number and date of the original purchase against which this return is being made. After entering the required details in the voucher when you click *Save* button, a *GST Reporting Details* window will appear in which you are required to enter supplier's credit note number.

Debit Note Received Against Purchase

In case there is some increase in price of the goods you have purchased then you are required to enter a Credit Note voucher or Journal voucher for the debit note you have received from the party. To enter a *Credit Note* or Journal voucher, open the required voucher from Transactions menu and select *GST Nature* as *Debit Note Received Against* Purchase and credit the party account and debit the GST accounts and other relevant account. Given here is a screenshot of *Credit Note (W/o Items)* voucher entered for debit note received against purchase from the party.

Figure 4.68 Add Credit Note (w/o) items

On clicking the *Save* button in *Adjustment of Debit Note Credit Note* window, a GST Reporting Details window appears in which you are required to enter suppliers debit note number i.e. number as received on Debit Note sent by supplier.

4.5 RCM Management / Tax on Advance Receipts

Under this section, we will discuss about Reverse Charge Mechanism and the Tax on Advance receipts topics starting with Reverse Charge Mechanism.

4.5.1 Reverse Charge Mechanism

Under GST Regime, you need to pay tax under RCM to the government if you have made a purchase from an un-registered dealer. Basically, if you have purchased goods on which GST is not charged then it is your (recipient's) duty to deposit the tax to the government and later on claim input tax credit for it. This has been done to decrease the degree of un-registered purchases and to cover maximum number of people under GST net.

Apart from unregistered purchases, there are some other cases also in which you need to pay tax under RCM to the government. Various cases under which you are liable to pay tax under RCM are:

1. Import of Services i.e. you have taken services from a foreign Company then also you need to pay tax under RCM to the government. If you have taken services from a company which is outside the Indian Territory then also you need to pay tax under RCM to the government and can later on claim Input Tax Credit for it. For example, you have taken Server Hosting Space from a Company in USA then you need to pay tax under RCM to the government.

2. Compulsory Services like that of lawyers and transporters whether taken from registered or un-registered dealer. There are certain compulsory services like that of transporters and lawyers in which it is compulsory to deposit RCM whether you have taken services from registered or un-registered dealer. For example, you have paid transportation charges to a registered dealer then in this case also, you need to deposit RCM to the government.

We will now discuss the implementation of RCM in BUSY. To implement RCM in BUSY, you need to follow the following steps:

➢ Tag RCM to Expense Account
➢ Specify GST Nature while entering Transaction
➢ View RCM payable report and post Journal voucher for RCM payable

Tag RCM to Expenѕe Account

While creating *Expense* account, you need to specify the RCM Nature and ITC Eligibility for the expense. Given here is a screenshot of the *Account* master created for an indirect expense with RCM applicable on it.

Figure 4.69 Add Account Master

In the *Account* master, first you need to select the *GST Applicable* option in the *GST Type* data field. On selecting the *GST Applicable* option, a *GST Details* group gets activated with following data fields:

- Tax Category –Specify the rate at which GST will be charged whenever this account will be debited.
- HSN / SAC Code – Specify the HSN / SAC code applicable for the expense.
- ITC Eligibility - Select the ITC Eligibility of the expense i.e. whether ITC is claimable or not for the expense and if ITC is claimable then under what head you can claim ITC for the expense. Different heads or categories under which ITC can be claimed are:

  o Input Goods – Select this option if Input Tax Credit you are claiming is for input goods.
  o Input Services – Select this option if Input Tax Credit you are claiming is for input services.
  o Capital Goods – Select this option if Input Tax Credit you are claiming is for capital goods.

    o None – Select this option if Input Tax Credit is not allowed for this expense. Certain expenses like Foods & Beverages, Club Membership are not eligible for Input Tax Credit.

- RCM Nature - Select whether tax is applicable as per Reverse Charge Mechanism (RCM) or not and if RCM is applicable then the RCM Category under which it falls. Various categories for RCM are:

    o Compulsory – Select this option if it is compulsory to pay tax under RCM for this expense account irrespective of the amount. For example, services taken from lawyer i.e. legal services always attract RCM hence for such services you can select the *Compulsory* option.

    o Service Import - Select this option if the expense account belongs to the services taken from a foreign company. For example, you have taken Server hosting space from USA then for this expense, you need to pay tax to the government under RCM.

    o Based on Daily Limit – Select this option if tax payable under RCM on this expense account is based on daily expense limit i.e. if the daily consolidated expense amount is greater than Rs. 5,000 then it will be liable for RCM.

    o Not Applicable – Select this option if tax is not applicable under RCM on this expense account.

Specify GST Nature while entering Transaction

Once the Expense accounts are created, next you need to enter the transactions for the expense made. While entering transactions for expense made, you need to specify the *GST Nature* as RCM Expense. Given here is a screenshot of *Payment* voucher entered for Freight expense.

Image on Next Page

Figure 4.70 Add Payment Voucher

In the *Payment* voucher, you will select the *GST Nature* as *RCM Expense* and debit the expense account and credit the cash / bank account.

Similarly you can enter voucher for other expenses which falls under RCM category like Legal Services, expense made from un-registered dealers, service import and so on.

You can enter RCM transactions using *Journal* voucher and *Purchase* voucher also. We will discuss entering of RCM transactions from both these vouchers also starting with *Journal* voucher. We are entering a *Journal* voucher for the services taken from a foreign company. Given here is a screenshot of *Journal* voucher entered for expense made for server hosting space taken from a foreign company.

Figure 4.71 Add Journal Voucher

Now we will enter *Purchase* voucher for the Legal Services we have taken from a law firm. Given here is a screenshot of *Purchase* voucher entered for Legal Services.

Figure 4.72 Add Purchase Voucher

View RCM payable report and post Journal voucher for RCM Payable

To view RCM Payable report, click *Transactions* → *GST Misc. Utilities* → *Check / Post Consolidated RCM Payable* option. On clicking the *Check / Post Consolidated RCM Payable* option, an *RCM Summary* window appears in which you are required to specify the starting / ending date and the dates for which you want to view report i.e. for All Dates, Dates Liable for RCM or Dates Not liable for RCM. After specifying data in various Report Options, click *OK* button. Next an *RCM Summary* window appears. Given here is a screenshot of *RCM Summary* window displaying entries liable for RCM.

Figure 4.73 RCM Summary

In the *RCM Summary* window, press *Enter* key on a particular date for which you want to post RCM Payable voucher. On pressing the *Enter* key, a *Consolidated RCM Payable* window appears in which you can press the *F4* key to post a *Journal* voucher. Given here is a screenshot of *Consolidated RCM Payable* window.

Image on Next Page

Figure 4.74 Consolidated RCM Payable

On pressing the *F4* key, a *Generate Consolidated RCM Payable voucher* window appears in which you need to specify the IGST/CGST/SGST Input Available (RCM) accounts and IGST/CGST/SGST Output (RCM) accounts. By default these accounts are created by BUSY and you can use them as it is. IGST/CGST/SGT Output (RCM) accounts are created under Account Group Duties & taxes with Tax Type as IGST (RCM). IGST/CGST/SGST Input Available (RCM) accounts are created under Account Group Current Assets. This implies that we are debiting the Input Available accounts (Current Assets) and crediting the IGST/CGST/SGST Output (RCM) I.e. tax accounts. In simple words we can say that we have raised a liability for RCM payable but as we can claim the RCM payable from the government hence we debited the Input Available accounts.

Given here is a screenshot of *Journal* voucher posted for the RCM Payable.

Figure 4.75 Add Journal voucher

On saving the *Journal* voucher, a *Reverse Charge Liability* window will appear in which you are required to specify various details of the voucher you have entered for the expense made like party name, RCM Nature, invoice number and so on. At the bottom of the window, a *Generate RCM Invoice No.* button is provided to generate RCM invoice number. However in case of Compulsory Services, RCM invoice number will be provided by the supplier and you are not required to generate it.

Till now we have discussed about raising liability for RCM and posting a consolidated RCM Payable voucher. Now, after posting the consolidated RCM payable voucher, our next step would be to pay the RCM at month end. For this you can check GSTR 3B also to know the RCM to be paid to the government. Once you have checked the RCM amount, next step would be to enter a *Payment* voucher for the RCM paid to the government. Given here is a screenshot of *Payment* voucher entered for RCM payment.

Figure 4.76 Add Payment Voucher

In the above screenshot you can see, we have debited the CGST / SGST Output (RCM) accounts and in Consolidated RCM Payable *Journal* voucher, we have credited these accounts, thus these accounts now stand nullified.

RCM paid to the government is fully claimable hence now we will post an entry for the RCM to be claimed from the government or we can term it as RCM to Regular adjustment. For this we will post a *Journal* voucher in which we will debit the CGST / SGST Input account and credit the CGST / SGST Input Available (RCM) accounts. Given here is a screenshot of *Journal* voucher posted for RCM to Regular adjustment or claiming RCM paid to the government.

Figure 4.77 Add Journal Voucher
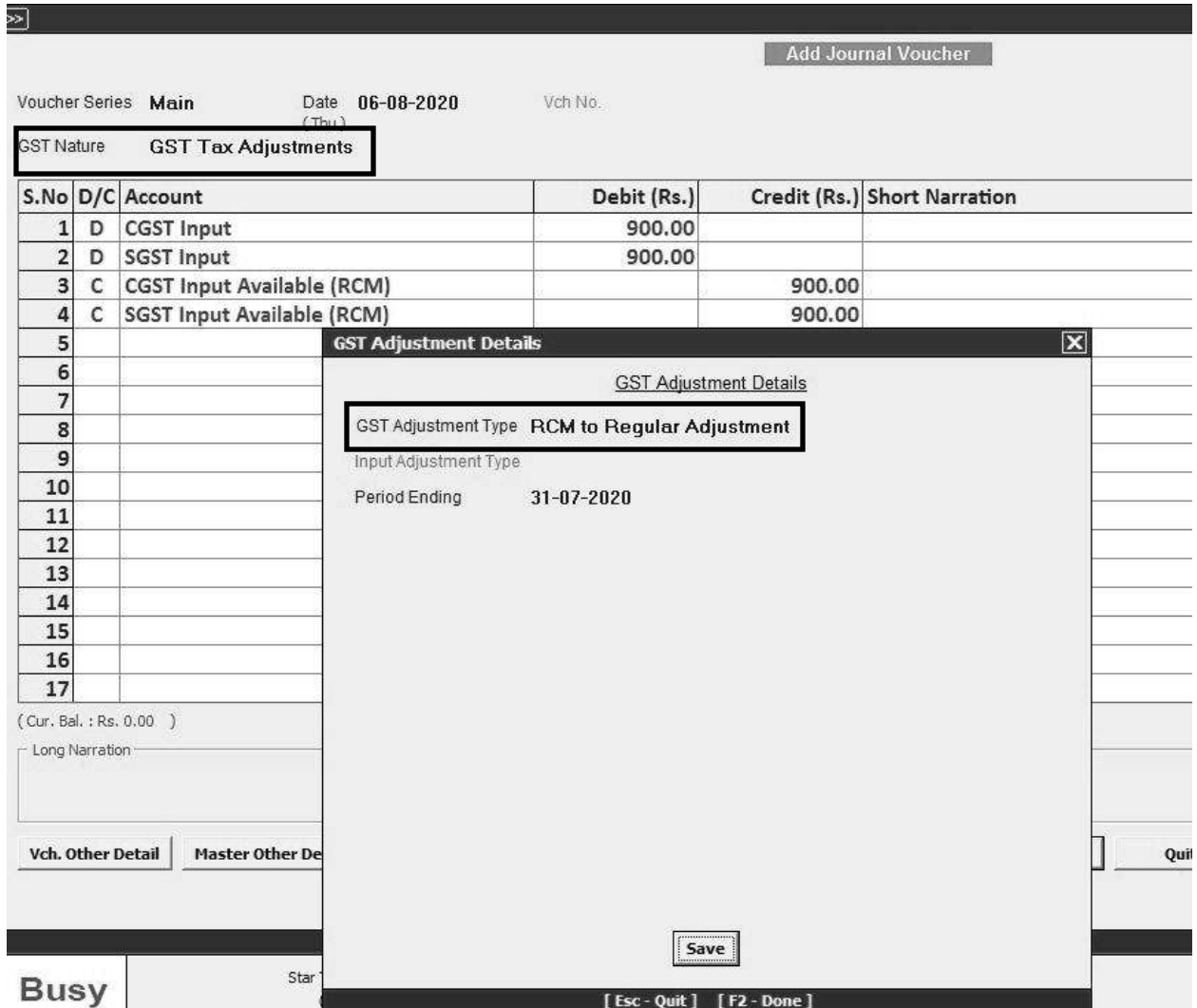
In the above screenshot we have credited the CGST / SGST Input Available (RCM) accounts and debited the CGST / SGST Input account. In the Consolidated RCM Payable Journal voucher we have debited the CGST / SGST Input Available (RCM) accounts hence these accounts are nullified and while making *Payment* voucher we have already nullified the CGST / SGST Output (RCM) accounts.

4.5.2 Tax on Advance Receipt

Under GST regime, you need to pay GST on the advance received from various parties if billing is not done within same return period. Basically, if you have taken advance from a party and at the end of month / quarter (i.e. at the end of return period) there is some pending amount left with you against which billing is not done or it has not been refunded then you need to pay tax on the pending amount. However in the next month/quarter when the billing will take place, you can adjust the already deposited tax in the previous month/quarter with the tax to be

deposited in current month/quarter. If the month/quarter in which advance amount is received and billing is done are same then there is no need to deposit tax on advance received. GST rate will be same as applicable for the item for which you have taken the advance amount. For example, you got a Sale order of 6 pieces of Vacuum Cleaners (@ 5000 per piece) on which GST 28% is chargeable and you receive an advance amount of Rs. 38,400 for it. In such a case Rs. 30,000 will be your goods amount and Rs. 8400 is GST amount which is to be deposited to the government if the billing is not done within same tax period.

To implement GST on Advance Receipt in BUSY, you need to perform the following steps:

- Enable *Tax on Advance Receipt* feature
- Enter *Receipt* voucher and create reference for the amount received
- Raising tax Liability for Advance Amount Received
- Adjusting / Refunding Advance Amount in next Return Period
- Adjusting / Refunding Advance Amount in same Return Period

Enable Tax on Advance Receipt feature

To use tax on advance receipt feature in BUSY, first you need to enable this feature under *Administration → Configuration → Features / Options → GST / VAT* tab. In the *GST/ VAT* tab, an *Enable Tax on Advance Receipt* option is provided and you need to specify 'Y' in that option. After specifying 'Y' in the option, all the related reports will also get activated in BUSY.

Enter Receipt voucher and create Reference for the amount received

To enter transaction for advance amount received, first you need to enter a *Receipt* voucher and specify *GST Nature* as *Advance Receipt*. Given here is a screenshot of *Receipt* voucher for the advance amount received from a party.

Figure 4.78 Add Receipt Voucher

In the above screenshot, total amount credited is inclusive of GST i.e. taxable amount is 10,000 and tax amount is 1800. You can refer to the Tax Summary also shown in the voucher for the same. On saving the voucher, an *Allocation of Advance with GST* window appears in which you need to create a reference for the advance amount received. In the window, specify the reference number, advance amount i.e. amount from which GST is to be deducted (if required) and the GST rate i.e. rate at which GST is to be deducted.

Raising Tax Liability for Advance Amount Received

You need to raise tax liability for the advance amount which is not adjusted in the same return period. This implies if amount received in a return period is neither adjusted against sale bill nor refunded to the party within the same return period then you need to pay tax on the amount received as per the rate applicable for the item for which you have taken the advance. For example, you have received an advance amount of Rs. 11,800 for an item taxable @ 18% then out of Rs. 11,800, Rs. 10,000 will be the taxable amount and Rs. 1800 will be the tax amount that you need to pay to the government as tax on advance receipt in the current return period. In the next return period (July) when the advance amount received in previous return period will be adjusted/refunded then you need to enter a reversal entry for the same.

To raise tax liability for the pending advance amount at the end of return period, click *Transactions → GST Misc. Utilities → Check / Post tax on Advance Receipt*. On clicking this option, a *Tax on Advance Receipt* window will appear through which you can check the advance entries and their adjustments and finally the tax payable. Once data is checked and verified, you can post accounting voucher for the same using *F4* key. Given here is a screenshot of *Tax on Advance Receipt* window and corresponding voucher posting.

Figure 4.79 Tax on Advance Receipt
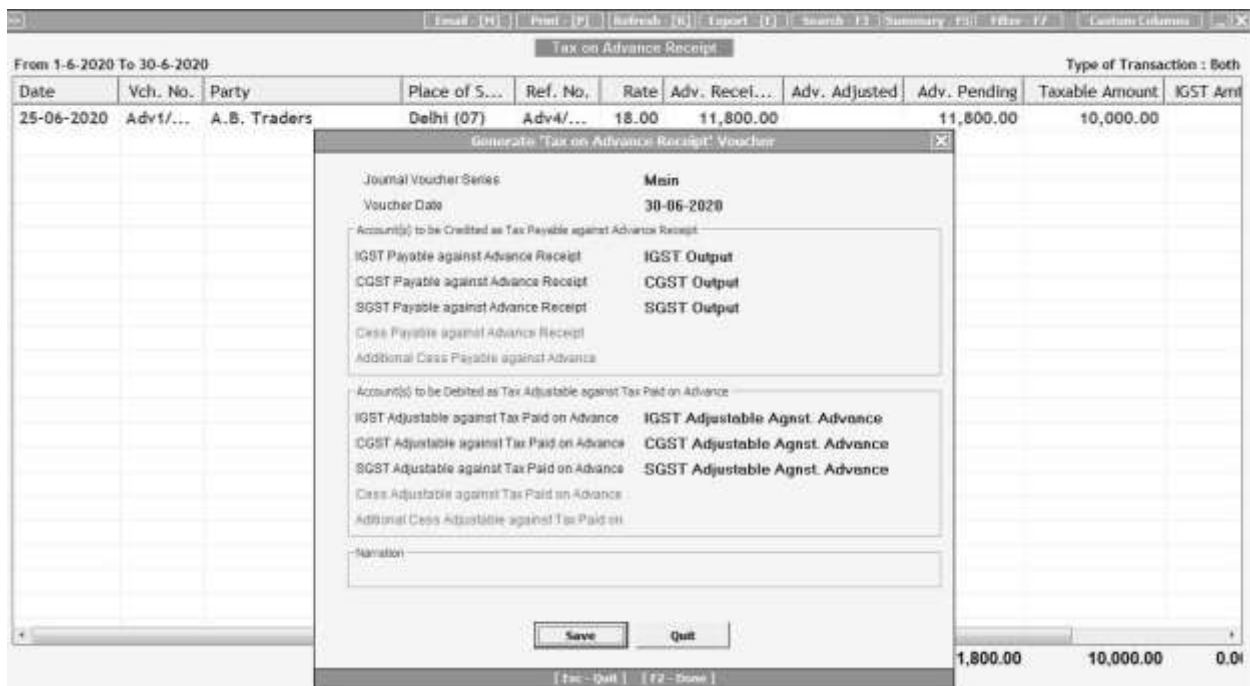
Generate Tax on Advance Receipt Voucher window appears on pressing *F4* key. By default CGST/SGGST/IGST output and CGST/SGST/IGST Adjustable Against Advance accounts are appearing. CGST/SGST/IGST Output accounts are created under the *Account Group Duties & Taxes* with *Tax Type* as CGST, SGST or IGST. CGST/SGST/IGST Adjustable Against Advance accounts are created under the *Account Group Current Assets*. You can use the same accounts or can change them as per your requirement and click *Save* button to post a *Journal* voucher. Given here is a screenshot of *Journal* voucher posted for tax on advance receipt.

Figure 4.80 Add Journal voucher

In the above screenshot, you can see CGST/ SGST Output accounts are credited thus raising our tax liability and CGST/SGST Adjustable Against Advance Accounts which are our current assets accounts are debited. With the help of above voucher we have updated our accounts for our tax liability arising out of advance receipt. Now whenever you will post an entry for tax reversal i.e. when the advance amount will be adjusted / refunded in next return period, CGST / SGST Output accounts will be debited thus decreasing the tax liability as tax is already paid in the previous return period and CGST / SGST Adjustable Against Advance accounts will be credited thus nullifying the amount of CGST / SGST Adjustable Against Advance accounts.

Adjusting / Refunding Advance Amount in next Return period

In this section we will discuss that how you can adjust / refund pending advance amount of previous return period in current return period. Continuing with our example, we have received Rs. 11,800 in the month of June and we have raised a tax liability for it in the month of June itself as the whole amount was pending. We will now adjust / refund this amount in the month of July. First we are entering a Sales voucher and adjusting Rs. 8,260 in it and then we will enter a *Payment* voucher and refund remaining Rs. 3540 to the party.

Given here is a screenshot of Sales voucher entered in the month of July for the advance amount received in the month of June.

Figure 4.81 Add Sales Voucher

Next we are entering a *Payment* voucher for the amount refunded to the party. Given here is a screenshot of *Payment* voucher entered in the month of July for the amount refunded against the advance amount received in the month of June.

Figure 4.82 Add Payment Voucher

As the tax has been paid in the month of June, now we need to post an entry for tax reversal in the month of July (i.e. current return period). For this we will go to *Transactions* → *GST Misc. Utilities* → *Check / Post Tax Adjustable Against Advance* option. Specify the month for which you want to check / post tax adjustable and click *Ok* button. On clicking the *Ok* button, a *Tax Adjustable Against Advance* window appears. Given here is a screenshot of *Tax Adjustable Against Advance* window.

Figure 4.83 Tax Adjustable Against Advance

In the report, you will press *F4* key and post a *Journal* voucher for the tax reversal. On pressing the *F4* key a *Generate 'Tax Adjustable Against Advance' Voucher* window appears in which you need to specify IGST/CGST/SGST Output account and IGST/ CGST / SGST Adjustable Against Advance account and click *Save* button to generate *Journal* voucher. Given here is a screenshot of *Journal* voucher displaying tax adjustable entry.

Figure 4.84 Add Journal Voucher

Journal voucher shows the reversal entry posted for adjustment of current tax (July) with advance tax paid in the previous month (June). In the above screenshot CGST / SGST Adjustable Against Advance accounts are credited and CGST / SGST Output account are debited whereas in the month of June (refer figure 4.78), CGST/ SGST Adjustable Against Advance were debited and CGST / SGST Output account were credited hence the accounts are nullified and this will be treated as entry for tax reversal.

Note: Advance amount received from a party can be adjusted against sales bill or you can make a refund to the party in the same return period also. An important point to note here is that tax liability will be raised only for the pending amount that is amount which has not adjusted or refunded in current return period. Let us understand this with the help of an example.

Suppose you have received Rs. 37,400 advance amount in the month of June and you have adjusted Rs. 25,600 with the sale bill and refunded Rs. 11,800 to the party in the month of June itself. In such a case there will be no tax liability for the advance amount received.

Let us take one more example in which we have received Rs. 37,400 advance amount in the month of June and we have adjusted Rs. 25,600 with the sale bill in June itself. Remaining Rs.

11,800 are neither refunded nor adjusted in the month of June i.e. it remained pending in the current month. Now in the month of June, tax liability will be raised on Rs. 11,800 only i.e. it will be taxable amount for the advance amount received and accordingly tax will be paid on it.

Review

✓ Tax Inclusive Purchases are those purchases in which tax amount is already included in Item amount.

✓ Registered party purchasing/selling goods from/to another registered party is termed as B2B purchase/sale.

✓ Sale made by registered dealer to an unregistered dealer or consumer is B2C sale.

✓ Deemed Export refers to sale made for the purpose of export of goods only.

✓ Import can be Taxable Import or Exempt Import. However an importer can claim Input Tax Credit (ITC) on the IGST paid at the time of import.

✓ Expenses that are incurred from a registered dealer and your Company name and GSTIN is printed on the invoice are termed as Registered B2B Expense.

✓ Expenses that are incurred from a registered dealer but the invoice do not carry your Company Name or GSTIN are termed as Tax paid b2C Expenses.

✓ Expenses which are incurred either from unregistered dealers or fall under Compulsory RCM or Service Import category falls under RCM / Un Registered Expense.

✓ Electronic Way Bill (E-Way bill) is a document generated before the transportation or shipment of goods under the GST regime for both local and inter-state supplies.

✓ E-Invoicing is a system in which all invoices (i.e. B2B, Credit/Debit Notes, SEZ, Export) except B2C invoices are electronically uploaded on the portal and are authenticated by the designated portal.

✓ Under GST regime, you need to pay GST on the advance received from various parties if billing is not done within same return period.

Exercise

1. Two methods for entering multi tax rate transactions are:
   a) Item - wise   c) Voucher - wise
   b) Region - wise   d) Both a & c

2. There is no need to apply Tax Bill Sundry for transactions having Sale Type created for:
   a) Tax Inclusive   c) Exempt
   b) Item-wise Tax   d) All of the above

3. B2B purchase refers to purchase from:
   a) Registered to Un-Registered dealer   c) Registered to Registered dealer
   b) Un-registered to Registered dealer   d) Registered dealer by Consumer

4. When an SEZ unit purchases goods from as dealer, it is treated as:
   a) Zero Rated   c) GST Applicable
   b) GST Not Applicable   d) RCM

5. Bill Sundry for Custom Duty will:
   a) not impact invoice amount   c) increase cost of goods
   b) not affect account   d) All of the above

6. Expenses incurred from Registered Dealer with your Company Name and GSTIN printed on it, are:
   a) Tax paid B2C   c) RCM Expense
   b) Registered B2B   d) Expense with ITC Eligibility None

7. Expense on which a tax other than GST is applicable but still posted in GST reports are:
   a) Non GST Expense   c) GST Applicable Expense
   b) GST Not Applicable Expense d) RCM Expense

8. Sale made by registered dealer to un-registered dealer or consumer is:
   a) B2B   c) SEZ
   b) B2C   d) Deemed Export

9. A lawyer providing Legal services to its clients will enter:
   a) Tax Inclusive bill   c) Non GST bill
   b) RCM bill   d) Exempt bill

10. Sales made for purpose of Export only is:
   a) SEZ sale   c) Non GST bill
   b) Deemed Export   d) RCM

11. If an Un-registered dealer is selling goods to Registered dealer then E-Way bill can be generated by:
   a) Transporter of goods   c) Both a & b
   b) Recipients of goods   d) None of the above

12. E-Way bill can be generated from BUSY using:
   a) JSON option   c) Plain Excel
   b) As per Govt template option d) All of the above

13. Which type of invoices are not uploaded electronically under E-invoicing system:

a) SEZ   c) B2C

b) B2B   d) Debit / Credit Note

1 4 . If you are giving a post-sale discount to your party then you will enter a:

a) Payment Voucher   c) Credit Note voucher

b) Debit Note voucher   d) Journal voucher

1 5 . In case you have received a Credit Note from the party then you can enter a:

a) Credit Note voucher   c) Journal voucher

b) Debit Note voucher   d) Both b & c

1 6 . If expense accounts belongs to service taken from foreign company then RCM Nature would be:

a) Compulsory   c) Based on daily Limit

b) Service Import   d) None

1 7 . At the end of month/quarter, Tax Liability for advance amount received can be raised for:

a) Only Pending amount   c) Amount Refunded

b) Full amount   d) Amount Adjusted

1 8 . Enter a Purchase voucher for inter-state transaction with two items taxable @ 18% and 28%.

1 9 . Enter a Tax Inclusive Purchase transaction.

2 0 . Enter a sales transaction for exempt items.

2 1 . Enter a Sales transaction and specify tax item-wise for three items having different tax rates.

2 2 . Enter an RCM transaction for freight.

2 3 . Enter a purchase voucher that a lawyer could enter for the legal services provided by him to his clients.

2 4 . Enter a Journal voucher for the debit note you have received from your party.

2 5 . Enter a Sales Return voucher for the goods returned to you by a party and specify details of original sales in it.

2 6 . Enter a Receipt voucher for Advance amount received and raise Tax liability for it, assuming   full   amount   is   pending   at   month   end.

Education is what remains after one has forgotten what one has learned in school.
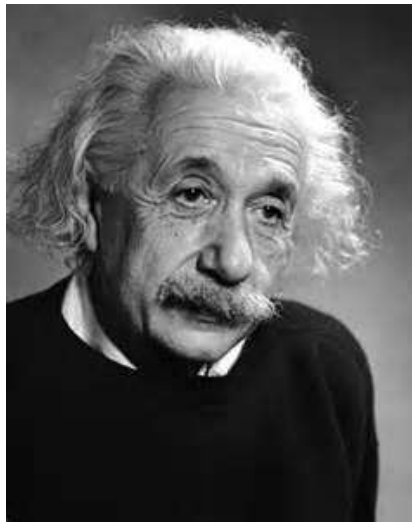
Albert Einstein

Unit 5
GST Reports

The objective of this unit is to familiarize the user with various GST reports. These reports provide an in-depth view of GST transactions recorded during the financial year. In this unit, we will discuss in detail about relevance of various GST reports.

Topics covered under this unit:

➢ GST Summaries
➢ GST Registers
➢ GST Other Reports
➢ GST Audit Reports

5.1 GST Summaries

Using *GST Summaries* menu provided under *Display* → *GST Reports,* you can view various summaries related to GST. On clicking *GST Summaries* option, various options are displayed. The options are:

- GST Summary
- Annual GST Summary
- Item-Wise Sales GST Summary
- Item-Wise Purchase GST Summary
- Party-Wise Sales GST Summary
- Party-Wise B2B Purchase GST Summary
- Sale Type Summary
- Purchase Type Summary

5.1.1 GST Summary

GST Summary is a detailed summary of all the GST transactions. The report calculates Input Tax, Output tax, Tax payable and so on. On selecting *GST Summary* option, a GST Summary window appears with following Report Options:

- **Starting Date** – Enter the starting date from which the vouchers are to be picked for generating the report.

- **Ending Date** – Enter the ending date up to which the vouchers are to be picked for generating the report.

- **Show Tax rate wise Bifurcation** – Specify 'Y' in this data field to view tax rate wise bifurcation in the report.

- **Consider Voucher Date / Purchase Bill Date** – Specify 'V' in this data field to consider voucher date otherwise specify 'P' in this data field to consider Purchase Bill date for generating report. This option is applicable for *Purchase (Supply Inward)*vouchers.

  Voucher Date is the date entered in the header of the voucher whereas Purchase Bill Date is the date you enter in the GST Reporting window that appears while saving the *Purchase (Inward Supply)* voucher. Both the dates can be same/different i.e. Voucher date is the date when you are entering voucher in your books but Purchase Bill date is the date on which purchase is done. For example, you have purchased goods on 01.04.2020 but you have entered the voucher in your books on 01.05.2020. In this case Purchase Bill date is 01.04.2020 whereas Voucher Date is 01.05.2020. So, with this option you can decide whether to generate report on the basis of Voucher Date or Purchase Bill Date.

- **Pick Relevant ITC from 'Monthly ITC Tagging'** – Specify 'Y' in this data field to pick ITC for the specified period as per the status and return period specified by you under *Monthly ITC Tagging* utility.

  'Monthly ITC Tagging' utility is used to specify status of vouchers i.e. *Pending, Claimed, Ineligible and Not to be Claimed* by comparing BUSY data with GSTR-2A data downloaded from GST Portal. According to the status of vouchers entered, ITC will be calculated and will be reflected in GST Summary. So, here you can decide whether to pick ITC from '*Monthly ITC Tagging'* utility or not.

- **Apply New Set off Rule w.e.f (01-02-2019)** – Specify 'Y' in this data field to apply new set off rule as stated by government w.e.f. 01.02.2019.

  Earlier there is different formula of ITC Utilization but w.e.f. 01.02.2019, government has proposed new set off rule for ITC Utilization.

Enter the required data in the data fields and click *Ok* button. On clicking *Ok* button, a *GST Summary* window appears. Given here is a screenshot of *GST Summary* window.

Figure 5.1 GST Summary

Details	Taxable Amt.	IGST	CGST	SGST	Total Tax
					From 01-04-2019 to 31-03-2020
Input GST	17,92,395.75	26,580.00	52,176.22	52,176.22	1,30,932.44
Dr / Cr Note (Input GST)	-23,430.00	0.00	-529.80	-529.80	-1,059.60
Output GST	26,47,700.85	1,30,565.52	74,949.30	74,949.30	2,80,464.12
Dr / Cr Note (Output GST)	-1,55,212.80	-12,000.00	-3,312.77	-3,312.77	-18,625.54
Output GST on RCM	1,05,000.00	12,000.00	300.00	300.00	12,600.00
ITC Reversal / Reclaim / Transition Credit	0.00	-20,000.00	0.00	0.00	-20,000.00

Tax Calculation	IGST	CGST	SGST
Opening Balance	0.00	0.00	0.00
Input GST	26,580.00	51,646.42	51,646.42
ITC Reversal / Reclaim / Transition Credit	-20,000.00	0.00	0.00
RCM Input Adjusted (As Feeded)	12,000.00	300.00	300.00
Output GST	1,18,565.52	71,636.53	71,636.53
Regular Tax Adjustment (As Feeded)	0.00	0.00	0.00
GST Payable	99,985.52	19,690.11	19,690.11

Tax Payable with Payment Details	Tax Payable	Tax Paid t...	Payment	Bal. Tax P...	Ledger Bal.
IGST	99,985.52	0.00	0.00	99,985.52	99,985.52 Cr
CGST	19,690.11	0.00	0.00	19,690.11	19,690.11 Cr
SGST	19,690.11	0.00	0.00	19,690.11	19,690.11 Cr
	------------	------------	------------	------------	
Total	1,39,365.74	0.00	0.00	1,39,365.74	
	------------	------------	------------	------------	

In the above screenshot, you can view:

- Input / Output GST taxable amount and tax amount under different heads of CGST, SGST and IGST.

- Dr. / Cr. Note Input / Output GST taxable amount and tax amount under different heads of CGST, SGST and IGST.

- Output GST on RCM taxable amount and tax amount under different heads of CGST, SGST and IGST.

- ITC Reversal/ Reclaim/ Transition Credit.

- Calculation of GST Payable amount under different heads of CGST, SGST and IGST by adjusting Input tax amount with the Output tax amount. Following table shows which Input tax can be set off against which type of Output tax.

Credit of	To be Adjusted with
IGST (It must be first utilized only for payment of IGST and in case still the balance remains then IGST Credit can be adjusted with CGST, SGST or UTGST)	IGST CGST SGST UTGST

CGST	CGST
	IGST
SGST	SGST
	IGST

You can press *F4* key on GST Summary screen to post various GST Adjustments& GST Payment voucher. On pressing *F4* key, a *Post Voucher* message box appears. Given here is a screenshot of *Post Voucher* message box.

Figure 5.2 Post Voucher
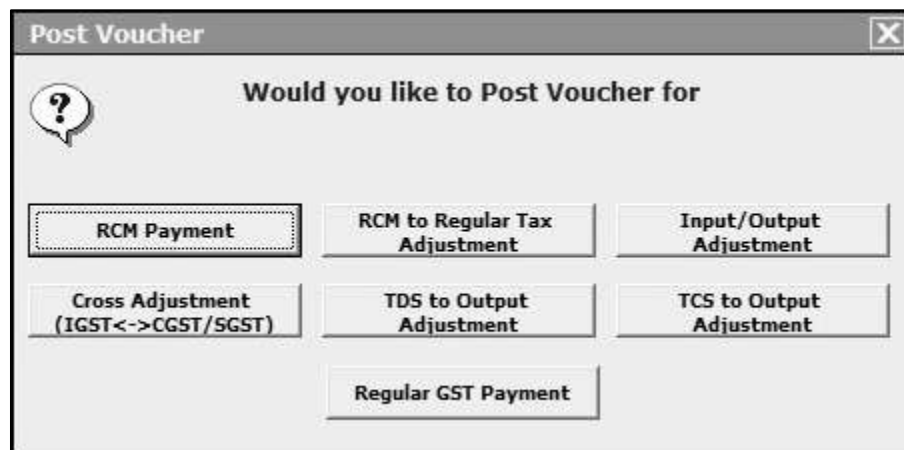
Under *Post Voucher* window following options appear:

RCM Payment – Select this option to post voucher for RCM Payment. Under Reverse Charge Mechanism (RCM), you need to pay GST on certain inward supplies on which seller has not charged GST. Later on you can claim input tax credit for the same. To record the same, this voucher needs to be posted.

On selecting this option, a *Generate 'RCM Payment' Voucher* window will appear in which you have to specify details considering which relevant voucher will be posted. Given below is the screenshot of *Generate 'RCM Payment' Voucher* window.

Figure 5.3 Generate 'RCM Payment' Voucher

Under *Generate 'RCM Payment' Voucher* window, details will be auto-filled as per calculation shown in GST Summary. You can change/modify the details as per your requirement. After verifying the details click *Save* button. On clicking *Save* button, an *Add Journal Voucher* window will appear. Given below is the screenshot of *Add Journal Voucher* window.

Figure 5.4 Add Journal Voucher

Under *Add Journal Voucher* window, details are auto-filled as per details specified under *Generate 'RCM Payment' Voucher* window. On clicking *Save* button, a *GST Payment Details* window will appear as shown above in which you can enter GST Payment Details and Challan Details.

RCM to Regular Tax Adjustment – Select this option to post voucher for adjusting RCM Input to Regular Tax Input i.e. IGST/CGST/SGST Input. As per GST rules, you can claim Input on RCM paid. So, you can adjust RCM Input with regular tax Input i.e. IGST/CGST/SGST Input to view a collective Input tax Credit. To record the same, this voucher needs to be posted.

On selecting this option, a *Generate 'RCM to Regular Tax Adjustment' Voucher* window will appear in which you have to specify details considering which required voucher will be posted. Given below is the screenshot of *Generate 'RCM to Regular Tax Adjustment' Voucher* window.

Figure 5.5 Generate 'RCM to Regular Tax Adjustment' Voucher

Under *Generate 'RCM to Regular Tax Adjustment' Voucher* window, details will be auto-filled as per calculation shown in GST Summary. You can change/modify the details as per your requirement. After verifying the details click *Save* button. On clicking *Save* button, an *Add Journal Voucher* window will appear. Given below is the screenshot of *Add Journal Voucher* window.

Figure 5.6 Add Journal Voucher

Under *Add Journal Voucher* window, details are auto-filled as per details specified under *Generate 'RCM to Regular Tax Adjustment' Voucher* window. On clicking *Save* button, a *GST Adjustment Details* window will appear as shown above showing GST Adjustment Type and Period Ending Date.

Input / Output Adjustment – Select this option to post voucher for Input /Output adjustment i.e. Input tax of IGST/CGST/SGST is adjusted with Output tax of similar tax i.e. IGST/CGST/SGST. By doing so, input tax available will be utilized by adjusting it with output tax payable (same tax). To record the same, this voucher needs to be posted.

On selecting this option, a *Generate 'GST Input/Output Adjustment' Voucher* window will appear in which you have to specify details considering which required voucher will be posted. Given below is the screenshot of *Generate 'GST Input/Output Adjustment' Voucher* window.

Figure 5.7 Generate 'GST Input/Output Adjustment' Voucher

Under *Generate 'GST Input/Output Adjustment' Voucher* window, details will be auto-filled as per calculation shown in GST Summary. You can change/modify the details as per your requirement. After verifying the details click *Save* button. On clicking *Save* button, an *Add Journal Voucher* window will appear. Given below is the screenshot of *Add Journal Voucher* window.

