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PeopleBook

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Australian Goods and Services Tax

As of 1st July 2000, Australia adopted a new tax system, the central piece of which is the Goods and Services Tax (GST). The requirements for GST compliance are included in The New Tax System (Goods and Services Tax) Act of 1999.

GST applies to goods and services supplied in Australia and to goods imported into Australia. Some goods, such as certain foods, and some services, such as certain health, education, and financial fees, are not subject to GST.

GST is levied at 10% of the value of the supply at each stage of the supply as a value-added tax. You add GST to the price of the goods or services that you sell so that the price that the consumer pays includes the tax. The supplier is liable for the tax and is required to pay GST at the earlier of the time of invoice or payment. Suppliers remit the amount of the tax due minus any credits for GST already paid to the Commissioner of Taxation.

Generally, you can choose whether to remit GST monthly or quarterly; in some situations, the government might require you to pay monthly. You must file GST returns for each tax period (monthly or quarterly) by the 21st day of the month following the end of the period. The return must show the net amount of GST, which is the GST charged on your sales and outputs reduced by your GST input credits (matched to tax invoices) and corrected for adjustments (matched to adjustment notes).

To obtain the benefit of a GST credit for purchases, you need to have supporting documentation in the form of a tax invoice. You can request tax invoices from your suppliers; you must give invoices to your customers on request.

When your use of an input-taxed supply changes or when the price of a sale or purchase changes, you need to adjust the GST that you charged or the GST credits that you claimed. These adjustments must be documented by an adjustment note. Either the customer or the supplier can issue an adjustment note.

Considerations for Setting Up GST Processing

This section provides guidelines for setting up GST processing. You should consult the standard J.D. Edwards guides, such as *General Accounting*, *Accounts Payable*, *Accounts Receivable*, *Sales Order Management*, and *Procurement* for more detailed information about setting up these systems.

Tax Authority

You must create an address book record for the Australian Taxation Office (ATO). The search type is typically V (Suppliers), but this is not mandatory.

To create vouchers to remit outstanding tax to the ATO, you must set up the G/L distribution and tax information in the Supplier Master record as follows:

- Specify GST as the G/L class
- Specify a default expense account
- Specify E (GST Free) for the Tax Explanation Code 2 field

To claim a GST refund from the ATO for net creditable inputs, you must set up the G/L distribution and tax information in the Customer Master record as follows:

- Specify GST as the G/L class
- Specify an account number
- Specify E (GST Free) for the Tax Explanation Code field

See *Setting Up Tax Authorities* in the *Accounts Payable Guide* or the *Accounts Receivable Guide* for more information about G/L distribution and tax information.

Tax Rates and Areas

Set up tax rates and areas for the tax rates that you commonly use in compliance with GST. At a minimum, set up a tax rate and area code for taxable supplies at 10%. Specify a G/L offset to link to AAls that identify the GST input, GST output, and GST adjustment accounts in the chart of accounts. The tax rate is 10.000.

See *Setting Up Tax Rates and Areas* in the *Accounts Payable Guide* or the *Accounts Receivable Guide* for more information on tax rates and areas.

Tax Explanation Codes

Tax Explanation codes control how GST is assessed and how it is distributed to the general ledger revenue and expense accounts. A code of V (Value Added Tax) is used for GST transactions (both taxable supplies and zero-rated goods or services), and a code of E (Value Added Tax Exempt) can be used for GST-free transactions. (Alternatively, you can set up a 'GSTFREE' tax rate/area.)

See *Understanding Tax Explanation Codes* in the *Accounts Payable Guide* or the *Accounts Receivable Guide* for more information on tax explanation codes.

Tax Rules by Company

Tax rules determine how the tax is calculated with respect to discounts and how variations in tax amounts are handled. Variations in tax amounts occur when rounding occurs (for example, on foreign currency purchase orders), or when the GST amount on the supplier tax invoice differs from the amount calculated in OneWorld.

Accounts Receivable Rule

Set up the Accounts Receivable rule with the following options:

- Choose the % option as the method for determining tolerance
- Choose the Tax on Gross Including Discount option
- Choose the Discount on Gross Including Tax option
- Choose the Sales Order Taxes at Order Level option

Accounts Payable Rule

Set up the Accounts Payable rule with the following options:

- Choose the Amt option as the method for determining tolerance, specifying 2.00 as the amount at which a warning is issued and 10.00 as the amount at which an error is issued
- Choose the Tax on Gross Including Discount option
- Choose the Discount on Gross Including Tax option

General Accounting Rule

Set up the General Accounting rule with the following option:

- Choose % as the method for determining tolerance

See *Setting Up Tax Rules by Company* in the *Accounts Payable Guide* or the *Accounts Receivable Guide* for more information about tax rules.

