

Tips & Tricks

Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

GST rounding to match your Creditors Invoice

Sometimes you may receive an invoice from a Creditor where the GST amount is different than the GST amount Accredo calculates when you enter it. There is a simple way to make them exactly the same.

Let's say you have received an invoice as below.

Net \$665.23
GST \$99.77
Gross \$765.00

You enter the \$765.00 into the Gross field, and then enter \$665.23 into the Amount field. →

ABC Holdings Limited - 25 January 2011 - Accredo Saturn #1 - [AP Transactions - ACC]

File Edit View Window Help

Period Oct 2010 Invoice ID

Creditor Code ACC NZD

Date 25/10/2010 Due Date 20/11/2010 NZD NZD

Origination Date Discount Date 25/10/2010

Invoice Number 12345

Comment

Rate Type BUY Branch HO

Exchange Rate 1.0000 Department SAL

Auto Allocate NZD NZD

Gross \$765.00 \$765.00

Discount

Net \$765.00 \$765.00

Hold Amount

3 Periods

2 Periods

1 Period

Current \$520.00

Future

Total \$520.00

Pending Total \$1,285.00

Bill From

Code	Analysis Name	GST Code	Amount	GST	Inclusive Branch	Dept
RATE	Rates	1	\$665.23	\$99.78	\$765.01	SAL

GST Incl. \$99.78 Balance to Analyse -\$0.01

Analysis Mode

Save Cancel

Created by on Modified by on

AR, IN, OE Sep 2010 IC Sep 2010 AP, PO Sep 2010 CB Sep 2010 FA Sep 2010 GL Aug 2010 JC Sep 2010

Build 3.2.7.820 SHP Date 30/09/2010 Period Sep 2010 User ACCREDO (1 of 125) Data C:\SaturnDemo820\DATA001

Note: To key into the Amount field you must have the Analysis Mode set to Exclusive. The Analysis Mode button will show as a Green E if set to Exclusive (as shown above). This defaults from Creditor Analysis Mode Field. If the button shows a Green I for Inclusive, you can click it to change the Analysis Mode to E.

Accredo calculates the GST as \$99.78 leaving a balance to Analyse of -.01

The screenshot shows the 'AP Transactions - AA - A.A. Advertising Company' window. The 'Period' is set to 'Oct 2010' and the document type is 'Invoice'. The creditor is 'AA Advertising Company' with a currency of 'NZD'. The date is '25/10/2010' and the due date is '20/11/2010'. The invoice number is '12345'. The rate type is 'BUY' and the branch is 'HO'. The exchange rate is '1.0000' and the department is 'SAL'. The gross amount is '\$765.00' and the net amount is '\$765.00'. The analysis grid shows one line item with a code of 'RATE', analysis name of 'Rates', GST code of '1', amount of '\$665.23', and GST of '\$99.78'. The inclusive amount is '\$765.01'. The summary table shows '3 Periods' with a total of '\$2,560.00' and a 'Pending Total' of '\$3,325.00'.

Code	Analysis Name	GST Code	Amount	GST	Inclusive	Branch	Dept	Narration
RATE	Rates	1	\$665.23	\$99.78	\$765.01	HO	SAL	

To match the GST amount with the GST on the creditor invoice, just enter another line in the Analysis Grid with a GST code of G and press CTRL+= to balance the Analysis and your invoice will display as below. →

AP Transactions - AA - A.A. Advertising Company

Period: Oct 2010 Invoice ID: []

Creditor Code: AA A.A. Advertising Company NZD

Date: 25/10/2010 Due Date: 20/11/2010 NZD NZD

Origination Date: [] Discount Date: 25/10/2010

Invoice Number: 12345

Comment: []

Rate Type: BUY Branch: HO

Exchange Rate: 1.0000 Department: SAL

Auto Allocate: NZD NZD

Gross: \$765.00 \$765.00

Discount: []

Net: \$765.00 \$765.00

Hold Amount: []

3 Periods	[]
2 Periods	[]
1 Period	\$2,560.00
Current	[]
Future	[]
Total	\$2,560.00
Pending Total	\$3,325.00

Bill From: []

Code	Analysis Name	GST Code	Amount	GST	Inclusive	Branch	Dept	Narration
RATE	Rates	1	\$665.23	\$99.78	\$765.01	HO	SAL	
		G		-\$0.01	-\$0.01	HO	SAL	

GST Incl. \$99.77 Balance to Analyse []

Created by [] on [] Modified by [] on []

Save Cancel

Now the Net Amount and GST Incl. will match the figures from the Invoice supplied by your creditor. ■