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:

Step1: 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

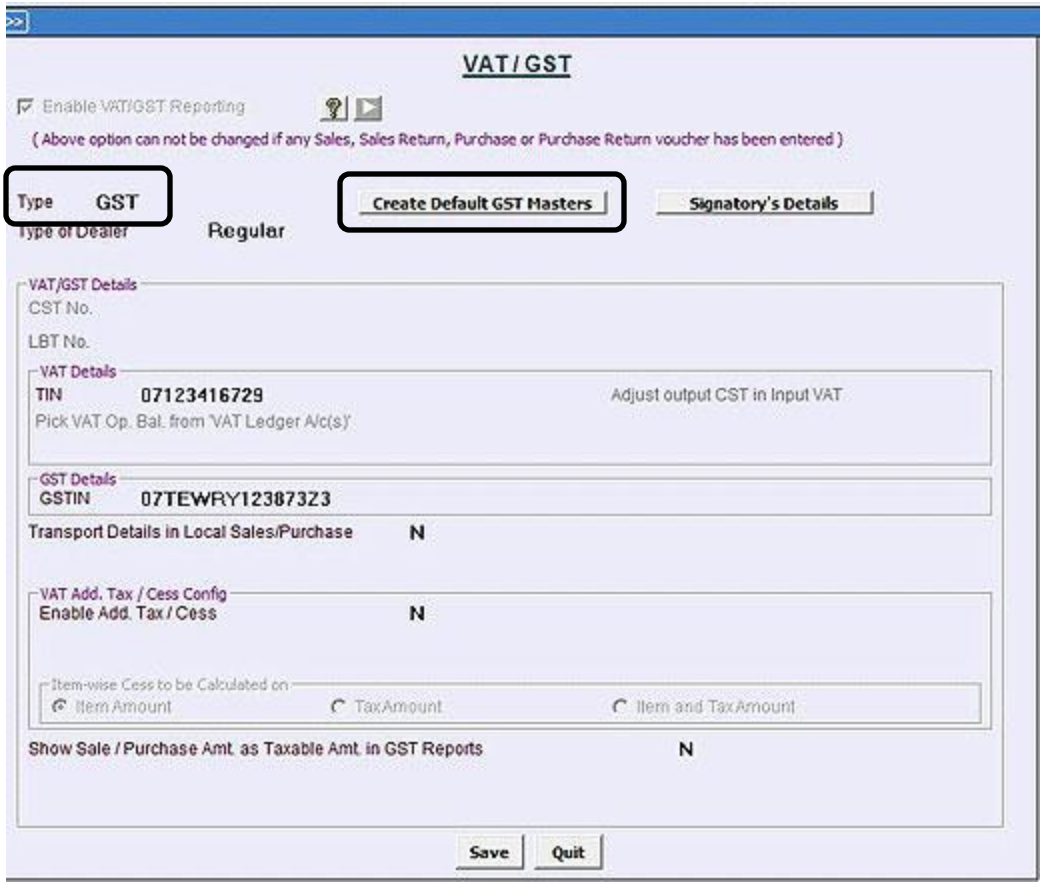
Step 5: Configure Standard Invoice Printing Format

We will now discuss each of these steps in detail.

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

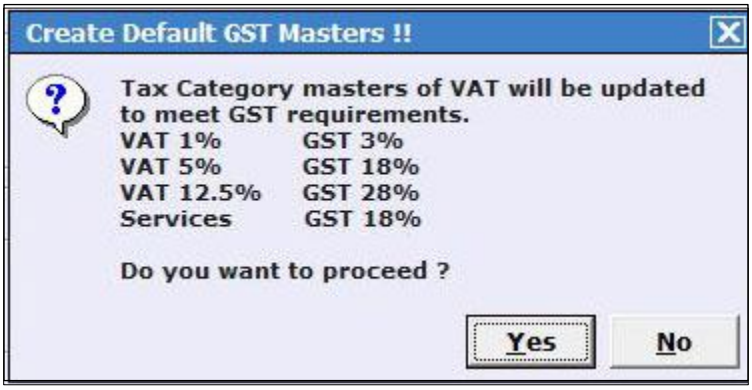
First of all, you need to set the Tax Type to GST to start working in GST mode. For this, you need to go to *Features / Options* → *VAT / GST* tab and select the Tax Type as *GST.* After selecting the Tax Type as GST, next specify the GSTIN of the Company in GSTIN field.

Given here is a screenshot of VAT / GST tab.



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.

