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### **HELP SHEET FOR GST PROBLEM IN CASHBOOK 2003 + 2004**

**PROBLEM:** When entering a transfer between any two accounts, which includes a GST amount, the transaction or the Tax Amount does not appear in the BAS, Tax Detail or Tax Summary reports.

**ANSWER:** CashBook 2003 + 2004 will only report GST on the BAS & tax related reports when an *income* or *expense* category has been applied to the transaction. If a transfer to another account has been applied in the split screen, the GST and transaction will not show on these reports. The GST amount *WILL*, however, still go through to the Tax Control account.

If you have selected a payee in a transaction and the amount is transferred to another account, the next time you use this same payee, even if the transaction now only includes an income or expense category, the amount *may* still not appear on reports correctly.

**SOLUTION:** Be careful to check each split screen when entering transactions to see where the transaction had previously been assigned. If you are having a lot of trouble with this problem, either upgrade to the latest Home and Business version or turn memorised transactions OFF.

To fix the problem you will need to delete the split lines in the transaction by choosing the brown **"EDIT"** button and then delete. Now re-enter the split lines by using income and expense categories. You will also need to delete the payee name from the memorised transaction list by going to the **"BANKING"** menu.

Always check the tax control balance at the end of the quarter (or period) is similar (within \$2) to the amount of GST owed/owing according to the BAS report. If it is different it may be due to the GST amount not showing on the BAS report. Again, if it is different, print a tax control register report for the period and a tax detail report for the same period and compare the transactions.

This can be a common problem with grain payment transactions where sometimes the amounts are only transferred from the loan account to your working account. Choose a different payee name for these transactions. A help sheet is also available for grain transactions.

Kind regards



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