



GST Changes

Instructions for upgrading, how the new GST will work, what to look for and do.

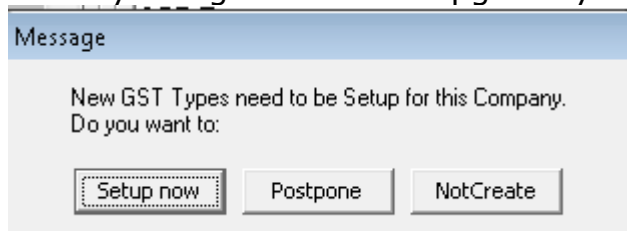
The concept we suggest using is that you will be creating a new GST Types with the new rate set i.e 15%.

This will allow you to do processing for both old and new rates on or after 1/10/2010 and will also be useful in keeping the transactions with old rates and new rates separate.

For example Invoices need to include the new GST rates but when you enter payments and creditors invoices for the previous month/months, you still need to record them at the old rate.

For ease of use procedure to create new rates using an automated system are as follows:

1. Run the Upgrade in the system manually or via Auto upgrades.
 - a. In Both case run the program updates first (first one in auto upgrades)
 - b. Then log off and back on
 - c. Then run the detail upgrade (second one in auto upgrades)
2. Log off from Csoft and Log back on.
3. When you log in after the upgrade you will get a prompt as follows:



The setup can be done any time before the GST Change over date. It should not affect current processing details.

4. If you say NotCreate you will not be asked again to do the setups.
5. If you postpone, you will be asked again after X number of days as entered.
6. If you say Setup now you should get the following screen.



CSB Management

Step 1 : Please Select the appropriate option for the Selected Company and Currency and then click on the Next Button

Current Details

Gst Payments basis
 Gst Invoice basis

Currency: NZD

Back Next

7. Please check and confirm if you are on Invoice or Cash Basis.

8. Click Next to continue. You should now get the following or similar:

Step 2 : Please Select/Fix the Default GST Inclusive and Exclusive Rates that are currently being used in the System :
The Selection can be changed by clicking under Columns "Def GST" or "Def Inc" columns

GST	Description	Perc	Currency	Default GST	Def Inclusive
1	Basic Gst 12.5%	12.50	NZD	X	
9	Basic Incl Gst 12.5%	12.50	NZD		X

Back Next

9. If the details are correct then simply click Next.

10. You should now see

Step 3 : Please Create The New Default GST Inclusive and Exclusive Rates that will be used in the System from 01/10/2010:

Previous GST	Description	%	Incl
1	Basic Gst 12.5%	12.50	E

Receipts/Invoices Control Acct: 812000
Payments/Creditors Control Acct: 811000

New GST	New Description	%	Incl
GST	GST RATE 15.00%	15.00	E

Receipts/Invoices Control Acct: 812000
Payments/Creditors Control Acct: 811000

Open this GST Type for further Setups

Previous GST	Description	%	Excl
9	Basic Incl Gst 12.5%	12.50	I

Receipts/Invoices Control Acct: 812000
Payments/Creditors Control Acct: 811000

New GST	New Description	%	Excl
GSTI	GST INCL RATE 15.00%	15.00	I

Receipts/Invoices Control Acct: 812000
Payments/Creditors Control Acct: 811000

Back Finish

11. There is no need to change the control accounts, but you may do so if you wish. All reports will still run correctly.



12. When you click on finish you should now get the following screen.

GST Details

Type: Default Rate

Percentage:

Description:

Receipts/Invoices Control Acct:

Payments/Creditors Control Acct:

Use this Rate with Currency:

Capex GST Inclusive Rate

Don't Round GST Round GST

Exclude From GST Calculations

Change in Rates

Date of Rate Change:

Previous GST Type:

Update New GST Types for :

13. We have provided the following functions in this form.

- a. Update customers files with new GST types.
 - i. Once this is done all Invoices will still use the old rates until the date the new rate comes into effect.
- b. Update Creditors files with new GST types.
 - i. Once this is done all Creditors Invoices entered will still use the old rates until the date the new ones rate comes into effect.
 - ii. This is based on the Invoice date NOT the system date.
- c. Update Chart of Accounts files with new GST types.
 - i. Once this is done all Payments/receipts entered in the Cash Book will still use the old rates until the date the new ones rate comes into effect.
 - ii. Again based on entry date NOT system date.
- d. Update Prospects files with new GST types.
 - i. Once this is done all Quotes done using the prospect file will still use the old rates until the date the new ones rate comes into effect.



CSB Management

- e. **IMPORTANT!** – If you use GSTI (GST Inclusive Rate) as well, you will need follow the steps from (a) to (d) above to update the new GST Inclusive types for Customers, Creditors, COA's & Prospects. Simply press F8 key to clear the current GST details and enter in the GST Inclusive type in the 'Type' Field. See screen shot below.

GST Details

GST Details

Type: GSTI1

Percentage: 15.00 Default Incl Rate

Description: GST INCL RATE 15.00%

Receipts/Invoices Control Acct: 812000

Payments/Creditors Control Acct: 811000

Use this Rate with Currency: NZD

Capex GST Inclusive Rate

Don't Round GST Round GST

Exclude From GST Calculations

Change in Rates

Date of Rate Change: 01/10/2010

Previous GST Type: 9

Update New GST Types for :

Customers Creditors COA Prospects

Change Retail Prices

Create Temp Retail Price Remove Temp Retail Price

- f. Creating temporary Retail Prices/ Removing temporary retail Prices.
- This function is provided to customers who sell at retail prices
 - Use this when you still need to have the old prices loaded to complete Invoices for the previous month, but may also do Invoices in the new month.
 - Use this when you want to change the prices after the 1st because of a time constraint.
 - When this option is selected we will create special prices including the 15% GST Charge.
 - When an Invoice is done on the 1st October it will use this price.
 - Please only do this while the current prices still includes 12.5 % GSt



CSB Management

- vii. The prices will be set for a period of one month.
- viii. YOU MUST CHANGE THE ACTUAL RETAIL PRICES BEFORE THE MONTH IS UP.
- g. Changing Retail Prices
 - i. This function will change the CURRENT retail selling price to include 15% Gst.
 - ii. This will be done using the change price form which is a standard form.
 - iii. If you have more than one price set as Gst inclusive, you will have to run this for ALL price types separately.
- 14. The next step will be when you do your GST Return
 - a. If your GST return straddles the date when the Rate changes, you will need to do two calculations in the system.
 - b. The system will prompt you should you enter the wrong dates.
 - c. If you are on a cash basis, we will calculate the debtors and creditors adjustment and record this in the GST return form or it will be printed as part of your return.
 - d. If on an Invoice basis the return to 30 September will be at 12.5 % and the return after that date will be 15%.
- 15. We hope the conversion process will go without any problems. Please call with any questions or problems.
- 16. Please note that if you are running multiple companies you will need to go through the above steps separately for all the companies.
- 17. Consult your Accountant or the IRD Web site for more details about the changes.