

VAT / GST Reports Menu

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Tax Payment Method Preparations

Payment method works strictly through bank account cashbooks.

Whenever you are correcting values to a customer or supplier, you should do this via the GL cashbook.

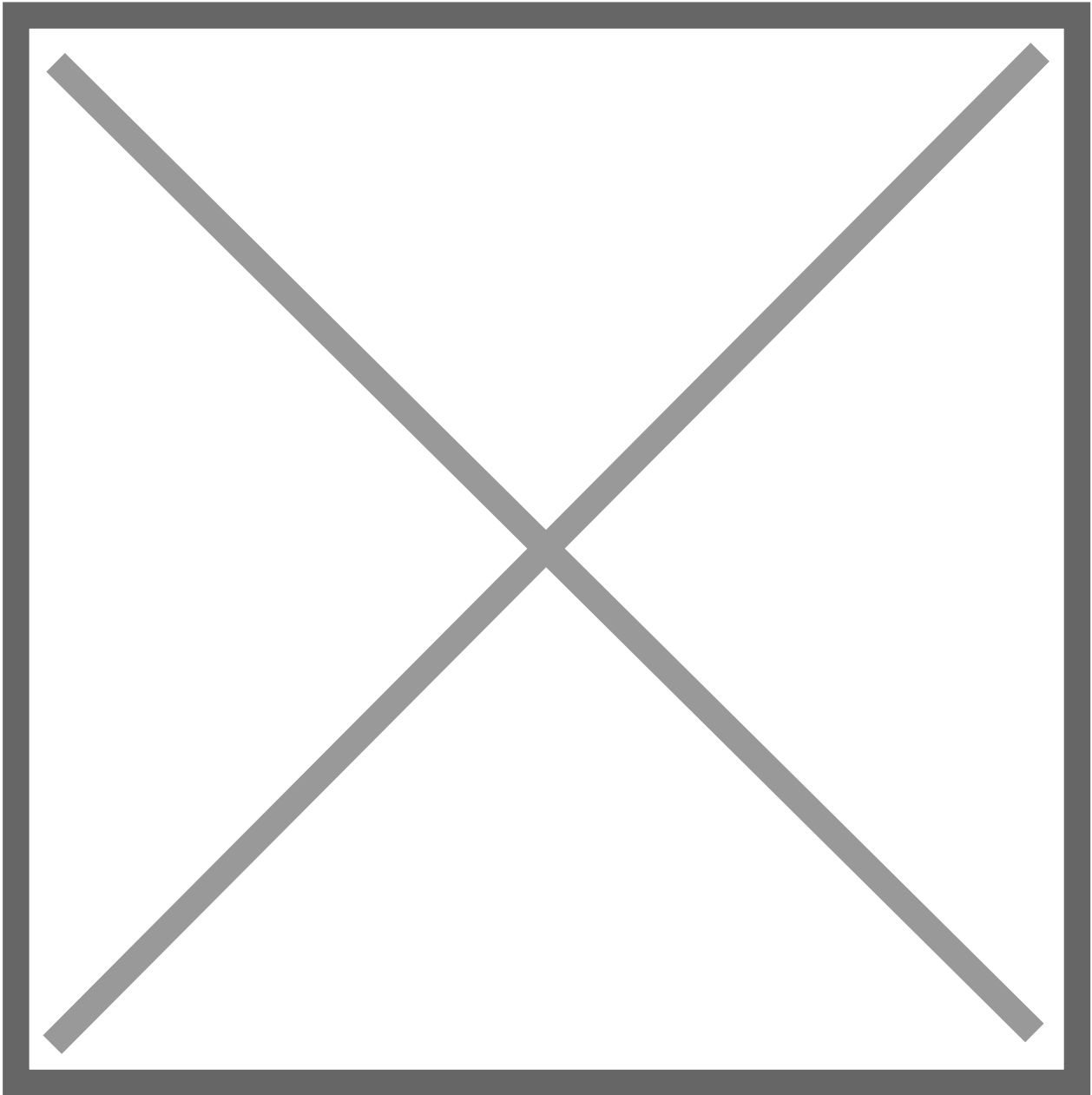
This is because the customer and supplier transaction journals are not picked up via the payment method report.

Before we start running the VAT / GST reports, we need to exclude some of the suppliers from the VAT / GST claim.

