

# What do I do about entering GST into a Xero bill?



## What do I do about entering GST into a Xero bill?

If you are GST registered, you need to account for GST in the payment if the supplier is GST registered and includes GST on the Bill.

If you choose Tax Inclusive from the drop-down menu then GST is included in each line of the unit price and the total GST will show below the subtotal.

From	Date	Due Date	Reference	Total
XYZ	15 Jul 2021			0.00

NZD New Zealand Dollar

Amounts are: Tax Inclusive

Item	Description	Qty	Unit Price	Account	Region	Amount NZD
	ABC	1.00	23.00	15% GST on Expenses		23.00

Subtotal: 23.00  
Includes GST 15.00%: 3.00  
**TOTAL: 23.00**

If you choose tax exclusive in the drop-down menu then the GST is accounted for below the subtotal but not on each line.

From	Date	Due Date	Reference	Total
XYZ	15 Jul 2021			0.00

NZD New Zealand Dollar

Amounts are: Tax Exclusive

Item	Description	Qty	Unit Price	Account	Region	Amount NZD
	ABC	1.00	20.00	15% GST on Expenses		20.00

Subtotal: 20.00  
Total GST 15.00%: 3.00  
**TOTAL: 23.00**

If you are not GST registered the tax should already be set as No Tax in your financial settings, but you can also do it on the invoice.

If you are not GST registered the tax should already be set as No Tax.

Amounts are: No Tax