

PURCHASE CARD GST REFERENCE SHEET

The following are some examples of tax invoices you may receive when using your Purchase Card:-



Wagga Wagga City Centre
ABN 11121112112
TAX INVOICE

*Arnotts Classic Assorted 500g	\$	
Qty. 4 @ \$5.49 ea		21.96
Jarrah Chocolate Drink 175g		
Qty. 2 @ \$6.43 ea		12.86
Bushells Tea Bags Blue Label x 50		2.89
Nescafe Coffee Blend 43 300g		11.99
Willyworths Milk Whole 2L		
Qty. 4 @ \$2.29 ea		9.16
CSR Sugar White Sticks 50PK		
Qty. 4 @ \$2.21 ea		8.84
*Bulk pack Mini Cup Cakes Mud 24		
Qty. 2 @ \$9.00 ea		18.00
18 SUBTOTAL		\$85.70
TOTAL	85.70	
EFT	85.70	
CHANGE	0.00	
* Taxable Items		
TOTAL includes GST		\$3.83

Selecting an Expense Type when verifying a transaction in ProMaster, may change the Tax Code to a code you do not want to use. You need to watch this to ensure your transaction is accurately reflecting the GST. If you do not, the University may be breaking tax laws and it may be costing your section more than is necessary for the goods you have purchased as we will not be able to claim the GST back.

Tax Code*	Invoice No.	Net	Tax	Gross
NOGST		100.71	0.00	100.71

If you need to change the tax code, just click in the tax code box and a list of options will appear in the upper right hand section of your screen.

Tax Codes	
Tax Code	Description
GST	Tax Inclusive Expense
GSTFBT	Tax inclusive with FBT liability
NOGST	GST Free
TAXO	GST only on importation of goods from

When the list comes up, just click on the code you should be using eg. GST. This will bring the correct code into the transaction.



Ph: 02 6884 5454 Fax: 02 6884 1088

ORDER # 01231059

1 TAKE AWAY	0.00
6 WATER 600ML	17.40
2 2 LTR COKE	6.00
1 SML FRUIT PLATTER	29.95
2 SMALL BAGUETTE PLAT	39.00
1 SMALL MIXED SLICES	21.25

SUBTOTAL 113.60

VISA 113.60

NO CHANGE

TAX SHIFT

GST Sales	96.20
GST Amount	8.75

Tax Invoice – ABN: 83 055 141 709

Thank you for dining at
Village Takeaway
Bathurst

These sample invoices show various examples of GST as it may apply to our transactions. In the Willyworths invoice you will see that the total includes GST of only \$3.83 because the invoice is a **mixed supply** invoice that requires your transaction to be split into 2 items. (See your user guide for how to do this). You will also notice that the two items that attract GST have been indicated by a * against the item. Again the Village Takeaway invoice needs to be processed as a mixed supply invoice as the GST amount is not 1/11th of the total (\$113.60 ÷ 11 = \$10.33 – GST shown is only \$8.75) as the Water that was purchased does not attract GST.

MOUSE HARDWARE

ABN: 11121112211

Ph: 02 63311111
25/1/2011 14:29:34
Tax Invoice No.: 871465
Code: CASH
Name: CASH
Register Name: POS2

SOCKET SET 170PCE M/AF STANLEY		
076174960112 EACH		
1 @ \$79.00/EACH		\$79.00
RATCHET TIE DOWN SET 4PCE		
033923881982 EACH		
1 @ \$17.99/EACH		\$17.99

GST: \$8.82
TOTAL: \$96.99

Tendered: \$96.99
Change: \$0.00
Rounding: \$0.00
Payment: \$96.99

Method: CREDIT CARD Approved - 33821

Signed: _____

With the **Mouse Hardware** invoice you will see that the GST for this invoice is \$8.82 which is exactly 1/11th of the invoice total. This means that if the Tax Code of GST is used ProMaster will calculate the GST across for you and will display it in the tax box.

The **Trumpet's Café** invoice does not indicate the specific GST amount but does include the statement "GST included in Total" which is sufficient if all the items we have purchased attract GST. In this case they do so the invoice would need to be processed with the tax code of GST so that ProMaster can fill in the GST for you.

Some GST Free supplies are:-

- Bread
- Milk
- Bottled Water
- Fruit Juice
- Tea/Coffee (not ready to drink)
- Meat
- Fruit/Vegetables
- Pharmaceuticals
- Health Insurance
- Professional & Trade Courses
- Water, Sewerage & Drainage
- Medical Practitioners, Pathologist, Physiotherapists.

