

**Microsoft Dynamics 365
Business Central**

**GST
User Guide**

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A. GST Setup



GST Product Posting Group

GST PRODUCT POSTING GROUPS + New  

CODE		DESCRIPTION
EX	...	Exempted @ 0%
NA	...	Not Applicable @ 0%
OS	...	Out of Scope @ 0%
SR	...	Standard Rated @ 7%
ZR	...	Zero Rated @ 0%

Figure 1 GST Product Posting Group

GST Business Posting Group

GST BUSINESS POSTING GROUPS + New  

CODE		DESCRIPTION
LOCAL	...	Local customers and vendors
MISC	...	Customers and vendors in MISC
OVERSEAS	...	Overseas customers and vendors

Figure 2 GST Business Posting Group

GST Posting Setup

EDIT - GST POSTING SETUP + New

GST BUS. POSTING GROUP	GST PROD. POSTING GROUP	DESCRIPTION	GST IDENTIFIER	G... %	GST CALCULATIO TYPE	GST ACCOU	INPUT TAX CREDIT ACCOU
	...	EX Exempted @ 0%	EX	0	Normal GST	9601	9602
	...	NA Not Applicable @ 0%	NA	0	Normal GST	9601	9602
	...	OS Out of Scope @ 0%	OS	0	Normal GST	9601	9602
	...	SR Standard Rated @ 7%	SR	0	Normal GST	9601	9602
	...	ZR Zero Rated @ 0%	ZR	0	Normal GST	9601	9602
LOCAL	...	EX Exempted @ 0%	EX	0	Normal GST	9601	9602
LOCAL	...	NA Not Applicable @ 0%	NA	0	Normal GST	9601	9602
LOCAL	...	OS Out of Scope @ 0%	OS	0	Normal GST	9601	9602
LOCAL	...	SR Standard Rate @ 7%	SR	7	Normal GST	9601	9602
LOCAL	...	ZR Zero Rate @ 0%	ZR	0	Normal GST	9601	9602
OVERSEAS	...	OS Out of Scope @ 0%	OS	0	Normal GST	9601	9602
OVERSEAS	...	ZR Zero Rated @ 0%	ZR	0	Normal GST	9601	9602

Figure 3 GST Posting Setup

Customer Card

Update GST Bus. Posting Group on Customer Card

EDIT - CUSTOMER CARD



20000 · Trey Research

General >

Trey Research

Registration >

Address & Contact >

6800

Mary Kumm

mary.kumm@contoso.com

Invoicing

Show less

Bill-to Customer

Exemption Certificate No.

GLN

Tax Document Type

Invoice Copies

POSTING DETAILS

Gen. Bus. Posting Group

GST Bus. Posting Group

PRICES AND DISCOUNTS

Currency Code

Customer Price Group

Customer Disc. Group

Allow Line Disc.

Invoice Disc. Code

Prices Including GST

Figure 4 Customer Card

Vendor Card

Update GST Bus. Posting Group on Vendor Card

EDIT - VENDOR CARD



10000 · Fabrikam, Inc.

General >

Fabrikam, Inc.

Address & Contact >

US-GA 31772

Krystal York

krystal.york@contoso.com

Invoicing

Show less

Exemption Certificate No.

GLN

Pay-to Vendor No.

Invoice Disc. Code

Prices Including GST

POSTING DETAILS

Gen. Bus. Posting Group

GST Bus. Posting Group

WHT Business Posting Gro...

Vendor Posting Group

FOREIGN TRADE

Currency Code

Figure 5 Vendor Card

Item Card

Update GST Prod. Posting Group on Item Card

EDIT - ITEM CARD ✕

1896-S · ATHENS Desk

Item > PCS

Inventory > 112

Costs & Posting Show less

COST DETAILS		POSTING DETAILS	
Costing Method	FIFO	Gen. Prod. Posting Group	RETAIL
Standard Cost	0.00	GST Prod. Posting Group	SR

Figure 6 Item Card

B. GST Transaction

Purchase GST Transactions

Entering purchasing document for local vendor with GST

NEW - PURCHASE INVOICE - 107213 - FABRIKAM, INC.

