



**EXPENSE ENTRY WITH TAX (GS.ENT.00)**

New screens have been built for Expense Entry, Approval and Posting. The screens and posting functions include the traditional Tax fields and a sub-screen for defining Fringe Benefits allocations.

**\*Expense Entry with Tax (GS.ENT.00)**

Document: Employee: **GLO** Garon Line Company Total: 0.00  
 Document Nbr: 0000200530 Trip/Expense ID: Employee Total: 1100.00  
 Type: Expense Report Approver: **Cw0** Colin Walker Report Total: 1100.00  
 Date of Report: 12/04/2008 Description: Tax Total: 0.00  
 Status: In Process Advance Used: 0.00 Advance Balance: 0.00

**Detail Transactions** Summary Additional Info

Press F4 for Form/Grid View

	Date *	Exp Type *	Comment	Project	Task	Company ID	Subaccount *	Pmt Method	Units	Rate	Emp Amount	Tax Cat	Tax ID	Tax Amount	Goods Amount
1	12/04/2008	MEAL	Meal Allowance	-	- - -	RBS	2-2-GL0-1	Employee Paid	0.00	0.0000	1100.00			0.00	1100.00
2															
3															

Allocations not balanced (Allocation Total: 1,050.00)

RBS gline 12/04/2008

When a Tax ID is entered the Tax and Goods amounts will be calculated from the Employee or Company amount fields. The calculated Tax amount can be adjusted to match the receipt if required. If the 'Expense Type' has had 'Sub Types' defined, for Fringe Benefits Tax (FBT), then an Allocations button will be enabled and the User will be required to define the FBT Split for the applicable line.

**Expense Line Allocations (GS.ENT.02)**

Allocations (Press F4 for Form/Grid View)

	Sub Type *	Description	ID *	Name	Company	Amount	Tax ID	Tax Amount	Goods Amount
1	CLN	Client/Prospect	AUS03	Craig Allen	Ausenco Limited	550.00	GSTINC	50.00	500.00
2	EMP	Employee Related	GLO	Garon Line		550.00	GSTINC	50.00	500.00
3									

Expense Line Value: 1100.00 Allocations Total: 1100.00 Total Tax: 95.45

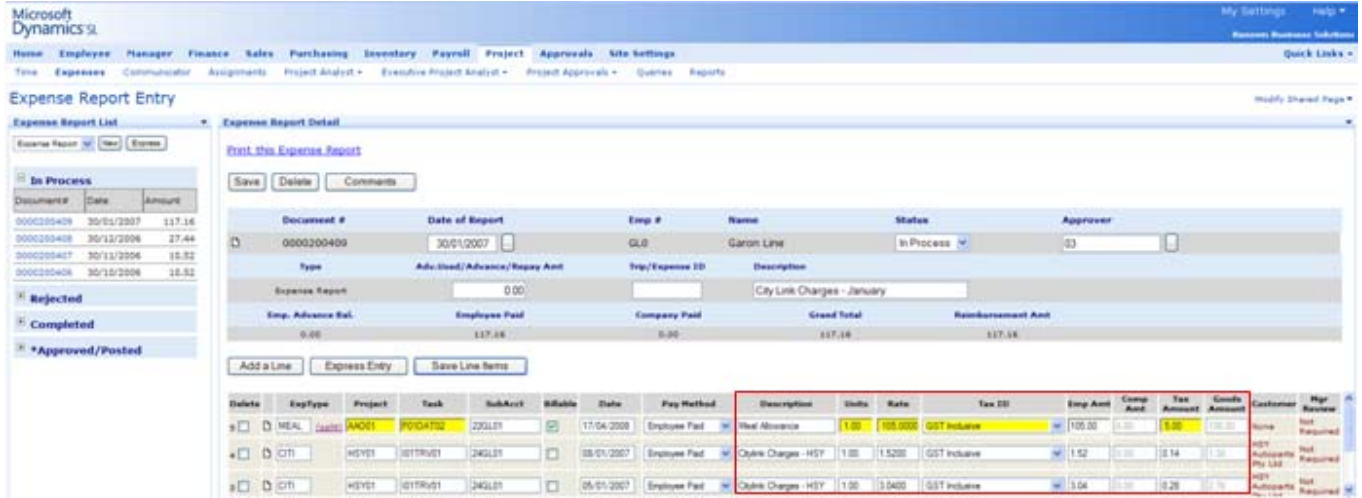
Cancel OK

The Allocations screen allows the expense amount to be allocated to clients and employees to track the expenditure and benefits provided for FBT or sales and marketing reporting.

Tabs have also been added to display a summary of costs by Expense Type and Additional Information.

Detail Transactions		Summary		Additional Info	
Exp Type	Description	Company Total	Employee Total	Report Total	Tax Total
1	OCAR Car Hire - Projects	0.00	168.30	168.30	15.30
2	OM26 Mileage - 2.01 to 3.00 L - Projects	0.00	58.14	58.14	0.00
3	OPAR Parking - Projects	0.00	80.00	80.00	7.27
4	OPER Per Diem - Projects	0.00	160.00	160.00	0.00
5	TOTAL	0.00	466.44	466.44	22.57

**EXPENSE REPORT ENTRY WITH TAX (BUSINESS PORTAL)**



The Business Portal Expense Report Entry screen has been modified to allow entry of a Tax ID and Tax Amount. The Tax ID field provides a dropdown to select all Tax Inclusive Tax IDs. The Tax Amount is calculated as a deduction from the entered Employee or Company Paid Amount. The Tax Amount can be edited where necessary to ensure the precise goods and tax amount are posted through to the AP Voucher. The Tax IDs, Goods and Tax Amount values are all posted into the AP Voucher created when the Expense Claim is approved.

Description	Units	Rate	Tax ID	Emp Amt	Comp Amt	Tax Amount	Goods Amount
Meal Allowance	1.00	105.0000	GST Inclusive	105.00	0.00	5.00	100.00
Citylink Charges - HSY	1.00	1.5200	GST Inclusive	1.52	0.00	0.14	1.38
Citylink Charges - HSY	1.00	3.0400	GST Inclusive	3.04	0.00	0.28	2.76

If the Expense Type has been configured for Allocations a [split](#) link will be displayed to navigate to the Allocations page. The expense amount and tax amounts can be allocated to Employees or Customers for later reporting on entertainment expenditure by Employee and Customer.

**Time Expense Sub Entry**  
**Document #:** 0000200409    **Line #:** -32692    **Total:** \$105.00 inclusive of \$9.55 GST

Delete	Sub Type	Name	Company	Tax ID	Gross Amount	Tax Amount	Goods Amount
2 <input type="checkbox"/>	EMP	Employee Name	Renown Business Solutions	gline	55.00	5.00	50.00
1 <input type="checkbox"/>	CLN	Client Employee Entertained	Client Name	gline	50.00	0.00	50.00
<b>Total</b>					105.00	5.00	100.00