



Making adjustments on your activity statements

How to make changes to current or past activity statements to increase or decrease the amount of GST to be paid.

Last updated 2 June 2020

You may have to make changes on your current activity statement to increase or decrease the amount of GST you must pay for a reporting period. These changes are known as 'adjustments'.

There are two types of adjustments:

- **increasing adjustments**, which increase how much GST you must pay for a reporting period
- **decreasing adjustments**, which decrease how much GST you must pay for a reporting period.

Making GST adjustments is different from correcting GST errors made on an earlier activity statement. A GST adjustment relates to a reported sale or purchase that was correct at the time of lodgment, whereas a GST error relates to an amount that was incorrect at the time of lodgment.

Example

Johnny K Entertainment intends to hold a concert in April. In February, they sell 2,000 tickets for \$110 each including GST. They remit the \$20,000 GST in their February monthly activity statement.

In March, they cancel the concert and refund all ticket holders \$110 each. In their March activity statement they include a

decreasing adjustment of \$20,000 (1/11th of the refunded amount).

See also

- [Correcting GST errors](#)

When to make adjustments

An adjustment event may occur on a sale or a purchase.

Types of adjustments

Work out what type of adjustment to follow.

Adjustment notes

Generally, you need a valid adjustment note before you can make a decreasing adjustment.

How to make adjustments

Work out how to make adjustments through different methods.

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When to make adjustments

An adjustment event may occur on a sale or a purchase.

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You may have to make an adjustment if an 'adjustment event' occurs, resulting in a change to the amount of GST you must pay or GST credit you can claim.

You will need to make an adjustment for a sale/purchase if all of the following apply:

- during a reporting period, an adjustment event occurs for your sale/purchase
- you accounted for the sale or purchase in the activity statement for a previous reporting period
- as a result of the adjustment event, the GST amount you previously reported no longer reflects the correct GST amount.

When you become aware of the need for an adjustment you generally report it in the activity statement for your current reporting period.

If you account for GST on a cash basis and have to make a payment as a result of an adjustment event, you generally make the adjustment in the activity statement for the reporting period in which you make the payment.

If you only paid part of the required amount in a given reporting period, you only make an adjustment in that period's activity statement for the amount paid.

Find out about

- [Adjustment events for sales](#)
- [Adjustment events for purchases](#)
- [Sales and purchases not yet accounted for](#)

Adjustment events for sales

Adjustment events for sales include:

- a taxable sale you made is cancelled – for example, a customer returns goods and you refund the purchase price to the customer
- the price of a taxable sale you make changes – for example, you provide a rebate to a customer
- an event causes your sale to become taxable – for example, goods you sell GST-free for export are not exported and become taxable
- an event causes your sale to stop being taxable.

Working out adjustments for sales

If you have to make an adjustment for a sale you made, the adjustment amount is:

- a **decreasing adjustment** if you originally paid **more** than the amount payable once the adjustment event is taken into account. In this case you pay less GST for the reporting period. You must reimburse your customer before reporting it on your activity statement.
- **increasing adjustment** if you originally paid **less** than the amount payable once the adjustment event is taken into account. In this case you pay more GST for the reporting period.

Adjustment events for purchases

Adjustment events for purchases include:

- a purchase you make is cancelled – for example, you return goods you purchased and receive a full refund
- the price of a purchase you make changes – for example, you receive a rebate on the purchase price
- an event causes your purchase to become creditable
- an event causes your purchase to stop being creditable.

Working out adjustments for purchases

If you have to make an adjustment for a purchase you made, the adjustment amount is:

- an **increasing adjustment** if you claimed **more** for the purchase in the earlier tax period than the amount you could have claimed if the adjustment event had been taken into account.
- a **decreasing adjustment** if you claimed **less** for the purchase in the earlier tax period than the amount you could have claimed if the adjustment event had been taken into account.

