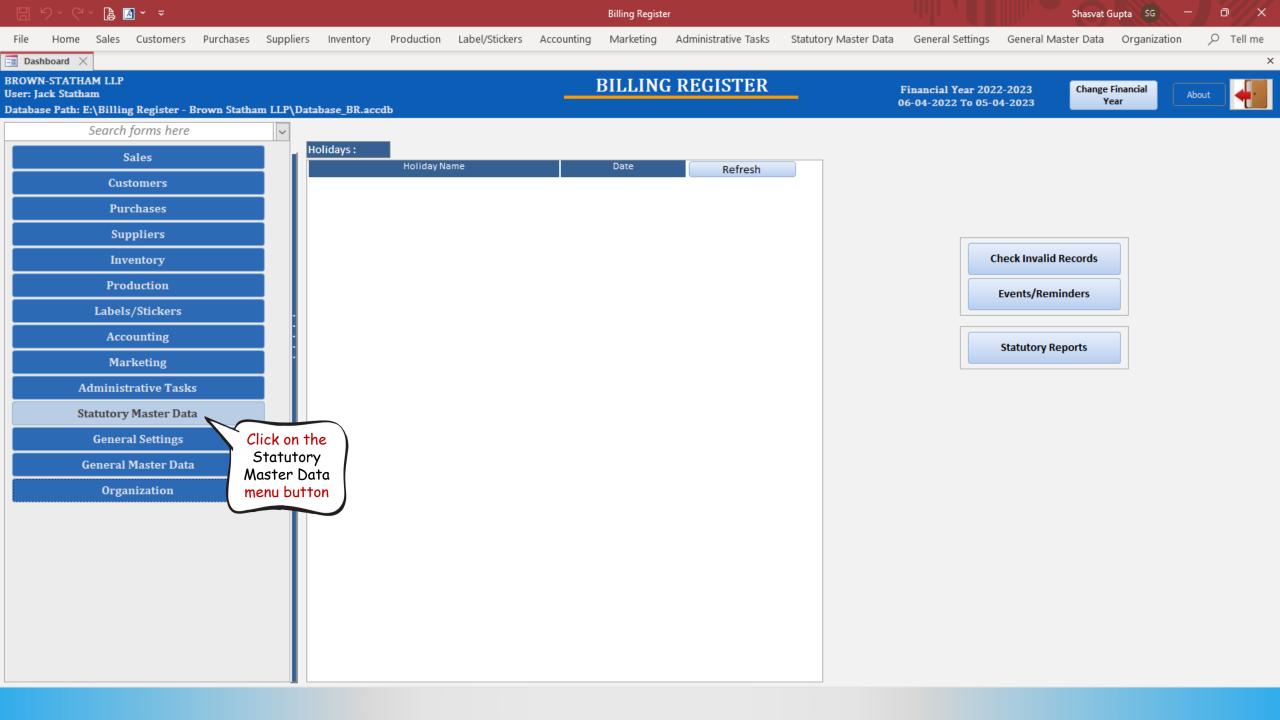
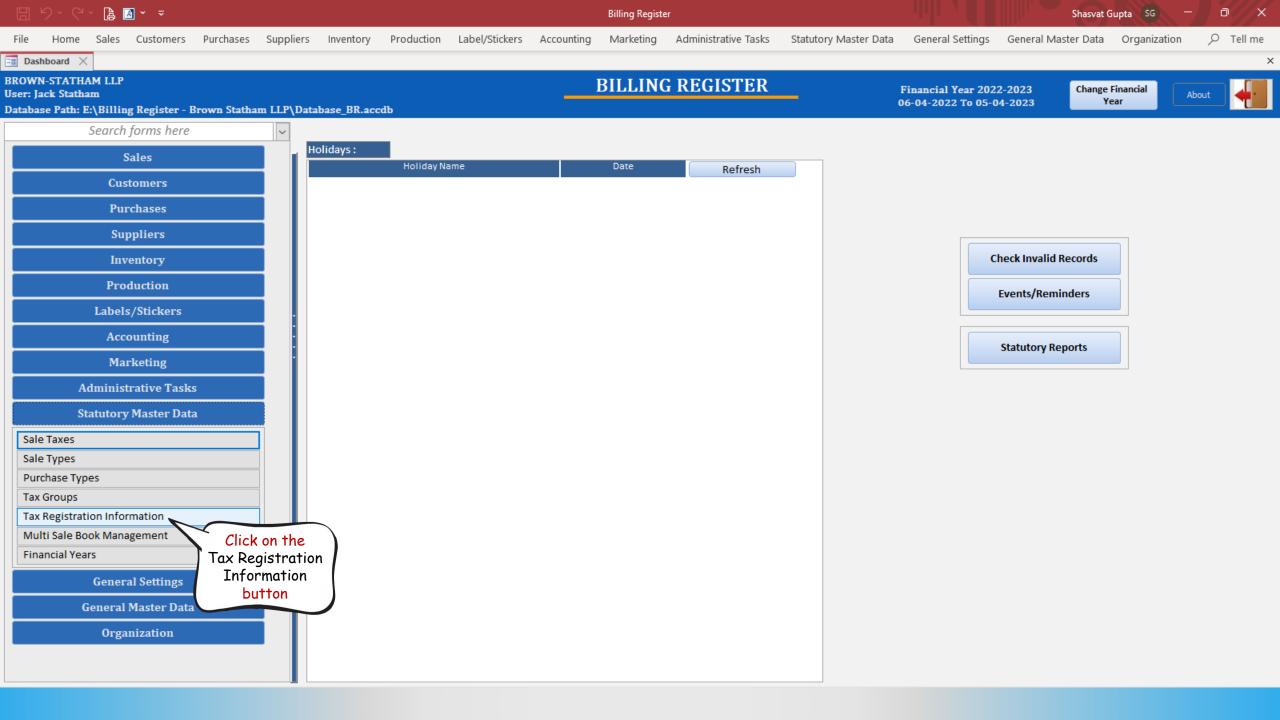


