

Training Document – GST Reporting



In this lesson you will learn about using the Accredo system.

After completing this lesson you will be able to:

- Check GST Return Details – Run GST Reports
- Complete a GST Return

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GST Reporting

- Tasks_ Goods and Services Tax
 - o Click on Complete Return
 - o Select the appropriate Period
 - o Click the Print button to print the GST Return Form
 - **Note:** It is useful print for comparing figures with the GST Reports

The Form tab shows the GST Return details for the selected period.

The Grossed Up column on the report calculates figures for Taxable Supplies by grossing up the GST. It may be appropriate to use these figures for the official GST return form as they remove the round-off discrepancies. The difference between the actual and the grossed up figures should not be material. In addition to the form, the printout shows the adjustments and source modules from which your GST information was drawn

		ACTUAL	GROSSED UP
GST on your sales and income			
Total taxable sales and income (including GST)	5	\$183,626.47	\$183,626.29
Zero rated supplies included in Box 5	6	\$87.67	\$87.67
Subtract Box 6 from Box 5	7	\$183,538.80	\$183,538.62
Multiply Box 7 by 3 and divide by 23	8	\$23,939.84	\$23,939.82
GST adjustments			
+ Adjustments due to rate differences		-\$0.02	
= Adjustments from your calculation sheet	9	-\$0.02	
Add Boxes 8 and 9. Total GST collected (sales, income)	10	\$23,939.82	\$23,939.82
GST on your purchases and expenses			
Total taxable purchases and expenses (including GST)	11	\$186,451.26	\$186,451.26
Multiply Box 11 by 3 and divide by 23	12	\$24,319.73	\$24,319.73
Credit GST adjustments			
+ Credit adjustments due to rate differences		\$50.00	
= Credit adjustments from your calculation sheet	13	\$50.00	\$50.00
Add Boxes 12, 13. Total GST credit (purchases, expenses)	14	\$24,369.73	\$24,369.73
GST PAYABLE	15	-\$429.91	-\$429.91

The Source Tab is used for enquiry purpose only, and shows a breakdown of the GST figures for each module.

The 'Supplies' and 'Purchases' information can be matched to Totals from your GST Audit reports (or GST Payments reports for payments basis) for each module for the GST period selected. It is thus useful if you are concerned about the figures displayed in the GST Return or Forms tab

Source Module	Amount
SUPPLIES	
Taxable Supplies (Accounts Receivable)	\$183,626.47
Taxable Supplies (Accounts Payable)	
Taxable Discount	
Cash Book	
Goods and Services Tax	
Zero Rated Supplies (Outputs)	\$87.67
GST Included (Outputs)	\$23,939.82
GST Discount (Outputs)	
GST Adjustments (Outputs)	
Unallocated Receipts (GST content unknown)	
PURCHASES	
Taxable Supplies (Inputs)	
Taxable Discount (Inputs)	
Zero Rated Supplies (Inputs)	
GST Included (Inputs)	
GST Discount (Inputs)	
GST Adjustments (Inputs)	
Unallocated Payments (GST content unknown)	

Once the GST Reports (the most common reports to run for reviewing GST returns are detailed in this document) have been agreed to the GST Return Form, the GST can be completed and the period closed off by clicking the ACCEPT button

Note: Accepting the GST Return locks the GST period for Accounts Receivable, Accounts Payable and Cash Book preventing entering or editing any transactions which have a net effect on GST

GST Reports

Reports_Goods and Services Tax

ABC Holdings Limited - Accredo Saturn #44- 64 bit

File Edit View Shortcut Script Window Help

Navigator

Maintain Tasks **Reports** Setup Xtracta

Accounts Receivable
Inventory Control
Invoicing System
Order Entry
Sales Analysis
Accounts Payable
Purchase Orders
Purchase Analysis
Cash Book
Fixed Assets
General Ledger
Job Costing
Job Analysis
Special Pricing
Company

Goods and Services Tax

- AP Payments Reconciliation Report
- AP Payments Report
- AP Unallocated Payments Report
- AR GST Summary
- AR Payments Reconciliation Report
- AR Payments Report
- AR Unallocated Receipts Report
- AR GST Audit
- AR GST Code Summary
- AR GST Code Detailed
- AR GST Discounts
- AP GST Summary
- AP GST Audit
- AP GST Code Summary
- AP GST Code Detailed
- AP GST Discounts
- CB GST Summary
- CB GST Audit
- CB GST Code Summary
- CB GST Code Detailed
- GST Adjustments
- Add Layout

GST Complete Return

Period: Aug 2013 GST No: 999-999-999

From: Aug 2013 To: Sep 2013 Basis: Invoice Rate: 15.0%

End Date: 30/09/2013 Status: Current

Form Source

Source Module: Accounts Receivable

SUPPLIES

Taxable Supplies (Outputs)	\$183,626.47
Taxable Discount (Outputs)	
Zero Rated Supplies (Outputs)	\$87.67
GST Included (Outputs)	\$23,939.82
GST Discount (Outputs)	
GST Adjustments (Outputs)	

Unallocated Receipts (GST content unknown)

PURCHASES

Taxable Supplies (Inputs)	
Taxable Discount (Inputs)	
Zero Rated Supplies (Inputs)	
GST Included (Inputs)	
GST Discount (Inputs)	
GST Adjustments (Inputs)	

Unallocated Payments (GST content unknown)

Accept

Invoice Basis

Accounts Receivable

GST Audit Report

This layout shows the invoice and credit invoice transactions for the selected periods with full GST details based on the analysis codes for the transactions. The report essentially shows the GST accrued over the period - i.e. the report is on the invoice basis.

GST Code Detailed Report

This layout typically shows transactions grouped by the GST code for the analysis lines. It is commonly used for locating transactions that may have been incorrectly analysed for GST - e.g. if you want to know what transactions have been assigned to exempt GST, you can run this report for GST code E.

Accounts Payable GST Reports

The Accounts Payable GST Reports show the same details as the Receivable reports except for reporting on Accounts Payable invoices payments.

*** GST Audit Report**

*** GST Code Detailed Report**

Cash Book GST Reports

*** GST Audit Report**

*** GST Code Detailed Report**

The GST reports printed should be reviewed. When happy that the figures are accurate and agree to the GST return, the GST can be completed.

Note: A GST Adjustments report is also available to show adjustment amount details

Payments Basis

If you are on a Payments Basis for GST then you will need to use the AP and AR Payments and AP/AR Unallocated Receipts and Payments Reports

Contact

For further information or for assistance with Accredo please do get in touch with us.

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