See also

- *GSTR 2000/19 Goods and services tax: making adjustments under Division 19 for adjustment events*

Sales and purchases not yet accounted for

If an adjustment event occurs but you haven't yet accounted for the relevant sale or purchase in an activity statement, you don't have to make an adjustment.

You can take the change into account when you first report the transaction on your activity statement. For example, if there is a price change, you include the final amended price on your activity statement.

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Types of adjustments

Work out what type of adjustment to follow.

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Bad debt adjustment

If you account for GST on a non-cash basis, you may have an adjustment relating to a bad debt if:

- you write off a bad debt relating to a taxable sale you made
- a debt relating to a taxable sale you made has been overdue for 12 months or more
- you recover an amount for a bad debt you had already written off
- you recover an amount relating to a taxable sale that was overdue for 12 months or more
- a debt you owe for a purchase that you could claim a GST credit for has been overdue for more than 12 months or is written off as a bad debt
- you pay a debt that has been overdue for 12 months or more or that has been written off as a bad debt, and you claimed (or could have claimed) a GST credit for the purchase.

See also

- *GSTR 2000/2 Goods and services tax: adjustments for bad debts*

Changes in creditable purpose

The amount of GST credit you can claim on a purchase or importation depends on the extent to which it is used for a creditable purpose. You may have to make an adjustment if there is a change in the extent of the creditable purpose.

You use goods or services for a 'creditable purpose' if you use them in your business. This does not include their use:

- to make input-taxed sales, or
- for private or domestic use.

The 'creditable purpose' of a purchase changes if either:

- there is a difference between how you planned to use it and how you actually use it
- the way you use it has changed over time.

Adjustments are required for changes in creditable purpose because the GST credit you originally claimed will either have been too much or too little.

You will generally not have to make an adjustment for a change in creditable purpose:

- if the value of the purchase or importation was \$1,000 (GST-exclusive) or less
- if the value of the purchase or importation related to business finance and was \$10,000 (GST-exclusive) or less.

Adjustment periods

'Adjustment periods' are the reporting periods in which you have to account for any adjustments in your activity statement.

An adjustment period for a purchase or importation is a reporting period that both:

- starts at least 12 months after the end of the reporting period you claimed your GST credit in (or would have claimed your GST credit in had the purchase or importation been creditable)
- ends on 30 June (or if none of your reporting periods end on 30 June, your reporting period that ends closest to 30 June).

The maximum number of adjustment periods in which you make adjustments depends on the value of the purchase or importation.

Table 1: Adjustment periods for most purchases and importations

Value of the purchase or importation (GST-exclusive)	Number of adjustment periods
\$1,001 to \$5,000	2
\$5,001 to \$499,999	5
\$500,000 or more	10

Table 2: Adjustment periods for purchases or importations that relate to business finance

Value of the purchase or importation (GST-exclusive)	Number of adjustment periods
\$10,001 to \$50,000	1
\$50,001 to \$499,999	5
\$500,000 or more	10

If you cancel your GST registration, your final reporting period is also an adjustment period for purchases and importations.

See also

- If your business changes or ceases

Working out adjustments for changes in creditable purpose

To work out the adjustment amount, follow the steps below.

Step 1: Work out the extent to which you have used the purchase or importation for a creditable purpose during the period, starting from when you made your purchase or importation and ending at the end of the adjustment period. Work this out as a percentage.

Step 2: Work out one of the following, as applicable, as a percentage.

- If you have **not** previously made an adjustment for a change in creditable purpose, work out the extent to which you had originally planned to use the purchase or importation for a creditable purpose.
- If you have previously made an adjustment for a creditable purpose, work out the extent to which you used the purchase or importation for a creditable purpose in respect of the last adjustment.

Step 3: Compare the percentages worked out at Step 1 and Step 2.

You have:

- **an increasing adjustment** if the percentage worked out at Step 2 is more than the percentage worked out at Step 1 – this means you pay more GST for the reporting period
- **a decreasing adjustment** if the percentage worked out at Step 1 is more than the percentage worked out at Step 2 – this means you pay less GST for the reporting period
- **no adjustment** if there is no difference between the percentages worked out at Step 1 and Step 2 – this means you do not have to make an adjustment in the reporting period.

