



Displaying Tax on each line on Invoices and Purchases



Support Note

For MYOB BusinessBasics, MYOB FirstEdge, MYOB Accounting V15, MYOB Accounting Plus V15, MYOB Premier V9, MYOB Premier Enterprise V3 and AccountEdge V5.

Introduction

With the introduction of the GST many businesses may wish to show the amount of tax on each line of an invoice or purchase order. This support note will take you through customising your current MYOB customised form to include the line tax field and the other GST fields that are available in MYOB.

How do I print the amount of tax on each line of my invoices?

1. Go to the **Setup** menu, choose **Customise Forms** and select **Invoices** or **Purchase Orders** as appropriate.
2. Check that the form layout you use is selected in the **Sale Layout** field. Then select your customised form from the **Form to Customise** field. Click **Customise**.
3. To add an available field to a customise form, click the 'add new data fields' tool  located in the top-left corner of the customise window. A list of available fields will appear.
4. Scroll down the list of available fields and select **Line Tax**. When you click **OK**, a new **Line Tax** column appears in the body of your customised form.
5. Click 'the add text field' tool: . Click the location on the form where you would like the column label **Line Tax** to appear. Double-click the text field and then change the tax to read **Line Tax**.
6. It is now a matter of positioning the new **Line Tax** data field and text box. You may need to resize or move existing fields to accommodate the additional information that will print on this form.
7. Once you are satisfied with the changes, click **Save Form**.

How do I move fields on my form?

1. Click and hold your mouse button on the field. A hand will appear and will allow you to then move the field.
2. Drag the mouse, holding the mouse button down, to the area where you wish the field to be positioned and then let go of the mouse button. This will drop the field in the area where you let go of the mouse button.

How do I resize fields on my form?

1. Click your mouse on the field once to highlight it.
2. In the bottom-right hand corner of the field you will find a small black box. Click and hold your mouse button down directly on this box. This will turn the pointer into a cross. Drag your mouse either towards the centre to make the field smaller or away from the field to enlarge it.

Alternatively:

1. Double-click the field, to display the **Field information** window.
2. In the field size boxes change the horizontal and vertical sizes of the field.



Are there other fields that I can copy to my form?

Other GST type fields, which are tax inclusive/exclusive can be included in your form. They are added to the form in the same way as the **Line Tax** field by clicking the add data field tool, selecting the desired field and clicking **OK**.

Disclaimer: This information is of a generic nature. For specific advice regarding your particular circumstances please seek assistance from your Accountant, the Australian Taxation Office or your IT Consultant as appropriate.