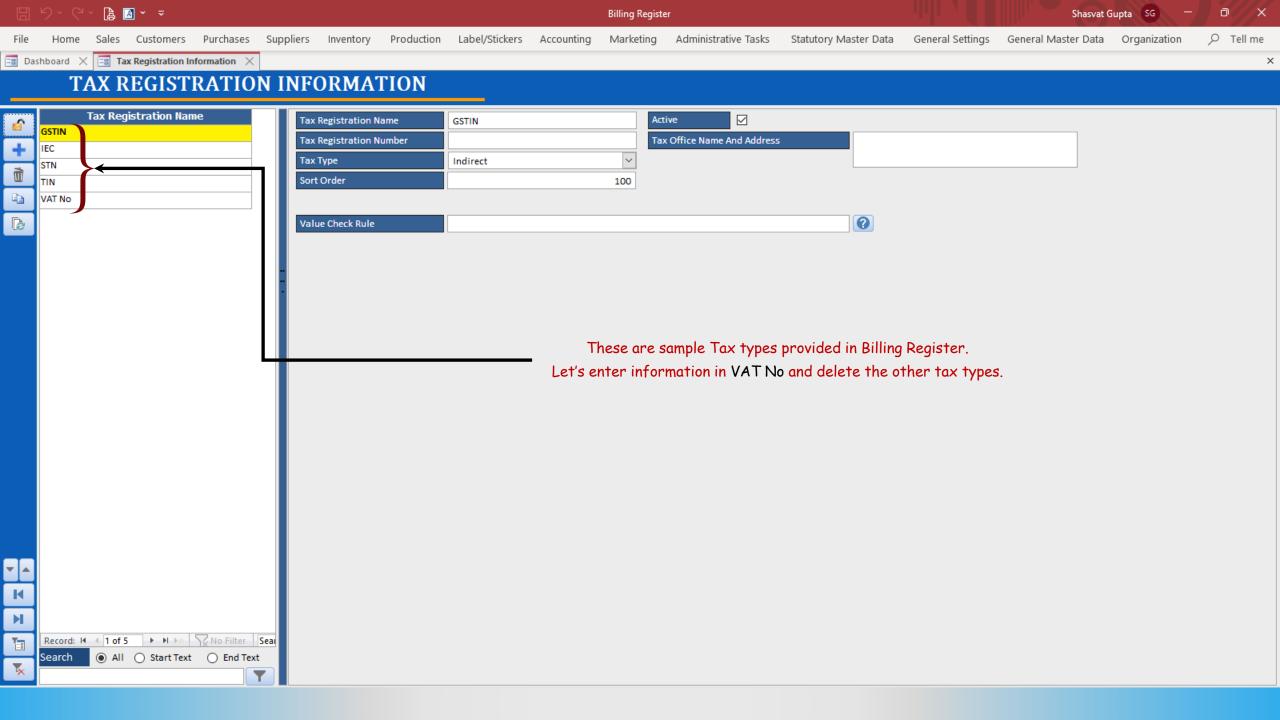
## **STEPS**

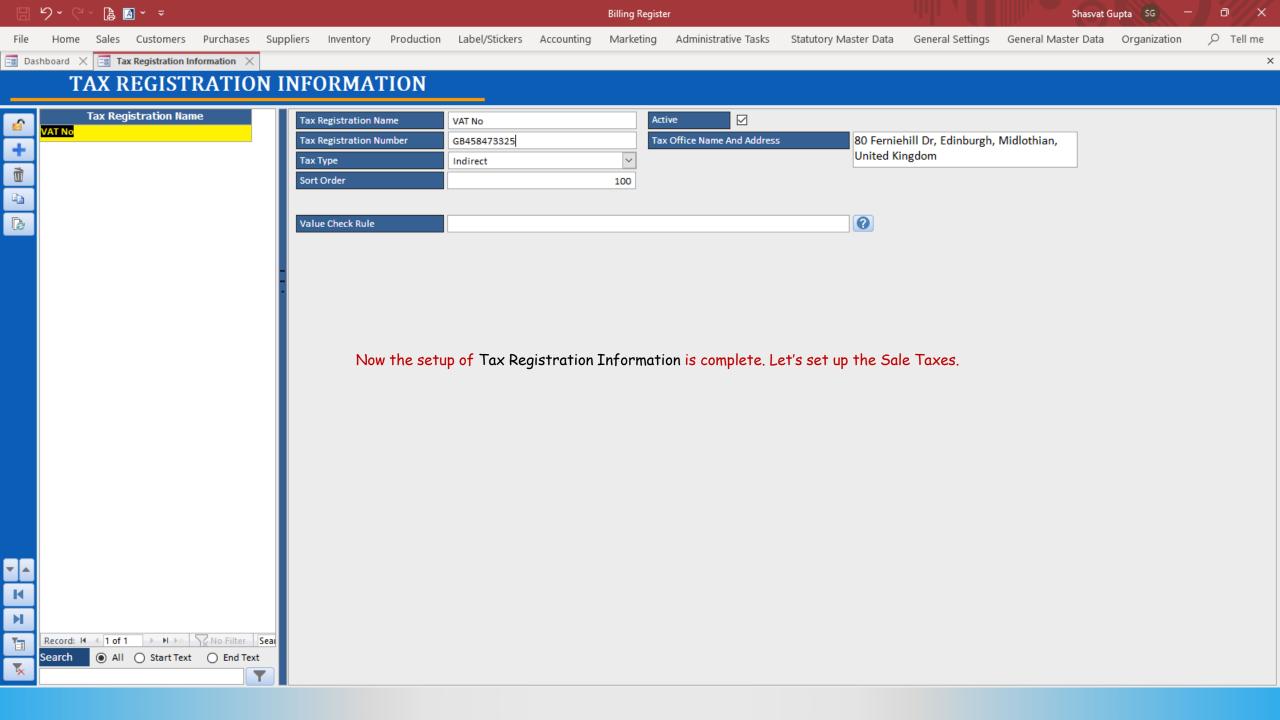
Step 1: Set up Tax Registration Information
Step 2: Set Up Sale Taxes
Step 3: Set Up Sale Types

