



Microsoft Dynamics® GP
GST and Australian Taxes

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Introduction

The Goods and Services Tax (GST) and Australian Taxes manual provides information about the Australian tax features that are integrated with Microsoft Dynamics® GP.

When you install the Australian tax implementation, new tax fields are added to existing windows and reports. The tax features affect specific windows in Receivables Management, Payables Management, Sales Order Processing, and Purchase Order Processing.

Check for current instructions

This information was current as of May 2010. The documentation may be updated as new information becomes available. Check the Microsoft Dynamics GP online Web site (<http://go.microsoft.com/fwlink/?LinkID=161199>) for the most current documentation.

This introduction is divided into the following sections:

- [What's in this manual](#)
- [Symbols and conventions](#)
- [Resources available from the Help menu](#)
- [Send us your documentation comments](#)

What's in this manual

This manual is designed to give you an understanding of how to use the features of GST and Australian Taxes, and how it integrates with the Microsoft Dynamics GP system.

To make best use of GST and Australian Taxes, you should be familiar with system wide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.

To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

The manual is divided into the following parts:

- [Part 1, Setup](#), explains how to configure the Australian tax features.
- [Part 2, Procedures](#), describes each Australian tax feature in the financial, sales, and purchasing transaction windows.
- [Part 3, Enquiries and Reports](#), describes the reports that can be generated, such as the Business Activity Statement (BAS), the Pay As You Go (PAYG) payment summary report, the tax invoice, and the adjustment note.

Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

Symbol	Description
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
	The warning symbol indicates situations you should be especially aware of when completing tasks.
	The multicurrency symbol points out features or procedures that apply if you're using Multicurrency Management.

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	Description
<i>Creating a batch</i>	Italicized type indicates the name of a section or procedure.
File >> Print or File > Print	The (>>) or (>) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	All capital letters indicate a key or a key sequence.

Resources available from the Help menu

The Microsoft Dynamics GP Help menu gives you access to user assistance resources on your computer, as well as on the Web.

Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main “contents” topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an “Additional Help files” topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that's not currently displayed, type the name of the window, and click Display.

About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the

appropriate link in the topic. You also can press F1 to display Help about the current window.

Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

Current implementation and upgrade information The most recent revisions of upgrade and implementation documentation, plus documentation for service packs and payroll tax updates.

User documentation and resources The most recent user guides, how-to articles, and white papers for users.

Developer documentation and resources The most recent documentation and updated information for developers.

Product support information Information about the Microsoft Dynamics GP product support plans and options that are available, along with information about peer support and self-support resources.

Services information Information about Microsoft Dynamics GP support, training, and consulting services.

Microsoft Dynamics GP Community Access to newsgroups, where you can ask questions or share your expertise with other Microsoft Dynamics GP users.

CustomerSource home page A wide range of resources available to customers who are registered for a paid support plan. Includes access to Knowledge Base articles, software downloads, self-support, and much more.

Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

Part 1: Setup

This portion of the documentation guides you in setting up the Australian Tax features in Microsoft Dynamics GP. Setup procedures generally need to be completed once, but you can refer to these chapters at other times for instructions on modifying or viewing existing entries.

The following information is discussed:

- [Chapter 1, “Goods and Services Tax Setup.”](#) explains how to activate and configure the features for GST.
- [Chapter 2, “Pay As You Go Setup.”](#) explains how to configure the features for Pay As You Go (PAYG) withholding.
- [Chapter 3, “BAS and PAYG Reports Setup.”](#) explains how to set up default Business Activity Statements (BAS) in Microsoft Dynamics GP.

Chapter 1: Goods and Services Tax Setup

Use this information to perform the necessary setups to generate Goods and Services Tax (GST) calculations. This includes assigning default creditor IDs, entering tax schedules for items, and specifying printing options for tax invoices and adjustment notes.

This information is divided into the following sections:

- [*Installing the Australian tax features*](#)
- [*GST overview*](#)
- [*Setting up company options for GST features*](#)
- [*Setting up tax periods and posting accounts*](#)
- [*Setting up tax information*](#)
- [*Assigning tax schedules*](#)
- [*Completing the Australian GST tax information setup*](#)
- [*Setting up tax periods*](#)
- [*Setting up tax details*](#)

Installing the Australian tax features

The tax features for Australia are installed when you select Australia as your country when you install Microsoft Dynamics GP.

If you're installing Microsoft Dynamics GP for the first time, refer to the instructions in the Microsoft Dynamics GP Installation Instructions manual. The Australian tax features, including the ability to use Business Activity Statement (BAS) and Pay As You Go (PAYG) reporting will be installed.

GST overview

GST is a tax, usually 10 percent, on the supply of most goods, services, and other products consumed in Australia.

GST is charged at each step in the supply chain. However, if you are registered for GST, you can claim input tax credits from the Australian Taxation Office (ATO) for any GST included in the price of goods and service that you buy for your business. This means that the GST liability is actually included in the price paid by the consumer who cannot claim input tax credits.

Goods and services that are not subject to GST are either GST-free supplies or input taxed supplies. You do not charge GST for these items, but you are entitled to claim input tax credits for anything acquired or imported for use in your business.

GST-free goods and services Includes food, exports, sewer and water services, eligible child care, non-commercial activities of charitable institutions, and most education and health services.

Input taxed supplies Includes financial supplies, supplies of residential rent and residential expenses, and some supplies of precious metals. However, you are not entitled to claim input tax credits for anything acquired or imported to manufacture the supply. Input taxed supplies include GST on imported goods, but not on wages or salaries.

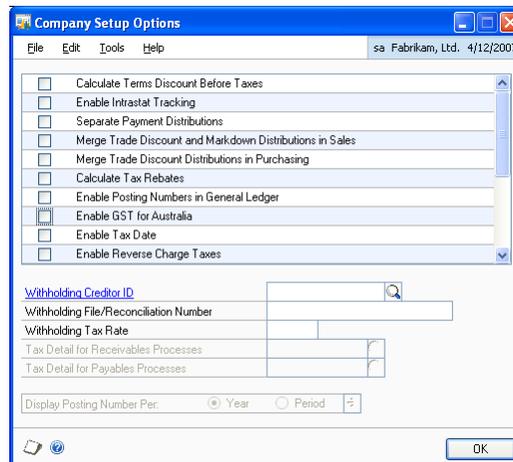
Setting up company options for GST features

You must select the Enable GST for Australia option in the Company Setup Options window to make the Australian tax features available. The Australian GST Tax Information Setup wizard opens when you select this option, and you can set up the default tax information to begin using Australian GST.

Some of the fields in the setup windows contain default information and some of the options are marked or unmarked by default. Be sure to review each window and enter information and mark or unmark the options that apply to your specific business, as necessary.

To set up company options for GST features:

1. Open the Company Setup Options window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Options button)



2. Mark Enable GST for Australia. A message appears asking if you want to open the Australian GST Tax Information Setup wizard. Click Yes to create Australian GST tax details and tax schedules.

The Welcome window will open, where you can view the default setups required to use GST in Australia.

3. Choose Next in the Welcome window to open the Set Up Company Options for Australian GST window.



The default options are marked or unmarked as applicable. However, you can modify the Calculate Taxes in General Ledger and the Use Shipping Methods when Selecting Default Tax Schedule options.

4. Choose Next to open the Set Up Tax Periods window, where you can enter tax period and reporting frequency information.

Setting up tax periods and posting accounts

You can enter the default tax period and reporting frequency information in the Australian GST wizard.

To set up tax periods and posting accounts:

1. Open the Set Up Tax Periods window.
(Set Up Company Options for Australian GST window >> choose Next)



2. Mark the Automatically setup tax periods option to set up tax periods. Select the frequency of reporting for GST, whether monthly, quarterly, or annual. Mark all the years for which to create tax periods. You can create tax periods for the previous, current and the next year.

3. Mark the Open Tax Period Setup window when wizard is complete option to open the Microsoft Dynamics GP Tax Period Setup window after completing the wizard. You can manually set up tax periods in this window. Refer to [Setting up tax periods](#) on page 18 for more information.
4. Choose Next to open the Set Up Sales Tax Posting Accounts window. Enter accounts for goods and services taxes that are collected from sales and are paid on purchases.

5. Choose Next to open the Select Tax Information Setup Options window.

Setting up tax information

You can enter a default goods and services tax rate and select the tax types that apply to your business. You can also set up tax detail IDs and tax schedule IDs for GST. You can specify the threshold amount to calculate the luxury car tax.

To set up tax information:

1. Open the Select Tax Information Setup Options window.
(Set Up Sales Tax Posting Accounts window >> choose Next)

2. Enter a goods and services tax rate and select taxation types that apply to your business.

Include Input Taxed Select to create tax details and tax schedules for input taxed supplies.

Include Export Sales Select to create tax details and tax schedules for export sales.

Include Private Usage Purchases Select to create tax details and tax schedules for private use supplies.

Include Import Purchases Select to create tax details and tax schedules for purchases that are imported.

Include Reduced Input Tax Credits Select to create tax details and tax schedules for reduced input tax credits if you are unable to claim the entire amount of GST on a purchase as an Input Tax Credit.

Include Wine Equalisation Tax Select to create tax details and tax schedules for wine equalisation taxes.

Include Luxury Car Tax Select to create tax details and tax schedules for luxury car taxes.

Threshold Enter the threshold amount specified by the legal authorities to calculate the luxury car tax.



If you're upgrading from a previous release, you can click the Classic Mode button to open the Australian GST Tax Information Setup window.

3. Choose Next to open the Define Naming Convention for Tax Detail IDs window.

The screenshot shows the 'Define Naming Convention for Tax Detail IDs' window. It includes instructions on how to modify the tax detail ID template and codes. The 'Tax Detail ID Template' is set to '%1%2%3%4'. Below this, there are fields for '%1 = Prefix' (AUSGST), '%2 = Mode' (Exclusive/Inclusive), '%3 = Type' (Sales/Purchasing), and '%4 = Codes as shown on the next page'. Examples of tax detail IDs are shown as 'AUSGST-GST' and 'AUSGSTH-GST'. Navigation buttons for '< Back', 'Next >', and 'Cancel' are at the bottom.

4. Accept or modify the tax details. You can specify prefixes, formats, and codes for naming the tax types and tax schedules.

Tax Detail ID Template Contains the format of the tax detail to be created. For example, if your template is %1%2%3%4, the format of the tax detail ID will be prefix, mode, type, then code.

%1=Prefix Indicates the prefix of the tax detail to be created. For example if you enter AUSGST, all tax details created will begin with AUSGST, depending on the naming template that you are using.

%2=Mode:Exclusive These characters will be appended to the prefix for Exclusive tax types, depending on the naming template that you are using.

%2=Mode:Inclusive These characters will be appended to the prefix for Inclusive tax types, depending on the naming template that you are using.

%3=Type:Sales These characters will be appended to the mode for the Sales tax type, depending on the naming template that you are using.

%3=Type:Purchasing These characters will be appended to the mode for the Purchasing tax type, depending on the naming template that you are using.

- Choose Next to open the Confirm Tax Detail IDs to be created window, where you can view and modify codes and descriptions for the tax details.

Code	Excl Tax Details ID	Inclusive Tax Detail ID	Exclusive Tax Detail Description
GST	AUSGST-GST		GST Taxable Sale
	AUSGSTI-GST		GST Inc Taxable Sale
FRE	AUSGST-FRE		GST Tax Free Sale
	AUSGSTI-FRE		GST Inc Tax Free Sale
INP	AUSGST-INP		GST Input Taxed Sale
	AUSGSTI-INP		GST Inc Input Taxed Sale
EXP	AUSGST-EXP		GST Export Sale
	AUSGSTI-EXP		GST Inc Export Sale
WET	AUSGST-WET		GST Wine Equal Tax Sale



You also can manually set up tax detail IDs using the Microsoft Dynamics GP Tax Detail Maintenance window. Refer to [Setting up tax details](#) on page 19 for more information.

- Choose Next to open the Define Name Convention for Tax Schedule IDs window.

Tax Schedule ID Template: %1%2%3

%1 = Prefix: AUSGST

%2 = Mode: Exclusive Inclusive

%3 = Codes as shown on the next page

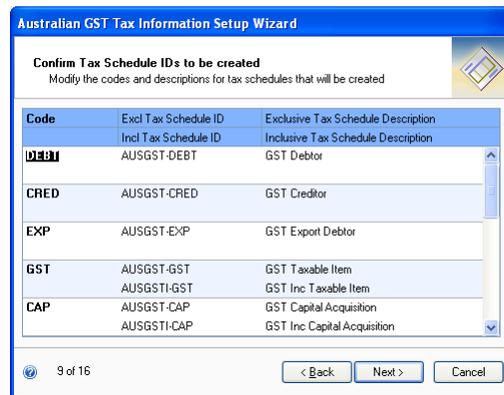
Example of a tax schedule ID: AUSGST-DEBT

- Accept or modify the tax schedules for Australian GST taxes. The modes for the Exclusive and Inclusive tax schedules are copied from the modes that you selected for tax details.

Tax Schedule ID Template Contains the format of the tax schedule to be created. For example, if your template is %1%2%-3%4, the format of the tax schedule ID will be prefix, mode, then code.

%1=Prefix The prefix of the tax schedule to be created. For example, if you enter AUSGST, all tax schedules created will begin with AUSGST, depending on the naming template you are using.

- Choose Next to open the Confirm Tax Schedule IDs to be created window, where you can view and modify codes and details for tax schedules.



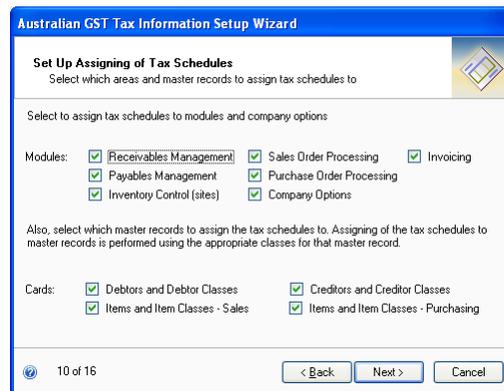
- Choose Next to open the Set Up Assigning of Tax Schedules window.

Assigning tax schedules

You can select the Microsoft Dynamics GP modules to which to assign tax schedules. Depending on your selection, you can assign tax schedules to items in sales and purchases, to debtor, creditor and item classes.

To assign tax schedules:

- Open the Set Up Assigning of Tax Schedules window.
(Confirm Tax Schedule IDs to be created window >> choose Next)



2. Select the areas and master records to assign tax details and tax schedules to.
3. Choose Next to open the Set Up Sales and Purchasing Series Tax Schedules window. Select tax schedules for non-inventoried items, freight, and miscellaneous amounts for sales and purchases.

4. Choose Next to open the Select Debtor Class Tax Schedule Assignments window. Select the tax schedule to roll down to the debtors of each debtor class.

5. Choose Next to open the Select Creditor Class Tax Schedule Assignments window. Select the tax schedule to roll down to the creditors of each creditor class.

6. Select whether to assign the tax schedule to creditor or import creditor for each creditor class ID.



The Import Creditor option is available only if you have marked the Include Import Purchases option in the Select Tax Information Setup Options window.

7. Choose Next to open the Select Item Class Sales Tax Schedule Assignments window. Select the tax schedule to roll down to the items of each item class.

The screenshot shows the 'Select Item Class Sales Tax Schedule Assignments' window. It features a table with columns for 'Item Class ID', 'Assignment Mode', and 'Tax Schedule ID'. The 'Item Class ID' column lists various classes: No Class, ATT CORD, CATALOG, FG-ACT, FG-STD, FINGOODS, RETAIL, RM-ACT, and RM-STD. The 'Assignment Mode' column for all items is set to 'No Assignment'. The 'Tax Schedule ID' column is currently empty. Below the table, there is a 'Change all lines to:' dropdown menu set to 'No Assignment' and a checkbox for 'Tax Inclusive Schedule' which is unchecked. At the bottom, there are navigation buttons: '< Back', 'Next >', and 'Cancel'. The status bar at the bottom left indicates '14 of 16'.