Lines

TYPE	NO.	DESCRIPTION/COMMENT	LOCATION CODE	QUANTITY	UNIT OF MEASURE CODE	DIRECT UNIT COST EXCL. GST	GST PROD. POSTING GROUP	LINE DISCOUNT %	LINE AMOUNT EXCL. GST
Item	1896-S	ATHENS Desk		1	PCS	1,281.043	SR		1,281.04

Subtotal Excl. GST (SGD)	1,281.04	Total Excl. GST (SGD)	1,281.04
Inv. Discount Amount (SGD)	0.00	Total GST (SGD)	89.67
Invoice Discount %	0	Total Incl. GST (SGD)	1,370.71

Invoice Details

Show more

Currency Code	SGD	Payment Terms Code	30 DAYS
Expected Receipt Date	1/5/2018	Transaction Type	
Prices Including GST	<input type="checkbox"/>	Department Code	
GST Bus. Posting Group	LOCAL	Customergroup Code	

Figure 7 Purchase GST-SR

Entering purchasing document for overseas vendor with out of scope GST

NEW - PURCHASE INVOICE - 107214 - FIRST UP CONSULTANTS

TYPE	NO.	DESCRIPTION/COMMENT	LOCATION CODE	QUANTITY	UNIT OF MEASURE CODE	DIRECT UNIT COST EXCL. GST	GST PROD. POSTING GROUP	LINE DISCOUNT %	LINE AMOUNT EXCL. GST	WHT
Item	1900-S	PARIS Guest Chair, black		20	PCS	246.321	OS		4,926.42	

Subtotal Excl. GST (SGD)	4,926.42	Total Excl. GST (SGD)	4,926.42
Inv. Discount Amount (SGD)	0.00	Total GST (SGD)	0.00
Invoice Discount %	0	Total Incl. GST (SGD)	4,926.42

Invoice Details

Show more

Currency Code	SGD	Payment Terms Code	CM
Expected Receipt Date	1/5/2018	Transaction Type	
Prices Including GST	<input type="checkbox"/>	Department Code	
GST Bus. Posting Group	OVERSEAS	Customergroup Code	

Figure 8 Purchase GST-OS

Sale GST Transactions

Entering sale document for local customer with GST

EDIT - SALES INVOICE - 102212 - ADATUM CORPORATION

TYPE	NO.	DESCRIPTION	QUANTITY	UNIT OF MEASURE CODE	UNIT PRICE EXCL. GST	GST PROD. POSTING GROUP	LINE DISCOUNT %	LOCATION CODE	LINE AMOUNT EXCL. GST	QTY.
Item	1900-S	PARIS Guest Chair, black	1	PCS	316.575	SR			316.58	

Subtotal Excl. GST (SGD)	316.58	Total Excl. GST (SGD)	316.58
Inv. Discount Amount Excl. GST (SGD)	0.00	Total GST (SGD)	22.16
Invoice Discount %	0	Total Incl. GST (SGD)	338.74

Invoice Details Show more

Currency Code	SGD	Payment Service	"Demo Sandbox Account - "PayPal Payments Standard"
Shipment Date	1/5/2018	Transaction Type	
Prices Including GST	<input type="checkbox"/>	Department Code	
GST Bus. Posting Group	LOCAL		

Figure 9 Sale GST-SR

Entering sale document for local customer with zero rated GST

NEW - SALES INVOICE - 102214 - ADATUM CORPORATION

TYPE	NO.	DESCRIPTION	QUANTITY	UNIT OF MEASURE CODE	UNIT PRICE EXCL. GST	GST PROD. POSTING GROUP	LINE DISCOUNT %	LOCATION CODE	LINE AMOUNT EXCL. GST	QTY.
Item	1896-S	ATHENS Desk	1	PCS	1,641.851	ZR			1,641.85	

Subtotal Excl. GST (SGD)	1,641.85	Total Excl. GST (SGD)	1,641.85
Inv. Discount Amount Excl. GST (SGD)	0.00	Total GST (SGD)	0.00
Invoice Discount %	0	Total Incl. GST (SGD)	1,641.85

Invoice Details Show more

Currency Code	SGD	Payment Service	"Demo Sandbox Account - "PayPal Payments Standard"
Shipment Date	1/5/2018	Transaction Type	
Prices Including GST	<input type="checkbox"/>	Department Code	
GST Bus. Posting Group	LOCAL		

