

## GST Report User Guide



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### *GST Processing*

#### **Non Cash GST – Accrual Accounting Processing**

•	<b>Debtors Accrual;</b> <ul style="list-style-type: none"> <li>• On finalisation of a <b>Debtors Accrual Batch</b> entries with an appropriate GST tag will be updated to the ledger and included on the GST Return.</li> <li>• Income accounts will be debited and the GST Control Account will be credited with the appropriate GST \$ value.</li> </ul>
•	<b>Debtors Cash/Sundries;</b> <ul style="list-style-type: none"> <li>• On finalisation of a <b>Receipt Batch</b> entries with an appropriate GST tag will be updated to the ledger and included on the GST Return.</li> <li>• Income accounts will be debited and the GST Control Account will be credited with the appropriate GST \$ value.</li> </ul>
•	<b>Creditor Invoices</b> <ul style="list-style-type: none"> <li>• On finalisation of a Creditor Invoice Batch entries with an appropriate GST tag will be updated to the ledger and included on the GST Return.</li> <li>• Expense accounts will be credited and the GST Control Account will be debited with the appropriate GST \$ value.</li> </ul>
•	<b>G L Batches</b> <ul style="list-style-type: none"> <li>• For batches created through the GL, <b>Payment, Journals, Batch Receipts, and Pay Cancel</b> all entries with an appropriate GST tag will be updated to the ledger and included on the GST Return.</li> </ul>

**Cash GST – Accrual Accounting**

•	<b>Debtors Accrual;</b> <ul style="list-style-type: none"> <li>• On finalisation of a <b>Debtors Accrual Batch</b> all entries with an appropriate GST tag will be updated to the ledger.</li> <li>• Income accounts will be debited and the GST Control Account will be credited with the appropriate GST \$ value.</li> <li>• Inclusion on the GST Return will only occur when a payment is made against an invoice.</li> </ul>
•	<b>Debtors Cash/Sundries;</b> <ul style="list-style-type: none"> <li>• On finalisation of a <b>Receipt Batch</b> all entries with an appropriate GST tag will be updated to the ledger and included on the GST Return.</li> <li>• Income accounts will be debited and the GST Control Account will be credited with the appropriate GST \$ value.</li> </ul>
•	<b>Creditor Invoices;</b> <ul style="list-style-type: none"> <li>• On finalisation of a <b>Creditor Invoice Batch</b>, the GST control account will be debited and the expense account credited for all transactions with a GST tag.</li> <li>• Inclusion on the GST Return will only occur when a payment is made against an invoice entry.</li> </ul>
•	<b>G L Batches;</b> <ul style="list-style-type: none"> <li>• For batches created through the GL, <b>Payment, Journals, Batch Receipts, and Pay Cancel</b> all entries with an appropriate GST tag will be updated to the ledger and included on the GST Return.</li> </ul>

**Cash GST – Cash Accounting**

•	<b>Debtors Cash/Sundries;</b> <ul style="list-style-type: none"> <li>• On finalisation of a <b>Receipt Batch</b> all entries with an appropriate GST tag will be updated to the ledger and included on the GST Return.</li> <li>• Income accounts will be debited and the GST Control Account will be credited with the appropriate GST \$ value.</li> </ul>
•	<b>Creditor Payments;</b> <ul style="list-style-type: none"> <li>• On finalisation of this type of Batch all entries with an appropriate GST tag will be updated to the ledger and included on the GST Return.</li> <li>• Expense accounts will be credited and the GST Control Account will be debited with the appropriate GST \$ value.</li> </ul>
•	<b>G L Batches;</b> <ul style="list-style-type: none"> <li>• For batches created through the GL, <b>Payment, Journals, Batch Receipts, and Pay Cancel</b> all entries with an appropriate GST tag will be updated to the ledger and included on the GST Return.</li> </ul>

**Pending Batches**

•	Pending' batches entries will be included on the GST Return but not to the ledger until the system has been rolled into the next year/correct period.
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## GST Reports

**Path:** General Ledger → GST Reports

When you run a GST Report all Current Entries will be included;

- Those entries not included in a previous return
- Any entries dated prior to the GST reporting period.

