

Billing NZ Invoices to Handle NZ GST

This document will explain:

How to set up your Jim2 database to handle billing NZ GST

This provides a method to identify invoices where NZ GST has been billed.

You should check the statutory reporting and lodgement requirements with your accountant, as you may need to adjust your BAS reporting manually.

1. Add a new NZ GST Code GZ via setups tax codes, (type = exclude from GST Reports, so it reports like tax code X in GST Sessions).

Code	Pcnt %	Description	Type	Active
C	10.00	Capital Acquisition	GST Capital Acq G10	<input checked="" type="checkbox"/>
E	0.00	Export	Export G2	<input checked="" type="checkbox"/>
F	0.00	GST Lump Sum Deferred	GST Deferred Acq (7a/G11 grossed up)	<input checked="" type="checkbox"/>
G	10.00	GST	GST Inclusive G1/G11	<input checked="" type="checkbox"/>
GZ	15.00	NZ GST	Exclude from GST reports	<input checked="" type="checkbox"/>
I	0.00	Input Taxed	Input Taxed G4/G13	<input checked="" type="checkbox"/>
L	0.00	Luxury Car	Luxury Car E1/F1	<input checked="" type="checkbox"/>
N	0.00	Not Taxable	GST Free G3/G14	<input checked="" type="checkbox"/>
P	0.00	PAYG Total	PAYG Total W1	<input checked="" type="checkbox"/>
Q	0.00	PAYG Tax	PAYG Tax W2	<input checked="" type="checkbox"/>
R	0.00	Capital for Private Use	Private Capital GST G10/G15	<input checked="" type="checkbox"/>
V	0.00	Non-Capital for Private Use	Private Non-Cap. GST G11/G15	<input checked="" type="checkbox"/>
W	48.50	Withholding	Withholding G14/W4	<input checked="" type="checkbox"/>
X	0.00	Exclude from GST	Exclude from GST reports	<input checked="" type="checkbox"/>
Y	0.00	GST Lump Sum	GST Lump Sum Other Acq G11 (Amt is gro)	<input checked="" type="checkbox"/>
Z	0.00	Lump Sum Capital Acq	GST Lump Sum Capital Acq G10 (Amt is grc)	<input checked="" type="checkbox"/>

2. Ensure GZ code is set against the currency in currency Setup. Go to Tools > Setups > Currency.

Currency Code	Symbol	Currency Name	Country	Active	Spread Limit (%)	Out Of Date Warning	Dollar	Dollars	Cent	Cents	Use Stock Price Rounding	Price Rounding	Buy Tax	Sell Tax
AUD	\$	dollar	Australia	<input checked="" type="checkbox"/>	5		Dollar	Dollars	Cent	Cents	<input checked="" type="checkbox"/>		1	
EUR	€	euro	European Union	<input type="checkbox"/>	5	14	Euro	Euros	Cent	Cents	<input checked="" type="checkbox"/>		1	
GBP	£	Pound Sterling	Great Britain	<input type="checkbox"/>	5	14	Pound	Pounds	Penny	Pence	<input checked="" type="checkbox"/>		1	
JPY	¥	Yen	Japan	<input type="checkbox"/>	5	14	Yen	Yen			<input type="checkbox"/>		100	
NZD	\$	dollar	New Zealand	<input type="checkbox"/>	5	14	Dollar	Dollars	Cent	Cents	<input checked="" type="checkbox"/>		1	GZ
USD	US\$	dollar	United States of Ame	<input type="checkbox"/>	5	14	Dollar	Dollars	Cent	Cents	<input checked="" type="checkbox"/>		1	

3. Set customer CardFile default Currency to NZ, and tick Tax.

Editing CardFile - HAPPEN.BUX

CardFile

Card Code: HAPPEN.BUX | A.B.N.: | Contact: Andrew

Name: Bay Marine

Address: 23 Bay Road, NAPIER, NEW ZEALAND | Delivery Address: 23 Bay Road, NAPIER, NEW ZEALAND

