

How to enable Service Tax in AP

Service Tax option is included in AP from version 22.8.8

Further requirement for defining Service Tax Item wise in IPD is available from version 23.0.0 onwards

For this you have to follow following steps

1) Create the Service Tax Master

The screenshot shows the 'Administrator Plus' interface for 'BHANDARI HOSPITAL & RESEARCH CENTRE'. The 'Master' menu is open, and 'Tax Category Master' is highlighted with a red box. Below this, the 'Tax Category Master' form is displayed with the following fields:

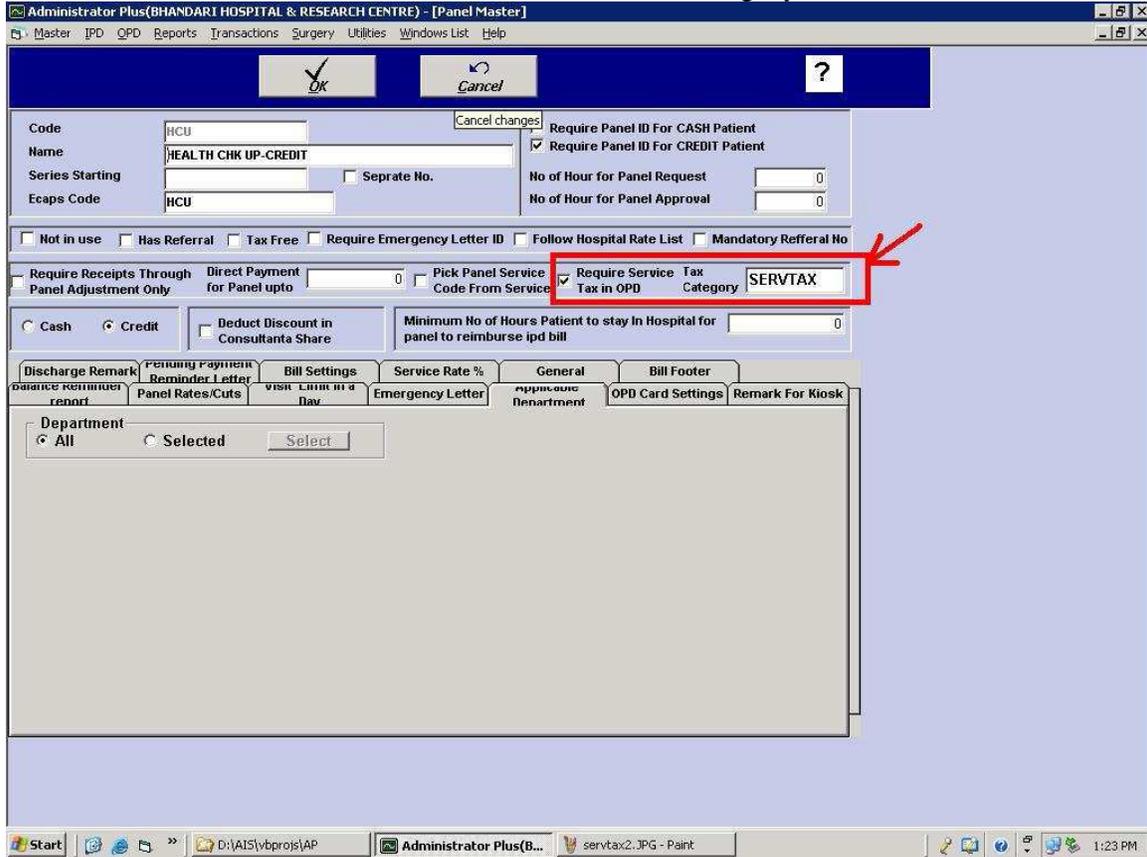
- Code: Service
- Name: Service Tax
- Short Name: [Empty]
- Tax %: 10
- CESS Tax(%): 2
- H.Edu.CESS: 1
- Target Code: Servc:Tax
- Target Code: CESS
- Target Code: HCESS
- ECAPS Code: SERTAX
- ECaps Code: CESS
- ECAPS Code: HEDUCESS

On the right side of the form, there is a table with the following data:

CODE	NAME
Service	Service Tax
SERV TAX	Service Tax
Tax1	Tax1
TEST	TEST

The status bar at the bottom indicates 'STATUS BAR : Record displayed'.

