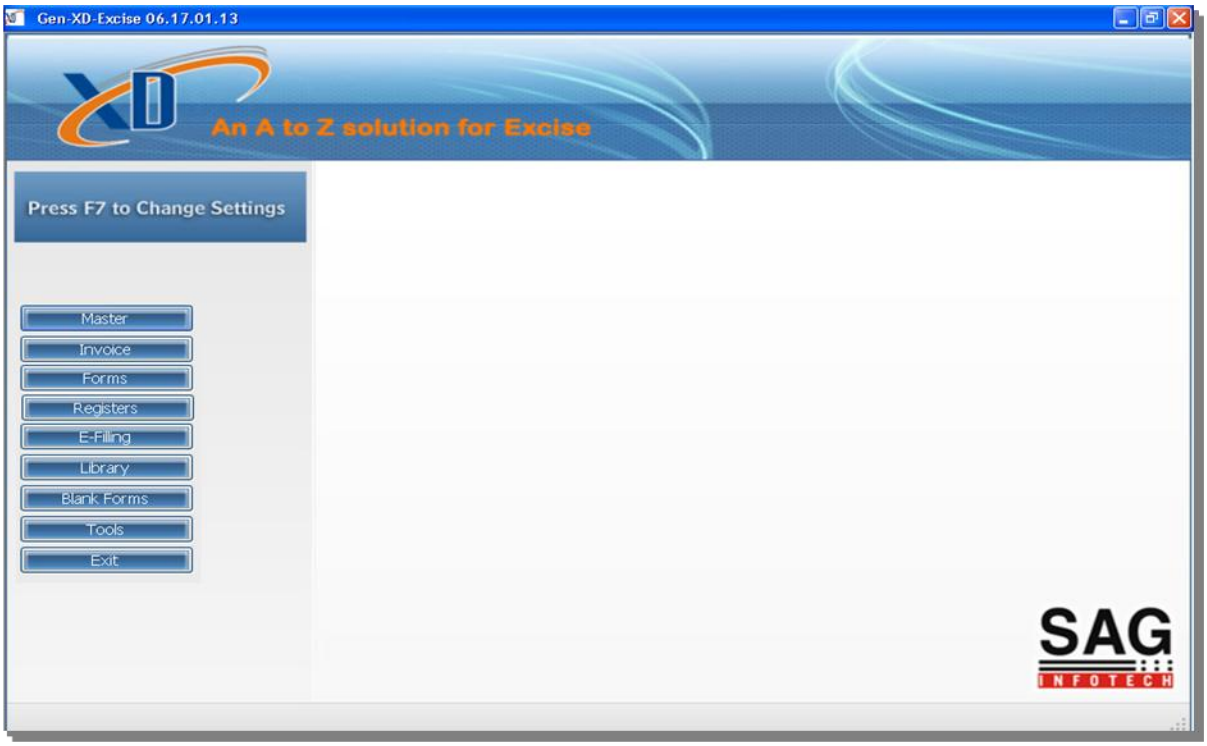
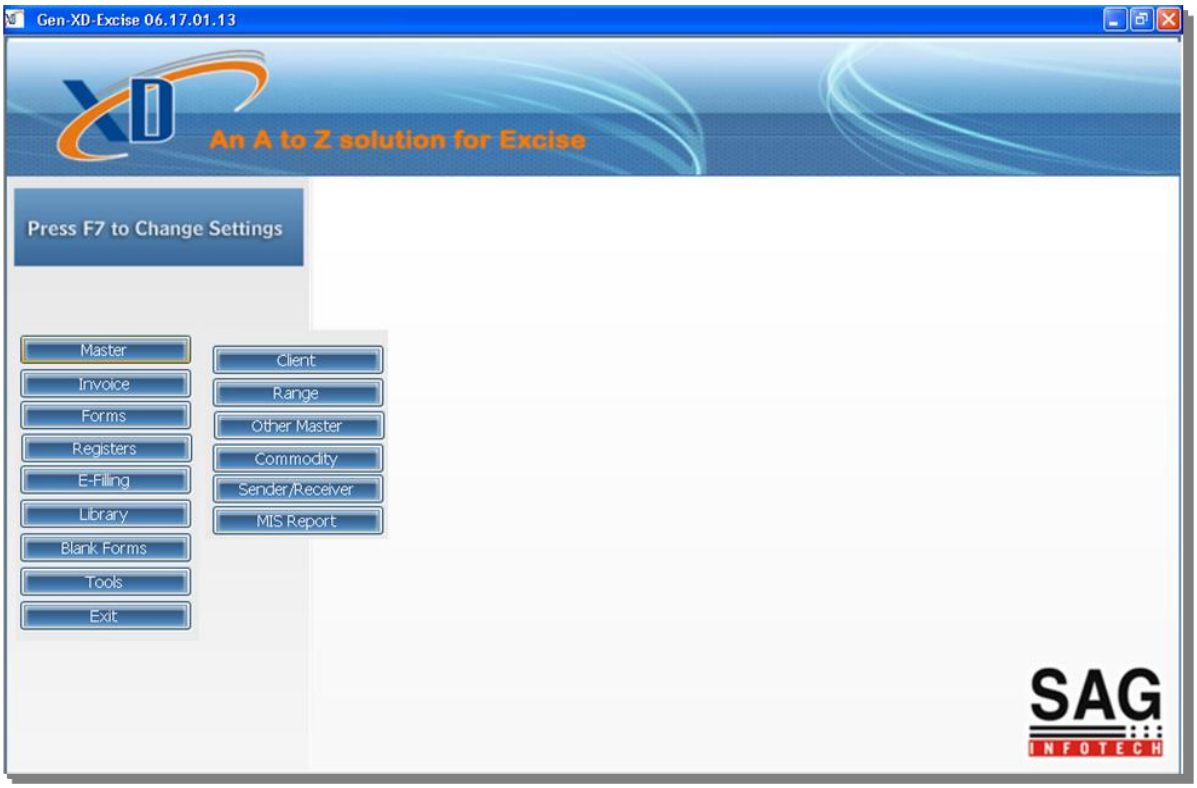
# Help for Excise manufacturers

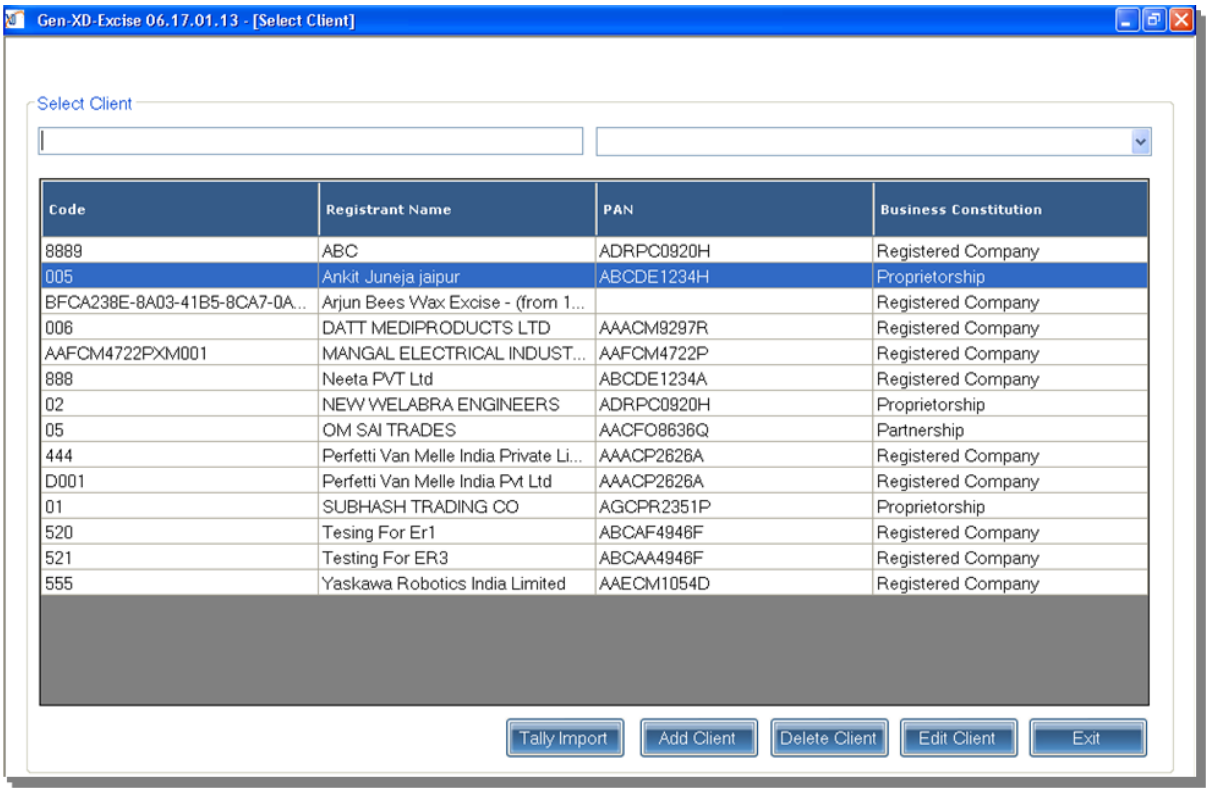



1. By Clicking on **Master** following options will be Appears--:



2. We have to create a Client first→

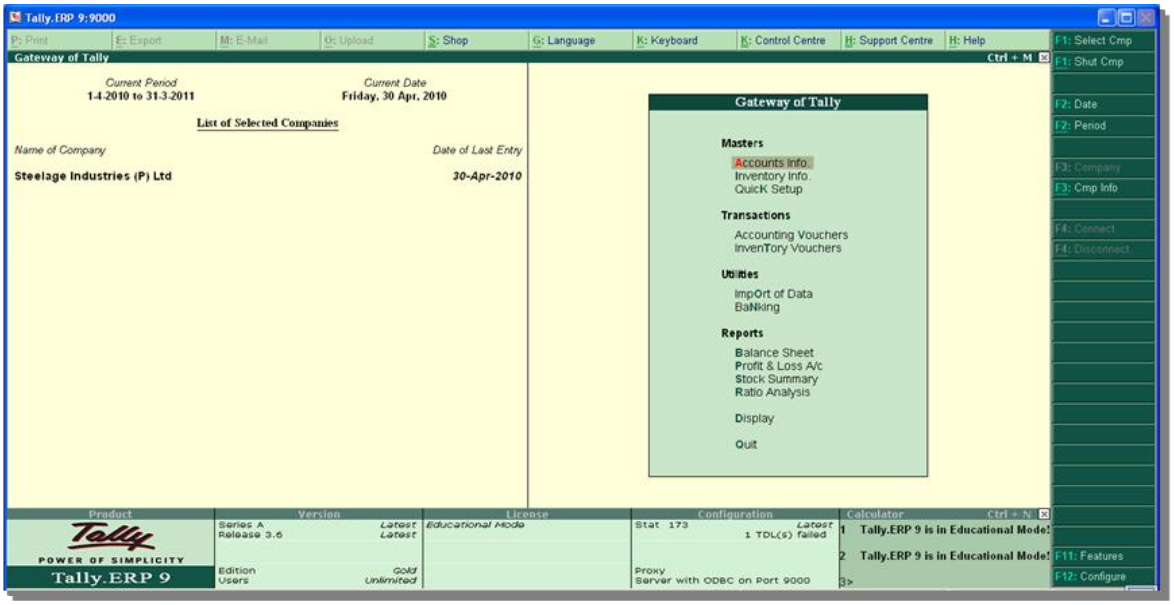
**a).Select Client Master Ist :**



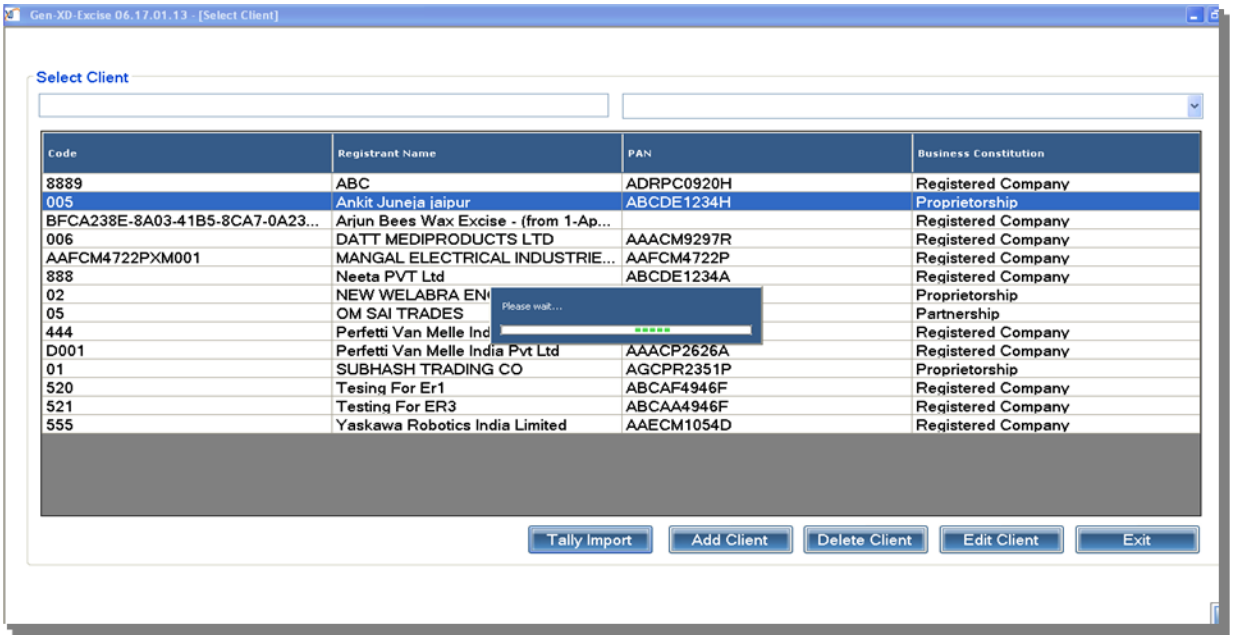
**To Add a Client you have two options available->**

a) Import from Tally
b) Add Client on your own.

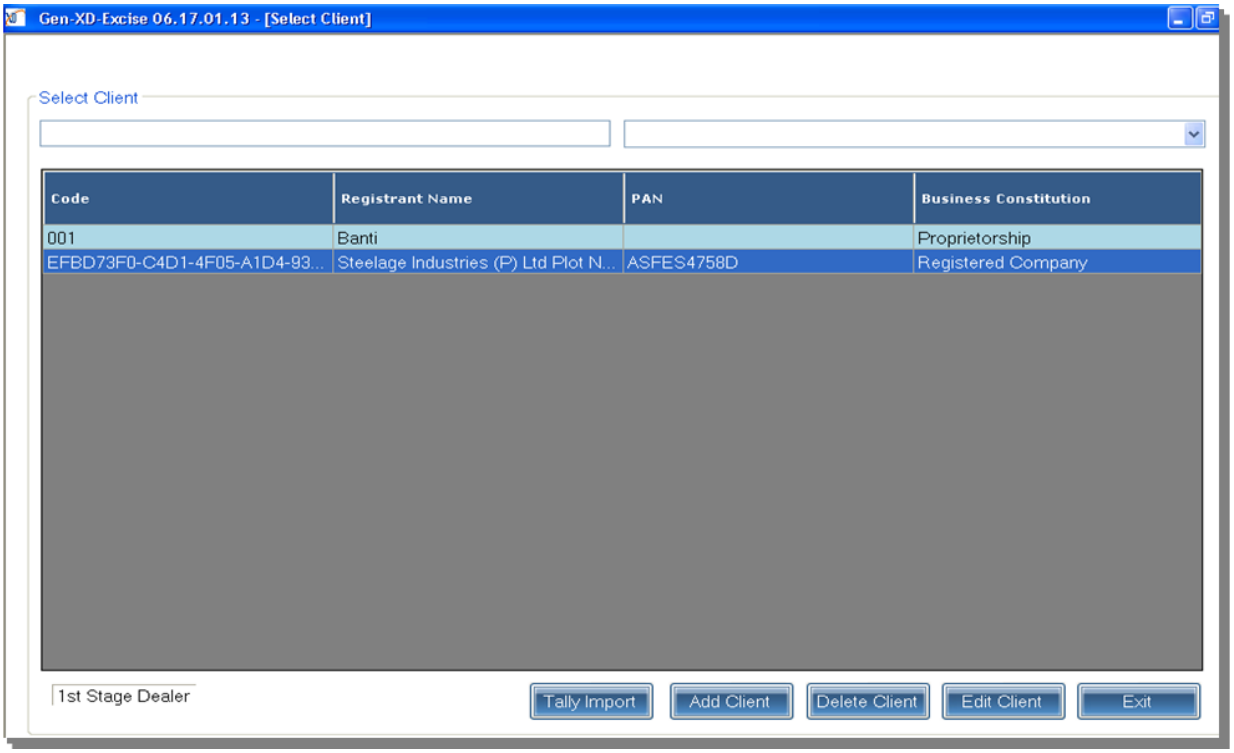
**a).To import from tally first start the tally and open the client from where you want to Import:**




**Now go to the add client where you will find the option tally import click the tally import:**




**This facility is useful to import basic information of client , all the parties and commodities from tally**.


Gen-XD-Excise 06.17.01.13 - [Select Client]
Select Client
Code
Registrant Name
PAN
Business Constitution
001
Banti
Proprietorship
EFBD73F0-C4D1-4F05-A1D4-93...
Steelage Industries (P) Ltd Plot N...
ASFES4758D
Registered Company
1st Stage Dealer
Tally Import
Add Client
Delete Client
Edit Client
Exit

**b) Add Client→By clicking on Add client you can Insert the details of a client on your Own.**

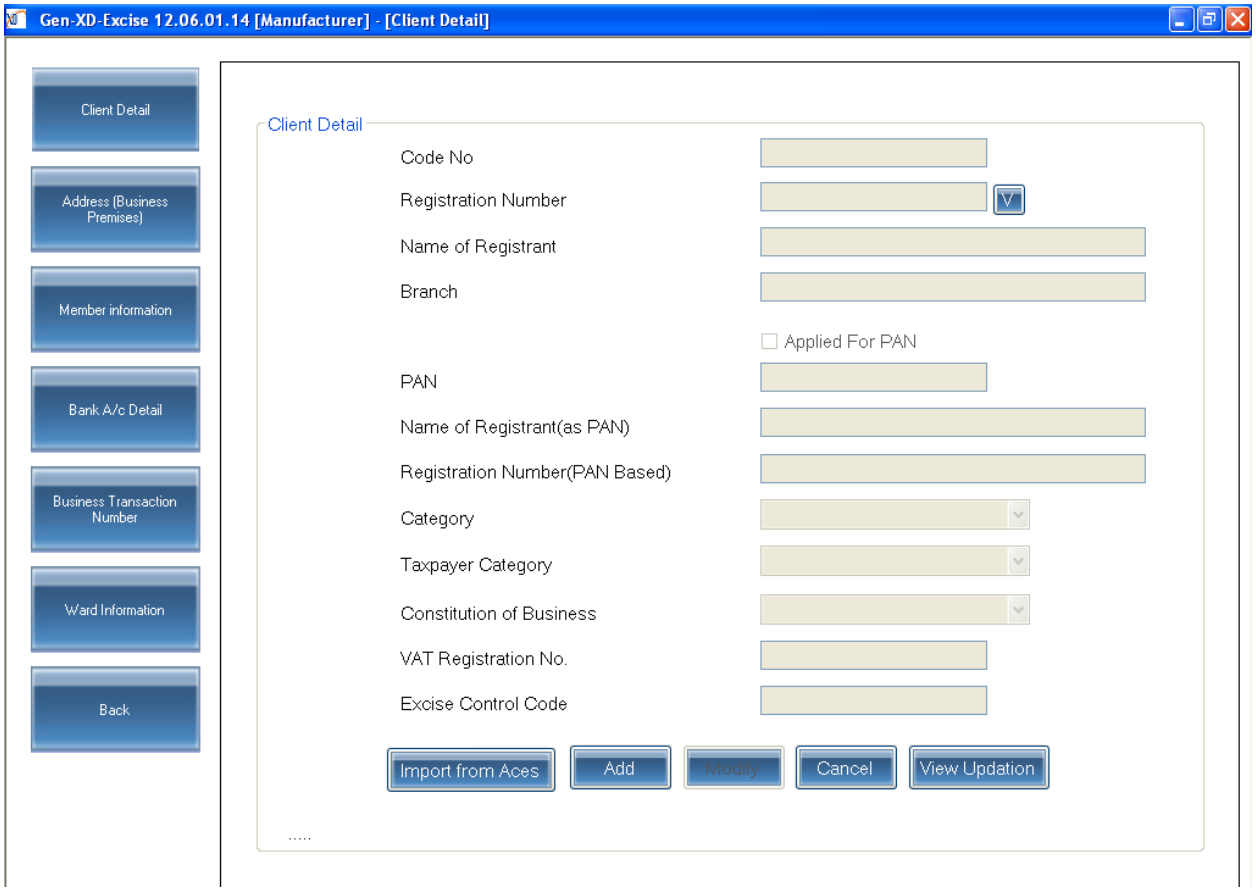
**For adding a client three fields are compulsory.**

