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Technical Requirements

■ Supported Operating Systems are:

- ▶ Windows 2000 Professional (Workstation) plus Service Pack 3
- ▶ Windows XP (Home and Professional) plus Service Pack 2
- ▶ Windows Vista

■ The following operating systems are NOT supported:

- ▶ Windows 95 (any version)
- ▶ Windows 98

■ Minimum Hardware Requirements

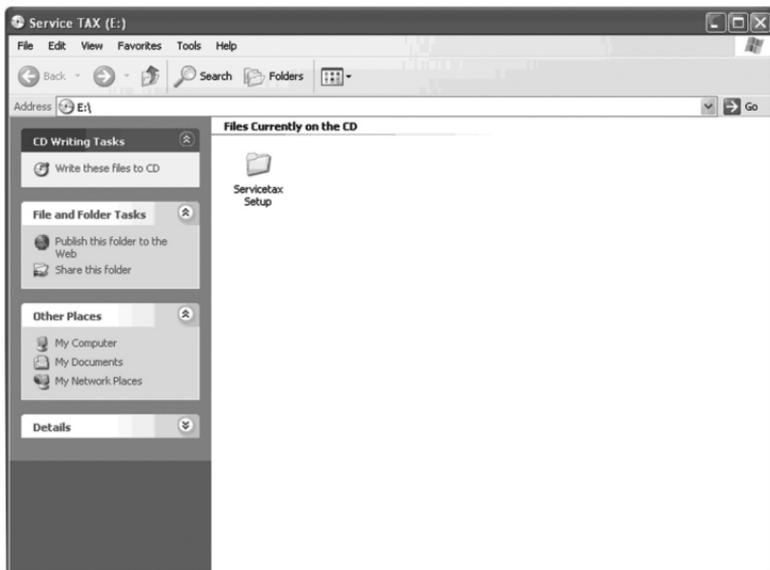
- ▶ 200Mb hard disk space
- ▶ PC with Pentium class processor
- ▶ 256 MB of RAM
- ▶ CD Rom Drive

■ Front End: Microsoft .Net

■ Back End : MS Access

■ Pre requisites : Microsoft .NET Framework 2.0

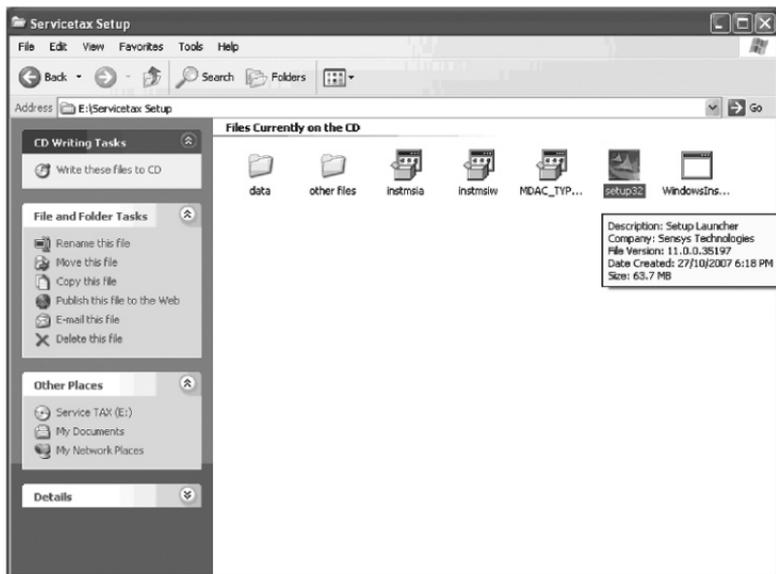
Installation



Insert Service Tax CD in the CD drive.

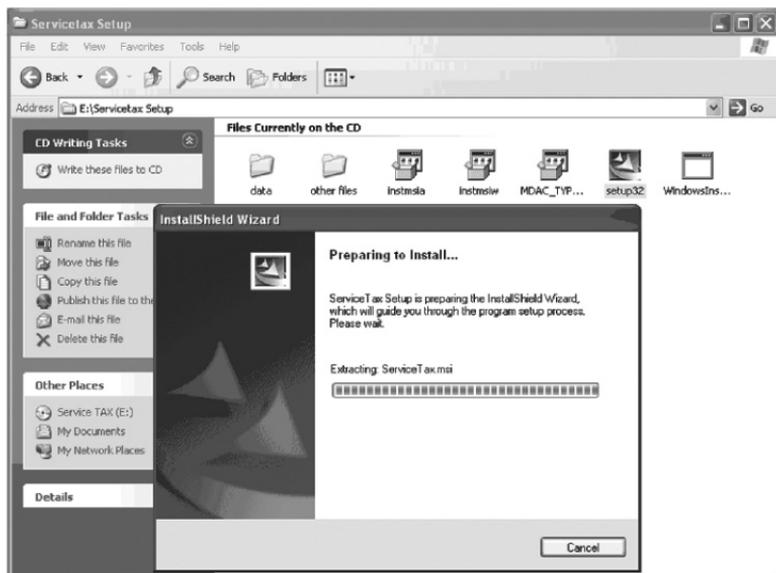
Select and Click on the Service Tax setup folder

Installation



Select Setup32 Exe as shown above and double click on it to start the installation.

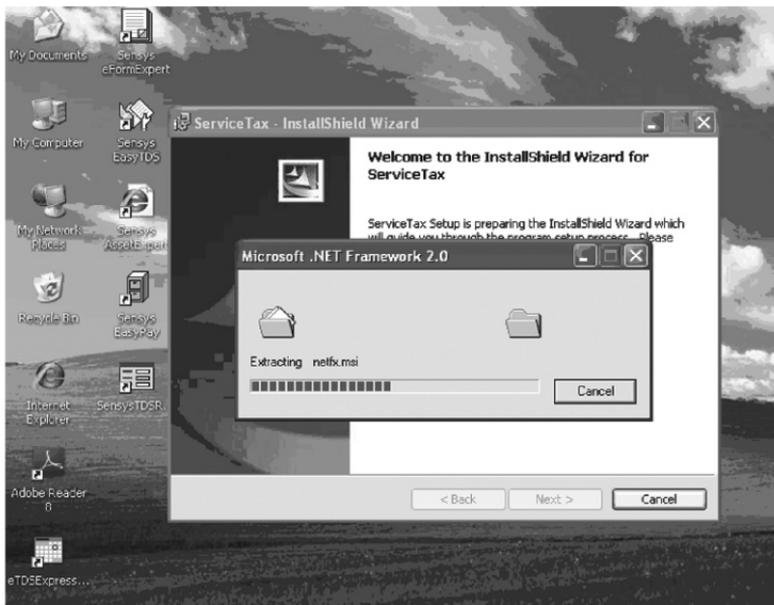
Installation



After clicking on setup32, the set up will start installing the software.

⇒ Service Tax → Setup32

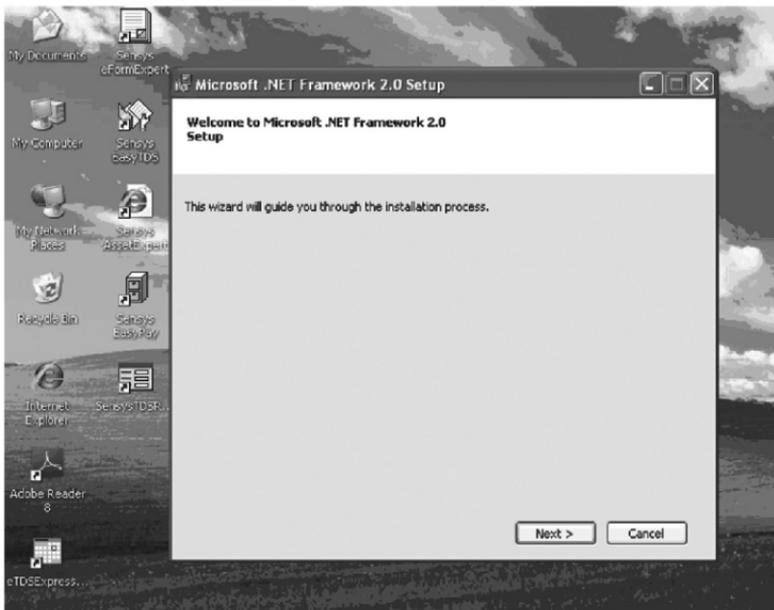
Installation



Service tax setup will install Microsoft .Net framework automatically if it is not installed on this computer.

Installation will be done by the software itself, guiding the next window automatically.

