


Tips & Tricks

Print GST Reports from the GST Return Form

Did you know you can add a button to your GST Return form which will print your GST reports?

1 First you must add your GST reports to the Navigator (if you haven't done so already).

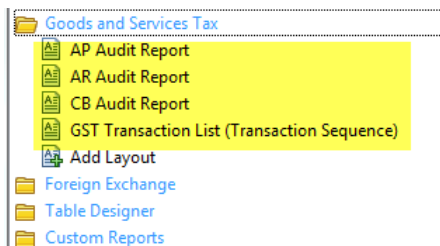
Go to: Navigator > Reports > Goods and Services Tax.

Click  ADD LAYOUT and add the required Reports to match your GST Return. The reports you add will depend on your GST basis and there are many different GST reports available.

In this example we will add GST Audit reports and a GST Transaction List. These reports reconcile back to the GST Return Form Source Tab for Invoice Basis GST.

Select each of these layouts and Save them so they are added to the Navigator:

- AP Audit Report
- AR Audit Report
- CB Audit Report
- GST Transaction Sequence



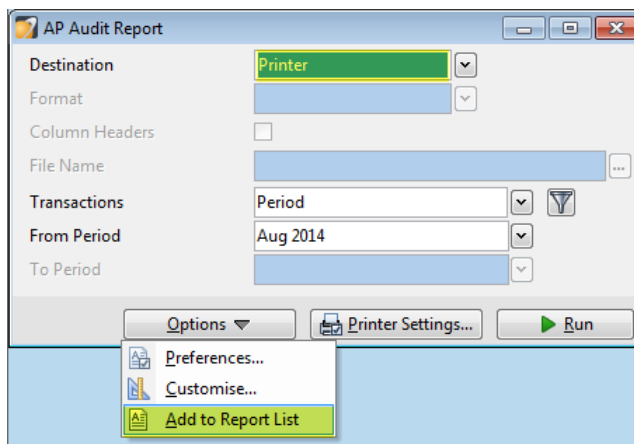
For Payments Basis GST, the reports that reconcile back to the GST Return are:

- AP Payments Report
- AR Payments Report

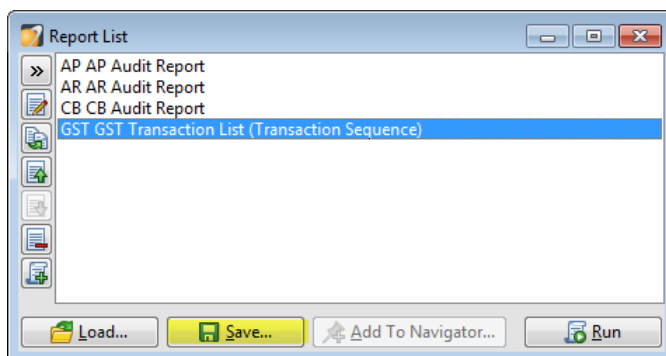
- CB GST Audit Report
- GST Transaction List

2 Add your GST Reports to a Report List. For each GST report, do the following:

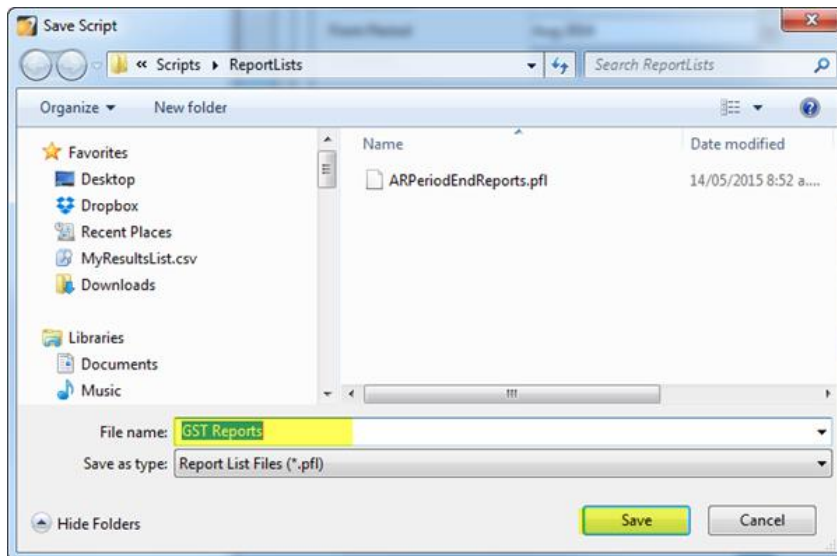
- Select the Report.
- Change the DESTINATION to **Printer**.
- Click Options > ADD TO REPORT LIST.