2) In the Panel Master link the Panel with service tax category



3) Enable the tuning for Service Tax

Master IPD OPD Reports Transactions Surgery Utilities Windows List Help

Regd no IPD1000428 [Ok] [Cancel] [Save and Continue]

Discharge Notes Packages Taken Approvals Approvals Request Medicine

General Information Admission information Room(s) Services Availed Payment Details Discharge Details

General Information

Date: 04/May/2010 13:01

Patient Code: RG101363 Mrs. RAHISA BEGAM

Referred By: JPR J.P.RISHI

Panel: PANT2 PAID

Panel ID No.:

Insurance Company:

Policy No.:

Area:

Company:

F8: Change Panel
Ctrl + F7: Change Referred By
Ctrl + F9: Change Additional Referred by

[Cash] [Credit]

F2: Move to Next Details Tab
F3: Add the Tax Amount [Lock Records]

[Settings]

Administrator Plus(BHANDARI HOSPITAL & RESEARCH CENTRE) - [IPD Tuning Settings]

Master IPD OPD Reports Transactions Surgery Utilities Windows List Help

General Additional Panel Rates Chempack Linking Linking with financial

- Allow User to Change Panel in IPD
- Show Add Department Amount in IPD Details
- Allow Change Admission/Discharge Time
- Allow user to change Room Rates
- Allow Change Billno In IPD
- Allow concession by user in IPD
- Allow editing of previous Entry in IPD
- Show Concession Percentage Controls
- Allow editing refno by user
- Allow User to enter after Credit Limit is crossed
- Require Service Tax
- Require Discharge Time Limit

Discharge Time

From: 0 : 0 AM TO 11 : 59 PM

**Use 12 Hour Format

- Round Off Bill Amount
- Effective date for Service Charge: 28/03/2003 0 :00
- Show Discharge Patient in IPD Details
- Allow Change by User after discharge
- Default order on IPD Service Load on Sno
- Link with Target Financial Required
- Maintain Seprate Panel Wise Serial No
- Make Case type Mandatory
- Amt entry type (Y)overwrite
- Adjustment against previous receipt based on Advance Booking option
- Allow Package service Access from direct Service available

Panel Payable Head:

Panel Nonpayable Head:

Mark The Chemist Entry in Package

[Save] [Close]

- 4) In OPD it will auto pickup the service tax on the Billed amount
- 5) In IPD, it will ask you the taxable amount on which you gave to enter service tax.

The screenshot shows the 'Discharge' form in Administrator Plus. A dialog box titled 'Tax Amount' is open, allowing the user to specify the taxable amount for service tax. The dialog includes the following fields:

- Fill Service Wise
- Registration No: IPD1000500
- Approval Amount: 0
- Bill Amount: 25700
- Taxable Amount: 1000
- Tax Category: SERV TAX
- Tax %: 3
- Service Tax Amount: 30

Buttons for 'Ok' and 'Cancel' are at the bottom of the dialog. A text box above the dialog states: 'This option provide Facility to Fill service tax service wise'. The main form shows a 'Total Payable' of 25,700.00 and a 'Tax Amount' field highlighted in red. A red arrow points from the 'Tax Amount' field in the dialog to the 'Tax Amount' field in the main form.

6) In IPD we can fill all service tax as service wise for this first click the “Fill service wise”

The screenshot shows the 'Administrator Plus' interface for Bhandari Hospital & Research Centre. The main window displays patient information for Mr. Sunil (EMERGENCY) with registration number IPD1000500. A 'Tax Amount' dialog box is open, where the 'Fill Service Wise' checkbox is checked. A button labeled 'Fill Tax Service Wise' is highlighted with a red box. A red arrow points from this button to a callout box that says 'Click Here for Fill service Tax Service wise'. Another red arrow points from the 'Fill Tax Service Wise' button to a callout box that says 'A New Form will Open', which points to the 'Fill Service Tax' window below.

The 'Fill Service Tax' window displays a table with the following data:

		Tax Category =		SERVTAX		Tax(%) =		3.00		F2: Make All Taxable Amt As Net Amt	
Code	Name	Qty	Rate	Amount	Discoun	Amount After Discount	Taxable Amount	Tax(%)	Tax Amount	Amount After Tax	
ANAES001	ANAESTHESIA CHARGES	1	1000	1000	0	1000	1000	3.00	30.00	1030.00	
AATC004	Allergy Prick Testing	1	550	550	0	550	320	3.00	9.60	329.60	
AATC012	Oxygen Therapy PER	1	150	150	0	150	150	3.00	4.50	154.50	
AATC005	Allergy Prick Testing	1	0	0	0	0	0	3.00	00.00	00.00	
1023	Meckels Diverticulectomy	1	10500	10500	0	10500	9000	3.00	270.00	9270.00	
NICU6/GF	NICU 6/GF	9	1500	13500	0	13500	13500	3.00	405.00	13905.00	
OTR12/GF	OT RECOVERY 12/GF	0	0	0	0	0	0	3.00	00.00	00.00	
NICU6/GF	OT RECOVERY 12/GF	0	1500	0	0	0	0	3.00	00.00	00.00	

