



18%

DOCUMENTATION · ACCOUNTING

Tax regime, rates and financial year

Every country taxes a sale in its own way. Tell Filantis your country of business once — and every invoice, credit note and report follows that country's system, slabs and rules.

Updated 12 October 2026

filantis.com/docs/tax-setup/

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At a glance

- **Tax depends on your country of business.** How it is calculated, the slabs and the rules all follow the country — each has its own system and practices.
- **Your country fills most of this in for you** — regime, starting rates, financial year and currency.
- **The tax regime is chosen once.** After your first invoice is issued it cannot be changed.
- **Rates belong to items.** Changing a rate never alters an invoice already issued.
- **The financial year drives everything dated** — reports, the trial balance and document numbering.
- **All of it is on one page:** Accounting → Settings.

On this page:

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1 Where the settings are

Accounting comes with every business pack. You need the **admin** role to change its settings.

WHAT	WHERE IT IS SET
Country, currency, financial year	Tune up → Appearance → Country of business
Tax regime, your state, rounding, print details	Accounting → Settings
Tax rates, and the rate each item uses	Items & Tax Rates — linked from Accounting → Settings
Document numbering	Accounting → Settings → Numbering

The strip at the top of **Accounting Settings** always shows the four answers in force: **Tax**, **Currency**, **Basis** and **Round off**.

If you chose your country when you finished setting up, most of this page is already right. See [Choose your type of business and country](#).

2 Choose the tax regime

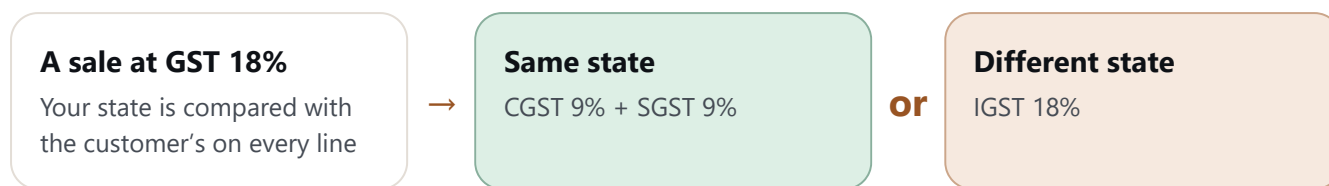
No two countries tax a sale the same way. One splits a single rate between a central and a state authority; another charges one VAT; another has no national rate at all. So the calculation, the tax slabs and what must be printed on a document all depend on your **country of business** — and Filantis follows that country's rules and practices rather than applying one formula everywhere.

That set of rules is the **tax regime**. It decides what an item and a customer are asked for, and how one rate becomes the tax actually charged on a line. The 18% below is only an illustration; your own slabs come from your country.

REGIME	ITEM CARRIES	CUSTOMER CARRIES	ONE 18% RATE BECOMES
■ India — GST	HSN / SAC	GSTIN	CGST 9% + SGST 9%, or IGST 18%
■ VAT	—	VAT number	VAT 18%
■ United States — sales tax	Tax category	Resale certificate	Sales Tax 18%
■ Australia — GST	—	ABN	GST 18%
■ No tax	—	—	Nothing at all

- 1 Open **Accounting** → **Settings** and find the **Tax regime** card.
- 2 Under **How tax is charged**, pick the regime for your country.
- 3 In **India**, type **Your own state**. In the **United States**, type the **Jurisdiction name** — “Texas” — that prints against the tax on each document.
- 4 Click **Save changes**.

One country's rule, as an example: GST in India



Leave your own state blank and every sale is treated as inter-state — the safer way to be wrong.

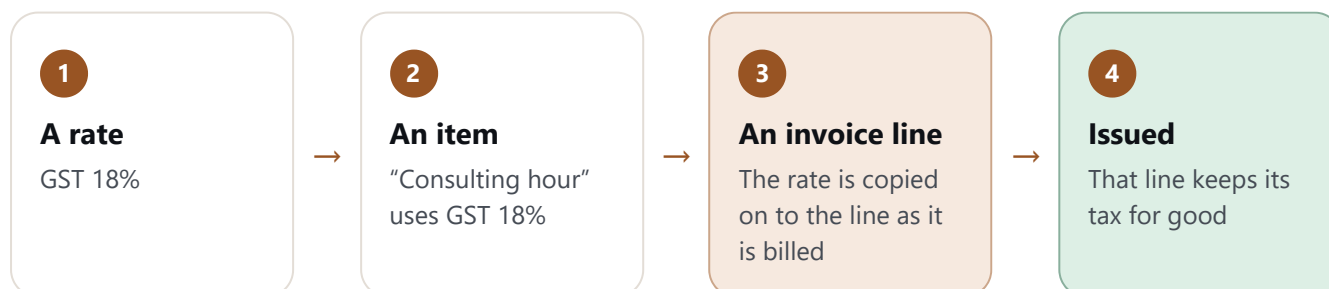
This split exists only under Indian GST. A VAT country charges one VAT on the line; a United States business charges the sales tax of its jurisdiction; an Australian business charges one GST. Each is calculated by its own country's rule.

