 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Process Note Document	
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	Document No	LISPL/PND/125/001	
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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 details of previous financial year.
01.125.06	Opening Sales Tax Entry Form (Purchases)	

01.125.02 – Sales Tax Form Master

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

Sale Tax Form Details

Form Code*


Form Name*

Afcode String

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.


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Sale Tax Details			
Record Type	<input type="radio"/> Parent Record <input checked="" type="radio"/> Basic Record		
Stax Code*	S001		
Stax Name*	Sale Against - CST 2 %		
Stax Bill Name			
Rate	2	% (Keep blank for entering sales tax rate with item in transactions)	
Form To Issue		In Transactions	E C
Form To Receive	C C-FORM	In Transactions	SALE E C
Parent Code			
Retention Account			
Retention Tax Rate		Extra Retention Tax Rate	
Stax For*	For C.S.T		
<div>Ok</div> <div>Cancel</div>			

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.

Sale Tax Form Details			
Form Code*	C	C-FORM	
Received Date*	28-01-2014	Form Initials	21C
Form No From*	14001958787	Form No To*	14001958787
Valid Upto*	31-03-2014		
Remark			
<div>Ok</div> <div>Cancel</div>			

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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.

FT4193V-- Opening Sales Tax Entry Form (Purchase) [M:FORMP]


General Details		Amounts Breakups	
Bill Details			
Series*	OP - Opening Entries for C- Form (Purchase)		
Tran Type*	Conversion (PC)		
Party*	CA003	Address	D L
Sub Account			
MIS Account			
Bill No*	C003	Date*	28-03-2013 Bill Amt* 44,400.00
Ref No.		Date	
App Remark		Comm Narr	
Currency Details		Addon Details	
Currency*	INR	INDIAN RUPEES	Addon Code* APS02 STORE PURCHASE - NON VAT
Exchange Rate	1.00000	Change Esch.	Tax Criteria* N/A TAX-NOT APPLICABLE
		Refresh Amt.	Jobwork Linkin
		Default values	
		Cost/Project	
		Department	
		Div	
Item Details			
Service	UM	Quantity	Rate (Local Currency)
D F01101011 IRON ORE FINES	MT	200.000	222.00000
Cost/Project	15600	RAJU TEST1	Div* CO
Department*	ZZ	DEFAULT DEPARTMENT (SYSTEM USE)	
Type*	Revenue	Add Rate	
Remark		Effective	
		Budget Balance	
		Total Budget	
		Balance for Acc	
		Sales Tax Ass-Val	
		Tax Rate	.00
		Tax Amount	
		Exp Breakup Entry	
		Previous	Next
Display Section			
Sno	Service	Item Name	Qty
1	F01101011	IRON ORE FINES	200.000
Count	0	Make Template	Diff Amt
		Tot Bill Val	44,400.00
		Total Qty	200.00 In Local Currency
			44,400.00
Documents Save Edit Delete Approve UnApprove Print Cancel Exit			
Other Details >			

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)

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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


Sales Tax Form Transaction			
Date*	12-04-2015		
Form Type*	R - Received from Customer		
Project			
A/c Code*	CLU01	LUXMI CASTINGS (INDIA) - CONSIGNMENT	
Consignee Code			
Form Code*	FF	F - FORM	
Form Recived For*	Sales	P.O.No	
WB Key Initial			
Form No*	912990	No of Forms*	1
Form Amt	40,25,187.00		
Valid Upto Date			
Remark			
Mine Details			
From Sr. No		To Sr. No	
Lesse Id			
Bulk Permit Qty			
Ok		Cancel	

