

Manual for Configuration and Usage of Service Tax Collection Report & Challan Utility.

This utility is primarily meant for companies paying service tax based on the actual collections done during a month or quarter. The utility generates a report for the collections done during the defined period and works out the service tax component of such collection, works out a report on the service tax paid on inputs, as well as allows you to adjust the service tax on inputs and finally print out the payment challan.

Summary of Modules Provided / Changed –

1. Modified **Account Master Billwise Opening Details** – Service Tax Account and Amount input.
2. New **Service Tax Definition**
3. New **Service Tax Report & Challan**

ASCFA Ver 6.0 – Service Tax Collection Report and Challan

21.07.2009

1. Account Master

To be able to calculate service tax components on the bills that are carried forward from the previous years, the Accounts Master -> Bill wise outstanding Bills tab has been modified. Two columns are added as under

Edit Record - Account Master - Account Definition

Account Name * **Silver Land Developers Pvt Ltd** Short Name * **SILVER LAN** ID **52**

Alias Name * **Silver Land Developers Pvt Ltd** Defined Under Group * **SUNDRY DEBTORS**

www Address **0.0000** Corporate ☐ Form Required ☐ Form Type

Address Details **Billwise Outstanding** **Opening Balances** **Budgets** **Statutory Nos & TDS**

Show All

	Company *	A/c Year	Narration	Service Tax A/c	Service Tax - Taxable Amt
11	ARC InfoSolutions	0809	1994 from 02-03-08 to 31-03-08	Service Tax - Sales 1C	
12	ARC InfoSolutions	0809	#1994 011007-310308 kishor bhansali	Service Tax - Sales 1C	
14					

Save Cancel Exit

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You need to select the right service tax account and the taxable amount against each of the outstanding bills.

It is also essential that the account type against the service tax account in Register Master is selected properly

Edit Record - Register - ASCFA

Name * **Sales Register - Services /AMC** Short Name * **Sales Register** Type * **Sales Register** Short Code * **SLSA** ID **2**

Document Properties

Title **TAX INVOICE** ☒ Include Company Name

Header ☐ Default in DE

Footer ☐ Include Address

Authorised Signatory ☒ Print Online

Label Value ☐ Include Cost Centre Det.

Account Details (Columns) **Bank Account Details** **BRS Details**

	Account Name *	Type *	SC / TOT	Apportion YN	Default	Round Off	-Ve	Document Description *
1	Education Cess Coll 1%	Education C						Education Cess 1%
2	Education Cess Coll 2%	Education C						Education Cess 2%
3	Maintenance Chrgs In Advc For 10-11	Sales						Maintenance Chrgs In Advc For 1
4	Round Off	Expenses						Round Off
5	Sales - Services	Sales						Maintenance Charges - Current
6	Sales - Software	Sales						
7	Service Tax Coll 10% - AMC	Service Tax						Service Tax 10% - AMC
8	Service Tax Coll 10% - SW	Service Tax						Service Tax 10% - SW
9	VAT 4%	Tax						VAT @ 4%

Save Cancel Exit

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2. Select Utilities -> Service Tax -> Service Tax Definition

Thereafter the first step is to define all the accounts that you credit while charging service tax in your invoices

	Service Tax A/c	Ac Code	Nature of Service
1	Service Tax - Sales 10.00%	00440245	Maintenance or Repair Service
2	Service Tax - Sales 12.00%	00440245	Maintenance or Repair Service
3			

Select all your service tax accounts and the corresponding service tax account codes as defined by the service tax department. The nature of service is automatically replaced based on your selection. The information set here is used while printing Service Tax Challans which are submitted into the banks.

This is all you need to do as far as the definition is concerned. In case you add any new service tax accounts, be sure to update them here.

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3. Select Utilities -> Service Tax -> Service Tax Report & Challan

Now at the month end or the quarter end, as applicable in your case run the Service Tax Report and Challan option

Service Tax Report & Challan Option - ARC InfoSolutions (0809)

☒ Select All Registers

☒ Main Cash
☒ Petty Cash Book
☒ UTI Bank

Type
☐ Receipts
☐ Payments
☒ Both

Display Entries
☐ Only Taxable
☒ All

☒ Round Off Calculated Tax Amount
☒ Round Off Challan Amount

From: 01/04/08 To: 31/03/09

Groups: [Dropdown] > [Text Box]
Account: [Dropdown] > [Text Box]
Service Tax: [Dropdown] > [Text Box]

Preview Exit

Select the appropriate date range and options as required and click on [Preview]

The working is displayed in three tabs

1. Receipts Report Tab
2. Payments Report Tab
3. Challan Summary Tab

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Tab 1 – Receipts Report

This displays all the receipts during the selected period along with working of the service tax amounts against each bill collected.

