

Question

I have a transaction that I need to split because the GST isn't for the full amount (eg fruit is GST free but the rest of the items have GST). How do I do this?

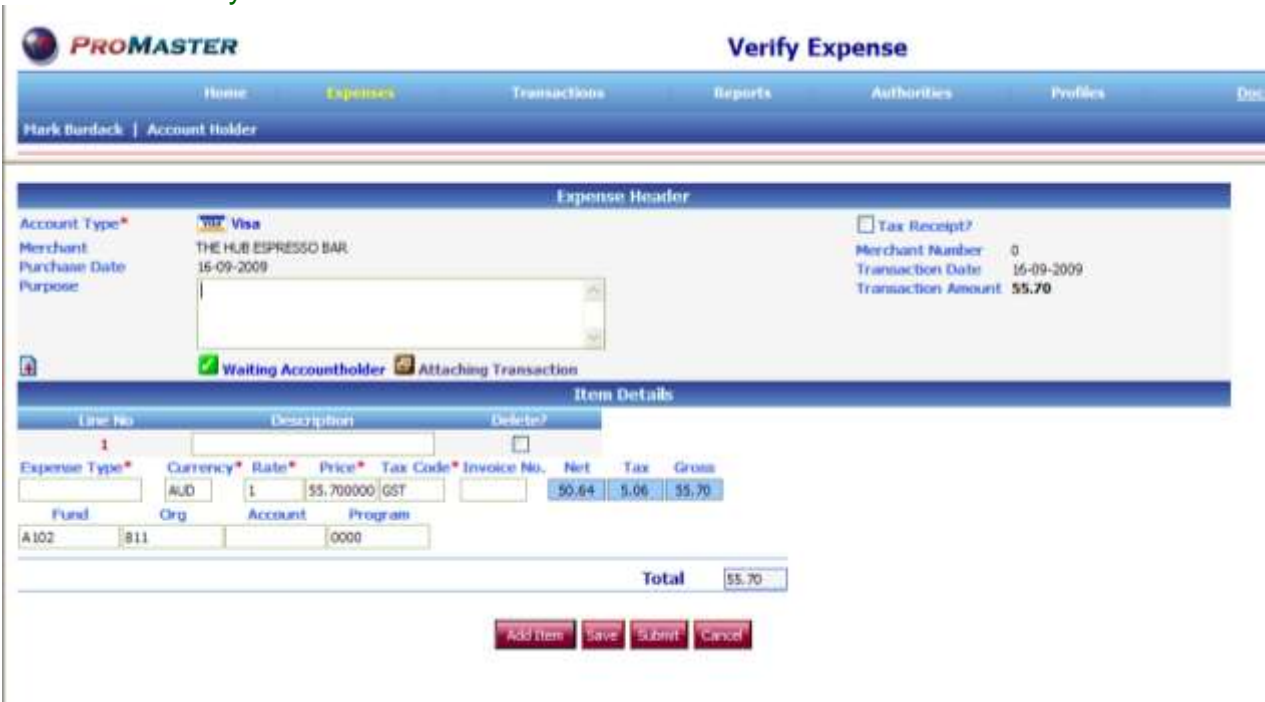
Answer

From your home screen pick the transaction as normal by clicking on the green tick



The screenshot shows the PROMASTER Home Page. At the top, there are navigation tabs: Home, Expenses, Transactions, Reports, Authorities, Profiles, and Document Control. Below the navigation, there are sections for Outstanding Tasks and New Actions. The main section is Outstanding Transactions/Expenses, which contains a table with columns for Date, Merchant, Amount, and Actions. The table lists two transactions: one for 'THE HUB ESPRESSO BAR' on 16-09-2009 with an amount of 55.70, and another for 'LAWSON MOTOR 396' on 18-09-2009 with an amount of 126.00. A green tick icon is visible next to the first transaction. Below the table, there is a Transaction Count for you as Account Holder section with various status icons.

This then takes you into the transaction.



