

FAQ for GST

Q1. How can I update Sale / Purchase Type master for GST?	2
Q2. Is there a single Tax Category for both VAT and GST transactions? If yes then how it will work?	2
Q3. How can I create / update Tax Categories for GST?	2
Q4. What Bill Sundries do I need to create for GST?	2
Q5. How can I update Tax Categories in Item master in bulk?	2
Q6. How can I update HSN Code in Item master in bulk?	2
Q7. How can I update GSTIN of multiple parties?	3
Q8. How can I maintain tax rate – wise stock in BUSY?	3
Q9. How can I generate GST Invoice as per government norms in BUSY?	3
Q10. How can I update HSN / SAC Code description?	3
Q11. What is the process to claim input tax for all indirect taxes like Excise / VAT / Service Tax / TDS?	3
Q12. How can I check the status of VAT and GST simultaneously?	3
Q13. Can I make modifications in existing VAT transactions while working in GST?	3
Q14. In Multi User mode, if a User changes Tax Type from VAT to GST or vice versa then it will be changed for all Users?	4
Q15. In GST, instead of Sale / Purchase, how can I use the terms Supply Outward and Supply Inward?	4
Q16. I am unable to see Steps for Migration to GST button on Main screen?	4
Q17. How can I modify State name or State Code of the Party?	4
Q18. I am unable to see Billing / Shipping Details window in Sales Voucher?	4
Q19. I am unable to enter Shipping Bill number and Date in Sales voucher?	4
Q20. How can I check the stock of last six months?	4
Q21. What is reversal charge in GST and how it can be maintained in BUSY?	4
Q22. What is electronic way bill and how can it be generated through BUSY?	4
Q23. How to generate GST eReturn in BUSY?	5
Q24. What is GSP and ASP?	5
Q25. When BUSY will collaborate with GSP?	5
Q26. Can we directly upload the return generated from BUSY to GSTN?	5
Q27. What is the turnover limit of GST registration?	5
Q28. How to maintain GST registration details in BUSY?	5
Q29. How to check report of data prior to GST implementation?	5

Q1. How can I update Sale / Purchase Type master for GST?

Ans. There is no need to update GST related Sale / Purchase Type as BUSY will automatically create the required Sale / Purchase Type master for GST. You just need to select the required Sale / Purchase Type for GST while entering GST transactions.

Q2. Is there a single Tax Category for both VAT and GST transactions? If yes then how it will work?

Ans. Yes, single Tax Category can be used for both VAT and GST transactions. For example, Tax Category "5%, (GST18%)" can be used for VAT 5% transactions and GST 18% transactions.

Q3. How can I create / update Tax Categories for GST?

Ans. On selecting the Tax Type as GST, BUSY will ask you for updating Tax Categories. On specifying Yes, BUSY will automatically update your existing Tax Categories to match with GST in following ways:

VAT 1 – 3% → GST 5%,

VAT 5 - 12% → GST 18%

VAT 12.5 to 15% → GST 28%

Name of the Tax Category masters will also be updated accordingly like 5% Tax Category will be updated to "5%, (GST18%)". If you wish to create more Tax Categories then you can create them by using *Masters* → *Tax Category* → *Add* option.

Q4. What Bill Sundries do I need to create for GST?

Ans. Following Bill Sundries for GST will be created automatically:

IGST – to be used in inter- state i.e. Central transactions

CGST – to be used in local transactions

SGST - to be used in local transactions

In case of central transactions, you need to apply **IGST** Bill Sundry and in case of local transactions, you need to apply both **CGST** and **SGST** Bill Sundries. For example for central 28% transaction, IGST 28% will be levied and for local 28% transaction; CGST 14 % and SGST 14% will be levied.

Q5. How can I update Tax Categories in Item master in bulk?

Ans. Click *Masters* → *Bulk Updation* → *Update Item HSN Code / Tax Category* option and update Tax categories in multiple Items in one go.

Note: In the utility, you can click *Update Tax Category in All Rows* button and specify the Tax Category which will then be updated in all the rows / items in the window.

Q6. How can I update HSN Code in Item master in bulk?

[Back to Top](#)

Ans. Click *Masters* → *Bulk Updation* → *Update Item HSN Code / Tax Category* option and update HSN Code in multiple Items in one go.

Note: In the utility, you can click *Update HSN Code in All Rows* button and specify the HSN Code which will then be updated in all the rows / items in the window - useful for updating HSN Code Item Group-wise.

Q7. How can I update GSTIN of multiple parties?

Ans. Click *Masters* → *Bulk Updation* → *Check/Update Party GSTIN/State* option and update GSTIN and state of multiple Parties in one go.

Q8. How can I maintain tax rate – wise stock in BUSY?

Ans. You just need to tag correct Tax Category with the Item master i.e. if an item is taxable at GST 28% then you need to tag Tax Category GST28% in the Item master.

Q9. How can I generate GST Invoice as per government norms in BUSY?

Ans. You can print GST invoice in Standard format as provided by BUSY. The format is configurable and you can configure it by going to *Administration* → *Configuration* → *Invoice / Document Printing* → *Standard* → *Sales Invoice* option.

Q10. How can I update HSN / SAC Code description?

Ans. You can update HSN Code description using the *Administration* → *Miscellaneous Data Entry* → *Update HSN / SAC Code Description* utility.

