## AGRIMASTER® HELP NOTE

## Extracting the Payment summary (Group certificate) Information from Agrimaster

To find the gross totals for wages and tax deducted for each employee in Agrimaster:

**1.** Start at the **HOMEPAGE** 



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Agrimaster Help Note – Payment summary information in Agrimaster

GST RETURN DUE January 2010 to March 2010 View & Print GST <u>C</u> orrections Enter GST <u>A</u> djustments (Non-cash) INSTALMENT TAX RETURN DUE January 2010 to March 2010 WAGES TAX RETURN DUE January 2010 to March 2010 WITHHOLDING TAX RETURN DUE January 2010 to March 2010 FUEL TAX REBATE RETURN DUE January 2010 to March 2010	<ul> <li>GST (Full report)</li> <li>GST (Summary by Code only)</li> <li>Instalment Income Tax (Details)</li> <li>Instalment Income Tax (Summary only)</li> <li>Wages Tax Deductions (Details)</li> <li>Withholding Tax Deductions (Details)</li> <li>Fuel Tax Rebate (Details)</li> <li>WET (Details)</li> <li>BAS (View and Print only)</li> <li>BAS (View, Print, Close Tax period)</li> <li>GST Reconciliation</li> <li>GST Balance (no adjustments)</li> <li>GST Adjustments</li> <li>Entry details - all transactions</li> </ul>	Orientation © Portrait © Landscape	Click Here
Remind me to check setups before reporting.       Proportional Codes Setup     Instalment Tax Setup       Tax Witholding Setup     Tax Deducted Setup       Fuel Tax Rebate Setup     Setup	Allow selection of bank accounts  Allow amount to report as a capital acquisition (GST)	Report Any Period Re-print Past Period Open Previous Period	

**6.** Enter the **FIRST MONTH** and **LAST MONTH** of the financial year you wish to report on. (For example July 2009 - June 2010).

7. Select the report WAGES TAX DEDUCTIONS (DETAILS).		Click on the green
8. Report by NAME.		tick.
Report Any Period First Month June 2009 Last Month July 2010 Close 'Any Period' Reporting June 2009 to July 2010 Any period may be reported but ensure that the current GST private use percentages are correct for the whole selected period. Fuel tax rebates will not be reported for periods prior to July 2006.	t month nonth of year you t on. I report) C GST (Su Select Wages Tax Deductions (Details). Instalm Wages Tax Deductions (Details). Withholding Tax Deductions (Details) Withholding Tax Deductions (Details) S Fuel Tax Rebate (Details) WET (Details) BAS (View and Print only) BAS (View, Print, Close Tax period) GST Reconciliation GST Balance (no adjustments) GST Adjustments Entry details - all transactions	Orientation Portrait Dist Order Record ST Date Code Code

This report will display all the Wages Gross and Wages Tax Deducted Totals for all employees.