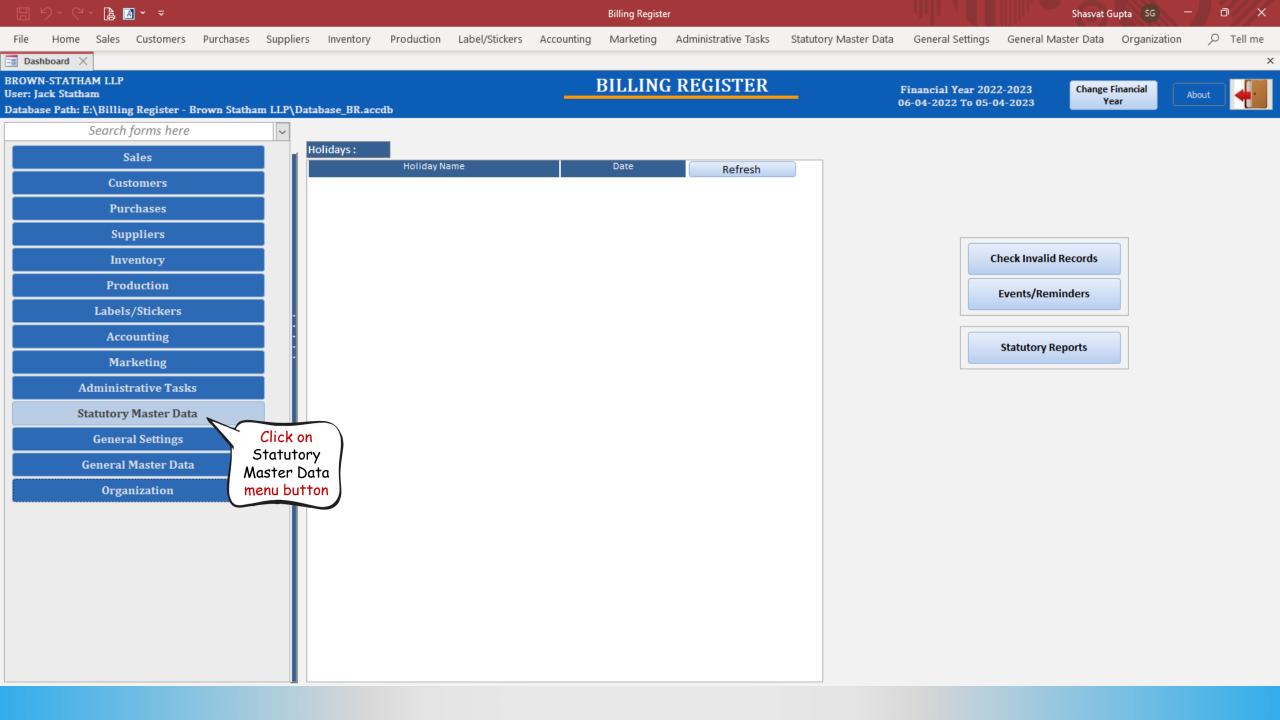


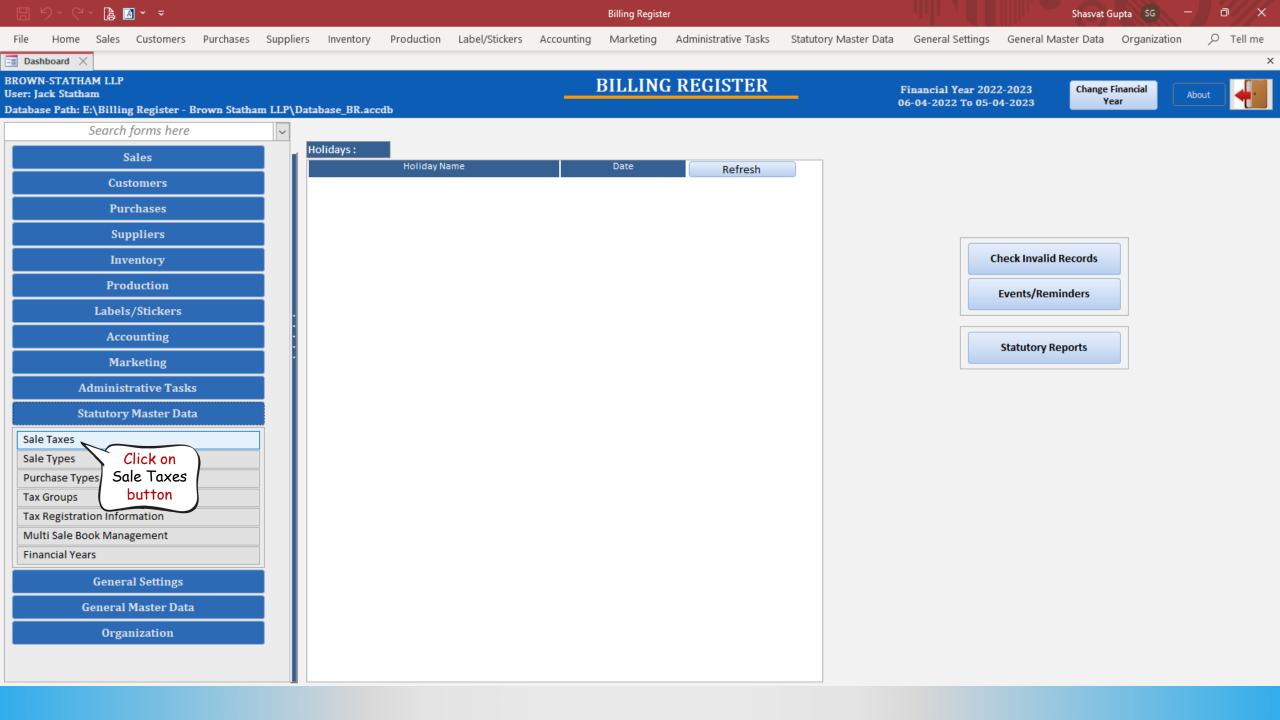


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|--------|------------------------------|--------------------|--------------------|-------|----------|-------------|--------|---------|----------------|------------|----------------|---------------------------|--------------|------------|------------------|---------------------|--------------|-----------|
| File   | Home Sale                    | s Customers        | Purchases          | Suppl | iers Ir  | nventory    | Produ  | ction l | .abel/Stickers | Accounting | Marketing      | Administrative Tasks      | Statutory Ma | aster Data | General Settings | General Master Data | Organization | 𝒫 Tell me |
| == Das | shboard 🗙 🔳                  | Tax Registration I | nformation $	imes$ |       |          |             |        |         |                |            |                |                           |              |            |                  |                     |              | ×         |
