

## **Steps for Migration to GST in BUSY**

In this document, we will discuss the steps for migration to GST i.e. step by step procedure for working in GST in your existing BUSY Company. Migration to GST is a very simple process and we have tried to create all the default Accounts, Bill Sundries and Sale / Purchase Types for GST for your convenience. Also the existing VAT Tax Categories will be updated to meet GST requirements so that single Tax Category can be used for both VAT and GST transactions.

For migration to GST, you need to perform the following five steps:

**Step 1:** Set Tax Type to GST and create default GST masters

**Step 2:** Check / Update GST Rates in Tax Category master

**Step 3:** Check / Update Item HSN Code and Tax Categories in Item master

**Step 4:** Check / Update Party GSTIN and State in Account master

**Step 5:** Configure Standard Invoice Printing Format


We will now discuss each of these steps in detail.

### **Step 1: Set Tax Type to GST and create default GST masters**

First of all, you need to set the Tax Type to GST to start working in GST mode. For this, you need to go to *Features / Options* → *VAT / GST* tab and select the Tax Type as *GST*. After selecting the Tax Type as GST, next specify the GSTIN of the Company in GSTIN field.

Given here is a screenshot of VAT / GST tab.

**VAT / GST**

Enable VAT/GST Reporting  

(Above option can not be changed if any Sales, Sales Return, Purchase or Purchase Return voucher has been entered)

Type **GST** **Create Default GST Masters** Signatory's Details

Type of Dealer **Regular**

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**VAT/GST Details**

CST No.  
LBT No.

**VAT Details**

TIN **07123416729** Adjust output CST in Input VAT

Pick VAT Op. Bal. from 'VAT Ledger A/c(s)'

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**GST Details**

GSTIN **07TEWRY12387323**

Transport Details in Local Sales/Purchase **N**

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**VAT Add. Tax / Cess Config**

Enable Add. Tax / Cess **N**

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Item-wise Cess to be Calculated on

Item Amount  TaxAmount  Item and TaxAmount


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Show Sale / Purchase Amt. as Taxable Amt. in GST Reports **N**

**Save** **Quit**

After this you need to click the *Create Default GST Masters* button to create default masters for GST. On clicking this button, Account, Bill Sundry and Sale / Purchase Type related to GST will be created automatically. After these accounts creation, a message box will appear, asking you, whether to update Tax Category masters or not. Given here is a screenshot of message box that appears for updating Tax Categories also.

**Create Default GST Masters !!**

 **Tax Category masters of VAT will be updated to meet GST requirements.**

VAT 1%	GST 3%
VAT 5%	GST 18%
VAT 12.5%	GST 28%
Services	GST 18%

**Do you want to proceed ?**

**Yes** **No**

The message clearly states the existing Tax Categories which will be updated i.e. in which GST rates as specified will be updated. For example, you have a Tax Category for VAT 5 % then in that particular Tax Category, GST rate of 18% will be updated. Also the name of Tax Category will be changed. In case of 5% Tax Category, name will be changed to "5 %, (GST 18%)". Hence if you are working in VAT mode

then 5% tax rate will be applied and if you are working in GST mode, GST 18% will be applied on items in which Tax Category “5%, (GST 18%)” is tagged.

Click Yes button in the message box to update Tax Category masters.

**Step 2: Check / Update Tax Category masters**

You can check and update GST rates in Tax Category masters. In step1, if you have updated existing Tax Categories then you can check them and update them if required. If you have not updated Tax rates in Tax Categories from Step 1 then you can update GST rates in existing Tax Category masters. For this, either you can update individual Tax Category master or bulk update GST rates in Tax Categories by using *Masters* → *Bulk Updation* → *Check / Update GST Rates in Tax Category* option. On clicking this option, a *Multiple Tax Category Creation / Modification* window appears in which you need to update the GST rates. Given here is a screenshot of *Multiple Tax Category Creation / Modification* window.

