

GST using Tally.ERP 9 Release 6.3 Annexure

Contents

1.1 Exporting of GSTR-3B in JASON format.....	3
1.2 GSTR 1 Report in Tally.ERP 9	8
1.2.1 Filing of GSTR-1 Return in Tally.ERP 9	8
Filing of Return by Using JSON File Generated from Tally.ERP 9.....	9
Filing of Return By Using GST Offline Tool.....	11
Filing of Returns Directly on the GST Portal	11
1.3 Generate Quarterly GSTR-1 Report	12
1.4 Purchases from Unregistered Dealers Transactions after Deferment of Reverse Charge	13
Interstate Purchase of Service from Unregistered Dealers	13
1.5: Nil Rated Purchases and SEZ Transactions.....	14
1.5.1 Nil Rated Purchases.....	14
1.5.2 SEZ Purchases	15
1.6 Purchase of Services that Attracts GST and TDS.....	17
1.7 GST Advance Receipt	19
1.7.1 Advance Receipts if Turnover is more than ₹ 1.5 crores	19
1.7.2 Advance Receipts if Turnover is less than ₹ 1.5 crores	33
1.8 Item level Discount in GST Sales Invoice.....	33
1.9 Interest and Late Fees Payables.....	37
1.11 Other Additions of Tally.ERP 9	38

GST using Tally.ERP 9 Release 6.3 Annexure

Learning Objectives

- Exporting of GSTR 3B in JSON format.
- Filing of GSTR-1
- Generation of quarterly GSTR-1 report
- Purchases from unregistered dealers transactions after deferment of reverse charge
- Accounting of Interstate purchase of service from unregistered dealers
- Accounting of nil rated purchases
- Accounting of SEZ purchases
- Accounting of advance receipts
- Accounting of purchase of services that attracts GST & TDS
- Maintaining of item level discount details in GST sales invoice
- Accounting of interest and late fee payables

1.1 Exporting of GSTR-3B in JASON format

In Tally.ERP 9, we can now directly export GSTR-3B form in JSON format and upload it to the GST portal. We can even export the GSTR-3B in MS Excel offline utility tool provided by the department.

In Tally.ERP 9, we can file the GSTR-3B in any one of the following methods.

Method 1: By generating the JSON file from Tally.ERP 9 and uploading the same in GST portal.

Method 2: By using the GSTR-3B excel offline utility tool.

Method 3: By filing the return directly on the portal.

In this section we will learn to export GSTR-3B in JSON format and upload the same in GST portal.

Note: Ensure that all exceptions regarding incomplete/mismatch in information are resolved before printing or exporting the **GSTR-3B** report.

Method 1: Generating the JSON file from Tally.ERP 9 and uploading the same in GST portal

1. To generate GSTR-3B, go to **Gateway of Tally > Display > Statutory Reports > GST > GSTR-3B**.

The **GSTR-3B** report appears as shown in the figure 1.1:

P: Print		E: Export		M: E-Mail		O: Upload		S: TallyShop		G: Language		K: Keyboard		K: Control Centre		H: Support Centre		H: Help		F1: Detailed			
GSTR-3B										National Enterprises										Ctd + M		F2: Period	
GSTR3B																				1-Oct-2017 to 31-Oct-2017		F3: Company	
Returns Summary																							
Total number of vouchers for the period																						14	
Included in returns																						14	
Participating in return tables										14													
Not participating in return tables										0													
Not relevant for returns																						0	
Incomplete/Mismatch in information (to be resolved)																						0	
Table No.		Particulars				Taxable Value		Integrated Tax Amount		Central Tax Amount		State Tax Amount		Cess Amount		Tax Amount		A: View Accepted as is					
3.1		Outward supplies and inward supplies liable to reverse charge				23,20,000.00				2,02,500.00		2,02,500.00				4,05,000.00		J: Stat Adjustment					
3.2		Of the supplies shown in 3.1 (a) above, details of inter-state supplies made to unregistered persons, composition taxable persons and UIN holders																P: Print return					
4		Eligible ITC								2,16,000.00		2,16,000.00				4,32,000.00		E: Export Return					
5		Value of exempt, nil rated and non-GST inward supplies				60,000.00																	
5.1		Interest and Late fee Payable																					
Reverse Charge Liability to be booked																							
Reverse Charge Inward Supplies																						0.00	
Import of Service																						0.00	

Export Report		National Enterprises					Ctd + M	
GSTR-3B							1-Oct-2017 to 31-Oct-2017	
Returns Summary								
Total number of vouchers for the period								
Included in returns		14						
Participating in return tables		14						
Not participating in return tables		0						
Not relevant for returns		0						
Incomplete/Mismatch in information (to be resolved)		0						
Table No.	Particulars	Taxable Value	Integrated Tax	Central Tax Amount	State Tax Amount	Cess Amount	Tax Amount	
<div><div>Exporting GSTR-3B (1-Oct-2017 to 31-Oct-2017)</div><div><div><div>Language : Default (All Languages)</div><div>Format : JSON (Data Interchange)</div><div>Export Location : D:\GCC Release 6.3 review</div><div>Output File Name : GSTR-3B_2017-10-31-EXPORTER_October_2017</div><div>Open Exported File ? Yes</div></div><div>Accept ? Yes or No</div></div></div>								
Reverse Charge Liability to be booked								
Reverse Charge Inward Supplies								
Import of Service								

Figure 1.2 Export Report screen

4. Press **Enter** to export.

After exporting the GSTR-3B the file will be available in the location given in export location.

The **Exported GSTR-3B in JSON Format** appears as shown in figure 1.3:

The screenshot shows a Windows File Explorer window. The address bar indicates the current location is 'This PC > Local Disk (D:) > GCC Release 6.3 review'. The left sidebar shows a tree view of folders, including 'Annexure_Release 6.2', 'BPB Courseware', 'BPB QB', 'C TO D', 'Company logo', 'Competency Skill-Conte', 'courses', 'data', 'data 1', and 'data 2'. The main pane displays a list of files and folders with columns for Name, Date modified, Type, and Size. The file 'GSTR-3B_2018-19-2019-20 October 2018' is highlighted with a red box.

Name	Date modified	Type	Size
capsules	15-12-2017 12:33	File folder	
GSTR-3B_2018-19-2019-20 October 2018	16-12-2017 12:11	JSON File	4 KB
regodb32	15-12-2017 11:23	Application	1,630 KB
Setup	15-12-2017 11:23	Application	2,776 KB
tally	15-12-2017 11:23	Application	6,299 KB
tally	15-12-2017 18:32	Configuration sett...	2 KB
tally.lic	16-12-2017 12:05	LIC File	7 KB
tallycfg.tsf	15-12-2017 18:32	TSF File	341 KB
tallygateway	15-12-2017 11:28	Configuration sett...	1 KB
tallygatewayserver	15-12-2017 11:23	Application	2,439 KB
tallywin.dat	15-12-2017 11:23	DAT File	2,002 KB
tallywin32.dat	15-12-2017 11:23	DAT File	1,284 KB
tdlfunc	16-12-2017 12:05	Text Document	0 KB

Figure 1.3 Exported GSTR-3B JSON Format

5. Upload the JSON file to the portal for filing returns.

After GSTR-3B JSON file is generated from Tally.ERP 9, it can be uploaded in GST portal for filing the returns. To upload the same follow the steps given below:

- Log in to the GST portal.
- Go to **Dashboard > RETURN DASHBOARD**.

The **Dashboard** appears as shown in the figure 1.4:

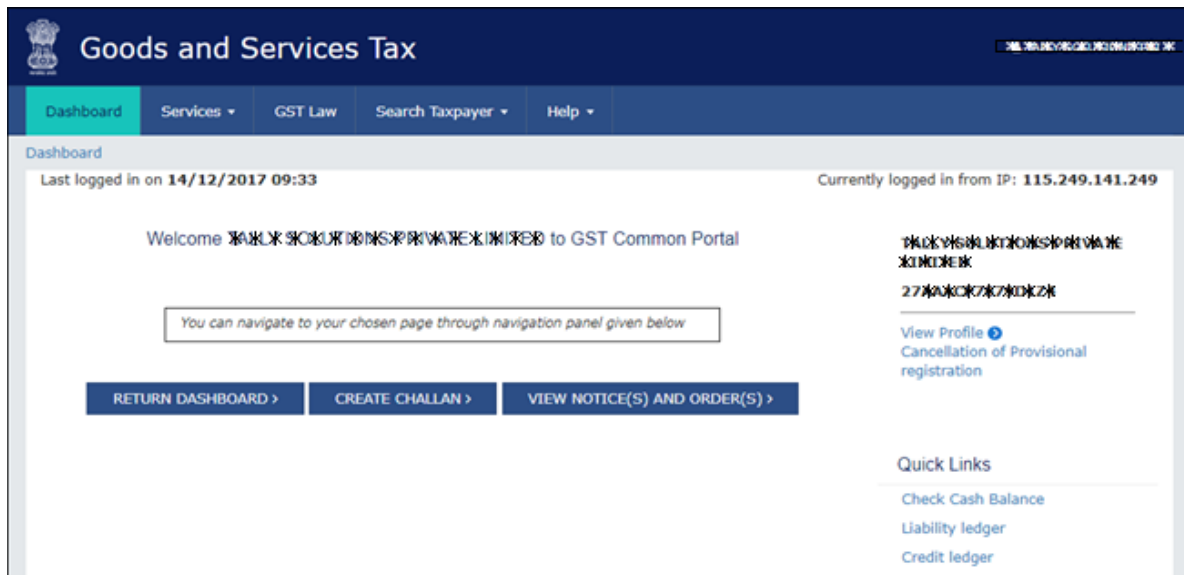


Figure 1.4 Dashboard screen

- Select the **Return Filing Period**, and click **Search** as shown in the figure 1.5:

