<b>Elighthouse</b>	Document Name	Process Note Document	
Lighthouse Info Systems Pvt. Ltd.	Process Name	Sales Tax Forms Management	
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# PREPARE MASTER DATA

Require to prepare master data in the given sequence.

Menu Code	Menu Name	Remarks
01.125.02	Sales Tax Form Master	Mandatory
01.125.01	Sales Tax Master	Mandatory
01.125.03	Sales Tax Form Book Master	Optional, for reference purpose only.
01.125.05	Opening Sales Tax Entry Form (Sales)	One time master to update the pending forms
01.125.06	Opening Sales Tax Entry Form (Purchases)	details of previous financial year.

### 01.125.02 - Sales Tax Form Master

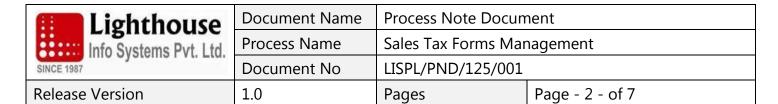
Create master data of all Sales Tax related forms which were received and issued.

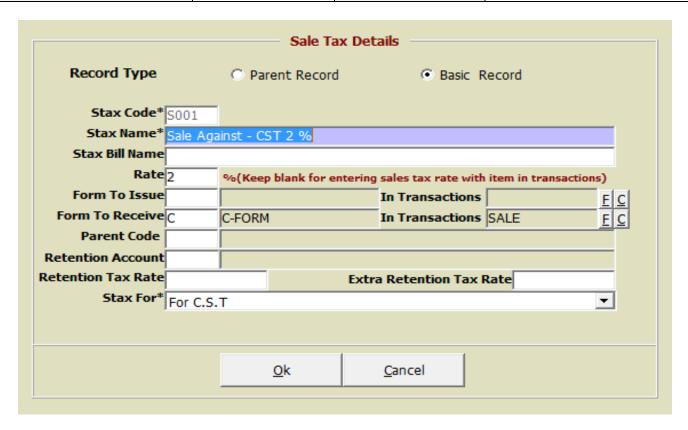


## 01.125.01 - Sales Tax Master

Create all Sales Tax related codes were created along with configuration settings for operational process.

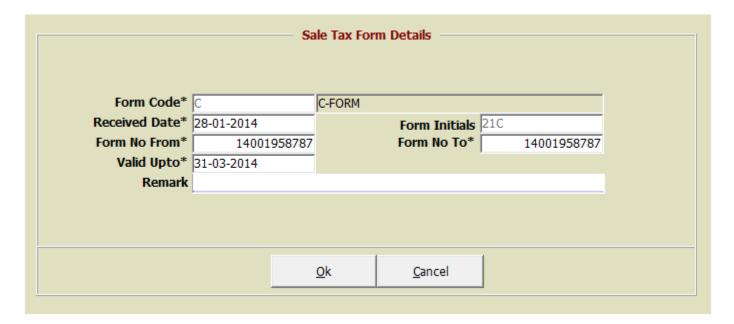
- Facility to create Parent Sales Tax Code under which Basic Sales Tax Codes can be generated; it is mainly used for reporting purpose.
- Create unique Sales Tax Code maximum 4 Characters.
- Update Sales Tax rate in %; if the tax rate is mentioned here then it will be applicable as default tax rate in all the transaction wherever the tax code is used. In case if the tax rate is variable, then keep it blank, system will prompt of tax rate at the transaction level for such sales tax code.
- Assign Forms which will be issues/received for the each Sales Tax Code. It can be further filtered to transaction types.
- Define Sales Tax Retention Tax Rate and Retention Account.
- Provision to define extra retention tax rate for each sales tax code.





### 01.125.03 - Sales Tax Form Book Master

The objective of this process is to maintain the records of Sales Tax Book received from the department. This is used for reference purpose only and not used in any transaction for validation.



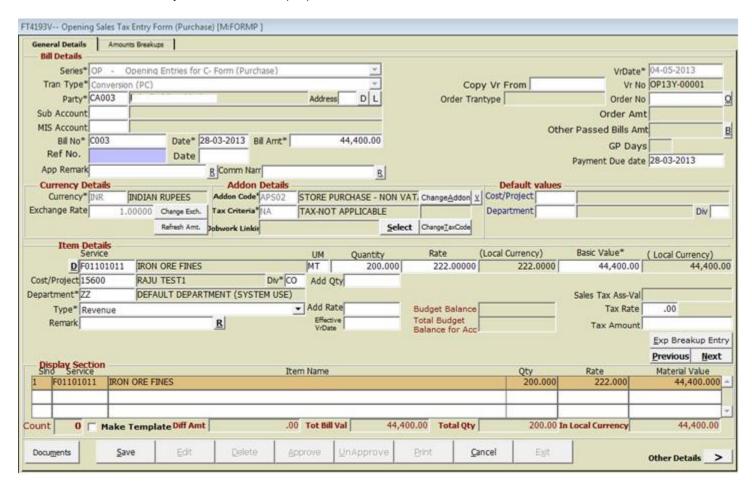
<b>Elighthouse</b>	Document Name	Process Note Document	
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### 01.125.05 – Opening Sales Tax Entry Form (Sales)

This is one time master to update the pending forms details of previous financial year. This is a non-accounting transaction and is used only for reconciliation purpose.