|        | TAX REGISTRATION INFORMATION |                    |                    |       |          |             |        |         |                |            |                |                           |              |            |                  |                     |              |           |
|        | Tax R                        | egistration Nai    | me                 |       | Tax Reg  | istration I | Name   | G       | STIN           |            | Ad             | tive 🔽                    |              |            |                  |                     |              |           |
| +      | Click her                    | e                  |                    |       | Tax Reg  | istration I | Number |         |                |            |                | x Office Name And Address | 5            |            |                  |                     |              |           |
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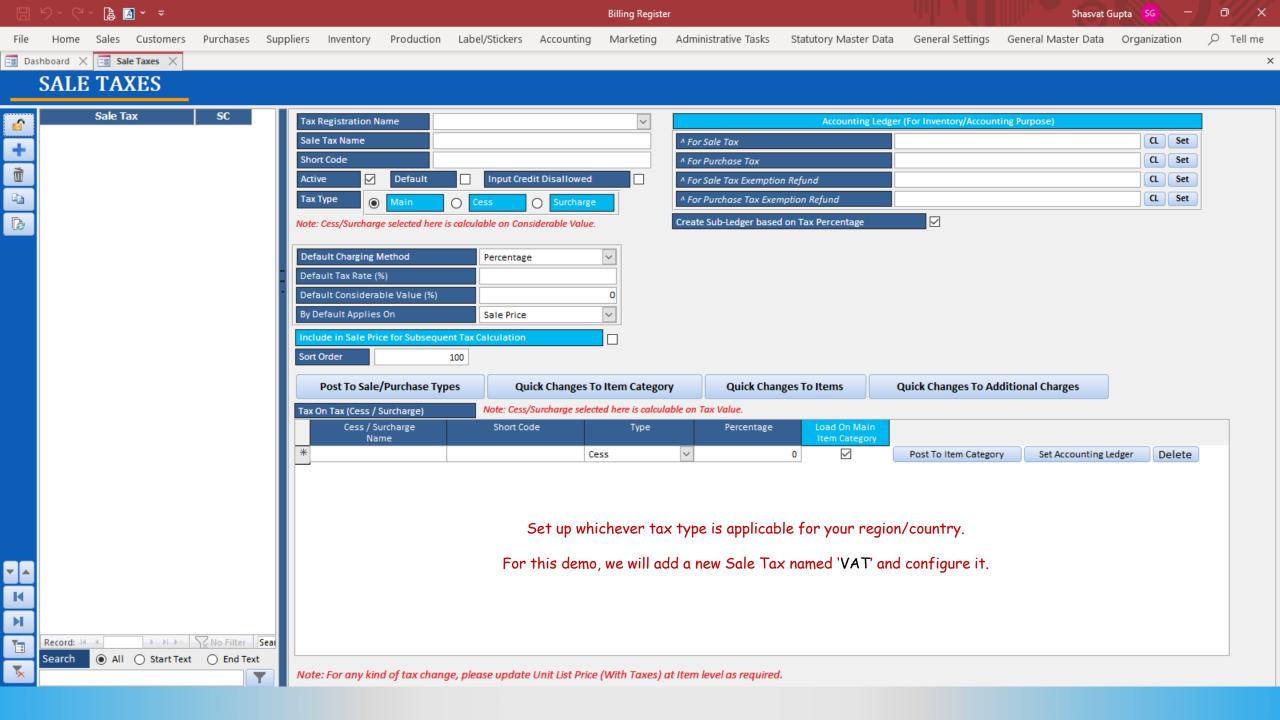


