

Pending Tax Forms.

Your package has a facility whereby it can keep a track of various forms which are receivable from the customers or issuable to the vendors e.g. C form against CST 4% etc.

As and when the forms are received from the customer or issued to vendors, you have to update the details of the form against the invoices for which it is received / issued.

Select Utilities -> "Pending Sales Tax Forms" from the menu.

	Date	Register	Doc.No.	Doc.Amt.	Form No.	Form Dt	Form Amt.	Sel
1	10/04/06	Sales Register	04/04	900.00	123456	27/06/06	900.00	<input checked="" type="checkbox"/>
2	24/05/06	Sales Register	05/12	350.00	123456	27/06/06	350.00	<input checked="" type="checkbox"/>
3	02/06/06	Sales Register	06/03	14,196.00				<input type="checkbox"/>
4	06/06/06	Sales Register	06/05	2,756.00				<input type="checkbox"/>
5	07/06/06	Sales Register	06/07	4,186.00	123456	27/06/06	4,186.00	<input checked="" type="checkbox"/>
6	07/06/06	Sales Register	06/08	5,668.00				<input type="checkbox"/>
7	16/06/06	Sales Register	06/19	4,055.00				<input type="checkbox"/>
8	26/06/06	Sales Register	06/25	9,412.00			0.00	<input type="checkbox"/>
9	27/06/06	Sales Register	06/29	8,424.00			0.00	<input type="checkbox"/>

- A Select your company and accounting year for which the date is to be updated.
- B Select the Customer / Vendor from whom the form is received on to whom the form is issued.
- C Select the appropriate tax account against which the form is received / issued.
- D Enter the range of dates within which you want to view/update the bills.
- E Enter the number of the form received / issued.
- F Enter the date of the form.
- G Select the type of records you want to display, ie. Only pending, only received, or both.

Click on Get Data Button to retrieve the data based on your inputs.

On doing so, invoices will be displayed in a tabular form. Click on the select check box against whichever invoice you want to adjust the form and click on the update button when done. As you check the select check box the number and date will be automatically replaced against the invoice.

You can also edit details directly in the grid if you so desire.

Report Interface

Tax Form Receipts / Issue Report Printing Options

Tax Form
Receivable
Issuable

Show
Pending
Received
All

Company * ARC Technologies 0809

Show Trans From * 01/04/08 To * 30/09/08

Party Accounts

Tax Accounts

Select Registers

- Credit Notes - Sales
- Debit Note Register - Ser. Tax
- Debit Notes - Sales
- Sales Register

Print Letter for Pending Forms

Header Text

Sub - New Rule for Issue of C Form on quarterly basis as per notification No. 588 (E) dated 16-09-2005.

As you are aware that Finance Ministry has issued Notification No. 588 (E) dated

Footer Text

Kindly co-operate with us and ensure that C Form is sent to us withing the stipulated Period. Your early compliance solicited.

Kind Attn. The Manager Dept. Accounts

Preview Exit

By default the entire report will be printed out for all tax types and all parties.

To generate a reminder letter, check the "Print Letter for Pending Forms" wherein a document will be generated in the form of a letter for the selected account.