Step 4: Calculate increasing or decreasing adjustments by multiplying the full amount of GST credit by the change in use (the difference between the percentages at Step 1 and Step 2). The 'full amount of GST credit' means the amount of GST credit you would have been entitled to claim if you had used the purchase or importation entirely for a creditable purpose.

To work out your adjustment:

- If you have an increasing adjustment, the adjustment is worked out as follows
 - the full amount of GST credit × [percentage worked out at Step 2 less the percentage worked out at Step 1].
- If you have a decreasing adjustment, the adjustment is worked out as follows
 - the full amount of GST credit × [percentage worked out at Step 1 less the percentage worked out at Step 2].

Example: Calculating an adjustment for a change in creditable purpose

Hollis is registered for GST and owns a bookshop. On 12 March 2015 he purchases a computer to use in his business for \$1,500 (including \$136.36 GST). The price of the purchase means it is subject to two adjustment periods (see [Table 1](#)).

Hollis reports and pays GST quarterly and claims a full GST credit for the computer in the reporting period 1 January 2015 to 31 March 2015 because he plans to use it 100% for his business.

Hollis's first adjustment period is the reporting period 1 April 2016 to 30 June 2016. To work out if he needs to make an adjustment in that reporting period, Hollis compares his actual use with his planned use. So he compares:

- the extent to which he uses the computer for business from 12 March 2015 to 30 June 2016 (expressed as a percentage), with
- the extent to which he plans to use the computer for business (expressed as a percentage).

Hollis works out that he actually uses the computer 80% for business and 20% for personal use from 12 March 2015 to 30 June 2016.

Hollis makes an increasing adjustment on his April to June 2016 quarterly activity statement to repay some of the GST credits he claims because he:

- plans to use the computer 100% for business
- claims a full GST credit for the GST included in the purchase price of the computer
- only uses the computer 80% for business.

The increasing adjustment is calculated as follows:

- $\$136.36$ (the GST included in the purchase price of the computer) \times 20% (the difference between 100% and 80%).

Hollis' second adjustment period is the 1 April 2017 to 30 June 2017 reporting period. To work out if he needs to make an

adjustment in that reporting period, Hollis compares his actual use against his previously stated use. He compares:

- the extent to which he uses the computer for business from 12 March 2015 to 30 June 2017 (expressed as a percentage), with
- the extent to which he says he uses the computer for business from 12 March 2015 to 30 June 2016 (that is, the percentage worked out in respect of the last adjustment).

Hollis works out that he used the computer 50% for business and 50% for personal use from 12 March 2015 to 30 June 2017. This is less than the extent to which he used it for business in respect of the first adjustment (80%).

Hollis makes an increasing adjustment on his April to June 2017 quarter activity statement to repay some of the GST credits he claimed. This adjustment is calculated as follows:

- \$136.36 (the GST component of the purchase price) × 30% (the difference between 80% and 50%).

See also

- *GSTR 2000/24 Goods and services tax: Division 129 – making adjustments for changes in extent of creditable purpose*
- *GSTR 2006/3 Goods and services tax: determining the extent of creditable purpose for providers of financial supplies*
- *GSTR 2006/4 Goods and services tax: determining the extent of creditable purpose for claiming GST credits and for making adjustments for changes in extent of creditable purpose*

Annual apportionment adjustments

If you are eligible to use annual apportionment you can claim the entire GST amount on a purchase as a credit on your monthly or quarterly activity statement and make a single adjustment annually rather than apportioning the GST for business and private use at the time.

An [adjustment event](#), [change in creditable purpose](#) or [bad debt adjustment](#) may affect your annual apportionment adjustment for a particular purchase. This depends on whether the adjustment occurs

before or after you make your annual apportionment adjustment on your activity statement.

