

Course Code – COM (H) 226

Lecture 16



Enabling Service Tax in Tally. ERP 9

Crystal Services (P) Ltd., is a company engaged in providing multiple services to their clients.

The services provided by Crystal Services (P) Ltd., fall within the ambit of tax net and are taxable

@ 12.36%.

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Crystal Services (P) Ltd., is a company engaged in providing multiple services to their clients. The services provided by Crystal Services (P) Ltd., fall within the ambit of tax net and are taxable @ **12.36%**.

Step 1: Create Company

Go to **Gateway of Tally > Alt + F3: Company Info. > Create Company**

In the **Company Creation** Screen,

Specify **Crystal Services (P) Ltd.**, as the **Company Name** and **Address details**

Select **India** in the **Statutory Compliance for** field

Specify the **State, Pin code & Accounts with or without Inventory** details

Press **Enter** to Save

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Step 2: Enable Service Tax

Enable Service Tax feature in F11: Features

Go to **Gateway of Tally > F11: Features > Statutory & Taxation**

Set **Enable Service Tax** to **Yes**

Enable **Set/Alter Service Tax Details** to **Yes**

The **Company Service Tax Details** sub-form appears as shown

1. **Company Service Tax Details** screen enter the following details:
2. **Service Tax Registration No.:** In this field, enter the Service Tax Registration Number of the company allotted by the department. (before the circular No. 35/3/2001-ST dated 27-08-2001)
3. **Date of Registration:** Specify the **Date** of Service Tax registration of the company. e.g. **15-03-2002**

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4. **Type of Organisation:** In this field, select the appropriate organisation type from the **List of Organisations**. e.g. **Registered Private Ltd. Company**

5. **Enable Service Tax Round Off:** By default, this option will be set to **Yes**. If this option is Yes, Service Tax will get Rounded off to nearest Rupee and such round off will happen for each Tax head. Set this option to **NO** if rounding off is not necessary.

6. **Assessee Code:** In this field, enter the **Service Tax Assessee Code** of the company. e.g. **ASDCE1588PST001**.

7. **Premises Code No.:** In this field, enter company's **Premises code** allotted by Department. e.g. **SC0500012**

8. Press **Enter** to Save.

Thank You