 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Process Note Document	
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Sales Tax Form Transaction			
Date*	15-04-2015		
Form Type*	I - Issue		
Project	RE-BF	BF PROD	
A/c Code*	FFI01	Fines Monitoring Committee	
Consignee Code			
Form Code*	TP	BULK PERMIT NO.	
Form Recived For*	Purchases	P.O.No	
WB Key Initial			
Form No*	223421343	No of Forms*	1
Form Amt	9,87,462.00		
Valid Upto Date	31-05-2015		
Remark			
Mine Details			
From Sr. No		To Sr. No	
Lesse Id			
Bulk Permit Qty			
<div>Ok</div> <div>Cancel</div>			

02.132.02 – Sales Tax Forms Realization

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

 Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Document Name	Process Note Document		
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FT4268V - Sales Tax forms Realisation

Filter Parameter

Form For* R-RECEIVED
 T.Nature*
 List Series
 Project
 Class
 Account CBM01

Bill No
 Bill Date
 Acc Vmo
 Acc Vrate
 Order By ACC VRDATE

STAX
 Form Give
 Form Take
 Consignee
 From Date
 To Date

Show

Retention JV Details

Retention JV Series

Form No* Form Initial* Form Amt* Issue Date* Form Alloc Amt .00 Form Bal Amt .00

Sale Tax Details

Acc Vmo	Acc Date	Bill No	Bill Amt	Assesable tax Amt	S-Tax	Sale Tax Amt	Passed Bill Amt	Allocated Forms Amt	Bal to Allocated Amt	Form Take Amt	Previous Adj-Amt	Adjustment Amount
SE14Y-08203	04-03-2015	SE14Y-08203	6,28,130.00	.00	SCON	.00	6,28,130.00		6,28,130.00	6,28,130.00		.00
SE14Y-08228	05-03-2015	SE14Y-08228	7,03,684.00	.00	SCON	.00	7,03,684.00		7,03,684.00	7,03,684.00		.00
SE14Y-08231	05-03-2015	SE14Y-08231	7,49,970.00	.00	SCON	.00	7,49,970.00		7,49,970.00	7,49,970.00		.00
SE14Y-08352	10-03-2015	SE14Y-08352	7,33,005.00	.00	SCON	.00	7,33,005.00		7,33,005.00	7,33,005.00		.00
SE14Y-08440	13-03-2015	SE14Y-08440	4,52,106.00	.00	SCON	.00	4,52,106.00		4,52,106.00	4,52,106.00		.00
SE14Y-08452	14-03-2015	SE14Y-08452	6,83,094.00	.00	SCON	.00	6,83,094.00		6,83,094.00	6,83,094.00		.00
SE14Y-08550	18-03-2015	SE14Y-08550	4,76,559.00	.00	SCON	.00	4,76,559.00		4,76,559.00	4,76,559.00		.00
SE14Y-08551	18-03-2015	SE14Y-08551	5,96,791.00	.00	SCON	.00	5,96,791.00		5,96,791.00	5,96,791.00		.00
SE14Y-08557	18-03-2015	SE14Y-08557	6,70,403.00	.00	SCON	.00	6,70,403.00		6,70,403.00	6,70,403.00		.00
SE14Y-08660	23-03-2015	SE14Y-08660	7,02,273.00	.00	SCON	.00	7,02,273.00		7,02,273.00	7,02,273.00		.00
SE14Y-08671	24-03-2015	SE14Y-08671	8,11,006.00	.00	SCON	.00	8,11,006.00		8,11,006.00	8,11,006.00		.00
Total			80,26,899.00	.00		.00	80,26,899.00		80,26,899.00	80,26,899.00		.00

Select Records 12

Party Name CBM01
 Sale Tax CONSIGNMENT SALES
 Form Give
 Form Take
 Consignee Name

Remark: Balance To Allocate Amt -80,26,899.00

Date 04-03-2015
 Retention JV No J
 Retention Deposit Amt
 Passed Amt 6,28,130.00
 Freight Before Tax Amt 14,889.00
 Credit Amt
 Freight After Tax Amt
 Assesable Value
 Retention Amt
 Retention Deposit Balance Amt