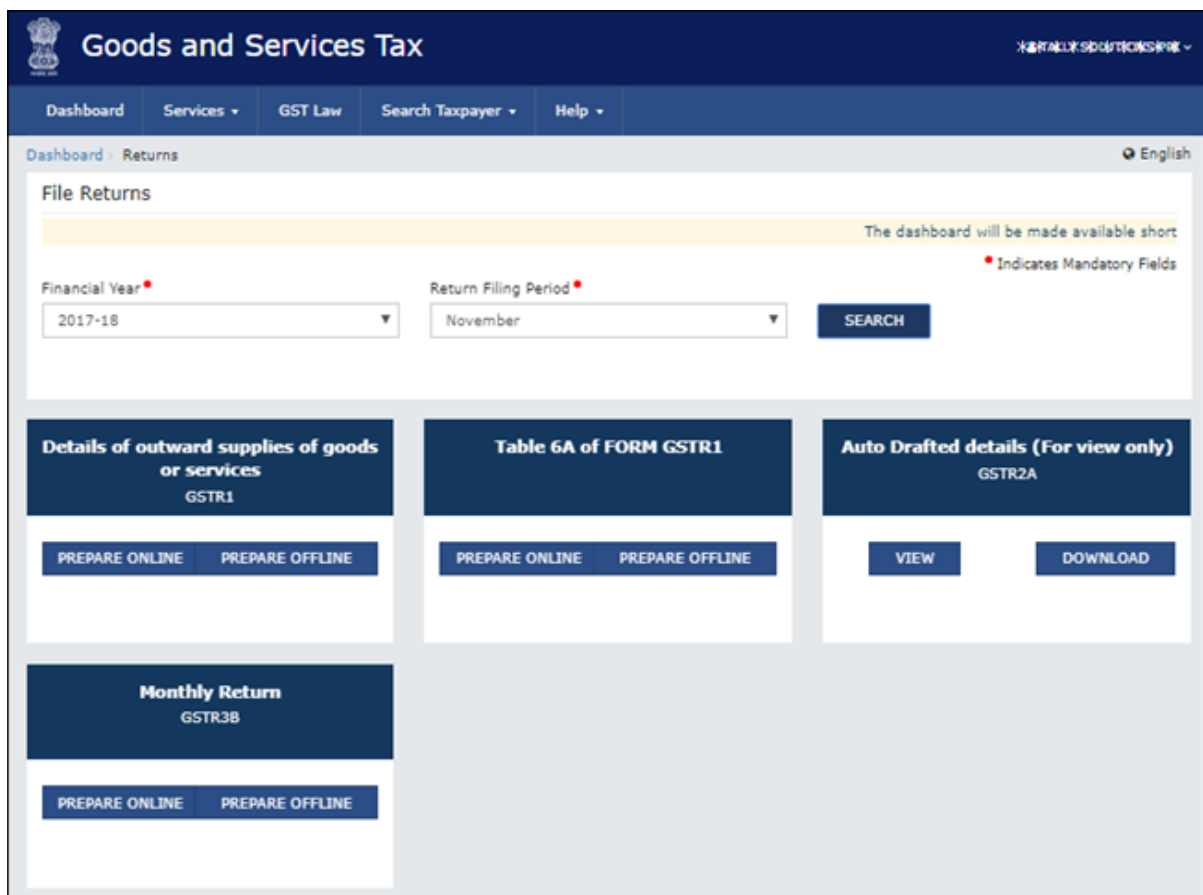



Figure 1.5 Dashboard – selection of Return filing period

- Under **Monthly Return GSTR3B**, click **PREPARE OFFLINE > UPLOAD** tab > click **CHOOSE FILE** to import the GSTR-3B JSON file generated from Tally.ERP 9.

- 

Goods and Services Tax

HEATLEY SOLUTIONS PVT. LTD.

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard
Returns
GSTR
English

Offline Upload for GSTR3B

Upload

In case uploaded data fails validation, the error

Returns File Upload

Choose File
No file chosen


Upon successful file upload any previous saved GSTR-3B return data would be lost Tables and Preview would reflect only the last uploaded details

Upload History

Date	Time	Reference id	Status	Error Report
08/12/2017	18:14:58	8c369b4c45a3e-4c369b92af-b682813c35833	Processed	NA
08/12/2017	17:49:48	8c369b4c45a3e-4c369b92af-b682813c35833	Processed	NA
06/12/2017	18:08:48	8244468c49838-4c369b92af-b682813c35833	Processed	NA
06/12/2017	17:49:45	8244468c49838-4c369b92af-b682813c35833	Error Occurred	NET ITC Provided is not equal to ITC Available - ITC Reversed
05/12/2017	16:46:50	8c369b4c45a3e-4c369b92af-b682813c35833	Error Occurred	NET ITC Provided is not equal to ITC Available - ITC Reversed

BACK

- Click **BACK > Monthly Return GSTR3B**, click **PREPARE ONLINE**. The values get posted in the relevant tables of GSTR-3B.
- Click the declaration check box and click **SAVE GSTR3B**.


Goods and Services Tax

Dashboard Services GST Law Search Taxpayer Help

Dashboard Returns **GSTR3B**
English

GSTR-3B - Monthly Return

GSTIN - 27AABCE123456789 Legal Name - ABC DEF GHI JKL MNO PQR RST Status - Filed
FY - 2017-18 Return Period - September Due Date - 20/10/2017

[Help Manual](#)

3.1 Tax on outward and reverse charge inward supplies

Integrated Tax	Central Tax
₹0.00	₹5,400.00
State/UT Tax	CESS
₹5,400.00	₹0.00

3.2 Inter-state supplies

Taxable Value	Integrated Tax
₹0.00	₹0.00

4. Eligible ITC

Integrated Tax	Central Tax
₹91.00	₹1,12,733.00
State/UT Tax	CESS
₹1,12,733.00	₹0.00

5. Exempt, nil and Non GST inward supplies

Inter-state supplies	Intra-state supplies
₹0.00	₹0.00

5.1 Interest and Late fee

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	CESS
₹0.00	₹0.00

6. Payment of tax

Balance Liability	Paid through Cash
₹0.00	₹10,800.00
Paid through Credit	
₹0.00	

7. TDS/TCS Credit

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	
₹0.00	

Important Message

Once you fill the details in relevant Tables, please submit the Form. Please be informed that once "Submit" button is clicked, **no modification will be allowed**. Entries with respect to liabilities and input credits will get reflected in the respective ledgers. Please ensure that you have sufficient balance in Cash ledger to offset your tax liability. In case it is not, create challan at GST portal and make payment. Payments so made shall get reflected in cash ledger. After that do the set off of liabilities and file GSTR-3B.

☐ I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

BACK
SAVE GSTR3B
PREVIEW AND SUBMIT GSTR3B
FILE GSTR-3B WITH DSC
FILE GSTR-3B WITH EVC

DOWNLOAD FILED RETURN

Figure 1.7

- Make payments towards GSTR-3B, to file the GSTR-3B returns.
- Click **PREVIEW AND SUBMIT GSTR3B** to submit **GSTR-3B** returns.
- Click **FILE GSTR-3B WITH DSC** or **FILE GSTR-3B WITH EVC** based on the mode preferred to sign the returns.

Note:

- Once we click on submit button, then the GSTR-3B cannot be revised.
- We can also file GSTR-3B by following the other two methods also.

1.2 GSTR 1 Report in Tally.ERP 9

GSTR-1 is the monthly GST return to be filed by a taxable person registered under GST. GSTR-1 includes the details of all outward supplies made in the given period. The outward supply details include B2B invoices, B2C invoices, adjustments to sales made in debit/credit notes, exports, nil rated invoices, advances received with tax adjustments.

The **GSTR-1** report appears as shown in the figure 1.8:

SI No.	Particulars	Voucher Count	Taxable Value	Tax Amount	Invoice Amount
1	B2B Invoices - 4A, 4B, 4C, 6B, 6C	2	2,94,000.00	52,920.00	3,46,920.00
2	B2C(Large) Invoices - 5A, 5B				
3	B2C(Small) Invoices - 7				
4	Credit/Debit Notes(Registered) - 9B				
5	Credit/Debit Notes(Unregistered) - 9B				
6	Exports Invoices - 6A				
7	Tax Liability(Advances received) - 11A(1), 11A(2)				
8	Adjustment of Advances - 11B(1), 11B(2)	1	(-)42,372.88	(-)7,627.12	(-)50,000.00
9	Nil Rated Invoices - 8A, 8B, 8C, 8D				
Total		3	2,51,627.12	45,292.88	2,96,920.00

Figure GSTR-1 report 1.8

From GSTR-1 report press **Alt+V: View Summary, View Summary** to view nature of transaction-wise details, with an option to detail it out rate-wise for further analysis.

From GSTR-1 report, press **F12: Configure**, to set the **Round-off margin**. This is given to define the band for round-off limit for mismatches. With this, we can choose to ignore mismatches in tax calculation that occur due to minor round-off differences, up to a specific amount.

Note: In the GSTR-1 report, we will not get the **Advance Receipts** field, if the option **Enable tax liability on advance receipts** set to **No**

1.2.1 Filing of GSTR-1 Return in Tally.ERP 9

In Tally.ERP 9, we can file the GSTR 1 return by generating the GSTR-1 file as per the latest e-filing requirements.

In Tally.ERP 9, we can file the GSTR-1 return in one of the following methods:

- By using the JSON file generated from Tally.ERP 9.

- By using offline tool or,
- By filing directly on the GST portal.

Note: JSON stands for JavaScript Object Notation, it is the data interchange format.