GST General Ledger Accounts

J.D. Edwards recommends the following account setup:

Business Unit	Object Account	Subsidiary	Account Description	Posting Edit Code	Level of Detail
1	1600		Goods and Services Tax	N	5
1	1610		GST Return Clearing		6
1	1610	GSTADJ	GST Tax Adjustments		6
1	1610	GSTPURCH	GST Taxes Input Credits	M	6
1	1610	GSTSALES	GST Taxes Output Debits	M	6

Note the M posting edit code (machine-only postings). To allow for payments to the ATO and to allow manual journal adjustments, you must create additional accounts without the M posting edit code.

Reconcile the rolled up net GST amount at level of detail 5 to the amounts reported on the Business Activity Statement. The rolled up balance is transferred to the following GST payable account in the balance sheet.

Business Unit	Object Account	Subsidiary	Account Description	Posting Edit Code	Level of Detail
1	4431		GST Payable	M	6

If the rolled up balance indicates a net claim for GST credits, an A/R invoice transfers the rolled up net credit total to the following GST Credits Receivable account in the balance sheet.

Business Unit	Object Account	Subsidiary	Account Description	Posting Edit Code	Level of Detail
1	1240		GST Recoverable	M	6

See *Creating and Updating Your Chart of Accounts* in the *General Accounting Guide* for more information about setting up your chart of accounts.

Automatic Accounting Instructions

Set up the following financial AAIs in connection with the recommended general ledger accounts:

GST Output (Sales)

The following table shows the recommended values for the GST output (sales) AAI:

Item Number	RTTXX
System	03B
Account Code	1.1610.GSTSALES

GST Input (Purchases and Vouchers)

The following table shows the recommended values for the GST input (purchases and vouchers) AAI:

Item Number	PTTXX
System	04
Account Code	1.1610.GSTPURCH

GST Input (G/L Transactions)

The following table shows the recommended values for the GST input (G/L transactions) AAI:

Item Number	GTTXX
System	09
Account Code	1.1610.GSTPURCH

Accounts Payable

The following table shows the recommended values for the AAI for a voucher offset to facilitate GST clearing via payments:

Item Number	PCGST
System	04
Account Code	1.1610.GSTPURCH

Accounts Receivable

The following table shows the recommended values for the AAI for a voucher offset to facilitate GST clearing via receipts:

Item Number	RCGST
System	03B
Account Code	1.1240

Note

Your account numbers might be different if you have set up your chart of accounts differently.

See *Automatic Accounting Instructions* in the *Accounts Payable Guide* and the *Accounts Receivable Guide*, and *Understanding AAls* in the *General Accounting Guide* for more information about AAls.

Customer and Supplier Setup

On the Tax Information tab of the Supplier Master Revision form and the Customer Master Revision form, complete the following fields, as indicated, for customer records and supplier records:

Field	Value
Tax Expl Code 2 (EXR2) on the Supplier Master Revision form Tax Expl Code (EXR1) on the Customer Master Revision form	Specify E (Value Added Tax Exempt) for GST exempt suppliers, such as hospitals and suppliers of exports. For suppliers and purchasers of domestic goods, specify V (Value Added Tax) to indicate supplies that are subject to GST.
Tax Rate/Area (TXA1 or TXA2)	Specify the appropriate GST tax rate/area code.
Tax ID (TAX)	For registered organizations, enter the Australian Business Number (ABN).

See *Entering Supplier Records* in the *Accounts Payable Guide* and *Entering Customer Records* in the *Accounts Receivable Guide* for more information about supplier and customer records.

Item Branch/Plant Information

Use the Sales Taxable (TAX1) and Purchasing Taxable (TX) fields on the Item/Branch Plant Info. form to indicate whether the inventory item is subject to GST outputs when sold and GST inputs when purchased. The system calculates GST on the item only if the customer and supplier are also taxable.

Note

Customers and suppliers are identified as taxable if their tax area is GST and their tax explanation code is V (GST Applies).

See *Assigning an Item to a Branch/Plant* in the *Inventory Management Guide* for more information about setting up item branch/plant information.