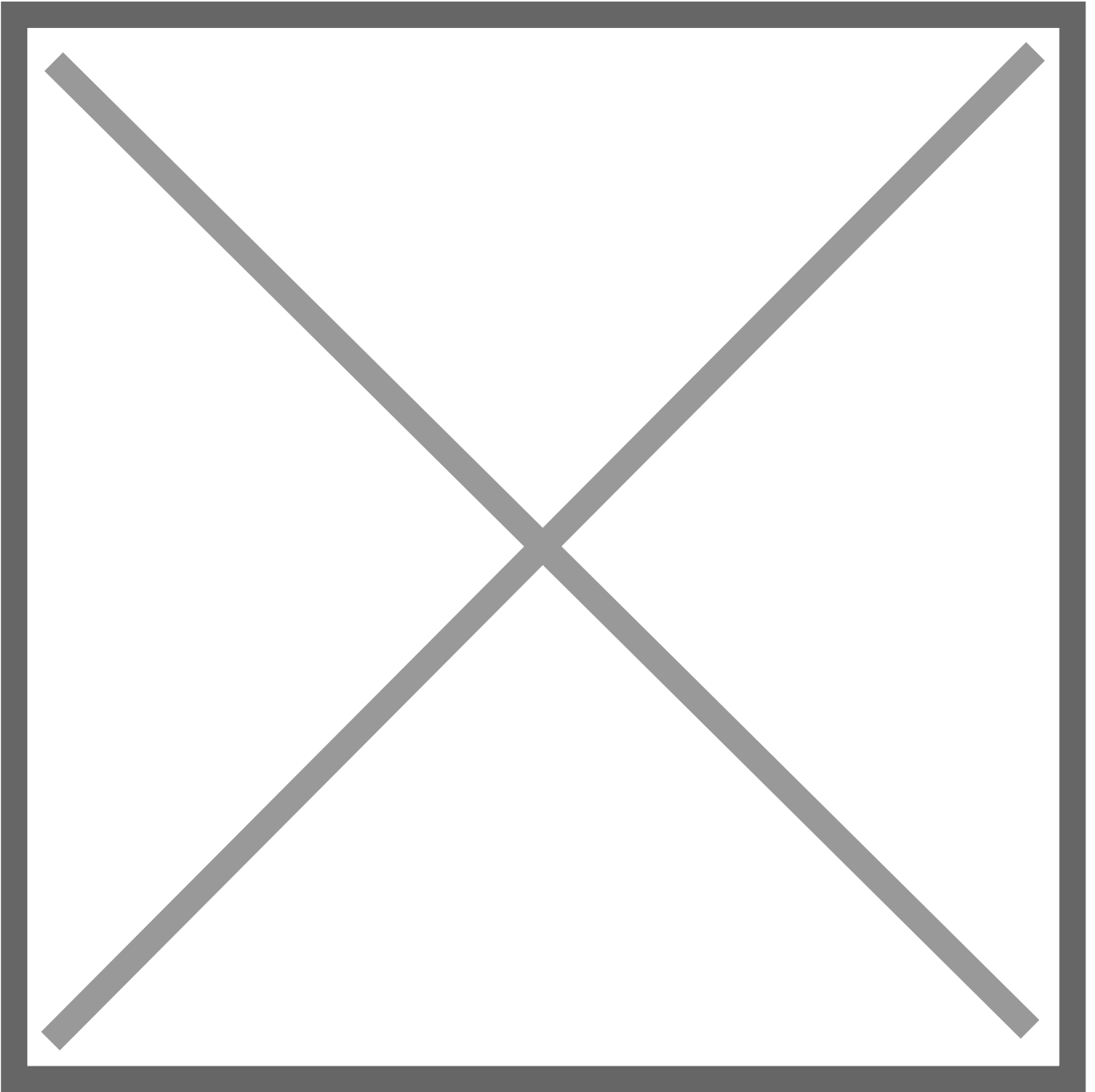
Herewith a snip of some of the suppliers setup in the system which need to be excepted from the VAT / GST payment method report.

The same process can be done for the customers.

This is the report that is run to look at all the transactions running through the banks

