

# GST Submission

## Steps to prepare for submission

### General Ledger Module > Reports > Report List

The screenshot shows the 'General Ledger Module' interface. On the left, a sidebar contains 'Configuration', 'Activity', 'Analysis', and 'Reports' (highlighted with a red box and a red circle with the number 2). Below 'Reports' is a list of report types: 'Financial Performance (Profit)', 'Trial Balance', 'Financial Position', 'Audit Trail', 'Report List' (highlighted with a red box and a red circle with the number 3), 'Dashboard Display', and 'Report Request'. The main area is titled 'Report List' and contains a search bar, a 'Category' dropdown menu (set to 'GST' with a red circle with the number 4), and a 'Description' field. Below this is a table with 5 rows. The first row is 'Report Transactions with no GST selected'. The second row is 'GST 101 Calculation Report'. The third row is 'GST Report - Payment Method Bank Only' (highlighted with a red box and a red circle with the number 5). The fourth row is 'GST Report Original' (highlighted with a red box and a red circle with the number 6). The fifth row is 'GST Report with period closes'.

| # | Category | Description                              | Note                                                                                                                                       |
|---|----------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | GST      | Report Transactions with no GST selected | Report shows items that have no GST selected on them. Broken up between various documents.                                                 |
| 2 | GST      | GST 101 Calculation Report               | GST 101 Calculation Report                                                                                                                 |
| 3 | GST      | GST Report - Payment Method Bank Only    | GST report for payment method only showing bank transactions                                                                               |
| 4 | GST      | GST Report Original                      | Report shows from month to month with the GST due for this period. A summary or detail of GST allocated.                                   |
| 5 | GST      | GST Report with period closes            | Report is based on GST periods being closed. This report will also look at back dated transactions and put them in the current period. Rep |

Double click on the "GST Report Original"

### Run the Summary report

- Please choose the appropriate date range for your bi-monthly GST filing.

This ensures your submission reflects the correct reporting period and meets compliance requirements.

- Make sure the "Summary Calculation" box is ticked as this will help with the total to complete during submission

Note: Accurate date selection is essential for correct tax period calculation.

**Report List**

Search | Open | Printing Status | Permissions | Manage Reports

Category: GST Description: Note:

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| # | Category | Description                              | Note                                         |
|---|----------|------------------------------------------|----------------------------------------------|
| 1 | GST      | Report Transactions with no GST selected | Report shows items that have no GST selected |
| 2 | GST      | GST 101 Calculation Report               | GST 101 Calculation Report                   |
| 3 | GST      | GST Report - Payment Method Bank Only    | GST report for payment method only showing   |
| 4 | GST      | GST Report Original                      | Report shows from month to month with the    |
| 5 | GST      | GST Report with period closes            | Report is based on GST periods being closed. |

**GST Report Criteria**

☒ Summary
 Consolidate: ☒ Incl. Account: ☐  
☐ Detail
 Keep GL Detail: ☒ Branch: All

Year From: FY 2026 Year To: FY 2026  
 Period From: 2025-06-01 Period To: 2025-07-31  
 GST Type: All Sort By: Date  
 Reporting Method: Invoice  
 Summary Calculation: ☒

Generate
  Close

After clicking "Generate," a report will be produced, as shown below.

The figures displayed at the top represent your actual reported values, while the bottom section is formatted to assist with your IRD submission.

Print this document as a PDF and name it "GST Summary" add the date or month and year to easily identify this period.

Print

Email

Export

Copy

GST Report

Close

Report Date: 2025-08-21 10:29:11

Period For: 2025-06-01 – 2025-07-31

Branch: All

Tax Due: A bracketed amount indicates you owe IRD, while a positive figure means IRD owes you.

| GST Type        | GST Description        | Exclusive Amount | GST Amount  | Inclusive Amount |
|-----------------|------------------------|------------------|-------------|------------------|
| 00 INV GST      | 00 Invoice GST         | (459 983.72)     | (69 001.39) | (528 985.11)     |
| 01 INV FOR GST  | 01 Invoice Foreign GST | (882.06)         | 0.00        | (882.06)         |
| 02 CRD GST      | 02 Credit Note GST     | 4 658.87         | 698.84      | 5 357.71         |
| 03 PI GST       | 03 Purchase Inv GST    | 271 795.75       | 40 769.44   | 312 565.19       |
| 04 CASHBOOK GST | 04 Cashbook GST        | 23 627.32        | 3 543.96    | 27 171.28        |
| 05 PC GST       | 05 Purchase Credit GST | (39 291.34)      | (5 893.72)  | (45 185.06)      |
| 07 Non GST      | 07 Non GST             | (5 241.37)       | 0.00        | (5 241.37)       |
| 08 EXP GST      | 08 Exempt GST          | 18 841.51        | 0.00        | 18 841.51        |
| Totals          |                        | (186 475.04)     | (29 882.87) | (216 357.91)     |

Sales Summary

| GST Type   | GST Description    | Exclusive Amount | GST Amount  | Inclusive Amount |
|------------|--------------------|------------------|-------------|------------------|
| 00 INV GST | 00 Invoice GST     | (459 983.72)     | (69 001.39) | (528 985.11)     |
| 02 CRD GST | 02 Credit Note GST | 4 658.87         | 698.84      | 5 357.71         |
| Totals     |                    | (455 324.85)     | (68 302.55) | (523 627.40)     |

Purchases Summary

| GST Type        | GST Description        | Exclusive Amount | GST Amount | Inclusive Amount |
|-----------------|------------------------|------------------|------------|------------------|
| 03 PI GST       | 03 Purchase Inv GST    | 271 795.75       | 40 769.44  | 312 565.19       |
| 04 CASHBOOK GST | 04 Cashbook GST        | 23 627.32        | 3 543.96   | 27 171.28        |
| 05 PC GST       | 05 Purchase Credit GST | (39 291.34)      | (5 893.72) | (45 185.06)      |
| Totals          |                        | 256 131.73       | 38 419.68  | 294 551.41       |

GST Control Account

(47 012.52)

## Run the detailed report

Run the detailed report for the same period

**Report List**

Search | Open | Printing Status | Permissions | Manage Reports

Category: GST Description: Note:

Page 1 of 1

| # | Category | Description                              | Note                                         |
|---|----------|------------------------------------------|----------------------------------------------|
| 1 | GST      | Report Transactions with no GST selected | Report shows items that have no GST selected |
| 2 | GST      | GST 101 Calculation Report               | GST 101 Calculation Report                   |
| 3 | GST      | GST Report - Payment Method Bank Only    | GST report for payment method only showing   |
| 4 | GST      | GST Report Original                      | Report shows from month to month with the    |
| 5 | GST      | GST Report with period closes            | Report is based on GST periods being closed. |

**GST Report Criteria**

☒ Summary
 ☐ **Detail**

Consolidate: ☒
 Incl. Account: ☐

Keep GL Detail: ☒
 Branch: All

Year From: FY 2026
 Year To: FY 2026

Period From: 2025-06-01
 Period To: 2025-07-31

GST Type: All
 Sort By: Date

Reporting Method: Invoice
 Summary Calculation: ☒

Generate
  Close

After clicking "Generate," a report will be produced, as shown below.