Save Edit Delete Find Cancel Exit

FT4268V - Sales Tax forms Realisation

Filter Parameter

Form For* I-ISSUED
 T.Nature* PURCHASE BILL PASSING
 List Series
 Project
 Class
 Account FSH15 SHAH & SHAH

Bill No
 Bill Date
 Acc Vmo
 Acc Vrate
 Order By ACC VRDATE

STAX
 Form Give* CF
 Form Take
 Consignee
 From Date
 To Date

Show

Retention JV Details

Retention JV Series

Form No* 121324123 Form Initial* C Form Amt* 10,00,000.00 Issue Date* 31-01-2016 Form Alloc Amt Form Bal Amt 10,00,000.00

Sale Tax Details

Acc Vmo	Acc Date	Bill No	Bill Amt	Assesable tax Amt	S-Tax	Sale Tax Amt	Passed Bill Amt	Allocated Forms Amt	Bal to Allocated Amt	Form Give Amt	Previous Adj-Amt	Adjustment Amount
PR14Y-00224	31-07-2014	50	2,28,885.00	2,21,211.00	PCST	4,424.00	2,16,741.00		2,16,741.00	2,16,741.00		
PR14Y-00225	31-07-2014	51	2,34,176.00	2,25,493.20	PCST	4,510.00	2,12,968.00		2,12,968.00	2,12,968.00		
PR14Y-00226	31-07-2014	52	2,31,666.00	2,25,666.00	PCST	4,513.00	2,23,534.00		2,23,534.00	2,23,534.00		
PR14Y-00019	20-09-2014	msind-84	2,17,125.00	2,08,872.00	PCST	4,177.00	1,94,518.00		1,94,518.00	1,94,518.00		
PR14Y-00020	20-09-2014	msind-85	2,25,387.00	2,19,461.40	PCST	4,389.00	2,16,677.00		2,16,677.00	1,52,239.00		
PR14Y-00021	20-09-2014	msind-86	2,06,109.00	1,99,168.20	PCST	3,983.00	2,03,151.00		2,03,151.00			
PR14Y-00022	20-09-2014	msind-87	2,34,365.00	2,25,844.20	PCST	4,517.00	2,25,333.00		2,25,333.00			
PR14Y-01409	20-06-2014	12	1,69,812.00	1,62,745.20	PCST	3,255.00	1,61,120.00		1,61,120.00			
PR14Y-01410	20-06-2014	13	1,27,345.00	1,23,822.00	PCST	2,476.00	1,26,298.00		1,26,298.00			
PR14Y-01411	20-06-2014	14	1,47,835.00	1,41,069.60	PCST	2,821.00	1,43,891.00		1,43,891.00			
PR14Y-01412	20-06-2014	15	86,861.00	84,391.20	PCST	1,688.00	86,079.00		86,079.00			
Total			26,84,050.00	25,89,305.40		51,784.00	25,72,903.00		25,72,903.00	10,00,000.00		

Select Records 5


Party Name FSH15 SHAH & SHAH
 Sale Tax CST PURCHASE
 Form Give
 Form Take
 Consignee Name

Remark: Balance To Allocate Amt .00

Date 21-07-2014
 Retention JV No J
 Retention Deposit Amt
 Passed Amt 2,16,677.00
 Freight Before Tax Amt
 Credit Amt 8,710.00
 Freight After Tax Amt
 Assesable Value
 Retention Amt
 Retention Deposit Balance Amt

Save Edit Delete Find Cancel Exit

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.