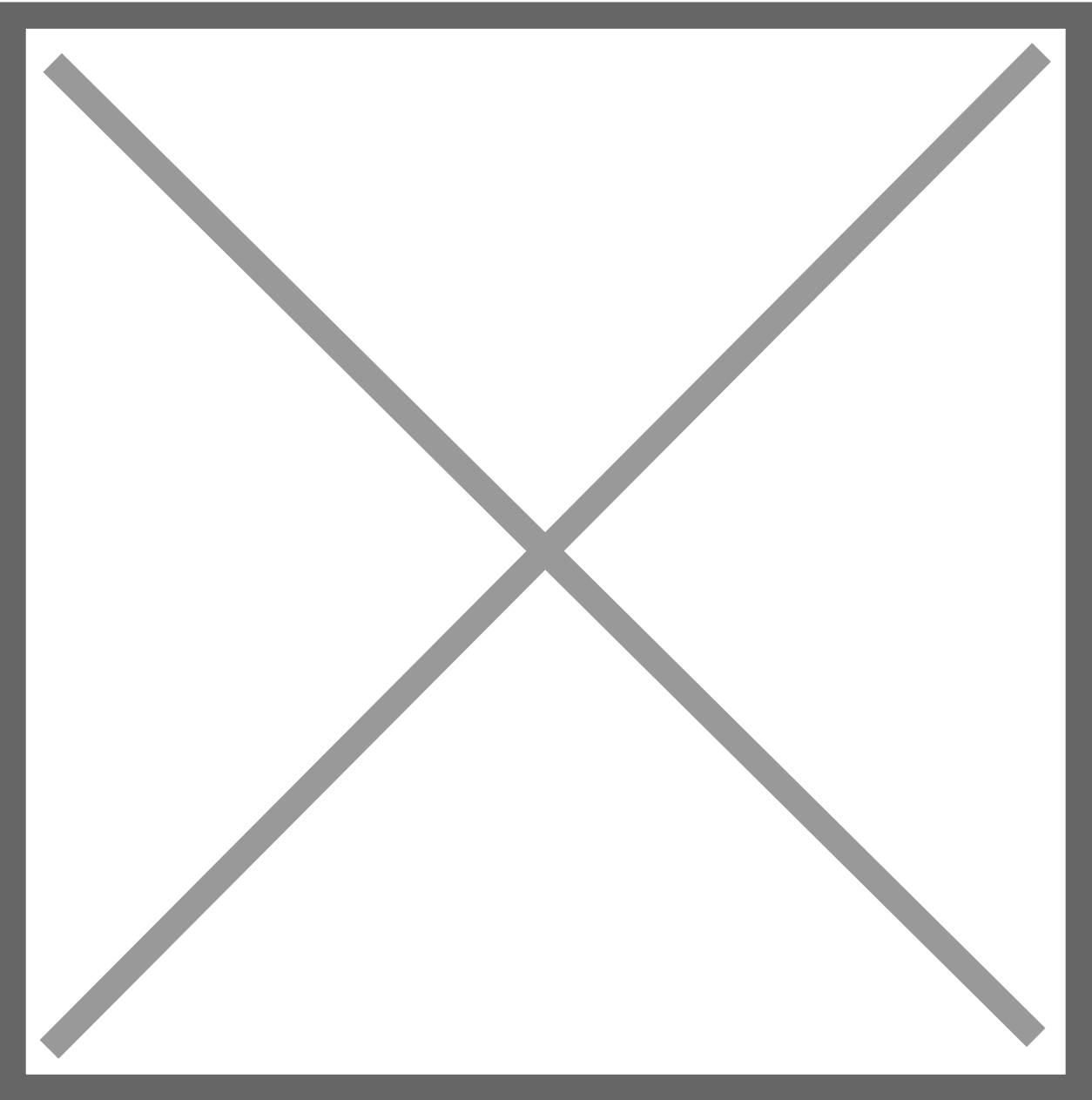


Report for suppliers



At the supplier setup, mark the supplier to be a 07 Non GST account.

This will then exclude the payment values in the report



VAT / GST Report - Payment Method

This report is a more complex payment method report.

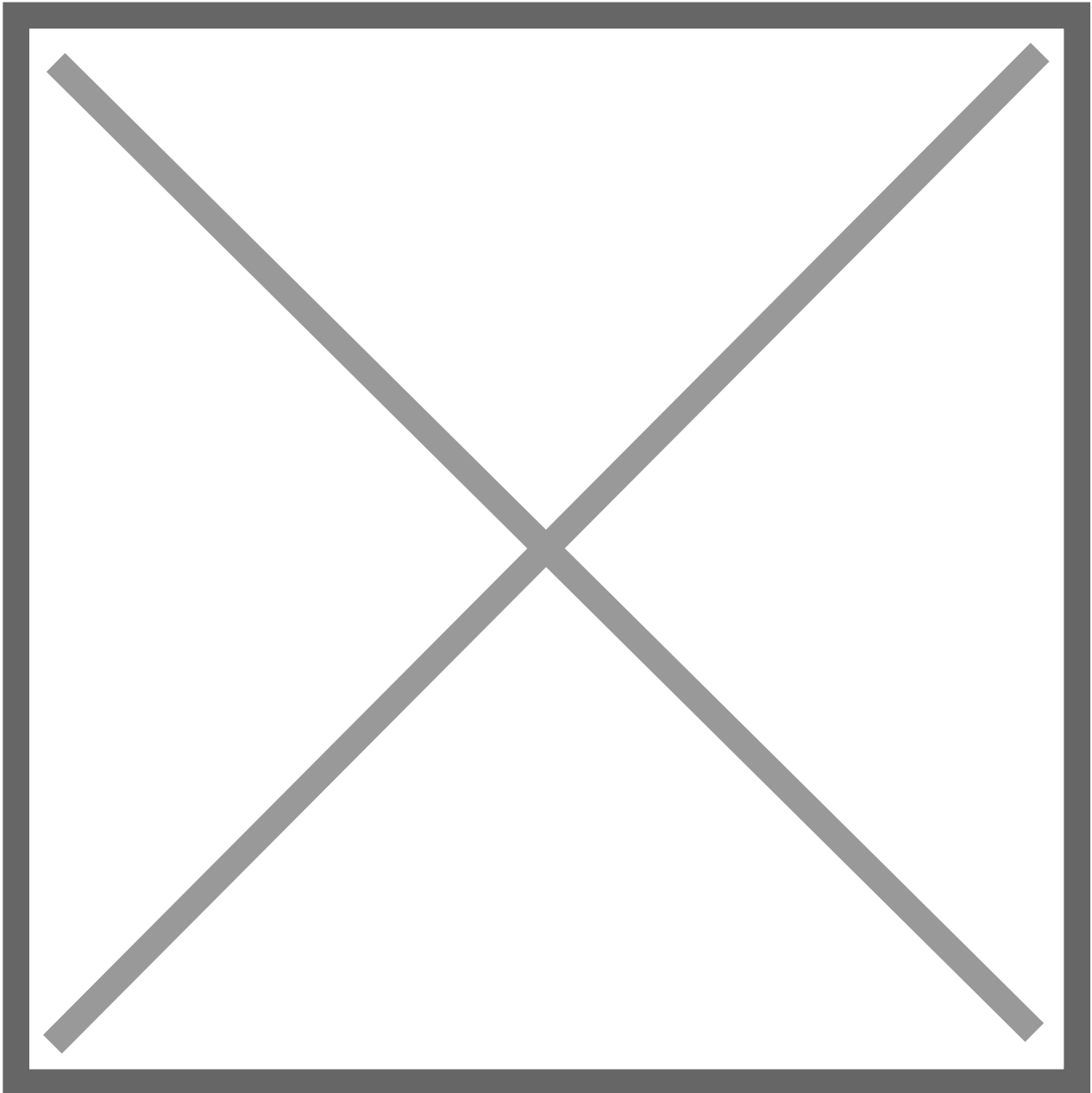
It relies on allocations been completed successfully in order to work.

