GST FI USER MANUAL

Version 1.0 7th June 2017

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1.1. Non-PO Vendor Invoice posting (FB60) – Intra State/ Union Territory:

Post GST, A/P team in addition to existing parameters, users have to take care of the following new fields which will be available post GST, in order to determine the appropriate Tax while posting.

HSN Code/ SAC Code- Harmonized System of Nomenclature (HSN) or Service Accounting Code (SAC) field must be entered manually at line item level by user while posting Vendor Invoice which will be available post GST. This code will facilitate the user while filing the return in GSTN Portal as return needs to be filed at GSTIN + HSN/ SAC+ line item level.

GST Partner - If the vendor supplies material/services from a region (state) which is different from the one mentioned in vendor master, then using GST partner field + Place of supply field, nature of Tax will be determined (whether IGST or CGST/SGST). This field will be defaulted based on the Vendor code entered in the Invoice. However, if required it can be changed before Invoice Posting. This field will be available at Header Level in Basic data tab.

Place of Supply: It is the registered place of business of recipient. This field in combination with GST Partner field will determine the nature of Tax whether it is CGST/SGST or IGST. This field will be defaulted based on the place of business of recipient entered in the Invoice. However, if required it can be changed before Invoice Posting.

Go to Transaction code FB60:

- → Enter Vendor details, Expense a/c as usual and ensure correct tax code (Ex: CGST & SGST for Intra state Or IGST for Interstate transaction as shown below.
- → Z0(0%), ZA (5%), ZB (12%), ZC (18%), ZD (28%)e tax codes for Intra state transactions and Z1 (0%), ZE (5%), ZF (12%), ZG (18%), ZH (28%) tax codes for Union Territory Transactions, Select CGST and SGST/ UTGST tax code if region of vendor and region of place of business of recipient is same.

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- → User must input Business place and HSN/SAC code since these are mandatory fields and select calculate tax as shown above.
- → Click on "Simulate"
- → Observe that the tax amount is calculated based on the tax rate which is maintained in the condition records.
- → SGST & CGST GL accounts based on the business place.

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FI user manual

1.2. Non-PO Vendor Invoice posting (FB60) – Inter State:

Post GST, A/P team in addition to existing parameters, users have to take care of the following new fields which will be available post GST, in order to determine the appropriate Tax while posting.

HSN Code/ SAC Code- Harmonized System of Nomenclature (HSN) or Service Accounting Code (SAC) field must be entered manually at line item level by user while posting Vendor Invoice which will be available post GST. This code will facilitate the user while filing the return in GSTN Portal as return needs to be filed at GSTIN + HSN/ SAC+ line item level.

GST Partner - If the vendor supplies material/services from a region (state) which is different from the one mentioned in vendor master, then using GST partner field + Place of supply field, nature of Tax will be determined (whether IGST or CGST/SGST). This field will be defaulted based on the Vendor code entered in the Invoice. However, if required it can be changed before Invoice Posting. This field will be available at Header Level in Basic data tab.

Place of Supply: It is the registered place of business of recipient. This field in combination with GST Partner field will determine the nature of Tax whether it is CGST/SGST or IGST. This field will be defaulted based on the place of business of recipient entered in the Invoice. However, if required it can be changed before Invoice Posting.

Go to Transaction code FB60:

- → Enter Vendor details, Expense a/c as usual and ensure correct tax code (Ex: CGST & SGST for Intra state Or IGST for Interstate transaction as shown below.
- → Z2 (0%), ZI (5%), ZJ (12%), ZK (18%), ZL (28%) are IGST tax codes. Select IGST tax code if region of vendor and region of place of business of recipient is different.

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- → User must input Business place and HSN/SAC code since these are mandatory fields and select calculate tax as shown above.
- → Click on "Simulate"
- → Observe that the tax amount is calculated based on the tax rate which is maintained in the condition records.

→ You can find IGST GL account based on the business place.