Order Line Types (Nonstock Only)

For nonstock orders, enter the appropriate GST taxable value in the Include in Tax 1 field (TX01) on the Line Type Constants Revision form.

See *Setting Up Order Line Types* in the *Procurement Guide* for more information about nonstock orders.

Procurement and Accounts Payable Processing Options

The following processing options for the following programs related to tax processing must be set correctly for Australian GST compliance.

- Enter Purchase Orders (P4310) on the Purchase Order Processing menu (G43A11)
On the Defaults tab, leave the Default Tax Rate/Area processing option blank to indicate supplier.
- Print Purchase Orders (R43500) on the Purchase Order Processing menu (G43A11)
On the Tax Information tab, set the Print Tax processing option to 2 (By Area).
- A/P Master Business Function (P0400047)
On the Defaults tab, the Service/Tax Date processing option determines which date the system uses as the effective date for the tax area. This is normally the date of the invoice (value 1).

On the Currency tab, set the Value Added Tax Allowed processing option to 1 (Allow Value Added Tax).
- Post Vouchers to G/L (R09801) on the Supplier & Voucher Entry menu (G0411)
On the Taxes tab, set the Enter when to update the Tax File (F0018) option to 3 (for all Tax Explanation Codes) if tax processing is to be tracked in the F0018 table.

Set the Adjust V.A.T. Account for Receipt Adjustments and Write Offs option to 2 (Update VAT, Ext. Price and Taxable) to apportion GST between the invoice taxable amount and the discount amount taken up during payment (to claim the correct amount of creditable inputs).
- Post Manual Payments to G/L (R09801) on the Manual Payment Processing menu (G0412)
The processing options on the Taxes tab should be activated for tax (GST) processing since the Payment Without Voucher Match program (P0411) creates taxable vouchers that generate GST entries during the post process. You must also activate these processing options to allow for the apportionment of GST settlement discounts during auto-payment runs.

Set up the processing options on the Taxes tab as follows:

Processing Option	Value
1. Enter when to update the Tax File (F0018).	3 (for all Tax Explanation Codes)
2. Adjust V.A.T. Account for Discount Taken.	2 (Update VAT, Ext. Price and Taxable)
3. Adjust V.A.T. Account for Receipt Adjustments and Write Offs.	2 (Update VAT, Ext. Price and Taxable)

- Post Payments to G/L (R09801) on the Automatic Payment Processing menu (G0413)
You must activate the processing options on the Taxes tab for GST processing to allow for the apportionment of GST settlement discounts during auto-payment runs.

Set up the processing options on the Taxes tab as follows:

Processing Option	Value
1. Enter when to update the Tax File (F0018).	3 (for all Tax Explanation Codes)
2. Adjust V.A.T. Account for Discount Taken.	2 (Update VAT, Ext. Price and Taxable)
3. Adjust V.A.T. Account for Receipt Adjustments and Write Offs.	2 (Update VAT, Ext. Price and Taxable)

Sales and Accounts Receivable Processing Options

The following processing options for the following programs related to tax processing must be set correctly for Australian GST compliance.

- Invoice Print (R42565) on the Invoice Processing menu (G42113)

On the Print tab, set the Print Tax Summary processing option to 2 (Summarize taxes by area) to print GST information on the sales invoice to comply with GST requirements.
- Speed Invoice Entry (P03B11SI) on the Customer Invoice Entry menu (G03B11)

On the Display tab, set the Sales/Use/VAT Tax Processing and Service/Tax Date Entry options to 1 to activate GST processing.
- Standard Invoice Entry (P03B11), which is called by Standard Invoice Entry (P03B2002) on the Customer Invoice Entry menu (G03B11)

On the Display tab, leave the Tax Information option blank to activate GST processing.
- A/R Master Business Function (P03B0011)

On the Defaults tab, the Service/Tax Date Option processing option determines which date the system uses as the effective date for the tax area. This is normally the date of the invoice (value 1).

On the Currency tab, set the Value Added Tax Option processing option to 1 (to allow value added tax).
- Post Invoices to G/L (R09801) on the Customer Invoice Entry menu (G03B11)

On the Taxes tab, set the processing options as follows to track GST in the Sales/Use/V.A.T. Tax File table (F0018) apportioned between the invoice amount and any discounts given.