Service Tax Report & Challan																		
Receipts							Payments					Challan						
	Date	Src	Account	R P	Amount	ST Not App.	ST App.	Bill No	AcYr	Bill Amt	Taxable	Service Tax A/c	ST %	ST Amt	EC %	EC Amt	HSEC %	HSEC Amt
9		UTI	TDS On Contract - Sanghavi Shoes	P	-1,218.00	-1,218.00												
10	12/01/09	PC	Contra A/c	R	5,000.00	5,000.00												
11	13/01/09	PC	Cash Sales	R	2,200.00		2,200.00	12.33	0809	2,200.00	1,958.00	SerTax Sal 12%	12	235.00	2	5.00	1	2.00
12	14/01/09	UTI	Yog	R	3,933.00		3,933.00	12.25	0809	3,933.00	3,501.00	SerTax Sal 12%	12	420.00	2	8.00	1	4.00
13	15/01/09	UTI	Subash Phansalkar (Mr.)	R	5,899.00		5,899.00	12.24	0809	5,899.00	5,250.00	SerTax Sal 12%	12	630.00	2	13.00	1	6.00
14		UTI	Subash Phansalkar (Mr.)	R	1.00	1.00												
15		UTI	ARC Software Technologies - Int	R	10,000.00	10,000.00												
16	16/01/09	UTI	Jayabharat Automobiles Ltd - Chembu	R	12,359.00		12,359.00	08.04	0809	12,359.00	11,000.00	SerTax Sal 12%	12	1,320.00	2	26.00	1	13.00
17		UTI	TDS On Contract - JAL	P	-227.00	-227.00												
18	22/01/09	UTI	Ankush Enterprise	R	2,104.00		2,104.00	01.01	0809	2,104.00	1,872.00	SerTax Sal 12%	12	225.00	2	5.00	1	2.00
19		UTI	TDS On Contract - Ankush	P	-87.00	-87.00		01.01	0809									
20		UTI	TDS On Contract - Ankush	R	897.00	897.00												
21	24/01/09	UTI	Entremonde Polycoaters Ltd	R	33,875.00		33,875.00	12.09	0809	33,875.00	30,149.00	SerTax Sal 12%	12	3,618.00	2	72.00	1	36.00
22		UTI	TDS On Contract - Entremonde	P	-984.00	-984.00												
23		UTI	Khetan Brothers	R	4,510.00		4,510.00	12.19	0809	4,510.00	4,013.00	SerTax Sal 12%	12	482.00	2	10.00	1	5.00
24	28/01/09	UTI	Evershine Corrosion Controls Pvt. Ltd.	R	5,056.00		5,056.00	12.10	0809	5,056.00	4,500.00	SerTax Sal 12%	12	540.00	2	11.00	1	5.00
25	31/01/09	UTI	Jayabharat Credit Limited	R	26,675.00		26,675.00	12.16	0809	26,884.00	23,741.00	SerTax Sal 12%	12	2,849.00	2	57.00	1	29.00
26		UTI	Jayabharat Credit Limited	R	865.00		865.00	12.17	0809	865.00	770.00	SerTax Sal 12%	12	92.00	2	2.00	1	1.00
27		UTI	Jayabharat Credit Limited	R	2,126.00		2,126.00	12.18	0809	2,126.00	1,892.00	SerTax Sal 12%	12	227.00	2	5.00	1	2.00
28			Grand Total		242,386.00	70,882.00	171,504.00			172,063.00	152,638.00			18,317.00		368.00		182.00
29																		
30			Service Tax - Sales 12.00%				171,504.00			172,063.00	152,638.00			18,317.00		368.00		182.00

Preview Export to Excel Exit

At the end of the report a summary is presented if you have used more than one service tax account.

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Tab 2 – Payment Report

This displays all the payments done during the selected period along with the details of service tax paid in each payment entry.