Filing of Return by Using JSON File Generated from Tally.ERP 9

In this section, we will learn to file the GSTR-1 return by using the JSON file generated from Tally.ERP 9.

Step 1: Generating of GSTR-1 Return in JSON from Tally.ERP 9

1. Go to **Gateway of Tally > Display > Statutory Reports > GST > GSTR-1**.
2. Press **F2: Period** enter the period for which returns need to be filed.
3. Press **F12: Configure:** To view the export options for HSN/SAC details, enable **Show HSN/SAC Summary?** And accept the configuration screen.
4. Press **Ctrl+E: Export GSTR-1**

The **Export Report** appears as shown in the figure 1.9:

Exporting GSTR-1 (1-Jul-2017 to 31-Jul-2017)	
Language	: Default (All Languages)
Format	: JSON (data interchange)
Export Location	: D:\Builds\17-10-2017
Output File Name	: GSTR-1_20170701-20170731_July_2017-18.json
Open Exported File	? Yes
Export HSN/SAC details even if UQC is not available?	Yes
Export HSN/SAC details not included for other reasons?	Yes
Export document summary	? Yes
Allow Export of	: All Vouchers

Note:
* Add details of Nil Rated Invoices and Document Summary tables directly on the portal. Click H: Help for details

Accept ?
Yes or No

Figure 1.9 Export Report

5. Enter the details as shown in figure 1.9, make sure the **Format** is selected as **JSON (data interchange)**.
6. Press **Enter** to accept.
7. Compress the **JSON file** generated from Tally.ERP 9 in the **.zip** format and upload it to the portal for filing returns.

Step 2: File GSTR-1 Return

1. Login to GST portal.
2. Click **Services > Returns > Returns Dashboard**.
3. Select the **Return Filing Period**, and click **Search**.

The **File Returns** screen appears as shown in the figure 1.10:

Figure 1.10 File Returns

4. Under **Details of outward supplies of goods or services GSTR1**, select **PREPARE OFFLINE**. We will get the screen as shown in figure 1.11:

The **Offline Upload and Download for GSTR-1** appears as shown in the figure 1.11:

Date	Time	Reference id	Status	Error Report
23/07/2017	03:45:51	bfebc974-d7ce-42dc-a941-ae0ba8030f2c	Processed	NA

Figure 1.11 Offline Upload and Download for GSTR-1

5. Click on **Choose File** tab to import the JSON file generated from Tally.ERP 9 or the offline tool. Once the JSON file is uploaded successfully, we will get the notification as shown in figure 1.12:

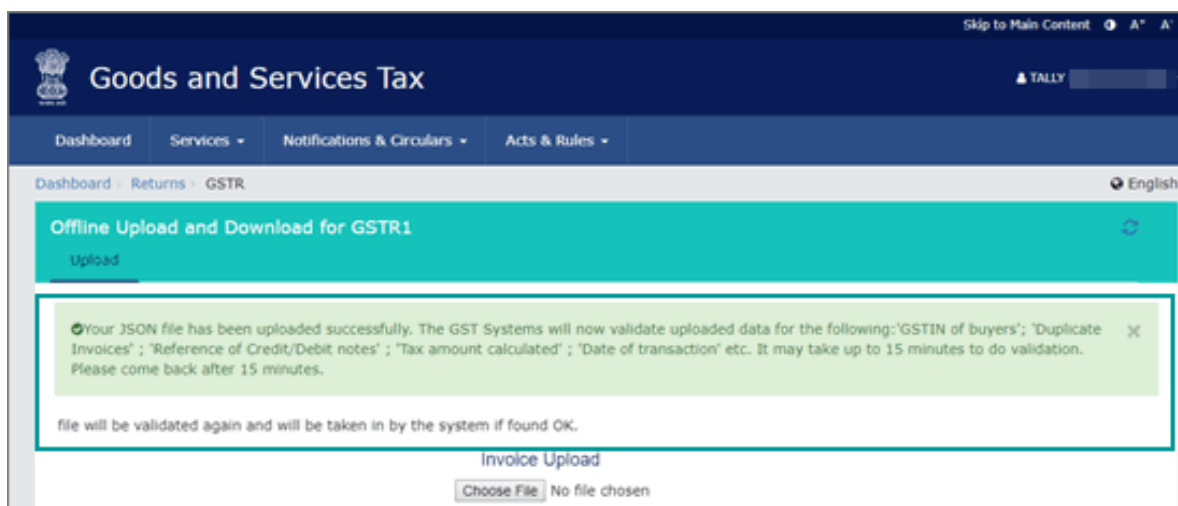


Figure 1.12 Offline Upload and Download for GSTR1

6. Verify the uploaded details.

Note: We have to manually enter the details for **Nil Rated Supplies** and **Documents Issued** by referring to the table-wise format of GSTR-1, because these details do not get directly uploaded to the portal. To do so:

- Go to **Services > Returns > Returns Dashboard**, and click **Prepare Online**.
- Go to the **8A, 8B, 8C, 8D - Nil Rated Supplies** page, and enter the details.
- Go to the **13 - Documents Issued** page, and enter the details.
- Submit the returns and e-sign.

The above procedure is one of the method to file the GSTR-1 return from Tally.ERP 9. Next we will learn about the other two methods used in filing GSTR-1 return, they are:

Filing of Return By Using GST Offline Tool

In this method we can file the GSTR-2 return using offline tool in Tally.ERP 9. Follow the below given steps to file the return:

1. Exporting of GSTR-1 returns in MS Excel or CSV
2. Import the GSTR-2 file in the offline tool and generate JSON
3. Upload the generated JSON file on the GST portal and file the GSTR-1 returns.

Filing of Returns Directly on the GST Portal

To file the returns directly to GST portal, follow the steps given below:

1. Login to GST Portal
2. Go to **Services > Returns > Returns Dashboard**, and click **Prepare Online**.
3. Select the **Return Filing Period**, and click **Search**
4. Open each GSTR-1 table, read or copy data from Tally.ERP 9, and fill the tables.
5. Submit the returns and e-sign.

1.3 Generate Quarterly GSTR-1 Report

As per the announcements made in the 23rd GST council meeting, regular dealers with turnover less than 1.5 Cr have to file GSTR-1 on a quarterly basis.

In this section we will learn to generate quarterly GSTR-1 report in Tally.ERP 9.

To generate,

- Go **Gateway of Tally, F11 > F3 > Statutory details.**
- Enable the option **Set/alter GST details** to **Yes**.
- Select the **Periodicity of GSTR-1** as **Quarterly** as shown in figure 1.13:

Figure 1.13 Company GST Details screen

- After selecting the period accept the screen.

Then the **GSTR-1** report will display the details based on period selected in figure 1.13 i.e., quarterly basis as shown in figure 1.14:

GSTR-1 National Enterprises Ctrl + M									
GSTR-1 1-Oct-2017 to 31-Dec-2017									
Returns Summary									
Total number of vouchers for the period									14
Included in returns									8
Not relevant for returns									6
Incomplete/Mismatch in information (to be resolved)									0
Sl No.	Particulars	Voucher Count	Taxable Value	Integrated Tax Amount	Central Tax Amount	State Tax Amount	Cess Amount	Tax Amount	Invoice Amount
1	B2B Invoices - 4A, 4B, 4C, 6B, 6C	5	24,00,000.00		2,16,000.00	2,16,000.00		4,32,000.00	28,32,000.00
2	B2C(Large) Invoices - 5A, 5B								
3	B2C(Small) Invoices - 7								
4	Credit/Debit Notes(Registered) - 9B	1	(-)1,50,000.00		(-)13,500.00	(-)13,500.00		(-)27,000.00	(-)1,77,000.00
5	Credit/Debit Notes(Unregistered) - 9B								
6	Exports Invoices - 6A	1	65,000.00						65,000.00
7	Tax Liability(Advances received) - 11A(1), 11A(2)								
8	Adjustment of Advances - 11B(1), 11B(2)								
9	Nil Rated Invoices - 8A, 8B, 8C, 8D	1	5,000.00						5,000.00
Total		8	23,20,000.00		2,02,500.00	2,02,500.00		4,05,000.00	27,25,000.00
Document Summary - 13									
Note: Voucher count and values are not provided for Document Summary. Drill down for details.									

Figure 1.14 GSTR-1 Report

In the above screen of figure 1.14, we can observe that it is displaying quarterly details instead of monthly.

1.4 Purchases from Unregistered Dealers Transactions after Deferment of Reverse Charge

Reverse charge in case of purchases made from unregistered dealers (URD) is disabled by default due to deferment of reverse charge. It is deferred till 31st March 2018. The deferment is effective from 13th October 2017 onwards.

The purchase from URD transactions will be treated as exempt transactions in **GSTR-2** and **GSTR-3B**. All adjustment transactions recorded for tax liability using the following journal flags will be moved under **Not relevant for returns** in **GSTR-2** and **GSTR-3B** reports.

Interstate Purchase of Service from Unregistered Dealers

Illustration: As on 20-10-2017, National Enterprises, Karnataka procured transportation services from TJ Associates for 1, 00,000, Andhra Pradesh and the service is exempted.

Activity: Create the following ledgers in Tally.ERP 9

- **Party Ledger:** TJ Associates under sundry creditors, enable the option **Set/alter GST details to Yes** and select the **Registration type as Unregistered**.
- **Purchase Ledger:** Transportation Services under Purchase Accounts, select **Applicable in Is GST Applicable** option and enable the option **Set/alter GST Details to Yes** and fill in the GST details as shown in figure 1.15:

The screenshot displays the 'GST Details' window for 'National Enterprises'. The main section is 'GST Details for Ledger: Transportation Services'. Under 'HSN/SAC Details', the Description is 'Transportation', HSN/SAC is '00120098', and the Nature of transaction is 'Interstate Purchase From Unregistered Dealer - Services'. The 'Tax Details' section shows 'Taxability' as 'Exempt', 'Is reverse charge applicable' as 'No', and 'Tax Type' as 'Integrated Tax' and 'Cess', both at '0 %'. The 'Mailing Details' and 'Tax Registration Details' sections are also visible.