Processing Option	Value
1. Enter when to update the Tax File (F0018).	3 (for all Tax Explanation Codes)
2. Adjust V.A.T. Account for Discount Taken.	2 (Update VAT, Ext. Price and Taxable)
3. Adjust V.A.T. Account for Receipt Adjustments and Write Offs.	2 (Update VAT, Ext. Price and Taxable)

- Post Receipts to G/L (R09801) on the Manual Receipts Processing menu (G03B12)

The processing options on the Taxes tab should be activated for tax (GST) processing since the cash receipts programs can create taxable adjustments or written-off debts that generate GST entries during the post process. Also, these processing options must be activated to allow for apportionment of Output GST upon recognition of settlement discounts.

Set up the processing options on the Taxes tab as follows:

Processing Option	Value
1. Enter when to update the Tax File (F0018).	3 (for all Tax Explanation Codes)
2. Adjust V.A.T. Account for Discount Taken.	2 (Update VAT, Ext. Price and Taxable)
3. Adjust V.A.T. Account for Receipt Adjustments and Write Offs.	2 (Update VAT, Ext. Price and Taxable)

Reporting on GST

J.D. Edwards provides the following GST reports:

Report	Description
Withholding Tax Summary Report (R75A0220)	A summary of tax withheld from a supplier who has not provided an ABN number.
Tax Invoice/Adjustment Notes (R75A0210)	A tax invoice in the approved format that corresponds to a customer's purchase, or a statement of adjustments made to the payment of an invoice (such as discounts).
Recipient Created Tax Invoice (RCTI) (R75A0230)	A tax invoice in the approved format that is produced by the recipient of goods or services, rather than by the supplier, as the result of an agreement between the customer and the supplier.
RCTI Adjustment Notes (R75A0240)	A statement of adjustments made to the payment of a recipient-created tax invoice (such as short-supply).

J.D. Edwards also provides inquiry programs that allow you to review previously generated tax invoices and adjustment notes, RCTIs, and RCTI adjustment notes.

Printing the Withholding Tax Summary Report

From the Australian GST menu (G75A031), choose Print Withholding Tax Summary Report.

The Australian Tax Office (ATO) requires that each supplier obtain an Australian Business Number (ABN). Occasionally, one of your suppliers might not have a number yet assigned. If a supplier does not have an ABN, you must withhold 48.5 percent of the payment. When you pay the remaining 51.5 percent, you must give the supplier an original and a copy of a payment summary form. Suppliers must attach a copy of the payment summary form to their tax returns. You can use the Withholding Tax Summary Report (R75A0220) for either of the following purposes:

- To print payment summary forms that you can send to your suppliers.
- To generate the Payment Summary Workfile table (F75A0220), which you can download to a PC-based application that can produce the standard ATO form.

The Withholding Tax Summary Report retrieves information from the Accounts Payable - Matching Document table (F0413).

Both the payment summary forms and the Payment Summary Workfile table contain the following information:

- Your business name and ABN or withholding number
- The name of the supplier, and the address if it is available
- The total amount invoiced
- The amount withheld
- The date that the invoice was paid and withheld

Note

A person who is authorized to represent the business must sign the payment summary form.

Processing Options for Withholding Tax Summary Report (R75A0220)

Defaults Tab

1. Payment Summary.

Blank = Do not print Payment Summary Forms.

1 = Print Payment Summary Forms.

Use this processing option to indicate whether you want to print payment summary forms and generate a workfile that you can download to another application that can produce the standard ATO form. Valid values are:

Blank

Generate a workfile, but do not print payment summary forms.

1

Print payment summary forms

Printing Tax Invoices and Adjustment Notes

From the Australian GST menu (G75A031), choose Print Tax Invoice / Adjustment Notes.

Use the Tax Invoice / Adjustment Note program (R75A0210) to print tax invoices or adjustments to tax invoices that you send to your customers.

When you adjust an original tax invoice that you have sent to a customer, you must create an adjustment note to reflect the change. You might adjust invoices because the customer has underpaid the invoice, or has claimed a discount when paying the invoice, or some similar event. You must assign a unique identifier to each adjustment note that you produce.

The program prints adjustment notes for changes to invoices that arise from discounts, minor adjustments, or write-offs. These adjustments arise from A/R cash receipts transactions with batch type "RB" and include:

- Settlement discounts taken (matching document type RC)
- Adjustments & minor amounts written off (matching document type RC)

The program excludes adjustments that were entered as either sales orders or credit orders in the Sales Order Management system.

