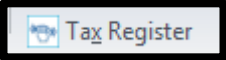
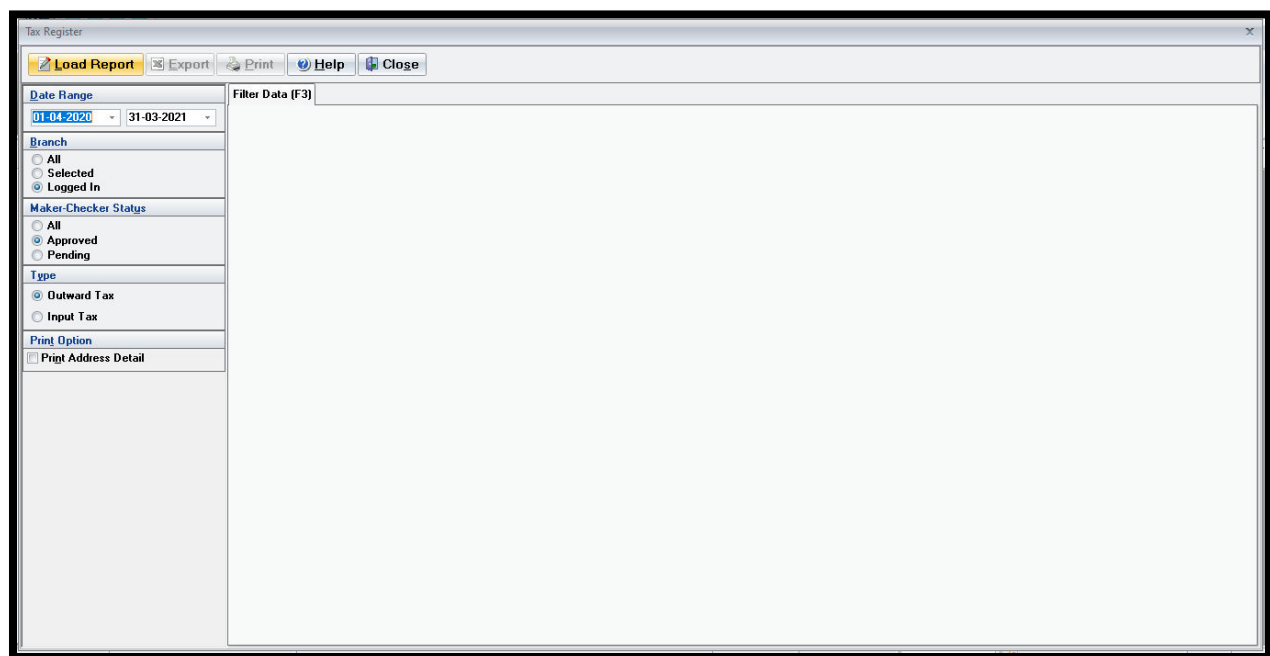




Tax Register (Alt+ X)

This report shows details of Tax summary, Outward Tax and Input Tax.

On clicking the  or on pressing the shortcut (Alt+ X) option, “Tax Register Option” window will appear.



Now, we can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, branch, maker-checker status and filters such as Outward tax and Inward tax.

We can use below mentioned shortcuts for further extractions and functions.

Load Report (Alt + L)

User needs to click on Load Report (Alt + L) button to load the report after the filter action. The loaded Report will look as below:



Tax Register

[Load Report](#)
[Export](#)
[Print](#)
[Help](#)
[Close](#)
<Press Enter / Dbl click in grid for drill down to entry (Logged-in branch only)>

Filter Data [F3] Report [01/04/2019 to 31/03/2020] [F4]

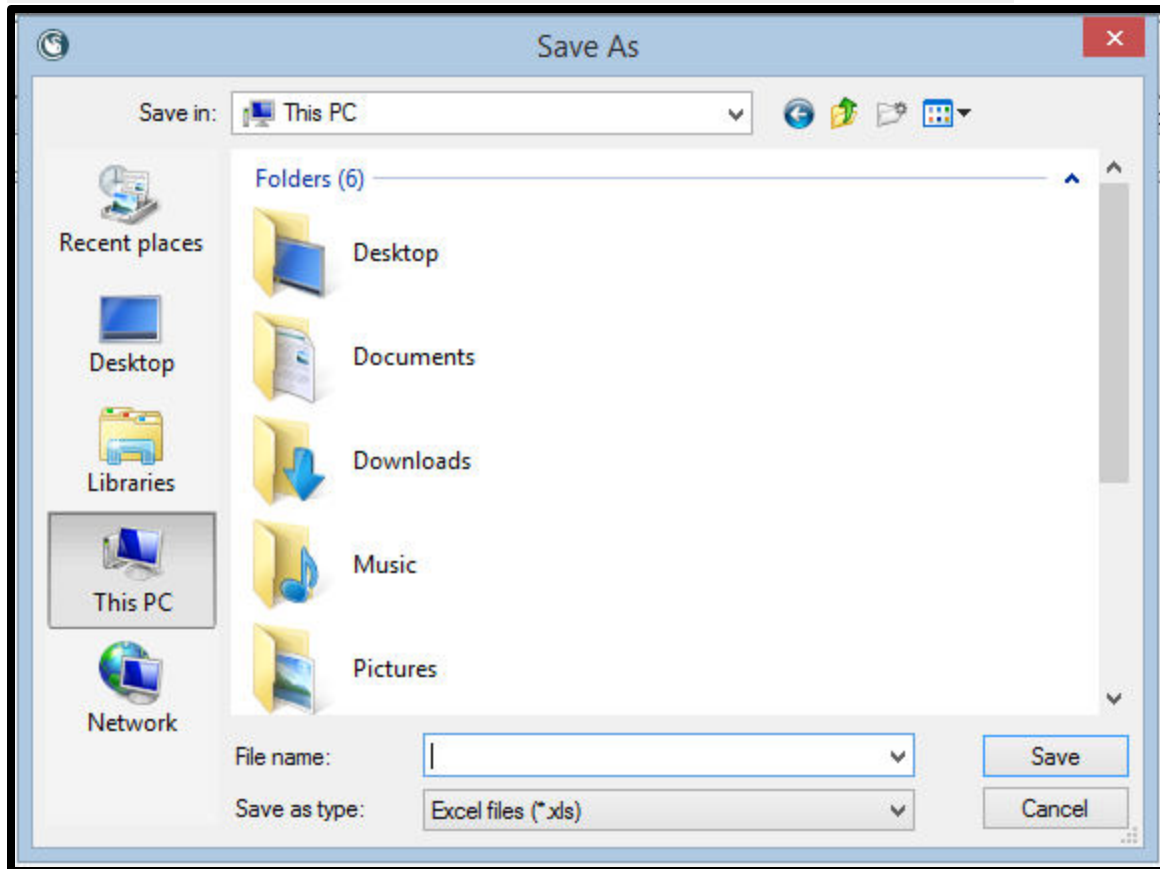
Particulars	Inputs Service	Capital Goods	Outward Tax		Branch
			Input Goods	Total	
Click here to define a filter					
IGST 18.00%			4,422,456.00	4,422,456.00	GST BASED BRANCH
CGST 9.00%			2,002,465.80	2,002,465.80	GST BASED BRANCH
SGST 9.00%			2,002,465.80	2,002,465.80	GST BASED BRANCH
Total			8,427,387.60		

Drill down entry

To go to the voucher, user needs to double click on the record line. User will be redirected to the Tax Register voucher.

Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

[Print \(Alt + P\)](#)

On clicking the Print (Alt+P) button, print preview window will appear.

[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, Tax Register tab will get closed.

[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Tax Register Tab.