# **Generating Service Invoice in BUSY**

## **Overview**

Under GST regime services are taxable and attract GST. While supplying outward services, user needs to generate GST compliant invoices same as in case of goods. Since goods and services are different concepts, there are a few things which need to be taken care of while generating service invoice. In this document we will discuss all the problem areas related to generation of service invoice.

## Steps Involved to Generate Service Invoice

- Create Item Masters for Services
- Enter Sales/Supply Outward Voucher
- View/Print Sale Reports

Now, let us discuss the above mentioned steps in detail:

#### Step 1: Create Item Masters for Services

First of all you need to create Item Masters for services that you are offering. In case of service Items we need not to maintain stock of Item. To manage this, while creating Item Master for services, set **Unit** to '**N.A.'** and specify '**Y**' under **Don't Maintain Stock Balance** option as there is no physical item whose stock can be maintained.

We will take example of 'Services Charges' which are being charged while rendering any services like repair of computer. Given below is the screenshot of Item Master to be created for service Item.

Name       Repair Charges         Alias       Print Name       Repair Charges         Group       General         Main Unit Details       Sale Discount       0,00         Main Unit Details       Sale Oiscount       0,00         Unit       N.A.       Specify Sales Disc. Structure       Specify Purc. Disc. Structure       N         Op. Stock (Qty.)       0.00       Purc. Comp. Markup       Purc. Comp. Markup       Purc. Comp. Markup         Sale Services 18%       Sales Markup Structure       Specify Purc. Markup       Specify Purc. Markup         Purc. Price (NA)       0.00       Purc. Price opplied on       Purc. Price Purc. Markup Structure       Specify Purc. Markup Structure         Sales Price applied on       Purc. Price (NA)       0.00       Purc. Price (NA)       0.00         Maints ains RG-23D       Tariff Heading       Serial No-wise Details       Parameterized Details         Maints ain RG-23D       Tariff Heading       Serial No-wise Details       Parameterized Details         Maints ain RG-23D       Tariff Heading       Serial No-wise Details       Parameterized Details         Maints RG-23D       Tariff Heading       Serial No-wise Details       Parameterized Details         Maints RG-23D       Tariff Heading       Specify Date Required       <					A	dd Item Maste	90	
Main Unit Details       Purc. Markup         Juit       N.A.         Op. Stock (Ot).       D.00         Sp. Stock (Value)       Sale Markup         Tax Category       Services 18%.         HSN/SAC Code for GST 9076          Team Price Info          Sales Price applied on       Purc. Price applied on         Sales Price (NA.)       0.00         Purc. Price (NA.)       0.00         Main Sales Price (NA.)       0.00         Self-Value       Set Critical Level (Y/N)       Y         Packaging Unit Details       Parameterized Details         Packaging Unit Details       Default Unit for Purc.         Sales Price       Purc. Price         Default Unit for Sales       Default Unit for Purc.         Tex Inclusive Sales Price       N         Tex Inclusive Sales Price N       Tax Inclusive Purc.         Sales Price       Purc. Price         Sales Price       Purc. Price         Sales Price       Purc. Price         Specify Sales Account       Y         Specify Purc Account       N         Specify Purc Account       N         Specify Purc Account       N	Name Repair Ch Alias Print Name Repair Ch Group General	harges harges			Discount & Markup Det Sale Discount Sale Compound Dis Specify Sales Disc.S	0.00 c. tructure N	Purc. Discount Purc. Compound D Specify Purc. Disc.	0.00 isc. Structure N