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1.3. Vendor Credit Memo posting (FB65) – Intra State:

Post GST, A/P team in addition to existing parameters, users have to take care of the following new fields which will be available post GST, in order to determine the appropriate Tax while posting.

HSN Code/ SAC Code- Harmonized System of Nomenclature (HSN) or Service Accounting Code (SAC) field has to be entered manually at line item level by user while posting Vendor Invoice which will be available post GST. This code will facilitate the user while filing the return in GSTN Portal as return needs to be filed at GSTIN + HSN/ SAC+ line item level.

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Go to Transaction code FB65:

- → Enter Vendor details, GL account a/c as usual and ensure correct tax code (Ex: CGST & SGST for Intra state Or IGST for Interstate transaction as shown below.
- → Select SGST & CGST tax code if region of vendor and region of place of business of recipient is same.

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- → User must input Business place and HSN/SAC code since these are mandatory fields and select calculate tax as shown above.
- → Click on "Simulate"
- → Observe that the tax amount is calculated based on the tax rate which is maintained in the condition records.
- → SGST & CGST GL accounts based on the business place.

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- → Here you can *check the entry* before posting it
- → Click on "Save"



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1.4. Vendor Credit Memo posting (FB65) – Inter State:

Post GST, A/P team in addition to existing parameters, users have to take care of the following new fields which will be available post GST, in order to determine the appropriate Tax while posting.

HSN Code/ SAC Code- Harmonized System of Nomenclature (HSN) or Service Accounting Code (SAC) field has to be entered manually at line item level by user while posting Vendor Invoice which will be available post GST. This code will facilitate the user while filing the return in GSTN Portal as return needs to be filed at GSTIN + HSN/ SAC+ line item level.

GST Partner - If the vendor supplies material/services from a region (state) which is different from the one mentioned in vendor master, then using GST partner field + Place of supply field, nature of Tax will be determined (whether IGST or CGST/SGST). This field will be defaulted based on the Vendor code entered in the Invoice. However, if required it can be changed before Invoice Posting. This field will be available at Header Level in Basic data tab.

Place of Supply: It is the registered place of business of recipient. This field in combination with GST Partner field will determine the nature of Tax whether it is CGST/SGST or IGST. This field will be defaulted based on the place of business of recipient entered in the Invoice. However, if required it can be changed before Invoice Posting.

Go to Transaction code FB65:

- → Enter Vendor details, GL account a/c as usual and ensure correct tax code (Ex: CGST & SGST for Intra state Or IGST for Interstate transaction as shown below.
- → Z2 (0%), ZI (5%), ZJ (12%), ZK (18%), ZL (28%) are IGST tax codes. Select IGST tax code if region of vendor and region of place of business of recipient is different.

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→ User must input Business place and HSN/SAC code since these are mandatory fields and select calculate tax as shown above.

- → Click on "Simulate"
- → Observe that the tax amount is calculated based on the tax rate which is maintained in the condition records.
- → IGST GL account based on the business place.

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→ Click on "Save"

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1.5. Customer Invoice posting (FB70) – Intra State:

Post GST, A/P team in addition to existing parameters, users must take care of the following new fields which will be available post GST, to determine the appropriate Tax while posting.

HSN Code/ SAC Code- Harmonized System of Nomenclature (HSN) or Service Accounting Code (SAC) field must be entered manually at line item level by user while posting Customer Invoice which will be available post GST. This code will facilitate the user while filing the return in GSTN Portal as return needs to be filed at GSTIN + HSN/ SAC+ line item level.

GST Partner - If the material/services supplied to a customer from a region (state) which is different from the one mentioned in Customer master, then using GST partner field + Place of supply field, nature of Tax will be determined (whether IGST or CGST/SGST). This field will be defaulted based on the Customer code entered in the Invoice. However, if required it can be changed before Invoice Posting. This field will be available at Header Level in Basic data tab.