FT4237V - Sales and Purchase Tax Forms Management

Sales and Purchase Tax Forms Management

☒ Particular Month ☐ Between Dates
 Month: **September -2015**
 Period From: **01-09-2015** To: **30-09-2015**
☒ Vrdate ☐ Billdate

Form For* **R-RECEIVED**
 Nature of transaction **SALE** **F C**

☐ Quarter Wise ☐ Consignee Wise

☒ Reminder Letter ☒ Party Wise
☐ Pending List ☐ Broker Wise
☐ Received List ☐ Consignee Wise
☐ Covering Letter
☐ Both Pending and Received

Vr Series **SE - SALES INVOICE**
 Consignee
 Broker
 Account Class
 Account
 Sales Tax **SC01** **SALES CST 2%**
 Sales Tax Form **C - FORM**
 Employee
 Division
 Authorized Signatory

☐ Dotmatrix ☒ Laser/Inkjet ☐ File ☐ Excel ☐ Form View ☐ Email

☐ Show Parameter Form **Print** **Cancel** **Exit**

Following Report is generated thru the same.

List of pending tax related forms for the period 01-DEC-15 To 31-DEC-15										
PENDING FORMS LIST (All)										
Printed on: 12-FEB-16 05:05 PM										Page 4 of 10
Acc Vno	Date	Bill.No.	Bill Dt.	Form Name	Bill Amount	Exec Amount	CST Taxable Amount	CST	Form Amount	Item Description
Party : (FBA02) BAIDYANATH LIME PRODUCTS				EMP NAME : TIN No. : 08321802297						
PR15D-00168	28-12-2015	204	15-12-2015	C - FORM	1,00,519.00		96,548.00	1,970.96	1,00,518.96	BURNT (CALCINED) LIME POWDER
PR15D-00169	28-12-2015	205	15-12-2015	C - FORM	98,129.00		96,205.00	1,924.10	98,129.10	BURNT (CALCINED) LIME POWDER
PR15D-00170	28-12-2015	203	15-12-2015	C - FORM	1,00,302.00		98,335.00	1,966.70	1,00,301.70	BURNT (CALCINED) LIME POWDER
PR15D-00171	28-12-2015	202	15-12-2015	C - FORM	99,034.00		97,092.50	1,941.85	99,034.35	BURNT (CALCINED) LIME POWDER
PR15D-00172	28-12-2015	209	19-12-2015	C - FORM	96,319.00		94,430.00	1,888.60	96,318.60	BURNT (CALCINED) LIME POWDER
PR15D-00173	28-12-2015	210	19-12-2015	C - FORM	99,976.00		98,015.50	1,960.31	99,975.81	BURNT (CALCINED) LIME POWDER
Grand Total :					14,99,974.00				14,99,972.22	
Party : (FBH01) Bhatia Coke and Energy Ltd				EMP NAME : TIN No. : 33221703921						
PR15D-00009	15-12-2015	9422	27-11-2015	C - FORM	1,91,097.00		1,87,350.00	3,747.00	1,91,097.00	COKE FINES
PR15D-00010	15-12-2015	9399	25-11-2015	C - FORM	1,93,177.00		1,89,389.00	3,788.00	1,93,177.00	COKE FINES
PR15D-00011	15-12-2015	9398	25-11-2015	C - FORM	1,95,383.00		1,91,552.00	3,831.00	1,95,383.00	COKE FINES
PR15D-00012	15-12-2015	9282	21-11-2015	C - FORM	1,68,202.00		1,64,904.00	3,298.00	1,68,202.00	COKE FINES
Grand Total :					7,47,859.00				7,47,859.00	
Party : (FCH02) CHOWDESHWARI MINERALS AND CHEMICALS				EMP NAME : TIN No. : 28640984032						
PR15D-00014	19-12-2015	40	10-11-2015	C - FORM	2,16,409.00		2,12,165.84	4,243.32	2,16,409.16	LIME STONE LUMPS
Grand Total :					2,16,409.00				2,16,409.16	
Party : (FGA02) Ganesh Minerals				EMP NAME : TIN No. : 37356285912						
PR15D-00166	28-12-2015	64	22-12-2015	C - FORM	1,53,989.00		1,50,969.91	3,019.42	1,53,989.33	DOLOMITE LUMPS
Grand Total :					1,53,989.00				1,53,989.33	