

THIS ISSUE:

- ▾ Ability to view/print Statement history
- ▾ Special Client Stock Code prices
- ▾ Excluding price breaks
- ▾ GST increase
- ▾ New Job Cost report—Selected Job Schedules

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

This newsletter does not include all changes made to the Rees2000 program, for a complete list, press



Or press F1, to open our helpfile, click on

Home then Recent changes.



This year is flying by; the Emissions Trading Scheme has now been implemented. The next big change looming for the business sector will be the GST increase of 2.5% commencing 1 October this year. With this in mind we have undertaken a massive review of our program, changed code and thoroughly tested the GST rate change within Rees2000. Most of this newsletter covers what you, a business, need to complete in order for the GST change to take effect.

Client Special Stock Cost Prices

Client special pricing options have been increased to enable special cost prices to be stored for a client from your main supplier. These can then be attached to a purchase order (set up in (5.14) "Enter Client code on P/O header?") Several costs can be stored for a particular stock code for a client, each are differentiated by the reference you enter beside the cost.

NB If you intend using this feature AND you want true margins, then the Job Costing module is required, to ensure this special 'buy' rate is used for the client concerned, rather than being *lost* in the average cost pool.

Ability to view and print past Statements

At the base of the screen in Client Set up (1.1) there's a new symbol that will build a statement history (from when you download Rees2000 version July 2010 onwards). The symbol [] will enable you to view and print the statement history for up to 24 month's history. This history is added to each time you perform a Debtors Period end update (1.15).

Exclude Clients from Quantity Price discounts

You can now exclude a client, from pricing according to any Quantity Price Breaks you may have set up. This only applies if you are using Quantity Price Break pricing.

Selected Job Schedules report

Job Costing, now has a new report (6.11.8) that enables you to print selected job schedules, by summary or showing transactions for a specific date range, including cost and margin, if required


GST impact for Debtors/Stock/Invoicing/Jobbing/ Sales Orders

At time of GST tax change on 1 October 2010, you must be very careful to ensure you have everything correctly accounted for. You must be running a version of Rees2000 dated 1 July 2010 or later, from this version onwards the GST rates and date change are preloaded, you are not required to set them up yourself. Your version date is displayed on the top right hand side of the main menu, example below.

VERSION: 02-Jul-2010@15:00

How the GST increase affects your business depends on your pricing set up, are you on GST inclusive or exclusive pricing.

How do I know what I am using?

When in Rees2000, click on the  icon, if you don't have the picture icons, press F2 instead. On the first line of this information page the line displayed advises you what your pricing is based on, as well as your GST status (module dependant). An example below:

Prices are GST INCLUSIVE. GST IS PaId on a INVOICE basis.

Other examples

Prices are GST EXCLUSIVE. GST is Paid on a INVOICE basis.

Prices are GST INCLUSIVE, Costs are GST INCLUSIVE.

Prices are GST Exclusive

If your business has GST exclusive pricing (i.e. the invoice adds GST to the base of the invoice), then all transactions prior to 1 October will be at the 12.5% rate, and from then on at the 15% rate.

- No changes, required, any transactions after the GST rate change rate will be at the new rate, any quotes dated after this date will be at the new GST rate. Job invoicing and Sales orders will charge GST at the rate based on the date of the invoice.
- If you have recurring invoices or sales orders, the GST calculation is made when the previous invoice was produced, so when viewing one, it may not reflect the correct GST, however it will recalculate when run to the current rates.
- Reprinting old quotes, dated prior to 1 October, will be printed at the 12.5% rate. To re-calculate this change the date in the header to 1 October or later. This includes Job Costing Quotes. ([4.4](#) and [6.1](#))
- Reprint and update any priced product or shelf labels ([2.11.21](#), [2.11.21](#) or [2.11.39](#))

GST continued...

GST Inclusive Pricing, exclusive costs

Immediately after performing your Debtors month end:

- Update sell prices ONLY (2.2.2) Change prices by %. The percentage required is 2.2222%, ensure you answer N to include Cost and Average cost (and if using), N to alternative supplier.
- Quotes must be re-priced^^ (4.4) for individual prices, (4.13.4) to re-price quotes maintaining your margins. Also Job Costing Quotes (6.1).
- Any unposted invoices after (30/09/10) should have their dates changed to October and re-priced^^ (4.1)
- All Sales Orders outstanding will require re-pricing^^ (13.1)
- Uninvoiced Jobs (WIP) will each require re-pricing^^ (6.1), print FIRST as non-stock won't re-price automatically to the require figures
- All Bill of Materials will require updating (2.8.9)
- Any client special pricing (1.12.x) and stock special pricing (2.12.x) will require updating manually (NB you could export the files (1.12.7) then alter in Excel and reimport back into Rees2000 (1.12.8) Be sure to be careful when doing this and re-check everything carefully
- Any recurring invoices and/or Sales orders will need re-pricing (4.6)
- Reprint and update any priced product or shelf labels (2.11.21, 2.11.21 or 2.11.39)