This report will give you every line of the invoice and is grouped by the different categories.

Review the report by scrolling through, and under the "Invoice" category, verify that all entries appear consistent and there are no irregularities.

| GST Detail Report                |            |           |                                     |             |            |             |            |  |
|----------------------------------|------------|-----------|-------------------------------------|-------------|------------|-------------|------------|--|
| Report Date: 2025-08-21 10:30:01 |            |           | Period For: 2025-06-01 – 2025-07-31 |             |            | Branch: All |            |  |
| GST Type                         | 00 INV GST | Reference | Sup Inv No                          | Description | Excl       | GST         | Incl       |  |
| Date                             | Trans Code |           |                                     |             |            |             |            |  |
| 2025-06-01                       | Invoice    | INV113691 |                                     |             | (3 475.00) | (521.25)    | (3 996.25) |  |
| 2025-06-01                       | Invoice    | INV114325 |                                     |             | (59.98)    | (9.00)      | (68.98)    |  |
| 2025-06-01                       | Invoice    | INV114326 |                                     |             | (59.98)    | (9.00)      | (68.98)    |  |
| 2025-06-03                       | Invoice    | INV113697 |                                     |             | (50.00)    | (7.50)      | (57.50)    |  |
| 2025-06-03                       | Invoice    | INV113813 |                                     |             | (3 657.50) | (548.64)    | (4 206.14) |  |
| 2025-06-03                       | Invoice    | INV113814 |                                     |             | (1 630.00) | (244.50)    | (1 874.50) |  |
| 2025-06-03                       | Invoice    | INV113821 |                                     |             | (244.49)   | (36.67)     | (281.16)   |  |
| 2025-06-03                       | Invoice    | INV113822 |                                     |             | (104.00)   | (15.60)     | (119.60)   |  |
| 2025-06-04                       | Invoice    | INV113815 |                                     |             | (500.00)   | (75.00)     | (575.00)   |  |
| 2025-06-04                       | Invoice    | INV113816 |                                     |             | (100.00)   | (15.00)     | (115.00)   |  |
| 2025-06-04                       | Invoice    | INV113817 |                                     |             | (1 160.00) | (174.00)    | (1 334.00) |  |
| 2025-06-04                       | Invoice    | INV113818 |                                     |             | (1 015.00) | (152.25)    | (1 167.25) |  |
| 2025-06-04                       | Invoice    | INV113820 |                                     |             | (802.55)   | (120.38)    | (922.93)   |  |
| 2025-06-04                       | Invoice    | INV113827 |                                     |             | (231.68)   | (34.75)     | (266.43)   |  |
| 2025-06-05                       | Invoice    | INV113819 |                                     |             | (230.00)   | (34.50)     | (264.50)   |  |
| 2025-06-05                       | Invoice    | INV113823 |                                     |             | (40.00)    | (6.00)      | (46.00)    |  |
| 2025-06-05                       | Invoice    | INV113824 |                                     |             | (150.17)   | (22.53)     | (172.70)   |  |
| 2025-06-05                       | Invoice    | INV113825 |                                     |             | (192.50)   | (28.88)     | (221.38)   |  |
| 2025-06-05                       | Invoice    | INV113826 |                                     |             | (80.24)    | (12.04)     | (92.28)    |  |
| 2025-06-06                       | Invoice    | INV113828 |                                     |             | (460.00)   | (69.00)     | (529.00)   |  |
| 2025-06-06                       | Invoice    | INV113829 |                                     |             | (65.00)    | (9.75)      | (74.75)    |  |
| 2025-06-06                       | Invoice    | INV113830 |                                     |             | (55.00)    | (8.25)      | (63.25)    |  |
| 2025-06-06                       | Invoice    | INV113831 |                                     |             | (5 685.00) | (852.75)    | (6 537.75) |  |
| 2025-06-09                       | Invoice    | INV113832 |                                     |             | (1 805.00) | (270.75)    | (2 075.75) |  |
| 2025-06-09                       | Invoice    | INV113833 |                                     |             | (120.00)   | (18.00)     | (138.00)   |  |
| 2025-06-09                       | Invoice    | INV113834 |                                     |             | (79.80)    | (11.97)     | (91.77)    |  |
| 2025-06-10                       | Invoice    | INV113688 |                                     |             | (4.90)     | (0.74)      | (5.64)     |  |
| 2025-06-10                       | Invoice    | INV113835 |                                     |             | (2 590.00) | (388.50)    | (2 978.50) |  |
| 2025-06-10                       | Invoice    | INV113836 |                                     |             | (120.00)   | (18.00)     | (138.00)   |  |
| 2025-06-10                       | Invoice    | INV113837 |                                     |             | (75.22)    | (11.28)     | (86.50)    |  |
| 2025-06-11                       | Invoice    | INV113838 |                                     |             | (4 010.00) | (601.50)    | (4 611.50) |  |
| 2025-06-11                       | Invoice    | INV113839 |                                     |             | (582.00)   | (87.30)     | (669.30)   |  |
| 2025-06-11                       | Invoice    | INV113840 |                                     |             | (100.00)   | (15.00)     | (115.00)   |  |
| 2025-06-12                       | Invoice    | INV113841 |                                     |             | (221.00)   | (33.15)     | (254.15)   |  |
| 2025-06-12                       | Invoice    | INV113842 |                                     |             | (47.61)    | (7.14)      | (54.75)    |  |
| 2025-06-13                       | Invoice    | INV113843 |                                     |             | (170.00)   | (25.50)     | (195.50)   |  |

The next section covers non-GST invoices.

IRD requires visibility into the total value of transactions where GST was not applied, to ensure accurate reporting and compliance.

Again, verify that all entries appear consistent and there are no irregularities.

| GST Type   | 01 INV FOR GST | Reference | Sup Inv No | Description | Excl     | GST  | Incl     |  |
|------------|----------------|-----------|------------|-------------|----------|------|----------|--|
| Date       | Trans Code     |           |            |             |          |      |          |  |
| 2025-06-25 | Invoice        | INV113954 |            |             | (24.24)  | 0.00 | (24.24)  |  |
| 2025-06-25 | Invoice        | INV114096 |            |             | (47.04)  | 0.00 | (47.04)  |  |
| 2025-06-25 | Invoice        | INV114097 |            |             | (17.25)  | 0.00 | (17.25)  |  |
| 2025-06-26 | Invoice        | INV114106 |            |             | (120.00) | 0.00 | (120.00) |  |
| 2025-06-30 | Invoice        | INV114165 |            |             | (292.50) | 0.00 | (292.50) |  |
| 2025-06-30 | Invoice        | INV114204 |            |             | (292.50) | 0.00 | (292.50) |  |
| 2025-07-25 | Invoice        | INV114373 |            |             | (24.24)  | 0.00 | (24.24)  |  |
| 2025-07-25 | Invoice        | INV114516 |            |             | (47.04)  | 0.00 | (47.04)  |  |
| 2025-07-25 | Invoice        | INV114517 |            |             | (17.25)  | 0.00 | (17.25)  |  |
|            |                |           |            |             | (882.06) | 0.00 | (882.06) |  |

The next section covers credit notes.

