

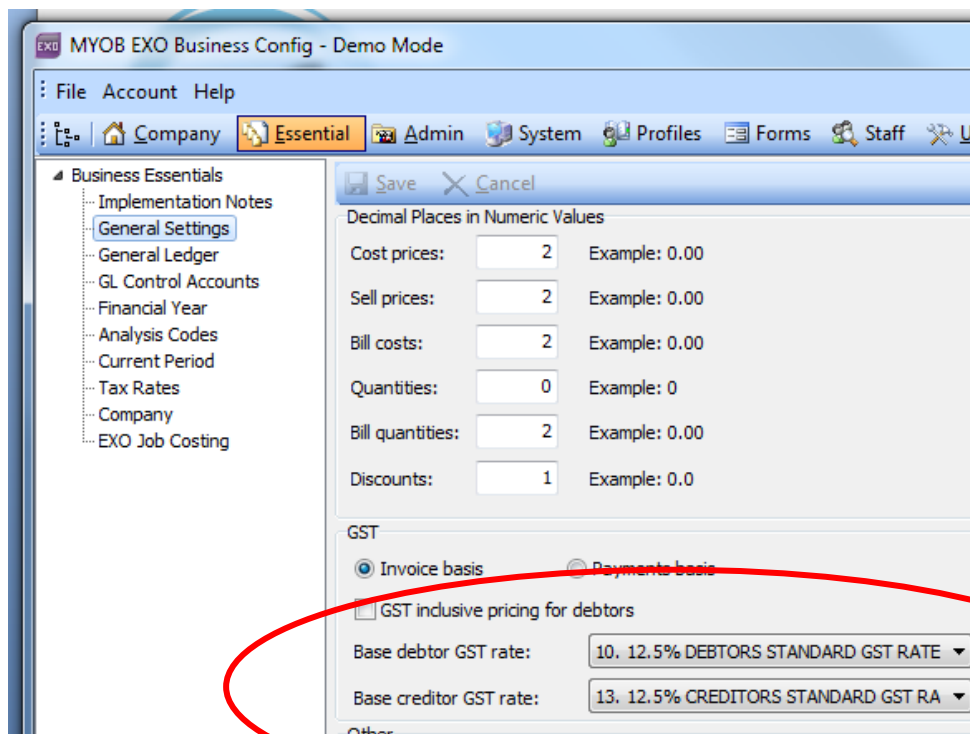
## MYOB EXO tip of the week

### Set up your new 15% GST Rates now!

Before you can create the new rate, you need to check the existing GST Settings in Exo Config.

Exo Config  
Essential  
General Settings

Check the Base GST Rates are 12.5%  
(If they are not set at 12.5% use the Drop down arrow to select this rate and save. A tip on changing the Base Rate to 15% will follow in September)