Figure 1.15 GST Details Screen

- Make sure to select the **Nature of Transaction** as **Interstate Purchase From Unregistered Dealer – Services** and **Type of Supply** is selected as **Services**.
- Save the ledger.

To record interstate purchase of service from unregistered dealers, follow the steps given below:

1. Go to **Gateway of Tally > Accounting Vouchers > press F9:Purchase**
2. Press **Alt+I** from item invoice mode.
3. Enter the details as shown in figure 1.16:

The **Purchase Invoice** screen appears as shown in the figure 1.16:

Accounting Voucher Creation		National Enterprises		Ctrl + M
Purchase No. 1		Date : 20-Oct-2017		20-Oct-2017 Friday
Supplier invoice no.: 1				
Party A/c name : TJ Associates				
Current balance :				
Particulars	Rate	per	Amount	
Transportation Services			1,00,000.00	
Narration:			1,00,000.00	

Figure 1.16 Purchase Invoice Screen

4. Press **Alt+A: Tax Analysis**, to view the calculation details. Press **Esc** to go back to the voucher creation screen.
5. Press **Ctrl+A** to accept the screen.

Note: The entry will appear in GSTR-2 report under the head **Nil Rated Invoices**.

1.5: Nil Rated Purchases and SEZ Transactions

In this section we will learn to record the nil rated purchases and SEZ transaction details in Tally.ERP 9.

1.5.1 Nil Rated Purchases

In Tally.ERP 9, we can record the nil rated goods purchases from a local or interstate supplier does not attract GST, and can be recorded using a purchase voucher.

Illustration: As on 20-10-2017, National Enterprises purchased 100 Kgs. of Green Apples @ 300per/Kg. from Mani Traders. The item is nil rated.

Activity: Create the required masters in Tally.ERP 9.

- **Mani Traders** under **Sundry Creditors**, enter **Registration type** as **Regular** and enter the valid GSTIN Number. If the valid GSTIN number is not provided, then the transaction will fall under exceptions in GST report.
- **Nil Rated – Purchase** under **Purchase Accounts**, In **Is GST Applicable** field, select as **Applicable**, In **Nature of Transaction** field, select as **Purchase Nil Rated**, In **taxability** field, select as **Nil Rated**.

- Create **Unit of Measure** by name **Kgs.** and make sure to select the **UQC** code.
- **Green Apple** under **Primary**, select the **Units** as **Kgs.**, **GST** is applicable but do not configure **GST** rate details

To record the nil rated transaction follow the steps given below:

1. Go to **Gateway of Tally > Accounting Vouchers > Press F9: Purchase.**
2. Enter the details as shown in the figure 1.17:

Accounting Voucher Creation National Enterprises Ctrl + M

Purchase No. 2 Date : 20-Oct-2017 20-Oct-2017 Friday

Supplier invoice no.: 2

Party A/c name : Mani Traders

Current balance :

Purchase ledger : Nil Rated Purchase

Name of Item	Quantity	Rate per	Amount
Green Apple	100 Kgs.	300.00 Kgs.	30,000.00

End of List

Provide GST details : Yes

Narration:

100 Kgs.	30,000.00
----------	-----------

Figure 1.17 Purchase Voucher Screen

3. Press **Ctrl +A** to accept the screen.

Once after recording the transaction the details will get captured in **GSTR-2** under **Nil Rated Invoices** and also the value will get captured in **GSTR-3B**, under the head Value of exempt, nil rated and non-GST inward supplies. Can drill down further to check more details about the transaction.

Note: Similarly in Tally.ERP 9, we can record the exempted purchase by configuring the ledger master of the exempted goods or services, **Taxability to Exempt** in the **GST Details** screen.

1.5.2 SEZ Purchases

SEZ stands for Special Economic Zone and the purchases made from a party in SEZ can be recorded using purchase voucher.

The following are the Nature of SEZ Transactions available in Tally.ERP 9:

- Purchase from SEZ – Taxable
- Purchase from SEZ - Exempt or Nil Rated
- Purchase from SEZ without bill of entry
- Purchase from SEZ - LUT/Bond

Illustration: As on 20-10-2017, National Enterprises purchased 100 bottles of Chocolate Butter @300 per bottle from Food Court Ltd. – TFI Agro Tech Park.

Activity: Create the required masters in Tally.ERP 9.

- **Food Court Ltd. – TFI Agro Tech Park** under **Sundry Creditors**, enter Registration type as Regular, Party Type as SEZ and enter the valid GSTIN Number.
- **SEZ Taxable Purchase** under **Purchase Accounts**, In **Is GST Applicable** field, select as **Applicable**, In **Nature of Transaction** field, select as **Purchase from SEZ Taxable**, In **taxability** field, by default it will as taxable and enter the GST tax rate as 12%.
- Create Unit of Measure by name Btl. and make sure to select the UQC code.
- **Chocolate Butter** under **Primary**, select the Units as Btl., GST is applicable but do not configure GST rate details.

Note: Purchase from SEZ - Taxable: In SEZ purchases, integrated tax is applicable for both local and interstate parties. In the **Party Details** screen of the invoice, set the option **Is BOE not Available?** to **No**.

To record the SEZ Taxable Purchase Transactions, follow the steps given below:

1. Go to **Gateway of Tally > Accounting Vouchers > F9: Purchases**
2. Enter the details as shown in the figure 1.18:

Accounting Voucher Creation		National Enterprises		Ctrl + M
Purchase	No. 3			20-Oct-2017
Supplier invoice no.:	3	Date :	20-Oct-2017	Friday
Party A/c name :	Food Court Ltd. – TFI Agro Tech Park			
Current balance :				
Purchase ledger :	SEZ Taxable Purchase			
Name of Item	Quantity	Rate per	Amount	
Chocolate Butter	100 Btl.	300.00 Btl.	30,000.00	
Integrated Tax			3,600.00	
Provide GST details : Yes				
Narration:		100 Btl.	33,600.00	

3. Press **Ctrl+A** to accept.

Figure 1.18 SEZ Taxable Purchase

In Tally.ERP 9, the SEZ Transactions will get captured in GSTR-2 report.

Note: Similarly we can record the SEZ Transactions based on its nature of transactions as shown below:

- **Purchase from SEZ - Exempt or Nil Rated:** No tax is applicable. In the **Party Details** screen of the invoice, set the option **Is BOE not Available?** to **No**
- **Purchase from SEZ without bill of entry:** Can be taxable, exempt or nil rated. In the **Party Details** screen of the invoice, set the option **Is BOE not Available?** to **Yes**.
- **Purchase from SEZ - LUT/Bond:** No tax is applicable. Such purchases can be made when your supplier has signed up a letter of undertaking with the department for the sale of goods without the payment of duty. While passing the purchase transaction, you can select either the ledger created for exempt SEZ purchases or the common purchase ledger.
 - Provide the LUT/ Bond details in the **Company GST Details** screen.
 - Set the option in **Is BOE not Available?** to **Yes** in the **Party Details** screen of the invoice.

In Tally.ERP 9, we have also provided the option to record the details of Deemed Exports and Purchase of Work Contract service as per the filing requirements.

1.6 Purchase of Services that Attracts GST and TDS

In Tally.ERP 9, we can record the purchase of services which attracts the GST and TDS. To account the transactions we can use the purchase voucher.

Illustration: As on 21-10-2017, National Enterprises, purchased software license from Sky High Solutions Pvt. Ltd. @ 2, 00,000.

To record the purchase transaction, follow the steps given below:

Activity: Enable TDS option in F11: Company Features > F3: Statutory and Taxation.

Step 1: Creation of Required Masters.

Purchase of Software License.

Go to **Gateway of Tally > Accounts Info. > Ledgers > Create**, Enter the details as shown in the figure 1.19:

Ledger Creation		National Enterprises		Total Opening Balance
Name : Purchase of Software License (alias) :				
Under : Purchase Accounts		Mailing Details		
Inventory values are affected ? Yes Type of Ledger ? [Not Applicable		Name : Address :		
Provide bank details : No		Tax Registration Details		
Statutory Information Is GST Applicable ? [Applicable Set/alter GST Details ? No Type of Supply : Services Is TDS applicable ? [Applicable Nature of Payment : Payment (Supply on Acquisition of Software Lic. B/L)		PAN/IT No. :		
Opening Balance (on 1-Apr-2017) :			Accept ? Yes or No	

Figure 1.19 Purchase Ledger Creation Screen

Party Ledger

Enter the details as shown in figure 1.20:

Ledger Creation		National Enterprises		Ctrl + M	
Name : Sky Solutions Pvt. Ltd. (alias) :			Total Opening Balance		
Under : Sundry Creditors (Current Liabilities)			Mailing Details Name : Sky Solutions Pvt. Ltd. Address : Country : India State : Karnataka Pincode : (Select the applicable state to calculate GST during voucher entry.) Provide bank details : No		
Statutory Information Is TDS Deductible ? Yes Deductee type : Company - Resident Deduct TDS in Same Voucher ? Yes			Tax Registration Details PAN/IT No. : QWDFG1234D (PAN is mandatory for e-TDS, should be of 10 Characters) Provide PAN details ? No Set/alter GST details ? Yes		
Opening Balance (on 1-Apr-2017) :			Accept ? Yes or No		

Figure 1.20 Party Ledger Creation Screen

Note: While creating a party ledger for an **Embassy** or a **UN Body**, we can enable the option **Set/alter GST details** to **Yes** and select the party type as **Embassy/UN Body**.