Again, verify that all entries appear consistent and there are no irregularities.

| GST Type <b>02 CRD GST</b> |             |           |            |             | (000.00) | 0.00   | (000.00) |
|----------------------------|-------------|-----------|------------|-------------|----------|--------|----------|
| Date                       | Trans Code  | Reference | Sup Inv No | Description | Excl     | GST    | Incl     |
| 2025-06-01                 | Credit Note | CRN488    |            |             | 50.00    | 7.50   | 57.50    |
| 2025-06-01                 | Credit Note | CRN490    |            |             | 127.50   | 19.13  | 146.63   |
| 2025-06-01                 | Credit Note | CRN492    |            |             | 59.98    | 9.00   | 68.98    |
| 2025-06-01                 | Credit Note | CRN493    |            |             | 59.98    | 9.00   | 68.98    |
| 2025-06-03                 | Credit Note | CRN477    |            |             | 50.00    | 7.50   | 57.50    |
| 2025-06-25                 | Credit Note | CRN483    |            |             | 585.51   | 87.82  | 673.33   |
| 2025-06-25                 | Credit Note | CRN494    |            |             | 59.98    | 9.00   | 68.98    |
| 2025-06-26                 | Credit Note | CRN482    |            |             | 2 665.00 | 399.75 | 3 064.75 |
| 2025-07-02                 | Credit Note | CRN484    |            |             | 32.50    | 4.88   | 37.38    |
| 2025-07-07                 | Credit Note | CRN485    |            |             | 43.45    | 6.52   | 49.97    |
| 2025-07-07                 | Credit Note | CRN486    |            |             | 43.43    | 6.51   | 49.94    |
| 2025-07-09                 | Credit Note | CRN499    |            |             | 190.56   | 28.58  | 219.14   |
| 2025-07-14                 | Credit Note | CRN487    |            |             | 100.00   | 15.00  | 115.00   |
| 2025-07-16                 | Credit Note | CRN489    |            |             | 466.00   | 69.90  | 535.90   |
| 2025-07-11                 | Credit Note | CRN485    |            |             | 25.00    | 3.75   | 28.75    |

The next section covers Goods Received.

Again, verify that all entries appear consistent and there are no irregularities.

| GST Type <b>03 PI GST</b> |                     |           |                   |             | (000.00)  | 000.00   | (000.00)  |
|---------------------------|---------------------|-----------|-------------------|-------------|-----------|----------|-----------|
| Date                      | Trans Code          | Reference | Sup Inv No        | Description | Excl      | GST      | Incl      |
| 2025-06-02                | Goods Received Note | PI8807    | 139643            |             | 11.00     | 1.65     | 12.65     |
| 2025-06-02                | Goods Received Note | PI8808    | 1500880           |             | 184.65    | 27.70    | 212.35    |
| 2025-06-02                | Goods Received Note | PI8809    | 1500879           |             | 44.85     | 6.73     | 51.58     |
| 2025-06-02                | Goods Received Note | PI8810    | 1500878           |             | 179.88    | 26.98    | 206.86    |
| 2025-06-02                | Goods Received Note | PI8811    | 1500882           |             | 44.85     | 6.73     | 51.58     |
| 2025-06-03                | Goods Received Note | PI8813    | SICH588010        |             | 22.77     | 3.42     | 26.19     |
| 2025-06-04                | Goods Received Note | PI8817    | SICH588450        |             | 278.14    | 41.72    | 319.86    |
| 2025-06-04                | Goods Received Note | PI8819    | 480471-D01        |             | 10.95     | 1.64     | 12.59     |
| 2025-06-04                | Goods Received Note | PI8820    | 1580106           |             | 79.60     | 11.94    | 91.54     |
| 2025-06-04                | Goods Received Note | PI8821    | 4300431           |             | 717.89    | 107.69   | 825.58    |
| 2025-06-04                | Goods Received Note | PI8824    | 1518647           |             | 2 036.95  | 305.54   | 2 342.49  |
| 2025-06-05                | Goods Received Note | PI8823    | INV-2687          |             | 615.00    | 92.25    | 707.25    |
| 2025-06-05                | Goods Received Note | PI8825    | 1519219           |             | 3 376.74  | 506.51   | 3 883.25  |
| 2025-06-05                | Goods Received Note | PI8826    | 9927762759        |             | 11 605.75 | 1 740.86 | 13 346.61 |
| 2025-06-08                | Goods Received Note | PI8827    | 15321936208062025 |             | 383.25    | 57.49    | 440.74    |
| 2025-06-09                | Goods Received Note | PI8831    | 4302292           |             | 79.80     | 11.97    | 91.77     |
| 2025-06-09                | Goods Received Note | PI8832    | 4302293           |             | 21.00     | 3.15     | 24.15     |
| 2025-06-09                | Goods Received Note | PI8833    | 4302294           |             | 264.00    | 39.60    | 303.60    |
| 2025-06-09                | Goods Received Note | PI8867    | 00028529          |             | 111.20    | 16.68    | 127.88    |
| 2025-06-10                | Goods Received Note | PI8836    | SICH590903        |             | 147.05    | 22.06    | 169.11    |
| 2025-06-10                | Goods Received Note | PI8837    | 1500881           |             | 134.55    | 20.18    | 154.73    |
| 2025-06-10                | Goods Received Note | PI8838    | 4302801           |             | 195.00    | 29.25    | 224.25    |
| 2025-06-10                | Goods Received Note | PI8839    | 4302803           |             | 159.50    | 23.92    | 183.42    |
| 2025-06-10                | Goods Received Note | PI8840    | 9927787912        |             | 592.02    | 88.80    | 680.82    |
| 2025-06-10                | Goods Received Note | PI8841    | 1521956           |             | 606.30    | 90.95    | 697.25    |
| 2025-06-11                | Goods Received Note | PI8846    | 2652151C1D        |             | 55.00     | 8.25     | 63.25     |
| 2025-06-12                | Goods Received Note | PI8842    | SICH591748        |             | 149.00    | 22.35    | 171.35    |
| 2025-06-12                | Goods Received Note | PI8843    | 4304073           |             | 182.72    | 27.41    | 210.13    |
| 2025-06-12                | Goods Received Note | PI8844    | INV-2688          |             | 780.00    | 117.00   | 897.00    |
| 2025-06-13                | Goods Received Note | PI8845    | TBC               |             | 47.40     | 7.11     | 54.51     |
| 2025-06-13                | Goods Received Note | PI8847    | SICS1697369       |             | 163.91    | 24.59    | 188.50    |
| 2025-06-13                | Goods Received Note | PI8848    | 4304523           |             | 2 395.30  | 359.30   | 2 754.60  |

The next section pertains to the Cashbook.

As with previous sections, ensure all entries are consistent and free from anomalies.

