

Changing from GST inclusive to GST exclusive (with exclusive costs)

IMPORTANT Please read this entire document prior to performing any changes.

This is done just prior to a debtors month end update.

1. Back up your system
2. Rees2000 update (14.8)
3. Ensure all unposted invoices are posted, that you want posted
4. Print (1.11.5) Client Balances Summary, check that there are no Unposted invoices, if there is print (4.11.2) including cash sale for a wide date range all unposted invoices, e.g. 01/01/96 to 31/12/2080, then fix their dates (4.1) and post
5. Print a stock code (2.1) screen or write it's code and sale prices on paper
6. Copy to Last Month
7. Copy your data to another database (to be kept for future reference) and to be kept for at least 7 years for IRD tax purposes. ***This is to enable you to re-print the old invoices, old GST inclusive invoices and quotes CANNOT be accurately re-printed on the live system once the changes have been made.***
8. Back up your system (again)
9. If you have the General Ledger installed perform your Month end interfaces (7.12.x)
10. Print any reports, as required, being at minimum the following reports:
 - (4.11.2) – all unposted invoices
 - (4.11.5) – quotes
 - (13.3) all lines on outstanding orders, by Order number
 - (6.11.21) Work in progress, all Uninvoiced parts/labour
 - (2.8.4) Bill of Materials
 - (1.12.5) Special Prices by client
 - (2.12.6) Stock special prices
 - Plus any others you may wish
11. (14.14) password SETUP page down to page 2 headed up stock control. Change the following setup options:
 - a) GST inclusive prices change to **N**
 - b) Remove GST From Stock sales to **N**
 - c) Add GST to prices when marking up to **N**
 - d) Then page down and escape you will be logged off.
12. Log back into Rees2000 to menu option (2.2.2), enter the percentage as **-11.1111** (as in negative 11.1111%) leave all other fields the same and page down. (Assuming this change is made prior to 01/10/10), if after 01/10/10 then contact Rees Software for the percentage to use.
13. Check the stock code previously printed (2.1) to see if the INCLUSIVE amount is still the same, NB not the sale price but to the right of this the GSTIncl\$ price. If it is different, then you haven't followed the instructions correctly, you will need to restore from your backup (8) and start again.
14. Perform Debtors period end (1.15)
15. Then you must update the following documents to ensure accurate pricing:
 - Any unposted invoices will need to be re-priced (4.1)
 - Any quotes will need to be re-priced (4.4)
 - Any Bill of Materials will need re-priced (2.8)
 - Any jobs in progress will need re-priced (6.1)
 - Any outstanding sales orders will need re-priced (13.1)
 - Client Special prices will require updating (1.12.x)

- Stock Special prices will require updating (2.12.x)

As all the prices currently in these documents were inclusive of GST and now GST will also be added at the base of the documents. When you have completed this, you may want to rerun the reports recommended in (10) to ensure that they are correct.

16. Change the messages appearing on the base of your invoice/quotes/sales orders to remove the words 'This invoice contains GST of @GST) - (4.14) Page 1 and 2, and (13.14) for Sales orders
17. Update your frr files, if any, as per instructions sent from Rees Software (14.26), please refer below:
 - If you have specialised layouts for invoices, quotes, packing slips, sales orders, these will need changing by Rees Software. To check (14.20), contact us PRIOR to implementing the GST exclusive pricing change (pa.frr, in.frr, qu.frr, so.frr)
18. Now you may commence any new month processing, after you have carefully checked all outstanding documents (invoices, quotes, bill of materials, special price (client and stock), stock prices, jobs in progress, outstanding sales orders, etc).

NB Changing from GST inclusive to GST exclusive will wreck your sales history reports for Debtors and Stock as the new data will be excluding GST and your previous sales include it. You may want to consider answering Y to the 'Is this the end of year?' question during the Debtors Period end update and then using the sales reports YTD on the live system as from when you changed to GST exclusive, and your 'Copy' of the database just prior to changing for the sales reports from the start of your year to when system changed.

FINALLY

BE CAREFUL when crediting back GST inclusive pricing that you remove the GST from the sell price to NOT over credit your client. We would highly recommend you ensure you have the setting, 'Importing lines via F12, ask question "Get Latest Sale Price?" ' AND 'Default to Y' both set at Y, as found on page 1 of (4.14) Invoicing Options

Rees Software & Systems Ltd have endeavoured to ensure complete and accurate instructions in making this huge system change, however the responsibility of ensuring your system is correct lies with your company and not Rees Software & Systems Ltd.