Lesson Objectives

On completion of this lesson, you will be able to un

- Recording Local Sales
- Recording Interstate Sales

Once you activate GST in your company, you can record the sale of goods and services (outward supply) that attract GST using a sales voucher. Ensure that you provide unique sequential voucher numbers for your sales vouchers.

In Tally.ERP 9, you can record sales in the item invoice mode or in the accounting invoice mode.

Local Sales

The sale of goods or services to customers in the same state attracts central tax and state tax.

❖ On 02-09-2017 Sale of 3 Dell computer@ Rs 22990 each and 13 Samsung @Rs 18990 each to Max Solutions with Output GST Rate 28%

Record a local sales using item rate

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

2. In **Party A/c name**, select the customer ledger or the cash ledger.

3. Select the sales ledger.

4. Select the required items, and specify the quantities and rates.

5. Select the central and state tax ledgers.

You can view the tax details by clicking **A: Tax Analysis**. Click **F1: Detailed** to view the tax break-up.

6. In the sales invoice, press **Alt+P** to print the invoice in the required format.

For multiple copies:

Press **Alt+P** and then **Alt+C** to select the number of copies.

Note: When you are printing multiple copies of the invoice, only the page number of the current invoice will be displayed, and not the number of the copy. For example, if you want to print 3 copies for an invoice (original, duplicate, and triplicate), then in the print preview, the page number would be displayed as 1 of 1, and not 1 of 3.

- For services, original copy for buyer and duplicate copy for supplier will be printed in the invoice.

- For goods, original for buyer, duplicate for transporter and, triplicate for supplier will be printed in the invoice.

- If you do not want to print the transporter's copy, then disable the option **Print transporter's copy?** in the sales **Invoice Printing Configuration** screen.

Printed Invoice Format

As per GST guidelines, details such as the applicable taxes and tax rates, and the GSTIN/UIN of the company and the customer will be captured. After selecting the state in the ledger master, the state name and the state code will be captured in the printed invoice. Depending on your requirements, you can include additional details in your invoice by clicking **F12: Configure**.

To ensure that company GSTIN is printed on the sales invoice:

● Specify GSTIN under **Set/alter GST details?** in company **F11 > F3** features.

● In the **Voucher Printing** screen of the sales invoice, press **F12** and set:

- **Print Company GSTIN Number?** to **Yes** .
- **Print Item-wise GST details?** to **Yes**, to print the GST invoice in landscape orientation with tax breakup for each stock item.

Print the party's contact details in the pre-printed format

1. Go to Gateway of Tally > F12: Configure > Printing > Advanced Configuration.

2. Set Reduce space between address and item name/particulars?to No.
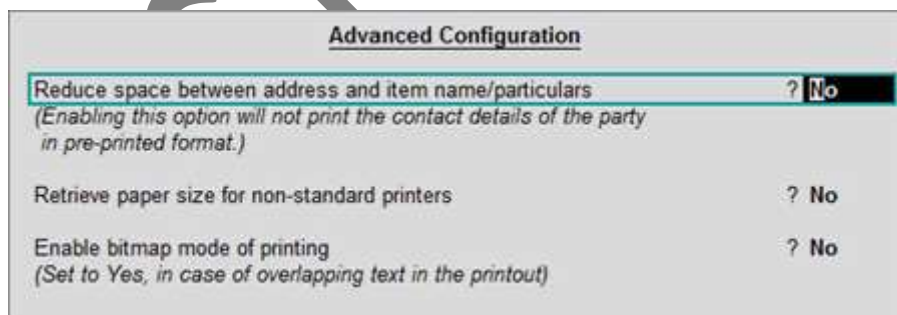
1. Press **Ctrl+A** to accept.

Interstate Sales
Sale of goods or services to a customer in another state attracts integrated tax.

❖ On 02-09-2017 Sale of 8 LG Air Conditioner @ Rs 23200 each and 8 Godrej Air Conditioner @ Rs 20990 each to VV Electronics with Output GST Rate 18%

Record an interstate sale

● Follow the steps used for <u>recording a local sales transaction</u>. The only difference is that you have to select the integrated tax ledger instead of central tax and state tax.

Accounting Voucher Creation	National Enterprises				Ctrl + M
Sales No. 2					2-Sep-2017
Reference no.					Saturday
Party A/c name V X Electronics					
Current balance					
Sales ledger Interstate Sales					
Name of Item			Quantity	Rate per	Amount
LG Airconditioner			8 nos	23,200.00 nos	1,85,600.00
Godrej Airconditioner			8 nos	20,990.00 nos	1,67,920.00
					3,53,520.00
Integrated Tax					63,633.60
Provide GST details No					
Narration:			16 nos		Accept ?
					Yes No

*** Chapter – end ***