



Microsoft Dynamics® GP
VAT Daybook

Copyright

Copyright © 2011 Microsoft Corporation. All rights reserved.

Limitation of liability

This document is provided "as-is." Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it.

Some examples depicted herein are provided for illustration only and are fictitious. No real association or connection is intended or should be inferred.

Intellectual property

This document does not provide you with any legal rights to any intellectual property in any Microsoft product.

You may copy and use this document for your internal, reference purposes.

Trademarks

Microsoft and Microsoft Dynamics are trademarks of the Microsoft group of companies. FairCom and c-tree Plus are trademarks of FairCom Corporation and are registered in the United States and other countries.

All other trademarks are property of their respective owners.

Warranty disclaimer

Microsoft Corporation disclaims any warranty regarding the sample code contained in this documentation, including the warranties of merchantability and fitness for a particular purpose.

License agreement

Use of this product is covered by a license agreement provided with the software product. If you have any questions, please call the Microsoft Dynamics GP Customer Assistance Department at 800-456-0025 (in the U.S. or Canada) or +1-701-281-6500.

Publication date

March 2011

Contents

| | |
|--|-----------|
| Introduction | 1 |
| What's in this manual..... | 1 |
| Symbols and conventions | 1 |
| Resources available from the Help menu..... | 2 |
| Send us your documentation comments..... | 4 |
| Chapter 1: Canadian GST/HST Setup | 5 |
| Setting up the Canadian GST/HST Daybook..... | 5 |
| Setting up GST/HST Daybook report IDs and column codes | 6 |
| Importing a report layout | 7 |
| Exporting a report layout..... | 8 |
| Copying a report layout..... | 8 |
| Modifying a report layout | 9 |
| Setting up the GST/HST Calendar | 10 |
| Setting up the system for Canadian GST/HST | 11 |
| Granting security access for country codes..... | 12 |
| Setting up country codes | 12 |
| Importing the Canadian GST/HST report layout..... | 13 |
| Specifying the default ITC claim rate..... | 13 |
| Chapter 2: Reports and Enquiry | 15 |
| Editing the Canadian tax summary report | 15 |
| Changing the default ITC claim rate..... | 17 |
| Viewing transaction details for the GST/HST return..... | 17 |
| Printing GST/HST Daybook Reports | 18 |
| GST/HST Daybook Detail Report - Sales | 21 |
| GST/HST Daybook Detail Report - Purchases..... | 22 |
| GST/HST Daybook Summary Report..... | 23 |
| GST/HST Daybook Exceptions Report - Sales..... | 25 |
| GST/HST Daybook Exceptions Report - Purchases..... | 26 |
| GST/HST Daybook Exceptions Report - General Entry..... | 27 |
| GST/HST Daybook in Use Report | 27 |
| GST/HST Daybook Column Code Edit List..... | 27 |
| GST/HST Calendar Periods List | 27 |
| GST/HST Daybook Column Code Report Options | 28 |
| GST/HST Daybook Column Code Report | 29 |
| Tax ID Exceptions Report | 30 |
| Viewing GST/HST columns..... | 30 |
| Glossary | 33 |
| Index | 35 |

Introduction

You can use the VAT Daybook feature to generate the Canadian GST/HST return as specified by the Canada Revenue Agency (CRA).

Check for current instructions

This information was current as of March 2011. The documentation may be updated as new information becomes available. Check the Microsoft Dynamics® GP online Web site (<http://go.microsoft.com/fwlink/?LinkID=79222>) 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 Canadian GST/HST, and how it integrates with the Microsoft Dynamics GP system.

To make best use of Canadian GST/HST, you should be familiar with systemwide 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 chapters:

- [Chapter 1, "Canadian GST/HST Setup,"](#) provides information about setting up the Canadian GST/HST and the Canadian GST/HST reports windows.
- [Chapter 2, "Reports and Enquiry,"](#) shows you how to print Canadian GST/HST reports and describes the various tools you can use to view Canadian GST/HST Reports.

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. |

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.

Orientation Training

Accesses online tutorials that show you how to complete basic procedures within Microsoft Dynamics GP. Additional tutorials are available through the CustomerSource Web site.

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.

U.S. Payroll Updates

Provides access to tax updates for state and federal tax withholding. When you select an option, the process to install the updates will begin immediately.



Check with your system administrator before installing tax updates. To be sure that tax updates are installed correctly, refer to documentation for specific tax updates on the CustomerSource Web site.

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.

Chapter 1: Canadian GST/HST Setup

If you are a GST/HST (goods and services tax/harmonized sales tax) registrant with the Canada Revenue Agency (CRA), you must charge and collect GST/HST on all your taxable supplies in Canada, and file regular returns to report that tax.

The following information helps you to set up the Canadian GST/HST. It includes information about setting up the GST/HST Daybook Report layouts for each of your companies, importing, exporting and copying report layouts, and setting up the GST/HST Calendar.

When you set up Canadian GST/HST, you can open each setup window and enter information, or you can use the Setup Checklist window (Microsoft Dynamics GP menu >> Tools >> Setup >> Setup Checklist) to guide you through the setup process. See your System Setup Guide (Help >> Contents >> select Setting up the System) for more information about the Setup Checklist window.

This information is divided into the following sections:

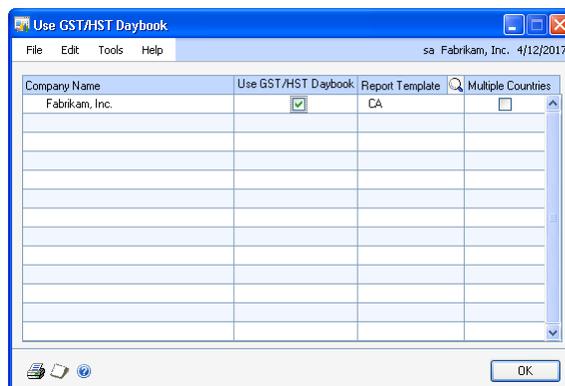
- [*Setting up the Canadian GST/HST Daybook*](#)
- [*Setting up GST/HST Daybook report IDs and column codes*](#)
- [*Importing a report layout*](#)
- [*Exporting a report layout*](#)
- [*Copying a report layout*](#)
- [*Modifying a report layout*](#)
- [*Setting up the GST/HST Calendar*](#)
- [*Setting up the system for Canadian GST/HST*](#)
- [*Granting security access for country codes*](#)
- [*Setting up country codes*](#)
- [*Importing the Canadian GST/HST report layout*](#)
- [*Specifying the default ITC claim rate*](#)

Setting up the Canadian GST/HST Daybook

You can use the Use GST/HST Daybook window to grant companies access to GST/HST Daybook.

To set up GST/HST Daybook:

1. Open the Use GST/HST Daybook window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Use GST/HST Daybook)



2. Mark the Use GST/HST Daybook check box next to each company that needs access to GST/HST Daybook.
3. Select CA as the report template to generate the Canadian GST-HST return.
4. Choose OK.

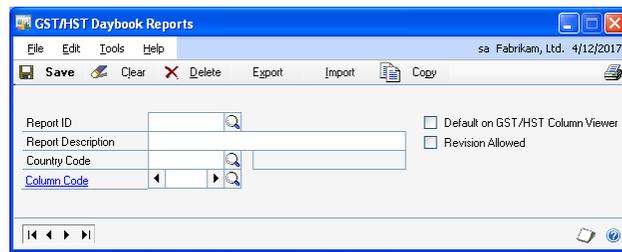
Setting up GST/HST Daybook report IDs and column codes

You can use the GST/HST Daybook Reports window to set up the report ID for a country code. You can also set up column codes for the report ID, and assign tax detail IDs to each column code.

If you're using this feature to generate the Canadian GST/HST return, refer to [Importing the Canadian GST/HST report layout](#) on page 13. You also can set up the default input tax credit claim rate for each tax detail ID used to record input tax credit. Refer to [Specifying the default ITC claim rate](#) on page 13.