Installation



Click on **Next** to continue the installation of .Net framework 2.0

⇒ Service Tax → Setup32 → Next

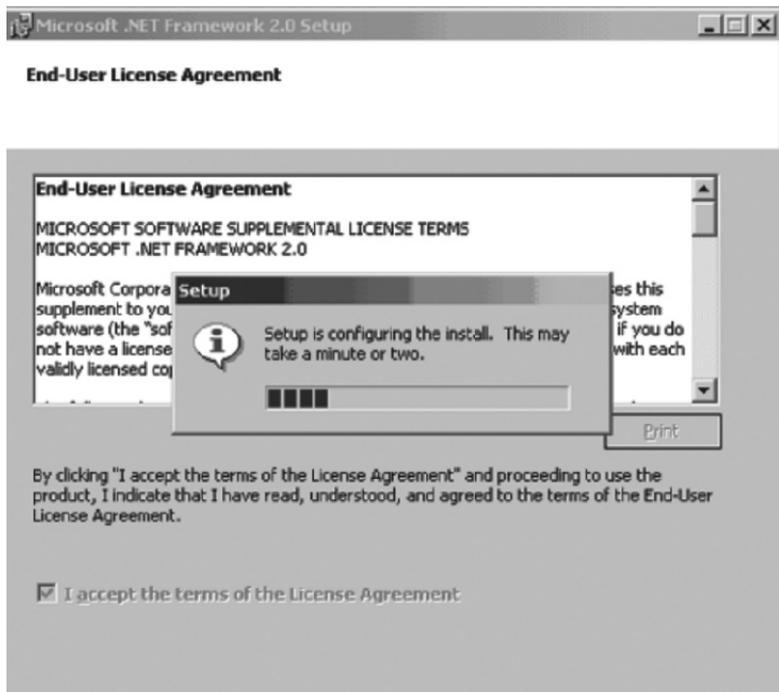
Installation



Tick on "I accept the terms of the License Agreement" Check box and click on Install button to continue with the installation.

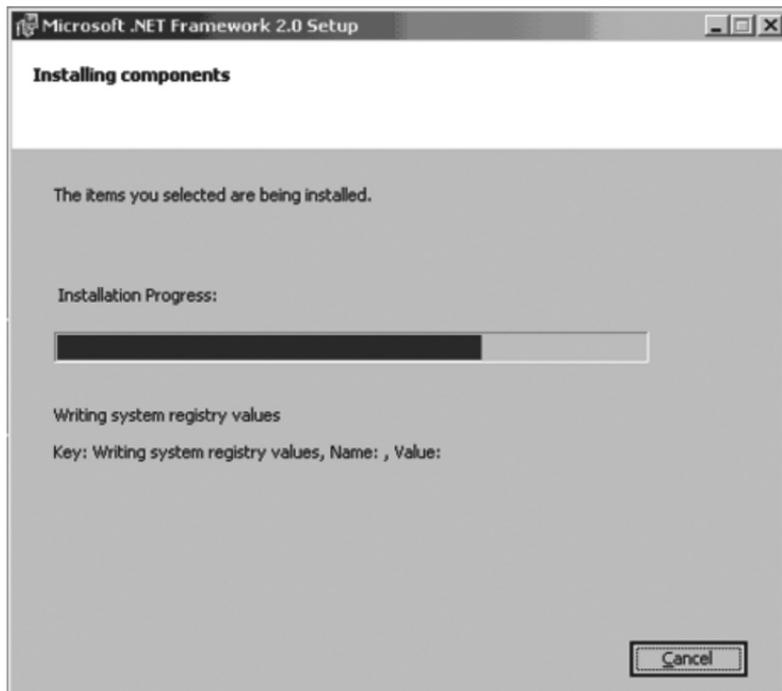
⇒ Service Tax → Setup32 → Next → **Install**

Installation



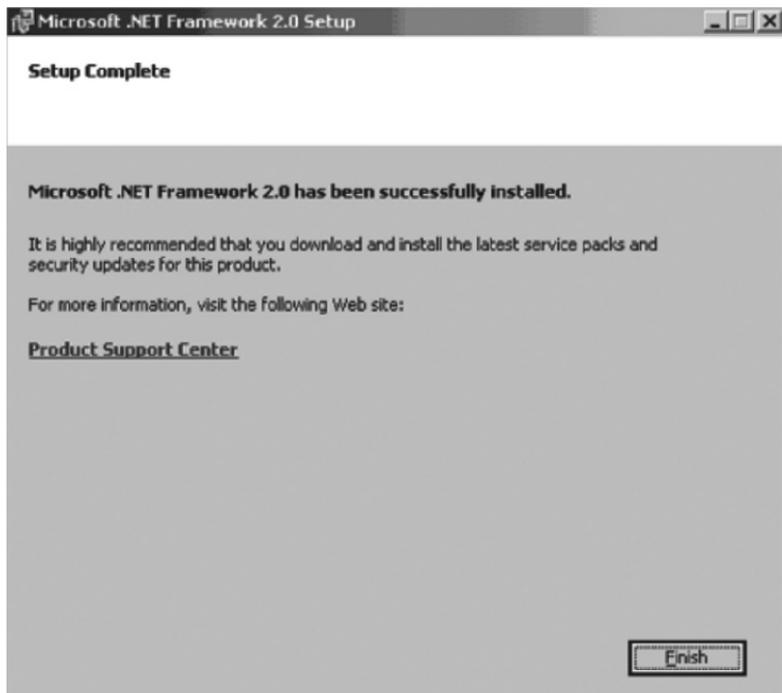
Now software will configure the installation, this might take little time.

Installation



Now the software will attempt to install the software automatically.

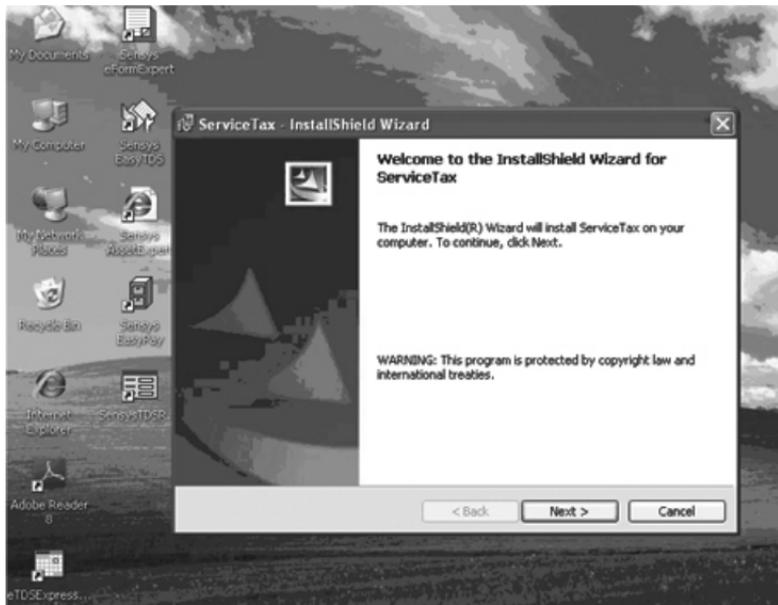
Installation



Click on Finish to complete the installation of .Net framework 2.0

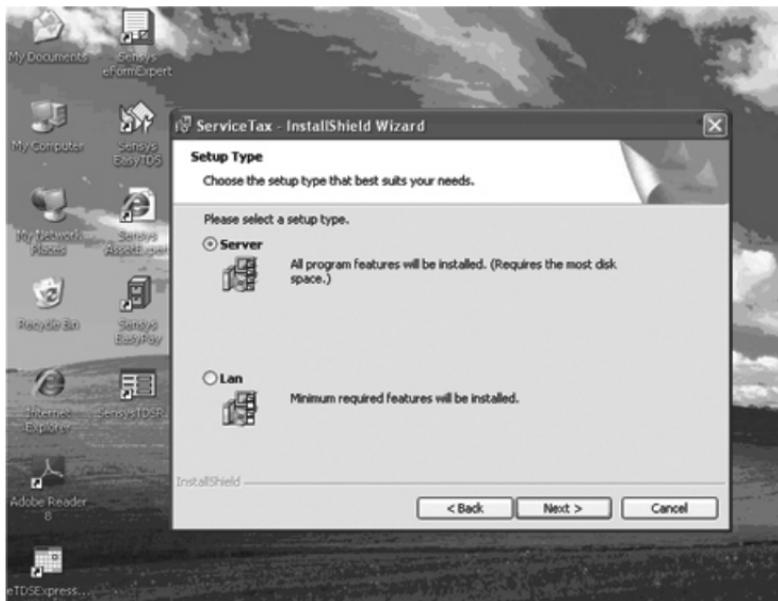
We have successfully finished Microsoft. NET Framework 2.0 installation.
Now installation of Service Tax will be done.