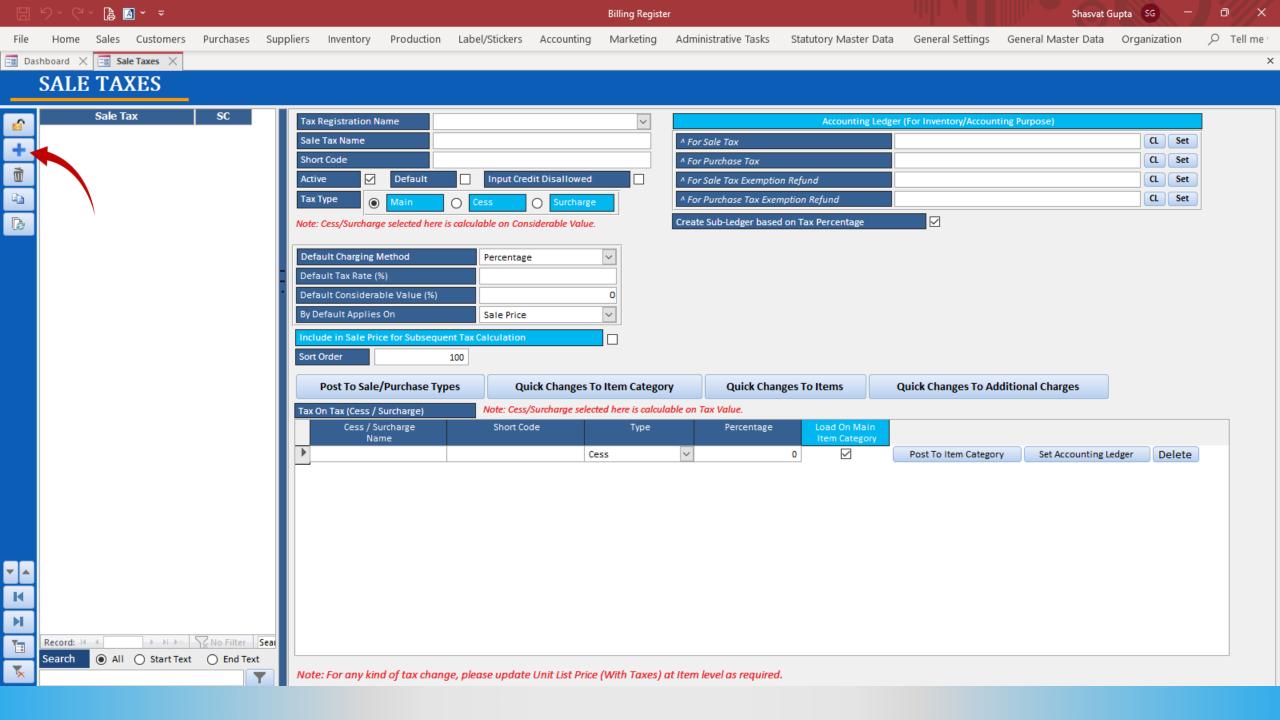






|      |            | · 👍 🖪 ~ 👻        |           |             | Billing Register                                     |                 |                       |                  |                            |   |                 |                              | Shasvat Gupta SG — Č                   |            |              |  |
|------|------------|------------------|-----------|-------------|--|-----------------|-----------------------|------------------|----------------------------|---|-----------------|------------------------------|--|------------|--------------|--|
| File | Home       | Sales Customers  | Purchases | Suppliers   | Inventory  | Production      | Label/Stickers        | Accounting       | Marketing                  | Administrative Tasks  | Statutory Maste | er Data General Setting      | s General Master Data                  | Organizati | on 🔎 Tell me |  |
|      |            | 📑 Sale Taxes 🛛   |           |             |  |                 |                       |                  |                            |   |                 |                              |  |            |              |  |
|      | SALE       | TAXES            |           |             |  |                 |                       |                  |                            |   |                 |                              |  |            |              |  |
|      |            | Sale Tax         | SC        | Tax         | Registration Na                                      | ame             |                       |                  | ~                          |   | Accountin       | ng Ledger (For Inventory/Acc | ger (For Inventory/Accounting Purpose) |            |              |  |
| +    | Click      | here             |           | Sale        | a Tax Name   |                 |                       |                  |                            | ^ For Sale Tax  |                 |                              |  | α          |              |  |
| Ì    | to Ur      |                  |           |             | rt Code  | Defeult         |                       | edit Disallowed  |                            | ^ For Purchase Tax  |                 |                              |  | <u>а</u>   |              |  |
|      | the f      | form             |           | Acti<br>Tax | ve 🗹<br>Type 💿                                       | Default<br>Main | Cess                  | O Surcharg       |                            | <ul> <li>For Sale Tax Exemp</li> <li>For Purchase Tax Ex</li> </ul> |                 |                              |  | (u)        |              |  |
| B    |            |                  |           |             |  |                 | is calculable on Co   |                  |                            | Create Sub-Ledger ba  |                 | e 🗹                          |  |            |              |  |
|      |            |                  |           |             |  |                 |                       |                  |                            |   |                 |                              |  |            |              |  |
|      |            |                  |           |             | ault Charging N<br>ault Tax Rate (%                  |                 | Percenta              | ge               | ~                          |   |                 |                              |  |            |              |  |