See also

- Annual private apportionment of GST

Before your annual apportionment adjustment

If you make an adjustment for a purchase due to an adjustment event or a bad debt before you make an annual apportionment adjustment, you do not account for any private use of the purchase at the time of calculation.

Instead, you work out the adjustment amount as though you did not use the purchase for private purposes.

You account for any private use of the purchase later when you make your annual adjustment, while also taking into account the effect of the earlier adjustment.

If, for example, you made a purchase that was cancelled (making it subject to an adjustment event) or the whole amount was written off as a bad debt (making it subject to a bad debt adjustment), you no longer have to make an annual apportionment adjustment. This is because your earlier increasing adjustment overrides the need to make an annual apportionment increasing adjustment.

After your annual apportionment adjustment

To work out the adjustment amount when an adjustment event or a bad debt applies to a purchase after you have made an annual apportionment adjustment, you take into account how much you used the purchase for private purposes.

For example, you account on a non-cash basis and you have made an annual apportionment increasing adjustment to account for the amount of a purchase you use for private purposes. If the purchase is later written off as a bad debt you only have to make a bad debt adjustment for the amount related to business purposes.

Third-party payments

You may have a third-party payment decreasing adjustment in situations where you:

- supply a thing for re-sale
- make a monetary payment to a third party (the payee) in connection with the payee's purchase of that thing.

This adjustment occurs when you do not supply the thing directly to the payee but rather through a supply chain. The payee may have an increasing adjustment.

Company mergers

When two or more companies merge and continue as one company, this new company must make any adjustments the companies would have had to make if they had not merged. This includes adjustments where the new company makes changes in business use compared with the companies before the merger.

This does not include adjustments that the companies had to make before they merged.

Change to taxable sale

You may have a decreasing adjustment if you used a purchase solely or partly for private or domestic purposes or for making financial sales and you later make a taxable sale of that thing.

Purchases of going concerns

If you purchase a business as a GST-free supply of a going concern, you may have an increasing adjustment if you plan to make any sales, through that business, that are neither taxable nor GST-free. You may later have to make increasing or decreasing adjustments if the proportion of these sales changes over time.

See also

- *GSTR 2002/5 Goods and services tax: when is a 'supply of a going concern' GST-free?*

Unredeemed vouchers

If you sell a voucher that can be redeemed for a monetary value, you may have an increasing adjustment if both of the following apply:

- the voucher is not redeemed
- you have, for accounting purposes, written back to current income any reserves for the redemption of the voucher.

See also:

- *GSTR 2003/5 Goods and services tax: vouchers*

Tradex scheme goods

If you are an importer, the Tradex scheme gives you an up-front exemption from Customs duty and GST on imported goods you plan to export.

You may have an increasing adjustment if you hold a Tradex order and you deal with goods relating to that order differently from the way you would under the Tradex scheme.

See also

- [Tradex Scheme](#)  – on business.gov.au

GST registration

Registering for GST

If you register (or become required to be registered) for GST, you may have a decreasing adjustment for stock you have already purchased.

Cancelling your GST registration

If you stop being registered for GST, you may have increasing adjustments if you claimed or were entitled to claim GST credits for assets that you still have at the time your GST cancellation takes effect. This is because the assets are being taken out of the GST system, which is similar to final consumption.

See also

- If your business changes or ceases
- Changing, selling or closing your business

Gross-up clauses

'Gross-up' clauses are commonly included in commercial agreements to allow a supplier to recover additional amounts from the recipient in circumstances where GST has been undercharged or not charged on the supply.

Where we are entitled to recover unpaid GST from the supplier for periods beyond four years, the supplier may rely on such a gross-up clause to pass the burden on to the recipient.

Generally, there is a four-year time limit on claiming GST credits. If you provided additional payment under a gross-up clause, you may have a decreasing adjustment even if at the time of providing the payment you are no longer entitled to the credit because of the four-year time limit. You do not need an adjustment note to include the adjustment in your activity statement even if the additional payment you provided results in an adjustment event.

