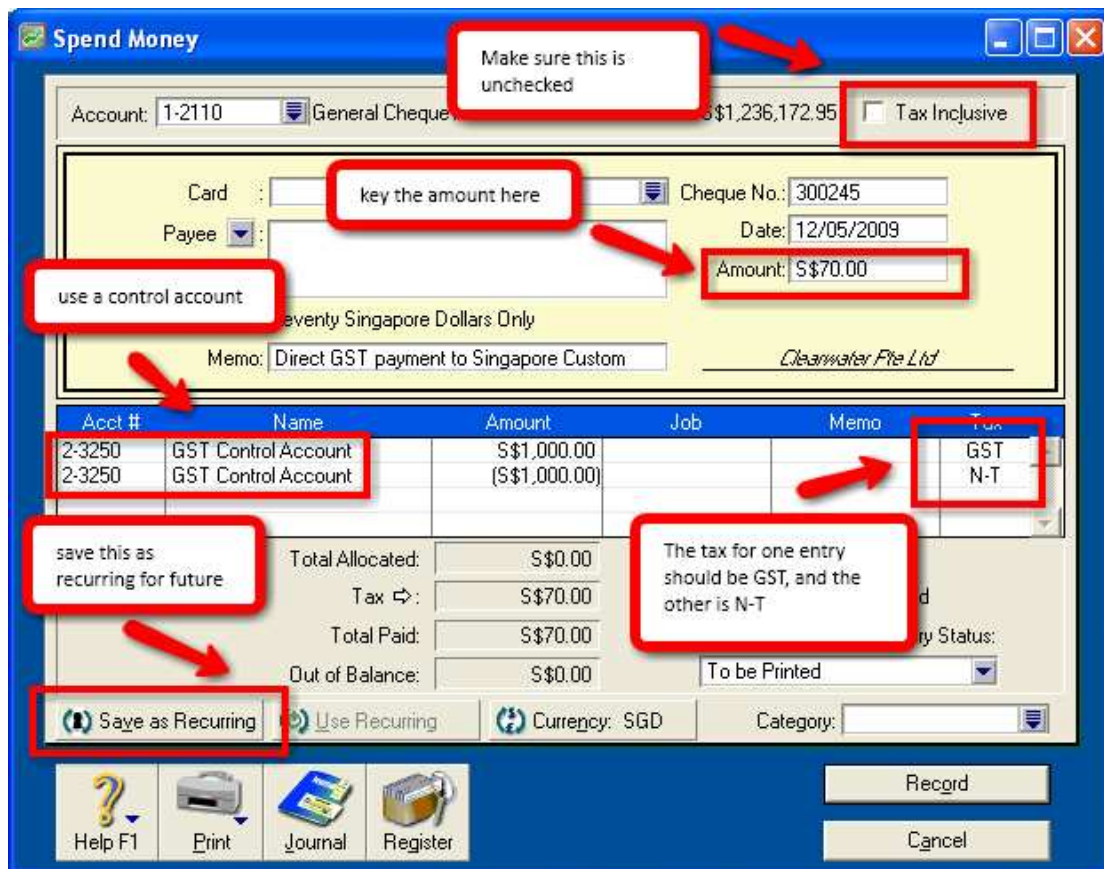


HOW TO RECORD A DIRECT GST PAYMENT?

1. Sometimes, we may encounter direct payment to relevant authority. For example, we make GST payment directly to Singapore Custom or our freight forwarder (eg. Fedex or DHL) bill us for the GST that they had paid on our behalf.
2. We are going to illustrate how to tackle such situation by using "SPEND MONEY".
3. There are 2 ways for doing so, by using SPEND MONEY or ENTER PURCHASES. It depends on the situation, SPEND MONEY if the arrangement is to pay directly, and ENTER PURCHASES if it is on credit terms.
4. Go to BANKING MODULE, then "SPEND MONEY".



5. There are few areas that we need to pay attention to.
 - (i) Fill in all the particulars such as payee, cheque no., date & etc.
 - (ii) Key in the GST amount in the "AMOUNT" field.
 - (iii) Make sure the "TAX INCLUSIVE" field is **UNCHECKED**.
 - (iv) Use a control account (or contra account) for the transactions, the control account is merely an account to assist to record the transactions and it should be ZERO after completing the transactions.
 - (v) Save this as recurring for future usage.



6. To make this transactions works, one of the entry must bear the GST tax code while the other one is N-T. You may discover the second line is merely a contra entry, the purpose is to offset against the first line.
7. Once completed the entry, you can also save this as recurring for your future usage.
8. Finally, hit "RECORD" to save the transaction.