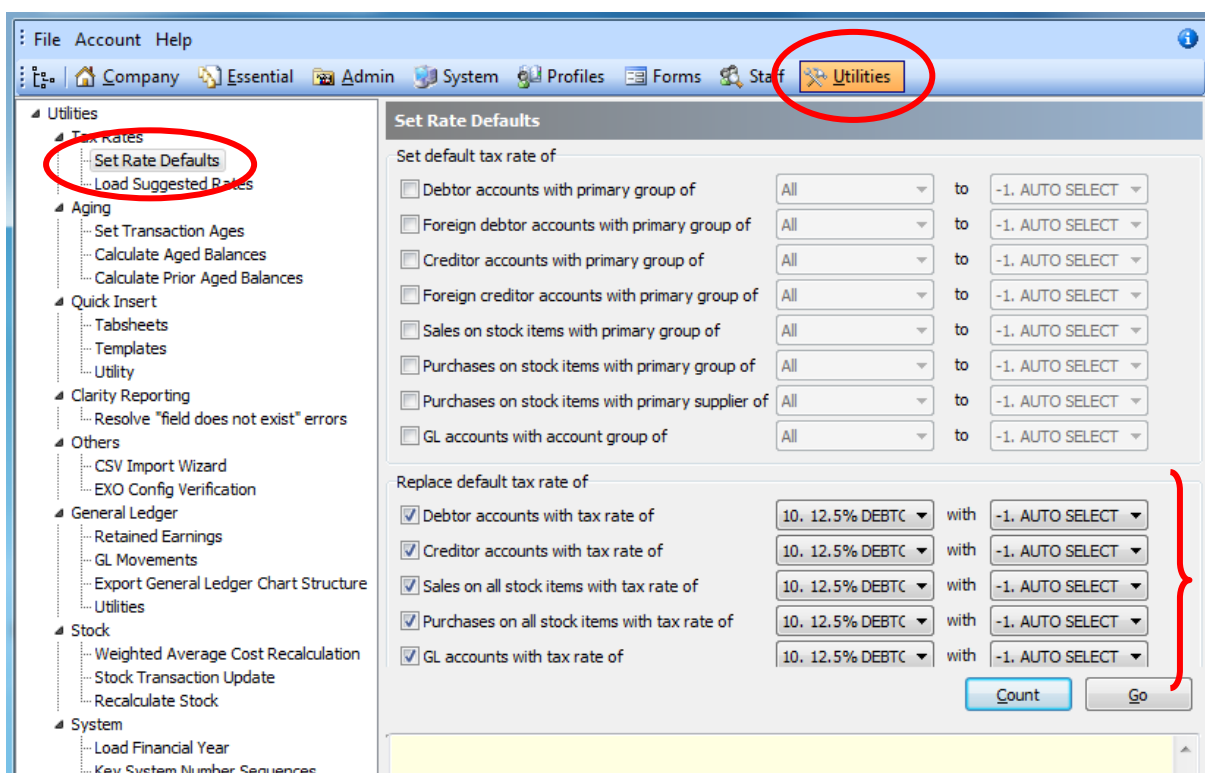
You then need to change the Default Tax Rates  
(n.b. If you cannot see the Utilities button, please call the Support Desk)

Utilities  
Tax Rates  
Set Rate Defaults

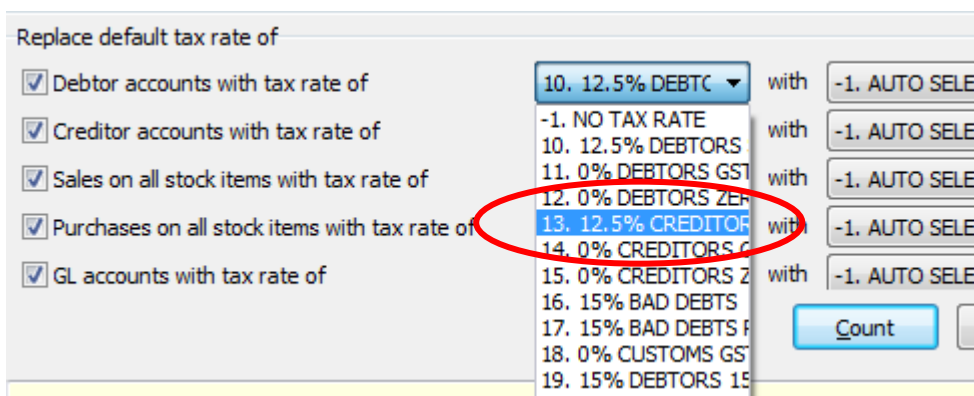
Ensure check boxes are selected for Debtor accounts/ Creditor accounts/ Sales/ Purchases and GL accounts

Replace default tax rate of '12.5% DEBTOR' with '-1. AUTO SELECT'

Go



Repeat this step using the dropdown arrows to select '12.5% CREDITOR' for each checkbox



### Set Rate Defaults

#### Set default tax rate of

<input type="checkbox"/> Debtor accounts with primary group of	All	to	-1. AUTO SELECT
<input type="checkbox"/> Foreign debtor accounts with primary group of	All	to	-1. AUTO SELECT
<input type="checkbox"/> Creditor accounts with primary group of	All	to	-1. AUTO SELECT
<input type="checkbox"/> Foreign creditor accounts with primary group of	All	to	-1. AUTO SELECT
<input type="checkbox"/> Sales on stock items with primary group of	All	to	-1. AUTO SELECT
<input type="checkbox"/> Purchases on stock items with primary group of	All	to	-1. AUTO SELECT
<input type="checkbox"/> Purchases on stock items with primary supplier of	All	to	-1. AUTO SELECT
<input type="checkbox"/> GL accounts with account group of	All	to	-1. AUTO SELECT