|      |            |                  |           |             | ult Considerat                                       |                 |                       |                  | 0                          |   |                 |                              |  |            |              |  |
|      |            |                  |           | By D        | efault Applies                                       | On              | Sale Price            | 2                | $\sim$                     |   |                 |                              |  |            |              |  |
|      |            |                  |           |             | Include in Sale Price for Subsequent Tax Calculation |                 |                       |                  |                            |   |                 |                              |  |            |              |  |
|      |            |                  |           |             | Sort Order 100                                       |                 |                       |                  |                            |   |                 |                              |  |            |              |  |
|      |            |                  |           |             | Post To Sale/  |                 |                       |                  | To Item Catego             |   | anges To Items  | Quick Changes To             | Additional Charges                     |            |              |  |
|      |            |                  |           | Tax         | On Tax (Cess / S<br>Cess / Su                        |                 | Note: Ces.<br>Short C |                  | cted here is calcu<br>Type | Ilable on Tax Value.<br>Percentag                                   | e Load On M     | ain                          |  |            |              |  |
|      |            |                  |           |             | Nan  |                 |                       |                  |                            |   | Item Categ      | gory                         |  |            |              |  |
|      |            |                  |           |             |  |                 |                       |                  |                            |   |                 |                              |  |            |              |  |
|      |            |                  |           |             |  |                 |                       |                  |                            |   |                 |                              |  |            |              |  |
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| н    |            |                  |           |             |  |                 |                       |                  |                            |   |                 |                              |  |            |              |  |
| 13   | Record: 14 |                  | No Filter |             |  |                 |                       |                  |                            |   |                 |                              |  |            |              |  |
| 5    | Search     | All O Start Text |           |             | : For any kind                                       | d of tax chan   | ge, please updat      | e Unit List Pric | e (With Taxes)             | at Item level as requir   | ed.             |                              |  |            |              |  |