Installation



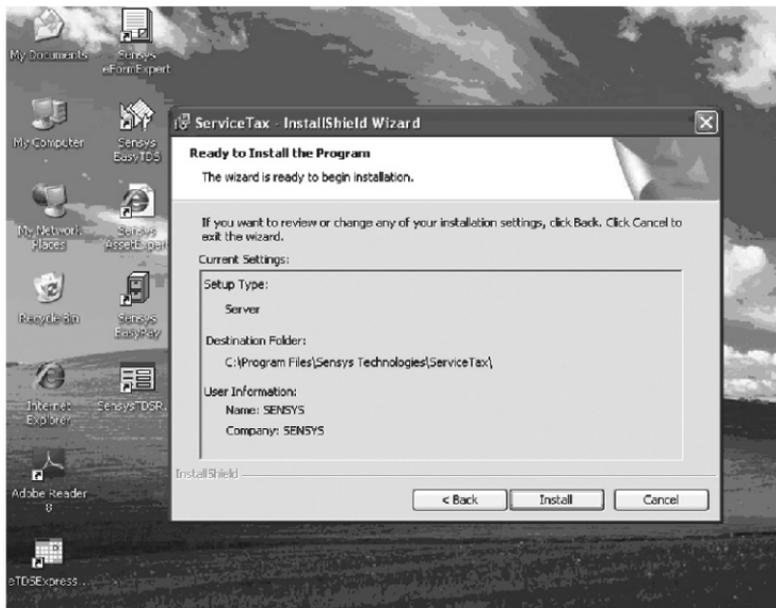
Click on **Next** to continue with the installation of Service Tax.

Installation



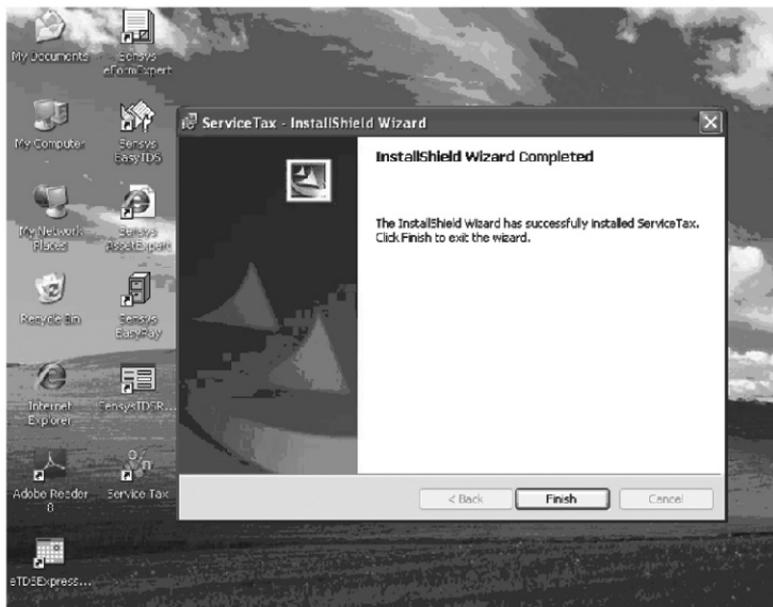
After clicking on next select Server and click on Next as shown in the above picture.

Installation



Click on **Install** to continue with Installation.

Installation



Click on Finish to complete Installation.

We have successfully installed Service Tax software in this computer. After clicking on finish it will directly take us to desktop where shortcut Icon of the software is displayed.

Registration



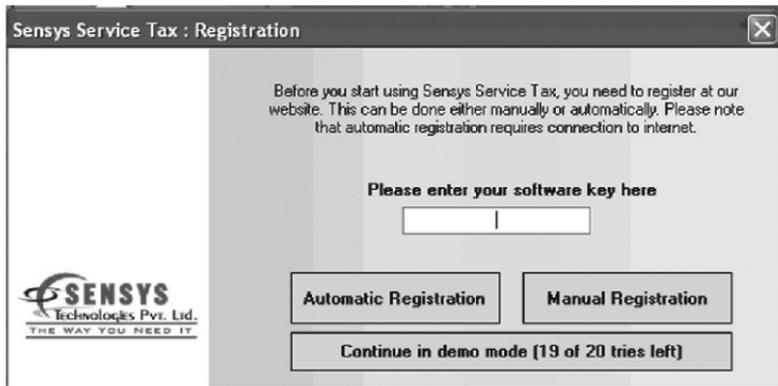
In the above screen, double click on Shortcut Icon of the **Service Tax**,

Before we can continue using Service Tax Software, we need to register the software.

Registration

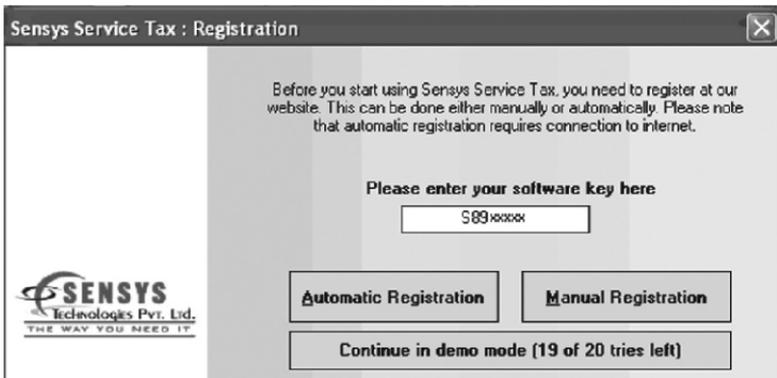
We need to register Service Tax software with the help of **Software Key** provided to you in the **CD Cover Box**.

Registration



After clicking on **Shortcut Icon** of Service Tax software, above screen will be displayed.

Registration



Kindly provide your **Software Key** in the box as shown in the above screen.

There are two methods for Registration

1) Automatic Registration : Software will try to register the software automatically. For this your computer should be connected to internet.

2) Manual Registration : In case you are not connected to Internet, you can register yourself using manual method

Select from **Automatic Registration** and **Manual Registration** option for registering the software.

Select **Automatic Registration** to register the software Online

Registration

Automatic Registration [X]

S8921001 New User Existing User

General Information

Company Name : Sensys Technologies Pvt Ltd

Contact Person : Mr. Ravi Kesarkar

Address : 1/2, Manohar Building, K.V. Chitale

City : Mumbai

State : Maharashtra

Pincode : 400028

STD Code : 022

Phone 1 : 66278600

Phone 2 : 66278601

Mobile : 9867307971

Fax : 66278686

Email : contact@sensysindia.com

Purchased From : Sensys Technologies Pvt Ltd

Installed By : Ravi Kesarkar

Login Details

User Name : S89*****

Password : *****

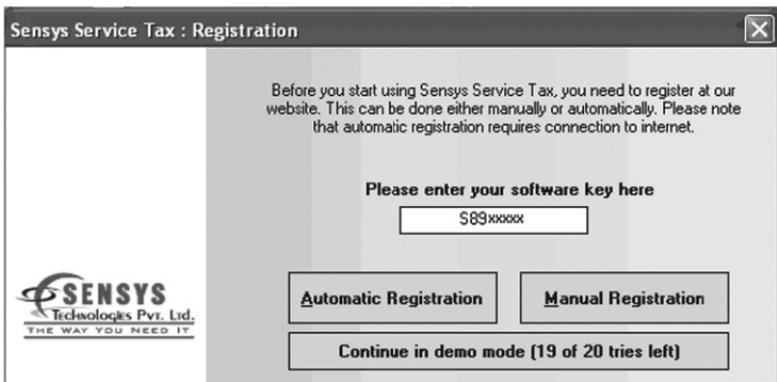
Confirm password : *****

Ok Cancel

On clicking on **Automatic Registration**, above screen will displayed, Kindly fill the data respectively and click on **OK** to register.

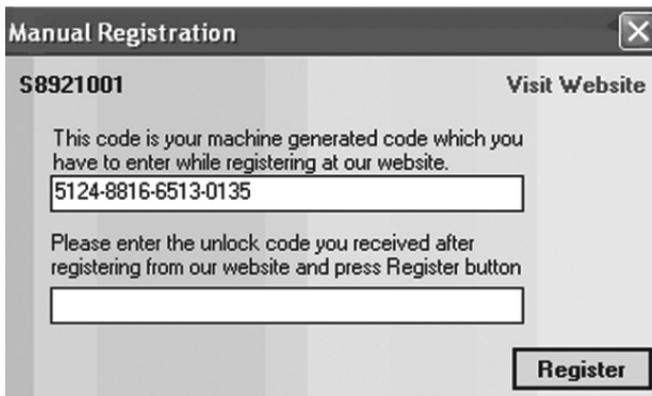
After the software is successfully registered, it will start working in a Registered Mode.

Registration



If you want to register the software manually, click on **Manual Registration**.

Following screen will be displayed.



Computer will produce a code automatically as shown in the above screen, which is called **Product Code**; this code is asked at the time you are registering the software on internet.

Registration

For registering software on internet you have to log on to our website www.sensysindia.com and Click on **Customer Login** to register the software.

