AGRIMASTER®
HELP NOTE

Setting up GST

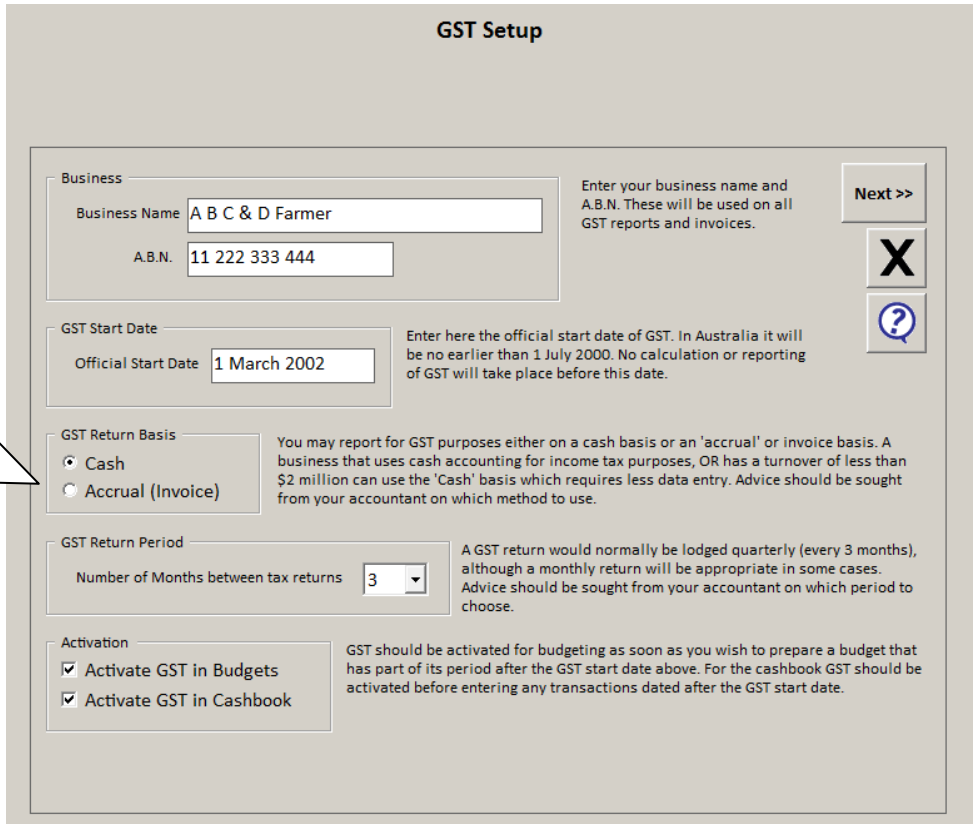
1. Start at the **HOME PAGE**

2. Click on **SETUP**

3. Click on **TAX**

4. Click on **SETUP GST**

to show the window below



If you are unsure as to your GST return basis, please check with your accountant

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5. Type your **BUSINESS NAME**

6. Type your **ABN** (**e.g.** 01 234 567 890)

7. Select with your mouse the **GST RETURN BASIS** (i.e. Cash or Accrual)

8. Select the **GST RETURN PERIOD** by clicking on the drop down list.

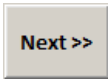
9. With your mouse click in the **ACTIVATION** boxes for both Budgets and Cashbook to activate the GST.