1. Client Details

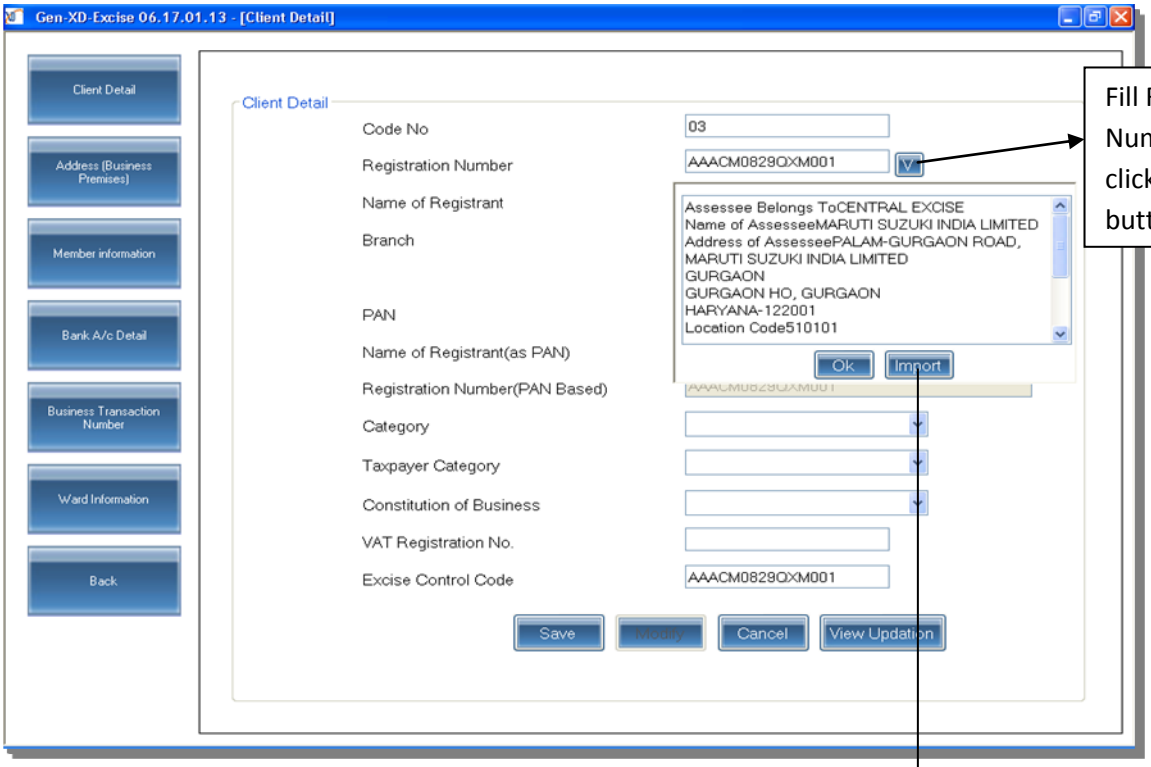
2. Address/ (business premises) Details

3. Members Information (Authorized Signatory)

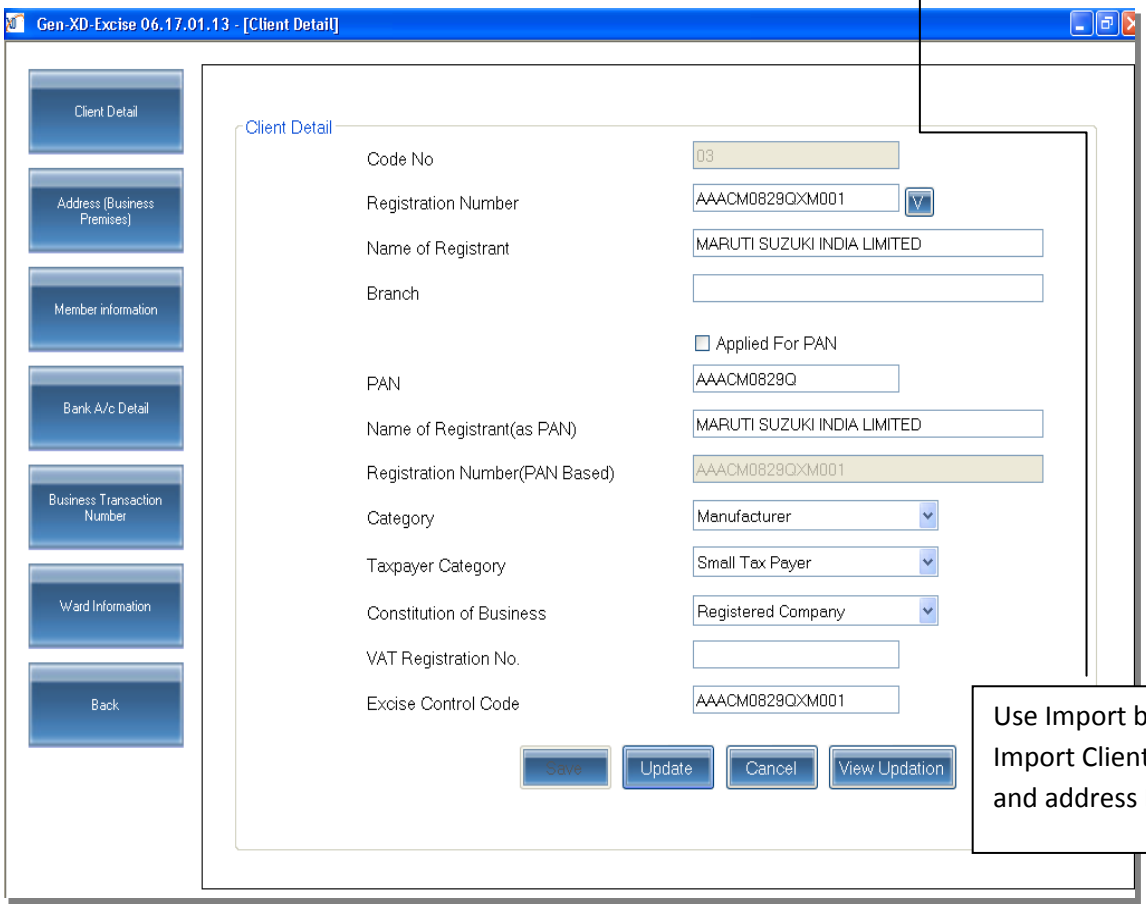
**1. Client Details:**




Fill Registration Number of a client by clicking on Add option and Click on Validate button(V) .Software will auto Search the Detail of a Client You can use Import Button for Importing such details of a client Which is searched by the software.



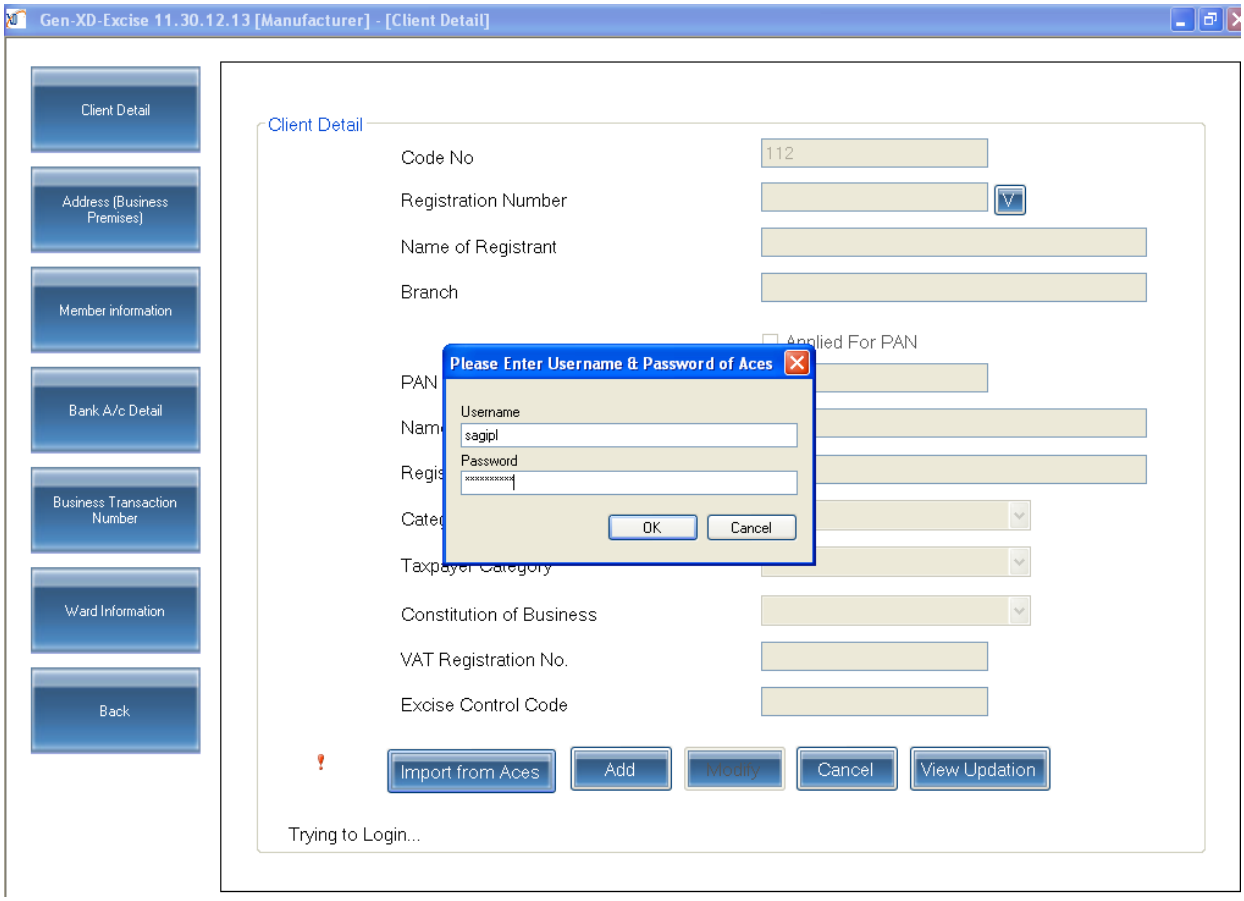

Fill Registration Number of client and click on Validate button




Use Import button to Import Client Details and address Details

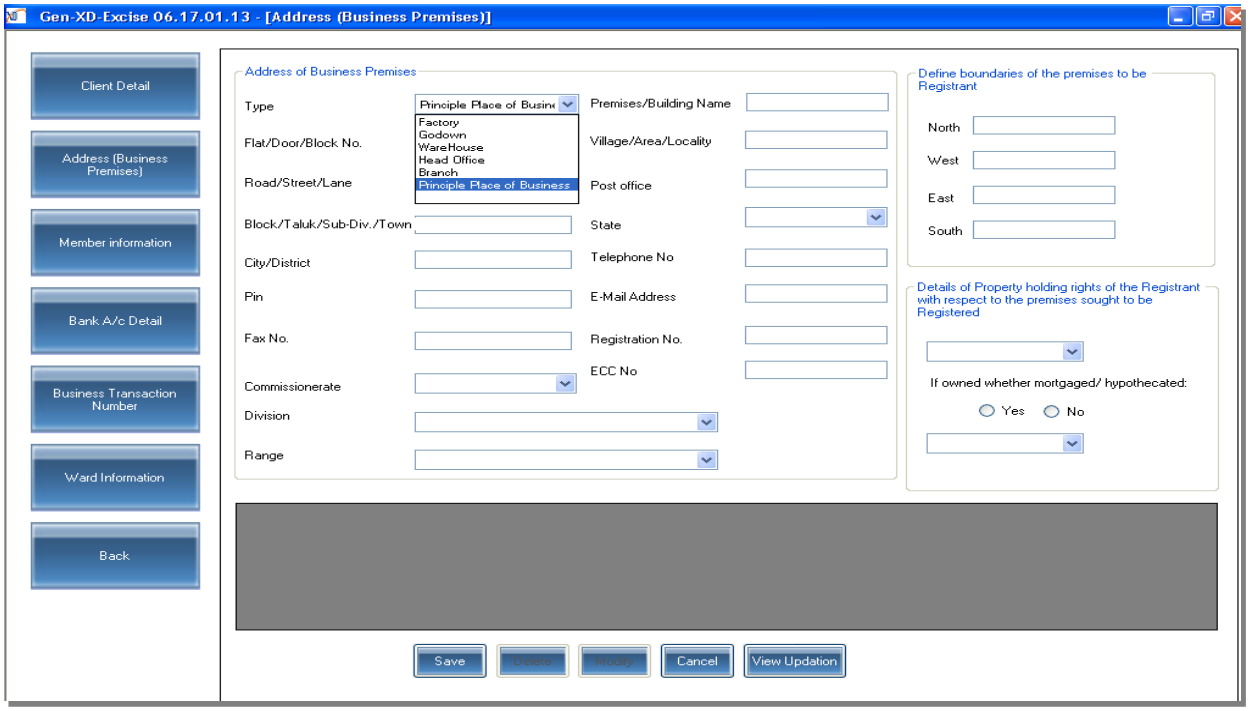
Import from ACES :

Import Details of Registration of client including details of Principal  place of business and signatory details directly from ACES by inserting Username and Password of Client.

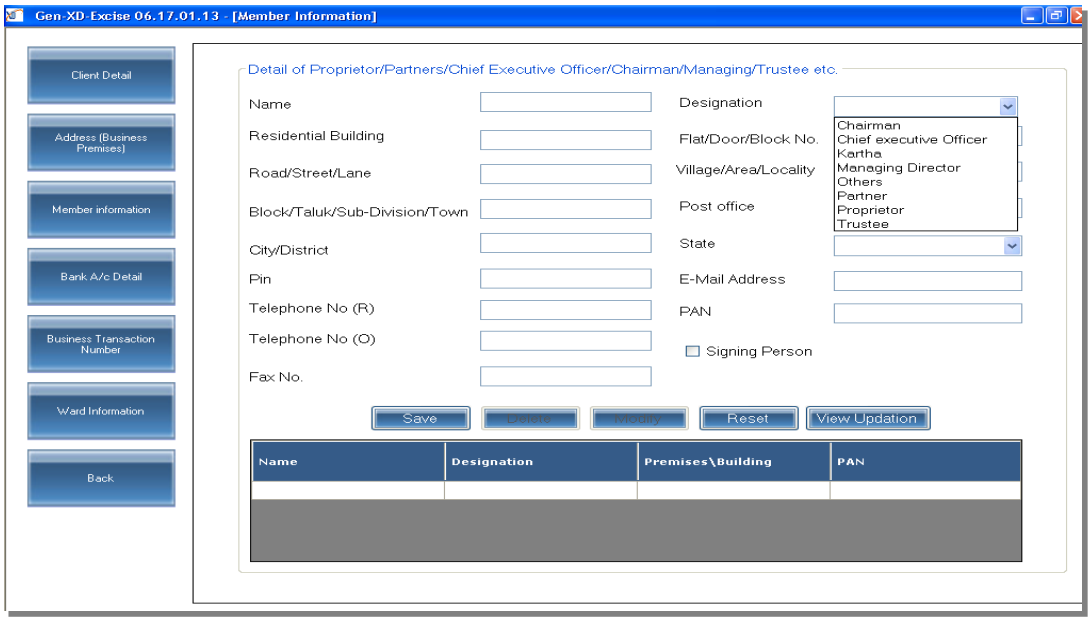


## 2.Address Details:

To insert details of Principal Place Of Business go to Address details and ADD option-Details will be auto Import if you use Import from ACES button in client details .



1. **Members Information:**
   Fill the Details of Authorized Signatory in Members Information who is authorized to Sign the Return.




**There are Some Additional Features In Client Master to Facilitate the User Like :**

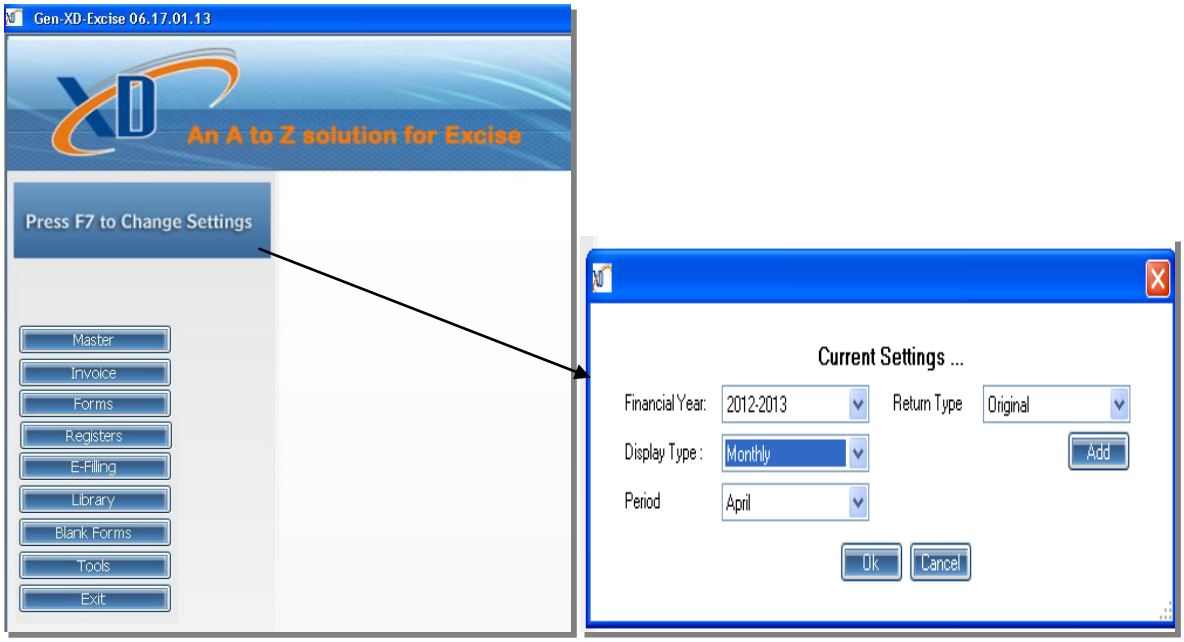
A) Bank A/C Details

B) Business Transaction Number

C) Ward Information.