8. Choose Next to open the Select Item Class Purchasing Tax Schedule Assignments window. Select the purchasing tax schedule to roll down to the items of each item class.

The screenshot shows the 'Select Item Class Purchasing Tax Schedule Assignments' window. It features a table with columns for 'Item Class ID', 'Assignment Mode', and 'Tax Schedule ID'. The 'Item Class ID' column lists various classes: No Class, ATT CORD, CATALOG, FG-ACT, FG-STD, FINGOODS, RETAIL, RM-ACT, and RM-STD. The 'Assignment Mode' column for all items is set to 'No Assignment'. The 'Tax Schedule ID' column is currently empty. Below the table, there is a 'Change all lines to:' dropdown menu set to 'No Assignment' and a checkbox for 'Tax Inclusive Schedule' which is unchecked. At the bottom, there are navigation buttons: '< Back', 'Next >', and 'Cancel'. The status bar at the bottom left indicates '15 of 16'.

9. Choose Next to open the Completing the Australian GST Tax Information Setup Wizard window.

Completing the Australian GST tax information setup

The Completing the Australian GST Tax Information Setup Wizard window displays all the setup information that you've entered in the wizard.

To complete the Australian GST tax information setup:

1. Open the Completing the Australian GST Tax Information Setup Wizard window.
(Select Item Class Purchasing Tax Schedule Assignments window >> choose Next)



The options and setup information that you've selected are displayed.

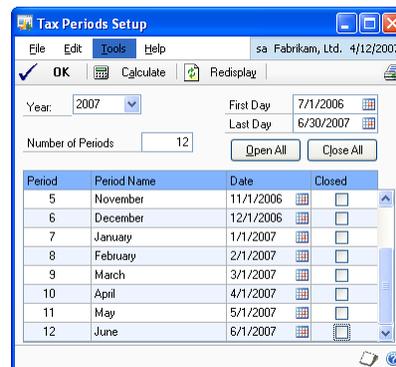
2. Choose Finish to save your selections.
3. Choose Close to close the wizard.
4. Choose OK in the Company Setup Options window and the Company Setup window to close those windows.

Setting up tax periods

Use the Tax Periods Setup window to create tax periods for the tax-related transactions you will post and that will be recorded when you generate a Business Activity Statement (BAS).

To set up tax periods:

1. Open the Tax Periods Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Periods)



2. Enter the year, the number of tax periods, and the first day and last day of the year.

3. Choose Calculate. The first and last day of each period will be calculated. If the number of days in the year can't be divided equally by the number of tax periods, the number of days per tax period will be rounded off to the nearest day and any extra days will be added to the last period.
4. You can change the period names and the beginning dates of periods.
 - If you press TAB to move to the next line in the scrolling window, your entry on the previous line will be saved automatically.
 - If you change the number of periods or the dates of the fiscal year and choose Calculate, any previous changes you've made in the scrolling window will be deleted.
5. Choose OK to save the information. The Tax Periods Report will be printed.

Setting up tax details

Use the Tax Detail Maintenance window to add, change, or delete tax details. Tax details identify the tax information that will be used in a tax schedule for a debtor, creditor, or item.

You must specify tax details for the following types of supplies. Tax details must be set up to calculate GST on each line item sold or purchased.

- Taxable supplies
- GST-free supplies
- Input taxed supplies

You can enter BAS assignments for the tax details that will determine which amounts should be printed in each field on the BAS.

You can enter additional information in the following fields if you select Purchases from the Type field.

Post To Specify whether you want the purchase tax detail to be posted to a tax detail account, creditor purchase account, or inventory account.

BAS Assignments Select Business Activity Statement assignments for the tax detail that will be used to determine what amounts should be printed in each field on the Business Activity Statement.

Tax Invoice Required Specify whether a tax invoice is required for the tax detail.

After you set up GST tax details, you should assign them to a tax schedule (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Schedules). For information about setting up tax details and tax schedules, refer to the Microsoft Dynamics GP System Setup documentation (Help >> Contents >> select Setting up The System).

To set up tax details:

1. Open the Tax Detail Maintenance window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Details)

The screenshot shows the 'Tax Detail Maintenance' window. Key fields include:

- Tax Detail ID:** AUSGST+CAP
- Description:** GST Capital Acquisition
- Type:** Purchases
- Account:** 000-6630-00 (IL State Sales Tax Expense)
- Based On:** Percent of Sale/Purchase
- Percentage:** 10.00000%
- Taxable Percent:** 0.00%
- Taxable Amount:** Min: \$0.00, Max: \$0.00
- Tax Amount:** Min: \$0.00, Max: \$0.00
- BAS Assignments:** G17 Creditable Acquisitions (selected)

	Year to Date	Last Year
Total Sales/Purchases	\$0.00	\$0.00
Taxable Sales/Purchases	\$0.00	\$0.00
Sales/Purchases Taxes	\$0.00	\$0.00

2. Enter a tax detail ID and a description for the detail. You can enter a descriptive ID that will identify the tax, such as GST-P for purchases.
3. In the Type field, select either Sales or Purchases.
4. Select a posting account number and where the account should be posted to.

Tax Detail Account Select Tax Detail Account to post to a general ledger account associated with the tax detail. This option is available for both sales and purchasing tax details.

Creditor Purchase Account If you selected Purchases in the Type field, select Creditor Purchase Account to post to the purchasing account that was set up for the creditor. This option is usually selected when entering a purchase for an input taxed supply where no GST can be claimed as a credit.

Chapter 2: Pay As You Go Setup

Pay As You Go (PAYG) is a system for reporting and submitting tax amounts on business and investment income.

You can deduct tax amounts from payments to others in accordance with tax tables published by the ATO, and then remit the amounts to the ATO. You also can set up PAYG tax withholding options for creditors and specify how tax deductions will be allocated on the Business Activity Statement. Refer to [Chapter 8, “Pay As You Go Summary Report.”](#) for information on generating and lodging a PAYG report.

This information is divided into the following sections:

- [Setting up a default PAYG creditor](#)
- [Setting up creditor withholding options](#)

Setting up a default PAYG creditor

If your company is responsible for remitting PAYG taxes, you can choose a default PAYG creditor in the Company Setup Options window. This default creditor will usually be the Australian Taxation Office.

After you specify a default PAYG creditor, the PAYG features for other creditors also will be activated. Refer to [Setting up creditor withholding options](#) on page 21 for more information.

You also can enter the PAYG creditor’s withholding reconciliation number and withholding rate. These fields are optional and can be changed for individual transactions.

To set up a default PAYG creditor:

1. Open the Company Setup Options window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Options button)
2. View and modify information, as needed.
3. Enter or select an ID for a default creditor.
4. Enter the creditor’s file reconciliation number and the withholding tax rate applied to the creditor.
5. Choose OK to save the settings and close the window.

Setting up creditor withholding options

Use the Creditor Withholding Options window to enter PAYG information for a creditor who is subject to PAYG withholding tax.



You only can set up withholding options if you’ve defined a Withholding Creditor ID in the Company Setup Options window.

To set up creditor withholding options:

1. Open the Creditor Withholding Options window.
(Cards >> Purchasing >> Creditor >> Withholding button)

2. Select the Subject to Withholding Deduction option if the creditor will be subjected to withholding tax. This will activate the fields for entering PAYG withholding tax information.
3. Select a type of withholding transaction for the creditor from the following options. The withholding amounts from the creditor will be allocated to a field or group of fields in the PAYG summary report.

W1, W2 Salary, Wages, and other payments The entity type will always be Individual.

W3 Withheld from Investment Contributions The entity type will always be Individual.

W4 No ABN The Entity Type field will be active.

Non-Resident Withholding The withholding transaction will not be allocated to any field in the Business Activity Statement (BAS).

4. Enter the creditor's withholding tax rate.
5. Enter the employment starting and ending dates for the creditor.
6. If you selected W4 No ABN as the withholding transaction type, select one of the following entity types for the withholding transaction.

- I - Individual
- C - Corporation
- P - Partnership
- T - Trust
- S - Superannuation Fund
- G - Government Organisation
- O - Other Non-Individual

7. If you selected Individual as the entity type, enter the creditor's birth date.

8. Select one of the following form types for the withholding transaction.
- Individual Non-Business
 - Business and Personal Services Income

9. Select a tax file number (TFN) mode.

Tax File Number Supplied The payee has quoted a valid TFN. The tax ID of the payee from the Vendor Maintenance Options window is printed in the PAYG export reports.

No TFN quoted by the payee The payee chooses not to quote a TFN or has failed to provide one within 28 days. This is indicated by the value '000000000' in the PAYG export reports.

Payee applying for a TFN The payee hasn't provided a TFN but has applied for one. This is indicated by the value '111111111' in the PAYG export reports.

Payee under eighteen The payee is under the age of 18 and is exempt from quoting a TFN. This is indicated by the value '333333333' in the PAYG export reports.

Payee is a pensioner The payee receives social security benefits, or a service pension or benefit and is exempt from quoting a TFN. This is indicated by the value '444444444' in the PAYG export reports.

10. Select the income or payment type depending on the form type you have selected.

Salary Select this option if your form type is Individual Non-Business and payment type is salary.

Pension Select this option if your form type is Individual Non-Business and income type is pension.

001 - Labour Hire Select this option if your form type is Business and Personal Services Income and payment type is labour.

002 - Other Specified Payments Select this option for all other specified payments if your form type is Business and Personal Services Income.

003 - Voluntary Agreement Select this option if your form type is Business and Personal Services Income and payment type is voluntary agreement.

004 - Personal Services Attributed Income Select this option if your form type is Business and Personal Services Income and payment type is Personal Services Attributed Income.

11. Choose OK to save your entries and close the window.

Chapter 3: **BAS and PAYG Reports Setup**

You can process Business Activity Statement (BAS) forms based on the types of transactions of your company. You can print documents and manually file your BAS with the Australian Taxation Office, or you can generate Extensible Markup Language (XML) files that can be sent electronically to the ATO.

Before you can send your BAS electronically, you must have access to the ATO's Electronic Commerce Interface. You then can download an electronic BAS form. You must set up Microsoft Dynamics GP for the BAS features and specify options for transferring data to and from the Electronic Commerce Interface (ECI) software.

For information about installing and setting up the ECI software on your computer, refer to the ECI documentation supplied by the ATO. For information about generating and lodging a BAS, refer to [Chapter 7, "Business Activity Statements."](#)

This information is divided into the following sections:

- [Business Activity Statement \(BAS\) overview](#)
- [Understanding the Electronic Commerce Interface \(ECI\) software](#)
- [Validating the Australian Business Number \(ABN\)](#)
- [Setting up the Business Activity Statement options](#)
- [Setting up PAYG Summary options](#)

Business Activity Statement (BAS) overview

A Business Activity Statement is a form that is submitted on a monthly, quarterly, or yearly basis to the Australian Taxation Office. It contains information about the following tax obligations and entitlements.

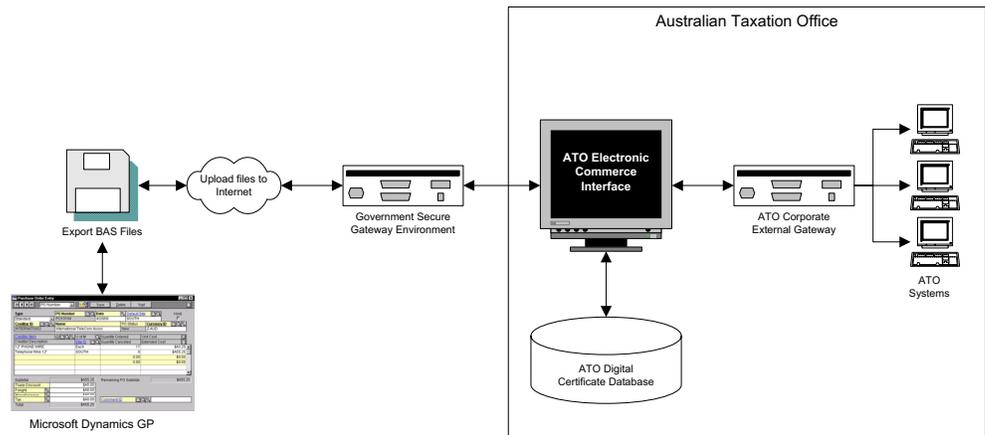
- Goods and Services Tax (GST)
- Wine Equalisation Tax
- Luxury Car Tax
- PAYG amounts withheld from payments
- PAYG installments
- Deferred company and fund installments
- Fringe benefit tax installments

You can assign tax details to specific fields on the BAS form. The following types of transactions that use those tax details will be included when you generate a Business Activity Statement. Information from voided documents is not included.

- Receivables Management, except for cash receipts and transactions created in Sales Order Processing or Invoicing.
- Payables Management, except for payments and transactions created in Purchase Order Processing.
- Sales Order Processing transactions, if the Receivables Management transactions associated with them still exist.
- Purchase Order Processing transactions, if the Payables Management transactions associated with them still exist.

- Invoicing transactions, if the Receivables Management transactions associated with them still exist.
- General Ledger tax transactions.

The following diagram shows how BAS information is processed and then submitted electronically to the Australian Taxation Office.



Understanding the Electronic Commerce Interface (ECI) software

To file your Business Activity Statement electronically, you must download the latest version of the ECI software from the ATO's tax reform site at eci.ato.gov.au.

The ECI software allows you to complete the following tasks so that you can file your BAS electronically:

- Import a business certificate from the ATO.
- Download the latest BAS forms.
- Export a form into an Extensible Markup Language (XML) format.
- Transfer a completed BAS form to the ATO.



Refer to the ECI documentation supplied by the ATO for information about installing and setting up the ECI software for your company.

Validating the Australian Business Number (ABN)

Before you can process Business Activity Statements or Pay As You Go Summary forms, you must validate your Australian Business Number. A business number identifies your dealings with the taxation office and other government departments and agencies. There are two steps to validating your business number. Be sure that the business number is mathematically valid using the check digit algorithm provided by the taxation office.

Verify the ABN using the Australian Business Register web site (<http://abr.business.gov.au>). If the number you entered is valid, you can view the details of the company that it is assigned to.

Mathematical validation of the business number occurs automatically when you enter a value in the Australian Business Number field. The number is verified with the Australian Register only if you choose the World button next to the Australian Business Number field.

Setting up the Business Activity Statement options

You can set up the options for the BAS to determine how information is transferred to the Australian Taxation Office (ATO). Then you can export data and import header information and BAS forms from the ECI software.

Before you set up BAS, verify that you've validated your Australian Business Number (ABN). Refer to [Validating the Australian Business Number \(ABN\)](#) on page 26.

To set up BAS options:

1. Open the Business Activity Statement Setup window.
(Reports >> Company >> BAS Report >> Options button)

2. Choose a contact address ID from the Company Addresses window. This ID will be used for communication between the company and the ATO.
3. Enter the Australian Business Number and the division assigned to your company. To verify your business number, choose the World button. Refer to [Validating the Australian Business Number \(ABN\)](#) on page 26 for more information.
4. Enter your company's tax file number.



A message is displayed if the ABN no. or the tax file number you entered is not valid. However, you can still save the settings. Entering an invalid ABN or tax file number does not affect tax calculations.

5. To automatically send and receive BAS files, mark the Automatic Import and Export from ATO ECI Software option. If you do not mark this option, you must specify the folder used to send and receive BAS files each time you export the merged BAS. Refer to [Importing forms and exporting the BAS](#) on page 77 and [Lodging the BAS](#) on page 79.



Automatically importing and exporting information will only work for a single business number. To use multiple ABNs with a single company, you must import and export information manually.

6. Specify the path for the ECI software batch file. This field is available only if you have marked the Automatic Import and Export from ATO ECI Software option. This ECI_DATA.BAT file is used for automatic import and export of the BAS files.
7. Select the Export Not Editable BAS Fields option to export BAS fields that are described as read-only in the XML document.
8. Select the Enable Manual activation of RITC ratio formula based on Tax Detail option to prevent Reduced Input Tax Credits (RITC) formulas to be applied automatically. You must mark this option to use it in the BAS Assignment field in any window where you enter taxes or tax details to activate the RITC ratio formula, when necessary. This option will prevent the RITC ratio formula from being activated accidentally when transaction amounts are calculated during BAS processing.