To set up GST/HST Daybook report IDs and column codes:

1. Open the GST/HST Daybook Reports window.
(Cards >> Company >> GST/HST Daybook Reports)



2. Enter a report ID and a report description.
3. Enter or select a country code.
4. Enter the column codes for the report ID. You can set up to a maximum of 30 column codes each, for Sales and Purchase Tax Detail IDs.
5. Choose Save.
6. Mark the Default on GST/HST Column Viewer, to have the selected report ID default on the GST/HST Column Viewer in all transaction entry windows and in the GST/HST Daybook Report Options window.
7. Mark the Revision Allowed option to resubmit the GST/HST return where the customs or revenue agency allows GST/HST returns to be resubmitted.

8. Click the Column Code link and open GST/HST Daybook Column Codes window.

9. Enter the GST/HST column code. You can set up to a maximum of 30 column codes for each Sales and Purchasing Tax type.
10. Enter a description for the GST/HST column code in the Description 1 field which is mandatory, and in the Description 2 field, which is optional. Description 1 will appear as the heading in the GST/HST detailed report.
11. Select either a Sales or a Purchase tax type.
12. Enter or select the Tax Detail ID/s for the selected tax type.
13. Select tax amount, net amount, or total amount in the Amount Type field. Tax amount is the total tax amount and net amount is the total taxable amount. Total amount is the sum of the tax and the taxable amounts.
14. Select the document type that you want to track GST/HST in, whether Invoices, Credits, or both Invoices & Credits.
15. Choose the ITC Column Code button to open the ITC Default Claim Rate Maintenance window, where you can enter the default ITC rate for each tax detail ID. Refer to [Specifying the default ITC claim rate](#) on page 13 for more information.
16. Choose Save.



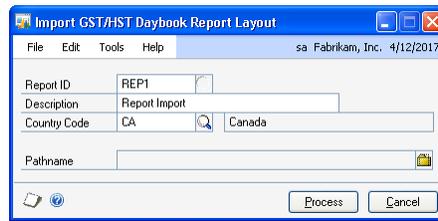
You cannot edit or modify these details once you have printed the summary report for the first time. To make changes, you will need to make a copy of the report ID and then make changes to the copied report ID. For more information, refer to [Copying a report layout](#) on page 8.

Importing a report layout

Use the Import GST/HST Daybook Report Layout window to import a report layout from a text file to the GST/HST Daybook Report Layout.

To import a report layout:

1. Open the Import GST/HST Daybook Report Layout window.
(Cards >> Company >> GST/HST Daybook Reports >> Import button)



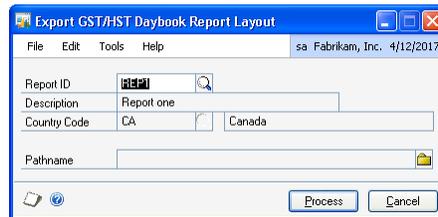
2. Enter a new report ID.
3. Enter a description and country code to use for the report.
4. Select the path of the text file.
5. Choose Process to import from the text file.

Exporting a report layout

You can use the Export GST/HST Daybook Report Layout window to export an existing report ID to a text file.

To export a report layout:

1. Open the Export GST/HST Daybook Report Layout window.
(Cards >> Company >> GST/HST Daybook Reports >> Export button)



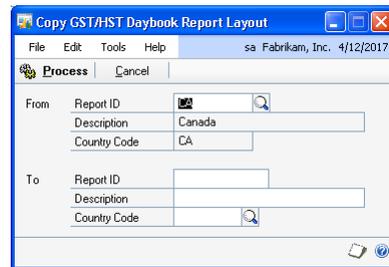
2. Enter or select the report ID to export. The description and country code will be displayed.
3. Select the path where the export file should be saved.
4. Choose Process to export to a text file.

Copying a report layout

You can use the Copy GST/HST Daybook Report Layout window to modify existing reports. You can copy an existing report ID and assign a different report ID. This will be helpful if you want to modify the existing report ID.

To copy a report layout:

1. Open the Copy GST/HST Daybook Report Layout window.
(Cards >> Company >> GST/HST Daybook Reports >> Copy button)



2. In the From Report ID field, enter or select an existing report ID.
3. In the To Report ID field, enter a new report ID. You cannot copy to an existing report ID.
4. Enter a description and country code for the new report.
5. Choose Process. The new report ID will be created.

Modifying a report layout

If there are changes to your existing GST/HST return format, you can export your existing report layout, make the necessary changes, and import it back as a new report ID. You can then add or delete tax detail IDs for each column code as required.

To modify a report layout:

1. Open the Export report layout window (Cards >> Company >> GST/HST Daybook Reports >> Export button).
2. Select the report ID to modify, enter the path to export it to, and choose Process.
3. Go to the location that you exported the report ID and open the .txt file to modify.
4. Add, delete, or modify the name and description of each column code in the Header section of the file as required.
5. Open the Import report layout window (Cards >> Company >> GST/HST Daybook Reports >> Import button).
6. Enter a report ID, description, and country code, and select the path to import the modified report layout file.
7. Choose Process to import the modified report layout.
8. In the GST/HST Daybook Reports window, select the report ID you imported.
9. Choose the Column Code link, and add or remove the tax detail IDs for each column code that has changes.

Setting up the GST/HST Calendar

Use the GST/HST Calendar window to set up the periods for the year to define GST/HST.



Be sure to enter the correct period frequency to report the GST/HST, whether Monthly, Quarterly, or Annual. You are reporting frequency is based on the annual taxable supplies threshold amount specified by the CRA. If you choose to submit a quarterly return, enter 4 in as the number of periods to divide the total number of periods in 4 equal quarters. The period name you enter is exported to the XML file created to submit the Canada GST/HST return.

To set up the GST/HST Calendar:

1. Open the GST/HST Calendar Setup window.
(Cards >> Company >> GST/HST Calendar)

| Period | Period Name | Date | Return Number |
|--------|-------------|----------|---------------|
| 1 | Period 1 | 1/1/2017 | |
| 2 | Period 2 | 2/1/2017 | |
| 3 | Period 3 | 3/1/2017 | |
| 4 | Period 4 | 4/1/2017 | |
| 5 | Period 5 | 5/1/2017 | |
| 6 | Period 6 | 6/1/2017 | |
| 7 | Period 7 | 7/1/2017 | |
| 8 | Period 8 | 8/1/2017 | |

2. Select a Country Code ID or enter a new country code to identify the country that you're setting up the calendar for.
3. Enter the year for the GST/HST report.
4. Select the date to use.

The defined Date To Use (Document Date, Posting Date, or Tax Date, whichever is acceptable by your Customs Agency) that you select in the GST/HST Calendar Setup is used to calculate the GST/HST amounts for the transactions. The transactions are displayed in the GST/HST Daybook report based on the Date to Use you select here.

5. Enter the first day and the last day of the year.

6. Enter the number of periods (from 1 to 12) for the year.
7. Choose Calculate to calculate the first day and last day of each period.
8. Change the period name if required.

The return number column will show the period and year of the summary report, plus the report ID after the audit trail report is printed for that period. You can print a list of calculated periods by choosing File >> Print when the GST/HST Calendar Setup window is displayed.

9. Choose OK to close the window.

Setting up the system for Canadian GST/HST

You must perform the necessary setups before you can generate the GST/HST return from within Microsoft Dynamics GP. Use the following checklist to be sure that you have entered all the information required to generate the return correctly.

| Required setup | Path |
|--|---|
| Enter the company's Canadian business number in the Tax Registration field of the Company Setup window. | Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Tax Registration field. |
| Enter the software identification code issued by the CRA in the User Defined 2 field of the Company Setup window. | Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> User Defined 2 field. |
| Mark the Enable Canadian Tax Detail option in the Company Setup Options window in order to assign a different account to your tax detail IDs, and to print amounts inclusive of taxes on sales invoices. | Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Options button. |
| Grant security access to create and select country codes. | Refer to Granting security access for country codes on page 12. |
| Create a country code for Canada. | Refer to Setting up country codes on page 12. |
| Mark the Use GST/HST Daybook option, and select CA as the report template in the Use GST/HST Daybook window. | Refer to Setting up the Canadian GST/HST Daybook on page 5. |
| Create your GST/HST calendar based on which your GST/HST return is calculated. | Refer to Setting up the GST/HST Calendar on page 10. |
| Import the report ID you will use to generate the GST/HST return. | Refer to Importing a report layout on page 7 and Importing the Canadian GST/HST report layout on page 13. |
| Set up column codes corresponding to each line on the GST/HST return. Associate one or more tax detail IDs with each column. | Refer to Setting up GST/HST Daybook report IDs and column codes on page 6. |
| Specify the default claim rates to calculate the Input Tax Credit.(Column Code106) | Refer to Specifying the default ITC claim rate on page 13. |
| Edit the Canadian Tax Summary report. | Refer to Editing the Canadian tax summary report on page 15. |
| Changing the default ITC claim rate. | Refer to Changing the default ITC claim rate on page 17. |
| Viewing transaction details for each column | Refer to Viewing transaction details for the GST/HST return on page 17. |

| | |
|---|---|
| Generate the Canadian GST/HST return in the required electronic and graphic format. | Refer to Printing GST/HST Daybook Reports on page 18. |
|---|---|

Granting security access for country codes

You must grant users access to create at least one country code, and to select this code while performing Canadian GST/HST reporting setups.