🔺 👻 🔻 **Billing Register** Shasvat Gupta SG ♀ Tell me Home Sales Customers Purchases Suppliers Inventory Production Label/Stickers Accounting Marketing Administrative Tasks Statutory Master Data General Settings General Master Data Organization File 📲 Sale Taxes 🛛 🛛 × Dashboard 🗙 SALE TAXES Sale Tax SC  $\sim$ 6 **Tax Registration Name** Accounting Ledger (For Inventory/Accounting Purpose) 🔳 Add Sale Tax Х CL Set Sale Tax Name + Short Code CL Set **ADD SALE TAX** Ť  $\checkmark$ Default CL Set Active Đ Tax Registration Name  $\sim$ CL Set Tax Type ۲ Sale Tax Name ß Note: Cess/Surcharge selected here tage Short Code Input Credit Disallowed **Default Charging Method**  $\sim$ Default Tax Rate (%) **Default Charging Method** Percentage Default Considerable Value (%) Default Tax Rate (%) By Default Applies On 100 Default Considerable Value (%)  $\sim$ nclude in Sale Price for Subseq Sale Price By Default Applies On Sort Order Post tax value into existing Item Categories/Items Post tax value into existing Additional Charges Post To Sale/Purchase Typ **Quick Changes To Additional Charges** Applicable for Sale/Purchase Types Tax On Tax (Cess / Surcharge) Sale/Purchase Type >Select Cess / Surcharge • Cash Sale to Business Name  $\checkmark$ Cash Sale to Consumer Post To Item Category Set Accounting Ledger Delete Credit Sale to Business Credit Sale to Consumer • Add Cancel ▼ ▲ K Ы

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

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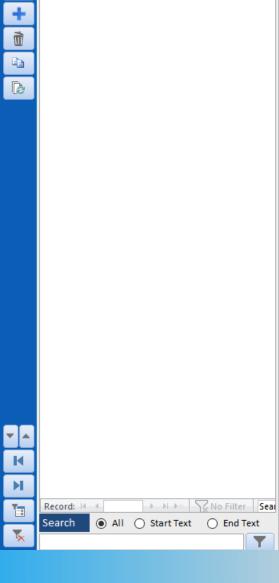
 Image: Dashboard
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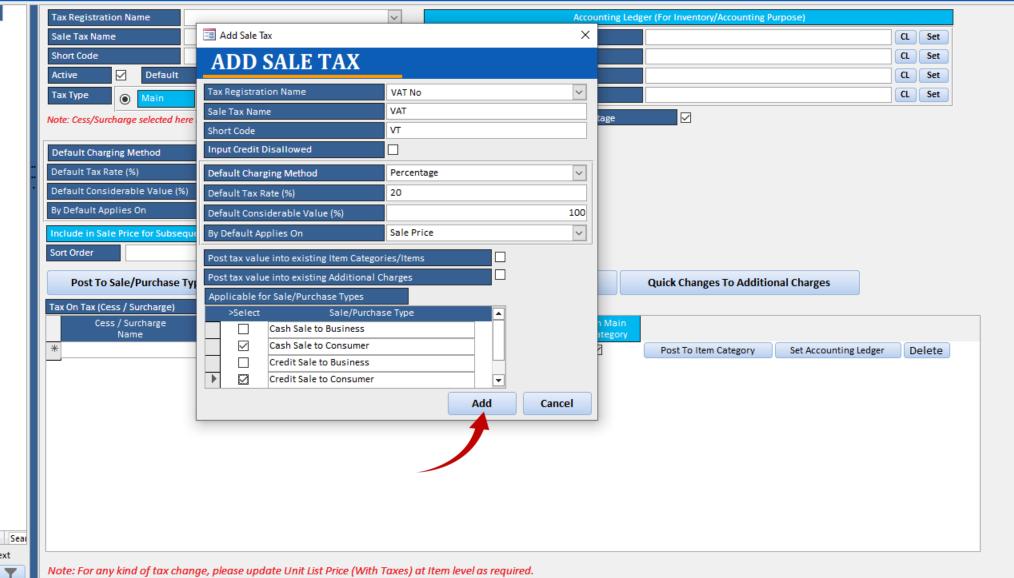
## SALE TAXES

