

GST on Invoice (Accrual Basis)

Find it in: General Ledger – Invoice Basis GST

If your business deals in multiple GST rates per invoice eg; are a seller of food items where you can have GST and non GST items on the same invoice, you should ignore summary options and the Refresh option, these are only useful when the system is set to One Tax Rate (GST calculated on the total value of the invoice rather than line by line)

Businesses that have sales based on one GST rate can use the refresh button and use the Print Summary option after checking as explained below.

Using the Print Supporting Details option as in Figure One below three reports will generated in order (one after the other):

1. GST on Sales
2. GST on Purchases
3. GST on Sundry Items

Essentially both the sales and purchases reports are the same in that they give a list of all transactions processed during the period. In a lot of cases our clients do not print the whole list, but rather do a Preview and look at the summary on the last page as in Figure Two below.

The summary on the last page works as a checksum giving you the ability to check if the system is in balance ie; the document or header totals (gross sales, gross purchases etc) match the items (GST account postings/dissections)

The **Check Item Totals** should match the **Transaction Totals** or be within a reasonable rounding difference. The Check Item Totals being the sum of all the GST types. In the example in figure two there were 4472.31 of GST sales and 23487.68 of Export Sales.

To analyse any of the GST types use the Print Individual Details option to print a list of the chosen GST types. This will give a list of all items posted to the GST type you specified. Because this report gives customer/supplier code, docket number and date you will be able to track and locate the transactions you want to question.

The Transaction Totals should match Gross Sales and Gross Purchases in each case. The Sundries should not contain any GST items, but it may be that you have to tally the Sundries up and add them to your totals that go on the Business Activity Statement.

If all is in order you will be Ok to transfer the figures to your BAS.

TIP ! Also look at the report entitled Customer Audit Trail #2 for the same period. Similarly with the Supplier Audit Trail.

Figure One

Invoice / Accrual Basis GST

Summary of GST On Sales (Payable) From Item File

Type	Rate %	Sales (Incl)	Gst
GST At 10%	10.00		
GST Free Sales & Supplies	0.00		
Export Sales	0.00		

Summary of GST On Expenses (Claimable)

Type	Rate %	Purchases (Incl)	Gst
GST At 10%	10.00		
GST Free Sales & Supplies	0.00		
Export Sales	0.00		
Input Taxed Sales & Supplies	0.00		

Summary Of Sundry Transactions Below Here

Summary of GST On Sundry Income From Item File

Type	Rate %	Income (Incl)	Gst
GST At 10%	10.00		
GST Free Sales & Supplies	0.00		
Export Sales	0.00		

Summary of GST On Sundry Expenses

Type	Rate %	Expenses (Incl)	Gst
GST At 10%	10.00		
GST Free Sales & Supplies	0.00		
Export Sales	0.00		

Use GST Period
 Choose Date Range

From: **01/04/2005**
 To: **30/06/2005**

Sales Detailed
 Purchases Detailed

Figure Two

Report Designer - gstin1.frx - Page 2 - AstarlaWorks Premier 5.8

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	Amount Incl	Gst
Transaction Totals	27959.99	406.57

	Amount Incl	Gst
Item Totals		
(1) GST At 10%	4472.31	406.57
(2) GST Free Sales & Supplies		
(3) Export Sales	23487.68	
(4) Input Taxed Sales & Supplies		
(5) Capital Purchases		
(6) Private Use Purchases		
Check Item Totals	27959.99	406.57

Print Preview