Note: In some workflows, 'Goods Received' and 'Cashbook' may overlap, while in others they are maintained as distinct records.

| GST Type   |                |           |            |             | 271 795.75 | 40 769.44 | 312 565.19 |
|------------|----------------|-----------|------------|-------------|------------|-----------|------------|
| Date       | Trans Code     | Reference | Sup Inv No | Description | Excl       | GST       | Incl       |
| 2025-06-02 | GLCashbookLine | GLCB756   |            |             | 52.46      | 7.87      | 60.33      |
| 2025-06-03 | GLCashbookLine | GLCB757   |            |             | 102.85     | 15.43     | 118.28     |
| 2025-06-03 | GLCashbookLine | GLCB757   |            |             | 86.96      | 13.04     | 100.00     |
| 2025-06-03 | GLCashbookLine | GLCB757   |            |             | 42.00      | 6.30      | 48.30      |
| 2025-06-03 | GLCashbookLine | GLCB757   |            |             | 6.52       | 0.98      | 7.50       |
| 2025-06-04 | GLCashbookLine | GLCB757   |            |             | 86.96      | 13.04     | 100.00     |
| 2025-06-04 | GLCashbookLine | GLCB757   |            |             | 9.63       | 1.45      | 11.08      |
| 2025-06-04 | GLCashbookLine | GLCB757   |            |             | 9.63       | 1.45      | 11.08      |
| 2025-06-04 | GLCashbookLine | GLCB757   |            |             | 9.63       | 1.44      | 11.07      |
| 2025-06-04 | GLCashbookLine | GLCB757   |            |             | 9.63       | 1.44      | 11.07      |
| 2025-06-04 | GLCashbookLine | GLCB757   |            |             | 9.63       | 1.44      | 11.07      |
| 2025-06-04 | GLCashbookLine | GLCB757   |            |             | 9.63       | 1.44      | 11.07      |
| 2025-06-04 | GLCashbookLine | GLCB757   |            |             | 9.63       | 1.44      | 11.07      |
| 2025-06-04 | GLCashbookLine | GLCB757   |            |             | 9.63       | 1.44      | 11.07      |
| 2025-06-04 | GLCashbookLine | GLCB758   |            |             | 148.90     | 22.34     | 171.24     |

Once you are happy with your report Print this document as a PDF and name it "GST Detailed" and again add the date or month and year to easily identify this period.

Once you have saved this report we need to export the data out to a spreadsheet.

We are interested in the below section of the data:

Copy the below and save it to another Tab (Tab 2) and delete the "Good Received Note" lines

|     | A              | B          | C         | D          | E           | F          | G         | H          |
|-----|----------------|------------|-----------|------------|-------------|------------|-----------|------------|
| 1   | 00 INV GST     |            |           |            |             |            |           |            |
| 2   | Date           | Trans Code | Reference | Sup Inv No | Description | Excl       | VAT       | Incl       |
| 905 |                |            |           |            |             | -459983.72 | -69001.39 | -528985.11 |
| 906 | 01 INV FOR GST |            |           |            |             |            |           |            |
| 907 | Date           | Trans Code | Reference | Sup Inv No | Description | Excl       | VAT       | Incl       |
| 908 | 2025-06-25     | Invoice    | INV113954 |            |             | -24.24     | 0         | -24.24     |
| 909 | 2025-06-25     | Invoice    | INV114096 |            |             | -47.04     | 0         | -47.04     |
| 910 | 2025-06-25     | Invoice    | INV114097 |            |             | -17.25     | 0         | -17.25     |
| 911 | 2025-06-26     | Invoice    | INV114106 |            |             | -120       | 0         | -120       |
| 912 | 2025-06-30     | Invoice    | INV114165 |            |             | -292.5     | 0         | -292.5     |
| 913 | 2025-06-30     | Invoice    | INV114204 |            |             | -292.5     | 0         | -292.5     |
| 914 | 2025-07-25     | Invoice    | INV114373 |            |             | -24.24     | 0         | -24.24     |
| 915 | 2025-07-25     | Invoice    | INV114516 |            |             | -47.04     | 0         | -47.04     |
| 916 | 2025-07-25     | Invoice    | INV114517 |            |             | -17.25     | 0         | -17.25     |
| 917 |                |            |           |            |             | -882.06    | 0         | -882.06    |
| 918 | 02 CRD GST     |            |           |            |             |            |           |            |

|      |            |                     |           |                   |             |          |     |          |
|------|------------|---------------------|-----------|-------------------|-------------|----------|-----|----------|
| 1246 | 07 Non GST |                     |           |                   |             |          |     |          |
| 1247 | Date       | Trans Code          | Reference | Sup Inv No        | Description | Excl     | VAT | Incl     |
| 1248 | 2025-06-06 | Goods Received Note | PI8834    | CI_1612224        |             | -1.35    | 0   | -1.35    |
| 1249 | 2025-06-08 | Goods Received Note | PI8827    | 15321936208062025 |             | 49.97    | 0   | 49.97    |
| 1250 | 2025-06-16 | Invoice             | INV113849 |                   |             | -300     | 0   | -300     |
| 1251 | 2025-06-17 | Invoice             | INV113856 |                   |             | -1239.4  | 0   | -1239.4  |
| 1252 | 2025-06-25 | Invoice             | INV113954 |                   |             | -428.4   | 0   | -428.4   |
| 1253 | 2025-06-25 | Invoice             | INV114096 |                   |             | -292.3   | 0   | -292.3   |
| 1254 | 2025-06-25 | Invoice             | INV114097 |                   |             | -270     | 0   | -270     |
| 1255 | 2025-06-25 | Invoice             | INV114105 |                   |             | -200     | 0   | -200     |
| 1256 | 2025-07-01 | Goods Received Note | PI8895    | 1037628           |             | 754      | 0   | 754      |
| 1257 | 2025-07-02 | Goods Received Note | PI8964    | 11592332          |             | 28.37    | 0   | 28.37    |
| 1258 | 2025-07-07 | Goods Received Note | PI8919    | CI_1633174        |             | -1.37    | 0   | -1.37    |
| 1259 | 2025-07-08 | Goods Received Note | PI8916    | 15321936208072025 |             | 52.97    | 0   | 52.97    |
| 1260 | 2025-07-15 | Invoice             | INV114299 |                   |             | -1383.16 | 0   | -1383.16 |
| 1261 | 2025-07-16 | Invoice             | INV114298 |                   |             | -300     | 0   | -300     |
| 1262 | 2025-07-25 | Invoice             | INV114373 |                   |             | -428.4   | 0   | -428.4   |
| 1263 | 2025-07-25 | Invoice             | INV114516 |                   |             | -292.3   | 0   | -292.3   |
| 1264 | 2025-07-25 | Invoice             | INV114517 |                   |             | -270     | 0   | -270     |
| 1265 | 2025-07-25 | Invoice             | INV114526 |                   |             | -200     | 0   | -200     |
| 1266 | 2025-07-31 | Invoice             | INV114618 |                   |             | -2       | 0   | -292.5   |
| 1267 | 2025-07-31 | Invoice             | INV114725 |                   |             | -227.5   | 0   | -227.5   |
| 1268 |            |                     |           |                   |             | -5241.37 | 0   | -5241.37 |
| 1269 | 08 EXP GST |                     |           |                   |             |          |     |          |

Remove Goods Received notes

In the second tab consolidate the totals from both sections.