⇒ www.sensysindia.com → **Customer Login**

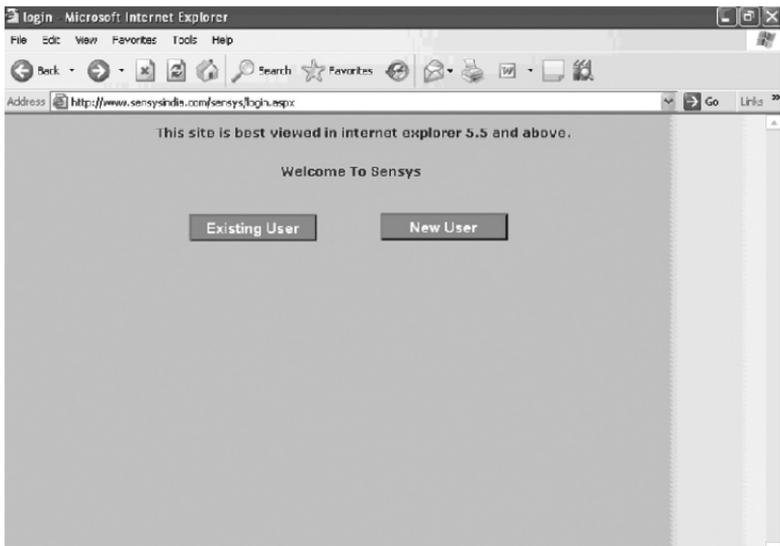
The screenshot shows the Sensys Technologies website with the following content:

- Header:** "SENSYS TECHNOLOGIES" with the tagline "FOCUSED MIND POWER. OUR STRONGEST FORCE". Navigation links include "Home", "About us", "Partners", "Contact us", "View Cart", "Updates & Support", and "Send us an Enquiry".
- Client List:** SHEETAL Arch P. Ltd., Bajaj Hindustan Ltd, ANCHOR Electricals P. Ltd., Crescent Organics Pvt Ltd, East India Cotton Association.
- Service Tax Expert:** Described as a flexible and user-friendly software for Service Tax Management.
- EasyTDS Enterprise:** Described as a complete & user-friendly TDS software for Calculation, Certificates, Challan, Quarterly e-TDS Returns Form 24Q, 26Q, 27Q & 27EQ (TCS), Data Import from TALLY A/C Software & Excel.
- EasyPAY - Payroll Software:** Described as a very easy, flexible and user-friendly Payroll Management software.
- Buttons:** "Online Demo" and "Send us an Enquiry".
- Footer:** "Dial a Software" and "Error on page."

Registration

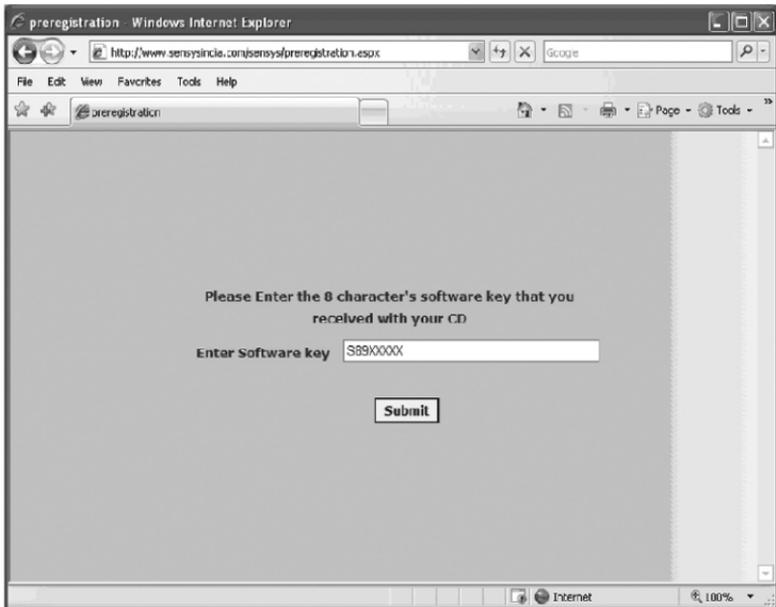
After clicking on **Customer Login** following screen is displayed

Select **New User** to input all the details of your organization and register the software.



⇒ www.sensysindia.com → Customer Login → New User

Registration



Enter the **Software Key** as shown in the above screen.

Registration

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <http://www.sensysindia.com/sensys/registration.aspx?name=58522301>. The page content is a registration form with the heading "Please fill in your personal details". The form consists of a table with two columns: labels and input fields. The labels and their corresponding input fields are as follows:

Company Name *	<input type="text"/>
Contact person 1 *	<input type="text"/>
Contact person 2	<input type="text"/>
Address 1 *	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
Address 4	<input type="text"/>
Address 5	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Pin code *	<input type="text"/>
Country *	<input type="text"/>
SID code	<input type="text"/>
Phone 1 *	<input type="text"/>
Phone 2	<input type="text"/>

Kindly fill up all the details of organization in this screen, details having star mark are mandatory.

After filling all the data in the required fields, kindly Submit which will take you to the next screen

⇒ www.sensysindia.com → Customer Login → New User → OK

Registration



Click on **Registration Number** on the left side as shown in the above screen.

Registration

regnumber - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.sensysindia.com/sensys/regnumber.aspx>

SENSYS
Technologies Pvt. Ltd.
THE WAY YOU NEED IT

Welcome to Online Registration System

Home Back Logout

Console

Registration Number

Edit Profile

Change My Password

Registration History

Download Updates

Help Desk

Logout

Surrender Registration Code

Choose Product Service Tax 2008-2009

Software Key S99XXXXX

Product Code 5124-8816-6513-0135

Contact Person Mr. Dilip Sharma

Remarks Done

Submit

Congratulations! Your Registration Number is 1707-8217-5352-4935-9006

Once you click on registration number above screen will be displayed, here you have to select **Assessment Year** and enter the **Product Code** which was generated while doing manual registration in the software.

After entering the **Product Code** click on submit, which will generate registration automatically.

⇒ www.sensysindia.com → Customer Login → New User → OK → Submit

This registration no. is required to be entered in the Service tax software registration screen, to get it registered.

Registration

Manual Registration ✕

S8921001 Visit Website

This code is your machine generated code which you have to enter while registering at our website.

Please enter the unlock code you received after registering from our website and press Register button

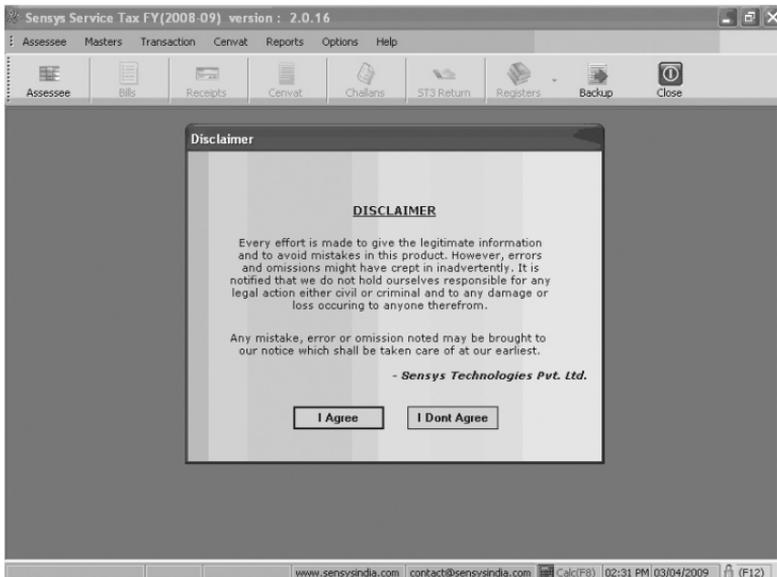
Register

Mention the auto generated registration number, as shown in the above screen and click on Register.

⇒ www.sensysindia.com → Customer Login → New User → OK → Submit → **Register**

After clicking on Register, the software will start working in the Registered Mode.

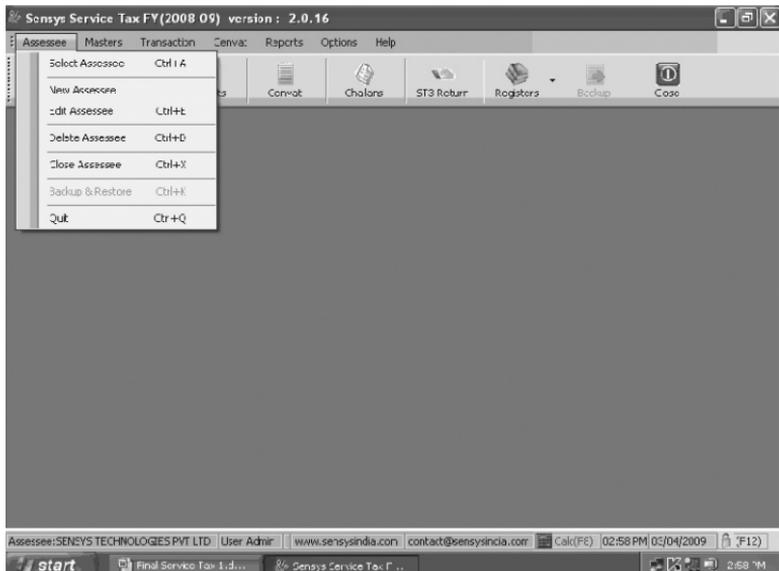
Service Tax Home Page



Choosing Assessment Year will lead you to above screen,

Click on **I Agree** to accept disclaimer.