To use the default BAS assignments, do not select this option.

9. Select the date to use when a tax date hasn't been entered.

Use Document Date for transaction when no Tax Date is entered The document date will be used when no tax date is entered.

Use GL Posting Date for transaction when no Tax Date is entered The posting date will be used when no tax date is entered.

10. Choose OK to save your entries.

Setting up PAYG Summary options

Use the Pay As You Go Payment Summary Setup window to enter supplier and payer information so that you can export data and generate PAYG payment summaries.

Before you set up PAYG summary options, verify that you've validated your Australian Business Number. Refer to [Validating the Australian Business Number \(ABN\)](#) on page 26.

To set up PAYG Summary options:

1. Open the Pay As You Go Payment Summary Setup window.
(Reports >> Company >> PAYG Summary Report >> Options button)

2. Enter the following supplier information. The supplier provides the PAYG summaries to the Australian Taxation Offices, and the payer actually pays the PAYG tax amounts.

Australian Business Number Enter the supplier's business number and choose the World button to verify it. This will open the Australian Business Register Web page. If the business number that you entered is valid, details about the company assigned to the business number will be displayed.

Division Enter the supplier's division number.

Supplier Street Address ID Enter the supplier's street address ID.

Supplier Postal Address ID Enter the supplier's postal address ID.

Supplier E-mail Address Enter the supplier's e-mail address.

ATO Corporate Gateway User ID Enter the supplier's registered ATO corporate external gateway user ID. If the supplier is not registered with the taxation office, leave this field blank.

Default Supplier File Reference Enter the file reference that the taxation office provided. The taxation office uses the reference to keep track of reports submitted by the supplier.

3. Enter the following payer details. Data for the payer is submitted by the supplier.

Use Withholding Payer Number Mode instead of Australian Business Number Mode Mark this option if the payer should be identified using the Withholding Payer Number instead of the Australian Business Number.

Withholding Payer Number If you marked the Use Withholding Payer Number Mode instead of Australian Business Number Mode option, enter the payer's Withholding Payer Number.



If the Withholding Payer Number is not valid, a message will be displayed. However, you can still save the settings.

Australian Business Number If you do not mark the Use Withholding Payer Number Mode instead of Australian Business Number Mode option, enter the payer's business number and choose the World button to verify it.

This will open the Australian Business Register Web page. If the business number that you entered is valid, details about the company assigned to the number will be displayed

Division If you've marked the Australian Business Number Mode option instead of the User Withholding Payer Number Mode, enter the payer's division number.

Payer Address ID Enter the payer's address ID.

Payer Legal/Tax Name Enter the payer's name.

Payer E-mail Address Enter the payer's e-mail address.

4. Select an address ID for the payee from the following options.
 - Primary Address
 - Purchase Address ID
 - Remit To Address ID
 - Ship From Address ID

5. Enter the following magnetic media options.

Magnetic Media Folder Select a path for the folder where the PAYG magnetic media is to be created.

Append CR/LF to end of each Record Select this option if a carriage return and a line feed should be added to the end of each record.

Separate Magnetic Media in multiple files Select this option to distribute the magnetic media into multiple files.

Magnetic Media file maximum size (Kb) Enter the maximum size for each magnetic media file. This field will be available only if you mark Separate Magnetic Media in multiple files.

6. Choose OK to save your entries.

Part 2: Procedures

This portion of the documentation provides information about entering tax information for sales and purchasing transactions. You can print tax invoices and adjustment notes, view and print inclusive tax amounts, and insert transaction information to include in Business Activity Statements (BAS).

The following information is discussed.

- [Chapter 4, "Transactions,"](#) describes how to enter sales tax information in Receivables Management, Sales Order Processing and General Ledger.
- [Chapter 5, "Tax Invoices and Adjustment Notes,"](#) describes how to enter purchasing tax information in Payables Management and Purchase Order Processing.

Chapter 4: Transactions

Once you have activated GST for Australia/New Zealand, you can use the Microsoft Dynamics GP transaction entry windows to enter details for GST transactions. The tax information that you enter in General Ledger, Receivables Management, Payables Management, Sales Order Processing, and Purchase Order Processing for a period updates the Business Activity Statements and Pay As You Go Summaries for that period.



You must have set up tax options using the Australian GST Tax Information Setup wizard before you can apply taxes to GST transactions. Refer to [Setting up tax information](#) on page 12 for more information.

This information is divided into the following sections:

- [Entering tax information for a General Ledger transaction](#)
- [Entering tax information for a receivables transaction](#)
- [Entering tax information for a sales order](#)
- [Entering tax information for a payables transaction](#)
- [Entering tax information for a purchase order](#)
- [Entering tax information for a receivings transaction](#)
- [Entering tax information for a purchasing invoice transaction](#)
- [Entering multiple line item tax details](#)
- [Updating posted transactions with received tax invoices](#)

Entering tax information for a General Ledger transaction

Use the Tax Entry window to enter tax information for a standard General Ledger transaction if you've marked the Calculate Taxes in General Ledger option in the Company Setup Options window.

Use General Ledger to enter taxable transactions that cannot be entered in the Payables Management, Receivables Management, Purchase Order Processing, Invoicing, or Sales Order Processing modules.

To enter tax information for a General Ledger transaction:

1. Open the Transaction Entry window.
(Transactions >> Financial >> General)
2. Enter the transaction. Be sure to select a transaction type of Standard. You cannot enter tax information for Intercompany, Reversing, Clearing, or Quick Journal entries.

A journal entry that contains tax records can be saved in a single-use or recurring batch.

When a journal entry that contains tax records is deleted, all tax information associated with the transaction is removed.

- Choose Tax Entry to open the Tax Entry window.

- Select if the transaction is a debit or a credit.
- Enter or select the account number of the account.
- Enter an amount for the transaction. This is the sales or purchase amount that tax calculations are based on. Each time the amount is changed, the taxable sales/purchases amount and tax amount are recalculated.
- Enter or select a tax detail. A taxable sales/purchases amount and tax amount are automatically calculated when the tax detail is selected, based on the amount entered, the tax type, and tax percent for the tax detail. Each time the tax detail is changed, the taxable sales/purchases amount and tax amount are recalculated.

Any of the six types of tax details can be selected, but only percent of sale/purchase, percent of sale/purchase with taxable tax, and tax included with item price tax details calculate a tax amount. Tax details that use the percent of cost, flat amount, or percent of another tax detail can be selected, but will calculate a tax of \$0.00. The taxable sales/purchases amount is set to the amount if one of these tax details is selected.

- In the Distribution Reference field, you can enter a description for the new General Ledger distributions. The Reference entry from the Transaction Entry window is the default Distribution Reference.
- Choose Create to create tax distributions. The Tax Entry window closes and the Transaction Entry window is updated.

Two distributions are created in Transaction Entry. The first distribution is the taxable sales/purchases amount portion of the tax record, and the second is the tax amount portion. Only the account numbers and distribution references can be edited for the distributions; you can't edit the debit or credit amounts.



The debit or credit amounts for the taxable sales/purchases amount and tax amount distributions can be negative. If negative amounts are entered in the Tax Entry window, the taxable sales/purchases amount and tax amount distributions also will be negative.

Entering tax information for a receivables transaction

The tax information for a receivables transaction is based on the tax schedule assigned to that transaction. You can, however, change this default tax amount using the Receivables Tax Entry window. You also can enter a Tax Date and a Posting Date that is different from the Document Date. These dates will determine the period that the transaction is included in the Business Activity Statement.

Refer to the Microsoft Dynamics GP Receivables Management documentation for more information on entering receivables transactions, and calculating taxes on them.

Entering tax information for a sales order

The tax information for a sales order processing transaction is based on the tax schedule assigned to each item. The Tax field displays the total tax amount for the sales order. You can change this amount, if your system is set up to allow editing summary-level taxes. For more information on this option, refer to the online help for the Company Setup Options window.

You also can enter a Tax Date and a Posting Date that is different from the Document Date. These dates will determine the period that the transaction is included in the Business Activity Statement.

Freight and miscellaneous charges may be taxable, non-taxable, or may be based on the debtor's tax schedule. You can change the default selection and recalculate taxes for these items.

The Tax Inclusive field is displayed if you select the Inclusive of Tax option (Additional >> View >> Inclusive of Tax), and have marked the Enable GST for Australia option in the Company Setup Options window. When you first select this option, the amount of tax is included in the Subtotal amount field. The Tax Inclusive field displays zero as the amount of tax.

The Tax Inclusive expansion button opens the Sales Tax Summary Entry window where you can view tax distributions and change distribution accounts.

Refer to the Microsoft Dynamics GP Sales Order Processing documentation for more information on entering sales orders, and calculating taxes on them.

Entering tax information for a payables transaction

The tax information for a payables transaction is based on the tax schedule assigned to that transaction. You can, however, change this default tax amount using the Payables Tax Entry window. You also can enter a Tax Date and a Posting Date that is different from the Document Date. These dates will determine the period that the transaction is included in the Business Activity Statement.

Refer to the Microsoft Dynamics GP Payables Management documentation for more information on entering payables transactions, and calculating taxes on them.

Mark the Subject to Withholding option if the creditor's document is subject to PAYG withholding tax. In the Rate field, enter the applicable percentage taxed from the invoice amount.

This option is available only if you entered a Withholding Vendor ID in the Company Setup Options window. Refer to [Setting up creditor withholding options](#) on page 21 for more information.

Select the Tax Invoice option that is applicable to the transaction.

Tax Invoice Required Mark this option if the tax detail for the transaction requires that you submit a tax invoice. The requirement of an invoice is set up in the Tax Detail Maintenance window. For more information, refer to [Setting up tax details](#) on page 19.

Tax Invoice Received Mark this option if a tax invoice has already been submitted for this transaction, and GST credit can be claimed for this transaction and will be included on the BAS. If this option is not marked, the business cannot claim an input tax credit for this transaction and the GST credit will not be included on the BAS.

The Tax Invoice Received option is especially useful for tracking purchases that you can claim input tax credits for. You can create a Tax Invoice Required report that displays purchases without tax invoices. For information about the Tax Invoice Required report, refer to the [Tax Invoice Required Report](#) on page 55.

Entering tax information for a purchase order

Use the Purchase Order Entry window to enter standard and drop-ship purchase orders, including tax information for the orders. You also can use this window to remove, modify, delete, or void purchase orders.

For more information about purchase order transactions, refer to the Purchase Order Processing documentation.

To enter tax information for a purchase order:

1. Open the Purchase Order Entry window.
(Transactions >> Purchasing >> Purchase Order Entry)

The screenshot shows the 'Purchase Order Entry' window with the following details:

- Type:** Standard
- PD Number:** PO2074
- Buyer ID:** (empty)
- Date:** 1/1/2000
- Creditor ID:** ACETRAVE0001
- Name:** A Travel Company
- Currency ID:** Z-US\$

The table below shows the purchase order items:

Line	Item	Description	Site ID	Quantity Ordered	Quantity Canceled	Unit Cost	Extended Cost	
0				0.00	0.00	\$0.00	\$0.00	
							Subtotal	\$0.00
							Trade Discount	\$0.00
							Freight	\$0.00
							Miscellaneous	\$0.00
							Tax	\$0.00
							Total	\$0.00

Additional fields at the bottom of the window include: Remaining PO Subtotal (\$0.00), Purch Addr Tax Sched (AUSNSWST+20), Comment ID, PO Number, PO Status (New), and Revision (0).

2. Enter or select information for the following fields. For existing transactions, enter or select the PO Number associated with the purchase order transaction.
 - Type
 - PO Number
 - Buyer ID
 - Allow Sales Document Commitments
 - Name
 - Currency ID
 - Comment ID

3. Enter a creditor ID. Choose the Creditor ID expansion button to open the Purchasing Creditor Detail Entry window, where you can enter additional information about the creditor.

4. When you've finished entering creditor information, choose OK to return to the Purchase Order Entry window.

5. Enter or select the Purch Addr Tax Sched ID that specifies the tax schedule for the shipping method. For delivered purchase orders, you can enter or select the Site Tax Schedule ID. For pickup purchase orders, you can enter or select the Purchase Address Tax Schedule ID.



The Purch Addr Tax Sched field will not be available if you selected Single Schedule in the Purchase Order Processing Setup Options window. For more information, refer to [Setting up company options for GST features](#) on page 10.

6. Enter item information in the scrolling window, including item numbers, unit costs, and extended costs.

7. Enter transaction and distribution amounts. You also can enter a comment ID.

8. Choose the Creditor Item expansion button to open the Purchasing Item Detail Entry window.

9. In the Item Tax Option field, select the status for the line item that's displayed. The options are Taxable, Nontaxable, and Base on Creditor. The default value for this field comes from the Item Maintenance window.

Taxable Select the tax schedule for the item.

Nontaxable The item is marked as Nontaxable and no tax schedule is applied to it.

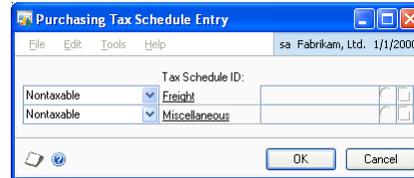
Base on Creditor The tax schedule applied to the transaction will be the tax schedule that has been specified for creditor.

10. In the Item Tax Schedule ID field, enter or select the tax schedule to apply to the item. The default value is the value specified for the item in the Item Maintenance window. This field is only available if you choose Taxable in the Item Tax Option field and if you choose the Advanced option in the Purchase Order Processing Setup Options window. For more information, refer to [Setting up company options for GST features](#) on page 10.
11. The amount displayed in the Calculated Tax field is calculated automatically, depending on the tax schedule for the item. It is recalculated each time the settings for the item, such as quantity or cost is changed.

To view and modify tax information for the line item, choose the Calculated Tax expansion button to open the Purchase Order Line Item Tax Detail Entry window. For more information, refer to [Entering multiple line item tax details](#) on page 48.

12. Choose OK to save your changes in the Purchase Order Line Item Tax Detail Entry window and return to the Purchasing Item Detail Entry window. Choose Save to close the Purchasing Item Detail Entry window and return to the Purchase Order Entry window.

- You can specify separate tax schedules for freight and miscellaneous charges. Choose Freight or Miscellaneous expansion button to open the Purchasing Tax Schedule Entry window.



The default tax schedules from the Purchase Order Processing Setup Options window are used to calculate freight and miscellaneous tax amounts. Accept the default settings or enter new tax schedules. For more information about non-line item tax schedules, refer to [Setting up company options for GST features](#) on page 10

- Select the tax option for freight and miscellaneous charges. The options are: Taxable, Nontaxable, and Base on Creditor.

Taxable The item will be taxed. Enter or select a tax schedule using the lookup button.

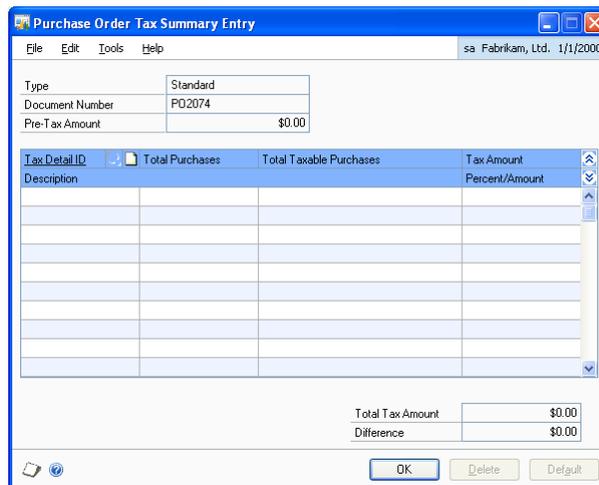
Nontaxable The item will not be taxed.

Base on Creditor The tax schedule for the item will be the tax schedule specified for the creditor for the purchase order.