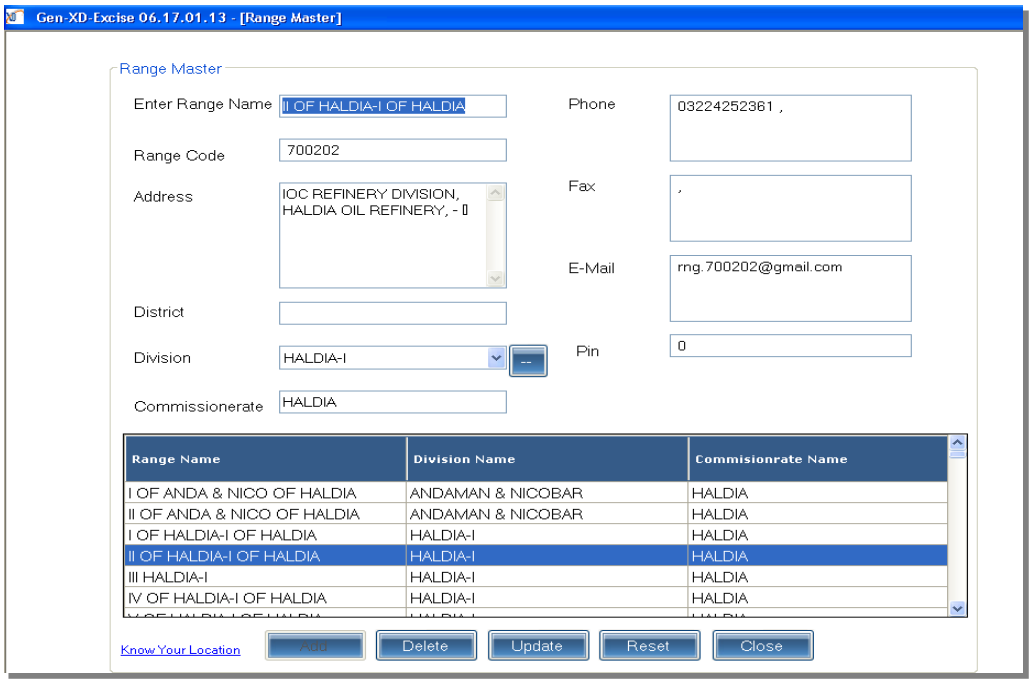
## Now you have to select Period:

**For Change Current Settings (Selection of Period of Return) →Press F7 to select the period**



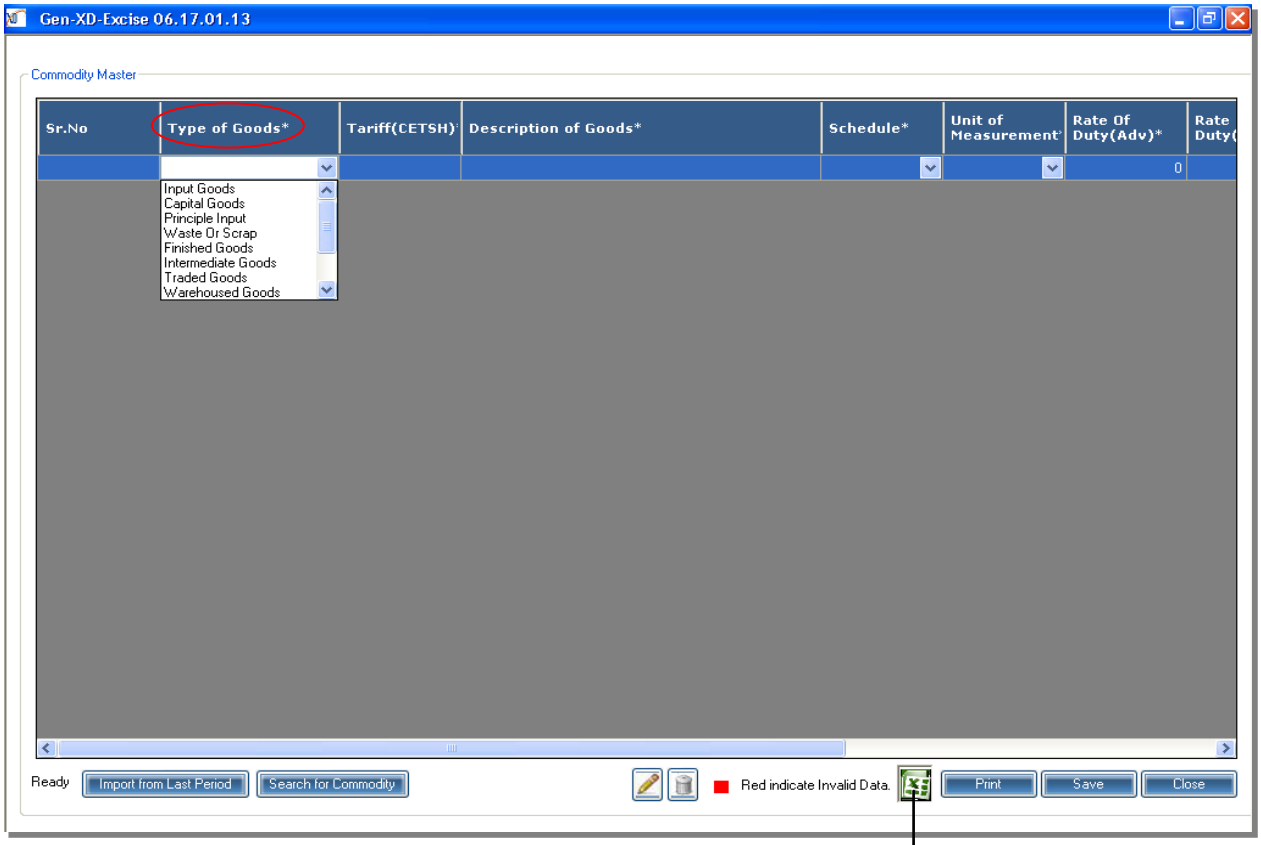

**Range Master--:**

We have provided all the available range in our software you can select particular Range as per your Jurisdiction.




Commodity Master→

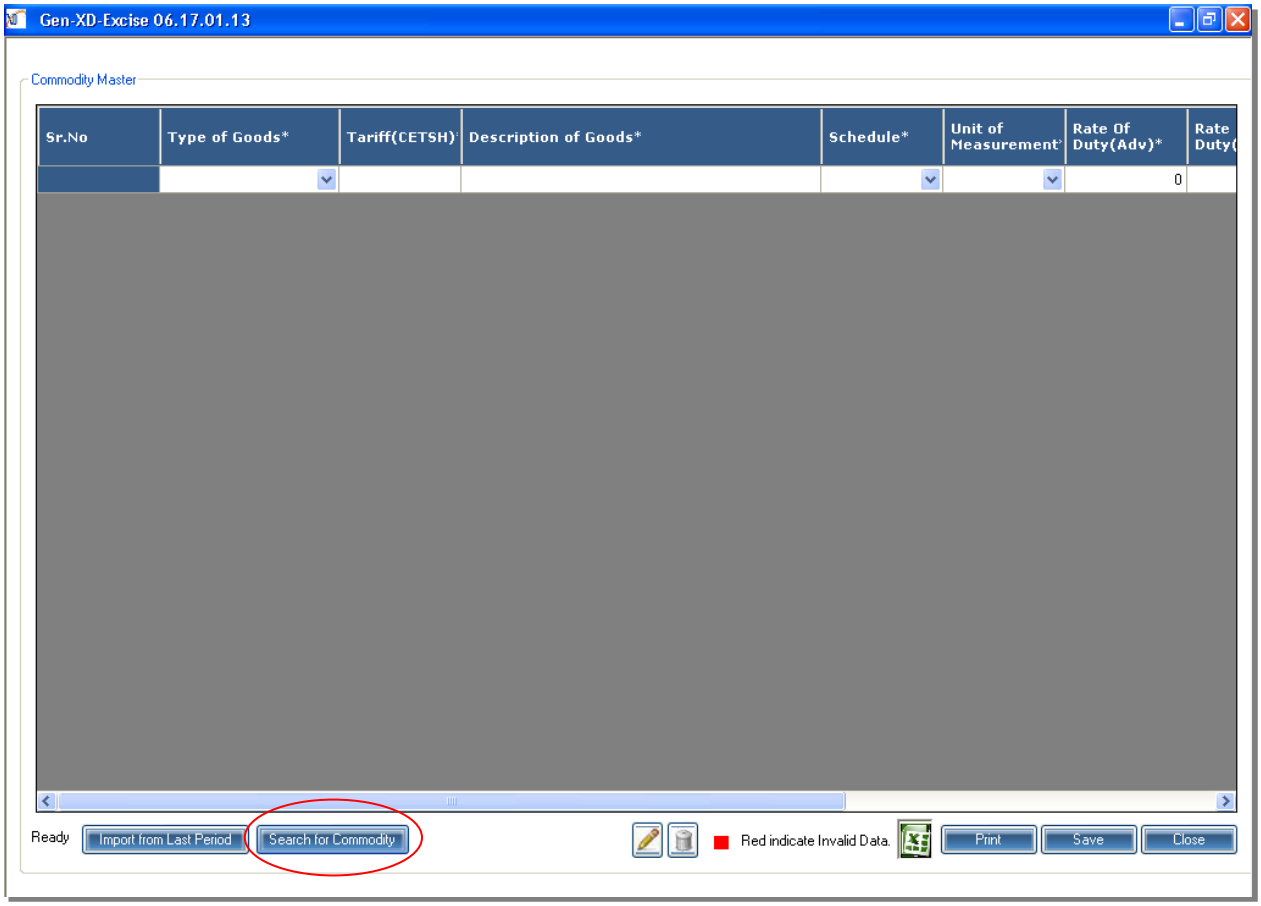
You can add commodities by clicking on add commodities option to Insert Detail of Commodities and to Determine Rate of Duty.



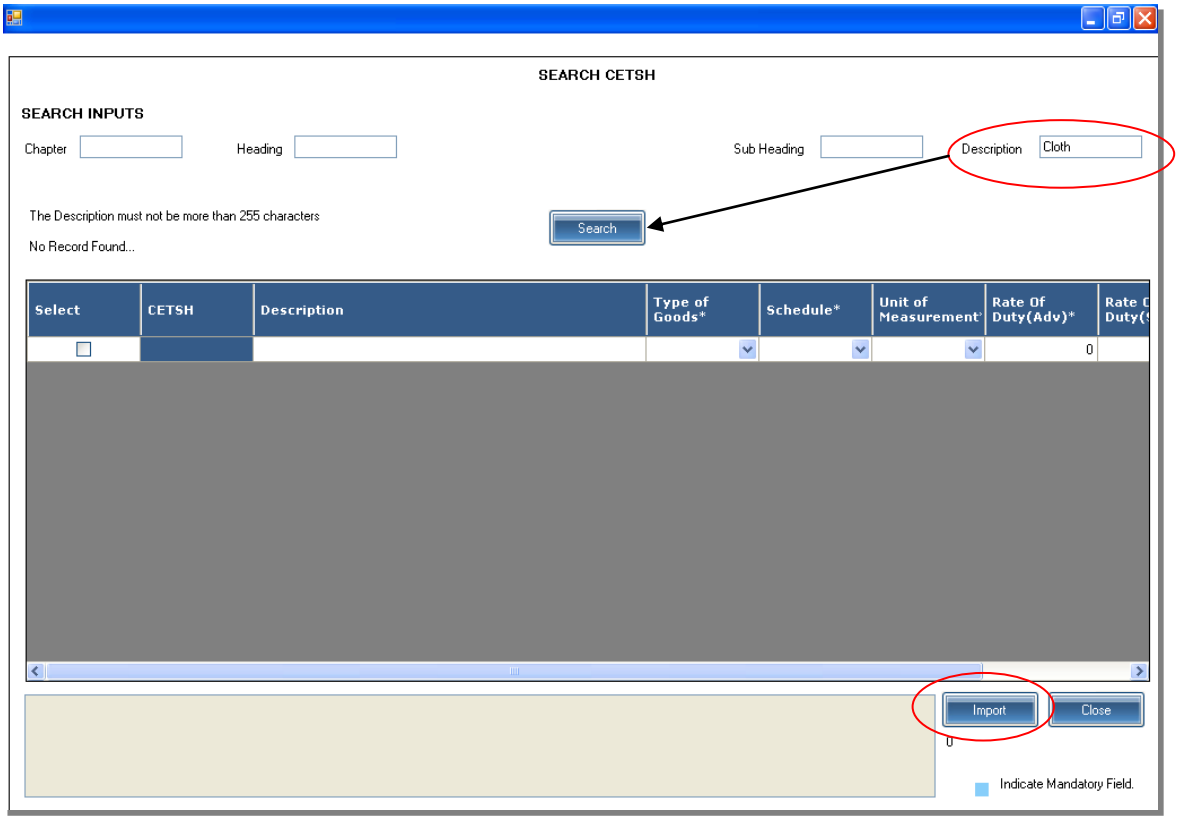

Blank Excel Template to Insert Details of Commodities in Bulk

Direct Search for Commodities→

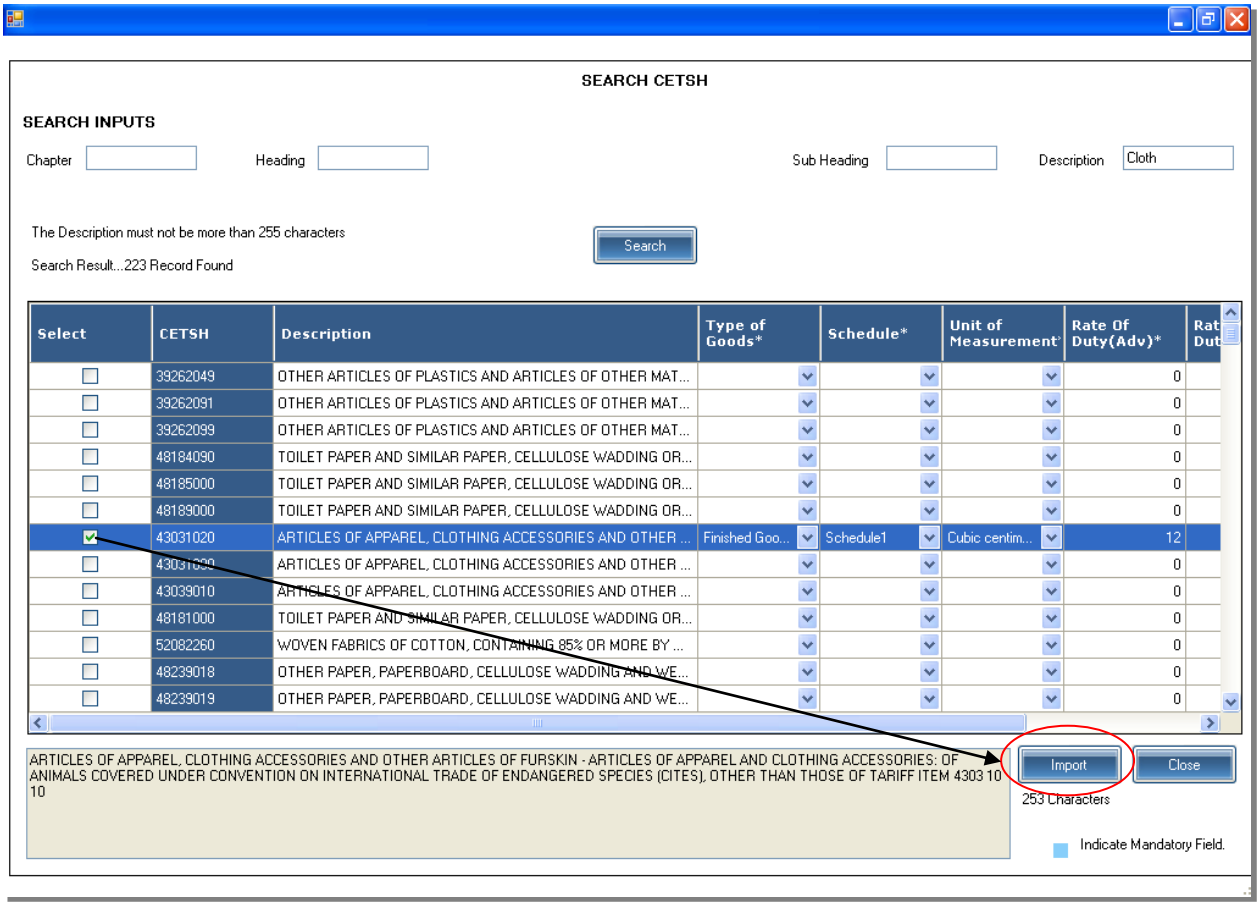
Click on Commodity Master→Search for Commodity Master →fill the Description of commodities in which you deal.




Insert Description Of Commodities and Click on Search Option:

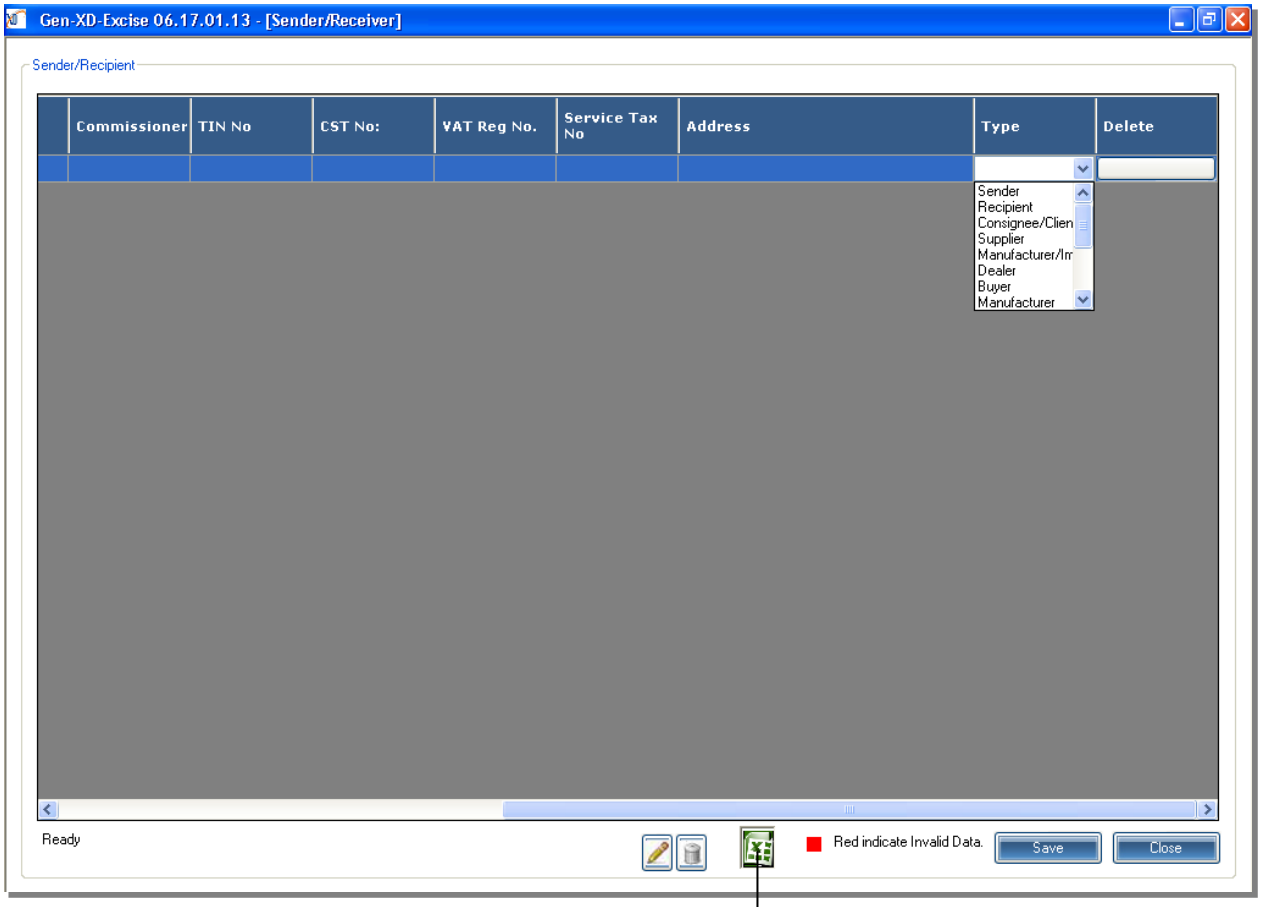



Software will Search Commodities including CETSH No. select the particular Commodity from the list appears as per your Requirement and click on Import Button.



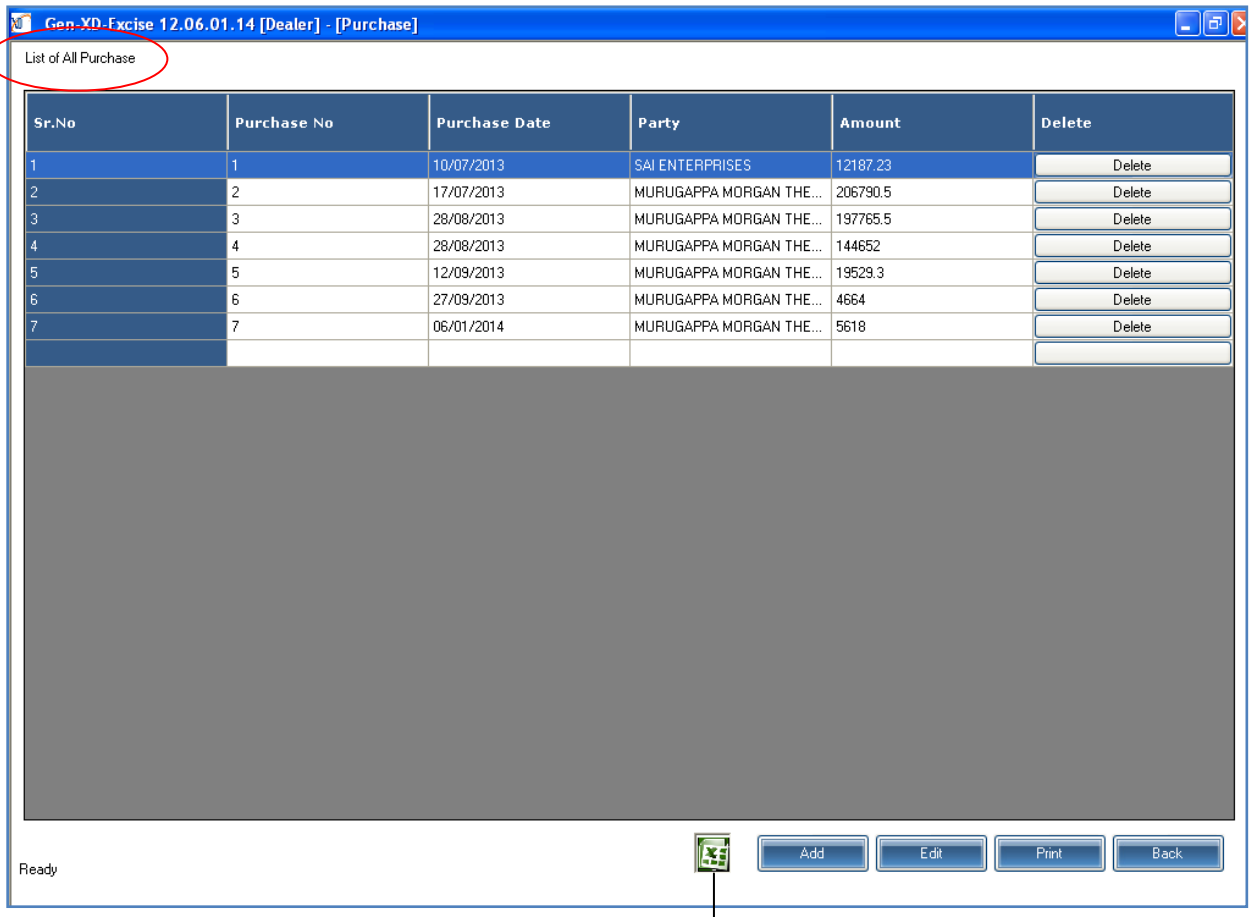

**Sender and Receiver Master→**

This master is useful to Insert the Details of Parties with whom your Transactions are going on .It will be much easier to Import the details of Parties in Invoices Issued and in any form wherever you need to insert the details of client.