Various Menu Options



Main Screen (Home Page) of the software is displayed.
Different options are arranged in Seven Menus and their Sub menus.

(I) Assessee Menu :

- (i) Select Assessee : To Open Assessee Company
- (ii) Close Assessee : To Close Company
- (iii) New Assessee : To Create New Assessee
- (iv) Edit Assessee : To Make Changes to the data of Existing Company
- (v) Delete Assessee: To Delete the Company which is not required.
- (vi) Backup & Restore : To take the Backup and Restore the back up of the Company
- (vii) Quit : To Close the Software

Various Menu Options



(II) Masters Menu

- (I) Premises
- (ii) Clients
- (iii) Client Groups
- (iv) Suppliers
- (v) Cost Center
- (vi) Billing Items

Various Menu Options



(III) Transaction

- (i) Bills : Issue bills to Clients and Print bills
- (ii) Receipt : Receipts against Bills Raised
- (iii) Challans : Service Tax Challans

Various Menu Options



(IV) Cenvat

- (I) Credit Distribution : To Distribute Credit among Premises
- (ii) Cenvat : Credit of Service Tax paid

Various Menu Options



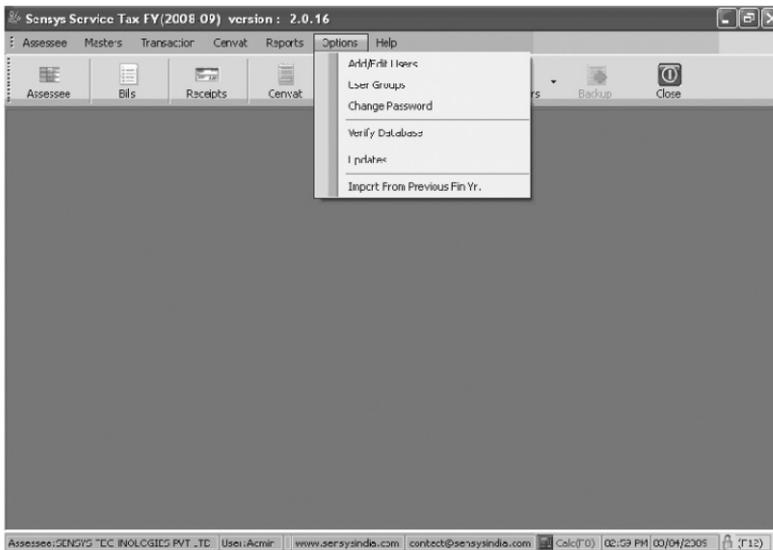
(V) Reports

- (i) ST3 returns: To prepare half yearly Returns of Service Tax
- (ii) Register: To view different kind of register.
- (iii) Forms: To generate various forms

Various Menu Options

(VI) Option Menu

(I) Different options are available to change user rights, password etc.



Various Menu Options



(VII) Help Menu

- (i) To go to Disclaimer & About us page.

Working on Software

Assessee Creation

Click on Assessee Menu → New Assessee



Assessee Creation

Assessee Information

Name of the Assessee
SEVSY TECHNOLOGIES PVT _TD

Status of Assessee
 Individual
 Partnership
 Registered Public Ltd Company
 Registered Pvt. Ltd Company
 Society/Co-op Society
 Registered Trust
 Other

FAA Number
ABCDEXXXXF

Service Tax Payment
 Monthly Quarterly

General Information of Assessee

Flat/Door/Block No	1/2
Premise/Eldg./Village	MANOHAR BUILDING
Road/Street/Lane/P.O.	K. V. CHITALE ROAD
Area/Location/Taluka	DADAR (w/EST)
Town/City/District	MI INRAJ
Pincode	400028
State	MAHARASHTRA
Country	INDIA
Tel. no. 1	66278600
Tel. no. 2	66270601
Fax 1	66278686
Fax 2	
Email 1	niranjan@sensysindia.com
Email 2	support@sensysindia.com
Website	www.sensysindia.com

Submit **Close**

Assessee:SEVSY TECHNOLOGIES PVT _TD | User:Admin | www.sensysindia.com | cortad@sensysindia.com | Calc(F8) | 01:42 PM | 03/04/2009 | (F12)

As shown in the above screen, fill all the **Assessee** details & Click on **Submit**

Premise Creation

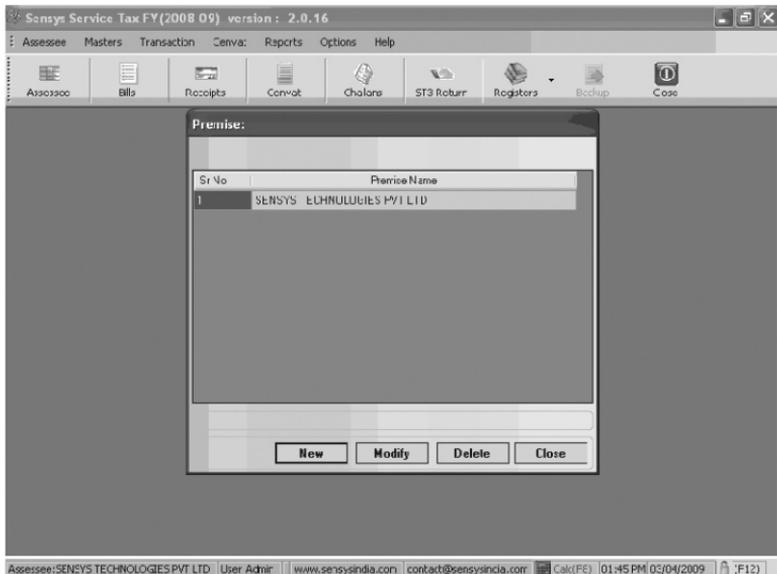


Once the Assessee is created, you can start working on Premises, Suppliers and Clients.

Let us take an instance of Premises first:

- ⇒ To work on Premises Click on **Masters** as shown in the above screen
- ⇒ **Masters → Premises**

Premise Creation



As shown in the **Premise** screen above user can create **New Premises**, **Modify Premises** & **Delete Premises**.

⇒ **Masters** → **Premises** → **New**

Premise Creation

Sensys Service Tax FY (2008-09) version : 2.0.16

Access, Master, Transaction, Query, Reports, Online, Help

Premise

Premise name:

Related information: Signatory name: Designation: ECC number:

General information: Flat/Door/Block No.: Premise/Ddg/Village: Road/Street/Lane/P.O.: Area/Location/Taluka: Town/City/District: Pincode: State: Country:

Tel. no. 1: Tel. no. 2: Fax 1: Fax 2: Email 1: Email 2: Website:

STC Number: Date of commencement:

Services provided (Multi-Select):
 Advertising Space/Time Services
 Advertising Agency Services
 Air Travel Agent Services
 Air Travel for International Journey
 Airport Services
 Text Services
 Management (Portfolio Management)
 Operations
 Insurance Services
 Engineering and other financial services
 Medical Treatment Services
 Trading/Buying & Television Services
 Support Auxiliary Services
 Lease Auxiliary Services
 Exhibition Services
 Operation Services
 Handling Services
 Freight/Accountant Services
 Freight Services
 Forwarding Agent Services
 Membership Services

Service List

Please enter details for the following services

Service	Edit
Air Travel Agent Services	Edit
Business Auxiliary Services	Edit
Rail Travel Agent Services	Edit

Engaged in manufacture & clearance of excisable goods
 Whether maintaining separate account for receipt or consumption of input service & input goods
 Opted to pay an amount equal to 10% of the value of exempted goods and 8% of the value of exempted services
 Opted to pay an amount equivalent to CENVAT Credit attributable to inputs and input services used in or in relation to

©Sensys: SENSYS TECHNOLOGIES PVT LTD | User: Ardin | www.sensysindia.com | contact@sensysindia.com | Calc (98) | 02:28 PM | 03/14/2009 | (F12)

After filling all the details of **Premises**, Select (Tick) the service that is been provided by the Premises

⇒ **Masters** → **Premises** → **New** → **Submit**

Shown above (e.g.) the details of Sensys Technologies Pvt Ltd and Service provided, one premise can provide unlimited number of service.

