



STEPS FOR GST TRANSITION

Step 1: Make sure that MaxSell software is closed in all computers.

Step 2: Download the file from http://maxsellerp.com/gst.rar.



Step 3: Extract the downloaded file.

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Step 4: Right click on MaxSell icon in your desktop and click 'Open File Location'.

Step 5: Copy the extracted files (from Step 3) and paste it in the MaxSell folder (from Step 4)

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	Barcode	18-Mar-13 7:01 PM	JPG File	2 KB		
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		18-Mar-13 7-01 PM	IDG File	2 KB		
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ACCOUNTS7	Maxsell User Guide English	05-May-15 1-04 PM	Adobe Acrobat D	337 KB		
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Step 6: Double click on the MaxSell icon in the desktop. A new window will appear asking for your permission to continue with the update. Click 'Ok'.



Step 7: After successful updation, please enter your username and password to continue with login.

Step 8: Select 'Settings' by clicking **Transactions-> Settings**. A settings window will appear. Now, enable GST option found in the right hand top corner.

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Step 9: Select the GST invoice format as you prefer.

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Step 10: Select 'Tax Creation' by clicking **Configuration-> Tax Creation**. A Tax Slab Entry window will appear. Now you can create a GST Tax Slab by clicking on the 'New' button on right hand top corner.

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Step 11: Select 'Tax Edit' by clicking **Utilities-> Tax Edit**. A Tax Edit window will appear. Now you can update the tax of existing items to the new GST Slab.

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Step 12: In Sales window, please select type of invoice (Tax Invoice, Retail Invoice, Interstate Sales) as applicable.

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