Figure 5.8 Add Journal Voucher

Under *Add Journal Voucher* window, details are auto-filled as per details specified under *Generate 'GST Input/Output Adjustment' Voucher* window. On clicking *Save* button, a *GST Adjustment Details* window will appear as shown above showing GST Adjustment Type and Period Ending Date.

Cross Adjustment – Select this option to post voucher for Cross adjustment. Under Cross adjustment either of the situations is possible:

- Input tax of IGST is first adjusted with Output tax of CGST and then remaining will be adjusted with Output tax of SGST.

Or

- Input tax of CGST/SGST is adjusted with Output tax of IGST.

This implies IGST <-> CGST/SGST. Input tax of CGST cannot be adjusted with Output tax of SGST and vice-versa. Main purpose to do this is to utilize all of the input tax available with the output tax payable. To record the same, this voucher needs to be posted.

On selecting this option, a *Generate 'GST Cross Adjustment' Voucher* window will appear in which you have to specify details considering which required voucher will be posted. Given below is the screenshot of *Generate 'GST Cross Adjustment' Voucher* window.

Figure 5.9 Generate 'GST Cross Adjustment' Voucher

Under *Generate 'GST Cross Adjustment' Voucher* window, details will be auto-filled as per calculation shown in GST Summary. You can change/modify the details as per your requirement. After verifying the details click *Save* button. On clicking *Save* button, an *Add Journal Voucher* window will appear. Given below is the screenshot of *Add Journal Voucher* window.

Figure 5.10 Add Journal Voucher

Under *Add Journal Voucher* window, details are auto-filled as per details specified under *Generate 'GST Cross Adjustment' Voucher* window. On clicking *Save* button, a *GST Adjustment Details* window will appear as shown above showing GST Adjustment Type and Period Ending Date.

TDS to Output Adjustment – Select this option to post voucher for adjusting TDS Input to Regular Tax i.e. IGST/CGST/SGST Output. Whenever any government organization gives contract to a third party for work done (such as flyover constructions, etc.) they deduct TDS on the payment made. Later on you can claim input tax credit on TDS deducted. So, you can adjust TDS Input with regular tax to be paid i.e. IGST/CGST/SGST Output. To record the same, this voucher needs to be posted.

On selecting this option, a *Generate 'TDS' to Output Adjustment* window will appear in which you have to specify details considering which required voucher will be posted. Given below is the screenshot of *Generate 'TDS' to Output Adjustment* window.

Figure 5.11 Generate 'TDS' to Output Adjustment

Under *Generate 'TDS' to Output Adjustment* window, details will be auto-filled as per calculation shown in GST Summary. You can change/modify the details as per your requirement. After verifying the details click *Save* button. On clicking *Save* button, an *Add Journal Voucher* window will appear. Given below is the screenshot of *Add Journal Voucher* window.

Figure 5.12 Add Journal Voucher

Under *Add Journal Voucher* window, details are auto-filled as per details specified under *Generate 'TDS' to Output Adjustment* window. On clicking *Save* button, a *GST Adjustment Details* window will appear as shown above showing GST Adjustment Type and Period Ending Date.

TCS to Output Adjustment – Select this option to post voucher for adjusting TCS Input to Regular Tax i.e. IGST/CGST/SGST Output. Whenever a seller sells goods through E-Commerce portal such as Amazon, Flipkart etc. then TCS is deducted on the payment made by E-Commerce operator. Later on you can claim input tax credit on TCS deducted. So, you can adjust TCS Input with regular tax to be paid i.e. IGST/CGST/SGST Output. To record the same, this voucher needs to be posted.

On selecting this option, a *Generate 'TCS' to Output Adjustment* window will appear in which you have to specify details considering which required voucher will be posted. Given below is the screenshot of *Generate 'TCS' to Output Adjustment* window.

Figure 5.13 Generate 'TCS' to Output Adjustment

Under *Generate 'TCS' to Output Adjustment* window, details will be auto-filled as per calculation shown in GST Summary. You can change/modify the details as per your requirement. After verifying the details click *Save* button. On clicking *Save* button, an *Add Journal Voucher* window will appear. Given below is the screenshot of *Add Journal Voucher* window.

Figure 5.14 Add Journal Voucher

Under *Add Journal Voucher* window, details are auto-filled as per details specified under *Generate 'TCS' to Output Adjustment* window. On clicking *Save* button, a *GST Adjustment Details* window will appear as shown above showing GST Adjustment Type and Period Ending Date.

Regular GST Payment – Select this option to post voucher for GST Payment. After adjusting various input tax credit available with output tax payable, remaining output tax is to be paid. To record the same, this voucher needs to be posted.

On selecting this option, a *Generate 'Regular GST Payment' Voucher* window will appear in which you have to specify details considering which required voucher will be posted. Given below is the screenshot of *Generate 'Regular GST Payment' Voucher* window.

Figure 5.15 Generate 'Regular GST Payment' Voucher

Under *Generate 'Regular GST Payment' Voucher* window, details will be auto-filled as per calculation shown in GST Summary. You can change/modify the details as per your requirement. After verifying the details click *Save* button. On clicking *Save* button, an *Add Journal Voucher* window will appear. Given below is the screenshot of *Add Journal Voucher* window.

Figure 5.16 Add Journal Voucher

Under *Add Journal Voucher* window, details are auto-filled as per details specified under *Generate 'Regular GST Payment' Voucher* window. On clicking *Save* button, a *GST Payment Details* window will appear as shown above in which you can enter GST Payment Details and Challan Details.

5.1.2 Annual GST Summary

Annual GST Summary report provides you with a brief view of business transactions recorded during the financial year. This report displays the annual taxable and tax amount (Output GST, Input GST & Output RCM) bifurcated either monthly or quarterly.

On selecting *Annual GST Summary* option, a message box appears asking whether you want to generate report for monthly or quarterly basis. On selecting any of the option, again a message box appears asking whether you want to generate report for Inward *Supply, Outward Supply, Output RCM or All*. You can generate report individually or collectively for all of the options as per your requirement. On selecting any of the option, an *Annual GST Summary* window appears with following Report Options:

- **Column to be shown as** – This option appears only if you have selected '*Inward Supply /Outward Supply*' option. Select from the list whether you want to view Nett Purchase/Sale, Purchase/Sale only or Purchase Return / Sale Return only. Depending upon the option selected, relevant column will be shown in report.
- **Include Dr. / Cr. Note** – This option appears only if you have selected '*All*' option. Specify 'Y' in this data field, if you want to include Dr. / Cr. Note vouchers also while generating report.
- **Start Month / Quarter** – Select Start Month / Quarter from which you want to generate the report.
- **End Month /Quarter** – Select End Month / Quarter up to which you want to generate the report.
- **Consider Voucher Date/Purchase Bill Date (V/P)** – Specify 'V' in this data field to consider voucher date otherwise specify 'P' in this data field to consider Purchase Bill date for generating report. This option is applicable for *Purchase (Supply Inward)* vouchers.
- **Show Tax Rate wise Bifurcation** – Specify 'Y' in this data field to view tax rate wise bifurcation in the report.

Enter the required data in the data fields and click *Ok* button to generate the report. On clicking *Ok* button, *Annual GST Summary* report screen will appear displaying the data as per the data specified in data fields.

5.1.3 Item-wise Sales GST Summary

Item-wise Sales GST Summary report displays Item-wise summary for sales transactions on which GST has been collected. This report classifies on the basis of items. The report clubs all the sales transactions for different items and display total taxable amount and tax amount.

On selecting *Item-wise Sales GST Summary* option, an *Item-wise Sales GST Summary* message box appears. In the message box, there are three options. The options are:

- *One Item* – Select this option if you want to view report for a single item.
- *All Items*– Select this option if you want to view report for all items.
- *Group of Items*– Select this option if you want to view report for a particular group of items.

On selecting any of the above option, an *Item-wise Sales GST Summary* message box appears. In the message box, there are three options. The options are:

- *Both B2B & B2C* – Select this option if you want to view both B2B & B2C transactions in the report.
- *B2B* – Select this option if you want to view only B2B transactions in the report.

- *B2C* – Select this option if you want to view B2C transactions in the report.

On selecting any of the above option, a window appears with following Report Options:

- **Select Item / Item Group** – This data field appears if you have selected *One*/*Group of Items* option in the *Item-wise Sales GST Summary* message box. Select the required Item/Item Group.
- **Starting Date** – Enter the starting date from which the sales details are to be considered for generating the report.
- **Ending Date** – Enter the ending date up to which the sales details are to be considered for generating the report.
- **Consider Sales Return** – Specify 'Y' in this data field if you want to include *Sales Return* transactions in the report.

Enter the required data in the data fields and click *Ok* button to generate the report. On clicking *Ok* button, *Item-wise Sales GST Summary* report screen will appear displaying the data as per the data specified in data fields.

5.1.4 Item–wise Purchase GST Summary

Item-wise Purchase GST Summary report displays item-wise summary for purchase transactions on which GST has been paid. This report classifies on the basis of items. The report clubs all the purchase transactions for different items and display total taxable amount and tax amount.

On selecting *Item-wise Purchase GST Summary* option, an *Item-wise Purchase GST Summary* message box appears. In the message box, there are three options. The options are:

- *One Item* – Select this option if you want to view report for a single item.
- *All Items*– Select this option if you want to view report for all items.
- *Group of Items* – Select this option if you want to view report for a particular group of items.

On selecting any of the above option, an *Item-wise Purchase GST Summary* message box appears. In the message box, there are three options. The options are:

- *Both B2B & B2C* – Select this option if you want to view both B2B & B2C transactions in the report.
- *B2B* – Select this option if you want to view only B2B transactions in the report.
- *B2C* – Select this option if you want to view B2C transactions in the report.

On selecting any of the above option, a window appears with following Report Options:

- **Select Item / Item Group** – This data field appears if you have selected *One*/*Group of Items* option in the *Item-wise Purchase GST Summary* message box. Select the required Item/Item Group.

- **Starting Date** – Enter the starting date from which the purchase details are to be considered for generating the report.

- **Ending Date** – Enter the ending date up to which the purchase details are to be considered for generating the report.

- **Consider Purchase Return** – Specify 'Y' in this data field if you want to include *Purchase Return* transactions in the report.

- **Consider Voucher Date / Purchase Bill Date** – Specify 'V' in this data field to consider voucher date otherwise specify 'P' in this data field to consider Purchase Bill date for generating report. This option is applicable for *Purchase (Supply Inward)* vouchers.

Enter the required data in the data fields and click *Ok* button to generate the report. On clicking *Ok* button, *Item-wise Purchase GST Summary* report screen will appear displaying the data as per the data specified in data fields.

5.1.5 Party–wise Sales GST Summary

Party-wise Sales GST Summary report displays party-wise summary for sales transactions on which GST has been collected. This report classifies on the basis of parties.

On selecting *Party-wise Sales GST Summary* option, a *Party-wise Sales GST Summary* message box appears. In the message box, there are three options. The options are:

- *One Party* – Select this option if you want to view report for a single party.
- *All Parties*– Select this option if you want to view report for all parties.
- *Group of Parties*– Select this option if you want to view report for a particular group of parties.

On selecting any of the above option, a *Party-wise Sales GST Summary* message box appears. In the message box, there are three options. The options are:

- *Both B2B & B2C* – Select this option if you want to view both B2B & B2C transactions in the report.
- *B2B* – Select this option if you want to view only B2B transactions in the report.
- *B2C* – Select this option if you want to view B2C transactions in the report.

On selecting any of the above option, a window appears with following Report Options:

- **Select Party/ Party Group** – This data field appears if you have selected *One*/*Group of Parties* option in the *Party-wise Sales GST Summary* message box. Select the required Party/Party Group.

- **Starting Date** – Enter the starting date from which the sales details are to be considered for generating the report.

- **Ending Date** – Enter the ending date up to which the sales details are to be considered for generating the report.

- **Consider Sales Return** – Specify 'Y' in this data field if you want to include *Sales Return* transactions in the report.

Enter the required data in the data fields and click *Ok* button to generate the report. On clicking *Ok* button, *Party-wise Sales GST Summary* report screen will appear displaying the data as per the data specified in data fields.

5.1.6 Party–wise B2B Purchase GST Summary

Party-wise B2B Purchase GST Summary report displays party-wise summary for B2B purchase transactions on which GST has been paid and ITC is to be claimed. This report classifies on the basis of parties.

On selecting *Party-wise B2B Purchase GST Summary* option, a *Party-wise B2B Purchase GST Summary* message box appears. In the message box, there are three options. The options are:

- *All Parties*– Select this option if you want to view report for all parties.

- *Group of Parties* – Select this option if you want to view report for a particular group of parties.

- *One Party* – Select this option if you want to view report for a single party.

On selecting any of the above option, a window appears with following Report Options:

- **Select Party/ Party Group** – This data field appears if you have selected *One*/*Group of Parties* option in the *Party-wise Sales GST Summary* message box. Select the required Party/Party Group.

- **Starting Date** – Enter the starting date from which the sales details are to be considered for generating the report.

- **Ending Date** – Enter the ending date up to which the sales details are to be considered for generating the report.

- **Consider Voucher Date / Purchase Bill Date** – Specify 'V' in this data field to consider voucher date otherwise specify 'P' in this data field to consider Purchase Bill date for generating report. This option is applicable for *Purchase (Supply Inward)* vouchers.

Enter the required data in the data fields and click *Ok* button to generate the report. On clicking *Ok* button, *Party-wise B2B Purchase Summary* report screen will appear displaying the data as per the data specified in data fields.

5.1.7 Sale Type Summary

Sale Type Summary report displays Sale Type-wise summary for sales transactions on which GST has been collected. This report classifies on the basis of Sale-Type. This report clubs all the Sale transactions for different Sale type and displays the total sale amount and tax amount for each Sale type.

On selecting *Sale Type Summary* option, a window appears with following Report Options:

- **Starting Date** – Enter the starting date from which the sales details are to be considered for generating the report.
- **Ending Date** – Enter the ending date up to which the sales details are to be considered for generating the report.

Enter the required data in the data fields and click *Ok* button to generate the report. On clicking *Ok* button, *Sale Type Summary* report screen will appear displaying the data as per the data specified in data fields.

5.1.8 Purchase Type Summary

Purchase Type Summary report displays Purchase Type-wise summary for purchase transactions on which GST has been paid. This report classifies on the basis of Purchase-Type. This report clubs all the Purchase transactions for different Purchase type and displays the total purchase amount and tax amount for each Purchase type.

On selecting *Purchase Type Summary* option, a window appears with following Report Options:

- **Starting Date** – Enter the starting date from which the purchase details are to be considered for generating the report.
- **Ending Date** – Enter the ending date up to which the purchase details are to be considered for generating the report.
- **Consider Voucher Date / Purchase Bill Date** – Specify 'V' in this data field to consider voucher date otherwise specify 'P' in this data field to consider Purchase Bill date for generating report. This option is applicable for *Purchase (Supply Inward)* vouchers.

Enter the required data in the data fields and click *Ok* button to generate the report. On clicking *Ok* button, *Purchase Type Summary* report screen will appear displaying the data as per the data specified in data fields.

5.2 GST Registers

Using *GST Registers* menu provided under *Display* → *GST Reports,* you can view various registers displaying GST details. These registers are helpful in viewing transactions related to GST which are recorded within the specified date range. On clicking *GST Registers* option, various options are displayed. The options are:

- Sales Register
- Purchase Register
- Supply Outward Register
- Supply Inward Register
- GSTR-2A Register
- Monthly ITC Tagging
- ITC Claimed Register

5.2.1 Sales Register

Sales Register displays details of sales / sale return transactions for a specified date range. *Sales Register* can be viewed in three different modes i.e. Voucher no. wise, HSN Code wise or Item wise.

On selecting *Sales Register* option, a *Sales Register* window appears asking whether to generate report for Local transactions, Central transactions or Combined i.e. both Local and Central transactions. Select the option as per your requirement. On selecting any of the option, again a *Sales Register* window appears. Under *Sales Register* window, following options appear:

- *Bill-wise* – Select this option to generate report bill no. wise i.e. voucher no.-wise.
- *HSN Code-wise* – Select this option to generate report HSN Code-wise.
- *Item-wise* – Select this option to generate report item-wise.

Select the option as per your requirement. On selecting any of the above option, again a *Sales Register* window appears asking to generate report for Both B2B and B2C transactions or Only B2B or Only B2C. Select the option as per your requirement. On selecting any of the option, a *Sales Register* window appears with following Report Options:

- ***Voucher Series***–Select Voucher Series from the list for which you want to generate the report.
- ***Select Account Master Range***–Select Account Master Range i.e. whether you want to generate report for One Account, Group of Accounts, All Accounts or Selected Accounts.
- ***Select Account Name*** – This data field appears, if you have selected *One* option under *Select Account Master Range* data field. Select Account Name for which you want to generate the report.

- **Select Account Group Name** – This data field appears, if you have selected *Group* option under *Select Account Master Range* data field. Select Account Group Name for which you want to generate the report.

- **Starting Date**– Specify starting date from which you want to generate the report.

- **Ending Date**– Specify ending date upto which you want to generate the report.

- **Consider Sale Return**– Specify 'Y' under this data field, if you want to include sale return transaction as well in the report.

- **Show Address of Parties/Accounts**– Specify 'Y' under this data field, if you want to view address of parties in the report.

- **Filter on HSN Code**– This data field appears, if you have selected *HSN Code-wise* option under *Sales Register* window. Specify 'Y' under this data field, if you want to generate report for a particular HSN Code.

- **Specify HSN Code**– This data field appears, if you have specified 'Y' under *Filter on HSN Code* data field. Specify HSN Code for which you want to generate the report.

- **Filter on Item**– This data field appears, if you have selected *Item-wise* option under *Sales Register* window. Specify 'Y' under this data field, if you want to generate report for a particular item.

- **Specify Item**– This data field appears, if you have specified 'Y' under *Filter on Item* data field. Specify Item for which you want to generate the report.

Enter the required data in the data fields and click *Ok* button to generate the report. On clicking *Ok* button, *Sales Register* report screen will appear displaying the data as per the data specified in data fields.

5.2.2 Purchase Register

Purchase Register displays details of purchases / purchase return transactions for a specified date range. *Purchase Register* can be viewed in three different modes i.e. Voucher no. wise, HSN Code wise or Item wise.

On selecting *Purchase Register* option, a *Purchase Register* window appears asking whether to generate report for Local transactions, Central transactions or Combined i.e. both Local and Central transactions. Select the option as per your requirement. On selecting any of the option, again a *Purchase Register* window appears. Under *Purchase Register* window, following options appear:

- *Bill-wise* – Select this option to generate report bill no. wise i.e. voucher no.-wise.

- *HSN Code-wise* – Select this option to generate report HSN Code-wise.

- *Item-wise* – Select this option to generate report item-wise.

Select the option as per your requirement. On selecting any of the above option, again a *Purchase Register* window appears asking to generate report for Both B2B and B2C transactions or Only B2B or Only B2C. Select the option as per your requirement. On selecting any of the option, a *Purchase Register* window appears with following Report Options:

- **Voucher Series** – Select Voucher Series from the list for which you want to generate the report.

- **Select Account Master Range** – Select Account Master Range i.e. whether you want to generate report for One Account, Group of Accounts, All Accounts or Selected Accounts.

- **Select Account Name** – This data field appears, if you have selected *One* option under *Select Account Master Range* data field. Select Account Name for which you want to generate the report.

- **Select Account Group Name** – This data field appears, if you have selected *Group* option under *Select Account Master Range* data field. Select Account Group Name for which you want to generate the report.

- **Starting Date** – Specify starting date from which you want to generate the report.

- **Ending Date** – Specify ending date upto which you want to generate the report.

- **Consider Purchase Return** – Specify 'Y' under this data field, if you want to include purchase return transaction as well in the report.

- **Show Address of Parties/Accounts** – Specify 'Y' under this data field, if you want to view address of parties in the report.

- **Consider Voucher Date / Purchase Bill Date** – Specify 'V' in this data field to consider voucher date otherwise specify 'P' in this data field to consider Purchase Bill date for generating report. This option is applicable for *Purchase (Supply Inward)* vouchers.

- **Filter on HSN Code** – This data field appears, if you have selected *HSN Code-wise* option under *Purchase Register* window. Specify 'Y' under this data field, if you want to generate report for a particular HSN Code.

- **Specify HSN Code** – This data field appears, if you have specified 'Y' under *Filter on HSN Code* data field. Specify HSN Code for which you want to generate the report.

- **Filter on Item** – This data field appears, if you have selected *Item-wise* option under *Purchase Register* window. Specify 'Y' under this data field, if you want to generate report for a particular item.

- **Specify Item** – This data field appears, if you have specified 'Y' under *Filter on Item* data field. Specify Item for which you want to generate the report.

Enter the required data in the data fields and click *Ok* button to generate the report. On clicking *Ok* button, *Purchase Register* report screen will appear displaying the data as per the data specified in data fields.

5.2.3 Supply Outward Register

Supply Outward Register displays details of sales / sales return transaction as per GSTR-1 i.e. this report shows the details of supplies outward as required under GSTR-1. On selecting *Supply Outward Register* option, a *Supply Outward Register* window appears. Under *Supply Outward Register* window, following options appear:

- *All Party* – Select this option, if you want to generate report for all parties.
- *One Party* – Select this option, if you want to generate report for a particular party.
- *One GSTIN* – Select this option, if you want to generate report for a particular GSTIN No.

On selecting, any of the above option, a *Supply Outward Register* window appears with following Report Options:

- ***Party Name*** – This data field appears, if you have selected *One Party* option under *Supply Outward Register* window. Select Party for which you want to generate the report.
- ***Party GSTIN*** – This data field appears, if you have selected *One GSTIN* option under *Supply Outward Register* window. Select Party GSTIN No. for which you want to generate the report.
- ***Starting Date*** – Specify starting date from which you want to generate the report.
- ***Ending Date*** – Specify ending date up to which you want to generate the report.
- ***Account to be shown by*** – Select from the list whether you want Account Name, Alias or Print Name to be displayed in the report.
- ***Select Section*** – Select Section from the list for which you want to generate the report. You can generate report for all the sections or for a particular section. These are the sections which appear under GSTR-1 report.
- ***Show Invalid Entries Only*** – Specify 'Y' under this data field, if you want to view invalid entries only i.e. only those transactions will be displayed in the report in which there is some error i.e. data is not correct as required under GSTR-1 report.
- ***Show Qty Details*** – Specify 'Y' under this data field, if you want to view item quantity details as entered in the vouchers.
- ***Show Exempt/NR/ZR Entries in Taxable Invoice Separately*** – On specifying 'Y' in this data field Exempt/NR/ZR entries in a voucher will appear under Nil rated, Exempted and Non GST section otherwise they will be displayed in B2B Invoices section. This is usually required in case of multi-tax voucher where different tax rate entries are there. Thus, with this option you can view taxable entries of a voucher under B2B Invoices section and Exempt/NR/ZR entries of a voucher under Nil rated, Exempted and Non GST section.

Enter the required data in the data fields and click *Ok* button to generate the report. On clicking *Ok* button, *Supply Outward Register* report screen will appear displaying the data as per the data specified in data fields.

It is advised to correct the entries appearing in red color to avoid any discrepancy at the time of filing GSTR-1 Return.

5.2.4 Supply Inward Register

Supply Inward Register display details of purchase / purchase return transactions as per GSTR-2. i.e. this report shows the details of supplies inward as required under GSTR-2. On selecting *Supply Inward Register* option, a *Supply Inward Register* window appears with following options:

- *All Party* – Select this option, if you want to generate report for all parties.
- *One Party* – Select this option, if you want to generate report for a particular party.
- *One GSTIN* – Select this option, if you want to generate report for a particular GSTIN No.

On selecting, any of the above option, a *Supply Inward Register* window appears with following Report Options:

- **Party Name** – This data field appears, if you have selected *One Party* option under *Supply Inward Register* window. Select Party for which you want to generate the report.
- **Party GSTIN** – This data field appears, if you have selected *One GSTIN* option under *Supply Inward Register* window. Select Party GSTIN No. for which you want to generate the report.
- **Starting Date** – Specify starting date from which you want to generate the report.
- **Ending Date** – Specify ending date up to which you want to generate the report.
- **Consider Voucher Date / Purchase Bill Date (V/P)** – Specify 'V' in this data field to consider voucher date otherwise specify 'P' in this data field to consider Purchase Bill date for generating report.
- **Account to be shown by** – Select from the list whether you want Account Name, Alias or Print Name to be displayed in the report.
- **Select Section** – Select Section from the list for which you want to generate the report. You can generate report for all the sections or for a particular section. These are the sections which appear under GSTR-2 report.
- **Include Expenses Not Liable to RCM (Daily Limit)** – Specify 'Y' in this data field to include RCM expenses which are below daily limit i.e. 5,000.
- **Include Expenses Not Liable to RCM (Not Applicable)** – Specify 'Y in this data field to include expenses in which *RCM Nature* is set to *Not Applicable*.

- **Show Invalid Entries Only** – Specify 'Y' under this data field, if you want to view invalid entries only i.e. only those transactions will be displayed in the report in which there is some error i.e. data is not correct as required under GSTR-2 report.

- **Show Qty Details** – Specify 'Y' under this data field, if you want to view item quantity details.

- **Show Exempt/NR/ZR Entries in Taxable Invoice Separately** – On specifying 'Y' in this data field Exempt/NR/ZR entries will appear under Nil rated, Exempted and Non GST section otherwise they will be displayed in B2B Invoice section.

Enter the required data in the data fields and click *Ok* button to generate the report. On clicking *Ok* button, *Supply Inward Register* report screen will appear displaying the data as per the data specified in data fields.

5.2.5 GSTR-2A Register

GSTR-2A *Register* displays details of GSTR-2A downloaded from GST Portal. GSTR-2A is auto generated by GST Portal on the basis of GSTR-1 filed by your suppliers. On selecting *GSTR-2A Register* option, a *GSTR-2A Register* message box appears with following two options:

- *Party-wise* – Select this option to generate report party-wise.

- *Voucher-wise* – Select this option to generate report voucher-wise.

On selecting any of the option, a *GSTR*-2A *Register* window appears with following Report Options:

- **From** – Specify the starting month from which report is to be generated.

- **To** – Specify the ending month up to which report is to be generated.

- **Show only Filed Vouchers** – Specify 'Y' in this data field, if you want to view those vouchers only for which GSTR-1 has been filed. If you specify 'N' then both submitted and filed vouchers will be shown.

- **Select Section** – Select section from the list i.e. you want to generate report for B2B, Debit/Credit Notes or for All the sections.

- **Exclude RCM Entries** – Specify 'Y' in this data field if you do not want to include RCM entries in the report.

Enter the required data in the data fields and click *Ok* button. On clicking *Ok* button, a *GSTR-2A Register* window appears displaying the data as per the data specified by you in the data fields.

5.2.6 Monthly ITC Tagging

With the help of Monthly ITC Tagging Utility, you can enter the status of every voucher (Pending, Claimed, Ineligible, Not to be Claimed) by comparing BUSY data with GSTR-2A data

downloaded from GST Portal. According to the status of vouchers entered by you, ITC will be calculated and will be reflected in GSTR-3B.

On selecting *Monthly ITC Tagging* option, a *Monthly ITC Tagging* message box appears asking whether you want to generate report *Party-Wise* or *Date-Wise*. Select the option as per you requirement. On selecting any of the option, a *Monthly ITC Tagging* window appears with following Report Options:

- *Filter on Account* – Specify 'Y' in this data field, if you want to view report for a particular account i.e. party.

- *Select Account* – This data field appears, if you have specified 'Y' under *'Filter on Account'* data field. Select Account for which you want to view report.

- *Start Month* – Specify starting month from which you want to generate the report.

- *End Month*– Specify ending month up to which you want to generate the report.

- *Consider Voucher Date / Purchase Bill Date (V/P)* – Specify 'V' in this data field to consider voucher date otherwise specify 'P' in this data field to consider Purchase Bill date for generating report. This option is applicable for *Purchase* vouchers.

- *Show Voucher Tagging as per GSTR-2A Downloaded* – Specify 'Y' in this data field to view voucher tagging as per GSTR-2A downloaded i.e. view vouchers as per BUSY and as per GSTR-2A JSON both.

- *Ignore Diff. of Amt. upto Rs.* – Specify the amount up to which difference of amount is to be ignored in the report*.*

- *Show Previous year Transactions* – Specify 'Y' in this data field to view transactions of previous period i.e. any voucher previous to starting month will be considered.

- *Select Section* – Select section from the list i.e. whether you want to view report only for B2B Invoices, Credit/Debit Notes or for both the sections.

- *Select ITC* Status – This option is useful if you have already specified the status of the vouchers. Select ITC Status from the list for which you want to generate the report.

After entering required details in the data fields, click *Ok* button. On clicking *Ok* button, a *Monthly ITC Tagging* window appears. Given here is a screenshot of *Monthly ITC Tagging (Party-Wise)* window.

Figure 5.17 Monthly ITC Tagging (Party-Wise)

In the above screenshot, you can see vouchers for each party are shown and tagged as per GSTR-2A downloaded. So, each voucher is shown as per BUSY and as per JSON. Now, you compare both the vouchers and set the status by pressing *F4* Key. By default status of all vouchers are set to Pending. On pressing *F4* Key an *ITC Claimed Status* screen appears. Given below is the screenshot of *ITC Claimed Status* window.

Figure 5.18 ITC Claimed Status
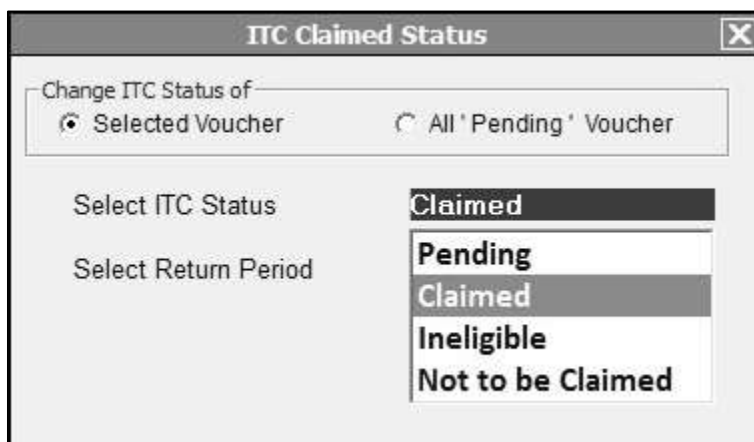
In the above screenshot, following options appear:

- ***Change ITC Status of***– Under this group two options appear:
  - *Selected Voucher* – Select this option, if you want to change the status of selected voucher.
  - *All 'Pending' Voucher* – Select this option, if you want to change the status of All 'Pending' Vouchers.
- ***Select ITC Status***– Select ITC Status from the list:
  - *Claimed* – Select this status, if you want to claim ITC for the voucher.
  - *Pending* – By default *Pending* will appear as a status. *Pending* means you have not taken any action on this voucher.
  - *Ineligible* – Select this status, when the voucher is not eligible for ITC claim. For example: Car Maintenance Expenses; Tax paid on these expenses are ineligible for ITC Claim.
  - *Not to be Claimed* – Select this status, if you don't want to claim ITC for a particular voucher due to any reason.
- ***Select Return Period*** – Select the return period i.e. month in which ITC is to be claimed.

5.2.7 ITC Claimed Register

ITC Claimed register displays total amount of ITC to be claimed in respective months as per the status and return period specified by you under Monthly ITC Tagging Utility. On clicking ITC Claimed Register, an *ITC Claimed Register* message box appears asking whether you want to generate report *Party-Wise* or *Voucher-Wise*. On selecting any of the option, an *ITC Claimed Register* report options window appears. In the report options window, enter all the required data in the data fields and click *Ok* button. On clicking *Ok* button, an *ITC Claimed Register* window appears. Given here is the screenshot of *ITC Claimed Register (Party-Wise)* window.

Figure 5.19 ITC Claimed Register (Party-Wise)

In the above screenshot, you can view total amount of ITC to be claimed in respective months as per the status and return period specified under Monthly ITC Tagging Utility.

5.3 GST Other Reports

Using *GST Other Reports* menu provided under *Display* → *GST Reports,* you can check various miscellaneous reports related to GST. On clicking *GST Other Reports* option, various options are displayed. The options are:

- Tax Rate-wise Output Tax
- Purchase/Expense-wise ITC
- Bill-wise ITC Reversal
- HSN-wise Summary
- Input Available on Existing Stock

5.3.1 Tax Rate-wise Output Tax

Using this option, you can view tax rate-wise bifurcation of output tax (IGST / CGST / SGST).On selecting *Tax Rate-wise Output Tax* option, a *Tax Rate-wise Output Tax* window appears with following Report Options:

- ***Starting Date*** – Enter the starting date from which the vouchers are to be picked for generating the report.

- ***Ending Date*** – Enter the ending date up to which the vouchers are to be picked for generating the report.

Enter the required data in the data fields and click *Ok* button. On clicking *Ok* button, a *Tax Rate-wise Output Tax* window appears displaying the data as per the data specified by you in the data fields.

5.3.2 Purchase/Expense-wise ITC

Using this option, you can view Purchase/Expense Account-wise details of taxable amount, ITC amount and ITC eligible amount. On selecting *Purchase/Expense-wise ITC* option, a *Purchase/Expense-wise ITC* window appears with following Report Options:

- ***Starting Date*** – Enter the starting date from which the vouchers are to be picked for generating the report.
- ***Ending Date*** – Enter the ending date up to which the vouchers are to be picked for generating the report.
- ***Consider Voucher Date / Purchase Bill Date*** – Specify 'V' in this data field to consider voucher date otherwise specify 'P' in this data field to consider Purchase Bill date for generating report.
- ***Include RCM Input*** – Specify 'Y' in this data field if you want to include ITC of RCM transactions in the report.

- ***Show Tax rate Bifurcation*** – Specify 'Y' in this data field to view tax rate wise bifurcation in the report. On specifying 'Y' in this data field, a *Rate* column will also appear in the report displaying tax rates.

Enter the required data in the data fields and click *Ok* button. On clicking *Ok* button, a *Purchase/Expense-wise ITC* window appears displaying the data as per the data specified by you in the data fields.

5.3.3 Bill-wise ITC Reversal

Using this option, you can check voucher wise details of ITC reversal for one party, selected parties, group of parties or all parties. This report is required to view details of ITC Reversal for those vouchers on which ITC is claimed but payment is not made to party within 180 days. On selecting *Bill-wise ITC Reversal* option, a *Bill-wise ITC Reversal* window appears with following Report Options:

- ***Select Party/Party Group*** – Select required Party/Party group from the list for which you want to generate the report.
- ***Report Date*** – Specify the date for which you want to generate the report.

- *Consider Pending Bills Older than (days)* – Specify the days to be considered for calculating pending bill for generating the report.

- *Rate of Interest (%)* – Specify the rate of interest at which interest will be calculated on pending bills.

Enter the required data in the data fields and click *Ok* button. On clicking *Ok* button, a *Bill-wise ITC Reversal* window appears displaying the data as per the data specified by you in the data fields.

5.3.4 HSN-wise Summary

Using this option, you can view HSN-wise summary of Inward and Outward supplies. On selecting *HSN-wise Summary* option, a *HSN-wise Summary* message box appears with following two options:

- Inward – Select this option to view report for inward supplies.
- Outward – Select this option to view report for outward supplies.

On selecting any of the above option, a *HSN-wise Summary* window appears with following Report Options:

- o *Starting Date* – Enter the starting date from which the vouchers are to be picked for generating the report.
- o *Ending Date* – Enter the ending date up to which the vouchers are to be picked for generating the report.
- o *Consider Voucher Date / Purchase Bill Date* – Specify 'V' in this data field to consider voucher date otherwise specify 'P' in this data field to consider Purchase Bill date for generating report.
- o *Show Tax rate wise* – Specify 'Y' in this data field to view tax rate wise HSN summary. On specifying 'Y' in this data field, a Tax Rate column will also appear in the report displaying tax rates also.
- o *Filter on Party* – Specify 'Y' in this data field to view report for a particular party.
- o *Select Party* – This data filed appears if you have specified 'Y' under 'Filter on Party' data field. Select party form the list for which you want to generate the report.
- o *Filter on Sale/Pur. Type* – Specify 'Y' in this data field to view report for a particular Sale / Purchase Type.
- o *Select Sale/Purchase Type* – This data field appears if you have specified 'Y' under 'Filter on Sale / Purchase Type' data field. Select required Sale / Purchase Type for which you want to generate the report.

Enter the required data in the data fields and click *Ok* button. On clicking *Ok* button, a *HSN wise Summary* window appears displaying the data as per the data specified by you in the data fields.

5.3.5 Input Available on Existing Stock

Input Available on Existing Stock report displays the Input Amount available on Stock purchased before 30th June; 2017 i.e. before implementation of GST. Users who are required to fileTrans1 and Trans2 can refer to this report.

5.4 GST Audit Reports

Using *GST Audit Reports* menu provided under *Display* → *GST Reports,* you can check accuracy of data as per the GST rules & regulations. On clicking *GST Audit Reports* option, various options are displayed. The options are:

- Common Mistake
- Parties with Invalid GSTIN
- Invalid Tax Rate in Vouchers
- Reconcile Accounts & GST
- GST Expense Audit

5.4.1 Common Mistake

Using this report you can view the inaccuracy if any, in the data of Account or Item master related to GST. For example, invalid GSTIN entered in the Account master, HSN / SAC Code not specified in Item master or in Expense Accounts and so on.

5.4.2 Parties with Invalid GSTIN

Parties with Invalid GSTIN report displays those parties in which invalid GSTIN has been specified along with the reason for inaccuracy in it. The report can be generated for All Accounts, Group of Account or for selected Accounts.

5.4.3 Invalid Tax Rate in Vouchers

Invalid Tax Rate in Vouchers report displays details of those transactions / vouchers in which invalid tax rate is specified or tax is not specified or in which tax entries are invalid or not accurate.

5.4.4 Reconcile Accounts & GST

Reconcile Accounts & GST report displays those Sale/Purchase vouchers due to which difference in Balance Sheet and GST Summary is occurring. For example, you have entered aSales voucher in which taxable amount is Rs. 1000. Further Freight and Forwarding Charges of Rs. 200 (in

which adjust in Sale account option is enabled) is levied in the voucher. Hence, now taxable amount is Rs. 1000 but sale amount is Rs. 1200. These kinds of vouchers will be listed in this report.

5.4.5 GST Expense Audit

Using *GST Expense Audit* report you can check *GST Type* specified for Expense account in Account Master and *GST Nature* selected at the time of entering voucher for recording the expense is same or not. Under *GST Expense Audit* Report there are following two reports:

- **Expense-GST Nature-wise** – This report shows comparison of Expense as per *GST Type* selected under Account Master with *GST Nature* selected at the time of entering voucher.

- **GST Nature-Expense-wise** – This report shows comparison of Expense as per *GST Nature* selected at the time of entering voucher with *GST Type* selected under Account Master.

Using any of the above two reports, you can check the *GST Type* of Expense and *GST Nature* selected at the time of entering voucher must be same. In case of difference between the two, you can take corrective action in order to avoid any discrepancy in the data.

