

AGRIMASTER® HELP NOTE



Creating an RCTI Using Enhanced Invoicing

What is a Recipient Created Tax Invoice? (RCTI)

An RCTI is a tax invoice that is issued by the purchaser of the goods and/or services rather than the seller. RCTIs can only be issued by a purchaser if:

- the purchaser and the seller are both registered for GST
- the sales for which the purchaser can issue a RCTI are agreed to in writing by the purchaser and the seller either in a separate written agreement specifying the sales to which each agreement relates or embedding this information or specific terms, as outlined in the legislative instrument, in the tax invoices they issue
- the agreement is current and effective when the RCTI is issued
- the goods or services being sold under the agreement are of the type that The Australian Taxation Office have determined can be invoiced using RCTIs

From the ATO Website

<http://www.ato.gov.au/businesses/content.aspx?doc=/content/00104657.htm>

For more information visit the ATO website

CREATING A NEW RCTI

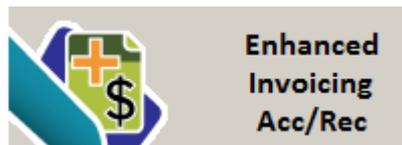
1. Start at the **HOME PAGE**



2. Click **CASHBOOK**



3. Click **ENHANCED INVOICING, ACC/REC**



4. Enhanced Invoicing Browse Invoices Screen will appear.

© Copyright 2011 Mastergroup (Aust.) Pty Ltd

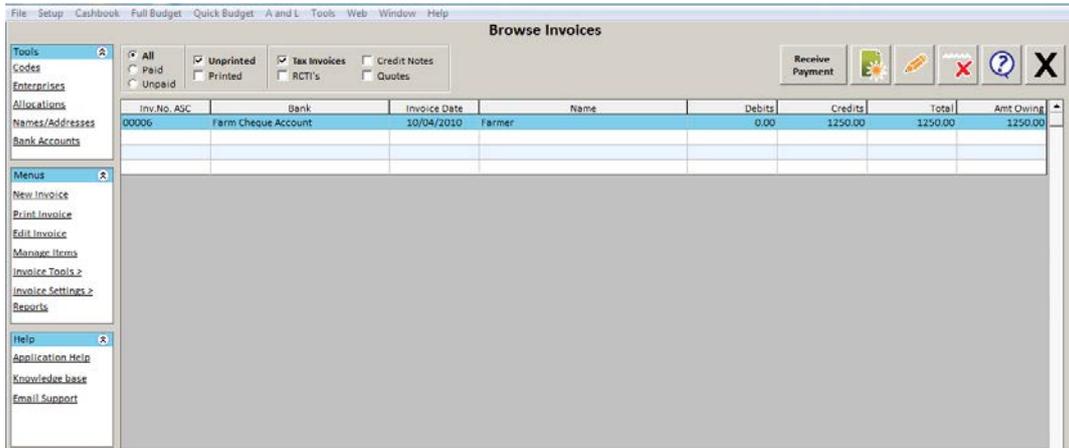
All rights reserved. No part of this Help Note may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, electrostatic, magnetic tape, mechanical, photocopying, recording or otherwise, without permission in writing from the author.

5. Click on **NEW INVOICE** from the menu on the left hand side of screen.

OR



Click on **ADD NEW**



The **INVOICING WIZARD** will be displayed,

Document Type

TAX INVOICE

TAX INVOICE

RECIPIENT CREATED TAX INVOICE

QUOTE

CREDIT NOTE

1) Select the format "RCTI"

Invoice Number

1

Invoice Date

16 Nov 2011

Supplied By

Aust-Wide Shearing Supplies

Terms of Trade

0 Days

Payment Due

16/11/2011

(F6) Copy from a previous invoice for Aust-Wide Shearing Supplies

Aust-Wide Shearing Supplies

2) Select the Person who you are creating the RCTI for

3) If you have made an RCTI for this person before, you can copy your previous RCTI

6. Click on **The Green Arrow**



7. The Invoice Lines Screen will now appear

8. Complete the invoice adding what you need to add. Once you are happy that each line is correct, click the **GREEN TICK (Save this Line)**

9. Once the whole invoice is finished click **The Green Arrow**



Invoice Wizard

Invoice Details | **Invoice Lines** | Totals / Notes

(F6) Copy from a previous for Aust-Wide Shearing Suppl

SP [dropdown] Items [dropdown] Codes Private Grain Sales [dropdown]
Enterprise [dropdown] Allocations [dropdown]

Category: Standard | Quantity: 1 | Unit Price \$: 1.00 | Amount \$: 1.00 | GST \$: 0.09 | Total \$: 1.00 | GST type: Inclusive(*)

Description: [dropdown] | Long Description: [button]

Order No: [input]

Item	Quantity	Unit Price	Amount	Code	Enterprise
	1	1	1	Private Grain Sales	

Name on invoice: Aust-Wide Shearing Supplies | Invoice Number: 1 | Invoice Total \$: \$1.00

Buttons: [X] [Left Arrow] [Right Arrow] [Finish]

Help: Add/edit the invoice lines
[X] Cancel
[Green Tick] Save this line
[Red X] Delete this line
[Save & Print]

Callouts:
 - Left: "If you select a group only the items in that group can be selected"
 - Top Right: "If you select a predefined item all the boxes except Quantity will auto fill"

The Totals Notes screen will now appear. If you want to send your client a specific note, type it in the notes box.

Invoice Wizard

Invoice Details Invoice Lines **Totals / Notes**

Credit **Debit** **Total**

1.00 0.00 1.00 Cr

Notes

Help

Click the 'Preview' button to view the completed invoice, or press 'Finish' to save the invoice and return to Agrimaster.

Save & Print

X ◀ Finish

10. If you wish to see how your invoice will look prior to printing it you can click **PREVIEW**

11. Otherwise click **FINISH**

12. You will now be returned to the Browse invoices screen

13. Print your RCTI if required

14. Use the Receive payment to send the RCTI to EFT's Cheques

15. Send the Payment