When you change the default tax option, a message is displayed. Choose Recalculate to confirm the new setting or Cancel to return to the default setting.

- Choose OK to save the settings and close the window.
- You can modify the tax amounts assigned to the purchase order. Choose the Tax expansion button to open the Purchase Order Tax Summary Entry window.



- For tax details based on flat amounts, enter a value in the Tax Amount field.

18. Choose OK to save the settings and close the window. The amount in the Tax field in the Purchase Order Entry window will be updated, based on your changes.
19. You can choose Print to print the document. For more information about printing options, refer to the Microsoft Dynamics GP documentation.
20. Choose Save to save the purchase order.

Entering tax information for a receivings transaction

Use the Receivings Transaction Entry window to enter tax information for shipment or shipment/invoice receipts, to receive items coming from single or multiple purchase orders, to modify unposted shipment and shipment/invoice receipts and to remove and void shipment or shipment/invoice receipts.

For information about receivings transactions, refer to the Purchase Order Processing manual.

To enter tax information for a receivings transaction:

1. Open the Receivings Transaction Entry window.
(Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select information for the following fields. For existing transactions, enter or select the receipt number associated with the receivings transaction.
 - Type
 - Receipt No.
 - Creditor Doc. No.
 - Batch ID
 - Creditor ID
 - Name
 - Currency ID

3. Enter item and distribution information in the scrolling window, such as the quantity shipped, quantity invoiced, quantity previously shipped, and transaction amounts.
4. Enter a document date.
5. Choose the Date expansion button to open the Receivings Date Entry window. You can accept the default dates, or you can enter a separate tax date, receipt date, actual ship date and posting date. Tax reports, such as Business Activity Statements, can be run using the various dates.



Posting Date This is the date that General Ledger files are updated.

Actual Ship Date Enter the date that the creditor shipped the order.

Tax Date This date is displayed on invoice documents and is used to verify the tax period that the document is posted in. If you leave this field blank, the Receipt Date will be used for posting and for generating Business Activity Statements.

Receipt Date Displays the date that item information in Inventory Control and creditor information is updated

6. Choose OK to save the settings and close the Receivings Date Entry window.
7. From the Additional menu, select View >> Inclusive of Tax to view taxes included in the extended price for each line item. This option is available only if you've marked the Enable Australian GST option in the Company Setup Options window. You also can view the freight, miscellaneous, and subtotal amounts for the document.

The tax amount displayed in the Tax Field will be reduced by the tax amounts included in the extended price, freight, miscellaneous and subtotal amounts.

8. Mark the withholding options for the transaction.

Subject to Withholding Mark this option to specify that the creditor's shipment/invoice is subject to PAYG withholding tax.

Rate If the creditor's shipment/invoice is subject to PAYG withholding tax, enter the applicable percentage taxed from the invoiced amount.

For more information refer to [Setting up creditor withholding options](#) on page 21.

9. Mark the tax invoice option for the transaction.

Tax Invoice Required Mark this option if the tax detail for the transaction requires the submission of a tax invoice. The requirement of an invoice is set up

in the Tax Detail Maintenance window. For more information, refer to [Setting up tax details](#) on page 19.

Tax Invoice Received Mark this option if a tax invoice has already been filed for this transaction. The submission of a tax invoice means that GST credit can be claimed for this transaction and will be included on the BAS. If this option is not marked, the business cannot claim an input tax credit for this transaction and the GST credit will not be included on the BAS.

The Tax Invoice Received option is especially useful if you are tracking purchases to claim input tax credits for. You can generate a Tax Invoice Required report, which displays purchases without tax invoices. For more information refer to [Tax Invoice Required Report](#) on page 55.

- Choose the Creditor Item expansion button to open the Receivings Item Detail Entry window, where you can enter tax information for the item.

- In the Item Tax Option field, enter the tax option for the line item that's displayed. The options are Taxable, Nontaxable, and Base on Creditor. The default value for this field comes from the Item Maintenance window.

Taxable Select the tax schedule for the item.

Nontaxable The item is marked as nontaxable and no tax schedule is applied to it.

Base on Creditor The tax schedule applied to the transaction will be the tax schedule that's been specified for the creditor.

- In the Purch Addr Tax Sched ID field, enter or select the tax schedule to apply to the item. The default value is the value specified for the item in the Item Maintenance window. This field is available only if you've selected Taxable in the Item Tax Option field and if you selected the Advanced option in the Purchase Order Processing Setup Options window. For more information, refer to [Setting up company options for GST features](#) on page 10.

13. If the Site Tax Schedule field is displayed, enter or select the tax schedule that is applicable to the site where the item was purchased. For pickup shipping methods, this field will display the tax schedule specified in the Purchase Order Entry window.
14. The amount displayed in the Calculated Tax field is calculated automatically, depending on the tax schedule for the item. It is recalculated each time the settings for the item, such as quantity or cost, is changed.

To view and modify tax information for the line item, choose the Calculated Tax expansion button to open Receiving Line Item Tax Detail Entry window. For more information, refer to [Entering multiple line item tax details](#) on page 48.

15. Choose Save to save your changes in the Receiving Item Detail window.
16. You can specify separate tax schedules for freight and miscellaneous charges. In the Receiving Transaction Entry window, choose the Freight or Miscellaneous expansion button to open the Receiving Tax Schedule Entry window.

The default tax schedules from the Purchase Order Processing Setup Options window are used to calculate freight and miscellaneous tax amounts. Accept the default settings or enter new tax schedules.

For more information about non-line item tax schedules, refer to [Setting up company options for GST features](#) on page 10.

17. Select the tax option for freight and miscellaneous charges. The options are Taxable, Nontaxable, and Base on Creditor.

Taxable The item will be taxed. Select a tax schedule using the lookup button or enter a new one.

Nontaxable The item will not be taxed.

Base on Creditor The tax schedule for the item will be the tax schedule specified for the creditor for the purchase order.



When you change the default tax option, a message is displayed. Choose Recalculate to confirm the new setting or Cancel to return to the default setting.

18. Choose OK to save the settings and close the window.
19. You can view the tax details assigned to the transaction and modify the tax amounts assigned to the shipment/invoice transaction. Choose the Tax expansion button to open the Receiving Tax Summary Entry window.
20. For tax details based on flat amounts, enter a value in the Tax Amount field. For tax details based on percentages, the amounts will be calculated and displayed.
21. Choose OK to save the settings and close the window.
22. You can choose Print to print the document. For more information about printing options, refer to the Microsoft Dynamics GP documentation.

23. Save or post the transaction.



If you posted the transaction and have not received a tax invoice, use the Track Tax Invoices Received window to update Microsoft Dynamics GP after you've received the tax invoice. For more information, refer to [Updating posted transactions with received tax invoices](#) on page 49.

Entering tax information for a purchasing invoice transaction

Use the Purchasing Invoice Entry window to enter tax information for invoice receipts, for items invoiced from a purchase order, for unposted invoice receipts, and for invoice receipts that have been removed or voided.

For more information about entering invoice transactions, refer to the Purchase Order Processing manual.

To enter tax information for a purchasing invoice transaction:

1. Open the Purchasing Invoice Entry window.
(Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter or select information for the following fields. For existing transactions, enter or select the receipt number associated with the purchasing invoice transaction.

- Receipt Number
- Creditor Doc. Number
- Batch ID
- Creditor ID
- Creditor Name
- Currency ID
- Item information in the scrolling window
- Transaction amounts
- Distribution information

3. Enter item and distribution information in the scrolling window, such as the quantity invoiced and the shipment or shipment/invoice receipt number that a line item is matched to.
4. Enter an invoice date.
5. Choose the Invoice Date expansion button to open the Purchasing Invoice Date Entry window. You can accept the default dates, or you can enter a separate posting date, invoice date, and tax date. Tax reports, such as Business Activity Statements, can be generated using the various dates.

Posting Date This is the date that General Ledger files are updated.

Invoice Date This is the date that was entered for the invoice.

Tax Date This date is displayed on invoice documents and is used to verify the tax period that the document was posted in. If you leave this field blank, the invoice date will be used for posting and for generating Business Activity Statements.

6. Choose OK to save the settings and close the Purchasing Invoice Date Entry window.
7. From the Additional menu, select View >> Inclusive of Tax to view taxes included in the extended price for each line item. The Inclusive of Tax menu option will be available only if you've marked the Enable Australian GST option in the Company Setup Options window. You also can view the freight, miscellaneous, and subtotal amounts for the document.

The tax amount displayed in the Tax Field will be reduced by the tax amounts included in the extended price, freight and miscellaneous amounts.

8. Mark the withholding options for the transaction.

Subject to Withholding Mark this option to specify that the creditor's document is subject to PAYG withholding tax.

Rate If the creditor's document is subject to PAYG withholding tax, enter the applicable percentage taxed from the invoiced amount.

For more information, refer to [Setting up creditor withholding options](#) on page 21.

9. Mark the tax invoice option for the transaction.

Tax Invoice Required Mark this option if the tax detail for the transaction requires the submission of a tax invoice. The requirement of an invoice is set up in the Tax Detail Maintenance window. For more information, refer to [Setting up tax details](#) on page 19.

Tax Invoice Received Mark this option if a tax invoice has already been filed for this transaction. The submission of a tax invoice means that GST credit can be claimed for this transaction and will be included on the BAS. If this option is not marked, the business cannot claim an input tax credit for this transaction and the GST credit will not be included on the BAS.

The Tax Invoice Received option is especially useful if you are tracking purchases to claim input tax credits for. You can generate a Tax Invoice Required report, which displays purchases without tax invoices. For information about the Tax Invoice Required report, refer to [Tax Invoice Required Report](#) on page 55.

- Choose the Creditor Item expansion button to open the Purchasing Invoice Item Tax Detail Entry window, where you can enter tax information for the item.

LC	Item	Quantity Invoiced	Unit Cost
U of M	Description		Extended Cost
0	100%LG	0	\$28.46
Each	Green Phone		\$0.00
Subtotal			\$0.00

Item: Nontaxable
 Item Tax Schedule
 Purch Addr Tax Sched: USAUSSTCITY+6*
 Calculated Tax: \$0.00

- In the Item field, enter the tax option for the line item that's displayed. The options are Taxable, Nontaxable, and Base on Creditor. The default value for this field comes from the Item Maintenance window.

Taxable The item will be taxed. Select a tax schedule using the lookup button or enter a new one.

Nontaxable The item will not be taxed.

Base on Creditor The tax schedule for the item will be the tax schedule specified for the creditor for the purchase order.

- In the Item Tax Schedule field, enter or select the tax schedule to apply to the item. The default is the value specified for the item in the Item Maintenance window.

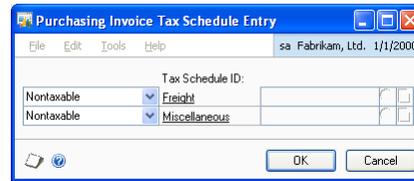


This field is available only if you've selected Taxable in the Item Tax Option field and if you selected the Advanced option in the Purchase Order Processing Setup Options window. For more information, refer to [Setting up company options for GST features](#) on page 10.

- If the Site Tax Schedule field is displayed, enter or select the tax schedule that is applicable to the site where the item was purchased. If a purchase order is entered, the default schedule for the purchase order will be displayed. If no purchase order is entered, the tax schedule for the site will be displayed.
- The amount displayed in the Calculated Tax field is calculated automatically, depending on tax schedule for the item. It is recalculated each time the settings for the item, such as quantity or cost, is changed.

To view and modify tax information for the line item, choose the Calculated Tax expansion button to open the Purchasing Invoice Line Item Tax Detail Entry window. For more information, refer to [Entering multiple line item tax details](#) on page 48.

15. Choose OK to save your changes in the Purchasing Invoice Item Tax Detail Entry window.
16. You can specify separate tax schedules for freight and miscellaneous charges. Choose the Freight or Miscellaneous expansion button to open the Purchasing Invoice Tax Schedule Entry window.



The default tax schedules from the Purchase Order Processing Setup Options window are used to calculate freight and miscellaneous tax amounts. Accept the default settings or enter new tax schedules.

For more information about non-line item tax schedules, refer to [Setting up company options for GST features](#) on page 10.

17. Select the tax option for freight and miscellaneous charges. The options are Taxable, Nontaxable, and Base on Creditor.

Taxable The item will be taxed. Select a tax schedule using the lookup button or enter a new one.

Nontaxable The item will not be taxed.

Base on Creditor The tax schedule for the item will be the tax schedule specified for the creditor for the purchase order.



When you change the default tax option, a message is displayed. Choose Recalculate to confirm the new setting or Cancel to return to the default setting.

18. Choose OK to save the settings and close the window.

To enter multiple line item tax details:

1. Open the line item tax detail entry window for a transaction.
 (Transactions >> Purchasing >> Purchase Order Entry >> Select Creditor Item >> Creditor Item expansion button >> Calculated Tax expansion button)
 (Transactions >> Purchasing >> Receivings Transaction Entry >> Select Creditor Item >> Creditor Item expansion button >> Calculated Tax expansion button)
 (Transactions >> Purchasing >> Enter/Match Invoices >> Select Creditor Item >> Creditor Item expansion button >> Calculated Tax expansion button)

Tax Detail ID	Total Purchases	Total Taxable Purchases	Tax Amount
Description	Account	Percent/Amount	
	\$0.00	\$0.00	\$0.00

Difference: \$0.00

Buttons: OK, Delete, Default

2. Use the lookup button to select the tax details to add to the item. For tax details based on flat amounts, you must enter an amount in the Tax Amount field.
3. Choose OK to save your changes and close the window. The amounts in the Calculated Tax field will be adjusted, based on the tax details you included for the item.

Updating posted transactions with received tax invoices

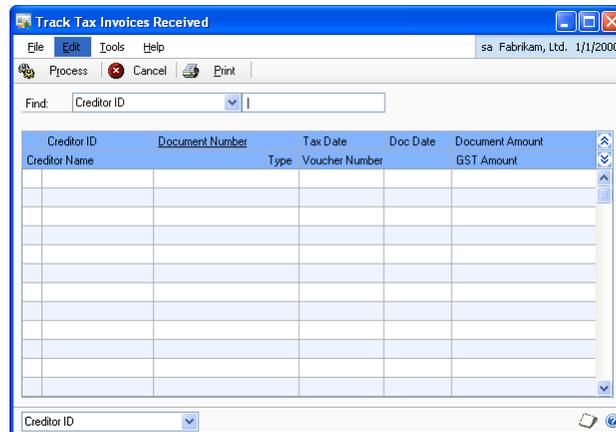
Use the Track Tax Invoices Received window to view posted purchasing transactions that you haven't received tax invoices for. You can use this window to update your records when you receive a tax invoice and to modify tax dates, if necessary.



You must have previously set up a tax detail to require a tax invoice in the Tax Details Maintenance window. For more information, refer to [Setting up tax details](#) on page 19.

To update posted transactions with received tax invoices:

1. Open the Track Tax Invoices Received window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Purchasing >> Tax Invoice Received)



2. Mark the transactions that already have tax invoices. Modify tax dates, if necessary. Modifying tax dates for transactions ensures that the transactions are recorded in the correct tax periods for the BAS.
3. Choose Print to print a Tax Invoice Required report, which will list all the purchasing transactions that do not have tax invoices.

For more information about printing options, refer to the Microsoft Dynamics GP documentation.

4. After updating the transactions, choose Process. An updated Tax Invoice Received report will be printed.

Chapter 5: Tax Invoices and Adjustment Notes

This portion of the documentation describes tax invoices, adjustment notes, and reports that are generated using the Australian GST features.

You can modify reports using Report Writer. For more information, refer to the Report Writer documentation.

This information is divided into the following sections:

- [*Generating tax invoices*](#)
- [*Generating adjustment notes*](#)
- [*Generating recipient created tax invoices*](#)
- [*Generating recipient created adjustment note*](#)
- [*Alignment form*](#)
- [*Tax Invoice Required Report*](#)
- [*Tax Invoice Received Report*](#)

Generating tax invoices

A tax invoice shows information about a transaction, including the creditor's ABN number and information about whether the amounts are inclusive of GST charges. The corresponding report also displays the business number of the company and the debtor.

