

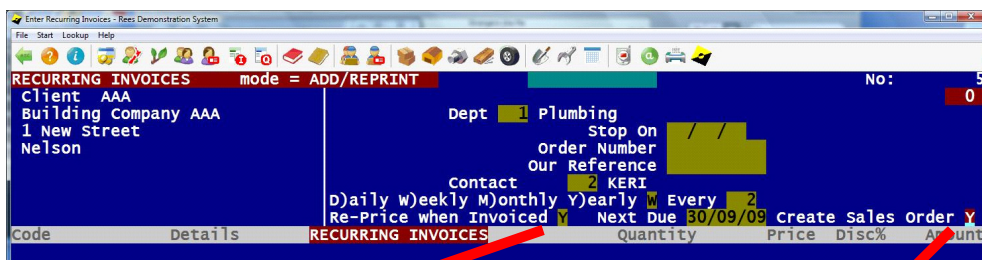
## THIS ISSUE:

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*This newsletter assumes that you are running the latest version of Rees2000. You can update your version of Rees2000 via main menu option 14.8*

## Recurring Sales Order set up

We have recurring invoices for clients and suppliers, recurring cashbook charges, recurring jobs and now recurring sales orders. If you have the Sales Order module, then recurring sales orders are now available. Using the existing Recurring Invoices option (4.6), set the recurring sales order up by selecting 'Create Sales Order' option in the header of the invoice. Also select the required time, such as Daily, Weekly, Monthly and after so many, for example, every fortnight would be set at W for weekly, and 2 for every two weeks.



Be careful to correctly set this flag, as required

Enter Y here for Sales order instead of invoice

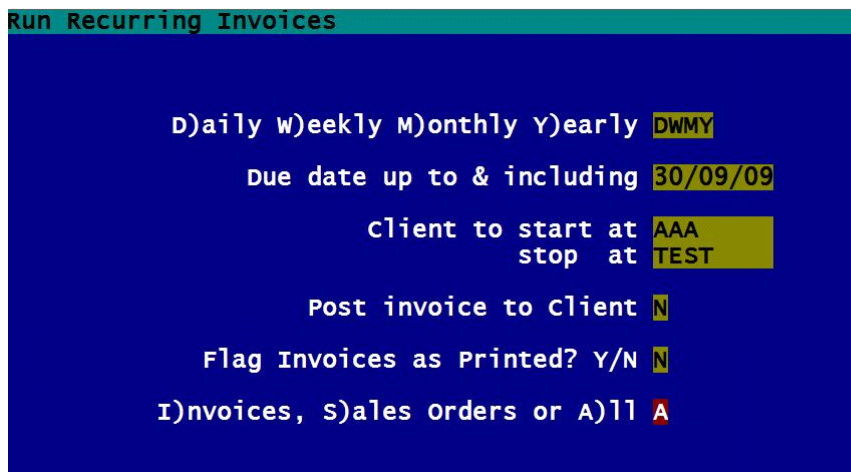
## GST tips (using menu 9)

1. If you use either Cashbook and/or Creditor recurring charges, be sure to print the reports (9.1 and 9.2) then perform the Period End (9.15) prior to closing your Cashbook and/or Creditors for the period, to prevent claiming GST on expenses too early.

2. ALWAYS print your GST return details (9.1 and 9.2) from your Live system (not your Read Last Month), to help ensure the accuracy of your GST returns.

## Creating Recurring Sales Orders

To create the Sales order, using existing option, Run Recurring Invoices (4.7), select either A for All to create both recurring invoices and sales orders, or S for just the Sales Orders. The sales orders will create and show in 13.1, they will show the quantities ordered, and will default the supplied quantity on all occasions to zero.



## GST using General Ledger (invoice basis)

The very first checkpoint is – Have you processed all your system interfaces and have you completed your management accounts for the period? If so and it is the end of a GST period then:

Prior to running your GST report (7.11.7), print your Batch Status report (7.11.5) and check that you have your system interfaces in the correct period.