GST Inclusive Pricing and costs

Unfortunately you have a massive job ahead of you, it is our recommendation that you invoice as many jobs and sales orders as possible in order to minimise your work. Also consider deleting out of date quotes.

Immediately after performing your Debtors month end:

- Update cost prices AND COSTS (2.2.2) Change prices by %. The percentage required is 2.2222%, ensure you answer Y to include Cost, Average cost and alternative supplier costs (if using).
- Quotes must be re-keyed^ to reflect the new cost and sell prices as the re-price will not update costs (4.4) Also Job Costing Quotes (6.1).
- Any unposted invoices after (30/09/10) should have their dates changed to October and re-keyed^ to obtain correct cost and sell prices (4.1)
- All Sales Orders outstanding will require rekeying^ (13.1)
- Uninvoiced Jobs (WIP) will each require rekeying^ (6.1) manually to ensure costs also update
- Any Bill of Materials will require updating (2.8.9)
- Any client special pricing (1.12.x) and stock special pricing (2.12.x) will require updating manually (NB you could export the files (1.12.7) then alter in Excel and reimport back into Rees2000 (1.12.8) Be sure to be careful when doing this and re-check everything carefully
- Any recurring invoices and/or Sales orders will need rekeying^ (4.6)
- Reprint and update any priced product or shelf labels (2.11.21, 2.11.21 or 2.11.39)

NB

^ By re-keying we mean that you would need to recall the document in the required place, and ADD a new line for each line on the document, when you have added the new line (to replace the existing line) you then delete the old line. This ensures both your cost and sell prices are at the correct prices. If you just enter on the existing line then only the sell price will update, leaving an incorrect cost price.

^^ Re-pricing, there will be an option in your screen allowing you to Reprice (normally E), this will automatically update the document to the standard prices for this client, therefore you need to be very careful to ensure you have a copy of the document with margins before you commence this function, to ensure that your document correctly reflects the required prices.

GST changes for Creditors/Cashbook

Supplier invoices/cashbook entries default to the GST rate based on the transaction date when entered into Rees2000. This means that you will need to be careful with your transaction dates and GST amounts to ensure to enter the correct GST as per the source document.


You will need to review and most probably adjust the following:

- Review any recurring charges (3.10) or for the report (3.11.11) Recurring Charges.
- Review any recurring charges (8.6) or for the report (8.11.12) Recurring Charges, and remember to contact your bank to alter any auto payments

GST returns

The Inland Revenue Department are yet to advise exactly what they need/want to happen as regards to any adjustments and what to do if your GST period spans the 1 October rate change, as we are updated with information we will send to your business.



Note the  icon (if you don't have the picture icons, press F2). On the first line of this information page the line may tell your GST basis, (module dependant), either Invoice or Payments basis. If this line does not display this information then you have both the General Ledger and GST modules installed and therefore the system is not aware of which GST report you use; either the General Ledger GST report (7.11.7) – in which case you are on the Invoice basis for GST, or the GST module reports (9.1) and (9.2). If you are using the GST module reports then this would usually mean you are on the Payments basis for GST, check using option (9.14)

Invoice Basis

If you are on the Invoice basis for GST, then your GST returns within Rees2000 will produce without any adjustments required. The GST for each transaction is generated from the original input, so if entered at 12.5% i.e. pre 1 October 2010, then it will report at this rate and from 1 October onwards at 15%.

Payments Basis

Payments basis requires an adjustment to be made at September month end to allow for the outstanding client invoices GST content. Client receipts after 30 September will default to 15% GST and some of these receipts will relate to pre 1 October invoices (i.e. 12.5% GST content). Therefore at the end of September you will need to print the following reports to make a manual adjustment to your GST return.

Outstanding creditor invoices are not affected as the GST will return at the rate as entered into the Creditors module.

The debtor reports required are:

(1.11.4) Aged Trial Balance, check carefully to see if you have any GST exempt invoices outstanding.

(1.11.5) Client Balances Summary

(1.11.28) Unpaid Invoice List (only available if on Open item basis)