This summary is used to present IRD with the total value of transactions where GST was not applied.

|    | A          | B          | C         | D          | E           | F          | G   | H          |
|----|------------|------------|-----------|------------|-------------|------------|-----|------------|
| 1  | Date       | Trans Code | Reference | Sup Inv No | Description | Excl       | VAT | Incl       |
| 2  | 2025-06-25 | Invoice    | INV113954 |            |             | - 24.24    | -   | 24.24      |
| 3  | 2025-06-25 | Invoice    | INV114096 |            |             | - 47.04    | -   | 47.04      |
| 4  | 2025-06-25 | Invoice    | INV114097 |            |             | - 17.25    | -   | 17.25      |
| 5  | 2025-06-26 | Invoice    | INV114106 |            |             | - 120.00   | -   | 120.00     |
| 6  | 2025-06-30 | Invoice    | INV114165 |            |             | - 292.50   | -   | 292.50     |
| 7  | 2025-06-30 | Invoice    | INV114204 |            |             | - 292.50   | -   | 292.50     |
| 8  | 2025-07-25 | Invoice    | INV114373 |            |             | - 24.24    | -   | 24.24      |
| 9  | 2025-07-25 | Invoice    | INV114516 |            |             | - 47.04    | -   | 47.04      |
| 10 | 2025-07-25 | Invoice    | INV114517 |            |             | - 17.25    | -   | 17.25      |
| 11 | 2025-06-16 | Invoice    | INV113849 |            |             | - 300.00   | -   | 300.00     |
| 12 | 2025-06-17 | Invoice    | INV113856 |            |             | - 1,239.40 | -   | 1,239.40   |
| 13 | 2025-06-25 | Invoice    | INV113954 |            |             | - 428.40   | -   | 428.40     |
| 14 | 2025-06-25 | Invoice    | INV114096 |            |             | - 292.30   | -   | 292.30     |
| 15 | 2025-06-25 | Invoice    | INV114097 |            |             | - 270.00   | -   | 270.00     |
| 16 | 2025-06-25 | Invoice    | INV114105 |            |             | - 200.00   | -   | 200.00     |
| 17 | 2025-07-15 | Invoice    | INV114299 |            |             | - 1,383.16 | -   | 1,383.16   |
| 18 | 2025-07-16 | Invoice    | INV114298 |            |             | - 300.00   | -   | 300.00     |
| 19 | 2025-07-25 | Invoice    | INV114373 |            |             | - 428.40   | -   | 428.40     |
| 20 | 2025-07-25 | Invoice    | INV114516 |            |             | - 292.30   | -   | 292.30     |
| 21 | 2025-07-25 | Invoice    | INV114517 |            |             | - 270.00   | -   | 270.00     |
| 22 | 2025-07-25 | Invoice    | INV114526 |            |             | - 200.00   | -   | 200.00     |
| 23 | 2025-07-31 | Invoice    | INV114618 |            |             | - 292.50   | -   | 292.50     |
| 24 | 2025-07-31 | Invoice    | INV114725 |            |             | - 227.50   | -   | 227.50     |
| 25 |            |            |           |            |             | - 7,006.02 |     | - 7,006.02 |
| 26 |            |            |           |            |             |            |     |            |

## Submission

Once you have completed the above steps to get the information needed you will now need the below two screens to complete the submission

- Consolidated Totals for IRD Reporting (GST-Exempt Transactions) and
- GST Summary Report

|    | A          | B          | C         | D          | E           | F          | G   | H          |
|----|------------|------------|-----------|------------|-------------|------------|-----|------------|
| 1  | Date       | Trans Code | Reference | Sup Inv No | Description | Excl       | VAT | Incl       |
| 2  | 2025-06-25 | Invoice    | INV113954 |            |             | - 24.24    | -   | 24.24      |
| 3  | 2025-06-25 | Invoice    | INV114096 |            |             | - 47.04    | -   | 47.04      |
| 4  | 2025-06-25 | Invoice    | INV114097 |            |             | - 17.25    | -   | 17.25      |
| 5  | 2025-06-26 | Invoice    | INV114106 |            |             | - 120.00   | -   | 120.00     |
| 6  | 2025-06-30 | Invoice    | INV114165 |            |             | - 292.50   | -   | 292.50     |
| 7  | 2025-06-30 | Invoice    | INV114204 |            |             | - 292.50   | -   | 292.50     |
| 8  | 2025-07-25 | Invoice    | INV114373 |            |             | - 24.24    | -   | 24.24      |
| 9  | 2025-07-25 | Invoice    | INV114516 |            |             | - 47.04    | -   | 47.04      |
| 10 | 2025-07-25 | Invoice    | INV114517 |            |             | - 17.25    | -   | 17.25      |
| 11 | 2025-06-16 | Invoice    | INV113849 |            |             | - 300.00   | -   | 300.00     |
| 12 | 2025-06-17 | Invoice    | INV113856 |            |             | - 1,239.40 | -   | 1,239.40   |
| 13 | 2025-06-25 | Invoice    | INV113954 |            |             | - 428.40   | -   | 428.40     |
| 14 | 2025-06-25 | Invoice    | INV114096 |            |             | - 292.30   | -   | 292.30     |
| 15 | 2025-06-25 | Invoice    | INV114097 |            |             | - 270.00   | -   | 270.00     |
| 16 | 2025-06-25 | Invoice    | INV114105 |            |             | - 200.00   | -   | 200.00     |
| 17 | 2025-07-15 | Invoice    | INV114299 |            |             | - 1,383.16 | -   | 1,383.16   |
| 18 | 2025-07-16 | Invoice    | INV114298 |            |             | - 300.00   | -   | 300.00     |
| 19 | 2025-07-25 | Invoice    | INV114373 |            |             | - 428.40   | -   | 428.40     |
| 20 | 2025-07-25 | Invoice    | INV114516 |            |             | - 292.30   | -   | 292.30     |
| 21 | 2025-07-25 | Invoice    | INV114517 |            |             | - 270.00   | -   | 270.00     |
| 22 | 2025-07-25 | Invoice    | INV114526 |            |             | - 200.00   | -   | 200.00     |
| 23 | 2025-07-31 | Invoice    | INV114618 |            |             | - 292.50   | -   | 292.50     |
| 24 | 2025-07-31 | Invoice    | INV114725 |            | IT support  | - 227.50   | -   | 227.50     |
| 25 |            |            |           |            |             | - 7,006.02 |     | - 7,006.02 |
| 26 |            |            |           |            |             |            |     |            |