Trumpet's Café

Shop 3, Flowerland Centre
Bathurst NSW
Ph: 02 6332 2005

Table Q # 1

Trans# 683847 Serv: Melissa
14/4/2011 9:12am #Cust:1

Quan	Descript	Cost
1	OPENFOOD	\$282.00

TOTAL: \$282.00

Food: \$282.00

TAX INVOICE
ABN: 11 121 122 111
GST Included in Total

Aldi Dockets

Aldi has a unique way of recording the GST on their items, so we need to make special note of the following:

In this example there has been a mixture of taxable and no-taxable items purchased.

ALDI STORES A LIMITED PARTNERSHIP BATHURST ABN: 90 196 565 019	
TAX INVOICE	
	\$
45932 Trail Mix Premium 500g	23.97 A
Qty 3 @ \$7.99 ea.	
44113 DispPlate Round/Oval	2.69 B
44113 DispPlate Round/Oval	2.69 B
44113 DispPlate Round/Oval	2.69 B
50440 Disposable Drinkware	1.69 B
50440 Disposable Drinkware	1.69 B
5265 Water Nat 24x350ml	6.29 A
5265 Water Nat 24x350ml	6.29 A
4423 Juice Orange 2L	1.99 A
4423 Juice Orange 2L	1.99 A
4423 Juice Orange 2L	1.99 A
4446 Apple Juice 2L	1.99 A
4446 Apple Juice 2L	1.99 A
4446 Apple Juice 2L	1.99 A
76111 Cavendish Bananas per kg	3.28 A
1.220 kg Net @ 2.69 \$/kg	
8586 Napkins 100pk	0.95 B
45912 Garbage Bag TopTie 20pk	1.99 B
1961 Paper Towel 3Ply 2Pack	2.49 B
7865 Rice Cracker 12pk	2.49 B
SUBTOTAL (INCL GST)	71.14
nab EFTPOS	
ALDI 13 BATHURST AU	

On the Aldi dockets, the taxable items are identified by the letter B in the far right hand side of docket and the non-taxable items are identified by the letter A in the far right hand side of the docket.

At the bottom of the docket Aldi provide a total of the GST applicable to the total of the transaction.

In this example The "A" (non-taxable) items total \$52.02 and the GST applicable to the "A" items is zero because they are not taxable. The "B" (taxable) items total \$17.70 before the tax is applied and the GST applicable is \$1.77. This then gives us the GST inclusive amount for the "B" items of \$19.47. $\$19.47 + \$52.02 = \$71.49$.

PLEASE RETAIN RECORD OF PURCHASE		
CREDIT SURCHARGE GST A		0.25A
CREDIT SURCHARGE GST B		0.10B
TOTAL SURCHARGE 0.5%		0.35
TOTAL (INCL GST)	\$ 71.49	
CARD SALES	\$ 71.49	
ITEMS	21	
LINE TRANSACTIONS	19	
GST A	00.0%	0.00
NET TOTAL	GST A	52.02
GST B	10.0%	1.77
NET TOTAL	GST B	17.70
*2163 501/013/006/121 24.11.15 09:46 A-00		
PLEASE KEEP RECEIPT FOR REFUNDS		
THANK YOU FOR SHOPPING AT ALDI VISIT ALDI.COM.AU FOR TRADING HOURS		

So when reconciling Aldi transactions into ProMaster,
If there are "A" items the Tax Code will be NOGST.
If there are "B" items the Tax Code will be GST
If there is a mixed supply you need to do the following:

Item Details									
Line No	Description	Delete?	Action						
1	Supplies for Lunch Meeting AZJ	<input type="checkbox"/>							
Expense Type*	Currency*	Rate*	Price inc	GST*	Tax Code*	Invoice No.	Net	Tax	Gross
CONSUMABLES	AUD	1	19.4700	GST			17.70	1.77	19.47
Fund	Org	Account	Program	BEIMS WO					
A103	6079	420	0000						
2	Supplies for Lunch Meeting AZJ	<input type="checkbox"/>							
Expense Type*	Currency*	Rate*	Price inc	GST*	Tax Code*	Invoice No.	Net	Tax	Gross
CONSUMABLES	AUD	1	52.0200	NOGST			52.02	0.00	52.02
Fund	Org	Account	Program	BEIMS WO					
A103	6079	420	0000						
Total									71.49
<div style="display: flex; justify-content: space-around; gap: 10px;"> Add Item Save as Draft Submit Cancel </div>									