

In the case you need to reopen submitted GST return period to do amendment, you can do the steps below:

** For example, in the system you have submitted GST for 01/04/2015 to 30/06/2015 and now you need to edit a transaction dated 30/04/2015. So you will need to unlock the submitted GST return record first.

** Make sure you are using version 2015.1.5.5 or above.

1) Go to GST>Tax Return>double click to open the submitted period GST return record.

The screenshot shows the 'Tax Return - QNE Optimum' application window. The 'Tax Return' tab is active, displaying a table of tax return records. The first record is highlighted with a red box, showing a 'Taxable Start Date' of 01/04/2015, a 'Taxable End Date' of 30/06/2015, and a 'Status' of 'Submitted'.

Taxable Start Date	Taxable End Date	Due Date	Standard Rated...	Output Tax	Standard Rated...	Input Tax	Total Tax Payable	Total Tax...	Status
01/04/2015	30/06/2015	31/07/2015				628.00	37.68	37.68	Submitted

2) Go to tab Edit>Unlock Taxable Period>click Yes to confirm.

The screenshot shows the 'Tax Return - QNE Optimum' application window with the 'Edit' tab selected. The 'Unlock Taxable Period' dialog box is open, asking 'Are you sure you want to unlock this taxable period?'. The 'Yes' button is highlighted with a red box.

Unlock Taxable Period

Are you sure you want to unlock this taxable period?

Yes No

3) After done you can do amendment now. Once finished you can submit tax return again to lock.