PrintEmailExportCopy

# GST Report

Close

Report Date: 2025-08-21 10:29:11  
Period For: 2025-06-01 – 2025-07-31  
Branch: All

| GST Type        | GST Description        | Exclusive Amount | GST Amount  | Inclusive Amount |
|-----------------|------------------------|------------------|-------------|------------------|
| 00 INV GST      | 00 Invoice GST         | (459 983.72)     | (69 001.39) | (528 985.11)     |
| 01 INV FOR GST  | 01 Invoice Foreign GST | (882.06)         | 0.00        | (882.06)         |
| 02 CRD GST      | 02 Credit Note GST     | 4 658.87         | 698.84      | 5 357.71         |
| 03 PI GST       | 03 Purchase Inv GST    | 271 795.75       | 40 769.44   | 312 565.19       |
| 04 CASHBOOK GST | 04 Cashbook GST        | 23 627.32        | 3 543.96    | 27 171.28        |
| 05 PC GST       | 05 Purchase Credit GST | (39 291.34)      | (5 893.72)  | (45 185.06)      |
| 07 Non GST      | 07 Non GST             | (5 241.37)       | 0.00        | (5 241.37)       |
| 08 EXP GST      | 08 Exempt GST          | 18 841.51        | 0.00        | 18 841.51        |
| Totals          |                        | (186 475.04)     | (29 882.87) | (216 357.91)     |

Sales Summary

| GST Type   | GST Description    | Exclusive Amount | GST Amount  | Inclusive Amount |
|------------|--------------------|------------------|-------------|------------------|
| 00 INV GST | 00 Invoice GST     | (459 983.72)     | (69 001.39) | (528 985.11)     |
| 02 CRD GST | 02 Credit Note GST | 4 658.87         | 698.84      | 5 357.71         |
| Totals     |                    | (455 324.85)     | (68 302.55) | (523 627.40)     |

Purchases Summary

| GST Type        | GST Description        | Exclusive Amount | GST Amount | Inclusive Amount |
|-----------------|------------------------|------------------|------------|------------------|
| 03 PI GST       | 03 Purchase Inv GST    | 271 795.75       | 40 769.44  | 312 565.19       |
| 04 CASHBOOK GST | 04 Cashbook GST        | 23 627.32        | 3 543.96   | 27 171.28        |
| 05 PC GST       | 05 Purchase Credit GST | (39 291.34)      | (5 893.72) | (45 185.06)      |
| Totals          |                        | 256 131.73       | 38 419.68  | 294 551.41       |

GST Control Account

(47 012.52)

Login to IRD

- GST
- Returns and Transactions

Summary Alerts 4 I want to...

|                                     |                                                                                                                                                                      |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>Dividend withholding tax</div> | <div>Total balance: \$0.00</div> <div>Due now: \$0.00</div> <div><div>&gt; Make a payment</div><div>&gt; Returns and transactions</div><div>&gt; More...</div></div> |
| <div>GST</div> <div>Alerts 1</div>  | <div>Total balance: \$0.00</div> <div>Due now: \$0.00</div> <div><div>&gt; Make a payment</div><div>&gt; Returns and transactions</div><div>&gt; More...</div></div> |

Open the File return due

Page 1 of 3

Type to filter

| Period      | Balance |                                                                                                                                 |
|-------------|---------|---------------------------------------------------------------------------------------------------------------------------------|
| 31-Jul-2025 | \$0.00  |  <a href="#">File return (Due 28-Aug-2025)</a> |
| 31-May-2025 | \$0.00  |                                                                                                                                 |

Filing Options

Always select "No," as GST submissions are made on behalf of a registered company.  
Ensure "GST Components" is selected to guarantee the submission is calculated precisely to the cent.  
Click "Next" to proceed.

Filing option

Is this a nil return?

Yes

No

Select an option

Total sales and purchases

GST components

Total sales and purchases

Previous

Next

Sales and Income

Complete the following fields:

- Total GST Collected on sales and income
- Zero Rated Supplies

Filing option

Sales and income

Sales and income

Help

Total GST collected on sales and income

68,302.55

Zero-rated supplies

7,006.02

Total sales and income

530,658.90

Net GST sales and income

523,652.88

Debit adjustments

Help

Do you have debit adjustments?

Yes

No

Cancel

Save Draft

Previous

Next

Total GST Collected on sales and income - this will be found on the GST Summary Report as shows below

Print

Email

Export

Copy

GST Report

Close

Report Date: 2025-08-21 10:29:11

Period For: 2025-06-01 – 2025-07-31

Branch: All

| GST Type        | GST Description        | Exclusive Amount | GST Amount  | Inclusive Amount |
|-----------------|------------------------|------------------|-------------|------------------|
| 00 INV GST      | 00 Invoice GST         | (459 983.72)     | (69 001.39) | (528 985.11)     |
| 01 INV FOR GST  | 01 Invoice Foreign GST | (882.06)         | 0.00        | (882.06)         |
| 02 CRD GST      | 02 Credit Note GST     | 4 658.87         | 698.84      | 5 357.71         |
| 03 PI GST       | 03 Purchase Inv GST    | 271 795.75       | 40 769.44   | 312 565.19       |
| 04 CASHBOOK GST | 04 Cashbook GST        | 23 627.32        | 3 543.96    | 27 171.28        |
| 05 PC GST       | 05 Purchase Credit GST | (39 291.34)      | (5 893.72)  | (45 185.06)      |
| 07 Non GST      | 07 Non GST             | (5 241.37)       | 0.00        | (5 241.37)       |
| 08 EXP GST      | 08 Exempt GST          | 18 841.51        | 0.00        | 18 841.51        |
| Totals          |                        | (186 475.04)     | (29 882.87) | (216 357.91)     |

Sales Summary

| GST Type   | GST Description    | Exclusive Amount | GST Amount  | Inclusive Amount |
|------------|--------------------|------------------|-------------|------------------|
| 00 INV GST | 00 Invoice GST     | (459 983.72)     | (69 001.39) | (528 985.11)     |
| 02 CRD GST | 02 Credit Note GST | 4 658.87         | 698.84      | 5 357.71         |
| Totals     |                    | (455 324.85)     | (68 302.55) | (523 627.40)     |

Purchases Summary

| GST Type        | GST Description        | Exclusive Amount | GST Amount | Inclusive Amount |
|-----------------|------------------------|------------------|------------|------------------|
| 03 PI GST       | 03 Purchase Inv GST    | 271 795.75       | 40 769.44  | 312 565.19       |
| 04 CASHBOOK GST | 04 Cashbook GST        | 23 627.32        | 3 543.96   | 27 171.28        |
| 05 PC GST       | 05 Purchase Credit GST | (39 291.34)      | (5 893.72) | (45 185.06)      |
| Totals          |                        | 256 131.73       | 38 419.68  | 294 551.41       |

GST Control Account

(47 012.52)