To grant security access to country codes:

1. Open the Security Task Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Security Tasks)
2. Enter or select a task ID, task name, description, and category.
3. Select Microsoft Dynamics GP as the product, Windows as the type, and Company as the series.
4. Mark the Country Code Maintenance option to give access to set up country codes.
5. Mark the Country Codes option to grant access to view and select country codes while performing the GST/HST reporting setups.
6. Choose Save to save your changes for the selected task ID.
7. Assign the task ID you created to the required role IDs in the Security Role Setup window. (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Security Roles).
8. Assign the role ID to the required user IDs. Refer to the Microsoft Dynamics GP documentation for more information on security access settings.

Setting up country codes

Use the Country Code Maintenance window to set up country codes. You must set up at least one country code for Canada before you can perform any setups for Canadian GST/HST reporting. Refer to [Granting security access for country codes](#) on page 12 for information on granting security access to create and select country codes.

To set up country codes:

1. Open the Country Code Maintenance window.
(Right-click the Shortcut bar >> Add >> Add window >> select Microsoft Dynamics GP >> Company >> Country Code Maintenance >> Add >> Done >> click the shortcut link created)
2. Enter the country code to use for Canada and a description for the country code.
3. Choose Save to save the country code.

Importing the Canadian GST/HST report layout

You must import the report layout provided with this feature in order to accurately generate your GST/HST return. When you import the report layout, the following column codes are created by default to correspond with the lines on the GST/HST return. You must assign the appropriate tax detail IDs to each column code. Column code 106 is set as the default column code for input tax credits.

In case you modify or delete this report ID, you must repeat the above process before you can generate the GST/HST return.

| Column Code ID | Description | Tax type |
|----------------|---|------------|
| 101 | Sales and other revenue | Sales |
| 103 | GST/HST collected and collectible | Sales |
| 104 | Adjustments - sales | Sales |
| 106 | Input tax credits | Purchasing |
| 107 | Adjustments - purchasing | Purchasing |
| 135 | GST/HST New Housing Rebates | Purchasing |
| 136 | Deduction for pension rebate amount | Purchasing |
| 205 | Tax due on acquisition of real property | Purchasing |
| 405 | Other tax to be self-assessed | Purchasing |

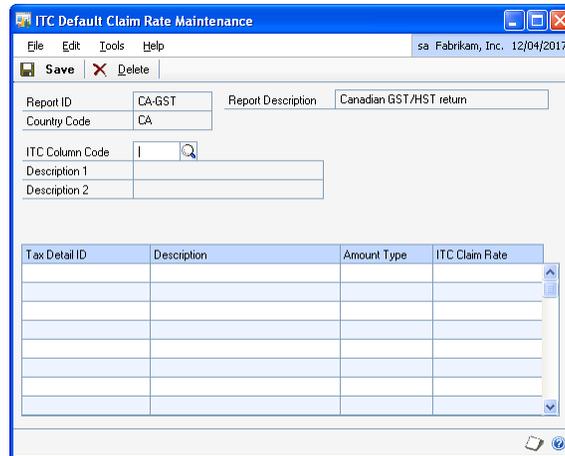
Refer to [Importing a report layout](#) on page 7 and [Setting up GST/HST Daybook report IDs and column codes](#) on page 6 for more information.

Specifying the default ITC claim rate

You can specify the default percentage to claim towards input tax credit for each tax detail ID that you use to record input tax. You must have set up a column code for ITC in the GST/HST Daybook Column Codes window. You can set up only one column code per report ID to track input tax credit details. Once you have saved an ITC column code for a report ID, you must delete it in this window before you can select another column code for input tax credit. Refer to [Setting up GST/HST Daybook report IDs and column codes](#) on page 6.

To specify the default ITC claim rate:

1. Open the ITC Default Claim Rate Maintenance window.
(Cards >> Company >> GST/HST Daybook Reports >> Click the Column Code link >> enter or select the column code to set up for ITC >> ITC Column Code button)



The scrolling window displays all the tax detail IDs you have assigned to the selected column code.

2. Change the claim percentage for each tax detail ID as required. The default is 100%.
3. Choose Save to save the selected column code as the ITC column code and the claim percentages you entered for each tax detail ID.

Chapter 2: Reports and Enquiry

Use the GST/HST Daybook Report Options window to print the detailed and summary reports. You also can print exception reports listing the transactions and the tax detail IDs that were not included in the return. Once you have verified the accuracy of the data, you can generate the final return.

You can use Microsoft Dynamics GP to record the tax on transactions and to generate the Canadian GST/HST monthly, quarterly or annual return in the prescribed electronic format, based on the transactions posted during the period. You can then upload this file on the CRA website to complete the electronic filing process.

This information is divided into the following sections:

- [Editing the Canadian tax summary report](#)
- [Changing the default ITC claim rate](#)
- [Viewing transaction details for the GST/HST return](#)
- [Printing GST/HST Daybook Reports](#)
- [GST/HST Daybook Detail Report - Sales](#)
- [GST/HST Daybook Detail Report - Purchases](#)
- [GST/HST Daybook Summary Report](#)
- [GST/HST Daybook Exceptions Report - Sales](#)
- [GST/HST Daybook Exceptions Report - Purchases](#)
- [GST/HST Daybook Exceptions Report - General Entry](#)
- [GST/HST Daybook in Use Report](#)
- [GST/HST Daybook Column Code Edit List](#)
- [GST/HST Calendar Periods List](#)
- [GST/HST Daybook Column Code Report Options](#)
- [GST/HST Daybook Column Code Report](#)
- [Tax ID Exceptions Report](#)
- [Viewing GST/HST columns](#)

Editing the Canadian tax summary report

Before you submit the GST/HST return for a reporting period, you can preview the total amount for each line on your GST/HST return. You also can manually enter amounts on lines 104, 107, 110, and 111 for adjustments, advance tax installments, and rebate claims. You can open this window only if you've selected CA as the report template, and selected Audit Trail or Audit Reprint as the report type.

To edit the Canadian tax summary report:

1. Open the Canadian Tax Summary Preview window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Company >> GST/HST Daybook Report Print >> Select Type of Report >> Canadian Tax Summary button)

The screenshot shows the 'Canadian Tax Summary Preview' window for 'sa Fabrikam, Ltd.' on 4/12/2017. It includes a menu bar (File, Edit, Tools, Help) and a toolbar with an 'OK' button. The window displays the following information:

- Report ID:** CA, CA
- Country Code:** CA, Canada
- Template ID:** CA, Canada
- Reporting Period:** From 1/1/2017 To 1/31/2017

Reporting Period Summary

| | | |
|---|-----|---------|
| Sales and Other Revenue | 101 | C\$0.00 |
| Total GST/HST New Housing Rebates (Included in 108) | 135 | C\$0.00 |
| Deduction for Pension Rebate Amount (Included in 108) | 136 | C\$0.00 |

Tax Calculation

| | | |
|--|-----|-------------|
| GST/HST Collected and Collectible | 103 | C\$0.00 |
| Adjustments | 104 | C\$1,250.00 |
| Total GST/HST and Adjustments for Period (Add 103 and 104) | 105 | C\$1,250.00 |
| Input Tax Credits (ITCs) | 106 | C\$0.00 |
| Adjustments | 107 | C\$1,000.00 |
| Total ITCs and Adjustments for Period (Add 106 and 107) | 108 | C\$1,000.00 |
| Net Tax (Subtract 108 from 105) | 109 | C\$250.00 |

Other Credits If Applicable

| | | |
|--|-------|-----------|
| Instalments and Net Tax Paid | 110 | C\$10.00 |
| Rebates | 111 | C\$2.00 |
| Total Other Credits (Add 110 and 111) | 112 | C\$12.00 |
| Balance (Subtract 112 from 109) | 113 A | C\$238.00 |

Other Debits If Applicable

| | | |
|---|-------|-----------|
| Tax Due on Acquisition of Real Property | 205 | C\$0.00 |
| Other Tax to be Self-Assessed | 405 | C\$0.00 |
| Total Other Debits (Add 205 and 405) | 113 B | C\$0.00 |
| Balance (Add 113 A and 113 B) | 113 C | C\$238.00 |

Refund Claimed or Payment Enclosed?