Premise Creation

Sensys Service Tax FY(2008-09) version : 2.0.14

Premise name: SENSYS TEC INDOLOGIES PVT LTD

Related information: Signatory name

Services provided (MultiSelect):
 Advertising Agency Services
 Travel Agent Services
 Travel for International Journey
 Transport Services
 Management (Personnel Management)
 Training Services
 Consulting (Radio & Television) Service
 Support Auxiliary Services
 Exhibition Services
 Operators Services
 Handling Services
 Secretarial Services
 Printing Services
 Forwarding Agent Services
 Membership Services

General information:
Flat/Door/Elock No. 1/2
Premises/Rtg/Village: MANOHAR BUNGLOW
Road/Street/Lane/P.O. K. V. CHITALE
Area/Location/T.duka: DADAR (WEST)
Town/City/District: MUMBAI
Pincode: 401028
State: MAHARASHTRA
Tel. no. 1: 66278600
Tel. no. 2: 6627886
Fax: 6627886
Fax 2:
Email 1: contact@sensysindia.com
Email 2: support@sensysindia.com
Website: www.sensysindia.com
STC number: A3CDExxxxFST01
Date of commencement: 01/08/2008

Assessee: SENSYS TECHNOLOGIES PVT LTD | User: Admin | www.sensysindia.com | contact@sensysindia.com | Cac(F0) 02:21 PM 03/04/2009 | (F12)

Select the nature of service by clicking on **Edit**, and Select different option from the screen like

- (i) **Sub Clause No. (Click on the Check Box)**
- (ii) **Exemption Notification no.**
- (iii) **Abatement Serial no. etc.**

Premise Creation

Sensys Service Tax FY(2008-09) version : 2.0.14

Premise name: SENSYS TEC INDOLOGIES PVT LTD

Related information: Signatory name

Services provided (MultiSelect):
 Advertising Support/Ink Services
 Advertising Agency Services
 Travel Agent Services
 Travel for International Journey
 Transport Services
 Fleet Services
 Management (Portfolio Management)
 Insurance Services
 Other financial services
 Medical treatment Services
 Broadcasting (Radio & Television) Service
 Business Support Auxiliary Services
 Exhibition Services
 Operator Services
 Handling Services
 Chartered Accountant Services
 Printing services
 Forwarding Agent Services
 Membership Services

General information:
Flat/Door/Elock No.: 1/2
Premise/Rtg/Village: MANOHAR BUNGLOW
Road/Street/Lane/P.O.: K. V. CHITALE
Area/Location/Taluka: DADAR (WEST)
Town/City/District: MUMBAI
Pincode: 400028
State: MAHARASHTRA
Tel. no. 1: 66278600
Tel. no. 2: 6627886
Fax: 6627886
Fax 2:
Email 1: contact@sensysindia.com
Email 2: support@sensysindia.com
Website: www.sensysindia.com
STC number: A3CDExxxPSTout
Date of commencement: 01/09/2008

Service Details:
Business Auxiliary Services
Assessee is liable to pay svc tax as:
 Service provider
 Service receiver liable to pay svc tax
Sub Clause No.: (zzz)
 Whether this service is exempted
Notification numbers:
 Whether abatement claimed
Abatement Serial no.:
 Whether provisionally assessed
Prov. assessment order no.:

Submit Cancel

Submit Close

Assessee: SENSYS TECHNOLOGIES PVT LTD User: Admin www.sensysindia.com contact@sensysindia.com Cac(FB) 02:22 PM 03/04/2009 (F12)

Shown above (e.g.) the details of Sensys Technologies Pvt Ltd and Service provided (Business Auxiliary Service) with Sub Clause No.

⇒ Masters → Premises → New → Submit → Edit → Submit

Clients Creation



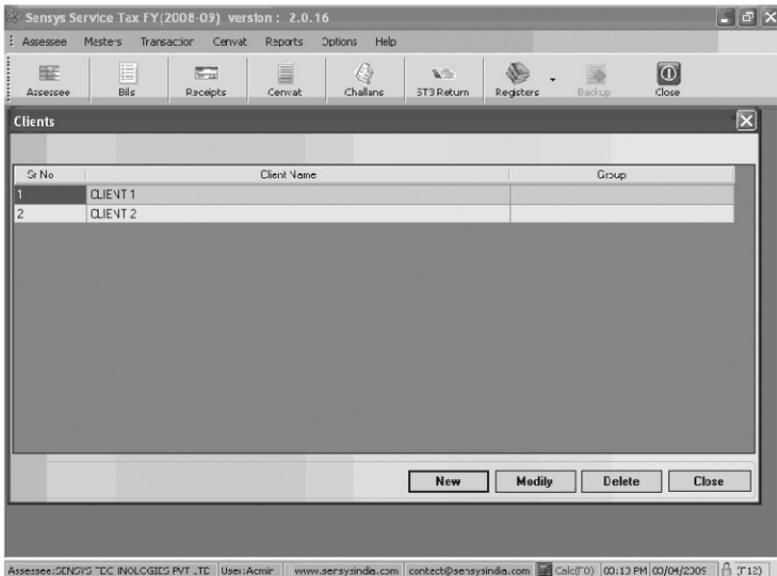
Once the **Clients** are created and all the required fields are punched in, you can start working on **Suppliers**, whom providing services to you.

Let us take an instance of **Clients** :

⇒ To work on **Clients** click on **Masters** as shown in the above screen

⇒ **Masters** → **Clients**

Clients Creation



As shown in the **Clients** screen above user can create **New Clients**, **Edit Clients & Delete Clients**

⇒ **Masters → Clients → Add**

Clients Creation

Sensys Service Tax FY(2008 09) version : 2.0.16

Assessee Masters Transaction Cenva: Reports Options Help

Assocoo Bills

Clients

Sr No	Client Name
1	CLIENT 1
2	CLIENT 2

Client Details

Client name: CLIENT 1

Group: <-None-->

Contact person: ABR. TD

Client Code: 001

Flat/Door/Block No: [Masked]

Premise/Bldg./Village: [Masked]

Road/Street./Lane/P.O.: [Masked]

Area/Location/Taluka: [Masked]

Town/City/District: [Masked]

Pincode: [Masked]

State: [Masked]

Country: [Masked]

Tel. no. 1: [Masked] Tel. no. 2: [Masked]

Fax 1: [Masked] Fax 2: [Masked]

Email 1: [Masked]

Email 2: [Masked]

Website: [Masked]

Submit Close

Assessee: SENSYS TECHNOLOGIES PVT LTD | User: Admin | www.sensysindia.com | contact@sensysindia.com | Calc(FE) | 03:11 PM | 05/04/2009 | F12

Fill in all the details of **Clients** to whom we provide **Service** and Submit it; as shown in the above screen.

Similarly a user can **Add 'n'** number of **Clients**

⇒ **Masters** → **Suppliers** → **New** → **Clients** → **Submit**

Suppliers Creation



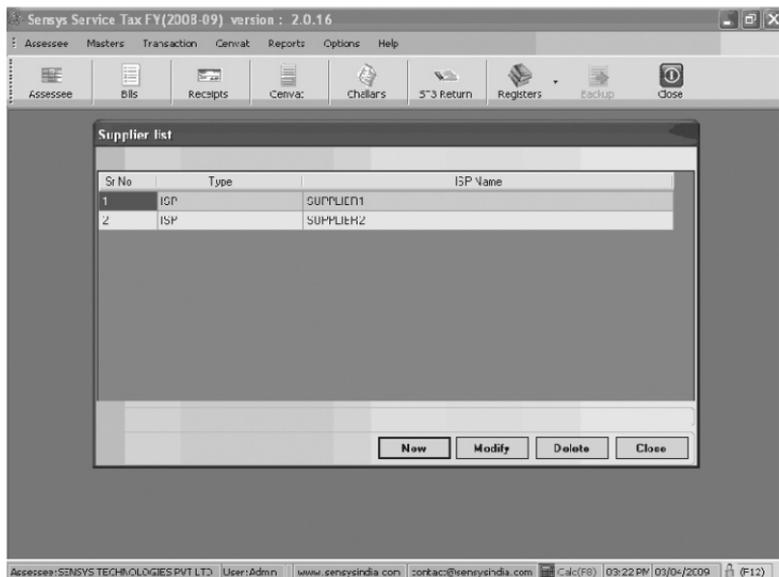
Once the Premises are created, you can start working on Suppliers.

Let us take an instance of Suppliers first:

⇒ To work on **Suppliers** click on **Masters** as shown in the above screen

Masters → Suppliers

Suppliers Creation



As shown in the Suppliers screen above user can create **New Suppliers**, **Modify Suppliers** & **Delete Suppliers**.

⇒ **Masters** → **Suppliers** → **New**

Suppliers Creation

Sensys Service Tax FY(2008-09) version : 2.0.16

Assessee Masters Transaction Convert Reports Options Help

Assessee

Input Service Provider

Name of provider/supplier
SIIPPI IFR
Code 001

Type
Input Service Provider

Related information of input service provider
STC number MNDP2xxxxPCTxx2

Services provided (Multi-Select)

- Stock Broking Services
- Storage and Warehouse Services
- Survey and Foculation of Mineral service
- Survey and map making services
- Teletaxi Service
- Telephone service
- Telephone service
- Telex Service
- Test/Inspection,Certification

General Information of Input Service Provider

Fol./Door/Block No. xxxxxxxx
Premise/Bldg./Village xxxxxxxx
Road/Street/Lane/P.O. xxxxxxxx
Area/Location/Taluka xxxxxxxx
Town/Utty/District xxxxxxxx
Pincode xxxxxxxx

State MAHARASHTRA
Country INDIA

Tel. no. 1 xxxxxxxx Tel. no. 2 xxxxxxxx
Fax 1 xxxxxxxx Fax 2 xxxxxxxx

Email 1 xxxxxxxx
Email 2 xxxxxxxx
Website xxxxxxxx

Submit Close

Assessee:SENSYS TECHNOLOGIES PVT.LTD. User:Admin | www.sensysindia.com | contact@sensysindia.com | Cac(F8) | 03:23 PM | 03/01/2009 | (F12)

Fill in all the details of Suppliers and the Service provided by the Suppliers as shown in the above screen.

