

## Pay Income Tax in Strata Master

If a Strata Plan is registered to pay income Tax, you will have a Tax File Number entered on the Corp screen in the Financial Tab. You will then be required to pay income tax once the Tax Assessment has been completed and lodged, and you receive a Notice from the Australian Taxation Office (ATO).

Note that Income Tax is different to paying GST.

If only Admin or only Capital Works has funds to pay, you can process through Creditor Invoice screen as usual. Otherwise you would need to use a Dissection Screen.

As always, please read through the instruction in full before actioning any part, to ensure you have selected the correct instruction for your purposes.

### What is A Dissection

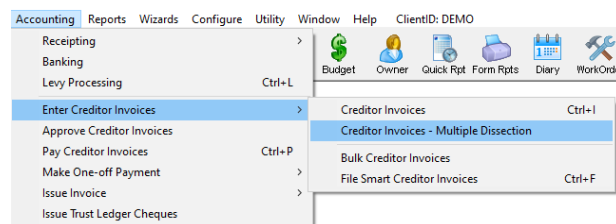
A dissection is when an invoice is being paid but portions of the amount to be paid are to be paid from different accounts or different Funds.

### Check the Creditor Card

Income Tax is a Creditor Disbursement selecting the ATO creditor card for that purpose. Navigate to Manage > Creditors and select your existing ATO creditor card. Ensure that the payment method matches the notice you have received.

### To Process the Payment Through Dissection

1. Navigate to Accounting > Enter Creditor Invoices > Creditor Invoices - Multiple Dissection



2. The Multiple Dissection Screen opens and you enter the information as on the screenshot below -

- Plan
- Creditor
- Nett amount of the Invoice / date of the assessment if no invoice number is provided
- Date Due / Transaction Date

Creditor Invoices - Multiple Dissection

GST registered owners corporation selected

Enter Plan No. or Street Name or Body Corporate Name.

Stralo Plan 4444  
Chandos Towers  
1 Chandos Street  
ST LEONARDS NSW 2055

Last levy notices were printed on 08/01/2018.  
Last levy notices were emailed on 08/07/2013.  
Four storey brick building with one lift.  
Restricted keys with ABC Locksmiths.  
No pets allowed.  
Foster installed. Owners need to pay for connection.  
Two quotes for repairs over \$2500.  
Code for security entry gate is #786#

Multiple entry to:  
Creditor: ATOGST Australian Taxation Office  
ABN: 51 824 753 556 GST Exempt Pay by: Cheque

Invoice total: \$55.00 Invoice no.: June 2021  
Date due: 28/02/2022 Transaction date: 14/02/2022

Work Order (optional):  
Amount limit: \$0.00  
Already invoiced: \$0.00

Account	Description	Amount	GST	Status	Group
Total due: \$0.00					

3. Then enter the first dissection being the Fund with the due amount, if one has a due amount and one a refund amount -

- select the expense account for INCOME tax for that fund, in this example Admin
- Enter the amount that this fund is to pay

Multiple entry to:  
Creditor: ATOGST Australian Taxation Office  
ABN: 51 824 753 556 GST Exempt Pay by: Cheque

Invoice total: \$55.00 Invoice no.: June 2021  
Date due: 28/02/2022 Transaction date: 14/02/2022

Work Order (optional):  
Amount limit: \$0.00  
Already invoiced: \$0.00

Group: [ ] Expense Account: 152800 Admin-Income Tax-Admin-Admin  Show accts without budget

Description: Tax due end of year June 2021 Admin  
Amount: 635.00

Invoice status:  Hold  Pay Budget: \$0.00 Total YTD: \$0.00

Account	Description	Amount	GST	Status	Group
Total due: \$0.00					

Plan Number: 4444  
Address: Chandos Towers, 1 Chandos Street, ST LEONARDS

	Admin	Capital Works	Total
Cash at bank	74,874.82	50,427.74	125,302.56
O/S invoices	260.00	400.00	660.00
Net cash	74,614.82	50,027.74	124,642.56
Reserve funds			NIL
Available cash	74,614.82	50,027.74	124,642.56
Total investments:		30,280.00	
Group:			
Available cash	\$0.00	\$0.00	\$0.00

4. Click the 'save' button.



5. You will notice your entry showing in the top right hand corner, with a note in red that the amount you have entered does not yet equal the Invoice total.