Review

- ✓ *GST Summary* is a detailed summary of all the GST transactions. The report calculates Input Tax, Output tax, Tax payable and so on.
- ✓ *GST Sales Register* contains details of all the transactions on which GST has been collected.
- ✓ With the help of *Monthly ITC Tagging Utility*, you can enter the status of every voucher (Pending, Claimed, Ineligible, Not to be Claimed) by comparing BUSY data with GSTR-2A data downloaded from GST Portal.
- ✓ Using *Common Mistakes* report, you can check inaccuracy of data related to GST in Account and Item masters.
- ✓ Using *GST Expense Audit* report you can check the *GST Type* of Expense and *GST Nature* selected at the time of entering voucher must be same.

Exercise

1 . *GST Summary* is used for:

   a) Net Input GST Only   c) Net Payment of GST

b) Net Output GST Only   d) All of the above

2 . *Reconcile Accounts & GST* report displays vouchers due to which different amount occurred in:

    a) Balance Sheet &GST Summary   c) Balance Sheet &Purchase Register

    b) Balance Sheet & GSTR – 2   d) Balance Sheet & Sales Register

3 . What is GSTR-2A Register?

4 . Using which report, you can enter status of vouchers by comparing BUSY data with GSTR-2A data downloaded from GST Portal

5 . Using which report, you can check the parties having invalid GSTIN?

Education is the Key

to unlock the Golden Door

of Freedom.
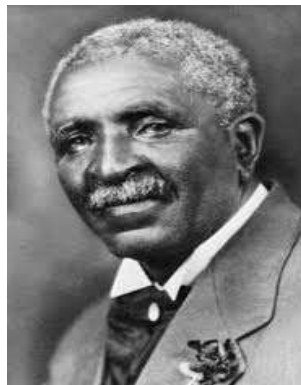
George Washington Carver

Unit 6
GST Returns

The objective of this unit is to cover all the GST related returns. A return is a document containing details of income which a taxpayer is required to file with the tax administrative authorities. This is used by tax authorities to calculate tax liability. Under GST, a registered dealer has to file GST returns that include; Purchases, Sales, Output GST (on sales), Input tax credit (GST paid on purchases). In this unit, we will discuss in detail about various GST Returns and process of creating JSON files from BUSY and uploading it to GST Portal.

Topics covered under this unit:

➢ Creation and submission of GSTR-1 & GSTR-3B
➢ Other GST Returns

6.1 Creation and Submission of GSTR-1 & GSTR-3B

Using GST Returns menu provided under *Display → GST Reports,* you can view various GST Returns and also generate eReturns for the same. In this section, we will discuss reports that are most commonly used i.e. GSTR-1 and GSTR-3B return.

6.1.1 GSTR -1

GSTR-1 is the **monthly or quarterly return** to be filed by Regular Dealer registered under GST. GSTR-1 includes details of all outward supplies made in the given period. Businesses with sales of up to Rs. 1.5 crore can opt for monthly or quarterly return whereas other taxpayers with sales above Rs. 1.5 crore have to file monthly return.

This return is required to be filed within 10 days from the end of the tax period, or the transaction month. GSTR-1 return is divided into multiple sections where each section is used for a different type of outward supply. We will discuss about each section in detail in this unit.

To view GSTR-1 report, click: Display → GST Reports → GST Returns → GSTR-1option*. On selecting GSTR-1 option, a GSTR-1 window appears with following Report Options:*

o **Starting Date** – Specify the starting date from which the transactions are to be picked.
o **Ending Date** – Specify the ending date up to which transactions are to be picked.

o **Account to be Shown By** – Select whether you want Account Name, Alias or Print Name to be displayed in report.

o **Skip HSN Summary** – Specify 'Y' in this data field if you don't want to view HSN Summary in the report. Otherwise if you specify 'N' in this data field then it will show HSN Code wise details.

o **Skip Document Summary** – Specify 'Y' in this data field, if you don't want to view Document Summary in the report. Otherwise if you specify 'N' in this data field then it will show voucher no. wise details.

o **Show Exempt/NR/ZR Entries in Taxable Invoice Separately** – On specifying 'Y' in this data field Exempt/NR/ZR entries in a voucher will appear under Nil rated, Exempted and Non GST (8) section otherwise they will be displayed in B2B Invoices-4A,4B,4C,6C section. This is usually required in case of multi-tax voucher where different tax rate entries are there. Thus, with this option you can view taxable entries of a voucher under B2B Invoices section and Exempt/NR/ZR entries of a voucher under Nil rated, Exempted and Non GST section.

After entering data in various data fields, click *Ok* button. On clicking *Ok* button, a *GSTR-1* window appears. Given here is a screenshot of *GSTR-1* window.

Figure 6.1 GSTR-1

Under *GSTR-1* report following sections appears:

1. B2B Invoices - 4A, 4B, 4C, 6B, 6C

This section reflects the invoice level data of taxable outward supplies made to registered, composition dealers and UIN holders.

On pressing <ENTER> on this section, a B2B Invoices - 4A, 4B, 4C, 6B, 6C window will appear displaying details of B2B outward supplies. Given below is the screenshot of B2B Invoices - 4A, 4B, 4C, 6B, 6C window.

Figure 6.2 B2B Invoices - 4A, 4B, 4C, 6B, 6C

Invalid Data ...	GSTIN/UIN of Recipient	Receiver Name	Invoice Number	Invoice Date	Invoice Value	Place of Supply	Reverse Charge	App...
	07ABMPS2408M1Z8	Advance Ele...	1	01-05-2020	1,12,000.00	07-Delhi	N	
	07CIPPK8227C2Z3	Core Electro...	001	01-05-2020	1,14,000.00	07-Delhi	N	
	06ACEFS5052L1ZX	Shivam Indu...	2	10-05-2020	76,038.00	06-Haryana	N	
	07AHWPJ5877D1ZR	Ayush Enter...	3	10-05-2020	43,776.00	07-Delhi	N	
GSTIN should...		Shivam Trad...	4	14-05-2020	1,20,000.00	04-Chandigarh	N	
	06ACEFS5052L1ZX	Shivam Indu...	5	20-05-2020	1,17,420.00	06-Haryana	N	
	07AIYPK0464G1ZY	Sanaar Crafts	6	22-05-2020	90,000.00	07-Delhi	N	
	07AHWPJ5877D1ZR	Ayush Enter...	8	22-05-2020	11,400.00	07-Delhi	N	
	07BJIPR2876M1ZF	Jai Mata Aut...	9	22-05-2020	1,20,000.00	07-Delhi	Y	
	07ABMPS2408M1Z8	Advance Ele...	10	24-05-2020	1,09,760.00	07-Delhi	N	

From 01-05-2020 to 31-05-2020

Under *B2B Invoices - 4A, 4B, 4C, 6B, 6C* window, various columns appear displaying different details of B2B outward supplies which are as follows:

- **Invalid Data Found** – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color. Invalid data, if uploaded on GST Portal may generate error and return filing may not be successfully done. So, it advised to rectify the error in order to file return hassle free.

- **GSTIN/UIN of Recipient** – This column displays the GSTIN/UIN No. of Party to whom the goods are supplied.

- **Receiver Name** – This column displays the Party name to whom the goods are supplied.

- **Invoice Number** – This column displays the voucher number as entered.

- **Invoice Date** – This column displays the voucher date as entered.

- **Invoice Value** – This column displays the total amount of invoice including tax.

- **Place of Supply** – This column displays the Place of Supply where Party is situated and goods are dispatched.

- **Reverse Charge** – This column displays whether Reverse Charge is applicable on the transaction or not.

Given below is the screenshot of *B2B Invoices - 4A, 4B, 4C, 6B, 6C* window in continuation to the previous screenshot.

Figure 6.3 B2B Invoices - 4A, 4B, 4C, 6B, 6C (continued)

Invoice Type	E-Commerce ...	Rate	Taxable Value	Integrated Tax	Central Tax	State / UT Tax	Cess Amount	Total Tax Amt.
Regular		12.00 %	1,00,000.00		6,000.00	6,000.00		12,000.00
Regular		12.00 %	1,00,000.00		6,000.00	6,000.00	2,000.00	14,000.00
Regular		12.00 %	66,700.00	8,004.00			1,334.00	9,338.00
Regular	07AEDFG123...	12.00 %	38,400.00		2,304.00	2,304.00	768.00	5,376.00
SEZ supplies without paym...			1,20,000.00					
SEZ supplies with payment		12.00 %	1,03,000.00	12,360.00			2,060.00	14,420.00
Deemed Exports			90,000.00					
Deemed Exports		12.00 %	10,000.00	1,200.00			200.00	1,400.00
Regular		12.00 %	1,20,000.00		7,200.00	7,200.00	2,400.00	16,800.00
Regular		12.00 %	98,000.00		5,880.00	5,880.00		11,760.00

- *Invoice Type* – This column displays the type of transaction i.e. whether it is a Regular Invoice, SEZ supplies with payment of IGST / without payment of IGST or Deemed Exports.

- *E-Commerce GSTIN* – This column displays the GSTIN No. of E-Commerce Portal, if sale is done through E-Commerce Portal.

- *Rate* – This column displays the GST Rate applied in voucher.

- *Taxable Value* – This column displays the taxable value of the voucher on which GST is to be calculated.

- *Integrated Tax* – This column displays the IGST tax amount calculated in a voucher.

- *Central Tax* – This column displays the CGST tax amount calculated in a voucher.

- *State/UT Tax* – This column displays the SGST/UT tax amount calculated in a voucher.

- *Cess Amount* – This column displays the total Cess amount calculated in a voucher. If there are multi rate items in a voucher, then total Cess amount on items will be displayed here. Also, if Additional Cess is applied on items then value of Additional Cess is also added and combined value of *Cess + Additional Cess* will be displayed in this column.

- *Total Tax Amount* – This column displays the total tax amount calculated in a voucher.

2. B2C (Large) Invoices – 5A, 5B

This section reflects the invoice level data of Central (Interstate) sales of more than Rs. 2,50,000 to unregistered persons.

On pressing <ENTER> on this section, a *B2C (Large) Invoices - 5A, 5B* window will appear displaying details of B2C (Large) transactions. Given below is the screenshot of *B2C (Large) Invoices - 5A, 5B* window.

Figure 6.4 B2C (Large) Invoices - 5A, 5B

Invalid Data...	Party Name	Invoice Number	Invoice Date	Invoice Value	Place of Supply	A...	Rate	Taxable Value
From 01-05-2020 to 31-05-2020							B2C(Large) Invoices - 5A, 5B	
	Shivam Trad...	S-1	22-05-2020	4,56,000.00	04-Chandigarh		12.00 %	4,00,000.00
	Gagan Enter...	S-3	22-05-2020	5,10,720.00	10-Bihar		12.00 %	4,56,000.00

Under *B2C (Large) Invoices - 5A, 5B* window, various columns appear displaying different details of B2C Large transactions which are as follows:

- *Invalid Data Found* – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color. Invalid data, if uploaded on GST Portal may generate error and return filing may not be successfully done. So, it advised to rectify the error in order to file return hassle free.

- *Party Name* – This column displays the Party name to whom the goods are supplied.

- *Invoice Number* – This column displays the voucher number as entered.

- *Invoice Date* – This column displays the voucher date as entered.

- *Invoice Value* – This column displays the total amount of invoice.

- *Place of Supply* – This column displays the Place of Supply where Party is situated and goods are dispatched.

- *Rate* – This column displays the GST Rate applied in voucher.

Given below is the screenshot of *B2C (Large) Invoices - 5A, 5B* window in continuation to the previous screenshot.

Figure 6.5 B2C (Large) Invoices - 5A, 5B (continued)

Taxable Value	Integrated Tax	Cess Amount	Total Tax A...	E-Commerce GSTIN
rge) Invoices - 5A, 5B				
4,00,000.00	48,000.00	8,000.00	56,000.00	
4,56,000.00	54,720.00		54,720.00	

- *Taxable Value* – This column displays the taxable value of the voucher on which GST is to be calculated.

- *Integrated Tax* – This column displays the IGST tax amount calculated in a voucher.

- *Cess Amount* – This column displays the total Cess amount calculated in a voucher. If there are multi rate items in a voucher, then total Cess amount on items will be displayed here. Also, if Additional Cess is applied on items then value of Additional Cess is also added and combined value of *Cess+ Additional Cess* will be displayed in this column.

- *Total Tax Amount* – This column displays the total tax amount calculated in a voucher.

- *E-Commerce GSTIN* – This column displays the GSTIN No. of E-Commerce Portal, if sale is done through E-Commerce Portal.

3. B2C (Small) Details – 7

Under this section data of all Local sale transactions made to unregistered persons and Central sales of less than Rs. 2,50,000 made to unregistered persons are shown by clubbing the transactions on the basis of Type (i.e. whether transaction is done through E-Commerce portal or other than E-Commerce portal), Tax Rate and Place of Supply. This implies all the transactions of a particular type, tax rate and place of supply will be displayed collectively.

On pressing <ENTER> on this section, a *B2C (Small) Details – 7* window will appear displaying details of B2C (Small) transactions. Given below is the screenshot of *B2C (Small) Details – 7* window.

Figure 6.6 B2C (Small) Details – 7

					B2C(Small) Details - 7	
From 01-05-2020 to 31-05-2020						
Invalid Data...	Type	Place of Supply	Applicabl...	Rate	Taxable Value	Integrated Tax
	E	07-Delhi		12.00 %	4,00,000.00	
	OE	10-Bihar		28.00 %	19,000.00	5,320.00

Under *B2C (Small) Details – 7* window, various columns appear displaying different details of B2C Small transactions which are as follows:

- *Invalid Data Found* – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color. Invalid data, if uploaded on GST Portal may generate error and return filing may not be successfully done. So, it advised to rectify the error in order to file return hassle free.

- *Type* – This column displays the type of transaction i.e. whether transaction is done through E-Commerce Portal **'E'** or other than E-Commerce Portal **'OE'**. If transaction is done through E-Commerce Portal then you are required to specify E-Commerce GSTIN also.

- *Place of Supply* – This column displays the Place of Supply where Parties are situated and goods are dispatched.

- *Rate* – This column displays the GST Rate applied in vouchers.

- *Taxable Value* – This column displays the total taxable value of the vouchers (clubbed on the basis of Type, Place of Supply and Rate) on which GST is to be calculated.

- *Integrated Tax* – This column displays the total IGST tax amount calculated on the vouchers (clubbed on the basis of Type, Place of Supply and Rate).

Given below is the screenshot of *B2C (Small) Details – 7* window in continuation to the previous screenshot.

<p style="text-align:center;">Figure 6.7 B2C (Small) Details – 7 (continued)</p>

Details - 7				
Central Tax	State / UT Tax	Cess Amount	Total Tax Amt.	E-Commerce GSTIN
24,000.00	24,000.00	8,000.00	56,000.00	07AEDFG1234A1ZA
			5,320.00	

- *Central Tax* – This column displays the total CGST tax amount calculated on the vouchers (clubbed on the basis of Type, Place of Supply and Rate).

- *State/UT Tax* – This column displays the total SGST/UT tax amount calculated on the vouchers (clubbed on the basis of Type, Place of Supply and Rate).

- *Cess Amount* – This column displays the total Cess amount calculated on the vouchers (clubbed on the basis of Type, Place of Supply and Rate). In case of multi rate vouchers, total Cess amount will be displayed here. Also, if Additional Cess is applied then value of Additional Cess is also added and combined value of *Cess+ Additional Cess* will be displayed in this column.

- *Total Tax Amount* – This column displays the total tax amount calculated on the vouchers (clubbed on the basis of Type, Place of Supply and Rate).

- *E-Commerce GSTIN* – This column displays the GSTIN No. of E-Commerce Portal, if sale is done through E-Commerce Portal.

Further you can drill down to view complete details of all the transactions.

4. Credit / Debit Notes(Registered) – 9B

This section reflects the data of Sales Return, Dr. Note and Cr. Note vouchers entered against adjustment of vouchers for registered party entered under *B2B Invoices - 4A, 4B, 4C, 6B, 6C*section.

On pressing <ENTER> on this section, a *Credit/Debit Notes (Registered)-9B* window will appear displaying details of Sales Return, Dr. Note and Cr. Note transactions. Given below is the screenshot of *Credit/Debit Notes (Registered)-9B*window.

Figure 6.8 Credit/Debit Notes (Registered)-9B

				Credit/Debit Notes(Registered) - 9B			
From 01-05-2020 to 31-05-2020							
Invalid Data...	GSTIN/UIN of R...	Receiver Name	Invoice/Ad...	Invoice/Adv...	Note/Refund ...	Note/Refund Vou...	Document Type
	07ABMPS2408...	Advance Ele...	1	01-04-2020	1/2020-21	10-05-2020	C
	07ABMPS2408...	Advance Ele...	10	24-05-2020	1	24-05-2020	C

Under *Credit/Debit Notes (Registered)-9B* window, various columns appear displaying different details of Sales Return, Dr. Note and Cr. Note transactions which are as follows:

- *Invalid Data Found* – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color. Invalid data, if uploaded on GST Portal may generate error and return filing may not be successfully done. So, it advised to rectify the error in order to file return hassle free.

- *GSTIN/UIN of Recipient* – This column displays the GSTIN/UIN No. of Party to whom Credit/Debit Note is issued.

- *Receiver Name* – This column displays the Party name to whom Credit/Debit Note is issued.

- *Invoice / Advance Receipt Number* – This column displays the original voucher number against which Credit/Debit Note is issued.

- *Invoice / Advance Receipt Date* – This column displays the original voucher date against which Credit/Debit Note is issued.

- *Note/Refund Voucher Number* – This column displays the Dr. Note/Cr. Note, Sale Return Voucher Number whichever is entered.

- *Note/Refund Voucher date* – This column displays the Dr. Note/Cr. Note, Sale Return Voucher date whichever is entered.

- *Document Type* – This column displays the document type i.e. **'C'** for Cr. Note, Sale Return Voucher and **'D'** for Dr. Note Voucher. **'C'** implies tax liability is decreased and **'D'** implies tax liability is increased.

- **Reason for issuing document** – This column displays the reason for issuing the Credit/Debit Note as specified while entering the Credit/Debit Note voucher.

- **Place of Supply** – This column displays the Place of Supply of Party to whom Credit/Debit Note is issued.

- **Note/Refund Voucher Value** – This column displays the total amount of Credit/Debit Note invoice including tax.

Given below is the screenshot of *Credit/Debit Notes (Registered)-9B* window in continuation to the previous screenshot.

Figure 6.9 Credit/Debit Notes (Registered)-9B (continued)

			Credit/Debit Notes(Registered) - 9B					
0								
Applicable % ...	Rate	Taxable Value	Integrated Tax	Central Tax	State / UT Tax	Cess Amount	Total Tax Amt.	Pre GST
	12.00 %	-50,000.00		-3,000.00	-3,000.00		-6,000.00	N
	12.00 %	-8,800.00		-600.00	-600.00		-1,200.00	N

- **Rate** – This column displays the GST Rate applied on Credit/Debit Note voucher.

- **Taxable Value** – This column displays the taxable value of the Credit/Debit Note voucher on which GST is to be calculated.

- **Integrated Tax** – This column displays the IGST tax amount calculated on Credit/Debit Note voucher.

- **Central Tax** – This column displays the CGST tax amount calculated on Credit/Debit Note voucher.

- **State/UT Tax** – This column displays the SGST/UT tax amount calculated on Credit/Debit Note voucher.

- **Cess Amount** – This column displays the total Cess amount calculated on Credit/Debit Note voucher. In case of multi rate voucher, total Cess amount will be displayed here. Also, if Additional Cess is applied then value of Additional Cess is also added and combined value of *Cess + Additional Cess* will be displayed in this column.

- **Total Tax Amount** – This column displays the total tax amount calculated on Credit/Debit Note voucher.

5. Credit / Debit Notes(Unregistered)– 9B

This section reflects the data of *Sales Return, Dr. Note* and *Cr. Note* vouchers entered against adjustment of vouchers for unregistered party entered under *B2C (Large) Invoices – 5A, 5B* section and *Exports – with Payment of IGST / without Payment of IGST*.

On pressing <ENTER> on this section, a *Credit/Debit Notes (Unregistered)-9B* window will appear displaying details of Sales Return, Dr. Note and Cr. Note transactions made to

unregistered party. Given below is the screenshot of *Credit/Debit Notes (Unregistered)-9B* window.

Figure 6.10 Credit/Debit Notes (Unregistered)-9B

Under *Credit/Debit Notes (Unregistered)-9B* window, various columns appear displaying different details of Sales Return, Dr. Note and Cr. Note transactions which are as follows:

- **Invalid Data Found** – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color. Invalid data, if uploaded on GST Portal may generate error and return filing may not be successfully done. So, it advised to rectify the error in order to file return hassle free.

- **UR Type** – This column displays the type of transaction i.e. B2CL, Export with payment of IGST / without payment of IGST.

- **Note/Refund Voucher Number** – This column displays the Dr. Note/Cr. Note, Sale Return Voucher Number whichever is entered.

- **Note/Refund Voucher date** – This column displays the Dr. Note/Cr. Note, Sale Return Voucher date whichever is entered.

- **Document Type** – This column displays the document type i.e. **'C'** for Cr. Note, Sale Return Voucher and **'D'** for Dr. Note Voucher. **'C'** implies tax liability is decreased and **'D'** implies tax liability is increased.

- **Invoice / Advance Receipt Number** – This column displays the original voucher number against which Credit/Debit Note is issued.

- **Invoice / Advance Receipt Date** – This column displays the original voucher date against which Credit/Debit Note is issued.

- **Reason for issuing document** – This column displays the reason for issuing the Credit/Debit Note as specified while entering the Credit/Debit Note voucher.

- **Place of Supply** – This column displays the Place of Supply of Party to whom Credit/Debit Note is issued.

Given below is the screenshot of *Credit/Debit Notes (Unregistered)-9B* window in continuation to the previous screenshot.

Figure 6.11 Credit/Debit Notes (Unregistered)-9B (continued)

Credit/Debit Notes(Unregistered) - 9B							
Note/Refund Vou...	Applicable % of Tax...	Rate	Taxabl...		Integrated Tax	Cess Amount	Total Tax Amt.
-86,640.00		12.0...	-76,0...		-9,120.00	-1,520.00	-10,640.00
-1,12,000.00		12.0...	-1,00,...		-12,000.00		-12,000.00
-98,000.00		12.0...	-98,0...				

- **Note/Refund Voucher Value** – This column displays the total amount of Credit/Debit Note invoice including tax.

- **Rate** – This column displays the GST Rate applied on Credit/Debit Note voucher.

- **Taxable Value** – This column displays the taxable value of the Credit/Debit Note voucher on which GST is to be calculated.

- **Integrated Tax** – This column displays the IGST tax amount calculated on Credit/Debit Note voucher.

- **Cess Amount** – This column displays the total Cess amount calculated on Credit/Debit Note voucher. In case of multi rate voucher, total Cess amount will be displayed here. Also, if Additional Cess is applied then value of Additional Cess is also added and combined value of *Cess+ Additional Cess* will be displayed in this column.

- **Total Tax Amount** – This column displays the total tax amount calculated on Credit/Debit Note voucher.

6. Export Invoices – 6A

This section reflects the invoice level data of Export sales with Payment of IGST i.e. taxable exports / without Payment of IGST i.e. zero-rated exports.

On pressing <ENTER> on this section, an *Export Invoices-6A* window will appear displaying details of Export transactions. Given below is the screenshot of *Export Invoices-6A* window.

Figure 6.12 Export Invoices - 6A

				Exports Invoices - 6A				
From 01-05-2020 to 31-05-2020								
Invalid Data...	Export Type	Invoice Number	Invoice Date	Invoice Value	Port Code	Shipping Bill Nu...	Shipping Bill ...	A.
	WPAY	E-1	10-05-2020	45,02,400.00	INTKD6			
	WOPAY	E-2	30-05-2020	9,80,000.00	INTKD6	2222222	30-05-2020	

Under *Export Invoices-6A* window, various columns appear displaying different details of Export transactions which are as follows:

- **Invalid Data Found** – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color. Invalid data, if uploaded on GST Portal may generate error and return filing may not be successfully done. So, it advised to rectify the error in order to file return hassle free.

- **Export Type** – This column displays the type of Export transaction i.e. **'WPAY'** (with payment of IGST), **'WOPAY'** (without payment of IGST). **'WPAY'** means taxable exports and **'WOPAY'** means zero-rated exports.

- **Invoice Number** – This column displays the Voucher Number as entered.

- **Invoice date** – This column displays the Voucher date as entered.

- **Invoice Value** – This column displays the total amount of invoice including tax, if applicable.

- **Port Code** – This column displays the Port Code as entered while entering the transaction.

- **Shipping Bill Number** – This column displays the Shipping Bill Number as entered while entering the transaction.

- **Shipping Bill Date** – This column displays the Shipping Bill Date as entered while entering the transaction.

Given below is the screenshot of *Export Invoices-6A* window in continuation to the previous screenshot.

Figure 6.13 Export Invoices-6A (continued)

Rate	Taxable Value	Integrated Tax	Cess Amount
12.00 %	40,20,000.00	4,82,400.00	
12.00 %	9,80,000.00		

- **Rate** – This column displays the GST Rate applied in voucher.

- **Taxable Value** – This column displays the taxable value of the voucher on which GST is to be calculated.

- **Integrated Tax** – This column displays the IGST tax amount calculated in a voucher.

- **Cess Amount** – This column displays the total Cess amount calculated in a voucher. In case of multi rate voucher, total Cess amount will be displayed here. Also, if Additional Cess is applied then value of Additional Cess is also added and combined value of *Cess* **+** *Additional Cess* will be displayed in this column.

7. Tax Liability (Advances Received) – 11A(1), 11A(2)

This section reflects summary of advance received (Local/Central) when advance received in current tax period is not adjusted or refunded in current tax period. For example, You have received an advance amount of Rs.10,000 in July, but no billing is done or you have not refunded the amount to party in same month i.e. July.

Under this section data is clubbed on the basis of Tax Rate and Place of Supply i.e. all the transactions of a particular tax rate and place of supply will be displayed collectively.

On pressing <ENTER> on this section, a *Tax Liability (Advances Received) – 11A(1), 11A(2)* window will appear displaying details of advance received transactions against which no billing is done nor any refund has been made in current tax period. Given below is the screenshot of *Tax Liability (Advances Received) – 11A (1), 11A (2)* window.

Figure 6.14 Tax Liability (Advances Received) – 11A (1), 11A (2)

Under *Tax Liability (Advances Received) – 11A (1), 11A (2)* window, various columns appear displaying different details of advance received transactions which are as follows:

* **Invalid Data Found** – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color. Invalid data, if uploaded on GST Portal may generate error and return filing may not be successfully done. So, it advised to rectify the error in order to file return hassle free.

* **Place of Supply** – This column displays the Place of Supply where Parties are situated.

* **Rate** – This column displays the GST Rate applied in vouchers.

* **Gross Advance Received** – This column displays the total advance amount received (clubbed on the basis of rate and place of supply) excluding tax.

* **Integrated Tax** – This column displays the total IGST tax amount (clubbed on the basis of rate and place of supply) calculated on advance received.

* **Central Tax** – This column displays the total CGST tax amount (clubbed on the basis of rate and place of supply) calculated on advance received.

* **State/UT Tax** – This column displays the total SGST/UT tax amount (clubbed on the basis of rate and place of supply) calculated on advance received.

* **Cess Amount** – This column displays the total Cess + Additional Cess amount (clubbed on the basis of rate and place of supply) calculated on advance received.

- **Total Tax Amount** – This column displays the total tax amount (clubbed on the basis of rate and place of supply) calculated on advance received.

Further you can drill down to view complete details of all the transactions.

8. Adjustment of Advances – 11B(1), 11B(2)

This section reflects summary of advance adjusted (Local/Central) when advance is adjusted or refunded in current tax period but received in previous tax period. For example,
- A Sale bill is raised to a party in the month of August for Rs.10,000 against advance received in July.

<div align="center">Or</div>

- A Payment voucher for refund of advance received in July is raised in the month of August.

Under this section data is clubbed on the basis of Tax Rate and Place of Supply i.e. all the transactions of a particular tax rate and place of supply will be displayed collectively.

On pressing <ENTER> on this section, an *Adjustment of Advances –11B(1), 11B(2)* window will appear displaying details of advance received transactions which are received in previous tax period but billing is done or refund has been taken place in current tax period. Given below is the screenshot of *Adjustment of Advances –11B (1), 11B (2)* window.

<div align="center">Figure 6.15 Adjustment of Advances –11B (1), 11B (2)</div>

Under *Adjustment of Advances –11B (1), 11B (2)* window, various columns appear displaying different details of advance received transactions which are as follows:

- **Invalid Data Found** – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color. Invalid data, if uploaded on GST Portal may generate error and return filing may not be successfully done. So, it advised to rectify the error in order to file return hassle free.
- **Place of Supply** – This column displays the Place of Supply where Parties are situated.
- **Rate** – This column displays the GST Rate applied in vouchers.
- **Gross Advance Adjusted** – This column displays the total advance amount which is adjusted in the bills or is refunded (clubbed on the basis of rate and place of supply).

- *Integrated Tax* – This column displays the total IGST tax amount (clubbed on the basis of rate and place of supply) which is adjusted in the bills or is refunded.
- *Central Tax* – This column displays the total CGST tax amount (clubbed on the basis of rate and place of supply) which is adjusted in the bills or is refunded.
- *State/UT Tax* – This column displays the total SGST/UT tax amount (clubbed on the basis of rate and place of supply) which is adjusted in the bills or is refunded.
- *Cess Amount* – This column displays the total Cess + Additional Cess amount (clubbed on the basis of rate and place of supply) which is adjusted in the bills or is refunded.
- *Total Tax Amount* – This column displays the total tax amount (clubbed on the basis of rate and place of supply) which is adjusted in the bills or is refunded.

Further you can drill down to view complete details of all the transactions.

9. Nil Rated, Exempted and Non GST (8)

This section reflects net values of nil rated, exempt and non-GST outward supplies made to registered and unregistered dealers, within and outside the state.

On pressing <ENTER> on this section, a *Nil Rated, Exempted and Non GST (8)* window will appear displaying details of nil rated, exempt and non-GST outward supplies. Given below is the screenshot of *Nil Rated, Exempted and Non GST (8)* window.

Figure 6.16 Nil Rated, Exempted and Non GST (8)

From 01-05-2020 to 31-05-2020	Nil rated, Exempted and Non GST (8)		
Description	Nil Rated Supplies	Exempted	Non-GST Supplies
Intra-state supplies to registered person	19,000.00	1,00,000.00	
Intra-state supplies to unregistered person	19,000.00		
Inter-state supplies to registered person		98,000.00	
Inter-state supplies to unregistered person			1,00,000.00

Under *Nil Rated, Exempted and Non GST (8)* window, various columns appear displaying different details of nil rated, exempt and non-GST transactions which are as follows:

- *Description* – This column displays the description of transaction i.e. inter-state / intra-state supplies to registered / unregistered person.
- *Nil Rated Supplies* – This column displays the total amount of Nil Rated transactions.
- *Exempted* – This column displays the total amount of Exempted transactions.
- *Non-GST Supplies* – This column displays the total amount of Non-GST transactions.

Further you can drill down to view complete details of all the transactions.

10. HSN-wise Summary of Outward Supplies – 12

This section provides HSN Code, UQC and Description wise consolidated summary of outward supplies.

Description can be specified using *Update HSN/SAC Description* utility provided under *Transactions* → *GST Misc. Utilities* → *Update HSN/SAC Description* option. On clicking *Update HSN/SAC Description* option, an *Update HSN/SAC Description* window appears. Given below is the screenshot of *Update HSN/SAC Description* window.

Figure 6.17 Update HSN/SAC Description

S.No.	HSN/SAC Code	Unit Name	Description
1		N.A.	SCRAP
2		Pcs.	Services Job
3	35052000	Kgs.	CARTON
4	3920	Metre	DUPLEX
5	3926	Kgs.	
6	3926	Metre	
7	4707	Kgs.	
8	4804	Kgs.	
9	4808	Kgs.	
10	4810	Kgs.	
11	4811	Metre	
12	4819	Pcs.	
13	63051070	Yards	
14	7217	Kgs.	
15	998232	N.A.	
16			

Under *Update HSN/SAC Description* window, you can specify HSN/SAC Code, Unit and Description or combination of either HSN Code & Unit or Unit &Description.

On pressing <ENTER> on this section, a *HSN-wise Summary of Outward Supplies – 12* window will appear displaying HSN wise consolidated summary of transactions i.e. for each HSN all the transactions made will be displayed collectively . Given below is the screenshot of *HSN-wise Summary of Outward Supplies – 12* window.

Figure 6.18 HSN-wise Summary of Outward Supplies – 12

Invalid Data Found	HSN	Unit	Description	UQC	Total Qua...	Total Value	Taxable Value	Integrated Tax A...
	4819	Pcs.		PCS-PIECES	18,680.00	78,17,194.00	71,24,300.00	5,90,884.00

From 01-05-2020 to 31-05-2020

Under *HSN-wise Summary of Outward Supplies – 12* window, various columns appear displaying different details of HSN Code-wise consolidated summary which are as follows:

- **Invalid Data Found** – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color. Invalid data, if uploaded on GST Portal may generate error and return filing may not be successfully done. So, it advised to rectify the error in order to file return hassle free.

- **HSN** – This column displays the HSN Code.

- **Unit** – This column displays Unit specified in Item master.

- **Description** – This column specifies Description as specified under HSN/SAC Description utility.

- **UQC** – This column specifies UQC tag with Unit under Unit master.

- **Total Quantity** – This column specifies total quantity issued for a particular HSN.

- **Total Value** – This column specifies the total value of transactions for a particular HSN.

- **Taxable Value** – This column displays the taxable value of transactions for a particular HSN on which GST is to be calculated.

- **Integrated Tax Amount** – This column displays the IGST tax amount calculated on transactions for a particular HSN.

Given below is the screenshot of *HSN-wise Summary of Outward Supplies – 12* window in continuation to the previous screenshot.

Figure 6.19 HSN-wise Summary of Outward Supplies – 12 (continued)

Central Tax Amo...	State / UT Tax A...	Cess Amount	Total Tax Amt.
40,584.00	40,584.00	20,842.00	6,92,894.00

- **Central Tax Amount** – This column displays the CGST tax amount calculated on transactions for a particular HSN.

- **State/UT Tax Amount** – This column displays the SGST/UT tax amount calculated on transactions for a particular HSN.

- **Cess Amount** – This column displays the total Cess + Additional Cess amount calculated on transactions for a particular HSN.

- **Total Tax Amount** – This column displays the total tax amount calculated on transactions for a particular HSN.

> → **It is mandatory to specify HSN/SAC Code of an Item. In case HSN/SAC is not specified, you have to specify description for that item through HSN/SAC Description Utility. Thus, either of the HSN/SAC or Description of Item is mandatory to file GSTR-1 return.**

11. Summary of documents issued during the tax period (13)

This section reflects Voucher no. wise summary of Invoices for Outward supplies, Debit Note, Delivery Challan for Job Work, Invoices for Inward Supply from Unregistered person and Receipt Voucher issued during the tax period i.e. month/quarter.

On pressing <ENTER> on this section, a *Summary of documents issued during the tax period (13)* window will appear displaying Voucher no. wise summary of outward supplies. Given below is the screenshot of *Summary of documents issued during the tax period (13)* window.

Figure 6.20 Summary of documents issued during the tax period (13)

From 01-05-2020 to 31-05-2020	Summary of documents issued during the tax period (13)				
Invalid Data Found	Nature of Document	Sr. No. From	Sr. No. To	Total Number	Cancelled
	Invoices for outw...	1	E-2	21	0
	Credit Note	1/2020-21	4/2020-21	4	0
	Credit Note	1	1	1	0
'Sr. No. From' And 'Sr. No. To' can not be blank.	Receipt Voucher			1	0

Under *Summary of documents issued during the tax period (13)* window, various columns appear displaying Voucher no. wise summary of outward supplies which are as follows:

- *Invalid Data Found* – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color. Invalid data, if uploaded on GST Portal may generate error and return filing may not be successfully done. So, it advised to rectify the error in order to file return hassle free.

- *Nature of Document* – This column displays the type of voucher i.e. Dr. Note, Cr. Note, Sale Return, Invoices for Outward Supply and so on.

- *Sr. No. From* – This column displays the starting number of voucher from where vouchers are issued during the tax period.

- *Sr. No. To* – This column displays the ending number of voucher up to where vouchers are issued during the tax period.

- *Total Number* – This column displays the total number of vouchers issued during the tax period.

- *Cancelled* – This column displays the total number of vouchers cancelled during the tax period.

Process of filing GSTR-1 eReturn

To file GSTR-1 eReturn, first of all you need to create JSON file which is then to be uploaded on GST portal for filing of GSTR-1.

Using GSTR-1 eReturn option provided under *Display* → *GST Reports* → *GST Returns,* you can generate JSON, CSV, Excel file As per Govt. Template or Plain Excel File which carries details of sales / supply outward.

On clicking *GSTR-1 eReturn* option, a *GSTR-1 eReturn* window appears asking report to be generated as JSON, CSV, As per Govt. Template or Plain Excel. Given below is the screenshot of *GSTR-1 eReturn* window.

Figure 6.21 GSTR-1 eReturn
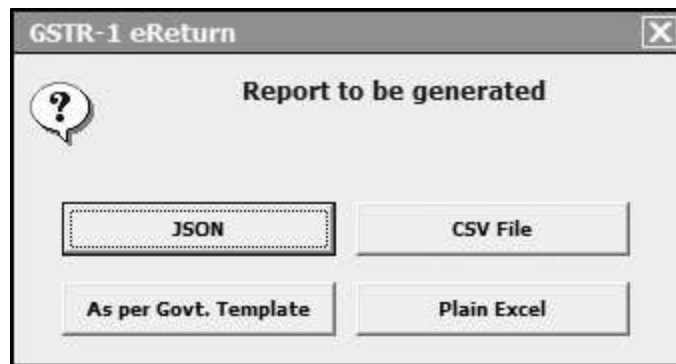
Select *JSON* option to generate JSON file. JSON file generated from BUSY can be directly uploaded to GST portal. On selecting JSON option, a *GSTR-1 eReturn* window appears with various report options. Enter the required details and specify the path where you want to generate JSON file and click *Ok* button. On clicking *Ok* button, a *JSON creation* message box appears. Given below is the screenshot of *JSON creation* message box.

Figure 6.22 JSON Creation
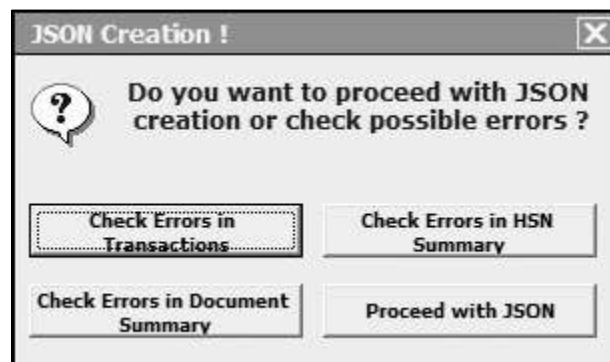
Under *JSON Creation* window, various options appear to check possible errors before generating JSON file. It is recommended to do so because if errors are not checked then JSON generated from BUSY may get rejected at GST portal. Following options are provided to check possible errors:

a. *Check Errors in Transaction* – Click this button to check errors in transaction i.e. any mistake done while entering the voucher will be shown here. Given below is the screenshot of *Supply Outward Register* window which appear on clicking *Check Errors in Transaction* button.