Similarly a user can **Add 'n'** number of **Suppliers**

⇒ **Masters → Suppliers → New → Submit**

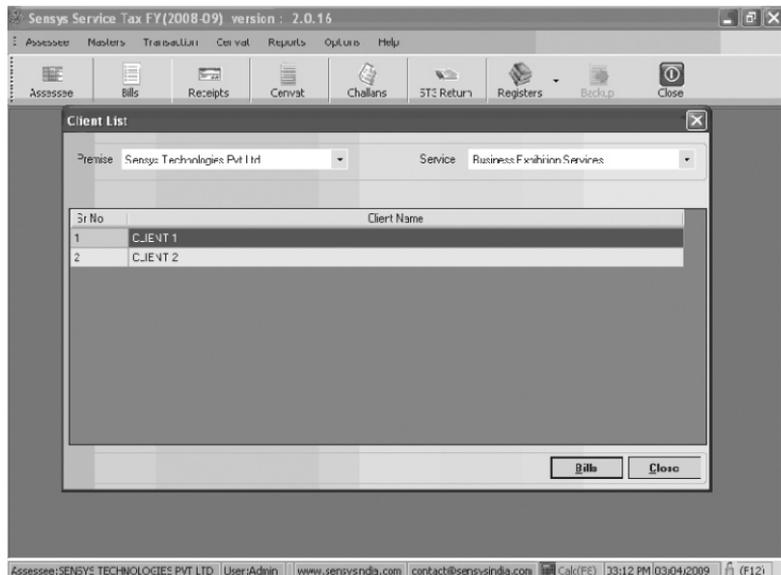
Issuing Bills



Now we will see how to **Issue Bills** to Clients

To issue the bill to Clients (Charging Service) click on **Bills**, as shown in the above screen.

Issuing Bills



Please select the **Premise** from where the **Service is given**, and also the **type of Service**.

After that select the client for whom the Bill is to be raised and click on **Bills**.

⇒ **Bills** → **Client** → **Bills**

Issuing Bills

The screenshot shows the 'Sensys Service Tax' application window. The main window is titled 'Bills' and contains the following fields and values:

- Client name: CLIENT 1
- Choose: Premise: Sensys Technologies Pvt Ltd
- Service name: Business Exhibition Services
- Cost center: <-None-->
- Bill Date: 01/03/2000
- Reference no.: Rst.1
- Bill No.: BIL.1
- Value of service: 10000
- Percentage of services taxable: 10% (in %)
- Taxable amount: 10000
- Service tax rate: 10% (in %)
- Service tax payable: 1000
- FRS res: 20
- Higher secondary edu. cess: 10
- Total tax: 1100
- Final Fill Amount: 11030
- Billed as: Normal Bill
- Narration: (empty)

Buttons visible include 'Bill Details', 'Submit', and 'Close'. The status bar at the bottom shows 'Assessee: SENSYS TECHNOLOGIES' and the date '10/30/2009'.

After selecting the client click on **Add** for adding bills, **Edit** for modifying bills, **Delete** for deleting bill and **Close**.

Select **Premise** and **Service** name, mention the **Bill date**, **Reference no.** and **Bill no.** Mention the percentage of **Amount Taxable** and **Nature** of bill raised.

For raising **Bills** click on add and fill the details and **submit** it as shown above.

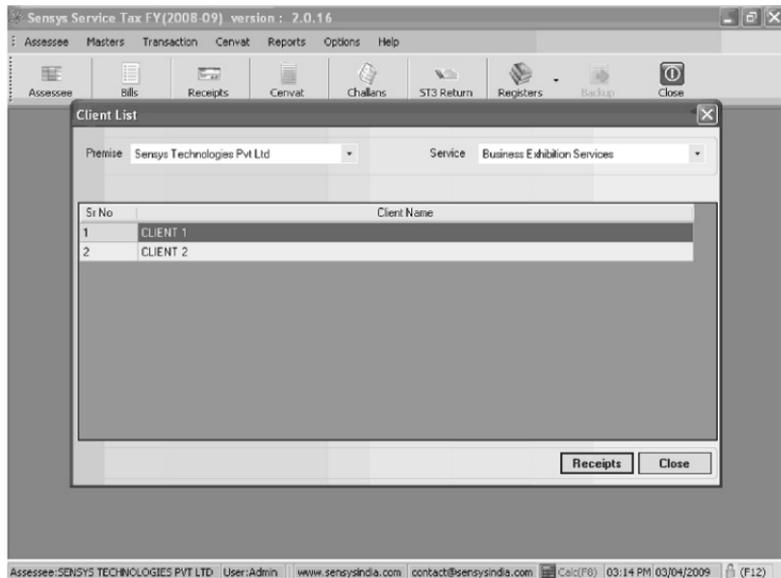
➡ **Bills** → **Client** → **Bills** → **Add** → **Submit**

Receipts



To show receipt against the bill raised to clients click on **Receipts**, as shown in the above screen.

Receipts



Please select the **Premise** from which the **Service is Provided** and also **the type of Service**.

After that, select the **Client** against whom **Receipt** is to be booked and then click on **Receipt** as shown above screen.

⇒ **Receipt → Client → Receipt**

Receipts

Sensys Service Tax FY(2008-09) version : 2.0.16

Assessee Masters

Assessee Bills

Receipts

Receipts for CL

Sr. No.	Receipt No.
1	Recpt.1

Make a receipt for:

Client name: CLIENT 1

Choose:

Premise: Sensys Technologies Pvt Ltd

Service name: Business Exhibition Services

Against: Against Bill

Details:

Receipt date: 15/05/2008

Receipt no.: Recpt.1

Receipt amount (incl. TDS amt.): 11030 **Adjust**

TDS Amount: 0

Bill amount: 10000

Taxable amount: 10000

Service tax: 1000

Education Cess: 20

Higher Education Cess: 10

Receipt type: Normal Bill

Narration:

Submit Close

Assessee:SENSYS TECHNOLOGIES PVT LTD | User:Admin | www.sensysindia.com | contact@sensysindia.com | Calc(F8) | 03:16 PM | 03/04/2009 | (F12)

Select **Premise** and **Service** name and nature of receipt (Against or Advance), mention the **Receipt Date**, **Receipt No.**

Please click on **Adjust** in order to adjust the amount **against** the bill issued. In the new screen Adjust against which bills the **Receipt** is to be shown.

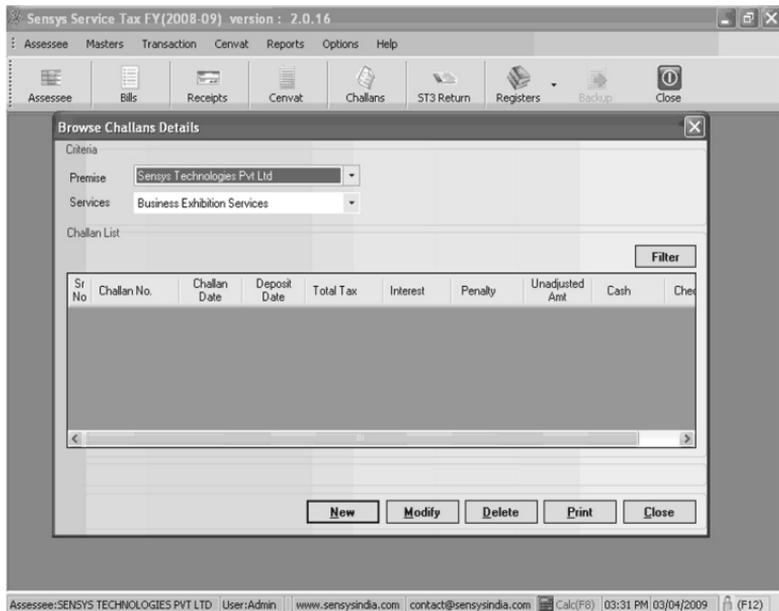
⇒ **Receipt** → **Add** → **Adjust** → **Submit** → **Close**

Challan Generation



Click on **Challans** to create Challans

Challan Generation



As shown in the above screen :

- Choose the **Premises**
- Click on **Add** to add new challan, click on **Edit** to modify existing challan, click **Delete** to delete challan & subsequently click on **Print** to print the challan.