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Adjustment notes

Generally, you need a valid adjustment note before you can make a decreasing adjustment.

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Generally, you need a valid adjustment note before you can make a decreasing adjustment, unless the adjustment is for GST of \$75 or less.

For example, an adjustment event that discounts the payment for the original sale of the goods or services by \$660 results in a decreasing adjustment (GST liability) of \$60. As this is below the \$75 threshold there is no need to issue an adjustment note. It is not required for attribution purposes either.

There may be other circumstances where you do not have to hold an adjustment note.

If you need to report an adjustment but you don't have the required adjustment note when you lodge your activity statement, you report

the adjustment in the first activity statement you lodge after receiving the adjustment note.

You can't make a decreasing adjustment for a transaction that didn't include GST, even if you have a document from a supplier that states it is an adjustment note.

See also

- Accounting for GST in your business
- GSTR 2013/2 *Goods and services tax: adjustment notes*

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How to make adjustments

Work out how to make adjustments through different methods.

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If you report GST by the full reporting method, you can use either the accounts method or the calculation worksheet method to complete your activity statement for the reporting period. If you report GST by the Simpler BAS reporting method, you use the accounts method to complete each activity statement.

Accounts method

If you use the accounts method, you work out the GST amounts for your sales and purchases from your accounts. You report these amounts on your activity statement.

Report your GST on your BAS at:

- **increasing adjustments** at Label **1A**
- **decreasing amounts** at Label **1B**.

Calculation worksheet method

If you use the calculation worksheet method, you show the overall adjustment amount multiplied by 11 on the GST calculation worksheet at either:

- **G7** (adjustments) if you have an overall increasing adjustment
- **G18** (adjustments) if you have an overall decreasing adjustment.

The amounts you report on your activity statement will depend on whether you report on a **cash basis** or **non-cash basis**.

See also

- [Completing your BAS for GST](#)
- [Interactive GST calculation worksheet for the BAS](#)

Record your adjustments

To help you to work out your adjustments, we have developed worksheets so you can record all your adjustments for a reporting period and compare your total increasing adjustments and your total decreasing adjustments at the end of the period. There are five worksheets: Sales, Purchases, Bad debts, Creditable purpose, Adjustments summary.

Next step

- [Download the five worksheets \(PDF 72KB\)](#)

Worked example

The following example demonstrates the use of the calculation worksheet method with the **adjustment worksheets** to work out an overall adjustment for a reporting period.

Step 1

Complete the Sales worksheet.

Example: Sales worksheet

Jim and Maria operate a hardware store and are registered for GST. They previously sold a toolbox to Alex and included the amount for the taxable sale of \$350 on a previous activity statement.

Alex returns the toolbox when he finds it is not suitable and Jim and Maria agree to refund the full sale price. Jim and Maria show the refund against 'Cancellation of a sale' on the worksheet, as shown below.

One of Jim and Maria's customers is Brian. He is a carpenter and puts his purchases from Jim and Maria on a monthly account. In the previous reporting period, Jim and Maria made taxable sales on credit to Brian of \$3,600. Jim and Maria included this amount on their previous activity statement. When Brian pays his account on time, Jim and Maria offer a discount of 3%, or \$108. Jim and Maria show the discount against 'Reduction in amount for a sale because of a discount or rebate' on the worksheet, as shown below.

End of example

Sales worksheet

Adjustment for sales	Amount for sales (before the change occurred) included at G1	New amount for sales	Increasing adjustment (see note 1)	Decreasing adjustment (see note 2)
Cancellation of a sale	\$350	\$0	na	\$350
Reduction in amount for a sale because of a discount or rebate	\$3,600	\$3,492	na	\$108
Sale has stopped being taxable	na	na	na	na
Increase in amount for a sale	na	na	na	na

Sale has become taxable	na	na	na	na
Total	na	na	na	\$458

Notes:

1. Fill in this column if the amount in column 3 is more than in column 2. Subtract column 2 from column 3.
2. Fill in this column if the amount in column 2 is more than in column 3. Subtract column 3 from column 2.

