# **Steps for Migration to GST in BUSY**

In this document, we will discuss the steps for migration to GST i.e. step by step procedure for working in GST in your existing BUSY Company. Migration to GST is a very simple process and we have tried to create all the default Accounts, Bill Sundries and Sale / Purchase Types for GST for your convenience. Also the existing VAT Tax Categories will be updated to meet GST requirements so that single Tax Category can be used for both VAT and GST transactions.

For migration to GST, you need to perform the following five steps:

**<u>Step1</u>**: Set Tax Type to GST and create default GST masters

Step 2: Check / Update GST Rates in Tax Category master

Step 3: Check / Update Item HSN Code and Tax Categories in Item master

Step 4: Check / Update Party GSTIN and State in Account master

Step 5: Configure Standard Invoice Printing Format

We will now discuss each of these steps in detail.

# Step1: Set Tax Type to GST and create default GST masters

First of all, you need to set the Tax Type to GST to start working in GST mode. For this, you need to go to *Features* / *Options*  $\rightarrow$  *VAT* / *GST* tab and select the Tax Type as *GST*. After selecting the Tax Type as GST, next specify the GSTIN of the Company in GSTIN field.

Given here is a screenshot of VAT / GST tab.

	VAT/O	GST	
Enable VATIGST Reporting			
(Above option can not be changed if any Sales,	Sales Return, Purchase o	r Purchase Return voucher	has been entered )
	2		
ype GST	Create Default GST	Masters Sig	natory's Details
pe or Dealer Regular			
VAT/GST Details			
LOT NO.			
LBT NO.			
TIN 07123416729		Adjust output	CST in Input VAT
Pick VAT On Bal from VAT Ledger A/c/s/		rialasi aalbai	
GST Details			
GSTIN 07TEWRY12387323			
Transport Details in Local Sales/Purchase	N		
VAT Add. Tax / Cess Config	227		
Enable Add. Tax / Cess	N		
Titem-wise Cess to be Calculated on			
r Nem Amount C	Tax Amount	C llem and	TaxAmount
Show Sale / Purchase Amt, as Taxable Am	t in GST Reports	N	

After this you need to click the *Create Default GST Masters* button to create default masters for GST. On clicking this button, Account, Bill Sundry and Sale / Purchase Type related to GST will be created automatically.

After these accounts creation, a message box will appear, asking you, whether to update Tax Category masters or not. Given here is a screenshot of message box that appears for updating Tax Categories also.

Creat	e Default GST	Masters !!	×
?	Tax Categor to meet GST VAT 1% VAT 5% VAT 12.5% Services Do you want	y masters of VAT will requirements. GST 3% GST 18% GST 28% GST 18% to proceed ?	5 <u>No</u>

The message clearly states the existing Tax Categories which will be updated i.e. in which GST rates as specified will be updated. For example, you have a Tax Category for VAT 5 % then in that particular Tax Category, GST rate of 18% will be updated. Also the name of Tax Category will be changed. In case of 5% Tax Category, name will be changed to "5 %, (GST 18%)". Hence if you are working in VAT mode then 5% tax rate will be applied and if you are

working in GST mode, GST 18% will be applied on items in which Tax Category "5%, (GST 18%)" is tagged. Click *Yes* button in the message box to update Tax Category masters.

After this, a *Create GST Voucher Series(s)* message box will appear asking you whether you want to create a new voucher series for GST transactions.



If you click Yes button in the message box then voucher series with the name GST will be created for various voucher types and one more voucher series with the name RCM will also be created for Supply Inward or Purchase voucher type

# Step 2: Check / Update Tax Category masters

You can check and update GST rates in Tax Category masters. In step1, if you have updated existing Tax Categories then you can check them and update them if required. If you have not updated Tax rates in Tax Categories from Step 1 then you can update GST rates in existing Tax Category masters. For this, either you can update individual Tax Category master or bulk update GST rates in Tax Categories by using Masters  $\rightarrow$  Bulk Updation  $\rightarrow$  Check / Update GST Rates in Tax Category option. On clicking this option, a Multiple Tax Category Creation / Modification window appears in which you need to update the GST rates. Given here is a screenshot of Multiple Tax Category Creation / Modification window.