Tax Category       Services 18%         HSN/SAC Code for GST 9076          Sales Price (NA)       0.00         Purc. Price (NA)       0.00         MR.P. (NA)       0.00         MR.P. (NA)       0.00         Self-Val. Price       0.00         Marce (NA)       0.00         Packaging Unit       Con. Factor         Sales Price       Purc. Price         Specify Default Unit for Purc.       Freeze (NC for Item         Tax Inclusive Sale Price N       Tax Inclusive Purchase       N         Specify Sales Account       N       Specify Default Vendor       N         Specify Purc Account       N       Specify Default Vendor       N <th>Main Unit Details Unit N.A Op. Stock (Oty.) 0.00 Dp. Stock (Value)</th> <th></th> <th></th> <th></th> <th>Sale Markup Sale Comp. Markup Specify Sales Marku</th> <th>p Structure</th> <th>Purc. Markup Purc. Comp. Marku Specify Purc.Marku</th> <th>p ip Structure</th>	Main Unit Details Unit N.A Op. Stock (Oty.) 0.00 Dp. Stock (Value)				Sale Markup Sale Comp. Markup Specify Sales Marku	p Structure	Purc. Markup Purc. Comp. Marku Specify Purc.Marku	p ip Structure
Set Critical Level (Y/N)       Y         Sates Price (NA)       0.00         Purc. Price applied on       Purc. Price applied on         Sates Price (NA)       0.00         AR.P. (NA)       0.00         Area       0.00         Self-Val. Price       Default Unit for Purc.         Self-Val. Price       Specify Default MC         Price N       Tax inclusive Purchase       N         Total No. of Authors       (Max. 1) Don't Maintain Stock Balance       N         Specify Purc Account       N       Specify Default Vendor       N         Specify Default Vendor       N       Specify Default Vendor	fax Calenon	Sanicas 18%			-Item Description			
Sales Price (N.A.)       0.00         Purc. Price (N.A.)       0.00         M.R.P. (N.A.)       0.00         Min. Sales Price (N.A.)       0.00         Min. Sales Price (N.A.)       0.00         Self-Val. Price       0.00         Packaging Unit       Con. Factor         Packaging Unit       Con. Factor         Sales Price       Purc. Price         Default Unit for Sales       Default Unit for Purc.         Tax Inclusive Sale Price N       Tax Inclusive Purchase         Specify Sales Account       Y         Specify Purc Account       N	HSN/SAC Code for GST Item Price Info Sales Price applied on	9876	Purc. Price applied on					
Packaging Unit Details     MRP-wise Details     Batch-wise Details       Packaging Unit     Con: Factor     Exp./MIg. Date Required     Expiry Days       Sales Price     Purc. Price     Specity Default MC     Freeze MC for Item       Default Unit for Sales     Default Unit for Purc.     Freeze MC for Item     Don't Maintain Stock Balance       Specity Sales Account     Y     Service Charges Receipts     Pick Item Sizing Info. from Item Description       Specity Purc Account     N     Specify Default Vendor     N	Sales Price (N.A.) Purc. Price (N.A.) M.R.P. (N.A.) Min. Sales Price (N.A.) Self-Val. Price	0.00 0.00 0.00 0.00 0.00			Set Critical Level (Y/N Maintain RG-23D Serial Nowise Detail	s Y	Tariff Heading Parameterized	Details
Default Unit for Sales     Default Unit for Purc.     Freeze MC for Item       Tax Inclusive Sale Price N     Total No. of Authors     (Max. 10.) Don't Maintain Stock Balance       Specify Sales Account     Y     Service Charges Receipts       Specify Purc Account     N       Specify Purc Account     N	Packaging Unit Details Packaging Unit Sales Price		Con. Factor Purc. Price		MRP-wise Details Exp./Mfg. Date Require Specify Default MC	bd	Batch-wise De Expiry Days	tails
Tax Inclusive Sale Price N         Tax Inclusive Purchase         N         Total No. of Authors         (Max. 10.) Don't Maintain Stock Balance         N           Specify Sales Account         Y         Security Sales Account         Y         Prick Item Sizing Info. from Item Description         Specify Purc Account         N         Specify Default Vendor         N         Specify Default	Default Unit for Sales	10	Default Unit for Purc.	8.0	Freeze MC for Item		start proteine	
Specify Purc Account N Specify Default Vendor N	av Inclusive Sale Price	N. Cassies C	Tax Inclusive Purchase	N	Total No. of Authors	(Max. 10	) Don't Maintain Stoc	k Balance Y
	Specify Purc Account	N			Specify Default Vendo	r N	30001	-

#### Step 2: Enter Sales/Supply Outward Voucher

Next, enter the Sales/Supply Outward Voucher for the service rendered. Given below is the screenshot of Sales/Supply Outward Voucher to be entered for Repair Charges.