### How do you know?

Debtors interface – this has the batch description of **Debtors Interface: xx/xx/xx** with the xx/xx/xx being the date, if this date is for example 30/09/09 or 04/10/09 etc then it makes sense that this interface belongs to the Sept 09 period (if on a 31 March balance date) this period would therefore be either 6 (or 18 if you haven't finalised your prior year's accounts).

Similarly, the Cashbook interface – has the batch description of **Cashbook interface: xx/xx/xx**. As with the debtor's interface this date should tell you what period this interface relates to, further there is normally only one cashbook interface per month and therefore you should see an interface in each period completed to date.

The Creditors interface is slightly more difficult. If you follow our standard procedures and flowcharts (press F1 for your Helpfile, select Flowcharts on the top menu to obtain these), then you perform two interfaces per month, one at month end with the Cashbook and Debtors interfaces, and one around the 10<sup>th</sup> of the month, when all the creditors for the previous month are entered and reconciled to statement. Our flowcharts indicate that for the interface you perform at the start of the month ALL batches go to the period just completed, so using the example with Debtors at 30/09/09 or say 04/10/09 as an example, all periods (current, 1 month, 2 month, 3 month + and Payments), should go to the same period, being the period you have just completed (again as above) either period 6 or 18.

The second – catch up – interface – when creditors are completed, your current invoices go to the new (i.e. current) month, as do your payments (as they were actually paid this month), all the rest (1 month, 2 month, 3 month) go to the previous month, so again using the example Current would go to period 7 (or 19), as would Payments, and the 1 month, 2 month and 3 months all go to period 6 (or 18).

Check your batch status to ensure you have everything in the correct periods, if unsure print the batch (7.11.4) to view the transactions to determine it's period.

If any batches are in the wrong period, simply move (7.13.13), be very careful here just to Move and answer N to the reverse option.

```
Batch number to copy/move 40
Batch: Debtors Interface: 30/09/09
Period: July

c)opy or M)ove C
To which period? 1-24 6 September
Reverse Batch? Y/N N
```

## GST using General Ledger—cont.

Re-print 7.11.5 and re-confirm all is correct concerning periods.

Next, print the GST report for the previous period (7.11.7), to ensure that it is zero. If its not, check it is the same as what you returned to the IRD and if this is the case, clear the flag. If it is not the same, print it and compare it to your GST return printout, find the changes. Each transaction has a transaction number, go to Edit Transaction (7.3), bring up the transaction number, from here find the batch number. Print the batch (7.11.4) or view it (7.2) to determine what it is, again it may need moving to another period (7.13.13).

Next look at your last GST physical return, then go to Account Maintenance (7.1) and enter the General Ledger code for GST. Press T for transaction and view the transactions for the past GST period (normally 2 months), the batch descriptions mainly should be **! GST from batch xxx**. You should note one with the Cashbook code in the Description instead. This amount should equal the refund or payments from your last GST return, if it is different investigate why.

Tran	Date	Reference	Batch	Amount	GST Period	Description
Place the BAR over the item you require and press {Enter}						
321	10/09/09		44	-1880.24	0.00 06/Sep	!GST from batch: 44
317	10/09/09		43	2184.89	0.00 06/Sep	!GST from batch: 43
282	10/09/09		42	733.10	0.00 06/Sep	!GST from batch: 42
280	28/08/09		41	1548.00	0.00 05/Aug	[590] GST P/end 31/07/09
263	31/08/09		41	330.02	0.00 05/Aug	!GST from batch: 41
251	31/08/09		40	-336.61	0.00 04/Jul	!GST from batch: 40
242	31/07/09		39	-1.28	0.00 04/Jul	!GST from batch: 39

Now you are set to print your GST report (7.11.7) for the period concerned. Print it to screen first and scroll down to the end to see your GST payment or Refund. Write the amount down, match this to your GST control account in the General Ledger (7.1), under M for month, the payment/refund from the report MUST equal the balance for that month.

If it doesn't:

1. Look under the Transactions for this general ledger code, are all descriptions '!GST from Batch', except the previous payment/refund? If not investigate these transactions (edit as required (7.3).
2. Check unposted transactions (7.13.11), and post to correct codes (7.3)
3. Has a year end update been done since the last GST return on your General Ledger? If so look to see if any changes where made to GST in History (7.1, code then H for history, normally the top few transactions.)