Step 2

Transfer the totals from columns 4 and 5 of the Sales worksheet to line 1 of the Adjustments summary worksheet.

Step 3

Complete the Purchases worksheet.

If an adjustment event for a purchase occurs before you make an annual apportionment adjustment for the purchase, complete columns 2 and 3 without reducing the amounts to account for private use.

Example: Purchases worksheet

Jim and Maria return faulty electrical tools to their supplier. The tools cost them \$620, which they included on a previous activity statement to claim GST credits. Jim and Maria show the amount to be refunded to them against 'Cancellation of a purchase' on the worksheet, as shown below.

Jim and Maria purchased a number of mowers for a total price of \$10,000 in the previous period. They claimed GST credits for these purchases. They receive a volume rebate of \$830 from their supplier. Jim and Maria show the amount of rebate received from their supplier against 'Reduction in purchase price because of a discount or rebate' line on the worksheet, as shown below.

End of example

Purchases worksheet

Adjustment for purchases	Purchase price (before the change occurred) included at G10 and G11	Changed purchase price	Increasing adjustment (see note 3)	Der adj (see note 3)
Cancellation of a purchase	\$620	\$0	\$620	na
Reduction in purchase price because of a discount or rebate	\$10,000	\$9,170	\$830	na
A purchase stops being creditable	na	na	na	na
Increase in purchase price	na	na	na	na
A purchase has become creditable	na	na	na	na
Total	na	na	\$1,450	na

Notes:

1. Fill in this column if the amount in column 2 is more than in column 3. Subtract column 3 from column 2.
2. Fill in this column if the amount in column 3 is more than in column 2. Subtract column 2 from column 3.

See also

- Annual apportionment adjustments

Step 4

Transfer the totals from columns 4 and 5 of the Purchases worksheet to line 2 of the Adjustments summary worksheet.

Step 5

Complete the Bad debts worksheet.

Example: Bad debts worksheet

Jim and Maria sold building materials to Eugenio in a previous reporting period, which Eugenio now cannot pay for. Jim and Maria included \$1,500 in taxable sales to Eugenio on earlier activity statements. As they cannot collect any of the debt, they write it off in their accounts. Jim and Maria record the amount written off against 'Writing off bad debts or debts overdue for 12 months or more' on the worksheet, as shown below.

Some time ago Maria sold some timber to Dianne, who was renovating her home. It was a taxable sale for which they had accounted for GST. When they could not collect the debt, Jim and Maria wrote it off and made an adjustment on their activity statement for that earlier period. Dianne's financial circumstances have improved and she makes a part payment of \$300. Jim and Maria record the amount they receive in the 'Recovering bad debts written off or debts overdue for 12 months or more' line on the worksheet, as shown below.

End of example

Bad debts worksheet

Sales or purchases	Amount written off or recovered	Increasing adjustment (same as in column 2)	Decreasing adjustment (same as in column 2)
Sales – writing off bad debts or debts overdue for 12 months or more	\$1,500	na	\$1,500

Sales – recovering bad debts written off or debts overdue for 12 months or more	\$300	\$300	na
Purchases – bad debts written off by your supplier or debts overdue for 12 months or more	na	na	na
Purchases – payment of bad debts written off by your supplier or debts overdue for 12 months or more	na	na	na
Total	na	\$300	\$1,500

If a bad debt relates to a partly taxable sale or a purchase which is partly for a creditable purpose, the amount of the adjustment is reduced accordingly.

Step 6

Transfer the totals from columns 3 and 4 of the Bad debts worksheet to line 3 of the Adjustments summary worksheet.

Step 7

Complete the Creditable purpose worksheet.

Do not make an adjustment under this step if you intend to make an adjustment under **step 9** ('Work out adjustments for goods you use for a private purpose') for the same purchase.

