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## OverNet Computer Services

### Mechanic helpdesk query

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#### Changing the GST amount on a purchase order.

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This document shows how to change the amount of GST on a purchase order.

There are two ways to do this – rounding the GST and purchase amounts and also totally changing the GST amount.

#### ALT-A TO ROUND THE GST AMOUNT

This is often used when the supplier rounds their purchases differently to Mechanic.

The following example purchase order is created for \$190.53. The GST would correctly be calculated as \$17.32.

To change this GST amount to \$17.33, press Alt-A to adjust the GST amount. The “P” amount is the parts total amount and the “T” is the tax amount.

The cursor will be sitting on the “P” box. Each time you press the + (plus key) the parts price will increase by one cent and each time you press the – (minus key) the parts price will decrease by one cent.

If you press the right arrow key the cursor will move to the T box and you can adjust the GST up or down in the same way.

The screenshot displays the 'MECHANIC TRAINING EMPTY' window. It shows a purchase order for 'BURSON AUTOMOTIVE PARTS' with the following details:

MECHANIC TRAINING EMPTY				PURCHASE U	
BURSON AUTOMOTIVE PARTS		General	0.00	Purchase No:	NEW PURCHASE
101 Northcote Rd		Parts	173.20	Start Date:	16 Aug 2005
Rowville VIC 3178		GST	17.33	Supplier:	BURSON
		Total	190.53	Adjustment:	P-1 T+1
Supplier Invoice No. 176840051 Date 16/08/05				Posted Date:	
Qty	pkg	PART No.	Description	COST	TOTAL T U
1	EA	DBA704R2	DBA DISC ROTOR - RACING SLOTTE	190.53	190.53 I Y

NOTE: You can press + / - several times to adjust the amount by more than 1 cent.

## ALT-T TO CHANGE THE GST AMOUNT

This method often used with car registration and phone bills - where GST only applies to some of the purchase items. The charges can be entered into the purchase as \$438.10e, (remember to use "e" because this amount excludes GST).

MECHANIC TRAINING EMPTY

1	MECHANIC	MOTORS	PTY	L T D	PURCHASE	U
TELSTRA CORP	General	438.10	Purchase No:	NEW PURCHASE		
GPO BOX 9990	Parts	0.00	Start Date:	16 Aug 2005		
Melbourne VIC 3000	GST	43.81	Supplier:	TELSTRA		
	Total	481.91				
Supplier Invoice No. 980071		Date 12/08/05	Posted Date:			
Description		Asset or Exp Acct	COST			
Phone bill - July 2005		TELEPHONE	438.10			

To change the GST amount press Alt-P to go into the parts section, then press Alt-T to go into the GST field and enter the GST amount it should be – even \$0.00. In this example, \$20.00 was entered into the GST field. Note that this PO will show that the GST amount was manually changed to \$20.00.

MECHANIC TRAINING EMPTY

1	MECHANIC	MOTORS	PTY	L T D	PURCHASE	U
TELSTRA CORP	General	438.10	Purchase No:	NEW PURCHASE		
GPO BOX 9990	Parts	0.00	Start Date:	16 Aug 2005		
Melbourne VIC 3000	GST	20.00	Set Tax To:	20.00		
	Total	458.10	Supplier:	TELSTRA		
Supplier Invoice No. 980071		Date 12/08/05	Posted Date:			
Qty	pkg	PART No.	Description	COST	TOTAL	T U

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