S.No	Name	Type	Rate of Tax (CGST)	Rate of Tax (SGST)	Taxation Type	Rate of Tax (IGST)	Tax O MRP
1	<<-None-->>	Goods	0.00	0.00		0.00	N
2	1%, (GST 3%)	Goods	1.50	1.50		3.00	N
3	12%, (GST 28%)	Goods	14.00	14.00		28.00	N
4	5%, (GST 18%)	Goods	9.00	0.00		18.00	N
5	Exempt	Goods	0.00	0.00		0.00	N
6	Services 14%	Services	0.00	0.00		0.00	N
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

In the window, update CGST, SGST and IGST rate for the Tax Category masters.

**An important point to note here is that you need not create separate Tax Category for VAT and GST. Same Tax Category can be used for both VAT and GST transactions.**

### **Step 3: Check / Update Item HSN Code and Tax Category in Item master**

Next step is to update HSN code and Tax categories for Item masters. For this you need to go to *Masters* → *Bulk Updation* → *Check / Update Item HSN Code/Tax Category* option. On clicking this option, a *Select Range* window appears. In the *Select Range* window, you need to select whether you want to update All Items, Selected Items or Group of Items. On specifying the required data, click *Ok* button. On clicking the *Ok* button, a *Multiple Item Creation / Modification* window will appear. Given here is a screenshot of *Multiple Item Creation / modification* window.

S.No	Name	HSN Code	Tax Category
1	Godrej Semi Automatic Washing Machine		18%
2	LG AC - 1Tonn	8516330	18%
3	Sony Bravia - 32" Inch		12%
4	Whirlpool Refrigerator	84182100	12%

Specify the HSN Code and Tax Category for selected items.

**In the window, you can update HSN Code and Tax Category in all the rows by clicking *Update 'HSN Code' in All Rows* and *Update 'Tax Category' in All Rows* button. On clicking this button, a *Specify HSN Code / Tax Category* window will appear in which you can specify the HSN Code / Tax Category which is to be updated in all the rows of the window.**

Click *Save* button to save the updated HSN code and Tax Category in Item master.

#### **Step 4: Check / Update Party GSTIN and State in Account master**

Next step is to update GSTIN and state for various parties. For this, you need to click *Masters* → *Bulk Updation* → *Check/Update Party GSTIN/State* option. On selecting this option, a *Select Account Range* window appears in which you need to specify whether you want to update All Accounts, Group of Accounts or Selected Account. After specifying required data in the window, click *Ok* button. On clicking the *Ok* button, a *Multiple Account Creation / Modification* window appears. Given here is a screenshot of *Multiple Account Creation / Modification* window.

S.No	Name	GST No.	State
1	Arnav Enterprises		Delhi
2	Busy Infotech Pvt. Ltd.		---Others---
3	Geeta Traders	06RTEWQ987654Z3	Haryana
4	Hitachi co. ltd.		Delhi
5	LG India Pvt. Ltd.	24TERUY45321Z22	Gujarat
6	Pasrija Traders		Haryana
7	Rama Traders		Delhi
8	Sony India Pvt. Ltd.		Delhi
9	Star Traders	07BWERE123452Z2	Delhi

In the window, you can update GSTIN and state of the parties.

In the window, you can update state in all the rows in one go by clicking the *Update State in All Rows* button. Basically on clicking this button, a window will appear in which you can specify state and that state will be updated in all the rows in the window.

#### **Step 5: Configure Standard Invoice Printing Format for GST**

In *Administration* → *Configuration* → *Invoice / Document Printing* → *Standard* → *Sales* option, you can configure format for GST. Basically you can enable / disable various options to be printed in invoice as per your requirement.

After following the above five steps, you are ready to work in GST mode in BUSY i.e. you can start entering transactions as per GST and can print invoice for GST.

Hope this document has helped you in migration to GST in existing company. We would also recommend viewing our Help Videos “Steps for Migration to GST” and “[Implementing GST in BUSY](#)” for more understanding of working on GST in BUSY.

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