

GST RATE CHANGE - QuickBooks

- Options
- i) Upgrade to latest version – this is my recommendation & your best option
 - ii) Add additional GST code manually

Option i)

- Why
- Upgrading will make all the necessary & correct changes throughout your file
 - Upgrading will add additional GST reports & calculate the GST correctly
 - Upgrading will ensure that any future upgrades will work correctly

What the upgrade does – the upgrade will enable a 'Patch' to be downloaded for Free which, when installed will guide you through the process of updating your file for the GST increase. This patch is due for release on 27th September.

Option ii)

- Why
- There is potential for problems in all areas

- What to do
- DO NOT CHANGE THE GST RATE ON THE EXISTING GST CODE
 - Back up your file before making any changes
 - Create 2 new Tax Items (Versions 2008-09 & later only)
 - Create a new GST code at 15% (all versions) & attach the 2 new Tax Items (Version 2008-09 & later only)
 - Manually change the default GST code for all
 - Accounts
 - Items
 - Customers & Suppliers (where req'd)
 - Manually review & update all Memorised Transactions with new GST code

There is no guarantee that this will catch every transaction – you will need to be doubly vigilant & check every transaction to ensure it is calculating GST correctly.

What to do up to 30 September

- Get your accounts up to date
- Follow up on outstanding debtors
- Decide how & when you are going to increase your prices
- Get your staff up to date
- Communicate with your customers
- Plan for changing customer behaviour
- Review your own suppliers
- Take a good look at your contracts & agreements
- Get help & book in early

What to do on 1 October

- Install the Patch or make manual changes (see Option ii) above)
- Change over to your new prices
- Start using the new GST rate & PAYE tax tables
- Apply the new GST rate to existing transactions such as outstanding lay-bys, orders & quotes etc