7) In this new form we can set and modify Taxable Amount

Administrator Plus(BHANDARI HOSPITAL & RESEARCH CENTRE) - [IPD Entry for Mr. Sunil(EMERGENCY)]

Master IPD OPD Reports Transactions Surgery Utilities Windows List Help

Regd no IPD1000500

Discharge Notes Packages Taken Approva
General Information Admission informatior

Registration No IPD1
Approval Amount 0

Fill Service Tax

Fill Tax Service Wise

Tax Category = **SERV TAX** Tax(%) = **3.00**

F2: Make All Taxable Amt As Net Amt

Code	Name	Qty	Rate	Amount	Discoun	Amount After Discount	Taxable Amount	Tax(%)	Tax Amount	Amount After Tax
ANAES001	ANAESTHESIA CHARGES	1	1000	1000	0	1000	1000	3.00	30.00	1030.00
AATC004	Allergy Prick Testing	1	550	550	0	550	550	3.00	9.60	329.60
AATC012	Oxygen Therapy PER	1	150	150	0	150	150	3.00	4.50	154.50
AATC005	Allergy Prick Testing	1	0	0	0	0	0	3.00	00.00	00.00
1023	Meckels Diverticulectomy	1	10500	10500	0	10500	9000	3.00	270.00	9270.00
NICU6/GF	NICU 6/GF	9	1500	13500	0	13500	13500	3.00	405.00	13905.00
OTR12/GF	OT RECOVERY 12/GF	0	0	0	0	0	0	3.00	00.00	00.00
NICU6/GF	OT RECOVERY 12/GF	0	1500	0	0	0	0	3.00	00.00	00.00

Here We Can Set / Modify Taxable Amount

Total Amount = **25,700.00** Total Taxable Amount = **23,970.00**

Service Tax Amount = **719.10** Net Payable Amount = **24,689.10**

F5: OK Esc:Cancel

F3:Search Double Click on Column to Sort

Windows Taskbar: Start, AP - Microsoft Visual Basi..., Administrator Plus(B..., implementServiceTax.do..., untitled - Paint, 4:39 PM

8) We can set all amounts after discount as Taxable Amount.

Administrator Plus(BHANDARI HOSPITAL & RESEARCH CENTRE) - [IPD Entry for Mr. Sunil(EMERGENCY)]

Master IPD OPD Reports Transactions Surgery Utilities Windows List Help

Regd no IPD1000500

Discharge Notes Packages Taken Approvals Approvals Request Medicine

General Information Admission information Room(s) Services Available Payment Details Discharge Details

After Click here All amount after discount set as Taxable Amount

Discharge

Fill Service Tax

Tax Category = SERV TAX Tax(%) = 3.00

F2: Make All Taxable Amt As Net Amt

Code	Name	Qty	Rate	Amount	Discoun	Amount After Discount	Taxable Amount	Tax(%)	Tax Amount	Amount After Tax
ANAES001	ANAESTHESIA CHARGES	1	1000	1000	0	1000	1000	3.00	00.00	1000.00
AATC004	Allergy Prick Testing	1	550	550	0	550	550	3.00	16.50	566.50
AATC012	Oxygen Therapy PER	1	150	150	0	150	150	3.00	4.50	154.50
AATC005	Allergy Prick Testing	1	0	0	0	0	0	3.00	00.00	00.00
1023	Meckels Diverticulectomy	1	10500	10500	0	10500	10500	3.00	315.00	10815.00
NICU6/GF	NICU 6/GF	9	1500	13500	0	13500	13500	3.00	405.00	13905.00
OTR12/GF	OT RECOVERY 12/GF	0	0	0	0	0	0	3.00	00.00	00.00
NICU6/GF	OT RECOVERY 12/GF	0	1500	0	0	0	0	3.00	00.00	00.00

Total Amount = 25,700.00 Total Taxable Amount = 25,700.00

Service Tax Amount = 741.00 Net Payable Amount = 26,441.00

F5: OK Esc:Cancel

Taxable Amount Differ to Amount After Discount

F3:Search Double Click on Column to Sort

Windows Taskbar: Start, AP - Microsoft Visual Basi..., Administrator Plus(B..., implementServiceTax.do..., untitled - Paint, 4:49 PM

9) Set Approval against all Department

Administrator Plus(BHANDARI HOSPITAL & RESEARCH CENTRE) - [IPD Entry for Mr. Second Case for Test(DELUXE)]