⇒ **Challan → Add**

Challan Generation

Challan

Premise

For premise: Sensys Technologies Pvt Ltd For service: Business Exhibition Services Dated: 03/04/2009

Receipt Details

Select All Auto Adjust Filter

	Sr. No.	Receipt No.	Client	Date	Amount Received	Bill Amount received	Taxable Amt received	Svc Tax Payable	Edu cess payable	Higher edu cess payable	Svc tax to be paid	Edu cess to be paid	Higher Edu cess to be paid
<input checked="" type="checkbox"/>		Rec...	CLIE...	15/05/08	11,030.00	11030	10000	1,000.00	20.00	10	1,000.00	20.00	10

Total Svc Tax: 1000.00 Total Edu Cess: 20.00 Total Higher Edu Cess: 10.00

CENVAT Credit & Excess Amt Adjustment

CENVAT Credit Adjustment

Sr	Doc	Svc	Edu	Higher edu	Svc	Edu cess	Higher edu
----	-----	-----	-----	------------	-----	----------	------------

Create Close

On clicking **Add**, above screen will be displayed, just tick the **Receipts** for which the Challan is to be paid.

Challan Generation

Challan

CENVAT Credit & Excess Amt Adjustment

CENVAT Credit Adjustment

Sr. No.	Supplier	Type	Doc No	Date	Svc tax paid	Edu cess paid	Higher edu cess paid	Svc credit enjoyed	Edu cess credit enjoyed	Higher edu cess credit enjoyed
<input checked="" type="checkbox"/>	SUPPLIER1	P	DocNo.1	15/05/08	453.00	9.00	5	453.00	9.00	5

Total Svc Credit Total Edu Credit Total Higher Edu Credit

Total

Total Service Tax	<input type="text" value="1000.00"/>	Total Edu. Cess	<input type="text" value="20.00"/>	Total Higher Edu. Cess	<input type="text" value="10.00"/>
Credit enjoyed	<input type="text" value="453.00"/>	Credit enjoyed	<input type="text" value="9.00"/>	Credit enjoyed	<input type="text" value="5.00"/>
Total	<input type="text" value="547.00"/>	Total	<input type="text" value="11.00"/>	Total	<input type="text" value="5.00"/>

Sub Total	<input type="text" value="563.00"/>
Penalty(s)	<input type="text"/>
Interest	<input type="text"/>
Penalty/Interest For Edu Cess	<input type="text"/>
Penalty/Interest For Higher Edu	<input type="text"/>
Gross Total	<input type="text" value="563.00"/>

After furnishing the **Receipts** details please move on to **Cenvat Credit** detail as shown in the above screen, just tick the transaction whose **Cenvat Credit** is to be taken.

Then Software will show **Adjustments** as shown in the above screen.

Challan Generation

Challan

+ Premise

+ Receipt Details

+ CENVAT Credit & Excess Amt Adjustment

+ Total

- Mode Of Payment

<input type="checkbox"/> By Cash	<input checked="" type="checkbox"/> By Cheque/Draft/Pay Order	Gross Total
<input type="text" value="0.00"/>	<input type="text" value="563.00"/>	<input type="text" value="563.00"/>

Cheque No.	<input type="text" value="123000"/>	Cheque date	<input type="text" value="16/08/2008"/>	Deposit date	<input type="text" value="15/05/2008"/>
Focal Point Bank	<input type="text" value="BANK"/>				
Bank/Branch Deposited	<input type="text" value="BANK"/>	<input type="button" value="Add"/>			

- Challan Details

Challan No.	<input type="text" value="12345"/>	For period	<input type="text" value="August"/>	<input type="button" value="?"/>
Assessee Name :	<input type="text" value="SENSYS TECHNOLOGIES PVT LTD"/>	Collectorate :	<input type="text" value="000000"/>	
By whom tendered :	<input type="text"/>	Division :	<input type="text" value="0000"/>	
		Range :	<input type="text"/>	

Next step is to show the **Mode of Payment**, please fill the required details; you can create Depositing **Bank** by clicking on **Add**., After entering the required information click on Create to generate challan.

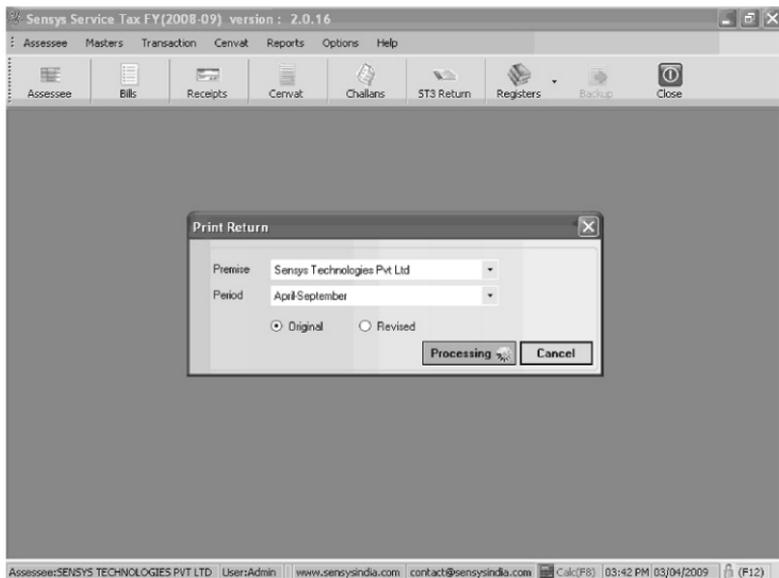
⇒ **Challan → Add → Create**

ST3 Return



Click on **ST3 Return** to generate return as shown in the above screen.

ST3 Return

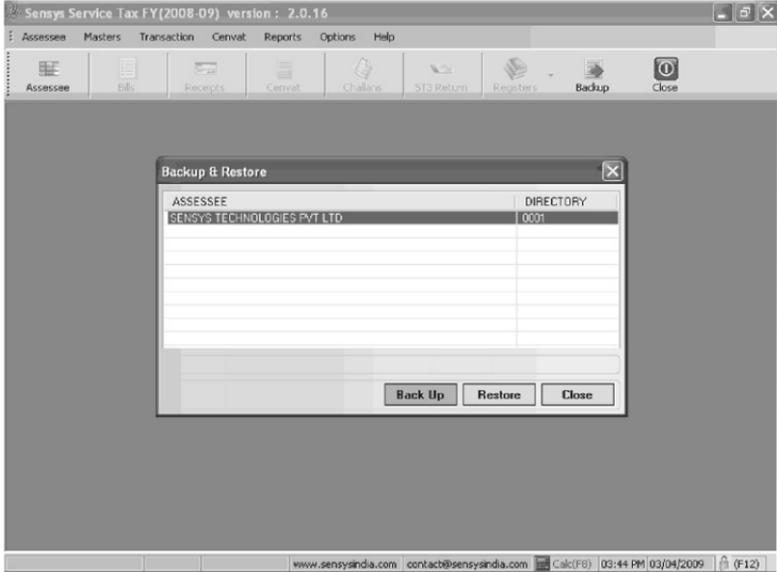


Select **Premises and Period**, also select whether its **Original or Revised** returns as shown in the above screen and then click on Print Return

ST3 Return will be shown on the screen. It can be reviewed by you and subsequently printed for submission.

⇒ **ST3 Return** → **Print Return**

Backup & Restore

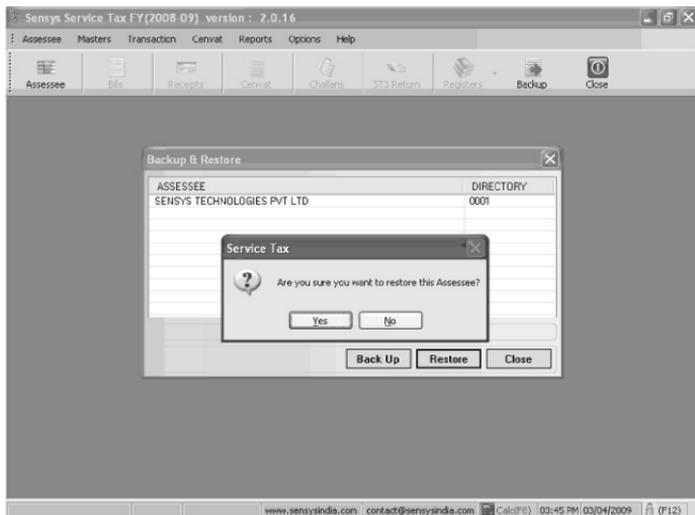


Backup : To take the Backup of the Assessee Company

Click on Assessee Menu → Back Up & Restore → **Back Up**

After clicking on back up select the path where you want to save the backup file.

Auto Update



Restore : To **Restore** the backup of the Company

Click on Assessee Menu → Back Up & Restore → **Restore** → **Yes**

After clicking on **Restore** click on **Yes** and specify the path where you have saved the Backup file.

Auto Update

Service Tax software has unique Auto update feature. If new updates are available on Sensys website, software automatically displays this information to the user. User can click on Auto update option available on home page of the software. Auto update downloads required files from internet and updates the software automatically. On successful Auto update, version no. of the software will change to a new version. This can be verified from the home page of the software.