

Course Code – COM (H) 226

Lecture 19



Service Tax – Purchase Voucher (Invoice Mode)

On August 1, 2012 Crystal Services (P) Ltd. received a purchase invoice (No.MA/4796) for Advertising services rendered by Ram Agency for Rs. 60,000 with Service Tax @ 12.36% (Total invoice amount Rs. 67,416)

Set Up

In **F12: Purchase Invoice Configuration**, set the following options to **No**

Use Common Ledger A/c for Item Allocation

Use Defaults for Bill Allocations

1. Press **Alt+I** or click on **I: Account Invoice** if the voucher is in Item invoice mode
2. Press **F2** and change the date to **01-08-2012**
3. In the **Supplier Invoice No.** field, enter the invoice reference number, if any
4. In the **Party's A/c Name** field, select the service provider e.g. **Ram Agency**
5. Under **Particulars**, select the Service (Purchases) Ledger e.g. **Purchase - Advertisement Services** and press **Enter** to view **Service Tax Details** screen

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6. In **Service Tax Details** screen enter the details as required.
7. Under **Particulars**, select Service Tax ledger e.g. **Service Tax @ 12%**. Service Tax amount will be calculated and displayed automatically.
8. Under **Particulars**, select Education Cess ledger e.g. **Education Cess @ 2%**. Education Cess amount will be calculated and displayed automatically.
9. Under **Particulars**, select Secondary Education Cess ledger e.g. **Secondary Education Cess @ 1%**. Secondary Education Cess amount will be calculated and displayed automatically.
10. In **Bill-wise Details** screen enter the details as required.
11. Press **Enter** to save.

Service Tax – Sales Voucher (Invoice Mode)

On August 5, 2012 Crystal Services (P) Ltd. raised a sales invoice (No.CS/5621) for Event Management Services rendered to Siesta Advertisers for Rs.7,50,000 with Service Tax @ 12.36% (Total invoice amount Rs. 8,42,700)

Go to **Gateway of Tally > Accounting Vouchers > F8: Sales**

1. Press **Alt+I** or click on **I: Account Invoice** if the voucher is in Item invoice mode
2. Press **F2** and change the date to **05-08-2012**
3. In the **Party's A/c Name** field, select the service receiver e.g. **Siesta Advertisers**
4. Under **Particulars**, select the Service (sales) Ledger e.g. **Sale - Event Mgt Services** and press **Enter** to view **Service Tax Details** screen
5. In **Service Tax Details** screen enter the details
6. Under **Particulars**, select Service Tax ledger e.g. **Service Tax @ 12%**. Service Tax amount will be calculated and displayed automatically.

Service Tax – Sales Voucher (Invoice Mode)

7. Under **Particulars**, select Education Cess ledger e.g. **Education Cess @ 2%**. Education Cess amount will be calculated and displayed automatically.
8. Under **Particulars**, select Secondary Education Cess ledger e.g. **Secondary Education Cess @ 1%**. Secondary Education Cess amount will be calculated and displayed automatically.
9. In **Bill-wise Details** screen enter the required details.
10. Enter **Narration**, if any
11. Press **Enter** to save.

Thank You