#### Replace default tax rate of

<input checked="" type="checkbox"/> Debtor accounts with tax rate of	13, 12.5% CRED1	with	-1. AUTO SELECT
<input checked="" type="checkbox"/> Creditor accounts with tax rate of	13, 12.5% CRED1	with	-1. AUTO SELECT
<input checked="" type="checkbox"/> Sales on all stock items with tax rate of	13, 12.5% CRED1	with	-1. AUTO SELECT
<input checked="" type="checkbox"/> Purchases on all stock items with tax rate of	13, 12.5% CRED1	with	-1. AUTO SELECT
<input checked="" type="checkbox"/> GL accounts with tax rate of	13, 12.5% CRED1	with	-1. AUTO SELECT

Count

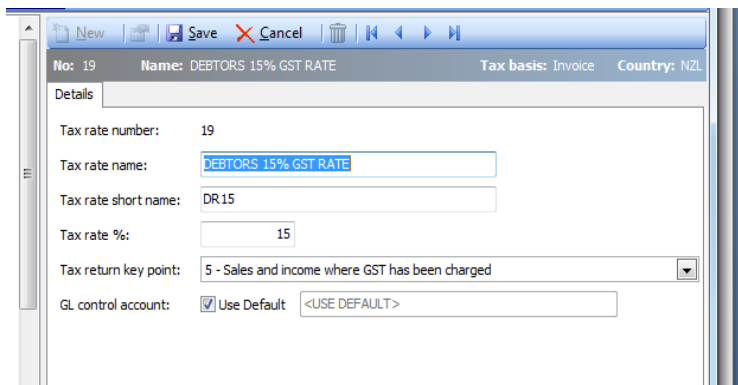
Go

## To add the new 15% GST Rate

Admin  
Tax Rates  
New

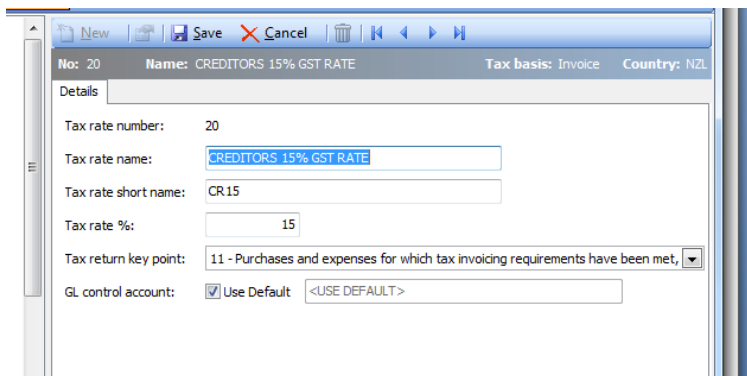
### Create the New 15% Rate

(n.b. ensure the 'Tax return key point' and 'GL control account' reflect the same settings as the existing 12.5% GST Rate for both Debtors and Creditors)



The screenshot shows a software window titled 'New' with a toolbar containing 'New', 'Save', 'Cancel', and navigation icons. The window header displays 'No: 19', 'Name: DEBTORS 15% GST RATE', 'Tax basis: Invoice', and 'Country: NZL'. The 'Details' section contains the following fields:

- Tax rate number: 19
- Tax rate name: DEBTORS 15% GST RATE
- Tax rate short name: DR15
- Tax rate %: 15
- Tax return key point: 5 - Sales and income where GST has been charged
- GL control account:  Use Default <USE DEFAULT>



The screenshot shows a software window titled 'New' with a toolbar containing 'New', 'Save', 'Cancel', and navigation icons. The window header displays 'No: 20', 'Name: CREDITORS 15% GST RATE', 'Tax basis: Invoice', and 'Country: NZL'. The 'Details' section contains the following fields:

- Tax rate number: 20
- Tax rate name: CREDITORS 15% GST RATE
- Tax rate short name: CR15
- Tax rate %: 15
- Tax return key point: 11 - Purchases and expenses for which tax invoicing requirements have been met
- GL control account:  Use Default <USE DEFAULT>

Your new 15% GST Rate will be set up and ready to utilise when the changes come into effect in October!