Figure 6.23 Supply Outward Register (Only Invalid Entries)

Error Description	GSTR-1 Section	GSTR-3B ...	Party	GSTIN / UIN	Place of Supply	Doc. No.	Doc. Dat
Voucher No. can not be blank.	AT	3.1(A)	Jai Mata Auto Traders	07BJIPR2876...	07-Delhi	2	02-05-2
GSTIN should be of 15 digits.	B2B	3.1(B)	Inv. No. : Shivam Trading Inv. Type : SEZ Supplies ...		04-Chandigarh	4	14-05-2.

In the above window various errors are shown. So, you must rectify these kinds of errors before generating JSON file.

b. *Check Errors in HSN Summary* – Click this button to check errors in HSN Summary i.e. any mistake which generate error in HSN summary such as blank / invalid UQC (Unit Quantity Code) will be shown here.

c. *Check Errors in Document Summary* – Click this button to check errors in Document Summary i.e. any mistake which generate error in document summary such as blank voucher no. will be shown here.

d. *Proceed with JSON* – Once all the errors are checked and corrected, click this button to generate JSON file. On clicking this button, JSON file will be generated at the path specified by you.

Generate CSV/ Excel file from BUSY and convert it to JSON using offline tool

Another option is to generate CSV or Excel files from BUSY and convert it to JSON.

CSV – Select this option to generate CSV files from BUSY. For each section of GSTR-1, a separate CSV file will be generated irrespective of whether data is appearing in that section or not. These section wise CSV files are to be imported one by one in GST offline tool and then JSON file will be generated from there.

As per Govt. Template – Select this option to generate Excel file As per Govt. template. In this option you need to specify the path of Excel Template shipped with offline tool. Using this option may take a long time to generate Excel file. After generating Excel file from this option, import that Excel file to GST offline tool and generate JSON file from there.

Plain Excel – Select this option to generate plain Excel file (without specifying path for Excel template). File generated from this option may not import properly in offline tool, so you can use either 'As per Govt. template' or 'CSV' option.

After generating CSV or Excel file, import it to GST offline tool and generate JSON file from there.

Uploading JSON file to GST online portal to file GSTR-1

Once JSON file is generated, next step is to upload it to GST portal. Given below are the screenshots showing how to upload JSON file to GST portal.

Figure 6.24 GST Portal

Figure 6.25 GST Portal

Enter GST credentials and click *Login* button

Figure 6.26 GST Portal

Click *Return Dashboard* button to prepare return
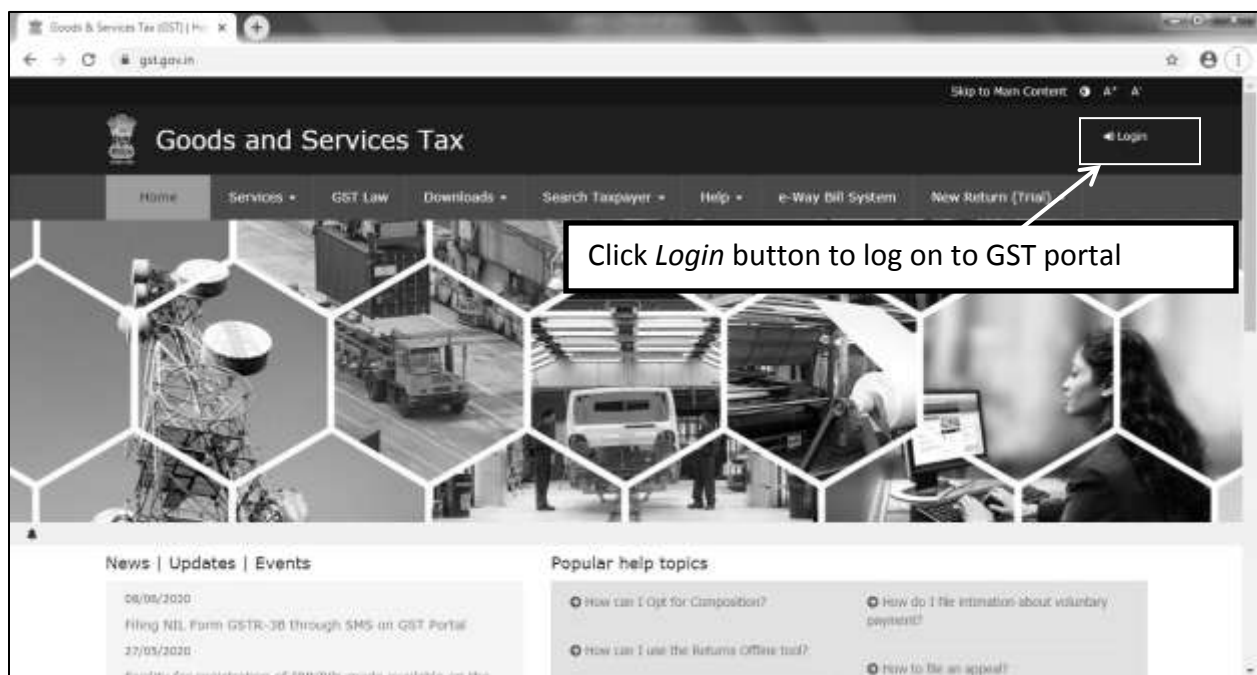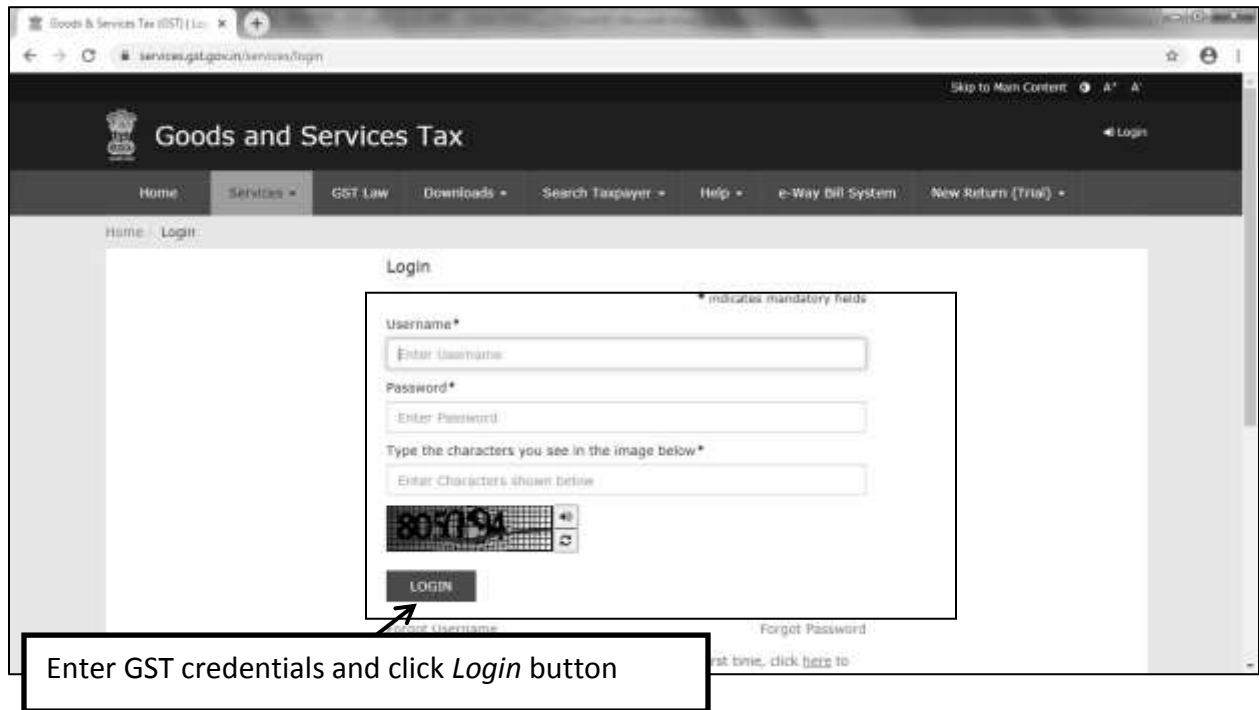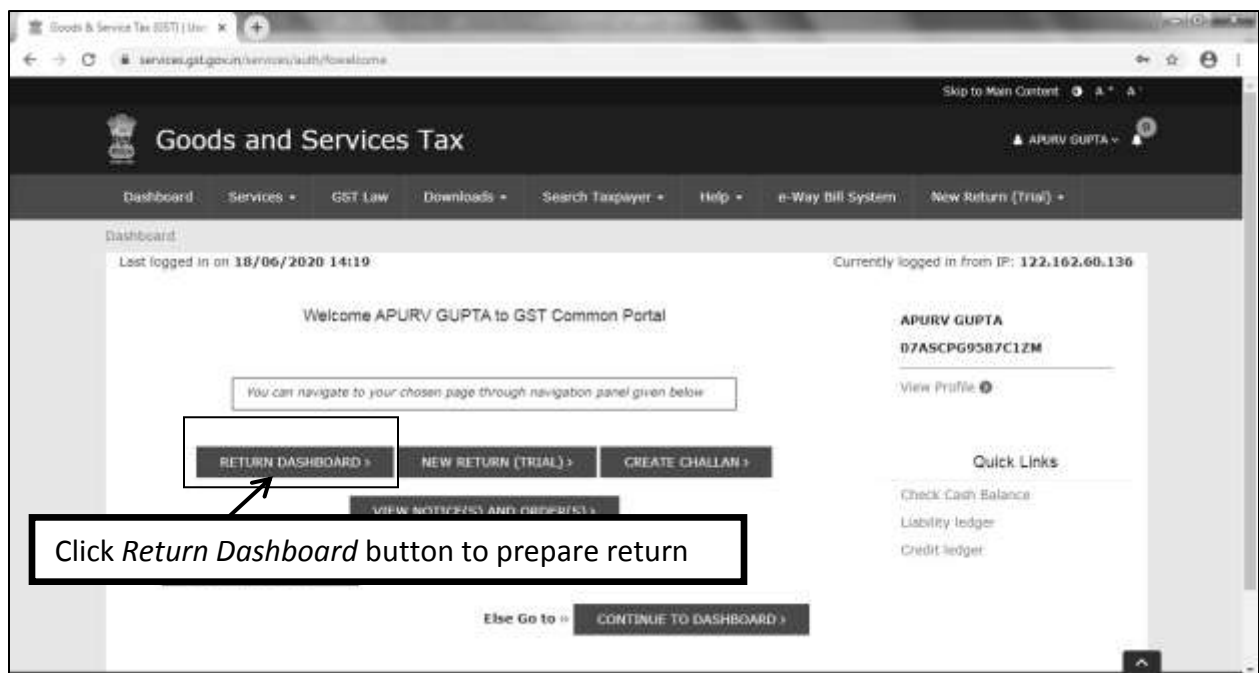
Figure 6.27 GST Portal
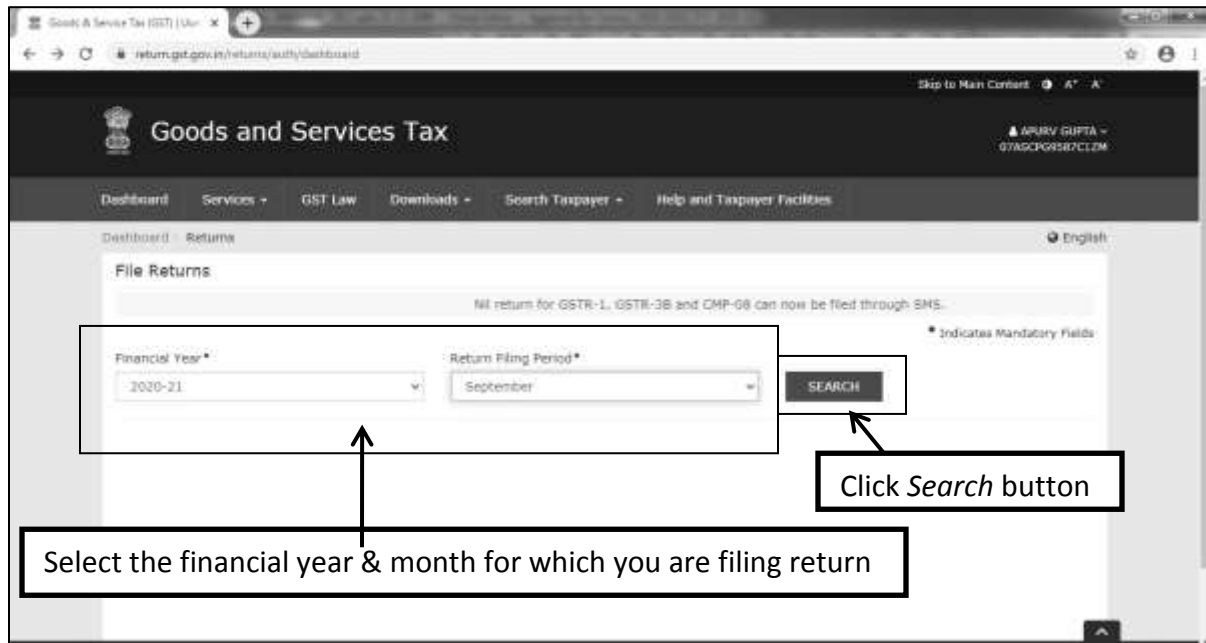
Figure 6.28 GST Portal

Figure 6.29 GST Portal

Click *Choose file* button and select the JSON file to upload
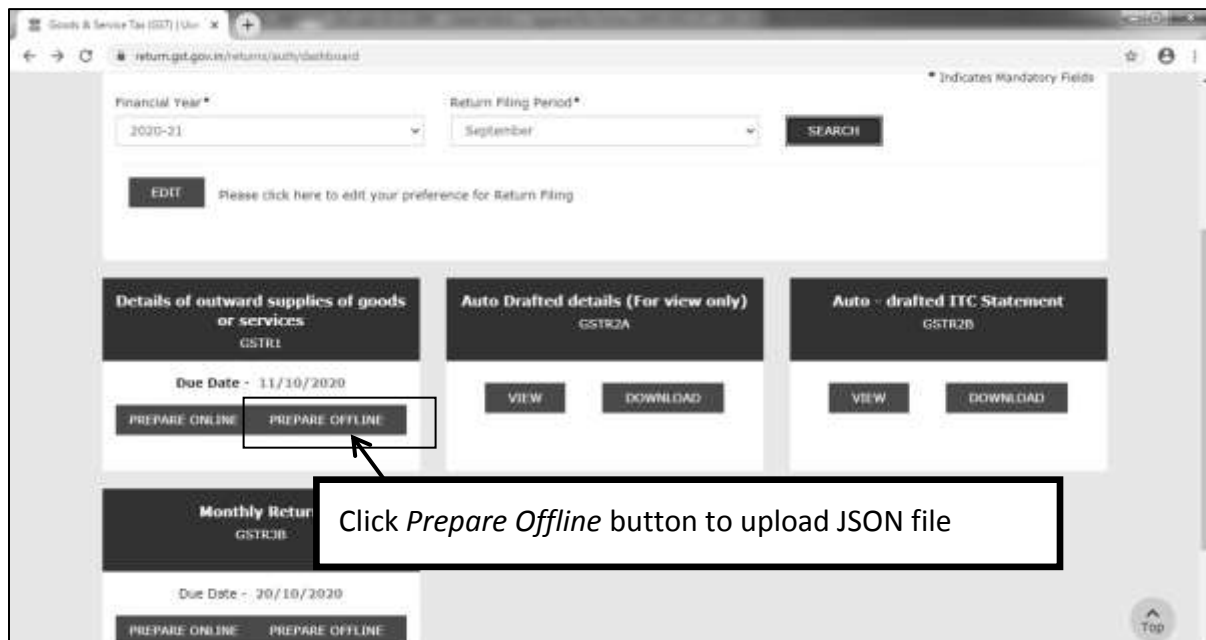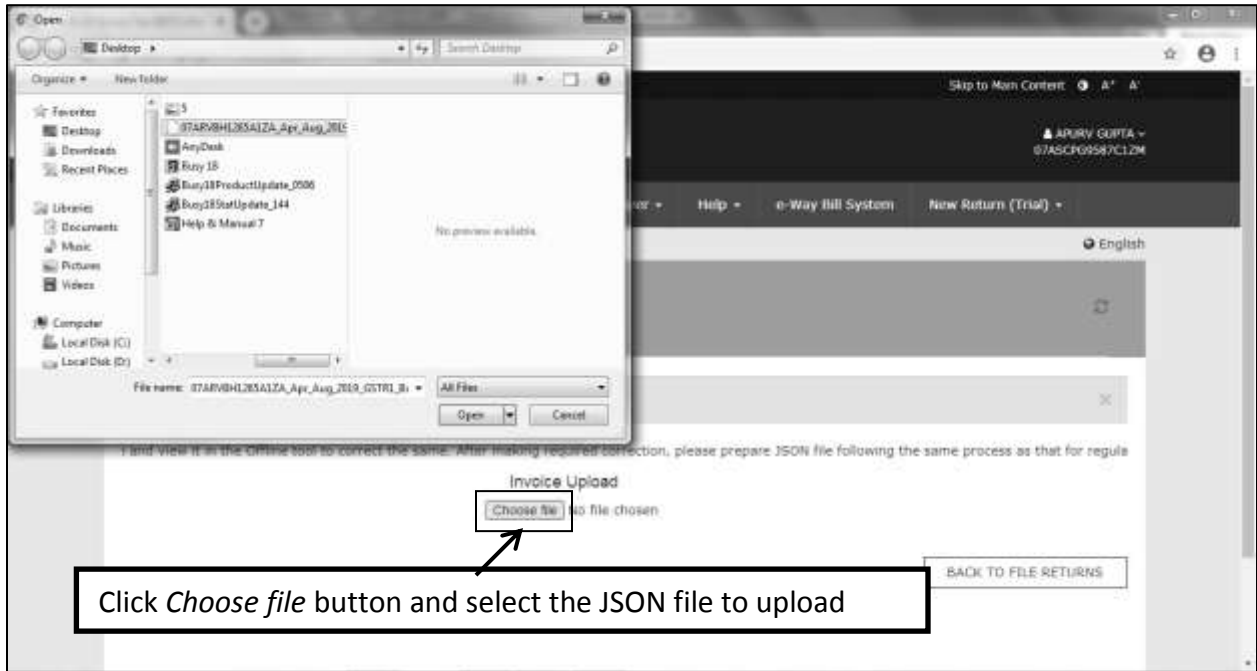
The uploaded file will be processed and data will be reflected in *'Prepare Online'* section after few minutes. Given below is the screenshot showing the same.

Figure 6.30 GST Portal
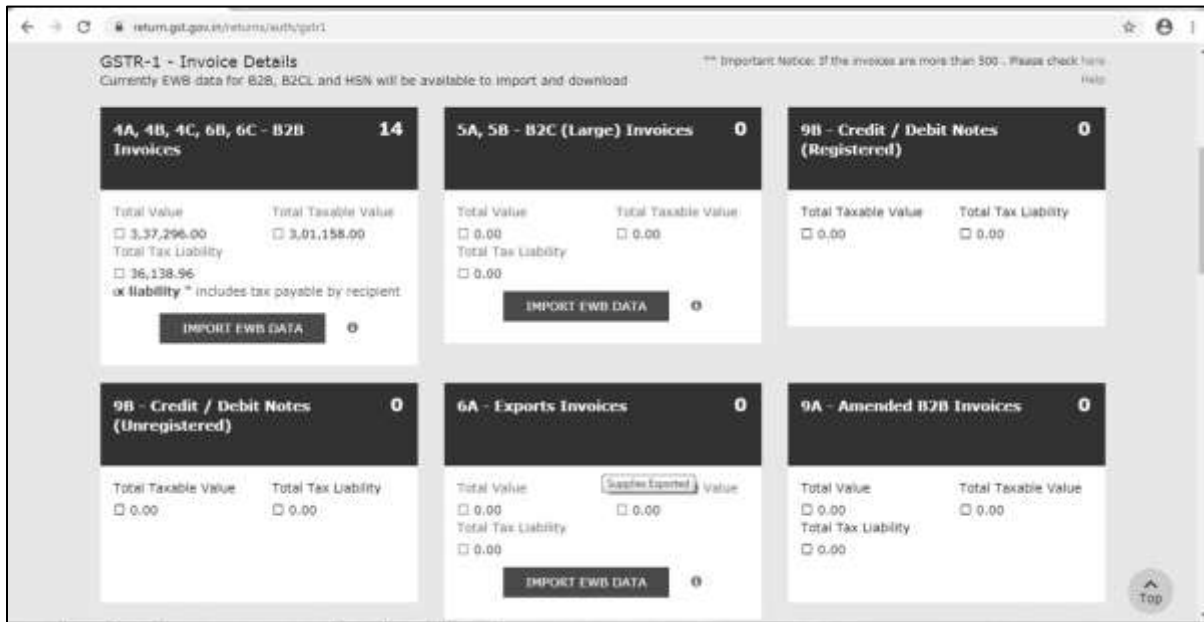
Verify the data appearing in the respective sections and click *Submit* button as shown in below screenshot.

Figure 6.31 GST Portal

Click *Submit* button to submit GSTR-1
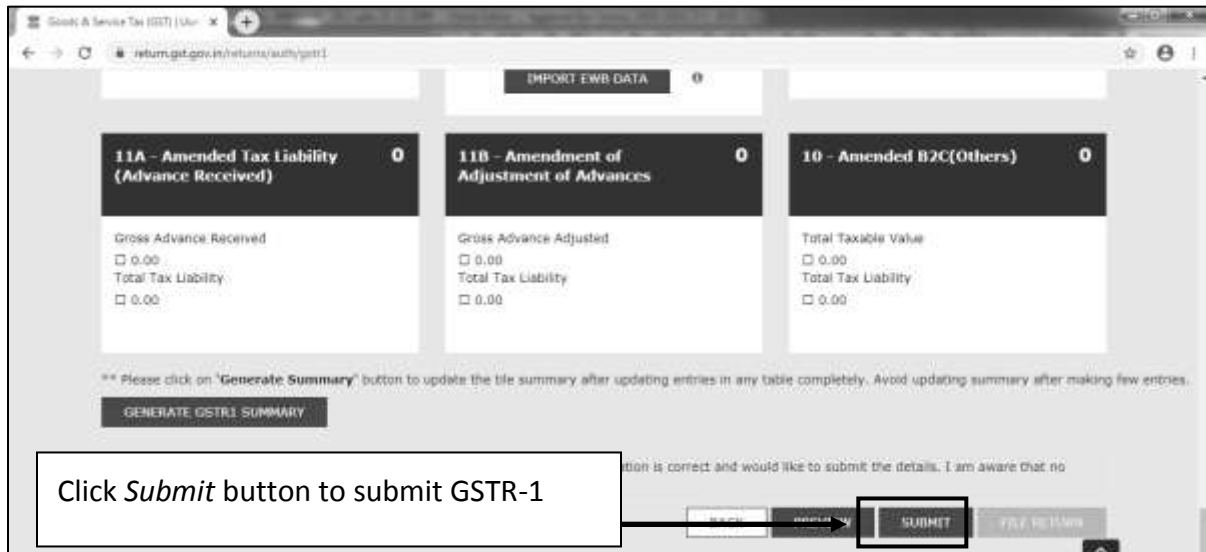
On clicking *Submit* button, following screen appears:

Figure 6.32 GST Portal

Click *Proceed* button to continue

After submitting, file GSTR-1 as shown in below screenshot:

Figure 6.33 GST Portal
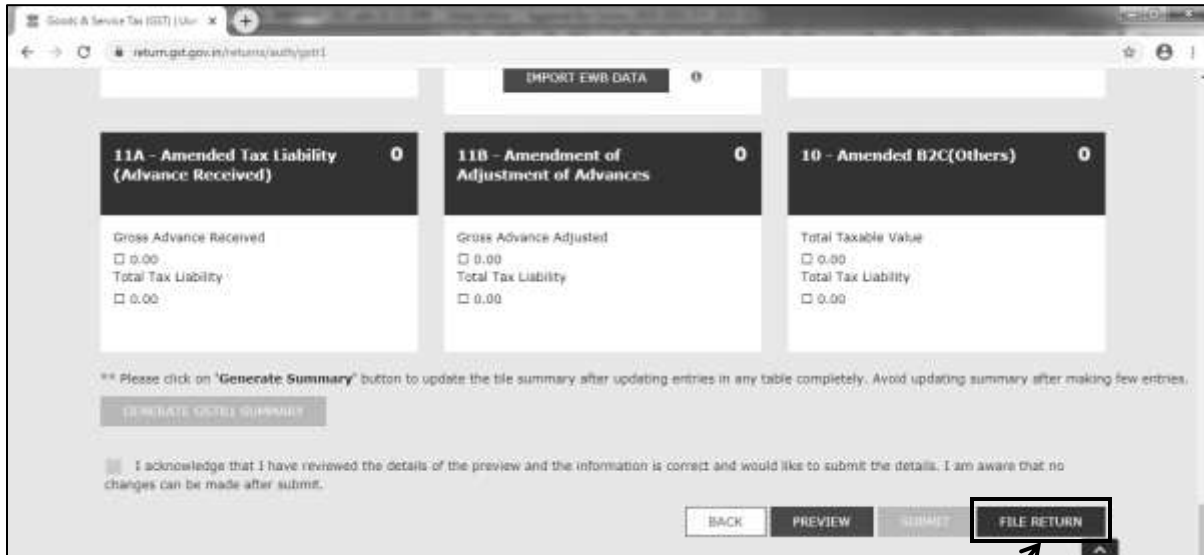
Click *File Return* button to file GSTR-1

On clicking *File Return* button, a screen appears where you need to select authorised signatory and select '*File With EVC/DSC*' option whichever you want to opt. On selecting *File with EVC* option, a window appears in which you need to specify OTP received on your registered mobile phone. Given below is the screenshot showing the same.

Figure 6.34 GST Portal
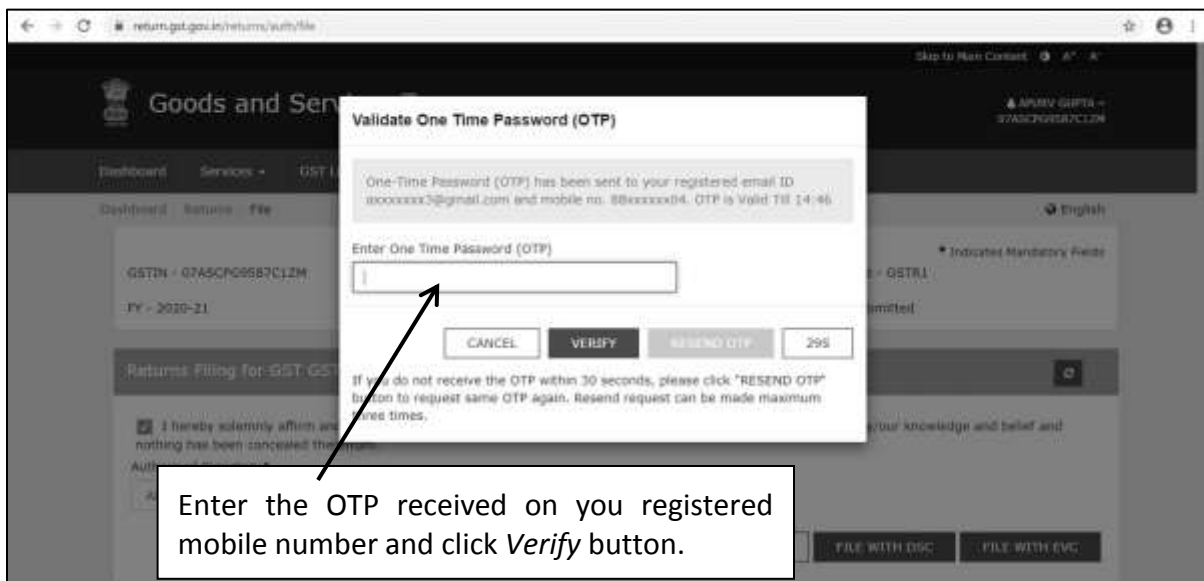
Enter the OTP received on you registered mobile number and click *Verify* button.

On clicking Verify button, GSTR-1 is filed and an ARN NO. is generated for future reference. Given below is the screenshot showing the same.

Figure 6.35 GST Portal
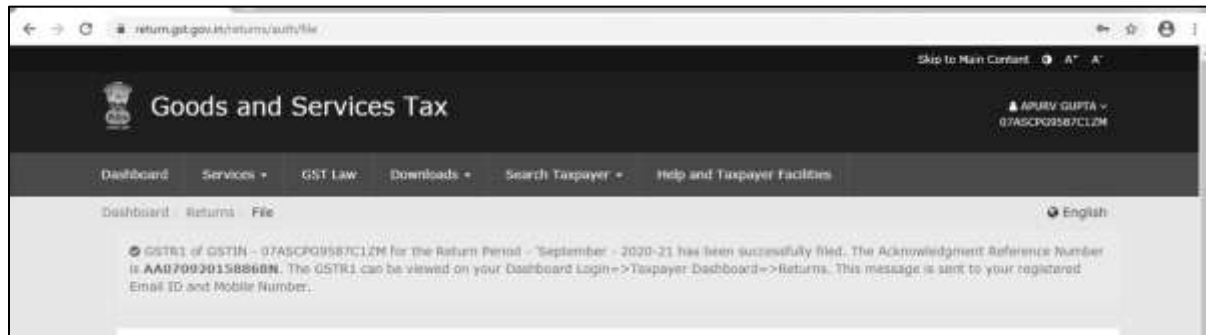
6.1.2 GSTR-3B

GSTR-3B is a monthly return to be filed by Regular Dealer registered under GST. This return involves summarized details of sales, purchases during the month along with the amount of GST liability. On selecting *GSTR-3B* option provided under *Display → GST Reports → GST Returns*, a *Form GSTR-3B* window appears with following Report Options:

- *Select Month* – Select Month from the list for which you want to generate GSTR-3B report.

- *Consider Voucher Date / Purchase Bill Date (V/P)* – Specify 'V' in this data field to consider Voucher date otherwise specify 'P' in this data field to consider Purchase Bill date for generating report. This option is applicable for *Purchase (Inward Supply)* vouchers.

- Voucher Date is the date entered in the header of the voucher whereas Purchase Bill Date is the date you enter in the GST Reporting window that appears while saving the *Purchase (Inward Supply)* voucher. Both the dates can be same/different i.e. Voucher date is the date when you are entering voucher in your books but Purchase Bill date is the date on which purchase is done. For example, you have purchased goods on 01.04.2020 but you have entered the voucher in your books on 01.05.2020. In this case Purchase Bill date is 01.04.2020 whereas Voucher Date is 01.05.2020. So, with this option you can decide whether to generate report on the basis of Voucher Date or Purchase Bill Date.

- *Include Expenses Not Liable to RCM (Daily Limit)* – Specify 'Y' in this data field to include RCM expenses which are below daily limit i.e. 5,000 or else specify 'N'. On specifying 'Y' expenses will be shown under *Section (5) Values of exempt, Nil-rated and Non-GST Inward supplies.*

- ***Include Expenses Not Liable to RCM (Not Applicable)*** – Specify 'Y in this data field to include expenses in which *RCM Nature* is set to *Not Applicable* or else specify 'N'. On specifying 'Y' expenses will be shown under *Section (5) Values of exempt, Nil-rated and Non-GST Inward supplies.*

- ***Show Exempt/NR/ZR Entries in Taxable Invoice Separately***– On specifying 'Y' in this data field Exempt/NR/ZR entries in a voucher will appear under Section 3.1 (c)*Other Outward Supplies (Nil Rated, Exempted)* otherwise they will be displayed in Section 3.1 (a)*Outward taxable Supplies (other than zero rated, nil rated and exempted)*. This is usually required in case of multi-tax voucher where different tax rate entries are there. Thus, with this option you can view taxable entries of a voucher under Section 3.1 (a) and Exempt/NR/ZR entries of a voucher under Section 3.1 (c).

- ***Show Reverse Charge Sale Invoice as 'Exempt'***– Specify 'Y' in this data field to view Reverse Charge Sale Invoice as *Exempt* Supply else it will be shown under *Taxable* Supplies. On specifying 'Y' Reverse Charge Sales Invoice will be shown under *Section 3.1 (c) Other Outward Supplies (Nil Rated, Exempted)* else it will be shown under *Section 3.1 (a) Outward taxable Supplies (other than zero rated, nil rated and exempted)*.

- ***Pick Relevant ITC from 'Monthly ITC Tagging'***–Specify 'Y' in this data field to pick ITC for the specified period as per the status and return period specified by you under *Monthly ITC Tagging* utility.

    'Monthly ITC Tagging' utility is used to specify status of vouchers i.e. *Pending, Claimed, Ineligible and Not to be Claimed* by comparing BUSY data with GSTR-2A data downloaded from GST Portal. According to the status of vouchers entered, ITC will be calculated and will be reflected under *Section (4) Eligible ITC*. So, here you can decide whether to pick ITC from '*Monthly ITC Tagging'* utility or not.

- ***Apply New Set off Rule w.e.f (01-02-2019)***–Specify 'Y' in this data field to apply new set off rule as stated by government w.e.f. 01.02.2019.

    Earlier there is different formula of ITC Utilization but w.e.f. 01.02.2019, government has proposed new set off rule for ITC Utilization.

- ***Show 'Paid through ITC' Details in Table 6.1 as Feeded***– Specify 'Y' in this data field to view *'Paid through ITC'* column details under Table 6.1 as per adjustment entries feeded by you else it will be shown as per BUSY calculation.

After entering data in various data fields, click *Ok* button. On clicking *Ok* button, a *Form GSTR-3B* window appears. Given below is the screenshot of *Form GSTR-3B* window.

Figure 6.36 Form GSTR-3B

Figure 6.37 Form GSTR-3B (continued)

Figure 6.38 Form GSTR-3B (continued)

Under *Form GSTR-3B* window following section appears:

3.1 Details of outward supplies and inward supplies liable to reverse charge

Section	Nature of Transaction
Outward taxable supplies (other than zero rated, nil rated and exempted)	This section displays the Total Taxable value; Integrated Tax, Central Tax, State/UT Tax, and Cess in separate columns from sales and sales-related transactions with or without reverse charge applicability recorded with: • Taxable Local/Central sales • Deemed Exports
Outward taxable supplies (zero rated)	This section displays the Total Taxable value; Integrated Tax and Cess in separate columns from sales and sales-related transactions recorded with: • Exports – with payment of IGST/ without payment of IGST • Sales to SEZ – with payment of IGST / without payment of IGST

Other outward supplies (Nil rated, exempted)	This section displays the value of sales and sales-related transactions recorded with: • Local/Central Sales – Exempt/Nil Rated
a) Inward supplies (liable to reverse charge)	This section displays the Total Taxable value; Integrated Tax, Central Tax, State/UT Tax, and Cess in separate columns for Inward Supply transactions recorded with: • Taxable Imports of Service • Taxable Inward Supply (Local/Central) from Registered dealer on which reverse charge is applicable • Taxable Inward Supply (Local/Central) from Unregistered dealer on which reverse charge is applicable
Non-GST outward supplies	This section displays the value of supplies made which are kept completely out of GST like Petroleum products and so on.

3.2 Details of Inter-State supplies made to unregistered persons, composition taxable persons and UIN holders

Under this section further, break up of 'Outward taxable supplies' shown in Section 3.1 are displayed. Here, details of inter-state supplies made to an unregistered dealer, composition taxable person and entities holding UIN are filtered on the basis of place of supply i.e. where the goods were dispatched. Following details from the vouchers appear in this section:

a. Name of the place from where the goods were dispatched or from where the service was provided.
b. Total *Taxable value* of the goods sold or the services provided.
c. A total of the Integrated goods and service tax (IGST) applicable on the transactions.

These details are shown just to show the breakup of Outward Taxable Supplies. Taxable value, Integrated Tax and Cess values of these supplies are already included under section 3.1 and total tax is calculated there only.

4. Eligible ITC

(A) ITC Available (whether in full or part)	Under this section, ITC available under different heads CGST, SGST/UTGST, IGST and Cess for the following transactions are mentioned: 1. ITC available from Import of goods – This will include all the Purchase vouchers for Import of goods. On Import transactions only IGST is applied. 2. Import of services – This will include all the vouchers for Import of services. 3. ITC available from Reverse Charge liability i.e. Inward Supplies which are eligible for Reverse charge. 4. Inward Supplies from ISD (Input Service Distributor) 5. ITC available from B2B Inward supplies will be included here.
(B) ITC Reversed	Under this section, ITC reversal as per rule 42 & 43 of CGST Rules and any other will appear.
(C) Net ITC Available (A) – (B)	Under this section, Net ITC available is auto calculated by subtracting section (B) values from (A).
(D) Ineligible ITC	Under this section, Ineligible ITC values appear if any. For example, Car Maintenance Expenses; Tax paid on these expenses are ineligible for ITC Claim.

➔ **Rule 42 & 43 of CGST Rules – These rules require that input credit must be reversed for goods & services, where they have been used partly for business and partly for other purposes, to the extent not used for business. Similarly, input credit reversal is also required where supplies include taxable, exempt and nil rated supplies. In the same manner, input credit related to capital goods used for business and other purposes, for taxable, exempt, nil rated supplies must also be reversed to the extent not used for business.**

5. Values of exempt, Nil-rated and Non-GST Inward supplies

Under this section following values appear:

- Total value of the purchase of goods from a composition taxable person and nil rated or exempted goods bifurcated separately for central and local transactions.
- Non-GST Supply such as Electricity Expenses bifurcated separately for central and local transactions.

6.1 Payment of tax

Under this section, following data is reflected:

- Tax Payable– This column shows Tax Payable values for Taxable supplies and Reverse Charge. Both the values are calculated from Section 3.1
- Input Tax Credit– This column shows Input tax credit (ITC) available used to offset the output tax liability of IGST/CGST/SGST as per the rule specified by the government. These values are picked from the Cross Adjustment and Input / Output Adjustment entry posted using F4 key at the time of viewing GST Summary.
- Tax/Cess Paid in cash– This column shows balance Tax/Cess amount which is to be paid in Cash after adjusting ITC with Tax Payable. These values are picked from the GST Payment entry posted using F4 key at the time of viewing GST Summary.
- Interest – If there is any Interest which is to be deposited, then that must also be reported.
- Late Fee – If there is any late fee which is to be deposited, then that must also be reported.

6.2 TDS/TCS Credit

Under this section, TDS/TCS Credit i.e. Input Available for TDS/TCS is reflected. The amount appearing here is picked from the adjustment entry posted for TDS/TCS to Output Adjustment from GST Summary using *F4* option.

➔**You can drill down to each section and can view complete details of the data entered.**

Process of filing GSTR-3B eReturn

To file GSTR-3B eReturn, first of all you need to create JSON file which is then to be uploaded on GST portal for filing of GSTR-3B.

Using GSTR-3B eReturn option provided under *Display → GST Reports → GST Returns,* you can generate JSON, CSV, Excel file As per Govt. Template or Plain Excel File which carries details of sales / supply outward.