Figure 10 Sale GST-ZR

C. GST Report

GST Detail Report

Search GST Detail on TELL ME WHAT YOU WANT TO DO and select GST Details Report

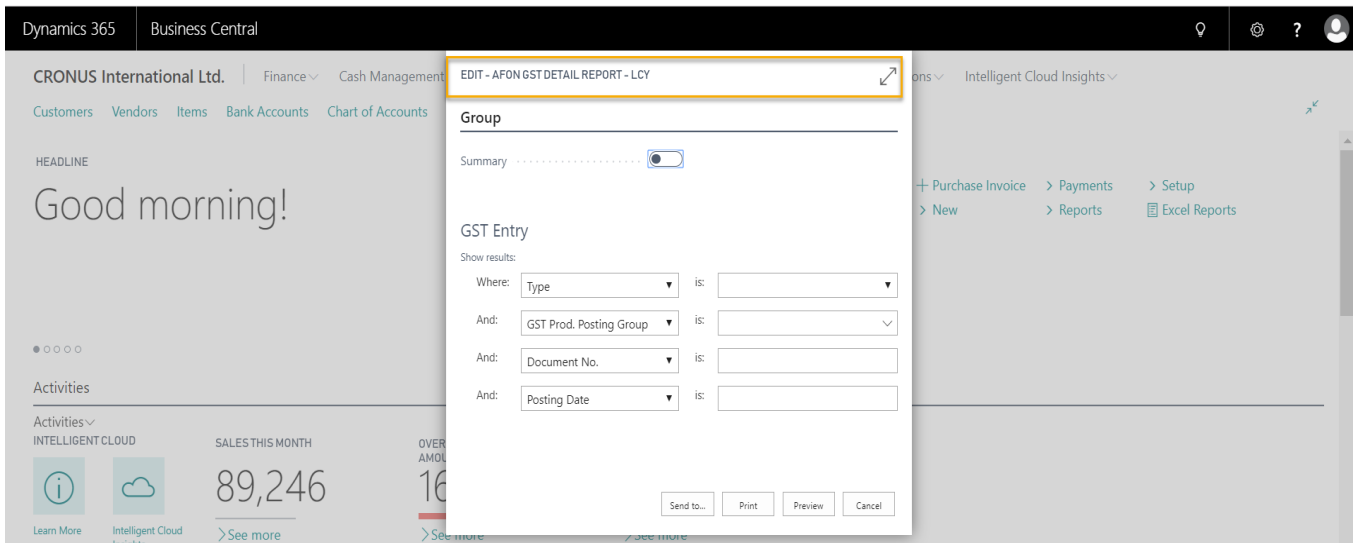
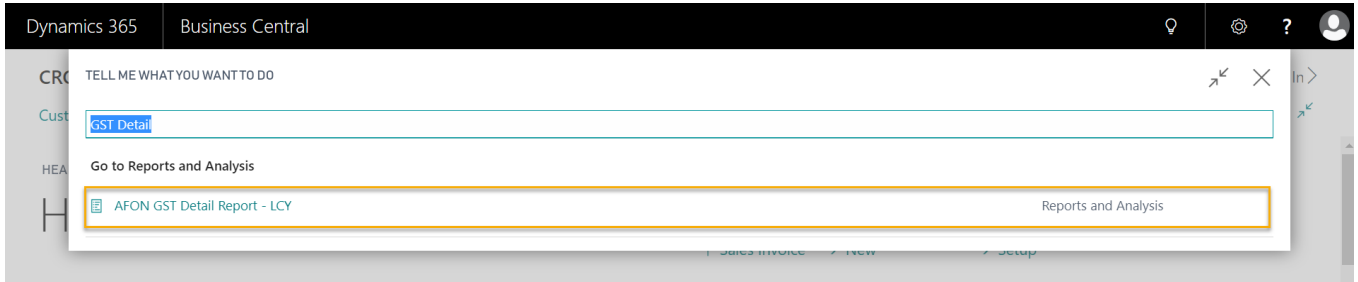


Figure 11 GST Detail Report illustration sample

GST Detail Report

CRONUS International Ltd.