eries	Main Date	01-04-2018	(\$	un) Vch No.	1	Add Sale Type	Sales Vouc L/GST-18%	her 6	
arty arratio	Cesh (Cur. Bal. : Rs. 0.00 on	)(GSTIN/UIN:)		Mat. Cer	ntre Main Store				
.N.	Item			1	Qty.	Unit	Price (	(Rs.)	Amount (Rs.)
1	Repair Charges				0.00	N.A.	(	0.00	1,200.00
2					7			_	
3									
4			Th	ese colum	nns are frozei	n as Item Uni	t is set to	N.A.	
5									
7	-								
8									
9									
10									
11									
			Apply	Tax (F4)	0.00				1,200.00
ast Su ax Ra	ate Taxable Amt.	CGST SGST	S.N.	Bill Sundry			@		Amount (Rs.)
+9%	1,200.00	108.00 108.00	1	CGST			9.000	%	108.00
			2	SGST			9.000	%	108.00
			3						
Totals	1,200.00	108.00 108.00	4	-					
0.000			5	1					
									1,416.00
		1		ACC I	тем	Hadaba Prasana	Charles	chana	
Ich. I	Detail Master Detail	Party Dash Boan	1 1 1 1 1 1 1 1	State and a state of the	A 4 17 18	Update Discount	I DECK 3	e ne me	Save I Duit

In the above screen you can clearly see that quantity has been set to zero so that it won't impact the stock. CGST/SGST has been charged in the same manner as in case of goods.

Above service invoice will be reflected in GST reports perfectly.

Now let us take another example of 'Rent'. While we rent out our commercial property, we need to generate rent invoice along with GST. Given below is the screenshot for rent invoice.

eries	Main	Date	01-04-2018	()	Run ) Vch N	0. 3	<u>A</u> Sale Typ	dd Sales Vouch e L/GST-18%	ler		
arty arratio	Brij Moh (Cur. Bal. :	an Sharma Rs. 41,300.00	n ) Dr.) (GSTIN / UIN	: 07AW	Mat. C DF1234A1ZA )	centre Main Store					
S.N.	Item		<u>`\</u>		2	Qty.	Unit	Price (I	Rs.)	Amount (Rs	.)
1	Rent					0.00	N.A.	0	.00	32,000.0	0
3 4 5 6 7 8 9 10		Se	lect the pa	rty to	) whom s	ervices is bein	g offered				
				Apph	Tax (F4)	0.00				32,000.0	0
GST SU Tax Ra	mmary Ite Taxable	Amt.	CGST SGST	S.N.	Bill Sundr	у		@		Amount (Rs	.)
+9%	32,00	0.00 2,8	30.00 2,880.00	1	CGST			9.000	%	2,880.0	0
				2	SGST			9.000	%	2,880.0	0
				3					1 1		
Totals	32.00	0.00 2.88	0.00 2.880.00	-4							_
					4			-		37 760 0	0
										01,100.0	0

It is exactly the same as with 'Service Charges' invoice except the Item has been changed to 'Rent'.

You can print the Invoice at the time of voucher saving only. Given below is the screenshot of Sales Invoice for rental services provided.

GSTIN : 07ARBPM1234A1ZA	TAX INVOICE	tech			Original Copy
Invoice No. : 3 Date of Invoice : 01-04-2018	Place of S Reverse C	upply barge	: Delhi : N	(07)	
<i>Billed to :</i> Brij Mohan Sharma	<i>Shipped</i> : Brij Mohar	<i>to :</i> n Sharma			
GSTIN/ UN : 07ASCP@587C12M	GSTIN/ U	σN	07A5	CP@587CIZM	
S.N. Description of Goods	HSN/SAC Code	Qty.	Unit	Price	Amount(₹)
1. Rent	0087				35,000.00
Add : COST Add : SOST			Ø Ø	9.00 % 9.00 %	<b>35,000.00</b> 3,150.00 3,150.00
Tec Rate Tecable Aret. CGST SGST Total Tax 18% 35,000.00 3,150.00 3,150.00 6,300.00			G	irand Total ₹	41,300.00
Tama & Godiliona E.&.O.E.	Receiver's Signatur	• •			
<ol> <li>Goods once sold will not be taken back.</li> <li>Interest @ 18% p.a. will be charged if the payment is not made with in the stipulated time.</li> <li>Subject to 'Delhi' Jurisdiction only.</li> </ol>				For Globi	is Computech

If you want to remove Qty., Unit and Price column in invoice printing then go to Administration  $\rightarrow$  Configuration  $\rightarrow$  Voucher Configuration  $\rightarrow$  Select the Voucher  $\rightarrow$  Specify 'Y' under 'Skip Item Quantity/Unit/Price option. Given below is the screenshot of Voucher Configuration window.