The report includes the following, as required by the Australian Tax Office:

- Australian Business Number (ABN) of issuer (supplier)
- The words "adjustment note" and "tax invoice"
- The name of the supplier
- The name of the recipient
- The address or ABN of the recipient
- The issue date of the adjustment note
- The difference between the price of the supply before the adjustment event and the new price of the supply
- A brief explanation of the discount
- The amount of the adjustment to the GST payable amount

You run the Tax Invoice / Adjustment Note program after you process customer receipts. The Tax Invoice / Adjustment Note program can produce either tax invoices or tax invoice adjustment notes. These two output forms cannot be produced concurrently.

You use the processing options to indicate whether you are printing a proof copy, a final (update) copy, or reprinting tax invoices or adjustment notes. To reprint specific adjustments, you must specify the print control number from the original adjustment note. You can use the Enquire Tax/Adjustment Print Control program (P75A0200) to locate the print control number of previously printed adjustment notes. To print a tax invoice, you must specify a document type in at least one of the processing option fields for document type and enter blank or zero in the Adjustments processing option field.

The Tax Invoice / Adjustment Note program retrieves information from the Customer Ledger table (F03B11) and the A/R Check Detail File table (F03B14). The program retrieves only posted invoices and receipts.

Processing Options for Tax Invoice / Adjustment Note (R75A0210)

Defaults Tab

Use these processing options to specify how the system prints and reprints tax invoices and adjustment notes. The processing options that you complete determine the information that you print.

To print tax invoices in proof or update mode:

- Set processing option 1 (Report Mode) to blank or 1.
- Complete processing option 3 (Invoice Selection) and as many of processing options 4 through 8 (Document Types) as necessary.

To reprint tax invoices:

- Set processing option 1 (Report Mode) to 2.
- Complete processing option 3 (Invoice Selection) and as many of processing options 4 through 8 (Document Types) as necessary.
- Use data selection to specify the tax invoices to be reprinted.

To print adjustment notes in proof or update mode:

- Set processing option 1 (Report Mode) to blank or 1.
- Set processing option 9 (Adjustments) to 1.

To reprint adjustment notes,

- Set processing option 1 (Report Mode) to blank or 1.
- Complete processing option 2 (Print Control Reference).
- Set processing option 9 (Adjustments) to 1.

Caution

Completing any combination of the mutually exclusive processing options (for example, processing options 2 and 3) produces a blank report.

1. Report Mode

Blank = Proof Mode

1 = Update Mode

2 = Reprint Mode

Use this processing option to specify whether to run the report in proof mode, update mode, or reprint mode. Running the report in proof mode does not update the GST - Tax Invoice / Adjustment Note Tag table (F75A200). Valid values are:

Blank

Run the report in proof mode.

1

Run the report in update mode.

2

Run the report in reprint mode.

Note: When you run the report in reprint mode, you must enter the print control reference number of the original adjustment note in the Print Control Reference processing option

2. Print Control Reference.

If you are reprinting an adjustment note, use this processing option to specify the print control reference number of the original GST tax invoice or adjustment note that you are reprinting

3. Invoice Selection

1 = Sales Invoices and A/R Invoices

2 = A/R Invoices

Use this processing option to specify the types of invoices that you want to create.

Valid values are:

1

Create sales invoices and A/R invoices.

2

Create A/R invoices only

4. Document Type 1

Use this processing option to specify the document type that you want to use to choose the transactions for which you are creating GST tax invoices

5. Document Type 2

Use this processing option to specify the document type that you want to use to choose the transactions for which you are creating GST tax invoices

6. Document Type 3

Use this processing option to specify the document type that you want to use to choose the transactions for which you are creating GST tax invoices

7. Document Type 4

Use this processing option to specify the document type that you want to use to choose the transactions for which you are creating GST tax invoices

8. Document Type 5

Use this processing option to specify the document type that you want to use to choose the transactions for which you are creating GST tax invoices

9. Adjustments

Blank = No Adjustments are Required

1 = Adjustments are Required

Use this processing option to specify whether to create adjustment notes for tax invoices. When you pay an invoice, you should create an adjustment record if a discount is taken or if the invoice is underpaid. These adjustments necessitate a write-off and must be reported to the Australian Tax Office (ATO) as adjustments to the original invoice.

Valid values are:

Blank

Do not create adjustment notes.

1

Create adjustment notes

Locating Adjustment Notes

When you reprint an adjustment note, you must specify the print control number of the original adjustment note.

The Enquire Tax/Adjustment Print Control program (P75A0200) allows you to locate the print control number of previously printed adjustment notes.