Multiple entry to:  
Creditor: ATOGST Australian Taxation Office  
ABN: 51 824 753 556 GST Exempt Pay by: Cheque

Invoice total: \$55.00 Invoice no.: June 2021  
Date due: 28/02/2022 Transaction date: 14/02/2022

Work Order (optional):  
Amount limit: \$0.00  
Already invoiced: \$0.00

Account	Description	Amount	GST	Status	Group
152800 Admin-Income Tax-...	Tax due end of year June ...	635.00	NIL	Pay	None
Total due: \$635.00 Total due exceeds the invoice total					

6. Then enter the second dissection for the other Fund. If a refund, enter a negative amount as below.

TOTAL DUE CALCULUS THE FUTURE TOTAL

Expense Account  Show accts without budget

Group  252800 Admin-Income Tax-Capital Works - Capital Works

Description Tax refund end of year June 2021

Amount

Invoice status  Hold  Pay Budget: \$0.00 Total YTD: \$0.00

Plan Number: 4444 Address: Chandos Towers, 1 Chandos Street, ST LEONARDS			
	Admin	Capital Works	Total
Cash at bank	74,874.82	50,427.74	125,302.56
D/S invoices	260.00	400.00	660.00
Net cash	74,614.82	50,027.74	124,642.56
Reserve funds			NIL
Available cash	74,614.82	50,027.74	124,642.56
Total investments:			30,280.00
Group:			
Available cash	\$0.00	\$0.00	\$0.00

7. Click Save again, to save that dissection.



8. You will notice both dissections listed in the top right hand corner, and the red warning has disappeared as, in this example, \$635 less \$580 = \$55.00 to be paid.

Creditor Invoices - Multiple Dissection

GST registered owners corporation selected

Enter Plan No. or Street Name or Body Corporate Name.

Strata Plan 4444  
Chandos Towers  
1 Chandos Street  
ST LEONARDS NSW 2065

Last levy notices were printed on 08/01/2018.  
Last levy notices were emailed on 08/07/2013.  
Four storey brick building with one lift.  
Restricted keys with ABC Locksmiths.  
No pets allowed.  
Foxtel installed. Owners need to pay for connection.  
Two quotes for repairs over \$2500.  
Code for security entry gate is #786#

Multiple entry to:

Creditor ATDGST Australian Taxation Office  
ABN: 51 824 753 596 GST Exempt Pay by: Cheque

Invoice total \$55.00 Invoice no. June 2021  
Date due 28/02/2022 Transaction date 14/02/2022

Work Order (optional) Amount limit \$0.00  
Already invoiced \$0.00

Account	Description	Amount	GST	Status	Group
252800 Admin-Income Tax...	Tax refund end of year Ju...	-580.00	NIL	Pay	None
152800 Admin-Income Tax...	Tax due end of year June ...	635.00	NIL	Pay	None

Total due: \$55.00

Expense Account  Show accts without budget

Group  Description

Amount

Invoice status  Hold  Pay Budget: \$0.00 Total YTD: \$0.00

Plan Number: 4444 Address: Chandos Towers, 1 Chandos Street, ST LEONARDS			
	Admin	Capital Works	Total
Cash at bank	74,874.82	50,427.74	125,302.56
D/S invoices	260.00	400.00	660.00
Net cash	74,614.82	50,027.74	124,642.56
Reserve funds			NIL
Available cash	74,614.82	50,027.74	124,642.56
Total investments:			30,280.00
Group:			
Available cash	\$0.00	\$0.00	\$0.00

9. Click the Process button, to finalise the entry.



10. Click on the Cr Invoices icon in the toolbar, to check the creditor Invoices screen to ensure the 2 dissections show. When you process this payment it will net the result off and send the balance, being \$55 in this case.