On clicking *GSTR-3B eReturn* option, a *GSTR-3B eReturn* window appears asking report to be generated as JSON, CSV, As per Govt. Template or Plain Excel. Given below is the screenshot of *GSTR-3B eReturn* window.

Figure 6.39 GSTR-3B eReturn

Select *JSON* option to generate JSON file. JSON file generated from BUSY can be directly uploaded to GST portal. On selecting JSON option, a *GSTR-3B eReturn* window appears. Enter the required details and specify the path where you want to generate JSON file and click *Ok* button. On clicking *Ok* button JSON file will be generated at the specified path.

Uploading JSON file to GST online portal to file GSTR-3B

Once JSON file is generated, next step is to upload it to GST online portal. Given below are the screenshots showing how to upload JSON file to GST online portal.

Figure 6.40 GST Portal

Figure 6.41 GST Portal

Enter GST credentials and click *Login* button

Figure 6.42 GST Portal

Click *Return Dashboard* button to prepare return
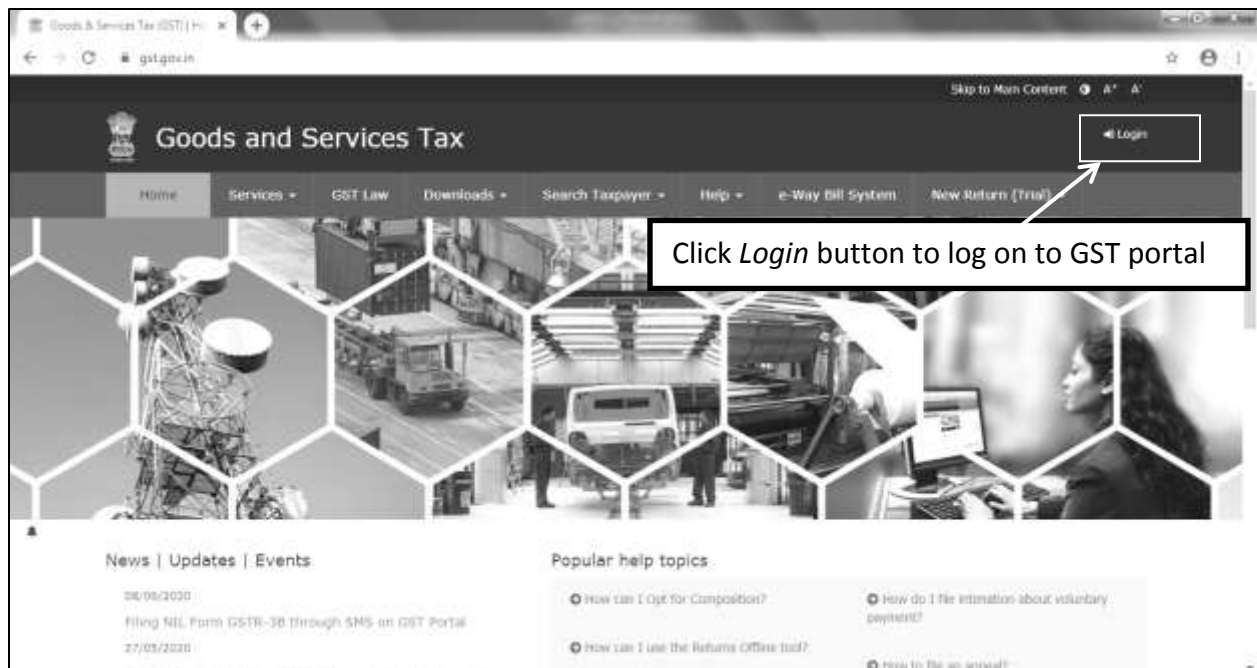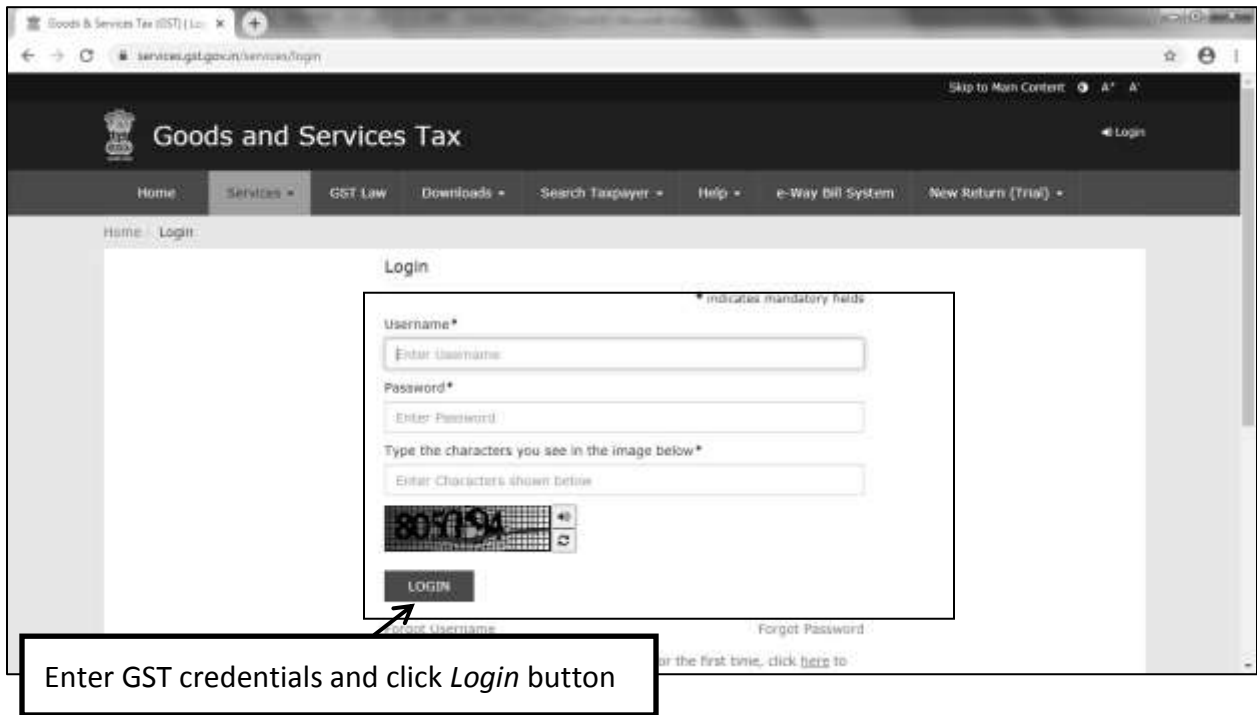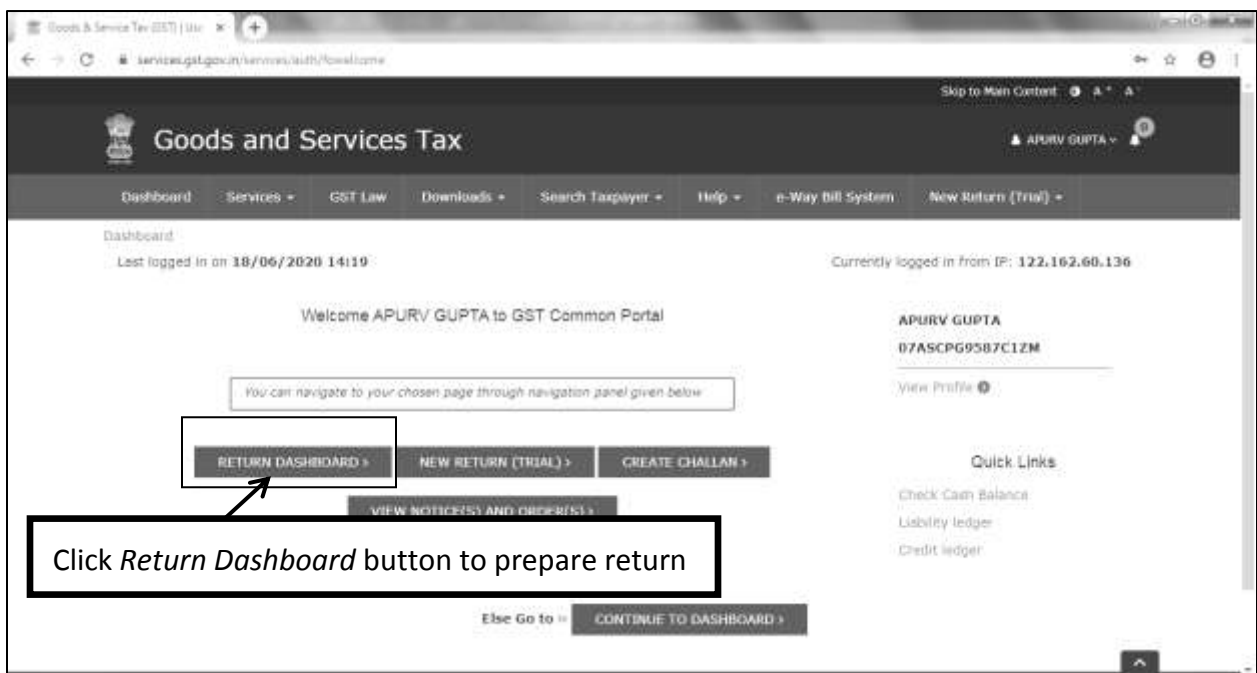
Figure 6.43 GST Portal
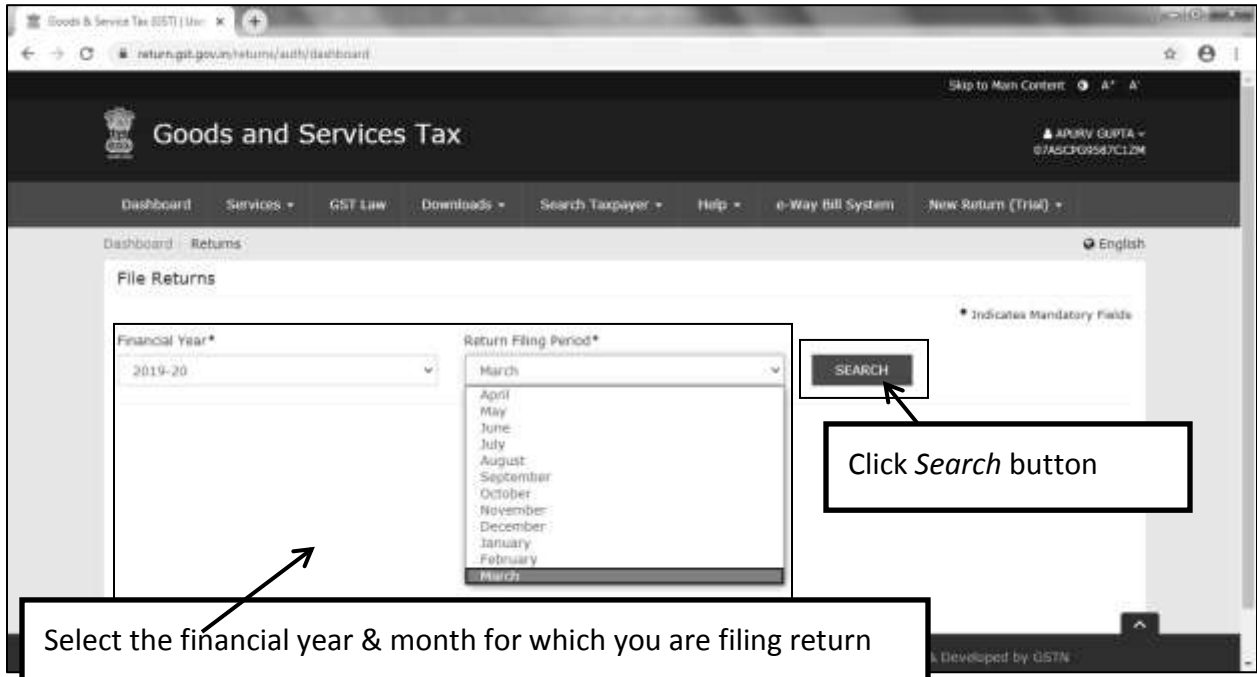
Figure 6.44 GST Portal
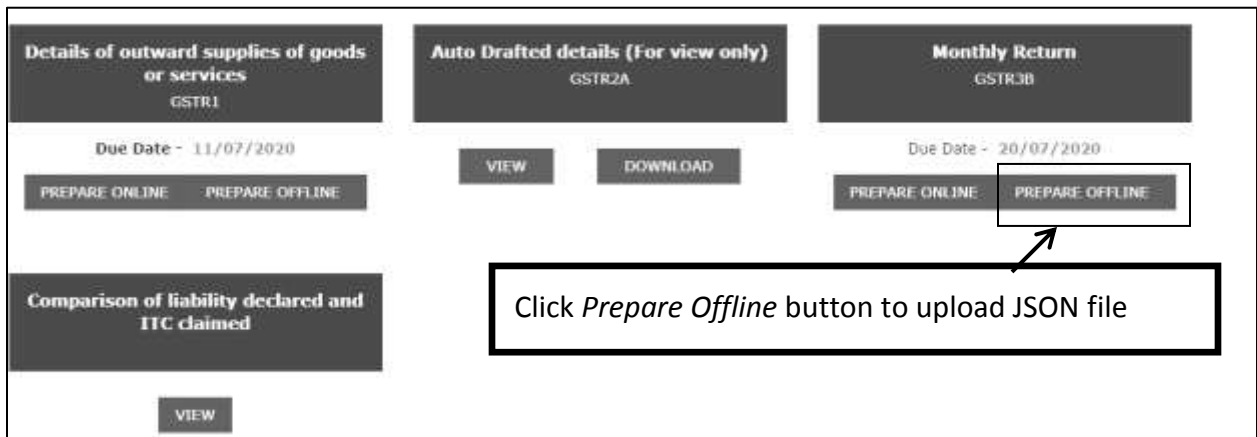
Figure 6.45 GST Portal

Click *Choose file* button and select the JSON file to upload

Figure 6.46 GST Portal

Answer the questions to view relevant sections

Click *Next* button. On clicking *Next* button, only those sections will appear in which you have specified 'Yes'.

Figure 6.47 GST Portal

Verify the details appearing in the sections and click *Proceed to Payment* button.

Figure 6.48 GST Portal

Click Create Challan button to generate challan.
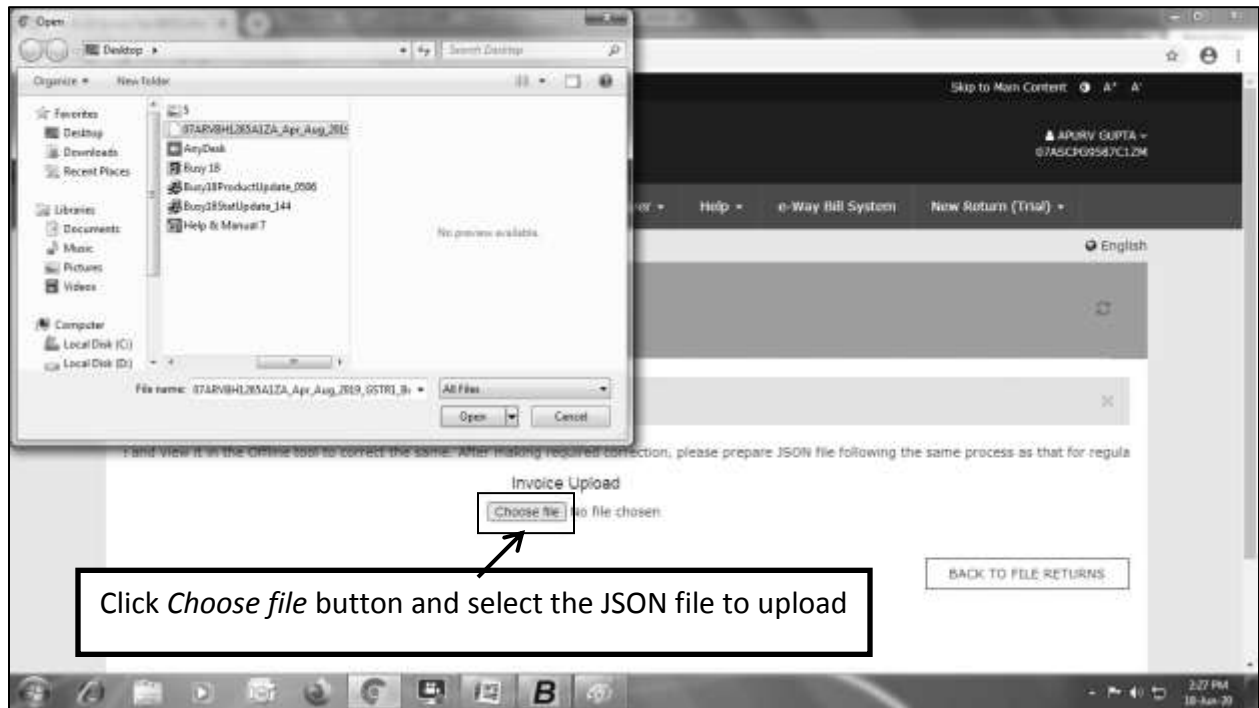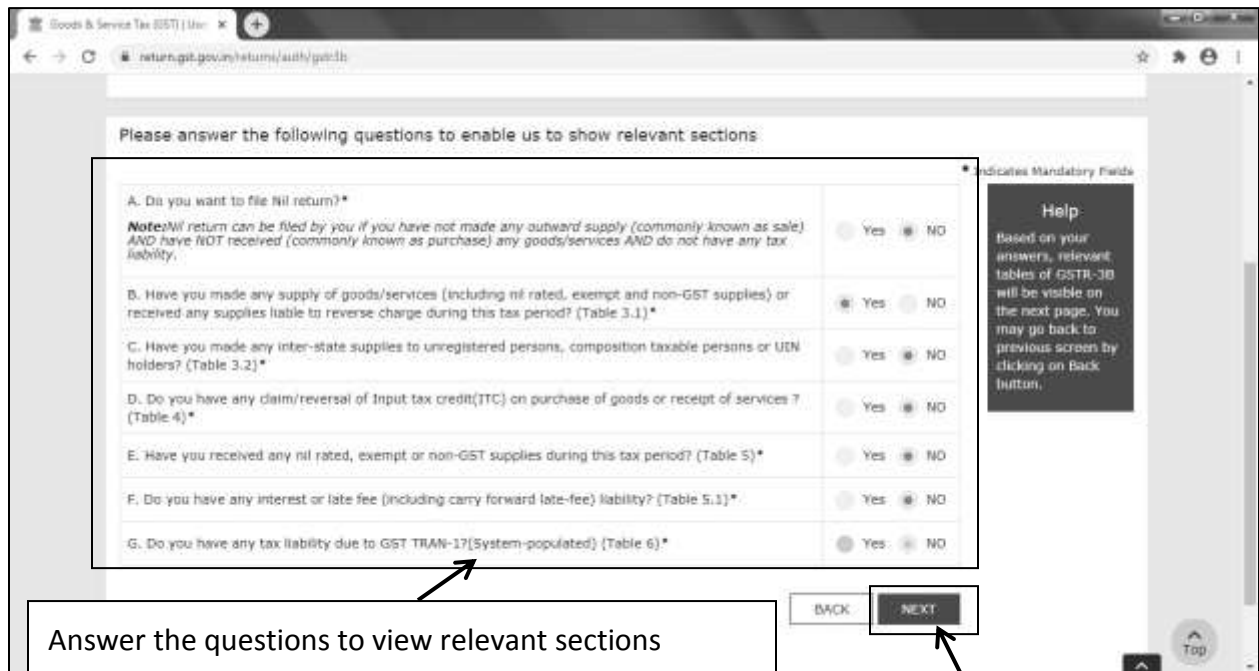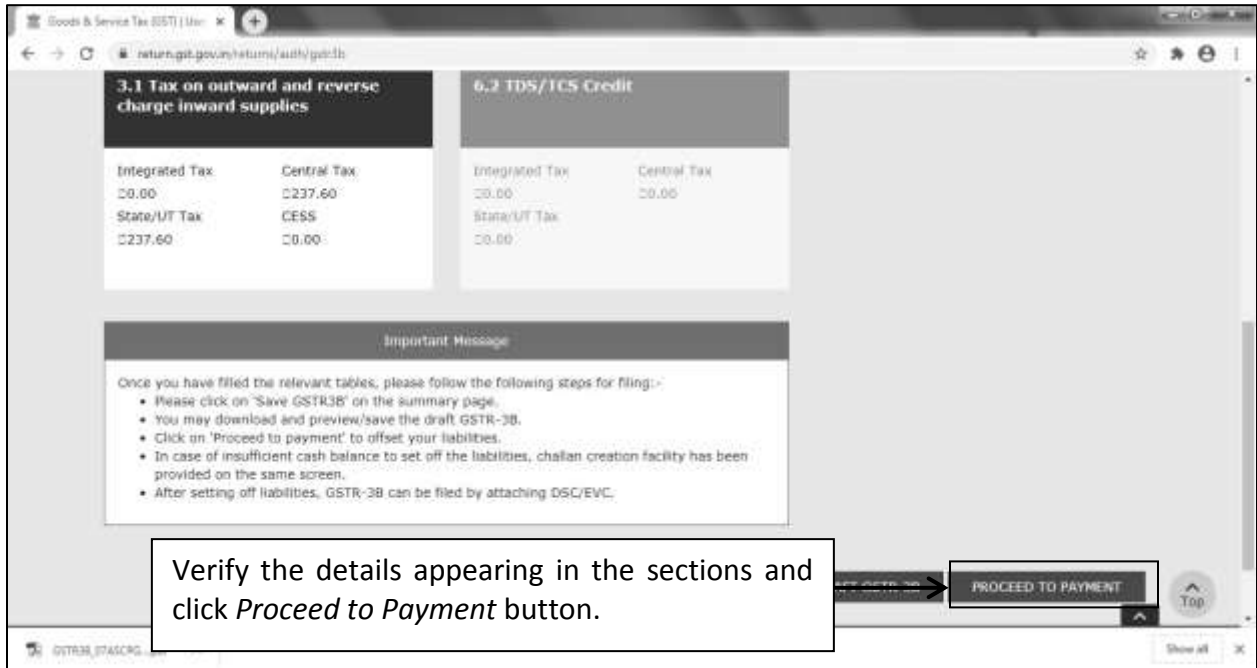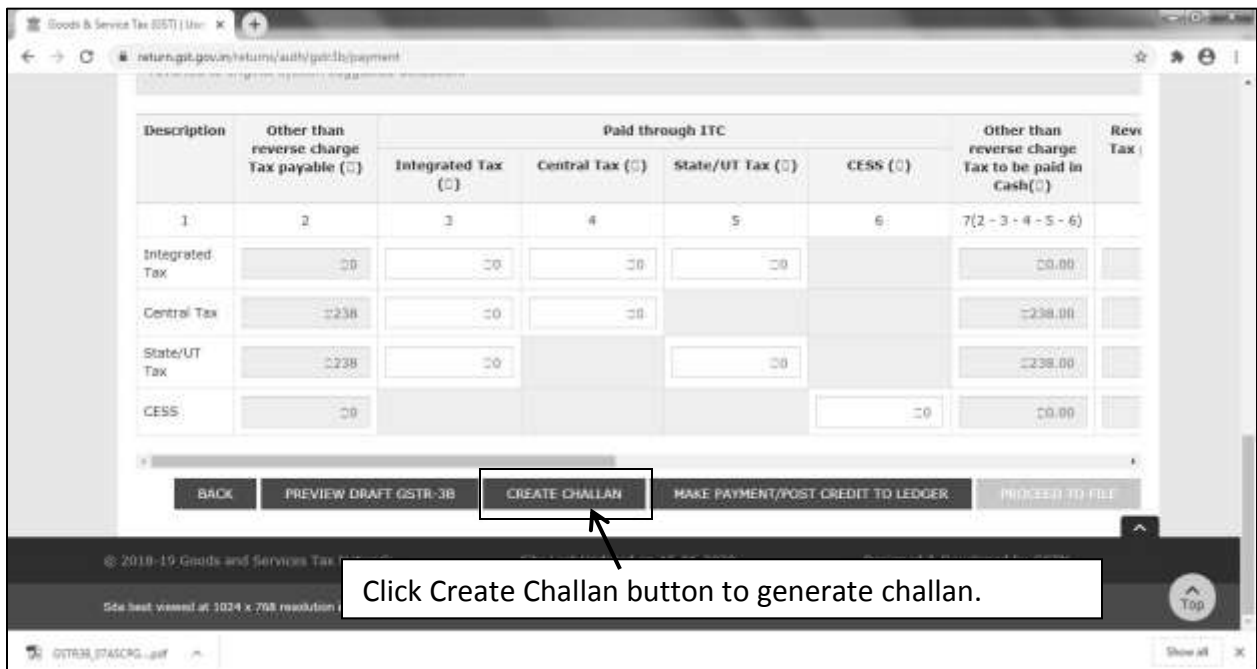
Once Challan is generated, make payment through net banking or other mode as appearing on the screen. After payment is made, click *Make Payment/Post Credit to Ledger* button. On

clicking *Make Payment/Post Credit to Ledger* button, a *Warning* message box will appear stating if you continue these entries cannot be reversed.

Figure 6.49 GST Portal

Click *Yes* button to continue. On clicking *Yes* button, following screen will appear.

Figure 6.50 GST Portal

Busy
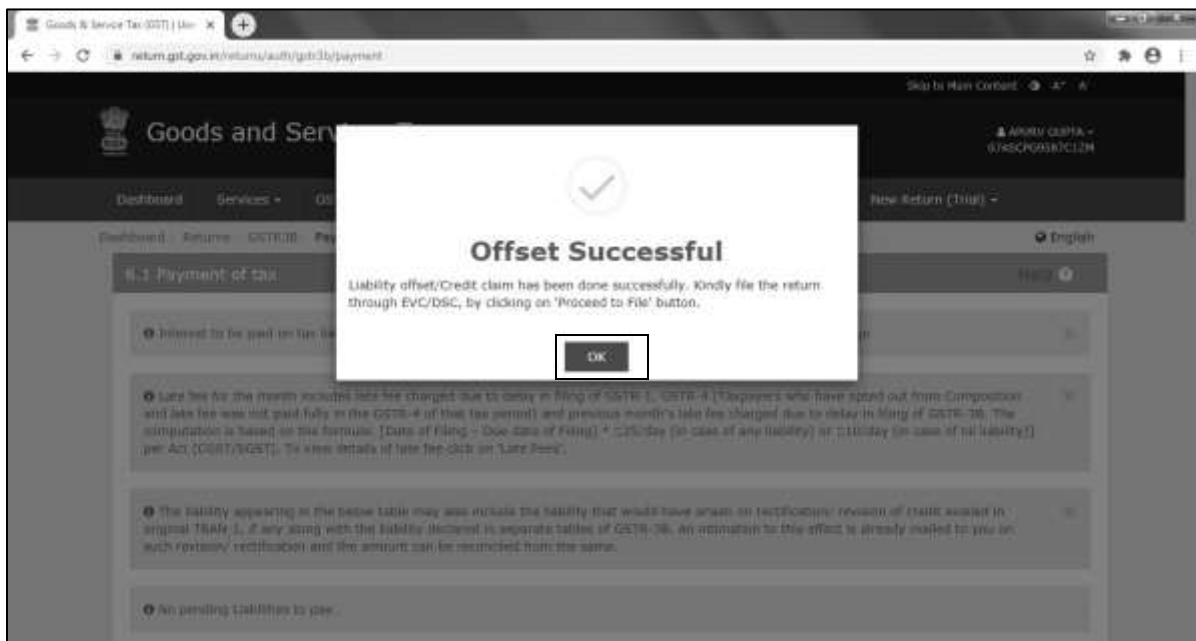
Once liabilities are offset, you can now file GSTR-3B. To file GSTR-3B, click on *'Proceed to File'* button as shown below.

Figure 6.51 GST Portal

On clicking *'Proceed to File'* button, following screen will appear where you need to select authorised signatory and select '*File GSTR-3B With EVC/DSC*' option whichever you want to opt.

Figure 6.52 GST Portal
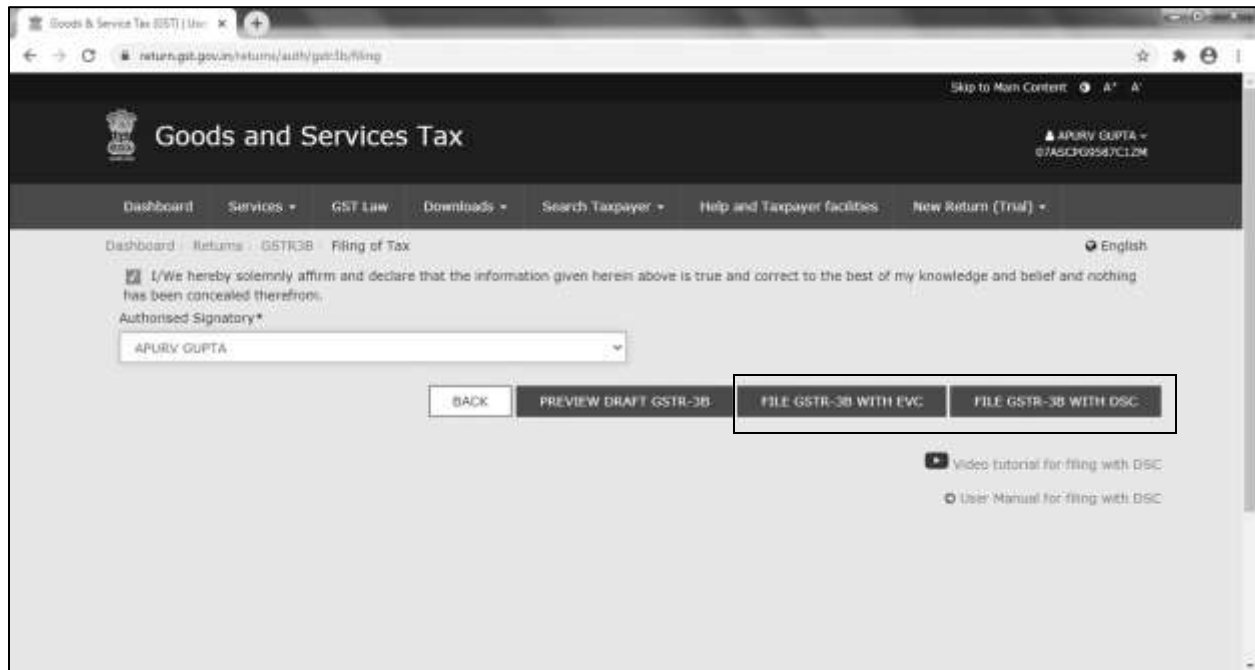
File GSTR-3B by providing OTP if '*File GSTR-3B With EVC*' option is selected. Once OTP is specified, a *'Filing Successful'* message box will appear stating GSTR-3B is filed and displaying ARN No. for future reference.

6.2 Other GST Returns

In BUSY we have provided various other GST Returns for Regular Dealers. We will discuss all of them in detail in this section.

6.2.1 GSTR - 2

GSTR-2 includes details of all inward supplies made in the given period. The report displays section wise details of all the inward supplies.GSTR-2 return is divided into multiple sections where each section is used for a different type of inward supply. We will discuss about each section in detail in this unit.

To view GSTR-2 report, click Display → GST Reports → GST Returns → GSTR-2 option. On selecting GSTR-2 option, a GSTR-2 window appears with following Report Options:

- **Starting Date** – Specify the starting date from which the transactions are to be picked.
- **Ending Date** – Specify the ending date up to which transactions are to be picked.

- ***Consider Voucher Date / Purchase Bill Date (V/P)*** – Specify 'V' in this data field to consider Voucher date otherwise specify 'P' in this data field to consider Purchase Bill date for generating report.

  Voucher Date is the date entered in the header of the voucher whereas Purchase Bill Date is the date you enter in the GST Reporting window that appears while saving the Purchase (Inward Supply) voucher. Both the dates can be same/different i.e. Voucher date is the date when you are entering voucher in your books but Purchase Bill date is the date on which purchase is done. For example, you have purchased goods on 01.04.2020 but you have entered the voucher in your books on 01.05.2020. In this case Purchase Bill date is 01.04.2020 whereas Voucher Date is 01.05.2020. So, with this option you can decide whether to generate report on the basis of Voucher Date or Purchase Bill Date.

- ***Account to be Shown By*** – *Select whether you want Account Name, Alias or Print Name to be displayed in report.*

- ***Skip HSN Summary*** – *Specify 'Y' in this data field if you don't want to view HSN Summary in the report. Otherwise if you specify 'N' in this data field then it will show HSN Code wise details.*

- ***Include Expenses Not Liable to RCM (Daily Limit)*** – Specify 'Y' in this data field to include RCM expenses which are below daily limit i.e. 5,000 or else specify 'N'. On specifying 'Y' expenses will be shown under *Nil Rated Invoices – 7A,7B section.*

- ***Include Expenses Not Liable to RCM (Not Applicable)*** – Specify 'Y' in this data field to include expenses in which RCM Nature is set to Not Applicable or else specify 'N'. On specifying 'Y' expenses will be shown under *Nil Rated Invoices – 7A,7B section*.

- ***Show Exempt/NR/ZR Entries in Taxable Invoice Separately*** – On specifying 'Y' in this data field Exempt/NR/ZR entries in a voucher will appear in a separate section Nil Rated Invoices – 7A,7B otherwise they will be displayed in B2B Invoices – 3,4A section. This is usually required in case of multi-tax voucher where different tax rate entries are there. Thus, with this option you can view taxable entries of a voucher under B2B Invoices – 3,4Aand Exempt/NR/ZR entries of a voucher under Nil Rated Invoices – 7A,7B section.

After entering data in various data fields, click *Ok* button. On clicking *Ok* button, a *GSTR-2* window appears. Given here is a screenshot of *GSTR-2* window.

Figure 6.53 GSTR-2

From 1-4-2019 To 31-3-2020					
Section Name	No. of Records	Total Taxable Amt.	Total Central Tax Amt.	Total State/UT Tax Amt.	Total Integrated Tax Amt.
B2B Invoices - 3 ,4A	84	14,33,499.08	92,665.62	92,665.62	
B2BUR Invoices - 4B	1	5,000.00	300.00	300.00	
Credit/Debit Notes - 6C	2	-8,830.00	-529.80	-529.80	
Credit/Debit Notes UnRegister - 6C	1	-5,00,000.00			-60,000.00
Import of Goods/ Capital Goods - 5A ,5B	3	18,04,000.00			1,34,580.00
Import of Services - 4C	1	1,00,000.00			12,000.00
Nil Rated Invoices – 7A ,7B	2	1,34,102.10			
ITC Reversal	1				-20,000.00
HSN Summary of Inward Supplies - 13	12	29,67,771.18	92,435.82	92,435.82	86,580.00

Figure 6.54 GSTR-2 (continued)

GSTR-2				
Total CESS	Total Central ITC Amt.	Total State/UT ITC Amt.	Total Integrated ITC Amt.	Total Cess ITC
	92,665.62	92,665.62		
	300.00	300.00		
	-529.80	-529.80		
-10,000.00			-60,000.00	-10,000.00
20,000.00			1,34,580.00	20,000.00
			12,000.00	
10,000.00				

Under *GSTR-2* report following sections appears:

1. B2B Invoices – 3,4A

This section reflects the invoice level data of taxable inward supplies made from registered dealers, UIN holders.

On pressing <ENTER> on this section, a *B2B Invoices – 3,4A* window will appear displaying details of B2B inward supplies. Given below is the screenshot of *B2B Invoices –3,4A* window.

Figure 6.55 B2B Invoices – 3, 4A

Invalid ...	Supplier GSTIN	Party Name	Inv. No.	Inv. Date	Inv. Value	Place of Supply	Supply Type	Revers...	Invoice Type
	07AAPFG89...	Govind tr...	GTC/27/2...	05-04-2019	12,201.00	07-Delhi	Intra State	N	Regular
	07ACUPJ72...	Anu Traders	731	06-04-2019	20,742.00	07-Delhi	Intra State	N	Regular
	07ADWPY75...	A.K. Trading	AK/19-20...	08-04-2019	3,903.00	07-Delhi	Intra State	N	Regular
	07ATEPS422...	Raj Packers	0461	12-04-2019	36,731.00	07-Delhi	Intra State	N	Regular
	07ATEPS422...	Raj Packers	0463	13-04-2019	27,343.00	07-Delhi	Intra State	N	Regular
	07AAPFG89...	Govind tr...	GTC/91/2...	21-04-2019	27,207.00	07-Delhi	Intra State	N	Regular
	07ACUPJ72...	Anu Traders	736	22-04-2019	6,295.00	07-Delhi	Intra State	N	Regular

Under *B2B Invoices – 3,4A* window, various columns appear displaying different details of B2B inward supplies which are as follows:

- *Invalid Data Found* – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color.

- *Supplier GSTIN/UIN*– This column displays the GSTIN/UIN No. of supplier from whom goods are purchased.

- *Party Name* – This column displays the supplier name from whom goods are purchased.

- *Invoice Number* – This column displays the Purchase Bill No. mentioned by the supplier on purchase invoice.

- *Invoice Date* – This column displays the Purchase Bill date mentioned by the supplier on purchase invoice.

- *Invoice Value* – This column displays the total amount of invoice including tax.

- *Place of Supply* – This column displays the Place of Supply where your company is situated and goods are received.

- *Supply Type* – This column displays type of supply i.e. goods supplied are inter-state or intra-state.

- *Reverse Charge* – This column displays whether Reverse Charge is applicable on the transaction or not.

Given below is the screenshot of *B2B Invoices –3,4A* window in continuation to the previous screenshot.

Figure 6.56 B2B Invoices – 3, 4A (continued)

Rate	Total Taxable...	Integr...	Central Tax	State / UT Tax	Cess	Total Tax Amt.	ITC Eligi...	Central ITC Amt.	State / UT ITC Amt.	Cess ITC Amt.
									From 1-4-2019 To 31-3-2020	
12.00 %	10,894.13		653.65	653.65		1,307.30	Inputs	653.65	653.65	
18.00 %	17,578.00		1,582.00	1,582.00		3,164.00	Inputs	1,582.00	1,582.00	
18.00 %	3,307.80		297.70	297.70		595.40	Inputs	297.70	297.70	
12.00 %	32,795.00		1,968.00	1,968.00		3,936.00	Inputs	1,968.00	1,968.00	
12.00 %	24,413.00		1,465.00	1,465.00		2,930.00	Inputs	1,465.00	1,465.00	
12.00 %	24,291.85		1,457.51	1,457.51		2,915.02	Inputs	1,457.51	1,457.51	
18.00 %	5,335.00		480.00	480.00		960.00	Inputs	480.00	480.00	

- *Rate* – This column displays the GST Rate applied in voucher.
- *Total Taxable Value* – This column displays the total taxable value on which GST is to be calculated.
- *Integrated Tax* – This column displays the IGST tax amount calculated in a voucher.
- *Central Tax* – This column displays the CGST tax amount calculated in a voucher.
- *State/UT Tax* – This column displays the SGST/UT tax amount calculated in a voucher.
- *Cess*– This column displays the total Cess amount calculated in a voucher. If there are multi rate items in a voucher, then total Cess amount on items will be displayed here. Also, if Additional Cess is applied on items then value of Additional Cess is also added and combined value of *Cess+ Additional Cess* will be displayed in this column.
- *Total Tax Amount* – This column displays the total tax amount calculated in a voucher.
- *ITC Eligibility* – This column displays the ITC Eligibility i.e. whether input tax credit is available or not.
- *Integrated ITC Amt.* – This column displays eligible ITC Amount of IGST.
- *Central ITC Amt.* – This column displays eligible ITC Amount of CGST.
- *State/UT ITC Amt.* – This column displays ITC Amount of SGST.
- *Cess ITC Amt.* – This column displays eligible ITC Amount of Cess. Also, if Additional Cess is applied then eligible ITC Amount of Additional Cess is also added and combined eligible ITC Amount of *Cess+ Additional Cess* will be displayed in this column.