Once you have all your GST Reports added to the Report List, click Save.



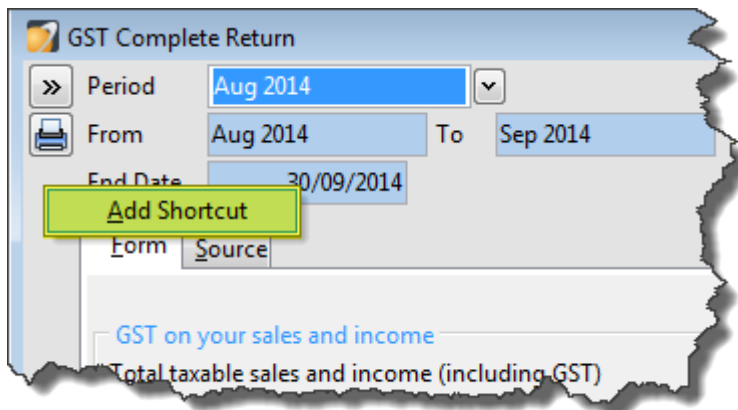
Enter **GST Reports** as the File name, then click **Save**.



3 Add the Shortcut to your GST Return Form. Go to Tasks > Goods and Services Tax > Complete Return.

If a Warning pops up, click **Ok**.

Right-click underneath the **Print** button, then click **Add Shortcut**.



Change the SHORTCUT TYPE to **Report List**.

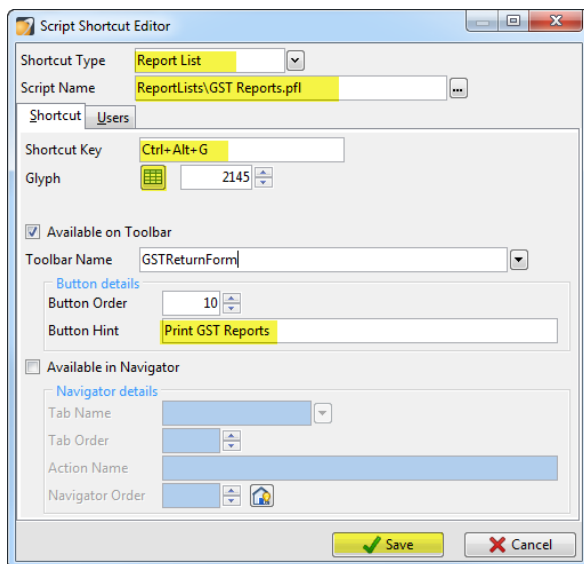
In the SCRIPT NAME field, click the **Browse** button and select the **GST Reports Report List** File. Click **Open**, so that your Report List file displays as shown below.

In the SHORTCUT KEY field, you can assign a keyboard shortcut if you wish.

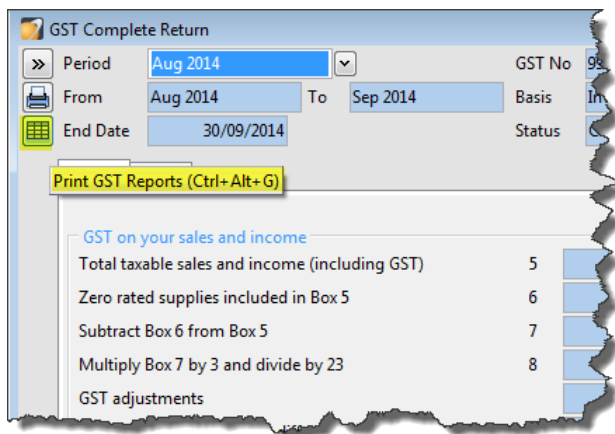
Click the **Glyph** button and select the button you wish to use

In the BUTTON HINT field, type **Print GST Reports**.

Click **Save**.



4 Your GST Return Form will now have the button added to it.



Next time you are completing your GST Return Form, you can print the GST reports from one convenient place.