A tax invoice is generated for the following types of transactions:

- Sales/Invoices
- Debit Memos
- Finance Charges
- Services/Repairs
- Warranties

There are four types of tax invoices.

Tax invoice without tax details (with or without inclusive tax amounts) This invoice will not contain tax details. A note explaining that the total price of the supply includes GST is generated with the invoice.

Tax invoice with tax details but without inclusive tax amounts This invoice includes line item tax details. A note explaining that the total price of the supply includes GST is generated with the invoice.

Tax invoice with tax details and inclusive tax amounts This invoice includes line item tax details. The tax amount is distributed in the line item amount, subtotal, miscellaneous, and freight fields. The tax field will display a zero amount. A note that specifies that the amounts are inclusive of tax and that the total price of the supply includes GST also is generated.

Tax invoice with tax details, inclusive tax amounts and both line item and summary information This tax invoice includes line item and summary tax details. A note that specifies that amounts are inclusive of tax and that the total price of the supply includes GST also is generated.

The following table lists the windows that you can generate tax invoices from.

Window	Navigation
Receivables Transaction Entry window (Transactions >> Sales >> Transaction Entry)	Print button
Receivables Batch Entry window (Transactions >> Sales >> Receivables Batches)	Print button >> Print Tax Invoice >> Print button
Sales Batch Entry window (Transactions >> Sales >> Sales Batches)	File >> Print >> Include Invoices >> Include Tax Details >> Print Tax Invoice >> Print button
Sales Transaction Entry window (Transactions >> Sales >> Sales Transaction Entry >> Enter or select invoice transaction)	File >> Print >> Include Invoices >> Include Tax Details >> Print Tax Invoice >> Print button
Receivables Transaction Enquiry Zoom window (Enquiry >> Sales >> Transaction by Debtor or Transaction by Document)	Document Number zoom (Sales, Finance Charge, Services/Repairs, Warranty, Debit Memo) >> Print button
Sales Transaction Enquiry Zoom window (Enquiry >> Sales >> Transaction by Debtor or Transaction by Document by Document)	Document Number zoom (Invoices) >> Print button

Generating adjustment notes

An adjustment note shows the corrections that are made on a Business Activity Statement, such as GST charges or input tax credit attributed to a statement that has an incorrect amount. The corresponding report shows the same information that is generated on a tax invoice, but includes the modified transaction amount.

You can generate adjustment notes for credit memos and return documents. There are four types of adjustment notes.

Adjustment note with tax details and inclusive tax amounts This adjustment note includes line item tax details. The tax amount is distributed in the line item amount field, subtotal, miscellaneous, and freight fields. The tax field will have a zero value. A note explaining that amounts are inclusive of tax is included.

Adjustment note without tax details (with or without inclusive tax amounts) This adjustment note will not contain tax details. A note explaining that the total price of the supply includes GST is included.

Adjustment note with tax details but without inclusive tax amounts This adjustment note contains line item tax details. A note explaining that the total price of the supply includes GST is included.

Adjustment note with tax details, inclusive tax amounts, and both line item and summary information This adjustment note includes line item and summary tax details. A note explaining that amounts are inclusive of tax is included.

The following table lists the windows that you can generate an adjustment note from.

Window	Navigation
Receivables Transaction Entry window (Transactions >> Sales >> Transaction Entry)	Print button
Receivables Batch Entry window (Transactions >> Sales >> Receivables Batches)	Print button >> Print Adjustment Note >> Print button
Sales Batch Entry window (Transactions >> Sales >> Sales Batches)	File >> Print >> Include Returns >> Include Tax Details >> Print Adjustment Note >> Print button
Sales Transaction Entry window (Transactions >> Sales >> Sales Transaction Entry >> Enter or select invoice transaction)	File >> Print >> Include Returns >> Include Tax Details >> Print Adjustment Note >> Print button
Receivables Transaction Enquiry Zoom window (Enquiry >> Sales >> Transaction by Debtor or Transaction by Document)	Document Number zoom (Credit Memo, Return) >> Print button
Sales Transaction Enquiry Zoom window (Enquiry >> Sales >> Transaction by Debtor or Transaction by Document)	Document Number zoom (Invoices) >> Print button

Generating recipient created tax invoices

You can print recipient created tax invoices when you enter purchasing transactions. The same information that is generated for a tax invoice is displayed on the corresponding report.

A recipient created tax invoice is printed for the following types of transactions in Payables Management.

- Invoices
- Finance Charge
- Miscellaneous Charge

A recipient created tax invoice is printed for the following types of transactions in Purchase Order Processing.

- Shipment/Invoice
- Invoice

There are four types of recipient created tax invoices. For more information, refer to [Generating tax invoices](#) on page 51.

The following table lists the windows that you can generate recipient created tax invoices from.

Window	Navigation
Payables Transaction Entry window (Transactions >> Purchasing >> Transaction Entry)	Print button
Payables Batch Entry window (Transactions >> Purchasing >> Batches)	Print button >> Recipient Created Tax Invoice >> Print button
Receivings Transaction Entry window (Transactions >> Purchasing >> Receivings Transaction Entry)	Print button >> Print button
Purchasing Invoice Entry window (Transactions >> Purchasing >> Enter/Match Invoices)	Print button >> Print button
Payables Transaction Entry Zoom window (Enquiry >> Purchasing >> Payables Summary)	Document Number zoom (Invoices) >> Print button
Receivings Transaction Enquiry Zoom window (Enquiry >> Purchasing >> Purchase Order Docs)	Receipt No. zoom (Shipment/ Invoice) >> Print button >> Print button
Purchasing Invoice Enquiry Zoom window (Enquiry >> Purchasing >> Purchase Order Docs)	Receipt No. zoom (Invoice) >> Print button >> Print button

Generating recipient created adjustment note

You can generate recipient created adjustment notes when entering purchasing transactions or making purchasing enquiries. The same information printed in an adjustment note will be displayed on the corresponding report.

A recipient created adjustment note is printed for the following types of transactions in Payables Management.

- Credit Memo
- Return

There are four types of recipient created adjustment notes. For more information on these types, refer to [Generating adjustment notes](#) on page 52.

The following table lists the windows that you can print the adjustment note from.

Window	Navigation
Payables Transaction Entry window (Transactions >> Purchasing >> Transaction Entry)	Print button
Payables Batch Entry window (Transactions >> Purchasing >> Batches)	Print button >> Recipient Created Adjustment Note >> Print button
Payables Transaction Entry Zoom window (Enquiry >> Purchasing >> Payables Trx)	Document Number zoom (Credit Memo) >> Print button

Alignment form

You can print an alignment form to verify the alignment of the document or the form before you print an actual form. The printout will display sample characters instead of data from your report.

The following table lists the windows that you can generate alignment forms from.

Window	Navigation
Receivables Batch Entry window (Transactions >> Sales >> Receivables Batches)	Print button >> Alignment >> Print button
Sales Transaction Entry window (Transactions >> Sales >> Sales Transaction Entry)	Print button >> Alignment >> Print button
Sales Transaction Enquiry Zoom window (Enquiry >> Sales >> Transaction by Document)	Document Number zoom >> Print button >> Alignment >> Print button

You also can generate an alignment form by selecting Print Alignment Form in the Options menu of the following windows.

- Payables Transaction Entry window
- Payables Transaction Entry Zoom window
- Receivables Transaction Entry window
- Receivables Transaction Entry Zoom window

Tax Invoice Required Report

The Tax Invoice Required report lists all of the purchasing transactions that had no tax invoices on the date that they were posted.

You can print this report from the Track Tax Invoice Received window. To print a Tax Invoice Required report, select Microsoft Dynamics GP menu >> Tools >> Routines >> Purchasing >> Tax Invoice Received, and then choose Print.

Tax Invoice Received Report

The Tax Invoice Received Report lists all of the purchasing transactions that have tax invoices. The report is generated after you mark one or more purchasing transactions in the Track Tax Invoices Received window. Choose Process to update the information and to print a Tax Invoice Received report. For more information, refer to [Updating posted transactions with received tax invoices](#) on page 49.

Part 3: Enquiries and Reports

This portion of the documentation provides information that you can use to view, analyse, and print transactions and tax detail information.

It also provides information about generating Business Activity Statements (BAS) and Pay As You Go (PAYG) reports, and then sending them to the Australian Taxation Office.

The following information is discussed:

- [Chapter 6, "Tax Enquiries,"](#) explains how to view tax information using the Sales Order Processing and Purchase Order Processing enquiry windows.
- [Chapter 7, "Business Activity Statements,"](#) explains how to generate and modify a BAS and then send it electronically to the Australian Taxation Office using Microsoft Dynamics GP.
- [Chapter 8, "Pay As You Go Summary Report,"](#) explains how to generate and modify a PAYG payment summary report and send it electronically to the Australian Taxation Office.

Chapter 6: Tax Enquiries

Use this information to view and print detailed and summarised tax information in various windows.

This information is divided into the following sections:

- [Viewing receivables tax information](#)
- [Viewing sales tax information](#)
- [Viewing payables tax information](#)
- [Viewing purchase order tax information](#)

Viewing receivables tax information

Use the Receivables Transaction Enquiry Zoom window or the Sales Transaction Enquiry Zoom window to view tax information about an existing receivables transaction. You also can print a tax invoice or adjustment note after viewing the information.

For more information about tax invoices, refer to [Generating tax invoices](#) on page 51. For more information about adjustment notes, refer to [Generating adjustment notes](#) on page 52. For more information about the Receivables Transaction Enquiry Zoom window, refer to the Receivables Management manual.

To view receivables tax information:

1. Open the Receivables Transaction Enquiry Zoom window.
(Enquiry >> Sales >> Transaction by Debtor >> Select a sales document in the scrolling window >> Click the document number link)
(Enquiry >> Sales >> Transaction by Document >> Select a document in the scrolling window >> Click the Document Number link)

The screenshot shows the 'Receivables Transaction Enquiry Zoom' window. The title bar includes 'File Edit Tools Options View Help' and 'sa Fabrikam, Ltd. 1/1/2000'. The window contains several data fields and a summary table.

Document Type	Sales / Invoices	Batch ID	TEST3
Number	SALES00000001000	Document Date	5/8/2007
Description		Date Voided	0/0/0000
Debtor ID	AARONFIT0001	Currency ID	Z:US\$
Name	Aaron Fitz Electrical	Terms	Net 30
Address ID	PRIMARY	Shipping Method	LOCAL DELIVERY
Salesperson ID	PAUL W.	Tax Schedule	USASTCITY-6*
Territory ID	TERRITORY 1	P.O. Number	
Cost	\$0.00	Payment Amount	\$0.00
Sales	\$0.00	Discount Taken	\$0.00
Trade Discount	\$0.00	On Account	\$0.00
Freight	\$0.00		
Miscellaneous	\$0.00		
Tax	\$0.00		
Total	\$0.00		

Buttons at the bottom: Revaluation, Apply, Distribution, Commission.

2. From the Additional menu in the Receivables Transaction Enquiry Zoom window, choose View >> Print Amounts Inclusive of Tax to include tax amounts while printing transactions. Depending on the type of transaction that's displayed in the window, you also can print a tax invoice or an adjustment note.

3. Choose the Tax expansion button to view the tax details assigned to this transaction.
4. To print the transaction, choose Print. You can also select to print tax invoices or adjustment notes.

For information about specifying printing options in Receivables Management, refer to the Receivables Management documentation.

Viewing sales tax information

Use the Sales Transaction Enquiry Zoom window to view tax information about an existing sales transaction. You can view items, inclusive tax amounts, the tax date, and tax schedules assigned to your debtor. You also can print a tax invoice or adjustment note after viewing the information.

For more information about tax invoices, refer to [Generating tax invoices](#) on page 51. For more information about adjustment notes, refer to [Generating adjustment notes](#) on page 52.

For more information about the Sales Transaction Enquiry Zoom window, refer to the Sales Order Processing documentation.

To view sales tax information:

1. Open the Sales Transaction Enquiry Zoom window.
(Enquiry >> Sales >> Sales Documents >> Select a document in the scrolling window >> Click the Document Number link)

The screenshot shows the 'Sales Transaction Enquiry Zoom' window for document 'INV53014'. The window displays various fields for document information, including Date (9/25/2008), Batch ID (CONTRACTS), Debtor Name (Riverside University), and Ship To Address (5678 Herman St.). Below this is a table of line items:

Item Number	D	U of M	Invoice Quantity	Unit Price	Extended Price
5-CONTRACTS	<input type="checkbox"/>	Each	1	\$3,333.30	\$3,333.30
5-CONTRACTS	<input type="checkbox"/>	Each	1	\$0.00	\$0.00
5-CONTRACTS	<input type="checkbox"/>	Each	1	\$0.00	\$0.00
5-CONTRACTS	<input type="checkbox"/>	Each	1	\$0.00	\$0.00
5-CONTRACTS	<input type="checkbox"/>	Each	1	\$308.30	\$308.30

At the bottom of the window, there is a summary section with the following values:

Amount Received	\$0.00	Subtotal	\$3,641.60
Terms Discount Taken	\$0.00	Trade Discount	\$0.00
On Account	\$3,896.53	Freight	\$0.00
Comment ID		Miscellaneous	\$0.00
		Tax	\$254.93
		Total	\$3,896.53

2. From the Additional menu, choose View >> Inclusive of Tax to display inclusive tax amounts for the transaction. This will adjust your transaction amounts to include the appropriate tax calculations.
3. To view the Tax Date, you can choose the Date expansion button to open the Sales Date Enquiry Zoom window.
4. Choose OK to close the Sales Date Enquiry Zoom window.

5. You can view tax schedules assigned to the debtor or to an item.

Debtor tax schedule To view the tax schedule assigned to the debtor, choose the Debtor ID expansion button to open the Sales Debtor Detail Enquiry Zoom window. The tax schedule assigned to the debtor will be displayed. Choose OK to close the Sales Debtor Detail Enquiry Zoom window.

Item tax schedule To view tax schedules assigned to an item, select the item in the scrolling window and choose the Item Number expansion button to open the Sales Item Detail Enquiry Zoom window. The tax schedule assigned to the item will be displayed.

Item tax details To view the tax details for the item, choose the Calculated Tax expansion button. The Sales Line Item Tax Detail Enquiry window displays the tax details assigned to the item. Choose OK to close the Sales Line Item Tax Detail Enquiry window.

Choose OK in the Sales Item Detail Enquiry Zoom window to return to the Sales Transaction Enquiry Zoom window.

6. To view the Freight or Miscellaneous tax schedules assigned to the transaction, choose the Freight or Miscellaneous expansion button. The Sales Tax Schedule Enquiry Zoom window displays the tax schedules assigned to the Freight and Miscellaneous fields. Choose OK to close the Sales Tax Schedule Enquiry Zoom window.
7. To view a summary of tax details assigned to the transaction, choose the Tax expansion button. The Sales Tax Summary Enquiry window displays the tax details assigned to the entire transaction. Choose OK to close the Sales Tax Summary Enquiry window.
8. Choose the Print icon to open the Sales Document Print Options window. Select the printing options and choose Print.

For information about printing documents in Sales Order Processing, refer to the Microsoft Dynamics GP documentation.

9. Choose OK to close the Sales Transaction Enquiry Zoom window.

Viewing payables tax information

Use the Payables Transaction Enquiry Zoom window to view tax information for an existing payables transaction. You can view PAYG withholding information for the creditor, the tax date, and tax schedules assigned to the creditor and to items. You also can print a tax invoice or an adjustment note created from a receipt that has inclusive tax amounts.

For more information about tax invoices created from receipts, refer to [Generating recipient created tax invoices](#) on page 53. For more information about adjustment notes created from receipts, refer to [Generating recipient created adjustment note](#) on page 54.

For more information about the Payables Transaction Enquiry Zoom window, refer to the Payables Management documentation.