► To locate adjustment notes

From the Australian GST menu (G75A031), choose Enquire Tax/Adjustment Print Control.

1. On Find/Browse Adjustment Note Print Control, complete the following field and click Find:

- Address Number

You can further narrow your search by completing additional fields in the query-by-example line.

2. Locate the record that corresponds to the original adjustment note.
3. Note the number in the following field:

- Print Ref.

Printing Recipient-Created Tax Invoices

From the Australian GST menu (G75A031), choose Print Recipient Created Tax Invoice.

A recipient-created tax invoice (RCTI) is required when an arrangement exists between the customer and the supplier, specifying that the customer will produce the tax invoice when the goods or services are received. This customer-produced tax invoice is considered a legal document that complies with the Australian Tax Reform requirements. A copy of the RCTI must be sent to the supplier. The customer retains a copy of the RCTI, which must be available on request to validate tax input credits.

You use the Recipient Created Tax Invoice program (R75A0230) to print RCTIs for your suppliers.

You can match RCTIs to purchase orders based on any of the following scenarios:

- Purchase order, inventory, and voucher (three-way match)
- Purchase order (nonstock) and voucher (two-way match)
- Voucher only

The Recipient Created Tax Invoice program retrieves information from the Accounts Payable Ledger table (F0411). The program retrieves only posted vouchers.

Processing Options for Recipient Created Tax Invoice (R75A0230)

Defaults Tab

1. Report Mode.

Blank = Proof Mode.

1 = Update Mode.

2 = Re-print Mode.

Use this processing option to specify whether to run the report in proof mode, update mode, or reprint mode. Running the report in proof mode does not update the Recipient Created Tax Invoice Tag File table (F75A0201). Valid values are:

Blank

Run the report in proof mode.

1

Run the report in update mode.

2

Run the report in reprint mode

Locating Recipient-Created Tax Invoices

Each Recipient -created tax invoice (RCTI) is assigned a unique identifier. You use the Enquire RCTI Print Control program (P75A0201) to determine whether an RCTI has been created for a specific transaction.

You can also use the Enquire RCTI Print Control program to locate the print control number of a previously printed RCTI.

► **To locate recipient-created tax invoices**

From the Australian GST menu (G75A031), choose Enquire RCTI Print Control.

1. On Work with RCTI Print Control File, complete the following field and click Find:

- Address Number

You can further narrow your search by completing additional fields in the query-by-example line.

2. Locate the record that corresponds to the original RCTI.

3. Note the number in the following field:

- Print Ref.

Printing Recipient-Created Tax Invoice Adjustment Notes

From the Australian GST menu (G75A031), choose Print RCTI Adjustment Notes.

When you adjust an original receipt-created tax invoice (RCTI) that you have sent to a supplier, you must create an adjustment note to reflect the change. For example, you might adjust an RCTI when a shipping note indicates that goods have been short-supplied. The ATO requires an adjustment note to document the invoice process.

You use the Print RCTI Adjustment Notes program (R75A0240) to print RCTI adjustment notes for your suppliers.

The Print RCTI Adjustment Notes program retrieves information from the Accounts Payable Matching Document Detail table (F0414). The program retrieves only posted payments.

Processing Options for Recipient Created Tax Invoice Adjustment Notes (R75A0240)

Defaults Tab

1. Report Mode.

Blank = Proof mode.

1 = Update mode.

2 = Re-print mode.

Use this processing option to specify whether to run the report in proof mode, update mode, or reprint mode. Running the report in proof mode does not update the GST - RCTI Adjustment Print Control table (F75A0202). Valid values are:

Blank

Run the report in proof mode.

1

Run the report in update mode.

2

Run the report in reprint mode

Locating RCTI Adjustment Notes

Each recipient-created tax invoice (RCTI) is assigned a unique identifier. You use the Enquire RCTI Adjustments Print Control program (P75A0202) to determine whether an RCTI adjustment note has been created for a specific transaction.

You can also use the Enquire RCTI Adjustments Print Control program to locate the print control number of a previously printed RCTI adjustment note.

► To locate RCTI adjustment notes

From the Australian GST menu (G75A031), choose Enquire RCTI Adjustments Print Control.

1. On Work with RCTI Adjustments Print Control Table, complete the following field and click Find:

- Address Number

You can further narrow your search by completing additional fields in the query-by-example line.

2. Locate the record that corresponds to the original RCTI adjustment note.
3. Note the number in the following field:
 - Print Ref.