2. B2BUR Invoices – 4B

This section reflects the invoice level data of inward supplies made from unregistered dealer on which reverse charge is to be paid.

On pressing <ENTER> on this section, a *B2BUR Invoices – 4B*window will appear displaying details of B2B inward supplies made from unregistered dealer. Given below is the screenshot of *B2BUR Invoices – 4B* window.

Figure 6.57 B2BUR Invoices – 4B

B2BUR Invoices - 4B								
Invalid ...	Supplier Name	Inv. No.	Inv. Date	Inv. Value	Place of Supply	Supply Type	Rate	Total Taxable Va...
	Gagan Enterprises	001	10-04-2019	5,600.00	07-Delhi	Intra State	12.00 %	5,000.00

Under *B2BUR Invoices – 4B* window, various columns appear displaying different details of B2B inward supplies made from unregistered dealer which are as follows:

- **Invalid Data Found** – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color.

- **Supplier Name** – This column displays the supplier name from whom goods are purchased.

- **Invoice Number** – This column displays the Purchase Bill No.

- **Invoice Date** – This column displays the Purchase Bill date.

- **Invoice Value** – This column displays the total amount of invoice.

- **Place of Supply** – This column displays the Place of Supply where your company is situated and goods are received.

- **Supply Type** – This column displays type of supply i.e. goods supplied are inter-state or intra-state.

- **Rate** – This column displays the GST Rate on Items purchased.

- **Total Taxable Value** – This column displays the total taxable value on which GST (RCM) is to be calculated.

Given below is the screenshot of *B2BUR Invoices – 4B* window in continuation to the previous screenshot.

Figure 6.58 B2BUR Invoices – 4B (continued)

B2BUR Invoices - 4B								From 1-4-2019 To 31-3-2020
Integrated...	Centra...	State / UT Tax	Cess	Total Ta...	ITC Eligibility	Integrat...	Central ITC A...	State / UT IT...	Cess ITC Amt.
	300.00	300.00		600.00	Input services		300.00	300.00	

- **Integrated Tax** – This column displays the IGST (RCM) amount calculated in a voucher.

- **Central Tax** – This column displays the CGST (RCM) amount calculated in a voucher.

- **State/UT Tax** – This column displays the SGST/UT (RCM) amount calculated in a voucher.

- *Cess*– This column displays the total Cess amount calculated in a voucher. If there are multi rate items in a voucher, then total Cess amount on items will be displayed here. Also, if Additional Cess is applied on items then value of Additional Cess is also added and combined value of *Cess+ Additional Cess* will be displayed in this column.

- *Total Tax Amount* – This column displays the total tax (RCM) amount calculated in a voucher.

- *ITC Eligibility* – This column displays the ITC Eligibility i.e. whether input tax credit is available or not.

- *Integrated ITC Amt.* – This column displays eligible ITC Amount of IGST (RCM).

- *Central ITC Amt.* – This column displays eligible ITC Amount of CGST (RCM).

- *State/UT ITC Amt.* – This column displays ITC Amount of SGST (RCM).

- *Cess ITC Amt.* – This column displays eligible ITC Amount of Cess (RCM). Also, if Additional Cess is applied then eligible ITC Amount of Additional Cess (RCM) is also added and combined eligible ITC Amount of *Cess+ Additional Cess*(RCM) will be displayed in this column.

3. Credit/Debit Notes – 6C

This section reflects the invoice level data of Credit/Debit Note received and Purchase Return to registered supplier.

On pressing <ENTER> on this section, a *Credit/Debit Notes – 6C* window will appear displaying details of Credit/Debit Note received and Purchase Return to registered supplier. Given below is the screenshot of *Credit/Debit Notes – 6C* window.

Figure 6.59 Credit/Debit Notes – 6C

Under *Credit/Debit Notes – 6C* window, various columns appear displaying different details of Credit/Debit Note received and Purchase Return to registered supplier which are as follows:

- *Invalid Data Found* – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color.

- *Supplier GSTIN* – This column displays the GSTIN of supplier from whom Credit/Debit Note is received or Purchase Return is made.

- *Party Name* – This column displays the supplier name from whom Credit/Debit Note is received or Purchase Return is made.

- *Note/Refund Vch. No.* – This column displays the Credit/Debit Note number mentioned by the supplier at the time of issuing Credit/Debit Note.

- *Note/Refund Vch. Date* – This column displays the Credit/Debit Note date mentioned by the supplier at the time of issuing Credit/Debit Note.

- *Invoice No.*– This column displays the original invoice number against which Credit/Debit Note is received.

- *Invoice Date* – This column displays the original invoice date against which Credit/Debit Note is received.

- *Document Type* – This column displays the document type i.e. **'C'** for Cr. Note, Purchase Return Voucher and **'D'** for Dr. Note Voucher. **'C'** implies input tax credit is decreased and **'D'** implies input tax credit increased. Here **'C'** and **'D'** is displayed as per the books of supplier.

- *Reason for issuing document* – This column displays the reason for issuing the Credit/Debit Note as specified by the supplier while entering Credit/Debit Note voucher.

Given below is the screenshot of *Credit/Debit Notes – 6C* window in continuation to the previous screenshot.

Figure 6.60 Credit/Debit Notes – 6C (continued)

- *Supply Type* – This column displays type of supply i.e. goods supplied are inter-state or intra-state.

- *Note/Refund Voucher Value* – This column displays the value of Credit/Debit Note issued by the supplier.

- *Rate* – This column displays the GST Rate applied on Credit/Debit Note.

- *Total Taxable Value* – This column displays the total taxable value of the Credit/Debit Note on which GST is to be calculated.

- *Integrated Tax* – This column displays the IGST tax amount calculated on Credit/Debit Note voucher.

- *Central Tax* – This column displays the CGST tax amount calculated on Credit/Debit Note voucher.

- *State/UT Tax* – This column displays the SGST tax amount calculated on Credit/Debit Note voucher.

- **Cess Amount** – This column displays the total Cess amount calculated on Credit/Debit Note voucher. Also, if Additional Cess is applied then value of Additional Cess is also added and combined value of **Cess+** *Additional Cess* will be displayed in this column.

- **Total Tax Amount** – This column displays the total tax amount calculated on Credit/Debit Note voucher.

- **Eligibility of ITC** – This column displays the ITC Eligibility i.e. whether input tax credit is available or not.

- **Integrated ITC Amt.** – This column displays eligible ITC Amount of IGST.

- **Central ITC Amt.** – This column displays eligible ITC Amount of CGST.

- **State/UT ITC Amt.** – This column displays ITC Amount of SGST.

- **Cess ITC Amt.** – This column displays eligible ITC Amount of Cess. Also, if Additional Cess is applied then eligible ITC Amount of Additional Cess is also added and combined eligible ITC Amount of *Cess + Additional Cess* will be displayed in this column.

4. Credit/Debit Notes UnRegister – 6C

This section reflects the invoice level data of Credit/Debit Note received and Purchase Return to unregistered supplier.

On pressing <ENTER> on this section, a *Credit/Debit Notes UnRegister – 6C* window will appear displaying details of Credit/Debit Note received and Purchase Return to unregistered supplier. Given below is the screenshot of *Credit/Debit Notes UnRegister – 6C* window.

Figure 6.61 Credit/Debit Notes UnRegister – 6C

Under *Credit/Debit Notes UnRegister – 6C* window, various columns appear displaying different details of Credit/Debit Note received and Purchase Return to unregistered supplier which are as follows:

- **Invalid Data Found** – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color.

- **Note Vch. No.** – This column displays the Credit/Debit Note number mentioned by the supplier at the time of issuing Credit/Debit Note.

- **Note Vch. Date** – This column displays the Credit/Debit Note date mentioned by the supplier at the time of issuing Credit/Debit Note.

- *Invoice No.* – This column displays the original invoice number against which Credit/Debit Note is received.

- *Invoice Date* – This column displays the original invoice date against which Credit/Debit Note is received.

- *Document Type* – This column displays the document type i.e. **'C'** for Cr. Note, Purchase Return Voucher and **'D'** for Dr. Note Voucher. **'C'** implies input tax credit is decreased and **'D'** implies input tax credit is increased. Here **'C'** and **'D'** is displayed as per the books of supplier.

- *Reason for issuing document* – This column displays the reason for issuing the Credit/Debit Note as specified by the supplier while entering Credit/Debit Note voucher.

- *Supply Type* – This column displays type of supply i.e. goods supplied are inter-state or intra-state.

- *Note/Voucher Value* – This column displays the value of Credit/Debit Note issued by the supplier.

- *Rate* – This column displays the GST Rate applied on Credit/Debit Note.

- *Total Taxable Value* – This column displays the total taxable value of the Credit/Debit Note on which GST is to be calculated.

- *Integrated Tax* – This column displays the IGST tax amount calculated on Credit/Debit Note voucher.

Given below is the screenshot of *Credit/Debit Notes – 6C* window in continuation to the previous screenshot.

Figure 6.62 Credit/Debit Notes UnRegister – 6C (continued)

Central Tax	State / UT Tax	Cess	Total Tax Amt.	Eligibility of ITC	Integrated ITC Amt	Central ITC Amt	State / UT ITC Amt	Cess ITC Amt
		-10,000.00	-70,000.00	Inputs	-60,000.00			-10,000.00

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- *Central Tax* – This column displays the CGST tax amount calculated on Credit/Debit Note voucher.

- *State/UT Tax* – This column displays the SGST tax amount calculated on Credit/Debit Note voucher.

- *Cess*– This column displays the total Cess amount calculated on Credit/Debit Note voucher. Also, if Additional Cess is applied then value of Additional Cess is also added and combined value of *Cess+ Additional Cess* will be displayed in this column.

- *Total Tax Amount* – This column displays the total tax amount calculated on Credit/Debit Note voucher.

- *Eligibility of ITC* – This column displays the ITC Eligibility i.e. whether input tax credit is available or not.

- *Integrated ITC Amt.* – This column displays eligible ITC Amount of IGST.

- *Central ITC Amt.* – This column displays eligible ITC Amount of CGST.

- *State/UT ITC Amt.* – This column displays ITC Amount of SGST.

- *Cess ITC Amt.* – This column displays eligible ITC Amount of Cess. Also, if Additional Cess is applied then eligible ITC Amount of Additional Cess is also added and combined eligible ITC Amount of *Cess+ Additional Cess* will be displayed in this column.

5. Import of Goods/Capital Goods – 5A,5B

This section reflects the invoice level data of inward supplies of goods/capital goods received from overseas (imports) or from SEZ on a Bill of Entry.

On pressing <ENTER> on this section, an *Import of Goods/Capital Goods – 5A,5B* window will appear displaying details of goods/capital goods received from overseas (imports) or from SEZ. Given below is the screenshot of *Import of Goods/Capital Goods – 5A, 5B* window.

Figure 6.63 Import of Goods/Capital Goods – 5A, 5B

Invalid Data Found	Port Code	Bill of Entry No.	Bill of Entry Date	Bill of Entry Value	Document Type	Supplier'...	Party Name	Rate	Total Taxable Value
	098766	8762112	12-01-2020	6,50,000.00	Imports		Ching Ltd.	0.00 %	6,50,000.00
	123456	0077891	22-03-2020	73,000.00	Imports		Ching Ltd.	0.00 %	73,000.00
Bill of Entry No should be of 7 characters.		21	22-03-2020	12,35,580.00	Imports		Ching Ltd.	12.00 %	10,00,000.00
								18.00 %	81,000.00

Under *Import of Goods/Capital Goods – 5A, 5B* window, various columns appear displaying different details of goods/capital goods received from overseas (imports) or from SEZ which are as follows:

- *Invalid Data Found* – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color.

- *Port Code* – This column displays the Port Code as entered while entering the transaction.

- *Bill of Entry Date* – This column displays the Bill of Entry Date as entered while entering the transaction.

- *Bill of Entry Value* – This column displays the total value of Bill of Entry i.e. total value of the transaction.

- *Document Type* – This column displays the type of document i.e. whether it is an import transaction or goods are received from SEZ.

- *Suppliers' GSTIN* – This column displays suppliers' GSTIN. Suppliers' GSTIN will be only in case of SEZ transactions. In case of import transaction there will be no GSTIN.

- *Party Name* – This column displays suppliers' name.
- *Rate* – This column displays the GST Rate applicable on goods received.
- *Total Taxable Value*– This column displays the total taxable value on which GST is calculated.

Given below is the screenshot of *Import of Goods/Capital Goods – 5A,5B* window in continuation to the previous screenshot.

Figure 6.64 Import of Goods/Capital Goods – 5A,5B (continued)

Integrated Tax	Cess	Total Tax Amt.	ITC Eligibility	Integrated ITC Amt.	Cess ITC Amt.
			Capital goods		
			Inputs		
1,20,000.00	20,00...	1,40,000.00	Inputs	1,20,000.00	20,000.00
14,580.00		14,580.00	Inputs	14,580.00	

of Goods/ Capital Goods - 5A ,5B — From 1-4-2019 To 31-3-2020

- *Integrated Tax* – This column displays the IGST tax amount calculated in a voucher.
- *Cess*– This column displays the total Cess amount calculated in a voucher. Also, if Additional Cess is applied on items then value of Additional Cess is also added and combined value of *Cess+ Additional Cess* will be displayed in this column.
- *Total Tax Amount* – This column displays the total tax amount calculated in a voucher.
- *ITC Eligibility* – This column displays the ITC Eligibility i.e. whether input tax credit is available or not.
- *Integrated ITC Amt.* – This column displays eligible ITC Amount of IGST.
- *Cess ITC Amt.* – This column displays eligible ITC Amount of Cess. Also, if Additional Cess is applied then eligible ITC Amount of Additional Cess is also added and combined eligible ITC Amount of *Cess+ Additional Cess* will be displayed in this column.

6. Import of Services – 4C

This section reflects inward supplies of import of services on which tax is to be paid under reverse charge mechanism.

On pressing <ENTER> on this section, an *Import of Services – 4C* window will appear displaying details of import of services on which tax is to be paid under reverse charge mechanism. Given below is the screenshot of *Import of Services – 4C* window.

Figure 6.65 Import of Services – 4C

Under *Import of Services – 4C* window, various columns appear displaying different details of import of services on which tax is to be paid under reverse charge mechanism which are as follows:

- *Invalid Data Found* – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color.

- *Invoice Number* – This column displays the Purchase Bill No.

- *Invoice Date* – This column displays the Purchase Bill date.

- *Invoice Value* – This column displays the total amount of invoice including tax.

- *Place of Supply* – This column displays the Place of Supply where your company is situated and services are received.

- *Rate* – This column displays the GST Rate as per which tax is to be paid under RCM.

- *Total Taxable Value* – This column displays the total taxable value on which tax is to be paid under RCM.

- *Integrated Tax Amt.* – This column displays the IGST (RCM) amount calculated in a voucher.

- *Cess Amt.* – This column displays the total Cess amount calculated in a voucher. Also, if Additional Cess is applied on items then value of Additional Cess is also added and combined value of *Cess+ Additional Cess* will be displayed in this column.

- *Total Tax Amt.* – This column displays the total tax (RCM) amount calculated in a voucher.

- *ITC Eligibility* – This column displays the ITC Eligibility i.e. whether input tax credit is available or not.

- *Integrated ITC Amt.* – This column displays eligible ITC Amount of IGST (RCM).

- *Cess ITC Amt.* – This column displays eligible ITC Amount of Cess (RCM). Also, if Additional Cess is applied then eligible ITC Amount of Additional Cess is also added and combined eligible ITC Amount of *Cess+ Additional Cess* will be displayed in this column.

7. Nil Rated Invoices – 7A,7B

This section reflects inward supplies received from Composition dealers and other Nil Rated, Exempted and Non-GST supplies.

On pressing <ENTER> on this section, a *Nil Rated Invoices – 7A, 7B* window will appear. Given below is the screenshot of *Nil Rated Invoices – 7A, 7B* window.

Figure 6.66 Nil Rated Invoices – 7A, 7B

Supply Type	Composition Dealer Supplies	Nil Rated Supplies	Exempted	Non-GST Supplies
Inter-State supplies		1,00,900.00		
Intra-State supplies			4,400.00	28,802.10

Under *Nil Rated Invoices – 7A,7B* window, various columns appear which are as follows:

- **Supply Type** – This column displays the description of transaction i.e. inter-state / intra-state supplies.
- **Composition Dealer Supplies** – This column displays the total amount of inward supplies from composition dealer.
- **Nil Rated Supplies** – This column displays the total amount of Nil Rated supplies.
- **Exempted** – This column displays the total amount of Exempted supplies.
- **Non-GST Supplies** – This column displays the total amount of Non-GST supplies.

Further you can drill down to view complete details of all the transactions.

8. ITC Reversal

This section reflects the details of transactions entered for reversal of input tax credit.

On pressing <ENTER> on this section, an *ITC Reversal* window will appear displaying details of transactions entered for reversal of input tax credit. Given below is the screenshot of *ITC Reversal* window.

Figure 6.67 ITC Reversal

Description for Reversal of ITC	To be Added...	IGST	CGST	SGST	Cess	Total Tax Amt.
(a) Amount in terms of rule 37 (2)	To be added	-20,000.00				-20,000.00
(b) Amount in terms of rule 42 (1) (m)	To be added					
(c) Amount in terms of rule 43(1) (h)	To be added					
(d) Amount in terms of rule 42 (2)(a)	To be added					
(e) Amount in terms of rule 42(2)(b)	To be added					
(f) On account of amount paid subsequent to reversal of ITC	To be added					
(g) Any other liability (Specify)	To be reduced					

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Under *ITC Reversal* window, various columns appear displaying details of input tax reversal as per various rules.

9. HSN Summary of Inward Supplies – 13

This section provides HSN Code, UQC and Description wise consolidated summary of inward supplies.

On pressing <ENTER> on this section, a *HSN-wise Summary of Inward Supplies – 13* window will appear displaying HSN wise consolidated summary of transactions i.e. for each HSN all the transactions made will be displayed collectively. Given below is the screenshot of *HSN-wise Summary of Inward Supplies – 13*window.

Figure 6.68 HSN Summary of Inward Supplies – 13

HSN Summary of Inward Supplies - 13												From 1-4-2019 To 31-3-2020
Invalid D...	HSN	Unit	Description	UQC	Total Qua...	Total value	Total Taxabl...	Integrate...	Central Tax	State / UT Tax	Cess	Total Tax Amt.
		N.A.	Electricity ...	OTH-OTHERS		33,202.10	33,202.10					
		Pcs.	Capital Goods	PCS-PIECES	1.00	6,50,000.00	6,50,000.00					
	3926	Kgs.		KGS-KILOGRAMS	1,908.18	2,01,284.00	1,70,577.00		15,353.50	15,353.50		30,707.00
	4804	Kgs.		KGS-KILOGRAMS	2,445.90	69,656.99	62,193.75		3,731.62	3,731.62		7,463.24
	4808	Kgs.		KGS-KILOGRAMS	25,492.70	8,06,455.38	7,20,049.20		43,203.09	43,203.09		86,406.18
	4810	Kgs.		KGS-KILOGRAMS	12,503.10	10,33,919.27	9,14,213.63	60,000.00	24,852.82	24,852.82	10,00...	1,19,705.64
	4819	Pcs.		PCS-PIECES	1,100.00	1,73,900.00	1,73,900.00					
	63051070	Yards		YDS-YARDS	400.00	12,814.00	11,440.00		687.00	687.00		1,374.00
	7217	Kgs.		KGS-KILOGRAMS	1,484.30	1,44,309.08	1,22,295.50	14,580.00	3,716.79	3,716.79		22,013.58
	998232	N.A.		OTH-OTHERS		5,310.00	4,500.00		405.00	405.00		810.00
	8765	N.A.		OTH-OTHERS		1,12,000.00	1,00,000.00	12,000.00				12,000.00
	9973	N.A.		OTH-OTHERS		6,372.00	5,400.00		486.00	486.00		972.00

Under *HSN-wise Summary of Inward Supplies – 13*window, various columns appear displaying different details of HSN Code-wise consolidated summary which are as follows:

- **Invalid Data Found** – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color.

- **HSN** – This column displays the HSN Code.

- **Unit** – This column displays Unit specified in Item master.

- **Description** – This column specifies Description as specified under HSN/SAC Description utility.

- **UQC** – This column specifies UQC tag with Unit under Unit master.

- **Total Quantity** – This column specifies total quantity purchased for a particular HSN.

- **Total Value** – This column specifies the total value of supplies for a particular HSN.

- **Total Taxable Value** – This column displays the total taxable value of supplies for a particular HSN on which GST is calculated.

- **Integrated Tax Amount** – This column displays the IGST tax amount calculated on supplies for a particular HSN.

- **Central Tax Amount** – This column displays the CGST tax amount calculated on supplies for a particular HSN.

- *State/UT Tax Amount* – This column displays the SGST/UT tax amount calculated on supplies for a particular HSN.

- *Cess Amount* – This column displays the total Cess + Additional Cess amount calculated on supplies for a particular HSN.

- *Total Tax Amount* – This column displays the total tax amount calculated on supplies for a particular HSN.

➔**Currently, this return is for reference purpose only. Tax Payer is not required to file GSTR-2; the government has deferred it for now. This return is not available on the GST Portal.**

6.2.2 GSTR-ITC-04

GSTR-ITC-04 under GST is a form which has to be furnished by registered manufacturers, showing the details of inputs or capital goods dispatched or received from a job worker in a particular quarter. This report displays details of job work entries made during a particular quarter.

To maintain GSTR-ITC-04 report in BUSY, it is mandatory to enable Job ID. Job ID can be enabled while configuring Job Work feature.

Job work means processing or working on raw materials or semi-finished goods supplied by the principal manufacturer to the job worker. This is to complete a part or whole of the process which results in the manufacture or finishing of an article or any other essential operation. For example, Big Shoe manufacturers (principal) send out the half-made shoes (upper part) to smaller manufacturers (job worker) to fit in the soles. The job workers send back the shoes to the principal manufacturer.

As per GST Act, job work means any treatment or process undertaken by a person on goods belonging to another registered person. The person doing the job work is called job worker.

To view GSTR-ITC-04 *report,* click: *Display* ➔ *GST Reports* ➔ *GST Returns* ➔ *GSTR-ITC-04* option*. On selecting* GSTR-ITC-04*option, a GST-ITC-04* message box appears with following options:

- *Manufacturer to Job Worker* – This report displays details of Material Issued vouchers.

- *Job Worker to Manufacturer* – This report displays details of Material Received vouchers and Purchase vouchers entered against Material Issued vouchers.

On clicking *Manufacturer to Job Worker* option, a *GST-ITC-04 (Manufacturer to Job Worker)* window appears with following Report Options*:*

- *Starting Date* – Specify the starting date from which the transactions are to be picked.
- *Ending Date* – Specify the ending date up to which transactions are to be picked.

After entering data in various data fields, click *Ok* button. On clicking *Ok* button, a *GST-ITC-04 (Manufacturer to Job Worker)* window appears. Given here is a screenshot of *GST-ITC-04 (Manufacturer to Job Worker)* window.

Figure 6.69 GST ITC-04 (Manufacturer to Job Worker)

From 01-04-2020 to 15-04-2020				GST ITC-04 (Manufacturer to Job Worker)									
Inval...	GSTIN	State	Job Wor...	Challan No.	Challan Date	Ite...	Types...	Descript...	UQC	Quantity	Taxable...	IGST...	CGST...	SGST...
		07-Delhi	Non SEZ	MI-1/20-21	01-04-2020	Iron	Inputs	Iron Sheet	PIECES	10.00	1,000.00		6.00	6.00
		07-Delhi	Non SEZ	MI-1/20-21	01-04-2020	sheet	Inputs	Sheet	PIECES	20.00	4,000.00		9.00	9.00
		07-Delhi	Non SEZ	MI-2/20-21	02-04-2020	Iron	Inputs	Iron Sheet	PIECES	11.00	1,100.00		6.00	6.00
		07-Delhi	Non SEZ	MI-2/20-21	02-04-2020	sheet	Inputs	Sheet	PIECES	21.00	4,200.00		9.00	9.00

Under *GST-ITC-04(Manufacturer to Job Worker)* window, various columns appear displaying different details of Material Issued vouchers for Job Work which are as follows:

- *Invalid Data Found* – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color.
- *GSTIN* – This column displays GSTIN of Job worker.
- *State* – This column displays Job workers' state.
- *Job Workers' Type* – This column displays Job workers' type i.e. whether Job worker belongs to *SEZ* or *Non-SEZ*.
- *Challan No.* – This column displays Material Issued voucher number.
- *Challan Date* – This column displays Material Issued voucher date.
- *Item Name* – This column displays name of item which is issued for Job work.
- *Description* – This column specifies Description as specified under HSN/SAC Description utility.
- *UQC* – This column specifies UQC tag with Unit under Unit master.
- *Quantity* – This column displays item quantity issued for Job work.
- *Taxable Value* – This column displays total taxable amount of material issued for Job work.
- *IGST Rate* – This column displays IGST Rate on item issued for Job work. For example, if an item is taxable at GST 12% then IGST Rate will appear as 12.
- *CGST Rate* – This column displays CGST Rate on item issued for Job work. For example, if an item is taxable at GST 12% then CGST Rate will appear as 6.
- *SGST Rate* – This column displays SGST Rate on item issued for Job work. For example, if an item is taxable at GST 12% then SGST Rate will appear as 6.

On clicking Job Worker to Manufacturer option, *a* GST-ITC-04 *window appears with following Report Options:*

- *Starting Date* – Specify the starting date from which the transactions are to be picked.

- *Ending Date* – Specify the ending date up to which transactions are to be picked.

- *Show Item Consumed Details in table 5A* – Specify 'Y' in this data field, if you want to view item consumed details i.e. item which is issued for job work process. Otherwise, if you specify 'N' then details of item received from job work i.e. finished item will be shown. For example, you have issued Iron Sheet for job work process and received Iron Container from job work. So, if you specify 'Y' under this data field then item issued for job work i.e. Iron Sheet will be shown or vice versa.

Figure 6.70 GST ITC-04 (Job Worker to Manufacturer)

					GST ITC-04 (Job Worker to Manufacturer)			
From 01-04-2020 to 30-04-2020								
Invalid ...	GSTIN	State	Org. Challan No. issued by...	Org. Challan Date issued by pri...		Invoice No	Invoice Date	Nature of Transaction
		07-Delhi	MI-1/20-21	01-04-2020		MR-1-/20-21	10-04-2020	Goods Received back from JW
		07-Delhi	MI-2/20-21	02-04-2020		MR-1-/20-21	10-04-2020	Goods Received back from JW
		07-Delhi	MI-1/20-21	01-04-2020		MR-1-/20-21	10-04-2020	Goods Received back from JW
		07-Delhi	MI-2/20-21	02-04-2020		MR-1-/20-21	10-04-2020	Goods Received back from JW
		07-Delhi	MI-1/20-21	01-04-2020		MR-2-/20-21	15-04-2020	Goods Received back from JW
		07-Delhi	MI-2/20-21	02-04-2020		MR-2-/20-21	15-04-2020	Goods Received back from JW

Under *GST-ITC-04(Job* Worker *to Manufacturer)* window, various columns appear displaying different details of Material Received vouchers from Job Work which are as follows:

- *Invalid Data Found* – This column displays the reason due to which the data is found invalid. Entry which is found invalid will appear in red color.

- *GSTIN* – This column displays GSTIN of Job worker.

- *State* – This column displays state from where the Job worker belongs to.

- *Original Challan No. Issued by principle* – This column displays original Challan no. against which material is received back from Job worker.

- *Original Challan Date Issued by principle* – This column displays original Challan date against which material is received back from Job worker.

- *Invoice No* – This column displays Material Received voucher number entered for goods received after Job work.

- *Invoice Date* – This column displays Material Received voucher date entered for goods received after Job work.

- *Nature of Transaction* – This column displays nature of transaction i.e. whether goods are received back from Job work or purchased from Job worker against material issued to Job worker.

Given below is the screenshot of *GST-ITC-04 (Job Worker to Manufacturer)* window in continuation to the previous screenshot.

Figure 6.71 GST ITC-04 (Job Worker to Manufacturer) (continued)

Item Name	Description	UQC	Quantity	Waste UQC	Waste Qty
Iron	Iron Sheet	PIECES	1.00	PIECES	0
Iron	Iron Sheet	PIECES	1.00	PIECES	0
sheet	Sheet	PIECES	1.00	PIECES	0
sheet	Sheet	PIECES	1.00	PIECES	0
Iron	Iron Sheet	PIECES	6.00	PIECES	0
Iron	Iron Sheet	PIECES	9.00	PIECES	0

- *Item Name* – This column displays name of item which is issued for Job work.
- *Description* – This column specifies Description as specified under HSN/SAC Description utility.
- *UQC* – This column specifies UQC tag with Unit under Unit master.
- *Quantity* – This column displays item quantity issued for Job work.
- *Waste UQC* – This column displays UQC of waste quantity during job work process.
- *Waste Qty* – This column displays waste quantity during job work process.

To file *GSTR-ITC-04 eReturn*, first of all you need to create JSON file which is then to be uploaded on GST portal for filing of GSTR-ITC-04.

Using *GSTR-ITC-04 eReturn* option provided under *Display → GST Reports → GST Returns,*you can generate JSON, Excel file As per Govt. Template or Plain Excel File which includes details related to Job work entries made during a specified period. The JSON file then is to be uploaded on GST portal for filing of GSTR-ITC-04 Return.

6.2.3 GSTR – 6

GSTR-6 is a monthly return that has to be filed by an Input Service Distributor. This report display details of ITC received by an ISD (Input Service Distributor) and also contain all the documents issued for distribution of ITC. Under this report you can view following two types of reports:

- *ITC Received for Distribution* – This report displays details of ITC Received i.e. B2B Purchase transactions.

- **Debit Note/Credit Note Received**– This report displays details of Debit Note/Credit Note Received or Purchase Return transactions.

On clicking ITC Received for Distribution option, *an* ITC Received for Distribution-B2B *window appears with following Report Options:*

- **Starting Date** – Specify the starting date from which the transactions are to be picked.
- **Ending Date** – Specify the ending date up to which transactions are to be picked.
- **Consider Voucher Date / Purchase Bill Date (V/P)** – Specify 'V' in this data field to consider voucher date otherwise specify 'P' in this data field to consider Purchase Bill date for generating report. This option is applicable for Purchase (Inward Supply) vouchers.

  Voucher Date is the date entered in the header of the voucher whereas Purchase Bill Date is the date you enter in the GST Reporting window that appears while saving the *Purchase (Inward Supply)* voucher. Both the dates can be same/different i.e. Voucher date is the date when you are entering voucher in your books but Purchase Bill date is the date on which purchase is done. For example, you have purchased goods on 01.04.2020 but you have entered the voucher in your books on 01.05.2020. In this case Purchase Bill date is 01.04.2020 whereas Voucher Date is 01.05.2020. So, with this option you can decide whether to generate report on the basis of Voucher Date or Purchase Bill Date.

After entering data in various data fields, click *Ok* button. On clicking *Ok* button, *an ITC Received for Distribution-B2B window appears* displaying details of ITC Received i.e. B2B Purchase transactions in the format as specified by government.

On clicking Debit Note/Credit Note Received option, *a* Debit Note/Credit Note Received *window appears with following Report Options:*

- **Starting Date** – Specify the starting date from which the transactions are to be picked.
- **Ending Date** – Specify the ending date up to which transactions are to be picked.

After entering data in various data fields, click *Ok* button. On clicking *Ok* button, *a Debit Note/Credit Note Received window appears* displaying details of Debit Note/Credit Note Received or Purchase Return transactions in the format as specified by government.

To file *GSTR-6 eReturn*, first of all you need to create JSON file which is then to be uploaded on GST portal for filing of *GSTR-6*.

Using *GSTR-6 eReturn* option provided under *Display* → *GST Reports* → *GST Returns* you can generate JSON, Excel file As per Govt. Template or Plain Excel File which includes details of ITC

received by an ISD (Input Service Distributor) and all the documents issued for distribution of ITC. The JSON file then is to be uploaded on GST portal for filing of GSTR-6 Return.

6.2.4 GSTR – 9 (Annual Return)

GSTR-9 (Annual Return) is an annual return to be filed yearly by taxpayers registered under GST. It consists of details regarding the outward and inward supplies made/received during the relevant previous year under different tax heads i.e. CGST, SGST & IGST and HSN codes.

Filing of GSTR-9 has been made optional for those with turnover of less than Rs 2 crores.   Form GSTR-9 once filed cannot be revised. So, it is recommended to carefully check the values auto populated in the annual returns, match with books of accounts and accordingly make suitable corrections before filing the return.

On clicking GSTR-9 (Annual Return) option, *a* GSTR-9 (Annual Return) *window appears with following Report Options:*

- ***Starting Date*** – Specify the starting date from which the transactions are to be picked.
- ***Ending Date*** – Specify the ending date up to which transactions are to be picked.
- ***Consider Voucher Date / Purchase Bill Date (V/P)*** – Specify 'V' in this data field to consider voucher date otherwise specify 'P' in this data field to consider Purchase Bill date for generating report. This option is applicable for Purchase (Inward Supply) vouchers.

  Voucher Date is the date entered in the header of the voucher whereas Purchase Bill Date is the date you enter in the GST Reporting window that appears while saving the *Purchase (Inward Supply)* voucher. Both the dates can be same/different i.e. Voucher date is the date when you are entering voucher in your books but Purchase Bill date is the date on which purchase is done. For example, you have purchased goods on 01.04.2020 but you have entered the voucher in your books on 01.05.2020. In this case Purchase Bill date is 01.04.2020 whereas Voucher Date is 01.05.2020. So, with this option you can decide whether to generate report on the basis of Voucher Date or Purchase Bill Date.

- ***Show Exempt/NR/ZR Entries in Taxable Invoice Separately*** – On specifying 'Y' in this data field Exempt/NR/ZR entries in a voucher will appear under different section otherwise they will be displayed in B2B supplies. This is usually required in case of multi-tax voucher where different tax rate entries are there.

After entering data in various data fields, click *Ok* button. On clicking *Ok* button, *a GSTR-9 (Annual Return) window appears* displaying details regarding the outward and inward supplies made/received during the relevant previous year under different tax heads i.e. CGST, SGST & IGST and HSN codes in the format as specified by government.

6.2.5 Refund Statement

Using *Refund Statement* report, you can view sale / purchase entries based on which you can view the refund that you can claim. On selecting this option, following four options appear:

- *Refund S01A* – *Refund S01A* is the application form for filing refund in case of an inverted duty structure. Inverted duty structure means a situation where the rate of tax on inputs is higher than the rate of tax on outward supplies. Along with application form, invoice-wise details of inward and outward supplies have to be furnished.

  Using *Refund S01A* option you can view the Inward / Outward Supplies on which you can claim the refund. If you want you can also include Debit Note / Credit Note entries also in it.

- *Refund S04* – Using this option you can view the entries for which you can claim refund on account of supplies made to SEZ Unit / SEZ Developer (on payment of tax).

- *Refund S05* – Using this option you can view the entries for which you can claim refund on account of supplies made to SEZ Unit / SEZ Developer (without payment of tax).

- *Refund 05B*–Using this option you can view the entries for which you can claim refund on account of deemed exports.

Refund Statement eReturn option helps in generating JSON, Plain Excel File or Excel file as per Govt. Template which includes details of entries on which you can claim Refund. The JSON file then is to be uploaded on GST portal for filing of Refund Statement.


Review

- ✓ *GSTR-1 is a return to be filed for GST collected on sales of goods.*
- ✓ B2B & B2C transactions are captured separately in GSTR-1.
- ✓ GSTR-1 needs to be filed even if there is no business activity (i.e. Nil Return) during the period of return.
- ✓ *GSTR-3B is a return to be filed for sale, purchase and expenses made during a specified month.*
- ✓ GSTR-2 includes the details of all inward supplies made in the given period.
- ✓ GSTR-6 report display details of ITC received by an ISD (Input Service Distributor) and also contain all the documents issued for distribution of ITC.
- ✓ GSTR-9 is an annual return to be filed yearly by taxpayers registered under GST.

Exercise

1 . GSTR-1 Return displays:
        a) Sales Details   c) Both Sale & Purchase details
        b) Purchase Details   d) All of the above

2 . GSTR-3B Return displays:
        a) Sales Details   c) Details of Expense made
        b) Purchase Details   d) All of the above

3 . GSTR-2 Return displays:
        a) Sales Details   c) Details of Expense made
        b) Purchase Details   d) All of the above

4 . Is GSTR-1 filing mandatory?

5 . Who needs to file GSTR-ITC-04 Return?

6 . Which report display details of ITC received by an ISD?

7 . What is GSTR-9 Return?

"When Educating the

Minds of our youth,

we must not forget to

Educate their Hearts."
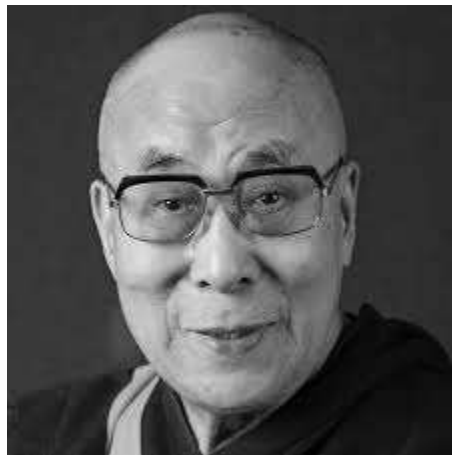
Dalai Lama

Unit 7
GSTR Reconciliation

The objective of this unit is to educate the user about how to download GSTR-1/2A/3B JSON files from GST Portal and reconciling them with data appearing in BUSY. Under Goods and Services Tax (GST), reconciliation means recording every transaction that took place during a period while also ensuring that the data filed by the supplier matches with those of the recipients. This enables one to make sure that no sales or purchases are missing or wrongly reported in the GST returns. In order to claim the input tax credit (ITC), the taxpayers have to reconcile their data with that of the vendors on a regular basis. Although the reconciliation process is simple, the necessity for the taxpayers to continuously keep track of any discrepancy or mismatches could be time-consuming. So, to save time BUSY has introduced auto-download of JSON files directly from BUSY which can be easily reconcile with your data as appearing in BUSY.

Topics covered under this unit:

➢ Downloading GSTR JSON files
➢ Reconciling GSTR-1, 2A, 3B

7.1 Downloading GSTR JSON files

To Reconcile GSTR-1, 2A, 3B first of all you need to download JSON files. JSON files can be downloaded by using two modes:

• Auto Download
• Manual

Let us discuss both the modes one by one in detail.

