OverNet Computer Services

GST   ON   INVOICES

How to make an invoice TOTALLY free of GST:

Put the words… GST EXEMPT in the top, left-hand corner of the WORK TO BE DONE section of the invoice. If the RACV customer always gets GST exempt invoices, put "!ALWAYS GST FREE" in the FURTHER INFO section of the customer so that each time an invoice is created for this customer, it reminds you that this invoice should be GST free.

How to make ONE SECTION of an invoice GST free – for example excess collected for an insurance company:

Create a ledger called EXCESS, (its group code should be "I", the GST type should be "F" and the status is "N"). On the invoices, use the Alt-G section. Enter the description, the EXCESS ledger code and then the amount. GST will not be added because we said this ledger was GST free.