Master IPD OPD Reports Transactions Surgery Utilities Windows List Help

Fill Service Tax

Tax Category = **SERV TAX** Tax(%) = **5.00** F2: Make All Taxable Amt As Net Amt

Department	Code	Name	Qty	Rate	Amount	Discount	Amount After Discount	Taxable Amount	Tax(%)	Tax Amount	Amount After Tax
Cobalt 60	1246	Adjustment Therapy	1	500	500	0	500	392.16	5	19.61	411.77
Cobalt 60	1245	Palliative Treatment	1	600	600	0	600	470.59	5	23.53	494.12
Cobalt 60	1244	Radical Treatment	1	700	700	0	700	549.02	5	27.45	576.47
Dental	DTC072	Allceramic metal free crown	1	12000	12000	0	12000	9411.76	5	470.59	9882.35
Dental	DTC059	Bone graft(per tooth)grade 1	1	4000	4000	0	4000	3137.25	5	156.86	3294.11
Dental	DTC078	CAP	1	0	0	0	0	00.00	5	00.00	00.00
Dental	DTC015	Composite filling three	1	1000	1000	0	1000	784.31	5	39.22	823.53
Blood &	BETC002	Blood Transfusion (whole	1	300	300	0	300	235.29	5	11.76	247.05
Blood &	BETC004	RDP	1	150	150	0	150	117.65	5	5.88	123.53
Blood &	BETC001	Exchange Transfusion	1	3500	3500	0	3500	2745.10	5	137.26	2882.36
BED/ROOM	TESTR1	TEst Room1	2	100	200	10	180	156.87	5	7.84	164.71

Total Amount = **22,950.00** Total Taxable Amount = **18,000.00** F5: OK Esc:Cancel

Service Tax Amount = **900.00** Net Payable Tax Amount **18,900.00**

Taxable Amount Differ to Amount After Discount
F3:Search Double Click on Column to Sort

Tools
Adjust Approval amount against all departments Adjust
Mark all Taxable Amount as Zero Adjust Approval Department Wise

Fill Approval And Click

Windows Taskbar: Start, source3 - Remote..., source2 - Remote..., implementService..., AP - Microsoft Vis..., Administrator P..., 5:54 PM

10) Adjust Approval Department wise

Administrator Plus(BHANDARI HOSPITAL & RESEARCH CENTRE) - [IPD Entry for Mr. Second Case for Test(DELUXE)]

Master IPD OPD Reports Transactions Surgery Utilities Windows List Help

Fill Service Tax

Tax Category = **SERV TAX** Tax(%) = **5.00** F2: Make All Taxable Amt As Net Amt

Department	Code	Name	Qty	Rate	Amount	Discount	Amount After Discount	Taxable Amount	Tax(%)	Tax Amount	Amount After Tax
Cobalt 60	1246	Adjustment Therapy	1	500	500	0	500	392.16	5	19.61	411.77
Cobalt 60	1245	Palliative Treatment	1	600	600	0	600	470.59	5	23.53	494.12
Cobalt 60	1244	Radical Treatment	1	700	700	0	700	549.02	5	27.45	576.47
Dental	DTC072	Allceramic metal free crown	1	12000	12000	0	12000	9411.76	5	470.59	9882.35
Dental	DTC059	Bone graft(per tooth)grade 1	1	4000	4000	0	4000	3137.25	5	156.86	3294.11
Dental	DTC078	CAP	1	0	0	0	0	00.00	5	00.00	00.00
Dental	DTC015	Composite filling three	1	1000	1000	0	1000	784.31	5	39.22	823.53
Blood &	BETC002	Blood Transfusion (whole	1	300	300	0	300	235.29	5	11.76	247.05
Blood &	BETC004	RDP	1	150	150	0	150	117.65	5	5.88	123.53
Blood &	BETC001	Exchange Transfusion	1	3500	3500	0	3500	2745.10	5	137.26	2882.36
BED/ROOM	TESTR1	TEst Room1	2	100	200	10	180	156.87	5	7.84	164.71

Total Amount = **22,950.00** Total Taxable Amount = **18,000.00** F5: OK Esc:Cancel

Service Tax Amount = **900.00** Net Payable Tax Amount **18,900.00**

Taxable Amount Differ to Amount After Discount

F3:Search Double Click on Column to Sort

Tools

Adjust Approval amount against all departments: 18000 Adjust

Mark all Taxable Amount as Zero **Adjust Approval Department Wise**

Click Here a new Form Will Open

Start source3 - Re... source2 - Re... implementSer... AP - Microsof... Administrat... untitled - Paint 6:00 PM