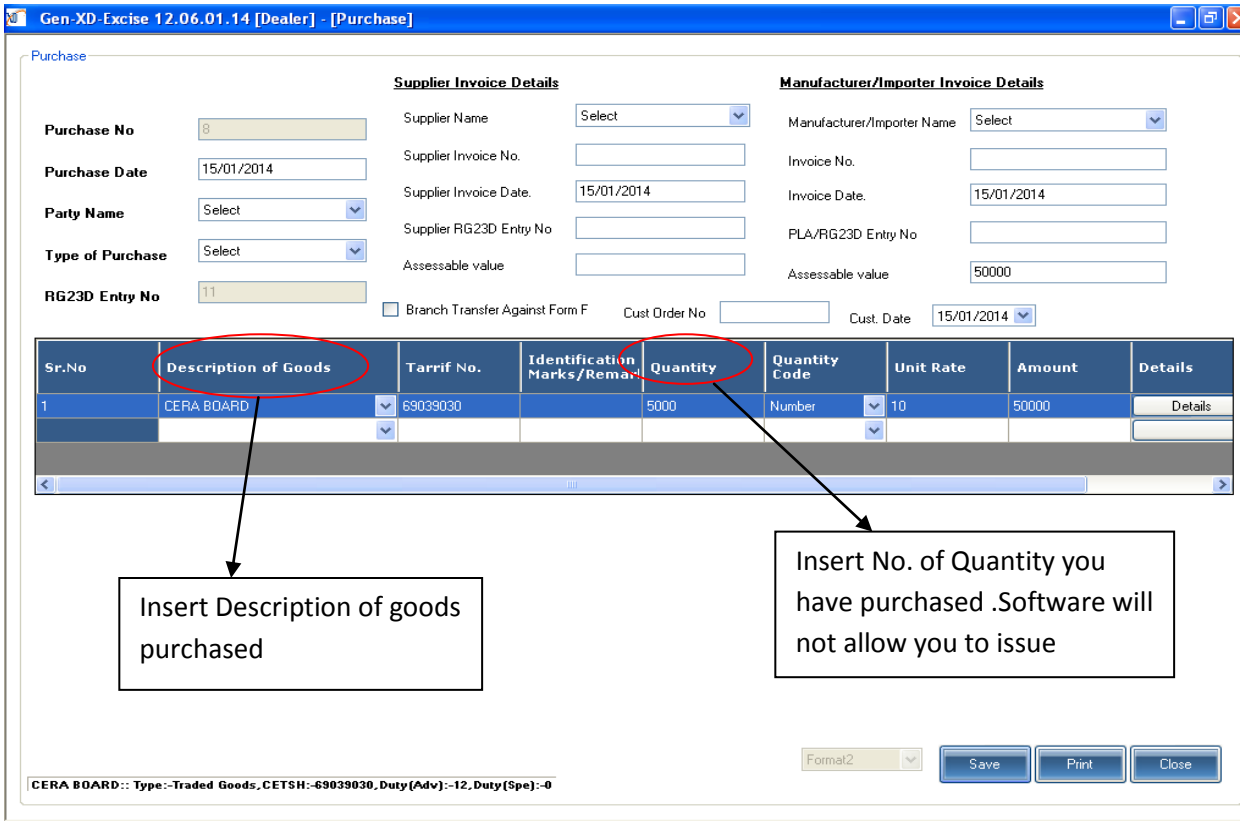



Blank Excel Import Facility is also available to Import list of Clients

**Invoice Master for Manufacturer  Invoice→**

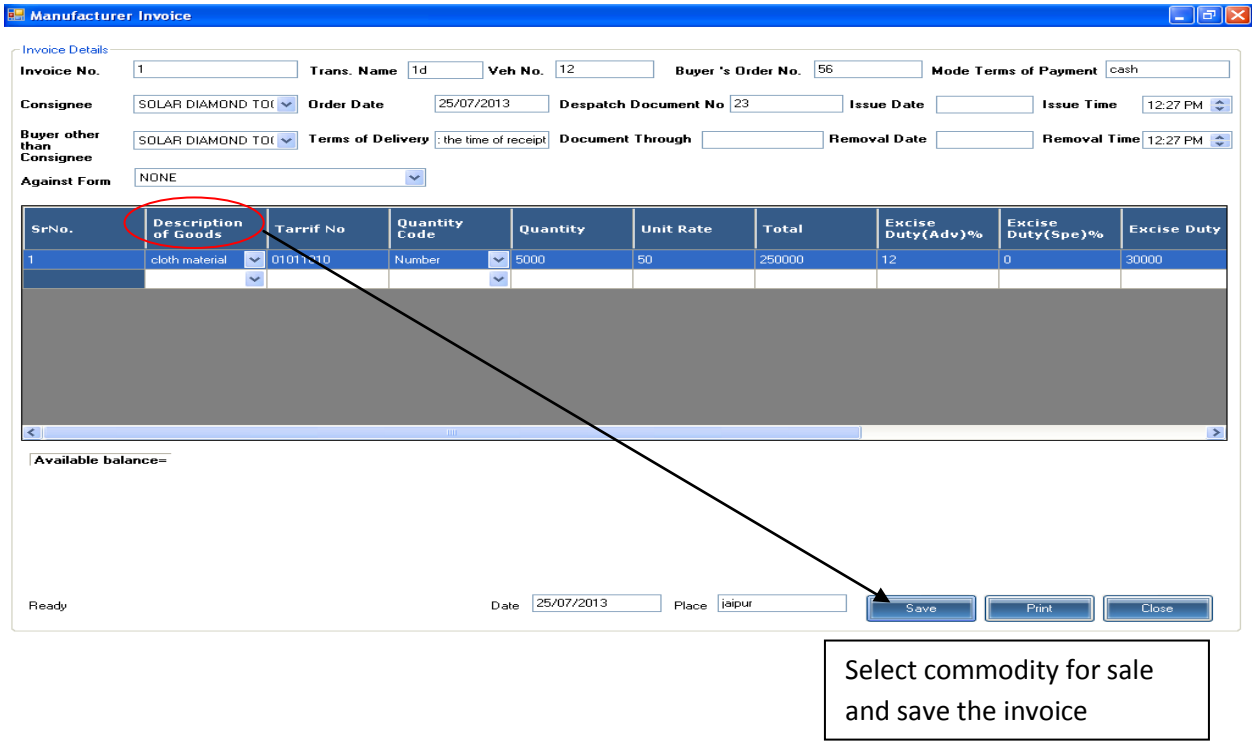



Blank template to Insert details of all purchases



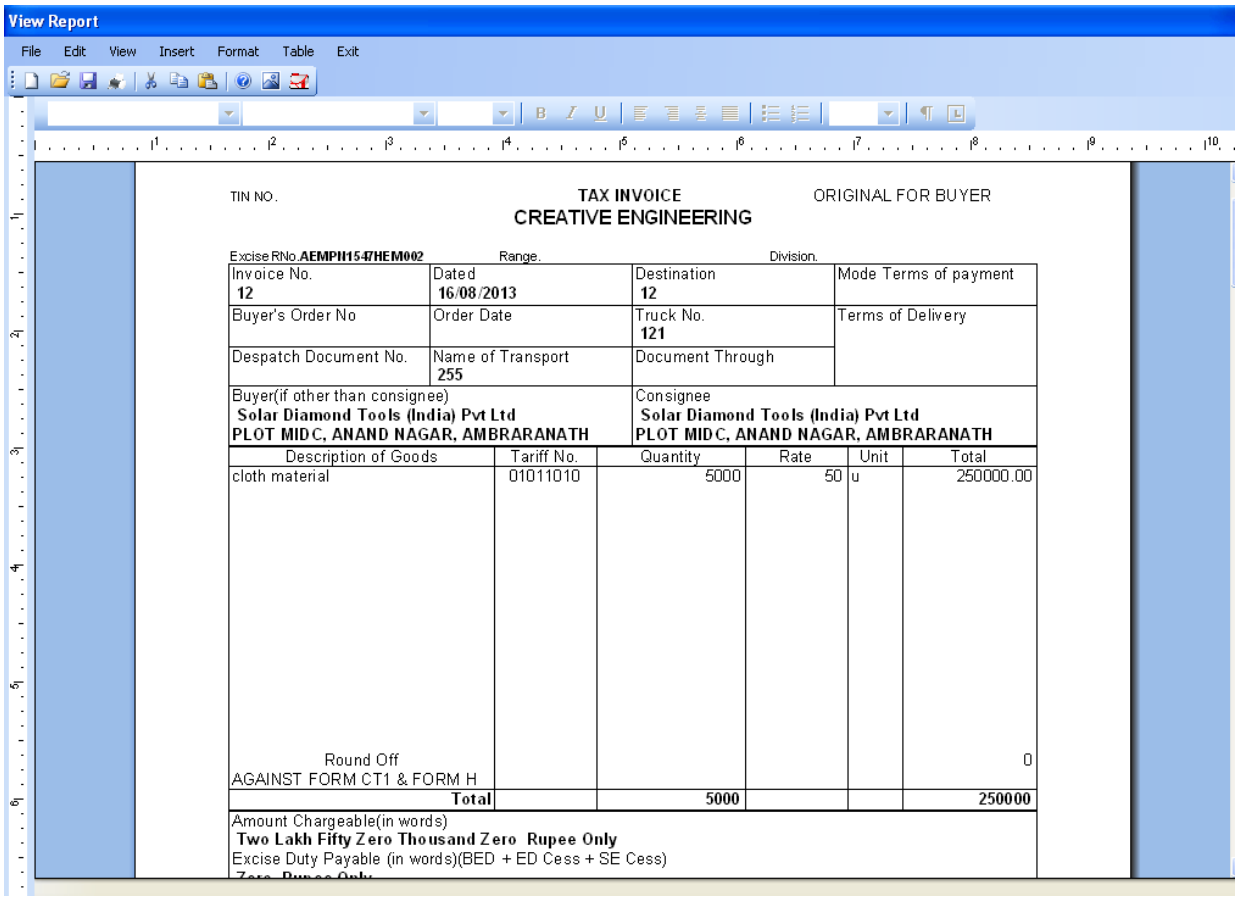

**Manufacturer's Sales Invoice :**

**Click on Add option for Inserting a Invoice-:**



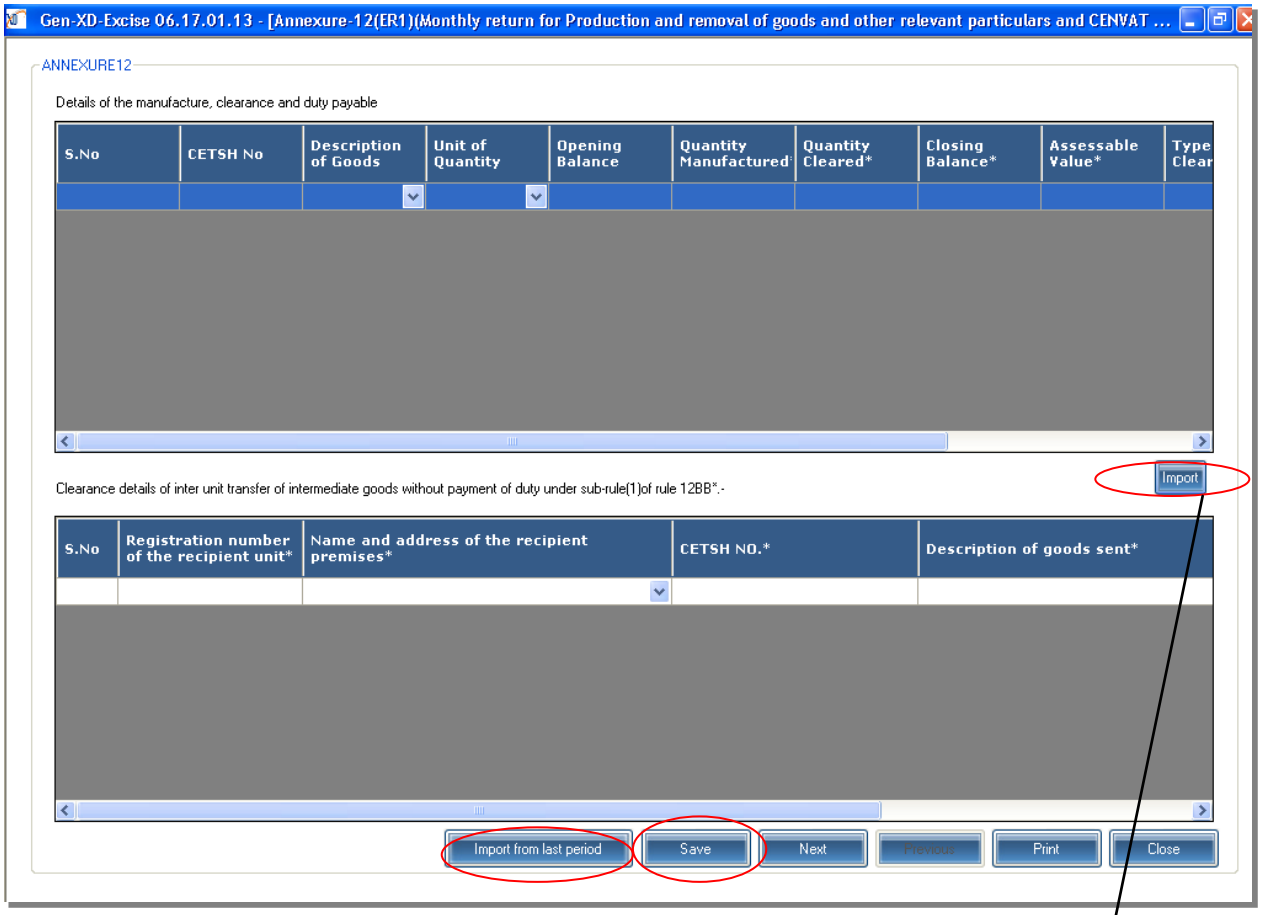
Printing of Invoice--.

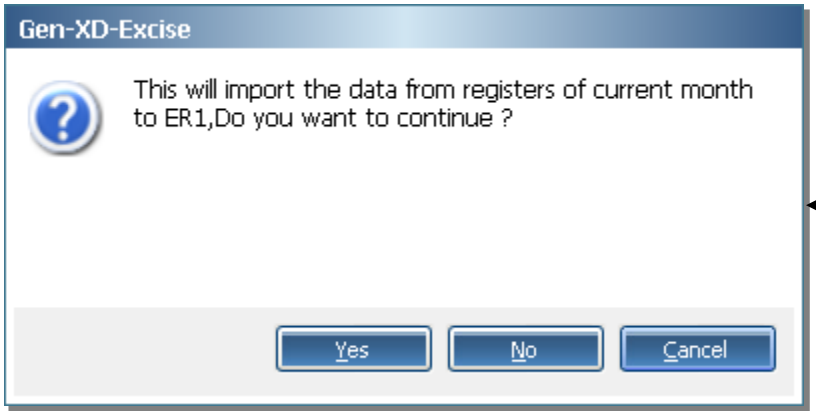
In our software there is a facility to print the Invoice in multiple copies.




**Availability of forms for Return Filling→**

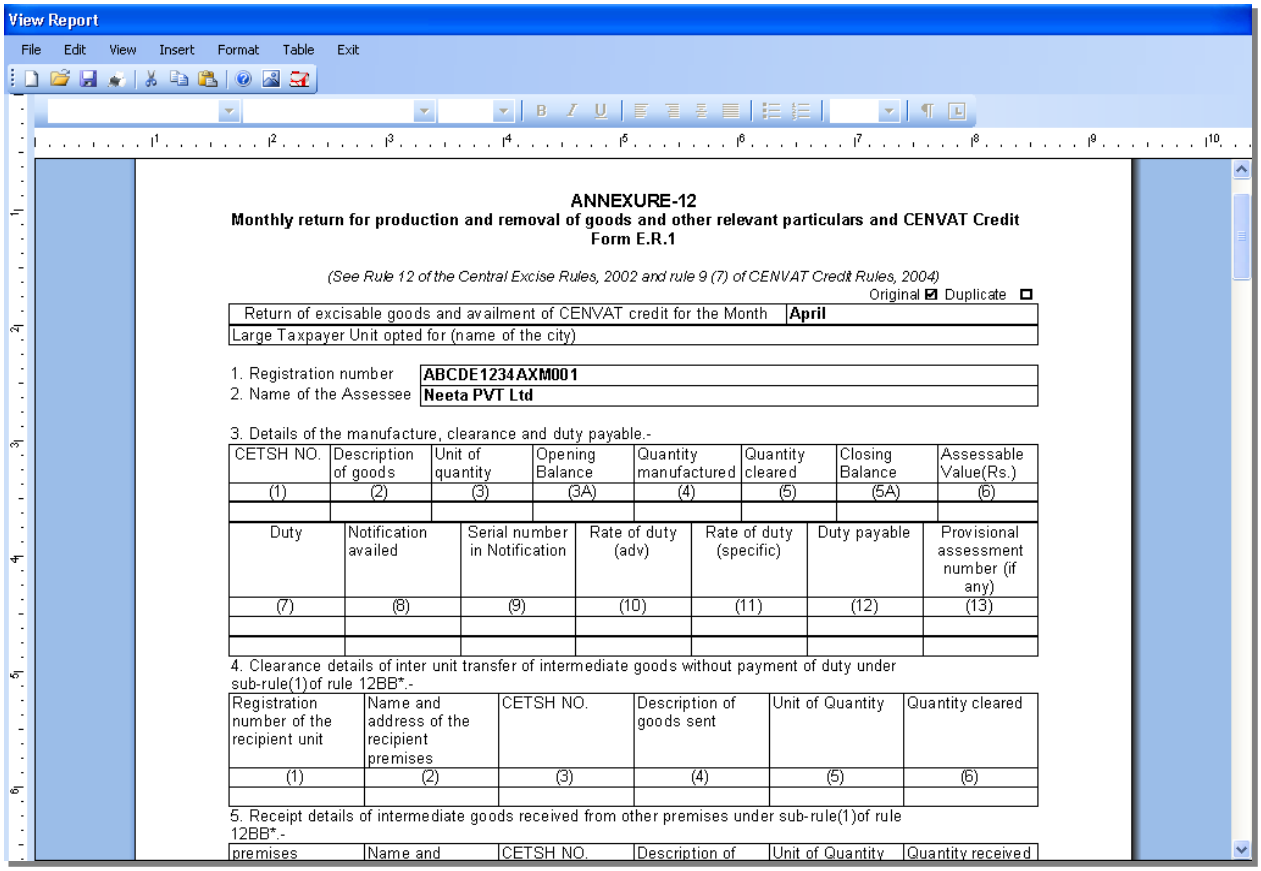
Gen-XD-Excise 06.17.01.13
An A to Z solution for Excise
Press F7 to Change
Master
Invoice
Forms
Registers
E-Filling
Library
Blank Forms
Tools
Exit
Registration
Form A-2
Surender of RC
Declaration Form
Apply for New Code
Form B-2
Return ER-1
Return ER-2
Return ER-3(Old)
Return ER-3
Return ER-4
Return ER-5
Return ER-6
Return ER-7
Return ER-8
Form A.R.E 1
Dealer Return
SAG
INFOTECH
Client Name [Neeta PVT Ltd (888)] Financial Year : 2013-2014 Period : Quater-1 Return Type : Original