7.1.1 Auto Download

With *Auto Download* mode, you can download GSTR JSON files directly from BUSY. For *Auto download* of GSTR JSON files following steps needs to be performed:

Step 1: Configure under GST Configuration

First of all, you need to specify GST Portal User Name under *GST Configuration*. To do the same click: *Administration* → *Configuration* → *Features/Options* → *GST/VAT* option. On clicking

GST/VAT option, a GST/VAT window appears. Given below is the screenshot of GST/VAT window.

Figure 7.1 GST/VAT

Under GST/VAT window, specify GST Portal User Name.
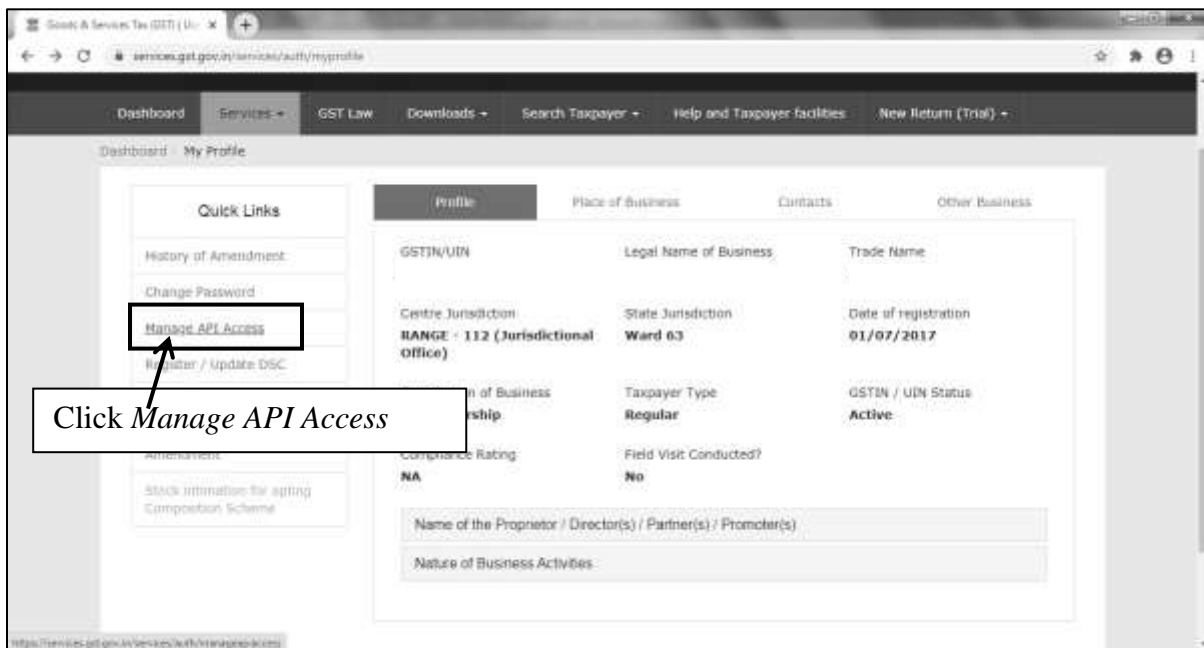
Step 2: Configure on GST Portal

Next, you need to set configuration on GST Portal. To do the same, log on to GST Portal. Once you have logged on to GST Portal, go to *My Profile* as shown in below screenshot.
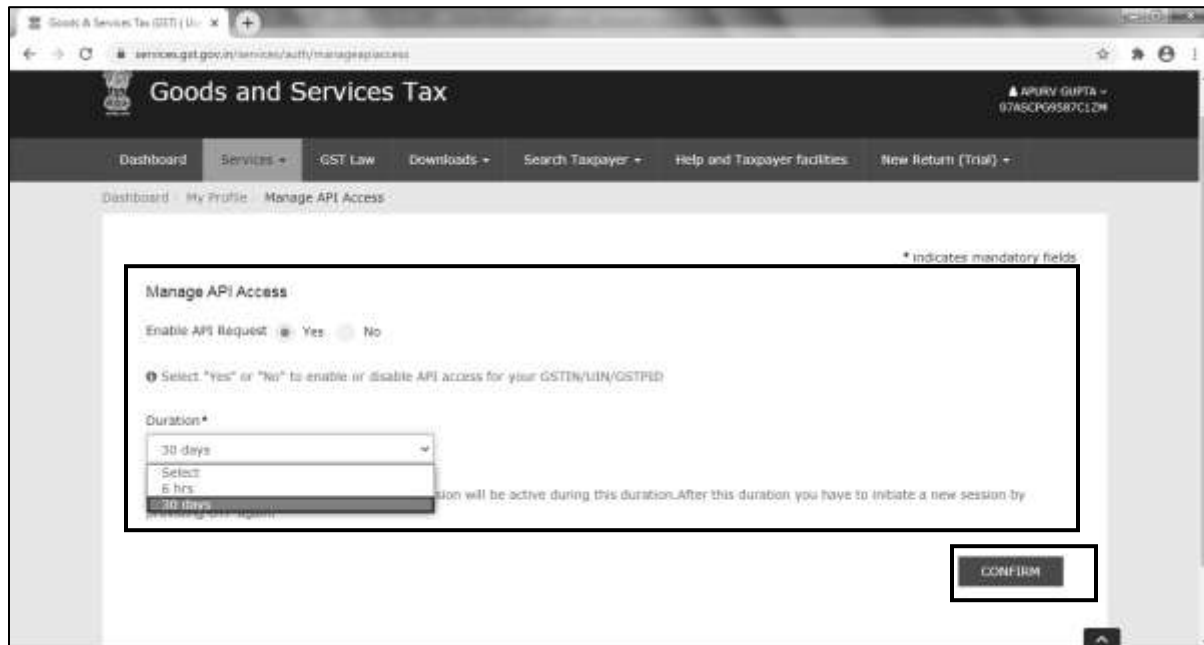
Figure 7.2 GST Portal
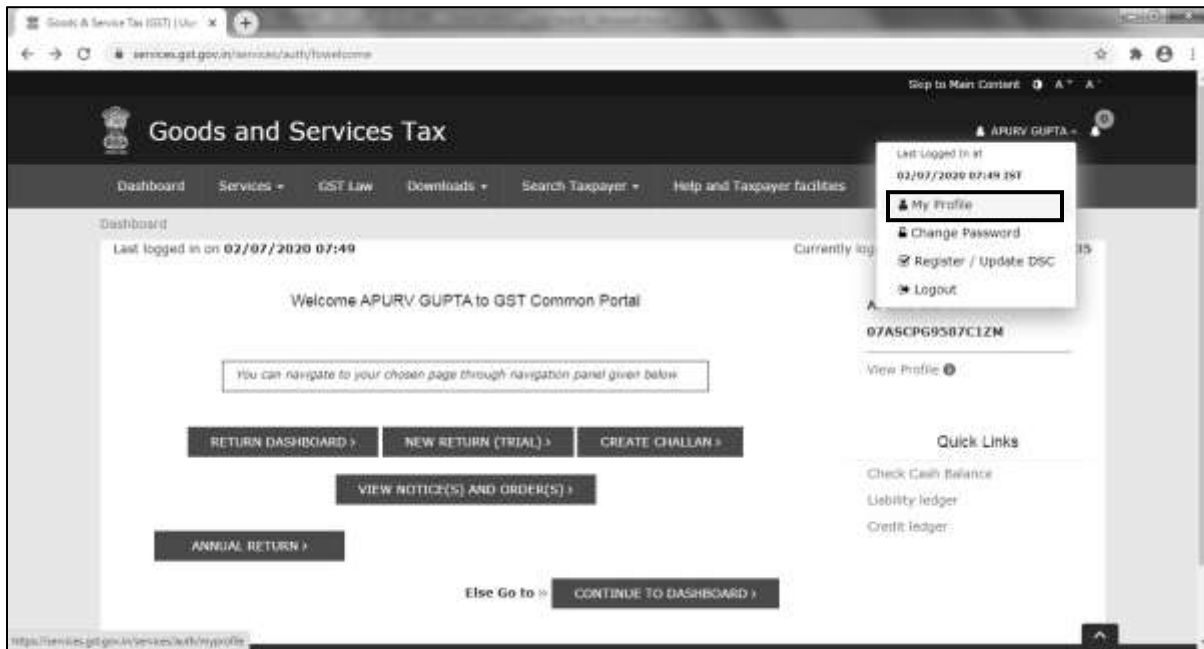
On clicking *My Profile* option, following screen appears:

Figure 7.3 GST Portal

On clicking *Manage API Access* option, following screen appears:

Figure 7.4 GST Portal

In the above screenshot, specify following details:

- *Enable API Request* – Specify 'Y' under this option.
- *Duration* – Select duration from the list i.e. 6 hrs. or 30 days. Selecting the duration means your OTP will be valid for the specified duration. After the duration, you need to specify OTP again.

➔ **OTP will be received at the time of downloading JSON files from BUSY on your registered mobile number. You have to specify the OTP to start the process of downloading JSON files. Once OTP is specified, it will be valid for the specified duration. After the duration when you will download JSON files, you will be prompted to specify OTP again to continue.**

Once duration is specified, click *Confirm* button.

Step 4: Download GSTR JSON files from BUSY

Now, you can download GSTR-1, 2A, 3B JSON files from BUSY. To do the same, click: *Transactions ➔ GST Misc. Utilities ➔ Download GSTR JSON Data* option. On selecting Download *GSTR JSON Data* option, following three options appear:
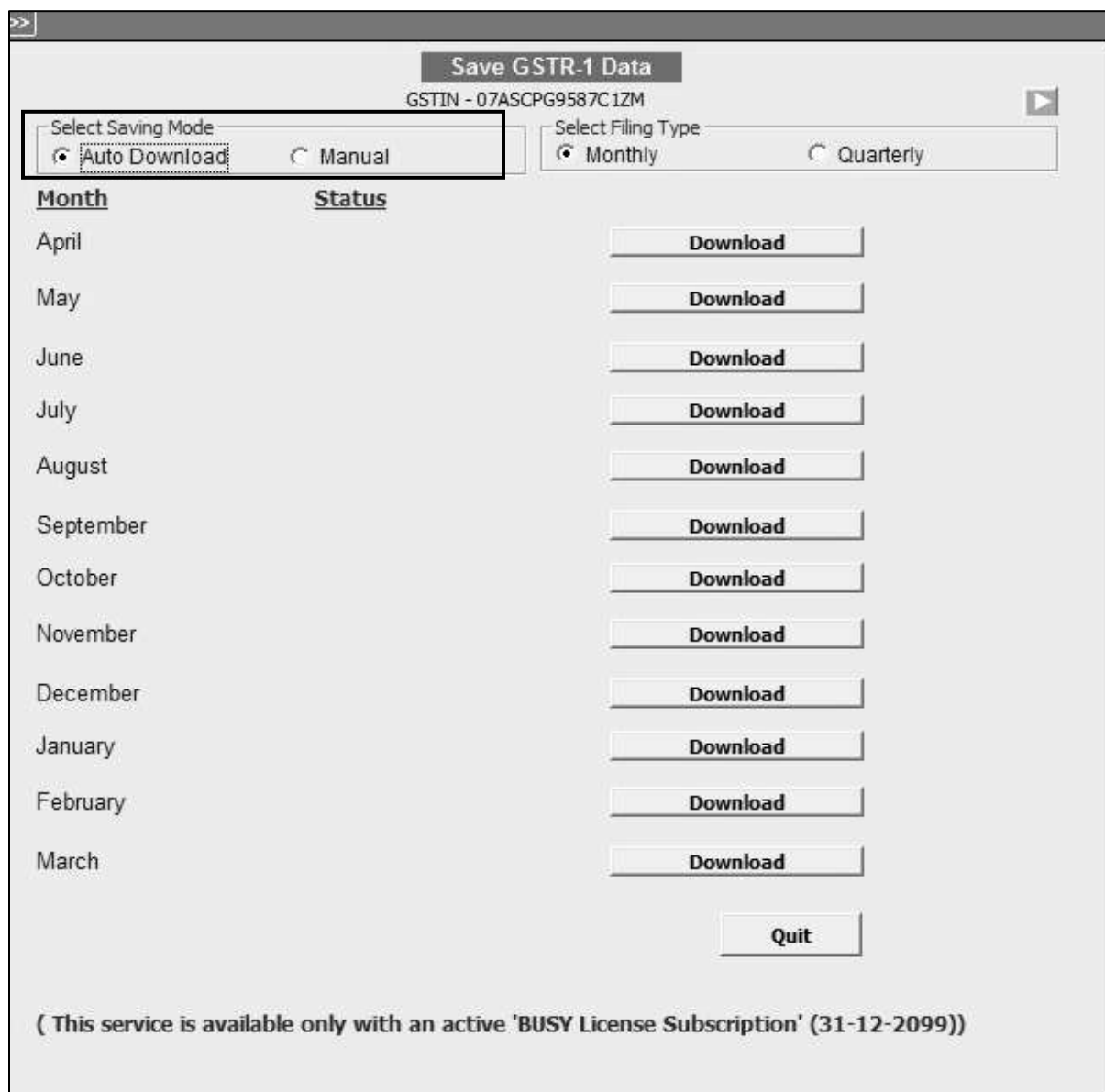
- Download GSTR-1
- Download GSTR-2A

- Download GSTR-3B

Let us discuss all the above three options in detail.

Download GSTR-1

On clicking *Download GSTR-1* option, a *Save GSTR-1 Data* window appears. Given below is the screenshot of *Save GSTR-1 Data* window.

Figure 7.5 Save GSTR-1 Data

Under *Save GSTR-1 Data* window, following details needs to be specified:

- **Select Saving Mode** – Select *Auto download* mode, to download GSTR-1 JSON files directly from BUSY.

- **Select Filing Type** – Select Filing Type as *Monthly* or *Quarterly*.

  ○ *Monthly* – *Select Monthly option, if* you are filing GSTR-1 on monthly basis.

  ○ *Quarterly* – Select *Quarterly* option, if you are filing GSTR-1 on quarterly basis.

After specifying the details, click *Download* button appearing in front of Month Names. On clicking *Download* button, a *Specify GSTR-1 OTP* window appears where you need to specify the OTP received on your registered mobile number. Given below is the screenshot of *Specify GSTR-1 OTP* window.

Figure 7.6 Specify GSTR-1 OTP

The OTP specified here will be valid for the duration as specified while configuring API Access on GST Portal. After the expiry of duration, you will receive a new OTP which you need to enter again.

After specifying OTP, GSTR-1 JSON file for that month/quarter will be downloaded and Status for that month/quarter will be shown as *Saved*. In the similar manner, you can download files for all the months/quarters.

You can Remove or Re-download existing file by clicking on the status of a particular file. On clicking the status, an *Overwrite* message box appears where you can select the required option. Given below is the screenshot of *Overwrite* message box.

Figure 7.7 Overwrite

Download GSTR-2A

On clicking *Download GSTR-* 2A option, a *Save GSTR-2A Data* window appears. Under *Save GSTR-2A* window, you need to select *Saving Mode* as *Auto-Download* in the similar manner as you have done above for GSTR-1. After selecting Saving Mode, download the files by clicking on *Download* button provided in front of Month Names.

You can Remove or Re-download existing file by clicking on the status of a particular file. On clicking the status, an Overwrite message box appears where you can select the required option.

Download GSTR-3B

On clicking *Download GSTR-*3B option, a *Save GSTR-3B Data* window appears. Under *Save GSTR-3B* window, download the files by clicking on *Download* button provided in front of Month Names.

So, in this manner you can auto download GSTR-1, 2A and 3B JSON files.

> ➔ **GSTR-3B JSON files can be downloaded only through Auto Download mode.**

7.1.2 Manual

With *Manual* mode, you can download GSTR-1/2A JSON files manually and save in BUSY. For manual Download of GSTRJSON files, following steps need to be performed:

Step 1: Download GSTR JSON files from GST Portal

To Download GSTR JSON files from GST Portal, first of all login to GST Portal. Now, click *Return Dashboard* ➔ *GSTR-1/2A*as per your requirement. Click on *Download* button and download GSTR JSON files. Given below is the screenshot of Return Dashboard on GST Portal.

Figure 7.8 GST Portal
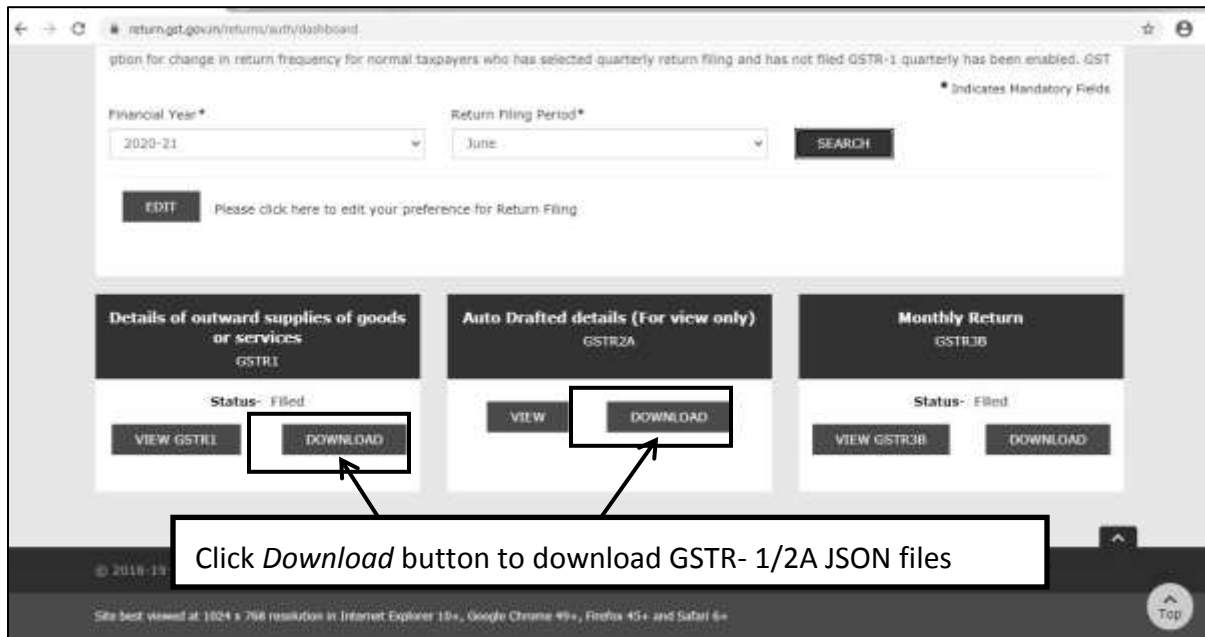
Step 2: Save downloaded GSTR JSON files in BUSY

Now, you have to save downloaded GSTR JSON files in BUSY. To do the same, click: *Transactions → GST Misc. Utilities → Download GSTR JSON Data* option. Select *Download GSTR-1 / 2A* option for which you want to save downloaded JSON files.

On clicking *Download GSTR-1* option, a *Save GSTR-1 window* appears. Given below is the screenshot of *Save GSTR-1 Data* window.

Image on Next Page

Figure 7.9 Save GSTR-1 Data
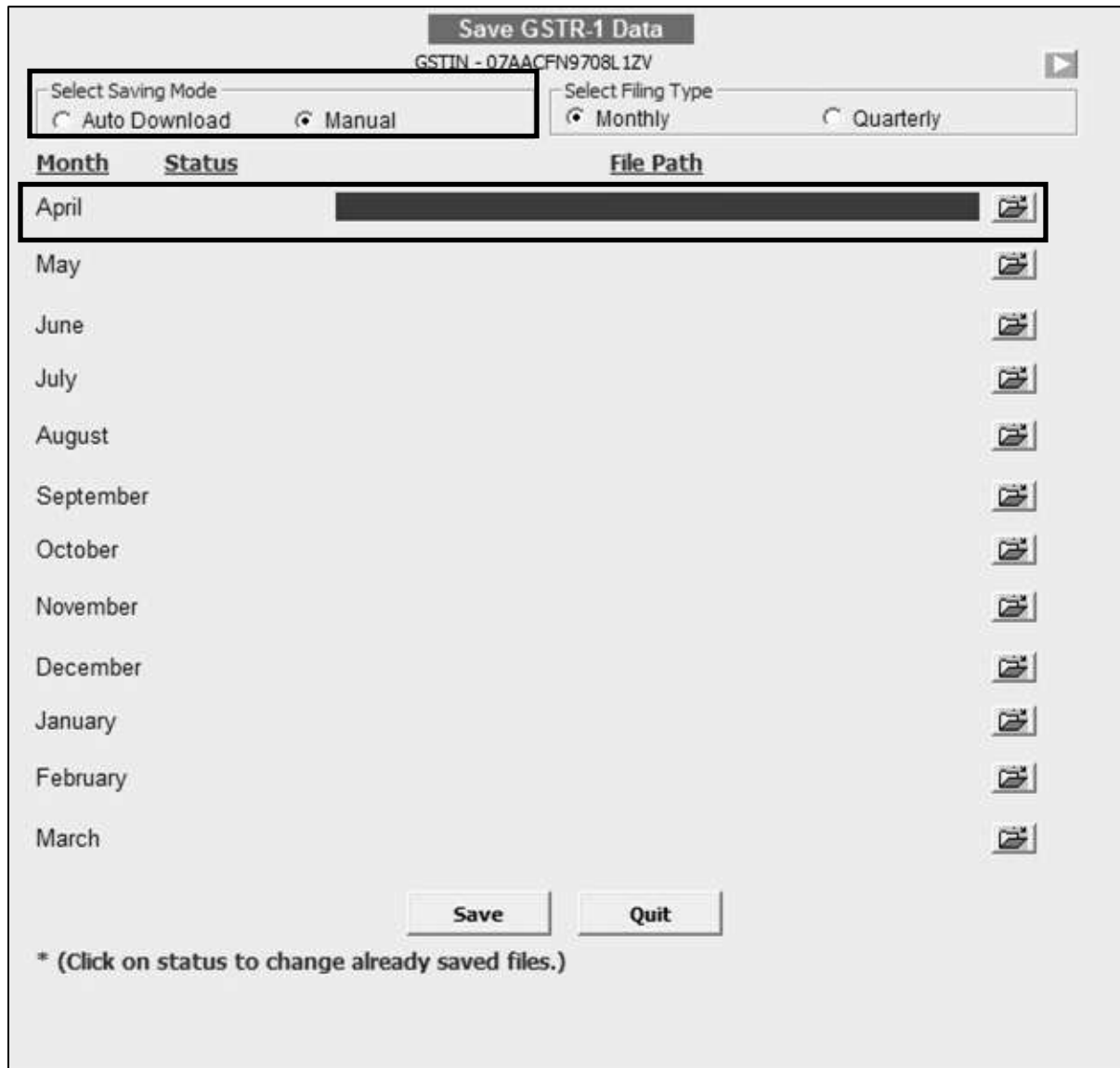
Under *Save GSTR-1 Data* window, specify following details:

- Under Select Saving Mode, select Manual mode.
- Select Filing Type Monthly or Quarterly.
- Save files for different months by browsing the file path.
- You can click on the status of the files and can remove or overwrite the existing file.

In the similar manner, you can save GSTR- 2A JSON files.

7.2 Reconciling GSTR-1, 2A, 3B

Once you have downloaded and saved GSTR-1, 2A, 3B JSON files, now you can reconcile them with data appearing in BUSY.

To Reconcile GSTR-1, 2A, 3B, click: *Transactions* → *GST Misc. Utilities* → *Reconcile GSTR Data* option. On selecting *Reconcile GSTR Data* option, following options appear:

- Reconcile GSTR-1
- Reconcile GSTR-2A (Party Wise)
- Reconcile GSTR-2A (Vch. Wise)
- Reconcile GSTR-3B
- Compare Sales, GSTR-1 & GSTR-3B

Let us discuss all the above options in detail.

7.2.1 Reconcile GSTR-1

Reconciling GSTR-1 means comparing the GSTR-1 data as uploaded on GST Portal and GSTR-1 data as per your books of accounts appearing in BUSY. By reconciling the data you can find out data mismatch if any and can take required action for the same.

On clicking *Reconcile GSTR-1* option, a *Return filling* message box appears asking to select Return filling frequency i.e. whether you are filing monthly or quarterly return. Given below is the screenshot of *Return Filling* message box.

Figure 7.10 Return Filling

Under *Return Filling* message box, select the option as per return filed by you. On selecting any of the option, a *Reconcile GSTR-1* window appears with following Report Options.

- **Start Month/Quarter** – Select the month/quarter from which the report is to be generated.
- **End Month/Quarter** – Select the month/quarter up to which report is to be generated.

- ***Ignore Diff. of Amt. Up to Rs in Drill Down Report*** – Specify the amount difference up to which can be ignored while comparing the data in drill down report i.e. at the time of viewing details by pressing enter on particular section.

- ***Skip HSN Summary*** – Specify 'Y' in this data field to skip reconciliation of HSN Summary.

- ***Check for Mismatch till Invoice level*** – Specify 'Y' in this data field to view mismatch till invoice level data i.e. drill down the report till invoice level to view respective transaction i.e. voucher.

- ***Show Exempt/NR/ZR Entries in Taxable Invoice Separately*** – *On specifying 'Y' in this data field Exempt/NR/ZR entries in a voucher will appear under Nil rated, Exempted and Non GST (8) section otherwise they will be displayed in B2B Invoices-4A,4B,4C,6C section.*

After entering data in the required data fields, click *Ok* button. On clicking the *Ok* button, a *Reconcile GSTR-1* window appears. Given below is the screenshot of *Reconcile GSTR-1* window.

Figure 7.11 Reconcile GSTR-1

From April To March (2019-20) JSON File- Auto Downloaded								
Section Name	Type	No. of Re...	Qty	Taxable Amt.	Total Tax Amt.	IGST Amt.	CGST Amt.	SGST/UTGS...
B2B Invoices - 4A, 4B, 4C, 6B, 6C	BUSY	71		19,92,700.85	2,37,864.12	99,965.52	68,949.30	68,949.30
	JSON	71		19,92,700.85	2,37,864.12	99,965.52	68,949.30	68,949.30
B2C(Large) Invoices - 5A, 5B	BUSY	1		2,55,000.00	30,600.00	30,600.00		
	JSON	0						
B2C(Small) Details - 7	BUSY	2		-50,000.00	-6,000.00	-12,000.00	3,000.00	3,000.00
	JSON	0						
Credit/Debit Notes(Registered) -...	BUSY	1		-5,212.80	-625.54		-312.77	-312.77
	JSON	0						
Exports Invoices - 6A	BUSY	1		2,00,000.00				
	JSON	0						
Nil rated, Exempted and Non GS...	BUSY	1		1,00,000.00				
	JSON	0						
HSN-wise Summary of Outward ...	BUSY	4	1,22,503.90	24,92,488.05	2,61,838.58	1,18,565.52	71,636.53	71,636.53
	JSON	4	1,21,216.80	19,92,700.85	2,37,864.12	99,965.52	68,949.30	68,949.30

Under *Reconcile GSTR-1* window, data of each section as appearing in BUSY and as available on GST Portal is shown in summarized manner. In the above screenshot, data of *B2B Invoices* section is matched whereas, data of *B2C (Large) Invoices* section is not matched as data is appearing in BUSY but not in JSON.

Data appearing in blue color shows data in BUSY and GSTR-1 is matched properly. Data appearing in red color shows data mismatch.

To view details of each section, you can drill down i.e. press <ENTER> on that particular section and can view complete details. On pressing <ENTER> on any section, a *View Options* window appears with following options:

- *BUSY Data* – Select this option, if you want to view data of each section as appearing in BUSY.

- *Comparative* – Select this option, if you want to view comparative report i.e. comparison of BUSY and JSON i.e. GST Portal data.

- *Mismatch* – Select this option, if you want to view only mismatch data i.e. only mis-match data will be shown.

Let us discuss above three options in detail.

BUSY Data

On selecting *BUSY Data* option, data of particular section appearing in BUSY is displayed. Further you can drill down to view invoice level data if you have specified 'Y' under *Check for Mismatch till Invoice level* report option*.

Comparative

On selecting *Comparative* option, you can view comparative report of particular section showing comparison of BUSY data and JSON i.e. GST Portal data. Given below is the screenshot of *Comparative* report of *B2B*section.

<p align="center">Figure 7.12 B2B</p>

			B2B (Party-Wise)				
From April To March (2019-20)							
* - Party does not exist in BUSY Data.						JSON File- Auto Downloaded	
GSTIN	Party Name	Type	Vch. Count	Taxable Amt.	IGST Amt.	CGST Amt.	SGST/UTGST ...
06ACEFS5052L1ZX	Shivam Industries	BUSY	7	2,44,789.50	29,374.74		
		JSON	7	2,44,789.50	29,374.74		
06AMWPS6322B1ZV	System Electronics	BUSY	16	5,88,256.50	70,590.78		
		JSON	16	5,88,256.50	70,590.78		
07AACCS0575R1ZT	Steel Paradise (India) Pvt. Lt...	BUSY	11	4,70,319.00		28,219.14	28,219.14
		JSON	11	4,70,319.00		28,219.14	28,219.14
07AAPPW5332C1ZJ	Zed Aircon	BUSY	1	5,212.80		312.77	312.77
		JSON	1	5,212.80		312.77	312.77
07AARPS7887A1Z1	Kuljyot Extrusion	BUSY	2	85,360.00		5,121.60	5,121.60
		JSON	2	85,360.00		5,121.60	5,121.60
07ADDPA9949A1ZS	R.V. Industries(India)	BUSY	11	1,91,219.75		11,473.19	11,473.19
		JSON	11	1,91,219.75		11,473.19	11,473.19

In the above screenshot, comparison of BUSY data and JSON data for each party is shown. Further, you can drill down to view details of each party data.

Mismatch

On selecting *Mismatch* option, you can view mismatch report of particular section showing mismatch i.e. difference in BUSY data and JSON data. Mismatch here implies:

- Data appearing in BUSY but not in JSON or vice-versa,

- Difference in voucher amount,

- Difference in voucher date,

- Difference in voucher number, etc.

In case of mismatch, you are required to correct the data to avoid any discrepancy. Given below is the screenshot of *Mismatch* report of *HSN wise Summary of Outward Supplies* section.

Figure 7.13 HSN wise Summary of Outward Supplies

In the above screenshot, mismatch of total quantity, total value and taxable value for a particular HSN is shown.

7.2.2 Reconcile GSTR-2A (Party Wise)

Reconciling GSTR-2A means comparing GSTR-2 i.e. Supply Inward data as entered by you in BUSY and GSTR-2A data available on GST Portal which is auto drafted as per GSTR-1 filed by your suppliers. GSTR-2 contains details of purchase/expense made during a specified period. By comparing GSTR-2 data (as shown in BUSY) with GSTR-2A data (available on GST Portal) you can find out the differences and take necessary action.

Reconcile GSTR-2A (Party Wise) report provides comparison of GSTR-2A and GSTR-2 party wise. On clicking *Reconcile GSTR-2A (Party Wise)* option, a *Reconcile GSTR-2A (Party Wise)* window appears with following Report Options.

- *Filter on Account* – Specify' Y' in this data field, if you want to apply filter on account i.e. you want to generate report for a specific account.

- *Select Account* – Select Account from the list for which you want to generate the report.

- *Start Month*– Select the starting month from which you want to reconcile GSTR-2A.

- **End Month**– Select the ending month up to which you want to reconcile GSTR-2A.

- **Consider Voucher Date/Purchase Bill Date (V/P)**– Specify 'V' in this data field to Reconcile GSTR-2 as per Voucher Date or 'P' to Reconcile GSTR-2 as per Purchase Bill Date.

- **Show only Mismatch Parties**– Specify 'Y' in this data field, if you want to view report for those parties in which data mismatch is there.

- **Ignore Diff. of Amt UpTo Rs.** –Specify the amount up to which difference in GSTR-2 and GSTR-2A is to be ignored.

- **Consider GSTR-2A JSON for**– Select option from the list i.e. whether you want to consider GSTR-2A JSON for current period, previous period or for both. For Example, if you are reconciling GSTR-2A from April to June then in this case if you select *Current Period* then vouchers for April to June will be considered only, whereas if you select *Previous Period* then any voucher previous to April to June will be considered only and if you select *Both* then all the vouchers for current and previous period will be considered.

- **Exclude Zero Rate Entries**– Specify 'Y' in this data field, if you want to exclude zero rate entries in case tax is applied Item-wise in vouchers.

- **Exclude RCM Entries** – Specify 'Y' in this data field, if you want to exclude RCM transactions.

- **Reconcile only with Filed Entries** – Specify 'Y' in this data field, if you want to reconcile only with filed entries from GSTR-2A data. While downloading GSTR-2A data, both filed and submitted entries appear. So, you can make a choice whether to reconcile with all entries or with filed entries only.

- **Exclude SEZ Entries** – Specify 'Y' in this data field, if you want to exclude SEZ transactions.

After specifying data in data fields, click *Ok* button. On clicking *Ok* button a *Reconcile GSTR-2A (Party Wise)* window appears. Given below is the screenshot of *Reconcile GSTR-2A (Party Wise)* window.

Image on Next Page

Figure 7.14 Reconcile GSTR-2A (Party Wise)

In the above screenshot, data of each party as appearing in BUSY and as available on GST Portal is shown in separate rows. Data appearing in blue color shows data in BUSY and GSTR-2A is matched properly. Data appearing in red color shows data mismatch.

- Under first row, data is available on GST Portal but not in BUSY i.e. you have not entered vouchers for the respective party. So, mismatch of data is shown.
- Under second row, 11 vouchers for the party are appearing in BUSY whereas only 8 vouchers are available in JSON file. So, mismatch of data occurs.

In the similar manner, reconciliation of data of each party can be done. Further, you can view details of data by pressing <ENTER> on respective row. On pressing <ENTER> key, a *View Options* window appears with following options:

BUSY Data– Select this option, if you want to view data of party as entered in BUSY.

Comparative– Select this option, if you want to view comparison of BUSY and GSTR-2A data for a party. Given below is the screenshot showing invoice level comparative data of a party.

Figure 7.15 Party Wise Comparative

In the above screenshot, comparison of BUSY data and JSON data for a party is shown.

Mismatch only – Select this option, if you want to view only mismatch data of the party i.e. only those entries will be shown in which data mismatch is there. Given below is the screenshot showing mismatch entries of a party.

Figure 7.16 Party Wise Comparative

In the above screenshot, only mismatch data of a party is shown. Under first two rows, data is appearing in BUSY but not in JSON and under third row, data is appearing in JSON but not in BUSY.

Once you have reconciled data of each party, you can take corrective action wherever is required.

7.2.3 Reconcile GSTR-2A (Vch. Wise)

Reconcile GSTR-2A (Vch. Wise) report provides comparison of GSTR-2A and GSTR-2 voucher wise. On clicking *Reconcile GSTR-2A (Vch. Wise)* option, a *Reconcile GSTR-2A (Vch. Wise)* window appears with following report options.

- **Filter on Account** – Specify 'Y' in this data field, if you want to apply filter on account i.e. you want to generate report for a specific account.

- **Select Account** – Select Account from the list for which you want to generate the report.

- **Start Month** – Select the starting month from which you want to reconcile GSTR-2A.

- **End Month** – Select the ending month up to which you want to reconcile GSTR-2A.

- **Consider Voucher Date/Purchase Bill Date (V/P)** – Specify 'V' in this data field to Reconcile GSTR-2 as per Voucher Date or 'P' to Reconcile GSTR-2 as per Purchase Bill Date.

- **Ignore Diff. of Amt UpToRs.** –Specify the amount up to which difference in GSTR-2 and GSTR-2A is to be ignored.

- **Consider GSTR-2A JSON for** – Select option from the list i.e. whether you want to consider GSTR-2A JSON for current period, previous period or for both. For Example, if you are reconciling GSTR-2A from April to June then in this case if you select *Current Period* then vouchers for April to June will be considered only, whereas if you select *Previous Period* then any voucher previous to April to June will be considered only and if you select *Both* then all the vouchers for current and previous period will be considered.

- **Exclude Zero Rate Entries** – Specify 'Y' in this data field, if you want to exclude zero rate entries in case tax is applied Item-wise in vouchers.

- **Exclude RCM Entries** – Specify 'Y' in this data field, if you want to exclude RCM transactions.

- **Reconcile only with Filed Entries** – Specify 'Y' in this data field, if you want to reconcile only with filed entries from GSTR-2A data. While downloading GSTR-2A data, both filed and submitted entries appear. So, you can make a choice whether to reconcile with all entries or with filed entries only.

- **Ignore Diff. Of Vch No. and Date** – Specify 'Y' in this data field, if you want to ignore difference of voucher number and voucher date while generating the report.

- **Show Second Level Details Party-wise** – Specify 'Y' in this data field, if you want to view second level details i.e. drill down report party-wise. On specifying 'Y', drill down report will be generated party-wise i.e. details for each party will be shown collectively.

After specifying data in data fields, click *Ok button*. On clicking *Ok* button a *Reconcile GSTR-2A (Vch. Wise)* window appears. Given below is the screenshot of *Reconcile GSTR-2A (Vch. Wise)* window.

Figure 7.17 Reconcile GSTR-2A (Vch. Wise)

In the above screenshot, various heads appears showing reconciliation voucher-wise. Let us discuss each of them in detail.

Fully Matched Documents – Under this head, documents which are fully matched are shown. Further you can drill down to view complete details.

Partially Matched Documents (Difference in Vch. No.) – Under this head, documents which are matched but have difference in Vch. No. are shown. This head will appear only when you have specified 'N' under '*Ignore Diff. Of Vch No. and Date*' report option. Given below is the screenshot of *Partially Matched Documents (Difference in Vch. No.)* section showing mismatch due to voucher no.

Image on Next Page

Figure 7.18Partially Matched Documents (Difference in Vch. No.)

Partially Matched Documents (Difference in Date) – Under this head, documents which are matched but have difference in Vch. Date are shown. This head will appear only when you have specified 'N' under '*Ignore Diff. Of Vch No. and Date'* report option.

Mismatch Documents (Difference in Amount of voucher) – Under this head, documents which are mismatch due to difference in voucher amount are shown.

Missing Documents In BUSY Data (GSTR2) – Under this head, documents which are missing in BUSY data (GSTR2) but are present in GSTR-2A are shown. On pressing <ENTER> under this head, a list of vouchers missing in BUSY will be shown.

Missing Documents in GSTR-2A Data – Under this head, documents which are missing in GSTR-2A data but are present in BUSY data (GSTR2) are shown. On pressing <ENTER> under this head, a list of the vouchers missing in GSTR-2A Data i.e. JSON will be shown.

7.2.4 Reconcile GSTR-3B

Reconcile GSTR-3B means comparing GSTR-3B data as uploaded on portal and GSTR-3B data as per your books of accounts appearing in BUSY. On selecting this utility, a *Reconcile GSTR-3B* window appears with following Report Options:

- *Start Month* – Select the month from which report is to be generated.
- *End Month* – Select the month up to which report is to be generated.
- *Consider Voucher Date / Purchase Bill Date(V/P)* – Specify 'V' in this data field to Reconcile GSTR-3B as per Voucher Date or 'P' to Reconcile GSTR-3B as per Purchase Bill Date.

- ***Include Expenses not liable to RCM (Daily Limit)*** – Specify 'Y' in this data field to include RCM expenses which are below daily limit i.e. 5,000.