The screenshot shows the PROMASTER Verify Expense screen. At the top, there are navigation tabs: Home, Expenses, Transactions, Reports, Authorities, Profiles, and Doc. Below the navigation, there is a section for Expense Header with fields for Account Type (Visa), Merchant (THE HUB ESPRESSO BAR), Purchase Date (16-09-2009), and Purpose. There is also a checkbox for Tax Receipt? and fields for Merchant Number (0), Transaction Date (16-09-2009), and Transaction Amount (55.70). Below the header, there is a section for Item Details with a table for Expense Type, Currency, Rate, Price, Tax Code, Invoice No., Net, Tax, and Gross. The table has one row with values: Expense Type (A102), Currency (AUD), Rate (1), Price (55.700000), Tax Code (GST), Invoice No. (0000), Net (50.64), Tax (5.06), and Gross (55.70). There are also buttons for Add Item, Save, Submit, and Cancel.

Complete the details for the first part of your transaction (Eg the part with the GST).

Expense Header

Account Type* **Visa** Tax Receipt?
 Merchant THE HUB ESPRESSO BAR Merchant Number 0
 Purchase Date 16-09-2009 Transaction Date 16-09-2009
 Purpose Catering for the 123 meeting on 16 September 2009 at Fred Smith meeting room. Transaction Amount **55.70**
 Waiting Accountholder Attaching Transaction

Item Details

Line No	Description	Delete?	Expense Type*	Currency*	Rate*	Price*	Tax Code*	Invoice No.	Net	Tax	Gross
1	Sandwiches	<input type="checkbox"/>	CATERING	AUD	1.0000	39.700000	GST		36.09	3.61	39.70
Fund				Org	Account	Program					
A102				811	362	0000					
Total											39.70

Add Item Save Submit Cancel

Then click on the Add item button to give you another item to complete

Expense Header

Account Type* **Visa** Tax Receipt?
 Merchant THE HUB ESPRESSO BAR Merchant Number 0
 Purchase Date 16-09-2009 Transaction Date 16-09-2009
 Purpose Catering for the 123 meeting on 16 September 2009 at Fred Smith meeting room. Transaction Amount **55.70**
 Waiting Accountholder Attaching Transaction

Item Details

Line No	Description	Delete?	Expense Type*	Currency*	Rate*	Price*	Tax Code*	Invoice No.	Net	Tax	Gross
1	Sandwiches	<input type="checkbox"/>	CATERING	AUD	1	39.700000	GST		36.09	3.61	39.70
Fund				Org	Account	Program					
A102				811	362	0000					

Line No	Description	Delete?	Expense Type*	Currency*	Rate*	Price*	Tax Code*	Invoice No.	Net	Tax	Gross
2		<input type="checkbox"/>		AUD	1	16.000000			0	0	0
Fund				Org	Account	Program					
A102				811		0000					

Total 39.70

Add Item Save Submit Cancel

Then enter your GST free details and select NOGST in the tax code box.

ProMaster Verify Expense

Home Expenses Transactions Reports Attachments Profiles Discussion Board

Mark Barwick | Account Holder Charles Sturt University

Expense Header

Account Type* **View**
Merchant THE HUB EXPRESS BAK
Purchase Date 16-09-2009
Purpose Catering for the 123 meeting on 16 September 2009 at the Smith meeting room

Tax Receipt?
Merchant Num 0
Transaction Date 16-09-2009
Transaction Amount \$5.70

Working AccountHolder Attaching Transaction

Transaction Details

Line No	Description	Unit	Tax	Gross
1	CATERING	AUD	1	36.76
2	CATERING	AUD	1.0000	0.00

Total \$5.76

Buttons: Add Item, Save, Clear, Cancel

Tax Codes

Tax Code	Description
PARTIAL	Capital Purchase
GST	Tax Inclusive Expense
GSTB	Tax Inclusive with PBT liability
NOGST	GST Free

You can add more items if you wanted to split accounting codes further. Once you have finished attach your scanned tax invoice (see Attaching scanned documents in ProMaster) and click on the submit button when you are ready to send this transaction to your approver.