		Check/Update Ra	ates in Tax Cat	egories		Tax Type	: GST
-Specify	Master Creation/Updation Basis	Other Details					
C Ac	ld Master 🙃 Modify Master	Specify Date		Branch Name		Load	Master
S.No	Name	Rate of Tax (VAT)	Туре	Rate of Tax (IGST)	Rate of Tax (CGST)	Rate of Tax (SGST)	Taxatio Type
1	< <none>&gt;</none>	0.00	Goods	0.00	0.00	0.00	
2	1%, (GST 3%)	1.00	Goods	3.00	1.50	1.50	
3	12.5%, (GST 28%)	12.50	Goods	28.00	14.00	14.00	
4	5%, (GST 18%)	5.00	Goods	18.00	9.00	9.00	
5	Exempt	0.00	Goods	0.00	0.00	0.00	
6	Services 14%. (GST 18%)	14.00	Services	18.00	9.00	9.00	
D							
7	VAT5%, (GST 12%)	5.00	Goods	12.00	6.00	6.00	
7	VAT5%, (GST 12%)	5.00	Goods	12.00	6.00	6.00	
7	VAT5%, (GST 12%)	5.00	Goods	12.00	6.00	6.00	
<	VAT5%, (GST 12%) VAT rate has been mapped to different GST rate GST rate using the button given below )	5.00 rs, specify above the GST rate wh	Goods	12.00	6.00	6.00 egory with same VAT	rate and

In the window, check and update CGST, SGST and IGST rate for the existing Tax Category masters.

An important point to note here is that you need not create separate Tax Category for VAT and GST. Same Tax Category can be used for both VAT and GST transactions.

### Items taxable at same rate in VAT but now taxable at different rates in GST

If tax rate of an item is not as per the default rate updated by BUSY in various Tax Categories I.e. an item currently taxable at VAT 5% is now taxable at GST 12% then you need to create a new Tax Category with the name "VAT5%, (GST 12%)" and update it in such Items. Currently BUSY has updated VAT 5% to GST 18% which will be suitable for most of the items. But in case, these Tax Categories are not appropriate for some of your items then you need to create new Tax Category masters and update / tag them in required Item masters.

To create new Tax Category use the button **Create New Tax Category** provided at the bottom of the above window. On clicking this button, a *Create Tax Category* sub window will appear in which you need to specify both VAT and GST rates and new Tax Category master will be created accordingly. For example, if you specify VAT 5% and GST 12% then a new Tax category with the name "VAT 5%, GST (12%)" will be created automatically. Given here is a screenshot of *Create Tax Category* sub window.

Create Tax	Category 🗙
VAT Rate	5.00
New Rate for GST	12.00
Ok	Quit
Esc=>Quit	F2=>Done

Continuing with the above case, if you currently have three items; Item 1, Item 2 & Item 3 taxable at 5% under VAT regime and now under GST; Item1 is taxable at 18%, Item 2 is taxable at 12% and Item 3 is taxable at 5% then you need to perform the following steps for these three items:

Item 1 – No work need to be done as BUSY has automatically updated VAT 5% Tax Category to "5%, (GST 18%)"Tax Category.

Item 2 – Create new Tax Category "VAT5%, (GST 12%)" and update it in Item master by opening the item in Modify mode or by going to Masters  $\rightarrow$  Bulk Updation  $\rightarrow$  Check / Update Item Tax Category / HSN Code menu (explained in Step 3).

Item 3 – Create new Tax Category "VAT5%, (GST 5%)" and update it in Item master by opening the item in Modify mode or by going to Masters  $\rightarrow$  Bulk Updation  $\rightarrow$  Check / Update Tax Category / HSN Code in Item master menu.