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Go to Transaction code FB70:

- → Enter Customer details, Revenue a/c as usual and ensure correct tax code (Ex: CGST & SGST for Intra state Or IGST for Interstate transaction as shown below.
- ➔ Yo (0%), YA (5%), YB (12%), YC (18%), YD (28%). tax codes for Intra state transactions. Select CGST and SGST tax code if region of vendor and region of place of business of recipient is same.

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- → User must input Business place and HSN/SAC code since these are mandatory fields and select calculate tax as shown above.
- → Click on "Simulate"
- → Observe that the tax amount is calculated based on the tax rate which is maintained in the condition records.
- → SGST and CGST (IGST if Interstate transaction) GL accounts based on the business place.

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4	50	259010	CGST Output A/C		YA	25.00-	MHT1

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	4	50		Y	259010	20170	259010	CGST Output A/C	25.00-	INR		MHT1	

1.6. Customer Invoice posting (FB70) – Inter State:

Post GST, A/P team in addition to existing parameters, users must take care of the following new fields which will be available post GST, in order to determine the appropriate Tax while posting.

HSN Code/ SAC Code- Harmonized System of Nomenclature (HSN) or Service Accounting Code (SAC) field has to be entered manually at line item level by user while posting Customer Invoice which will be available post GST. This code will facilitate the user while filing the return in GSTN Portal as return needs to be filed at GSTIN + HSN/ SAC+ line item level.

GST Partner - If the material/services supplied to a customer from a region (state) which is different from the one mentioned in Customer master, then using GST partner field + Place of supply field, nature of Tax will be determined (whether IGST or CGST/SGST). This field will be defaulted based on the Customer code entered in the Invoice. However, if required it can be changed before Invoice Posting. This field will be available at Header Level in Basic data tab.

Place of Supply: It is the registered place of business of recipient. This field in combination with GST Partner field will determine the nature of Tax whether it is CGST/SGST or IGST. This field will be defaulted based on the place of business of recipient entered in the Invoice. However, if required it can be changed before Invoice Posting.

Go to Transaction code FB70:

- → Enter Customer details, Revenue a/c as usual and ensure correct tax code (Ex: CGST & SGST for Intra state Or IGST for Interstate transaction as shown below.
- → Y2 (0%), YI (5%), YJ (12%), YK (18%), YL (28%) tax codes for Interstate transactions. Select IGST tax code if region of vendor and region of place of business of recipient is different.

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- → User must input Business place and HSN/SAC code since these are mandatory fields and select calculate tax as shown above.
- → Click on "Simulate"
- → Observe that the tax amount is calculated based on the tax rate which is maintained in the condition records.
- → IGST GL account based on the business place.

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1.7. Customer Credit Memo posting (FB75) – Intra State:

Post GST, A/P team in addition to existing parameters, users have to take care of the following new fields which will be available post GST, in order to determine the appropriate Tax while posting.

HSN Code/ SAC Code- Harmonized System of Nomenclature (HSN) or Service Accounting Code (SAC) field has to be entered manually at line item level by user while posting Customer Invoice which will be available post GST. This code will facilitate the user while filing the return in GSTN Portal as return needs to be filed at GSTIN + HSN/ SAC+ line item level.

GST Partner - If the material/services supplied to a customer from a region (state) which is different from the one mentioned in Customer master, then using GST partner field + Place of supply field, nature of Tax will be determined (whether IGST or CGST/SGST). This field will be defaulted based on the Customer code entered in the Invoice. However, if required it can be changed before Invoice Posting. This field will be available at Header Level in Basic data tab.

Place of Supply: It is the registered place of business of recipient. This field in combination with GST Partner field will determine the nature of Tax whether it is CGST/SGST or IGST. This field will be defaulted based on the place of business of recipient entered in the Invoice. However, if required it can be changed before Invoice Posting.

Go to Transaction code FB75:

- → Enter Customer details, GL account a/c as usual and ensure correct tax code (Ex: CGST & SGST for Intra state Or IGST for Interstate transaction as shown below.
- ➔ Yo (0%), YA (5%), YB (12%), YC (18%), YD (28%). tax codes for Intra state transactions. Select CGST and SGST tax code if region of vendor and region of place of business of recipient is same.

