

MANUAL ADDITION OF NEW GST CODE - MYOB

DO NOT CHANGE THE GST RATE ON THE EXISTING GST CODE, THIS MAY CHANGE HISTORICAL DATA.

1. Backup your file
2. Manually add a new GST code

Go to > Lists > GST Codes > New

GST Code: S15

Description: Standard 15%

GST Type: GST

Rate: 15%

GST Return: Ensure this is ticked

Linked account for GST Collected: 2-xxxx GST Collected

Linked account for GST Paid: 2-xxxx GST Paid

(the linked accounts used here will be the same as for the existing 'S' code)

3. Manually change the default GST code for all Accounts with 'S' to 'S15' in your Chart of Accounts

Go to > Lists > Accounts > Dble click on Accounts with 'S' > Click on 'Details' tab > Change the GST code to 'S15'

4. Manually change the default GST code for all Items

Go to > Lists > Items > Dble click on Item > Click on 'Buying Details' tab > Change the GST code when bought to 'S15' (where req'd) > Click on 'Selling Details' tab > Change the GST code when sold to 'S15' (where req'd)

5. Manually change the default GST code for all Cards (where req'd)

Go to > Lists > Cards > Dble click on Card > Click on 'Selling Details' tab for Customers or 'Buying Details' tab for Suppliers > Change the GST code to 'S15' (where req'd)

6. Manually change the default GST code for Recurring Transactions

Go to > Lists > Recurring Transactions > Dble click on each Recurring Transaction > Change any transactions using the 'S' GST code to 'S15' > Save

This is a good time to Delete any Recurring Transactions that are no longer relevant.

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