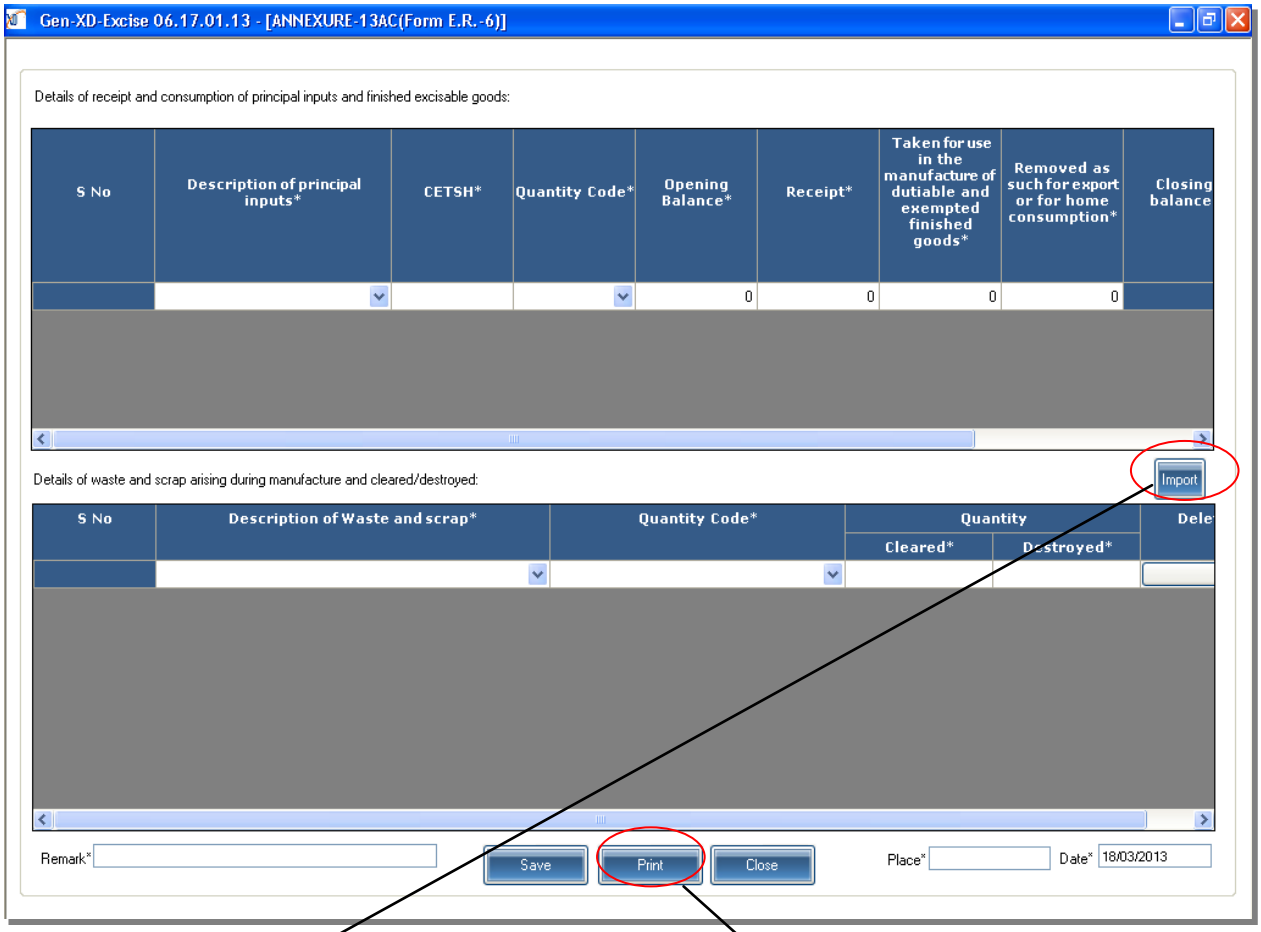

Import Facility to Import the data from Registers to ER-1 and ER-3 .This message will appear select as per your Requirement and save it.

**Printing facility of all forms are also available.**

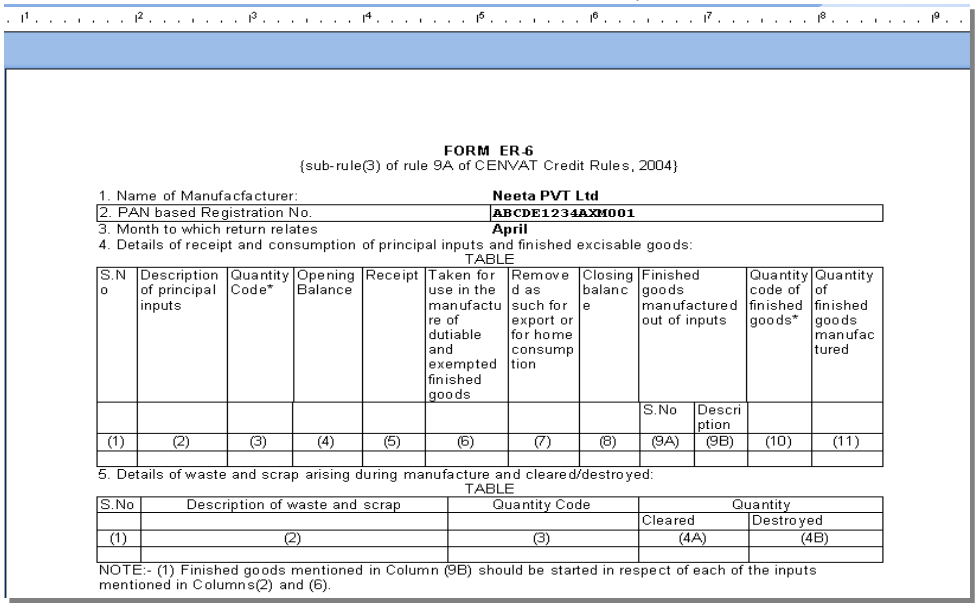



**Details of Receipt of consumption Of principal inputs and finished excisable goods.-->**

**ER-6**




In ER-6 we have provided Import facility from Input details Like description of Input from RG-23A part-I details of Finished goods will Auto come from RG-1 of Finished goods and RG1 of Scrap



**FORM ER-6**

{sub-rule(3) of rule 9A of CENVAT Credit Rules, 2004}

1. Name of Manufacfacturer: **Neeta PVT Ltd**
2. PAN based Registration No. **ABCDE1234AXM001**
3. Month to which return relates **April**
4. Details of receipt and consumption of principal inputs and finished excisable goods:

TABLE

| S.No | Description of principal inputs | Quantity Code* | Opening Balance | Receipt | Taken for use in the manufacture of dutiable and exempted finished goods | Removed as such for export or for home consumption | Closing balance | Finished goods manufactured out of inputs | | Quantity code of finished goods* | Quantity of finished goods manufactured |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | S.No | Description | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9A) | (9B) | (10) | (11) |
| | | | | | | | | | | | |

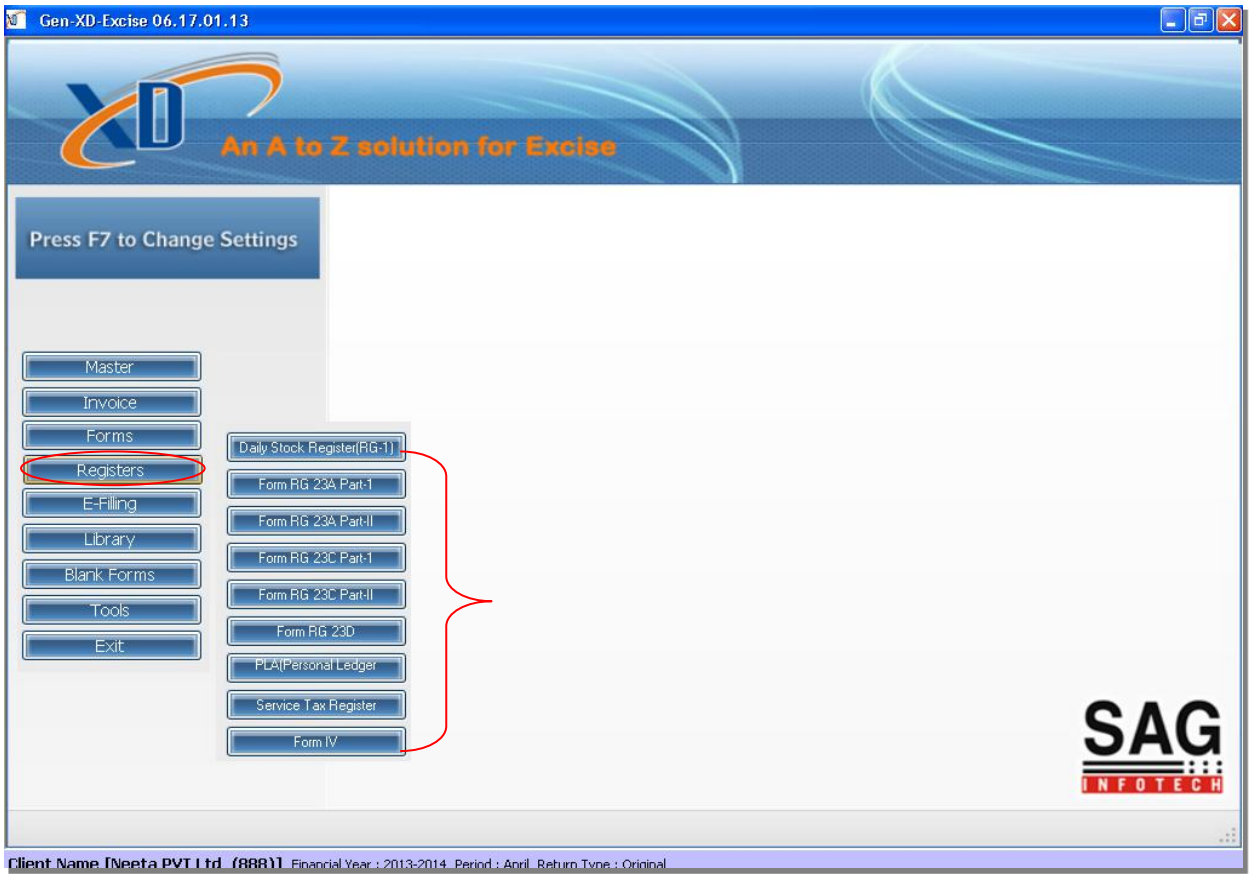
5. Details of waste and scrap arising during manufacture and cleared/destroyed:

TABLE

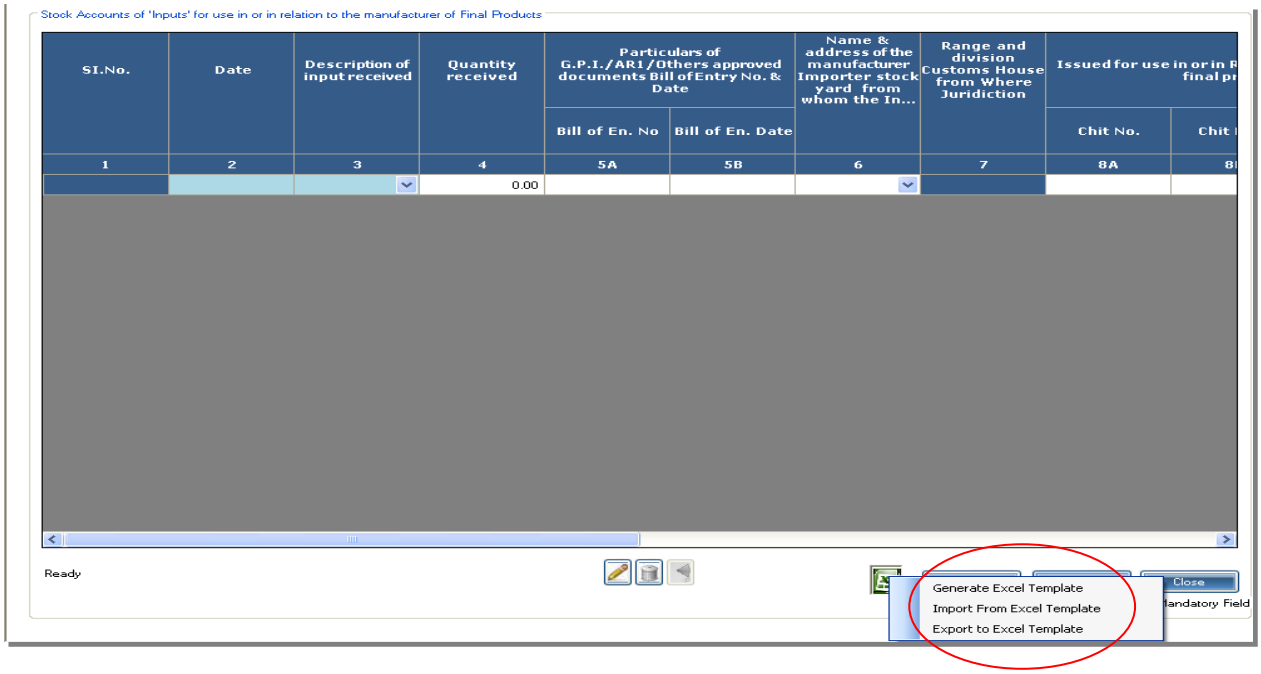
| S.No | Description of waste and scrap | Quantity Code | Quantity | |
|---|---|---|---|---|
| | | | Cleared | Destroyed |
| (1) | (2) | (3) | (4A) | (4B) |
| | | | | |

NOTE:- (1) Finished goods mentioned in Column (9B) should be started in respect of each of the inputs mentioned in Columns(2) and (6).

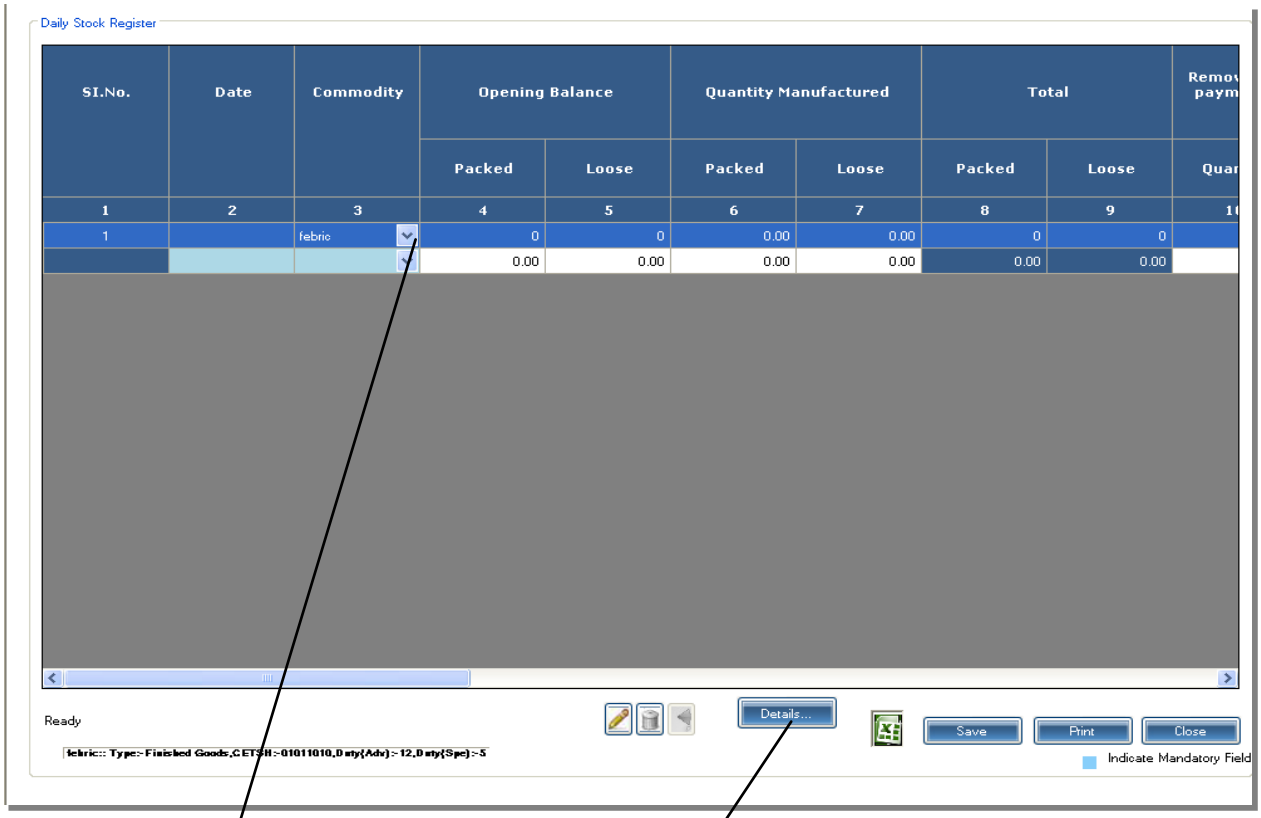
**Registers→All statutory Registers are available for details of finished goods, CENVAT Credit Including Service tax register and PLA.**



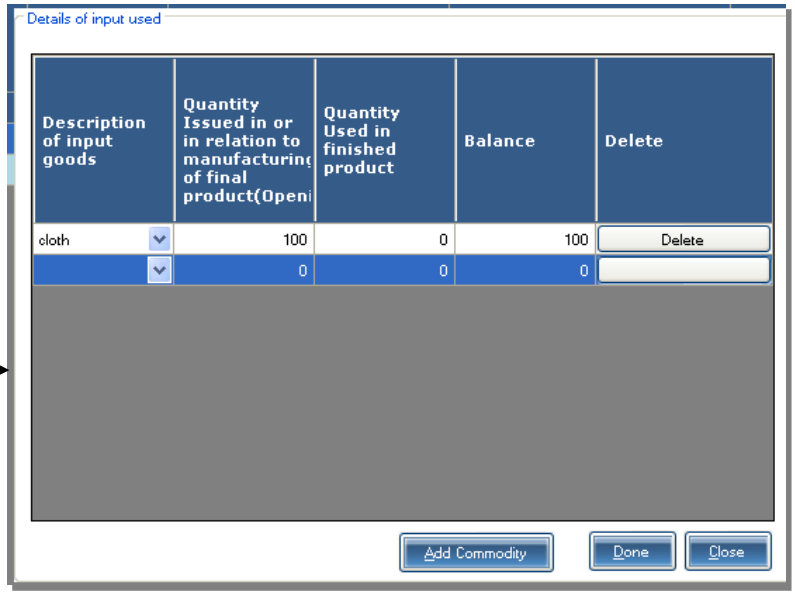

**RG-23 A Part-1 (Details of Input used for manufacturing of Finished goods)**


Stock Accounts of 'Inputs' for use in or in relation to the manufacturer of Final Products
SI.No.
Date
Description of input received
Quantity received
Particulars of G.P.I./AR1/Others approved documents Bill of Entry No. & Date
Bill of En. No
Bill of En. Date
Name & address of the manufacturer Importer stock yard from whom the In...
Range and division Customs House from Where Juridiction
Issued for use in or in R final pr
Chit No.
Chit
1
2
3
4
5A
5B
6
7
8A
8
0.00
Ready
Generate Excel Template
Import From Excel Template
Export to Excel Template
Close
Mandatory Field

**RG-1→ Register for finished goods(Details will come automatically from RG-23A part I of Input Utilized for manufacturing of Finished goods)**