- ***Include Expenses not liable to RCM (Not Applicable)*** – Specify 'Y in this data field to include expenses in which *RCM Nature* is set to *Not Applicable.*

- ***Show Exempt / NR / ZR Entries in Taxable Invoice Separately*** – O*n specifying 'Y' in this data field Exempt/NR/ZR entries in a voucher will appear under Section 3.1 (c)Other Outward Supplies (Nil Rated, Exempted)otherwise they will be displayed in Section 3.1 (a)Outward taxable Supplies (other than zero rated, nil rated and exempted*).

After entering data in required data fields, click *Ok* button. On clicking the *Ok* button, a *Reconcile GSTR-3B* window appears. Given below is the screenshot of *Reconcile GSTR-3B* window.

<p align="center">Figure 7.19 Reconcile GSTR-3B</p>

In the above screenshots, data of section 3.1 as appearing in BUSY and as available on GST Portal is shown in separate rows. If there is any difference between the two i.e. BUSY Data and JSON i.e. GST Portal data, the same is shown under *Diff.* row.

After reconciling GSTR-3B data, if any discrepancies are found across months leading to any shortage of tax paid, the same must be paid along with interest**.** It is, therefore, necessary to conduct this reconciliation for every filing period to ensure that both the returns match, which wouldn't give rise to any interest that may become payable at a later date.

7.2.5 Compare Sales, GSTR-1 & GSTR-3B

Compare Sales, GSTR-1 & GSTR-3B means, comparing Sales data as per your books of accounts appearing in BUSY, GSTR-1 data as uploaded on portal and sales data of GSTR-3B as uploaded on Portal**.** Comparison of Sales, GSTR-1 and GSTR-3B helps in ensuring that no invoice is omitted or recorded more than once in either of the returns. This ensures a taxpayer to arrive at an accurate amount of output tax payable on the sales made in a period.

GSTR-1 forms the base for the recipients of supplies to claim input tax credit while filing their returns. Hence, a timely and accurate declaration in both GSTR-1 and GSTR-3B is necessary, to avoid hassles with recipients at a later date, and also ensure that only genuine input tax credit is claimed.

Helpful at the time of filing of Annual return

At the time of filing Annual return i.e. GSTR -9, a reconciliation of outward supplies is a must to ensure that the details disclosed match the details disclosed in GSTR-1 and GSTR-3B, across all months. Details of tax paid during the year need to be mentioned as well and this must tally with the total taxes disclosed and paid in GSTR-3B. Therefore, it is important that GSTR-1 and GSTR-3B match as the return-filing system is integrated and a mismatch between the same could result in improper disclosure in the annual return.

On selecting *Compare Sales, GSTR-1 & GSTR-3B*option, a *Return Filling* message box appears with following two options:

- *Monthly* – Select this option if you file GSTR-1 on monthly basis.
- *Quarterly*– Select this option if you file GSTR-1 on quarterly basis.

On selecting any of the above option, a *Compare Sales, GSTR-1 & GSTR-3B* window appears with following Report Options:

- *Starting Month* – Select month from which report is to be generated.
- *Ending Month* – Select month up to which report is to be generated.

After entering data in required data fields, click *Ok* button. On clicking the *Ok* button, a *Compare Sales, GSTR-1 & GSTR-3B* window appears. Given below is the screenshot of *Compare Sales, GSTR-1 & GSTR-3B* window.

Figure 7.20 Compare Sales, GSTR-1 & GSTR-3B

Month	Description	Taxable Amt	IGST Amt	CGST Amt	SGST Amt	Cess Amt
April	Books	1,52,856.05	4,783.35	6,779.69	6,779.69	
	GSTR-1	1,52,856.05	4,783.35	6,779.69	6,779.69	
	GSTR-3B	1,52,856.05	4,783.35	6,779.69	6,779.69	
	Diff. (Books - GSTR-1)					
	Diff. (Books - GSTR-3B)					
May	Books	1,31,308.50	1,480.32	7,138.35	7,138.35	
	GSTR-1	1,31,308.50	1,480.32	7,138.35	7,138.35	
	GSTR-3B	1,31,308.50	1,480.32	7,138.35	7,138.35	
	Diff. (Books - GSTR-1)					
	Diff. (Books - GSTR-3B)					
June	Books	26,730.00		1,603.80	1,603.80	
	GSTR-1	26,730.00		1,603.80	1,603.80	
	GSTR-3B	26,730.00		1,603.80	1,603.80	
	Diff. (Books - GSTR-1)					
	Diff. (Books - GSTR-3B)					
July	Books	88,050.70	4,365.90	3,100.09	3,100.09	
	GSTR-1	88,050.70	4,365.90	3,100.09	3,100.09	
	GSTR-3B	88,050.70	4,365.90	3,100.09	3,100.09	
	Diff. (Books - GSTR-1)					
	Diff. (Books - GSTR-3B)					

In the above screenshot, month wise sales data as per books of accounts, as per GSTR-1, as per GSTR-3B and difference of (Books – GSTR-1), (Books – GSTR-3B) is shown. You can drill down row-wise to view complete details.

Review

✓ GSTR-1/2A JSON files can be auto-downloaded by selecting Saving Mode as Auto Download.

✓ GSTR-1/2A JSON files can also be downloaded manually by selecting Saving Mode as Manual.

✓ You can Remove or Re-download GSTR-2A existing file by clicking on the status of a particular file.

✓ Reconciling GSTR-1 means comparing the GSTR-1 data as uploaded on GST Portal and GSTR-1 data as per your books of accounts appearing in BUSY.

✓ Reconciling GSTR-2A means comparing GSTR-2 i.e. Supply Inward data as entered by you in BUSY and GSTR-2A data available on GST Portal which is auto drafted as per GSTR-1 filed by your suppliers.

✓ Reconcile GSTR-3B means comparing GSTR-3B data as uploaded on portal and GSTR-3B data as per your books of accounts appearing in BUSY.

✓ Comparing Sales, GSTR-1 & GSTR-3B helps in ensuring that no invoice is omitted or recorded more than once in either of the returns.

Exercise

1. GSTR-1/2A JSON files can be downloaded:
    a) Automatic   c) Manually
    b) Only (a)   d) Both (a) & (c)

2. OTP specified while downloading JSON files is valid for:
    a) 30 days   c) 6 hours
    b) 90 days   d) Both (a) & (c)

3. GSTR-2A is auto-drafted on GST Portal as per
    a) GSTR-1 filed by supplier   c) GSTR-3B filed by supplier
    b) Only (a)   d) None of the above

4 . What is the significance of Reconciling GSTR-3B?

5 . What is the significance of Compare Sales, GSTR-1 & GSTR-3B Report?

The noblest Pleasure

is the joy of

Understanding.

Leonardo da Vinci

Unit 8
GST Utilities

The objective of this unit is to familiarize the user with various *GST utilities* provided in BUSY. With the help of these utilities, user can perform various kinds of checks such as validate GSTIN, HSN online, etc. and can update various details such as Transport details, Port address details, etc.

Topics covered under this unit:

- ➢ Validate GSTIN Online
- ➢ Validate HSN Online
- ➢ Check Party Return Filing Status
- ➢ Query on GSTIN
- ➢ Query on HSN/SAC Code
- ➢ Update HSN/SAC Description
- ➢ Input Transporter's GSTIN/ID
- ➢ Update Port Address Details

8.1 Validate GSTIN Online

With this utility, you can validate GSTIN i.e. check whether the particular GSTIN is valid or not. Along with verifying GSTIN, you can also view various details related to GSTIN. On selecting this option, a *'Validate GSTIN'* message box appears in which you have to select whether you want to validate Single GSTIN or Multiple GSTIN.

Single GSTIN

On selecting *Single GSTIN* option a *'Validate GSTIN Online'* window appears. Given below is the screenshot of *'Validate GSTIN* Online'window.

Figure 8.1 Validate GSTIN Online

Under *'Validate GSTIN Online'* window, enter GSTIN which you want to validate in *'Specify GSTIN'* data field. After entering GSTIN click on *'Validate GSTIN'* button. On clicking *'Validate GSTIN'* button, status and other details related to GSTIN will be displayed.

At the bottom of *'Validate GSTIN Online'* window *' Re-check on GST Portal'* button is provided. Click this button if you want to reconfirm the details from GSTIN portal. On clicking this button a *'Search on GSTIN Portal'* message box appears. On clicking *Ok* on the message box, GSTIN No. will be copied to clipboard and you will be routed to GSTIN Portal. You can reconfirm the details by pasting the GSTIN and entering the captcha code on GST Portal. Click on *'Search'* button to reconfirm the details.

Multiple GSTIN

On selecting *Multiple GSTIN* option a *'Validate GSTIN Online'* window will appear. Given below is the screenshot of *'Validate GSTIN Online'* window.

Figure 8.2 Validate GSTIN Online
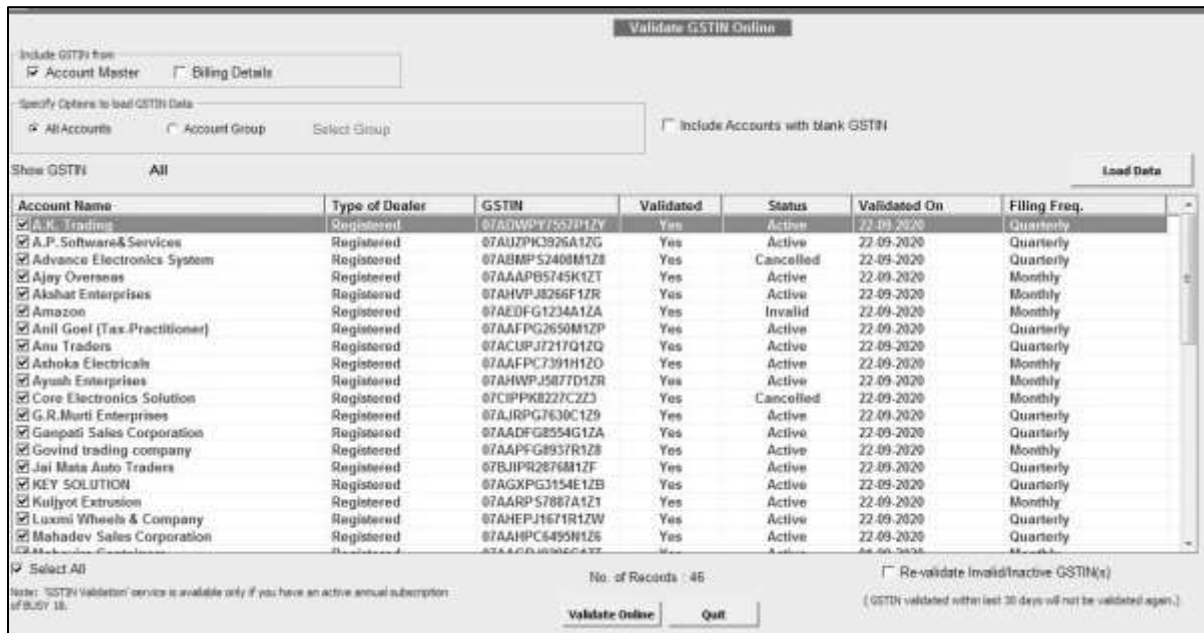
Under *'Validate GSTIN Online'* window following data fields appear:

- **Include GSTIN from** – Under this following two options appear:
  - *Account Master*– Select this option if you want to view list of GSTIN'sof parties entered in Account Master.
  - *Billing Details*– Select this option if you want to view list of GSTIN's entered in Billing/Shipping Details window at the time of entering voucher.

- **Specify Options to load GSTIN Data** – Under this following options appear:
  - *All Accounts* – Select this option if you want to view list of GSTINs of All Account Masters.
  - *Account Group* – Select this option if you want to view list of GSTINs of a particular Account Group.
  - *Select Group* – Select the Account Group Name for which you want to view GSTINs.

- **Include Accounts with Blank GSTIN** – Check this check box if you want to include those Account Masters which are having blank GSTIN.

- **Show GSTIN** – Select from the list whether you want to view All GSTIN, Only Invalid GSTIN, Only Inactive GSTIN or Only Not Validated GSTIN.

- **Load Data** – Click *'Load Data'* button to load the list of GSTIN's as per details specified above.

On clicking *'Load Data'* button details will appear as per details specified above. Select the required parties whose GSTIN you want to validate and click on *'Validate Online'* button. On clicking '*Validate Online'* button, status and other details of GSTIN will be displayed.

At the bottom of *'Validate GSTIN Online'* window *'Re-validate Invalid/Inactive GSTIN(s)'* checkbox is provided. Check this checkbox if you want to re-validate Invalid/Inactive GSTIN(s).

8.2 Validate HSN Online

With this utility, you can validate HSN Code i.e. check whether the particular HSN Code is valid or not. On selecting this option, a *'Validate HSN'* message box appears in which you have to select whether you want to validate Single HSN or Multiple HSN.

Single HSN

On selecting *Single HSN* option a *'Validate HSN Online'* window appears. Given below is the screenshot of *'Validate HSN Online'* window.

Figure 8.3 Validate HSN Online

Under *'Validate HSN Online'* window, enter HSN Code in *'Specify HSN'* data field. After entering HSN Code click *Validate HSN* button. On clicking *Validate HSN* button, description & validity of specified HSN will be displayed.

Multiple HSN

On selecting *Multiple HSN* option a *'Validate HSN Online'* window will appear. Given below is the screenshot of '*Validate HSN Online'* window.

Figure 8.4 Validate HSN Online

Under *'Validate HSN Online'* window following data fields appear:

- **Specify Options to load HSN Data** – Under this following two options appear:
    - All Items – Select this option if you want to view list of HSN of all the items.
    - Item Group – Select this option if you want to view list of HSN of a particular Item Group.
    - Group Name – Specify the Item Group Name for which you want to view list.
- **Include Items with blank HSN** – Check this check box if you want to include those Item Master's in which HSN Code is not specified i.e. HSN is blank.
- **Show HSN** – Select from the list whether you want to view All HSN, Only Invalid HSN or Only Not Validated HSN.
- **Load Data** – Click *'Load Data'* button to load the list of HSN as per details specified above.

On clicking *Load Data* button, items along with HSN Code will appear. Select the required items whose HSN you want to validate and click *'Validate Online'* button to validate HSN Codes.

At the bottom of *'Validate HSN Online'* window*' Re-validate Invalid HSN(s)* checkbox is provided. Check this checkbox if you want to re-validate Invalid HSN(s).

8.3 Check Party Return Filing Status

With this utility, you can check the return filing status of party (supplier) i.e. whether the party has filed its GSTR-1 and GSTR-3B return or not and the dates on which these returns are filed. In case party has not filed its GSTR-1 and GSTR-3B, but you have claimed ITC in your return then this may lead to discrepancy. So, with this utility you can find out the parties who have not filed their returns and can take necessary action.

On selecting this option, a *'Select Party'* message box appears with following options:

- One Party – Select this option, if you want to check GSTR filing status of a particular party.

- All Transacted Parties – Select this option, if you want to check GSTR filing status of the parties with whom you have transacted in the selected Month or in case you have selected the month as June / September / December / March then transaction will be checked for that quarter whose last month you have selected.

- Self – Select this option to check GSTR filing status of self company.

On selecting *One Party* option, a *Check Party Return Filing Status* window appears with following Report Options:

- *Select Account Name* – Select required party from the list for which you want to check return filing status.

- *Fin*. Year – Select financial year for which you want to check GSTR filing status of party.

After entering data in various data fields, click *Ok* button. On clicking *Ok* button, a *Party Return Filing Status* window appears. Given below is the screenshot of *Party Return Filing Status* window for one party.

Image on Next Page

Figure 8.5 Party Return Filing Status

Month	GSTR1	Date of Filing	GSTR3B	Date of Filing
Apr,2019	Filed	11-05-2019	Filed	18-05-2019
May,2019	Filed	13-06-2019	Filed	20-06-2019
Jun,2019	Filed	11-07-2019	Filed	20-07-2019
Jul,2019	Filed	08-08-2019	Filed	20-08-2019
Aug,2019	Filed	10-09-2019	Filed	20-09-2019
Sep,2019	Filed	01-11-2019	Filed	19-10-2019
Oct,2019	Filed	10-11-2019	Filed	19-11-2019
Nov,2019	Filed	10-12-2019	Filed	20-12-2019
Dec,2019	Filed	10-01-2020	Filed	20-01-2020
Jan,2020	Filed	11-02-2020	Filed	20-02-2020
Feb,2020	Filed	09-03-2020	Filed	18-03-2020
Mar,2020	Filed	08-06-2020	Filed	08-06-2020

Govind trading company(07AAPFG8937R1Z8)
Fin Yr - 2019 - 2020, Filing Freq. – Not Known

Status : Active, Registration Date : 7-1-2017
Last Updated On : 22-9-2020

Party Return Filing Status

Under *Party Return Filing Status* window following columns appear:

- *Month* – This column displays the name of month for which return filing status is shown.
- *GSTR-1* – This column displays GSTR-1 filing status i.e. whether GSTR-1 is filed or not filed.
- *Date of filing* – This column display the date on which GSTR-1 for the particular month is filed.
- *GSTR-3B* – This column displays GSTR-3B filing status i.e. whether GSTR-3B is filed or not filed.
- *Date of filing* – This column display the date on which GSTR-3B for the particular month is filed.

On selecting *All Transacted Parties* option, a *Check Party Return Filing Status* window appears with following Report Options:

- *Select Month* – Select month for which you want to view the return filing status of the parties.
- *Fin*. Year – Select financial year for which you want to check GSTR filing status of the parties.

After entering data in various data fields, click *Ok* button. On clicking *Ok* button, a *Party Return Filing Status* window appears. Given below is the screenshot of *Party Return Filing Status* window for all transacted parties during the specified month.

Figure 8.6 Party Return Filing Status

Under *Party Return Filing Status* window following columns appear:

- *Party* – This column displays the party name whose return filing status is shown.
- *GSTIN* – This column displays the GSTIN of party whose return filing status is shown.
- *Filing Frequency* – This column displays the filing frequency of party i.e. whether GSTR-1 is filed quarterly or monthly.
- *GSTR-1* – This column displays GSTR-1 filing status i.e. whether GSTR-1 is filed or not filed.
- *Date of filing* – This column displays date on which party has last filed its GSTR-1 return.
- *GSTR-3B* – This column displays GSTR-3B filing status i.e. whether GSTR-3B is filed or not filed.
- *Date of filing* – This column displays date on which party has last filed its GSTR-3B return.

On selecting *Self* option, a *Check Party Returns Filing Status* window appears with following Report Option:

- *Fin*. Year – Select financial year for which you want to check GSTR filing status of self company.

After entering financial year, click *Ok* button. On clicking *Ok* button, a *Party Return Filing Status* window appears. Under *Party Return Filing Status* window following columns appear:

- *Month* –This column displays the name of month for which return filing status is shown.
- *GSTR-1* – This column displays GSTR-1 filing status i.e. whether GSTR-1 is filed or not filed.
- *Date of filing* – This column displays the date on which GSTR-1 for the particular month is filed.
- *GSTR-3B* – This column displays GSTR-3B filing status i.e. whether GSTR-3B is filed or not filed.

- *Date of filing* – This column displays the date on which GSTR-3B for the particular month is filed.

8.4 Query on GSTIN

With this utility, you can find out the masters and vouchers where a particular GSTIN has been used. On selecting this option, a *Query on GSTIN* window appears. Under *Query on GSTIN* window, specify GSTIN for which you want to view required details and click *Ok* button. On clicking *Ok* button, a *Query on GSTIN* window appears. Given below is the screenshot of *Query on GSTIN* window.

Figure 8.7 Query on GSTIN

Under *Query on GSTIN* window, you can view masters and vouchers where a particular GSTIN is used.

8.5 Query on HSN/SAC Code

With this utility, you can find out the Items falling under a particular HSN/SAC Code. On selecting this option, a *Query on HSN/SAC Code* window appears. Under *Query on HSN/SAC Code* window, specify HSN/SAC Code for which you want to view required details and click *Ok* button. On clicking *Ok* button, a *Query on HSN/SAC Code* window appears displaying the item names under which particular HSN/SAC Code is specified.

8.6 Update HSN/SAC Description

With this utility, you can update HSN/SAC Code along with its description. Also, you can specify multiple entries for same HSN Code with different Units. Thus with this utility, you can specify HSN/SAC Code, Unit and Description or combination of either HSN Code & Unit or Unit &Description.

This utility is required to specify HSN/SAC Code, Unit and Description for generation of:

- GSTR-1 HSN-wise Summary of Outward Supplies – 12
- E-Way Bill

On selecting this option, an Update *HSN/SAC Description* window appears. Given below is the screenshot of *Update HSN/SAC Description* window.

Figure 8.8 Update HSN/SAC Description

Under *Update HSN/SAC Description* window, a grid with following columns appears:

- HSN/SAC Code – Specify HSN/SAC Code in this column.
- Unit Name – Specify Unit name in this column.
- Description – Specify description of item in this column.

Load HSN/SAC Codes Unit

Select this button to load all existing HSN/SAC Codes and Units in grid to specify description accordingly.

8.7 Input Transporter's GSTIN/ID

With this utility, you can specify Transporter's GSTIN or Transporter's ID. Transporter's GSTIN/ID is mandatory to be specified as same will be required to generate E-Way Bill No. Along with Transporter's GSTIN/ID, you can specify other information related to transporter such as Address, Place, Pin Code and State. On selecting this option, an Input Transporter's GSTIN/ID window appears. Given below is the screenshot of Input Transporter's GSTIN/ID window.

Figure 8.9 Input Transporter's GSTIN/ID
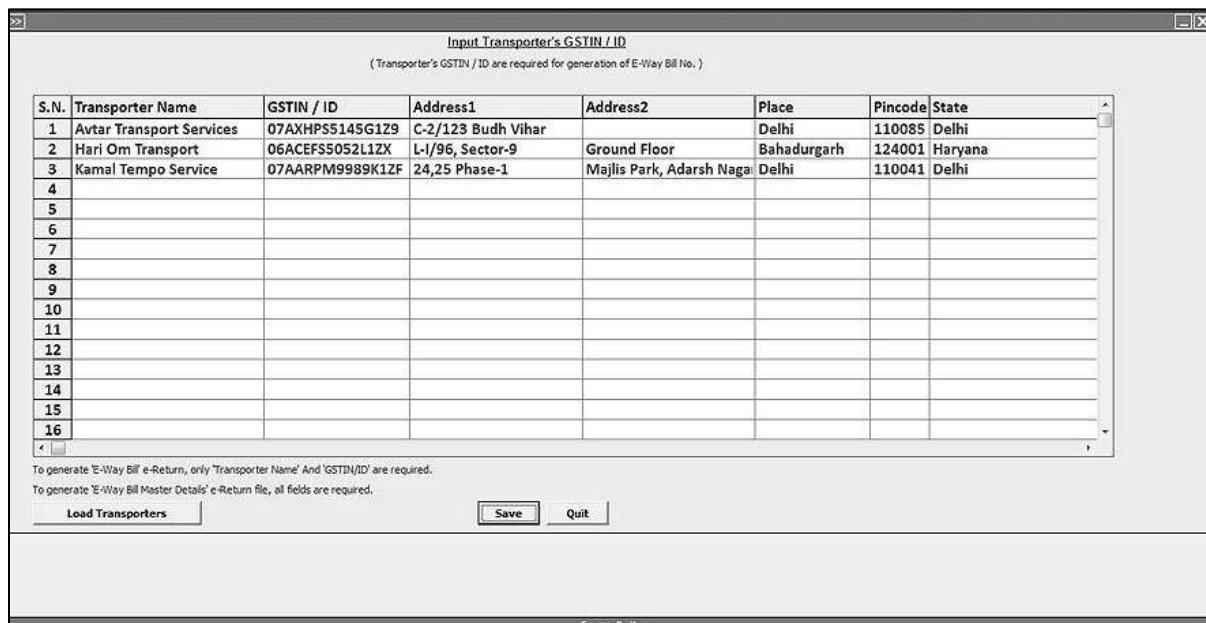
Under *Input Transporter's GSTIN/ID* window, a grid with following columns appears:

- Transporter Name – Specify transporter name in this column.

- GSTIN/ID – Specify transporter GSTIN/ID in this column.

- Address 1 &2 – Specify Address of transporter in these columns.

- Place – Specify Place in this column.

- Pin Code – Specify Pin Code of place in this column.

- State – Specify State in this column.

Load Transporters

Select this button to load existing transporters name in grid.

8.8 Update Port Address Detail

With this utility, you can update port address details for different ports in one go. Port Address details are required for generating E-Way bill for Export/Import/SEZ supply type. On selecting this option, an *Update Port Address Details* window appears. Given below is the screenshot of *Update Port Address Details* window.

Figure 8.10 Update Port Address Details

Under *Update Port Address Details* window, a grid with following columns appears:

- Port Code – Specify Port Code in this column.

- Address 1 & 2 – Specify Address of port in these columns.

- Place – Specify Place in this column.

- Pin Code – Specify Pin Code of port in this column.

- State – Specify State in this column.

Load Port Codes

Select this button to load existing port codes in grid.

Review

- ✓ Using *Validate GSTIN Online* utility, you can validate GSTIN i.e. check whether the particular GSTIN is valid or not.
- ✓ Using *Validate HSN Online* utility, you can validate HSN Code i.e. check whether the particular HSN Code is valid or not.

✓ Using *Check Party Return filing Status* utility, you can check the return filing status of party i.e. whether the party has filed its return or not and the dates on which returns are filed.

Exercise

1. Validate GSTIN Online utility is used to validate:
   a) GSTIN   c) HSN
   b) Only (a)   d) Both (a) & (c)

2. Validate HSN Online utility is used to validate:
   a) GSTIN   c) HSN
   b) Only (a)   d) Both (a) & (c)

3. Explain the significance of Input Transporter's GSTIN/ID utility.

4. Explain the significance of Update Port Address Details utility.

Wisdom comes not from

Age, but from Education

and Learning.

Anton Chekhov

Unit 9
Special Cases

The objective of this unit is to cover all the special cases related to GST which requires a different treatment in BUSY.

Topics covered under this unit:

- ➢ Managing Service Invoice
- ➢ Managing Tax Rates and HSN Change

9.1 Managing Service Invoice

Under GST regime services are taxable and attract GST. While supplying outward services, user needs to generate GST compliant invoices same as in case of goods. Since goods and services are different concepts, there are a few things which need to be taken care of while generating service invoice. In this section we will discuss all the problem areas related to generation of service invoice.

First of all you need to create Tax Category Master for tax rate applicable on services. Given below is the screenshot of *Tax Category* Master to be created for Tax Rate 18% applied on service.

Image on Next Page

Figure 9.1 Tax Category Master

Under *Tax Category Master*, select *Services* under *Type* data field.

Next, you need to create Item Masters for services that you are offering. In case of service Items we need not to maintain stock of Item. To manage this, while creating Item Master for services, set **Unit** to '**N.A.'** and specify **'Y'** under **Don't Maintain Stock Balance** option as there is no physical item whose stock can be maintained.

We will take example of 'Services Charges' which are being charged while rendering any services like repair of computer. Given below is the screenshot of *Item Master* to be created for service Item.

Figure 9.2 Item Master

In the above screenshot, *Specify Sales Account* data field is set to 'Y' and *Service Charges Receipts* account is selected here. Service Charges Receipts account is tagged here as it is an Indirect Income account.

Next, enter the Sales/Supply Outward Voucher for the service rendered. Given below is the screenshot of *Sales/Supply Outward* Voucher to be entered for Repair Charges.

Figure 9.3 Add Sales Voucher

In the above screenshot, you can see that quantity has been set to zero so that it won't impact the stock. Also, Quantity, Unit and Price columns are freezed as item unit is set to N.A. CGST/SGST has been charged in the same manner as in case of goods.

Also you can print the invoice at the time of voucher saving, if required. Given below is the screenshot of *Sales Invoice* for repair charges.

Image on Next Page

Figure 9.4 Sales Invoice

If you want to remove Qty., Unit and Price column in invoice printing then go to *Administration → Configuration → Voucher Configuration → Select the Voucher →Specify 'Y' under 'Skip Item Quantity/Unit/Price* option. Given below is the screenshot of *Voucher Configuration* window.

Figure 9.5 Voucher Configuration
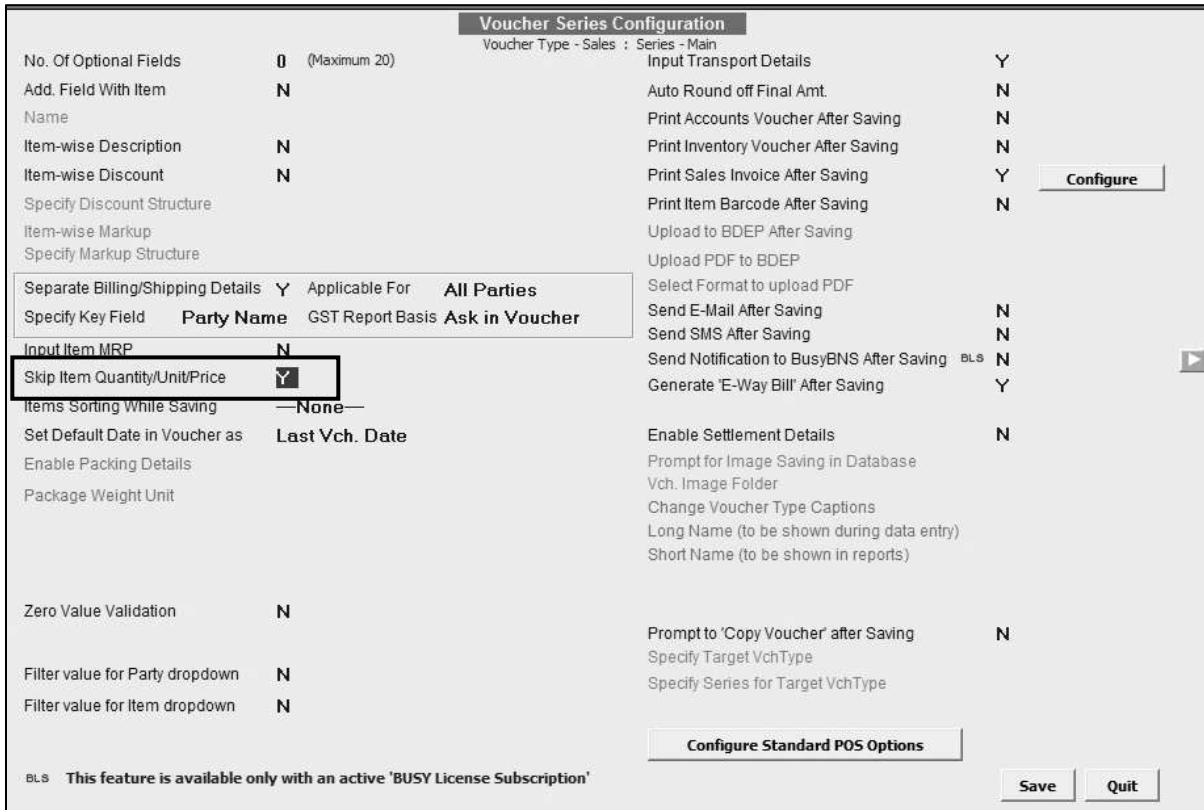
Now, when you will print the invoice, Qty /Unit and Price columns will be removed.

9.2 Managing Tax Rates and HSN Change

Under GST regime, there have been changes related to tax rates and HSN Code of items. For example, tax rates of some items have been moved from 28% to 18% or 12% etc. HSN Code for some Items also gets changed sometimes. In this topic, we will discuss that how you can manage tax rate and HSN Code change of Items with effect from a certain date.

Case 1: Tax rate for all the Items under a specific rate changed to another rate like 28% changed to 18%

If tax rate for all the Items under a specific rate is changed to another rate then you can simply modify the existing tax category for that tax rate and specify new rate with effect from specified date. For example, if 28% slab changed to 18%, simply modify existing tax category for 28% and specify new rate as 18% as shown below. You are not required to modify any Item. Given below is the screenshot of *Modify Tax Category Master* window.

Figure 9.6 Modify Tax Category Master

Under *Modify Tax Category Master* window, following details need to be specified:

- ✓ Modify the name from GST 28% to GST 28% → 18% as shown in above screenshot.
- ✓ Do not modify the existing tax rate.
- ✓ Specify new tax rate under *Change in Tax Rates* grid and specify the date from which new tax rate is applicable.

Case 2: Tax rate for some of the Items changed to another rate like some of the Items in 28% moved to 18% or 12%

Let us assume that you had 10 Items under 28% and out of them 3 have been moved to 18% and 2 moved to 12%. In this case we cannot modify existing tax category of 28% because it will impact all Items tagged with it. So, we need to create new tax category master with the name like GST 28→18% & GST 28→12% and specify new rate with effect from specified date. Given below is the screenshot of Tax Category Master for Tax Category GST 28→18%.

Figure 9.7 Add Tax Category Master

Under *Tax Category Master* window, following details need to be specified:

- ✓ Specify the name like, GST 28% → 18% as shown in above screenshot.
- ✓ Specify the original tax rate under *GST Rate Info* group.
- ✓ Specify new tax rate under *Change in Tax Rates* grid and specify the date from which new tax rate is applicable.

Similarly, you can create new Tax Category master for changes in other tax rates like, GST 28 →12%, GST 18 →12 %, GST 12 →5 % and so on.

After creating new Tax Category masters, next step will be to tag Tax Category master to the required Item masters and specify change of HSN Code w.e.f a particular date. For example, Shampoos were earlier taxable at 28% and now they are taxable at 18%, so in Shampoo Item master, you will tag GST 28 →18% Tax Category master. Given below is the screenshot of *Item master* with new Tax Category tagged and changed HSN specified with effect from a certain date.

Figure 9.8 Modify Item Master

Please note, that you are only required to change the Tax Category and HSN Code for items whose tax rates and HSN have been changed. For items whose tax rates and HSN have not been changed there is no need to make any changes.

You can also change Item's Tax Category and HSN for multiple Items in single screen using *Administration→Masters→Bulk Updation→Check/Update Item HSN/Tax Category* option. On clicking *Check/Update Item HSN/Tax Category* option, a *Select Range* window appears where you can select the Item Range. Given below is the screenshot of *Check/Update Item HSN/Tax Category* window when Item Range is selected as 'All'.

Image on Next Page

Figure 9.9 Check/Update Item/ HSN Tax Category

Under *Check/Update Item HSN/Tax Category* window, update the HSN Code and Tax Category of the items.

- An *Update Date Wise HSN Code* checkbox is provided. You can check this checkbox to update Item HSN Code date wise i.e. you can specify the date w.e.f HSN Code for the Item gets changed.

- On clicking *Filter* button, a Filter window appears in which you can select the basis to filter loaded data on the basis of any value in existing fields. For example, you want to filter those Items which have blank HSN Code.

- On clicking *Update 'HSN Code' in All Rows and Update 'Tax Category' in All Rows* button, a Specify HSN Code / Tax Category for Items window appears in which you can specify the HSN Code / Tax Category which will be updated in all the items.

Change Tax Category for All Items under a particular HSN Code

To change Tax Category for all Items under a particular HSN Code you can use the above screen and filter Items on the basis of HSN Code. Alternatively, you can use *Administration→Bulk Updations→Update Item Tax Category/HSN Code* option. On clicking this option an *Update Item Tax Category* window appears. Given below is the screenshot of *Update Item Tax Category* window.

Figure 9.10 Update Item Tax Category
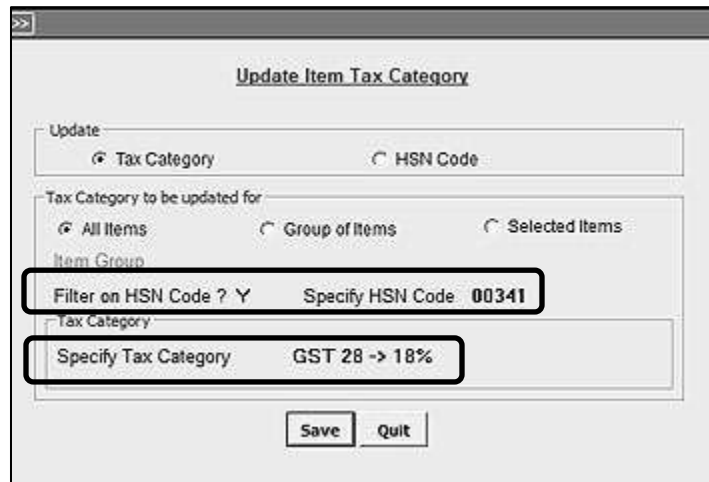
Under Update Item Tax Category window, specify 'Y' under 'Filter on HSN Code' option and specify the HSN Code for which you want to change the Tax Category. After that specify the new Tax Category that you want to update for above mentioned HSN Code.

Change HSN Code for Items with effect from a certain date

You can change HSN Code for Items from a specific date using the above mentioned utility. Here, select HSN Code option. Select whether HSN is to be updated for selected, group or all items. Specify New HSN Code and date from for which it is to be applied. Given below is the screenshot of *Update Item HSN Code* window.

Figure 9.11 Update Item HSN Code
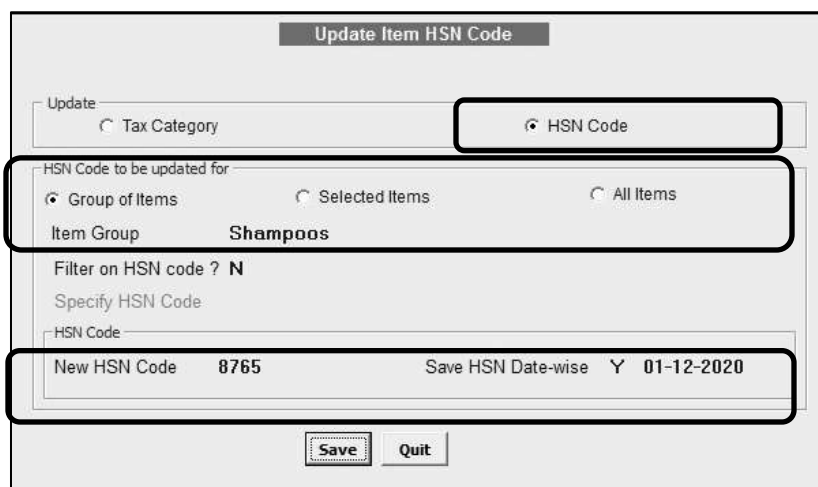
With the help of above option you can update Tax Category for all or some Items for a particular HSN Code and Date-wise HSN for all or some items in one go

Review

- ✓ While creating Item Master for services, set Unit to 'N.A.' and specify 'Y' under Don't Maintain Stock Balance option

- ✓ Using Check/Update Item HSN/Tax Category utility, you can change Item's Tax Category and HSN for multiple Items in one go.

- ✓ Using Check/Update Item HSN/Tax Category utility, you can update Item HSN Code Date Wise.

- ✓ You can Update Tax Category for all or some Items for a particular HSN Code and Date-wise HSN for all or some Items using *Update Item Tax Category/HSN Code* utility also.

Exercise

1. Create an Item Master for Rental Services.

2. Enter a Sales Voucher for Rental Service provided. Also, print the sales invoice for the same.

3. Explain Check/Update Item HSN/Tax Category utility.

4. What is the significance of Update Item Tax Category/HSN Code utility?