## 01.125.06 - Opening Sales Tax Entry Form (Purchase)

This is one time master to update the pending forms details of previous financial year. This is a non-accounting transaction and is used only for reconciliation purpose.

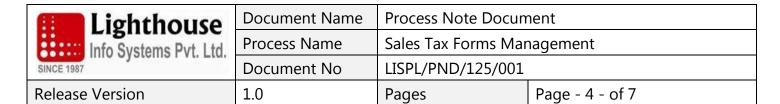


### **TRANSACTION**

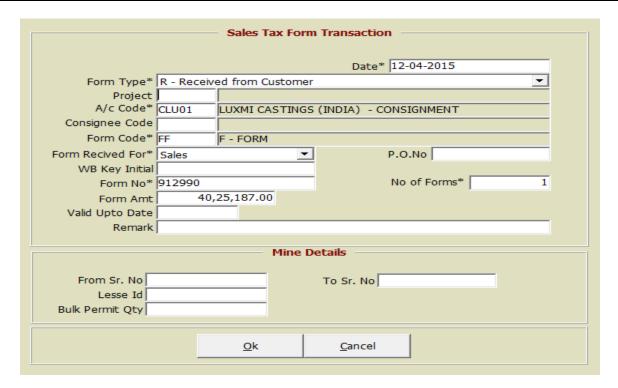
## 02.132.01 - Sales Tax Forms (Issue / Receipt)

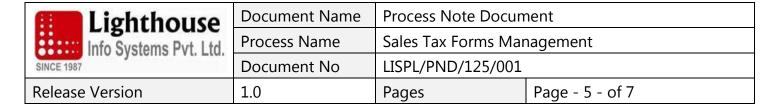
Process to update the Receipt & Issue transactions of Sales Tax Forms for the following transaction types.

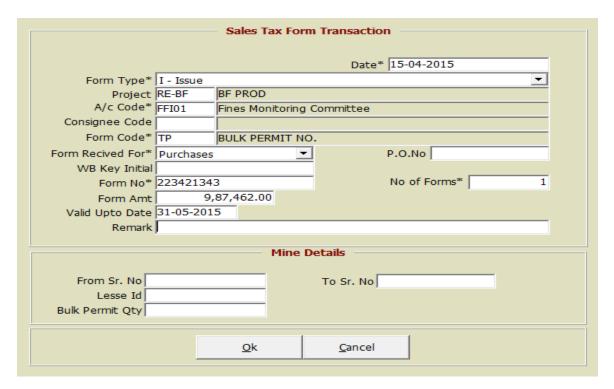
Issue	Received from Customer
Received for Stamping from Vendor (Validity Expired)	Sent for Stamping to Customer (Validity Expired)



Sent to Government Department for Re-Stamping	Returned from Government Department after Stamping		
Transit Pass Permit Entry	Cancel		
Waybill Received from Department	Waybill Issue to Vendor		



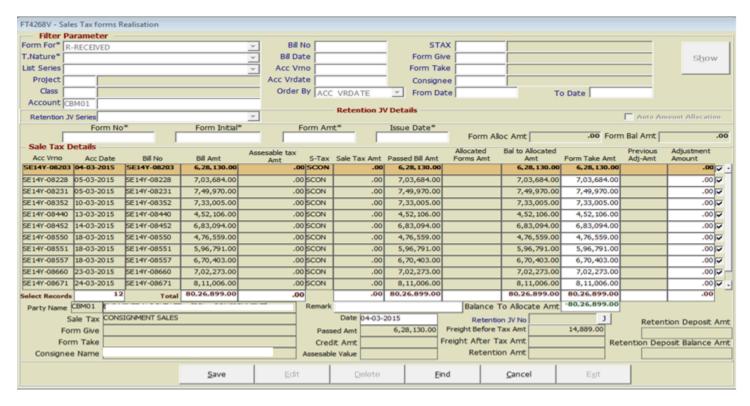


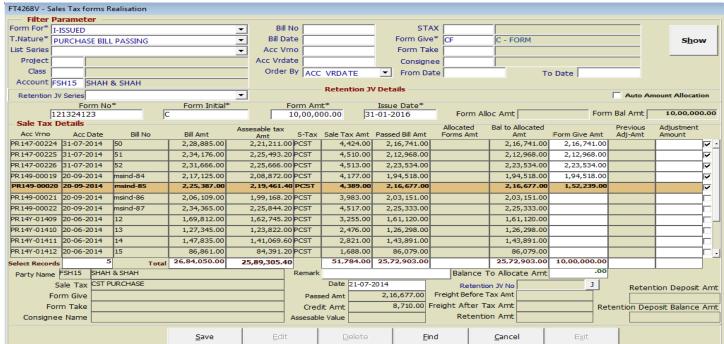


### 02.132.02 - Sales Tax Forms Realization

Process to allocate Sales Tax Form wise bills for forms received and issued.

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02.132.03 - Forms Pending / Reminders

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The process is designed to generate Reminder Letter, Pending List, Received List and for both Received and Pending of Sales Tax Form to be sent to Party, Broker and Consignee. Report can be generated for selected period, month or for quarter with various filters as shown in the below screen.



Following Report is generated thru the same.