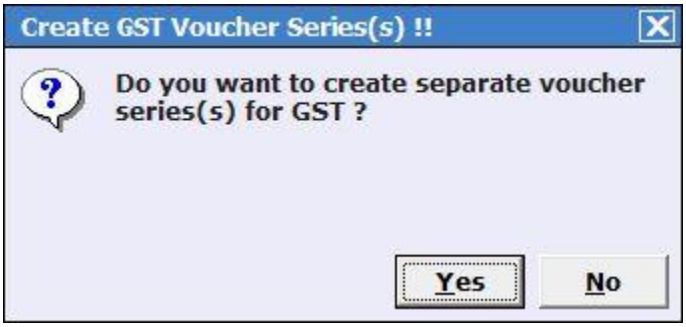
After these accounts creation, a message box will appear, asking you, whether to update Tax Category masters or not. Given here is a screenshot of message box that appears for updating Tax Categories also.



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* → *Bulk Updation* → *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 Rates in Tax Categories

Tax Type : GST

Specify Master Creation/Updation Basis

Add Master | Modify Master

Other Details

Specify Date | Branch Name | Load Master

S.No	Name	Rate of Tax (VAT)	Type	Rate of Tax (IGST)	Rate of Tax (CGST)	Rate of Tax (SGST)	Taxation Type
1	<<---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	
7	VAT5%, (GST 12%)	5.00	Goods	12.00	6.00	6.00	

(If same VAT rate has been mapped to different GST rates, specify above the GST rate which is applicable to most of the Items and create a new Tax Category with same VAT rate and different GST rate using the button given below)

Add Rows | Delete Rows | Clear All | Create New Tax Category | Save | Quit

Esc=>Quit F2=>Done

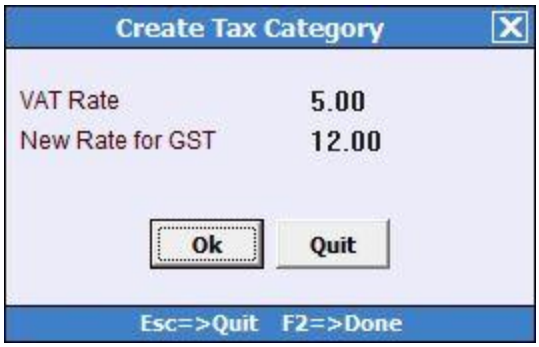
In the window, check and update CGST, SGST and IGST rate for the existing Tax Category masters.

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.



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:

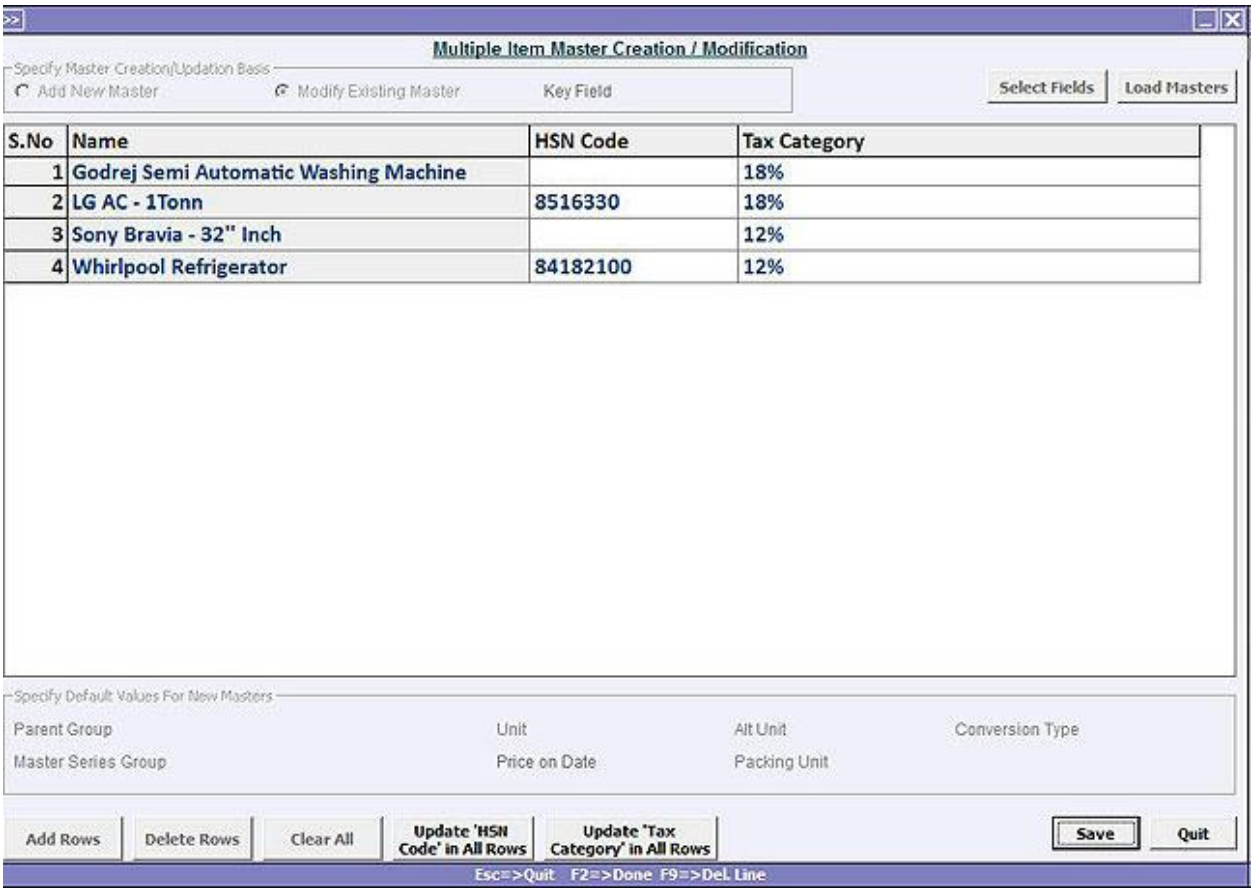
Item 1 – No work need to be done as BUSY has automatically updated VAT 5% Tax Category to "5%, (GST 18%)"Tax Category.