It also relies on VAT / GST periods been completed after each submission.

The VAT / GST Payment method report looks at all payments and deposits made within the period.

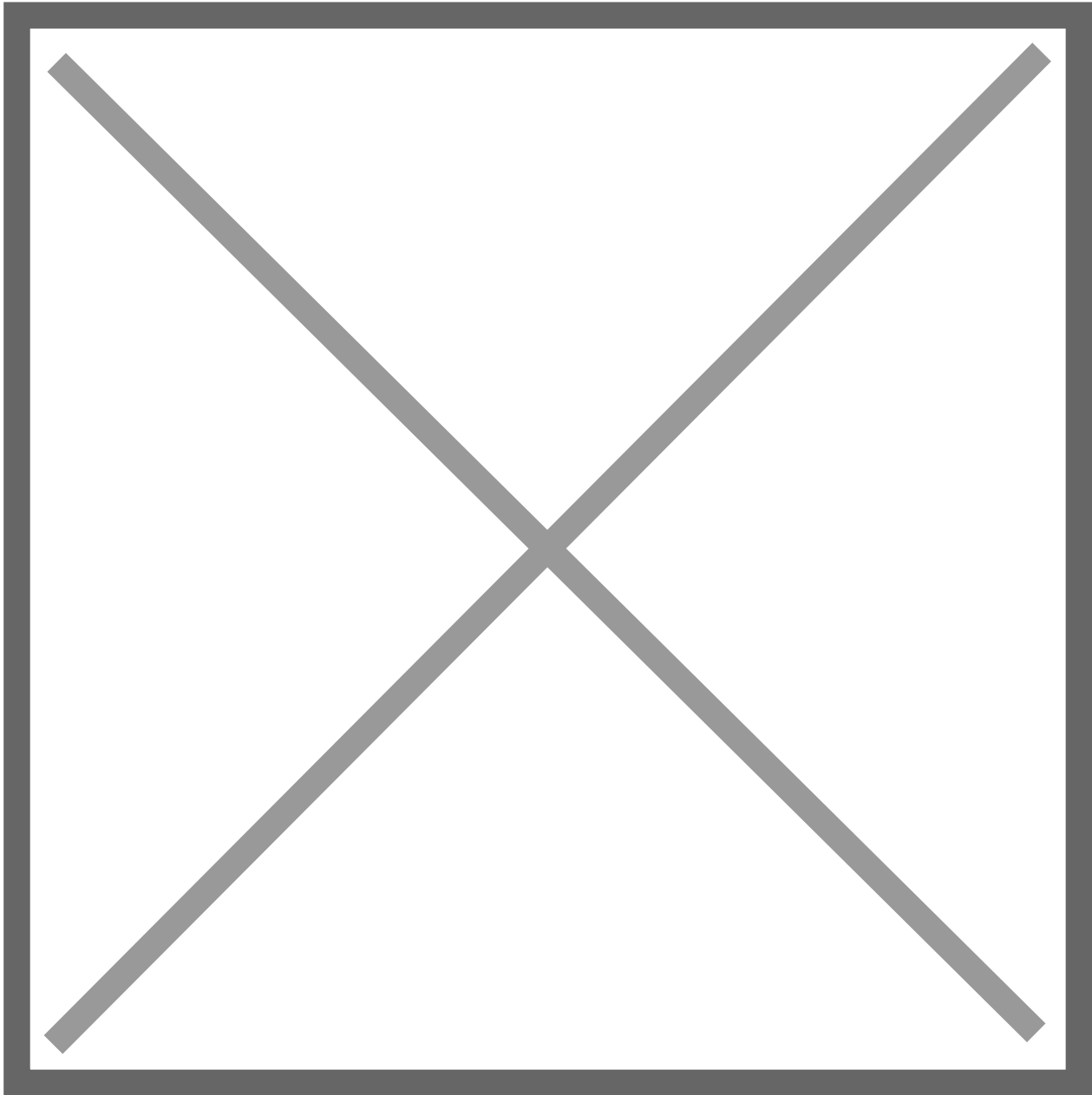
These payments and deposits are specific to the customer and supplier module and look at fully allocated transactions.