Activity: Create the following duty ledgers:

- **Central Tax** under Duties and Taxes, In "Is TDS Applicable" select as Not applicable
- **State Tax** under Duties and Taxes, In "Is TDS Applicable" select as Not applicable
- **TDS Duty** under Duties and Taxes, In "Nature of Payment" select as Payment/Royalty on Acquisition of software U/s 194J
- **Make sure to select the correct tax configuration**

Step: Recording of Transaction

1. Go to **Gateway of Tally > Accounting Vouchers > press F9: Purchase**.
2. Press **F2: Date** and change the date to 21-10-2017.
3. Press **Alt+I** to move from item invoice mode to accounting invoice mode.
4. Enter the details as shown in figure 1.21:

Accounting Voucher Creation		National Enterprises		Ctrl + M	
Purchase No. 4 Supplier invoice no.: 4 Date : 21-Oct-2017		21-Oct-2017 Saturday			
Party A/c name : Sky Solutions Pvt. Ltd. Current balance :					
Particulars	Rate	per	Amount		
Purchase of Software License			2,00,000.00		
Central Tax			18,000.00		
State Tax			18,000.00		
TDS Duty			(-)20,000.00		
Provide GST details : No					
Narration:			2,76,000.00		

Figure 1.21 Purchase Invoice

5. Press **Ctrl+A** to accept the screen.

The transaction of figure 1.21 will appear in GSTR-2 and in Form 26Q of TDS report under **Deduction at Normal Rate** field.

1.7 GST Advance Receipt

We have learnt to record the transactions which involves advance receipts and how GST rates are accounted in Tally.ERP 9.

As per GST rule, for any advance received for goods or services, if the corresponding sales invoice is not raised in the same month, the dealer who has received the advance has to pay the GST for that particular month. The GST council in their 22nd GST council meeting, have made the following changes in Advance Receipts:

1. Tax Liability on advance receipts not applicable if turnover is less than ₹ 1.5 crores.
2. Tax Liability on advance receipts is applicable, if the turnover is more than ₹ 1.5 crores.

1.7.1 Advance Receipts if Turnover is more than ₹ 1.5 crores

If the turnover of the business in the previous year is more than ₹ 1.5, then a business need to pay GST for any advance received for goods or services, if the supply is not fulfilled in the same period.

Note: When a sales invoice is raised against an advance received in a different tax period, then we need to track the sales against the advance received.

Illustration: Accounting of advance receipt and sales invoice in the subsequent month

Date	Particulars								
21-10-2017	Voucher : Receipt National Enterprises, received an advance amount of ₹50,000 from Mukhi Traders.								
05-11-2017	Voucher: Sales National Enterprises, supplied the following goods to Mukhi Traders. <table><tr><th>Name of Item</th><th>Quantity</th><th>Rate</th><th>Amount</th></tr><tr><td>Computer</td><td>10</td><td>10,000</td><td>100,000</td></tr></table> Adjust the amount against amount received on 21-10-2017.	Name of Item	Quantity	Rate	Amount	Computer	10	10,000	100,000
Name of Item	Quantity	Rate	Amount						
Computer	10	10,000	100,000						

To record the transaction in the books of account, follow the steps given below:

Step 1: Creation of Accounting Masters

Party Ledger

Go to **Gateway of Tally > Accounts Info. > Ledgers > Create**, enter the following details:

Mukhi Traders	
Against the Field	Action to be Performed
Name	Enter as Mukhi Traders
Under	Select as Sundry Debtors
Maintain balances bill-by-bill	Select as Yes
Default credit period	Leave it Blank
Check for credit days during voucher entry	Set to No
Set/alter GST details	Set to Yes
GST Details	
Registration type	Select as Regular
Is a e-Commerce operator	Set to No
Consider Party as Deemed Exporter for Purchases	Set to No
Party Type	Let it be Not Applicable
GSTIN/UIN	Enter as 29RRRRR1234R1Z9

Note:

- The **GSTIN** number used here is only for illustration purpose , hence while entering the given GSTIN number, Tally will prompt a warning message stating **Invalid GSTIN**, we can press **Enter** to continue, but the entry will fall under the **head Incomplete/mismatch in information (to be resolved)** in **GST Reports**.
- The entry recorded using this GSTIN number will fall under the head **Incomplete/Mismatch in information (to be resolved)**. Because in Tally.ERP 9 Release 6.1.1 onwards GSTIN number will be validated. Hence enter the valid GSTIN number.

Step 2: Recording the receipt voucher for advance receipt.

To record the receipt voucher for the advance amount received in the books of accounts, follow the steps given below:

1. Go to the **Gateway of Tally > press F11: Company Features > F3: Statutory and Taxation**.
2. Set the following options to **Yes**
 - Enable **Goods and Services Tax**
 - **Set/alter GST details**, after enabling this option you will get the following screen as shown in figure 1.22:

The **GST Details** screen appears as shown in the figure 1.22:

10. Press **Enter** from the **Amount** field, to get the **Bill-wise Details** screen for **Leo Traders** with the details filled as given below:
 - In the **Type of Ref** field select **Advance**.
 - In the Name field, enter the bill number as **Adv/01**
 - In Due date, or Credit Days field do not enter any details
 - Amount will get calculated automatically
 - Accept the **Bill wise Details** screen.
11. Fill the bank details in **Bank Allocation** screen and save it.
12. Press **Enter** and accept the bank allocation screen.
13. Enter the **Narration** in narration field.

The **Receipt Voucher** screen appears as shown in the figure 1.25:

Accounting Voucher Creation National Enterprises Ctrl + M

Receipt No. 1 21-Oct-2017 Saturday

Used for: Advance Receipt

Account : Kotak Mahindar Bank
Cur Bal: 2,50,000.00 Dr

Particulars	Amount
Mukhi Traders	50,000.00
Cur Bal: 50,000.00 Cr	
Advance Adv/01 50,000.00 Cr	

Narration:

50,000.00

Accept ?
Yes or No

Figure 1.25 Receipt Voucher Screen

15. Accept the screen

To print advance receipt press **Alt+P** and **Backspace** button from the receipt voucher and enable **Print Advance Receipt**. Or Alter the receipt voucher from daybook.

The **Voucher Printing** screen appears as shown in the figure 1.26:

Voucher Printing		National Enterprises		Ctrl + M																																													
Receipt No. 1		Used for: Advance Receipt		21-Oct-2017 Saturday																																													
Account : Kotak Mahindar Bank																																																	
Cur Bal: 2,50,000.00 Dr																																																	
Particulars				Amount																																													
Mukhi Traders				50,000.00																																													
Cur Bal: 50,000.00 Cr																																																	
Advance Adv01																																																	
<table border="1"> <thead> <tr> <th colspan="4">Voucher Printing</th> </tr> </thead> <tbody> <tr> <td>Printer</td> <td>: Snagit 12 (C:\ProgramData\TechSmith\Snagit 12\Printer\PrinterFile)</td> <td>Paper type</td> <td>: A4</td> </tr> <tr> <td>Number of copies</td> <td>: 1</td> <td></td> <td></td> </tr> <tr> <td>Print language</td> <td>: English</td> <td></td> <td>(Printing dimensions)</td> </tr> <tr> <td>Print format</td> <td>: Neat Mode</td> <td>Paper size</td> <td>: (8.27" x 11.69") or (210 mm x 297 mm)</td> </tr> <tr> <td>Range of pages to print</td> <td>: All</td> <td>Print area</td> <td>: (7.83" x 11.34") or (199 mm x 288 mm)</td> </tr> <tr> <th colspan="4">Report Titles</th> </tr> <tr> <th colspan="4">Receipt Voucher</th> </tr> <tr> <td colspan="4">Without company phone no., Without company website</td> </tr> <tr> <td colspan="3">Print GST Advance Receipt ? Yes</td> <td>Print ?</td> </tr> <tr> <td colspan="3"></td> <td>Yes or No</td> </tr> </tbody> </table>						Voucher Printing				Printer	: Snagit 12 (C:\ProgramData\TechSmith\Snagit 12\Printer\PrinterFile)	Paper type	: A4	Number of copies	: 1			Print language	: English		(Printing dimensions)	Print format	: Neat Mode	Paper size	: (8.27" x 11.69") or (210 mm x 297 mm)	Range of pages to print	: All	Print area	: (7.83" x 11.34") or (199 mm x 288 mm)	Report Titles				Receipt Voucher				Without company phone no., Without company website				Print GST Advance Receipt ? Yes			Print ?				Yes or No
Voucher Printing																																																	
Printer	: Snagit 12 (C:\ProgramData\TechSmith\Snagit 12\Printer\PrinterFile)	Paper type	: A4																																														
Number of copies	: 1																																																
Print language	: English		(Printing dimensions)																																														
Print format	: Neat Mode	Paper size	: (8.27" x 11.69") or (210 mm x 297 mm)																																														
Range of pages to print	: All	Print area	: (7.83" x 11.34") or (199 mm x 288 mm)																																														
Report Titles																																																	
Receipt Voucher																																																	
Without company phone no., Without company website																																																	
Print GST Advance Receipt ? Yes			Print ?																																														
			Yes or No																																														
Narration:				50,000.00																																													

Figure 1.26 Voucher Printing Screen

- Enable the option **Print GST Advance Receipt**
- Press **Enter** to accept.