# Step 3: Check / Update Item HSN Code and Tax Category in Item master

Next step is to update HSN code and Tax categories for Item masters. For this you need to go to Masters  $\rightarrow$  Bulk Updation  $\rightarrow$  Check / Update Item HSN Code/Tax Category option. On clicking this option, a Select Range window appears. In the Select Range window, you need to select whether you want to update All Items, Selected Items or Group of Items. On specifying the required data, click Ok button. On clicking the Ok button, a Multiple Item Creation / Modification window will appear. Given here is a screenshot of Multiple Item Creation / modification window.

specify	Multiple Master Creation/Updation Basis	e Item Master Creation	/ Modification	
C Add	New Master C Modify Existing Master	Key Field		Select Fields Load Mast
.No	Name	HSN Code	Tax Category	
1	Godrej Semi Automatic Washing Machine		18%	
2	LG AC - 1Tonn	8516330	18%	
3	Sony Bravia - 32" Inch		12%	
4	Whirlpool Refrigerator	84182100	12%	
pedfy	Default Values For New Masters			
pecify 'arent	Default: Values For New Masters Group	Unit	Alt Unit	Conversion Type
pecify 'arent laster	Default Values For New Masters Group Series Group	Unit Price on Date	Alt Unit Packing Unit	Conversion Type

Specify the HSN Code and Tax Category for selected items.

In the window, you can update HSN Code and Tax Category in all the rows by clicking *Update 'HSN Code' in All Rows* and *Update 'Tax Category' in All Rows* button. On clicking this button, a *Specify HSN Code / Tax Category* window will appear in which you can specify the HSN Code / Tax Category which is to be updated in all the rows of the window.

Click *Save* button to save the updated HSN code and Tax Category in Item master.

# Step 4: Check / Update Party GSTIN and State in Account master

Next step is to update GSTIN and state for various parties. For this, you need to click Masters  $\rightarrow$  Bulk Updation  $\rightarrow$  Check/Update Party GSTIN/State option. On selecting this option, a Select Account Range window appears in which you need to specify whether you want to update All Accounts, Group of Accounts or Selected Account. After specifying required data in the window, click Ok button. On clicking the Ok button, a Multiple Account Creation / Modification window appears. Given here is a screenshot of Multiple Account Creation / Modification window.

ment	Master Creation() Indation Basis	Multiple Account Master Creation / M	odification
C Adi	New Master 🤗 Modify Exist	ing Master Key Field	Select Fields Load Master
.No	Name	GST No.	State
1	Arnav Enterprises		Delhi
2	Busy Infotech Pvt. Ltd.		Others
3	Geeta Traders	06RTEWQ987654Z3	Haryana
4	Hitachi co. ltd.		Delhi
5	LG India Pvt. Ltd.	24TERUY453212Z2	Gujarat
6	Pasrija Traders		Haryana
7	Rama Traders		Delhi
8	Sony India Pvt. Ltd.		Delhi
9	Star Traders	07BWERE123452Z2	Delhi
peafy	Default Values For New Mosters ——————		
peofy Parent	Default Values For New Masters		
peofy 'arent taster	Default Values For New Masters Group Series Group		

In the window, you can update GSTIN and state of the parties.

In the window, you can update state in all the rows in one go by clicking the *Update State in All Rows* button. Basically on clicking this button, a window will appear in which you can specify state and that state will be updated in all the rows in the window.

# Step 5: Configure Standard Invoice Printing Format for GST

In Administration  $\rightarrow$  Configuration  $\rightarrow$  Invoice / Document Printing  $\rightarrow$  Standard  $\rightarrow$  Sales option, you can configure format for GST. Basically you can enable / disable various options to be printed in invoice as per your requirement.

After following the above five steps, you are ready to work in GST mode in BUSY i.e. you can start entering transactions as per GST and can print invoice for GST.

Hope this document has helped you in migration to GST in existing company.

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