11) In this new form we can set approval department wise

Administrator Plus(BHANDARI HOSPITAL & RESEARCH CENTRE) - [IPD Entry for Mr. Second Case for Test(DELUXE)]

Master IPD OPD Reports Transactions Surgery Utilities Windows List Help

Fill Service Tax

Tax Category = **SERV TAX** Tax(%) = **5.00** F2: Make All Taxable Amt As Net Amt

Department	Code	Name	Qty	Rate	Amount	Discount	Amount After Discount	Taxable Amount	Tax(%)	Tax Amount	Amount After Tax
Cobalt 60	1246	A								19.61	411.77
Cobalt 60	1245	F								23.53	494.12
Cobalt 60	1244	F								27.45	576.47
Dental	DTC072	A								470.59	9882.35
Dental	DTC059	E								156.86	3294.11
Dental	DTC078	C								00.00	00.00
Dental	DTC015	C								39.22	823.53
Blood &	BETC002	E								11.76	247.05
Blood &	BETC004	F								5.88	123.53
Blood &	BETC001	E								137.26	2882.36
BED/ROOM	TESTR1	T								7.84	164.71

Department Wise Approval

Department Code	Department Name	Total Amount	Taxable Amount	Tax(%)	Tax Amount
CGHS045	Cobalt 60 Therapy	1800	1700	5	85
DTC	Dental Treatment Charges	17000	15000	5	750
BETC	Blood & Exchange Transfusions	3950	3000	5	150
ACCOM	BED/ROOM CHARGES	150	150	5	7.5

Modify / Set Value

Total Taxable Amount **19.850.00** Total Tax Amount **992.50**

Buttons: OK, Cancel, Adjust, Approval Department Wise

Windows Taskbar: Start, source3 - Re..., source2 - Re..., implementSer..., AP - Microsof..., Administrat..., appr2.bmp - ... 6:03 PM

12) If we want to print service wise taxable amount / tax amount in IPD Bill Printing then check Option. If not then uncheck option in Panel Master → Bill Setting.

The screenshot shows the 'Panel Master' configuration window. The 'Code' is 'GENINS' and the 'Name' is 'GENINS INDIA'. There are several checkboxes for patient types and emergency services. At the bottom, under the 'Bill Settings' tab, the following options are checked:

- Show Taxable Amount against each entry
- Show Service Tax Amount against each service

Red arrows point from the following text boxes to these checked options:

- in IPD billing if we want to add a column for taxable amount click Here (points to 'Show Taxable Amount...')
- in IPD Billing if we want to add column for Tax Amount then Click here (points to 'Show Service Tax Amount...')
- If we want to Add Both Column then Click to Both (points to both checked options)

Below the options, it says: FB=>Copy Settings From Different Panel (After Click on Is Separate Bill Setting)

10) IPD Billing Format

Administrator Plus(BHANDARI HOSPITAL & RESEARCH CENTRE)

Master IPD OPD Reports Transactions Surgery Utilities Windows List Help

Welcome to Administrator Plus(BHANDARI HOSPITAL & RESEARCH CENTRE) Report..... Pageno (1)

10/Jul/2010 17:49
manager1
e Password
Shift+Ctrl+F2

Panel : HEALTH CHK UP-CREDIT
Bill No : I
IPD. No. : J
Name : M
Father/Guardian :
Age : 2
Address : I
Consultant : I
Case Type :
Catg.
EMRGNCY
EMRGNCY

This Column will show when we Check "Show Taxable Amount against each entry"

This Column will show when we Check "Show Service Tax Amount against each service"

Description	Amount	Approval	Tax Amt
1 Meckels Diverticulectomy(1023)	10,500.00	10500.00	315.00
2 BED/ROOM CHARGES	13,500.00	13500.00	405.00
3 ANAESTHESIA CHARGES	1,000.00	1000.00	00.00
ASTHMA / ALLERGY			
4 Allergy Prick Testing (Ingestants / Foods) (AATC004)	550.00	550.00	16.50
5 Oxygen Therapy PER HOUR(AATC012)	150.00	150.00	4.50
Sub Total (ASTHMA / ALLERGY)	700.00	700.00	21.00
Total			
	25,700.00		
Taxable Amount			
	25,700.00		
Service Tax(3%)			
	741.00		
Net Payable			
	26,441.00		
Balance Rs. : 26,441.00			

Balance: Rupees Twenty Six Thousand Four Hundred Forty One only

Patient/Attendant Sign. Auth. Sign.\ (manager1)

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jsAP\ap
ers
Updates
INFO SOFT (P) LTD.

Start AP - Microsoft Visual Basi... Administrator Plus(B... untitled - Paint implementServiceTax.do... 5:50 PM