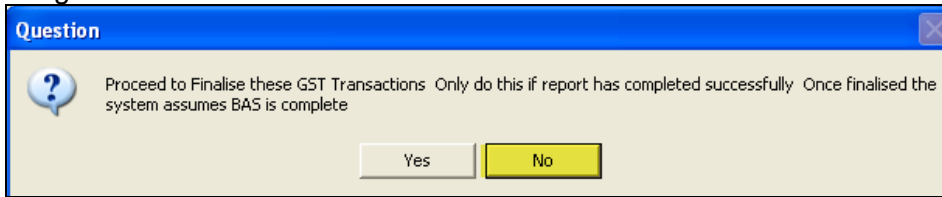
Run a detailed report to check that all entries have the correct GST tag;

- Do a rough estimate based on the period trading figures x GST to check against this report
- Check large sums such as government grants to ensure the GST has been appropriately tagged.

Entries in the GST Report are Date Related not Period related.

1.	The <b>Entity</b> will default, select if this is a multi Entity school.
2.	The <b>From Date</b> will default to 12 months prior; <ul style="list-style-type: none"> <li>• This date should be left to cover any processing done to prior periods.</li> </ul>
3.	Select the <b>To Date</b> .
4.	<b>Single Account</b> is left blank for All Accounts. If checking on a single Account select it here.
5.	<b>Specific Sub Account</b> is left blank for all Sub Accounts. If checking on a single Sub Account select it here.
6.	Leave the <b>Specific GST Class</b> blank for all GST classes. If checking on a specific GST class select it here.
7.	You will need to print the report in <b>Detail</b> to check the transactions.
8.	Make sure the tick is in <b>Current Entries Only</b> otherwise all finalised transactions will print; <ul style="list-style-type: none"> <li>• Take the tick out if you are checking finalised GST periods and restrict the date to that period</li> <li>• This may not be accurate because of transactions that may have been finalised to a prior period.</li> </ul>
9.	Click Print.

Do not finalise a Return until you have confirmed that all the data on the report has been correctly processed. **Remember** to re-run and finalise the report, with the same date restrictions, once you are happy with the figures. This tags the entries as being included in a GST Return and they are considered no longer current transactions.



Sample Reports

Date	Class	Batch	Acc	Payee	Description	Calculated	Total	GST-Amt	Error
<b>GST Free Income</b>									
13/07/2009	C	4 T	110-0				-2,650.00		
3/08/2009	C	11 D	110-5		Tuition Fee - Year 5		1,200.00		
3/08/2009	C	11 D	120-0		General Levy		120.00		
<b>G3</b>						<b>GST Free Income</b>			
							<b>-1,330.00</b>		
3/08/2009	C	11 D	295-0						
<b>NA</b>									
<b>Taxed Sale and Income</b>									
5/08/2009	C	3 B	700-0			21,363.64	235,000.00	21,363.63	
<b>T</b>						<b>21,363.64</b>	<b>235,000.00</b>	<b>21,363.63</b>	
<b>Taxed Capital Acquisitions</b>									
24/08/2009	D	9 C	5110-1		2nd Instalment	12,727.27	140,000.00	12,727.27	
<b>TC</b>						<b>12,727.27</b>	<b>140,000.00</b>	<b>12,727.27</b>	
<b>Taxed Other Acquisitions</b>									
7/08/2009	D	B C	1320-1			59.14	650.50	59.13	
7/08/2009	D	B C	2251-0			150.08	1,650.90	150.08	
7/08/2009	D	B C	2430-0			63.64	700.00	63.63	
<b>TE</b>						<b>272.85</b>	<b>3,001.40</b>	<b>272.84</b>	

Aus - Check G3 & NA Entries  
NZ - Check NA Entries

Class = Debit or Credit  
Batch = Batch Type & No

Class	Total Amount	GST Holding Acc	Class	Total Amount	GST Holding Acc
G1	233,670	21,364	G10	140,000	12,727
G2	0		G11	3,001	273
G3	-1,330		G12	143,001	13,000
G4	0		G13	0	
G5	-1,330		G14	0	
G6	235,000	21,364	G15	0	
G7	0	0	G16	0	
G8	235,000	21,364	G17	143,001	13,000
G9=1A	21,364		G18		
			G19	143,001	13,000
				13,000	
Last fig					
				8,364	8,364
W1	274,744		W3		0
W2	-62,456		W4		0