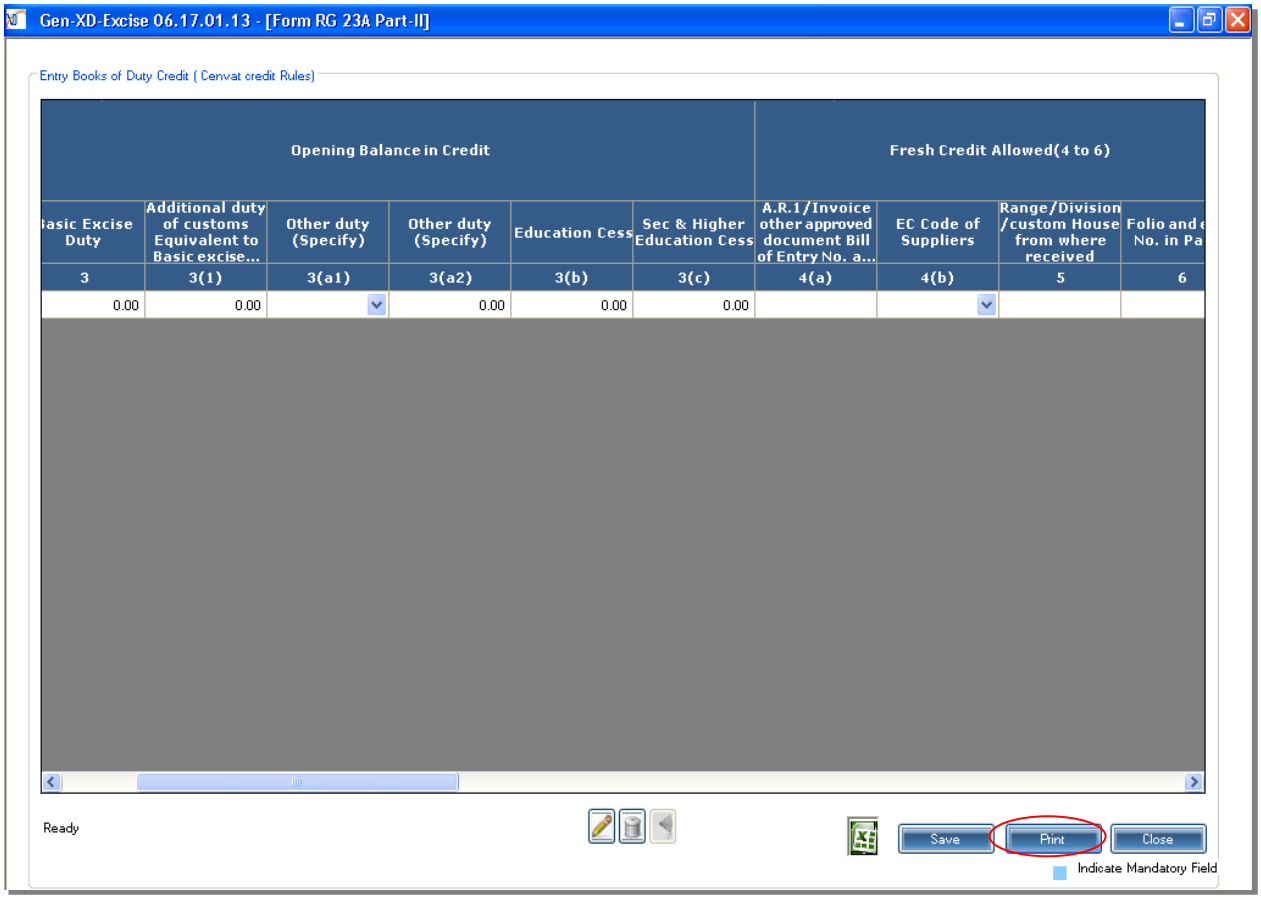



Description will come automatically through

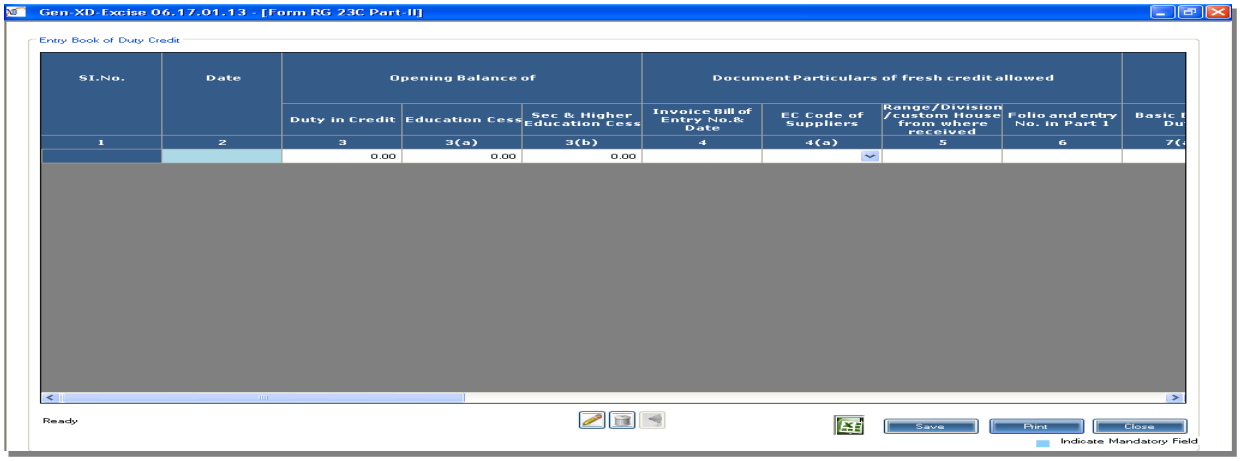



Details of Input Used in manufacturing of final product

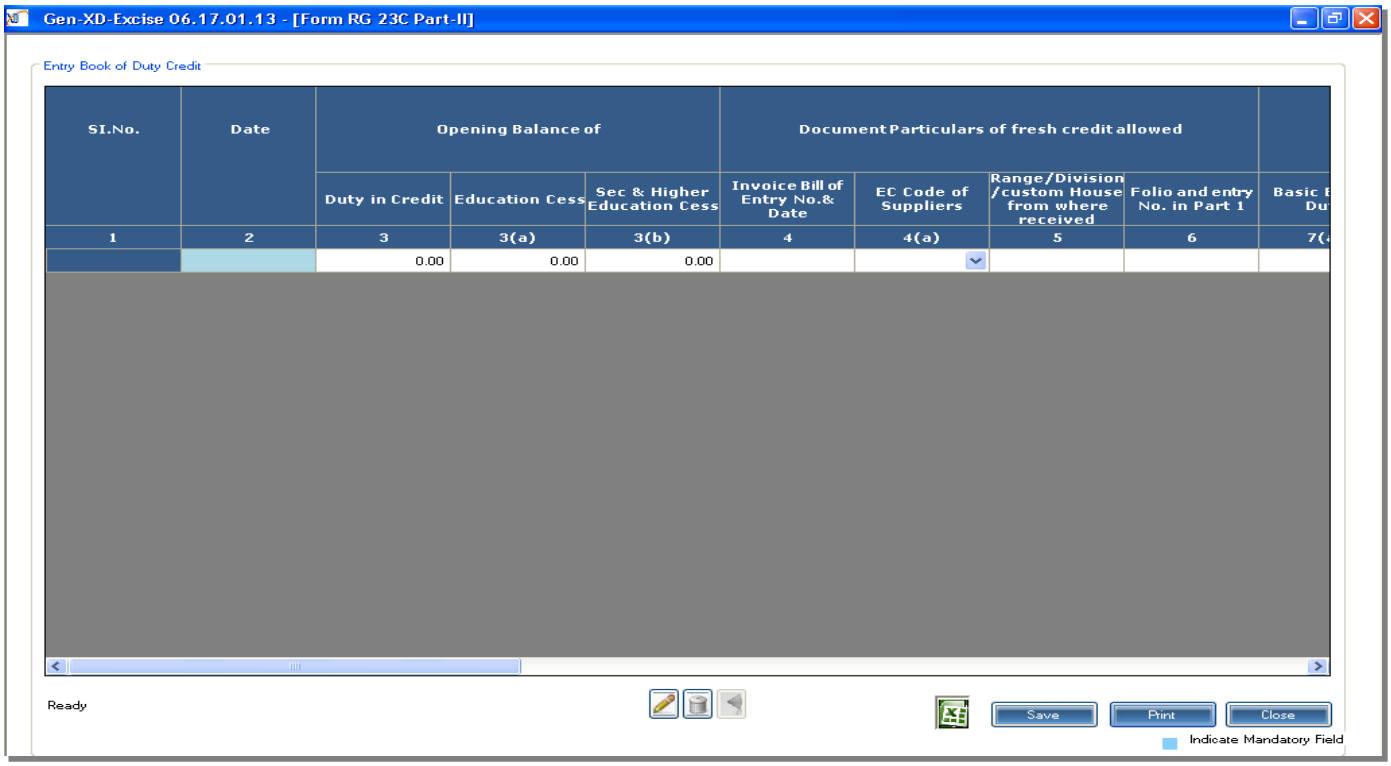
**RG-23A Part II→Details of CENVAT Credit on INPUT Goods which can be Utilized for payment of duty**



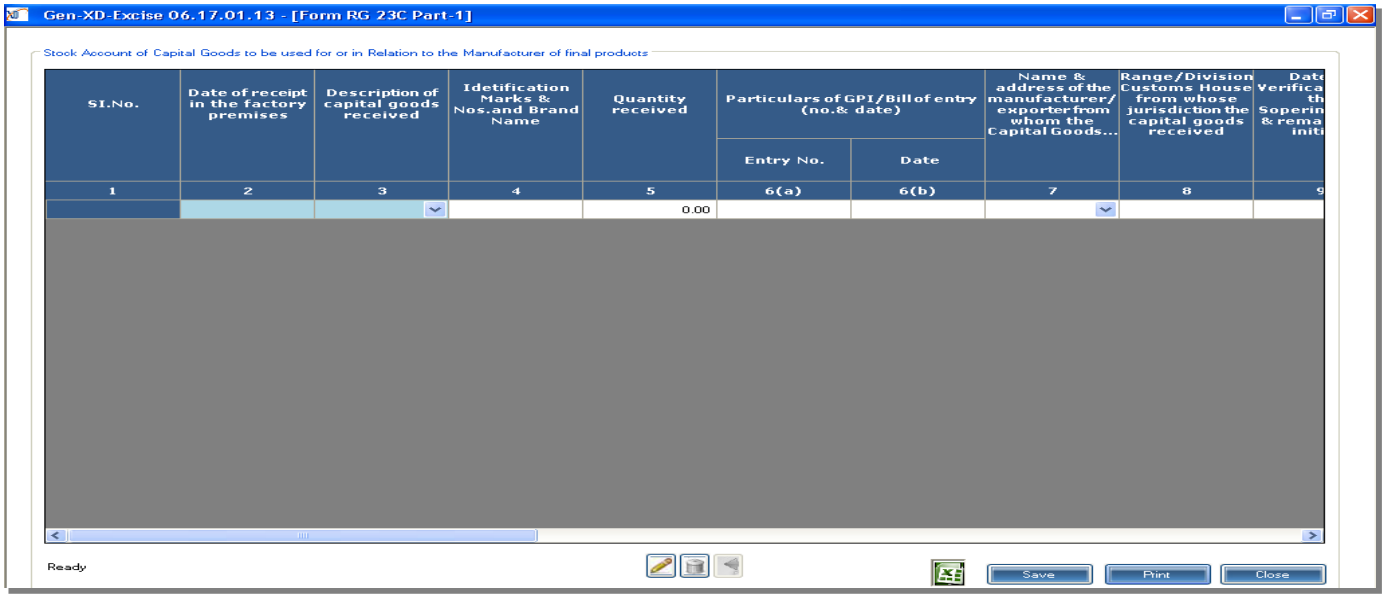

**RG-23C Part II→Details of CENVAT Credit on Finished Goods which can be Utilized for payment of duty**



**RG-23C Part II→Details of CENVAT Credit on Finished Goods which can be Utilized for payment of duty**

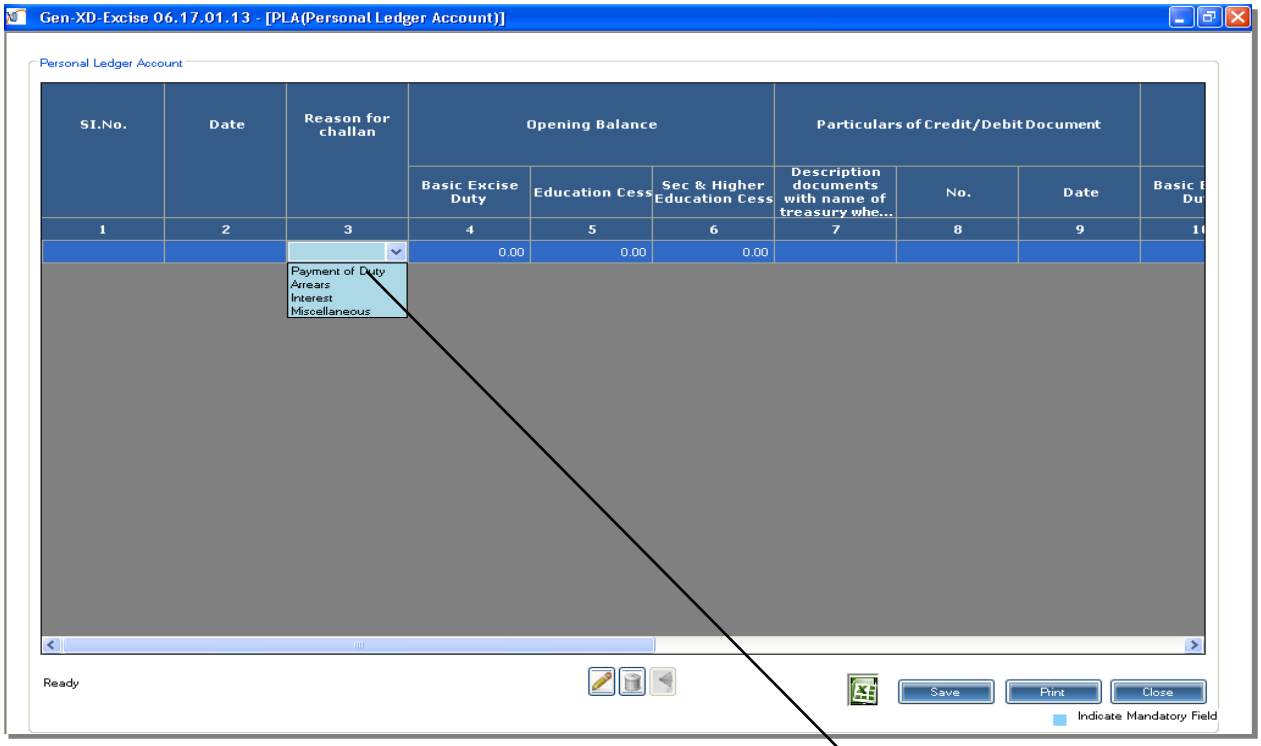


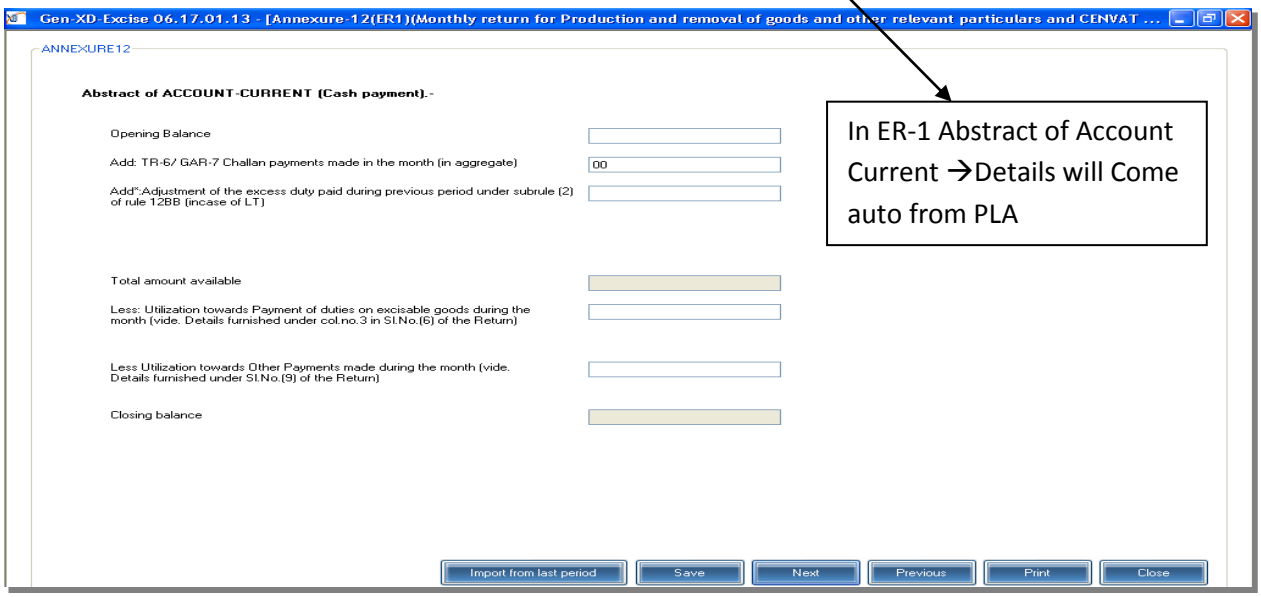

**RG→23C Part I→Stock Account of Capital Goods to be used for or in relation to the Manufacture of Final Products:**



**PLA→Personal Ledger Account**

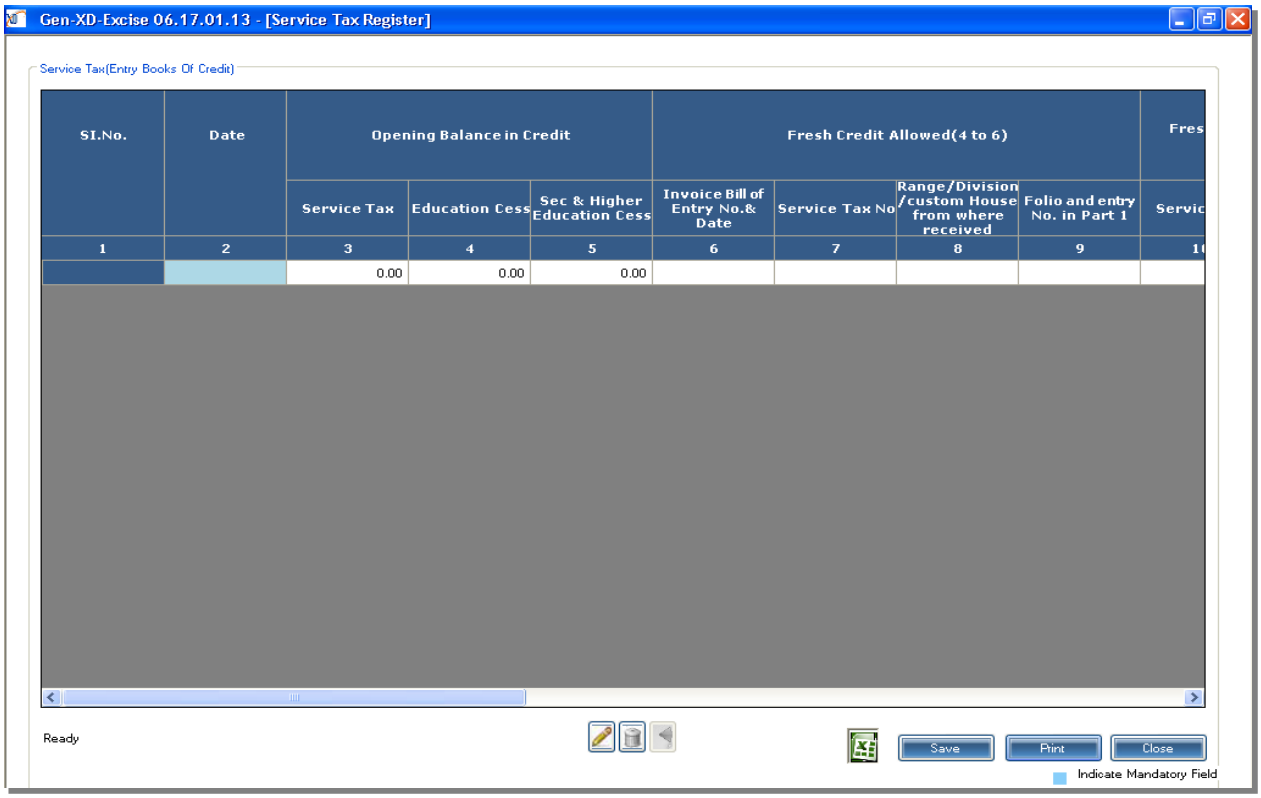
**Description of Account Current (Cash Deposited) In Government's account through GAR-7 Challan for payment of duty, arrear, Interest and penalties and for other dues.**