The refund claim amount is displayed in 114 if the amount in 113 C is negative
 The payment amount is displayed in 115 if the amount in 113 C is positive

| | | |
|-------------------------|-----|-----------|
| Refund Claimed | 114 | C\$0.00 |
| Payment Enclosed | 115 | C\$238.00 |

You can view the selected report ID, reporting period, and report template, along with the total amount for each line of the return.

2. Enter a value in the amount field for lines 104, 107, 110, and 111, if applicable. You may need to enter this if you have any adjustments, advance tax installments or rebates that will change your GST/HST return amount. Be sure to maintain and submit proofs for the amounts you enter.
3. Click the link for a line to open the GST/HST Column Code Transaction Zoom window, where you can view the details of all the transactions included for the selected line.
4. View the refund amount to claim from the CRA, if any, on line 114.

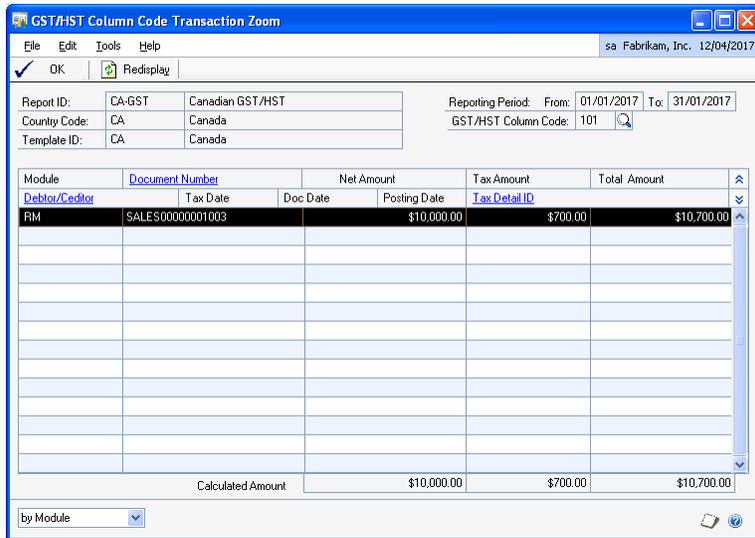


If you have a refund due from the CRA exceeding Cn\$10000.00, you must file the GST/HST return in physical format.

5. View the amount of GST/HST that you are liable to pay on line 115.

To view transaction details for the GST/HST return:

1. Open the GST/HST Column Code Transaction Zoom.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Company >> GST/HST Daybook Reports >> select Type of Report >> Canadian Tax Summary button >> Click any field link)



You can view all the transactions that make up the selected column code.

2. Click the Document Number link to open the Transaction Inquiry window for the selected transaction.
3. Choose the GST/HST Column Code lookup to select a different column code to view transactions for.
4. Choose Redisplay to refresh the window based on the selected column code.
5. Choose OK to close the window after you've viewed the transaction information.

Printing GST/HST Daybook Reports

Once you have verified the values for each line of the GST/HST return, use the GST/HST Daybook Report Options window to generate the return file to submit on the CRA website.

The default file name for the Canadian GST/HST return is GSTYYYYMMDD, representing three alphabetical characters 'GST' followed by the last date of the reporting period. You can change the file name.



We recommend that users incorporate the last date of the reporting period in the file name, and use the extension .tax to easily identify a specific GST return file.

To print GST/HST Daybook Reports:

1. Open the GST/HST Daybook Report Options window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Company >> GST/HST Daybook Reports)

2. Enter or select a report option in the Option field. The default report ID is displayed in the Report ID field.

The template ID field displays the template you selected in the Use GST/HST Daybook window. Be sure to select the correct report template based on the country/region that you're printing the report for.

3. Select the type of report that you want to print, whether Draft, Draft+Draft Return, Audit Trail or Audit Reprint. Electronic Submission option is not applicable for Canadian GST/HST reports.



You cannot print any of these reports if you have not set up a GST/HST calendar. Also, you cannot select Audit Reprint if you have not printed the Audit Trail report.

4. Select the type of transaction you want to include, whether Sales, Purchase, or Both.

If you choose to print Audit Trail, Audit Reprint or Draft+Draft Return, then the option Both (Sales and Purchase transactions) is automatically selected.

5. Enter the path for the electronic return file. The report you print will be generated as a .TAX file. This field is available only if you've selected Audit Trail or Audit Reprint as the report type.



Any changes you make manually to an electronic return file after printing an Audit Trail will not be reflected when you subsequently choose Audit Reprint.

6. Enter the From and To Dates. The date fields will be available only if you have selected the Draft or Draft+Draft Return option.

7. If you have selected to print Audit Trail or Audit Reprint, enter the Year and Period for which you want to print the Audit Trail or Audit Reprint.



If you have marked the Revision Allowed check box for the Report ID in the GST/HST Daybook Reports window, then you can re-submit the GST/HST Return. If you are re-submitting the GST/HST Return, then the Revision number will increase automatically.

Following is a list of reports that will be printed if you choose Audit Trail/ Audit Reprint:

- GST/HST Daybook Detail Report-Sales
- GST/HST Daybook Detail Report-Purchases
- GST/HST Daybook Summary Report

The following reports are also printed if you choose only Audit Trail.

- GST/HST Daybook Exceptions Report-Sales
 - GST/HST Daybook Exceptions Report-Purchases
 - GST/HST Daybook Exceptions Report-General Entry
8. Choose the Canadian Tax Summary button to open the Canadian Tax Summary preview window, where you can view and edit the values for your return. Refer to [Editing the Canadian tax summary report](#) on page 15 for more information.
 9. Choose the About Canadian GST/HST button to view compliance information for Canadian GST/HST as well as the link to submit your GST/HST return.
 10. Choose Print to generate the GST/HST return based on your selection, or choose Save to save the report option you've set up. The text file generated for the return is saved in the path you specify

GST/HST Daybook Detail Report - Sales

The GST/HST Daybook Detailed Report- Sales displays the net and tax values for all tax IDs for all transactions posted within the date range entered. The sales transactions and totals for each column will be printed. The transactions are sorted by the date selected followed by document number.