To view payables tax information:

1. Open the Payables Transaction Entry Zoom window.
(Enquiry >> Purchasing >> Transaction by Creditor or Transaction by Document >> Select an invoice document >> Click the Document Number link)

If the Creditor is subject to PAYG withholding tax, the Subject to Withholding option will be marked and an amount will be displayed in the Rate fields.

2. From the Additional menu in the Payables Transaction Entry Zoom window, choose Options >> Print Amounts Inclusive of Tax to include tax amounts in your transaction printout.
3. To view the tax date, choose the Doc. Date expansion button to open the Payables Date Entry Zoom window. Choose OK to close the window.
4. To view the tax details assigned to this transaction, choose the Tax expansion button to open the Payables Tax Enquiry window. Choose OK to close the window.
5. Choose the Print button to print the transaction. Depending on the type of transaction you are viewing, a recipient created tax invoice or a recipient created adjustment note is printed.

For more information about printing options in Payables Management, refer to the Microsoft Dynamics GP documentation.

6. Choose OK to close the Payables Transaction Entry Zoom window.

Viewing purchase order tax information

You can use the following windows to view tax information for an existing purchase order transaction.

- Purchase Order Enquiry Zoom window
- Receivings Transaction Enquiry Zoom window
- Purchasing Invoice Enquiry Zoom window

You can view PAYG withholding information for a creditor, the tax date, and tax schedules assigned to items and to the creditor. You also can print a recipient created tax invoice or recipient created adjustment note with inclusive tax amounts after you have viewed the purchase order.

For more information, refer to [Generating recipient created tax invoices](#) on page 53 and [Generating recipient created adjustment note](#) on page 54.

For more information about these windows, refer to the Purchase Order Processing documentation.

To view purchase order tax information:

1. Open the Purchase Order Processing Document Enquiry window (Enquiry >> Purchasing >>Purchase Order Documents) or Purchase Order Processing Item Enquiry window. (Enquiry >> Purchasing >> Purchase Order Items)
2. Enter vendor and document information to view and choose Redisplay.



If you're viewing the Receivings Transaction Enquiry Zoom window or the Purchasing Invoice Enquiry Zoom window, be sure to mark Receipts Received to display all invoices.

3. Select a document from the scrolling window.
 - To open the Purchase Order Enquiry Zoom window, select a purchase order and click the PO Number link.
 - To open the Receivings Transaction Enquiry Zoom window, select a shipment or a shipment/invoice document and click the Receipt No. link.
 - To open the Purchasing Invoice Enquiry Zoom window, select an invoice document and click the Receipt No. link.
4. From the Purchasing Invoice Enquiry Zoom window or the Receivings Transaction Enquiry Zoom window, select the Inclusive of Tax option from the Additional >> View menu to display inclusive tax amounts for the transaction. This will adjust your transaction amounts to include the appropriate tax computations.
5. To view the tax date, choose the Date expansion button in the Purchasing Invoice Enquiry Zoom window or the Receivings Transaction Enquiry Zoom window. Choose OK to close the window.
6. To view the tax schedule assigned to the creditor based on a shipping method, choose the Creditor ID expansion button from the Purchase Order Enquiry Zoom window. The Purchasing Creditor Detail Enquiry Zoom window displays the tax schedule assigned to the creditor.

If the Creditor is subject to PAYG withholding tax and you're viewing the Purchasing Invoice Enquiry Zoom window or the Receivings Transaction Enquiry Zoom window, the Subject to Withholding option will be marked and amounts will be displayed in the Rate fields.

After viewing shipping method information, choose OK.

7. You can view tax schedules assigned to a creditor or to an item.

Creditor tax schedule To view the tax schedules assigned to a creditor, select the item in the scrolling window of the Purchase Order Enquiry Zoom window or the Receivings Transaction Enquiry Zoom window and choose the Creditor Item expansion button. The tax schedule assigned to the creditor will be displayed in an enquiry zoom window.

Item tax schedule To view the tax schedules assigned to an item, choose the Calculated Tax expansion button from the Purchasing Item Detail Inquiry Zoom window or the Receivings Transaction Inquiry zoom window. The tax details assigned to the item will be displayed in an enquiry zoom window. Choose OK to close the window.

8. To view the tax schedules assigned to freight or miscellaneous charges, choose the Freight or Miscellaneous expansion button. Choose OK to close the window.
9. To view a summary of tax details assigned to the transaction, choose the Tax expansion button. A tax detail summary enquiry zoom window displays the tax details assigned to the entire transaction. Choose OK to close the window.
10. You can choose the Print button to print the transaction.

For more information about specifying print options in Purchase Order Processing, refer to the Microsoft Dynamics GP documentation.

11. Choose OK to close the enquiry zoom window.



You can use the Track Taxes Invoices Received window (Microsoft Dynamics GP menu >> Tools >> Routines >> Purchasing >> Tax Invoice Received) to verify that you received tax invoices for posted transactions.

Chapter 7: Business Activity Statements

You can create and then modify reports that include GST tax details before you submit Business Activity Statements to the Australian Taxation Office (ATO). You can print a BAS and submit it manually to the taxation office, or you can export the BAS information to a form that's provided by the ATO's Electronic Commerce Interface (ECI) software and then lodge the report with the ATO.

For more information about the Australian Taxation Office's ECI software, refer to [Understanding the Electronic Commerce Interface \(ECI\) software](#) on page 26.

This information is divided into the following sections:

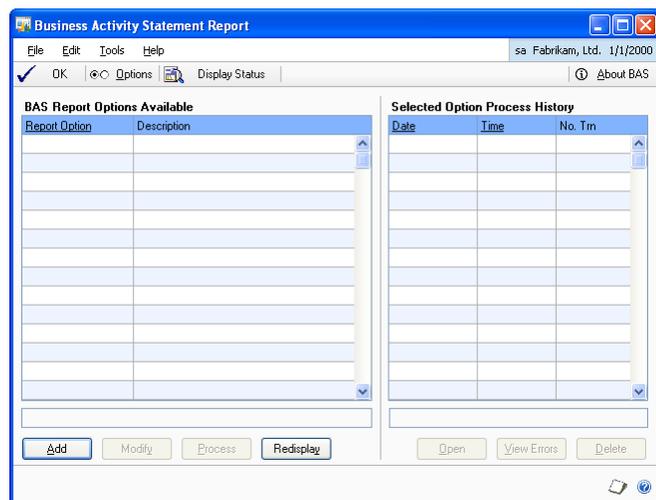
- [Viewing BAS report options information](#)
- [Creating BAS report options](#)
- [Modifying BAS report options](#)
- [Completing a BAS process run](#)
- [Modifying a BAS process run](#)
- [Printing the Business Activity Statement](#)
- [Printing a BAS report](#)
- [Uploading and consolidating process runs](#)
- [Importing forms and exporting the BAS](#)
- [Lodging the BAS](#)

Viewing BAS report options information

You can use the Business Activity Statement Report window to open other windows where you can view existing report options, modify report options, or create new report options that you'll use to process and print Business Activity Statements.

To view BAS report options information:

1. Open the Business Activity Statement Report window.
(Reports >> Company >> BAS Report)



- The window displays two panes that include the following information.

BAS Report Options Available Previously created report options are displayed. When you select a report option, the date and time that the report option was last processed are displayed.

Selected Option Process History For each report option that you select, the dates on which the statements were previously processed are displayed. When you select a process, the status of the process is displayed.

- Choose OK to close the window.

Creating BAS report options

Use the BAS Report Options Maintenance window to create instructions for generating BAS process runs. The settings in this window determine how information is extracted and then included on a BAS.

To modify a BAS report option, refer to [Modifying BAS report options](#) on page 69.

Once you create a report option, you can process a BAS run to be sure that no errors were encountered in the process run. You can complete as many process runs as required, for each report option.

To create BAS report options:

- Open the BAS Report Options Maintenance window.
(Reports >> Company >> BAS Report >> choose Add)

- Enter a name, description, and form type for the report option.
- Specify processing options for the BAS.

Use Separate Date Range for Pay as You Go Processing Mark this option to indicate that you will enter a new date range specifically for processing transactions with withholding tax. If this option is not marked, the default withholding processing date range specified for the GST Processing Date Range will be used.

Do not perform Goods and Services Tax Processing Mark this option to process only transactions with withholding tax. For example, mark this option when the BAS is lodged quarterly but PAYG is lodged monthly, usually by medium withholders.

This option is available only if you've selected the Use Separate Date Range for Pay As You Go Processing option.

Include Acquisitions when a Tax Invoice is required but not yet received Mark this option to include GST acquisitions when a tax invoice has not been received. Typically, under GST legislation, these acquisitions should not be reported on the BAS.

Classified as a Large Withholder, this will leave W2 and W4 blank on the BAS Mark this option to indicate that the company is a large withholder. No entries will be made in the W2 and W4 fields.

Do not perform Pay As You Go Processing Mark this option to process only transactions that include GST amounts.

This option is available only if you've selected the Use Separate Date Range for Pay As You Go Processing option.

Report using Tax Collected & Paid amount Mark this option to use the actual transaction amounts instead of an estimate based on the "Divide by 11" formula.

Exclude History Transactions Mark this option if historical transactions should not be included on the BAS.

4. In the Base Date Ranges on field, specify how the date range should be determined for transactions with GST amounts. You can select Tax Date, Document Date, or GL Posting Date.
5. Specify the date range settings for transactions with GST amounts. The total number of days for the range is displayed in the window. The Date fields are not available if you've marked the Do Not Perform Goods and Services Tax Processing option.
6. Specify the date range settings for Pay As You Go Processing, which are transactions with withholding tax amounts. The total number of days for the range is displayed in the window.

7. Choose Transactions to open the BAS Report Options Transactions window.

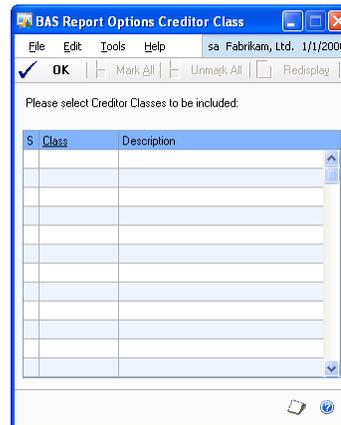


8. Select All from the Series field, or select one or more series to include in the report option. Any series that you select will be displayed in the Transactions list.
9. Mark each type of transaction from the Transactions list to include in the report option.
10. Choose OK to save the settings and close the window.
11. Choose Tax Details from the BAS Report Options Maintenance window to open the BAS Report Options Tax window.



12. Select the tax details assigned to transactions to include in the BAS. This is useful if you use the Microsoft Dynamics GP database for more than one GST registered entity. You can separate the BAS reports for each business by using different and exclusive tax details for each reporting unit.
13. Choose OK to save your changes and close the window.

- Choose Creditor Class from the BAS Report Options Maintenance window to open the BAS Report Options Creditor Class window.



- Select creditor classes associated with the transactions to include in the BAS. Choose OK to save your changes and close the window.
- Choose Save in the BAS Report Options Maintenance window to save the report options without generating a BAS.
- Choose Process to generate a BAS based on the report option. For more information, refer to [Completing a BAS process run](#) on page 69.

Modifying BAS report options

Use the BAS Report Options Maintenance window to modify existing BAS report options. For information about creating a BAS report option, refer to [Creating BAS report options](#) on page 66.

To modify BAS report options:

- Open the Business Activity Statement window.
(Reports >> Company >> BAS Report)
- Select a report option from the BAS Report Options Available list and choose Modify.
- Make changes to the report option, as necessary.
- Choose Save to save the report option without generating a Business Activity Statement. Choose Process to generate a BAS based on the modified report option. For more information refer to [Completing a BAS process run](#) on page 69.

Completing a BAS process run

To generate a Business Activity Statement, you must complete a process run, which will be based on the selections you've made in the BAS Report Options Maintenance window. For more information, refer to [Creating BAS report options](#) on page 66 or [Modifying BAS report options](#) on page 69.

To complete a BAS process run:

1. You can complete a BAS process run either from the Business Activity Statement Report window or the Report Options Maintenance window.

Use the information in the following table to open the Business Activity Statement Report window or the Report Options Maintenance window.

Window	Navigation
Business Activity Statement Report window (Reports >> Company >> BAS Report >> Select Report Option)	Process button
Report Options Maintenance window (Reports >> Company >> BAS Report >> Select Report Option >> Add or Modify button)	Enter or modify information >> Process Button

A message is displayed when you choose Process, giving you an option to generate a Business Activity Statement. Choose Yes on the message to generate the statement.

2. While the BAS is being generated, you can choose Display Status to open the Business Activity Statement Processing Status window, where you can view the status of the BAS. Choose OK to close the window.



Use the BAS Processing Status window only to view the progress of the process run. You must close this window otherwise to speed up the processing of your BAS.

After the BAS has been generated, the Business Activity Statement Report window is displayed again. The BAS that you generated is included in the Selected Option Process History list box.

3. If there were errors in processing, choose View Errors to open the BAS Error Log window to view information about the errors. We recommend that you attempt to correct the errors and then process the report option again.

Modifying a BAS process run

Use the Edit Business Activity Statement window to modify a process run before it is lodged with the ATO. You also can adjust amounts; for instance, if you receive transaction information from other sources besides those posted in Microsoft Dynamics GP.

To modify a BAS process run:

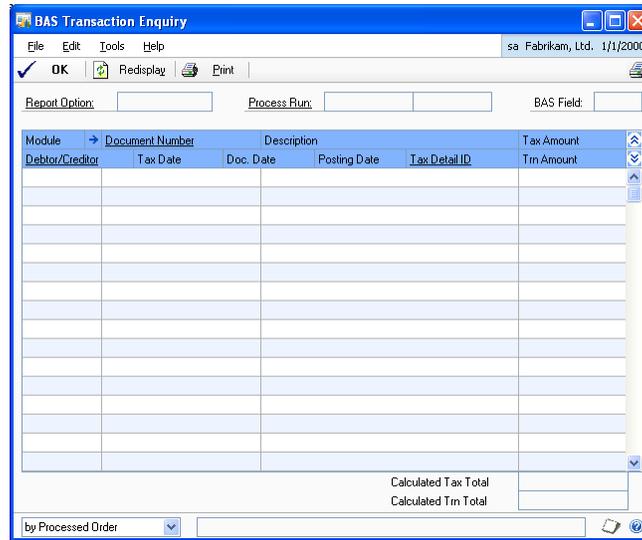
1. Open the Edit Business Activity Statement window.
(Reports >> Company >> BAS Report >> Select a process run from the Selected Option Process History window >> choose Open)

2. Choose the Report Option link to open the BAS Report Options Maintenance window to view the report option that was used to create the BAS. For more information about report options, refer to [Creating BAS report options](#) on page 66 and [Modifying BAS report options](#) on page 69.
3. Choose the Process Run field expansion button to open the View BAS Header Information window, where you can view the BAS header information.

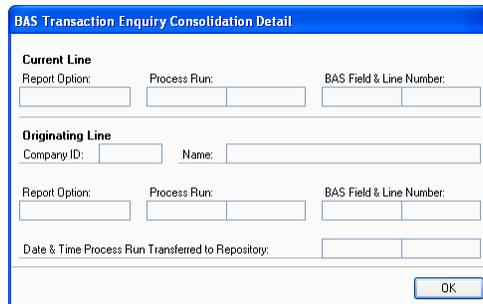


Information will be displayed in the window only if you've imported an electronic BAS from the ECI. Otherwise, all fields will be blank.

4. You can change the BAS form type. Some fields in the Edit Business Activity Statement window might be not be active, depending on the form type you've selected.
5. Choose OK to close the View Imported Header Information window.
6. You can click any of the field links in the Edit Business Activity Statement window to open the BAS Transaction Enquiry window, where you can view the transaction details for the fields in the BAS.



Choose the Module field expansion button to open the BAS Transaction Enquiry Consolidation window, where you can view the consolidation details for the particular BAS transaction.



7. In the Edit Business Activity Statement window, make changes, as necessary. When you modify amounts, the amounts in total fields will be adjusted accordingly.

- Choose the expansion button for fields 1A or 1B in the Edit Business Activity Statement window to open the Edit GST Details window.

