

Task 9: When recording purchases in the MYOB data file, the business must have a valid tax invoice on file. Is the document below a valid tax invoice? If not, list reasons.

Downs Office Supplies 66 City Street CITY QLD 4098		Tax Invoice 289	
TO: Floranda Flowers			
Date: 28 June, 2009		Terms: EOM after EOM	
Description		Total Amount	
1 DELL Computer		\$2,200.00	
Additional toner		110.00	
100 packet of Liptons Tea		<u>20.00</u>	
Total including GST		<u>\$2,330.00</u>	
Amount of GST in this invoice: \$210.00			

The above invoice is NOT a valid Tax Invoice for the following reasons:

- ABN of Supplier is not quoted
- Invoice amount is more than \$1,000, therefore the Customers Address or ABN is required
- GST is not 1/11th of the total amount, therefore each item must be coded GST or FREE so that the taxable items can be identified.

CASH PAYMENTS BOOK – Curl Up & Dye Hair Salon

Date [June]	Particulars	Cheque Number/ Ref	Total payment amount	Capital Payments [total amount]	Non-Capital Payments [total excluding items not reported]	GST Amount	Stock Purchases Ex GST	GST-Free Expenses	Rent Telephone Electricity Ex GST	Other Purchases or Expenses ex GST	Details	Out-of- scope Not reported on BAS	Drawings Not reported on BAS
1	Telstra	1001	330.00		330.00	30.00			300.00				
5	Delva [stock]	1002	1,100.00		1,100.00	100.00	1,000.00						
8	A Landlord	1003	550.00		550.00	50.00			500.00				
9	Cash for Owner	ATM	300.00										300.00
12	Loan payment	DD	500.00									500.00	
15	Tea, Coffee, Milk	EFTPOS	30.00		30.00	0.00		30.00					
25	Vacuum Cleaner	EFTPOS	1,320.00	1,320.00		120.00				1,200.00	Vacuum Cleaner		
			\$4,130.00	\$1,320.00	\$2,010.00	\$300.00	\$1,000.00	\$30.00	\$800.00	\$1,200.00		\$500.00	\$300.00

CASH RECEIPTS BOOK – Curl Up & Dye Hair Salon

Date [June]	Particulars	Reference	Total Sales Amount Inc GST	GST Amount	Product Sales [ex GST]	Salon Services [ex GST]	Interest	Other Income	Details	Banking
7	Daily Sales	Till Tape	2,310.00	210.00	500.00	1,600.00				2,310.00
14	Daily Sales	Till Tape	2,530.00	230.00	800.00	1,500.00				2,530.00
21	Daily Sales	Till Tape	1,980.00	180.00	800.00	1,000.00				1,980.00
28	Daily Sales	Till Tape	1,985.50	180.50	405.00	1,400.00				1,985.50
30	Interest	BS	2.20	0.00			2.20			2.20
			\$8,807.70	\$800.50	\$2,505.00	\$5,500.00	\$2.20			\$8,807.70