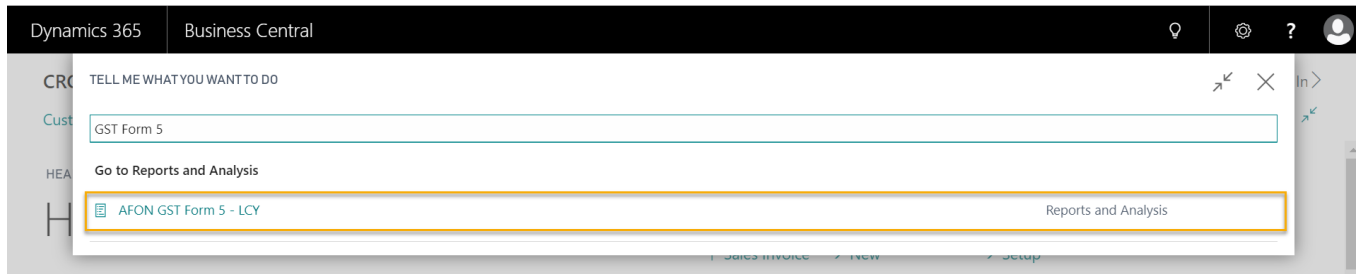
4 Feb 2020

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Document No.	External Document No.	Customer / Vendor Name	Posting Date	Document Date	Base Amount LCY	GST Amount LCY	Total Amount LCY
Purchase							
SR							
108036	VIN000001	London Postmaster	23/01/2020	23/01/2020	1,372.50	96.08	1,468.58
108037	VIN000002	London Postmaster	23/01/2020	23/01/2020	13.73	0.96	14.69
		Total Tax For SR			1,386.23	97.04	1,483.27
OS							
2601		Postage 2020	22/01/2020	22/01/2020	193.59	0.00	193.59
		Total Tax For OS			193.59	0.00	193.59
		Total Tax For Purchase			1,579.82	97.04	1,676.86
Sale							
SR							
103033	TC000001	The Cannon Group PLC	23/01/2020	23/01/2020	1,000.00	70.00	1,070.00
		Total Tax For SR			1,000.00	70.00	1,070.00
		Total Tax For Sale			1,000.00	70.00	1,070.00

GST Form 5 Report

Search GST Form 5 on TELL ME WHAT YOU WANT TO DO and select GST Form 5 Report



Edit - AFON GST Form 5 - LCY



Filters

Standard Rated	SR	...
Zero Rated	ZR	...
Exempt	EX	...
Start Date	1/4/2018	...
End Date	30/06/2018	...

Send to... Print Preview Cancel

GST F5
GOODS AND SERVICES TAX RETURN

Goods And Services Tax Act (Cap 117A)

Name : CRONUS AU
Tax Reference No. : 77777777
GST Registration No. : 77777777
Accounting Period : 01/04/2018 To 30/06/2018

MY DECLARATION

	\$
1. Total Value of standard-rated supplies :	21,043.61
2. Total Value of zero-rated supplies :	83,893.00
3. Total Value of exempt supplies :	0.00
4. Total Value of (1) + (2) + (3) :	104,936.61
5. Total Value of Taxable Purchase :	399,983.00
6. Output tax due :	1,659.86
7. Input tax and refund claimed :	27,998.80
8. Net GST Claimed from IRAS :	-26,338.94
9. Total Value of Goods imported under Major Exporter Scheme or Approved 3rd Party Logistic Company or Other Approved Schemes only :	N/A
10. Total Value of tourist refund claimed :	N/A
11. Total Value of bad debts relief :	N/A
12. Pre-registration claims :	N/A
13. Revenue :	109,792.00

I declare that the information given above is true and complete

Name Of Declarant : [Registered Director Name]
Declarant ID : [Registered Director NRIC]
Designation : [Registered Director Designation]
Contact Person : [Registered Contact Person]
Contact Tel No : [Registered Contact No]

ACKNOWLEDGEMENT

SUCCESSFUL TRANSMISSION

Your return has been successfully transmitted to IRAS on **31/08/2018** .It may be subject to Audit's. Your acknowledgement number is

Figure 12 GST Form5 Report