Example: Adjustments for change in extent of creditable purpose

Jim and Maria purchased a vehicle for \$35,000 for use in their business. However, as they intended to also use it for private purposes they did not claim the full GST credit for the purchase. (Jim and Maria have not made an annual apportionment election.) At the time they purchased the vehicle, they estimated they would use it in their business 60% of the time.

At the end of the first adjustment period for the vehicle, Jim and Maria find from their log book that they have actually used the vehicle in their business 75% of the time since they purchased it. The percentage of their business use increases by 15% (75% minus 60%). They then multiply 15% by \$35,000, which comes to \$5,250. They record these amounts in the Creditable purpose worksheet, as shown below.

End of example

Creditable purpose worksheet

Description of purchase	Date acquired	Full purchase price (taking into account adjustments)	Intended (or previously claimed) extent of creditable purpose	A e c p
Vehicle	na	\$35,000	60%	7
Total	na	na	na	n

Notes:

1. Fill in this column if the amount in column 4 is more than the amount in column 5. Multiply the amount in column 3 by the percentage in column 6.
2. Fill in this column if the amount in column 5 is more than the amount in column 4. Multiply the amount in column 3 by the percentage in column 6.

Jim and Maria have a total of five adjustment periods to track the way they use the purchase because:

- the value of the purchase was more than \$5,000 but less than \$50,000, and
- it did not relate to business finance.

See also

- Changes in creditable purpose

Step 8

Transfer the totals from columns 7 and 8 of the Creditable purpose worksheet to line 4 of the Adjustments summary worksheet.

Step 9

Work out adjustments for goods you use for a private purpose.

You have an increasing adjustment if you purchased goods (such as items of trading stock) that you planned to use solely for business and for which you claimed GST credits, but then used the goods solely for a private or domestic purpose.

The amount that you included for the purchase at **G10** (capital purchases) or **G11** (non-capital purchases) on an earlier activity statement should be shown in line 5 of the Adjustments summary worksheet.

Do not make an adjustment under this step if you have made an adjustment under **step 7** for the same goods in this reporting period or any earlier reporting period.

Step 10

Work out any other increasing adjustments and multiply them by 11. Also work out any other decreasing adjustments and multiply them by 11. Show the results of these calculations at lines 6 to 10 of the Adjustments summary worksheet.

Record annual apportionment adjustments at line 10 (Other adjustments).

Step 11

Work out the overall adjustment for the reporting period.

Example: Adjustments summary worksheet

Jim and Maria work out their adjustments using the different adjustment worksheets. They use the Adjustments summary worksheet to work out their overall adjustment for the reporting period.

End of example

In the following *Adjustments summary worksheet* table:

Lines 1 to 5 – show adjustments you can work out using these instructions

Lines 6 to 10 – show adjustments that may require more information.

Adjustments summary worksheet

Line	Reason for adjustment	Increasing adjustment	Decreasing adjustment
1	Adjustments for sales following adjustment events	na	\$458
2	Adjustments for purchases following adjustment events	\$1,450	na
3	Bad debts written off or recovered	\$300	\$1,500
4	Change in extent of creditable purpose	na	\$5,250
5	Goods solely for private or domestic purposes	na	na
6	Insurance settlements	na	na
7	Company amalgamations	na	na
8	Sales of things used to make	na	na

	financial supplies or used privately		
9	Sales of going concerns	na	na
10	Other adjustments	na	na
11	Total	A \$1,750	B \$7,208

Step 12

If the total at A is greater than the total at B, transfer the difference to **G7** of the calculation worksheet. If the total at B is greater than the total at A, transfer the difference to **G18** of the calculation worksheet.

Example: Transferring to calculation worksheet

Jim and Maria transfer the amount of \$5,458 from their adjustments summary worksheet to **G18** (adjustments) of their calculation worksheet.

End of example.

Do not enter an amount at both **G7** and **G18**.

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