The **Advance Receipt** appears as shown in the figure 1.27:

National Enterprises

GSTIN/UIN : 29A_____

Party : Mukhi Traders Address : GSTIN No. : 29F***** State Name : Karnataka, Code : 29				Receipt No. : 1 Receipt Date : 21/10/2017			
SI No.	Particulars	Rate	per	Amount			
1	Computer	50,000.00		50,000.00			
				₹ 50,000.00			
Amount received (in words) INR Fifty Thousand Only							
HSN/SAC		Taxable Value	Central Tax		State Tax		Total
			Rate	Amount	Rate	Amount	Tax Amount
12345678		42,372.88	9%	3,813.56	9%	3,813.56	7,627.12
Total		42,372.88		3,813.56		3,813.56	7,627.12
Tax Amount (in words) : INR Seven Thousand Six Hundred Twenty Seven and Twelve paise Only							E. & O.E
							for National Enterprises
		Prepared by	Verified by		Authorised Signatory		

Figure 1.27 Advance Receipt Screen

Once after recording the advance receipt entry, check the GST report, to check:

1. Go to **Gateway of Tally >Display>Statutory Reports > GST >GSTR-1**

The **GSTR-1** report screen appears as shown in the figure 1.28:

GSTR-1		National Enterprises		Ctrl + M	
GSTR-1		1-Oct-2017 to 31-Oct-2017			
Returns Summary					
Total number of vouchers for the period					15
Included in returns					8
Not relevant for returns					7
Incomplete/Mismatch in information (to be resolved)					0
Sl No.	Particulars	Voucher Count	Taxable Value	Tax Amount	Invoice Amount
1	B2B Invoices - 4A, 4B, 4C, 6B, 6C	5	24,00,000.00	4,32,000.00	28,32,000.00
2	B2C(Large) Invoices - 5A, 5B				
3	B2C(Small) Invoices - 7				
4	Credit/Debit Notes(Registered) - 9B	1	(-)1,50,000.00	(-)27,000.00	(-)1,77,000.00
5	Credit/Debit Notes(Unregistered) - 9B				
6	Exports Invoices - 6A	1	65,000.00		65,000.00
7	Tax Liability(Advances received) - 11A(1), 11A(2)				
8	Adjustment of Advances - 11B(1), 11B(2)				
9	Nil Rated Invoices - 8A, 8B, 8C, 8D	1	5,000.00		5,000.00
Total		8	23,20,000.00	4,05,000.00	27,25,000.00
Document Summary - 13					
Advance Receipts					
Amount unadjusted against supplies					50,000.00
Note: Voucher count and values are not provided for Document Summary. Drill down for details.					

Note: Voucher count and values are not provided for Document Summary. Drill down for details.

Figure 1.28 GSTR-1 Report Screen

- Press **Enter** on **Amount Unadjusted against supplies** to view the **Advance Receipts Summary**, to go to the voucher register.
- Press **Enter** on **Place of Supply** line, you will get the **Advance Receipts – Tax Liability** report as shown in the figure 1.29:

The **Advance Receipts – Tax Liability** screen appears as shown in the figure 1.29:

Advance Receipt - Tax Liability

National Enterprises

Ctl + M

List of advance receipts for : Karnataka

1-Oct-2017 to 31-Oct-2017

Date	Ref No.	Particulars	Advance Received	Unadjusted Advance	Total Tax Amount					
GST Advance Receipts										
21-10-2017	Adv/01	Mukhi Traders	50,000.00	50,000.00	7,627.12					
Total Advance Received			50,000.00							
Summary of Tax Liability										
Tax Details		Unadjusted Advance		Liability Booked		Balance Liability to be Booked				
Tax Rate	Tax Type	Taxable Value	Tax Amount	Advance	Taxable Value	Tax Amount	Advance	Taxable Value	Tax Amount	Advance
9%	Central Tax	42,372.88	3,813.56					42,372.88	3,813.56	
9%	State Tax	42,372.88	3,813.56					42,372.88	3,813.56	
Mismatch in Advance				50,000.00						50,000.00
Total				50,000.00					7,627.12	50,000.00

Figure 1.29 Advance Receipts – Tax Liability

Step 3: Raising of Tax Liability against the Advance Receipt Amount

This step is followed because as per the GST rule, we need to pay GST for any advance received for goods or services, if the supply is not fulfilled in the same period.

- To book go to, **Advance Receipt-Tax Liability** report screen and press **Alt+J: Stat Adjustment**.
- Enter the following details in **Stat Adjustment** screen:

- Type of duty/tax – By default it will be selected as **GST**
 - Nature of adjustment – By default it will be selected as **Increase of Tax Liability**
 - Additional Details – Select as **On Account of Advance Receipts**
 - Press **Enter** to save the **Stat Adjustment** screen
3. **Debit** the **Tax on Advance** ledger (If the ledger is not created then press Alt+C and group it under current assets) and enter the amount as 7627.12
 4. **Credit** the **Central Tax** ledger, in the GST details screen enter the rate and taxable value (As per this illustration the taxable value is 3813.56 and the rate is 9%)
 5. **Credit** the **State Tax** ledger, in the GST details screen the rate and taxable value will get captured automatically.
 6. Enable the option **Provide GST Details to Yes**, to enter the details as shown in figure 1.30:

The **Advance Details** screen as shown in the figure 1.30:

Statutory Details		National Enterprises		Ctrl + M	
Journal	No. 1			31-Oct-2017 Tuesday	
Used for: Increase of Tax Liability (Additional Details: On Account of Advance Receipts)					
Particulars		Debit	Credit		
Dr Tax on Advance		7,627.12			
Cur Bal: 7,627.12 Dr					
Cr Central Tax			3,813.56		
Cur Bal: 9,686.44 Dr					
Cr State Tax			3,813.56		
Cur Bal: 9,686.44 Dr					
Advance Details Ledger Name : Mukhi Traders Place of supply : Karnataka Registration type : Regular Party type : Not Applicable GSTIN/UIN : 29RRRRR1234R1Z9		Party Type <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Deemed Export <input type="checkbox"/> Embassy/UN Body <input type="checkbox"/> Government Entity <input type="checkbox"/> SEZ			
		7,627.12	7,627.12		

Figure 1.30 Advance Details screen

7. Accept the screen

The **Journal Voucher Creation** appears as shown in the figure 1.31:

Accounting Voucher Creation		National Enterprises		Ctrl + M	
Journal No. 1				31-Oct-2017 Tuesday	
Used for: Increase of Tax Liability (Additional Details: On Account of Advance Receipts)					
Particulars	Debit	Credit			
Dr Tax on Advance Cur Bal: 7,627.12 Dr	7,627.12				
Cr Central Tax Cur Bal: 9,686.44 Dr		3,813.56			
Cr State Tax Cur Bal: 9,686.44 Dr		3,813.56			
Provide GST details: No					
Narration:		7,627.12	7,627.12		
				Accept ? Yes or No	

Figure 1.31 Journal Voucher Creation

7. Press **Ctrl+A** to accept

Activity: Once after recording the journal voucher (adjustment entry). The liability amount is moved from **Balance Liability to be booked** column to **Liability Booked**.

Note: For this period (October), we can file the return and make the payment of tax to the government and then whenever, we record the sales entry against the advances received, the tax which is paid on advances needs to be decreased.

Step 4: Recording Sales Invoice against Advance Receipt in the Subsequent Month

1. Go to **Gateway of Tally > Accounting Vouchers > F8:Sales**
2. Click **F2: Date** and change the date to 05-11-2017 and press **Enter**.
3. Enter the **Reference no.** as 8
4. Select **Mukhi Traders** in the **Party A/c name** field.
5. Accept the Party Details screen as it is
6. Select **Sales** in the **Sales ledger** field
7. Under the field **Name of Item**, select Computer
8. Enter **Quantity** as 10 Nos
9. Enter the **Rate** as ₹10,000 and the amount will get captured automatically, press enter twice
10. Select Central Tax ledger from the **List of Ledger Accounts** and duty amount will get captured automatically
11. Select State Tax ledger from the **List of Ledger Accounts** and duty amount will get captured automatically
12. In the **Bill wise Details** screen enter the following details.

- The **Bill-wise Details** screen appears as shown in the figure 1.32:

Figure 1.32 Bill-wise Details screen

The **Sales Voucher** appears as shown in the figure 1.33:

29

Figure 1.33 Sales Voucher Screen

13. Enter the **Narration**, if required

14. Press **Ctrl+A** to accept

Once after recording the sales entry in Tally.ERP 9, check the GSTR-1 report:

1. Go to **Gateway of Tally > Display > Statutory Reports > GST > GSTR-1**
2. Press **F2:Period** and enter the period as 1-11-2017 to 30-11-2017

The **GSTR-1** report screen appears as shown in the figure 1.34:

GSTR-1 National Enterprises Ctrl + M									
GSTR-1 1-Nov-2017 to 30-Nov-2017									
Returns Summary									
Total number of vouchers for the period									1
Included in returns									1
Not relevant for returns									0
Incomplete/Mismatch in information (to be resolved)									0
Sl No.	Particulars	Voucher Count	Taxable Value	Integrated Tax Amount	Central Tax Amount	State Tax Amount	Cess Amount	Tax Amount	Invoice Amount
1	B2B Invoices - 4A, 4B, 4C, 6B, 6C	1	1,00,000.00		9,000.00	9,000.00		18,000.00	1,18,000.00
2	B2C(Large) Invoices - 5A, 5B								
3	B2C(Small) Invoices - 7								
4	Credit/Debit Notes(Registered) - 9B								
5	Credit/Debit Notes(Unregistered) - 9B								
6	Exports Invoices - 6A								
7	Tax Liability(Advances received) - 11A(1), 11A(2)								
8	Adjustment of Advances - 11B(1), 11B(2)								
9	Nil Rated Invoices - 8A, 8B, 8C, 8D								
Total		1	1,00,000.00		9,000.00	9,000.00		18,000.00	1,18,000.00
Document Summary - 13									
Advance Receipts									
Amount unadjusted against supplies									
Note: Voucher count and values are not provided for Document Summary. Drill down for details.									

