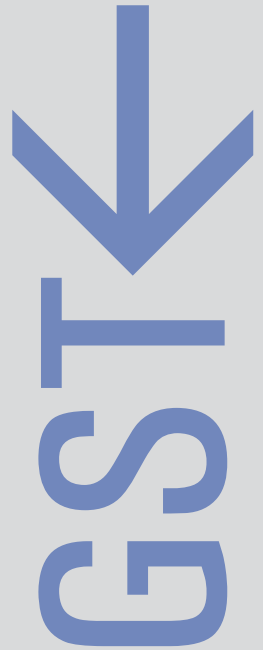


Attaché Accounts GST Handbook

Managing Australian Goods and Services Tax
with Attaché Accounts



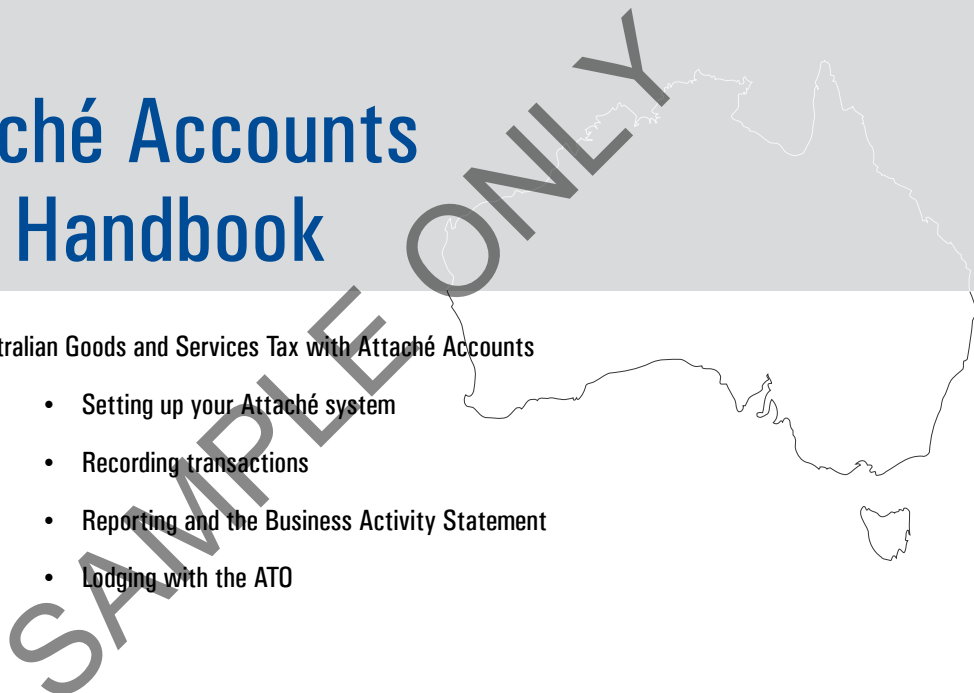
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Attaché Accounts GST Handbook

Managing Australian Goods and Services Tax with Attaché Accounts

- Setting up your Attaché system
- Recording transactions
- Reporting and the Business Activity Statement
- Lodging with the ATO



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Foreword

This *Attaché Accounts GST Handbook* describes how to use Attaché Accounts to fulfil Australian GST reporting requirements.

By setting up your Attaché system and recording transactions as described in this guide, you will be able to manage GST and complete your Business Activity Statement and other GST-related reports for submitting to the Australian Taxation Office (ATO).

The handbook is aimed at business owners and *supervisors*. A supervisor is a user with full access rights to all operations in the software. A supervisor normally manages the system and advises *operators* on the day-to-day use of the software.

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Introduction

The Attaché GST approach

GST reporting in Australia is based on the ATO's guiding principle that the *tax invoice* is the primary source document. Accordingly, your Attaché system collects information from the Customer and Supplier sub ledgers (as a natural process, rather than from the general ledgers, which tend to be historic records).

To use your Attaché system to manage GST effectively, all transactions that involve the sale or acquisition of a taxable or non-taxable supply must be entered through the invoicing programs: Customers – Order Entry/Invoicing and Suppliers – Invoicing/Purchase Orders.

This includes transactions which you may not traditionally consider as “purchases” or “sales” because you do not recognise either a supplier or customer, such as bank charges, loan interest and utilities. For efficient transaction entry, you should set up the second party to each of these transactions as a supplier and/or customer and set up the products and services they provide and/or purchase in Products & Services.

Note that if you choose not to enter *all* GST-related transactions via Customer and Supplier invoicing, you will have to manually adjust your GST reports to include these “missing” transactions.

Line-by-line calculations

During transaction entry your Attaché system analyses each item *line by line* to determine the GST status, tax amount and line total. The system then allocates the correct amounts to the appropriate boxes on the activity statement.

By tracking each transaction line by line, you record the best possible breakdown of GST collected and GST paid and you can enter invoices that include multiple items with different tax types.

The line-by-line approach also means you can report on either an accrual or cash basis (although the accounting method employed is accrual).

Required Attaché system for GST reporting

To record and report your GST obligations you use the following areas of your Attaché System:

- Customer Order Entry/Invoicing (essential)
- Purchasing or Supplier Invoicing (essential)
- Products & Services (strongly recommended)

The following functions impact GST reporting:

- Invoicing customers and suppliers
- Data-entry screens and print layouts (forms)
- Foreign currency tax calculation
- Recording customer and supplier payments
- General Ledger details
- End-of-period processing

Why use Products & Services?

Although Attaché Accounts doesn't use Products & Services to gather transaction detail for reporting purposes, it is pivotal to efficiently managing GST.

By establishing products, services, service groups, default tax rates and default General Ledger sets you can adopt a set-and-forget mentality to GST. Properly set up products and services make transaction entry easy and more accurate — operators don't need to remember which services are charged at which rate and which GL set to use.

To find out more about Products & Services, talk to your Attaché consultant.

About this handbook

This handbook describes how to use Attaché Accounts to fulfil Australian GST reporting requirements.

The handbook is divided into the following parts:

Part 1	Setting up your Attaché system	There are eight setup tasks that prepare your system to record and report GST.
Part 2	Entering transactions	With correct setups, you generally enter invoices as usual and the system will manage GST in the background.
Part 3	Reporting	Produce your activity statement (and other reports) using the system's period-end GST functions.
Appendix	Managing WET	There are two methods for recording and reporting WET.

Use the glossary at the back of this handbook for explanations of words and phrases such as:

activity statement This is the Business Activity Statement. You use an activity statement to report your business tax entitlements and obligations (including GST, PAYG instalments, PAYG withholding and FBT instalments).
See also: *Business Activity Statement Report*

Additional resources

Application Help

Attaché Software products include extensive Help within the software, including overviews of tasks and detailed descriptions of fields.

- Task Help — with a task screen open, press **shift+F1** on your keyboard or click **Task Help** on the Help menu to access an overview of the selected item.
- Field Help — with the cursor positioned in a field, press **F1** on your keyboard or click **Help** on the Help menu to access detailed information about the field.

Guides and other documentation

Attaché Software publishes a full range of user guides and other resources to help you get the most out of your software. Many guides are free to download from the Attaché Members website. You can also order printed guides from the Attaché websites, your consultant or directly from Attaché Software.

Websites

The Attaché Software website provides information about Attaché products and services, Attaché consultants, training and support options, and other useful information:

Attaché Software: www.attachesoftware.com

The Attaché Members website provides up-to-date information about using Attaché products including user guides, trouble-shooting, support options and resources as well as the latest upgrades for your Attaché products:

Attaché Members website: www.attachesoftware.com/cbpmembers