Go to Reports menu group > Report List > VAT / GST Category > VAT / GST Report - Payment method



When running the report, check your period

Should the period be wrong, check the financial periods and VAT / GST period closes.

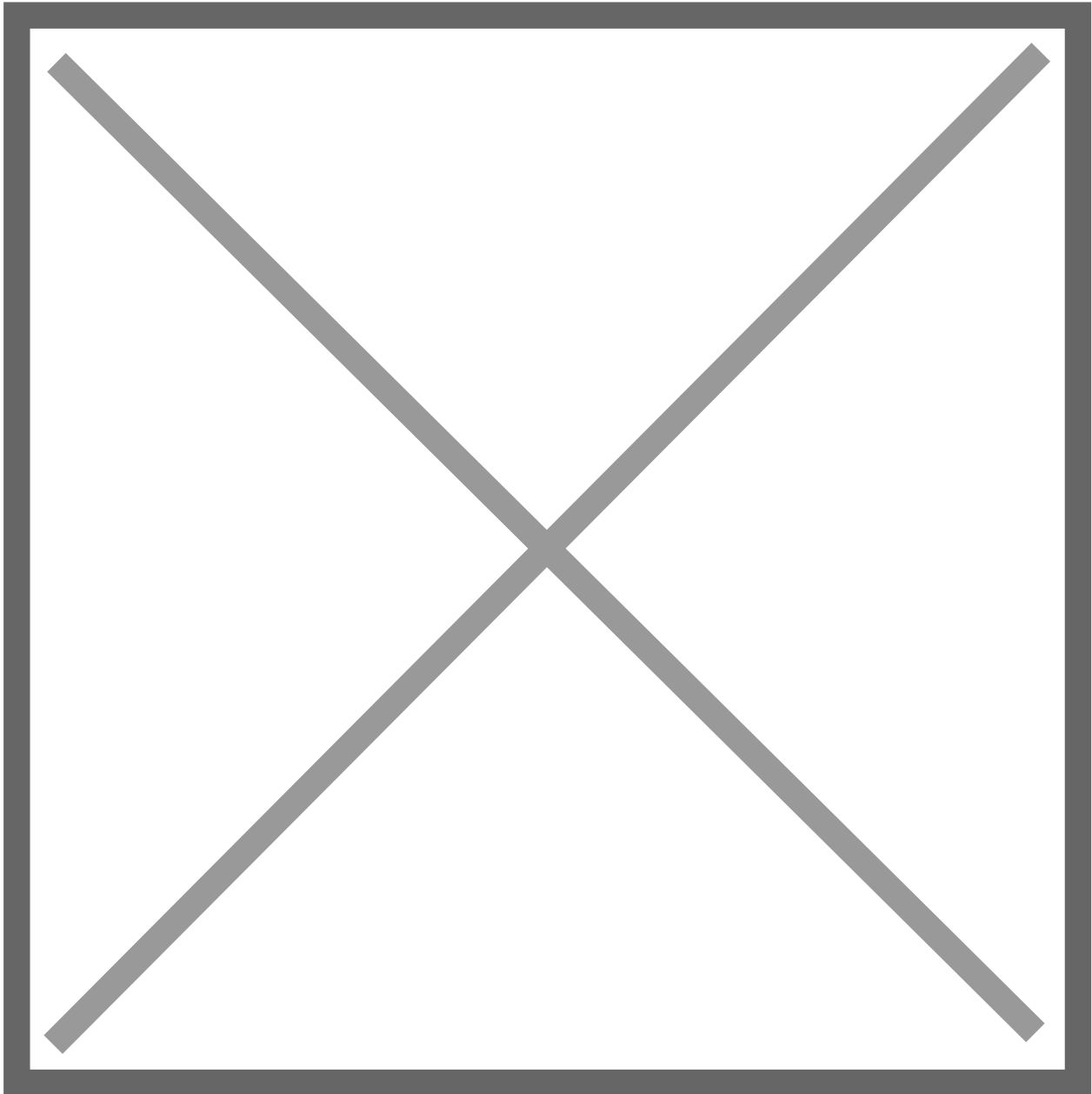


Run the Summary and Detail report and ensure you print the reports before completing and closing off the periods.

Once the complete has run, the current period report will not show.

