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.

Add Item Master

Name	Repair Charges
Alias	
Print Name	Repair Charges
Group	General

Main Unit Details

Unit	N.A.
Op. Stock (Qty.)	0.00
Op. Stock (Value)	

Tax Category	Services 18%
HSN/SAC Code for GST	9876

Item Price Info

Sales Price applied on	Purc. Price applied on
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
Self-Val. Price	0.00

Packaging Unit Details

Packaging Unit	Con. Factor
Sales Price	Purc. Price
Default Unit for Sales	Default Unit for Purc.
Tax Inclusive Sale Price N	Tax Inclusive Purchase N
Specify Sales Account Y	Service Charges Receipts
Specify Purc Account N	

Discount & Markup Det.

Sale Discount	0.00	Purc. Discount	0.00
Sale Compound Disc.		Purc. Compound Disc.	
Specify Sales Disc.Structure	N	Specify Purc. Disc.Structure	N

Sale Markup	Purc. Markup
Sale Comp. Markup	Purc. Comp. Markup
Specify Sales Markup Structure	Specify Purc.Markup Structure

Item Description

Set Critical Level (Y/N)	Y

Maintain RG-23D	Tariff Heading
Serial No.-wise Details	Parameterized Details
MRP-wise Details	Batch-wise Details
Exp./Mfg. Date Required	Expiry Days
Specify Default MC	
Freeze MC for Item	
Total No. of Authors (Max. 0)	Don't Maintain Stock Balance Y
Pick Item Sizing Info. from Item Description	
Specify Default Vendor	N

Notes	Opt. Fields	Multiple Alias	ITEM IMAGE		Save	Quit

Esc=>Quit F2=>Done

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.

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.

S.N.	Item	Qty.	Unit	Price (Rs.)	Amount (Rs.)
1	Rent	0.00	N.A.	0.00	32,000.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Series   Main   Date 01-04-2018   (Sun)   Vch No.   3   Sale Type L/GST-18%

Add Sales Voucher

Party   Brij Mohan Sharma   Mat. Centre   Main Store
(Cur. Bal. : Rs. 41,300.00 Dr) (GSTIN / UIN : 07AWEDF1234A1ZA)

Narration

Select the party to whom services is being offered

Apply Tax (F4)   0.00   32,000.00

GST Summary

Tax Rate	Taxable Amt.	CGST	SGST
9+9%	32,000.00	2,880.00	2,880.00
Totals	32,000.00	2,880.00	2,880.00

S.N.	Bill Sundry	@	Amount (Rs.)
1	CGST	9.000 %	2,880.00
2	SGST	9.000 %	2,880.00
3			
4			
5			

37,760.00

Vch. Detail   Master Detail   Party Dash Board   VCH IMAGE   ACC IMAGE   ITEM IMAGE   Update Discount   Check Scheme   Save   Quit

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.

    Original Copy

TAX INVOICE
Globus Computech

Invoice No. : 3	Place of Supply : Delhi (07)
Date of Invoice : 01-04-2018	Reverse Charge : N

Billed to : Brij Mohan Sharma	*Shipped to* : Brij Mohan Sharma
GSTIN/ UIN : 07ASCPG9587C1ZM	GSTIN/ UIN : 07ASCPG9587C1ZM

S.N.	Description of Goods	HSN/SAC Code	Qty.	Unit	Price	Amount (₹)
1.	Rent	0087	--	--	--	35,000.00
						35,000.00
	Add : CGST		@	9.00 %		3,150.00
	Add : SGST		@	9.00 %		3,150.00
					Grand Total ₹	41,300.00

Tax Rate	Taxable Amt.	CGST	SGST	Total Tax
18%	35,000.00	3,150.00	3,150.00	6,300.00

Rupees Forty One Thousand Three Hundred Only

Terms & Conditions
E.&O.E.
1. Goods once sold will not be taken back.
2. Interest @ 18% p.a. will be charged if the payment is not made with in the stipulated time.
3. Subject to 'Delhi' Jurisdiction only.

Receiver's Signature   ;

For Globus Computech

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

Voucher Configuration
Voucher Type - Sales : Series - Main

No. Of Optional Fields	0	(Maximum 20)	Input Transport Details	Y
Add. Field With Item	N		Auto Round off Final Amt.	N
Name			Print Accounts Voucher After Saving	N
Item-wise Description	N		Print Inventory Voucher After Saving	N
Item-wise Discount	N		Print Sales Invoice After Saving	Y	Configure
Specify Discount Structure			Print Item Barcode After Saving	N
Item-wise Markup				
Specify Markup Structure			Send E-Mail After Saving	N
Separate Billing/Shipping Details	N	Applicable Fo	Saving	N
Specify Key Field		GST Report B	nt Details	N
Input Item MRP	N		Prompt for Image Saving in Database	
Skip Item Quantity/Unit/Price	Y		Vch. Image Folder	
Items Sorting While Saving	—None—		Change Voucher 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 Target VchType	
			Specify Series for Target VchType	
Zero Value Validation	N		Show Tax Summary	Y
			Enable Advanced POS Data Entry	N
Filter value for Party dropdown	N		Configure Standard POS Options	
Filter value for Item dropdown	N			

Specify 'Y' in this data field

Save   Quit

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.

TAX INVOICE
Globus Computech

| Invoice No. | : 3 | Place of Supply | : Delhi (07) |
| Date of Invoice | : 01-04-2018 | Reverse Charge | : N |

Billed to :
Brij Mohan Sharma

Shipped to :
Brij Mohan Sharma

| GSTIN/ UIN | : 07ASCPG9587C1ZM | GSTIN/ UIN | : 07ASCPG9587C1ZM |

S.N.	Description of Goods	HSN/SAC Code	Amount (₹)
1.	Rent	0087	35,000.00
			35,000.00
	Add : CGST @ 9.00 %		3,150.00
	Add : SGST @ 9.00 %		3,150.00
		Grand Total ₹	41,300.00

Tax Rate	Taxable Amt.	CGST	SGST	Total Tax
18%	35,000.00	3,150.00	3,150.00	6,300.00

Rupees Forty One Thousand Three Hundred Only

Terms & Conditions
E.&O.E.
1. Goods once sold will not be taken back.
2. Interest @ 18% p.a. will be charged if the payment is not made with in the stipulated time.
3. Subject to 'Delhi' Jurisdiction only.

Receiver's Signature :

For Globus Computech

Authorised 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 → GST Reports → GST Returns → 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				

GSTR-1
From 01-04-2018 to 01-04-2018

Total Tax Liability

B2B Invoices - 4A, 4B, 4C, 6B, 6C : Displays all taxable transactions (both local and central) made to registered dealers along with reverse charge entries and sale made to SEZ unit or deemed exports.

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.

<<< ☺ **Thank You** ☺ >>>