

AGRIMASTER® HELP NOTE

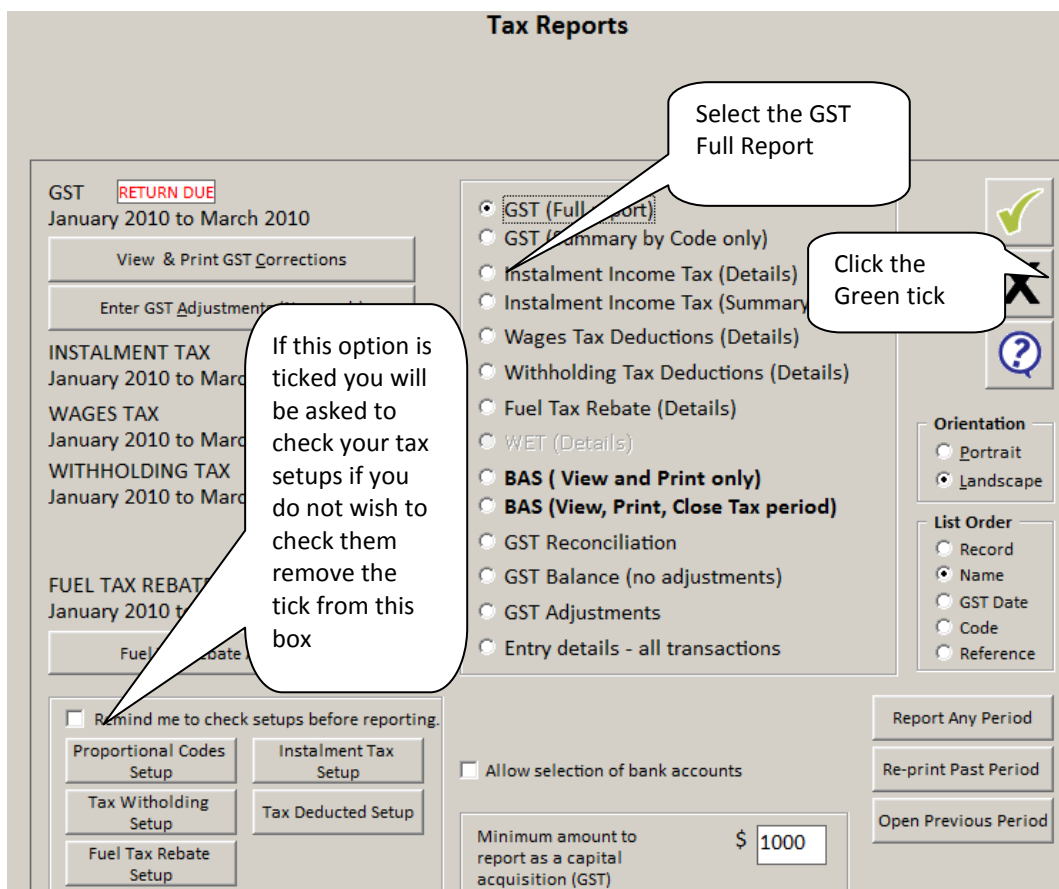


GST Full Report

This help note will outline how to use these new features of the GST Full Report

To access the GST Full Report

1. Go to Home 
2. Go to Cashbook 
3. Go to Report 
4. Go to Tax Reports 

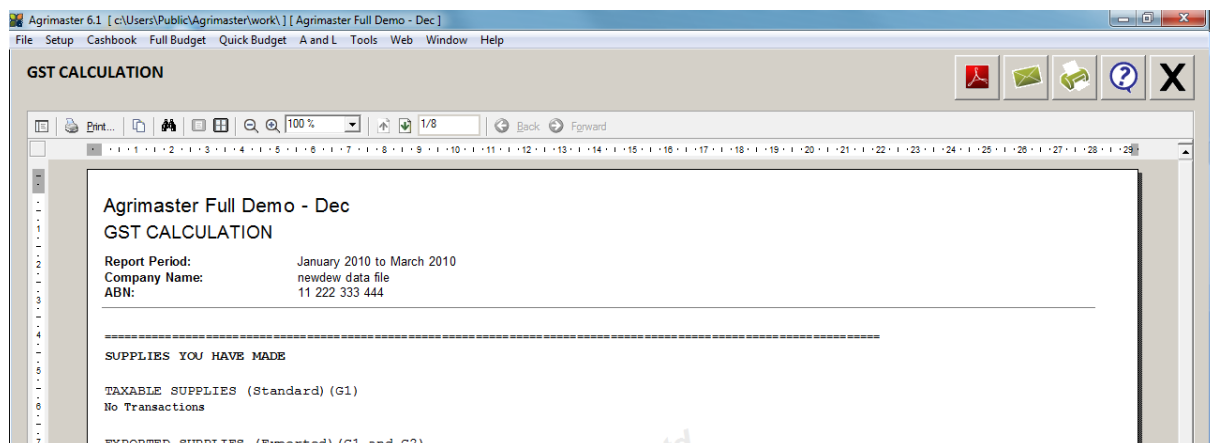


The screenshot shows the 'Tax Reports' interface. On the left, there are sections for 'GST RETURN DUE January 2010 to March 2010', 'INSTALLMENT TAX January 2010 to March 2010', 'WAGES TAX January 2010 to March 2010', 'WITHHOLDING TAX January 2010 to March 2010', and 'FUEL TAX REBATE January 2010 to March 2010'. Each section has a 'View & Print' button. Below these are 'Proportional Codes Setup', 'Instalment Tax Setup', 'Tax Withholding Setup', 'Tax Deducted Setup', and 'Fuel Tax Rebate Setup'. A checkbox 'Remind me to check setups before reporting.' is also present. On the right, a list of report types is shown with radio buttons: 'GST (Full Report)' (selected), 'GST Summary by Code only', 'Instalment Income Tax (Details)', 'Instalment Income Tax (Summary)', 'Wages Tax Deductions (Details)', 'Withholding Tax Deductions (Details)', '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', and 'Entry details - all transactions'. A 'Minimum amount to report as a capital acquisition (GST)' field is set to '\$ 1000'. On the far right, there are 'Orientation' options (Portrait and Landscape) and 'List Order' options (Record, Name, GST Date, Code, Reference). Buttons for 'Report Any Period', 'Re-print Past Period', and 'Open Previous Period' are at the bottom right. Callouts include: 'Select the GST Full Report' pointing to the selected radio button; 'Click the Green tick' pointing to a green checkmark icon; and 'If this option is ticked you will be asked to check your tax setups if you do not wish to check them remove the tick from this box' pointing to the 'Remind me to check setups before reporting.' checkbox.

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5. You will now be on the report preview screen, from here you can email the document in PDF, print the entire document, 1 or more pages or drill down on Corrections



Drilling down on corrections

If there are any corrections on the GST report they will display as blue text in the GST full report

You can left mouse click on this blue text to get the details of the audit trail for the correction

Find the correction you would like details on in the report

The audit trail will now be displayed