This document will outline how to handle purchasing items that have no GST (*Exempt*) attached to them but when selling those items you need to add GST.

In this example we will setup the necessary tax code, purchase, create and sell the item the run a tax detail report to confirm the process, the item in this example will be referred to as a Widget.

# Setup Tax Code:

Go to Lists - Tax Codes – New fill out tax code form as per image below.

- 1. Tax Code = IMP.
- 2. Rate = 0.00%.
- 3. Description = Imported Item.
- 4. Account = Tax Payable GST.
- 5. OK to Save.

TaxDetails	Form			×
Tax code	IMP	Rate	0.00%	
Description	Imported Items			
Account	Tax Payable - GST			
				Inactive
Cancel				OK
Carreer				

### Purchasing:

Go to Purchasing – New – Choose Supplier – Enter Invoice # - Adjust Date – Add Inventory – New.

- Part = Description.
  (Sample Widget)
- Part No = Part Number.
  (Sample WIDGET)
- 3. Category = Your Choice.
- 4. Cost (*Ex Tax*) = Item Cost.
- 5. Standard (*Ex Tax*) = Sell Price.
- 6. Tax = IMP.
- 7. Included checkbox = Blank.
- 8. OK to Save.
- 9. OK to place on Purchase/Bill.
- 10. Assign to Job/Service if Needed
- 11. Change Quantity if Needed.
- 12. Receipt Payment if purchased using cash or click OK to process Purchase if Supplier is on account.

			Concernant Concernant Concernant	-					
Details	Purchasing	Sales	Adjustments A	llocations (	Orders Co	ommer			
Part type	Inventory	~	Recalc quantity	first		Inactiv			
Category	Miscellaneous Item	S		Cost (Ex. Tax)	\$50.00				
Income	Parts			Price (Ex. Tax)					
COGS	Cost Of Goods Sole	1		Standard	\$100.00				
account				Wholesale	\$0.00				
				Trade	\$0.00				
Location									
Barcode	PRT1261								
Units	Each	Con:	signment	Tax	IMP				
SKU		Class							
0.00									
	Stock				1				
	On hand	0	Min. stock	0					
	Total value	\$0.00	Max. stock	0					
	Average value	\$0.00	Allocated	1.00					
	Purchase units		On order	0					
		Recal	r î.l. Adiu	st					
			14						
Alternative	parts								
Preferred s	upplier								

### Purchase Screen:

Bill														
etails Bill	O Credit	O Purchase order		Date	06/11	24 Invoid	/Re 1254545							
Supplier N Terms 3	NAPA Auto Part 30 days EOM	ts → Bill due 31/1		. Comments	For Jo	b #95.		^						
Repeat		✓ Next						~	,					
Items														
Item		Description		Туре	Job	Service	Locati	on	Purchase units	Quantity	Rate	Total (Ex.)	Tax amt Tax code	Total (Inc.
WIDGET		Widget		Inventory	0	0			0	1	\$50.00	\$50.00	\$0.00 IMP	\$50.00
												\$50.00	\$0.00	\$50.0
Bil		<b>↑</b> ↓	Sort	🔓 Inventory	📹 Buy	-In 🥌 0	her 🔠 Scan	(	🕽 View/edit	G Remove		Update parts		
Cancel				Job card		Payme	it						←	к

# Selling Item:

Add the Widget to a Job, Charge Invoice or Cash Sale, adjust the quantity if required then change the Tax Code from IMP to GST. GST will be added to the Widget.

Close Job, Charge Invoice or Cash Sale as normal.

### NOTE:

If you wish to run a Tax Detail report to see the entries please be aware that prior to both bill and invoice being paid you must run the report on Accrual basis, once the bill and invoice have been paid you can run the report on a Cash basis.