| System Date: 5/6/2010 5:01:40 PM | | Fabrikam, Inc. | | | Page: 1 A | |
|---|--------------------|---------------------------------------|-------------------------|--------------|-----------------------|---------------------|
| User Date: 4/12/2010 | | GST/HST Daybook Detail Report Company | | | User ID: sa | |
| Report ID: | CANGST/HST | Report Description: | Canadian GST/HST Return | | | |
| Country Code: | CA | Country Code Description: | Canada | | | |
| Date From: | 1/1/2010 | Date To: | 4/12/2010 | | | |
| * Voided L Late Invoice R VAT Rebate On Settlement Discount E EU Transaction Sales | | | | | | |
| Doc Date | Doc Number | Doc Type | Tax ID | Debtor ID | Debtor Name | Sales & Other Raven |
| 4/12/2010 | DEBIT000000000002 | Debit Memos | CANGST-5 | ADVANCED0001 | Advanced Paper Co. | 70.00 |
| 4/12/2010 | DEBIT000000000003 | Debit Memos | CANGST-5 | ADAMPARK0001 | Adam Park Resort | 5000.09 |
| 4/12/2010 | FINCH0000000000003 | Finance Charges | CANGST-5 | ASTORSUI0001 | Astor Suites | 6000.00 |
| 4/12/2010 | SALES000000001003 | Sales / Invoices | CANGST-5 | AARONFIT0001 | Aaron Fitz Electrical | 300.00 |
| 4/12/2010 | SALES000000001009 | Sales / Invoices | CANGST-5 | AARONFIT0001 | Aaron Fitz Electrical | 300.00 |
| 4/12/2010 | SALES000000001010 | Sales / Invoices | CANGST-5 | AARONFIT0001 | Aaron Fitz Electrical | 100.00 |
| 4/12/2010 | SALES000000001013 | Sales / Invoices | CANGST-5 | AARONFIT0001 | Aaron Fitz Electrical | 60.00 |
| 4/12/2010 | SALES000000001014 | Sales / Invoices | CANGST-5 | AARONFIT0001 | Aaron Fitz Electrical | 80.00 |
| 4/12/2010 | SRVCE0000000000002 | Service / Repairs | CANGST-5 | ADAMPARK0001 | Adam Park Resort | 80.00 |
| 4/12/2010 | SRVCE0000000000003 | Service / Repairs | CANGST-5 | BERRYMED0001 | Berry Medical Center | 700.00 |
| 4/12/2010 | WRNTY0000000000004 | Warranty | CANGST-5 | CENTRALD0001 | Central Distributing | 6777.77 |
| Total Sales | | | | | | 19467.86 |

GST/HST Daybook Detail Report - Purchases

The GST/HST Daybook Detailed Report-Purchases displays the net and tax values for all tax IDs for all transactions posted within the date range entered. The report for all the purchase transactions and totals for each column will be printed. The transactions are sorted by the date selected followed by document number.

| System Date: 5/6/2010 5:01:58 PM | | Fabrikam, Inc. | | | | Page: 1 A | |
|---|-------------------|--------------------------------------|--------------|---------------|-------------------------|------------------------|----------------|
| User Date: 4/12/2010 | | GST/HST Daybook Detail Report | | | | User ID: sa | |
| | | Company | | | | | |
| Report ID: | CANGST | Report Description: | Canadian GST | | | | |
| Country Code: | CA | Country Code Description: | Canada | | | | |
| Date From: | 1/1/2010 | Date To: | 4/12/2010 | | | | |
| * Voided L Late Invoice R VAT Rebate On Settlement Discount E EU Transaction | | | | | | | |
| Purchasing | | | | | | | |
| Doc Date | Doc.Number | Doc Type | Tax ID | Creditor ID | Creditor Name | Input Tax Credits (IT) | Adjustments |
| 4/12/2010 | 00000000000000459 | Invoice | CANGST-5 | ACETRAVE0001 | A Travel Company | 40.00 | 40.00 |
| 4/12/2010 | 00000000000000460 | Invoice | CANGST-5 | ACETRAVE0001 | A Travel Company | 10.00 | 10.00 |
| 4/12/2010 | 00000000000000461 | Invoice | CANGST-5 | ADVANCED0001 | Advanced Office System | 20.00 | 20.00 |
| 4/12/2010 | 00000000000000462 | Invoice | CANGST-5 | ADVANCED0001 | Advanced Office System | 60.00 | 60.00 |
| 4/12/2010 | 00000000000000463 | Misc Charge | CANGST-5 | ACETRAVE0001 | A Travel Company | 500.00 | 500.00 |
| 4/12/2010 | 00000000000000466 | Finance Charge | CANGST-5 | ACETRAVE0001 | A Travel Company | 2000.00 | 2000.00 |
| 4/12/2010 | 00000000000000467 | Misc Charge | CANGST-5 | ATTRACTI00001 | Attractive Telephone Cc | 4000.00 | 4000.00 |
| 4/12/2010 | 00000000000000468 | Misc Charge | CANGST-5 | AMERICAN0001 | AmericaCharge | 2345.99 | 2345.99 |
| Total Purchases | | | | | | 8975.99 | 8975.99 |

GST/HST Daybook Summary Report

The GST/HST Daybook Summary Report lists columnar totals for each of the columns defined in the GST/HST Daybook Report. The report also displays the period and year the audit trail is printed.

You can print the GST/HST Canadian Report when you are required to file a GST/HST return. This will be in the generic format.

This report will be printed when there is no report template ID set up in the Use GST/HST Daybook window.

| | | | | | | |
|----------------|--------------------------------|--------------|--------------------------------|--------|----------|----|
| System: | 1/12/2011 | 3:17:41 PM | Fabrikam, Ltd. | | Page: | 1 |
| User Date: | 4/12/2017 | | GST/HST Daybook Summary Report | | User ID: | za |
| Company | | | | | | |
| Ranges: | From: | To: | Year | Period | | |
| Date: | 1/1/2017 | 1/31/2017 | | | | |
| Report ID: | CA | Description: | CA | | | |
| Country Code: | CA | Description: | Canada | | | |
| Column Code | Description | Tax Amount | | | | |
| 101 | Sales & Other Revenue | 0.00 | | | | |
| 103 | GST/HST Collected, Collectible | 0.00 | | | | |
| 104 | Adjustments | 0.00 | | | | |
| 106 | Input Tax Credits (ITCs) | 0.00 | | | | |
| 107 | Adjustments | 0.00 | | | | |
| 135 | GST/HST New Housing Rebates | 0.00 | | | | |
| 136 | Deduction for Pension Rebate | 0.00 | | | | |
| 205 | Tax Due on Acq. of Real Prop. | 0.00 | | | | |
| 405 | Other Tax to be Self-Assessed | 0.00 | | | | |

This report will be printed when you have set up the report template as CA in the Use GST/HST Daybook window.

GOODS AND SERVICES TAX / HARMONIZED SALES TAX RETURN
FOR REGISTRANTS

Business Number Reporting Period Due Date
From: 1/1/2017 To: 12/31/2017 01/01/000

Company Name: Fabrikam, Ltd.
Address: 4277 West Oak Parkway
City: Chicago
Province: IL
Postal Code: 60601-4277

Working Copy
Disponible en français
PROTECTED when completed

REPORTING PERIOD SUMMARY

| | | |
|--|-----|--|
| Sales and Other Revenue | 101 | |
| GST/HST New Housing Rebates (Included in Line 109) | 135 | |
| Deduction for Pension Rebate Amount (Included in Line 108) | 136 | |

TAX CALCULATION

| | | |
|--|-----|-----|
| GST/HST Collected and Collectible | 103 | |
| Adjustment(s) | 104 | |
| Total GST/HST and Adjustments for Period/Add Lines 103 and 104 | | 105 |

| | | |
|--|-----|-----|
| Input Tax Credits (ITCs) | 106 | |
| Adjustment(s) | 107 | |
| Total ITCs and Adjustments (Add Lines 106 and 107) | | 108 |

| | | |
|--|--|-----|
| HST TAX (Subtract Line 108 from Line 105) | | 109 |
|--|--|-----|

OTHER CREDITS IF APPLICABLE

| | | |
|---|-----|-----|
| Installments and Net Tax Paid | 110 | |
| Rebates | 111 | |
| Total Other Credits (Add Lines 110 and 111) | | 112 |

| | | |
|--|--|------|
| BALANCE (Subtract Line 112 from Line 109) | | 113A |
|--|--|------|

OTHER DEBITS IF APPLICABLE

| | | |
|--|-----|------|
| Tax Due on Acquisition of Real Property | 405 | |
| Other Tax to be Self-Assessed | 406 | |
| Total Other Debits (Add Lines 205 and 405) | | 113B |

| | | |
|--|--|------|
| BALANCE (Add Lines 113 A and 113 B) | | 113C |
|--|--|------|

| |
|-----------------------|
| REFUND CLAIMED |
| 114 |

| |
|-------------------------|
| PAYMENT ENCLOSED |
| 115 |

GST/HST Daybook Exceptions Report - Sales

The GST/HST Daybook Exceptions Report - Sales lists all sales transactions that have been posted with tax details that are not included in any of the columns of the report ID. If you have marked multiple countries in the Use GST/HST Daybook window, then all transactions posted for the foreign debtor will appear as exceptions in this report.

