



HOW TO SET UP SALE TAXES IN BILLING REGISTER?

BILLING REGISTER

Financial Year 2022-2023

01-04-2022 To 31-03-2023

Change Financial
Year

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Statutory Master Data

General Settings

General Master Data

Organization

Click on
General Settings
menu button

Holidays :

Holiday Name

Date

Refresh

First, let us go through the
procedure to disable Sale Taxes
altogether, in case you need to do so.

Check Invalid Records

Events/Reminders

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General Settings

Settings - Common For All

Settings - My Machine Specific

Misc. Settings - Common For All

Misc. Settings - My Machine Specific

Auto Open Forms

Auto Open Menu

Reset Screen Resolution

General Master Data

Organization

Click on this button

Holidays :

Holiday Name	Date	Refresh

Check Invalid Records

Events/Reminders

SETTINGS - COMMON FOR ALL

Form Based Filter

Setting Groups

Click here
to Unlock
the form

- Accounting
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- Item Transfer
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- Label/Sticker Printing
- Notifications
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- Reset Numbering
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- Sales - Touch Interface
- Sales/Purchases
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- System Features
- Miscellaneous

Settings

- Account Code/ID Length
- Functionality to Update Matching Amount on Journal Voucher Entry Form
- Source of Voucher Date on addition of new Voucher
- Allow Zero Amount in Vouchers
- Validation of Vouchers

Value	Description
2	Super Group ID Length
3	Group ID Length
4	Ledger ID Length
2	Sub Ledger ID Length

Record: 1 of 19 No Filter Search

Search All Start Text End Text

SETTINGS - COMMON FOR ALL

Form Based Filter

Setting Groups

Accounting

Address

Channel Sales Partner

Customers/Leads

Employee

Item Transfer

Items

Label/Sticker Printing

Notifications

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Production

Purchases

Reset Numbering

Sales

Sales - Touch Interface

Sales/Purchases

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System Features

Miscellaneous

Click on
this
button

Settings

Account Code/ID Length
Functionality to Update Matching Amount on Journal Voucher Entry Form
Source of Voucher Date on addition of new Voucher
Allow Zero Amount in Vouchers
Validation of Vouchers

Value	Description
2	Super Group ID Length
3	Group ID Length
4	Ledger ID Length
2	Sub Ledger ID Length

Record: 1 of 19 No Filter Search

Search All Start Text End Text

SETTINGS - COMMON FOR ALL

Form Based Filter

Setting Groups
Accounting
Address
Channel Sales Partner
Customers/Leads
Employee
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Sales
Sales - Touch Interface
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Miscellaneous

Settings
Change width and height of forms based on System Resolution
Enable Purchase Level Discount Functionality
Accounting Option
Enable Sales Representative/Channel Partner functionality
Enable Foreign Currency Functionality
Enable Item/Sale Level Discount Functionality
Enable Sale Log Functionality
Enable Sale Taxes Functionality
Enable Special Sale Tax Functionality
Enable With-Without Items Feature
On deletion of record in Primary Table, [] records in secondary tables
Theme Setting

Click on
Enable Sale Taxes
Functionality
button

Option	Description
<input type="checkbox"/>	Do not increase width and height
<input checked="" type="checkbox"/>	Increase width only
<input type="checkbox"/>	Increase width and height both

Record: 18 of 19 No Filter Search

Search All Start Text End Text

SETTINGS - COMMON FOR ALL

Form Based Filter

Setting Groups
Accounting
Address
Channel Sales Partner
Customers/Leads
Employee
Item Transfer
Items
Label/Sticker Printing
Notifications
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Settings
Change width and height of forms based on System Resolution
Enable Purchase Level Discount Functionality
Accounting Option
Enable Sales Representative/Channel Partner functionality
Enable Foreign Currency Functionality
Enable Item/Sale Level Discount Functionality
Enable Sale Log Functionality
▶ Enable Sale Taxes Functionality
Enable Special Sale Tax Functionality (Amt/Qty, List Price and Printed Price)
Enable With-Without Items Feature
On deletion of record in Primary Table, Method to handle deletion of records in secondary tables
Theme Setting