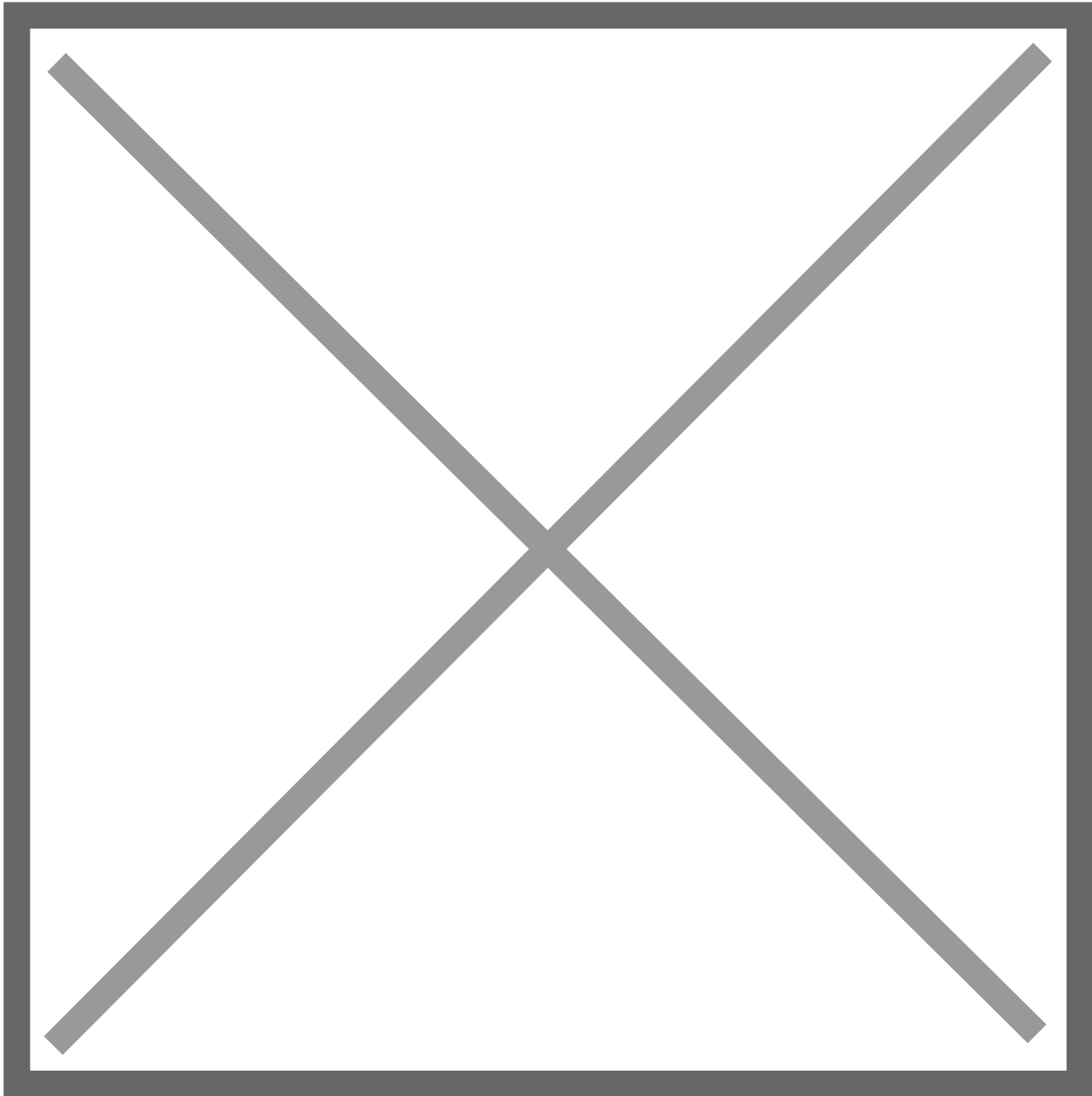
Summary report

Breaks down the Tax types into categories



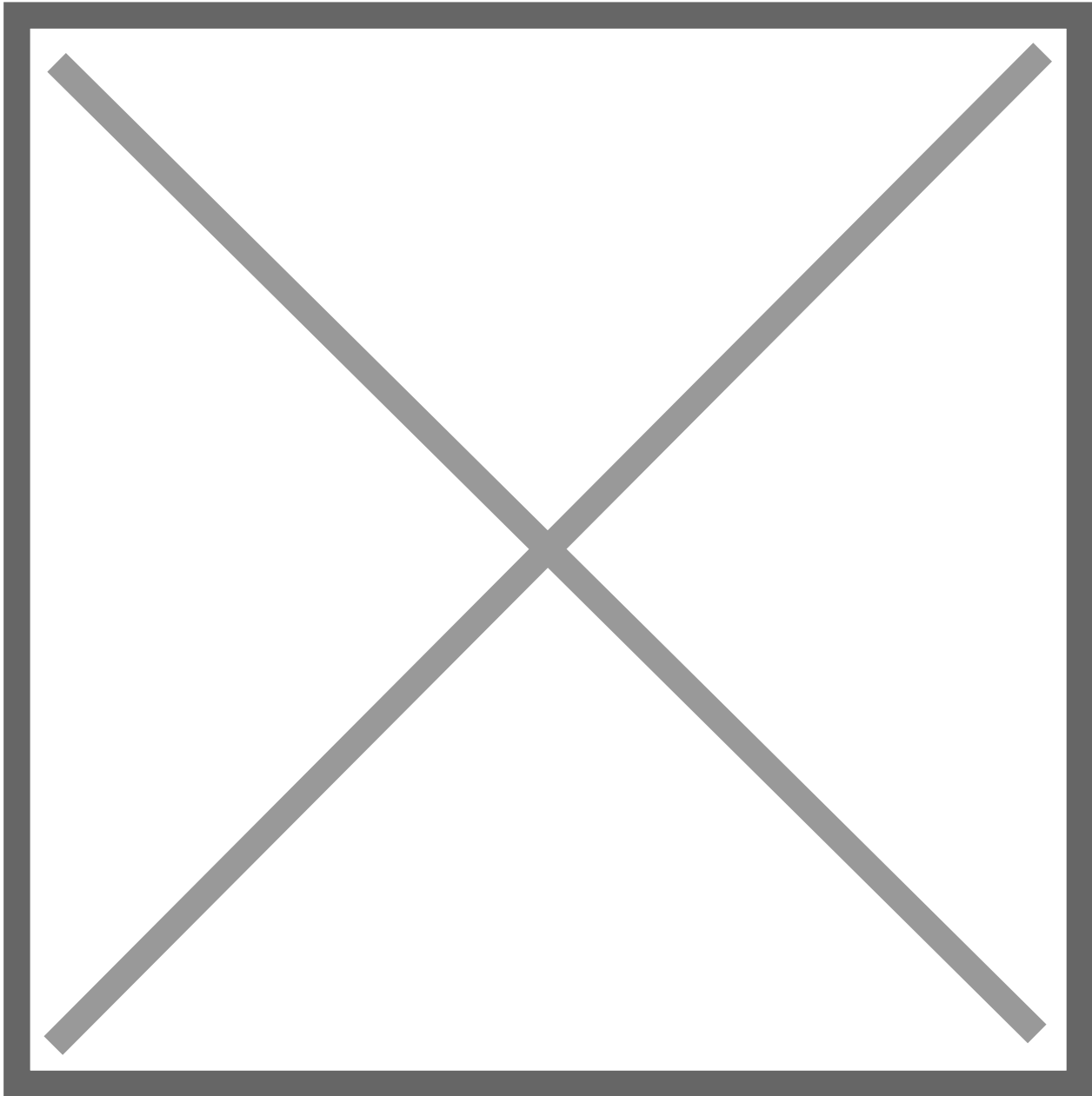
Detail report

This is a detail report showing line transaction for tax report claim



Run the complete VAT / GST flag

This will flag all the transaction lines on the report, so that it will not show on the next report.