Q11. What is the process to claim input tax for all indirect taxes like Excise / VAT / Service Tax / TDS?

Ans. For claiming input tax on Excise and Service tax, a report *Input Available on Existing Stock* is provided under *Display* → *GST Reports* menu. For claiming Input tax on VAT, you can check VAT Summary report (by switching to VAT mode using F12 key) or can check VAT account ledger.

Q12. How can I check the status of VAT and GST simultaneously?

Ans. At the right hand side of the screen, a label will always appear showing current taxation Type i.e. VAT or GST. Also in all the transactions and tax related Masters, a label will appear at the top displaying the current taxation type.

You can anytime switch between VAT and GST by using F12 Key.

Q13. Can I make modifications in existing VAT transactions while working in GST?

Ans. You have to switch to VAT mode by pressing *F12* key then only you can change VAT related transactions and Masters.

Q14. In Multi User mode, if a User changes Tax Type from VAT to GST or vice versa then it will be changed for all Users?

Ans. No, it will be changed for current User only and that too for current session i.e. when the User will login again, BUSY will set to Tax Type as configured in Features / Options → VAT / GST tab.

Q15. In GST, instead of Sale / Purchase, how can I use the terms Supply Outward and Supply Inward?

Ans. Go to *Features / Options* → *VAT / GST* tab and enable the option of “*Show Captions as Supply Outward / Supply Inward in place of Sales / Purchase*”.

Q16. I am unable to see Steps for Migration to GST button on Main screen?

Ans. It will always be available in Help Menu in BUSY.

Q17. How can I modify State name or State Code of the Party?

Ans. In the Account master, click Alt + M key on State / POS data field to modify the State name and code fields.

Q18. I am unable to see Billing / Shipping Details window in Sales Voucher?

Ans. Enable *Billing / Shipping Details* option under *Administration* → *Configuration* → *Vouchers Configuration* option.

Q19. I am unable to enter Shipping Bill number and Date in Sales voucher?

Ans. For this create a new Sale Type and enable the option of *Deemed Export* in it. Now when you select this Sale Type in Sales voucher, on saving the voucher BUSY will ask Shipping Bill No. and Date.

Q20. How can I check the stock of last six months?

Ans. You can use *Stock Ageing FIFO Basis* report provided under *Display* → *Inventory Summary* menu.

Q21. What is reversal charge in GST and how it can be maintained in BUSY?

Ans. Reverse Charge Mechanism (RCM) is a new concept under GST regime. If you make any purchase from an unregistered dealer then you are required to pay RCM (i.e. the tax at which the item is to be taxable) to the government. However, there is a minimum daily limit of Rs. 5000 in it i.e. if your total consolidated expense exceeds Rs. 5000 then only you need to pay RCM. There are some exceptions to it also like there are cases where no minimum daily limit applies and it is compulsory to pay RCM, also in case of services taken from registered transporters and lawyers you are also required to pay RCM. So there are many cases under RCM and we suggest you to view *Implementing RCM in BUSY* video on YouTube for more detailing.

Q22. What is electronic way bill and how can it be generated through BUSY?

Ans. E-way bill is an electronic way bill for movement of goods of more than Rs. 50,000. It can be generated on GSTN portal. Currently in BUSY, there is no provision for it.

Q23. How to generate GST eReturn in BUSY?

Ans. For GST eReturn, we will provide option to export data in Excel format which will then be uploaded directly on GSTN portal which will be free of cost. Alternatively, we will also collaborate with any GSP and you can upload data in excel format on GSP site and they will then generate eReturn on GSTN portal. This will be chargeable and charges are to be paid to the GSP provider. BUSY will provide only the data in Excel format and it is up to the User whether they would upload it directly on government's site or use services of GSP.

Q24. What is GSP and ASP?

Ans. GSP is a service provider which will act as an intermediate between you and GSTN portal. Using GSP services, you can upload data on GSP and the GSP will upload data on GSTN portal and generate the required reports. Using GSP you can only upload data and cannot make any changes in it. ASP will provide the services to make any changes in the data i.e. if you want to reconcile data or so then you have to use the ASP services. Basically data can be edited only through ASP and not GSP.

Q25. When BUSY will collaborate with GSP?

Ans. Currently no GSP is fully ready. We are in talks with some GSP providers and will provide as soon as a good GSP is fully ready to upload return on GSTN portal.

Q26. Can we directly upload the return generated from BUSY to GSTN?

Ans. BUSY will provide the option export data in Excel format which can then be directly uploaded on GSTN portal.

Q27. What is the turnover limit of GST registration?

Ans. Rs. 10 lakh for north east states and Rs. 20 lakh for rest of the states in India.

Q28. How to maintain GST registration details in BUSY?

Ans. If you are an existing customer then while changing Tax Type to GST in *Features / Options* → *VAT / GST* tab, you can specify your company's GSTIN and other Cess related details. If you are a new customer then while creating Company in BUSY, select Tax Type as GST and specify GSTIN of your company.

For your parties, you can specify GSTIN either individually by modifying each Party master or in bulk by using *Masters* → *Bulk Update* → *Check/Update GSTIN/State in Party* option.

Q29. How to check report of data prior to GST implementation?

Ans. You can press F12 key and switch to VAT mode to check the data.