Choose this before you issue your first invoice. Afterwards it is fixed, because an issued invoice records the tax exactly as it was charged — switching would leave two incompatible shapes of tax inside one year's returns.

3 Set your tax rates

Tax slabs are different in every country, so the list you start with is your own country's: the GST slabs in India, the standard, reduced and zero VAT bands of a European country, GST and GST-free in Australia. In the United States the list starts empty, because there is no nationwide rate — you add the rates of your own state and city.

- 1 From **Accounting** → **Settings**, follow the link to **Items & Tax Rates**.
- 2 In the **Tax rates** card, add a rate with a name and a percentage — "GST 18%", "VAT 20% standard".
- 3 On each item, choose its **Tax rate**, or **No tax**.



Changing a rate here never alters an invoice that has already been issued.

You can still override the rate on a single invoice line, and bill a free-text line that has no item behind it — see [Raise an invoice, proforma or credit note](#).

The starting rates are a convenience, not tax advice. Tax law differs by country and changes over time — check with your accountant which rates and rules apply to what you sell, where you sell it.

4 The financial year

Your financial year follows your country: **April to March** in India and the United Kingdom, **July to June** in Australia, **January to December** in the United States and most of Europe.



Reports

Open on the current financial year, with a button for each earlier one.



The books

The trial balance and the day book show this financial year unless you pick other dates.



Numbering

Each kind of document has its own number series for each financial year.

The financial year, like the tax regime and the rates, stays as it is once an invoice has been issued. Settle your country first.

5 Document numbering

The **Numbering** card lists each series — invoices, credit notes, receipts and the rest — with where it starts this financial year.

- 1 Type a **Prefix**. Click **{fy}** or **{yyyy}** to drop the year into it, so it does not have to be retyped every year.
- 2 Set the **Next number**. A business carrying on its old books enters whatever its last book had reached.
- 3 Choose how many **Digits** the number is padded to, and click **Set**. The card shows what the next document will be called.

Numbering — Invoice

Prefix

Next number

INV/{fy}/

1

Next will be INV/2026-27/0001 if issued today

Set

- {fy} is the series' financial year, the same on every document in it. {yyyy} is the calendar year of issue — on an April year the two differ from January to March.
- **Numbers only go forward.** Once a document has been issued, a number somebody is holding can never be issued twice.
- Each series saves on its own button.

6 Accrual or cash

The **Reporting basis** card decides when a sale becomes revenue in your books.

Accrual

Revenue when it is earned — the day the invoice is issued, the night the guest sleeps. The standard for hotels and for larger businesses.

WHO OWES YOU IS IN THE BOOKS

Cash

Revenue when the money arrives. Simpler, and open to many small businesses. An unpaid bill has not been recognised yet.

NO RECEIVABLES IN THE BOOKS

Changing the basis does **not** rewrite entries already posted — it applies from then on, so your books would hold a period of each. Talk to your accountant before changing it mid-year.

7 Rounding and print details

Rounding the total

Switch on **Round the total on invoices and credit notes**, choose what to round to — the whole unit is the usual answer — and a **Direction**. "Always up" never charges a customer less than the figures add to. The

difference prints as its own **Round off** line and is posted to its own account, so the books still balance to the last decimal.

Your details, as they print

- **Business name**, your own tax number, **Full address**, telephone and email — the head of every invoice, draft and receipt.
- **Printed under the totals** — who to pay and how. Your line breaks are kept.
- **Terms and conditions** — the small print. Sample terms are filled in; edit them or clear the box.
- **Paper size** and your **logo** (PNG or JPEG, up to 3 MB).

Currency is shown here but set on **Tune up** → **Appearance**, with the date format. A business trades in one currency; nothing is converted, and every stored amount records which currency it was.

8 Questions

- **The tax regime says “This can no longer be changed”.**

A document has already been issued. Issued invoices keep the tax they were charged, so the regime is locked from then on. Rates can still be added.

- **A tax rate has changed by law. What do I do?**

Add the new rate and point your items at it. Invoices already issued keep the old rate; everything billed from then on uses the new one.

- **We are not registered for tax.**

Choose **No tax**. Nothing is charged and nothing about tax is printed.

- **A customer is in another Indian state. Do I pick IGST myself?**

No. Put the state on the customer’s contact record. Filantis compares it with your own on every line and charges CGST + SGST or IGST by itself.

- **Can I restart numbering every year?**

Each series is kept per financial year, and a prefix with **{fy}** names the year for you — so the new year’s documents are told apart from the old ones without retyping anything.

Accounts that already know your tax

Every country has its own tax system, and Filantis follows yours: GST that splits itself by state, VAT numbers on the right documents, a financial year that starts when yours does — next to the phone system and the front desk.

Your country

Regime, rates and year set for you.

Locked history

An issued invoice never changes.

One system

Billing, books and phones together.

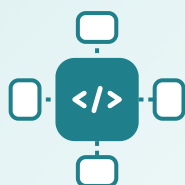
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[See accounting](#)

What to do next

With tax in place, bill your first customer: [Raise an invoice, proforma or credit note](#). Then [record the payment](#).

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