Aus - This figure should be within a couple of \$ when compared with the GST Transaction Listing

figure in the two columns should be the same.  
shown in the Calculation Sheet

Calculation Sheet		
	Total Amount	GST Holding Acc
<b>Income</b>		
Total Sales and Income	235,000.00	21,363.63
GST Calculated	21,363.64 Collected	21,363.63
Last figure in the two columns should be the same.		
<b>Expenses</b>		
Total Purchases and Expenses	3,001.40	272.84
GST NZ - This figure should be within a couple of \$ when compared to Transaction Listing	272.85 Credited	272.84
Last figure in the two columns should be the same.		
<b>GST Net Amount</b>	<b>21,090.78</b>	<b>21,090.79</b>

### Balance the GST

Run a Transaction Listing based on your GST Account.

If processing as **Non-Cash GST/Accrual or Cash Accounting** the closing balance on this listing should be within a couple of \$ when compared with GST Return for that period.

If processing as **Cash GST/Cash Accounting** the closing balance on this listing should be within a couple of \$ when compared with GST Return for that period

07/08/09	3	GST Allocation Ergon	8	8	C	150.08	8,486.86
10/08/09	4	GST Allocation Books	8	8	C	59.13	8,427.73
11/08/09	5	GST Allocation Commission	8	8	C	63.63	8,364.10
<b>Opening Balance</b>	<b>\$ 94.58</b>	<b>Debits:</b>	<b>13,094.11</b>	<b>Credits:</b>	<b>21,363.63</b>	<b>Closing Balance</b>	<b>\$ 8,364.10</b>

### Combined Cash GST/Accrual Accounting

If processing as a combination of **Cash GST/Accrual Accounting** a manual reconciliation needs to be done to check the Return against the Transaction Listing.

**Path:** Debtors → Cost Centre Printout

Print the report and make a note of the Cost Centres with GST.

Cost Centres							
Code	Item	G.L. Acc	Sub Acc	Default(\$)	Tax Rate%	Last Pd(\$)	YTD(\$)
1	Tie Debtor Code to valid GL Ac	110	0				
2	Credit Balance	110	0				
3	Refund of Fees	6201	0				
4	School Magazine	1360	0	8.00	10.00		
5	Classroom Stationary/Materials	1300	0		10.00		
6	Sundry Activities	1300	20		10.00		

**Debtors Invoice Report**

**Path:** Debtors → Invoice Report

Run an Invoice Report up to and including the current Period.

- |    |   |
|----|---|
| 1. | Select Up To and Including Period.                      |
| 2. | Select the Report 'Invoice by Period by Item – Summary' |
| 3. | Select the Print Option of Print Outstanding Only.      |
| 4. | Click Print.  |

Work out the GST on the Balances of the Cost Centres with a GST component. This amount of GST would already be included in the GST Transaction Listing but not the GST Return.

Debtor Invoice Summary -by Period, Item				
Up to & Including October 2009				
Date Printed: 24/09/2009		Charged	Paid	Balance
<b>Period one</b>		<b>\$143,540.00</b>	<b>\$12,969.50</b>	<b>\$130,570.50</b>
2	Credit Balance	0.00	120.00	-120.00
4	School Magazine	256.00		256.00
5	Classroom Stationary/Materials	100.00		100.00
1000	Primary Tuition Fee	34,450.00	1,750.00	32,700.00
1002	Secondary Tuition Fee	65,360.00	6,678.50	58,681.50
1005	Boarding Fee	31,200.00	4,381.00	26,819.00
1006	Subject Levies	11,480.00	20.00	11,460.00
1007	Bus Fee	550.00		550.00
1050	Sibling Discount	-3,211.00		-3,211.00
1055	Family Concession	-1,175.00		-1,175.00
1058	Special Concession	-1,550.00		-1,550.00
2005	Miscellaneous Charges	6,080.00	20.00	6,060.00

- Add or Subtract, depending upon whether the balance is a Credit or Debit, the amount to the calculated GST balance the amounts.