Once these alterations have been made, reprint the GST report (7.11.7) to screen match it to the month value GL code for GST (7.1, code then M for month) – DON'T use the previous figures as BOTH may have changed when using the 3 options above.

When the report balances to the GL control account for GST, then print the GST to file (refer to our May 09 newsletter for information on how to do this, the link is:

<http://www.rees.co.nz/company/news/Reesnews%20May%2009.pdf>)

Open the file in excel, add two columns one to calculate GST on the Outputs/Inputs (i.e. 1/9 of value) and another as the difference between your calculation and the GST on the report – this is a quick easy way to determine any GST transactions that aren't 12.5% of the value. Re-sort your spreadsheet by this variance and investigate these. Often there are valid reasons why, some examples are: GST on Imports, expenses only part claimable etc. If you export then your Sales will not be exactly 12.5% GST.



## GST using General Ledger cont...

Look at the report transaction undertaking common sense checks such as if you have Sales for all the GST periods, for example for a two monthly return there should be at least two debtor interfaces (one per month).

Also, check the transaction dates to ensure you are not pre-claiming any expenses in error. If you have checked your batch status at the start, then this should be correct, however if you do find some, you may need to move a batch (7.13.13) or enter a journal (7.2) to move the transactions to the correct period.

NB Any transactions entered in Creditors or Cashbook with no GST content in the GST field will not appear on the GST report.

Once you are happy with the GST transactions, then print the report (7.11.7), recheck it balances to the control account (7.1 GST code, then M for month), [clear the GST flag](#) and file your GST return with the IRD.

Although this appears to be a long process, once you have the checks in place this takes a relatively short time, if all is correct. If there are any problems then this article serves to assist you in finding them and fixing them.

## \*\*\* New Client Margin Report (1.11.37)

A new report to our Client report options (1.11.37). This report is designed to be printed to file only and opened using products such as Excel.

Based on your selection criteria, this reports the client's sales, cost of sales and margin, for each period, starting at your selected period, and goes forward as many periods as you like.

For example if you selected from 04/2008, going forward 18 months, then it data would show each month's margins for each client from April 2008, until September 2009. The report also can exclude client's with total sales for those periods under your determined value.

```
This report uses the invoice lines file to gather sales/margin information and does not include Hand Written Invoices. The report is designed to be imported into a spreadsheet so no attempt is made to fit the report onto a standard A4 page. Any sorting by value or other method is left to be done by the user of the report in their spreadsheet.
```

```
Use COMMA delimiter (formatting in spreadsheet)? Y/N Y
```

```
Client to start at  
Client to stop at
```

```
As recorded on client file: Client Area ( 0= All) 0  
which contact ( 0= All) 0  
which Department( 0= All) 0  
which Discount Group ( 0= All) 0
```

```
Include User Groupings  
Exclude User Groupings
```

```
Month to start report from MM/YYYY 10/2007  
How many months to report 24
```

```
Combine all charge to sales? Y/N Y  
Add charge to clients not in selection criteria? Y/N Y  
Total minimum sales value for the reporting period 0.01
```

```
Print Totals only? Y/N N
```

## NEW Menu - Alternate Suppliers (2.16)

In order to group all the Alternate Supplier details all together, we have restructured the stock menu to introduce a new sub menu. This menu is found under 2.16 in your Rees2000 program and only appears if you are using Multiple Suppliers (as set up in (14.14) SETUP, page 2 in Stock 'Track Multiple suppliers for stock items' = Y).

Here's a summary of the movements

<u>New Menu option</u>	<u>Description</u>	<u>Old Menu option</u>
2.16.1	Edit alternate Supplier Details	2.2.34
2.16.3	Print Alternate Supplier Details	2.11.37
2.16.6	Load Alternate Suppliers from FILE	2.13.29
2.16.7	Export Alternate Suppliers to FILE	2.13.28
2.16.13	Reset Alternative Suppliers	2.2.22
2.16.15	Delete Alternate Supplier Records	NEW option

If you have the Security module you may need to review and update your individual user options accordingly (14.15 User Maintenance) to ensure that the appropriate people have the correct access.