

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

I Creditor Invoices - Multiple Dissection		
GST registered owners corporation selected	ast levy notices were printed on 08/01/2018.	
Enter Plan No. or Street Name or Body Corporate Name.	sst levy notices were emailed on 08/07/2013. aut storeu briek building uith one lift	
	estricted keys with ABC Locksmiths.	
Strata Plan 4444	a pets allowed. Total installed. Owners need to new for connection	
Chandos Towers 1 Chandos Street	vio quotes for repairs over \$2500.	
ST LEONARDS NSW 2065	ude for security entry gate is #786#	
- Multiple entru to:		
Creditor ATREST Australian Tavation Office	Account Description	Amount GST Status Group
ABN: 51 824 753 556 GST Events Baulty Cheque		
Abrit of 624100 000 Cash Exempt In dy by Cheque		
Invoice total \$55.00 Invoice no. June 2021		
Date due 28/02/2022 - Transaction date 14/02/2022	4-	
Work Order (optional)		
Amount limit	\$0.00	
Already invoiced	\$0.00	>
		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:	Account	Description	Amou	nt GST	Status Grou	un I
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)						
Already invoiced \$0.00	<					>
		T	otal due:	\$0.00		
		Plan Number: 44 Address: Chando	44 os Towers, 1 C	handos Street, S	F LEONARDS	1
Expense Account	Show accts without budget		Admin	Capital Works	Total	
Group [152800 Admin-Income Tax-Ad	min - Admin 📃 💌	Cash at bank	74,874.82	50,427.74	125,302.56	
Description Thurdus and of your June 2021 Admin		0/S invoices	260.00	400.00	660.00	
Description Law due end of year ourie 2021 Admin	•	Net cash	74,614.82	50,027.74	124,642.56	
Amount 635.00		Reserve funds			NIL	
Invoice status		Available cash	74,614.82	50,027.74	124,642.56	
C Hold (Pay Budget: \$0.00 Total Y1	D: \$0.00	T	otal investmen	its: 30	,280.00	
		- Liroup: 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:			Account	Description	Amount	GST Status	Group
Creditor ATOGST Australian	Taxation Office	- D 🥜	152800 Admin-Income Tax	Tax due end of year June	635.00	NIL Pay	None
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	<				>
				Tota	ldue: \$8	635.00	
L				Total due	e exceeds the in	voice total	

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

			i uta	une evreens	UIC 111401CC 10	(a)
			Plan Number: Address: Char	4444 dos Towers, 1 Cl	handos Street, S'	LEONARDS
E	Expense Account	Show accts without budget		Admin	Capital Works	Total
Group 🗾 🔁	252800 Admin-Income Tax-	Capital Works - Capital Works 🗾	Cash at bank	74,874.82	50,427.74	125,302.56
Description Tax actional and at uses home 2021			0/S invoices	260.00	400.00	660.00
Description Lax terunu enu or year June 2021		•	Net cash	74,614.82	50,027.74	124,642.56
Amount -\$580.00			Reserve funds			NIL
- Invoice status			Available cash	74,614.82	50,027.74	124,642.56
C Hold @ Pav B	udget: \$0.00 Total	YTD: \$0.00		Total investment	:s: 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.

A Creditor Invoices - Multiple Dissection				
Control Contro Control Control Control Control Control Control Control Control Co		-		
Hullple entry to: Creditor [AT0GST [Australian Taxation Office] Creditor [AT0GST [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] Vok. Order (optional) Amount limit \$0.00	scription refund end of year Ju due end of year June	Amount -580.00 635.00	GST : NIL I NIL I	Status Group Pay None Pay None Pay None
Already invoiced \$0.00	Tota	al due:	\$55.00	>
Expense Account Show accts without budget	Plan Number: 4444 Address: Chandos 1	Towers, 1 Char	ndos Street, S1	LEONARDS
Group	Cash at hank	Admin U	50 427 74	10tal
	0/S invoices	260.00	400.00	660.00
Description	Net cash	74,614.82	50,027.74	124,642.56
Amount \$1.00	Reserve funds			NIL
	Available cash	74,614.82	50,027.74	124,642.56
C Hold Pay Budget: \$0.00 Total YTD: \$0.00	Tota	l 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							• 💌
							\bigcirc
GST registered owners corporation selected	Lastlevun	otices were printed on 08/01/	2018				
Enter Plan No. or Street Name or Body Corporate Name. Strata Plan 4444 Chandos Towers 1 Chandos Street ST LEONARDS NSW 2065	Last levy n Four storey Restricted No pets all Foxtel insta Two quote Code for se	otices were emailed on 08/07 v brick building with one lift. keys with ABC Locksmiths. owed. alled. Dwners need to pay for c is for repairs over \$2500. ecurity entry gate is #786#	/2013. connection.				
Turn Date Date Due Account		0	Description	A	Chatra	Course	Data
Tran. Date Date Due Account			Description	Amount	Status	Group	- Dai A
27/01/2022 27/01/2022 154000 Admin-Management Fees-	-Standard - Admin	Hockend Strata Manage	Standard Management Fee Dec	50.00	Pay	None	211
31/01/2022 31/01/2022 154000 Admin-Management Fees-	-Standard - Admin	Hockend Strata Manage	Archive Storage Fee January 20	20.00	Pay	None	317
31/01/2022 31/01/2022 154000 Admin-Management Fees-	-Standard - Admin	Hockend Strata Manage	Standard Management Fee Jan	00.00	Pay	None	31/
14/02/2022 28/02/2022 152800 Admin-Income Lax-Admin 14/02/2022 28/02/2022 352800 Admin-Income Lax-Admin	i - Admin Uu (adua - Caaital	Australian Taxation Uffice	Tax due end or year June 2021	535.00	Pay	None	14/
14/02/2022 20/02/2022 202000 Autimi-income Fax-Cabita	a works - CdDildi	Australian i dXd001101108	rax rerund end of veal June 2021	-300.00	1 dv	NOTE	147
1			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.

Creditor Payments	
🔤 🖳	0
Creditor [AT0G57] Australian Taxation Office Next general trust account cheque number: 000023 []" Pay GST Øutralian Cheque number: 000023 []" Advanced This advanced option allows you to select one plan, or a group of plans to pay. Note: The plans listed are not litered by the creditor or payment method selection made	Payment method ▼ Computer cheque Marual cheque □ Direct entry ■ Direct entry with email ▼ Buik BPAY on this screen.
All plans with invoices approved for payment	Plans selected for payment
Plan Body corporate name 2222 The Owners Corporation of \$P 3233 333 The Owners Corporation of \$P 3333 6666 The Owners Corporation of \$P 6666	Plan Body coporate name 444 The Diviners Corporation of SP 4444 Add > Add All >> <
Note: This list may include credit note en	tries which will not result in a payment being due to the creditor.

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