Service Tax Report & Challan																			
Receipts					Payments					Challan									
Date	Src	Account	R P	Amount	ST Not App.	ST App.	Alloc %	Alloc Amt	Bill No	AcYr	Bill Amt	Taxable	Service Tax A/c	ST %	ST Amt	EC %	EC Amt	HSE %	
23	UTI	Upendra Sabat - Prof Chrgs Pbl	P	6,100.00	6,100.00														
24	UTI	Laxman Igawe - Loan	P	5,000.00	5,000.00														
25	06/01/09	UTI Laxman Igawe - Loan	P	2,000.00	2,000.00														
26	07/01/09	UTI PC Clinic	P	1,798.00		1,798.00	100.00	1,798.00	195	0809	1,798.00	1,600.00	S. Tax Pur 12%	12	192.00	2	4.00		
27	UTI	PC Clinic	P	4,073.00		4,073.00	100.00	4,073.00	196	0809	4,073.00	3,625.00	S. Tax Pur 12%	12	435.00	2	9.00		
28	UTI	Orange	P	656.35		656.35	100.00	656.35	2258960	0809	656.35	584.00	S. Tax Pur 12%	12	70.00	2	1.00		
29	12/01/09	UTI Contra A/c	P	5,000.00	5,000.00														
30	14/01/09	UTI ARC Software Technologies - Int	P	50,000.00	50,000.00														
31	UTI	Membership & Subscription - Eco Times MD	P	250.00	250.00														
32	UTI	Mark Infotech	P	7,400.00	7,400.00				12.109	0809	7,400.00								
33	UTI	Mark Infotech	P	100.00	100.00				excess	0809									
34	17/01/09	UTI Padhy Electronics	P	675.00	675.00				165	0809	675.00								
35	21/01/09	UTI Datamates	P	2,200.00	2,200.00				11	0809	2,200.00								
36	27/01/09	UTI Citibank	P	14,658.00	14,658.00														
37	30/01/09	UTI Bank Charges	P	100.00	100.00														
38	UTI	Service Tax (Pur) 12.00%	P	12.00	12.00														
39	UTI	Education Cess (Pur) 2%	P	0.24	0.24														
40	UTI	Education Cess (pur) 1%	P	0.12	0.12														
41		Grand Total		246,924.71	240,397.36	6,527.35		6,527.35			16,802.35	5,809.00			697.00		14.00		
42																			
43		Service Tax (Pur) 12.00%				6,527.35		6,527.35			6,527.35	5,809.00			697.00		14.00		

In this tab, there is an extra column for Allocation %. The tax paid on inputs is allocated 100%. In case you have mixed revenue where some part of the revenue is subject to service tax while another part is not, then you can change the allocation % and the service tax on inputs will be recalculated accordingly. Please note that if you change the allocation % and need to refer to it again in the future, you need to export this report to Excel and save the excel file for future reference. The allocation % are not saved anywhere within the FA system.

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Tab 3 – Challan Summary

This tab displays the total service tax calculated as per Tab 1, Total Service Tax paid as per Tab 2 and then on the right hand side, works out the net amount of service tax payable based on where the Service tax paid on inputs can be set off.

Service Tax Report & Challan

Receipts						Payments			Challan			
	Type	Service Tax A/c	ST Amt	EC Amt	HSEC Amt	Adjusted ST Amt	Adjusted EC Amt	Adjusted HSEC Amt	Net ST Amt	Net EC Amt	Net HSEC Amt	
1												
2	Receipt	Service Tax - Sales 12.00%	18,317.00	368.00	182.00	697.00	14.00	7.00	17,620	354	175	Preview Challan
3		Grand Total	18,317.00	368.00	182.00	697.00	14.00	7.00	17,620	354	175	
4												
5	Payment	Service Tax (Pur) 12.00%	697.00	14.00	7.00							
6		Grand Total	697.00	14.00	7.00							

Preview
Export to Excel
Exit

You can manually adjust the set off amount against any type of service tax collected, subject to the set off amount being less than or equal to the service tax collected.

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SERVICE TAX CHALLAN PRINTING OPTIONS

Once you have adjusted the service tax paid on inputs, you can click on the [Preview Challan] button

Accounting Code of the Service	
0 0 4 4 0 2 4 5	17,620.00
0 0 4 4 0 2 9 8	354.00
0 0 4 4 0 4 2 6	175.00
0 0 4 4 0 2 4 6	0.00
0 0 4 4 0 2 9 9	0.00
0 0 4 4 0 4 2 7	0.00
Total	18,149.00

Drawn on: UTI Bank
Dated: 21/07/09
Cash / Cheque / Draft / Pay Order No.: 582716

Preview Exit

Enter details of penalty, interest, cheque details etc and then click on the [Preview] button again to display the challan