		Voucher Configuration			
No. Of Optional Fields	(Maximum 20)	Voucher Type - Sales : Series - Main Input Transport	Details	Y	
Add. Field With Item	N	Auto Round off	Final Amt	N	
Name		Print Accounts V	/oucher After Saving	N	
tem-wise Description	N	Print Inventory V	oucher After Saving	N	
tem-wise Discount	N	Print Sales Invo	ice After Saving	Y Configure	1
Specify Discount Structure		Print Item Barco	de After Saving	N	_
llem-wise Markup			de ratif eening	1.20	
Specify Markup Structure		Send E-Mail After	er Saving	N	
Separate Billing/Shipping Details	N Applicable Fo		Saving	N	
Specify Key Field	GST Report B	Specify 'Y' in this data field	nt Details	N	
Innut liem MRP	N	E romocrocimitat	e Saving in Database		
Skip Item QuantityUnit/Price		Vch. Image Fold	der		
tems Sorting While Saving	-None-	Change Vouche	er Type Captions		
Set Default Date in Voucher as	Last Vch. Date	Long Name (to	be shown during data entry)		
Enable Packing Details		Short Name (to	be shown in reports)		
Package Weight Unit					
		Prompt to 'Copy	Voucher' after Saving	N	
		Specify Larget V	/cn i ype		
Zero Value Validation	N	Show Tay Sumr	mary	~	
		Enable Advance	ed POS Data Fotry	N	
Filter value for Party drondown	N	Configure	e Standard POS Ontions	1	
Filles velue for it any drop down			c standard i d's options	1	
	IN				

Now, when you will print the invoice, Qty/Unit and Price columns will be removed. Given below is the screenshot of Invoice without Qty/Unit and Price columns.

GSTIN : 07ARBPM1234A1ZA	TAX INVOICE bus Computech	Original Copy
Invoice No. : 3 Date of Invoice : 01-04-2018	Place of Supply : Delhi (07) Reverse Charge : N	
<i>Billed to :</i> Brij Mohan Sharma	<i>Shipped to :</i> Brij Mohan Sharma	
GSTIN/ UIN : 07ASCP@587C12M	GSTIN/ UIN : 07A5CP@587CLZM	
S.N. Description of Goods	HSN/SAC Code	Amount(₹)
1. Rent	0087	35,000.00
Add : 035 Add : 535	т Ф 9.00 % т Ф 9.00 %	<b>35,000.00</b> 3,150.00 3,150.00
Tec Rate Technik CGST SGST Total Ta 18% 35,000.00 3,150.00 3,150.00 6,300.0 Rupees Forty One Thousand Three Hundred (	Grand Total ₹	41,300.00
Terma & Conditiona E.&.O.E.	Receiver's Signature ;	
<ol> <li>Goods once sold will not be taken back.</li> <li>Interest @ 18% p.a. will be charged if the payment is not made with in the stipulated time.</li> <li>Subject to 'Delhi Juriadiction only.</li> </ol>	For Globu Authorise	s Computech ed Signatory

# Step 3: View/Print Sale Reports

Sales Invoice entered for services will be reflected in GSTR-1. To view GSTR-1 screen report go to: **Display**  $\rightarrow$  **GST Reports**  $\rightarrow$  **GST Returns**  $\rightarrow$  **GSTR-1**. Given below is the screenshot of GSTR-1 screen report.

Section Name	No. of Rec	Total Central Tax A	Total State/UT Tax	Total Integrated Tax A	Total CESS
B2B Invoices - 4A, 4B, 4C, 6B, 6C	1	2,880.00	2,880.00		
B2C(Large) Invoices - 5A, 5B	0				
B2C(Small) Details - 7	1	108.00	108.00		
Credit/Debit Notes(Registered) - 9B	0				-
Credit/Debit Notes(Unregistered) - 9B	0				
Exports Invoices - 6A	0				
Tax Liability(Advances Recieved) - 11A(1), 11	0				
Adjustment of Advances - 11B(1), 11B(2)	0				
Nil rated, Exempted and Non GST (8)	0				
HSN-wise Summary of Outward Supplies - 12	2	2,988.00	2,988.00		
Summary of documents issued during the tax p	1				
Total Tax Liability					

Services rendered to registered party will appear in **B2B** section whereas services rendered to unregistered party will appear in **B2C** section.

With this we have completed the process of Generating Service Invoice from BUSY.

<<< (2) Thank You (2) >>>