- Select an option for calculating GST, and enter the necessary values.
- Choose the expansion button for any of the fields in the Edit GST Details window to open the Edit GST Calculation Sheet, which shows the following tax information:
 - Goods and services tax payable
 - Credit for goods and services tax paid

- Make changes in the Edit GST Calculation Sheet window, as necessary, and choose OK. The Edit GST Details window will display the new amounts.
- Choose OK in the Edit GST Details window. The Edit Business Activity Statement window will display the new amounts.

13. Choose the expansion button for fields 4, 5A, or 6A in the Edit Business Activity Statement window to open the Edit PAYG & Installment Details window, where you can view the following information:
- Total amounts withheld from all payments
 - Income tax installment
 - Fringe benefits tax installment

The screenshot shows the 'Edit PAYG & Instalment Details' window. It contains the following sections:

- PAYG tax withheld:** Fields W1 (Total of salary, wages and other payments), W2 (Amount withheld from payments shown at W1), W4 (Amounts withheld where no ABN is quoted), W3 (Other amounts withheld), and W5 (Total amounts withheld). Instruction: Write at 4.
- Fringe benefits tax (FBT) instalment:** Field F1 (ATO instalment amount), F2 (Estimated FBT for the year), and F3 (Varied amount for the quarter). Instruction: Write the F3 amount at 6A on Summary.
- PAYG income tax instalment:**
 - Option 1: Pay PAYG instalment amount:** Field T7 (Pay PAYG instalment amount). Instruction: Write this amount at 5A on Summary.
 - OR if varying this amount, complete T8, T9, T4:** Fields T8 (Estimated tax for the year) and T9 (Varied instalment amount). Instruction: Write the T9 amount at 5A on Summary.
 - OR Option 2: Calculate PAYG instalment using income x rate:** Fields T1 (PAYG instalment income), T2 (Rate), T3 (New varied rate), and T11 (T1 x T2). Instruction: Write at 5A.

14. Make the necessary changes to the amount fields and choose OK. The new amounts will be displayed in the Edit Business Activity Statement window.
15. Choose OK to reflect the changes you've made to the BAS. A message will be displayed, and you'll have the option to mark the process run as lodged. Refer to [Lodging the BAS](#) on page 79 for more information about lodging BAS process runs.

Printing the Business Activity Statement

A Business Activity Statement contains information that you can use for your own reference purposes, and also information that you must report to the Australian Taxation Office.

Use the Business Activity Statement Report window to print a BAS or to print a test report before you print the actual BAS.

To print the Business Activity Statement:

1. Open the Business Activity Statement Report window. (Reports >> Company >> BAS Report)
2. Select an option from the Selected Option Process History list and choose Open to open the Edit Business Activity Statement window.
3. Choose Print BAS. A message is displayed giving you an option to print the Business Activity Statement on plain paper or to the GST Calculation Worksheet.

4. Select a printing destination and choose OK.

Printing a BAS report

You can use the Print BAS Reports window to print a report that provides information about transactions that are included in the process run. You can specify sorting options, as well as the level of transaction detail to include in the report.

To print a BAS report:

1. Open the Business Activity Statement Report window. (Reports >> Company >> BAS Report)
2. Select a process run from the Selected Option Process History list and choose Open to open the Edit Business Activity Statement window.
3. Choose Print Reports. The Print BAS Reports window opens.



4. Select the BAS fields to include in the report. You can select All Fields or a specific field in the BAS.
5. Select a sorting order. Information on the report can be displayed by tax date, document date, posting date, transaction, or by debtor/creditor.
6. Mark the following options in the window, as needed, for the report.

Group Transactions by BAS field Mark this option if transactions by BAS field should be used as a second sorting option. This option is available only if you have included all BAS fields in the report.

Subtotal by Sort Order Mark this option to display a subtotal for each group listed in the report. This option is available only if you are sorting the report by transaction.

Show Transaction Detail Mark this option to include details about each transaction in the report. This option is available only if you previously marked Group Transactions by BAS field or Subtotal by Sort Order.

Group Transaction Detail for Document Mark this option if only totals for each document should be displayed. This option is available only if you are sorting the report by transaction and have marked Show Transaction Detail.

7. Choose Print.
8. Select a printing destination and choose OK to print the BAS reports.

7. Mark the options for consolidating your BAS forms.

Transfer Process Run with Detail Mark this option to display transaction details from the secondary companies while you've logged on to the primary company.

Remove After Consolidation Mark this option to consolidate the process runs once. To consolidate process runs more than once, unmark this option.

8. Select a process run in the scrolling window.
- To upload a process run to a repository, go to step 9.
 - To consolidate process runs into a single BAS, go to step 11.
9. To upload the BAS for the primary company to the repository, choose Transfer Current Process Run Into Repository. Information for the current process run is added to the scrolling window.

A message is displayed to confirm that the process run should be uploaded. Choose Yes.

10. Choose OK to close the window.
- Repeat steps 1 - 9 to upload the process run for each secondary company into the repository.
 - To consolidate secondary company BAS process runs with your primary company, repeat steps 1 - 8 and then go to step 11.
11. To consolidate the selected BAS form with the one generated for the primary company, choose Consolidate Repository Entry Into Current Process Run.

A message is displayed each time you consolidate a process run with the process run for the primary company. Choose Yes.

12. Choose OK to view the amounts in the Edit Business Activity Statement window.

After you have consolidated process runs, you can modify BAS fields in the Business Activity Statement window. For more information, refer to [Modifying a BAS process run](#) on page 70.

Importing forms and exporting the BAS

To file your BAS electronically, you must have access to the Electronic Commerce Interface (ECI) software to import a form from ECI, and then you can merge the BAS information with the form. Refer to [Understanding the Electronic Commerce Interface \(ECI\) software](#) on page 26 for more information about the ECI software, and to the ECI documentation supplied by the ATO for more information about installing and setting up the software on your computer.

Use the Edit Business Activity Statement window to import a form using the ECI software and to export your BAS information to the form. Exported BAS information will be transferred to an Extensible Markup Language (XML) file.

To import a form and export a BAS:

1. Open the Business Activity Statement Report window.
(Reports >> Company >> BAS Report)
2. Choose a process run. Choose Open to open the Edit Business Activity Statement window.
3. Verify information for the BAS and make changes, as necessary. For information about modifying the BAS, refer to [Modifying a BAS process run](#) on page 70.
4. Choose Import BAS.
 - To manually import the BAS form, specify the location of the form.
 - If you've specified a path in the Business Activity Statement Setup window when you set up BAS report options, the BAS form will be imported to that location. For more information, refer to [Setting up the Business Activity Statement options](#) on page 27.

The View BAS Header Information window is displayed once you've imported the form.

5. Make changes, as necessary. Choose OK to return to the Edit Business Activity Statement window.
6. Verify the information in the Edit Business Activity Statement window. For more information, refer to [Modifying a BAS process run](#) on page 70.
7. Choose Export BAS. The BAS information is merged with the imported form. A message is displayed when the BAS has been exported successfully. Choose OK.

Lodging the BAS

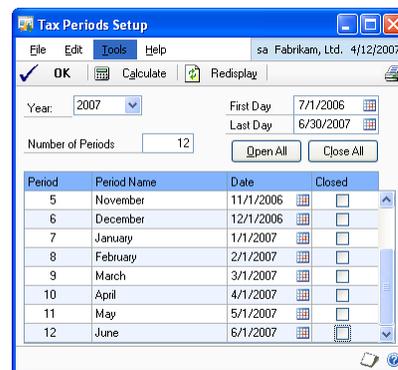
You can use the Edit Business Activity Statement window and the Tax Period Setup window to lodge a BAS with the ATO. When this is complete, fields in the Business Activity Statement Edit window will be marked “read-only,” and can’t be modified.

To lodge the BAS:

1. Open the Business Activity Statement Report window.
(Reports >> Company >> BAS Report)
2. Choose a process run. Choose Open to open the Edit Business Activity Statement window.
3. Choose Lodge BAS. A message is displayed to indicate that no further changes must be made.
4. Choosing Yes on the message displays another message, requesting you to close the tax period for the selected BAS. Choose OK.

The Tax Period Setup window opens where you can set up the tax periods.

5. Select one or more tax periods to close.



6. Choose OK to close the tax periods and to return to the Business Activity Statement Report window.
7. To verify that the BAS has been lodged successfully, select the BAS process run you have lodged. It should have a Lodged status.

Chapter 8: Pay As You Go Summary Report

You can create Pay As You Go preliminary reports and view transaction information and withholding tax details before you submit the reports to the Australian Taxation Office. You can print and modify a PAYG payment summary that you can use for reference and to supply the information to creditors you've withheld PAYG taxes from.

You can create a PAYG report and then lodge the PAYG using the Australian Taxation Office's Electronic Commerce Interface (ECI) Software, or you can export the PAYG to magnetic media files that are sent to the Magnetic Information Processing Services (MIPS).

For more information about the ATO's ECI software, refer to [Understanding the Electronic Commerce Interface \(ECI\) software](#) on page 26.

This information is divided into the following sections:

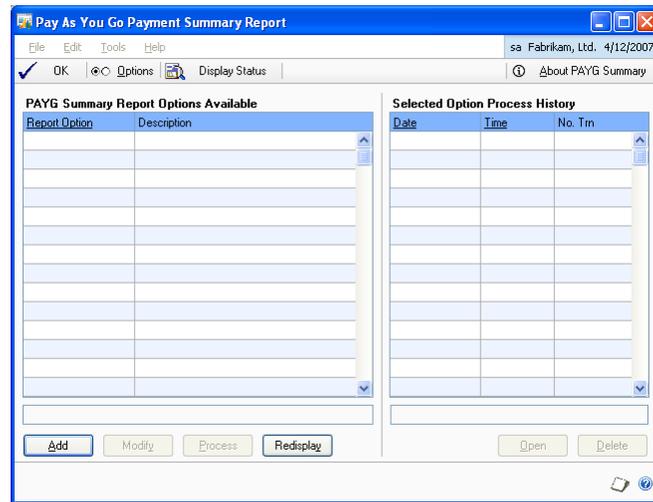
- [Viewing PAYG report options information](#)
- [Creating PAYG report options](#)
- [Modifying PAYG report options](#)
- [Completing a PAYG process run](#)
- [Modifying a PAYG process run](#)
- [Printing the PAYG summary](#)
- [Printing PAYG reports](#)
- [Uploading and consolidating a PAYG process run](#)
- [Exporting the PAYG](#)
- [Printing lodgement forms](#)
- [Lodging the PAYG](#)

Viewing PAYG report options information

You can use the Pay As You Go Payment Summary Report window to open other windows where you can view existing report options, modify report options, or create new report options that you'll use to complete PAYG process runs.

To view PAYG report options information:

1. Open the Pay As You Go Payment Summary Report window.
(Reports >> Company >> PAYG Summary Report)



2. The window displays two panes that includes the following information.

PAYG Summary Report Options Available Previously created report options are displayed. When you select a report option, the date and time when the report option was last processed are displayed.

Selected Option Process History For each report option that you select, all the instances of when the statement was processed is displayed. When you select a process, the status of the process are displayed.

Creating PAYG report options

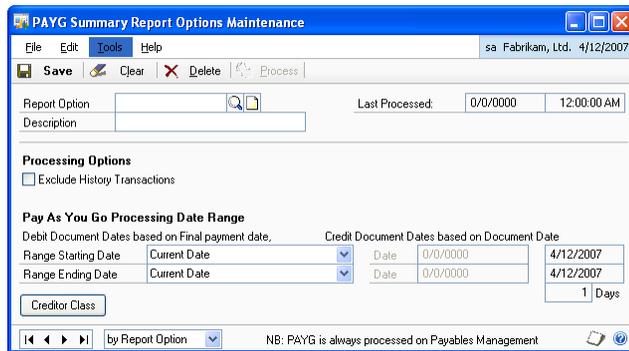
Use the PAYG Summary Report Options Maintenance window to create instructions for generating PAYG process runs. The settings in this window determine how information is extracted and then included on your PAYG summary report.

To modify a PAYG report option, refer to [Modifying PAYG report options](#) on page 84.

After you create a report option, you can process a PAYG run to determine if errors were encountered in a process run. You can conduct as many process runs, as necessary, for each report option.

To create PAYG report options:

1. Open the PAYG Summary Report Options Maintenance window.
(Reports >> Company >> PAYG Summary Report >> choose Add)



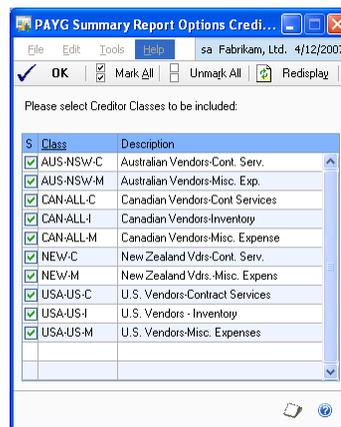
2. Enter a name and description for the report option.
3. Specify whether historical transactions will be included in the calculation of PAYG.
4. Specify the date range settings for transactions with withholding tax amounts.

Range Starting Date Choose the starting date of the range. Depending on the selection you make, you can specify a date or day.

Range Ending Date Choose the ending date of the range. Depending on the selection you make, you can specify a date or day.

The total number of days for the range is displayed in the window.

5. Choose the Creditor Class button to open the PAYG Summary Report Options Creditor Class window.



6. Choose Mark All, or select the creditor classes associated with the transactions to include in the PAYG summary report.
7. Choose OK to save the settings and close the window.

- Choose Save to save the report options without generating a PAYG summary report. Choose Process to generate the report based on the report option.

Modifying PAYG report options

Use the PAYG Summary Report Options Maintenance window to modify existing PAYG report options. For information about creating a PAYG report option, refer to [Creating PAYG report options](#) on page 82.

To modify PAYG report options

- Open the PAYG Summary Report Options Maintenance window. (Reports >> Company >> PAYG Summary Reports)
- Select a report option and choose Modify.
- Make changes to the report option, as necessary.
- Choose Save to save the report option without generating a PAYG summary report.
- Choose Process to generate a PAYG summary report based on the modified report option.

Completing a PAYG process run

To generate a Pay As You Go summary report, you must complete a process run, which will be based on the selections you've made in the PAYG Summary Report Options Maintenance window. For more information, refer to [Creating PAYG report options](#) on page 82 and [Modifying PAYG report options](#) on page 84.

To complete a PAYG process run:

- You can complete a PAYG process run from the Pay As You Go Payment Summary Report window or the PAYG Summary Report Options Maintenance window.

Use the information in the following table to open the Pay As You Go Payment Summary Report window or the PAYG Summary Report Options Maintenance window.

Window	Action
Pay As You Go Payment Summary Report window (Reports >> Company >> BAS Report >> Select Report Option)	Process button
PAYG Summary Report Options Maintenance window (Reports >> Company >> PAYG Summary Report >> Select Report Option >> Add or Modify button)	Enter or modify information >> Process Button

After you choose Process, a message is displayed giving you an option to generate a PAYG report. Choose Yes.

- While the PAYG report is being generated, you can choose Display Status to open the Pay As You Go Payment Summary Processing Status window, where you can view the status of the PAYG report you're creating. Choose OK.



Use the Pay As You Go Payment Summary Processing Status window only to view the progress of the process run. You must close this window otherwise, to speed up the processing of your PAYG report.