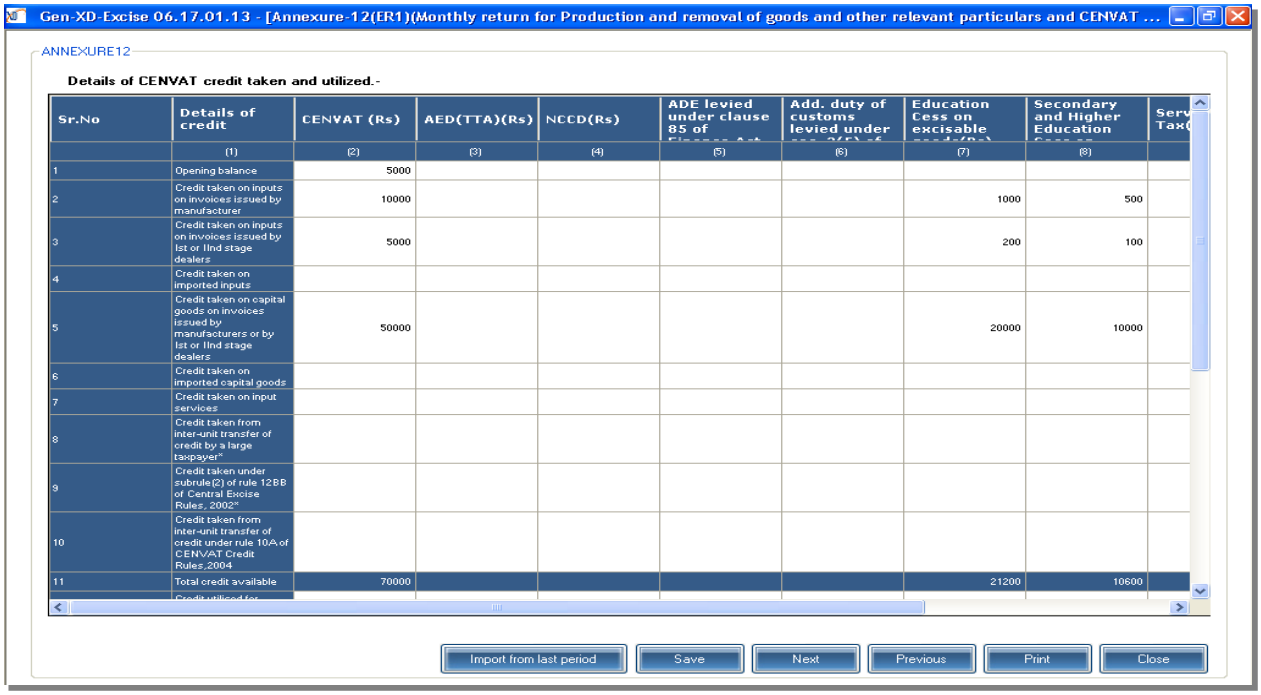




In ER-1 Abstract of Account Current →Details will Come auto from PLA

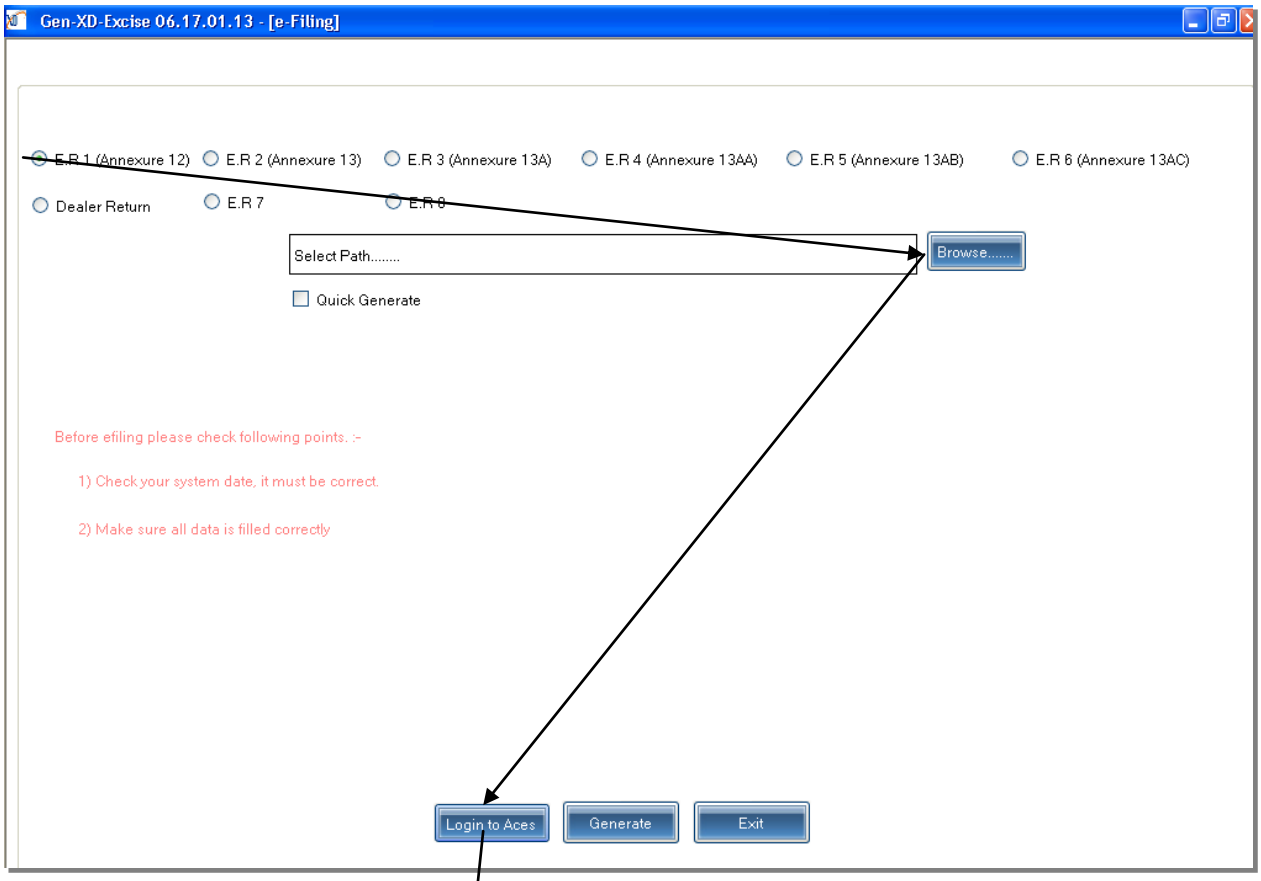
**Service Tax Register→CENVAT Credit On Service Tax can also be utilized for payment of Excise Duty**

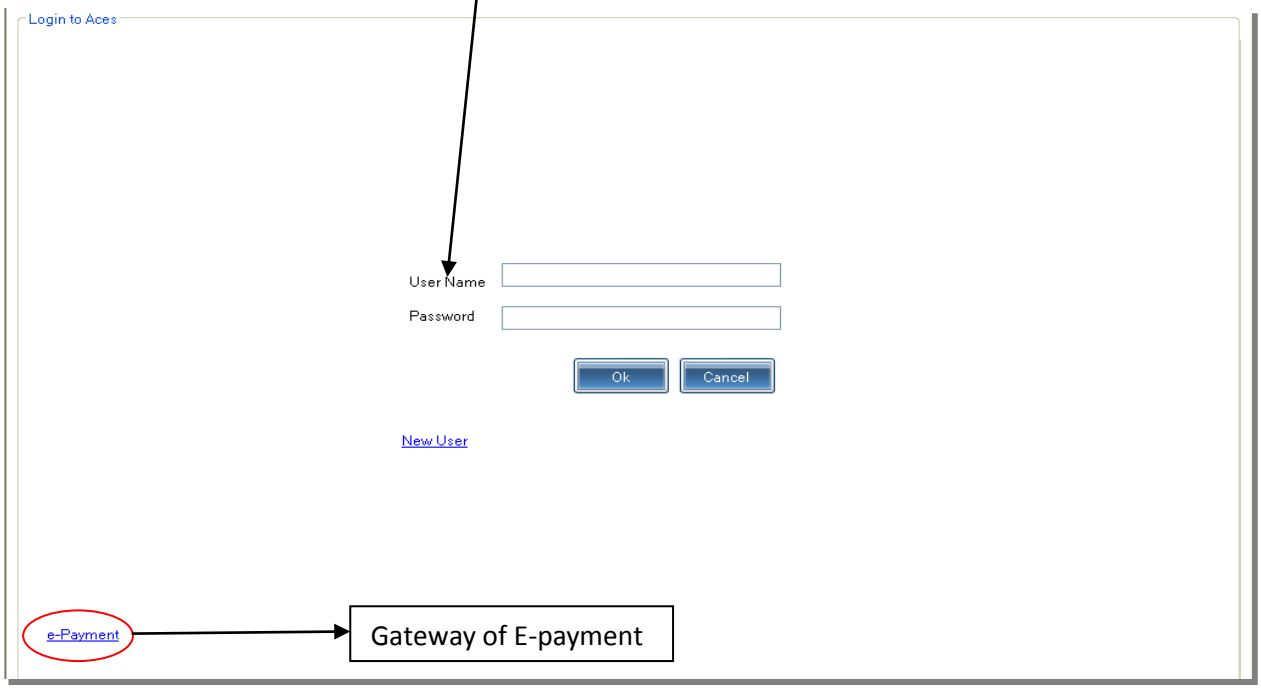



**CENVAT Credit Taken and Utilized→Details will auto come In ER-1 and ER-3 From Registers Like RG-23A PART II, RG-23 C Part II and Service Tax Registers.**

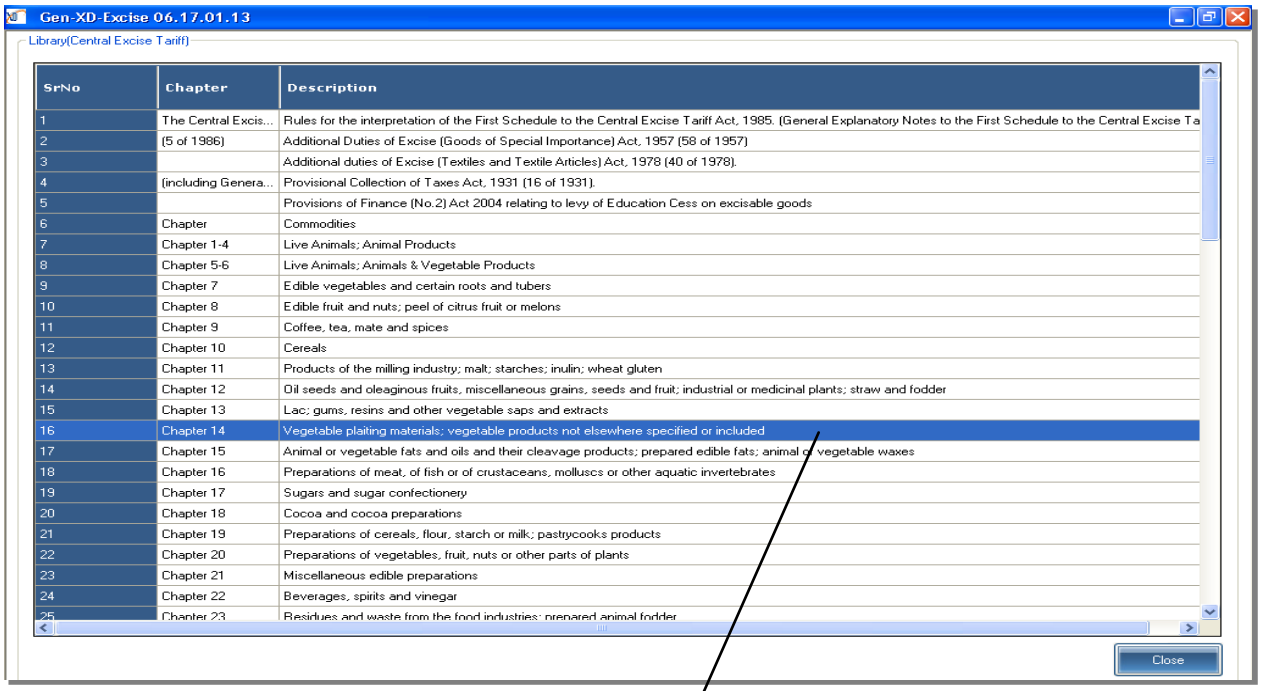

Gen-XD-Excise 06.17.01.13 - [Annexure-12(ER1)(Monthly return for Production and removal of goods and other relevant particulars and CENVAT ...
ANNEXURE12
Details of CENVAT credit taken and utilized.-
Sr.No
Details of credit
CENVAT (Rs)
AED(TTA)(Rs)
NCCD(Rs)
ADE levied under clause 85 of
Add. duty of customs levied under
Education Cess on excisable
Secondary and Higher Education
Serv Tax(
(1)
(2)
(3)
(4)
(5)
(6)
(7)
(8)
1 Opening balance 5000
2 Credit taken on inputs on invoices issued by manufacturer 10000 1000 500
3 Credit taken on inputs on invoices issued by Ist or IInd stage dealers 5000 200 100
4 Credit taken on imported inputs
5 Credit taken on capital goods on invoices issued by manufacturers or by Ist or IInd stage dealers 50000 20000 10000
6 Credit taken on imported capital goods
7 Credit taken on input services
8 Credit taken from inter-unit transfer of credit by a large taxpayer*
9 Credit taken under subrule(2) of rule 12BB of Central Excise Rules, 2002*
10 Credit taken from inter-unit transfer of credit under rule 10A of CENVAT Credit Rules,2004
11 Total credit available 70000 21200 10600
Import from last period
Save
Next
Previous
Print
Close

To upload Returns →go to E-filling Menu→Select  Return form  →Select Login→Enter User name and Password. then upload the Return.

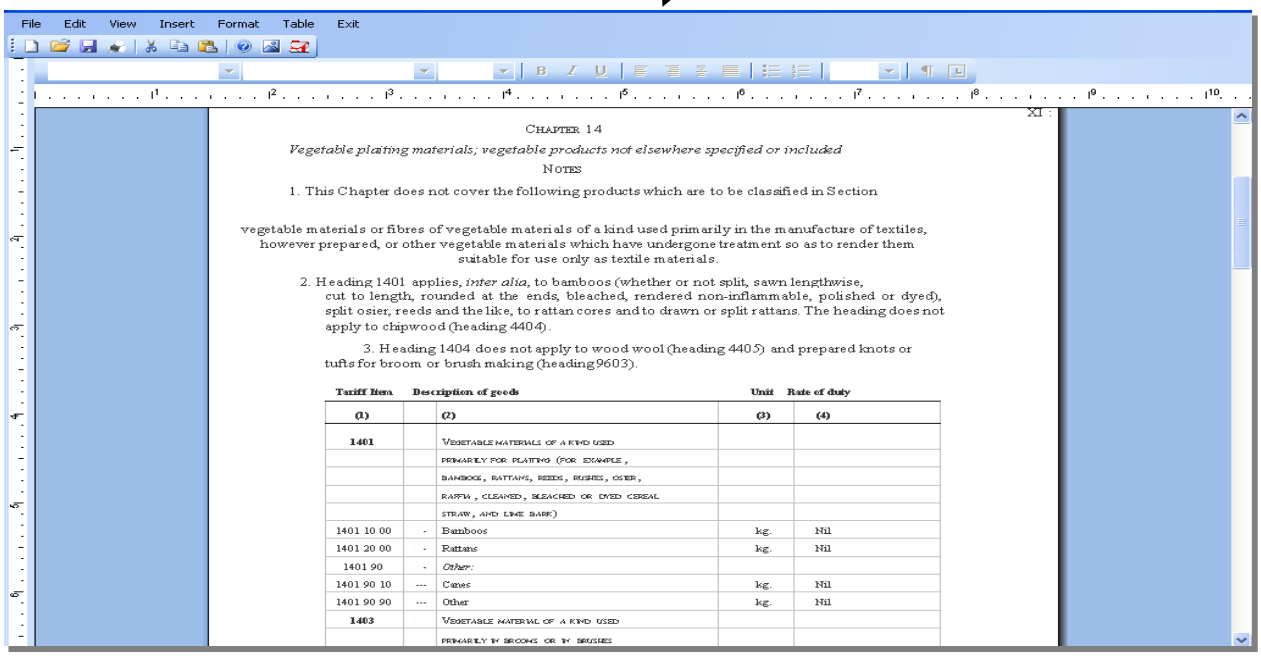


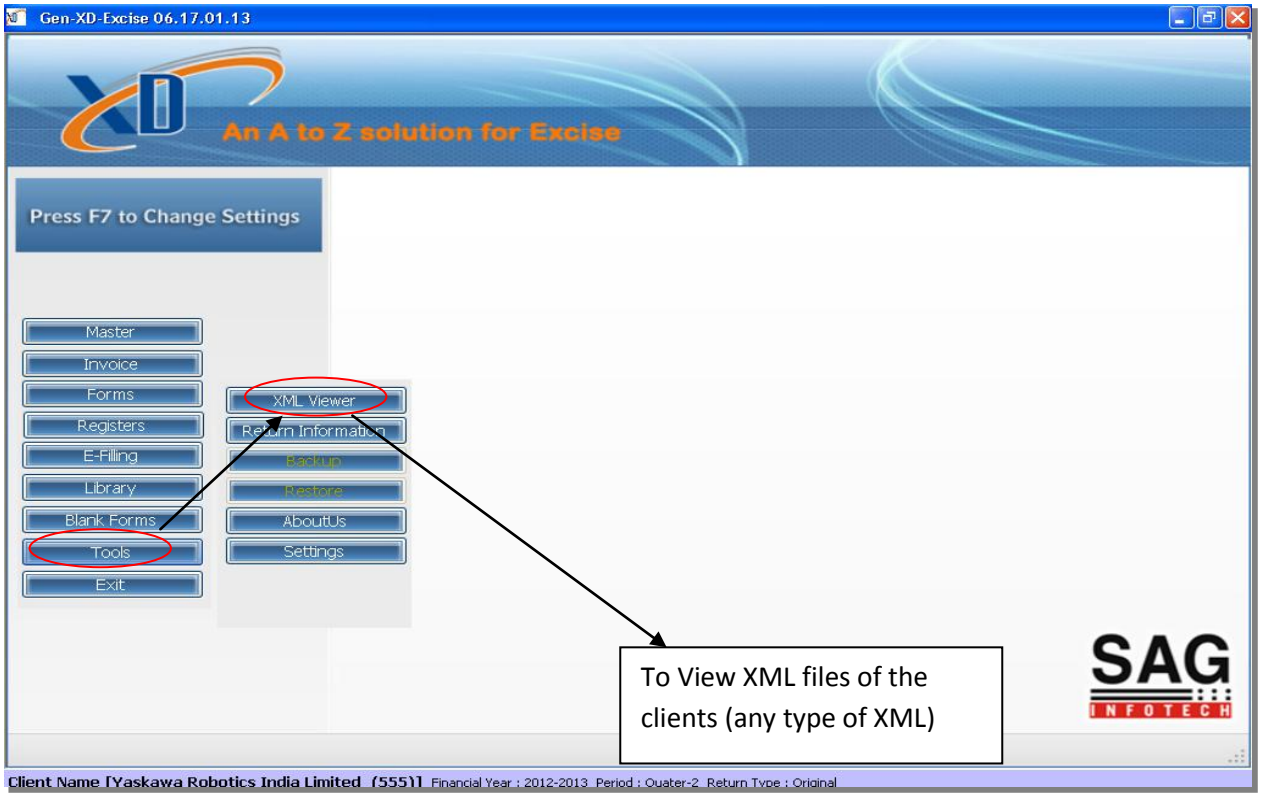
**Library Section : A facility to search commodity according to chapter heading and terrif Number it will be easier to know rate of duty on Commodities.**