10. Click

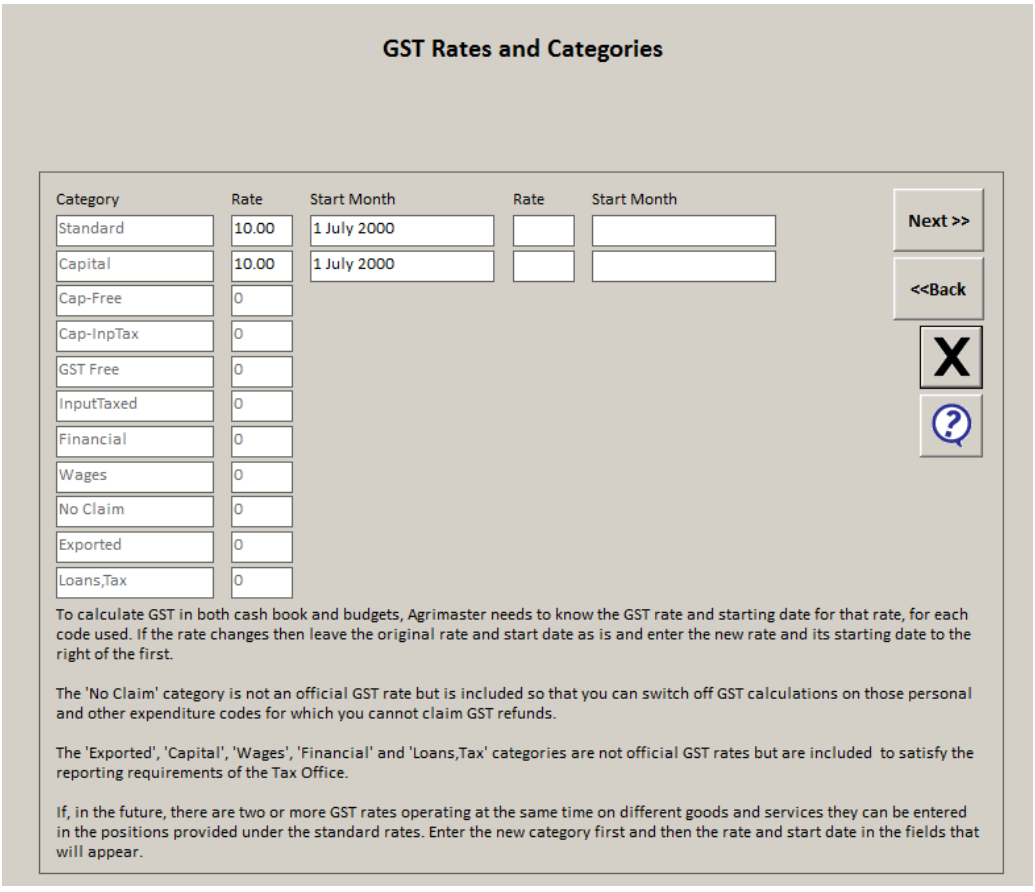
to proceed to the next setup stage

GST Categories and Rates

No changes should be made to the defaults on this window. The unfilled sections are for future use if and/or when tax rates change or additional categories are added to those currently planned.

1. Read the notes included on the screen then click 

to proceed to the next setup stage.



GST Code Setup

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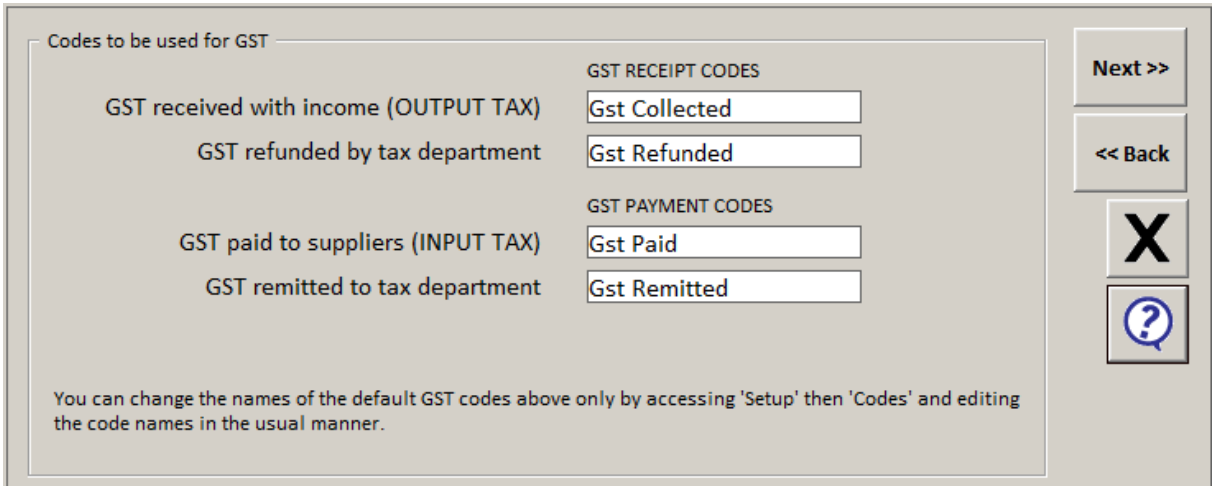
Understanding the GST Codes