Creditor Invoices

GST registered owners corporation selected

Enter Plan No. or Street Name or Body Corporate Name.

Strata Plan 4444  
Chandos Towers  
1 Chandos Street  
ST LEONARDS NSW 2065

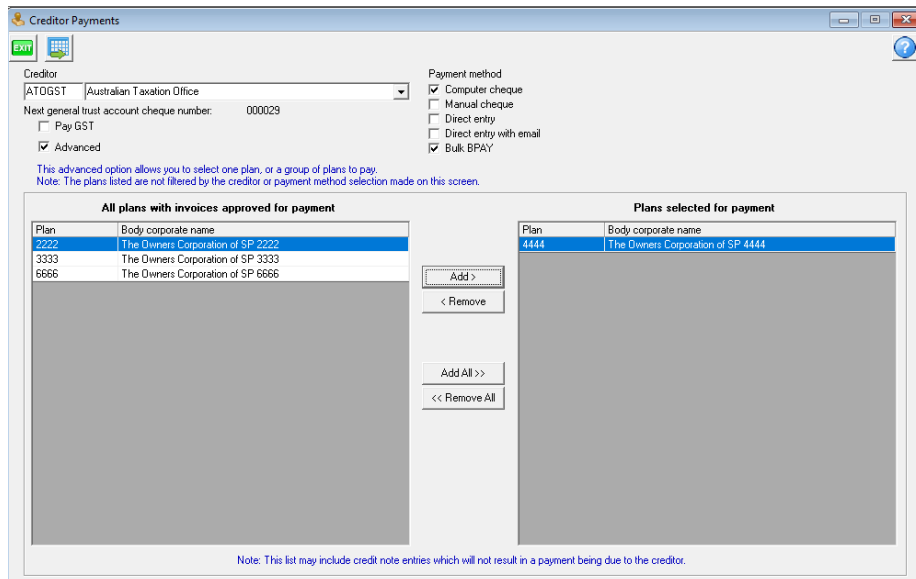
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Foxtel installed. Owners need to pay for connection.  
Two quotes for repairs over \$2500.  
Code for security entry gate is #786#

Tran Date	Date Due	Account	Creditor	Description	Amount	Status	Group	Dal
27/01/2022	27/01/2022	154000 Admin-Management Fees-Standard - Admin	Rockend Strata Manage...	Standard Management Fee Dec...	50.00	Pay	None	27/
31/01/2022	31/01/2022	154000 Admin-Management Fees-Standard - Admin	Rockend Strata Manage...	Archive Storage Fee January 20...	20.00	Pay	None	31/
31/01/2022	31/01/2022	154000 Admin-Management Fees-Standard - Admin	Rockend Strata Manage...	Standard Management Fee Jan...	50.00	Pay	None	31/
14/02/2022	28/02/2022	152800 Admin-Income Tax-Admin - Admin	Australian Taxation Office	Tax due end of year June 2021 ...	635.00	Pay	None	14/
14/02/2022	28/02/2022	252800 Admin-Income Tax-Capital Works - Capital...	Australian Taxation Office	Tax refund end of year June 2021	-580.00	Pay	None	14/

Total due \$715.00

11. Click on the Pay icon on the toolbar and enter the ATO card (note the screenshot below is ATOGST just for illustration purposes, you will select whichever ATO card you selected to process the dissections)

12. You can tick the advanced box and a list of Plans with payments to that creditor shows. Select the Plan you wish to send payment for. You can select all if you wish to send them all.



12. Click Process



13. You can then create a file to upload to the bank if you are ready. Select Accounting > Process Bulk Bpay Payments or Process Direct Entry Payments as applicable.

## Useful Links

<https://kb.rockend.com/help/setup-a-gst-creditor-and-paying-gst>

16/02/2022 6:20 pm AEDT