

### FBT CASHOUT BY CHEQUE

#### PROCEDURE:

1. Go to Lists < Chart of Accounts and setup a new income type account called Plant Hire (if not already set up)
2. Go to Lists < Item List and set up a new 'Service' type item called Plant Hire, tax code GST, and link to Plant Hire account created at 1.
3. Go to Customers < Sales Receipts
4. Enter date as 31/03/20
5. Item will be Plant Hire and Description will be FBT Cashout
6. Enter the amount as advised by our office
7. Deposit to your normal working account. This deposit will now be outstanding at 31/3/20 and will be included in the March BAS (see Example 1)
8. A cheque can be drawn from the business bank account for the amount of the FBT and banked to the business working account as soon as possible in April
9. Go to Banking < Write Cheques
10. Enter the cheque against Drawings for a same or similar amount to the FBT (see Example 2)

#### EXAMPLE 1

The screenshot shows the Reckon software interface for a 'Sales Receipt/Tax Invoice'. The 'Sold To' field is set to 'Cash'. The 'Item' list contains one entry: 'Plant Hire' with a description of 'FBT Cashout'. The table below shows the following data:

Item	Description	Qty	Rate	Tax	Tax Amt	Amount
Plant Hire	FBT Cashout		6,000.00		600.00	6,000.00
						Total
						Total Tax
						600.00
						Total
						6,600.00

At the bottom of the window, there are checkboxes for 'To be printed', 'To be emailed', and 'Amounts include tax'. There are also buttons for 'Add Time/Costs...', 'Process credit card payment when saving', 'Save & Close', 'Save & New', and 'Clear'.



## EXAMPLE 2

Test - ReckonAccounts Premier: Accountant Edition 2013 - [Write Cheques - Cash at Bank 1]

File Edit View Lists Accountant Company Customers Suppliers Employees Banking Reports Window Help

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Bank Account Cash at Bank 1 Ending Balance \$0.00

No. 1  
Date 01/04/2014  
Pay to the Order of Cash \$ 6,600.00  
Six thousand six hundred dollars and 0 cents\* \*\*\*\*\*  
Cash  
Address  
Memo

Order Cheques

Expenses **\$6,600.00** Items \$0.00 Cash/Cheque

Account	Tax	Net Amt	Tax Amt	Memo
Drawings		6,600.00	0.00	Drawings



## FBT CASHOUT BY JOURNAL

### PROCEDURE:

1. Go to Lists < Chart of Accounts and setup a new income type account called Plant Hire (if not already set up)
2. Go to Company < Make General Journal Entries
3. Enter date as 31/03/20
4. Entry No: FBT
5. Account will be Plant Hire
6. Enter the net (GST Exempt) amount as advised by our office in credit column.
7. Tax Item is GST
8. Tax Amount is the net amount times by 10% (should automatically come up).
9. Memo: FBT Cash out HHH. Then enter until you are on the next line.
10. Account will be either Drawings / Trust Distributions, this should already be set up in Chart of Accounts as a equity account
11. Enter the gross (GST Inclusive) amount as advised by our office in debit column.
12. Tax Item is blank, therefore Tax Amount is blank.
13. Save and close the journal.

### EXAMPLE

The screenshot shows the 'Make General Journal Entries' window in ReckonAccounts Premier. The date is set to 31/03/2014 and the entry number is FBT. The 'Adjusting Entry' checkbox is checked. The journal entry table is as follows:

Account	Debit	Credit	Tax Item	Tax Amount	Memo
Plant Hire		6,000.00	GST		600.00 FBT Cash out HHH
Drawings	6,600.00				FBT Cash out HHH