The following codes will be automatically added to your code list. The definitions are outlined below:



- **GST Collected** is the code used when you collect the GST on income earned. The official term as referred to by the Tax Department is *Output Tax*. This code is used only by Agrimaster.
- **GST Paid** is the code used when you pay GST on goods bought. The official term as referred to by the Tax Department is *Input Tax*. This code is used only by Agrimaster.
- **GST Refunded** refers to GST you receive back from the ATO. This occurs when you have paid out more GST than you received.
- **GST Remitted** refers to GST you paid to the ATO. This occurs when you received more GST than you paid out.

Click **NEXT** to proceed to the next setup stage

Agrimaster will not allow you to use the codes GST Paid and GST Collected. These two codes are for Agrimaster use only.

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Allocate GST Categories to Codes

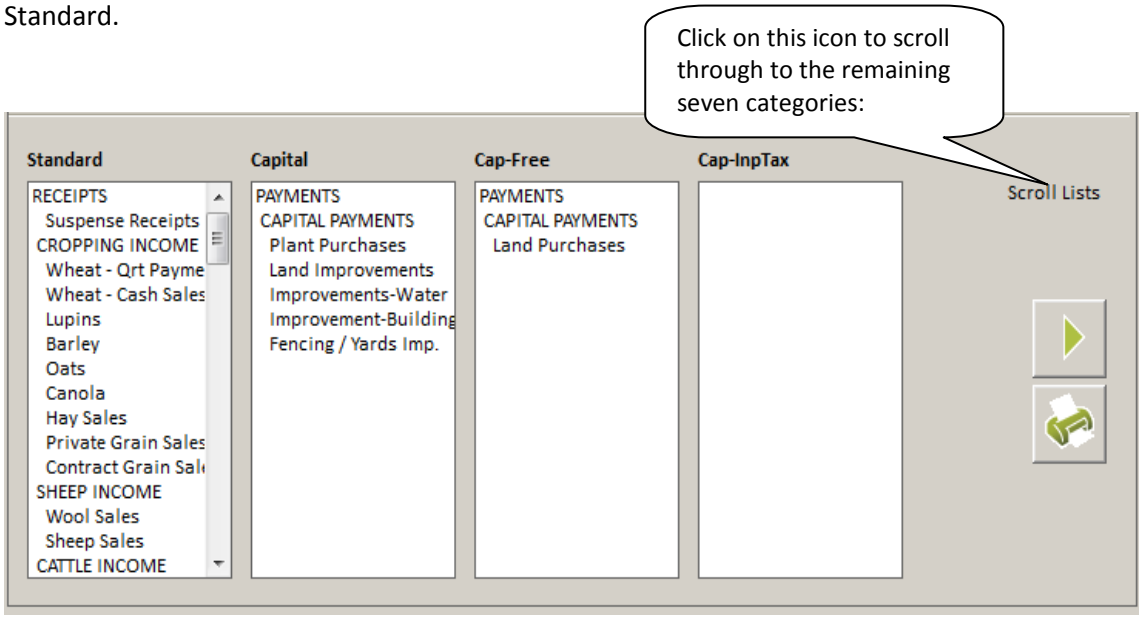
Each code used in Agrimaster must be assigned a GST category, or extra categories used by Agrimaster for calculation or reporting purposes. It can either be done here in the GST Setup process or in the Code Setup area.

When this window is accessed for the first time Agrimaster will make a **"Best Guess"** as to which category a code belongs. It is up to you to move codes that are placed in the incorrect category. Consult your Accountant, and if necessary, add extra codes if a current code is used for a variety of items that may be spread over several GST categories.

For example the code INSURANCE will become:

General Insurance	Standard
Personal Insurance	No Claim

As there is no room for ambiguity with the GST, it is a good idea to rename existing codes like Sundry to something such as "Sundry Repairs" and then move them to the appropriate category, such as Standard.

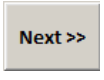


Instructions for moving codes between one list and another are listed below.

1. In the relevant GST category list, click on the **CODE** to be moved.

2. Click the **BLACK HEADING** of the list into which the code is to be placed, e.g. Capital.

3. Now repeat the above steps for all codes that are in the wrong GST categories.

4. When all codes are in the correct GST categories, click 

to proceed to the next setup stage.