Figure 1.34 GSTR-1

The sales entry will fall under the head B2B Invoice – 4A, 4B, 4C, 6B, & 6C.

Step 5: Reverse the Tax Liability on Advance Receipts after Recording Sales Invoice

1. Go to **Gateway of Tally > Accounting Vouchers > press F7: Journal**.
2. Press **Ctrl+J: Stat Adjustment**
3. Enter the details as shown in figure 1.35:

The **Stat Adjustment** screen appears as shown in the figure 1.35:

Stat Adjustment Details		National Enterprises		Ctrl + M	
Journal No. 2				5-Nov-2017 Sunday	
Particulars				Debit	Credit
Dr					
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> Type of duty/tax Nature of adjustment Additional Details </div> <div> Stat Adjustment : GST : Decrease of Tax Liability : List of Nature of Adjustments Adjustment Against Credit Cancellation of Advance Payments under Reverse Charge Cancellation of Advance Receipts Cancellation of Advance Receipts for Exports/SEZ sales Purchase against Advance Payment Sales against Advance Receipts Sales against Advance Receipts for Export/SEZ sales </div> </div> </div>					
Narration:					

Figure 1.35 Stat Adjustment screen

4. Accept the screen.
5. Debit the Central Tax ledgers, and enter the tax **Rate** and **Taxable Value** in the **GST Details** screen.
6. Debit the State Tax ledgers, the tax **Rate** and **Taxable Value** in the **GST Details** screen will get captured automatically.
7. Credit the Tax on Advance ledger, the amount will get captured automatically.
8. Enable the option **Provide GST Details** to **Yes** and enter the details as shown in figure 1.36:

Statutory Details		National Enterprises		Ctrl + M	
Journal No. 2				5-Nov-2017 Sunday	
		Used for: Decrease of Tax Liability (Additional Details: Sales against Advance Receipts)			
Particulars				Debit	Credit
Dr Central Tax Cur Bal: 4,500.00 Dr				3,813.56	
Dr State Tax Cur Bal: 4,500.00 Dr				3,813.56	
Cr Tax on Advance Cur Bal: 0.00 Cr					7,627.12
				7,627.12	7,627.12

Advance Details
Advance Receipt Number : Adv01
Advance Receipt Date : 21-Oct-2017
Ledger Name : Mukhi Traders
Place of supply : Karnataka
Registration type : Regular
Party type : **Not Applicable**
GSTIN/UIN : 29AAATB1397B1ZY

Party Type
☒ **Not Applicable**
☐ Deemed Export
☐ Embassy/UN Body
☐ Government Entity
☐ SEZ

Figure 1.36 Advance Details screen

9. Accept the screen

The completed **Journal Voucher** screen appears as shown in figure 1.37:

Accounting Voucher Creation		National Enterprises		Ctrl + M	
Journal No. 2				5-Nov-2017 Sunday	
Used for: Decrease of Tax Liability (Additional Details: Sales against Advance Receipts)					
Particulars	Debit	Credit			
Dr Central Tax Cur Bal: 4,500.00 Dr	3,813.56				
Dr State Tax Cur Bal: 4,500.00 Dr	3,813.56				
Cr Tax on Advance Cur Bal: 0.00 Cr		7,627.12			
Provide GST details: Yes					
Narration:			7,627.12	7,627.12	
			Accept ? Yes or No		

Figure 1.37 Journal Voucher

10. Accept the screen

After decreasing the tax liability by recording the journal voucher, check the GSTR-1 report, the tax liability which was paid in the month of October is reduced for the month of November.

The **GSTR-1** report screen appears as shown in the figure 1.38:

GSTR-1		National Enterprises						Ctrl + M	
GSTR-1		1-Nov-2017 to 30-Nov-2017							
Returns Summary									
Total number of vouchers for the period		2							
Included in returns		2							
Not relevant for returns		0							
Incomplete/Mismatch in information (to be resolved)		0							
Sl No.	Particulars	Voucher Count	Taxable Value	Integrated Tax Amount	Central Tax Amount	State Tax Amount	Cess Amount	Tax Amount	Invoice Amount
1	B2B Invoices - 4A, 4B, 4C, 6B, 6C	1	1,00,000.00		9,000.00	9,000.00		18,000.00	1,18,000.00
2	B2C(Large) Invoices - 5A, 5B								
3	B2C(Small) Invoices - 7								
4	Credit/Debit Notes(Registered) - 9B								
5	Credit/Debit Notes(Unregistered) - 9B								
6	Exports Invoices - 6A								
7	Tax Liability(Advances received) - 11A(1), 11A(2)								
8	Adjustment of Advances - 11B(1), 11B(2)	1	(-)42,372.88		(-)3,813.56	(-)3,813.56		(-)7,627.12	(-)50,000.00
9	Nil Rated Invoices - 8A, 8B, 8C, 8D								
Total		2	57,627.12		5,186.44	5,186.44		10,372.88	68,000.00
Document Summary - 13									
Advance Receipts									
Amount unadjusted against supplies									
Note: Voucher count and values are not provided for Document Summary. Drill down for details.									

Figure 1.38 GSTR-1 Report screen

After decreasing the tax liability by recording the journal voucher, the details of the journal voucher will get captured in the field **Adjustment of Advances – 11B(1), 11B(2)** field. And also we can observe that the tax amount is decreased.

Note: For Advance receipt for orders completed in the same month, follow the procedure given below:

- Record **Advance Receipt Entry** > Record **Sales Entry** > File the **Returns**

1.7.2 Advance Receipts if Turnover is less than ₹ 1.5 crores

If the turnover of the business in the previous year is less than ₹ 1.5, then it is not required to pay the tax on advance receipts and in Tally.ERP 9 the tax liability calculation on advance receipts for supply of goods is disabled by default.

Until and unless we manually set the option **Enable tax liability on advance receipts** to **Yes**, we will not get the option **Alt+V: Advance Receipts**, while recording the advance receipt entry in Tally.ERP 9.

1.8 Item level Discount in GST Sales Invoice

In Tally.ERP 9, we can define the item level discount while recording the GST sales invoice. We can provide percentage wise discount as well as amount wise discount.

In a day to day business activity, when we provide a discount, we should make sure that the GST is calculated after discount.

Illustration: Providing item level discount while recording sales invoice

Date	Particulars			
05-11-2017	Voucher: Sales			
	National Enterprises, sold the following goods with 1%wholesale discount on computer and 5,000 on camera to Mukhi Traders.			
	Name of Item	Quantity	Rate	Amount
	Computer	10	10,000	1,00,000
	Camera	10	10,000	1,00,000

To record the transaction in the books of account follow the steps given below:

Step 1: Creation of Accounting Masters

Discount Ledger

Go to **Gateway of Tally > Accounts Info. > Ledgers > Create**, enter the details as shown in the figure 1.39:

Ledger Creation		National Enterprises		Ctrl + M	
Name : Wholesale Discount				Total Opening Balance	
(alias) :				2,05,000.00 Dr	
				Difference	
				2,05,000.00 Dr	
Under : Direct Expenses		Mailing Details			
Inventory values are affected ? No		Name :			
Type of Ledger ? Discount		Address :			
		Country :			
		Provide bank details : No			
		Tax Registration Details			
Statutory Information		PAN/IT No. :			
Is GST Applicable ? Not Applicable					
Set/alter GST Details ? No					
Include in assessable value calculation for: Not Applicable					
		Accept ?			
		Yes or No			
Opening Balance (on 1-Apr-2017) :					

Figure 1.39 Discount Ledger Creation

Note: Select the **Type of Ledger?** as **Discount**. Now the option **Is GST Applicable?** will be set to **Not Applicable** by default.

Step 2: Recording of Sales Transaction with Discount

1. Go to **Gateway of Tally > Accounting Vouchers > F8: Sales**
2. In the **Party A/c name** field enter the name as **Mukhi Traders**
3. In the **Sales ledger** field, select the sales ledger (Make sure the sales ledger should be taxable sales ledger)
4. Press **F12: Configure > F12: Advanced** and set the option **Activate cash/trade discount** to **Yes** and accept it. (By enabling this option, we will be able to define the discount in percentage and the amount of discount will get calculated automatically)
5. Select the stock item as **Computer** under **Name of Item** field and enter the **Quantity** and **Rate**
6. Enter the discount as **1%** the amount will get calculated automatically
7. Select the second stock item as **Camera** and enter the **Quantity** and **Rate**
8. Enter the discount amount as **5,000**
9. Press **Enter** twice and select the **Wholesale Discount** ledger, the total discount amount will get captured automatically.
10. Select the **Central** and **State** tax ledgers and the tax amount will get calculated automatically
11. Press **Alt+A: Tax Analysis** and press **Alt+F1: Detailed Mode**, to view the tax calculation with discount details

The **Tax Analysis** screen appears as shown in the figure 1.40:

Tax Analysis		National Enterprises		Ctrl + M	
Tax Analysis					
Particulars		Taxable Value	Tax rate	Duty/Tax Value	
GST Details					
Sales Taxable		1,94,000.00		34,920.00	
Computer (12345678)		99,000.00		17,820.00	
Item Value (Sales Value 1,00,000.00)		1,00,000.00			
Wholesale Discount ((-)6,000.00 / 6,000.00 * 1,000.00)		(-)1,000.00			
Central Tax			9%	8,910.00	
State Tax			9%	8,910.00	
Camera (12345678)		95,000.00		17,100.00	
Item Value (Sales Value 1,00,000.00)		1,00,000.00			
Wholesale Discount ((-)6,000.00 / 6,000.00 * 5,000.00)		(-)5,000.00			
Central Tax			9%	8,550.00	
State Tax			9%	8,550.00	
Total				34,920.00	

Figure 1.40 Tax Analysis screen

Observation: In the **Tax Analysis** screen, we can observe that the GST is calculated by considering the discount entered for each stock item.