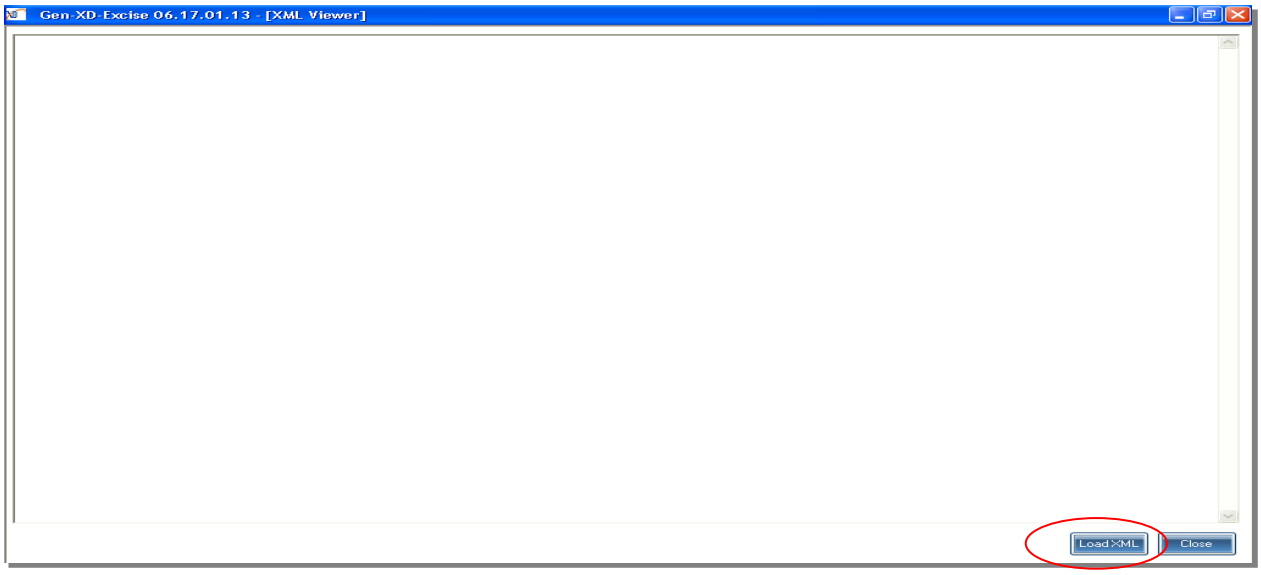



**Following Report will be generated.**

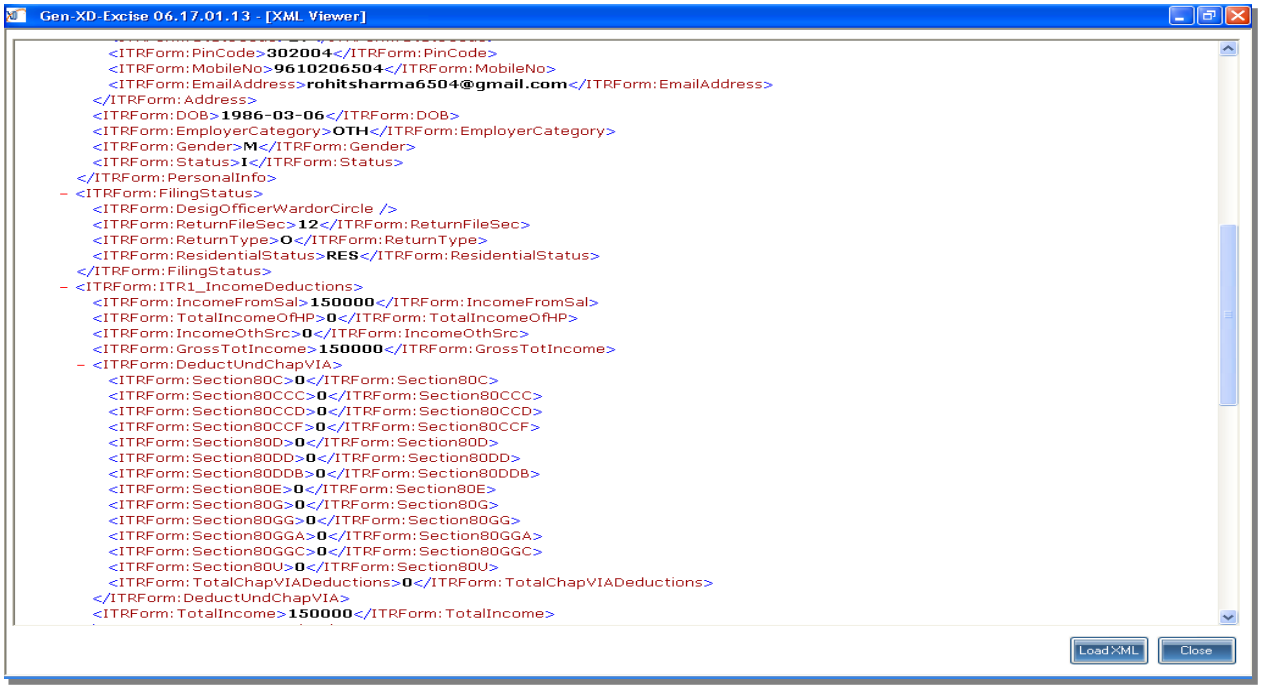


Other Utilities→

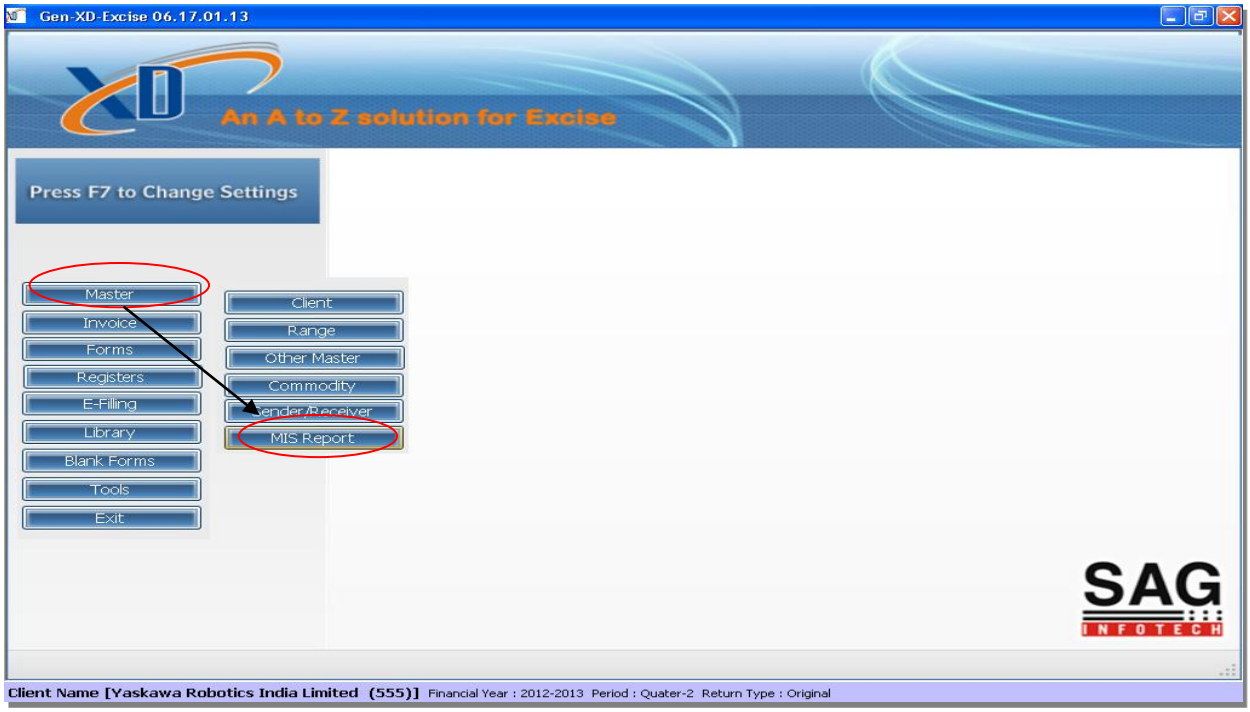


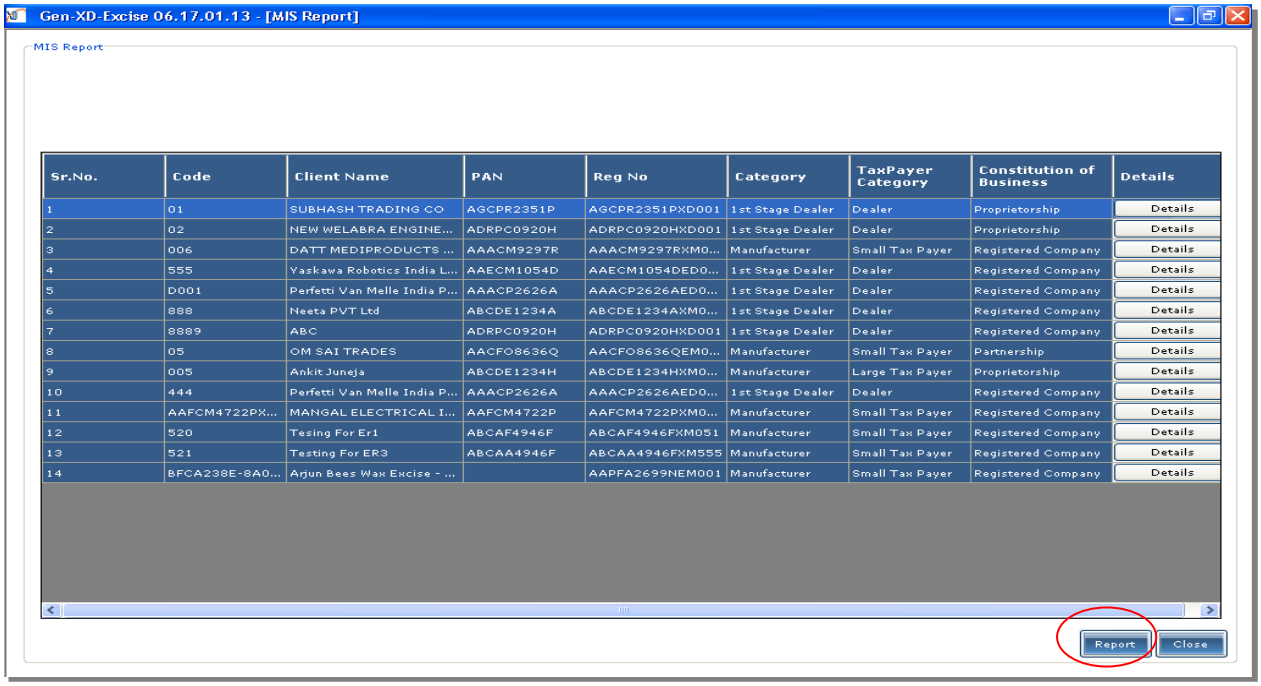



This utility will allow you to view any XML file.

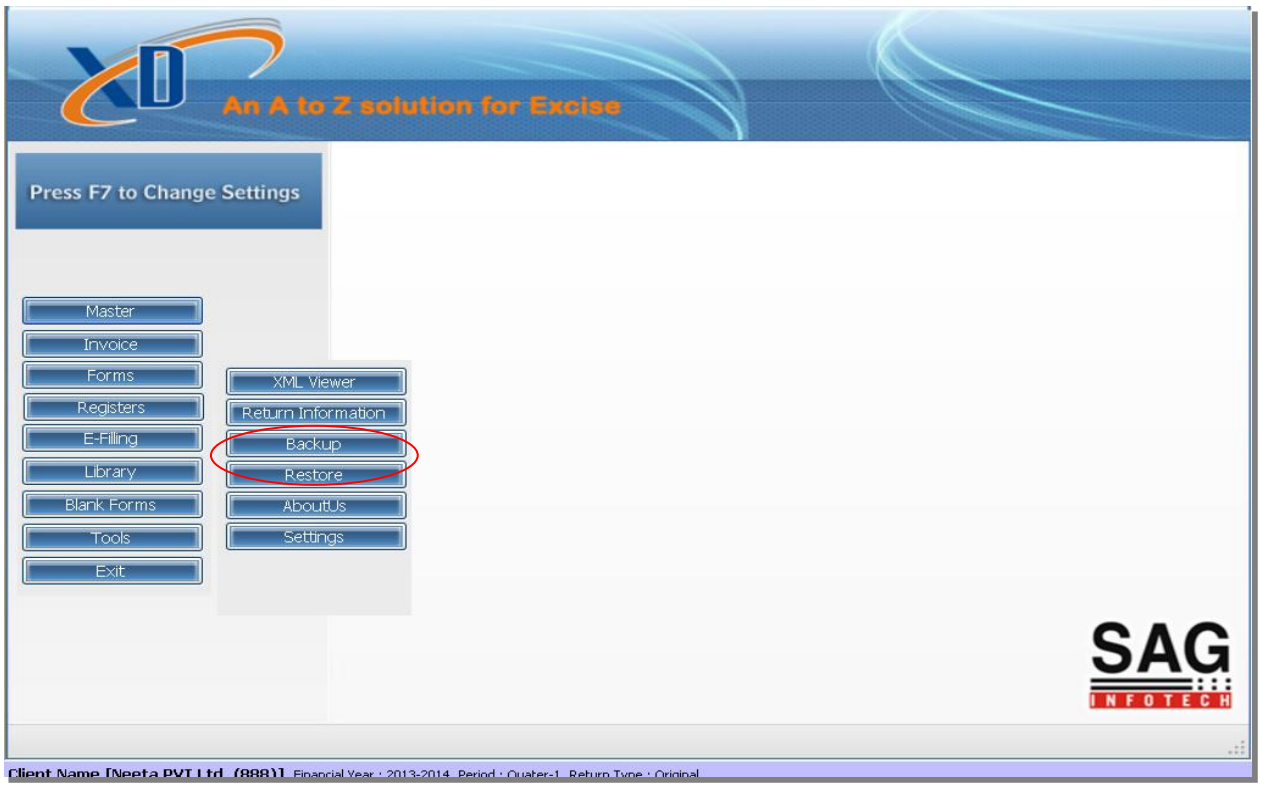


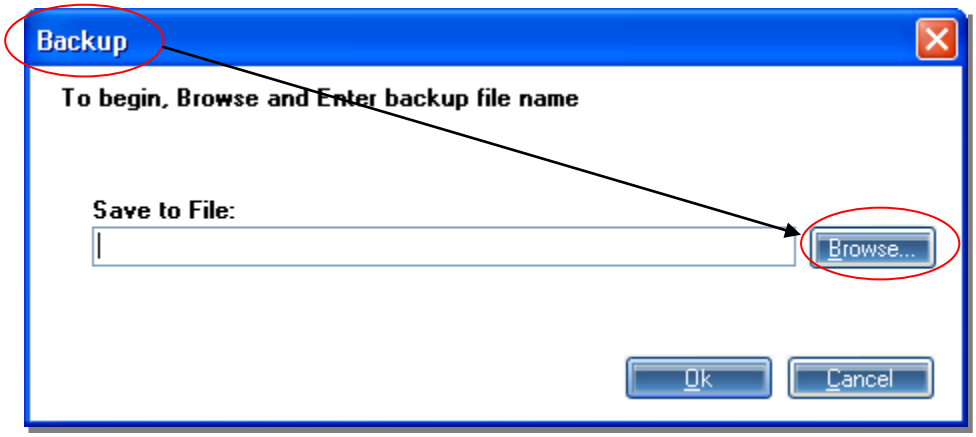

MIS Report→Details of clients as per the Submission of Return and Acknowledgement.

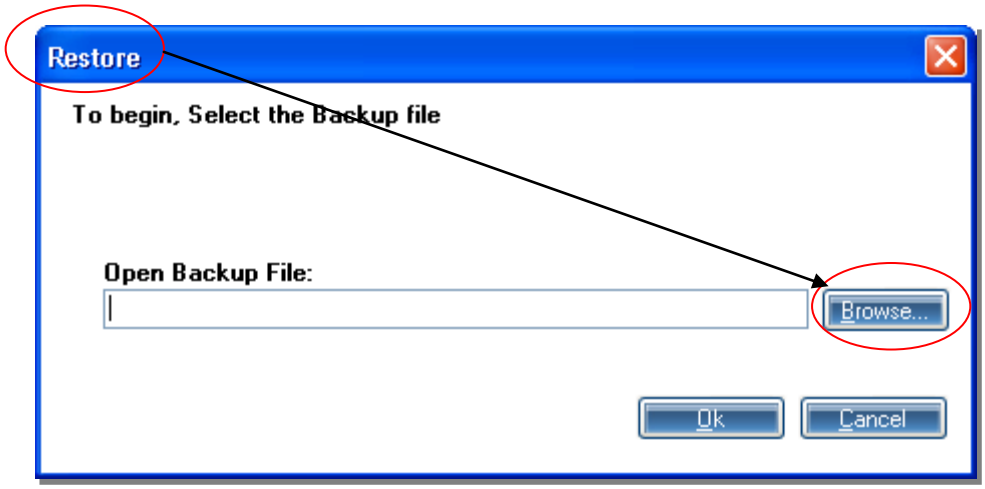




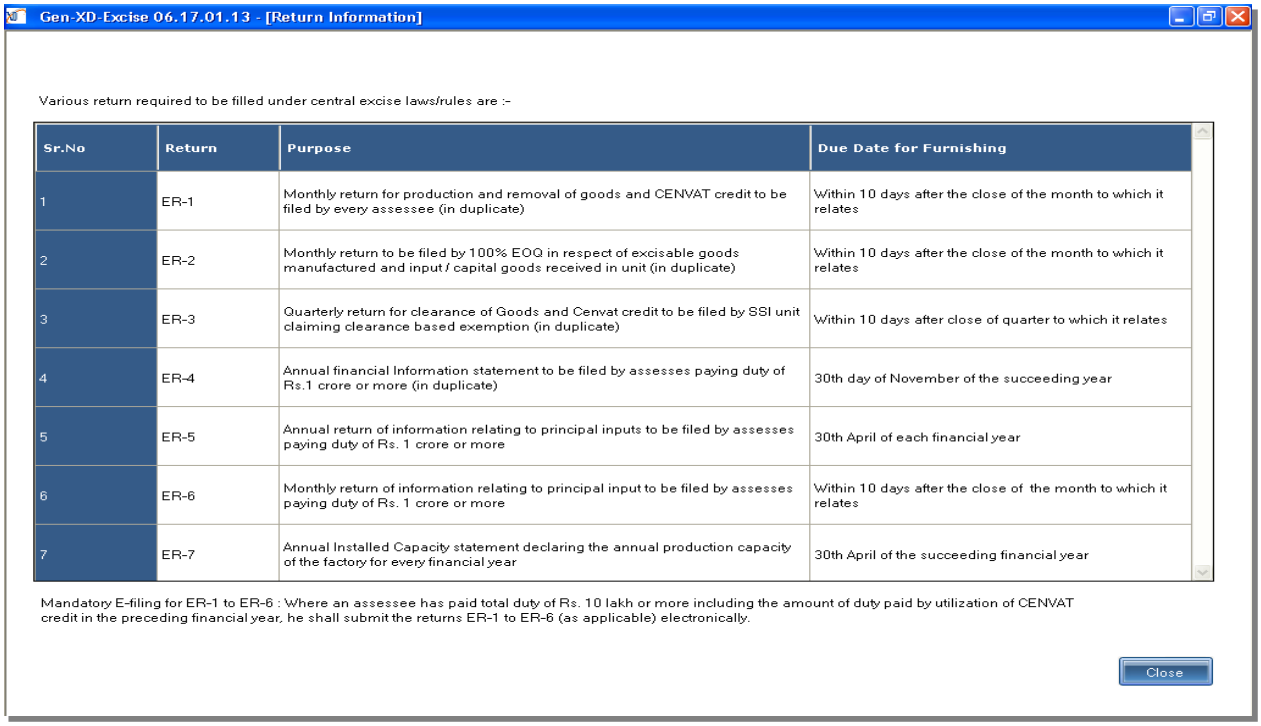

Backup and Restore facility of clients-:






Tools→Return Information→Facility to view Due dates of Return


Gen-XD-Excise 06.17.01.13 - [Return Information]
Various return required to be filled under central excise laws/rules are :-
Sr.No
Return
Purpose
Due Date for Furnishing
1
ER-1
Monthly return for production and removal of goods and CENVAT credit to be filed by every assessee (in duplicate)
Within 10 days after the close of the month to which it relates
2
ER-2
Monthly return to be filed by 100% EOQ in respect of excisable goods manufactured and input / capital goods received in unit (in duplicate)
Within 10 days after the close of the month to which it relates
3
ER-3
Quarterly return for clearance of Goods and Cenvat credit to be filed by SSI unit claiming clearance based exemption (in duplicate)
Within 10 days after close of quarter to which it relates
4
ER-4
Annual financial Information statement to be filed by assesses paying duty of Rs.1 crore or more (in duplicate)
30th day of November of the succeeding year
5
ER-5
Annual return of information relating to principal inputs to be filed by assesses paying duty of Rs. 1 crore or more
30th April of each financial year
6
ER-6
Monthly return of information relating to principal input to be filed by assesses paying duty of Rs. 1 crore or more
Within 10 days after the close of the month to which it relates
7
ER-7
Annual Installed Capacity statement declaring the annual production capacity of the factory for every financial year
30th April of the succeeding financial year
Mandatory E-filing for ER-1 to ER-6 : Where an assessee has paid total duty of Rs. 10 lakh or more including the amount of duty paid by utilization of CENVAT credit in the preceding financial year, he shall submit the returns ER-1 to ER-6 (as applicable) electronically.
Close