| Doc Number | Doc Type | Tax ID | Debtor ID | Debtor Name | Document Date | Posting Date | Tax Date | Tax Amount | Net Amount |
|-------------------------|---------------|---------------|--------------|-------------------------|---------------|--------------|-----------|-----------------|------------------|
| CREDT00000000000001 | Credit Memo | CANSTE-PSENO | ATMORERE0001 | Atmore Retirement Cente | 4/12/2007 | 4/12/2007 | 4/12/2007 | (42.00) | (700.00) |
| CREDT00000000000001 | Credit Memo | CANCITY-PS1NO | ATMORERE0001 | Atmore Retirement Cente | 4/12/2007 | 4/12/2007 | 4/12/2007 | (7.00) | (700.00) |
| DEBIT000000000000001 | Debit Memos | CANSTE-PSENO | ADAMPARK0001 | Adam Park Resort | 4/12/2007 | 4/12/2007 | 4/12/2007 | 42.00 | 700.00 |
| DEBIT000000000000001 | Debit Memos | CACITY-PS1NO | ADAMPARK0001 | Adam Park Resort | 4/12/2007 | 4/12/2007 | 4/12/2007 | 7.00 | 700.00 |
| DEBIT000000000000002 | Debit Memos | CANSTE-PSENO | ADVANCED0001 | Advanced Paper Co. | 4/12/2007 | 4/12/2007 | 4/12/2007 | 4.20 | 70.00 |
| DEBIT000000000000002 | Debit Memos | CACITY-PS1NO | ADVANCED0001 | Advanced Paper Co. | 4/12/2007 | 4/12/2007 | 4/12/2007 | 0.70 | 70.00 |
| DEBIT000000000000003 | Debit Memos | CANSTE-PSENO | ADAMPARK0001 | Adam Park Resort | 4/12/2007 | 4/12/2007 | 4/12/2007 | 300.01 | 5,000.09 |
| DEBIT000000000000003 | Debit Memos | CACITY-PS1NO | ADAMPARK0001 | Adam Park Resort | 4/12/2007 | 4/12/2007 | 4/12/2007 | 50.01 | 5,000.09 |
| FINCH000000000000001 | Finance Chan | CANSTE-PSENO | ADVANCED0001 | Advanced Paper Co. | 4/12/2007 | 4/12/2007 | 4/12/2007 | 48.00 | 800.00 |
| FINCH000000000000001 | Finance Chan | CACITY-PS1NO | ADVANCED0001 | Advanced Paper Co. | 4/12/2007 | 4/12/2007 | 4/12/2007 | 8.00 | 800.00 |
| FINCH000000000000002 | Finance Chan | CANST-PST70 | ADVANCED0002 | Advanced Tech Satellite | 4/12/2007 | 4/12/2007 | 4/12/2007 | 3.38 | 48.28 |
| FINCH000000000000003 | Finance Chan | CANSTE-PSENO | ASTORSU0001 | Astor Suites | 4/12/2007 | 4/12/2007 | 4/12/2007 | 360.00 | 6,000.00 |
| FINCH000000000000003 | Finance Chan | CACITY-PS1NO | ASTORSU0001 | Astor Suites | 4/12/2007 | 4/12/2007 | 4/12/2007 | 60.00 | 6,000.00 |
| RETRN000000000000001 | Returns | CANSTE-PSENO | ATMORERE0001 | Atmore Retirement Cente | 4/12/2007 | 4/12/2007 | 4/12/2007 | (48.00) | (800.00) |
| RETRN000000000000001 | Returns | CACITY-PS1NO | ATMORERE0001 | Atmore Retirement Cente | 4/12/2007 | 4/12/2007 | 4/12/2007 | (8.00) | (800.00) |
| RETRN000000000000002 | Returns | CANSTE-PSENO | AMERICAN0002 | American Electrical Com | 4/12/2007 | 4/12/2007 | 4/12/2007 | (42.00) | (700.00) |
| RETRN000000000000002 | Returns | CACITY-PS1NO | AMERICAN0002 | American Electrical Com | 4/12/2007 | 4/12/2007 | 4/12/2007 | (7.00) | (700.00) |
| RETRN000000000000003 | Returns | CANST-PS176NO | ASTORSU0001 | Astor Suites | 4/12/2007 | 4/12/2007 | 4/12/2007 | (1,400.00) | (8,000.00) |
| RETRN000000000000003 | Returns | CANSTE-PSENO | ASTORSU0001 | Astor Suites | 4/12/2007 | 4/12/2007 | 4/12/2007 | (480.00) | (8,000.00) |
| RETRN000000000000003 | Returns | CACITY-PS1NO | ASTORSU0001 | Astor Suites | 4/12/2007 | 4/12/2007 | 4/12/2007 | (80.00) | (8,000.00) |
| SALES0000000001009 | Sales / Invo | CACITY-PS1NO | AARONFIT0001 | Aaron Fits Electrical | 4/12/2007 | 4/12/2007 | 4/12/2007 | 3.00 | 300.00 |
| SALES0000000001011 | Sales / Invo | CANSTE-PSENO | AARONFIT0001 | Aaron Fits Electrical | 4/12/2007 | 4/12/2007 | 4/12/2007 | 24.00 | 400.00 |
| SALES0000000001011 | Sales / Invo | CACITY-PS1NO | AARONFIT0001 | Aaron Fits Electrical | 4/12/2007 | 4/12/2007 | 4/12/2007 | 4.00 | 400.00 |
| SALES0000000001012 | Sales / Invo | CANSTE-PSENO | AARONFIT0001 | Aaron Fits Electrical | 4/12/2007 | 4/12/2007 | 4/12/2007 | 36.00 | 600.00 |
| SALES0000000001012 | Sales / Invo | CACITY-PS1NO | AARONFIT0001 | Aaron Fits Electrical | 4/12/2007 | 4/12/2007 | 4/12/2007 | 6.00 | 600.00 |
| SALES0000000001013 | Sales / Invo | CANSTE-PSENO | AARONFIT0001 | Aaron Fits Electrical | 4/12/2007 | 4/12/2007 | 4/12/2007 | 3.60 | 60.00 |
| SALES0000000001013 | Sales / Invo | CACITY-PS1NO | AARONFIT0001 | Aaron Fits Electrical | 4/12/2007 | 4/12/2007 | 4/12/2007 | 0.60 | 60.00 |
| SVUCE000000000000001 | Service / Rej | CANSTE-PSENO | ADAMPARK0001 | Adam Park Resort | 4/12/2007 | 4/12/2007 | 4/12/2007 | 42.00 | 700.00 |
| SVUCE000000000000001 | Service / Rej | CACITY-PS1NO | ADAMPARK0001 | Adam Park Resort | 4/12/2007 | 4/12/2007 | 4/12/2007 | 7.00 | 700.00 |
| SVUCE000000000000002 | Service / Rej | CANSTE-PSENO | ADAMPARK0001 | Adam Park Resort | 4/12/2007 | 4/12/2007 | 4/12/2007 | 4.80 | 80.00 |
| SVUCE000000000000002 | Service / Rej | CACITY-PS1NO | ADAMPARK0001 | Adam Park Resort | 4/12/2007 | 4/12/2007 | 4/12/2007 | 0.80 | 80.00 |
| SVUCE000000000000003 | Service / Rej | CANSTE-PSENO | BERRYMED0001 | Berry Medical Center | 4/12/2007 | 4/12/2007 | 4/12/2007 | 42.00 | 700.00 |
| SVUCE000000000000003 | Service / Rej | CACITY-PS1NO | BERRYMED0001 | Berry Medical Center | 4/12/2007 | 4/12/2007 | 4/12/2007 | 7.00 | 700.00 |
| WARRANTY000000000000002 | Warranty | CANSTE-PSENO | AMERICAN0001 | American Science Museum | 4/12/2007 | 4/12/2007 | 4/12/2007 | 36.00 | 600.00 |
| WARRANTY000000000000002 | Warranty | CACITY-PS1NO | AMERICAN0001 | American Science Museum | 4/12/2007 | 4/12/2007 | 4/12/2007 | 6.00 | 600.00 |
| WARRANTY000000000000004 | Warranty | CANSTE-PSENO | CENTRALD0001 | Central Distributing | 4/12/2007 | 4/12/2007 | 4/12/2007 | 406.67 | 6,777.77 |
| WARRANTY000000000000004 | Warranty | CACITY-PS1NO | CENTRALD0001 | Central Distributing | 4/12/2007 | 4/12/2007 | 4/12/2007 | 67.78 | 6,777.77 |
| Total | | | | | | | | (533.45) | 16,924.01 |

GST/HST Daybook Exceptions Report - Purchases

The GST/HST Daybook Exceptions Report - Purchasing lists all transactions that have been posted with tax details which are not included in any of the columns of the report ID.