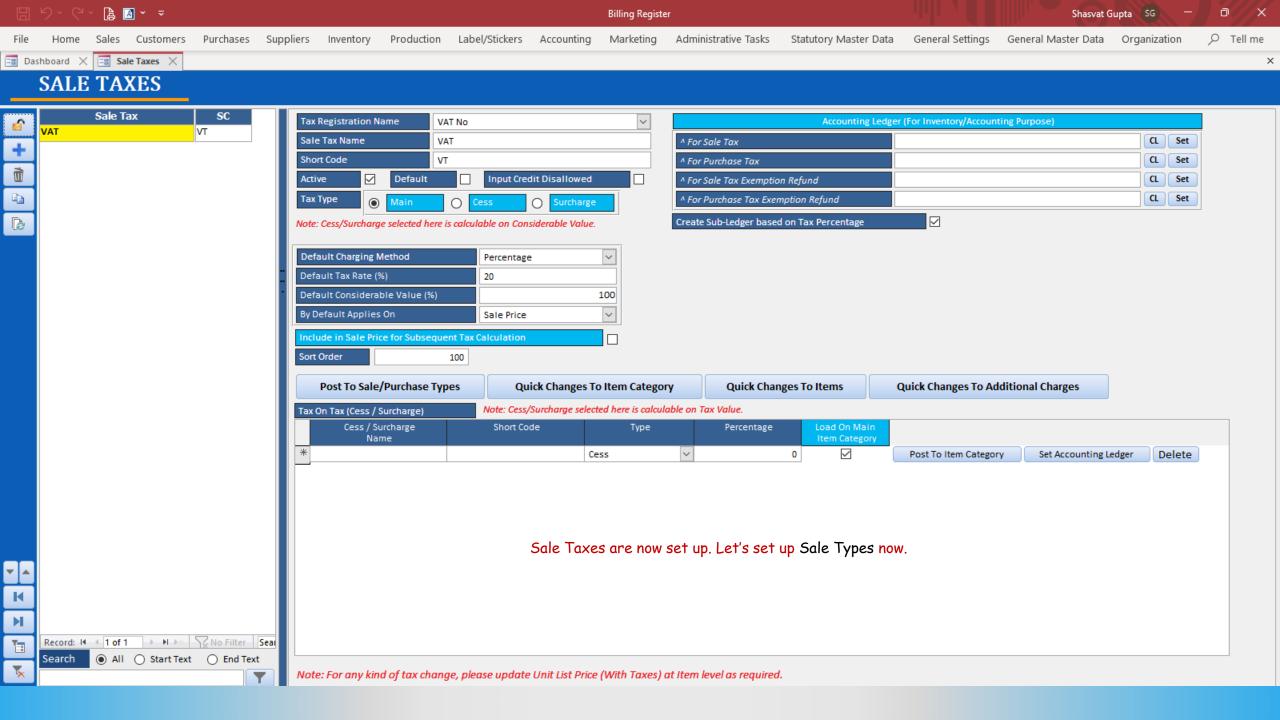
6

Sale Tax

SC







## SIGNIFICANCE OF SALE TYPES IN BILLING REGISTER

Sale Types form a very crucial component of Billing Register.

A Sale Type acts as a bridge between Sale Geography, Cash/Credit, Type of Customer, and Type of Sale Tax.

It combines multiple factors in determining invoice format, contents of the invoice, paper size of the invoice and taxes to be applied on a sale.

Hence, it is important that you set up Sale Types before using Billing Register to make a sale.