### Aged Creditors Report

**Path:** Finance → Creditors → Aged Creditor Reports

- |    |                         |
|----|-------------------------|
| 1. | Leave all the defaults. |
| 2. | Click Run Report.       |

Look at any unpaid balances and calculate the appropriate GST. This amount is already included in the GST Transaction Listing but not as yet in the GST Return.

Invoice No	Date	Description	Current	30Days	60Days	90Days	Total
ATO		Australian Taxation Office				10,000.00	10000.00
AUSTPOST		Australia Post				120.00	120.00
BAR		A & R Water Solutions				100.00	100.00
BIGPOND		Bigpond				450.95	450.95
BLAKEEDUC		Blake Education				22,450.00	22450.00
CEP		Christian Education Publications				230.50	230.50
COUNRTYEN		Country Energy				657.50	657.50
<b>Grand Total:</b>			<b>Current</b>	<b>30Days</b>	<b>60Days</b>	<b>90Days</b>	<b>Total</b>
						\$34,008.95	\$34008.95

Annotations: A red arrow labeled 'Exclude' points to the 'ATO' row. A white box labeled 'Include in calculations' has red arrows pointing to the 'AUSTPOST', 'BAR', 'BIGPOND', 'BLAKEEDUC', and 'CEP' rows.

- Add or Subtract, depending upon whether or not it is a Debit or Credit, the net calculated GST amount

With a combination of the two processes, Debtors Invoice Report and Aged Creditor Report, the GST Return should reconcile with the GST Transaction Listing.



## Out of Balance Procedure

Regardless of what type of GST reporting is used if the GST Return and the GST Transaction Listing do not balance there are a couple of quick checks that should show where the 'imbalance' occurs.

After checking the logical things like, was the previous payment amount correctly debited against the GST Account, proceed as follows:

### 1. GL GST Transaction Listing

Check transaction dates to ensure they are within the range specified on the GST Return. As well as checking the GST reporting period, you may also need to check the following month as transactions could have been dated within the GST reporting period but the batch finalised to the next period.

Check for blank dates as these entries would not be included on a GST Return.

Date	Ref	Description	Amount	Balance
06/08/09	44	Old Allocation Credit		21,363.63
06/08/09	6		12,727.27	8,636.36
07/08/09	3		150.00	8,486.36
10/08/09	4		59.13	8,427.23
11/08/09	5		63.63	8,363.60
<b>Opening Balance</b>				<b>\$ 8,364.10</b>
<b>Closing Balance</b>				<b>\$ 8,364.10</b>

### 2. Entries processed directly into the GST Account with no GST tag

Any corrections/journals etc. processed directly into the GST Account without a GST class will not be listed as a taxable transaction in the GST Return, whereas it exists in the GST account.

When processing journal adjustments, so that a transaction appears on the GST Return, do the following:

Calculate the gross amount by multiplying the GST amount for correction by 11 (Aust) and 9 (NZ). Debit and Credit the account that needs to be adjusted with the same grossed up amount, one with a GST tag and the other with a NA tag depending on the type of adjustment needed.

When batch is finalised, the GST entry will be processed to the ledger as well as to the GST Return.

Type...	Reference	Date >>	Description	Amount	D...	GST ...
	5	27/08/2009	Adjustment to GST	0.00		

Accou...	Sub...	Proje...	Name >>	Amount	D...	GST ...
232	0	0	Income Transport	100.00	C	T
232	0	0	Income Transport	110.00	D	NA
8160	0	0	GST Clearing A/c	10.00	C	

Date	Ref	Description	Amount	GST	Total
5/08/2009	c 3 B 700-0	Crust	21,363.64	235,000.00	21,363.63
27/08/2009	c 5 T 232-0	Adjustment to GST	10.00	110.00	10.00
<b>T</b>			<b>21,373.64</b>	<b>235,110.00</b>	<b>21,373.63</b>