System Date: 5/8/2004 5:02:08 PM
 User Date: 4/12/2007

Fabrikam, Inc.
 GST/HST Daybook Exceptions Report - Purchases
 Company

Page 1
 User ID sa

Date From : 1/1/2007 Date To : 4/12/2007
 * Voided
 L Late Invoice
 R Tax Rebate On Settlement Discount
 E EU Transaction

| Doc Number | Doc Type | Tax ID | Creditor ID | Creditor Name | Document Date | Posting Date | Tax Date | Tax Amount | Net Amount |
|-------------------|--------------|----------------|--------------|-------------------------|---------------|--------------|-----------|------------|------------|
| 00000000000000460 | Invoice | CANEXMT+PS000 | ACETRAVE0001 | A Travel Company | 4/12/2007 | 4/12/2007 | 4/12/2007 | 0.00 | 10.00 |
| 00000000000000461 | Invoice | CANEXMT+PS000 | ADVANCED0001 | Advanced Office Systems | 4/12/2007 | 4/12/2007 | 4/12/2007 | 0.00 | 20.00 |
| 00000000000000462 | Invoice | CANEXMT+PS000 | ADVANCED0001 | Advanced Office Systems | 4/12/2007 | 4/12/2007 | 4/12/2007 | 0.00 | 60.00 |
| 00000000000000463 | Misc Charge | CANEXMT+PS000 | ACETRAVE0001 | A Travel Company | 4/12/2007 | 4/12/2007 | 4/12/2007 | 0.00 | 800.00 |
| 00000000000000464 | Return | CANVAT+P817580 | ACETRAVE0001 | A Travel Company | 4/12/2007 | 4/12/2007 | 4/12/2007 | (875.00) | (8,000.00) |
| 00000000000000464 | Return | CANEXMT+PS000 | ACETRAVE0001 | A Travel Company | 4/12/2007 | 4/12/2007 | 4/12/2007 | 0.00 | (8,000.00) |
| 00000000000000465 | Credit Memo | CANVAT+P817580 | ADVANCED0001 | Advanced Office Systems | 4/12/2007 | 4/12/2007 | 4/12/2007 | (175.00) | (1,000.00) |
| 00000000000000465 | Credit Memo | CANEXMT+PS000 | ADVANCED0001 | Advanced Office Systems | 4/12/2007 | 4/12/2007 | 4/12/2007 | 0.00 | (1,000.00) |
| 00000000000000466 | Finance Chan | CANEXMT+PS000 | ACETRAVE0001 | A Travel Company | 4/12/2007 | 4/12/2007 | 4/12/2007 | 0.00 | 2,000.00 |
| 00000000000000467 | Misc Charge | CANEXMT+PS000 | ATTRACT00001 | Attractive Telephone Co | 4/12/2007 | 4/12/2007 | 4/12/2007 | 0.00 | 4,000.00 |
| 00000000000000468 | Misc Charge | CANEXMT+PS000 | AMERICAN0001 | AmericaCharge | 4/12/2007 | 4/12/2007 | 4/12/2007 | 0.00 | 2,948.99 |
| Total | | | | | | | | (1,050.00) | (8,064.01) |

GST/HST Daybook Exceptions Report - General Entry

The GST/HST Daybook Exceptions Report - General Entry Report lists all General Ledger transactions that have not been included in the GST/HST Daybook Detail Report.

| | | | |
|-------------------------------------|--------------------|---|------------|
| System Date: 14/08/02 | 3:57:47 PM | Fabrikam Inc. | Page 1 |
| User Date: 14/08/02 | | GST/HST Daybook Exceptions Report - General Entry | User ID sa |
| | | Company | |
| Date From : 01/01/99 | Date To : 01/04/99 | | |
| * Voided | | | |
| L Late Invoice | | | |
| R Vat Rebate On Settlement Discount | | | |
| E ED Transaction | | | |

| Doc Number | Doc Type | Tax ID | Creditor ID | Creditor Name | Document Date | Posting Date | Tax Date | Tax Amount | Net Amount |
|--------------|-----------|--------------|-------------|---------------|---------------|--------------|----------|------------|------------|
| 400 | Gen.Entry | GST-45-45 | | | 01/01/99 | 01/01/99 | 01/01/99 | 18.00 | 300.00 |
| 401 | Gen.Entry | GST-45-45 | | | 01/01/99 | 01/01/99 | 02/02/99 | 24.00 | 400.00 |
| 402 | Gen.Entry | GST-S-45T-45 | | | 02/02/99 | 02/02/99 | 02/02/99 | -9.60 | -120.00 |
| 402 | Gen.Entry | GST-P-45T-45 | | | 12/02/99 | 12/02/99 | 12/02/99 | -12.00 | -150.00 |
| Total | | | | | | | | 20.40 | 430.00 |

GST/HST Daybook in Use Report

The GST/HST Daybook in Use Report displays the list of companies that have access to the GST/HST Daybook. You can print it from the Use GST/HST Daybook window (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Use GST/HST Daybook). You can either choose File >> Print or click the print button to print the report.

GST/HST Daybook Column Code Edit List

The GST/HST Daybook Column Code Edit List displays all information pertaining to the selected report ID. The report also lists all the column codes that have been set up along with the tax details IDs. You can print it from the GST/HST Daybook Reports window (Cards >> Company >> GST/HST Daybook Reports). You can either choose File >> Print or click the print button to print the report.

GST/HST Calendar Periods List

The GST/HST Calendar Periods list displays the Year, Country Code, the Document Date, first and last day with the number of periods. The return number will be printed for the periods for which the Audit Trail Report is printed.

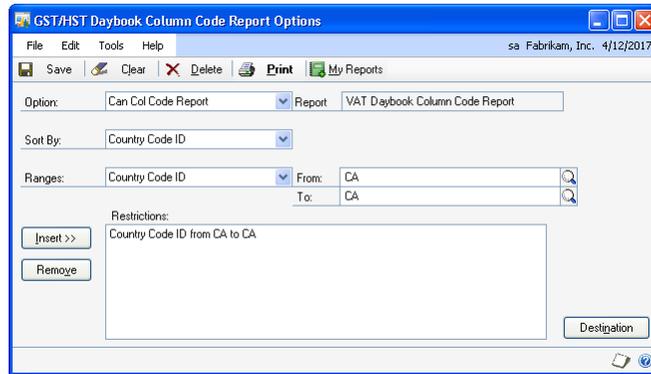
You can print the GST/HST Calendar Periods List from the GST/HST Calendar Setup window (Cards >> Company >> GST/HST Calendar >> Print icon).

GST/HST Daybook Column Code Report Options

Use the GST/HST Daybook Column Code Report Options window to print the defined GST/HST Daybook column codes of a report ID. The report will also include all Tax Detail IDs that have not been included in any GST/HST Daybook Report.

To print a GST/HST Daybook Column Code Report:

1. Open the GST/HST Daybook Column Code Report Options window.
(Reports >> Company >> Taxes >> Select GST/HST Daybook Column Code Report in the Report list >> New button)



2. Enter a name in the option field and create a report option to sort or restrict the report.
3. Choose Destination and select a printing destination. Choose OK to close the window.
4. Choose Print in the GST/HST Daybook Column Code Report Options window.
5. Choose My Reports to open the Add to My Reports window where you can add a report to the My Reports list. Refer to the System User's Guide for more information on My Reports.

GST/HST Daybook Column Code Report

The GST/HST Daybook Column Code Report will print all the report IDs set up for the selected range of country codes.

