

CSB Management Systems

GST Changes – Basic Details

These instructions are for those clients that have opted NOT to accept our proposal on making the GST transition easier by using the GST Change Utility we will provide.

If you have more than one company you have to perform the following Instructions for **ALL** Companies separately.

There are two ways the change to the GST rate can be handled within CSoft.

Option 1:

Maintain the existing GST setup in CSoft and change the rate to 15%.

Follow these steps:

- 1) Complete all Orders and Invoices for September.
- 2) Complete all stock receipts for September
- 3) Enter all Creditors Invoices for September
- 4) Make sure all receipts and payments are entered for September and Bank reconciliations done.
- 5) Check the unprinted/un-posted reports and Check all the transactions in the List.
- 6) Now Change the GST Rate to 15%
- 7) Make sure you change the GST Inclusive rate as well.
- 8) Make sure all Products with Retail Prices including 12.5% are changed to be GST 15% inclusive.
- 9) If you are on a cash basis for GST you will need to make sure you make a manual adjustment for the GST difference on outstanding Debtors and Creditors as at 30th September 2010. Follow the instructions on the IRD web site.

Option 2:

Create a new GST rate of 15% - we propose you use GST as the type and for inclusive rates GSTI.

Follow these steps:

- 1) Create new GST Types and rates.
- 2) Complete all Orders and Invoices for September.
- 3) Check the Unprinted/Un-posted reports and Check all the transactions in the List.
- 4) Change customers GST Type to GST for Exclusive and GSTI for inclusive customers.

- 5) In cases where you have a table on the Invoice entry screen for discount, these may have to be changed as well.
- 6) Make sure all Products with Retail Prices including 12.5% are changed to be GST 15% inclusive.
- 7) Complete all stock receipts for September.
- 8) Enter all Creditors Invoices for September.
- 9) Make sure all receipts and payments are entered for September and Bank reconciliations done.
- 10) Now Change all Creditors and Debtors to have the New GST Type of 15%
- 11) You will now be able to enter October Invoices with the GST Defaulting to 15%.
- 12) You can however still override the GST values in the GST field for creditors.
- 13) The last stage will be to change the GST types in the Chart of accounts file as we use the rates in there to calculate the GST values in receipts and payments.
- 14) If you are on a cash basis for GST you will need to make sure you make a manual adjustment for the GST difference on outstanding Debtors and Creditors as at 30th September 2010. Follow the instructions on the IRD web site.

GST Returns

You will have to run GST returns up to 30 September and from 1 October onwards separately as the system won't split the two rates on the returns automatically.