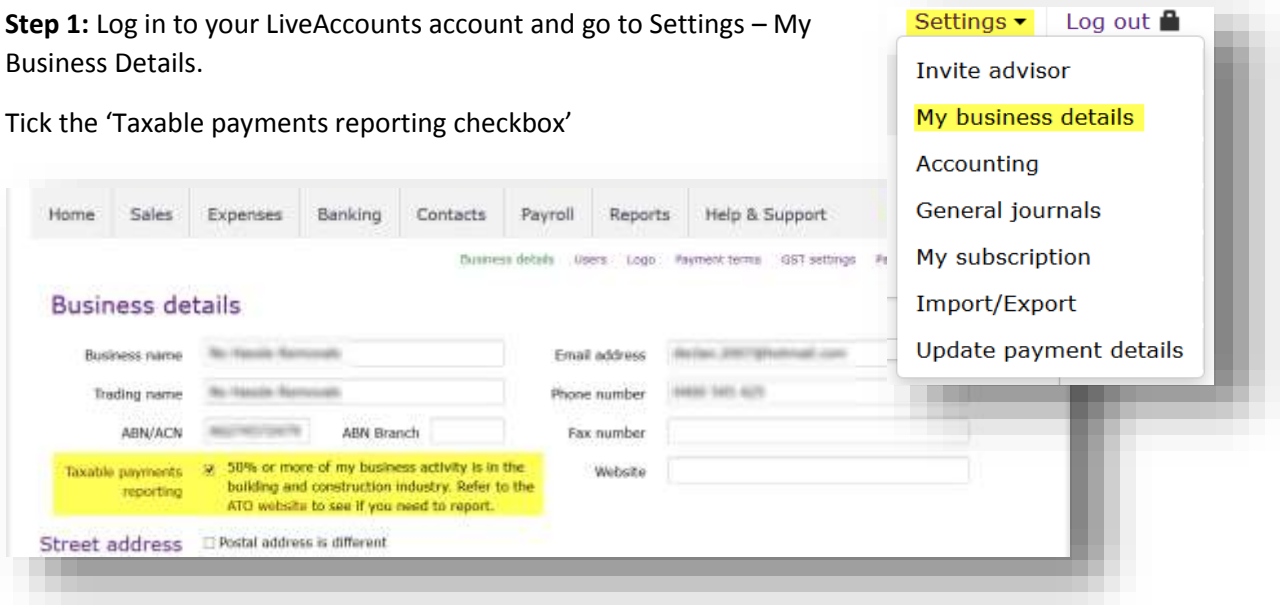


# Taxable Payments Reporting Setup

**Step 1:** Log in to your LiveAccounts account and go to Settings – My Business Details.

Tick the ‘Taxable payments reporting checkbox’



Settings ▾ Log out 🔒

- Invite advisor
- My business details**
- Accounting
- General journals
- My subscription
- Import/Export
- Update payment details

Business details

Business name: No-Trade Remittance  
 Trading name: No-Trade Remittance  
 ABN/ACN: 8828282828282828  
 Taxable payments reporting:  50% or more of my business activity is in the building and construction industry. Refer to the ATO website to see if you need to report.

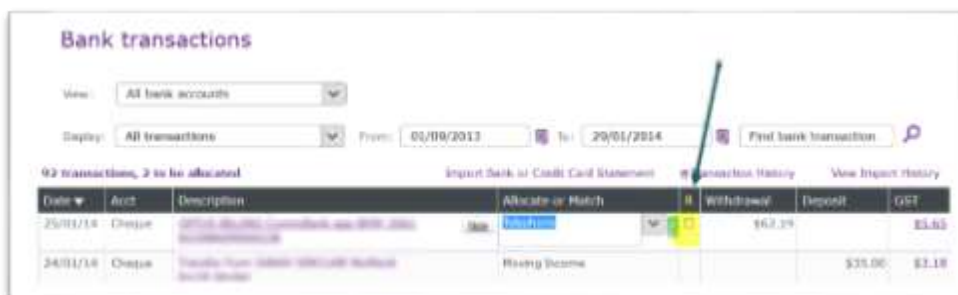
**Step 2:** Use the ‘Contacts’ section to assign the appropriate contacts as reportable.



Contact

Business name: Supplier  
 Contact is:  Reportable

**Step 3:** Mark transactions as reportable when you allocate them.

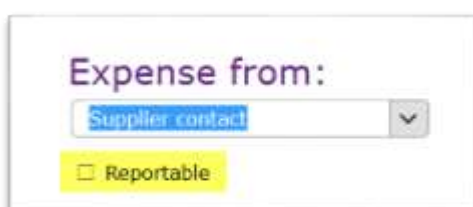


Bank transactions

View: All bank accounts  
 Display: All transactions  
 From: 01/01/2013 To: 29/01/2014

Date	Acc't	Description	Allocate or Match	Withdrawal	Deposit	GST
25/01/14	Chq	Supplier contact	<input checked="" type="checkbox"/>	67.14		\$3.53
24/01/14	Chq	Supplier contact			\$25.00	\$1.18

**Step 4:** Mark expenses as reportable when you enter expenses.



Expense from:  
 Supplier contact  
 Reportable