System: 12/12/2011 3:29:12 PM Fabrikam, Ltd. Page: 1
 User Base: 4/12/2017 GST/HST Daybook Column Code Report User ID: ja

| Country Code ID | From | To |
|-----------------|------|----|
| | CA | CA |

| Column Code | Column Code Description | Series |
|------------------------|--------------------------------|-------------|
| Tax Detail ID | Tax Detail Description | Amount Type |
| Country Code ID: CA | | |
| Report ID: | CA | |
| Report Description: | CA | |
| Default On Vat Measur: | No | |
| Revision Allowed: | No | |
| 101 | Sales & Other Revenue | Sales |
| 103 | GST/HST Collected, Collectible | Sales |
| 104 | Adjustments | Sales |
| 106 | Input Tax Credits (ITCs) | Purchases |
| 107 | Adjustments | Purchases |
| 135 | GST/HST New Housing Rebates | Purchases |
| 136 | Deduction for Pension Rebate | Purchases |
| 205 | Tax Due on Acq. of Real Prop. | Purchases |
| 405 | Other Tax to be Self-Assessed | Purchases |

Tax ID Exceptions Report

The Tax ID Exceptions Report will print all the Tax IDs that have not been included in any of the report IDs.

| Tax Detail ID | Tax Detail Description | Tax Type |
|-----------------|------------------------------|-----------|
| AUSSTE+PS0N0 | Exempt Purchases-Canada | Purchases |
| AUSSTE+PS20N0 | NSW State Tax | Purchases |
| AUSSTE+PS20N0 | NSW State Tax | Sales |
| CANABPST+PS6N0 | Alberta PST | Purchases |
| CANABPST+PS6N0 | Alberta PST | Sales |
| CANGST+PS7N0 | Nontaxable GST-Canada | Purchases |
| CANGST+PS7T0 | Taxable GST-Canada | Purchases |
| CANGST+TIP7N0 | GST Included in Price-Canada | Purchases |
| CANGST+TIP7T0 | GST Included in Price-Canada | Purchases |
| CANGST-PS7N0 | Nontaxable GST-Canada | Sales |
| CANGST-PS7T0 | Taxable GST-Canada | Sales |
| CANGST-TIP7N0 | GST Included in Price-Canada | Sales |
| CANGST-TIP7T0 | GST Included in Price-Canada | Sales |
| CANONPST+PS8N0 | Ontario PST | Purchases |
| CANONPST+PS8N0 | Ontario PST | Sales |
| CANPQQST+PS8N0 | QUEBEC QST-PRODUCTS | Purchases |
| CANPQQST+PST8N0 | QUEBEC QST-PRODUCTS | Sales |
| CANZR+PS0N0 | Zero-Rated-Canada | Purchases |
| CANZR+PSS0N0 | Zero-Rated-Canada | Sales |
| CPEIPST+PST10N2 | PEI PST | Purchases |
| CPEIPST+PST10N2 | PEI PST | Sales |
| NZGST+PS125N0 | GST-Canada | Purchases |
| NZGST+TIP125N0 | GST Included in Price-CA | Purchases |
| NZGST-PS125N0 | GST-Canada | Sales |
| NZGST-TIP125N0 | GST Included in Price-CA | Sales |
| NZZR+PS0N0 | Zero-Rated-Canada | Purchases |
| NZZR-PS0N0 | Zero-Rated-Canada | Sales |
| USASTE+PS6N0 | TS State Sales Tax | Purchases |
| CANASTE-PS6N0 | TS State Sales Tax | Sales |
| CANCITY+PS1N0 | RS City Sales Tax | Purchases |

Viewing GST/HST columns

You can use the GST/HST Column Viewer to view the GST/HST value in the columns for a transaction which will appear on the GST/HST Daybook report. The column definition of the GST/HST Viewer is determined by the column code specified in the GST/HST Daybook Reports window. You also can select a report ID other than the default report ID.

To view the GST/HST columns:

1. Open the GST/HST Column Viewer window.
(Transactions >> Sales/Purchasing >> Transaction Entry >> Additional >> GST/HST Column Viewer)

| Col Code | Description 1 | Amount |
|----------|--------------------------------|---------|
| 101 | Sales & Other Revenue | C\$0.00 |
| 103 | GST/HST Collected, Collectible | C\$0.00 |
| 104 | Adjustments | C\$0.00 |

2. To view more information about the report ID, click the Report ID link which will open the GST/HST Daybook Reports window. Refer to [Setting up GST/HST Daybook report IDs and column codes](#) on page 6 for more information.

All the amounts will be displayed in the functional currency.

Glossary

Audit trail

The final GST/HST return report.

Audit reprint

Records of reports submitted to the customs agency.

Column code

Refer to Reporting columns.

Default report ID

The report ID used for your country/region.

Draft report

Copy of the detailed report for you to check the returns before submission.

Draft return report

Copy of the summary report for you to check before submission.

Net amount

The total taxable amount of the transaction.

Report ID

The name for a GST/HST report.

Report description

The heading for the report, which can help you identify the report being submitted.

Revision allowed

Allows you to resubmit VAT returns if it is allowed in your country/region.

Reporting columns

These are the columns required to be filled while submitting VAT returns to the customs agency.

Report template

The summary report similar to the country's VAT return.

Sales tax ID

The tax ID used for a particular sales transaction.

Summary report

Reports containing the summary amount for the columns. This report is submitted to the Customs agency.

Tax amount

The total tax amount on a transaction.

GST/HST daybook report

The detail report listing all GST/HST transactions.

GST/HST calendar

The period or year for reporting GST/HST returns

GST/HST return

The GST/HST summary report submitted to the customs agency.

Index

C

- Canadian GST/HST, setting up the system 11
- Canadian GST/HST Daybook
 - accessing 5
 - setting up 5
- Canadian Tax Summary Preview window, displaying 16
- Canadian Tax Summary report
 - editing 15
 - previewing 15
- changes since last release, information about 3
- column codes, setting up 7
- column codes for GST/HST, setting up 13
- Copy GST/HST Daybook Report Layout window, displaying 9
- country codes
 - grant security 12
 - setting up 12
- current upgrade information, accessing on the Web 3

D

- default on GST/HST viewer, setting up 6
- defined day to use, selecting 10
- documentation, symbols and conventions 1

E

- Edit ITC Claim Rate window, displaying 17
- Export GST/HST Daybook Report Layout window, displaying 8

G

- GST/HST Calendar Periods List 27
- GST/HST Calendar Setup window, displaying 10
- GST/HST Calendar, setting up 10
- GST/HST Column Code Transaction Zoom window, displaying 18
- GST/HST Column Viewer window, displaying 31
- GST/HST Column Viewer, definition 30
- GST/HST Daybook Canadian Report 23
- GST/HST Daybook Column Code
 - Edit List 27
 - Report displaying 29
 - Report Options 28
- GST/HST Daybook Column Code Report
 - Options window, displaying 28
- GST/HST Daybook Column Codes window, displaying 7
- GST/HST Daybook Detail Report
 - Purchasing 22
 - Sales 21
- GST/HST Daybook Exceptions Report
 - General Entry 27

- GST/HST Daybook Exceptions Report
 - (continued)
 - Purchases 26
 - Sales 25
- GST/HST Daybook in Use Report 27
- GST/HST Daybook Report Options window, displaying 19
- GST/HST Daybook Reports, printing 18
- GST/HST Daybook Reports window, displaying 6
- GST/HST transaction details, viewing 17
- GST/HST value for transactions, viewing 15
- GST/HST value, viewing 30

H

- help, displaying 2
- Help menu, described 2

I

- icons, used in manual 1
- Import GST/HST Daybook Report
 - Layout, displaying 8
- ITC claim rate
 - editing 17
 - setting up 13
- ITC Default Claim Rate Maintenance window, displaying 14

L

- lessons, accessing 3
- lookup window, displaying 2

M

- multiple companies, access to 5

N

- new features, information about 3

O

- Orientation training, accessing 3

P

- printed calculated periods 5

R

- report ID
 - default 8
 - importing 13
 - modifying 8
- report ID, setting up 6
- report layout
 - copying 8
 - exporting 8
 - importing 7
 - modifying 9
- required fields, described 2
- resources, documentation 2
- revision allowed option, marking 6

S

- specific companies, access to 5
- symbols, used in manual 1

T

- Tax ID Exceptions Report 30
- tax return, resubmitting 6
- tutorial, accessing 3

U

- upgrade information, accessing on the Web 3
- Use GST/HST Daybook window, displaying 5
- Use GST/HST window, displaying 5

W

- what's new, accessing 3