Option	Description
▶ <input checked="" type="checkbox"/>	Enable Sale Taxes Functionality

Uncheck
this
checkbox

Record: 18 of 19 No Filter Search

Search All Start Text End Text

SETTINGS - COMMON FOR ALL

Form Based Filter

Setting Groups

Accounting
Address
Channel Sales Partner
Customers/Leads
Employee
Item Transfer
Items
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Change width and height of forms based on System Resolution
Enable Purchase Level Discount Functionality
Accounting Option
Enable Sales Representative/Channel Partner functionality
Enable Foreign Currency Functionality
Enable Item/Sale Level Discount Functionality
Enable Sale Log Functionality
▶ Enable Sale Taxes Functionality
Enable Special Sale Tax Functionality (Am
Enable With-Without Items Feature
On deletion of record in Primary Table, M
Theme Setting

Microsoft Access



There are some Sale Types/Purchase Types/Items Category/Items on which sale taxes are applicable. This action will remove it from Sale Types/Purchase Types/Items Category/Items.

Do you want to continue?

Yes

No

Click
on Yes

Option	Description
<input type="checkbox"/>	Enable Sale Taxes Functionality

Record: 18 of 19 No Filter Search

Search All Start Text End Text

SETTINGS - COMMON FOR ALL

Form Based Filter

- Accounting
- Address
- Channel Sales Partner
- Customers/Leads
- Employee
- Item Transfer
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- Miscellaneous

Settings
Change width and height of forms based on System Resolution
Enable Purchase Level Discount Functionality
Accounting Option
Enable Sales Representative/Channel Partner functionality
Enable Foreign Currency Functionality
Enable Item/Sale Level Discount Functionality
Enable Sale Log Functionality
▶ Enable Sale Taxes Functionality
Enable Special Sale Tax Functionality (Amt/Qty, List Price and Printed Price)
Enable With-Without Items Feature
On deletion of record in Primary Table, Method to handle deletion of records in secondary tables
Theme Setting

Sale Tax is now disabled.
Now, let's go through the procedure to set up Sale Taxes.

Option	Description
▶ <input type="checkbox"/>	Enable Sale Taxes Functionality

Record: 18 of 19 No Filter Search

Search All Start Text End Text

AKSHAY GENERAL STORE PVT. LTD.

User: Akshay Singh

Database Path: D:\Billing Register\Database_BR.acddb

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Sale Taxes

Sale Types

Purchase Types

Tax Groups

Tax Registration Information

Multi Sale Book Management

Financial Years

General Settings

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Organization

Click on
Sale Taxes
button

Holidays :

Holiday Name

Date

Refresh

Check Invalid Records

Events/Reminders

SALE TAXES

Sale Tax	SC
Central Goods & Services Tax	CGST
Excise Duty	ExD
Education Duty	ED
Goods and Services Tax	GST
Import Duty	ID
Integrated Goods & Services Tax	IGST
Local Body Tax	LBT
Service Tax	ST
State Goods & Services Tax	SGST
Value Added Tax	VAT

Click here
to Unlock
the form

Tax Registration Name	GSTIN
Sale Tax Name	Central Goods & Services Tax
Short Code	CGST
Active	<input type="checkbox"/> Default <input type="checkbox"/> Input Credit Disallowed <input type="checkbox"/>
Tax Type	<input checked="" type="radio"/> Main <input type="radio"/> Cess <input type="radio"/> Surcharge

Note: Cess/Surcharge selected here is calculable on Considerable Value.

Default Charging Method	Percentage
Default Tax Rate (%)	9
Default Considerable Value (%)	100
By Default Applies On	Sale Price

Include in Sale Price for Subsequent Tax Calculation

Sort Order

Tax On Tax (Cess / Surcharge) Note: Cess/Surcharge selected here is calculable on Tax Value.