12. Press **Esc** and to go back to the voucher creation screen
13. Accept the **Bill wise details** screen as it is

The completed **Sales Invoice** screen appears as shown in the figure 1.41:

Accounting Voucher Creation

National Enterprises

Ctrl + M

Sales

No. 9

5-Nov-2017

Reference no.: 9

Sunday

Party A/c name : Mukhi Traders

Current balance : 68,000.00 Dr

Sales ledger : Sales

Name of Item	Quantity	Rate per	Amount
Computer	10 Nos.	10,000.00 Nos.	1,00,000.00
Discount : 1 % 1,000.00			
Camera	10 Nos.	10,000.00 Nos.	1,00,000.00
Discount : 5,000.00			
			2,00,000.00
Wholesale Discount			(36,000.00)
Central Tax			17,460.00
State Tax			17,460.00

Provide GST details : No

Narration:

20 Nos.

2,28,920.00

Figure 1.41 Sales Invoice screen

Observation: In the sales invoice screen as shown in figure 1.41, we can define the discount details in percentage wise and amount wise.

14. Accept the screen

Alter the sales invoice of figure 1.41 from daybook and press **Alt+P: Print**, to take a print of invoice.

The **Printed Sales Invoice** with discount details appears as shown in the figure 1.42:

Tax Invoice

National Enterprises GSTIN/UIN: 29AATB4387B43M State Name : Karnataka, Code : 29		Invoice No. e-Way Bill No.		Dated	
		9		5-Nov-2017	
		Delivery Note		Mode/Terms of Payment	
Buyer Mukhi Traders GSTIN/UIN : 29AATB4387B43M State Name : Karnataka, Code : 29		Supplier's Ref.		Other Reference(s)	
		9			
		Buyer's Order No.		Dated	
		Despatch Document No.		Delivery Note Date	
		Despatched through		Destination	
		Terms of Delivery			

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	Computer	12345678	10 Nos.	10,000.00	Nos.	1,00,000.00
2	Camera	12345678	10 Nos.	10,000.00	Nos.	1,00,000.00
						2,00,000.00
	Less :					
		Wholesale Discount				(-6,000.00)
		Central Tax				17,460.00
		State Tax				17,460.00
	Total		20 Nos.			₹ 2,28,920.00

Amount Chargeable (in words) E. & O.E
INR Two Lakh Twenty Eight Thousand Nine Hundred Twenty Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
12345678	1,94,000.00	9%	17,460.00	9%	17,460.00	34,920.00
Total	1,94,000.00		17,460.00		17,460.00	34,920.00

Tax Amount (in words) : **INR Thirty Four Thousand Nine Hundred Twenty Only**

Declaration
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for National Enterprises

Authorised Signatory

This is a Computer Generated Invoice

Figure 1.42 Printed Sales Invoice with Discount

In the figure 1.42, we can observe that details of discount along with the central and state tax amount.

1.9 Interest and Late Fees Payables

In Tally.ERP 9, we can record details of any interest or late fees that we might have to pay to government in case of delay in payment of GST tax or delay in filing of returns.

When we delay in making a GST tax payment to the government, then we need to pay the tax along with interest amount. And when we delay in filing GST return, then we need to pay Late Fee to the government.

Illustration: Recording of journal voucher to raise the liability towards interest and late fees payables.

Date	Particulars
31-12-2017	Voucher: Journal National Enterprises delayed in making a payment of GST to the government, hence they are required to raise a liability towards late fee amount of ₹ 60,000

To record the transaction in the books of account follow the steps given below:

Step 1: Creation of Accounting Masters

Activity: Create the following ledgers.

- **Interest** ledger under the head **Indirect Expenses**. While creating the ledger do not configure GST details.
- **Interest Payable** ledger under the head **Current Liability**.

Step 2: Recording of Journal Voucher

1. Go to **Gateway of Tally > Accounting Vouchers > press F7:Journal**
2. Press **F2:Date** and change the date to 31-12-2017
3. Press **Alt+J: Stat Adjustment**, enter the details as shown in the figure 1.43:

The screenshot shows the 'Stat Adjustment Details' screen in Tally.ERP 9. The main window is titled 'National Enterprises' and shows a Journal Voucher for the date 31-Dec-2017. A pop-up window titled 'Stat Adjustment' is open, displaying a list of adjustments. The 'Interest' section is highlighted, and 'Late Fees' is selected under 'List of Nature of Adjustments'. The 'Additional Details' section is also visible, showing 'Type of duty/tax', 'Nature of adjustment', and 'Additional Details'.

Figure 1.43 Stat Adjustment Details screen

4. Make sure to select **Interest** in **Additional Details** screen and accept the screen.
5. Debit the Interest ledger and enter the amount as 60,000

6. Credit the Interest Payable ledger and in the **Tax Liability Details** screen, enter the liability allocation, in this case enter 30,000 in Central Tax field and 30,000 in State Tax field and accept the screen.

The completed **Journal Voucher** appears as shown in the figure 1.44:

Accounting Voucher: Creation		National Enterprises		Ctrl + M	
Journal No. 3		Used for: Increase of Tax Liability (Additional Details: Interest)		31-Dec-2017 Sunday	
Particulars	Debit	Credit			
Dr Interest Cur Bal: 60,000.00 Dr	60,000.00				
Cr Interest Payable Cur Bal: 60,000.00 Cr		60,000.00			
Narration:		60,000.00	60,000.00		
		<div>Accept ?</div> <div>Yes or No</div>			

Figure 1.44 Journal Voucher

7. Accept the screen

Note: Similarly, we can record the journal voucher by selecting the **Additional Details** in the **Stat Adjustment Details** as:

- **Penalty**, for penalty payable.
- **Late Fee**, for late fee payable.
- **Others**, for other dues payable.

1.10 Other Additions of Tally.ERP 9

The following are the other enhancements or enhancements done in Tally.ERP 9 Release 6.3

- **GCC VAT:** Tally.ERP 9 is accredited by GAZT (General Authority of Zakat & Tax) in Saudi Arabia. It is also compliant with the VAT guidelines as prescribed by the FTA (Federal Tax Authority) of UAE. Now in Release 6.3, we can:
 - Record VAT Transactions.
 - Print tax invoices in Arabic.
 - Generate VAT return and Audit file (FAF file) if we are in the UAE.
 - Error-free invoicing
 - Manage all types of VAT transactions
 - Get comprehensive reports
- **Print invoices with item-wise and rate-wise breakups:** Printing invoices with complete item-wise and rate-wise tax breakup details. We can see tax details (CGST, IGST,

SGST, Cess) individually for each line item. Press **F12 > Enable Print Item-wise GST details**. Tally.ERP 9 automatically changes the print setting to **Landscape**.

- **Inclusion of Interest and Late Fees payable:** We can record details of any interest or late fees that we might have to pay here and keep the books updated.
- The purchases recorded by selecting the nature of transaction **Purchase from SEZ (Without Bill of Entry) - Taxable** now appear under the following tables of **GSTR-3B**:
 - **4A (5) All other ITC**, if the transaction is eligible for input tax credit
 - **4D Ineligible ITC - (1) As per section 17(5)**, if it is not eligible for input tax credit
- The **e-Sugam no.** is renamed as **e-Way Bill No.**, as per the latest requirements of GST invoice of Karnataka.
- We can print the GST invoice in the landscape orientation by enabling the option **Print Item-wise GST details?**. The printed invoice will display the assessable value by including the apportioned additional ledger amount, and the breakup of GST, for each stock item.
- Better GST billing experience: Cash sales are considered as local sales by default now. Your cash transactions will be much faster and error-free.
- Improved GSTIN validation: Tally.ERP 9 validates the party GSTIN (as required by the GSTN portal) when you create a party or export GSTR-1. This helps avoid invoice rejection on the GSTN portal due to incorrect party GSTIN.
- Better control of round-off mismatches: We have introduced an option in F12: Configure to define the band for round-off limit for mismatches. With this, you can choose to ignore mismatches in tax calculation that occur due to minor round-off differences, up to a specific amount. Fewer mismatches to resolve means lesser work.
- If you are creating a party ledger for an Embassy or a UN Body, you can select the party type as Embassy/UN Body
- If you are creating a company or a party ledger for a Society, Club, Trust, or AOP, you can enter numbers or alphabets as the last 3 characters while entering the GSTIN/UIN.
- View export details from GSTR-1 > Export Invoices - 6A and import details from GSTR-2 > Import of Goods - 5 drill-down reports. You can also view these details in the columnar registers by enabling the options Show shipping details?/Show bill of entry details? and Show port code?.
- Use the new report Advance Payments – Tax Liability to know the amount of advance payments made or reversed in a period. You can create or reverse the liability accordingly.
- You can view the GST Information of a stock item in the Stock Query report.
- We support GSTR-2 report as per the latest format provided by the GST department.
- New reports for Purchase of Reverse Charge Supplies - Reverse Charge Liability and Import of Service - Reverse Charge Liability that represent the tax liability are provided. You can view them from GSTR-2.

- View the net values of URD purchases such as taxable (less than Rs. 5,000), exempt, and nil rated in the Nil Rated Invoices - 7 table of GSTR-2.
- The tax liability recorded for URD purchases exceeding Rs. 5000 now appears in the B2BUR Invoices - 4B drill-down report of GSTR-2.