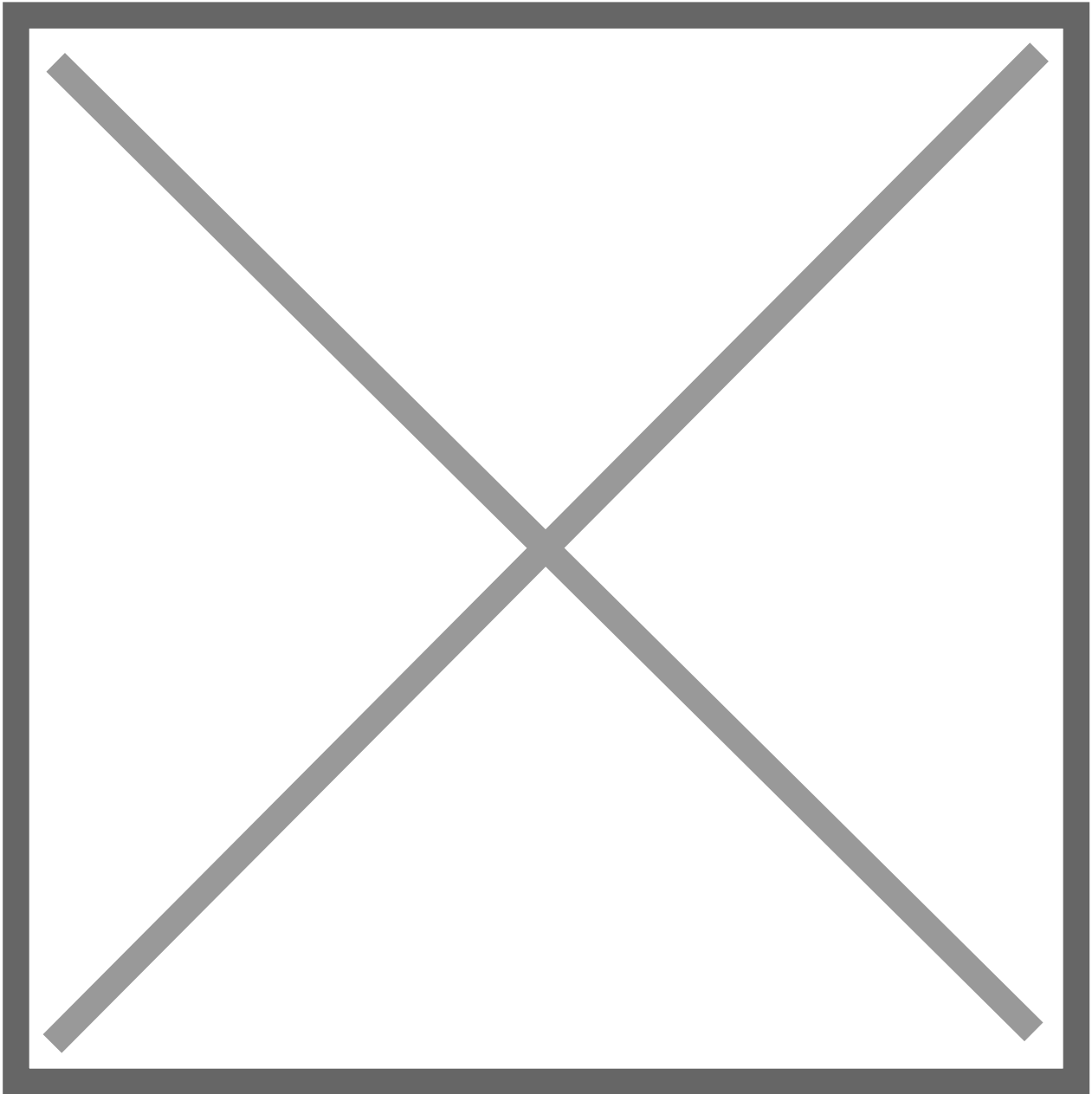
VAT / GST close period

Go to System Configuration > Administration > Financial periods

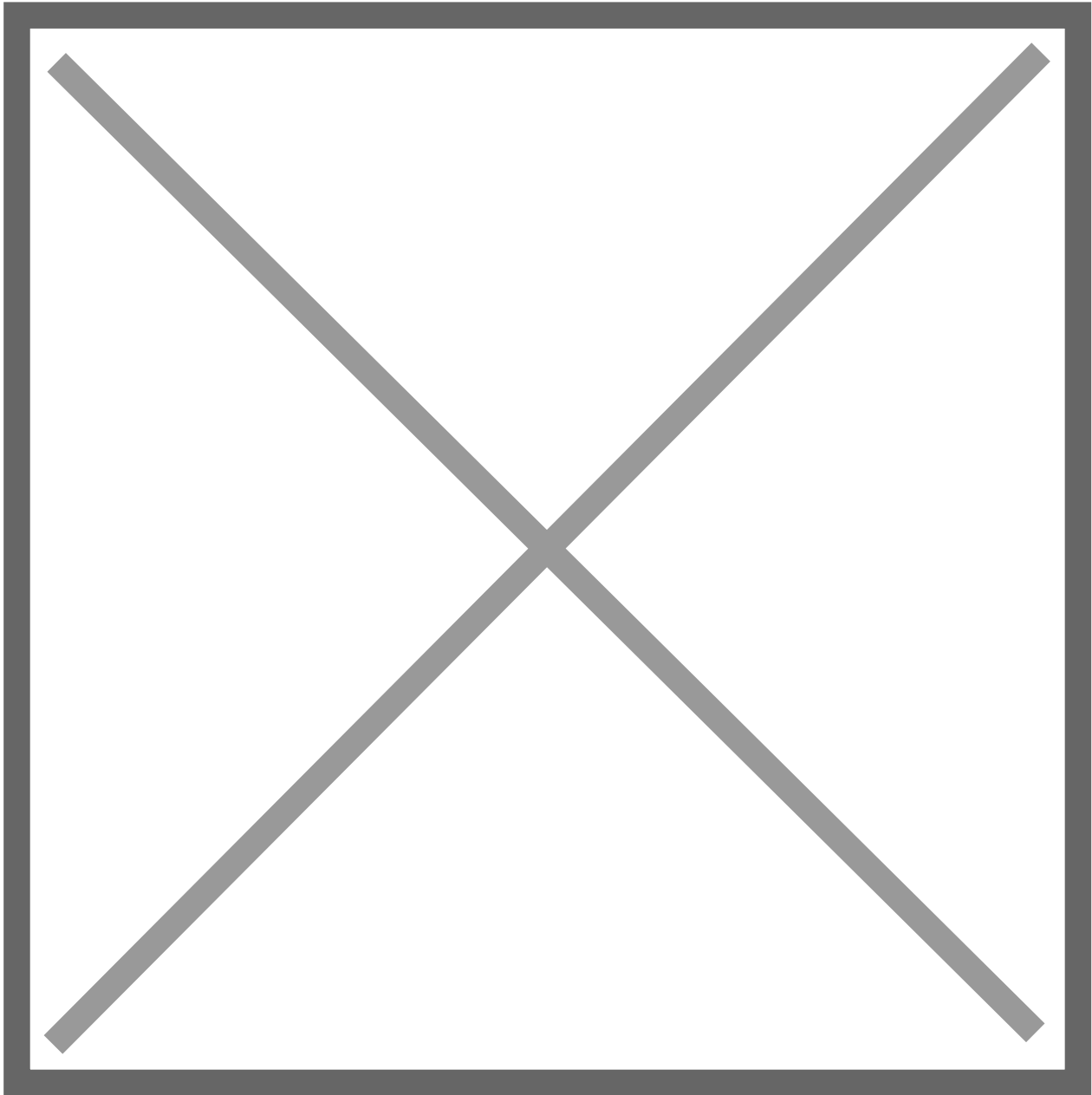
When on a payment method and you have not flagged completed transaction lines on report.

The close period will not be allowed.

After the complete has run, then the period can be closed.



Run the Complete VAT / GST close period before Closing VAT / GST period



Unallocation of Customers and Suppliers after completing the VAT / GST complete WILL NOT ALLOW one to unallocate if this was part of the closed period.