

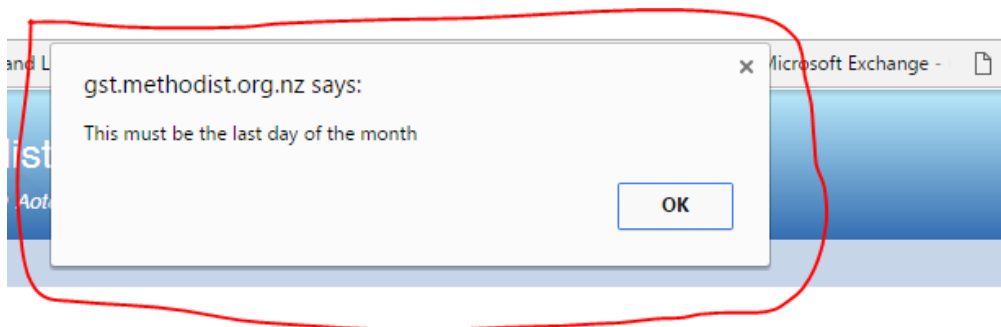
There is a small issue that people need to be aware of with the GST System for the December 2016 Returns.

When you log on to create a new GST Return the default "Year" goes to 2017 and NOT 2016. See below:

2	Covering Period From	1	Dec	2017	HELP
	Covering Period To		Dec	2017	HELP
	Date you are submitting this return	9	Jan	2017	HELP

You need to change the Year **FROM 2017 TO 2016** for the first two lines.

You also will need to enter the DAY in the Covering Period To line but when you do an error message will pop up like this:



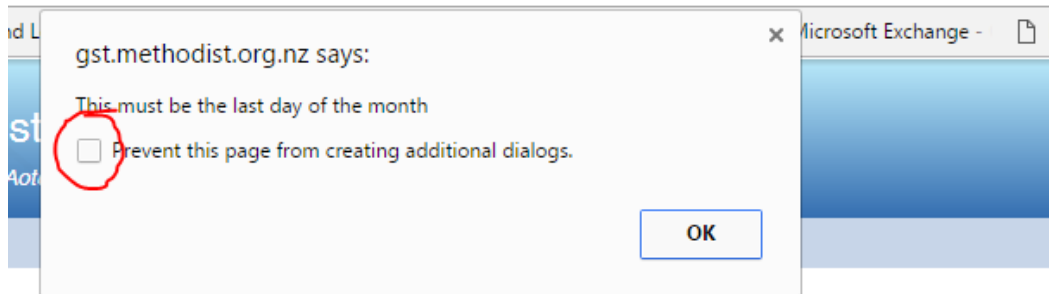
Methodist Church of New Zealand
Te Hahi Weteriana O Aotearoa

Return of Data to be included in the GST Return of the Methodist Church of New Zealand
(Registration Number 10 836 166)

1	Parish or Organisation Name	Opawa Community Church			HELP
	Reference Number	8080			HELP
2	Covering Period From	1	Dec	2016	HELP
	Covering Period To		Dec	2016	HELP
	Date you are submitting this return	9	Jan	2017	HELP

If you need to change the default dates, please explain why

Click the OK button and try again. On the second or third attempt the pop up box will change slightly and allow you to click a box that says “Prevent this page from creating additional dialogs” as shown below:



Methodist Church of New Zealand Te Hahi Weteriana O Aotearoa

Return of Data to be included in the GST Return of the Methodist Church of New Zealand
(Registration Number 10 836 166)

1	Parish or Organisation Name	Opawa Community Church	HELP		
	Reference Number	8080	HELP		
2	Covering Period From	1 ▼	Dec ▼	2016 ▼	HELP
	Covering Period To	▼	Dec ▼	2016 ▼	HELP
	Date you are submitting this return	9 ▼	Jan ▼	2017 ▼	HELP

Once you have “ticked” that box and clicked on OK you should be able to use the little black arrow head on the Day field to open a scroll window and select the 31. It should now look like this.

1	Parish or Organisation Name	Opawa Community Church	HELP		
	Reference Number	8080	HELP		
2	Covering Period From	1 ▼	Dec ▼	2016 ▼	HELP
	Covering Period To	31 ▼	Dec ▼	2016 ▼	HELP
	Date you are submitting this return	9 ▼	Jan ▼	2017 ▼	HELP
If you need to change the default dates, please explain why					

Once this is done you should be able to complete the rest of the GST return as you would normally do and submit it.