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- → User must input Business place and HSN/SAC code since these are mandatory fields and select calculate tax as shown above.
- → Click on "Simulate"
- → Observe that the tax amount is calculated based on the tax rate which is maintained in the condition records.
- → SGST & CGST (IGST if it is interstate transaction) GL accounts based on the business place.

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1.8. Customer Credit Memo posting (FB75) – Inter State:

Post GST, A/P team in addition to existing parameters, users have to take care of the following new fields which will be available post GST, in order to determine the appropriate Tax while posting.

HSN Code/ SAC Code- Harmonized System of Nomenclature (HSN) or Service Accounting Code (SAC) field has to be entered manually at line item level by user while posting Customer Invoice which will be available post GST. This code will facilitate the user while filing the return in GSTN Portal as return needs to be filed at GSTIN + HSN/ SAC+ line item level.

GST Partner - If the material/services supplied to a customer from a region (state) which is different from the one mentioned in Customer master, then using GST partner field + Place of supply field, nature of Tax will be determined (whether IGST or CGST/SGST). This field will be defaulted based on the Customer code entered in the Invoice. However, if required it can be changed before Invoice Posting. This field will be available at Header Level in Basic data tab.

Place of Supply: It is the registered place of business of recipient. This field in combination with GST Partner field will determine the nature of Tax whether it is CGST/SGST or IGST. This field will be defaulted ased on the place of business of recipient entered in the Invoice. However, if required it can be changed before Invoice Posting.

Go to Transaction code FB75:

- → Enter Customer details, GL account a/c as usual and ensure correct tax code (Ex: CGST & SGST for Intra state Or IGST for Interstate transaction as shown below.
- → Y2 (0%), YI (5%), YJ (12%), YK (18%), YL (28%) tax codes for Interstate transactions. Select IGST tax code if region of vendor and region of place of business of recipient is different.

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Bus.place/sectn DLT1	
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Baseline Date 08.07.2017	OIs
Company Code 1000 Sterlite Technologies Ltd Aurangabad	Bank data: not available
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- → User must input Business place and HSN/SAC code since these are mandatory fields and select calculate tax as shown above.
- → Click on "Simulate"
- → Observe that the tax amount is calculated based on the tax rate which is maintained in the condition records.
- → IGST GL account for interstate transaction based on the business place.

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1.9. Vendor Invoice posting with non-creditable portion (FB60) – Intra/Inter State:

Post GST, A/P team in addition to existing parameters, users have to take care of the following new fields which will be available post GST, in order to determine the appropriate Tax while posting.

HSN Code/ SAC Code- Harmonized System of Nomenclature (HSN) or Service Accounting Code (SAC) field must be entered manually at line item level by user while posting Vendor Invoice which will be available post GST. This code will facilitate the user while filing the return in GSTN Portal as return needs to be filed at GSTIN + HSN/ SAC+ line item level.

GST Partner - If the vendor supplies material/services from a region (state) which is different from the one mentioned in vendor master, then using GST partner field + Place of supply field, nature of Tax will be determined (whether IGST or CGST/SGST). This field will be defaulted based on the Vendor code entered in the Invoice. However, if required it can be changed before Invoice Posting. This field will be available at Header Level in Basic data tab.

Place of Supply: It is the registered place of business of recipient. This field in combination with GST Partner field will determine the nature of Tax whether it is CGST/SGST or IGST. This field will be defaulted based on the place of business of recipient entered in the Invoice. However, if required it can be changed before Invoice Posting.

Go to Transaction code FB60:

- → Enter Vendor details, Expense a/c as usual and ensure non-creditable tax code (Ex: CGST & SGST for Intra state Or IGST for Interstate transaction as shown below.
 → ZM (-%) ZN (18%) ZO (18%) ZD (28%) tax and as for non-creditable intra state
- → ZM (5%), ZN (12%), ZO (18%), ZP (28%) tax codes for non-creditable intra state transactions.
- \rightarrow ZQ (5%), ZR (12%), ZS (18%), ZT (28%)tax codes for non-creditable UT transactions.