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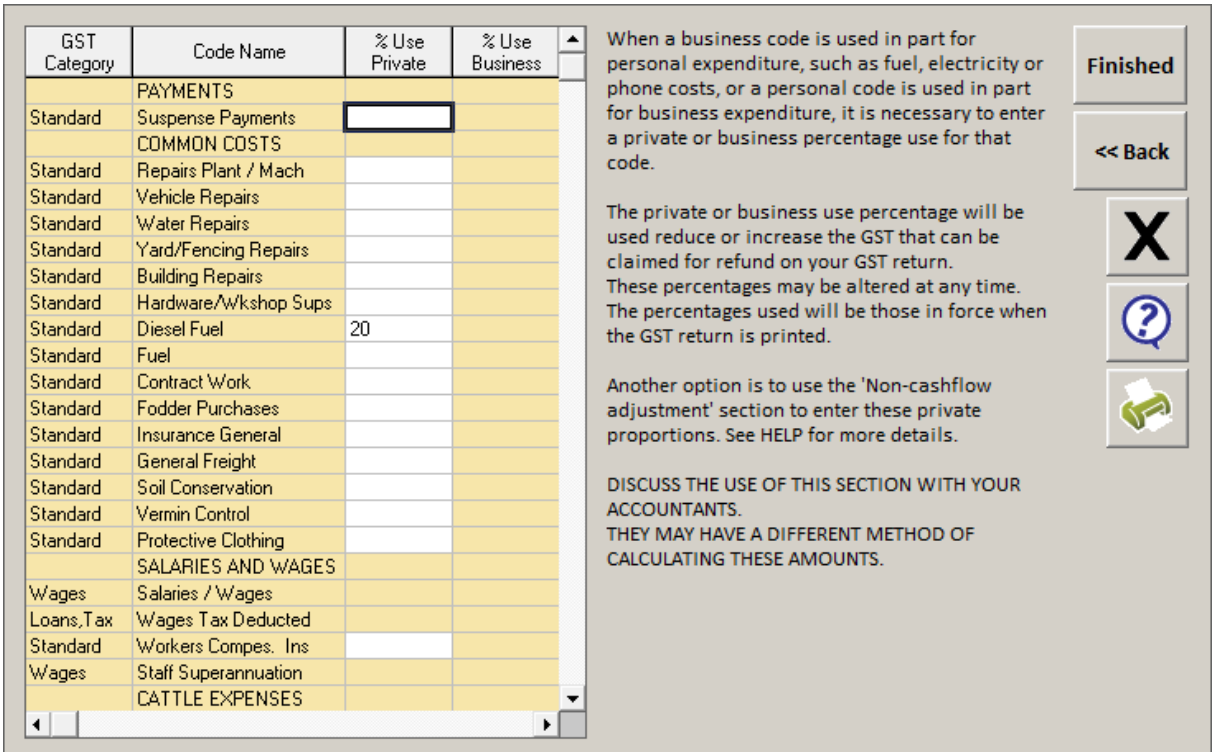
GST Proportional Codes

There are often codes that are used for both Business and Personal expenses. Telephone, electricity and fuel are examples. Although the GST portion of a business expense can usually be claimed back, the GST on the personal proportion of these expenses cannot and will need to be shown on the GST return as an adjustment. Likewise, any business use of "No Claim" codes can be claimed.

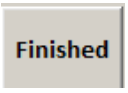
This window lists all the payment codes and allows you to enter a percentage of personal use where appropriate.



1. Using the scroll bar in this screen, select the codes with a Standard or Capital category that require a **% Use Private**. Click in the white box and type the number.

2. Using the scroll bar in this screen, select the codes with a No Claim category that require a **% Use Business**. Click in the white box and type the number.

3. When complete, click

or the **FINISHED** 

icon to exit GST setup.

- If you have used the Diesel Fuel Rebate setup, do not enter a private percentage for Diesel Fuel here as it is covered in the Diesel Setup Window.

- The percentage rates may be altered at any time. The percentages used will be those in force when the GST return period is printed.

We strongly recommend that you have your GST set-up checked by an accountant.

Related Helpnotes
Starting a New Agrimaster File on a Cash Basis

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