Cess / Surcharge Name	Short Code	Type	Percentage	Load On Main Item Category

Note: For any kind of tax change, please update Unit List Price (With Taxes) at Item level as required.

Accounting Ledger (For Inventory/Accounting Purpose)

^ For Sale Tax	<input type="text"/>	CL	Set
^ For Purchase Tax	<input type="text"/>	CL	Set
^ For Sale Tax Exemption Refund	<input type="text"/>	CL	Set
^ For Purchase Tax Exemption Refund	<input type="text"/>	CL	Set

Create Sub-Ledger based on Tax Percentage

SALE TAXES

Sale Tax	SC
Central Goods & Services Tax	CGST
Excise Duty	ExD
Export Duty	ED
Goods and Services Tax	GST
Import Duty	ID
Integrated Goods & Services Tax	IGST
Local Body Tax	LBT
Service Tax	ST
State Goods & Services Tax	SGST
Value Added Tax	VAT

Tax Registration Name	GSTIN	
Sale Tax Name	Central Goods & Services Tax	
Short Code	CGST	
Active	<input type="checkbox"/>	Default <input type="checkbox"/>
		Input Credit Disallowed <input type="checkbox"/>
Tax Type	<input checked="" type="radio"/> Main	<input type="radio"/> Cess <input type="radio"/> Surcharge

Note: Cess/Surcharge selected here is calculable on Considerable Value.

Default Charging Method	Percentage
Default Tax Rate (%)	9
Default Considerable Value (%)	100
By Default Applies On	Sale Price

Include in Sale Price for Subsequent Tax Calculation

Sort Order

Tax On Tax (Cess / Surcharge) Note: Cess/Surcharge selected here is calculable on Tax Value.

	Cess / Surcharge Name	Short Code	Type	Percentage	Load On Main Item Category	
*			Cess	0	<input checked="" type="checkbox"/>	<input type="button" value="Post To Item Category"/> <input type="button" value="Set Accounting Ledger"/> <input type="button" value="Delete"/>

Note: For any kind of tax change, please update Unit List Price (With Taxes) at Item level as required.

Accounting Ledger (For Inventory/Accounting Purpose)

^ For Sale Tax		<input type="button" value="CL"/> <input type="button" value="Set"/>
^ For Purchase Tax		<input type="button" value="CL"/> <input type="button" value="Set"/>
^ For Sale Tax Exemption Refund		<input type="button" value="CL"/> <input type="button" value="Set"/>
^ For Purchase Tax Exemption Refund		<input type="button" value="CL"/> <input type="button" value="Set"/>

Create Sub-Ledger based on Tax Percentage

Set up whichever tax type is applicable for your region/country.

For this demo, we will configure CGST, IGST and SGST.

SALE TAXES



Sale Tax	SC
Central Goods & Services Tax	CGST
Excise Duty	ExD
Export Duty	ED
Goods and Services Tax	GST
Import Duty	ID
Integrated Goods & Services Tax	IGST
Local Body Tax	LBT
Service Tax	ST
State Goods & Services Tax	SGST
Value Added Tax	VAT

Tax Registration Name	GSTIN
Sale Tax Name	Central Goods & Services Tax
Short Code	CGST
Active	<input checked="" type="checkbox"/> Default <input type="checkbox"/> Input Credit Disallowed <input type="checkbox"/>
Tax Type	<input checked="" type="radio"/> Main <input type="radio"/> Cess <input type="radio"/> Surcharge

Note: Cess/Surcharge selected here is calculable on Considerable Value.

Default Charging Method	Percentage
Default Tax Rate (%)	9
Default Considerable Value (%)	100
By Default Applies On	Sale Price

Include in Sale Price for Subsequent Tax Calculation

Sort Order

Post To Sale/Purchase Types

Quick Changes To Item Category

Quick Changes To Items

Quick Changes To Additional Charges

Tax On Tax (Cess / Surcharge)

Note: Cess/Surcharge selected here is calculable on Tax Value.