Zero Rated Supplies will be what you calculated in your Consolidated Totals for IRD Reporting (GST-Exempt Transactions) as shown below:

|    | A          | B          | C         | D          | E           | F          | G   | H          |
|----|------------|------------|-----------|------------|-------------|------------|-----|------------|
| 1  | Date       | Trans Code | Reference | Sup Inv No | Description | Excl       | VAT | Incl       |
| 2  | 2025-06-25 | Invoice    | INV113954 |            |             | - 24.24    | -   | 24.24      |
| 3  | 2025-06-25 | Invoice    | INV114096 |            |             | - 47.04    | -   | 47.04      |
| 4  | 2025-06-25 | Invoice    | INV114097 |            |             | - 17.25    | -   | 17.25      |
| 5  | 2025-06-26 | Invoice    | INV114106 |            |             | - 120.00   | -   | 120.00     |
| 6  | 2025-06-30 | Invoice    | INV114165 |            |             | - 292.50   | -   | 292.50     |
| 7  | 2025-06-30 | Invoice    | INV114204 |            |             | - 292.50   | -   | 292.50     |
| 8  | 2025-07-25 | Invoice    | INV114373 |            |             | - 24.24    | -   | 24.24      |
| 9  | 2025-07-25 | Invoice    | INV114516 |            |             | - 47.04    | -   | 47.04      |
| 10 | 2025-07-25 | Invoice    | INV114517 |            |             | - 17.25    | -   | 17.25      |
| 11 | 2025-06-16 | Invoice    | INV113849 |            |             | - 300.00   | -   | 300.00     |
| 12 | 2025-06-17 | Invoice    | INV113856 |            |             | - 1,239.40 | -   | 1,239.40   |
| 13 | 2025-06-25 | Invoice    | INV113954 |            |             | - 428.40   | -   | 428.40     |
| 14 | 2025-06-25 | Invoice    | INV114096 |            |             | - 292.30   | -   | 292.30     |
| 15 | 2025-06-25 | Invoice    | INV114097 |            |             | - 270.00   | -   | 270.00     |
| 16 | 2025-06-25 | Invoice    | INV114105 |            |             | - 200.00   | -   | 200.00     |
| 17 | 2025-07-15 | Invoice    | INV114299 |            |             | - 1,383.16 | -   | 1,383.16   |
| 18 | 2025-07-16 | Invoice    | INV114298 |            |             | - 300.00   | -   | 300.00     |
| 19 | 2025-07-25 | Invoice    | INV114373 |            |             | - 428.40   | -   | 428.40     |
| 20 | 2025-07-25 | Invoice    | INV114516 |            |             | - 292.30   | -   | 292.30     |
| 21 | 2025-07-25 | Invoice    | INV114517 |            |             | - 270.00   | -   | 270.00     |
| 22 | 2025-07-25 | Invoice    | INV114526 |            |             | - 200.00   | -   | 200.00     |
| 23 | 2025-07-31 | Invoice    | INV114618 |            |             | - 292.50   | -   | 292.50     |
| 24 | 2025-07-31 | Invoice    | INV114725 |            |             | - 227.50   | -   | 227.50     |
| 25 |            |            |           |            |             | - 7,006.02 |     | - 7,006.02 |
| 26 |            |            |           |            |             |            |     |            |

The "Debt Adjustment" section applies only if you're claiming GST back from the IRD based on the scenarios listed below.

If there's nothing to claim, simply select "No."

Click "Next" to continue.

Debit adjustments

Help

Do you have debit adjustments?

Yes

No

Debit adjustments

|                                                                                                     |      |
|-----------------------------------------------------------------------------------------------------|------|
| Private use of business goods and services (annual or period-by-period)                             | 0.00 |
| Business assets used privately (one-off adjustment)                                                 | 0.00 |
| Assets kept after cancelling registration                                                           | 0.00 |
| Entertainment expenses (claim annually)                                                             | 0.00 |
| Change of accounting basis                                                                          | 0.00 |
| Goods and services used in making exempt supplies (annual or period-by-period)                      | 0.00 |
| Adjustments at 12.5% GST rate (eg. late claims, debit and credit notes, finance lease payments)     | 0.00 |
| Other adjustments (eg. bad debts recovered, exported secondhand goods, insurance payments received) | 0.00 |
| Total debit adjustments                                                                             | 0.00 |

Purchase and Expenses

Here the IRD wants to know what purchased you made and what GST you paid on these purchases.

✓

Filing option

✓

Sales and income

>

Purchases and expenses

Purchases and expenses

Total GST paid38,419.68

Total purchases and expenses294,550.88

Credit adjustments

Do you have credit adjustments?

YesNo

Cancel

Save Draft

< Previous

Next >

This figure you will again find in your "GST Report"

PrintEmailExportCopy

# GST Report

Close

Report Date: 2025-08-21 10:29:11  
Period For: 2025-06-01 – 2025-07-31  
Branch: All

| GST Type        | GST Description        | Exclusive Amount | GST Amount  | Inclusive Amount |
|-----------------|------------------------|------------------|-------------|------------------|
| 00 INV GST      | 00 Invoice GST         | (459 983.72)     | (69 001.39) | (528 985.11)     |
| 01 INV FOR GST  | 01 Invoice Foreign GST | (882.06)         | 0.00        | (882.06)         |
| 02 CRD GST      | 02 Credit Note GST     | 4 658.87         | 698.84      | 5 357.71         |
| 03 PI GST       | 03 Purchase Inv GST    | 271 795.75       | 40 769.44   | 312 565.19       |
| 04 CASHBOOK GST | 04 Cashbook GST        | 23 627.32        | 3 543.96    | 27 171.28        |
| 05 PC GST       | 05 Purchase Credit GST | (39 291.34)      | (5 893.72)  | (45 185.06)      |
| 07 Non GST      | 07 Non GST             | (5 241.37)       | 0.00        | (5 241.37)       |
| 08 EXP GST      | 08 Exempt GST          | 18 841.51        | 0.00        | 18 841.51        |
| Totals          |                        | (186 475.04)     | (29 882.87) | (216 357.91)     |

Sales Summary

| GST Type   | GST Description    | Exclusive Amount | GST Amount  | Inclusive Amount |
|------------|--------------------|------------------|-------------|------------------|
| 00 INV GST | 00 Invoice GST     | (459 983.72)     | (69 001.39) | (528 985.11)     |
| 02 CRD GST | 02 Credit Note GST | 4 658.87         | 698.84      | 5 357.71         |
| Totals     |                    | (455 324.85)     | (68 302.55) | (523 627.40)     |

Purchases Summary

| GST Type        | GST Description        | Exclusive Amount | GST Amount | Inclusive Amount |
|-----------------|------------------------|------------------|------------|------------------|
| 03 PI GST       | 03 Purchase Inv GST    | 271 795.75       | 40 769.44  | 312 565.19       |
| 04 CASHBOOK GST | 04 Cashbook GST        | 23 627.32        | 3 543.96   | 27 171.28        |
| 05 PC GST       | 05 Purchase Credit GST | (39 291.34)      | (5 893.72) | (45 185.06)      |
| Totals          |                        | 256 131.73       | 38 419.68  | 294 551.41       |

GST Control Account

(47 012.52)

Credit Adjustments

Credit adjustments will apply

Credit adjustments

Help

Do you have credit adjustments?

Yes

No

Use the "Debt Adjustment" section only when you're claiming GST credits from the IRD under the applicable scenarios listed below.

If no credit applies, select "No."

Click "Next" to proceed.

### Purchases and expenses

|                              |                                         |
|------------------------------|-----------------------------------------|
| Total GST paid               | <input type="text" value="38,419.68"/>  |
| Total purchases and expenses | <input type="text" value="294,550.88"/> |

### Credit adjustments

Help

Do you have credit adjustments?