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Printed Service Tax Challan

For Payments from April 2007 G.A.R-7 Profoma for Service Tax Payments (Receipt & Payment Rules 28)													
Full Name		ARC InfoSolutions											
Complete Address		407 D S Trade Centre , Vidhyavihar W M um bai,											
Telephone No		55991144				Pincode		400086					
Assessee Code No		AAIPM3058NST001											
Commissionerate Name													
Commissionerate Code		<input type="text"/>		Division Code		<input type="text"/> 0 <input type="text"/> 0		Range Code		<input type="text"/> 0 <input type="text"/> 0			
Accounting Code of The Service										Amount Tendered in Rupees			
<input type="text"/> 0 <input type="text"/> 0 <input type="text"/> 4 <input type="text"/> 4 <input type="text"/> 0 <input type="text"/> 2 <input type="text"/> 4 <input type="text"/> 5										<input type="text"/> 17,620.00			
<input type="text"/> 0 <input type="text"/> 0 <input type="text"/> 4 <input type="text"/> 4 <input type="text"/> 0 <input type="text"/> 2 <input type="text"/> 9 <input type="text"/> 8										<input type="text"/> 354.00			
<input type="text"/> 0 <input type="text"/> 0 <input type="text"/> 4 <input type="text"/> 4 <input type="text"/> 0 <input type="text"/> 4 <input type="text"/> 2 <input type="text"/> 6										<input type="text"/> 175.00			
<input type="text"/> 0 <input type="text"/> 0 <input type="text"/> 4 <input type="text"/> 4 <input type="text"/> 0 <input type="text"/> 2 <input type="text"/> 4 <input type="text"/> 6										<input type="text"/> 0.00			
<input type="text"/> 0 <input type="text"/> 0 <input type="text"/> 4 <input type="text"/> 4 <input type="text"/> 0 <input type="text"/> 2 <input type="text"/> 9 <input type="text"/> 9										<input type="text"/> 0.00			
<input type="text"/> 0 <input type="text"/> 0 <input type="text"/> 4 <input type="text"/> 4 <input type="text"/> 0 <input type="text"/> 4 <input type="text"/> 2 <input type="text"/> 7										<input type="text"/> 0.00			
Total										<input type="text"/> 18,149.00			
(In Words) <input type="text"/> Eighteen Thousand One Hundred Forty-Nine Only										tendered by			
Cash / Cheque No. / Draft / Pay Order No. <input type="text"/> 582716										dated <input type="text"/> 21/07/09		Drawn on <input type="text"/>	
Signature of the tendered with date													
Accounting Code of The Service										Amount Tendered in Rupees			
<input type="text"/> 0 <input type="text"/> 0 <input type="text"/> 4 <input type="text"/> 4 <input type="text"/> 0 <input type="text"/> 2 <input type="text"/> 4 <input type="text"/> 5										<input type="text"/> 17,620.00			
<input type="text"/> 0 <input type="text"/> 0 <input type="text"/> 4 <input type="text"/> 4 <input type="text"/> 0 <input type="text"/> 2 <input type="text"/> 9 <input type="text"/> 8										<input type="text"/> 354.00			
<input type="text"/> 0 <input type="text"/> 0 <input type="text"/> 4 <input type="text"/> 4 <input type="text"/> 0 <input type="text"/> 4 <input type="text"/> 2 <input type="text"/> 6										<input type="text"/> 175.00			
<input type="text"/> 0 <input type="text"/> 0 <input type="text"/> 4 <input type="text"/> 4 <input type="text"/> 0 <input type="text"/> 2 <input type="text"/> 4 <input type="text"/> 6										<input type="text"/> 0.00			
<input type="text"/> 0 <input type="text"/> 0 <input type="text"/> 4 <input type="text"/> 4 <input type="text"/> 0 <input type="text"/> 2 <input type="text"/> 9 <input type="text"/> 9										<input type="text"/> 0.00			
<input type="text"/> 0 <input type="text"/> 0 <input type="text"/> 4 <input type="text"/> 4 <input type="text"/> 0 <input type="text"/> 4 <input type="text"/> 2 <input type="text"/> 7										<input type="text"/> 0.00			
Total										<input type="text"/> 18,149.00			
Received from Assessee Code No. <input type="text"/> AAIPM3058NST001										TAX PAYER'S COUNTERFOIL			
(In Words) <input type="text"/> Eighteen Thousand One Hundred Forty-Nine Only										tendered by			
Cash / Cheque No. / Draft / Pay Order No. <input type="text"/> 582716										dated <input type="text"/> 21/07/09		Drawn on <input type="text"/>	
On account of union Service tax as detailed in this taxpayer's counterfoil and on stamped affixed and signed therein.													
Name : <input type="text"/> ARC InfoSolutions													
Nature of Service : <input type="text"/> Maintenance or Repair Service													
Month : <input type="text"/> January, 2009													

Assumptions:-

- This utility works ONLY if the receipts from customers/ clients are adjusted against specific bills.
- If advances are received and not adjusted against bills, then such receipts will not be reflected here
- The logic of the report considers only those records which have type as "Service Tax" in the Register Master.

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