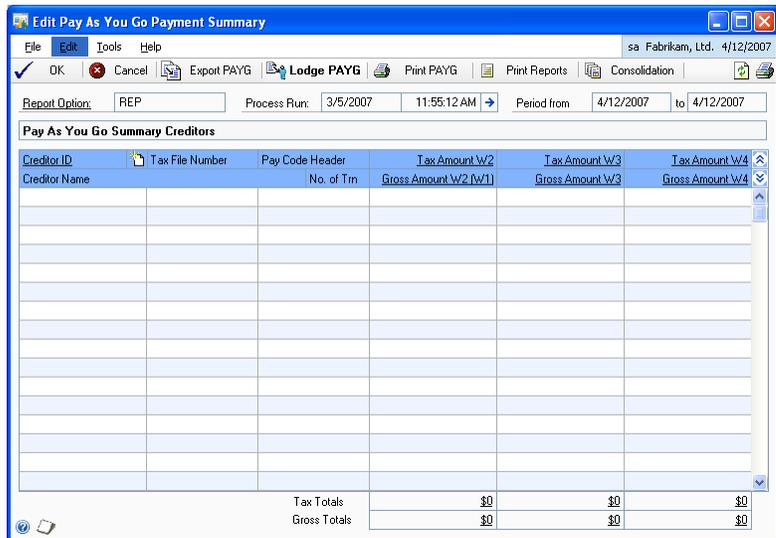
- After generating the PAYG report, the Pay As You Go Payment Summary Report window is displayed again. The PAYG report that you generated is included in the Selected Option Process History list box.

Modifying a PAYG process run

Use the Edit Pay As You Go Payment Summary window to modify a process run before you file the PAYG report with the ATO. You also can adjust amounts; for instance, you might need to modify amount and total fields if you receive transaction information from other sources besides those posted in Microsoft Dynamics GP.

To modify a PAYG process run:

- Open the Pay As You Go Payment Summary Report window. (Reports >> Company >> PAYG Summary Report)
- Select an option from the Selected Option Process History list.
- Choose Open to open the Edit Pay As You Go Payment Summary window.



- Choose the Add Creditor button beside the Creditor ID field to include PAYG information for other creditors.
- Choose the Report Option link to open the PAYG Summary Report Options Maintenance window, where you can view the report option that was used to create the PAYG report. For more information about report options, refer to [Creating PAYG report options](#) on page 82 and [Modifying PAYG report options](#) on page 84.

- Choose OK to save your changes to the PAYG summary. A message is displayed giving you an option to mark the process run as lodged. Choose Yes to lodge the process run. For more information, refer to [Lodging the PAYG](#) on page 93.

Printing the PAYG summary

A PAYG summary contains information that you can use for your own reference purposes, and also information that you can provide for the creditors from whom PAYG was withheld.

Use the Print Pay As You Go Payment Summary window to print the PAYG summary or to print a test print report before you print the actual PAYG summary report.

To print the PAYG summary:

- Open the Pay As You Go Payment Summary Report window. (Reports >> Company >> PAYG Summary Report)
- Select an option from the Selected Option Process History list and choose Open to open the Edit Pay As You Go Payment Summary window.
- Choose Print PAYG to open the Print Pay As You Go Payment Summary window.

- Select a range of creditors to be included in the report. To include all creditors in the report, leave the Start Creditor ID and End Creditor ID fields blank.
- Select one or more form types to print from the following options.
 - Individual Non-Business
 - Business and Personal Services Income
 - Withholding Where No ABN Quoted
 - Individual Non-Business Notice to Payee
- Enter the print date to be displayed in the report.

7. Select one or more types of copies to print from the following options. This field is available only if you have selected Withholding Where No ABN Quoted option as the form in the Document Selection field.
 - Single Copy
 - Payer Copy
 - Payee's Tax Return Copy
 - Payee's Personal Records Copy
 - Additional Copy
8. Select an option in the Amendment Indicator field to indicate whether the payment summary report contains original or amended data.

This field is available only if you have selected Single Copy as the option in the Copy Selection field.

Original Select this option if you are printing the report for the first time. This information is printed in the payment summary report.

Amended Select this option to print an amended report. This information is printed in the payment summary report.
9. Specify the number of notices to be printed If you select Individual Non-Business Notice to Payee.
10. Mark to collate reports by creditors or by copies.
11. Choose Print PAYG.
12. Select a printing destination and choose OK to print the PAYG summary report.

Printing PAYG reports

You can use the Print PAYG Reports window print a report that provides information about transactions that are included in the process run. You can specify sorting options, as well as the level of transaction detail to include in the report.

To print PAYG reports:

1. Open the Pay As You Go Summary Report window. (Reports >> Company >> PAYG Summary Report)
2. Select an option from the Selected Option Process History list and choose Open to open the Edit Pay As You Go Payment Summary window.
3. Choose Print Reports. The Print PAYG Reports window opens.



4. Select the PAYG fields to include in the report. You can select All Fields or a specific field in the PAYG.
5. Select a sorting order. Information on the report can be displayed by tax date, document date, posting date, transaction, or by creditor. Choose how the report will be sorted.
6. Mark the other options in the window, as needed, for the report.

Group Transactions by PAYG field Mark this option if Group transactions by PAYG field should be used as a second sorting option. This option is available only if you chose to include all PAYG fields in the report.

Subtotal by Sort Order Mark this option to generate a subtotal for each group listed in the report. This option is available only if you are sorting the report by transaction.

Show Transaction Detail Mark this option to include details about each transaction in the report. This option is only available if you've marked the Group Transactions by PAYG field and/or Subtotal by Sort Order option.

Group Transaction Detail by Document Mark this option if only totals for each document should be displayed. This option is available only if you are sorting the report by creditor and have marked the Show Transaction Detail option.

7. Choose Print.
8. Select a printing destination choose OK to print the reports.

Uploading and consolidating a PAYG process run

If your business is a single tax entity comprised of several companies, you need to lodge only a single PAYG summary for them to the ATO.

You must identify a primary company that will be used to consolidate all the process runs from the secondary companies with the primary company to create a single PAYG report.

Use the Pay As You Go Payment Summary Consolidation window to upload existing process runs to a repository and then to consolidate them to create a single a PAYG summary.

After you have consolidated process runs into a single PAYG, you can modify the fields in the Edit Pay As you Go Payment Summary window.



The process runs for all the companies must have the same date range.

To upload and consolidate a PAYG process run:

1. Start Microsoft Dynamics GP and log on to one of your secondary companies.
2. Select an option from the Selected Option Process History list. If you haven't already created a process run, refer to [Completing a PAYG process run](#) on page 84.
3. Choose Open to open the Edit Pay As You Go Payment Summary window.



Be sure to modify information for individual process runs in the Edit Pay As You Go Payment Summary window before you consolidate them.

4. Choose Consolidation to open the Pay As You Go Payment Summary Consolidation window.

5. Mark the options for consolidating your PAYG forms.

Transfer Process Run with Detail Mark this option to display transaction details from the secondary companies while you've logged on to the primary company.

Remove After Consolidation Mark this option only if you will consolidate the process runs once. To consolidate process runs more than once, unmark this option.

6. Select the process run in the scrolling window.
 - To upload a process run to a repository, go to step 7.
 - To consolidate process runs into a single PAYG summary, go to step 9.

7. To upload the primary company's PAYG to the repository, choose Transfer Current Process Run Into Repository. The information for the current process run is added to the scrolling window.

A message will be displayed to confirm that the process run should be uploaded. Choose Yes.

- Repeat steps 1 - 7 to upload each secondary company PAYG summary into the repository.
- To consolidate secondary company PAYG process runs with your primary company, repeat steps 1 - 6 and then go to step 9.

8. Choose OK to close the window.
9. To consolidate the PAYG process runs with the one generated for the primary company, choose Consolidation to open the Pay As You Go Payment Summary Consolidation window.

A message will be displayed each time that you consolidate a process run with the process run for the primary company. Choose Yes.

10. Choose OK to view the amounts in the Edit Pay As You Go Payment Summary window after you've consolidated all of the process runs.

Exporting the PAYG

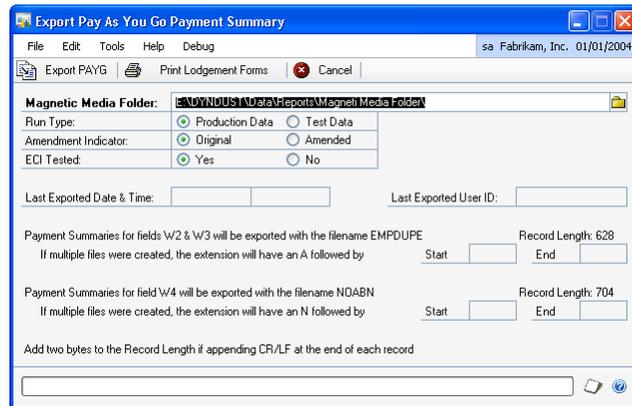
Use the Export Pay As You Go Payment Summary window to export a PAYG to a magnetic media file. Exported PAYG information will be named EMPDUPE (W2 & W3) or NOABN (W4) depending on the PAYG fields.

You can file your PAYG electronically through the ECI software, or send the exported files to the MIPS branch of the ATO. Refer to [Understanding the Electronic Commerce Interface \(ECI\) software](#) on page 26 for more information on the ECI software.

To export a PAYG:

1. Open the Pay As You Go Payment Summary Report window. (Reports >> Company >> PAYG Summary Report)
2. Select a process run from the Selected Option Process History list.
3. Choose Open to open the Edit Pay As You Go Payment Summary window.
4. Verify the information for the PAYG and make changes, as necessary. For more information, refer to [Modifying a PAYG process run](#) on page 85.

- Choose Export PAYG to open the Export Pay As You Go Payment Summary window.



- Select the path of the magnetic media file where information will be exported.
- Select whether to export the information as the test data or final data in the Run Type field.

Production Data Select this option to export the information as the final data. These reports are identified with the letter 'P' in the export files.

Test Data Select this option to export the information as the test data. These reports are identified with the letter 'T' in the export files.

- Select an option in the Amendment Indicator field to indicate whether the payment summary report contains original or amended data.

Original Select this option if you are exporting the report for the first time. These reports are identified with the letter 'O' in the export file.

Amended Select this option to export an amended report. These reports are identified with the letter 'A' in the export file.

- Select an option in the ECI Tested field to indicate whether the software has been successfully tested using the ECI software.

Yes Select this option if you have tested the report using the ECI software. These reports are identified with the letter 'Y' in the export files.

No Select this option if you have not tested the report using the ECI software. These reports are identified with the letter 'N' in the export files.

- Choose Export PAYG. The PAYG information is exported to several files. If errors occurred during the export process, the Export Pay As You Go Payment Summary Error Log window will appear. We recommend that you try to correct the errors and then export the PAYG again.
- Choose OK to close the window or choose Print to print a list of errors.

Printing lodgement forms

You can print magnetic media lodgement forms for PAYG summary and No ABN Quoted. These forms contain information about the magnetic media files sent to the MIPS.

Lodgement forms are not required for lodging electronically through the ECI software.

Use the Export Pay As You Go Payment Summary window to print the forms.

To print lodgement forms:

1. Open the Pay As You Go Payment Summary Report window.
(Reports >> Company >> PAYG Summary Report)
2. Select a process run.
3. Choose Open to open the Edit Pay As You Go Payment Summary window.
4. Verify the information for the PAYG and make changes, as necessary. For more information, refer to [Modifying a PAYG process run](#) on page 85.
5. Choose Export PAYG to open the Export Pay As You Go Payment Summary window.
6. Choose Print Lodgement Forms. A message is displayed and you'll have the option to choose from the following options.

PAYG Choose this option to print lodgement forms for PAYG summary only.

No ABN Choose this option to print lodgement forms for No ABN Quoted only.

Both Choose this option to print lodgement forms for PAYG summary and No ABN Quoted.

7. Select a printing destination and choose OK to print the forms.

Lodging the PAYG

You can use the Edit Pay As You Go Payment Summary window to lodge a PAYG with the ATO. When this is complete, fields in the Edit Pay As You Go Payment Summary window will be marked "read-only," and can't be modified.

To lodge the PAYG:

1. Open the Pay As You Go Payment Summary Report window.
(Reports >> Company >> Summary Report)
2. Select a process run.
3. Choose Lodge PAYG. A message is displayed to indicate that no further changes must be made. Choose Yes.
4. To verify that the PAYG has been lodged successfully, select the PAYG process run you have lodged. It should have a Lodged status.

Glossary

ABN

A single identifier for your dealings with the Australian Taxation Office and for future dealings with other departments and agencies at all levels. It will eventually replace the Australian Company Number or Australian Registered Body Number.

Acquisition

The things you buy such as goods and services for your business, including transactions when obtaining advice or information, taking out a lease of business premises or hiring business equipment.

ATO

Australian Taxation Office, the government agency in charge of taxation in Australia.

BAS

Business Activity Statement, a form submitted to the ATO, which lists a business' financial obligations and entitlements. Depending on the volume of transactions, this can be filed monthly or quarterly.

BAS assignment

A field in the Tax Detail Maintenance window where you can assign a BAS field for a particular tax value. You should specify a BAS assignment to a GST-specific tax detail so that transactions that use the tax detail will be appropriately allocated to a BAS when electronically generated.

BAS registration key

A code supplied by Microsoft Dynamics GP to activate the BAS features. Registering and entering the registration key allows full use of the BAS features.

Business certificate

An electronic identification code that allows you to use the ECI. You need to import a certificate for your business before you can use the ECI for processing your documents. *See also* [ECI](#).

CEG user ID

Corporate External Gateway user ID, an ID by a supplier registered with the ATO.

Consolidation

The process of combining the BAS forms of several affiliated companies that file their BAS as a single entity.

Deduction certificate

An identification code given by the ATO that allows a business to have a lower deduction or be exempt from deductions. Also called variance certificate.

ECI

Electronic Commerce Interface, an application that allows you to communicate with the ATO for collecting and sending

documents, checking the validity of your documents before they are sent, and checking the documents after they are received or sent. This application is downloaded from the ATO web site.

Exclusive tax amount

The amount before taxes or the amount without taxes included in the total.

Exporting

The process of saving a file in another format that can be read by other applications or programs. *See also* [Importing](#).

GST

Goods and services tax, a value-added tax levied on most goods and services in Australia. It is levied whenever a business supplies goods and services in the course of its business activity.

GST-free supplies

Supplies that are not levied GST. Even if you have GST-free supplies, you can still claim input tax credits for anything you acquire or import for your business.

Importing

The process of acquiring a file from another application. *See also* [Exporting](#).

Inclusive tax amount

A selling price that includes tax in the amount at the time of the sale.

Input tax credit

Credit for the GST-inclusive price that you pay for an acquisition or the GST paid on an importation, if the importation is for use in your business. This tax credit precludes input taxed supplies. You need a tax invoice to claim an input tax credit (except for purchases of \$50 or less).

Input taxed supplies

A type of supply that is not levied a GST. This type of supply is not entitled to any input tax credits for GST costs incurred in the supply. Some purchasers have the option to declare whether a supply is input taxed or not.

Lodging

The process of protecting information in BAS fields and marking them as read-only.

MIPS

Magnetic Information Processing Services, a department of the ATO which is in charge of magnetic media files.

Multiple price level

A schedule of prices for an item or group of items. The prices depend on who the item is being sold to. In GST, this feature is used to set tax-exclusive and tax-inclusive price levels for an item.

Non-line item

Miscellaneous charges, freight charges or some other item.

PAYG

Pay as You Go, an instalment tax paying system that allows businesses to deduct amounts from payments made to other businesses or entities.

Site tax schedule

A type of tax schedule that applies to a store, warehouse or other location from which business or store items are sold.

Taxable supplies

Supplies that are levied a 10% tax on the value of the supplies. The supplier is normally able to claim a credit for any GST that has been levied in making these supplies. A supply is not a taxable supply if it is GST-free or input-taxed.

Tax date

The date recorded on receivables and payables documents, which specifies when tax was levied on the transaction.

TFN

Tax File Number, an identification number issued by the ATO. You can use this in your dealings with the ATO if you do not have an ABN.

Withholding tax

Tax that is deducted at the source: on interest, dividend and royalty payment made to non-residents, and certain investments or payments to residents where the recipient has not provided an ABN. *See also* [PAYG](#).

WPN

Withholding Payer Number, an identification number issued by the ATO. This can be used in lieu of the ABN.

XML

Extensible Markup Language, a system of creating common information formats and sharing both the format and the data on the World Wide Web, intranets, and other environments. It is used by any individual or group of individuals or companies that wants to share information in a consistent way. It is the specified format for transferring to and from the ATO's ECI software.

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