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 → Bulk Updation → 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 → Bulk Updation → 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 → Bulk Updation → 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.



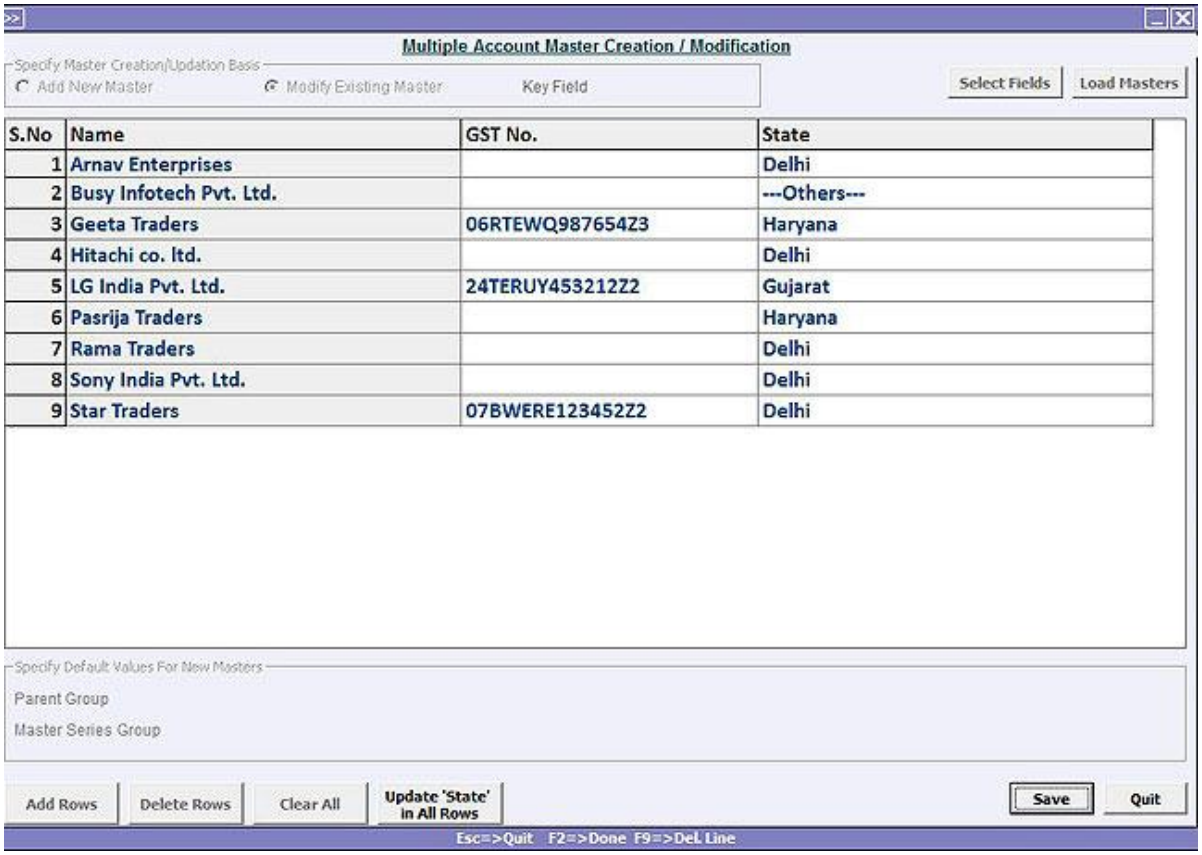
Specify the HSN Code and Tax Category for selected items.

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* → *Bulk Updation* → *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.



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* → *Configuration* → *Invoice / Document Printing* → *Standard* → *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. We would also recommend viewing our Help Videos "Steps for Migration to GST" and "Implementing GST in BUSY" for more understanding of working on GST in BUSY.

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