

How to make adjustments to fix errors identified during the preparation phase

If you find any errors when viewing the GST audit trail, you can make adjustments to correct them before lodgement.

FIXING THE WRONG GST CLASSIFICATION ON RECEIPTS



It is unusual for the GST classification on a receipt to be wrong.

If the receipt was processed as GST Free but should have GST applied:

1. Process a bank adjustment to decrease the bank account (admin and sinking if the receipt related to both) Process this as GST Free.
2. Process a bank adjustment (admin and sinking if the receipt related to both) to increase the bank account. Process this as GST Inclusive. For full details, see the manual "Adjustments"

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FIXING THE WRONG CLASSIFICATION ON A LEVY



It is unusual for the GST classification on a levy to be wrong.

Go to Processing>Adjustments and select the levy maintenance tab. Alter the GST status of the levy. For full details, see the manual "Adjustments"

FIXING THE WRONG CLASSIFICATION ON A SUPPLIER TRANSACTION

Go to Processing>Adjustments and select the Supplier Transactions tab. You can alter the GST status of a transaction or align it status to the status of the supplier and the contribution schedule the transaction is for. For full details, see the manual "Adjustments"



If you need to make any adjustments, we recommend that you preview the GST audit trail report again after you have made the adjustments, so you can check your changes are correct.