Cess / Surcharge Name	Short Code	Type	Percentage	Load On Main Item Category
		Cess	0	<input checked="" type="checkbox"/>

Post To Item Category

Set Accounting Ledger

Delete

Note: For any kind of tax change, please update Unit List Price (With Taxes) at Item level as required.

Record: 1 of 10 No Filter Search

Search All Start Text End Text

SALE TAXES



Sale Tax	SC
Central Goods & Services Tax	CGST
Integrated Goods & Services Tax	IGST
Excise Duty	ExD
Export Duty	ED
Goods and Services Tax	GST
Import Duty	ID
Local Body Tax	LBT
Service Tax	ST
State Goods & Services Tax	SGST
Value Added Tax	VAT

Tax Registration Name	GSTIN
Sale Tax Name	Integrated Goods & Services Tax
Short Code	IGST
Active	<input checked="" type="checkbox"/> Default <input type="checkbox"/> Input Credit Disallowed <input type="checkbox"/>
Tax Type	<input checked="" type="radio"/> Main <input type="radio"/> Cess <input type="radio"/> Surcharge

Note: Cess/Surcharge selected here is calculable on Considerable Value.

Default Charging Method	Percentage
Default Tax Rate (%)	18
Default Considerable Value (%)	100
By Default Applies On	Sale Price

Include in Sale Price for Subsequent Tax Calculation

Sort Order

Post To Sale/Purchase Types

Quick Changes To Item Category

Quick Changes To Items

Quick Changes To Additional Charges

Tax On Tax (Cess / Surcharge)

Note: Cess/Surcharge selected here is calculable on Tax Value.

Cess / Surcharge Name	Short Code	Type	Percentage	Load On Main Item Category
		Cess	0	<input checked="" type="checkbox"/>

Post To Item Category Set Accounting Ledger Delete

Note: For any kind of tax change, please update Unit List Price (With Taxes) at Item level as required.

Accounting Ledger (For Inventory/Accounting Purpose)

^ For Sale Tax		CL	Set
^ For Purchase Tax		CL	Set
^ For Sale Tax Exemption Refund		CL	Set
^ For Purchase Tax Exemption Refund		CL	Set

Create Sub-Ledger based on Tax Percentage

SALE TAXES



Sale Tax	SC
Central Goods & Services Tax	CGST
Integrated Goods & Services Tax	IGST
State Goods & Services Tax	SGST
Excise Duty	ExD
Export Duty	ED
Goods and Services Tax	GST
Import Duty	ID
Local Body Tax	LBT
Service Tax	ST
Value Added Tax	VAT

Tax Registration Name	GSTIN
Sale Tax Name	State Goods & Services Tax
Short Code	SGST
Active	<input checked="" type="checkbox"/> Default <input type="checkbox"/> Input Credit Disallowed <input type="checkbox"/>
Tax Type	<input checked="" type="radio"/> Main <input type="radio"/> Cess <input type="radio"/> Surcharge

Note: Cess/Surcharge selected here is calculable on Considerable Value.

Default Charging Method	Percentage
Default Tax Rate (%)	9
Default Considerable Value (%)	100
By Default Applies On	Sale Price

Include in Sale Price for Subsequent Tax Calculation

Sort Order 100

Post To Sale/Purchase Types

Quick Changes To Item Category

Quick Changes To Items

Quick Changes To Additional Charges

Tax On Tax (Cess / Surcharge)

Note: Cess/Surcharge selected here is calculable on Tax Value.

Cess / Surcharge Name	Short Code	Type	Percentage	Load On Main Item Category
		Cess	0	<input checked="" type="checkbox"/>

Post To Item Category Set Accounting Ledger Delete



Please explore all the other options and features available here in order to use those to match your business needs.

The Sale Taxes are used in conjunction with other factors to define Sale Types. To configure the Sale Types (very important), please refer to the Help Docs section of our website for instructions on How to Set Up Sale Types in Billing Register?

Note: For any kind of tax change, please update Unit List Price (With Taxes) at Item level as required.