→ ZU (5%), ZV (12%), ZW (18%), ZX (28%) tax codes for non-creditable UT transactions
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Amount Bus.place/sectn Text Paymt terms Baseline Date Company Code	1,050.00 MHT1 30 Days net 08.07.2017 1000 Sterlite Techn	culate tax	Address ABB LTD WAREHOUS CENTRAL 412216 PUN 91-21-33 Bank data: no	E KOREGAON B NE 7252803 Dt available	HIMA, O E							
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- → User must input Business place and HSN/SAC code since these are mandatory fields and select calculate tax as shown above.
- → Click on "Simulate"
- → Observe that the tax amount is calculated and get added to the corresponding expense GL account in the same transaction.

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- → Here you can *check the entry* before posting it. Non-creditable portion gets added to input cost GL.
- → Click on "Save"

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	4	40	Ζ	362520	20170	362520	CGST Input Cost A	/c	25.00	INR		MHT1	

1.10. Vendor Invoice with RCM (FB60) – Intra/Inter State:

Post GST, A/P team in addition to existing parameters, users have to take care of the following new fields which will be available post GST, in order to determine the appropriate Tax while posting.

HSN Code/ SAC Code- Harmonized System of Nomenclature (HSN) or Service Accounting Code (SAC) field has to be entered manually at line item level by user while posting Vendor Invoice which will be available post GST. This code will facilitate the user while filing the return in GSTN Portal as return needs to be filed at GSTIN + HSN/ SAC+ line item level.

GST Partner - If the vendor supplies material/services from a region (state) which is different from the one mentioned in vendor master, then using GST partner field + Place of supply field, nature of Tax will be determined (whether IGST or CGST/SGST). This field will be defaulted based on the Vendor code entered in the Invoice. However, if required it can be changed before Invoice Posting. This field will be available at Header Level in Basic data tab.

Place of Supply: It is the registered place of business of recipient. This field in combination with GST Partner field will determine the nature of Tax whether it is CGST/SGST or IGST. This field will be defaulted based on the place of business of recipient entered in the Invoice. However, if required it can be changed before Invoice Posting.

Go to Transaction code FB60:

→ Enter Vendor details, Expense a/c as usual and ensure RCM tax code (Ex: CGST & SGST for Intra state Or IGST for Interstate transaction as shown below.

→ RA (5%), RB (12%), RC (18%), RD (28%) tax codes for reverse charge transactions for intra state transactions

RE (5%), RF (12%), RG (18%), RH (28%) for tax codes for reverse charge transactions for UT transactions.

RI (5%), RJ (12%), RK (18%), RL (28%) for tax codes for reverse charge transactions for UT transactions.

Enter Vendor Invoice: Company Code 1000											
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GST Partnr 24	1000 Sterlite	Technolog Place	of Supply]	*	Bank data: not availa	ble				
1 Items (No ent	ry variant selec	ted)									
	Short Text Machinery	D/C S De ▼ S De ▼ S De ▼	Amount in doc.curr. 1,000.00	Segment	Ptnr S	egm. HSN/SAC 84189040					

- → User has to input Business place and HSN/SAC code since these are mandatory fields and select calculate tax as shown above.
- → Click on "Simulate"
- → Observe that the tax amount is calculated and get posted to respective RCM Input credit and RCM payable GL accounts based on Business place.

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- → Here you can *check the entry* before posting it
- → Click on "Save"

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	3	40	R	179020	20170	179020	SGST Input A/C	25.00	INR		MHT1	
	4	50	R	259510	20170	259510	CGST RCM A/C	25.00-	INR		MHT1	
	5	50	R	259520	20170	259520	SGST RCM A/C	25.00-	INR		MHT1	
	6	40	R	179010	20170	179010	CGST Input A/C	25.00	INR		MHT1	

Note: If it interstate transaction SGST & CGST will be replaced with IGST GL account.