Suburb: | Suburb: | State: | PostCode: | State: | PostCode: | Country: New Zealand | Country: New Zealand

Acc. Mgr: | Groups: No groups assigned

Branch: | SubBranch: | GL Dept: |

Customer

Terms: NET 102 | Net 7 Days | Send Statement via: Print | Required Days: |

Price level: 3-Dealer | Credit Limit: 0.00 | Send Invoice via: Print | Hours: |

Cust PO #: | Acc. Fee %: 0.00 | Ship Via / Ship \$: | 0.00

Currency: NZD | Tax | Batch Inv. Group by: Customer

Credit Hold: OFF (Auto)

4. Raising a job will now calculate the 15% GST automatically.

Adding Sales Job 160 Bay Marine

Job# 160 Cust# HAPPEN.BUX Status Booked Price level 3 Name HR
 Cust Ref# From# HAPPEN.BUX Priority Normal Qte Req. Acc.Mgr
 Mode Ship# HAPPEN.BUX Type Normal Tax Paid Tax Total Tax Free Up
 Date In 08/04/2016 Due 12/04/2016 01:45F Out Ex.Job#
 Item# SALE Desc. Sale of Goods
 Status Due Currency NZD Rate 1.0500 Lock Rate
 Branch SubBranch GL Dept

Date	Initials	Status	Inc.	Comments
08/04/2016	SYS	Booked		

+	Status	Stock Code	Description	Unit	Order	Supply	B. Ord	Price Ex.	Price Inc.	Tax	Hide	Total
1		BOX	Computer Case	UNIT	1	1	0	45.00	51.75	GZ		51.75

SubTotal \$	45.00
Tax \$	6.75
Total \$ (NZD)	51.75
Prepaid \$	0.00
Balance Due \$	51.75

Job Cost Stats Linked Jobs/Quotes Invoice Details

5. GST Sessions – transactions will behave like X non reportable, and will not impact Worksheet figures for reporting GST in Australia. However, the By Tax tab will display the total value of transactions and GST for tax code GZ for the reporting period.

Worksheet Sales Purchases PAYG By Tax

Reconciled GST Type Tax Type

Type	Tran. Date	Doc. Date	Ref#	Comments	Amount	Tax Amount	Tax	Inc/Ex
Cheques	16/12/2014	16/12/2014	45	Cheque #1, ABECK	-10.07	\$0.00	X	
Creditors Adjust	29/01/2015	29/01/2015	-1000005	Creditors Adjustment Up #-1000005, COMP.WHOLE	-100.00	\$0.00	X	
					-110.07	\$0.00		
Tax Type : GST Inclusive G1/G11								
Purchase Order#	16/12/2014	16/12/2014	4441	Purchase Order# 4441, DANIELS.GM	-\$11000000.00	-\$10,000,000.00	G	<input checked="" type="checkbox"/>
					-\$11000000.00	-\$10000000.00		
GST Type : Sale								
Tax Type : Exclude from GST reports								
Invoices	03/02/2015	03/02/2015	136	Invoice# 136, BAY.MARINE (Job# 430)	\$47.14	\$6.15	GZ	<input checked="" type="checkbox"/>
					\$47.14	\$6.15		
Tax Type : GST Inclusive G1/G11								

6. The GZ values will be included in the General Ledger GST Collected Liability Account. Users will need to use the By Tax tab in the GST Session to establish the GZ values, and then enter a journal to move these values from the GST Collected Liability account to a new GST Collection (New Zealand) liability account. This should be done each GST reporting period.

Adding General Journal - #7 ✕

Journal # Date Status Recurring BAS type GL Tran# Tax Total Apply to 13th period Reverse Comment Currency Rate

+	Acc.Code	Branch	SubBranch	Name	Debit Inc.	Credit Inc.	Tax
	21310	GST Collected	6.15		X
	21350	GST Collected (New Zealand)		6.15	X

For further assistance or information please call Happen Business 02 9570 4696 or email support@happen.biz