### Credit adjustments

|                                                                                             |                                    |
|---------------------------------------------------------------------------------------------|------------------------------------|
| Business use of private goods/exempt goods and services (annual or period-by-period)        | <input type="text" value="0.00"/>  |
| Private assets used for business costing less than \$18,000 (one-off adjustment)            | <input type="text" value="0.00"/>  |
| Change of accounting basis                                                                  | <input type="text" value="0.00"/>  |
| Credits at 12.5% GST rate (eg. late claims, debit and credit notes, finance lease payments) | <input type="text" value="0.00"/>  |
| Other adjustments (eg. bad debts written off, GST content shown on Customs' invoices)       | <input type="text" value="(---)"/> |
| Total credit adjustments                                                                    | <input type="text" value="0.00"/>  |

## Provisional Tax Payments Calculation

Your GST to pay should match that of your "GST Report" as shown below

☒

Filing option

☒

Sales and income

☒

Purchases and expenses

☒

Provisional tax payment

### Provisional tax payment calculation

|                                   |                                        |
|-----------------------------------|----------------------------------------|
| Voluntary provisional tax payment | <input type="text" value="0.00"/>      |
| GST to pay                        | <input type="text" value="29,882.97"/> |
| GST and/or provisional tax to pay | <input type="text" value="29,882.97"/> |

This should be accurate. If the figures don't reconcile, you'll need to backtrack through the entries to identify where the discrepancy occurred.

Print

Email

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GST Report

Close

Report Date: 2025-08-21 10:29:11

Period For: 2025-06-01 – 2025-07-31

Branch: All

| GST Type        | GST Description        | Exclusive Amount | GST Amount  | Inclusive Amount |
|-----------------|------------------------|------------------|-------------|------------------|
| 00 INV GST      | 00 Invoice GST         | (459 983.72)     | (69 001.39) | (528 985.11)     |
| 01 INV FOR GST  | 01 Invoice Foreign GST | (882.06)         | 0.00        | (882.06)         |
| 02 CRD GST      | 02 Credit Note GST     | 4 658.87         | 698.84      | 5 357.71         |
| 03 PI GST       | 03 Purchase Inv GST    | 271 795.75       | 40 769.44   | 312 565.19       |
| 04 CASHBOOK GST | 04 Cashbook GST        | 23 627.32        | 3 543.96    | 27 171.28        |
| 05 PC GST       | 05 Purchase Credit GST | (39 291.34)      | (5 893.72)  | (45 185.06)      |
| 07 Non GST      | 07 Non GST             | (5 241.37)       | 0.00        | (5 241.37)       |
| 08 EXP GST      | 08 Exempt GST          | 18 841.51        | 0.00        | 18 841.51        |
| Totals          |                        | (186 475.04)     | (29 882.87) | (216 357.91)     |

Sales Summary

| GST Type   | GST Description    | Exclusive Amount | GST Amount  | Inclusive Amount |
|------------|--------------------|------------------|-------------|------------------|
| 00 INV GST | 00 Invoice GST     | (459 983.72)     | (69 001.39) | (528 985.11)     |
| 02 CRD GST | 02 Credit Note GST | 4 658.87         | 698.84      | 5 357.71         |
| Totals     |                    | (455 324.85)     | (68 302.55) | (523 627.40)     |

Purchases Summary

| GST Type        | GST Description        | Exclusive Amount | GST Amount | Inclusive Amount |
|-----------------|------------------------|------------------|------------|------------------|
| 03 PI GST       | 03 Purchase Inv GST    | 271 795.75       | 40 769.44  | 312 565.19       |
| 04 CASHBOOK GST | 04 Cashbook GST        | 23 627.32        | 3 543.96   | 27 171.28        |
| 05 PC GST       | 05 Purchase Credit GST | (39 291.34)      | (5 893.72) | (45 185.06)      |
| Totals          |                        | 256 131.73       | 38 419.68  | 294 551.41       |

GST Control Account

|  |  |  |  |             |
|--|--|--|--|-------------|
|  |  |  |  | (47 012.52) |
|--|--|--|--|-------------|

## Review

During the review, you may notice slight discrepancies between figures such as Total Sales and Income, and Net GST Sales and Income, compared to your GST Report.

This is why it's important to select the "GST Components" option at the outset—it ensures greater accuracy and alignment with your official report.

The final GST payable amount will match the report exactly

✓

Filing option

✓

Sales and income

✓

Purchases and expenses

✓

Provisional tax payment

>

Review

i

Review the information before submitting your return. If you need to make changes, use the numbered navigation to go directly to the page.

Sales and income

|                                         |            |
|-----------------------------------------|------------|
| Total sales and income                  | 530,658.90 |
| Zero-rated supplies                     | 7,006.02   |
| Net GST sales and income                | 523,652.88 |
| Total GST collected on sales and income | 68,302.55  |
| Total debit adjustments                 | 0.00       |
| Total GST on sales and income           | 68,302.55  |

Purchases and expenses

|                                           |            |
|-------------------------------------------|------------|
| Total purchases and expenses              | 294,550.88 |
| GST paid                                  | 38,419.68  |
| Total credit adjustments                  | 0.00       |
| Total GST paid for purchases and expenses | 38,419.68  |
| Total GST to pay                          | 29,882.87  |

Once you've completed your review and are satisfied with the GST return, tick the **Declaration** box to confirm that the information provided is true and correct. Then, click 'Next' to proceed.

## Attachments

If you have any big claims or adjustments, you can now attach any supporting documentation. Then, click 'Next' to proceed.

option

✓ Sales and income

✓ Purchases and expenses

✓ Provisional tax payment

✓ Review

>

Attachments

Attachments

Attach receipts and/or correspondence you want to submit with your return.

Add correspondence

Add receipts

Cancel

Save Draft

< Previous

Next >

## Payment

At this step, you can choose to make the payment immediately. If you prefer to pay on the due date, simply select "No." and click 'Next' to proceed.

✓

Income

✓

Purchases and expenses

✓

Provisional tax payment

✓

Review

✓

Attachments

>

Penalties and interest

Payment due \$29,882.87

Do you want to make a payment?

Yes

No

Cancel

Save Draft

< Previous

Next >

Confirmation

By clicking Submit you are finalize this submission.

✓

Purchases and expenses

✓

Provisional tax payment

✓

Review

✓

Attachments

✓

Penalties and interest

>

Confirmation

Confirmation

By submitting you are confirming that:

To the best of your knowledge the information you've supplied is true and correct.

Cancel

Save Draft

< Previous

Submit

From here you can save a printable copy for your records which you can save along with your earlier reports and spreadsheet.

Confirmation

✓

You have successfully submitted: GST return

Name

Account ID

Period

Date received

Submitted by logon

Confirmation number

31-Jul-2025

21-Aug-2025 10:39:15

What happens next

- GST refunds are paid within 15 business days unless we advise you otherwise.
- Submissions take up to a day to process.
- To view or edit your submission go to the 'I want to' tab then select 'Search submissions'.
- Any changes after 5pm should be made using the Amend return service.

Printable copy

Close