

# Business Activity Statement (Australian BAS)

The Australian BAS Wizard works on Invoice or Accrual basis GST and as much as possible attempts to simplify the process. However because Sundry Transactions can contain entries that should not appear on the BAS as sales or purchases there is a need to allow some measure of operator control over what is included. To this end both sundry receipts and sundry payments are loaded into a holding area that can be edited ie; items marked as being included or NOT included in the BAS.

## Quick Steps

In General Ledger – Invoice Basis GST check the period is correct and press the Get From File button which will load and calculate all transactions for the current period. The next and previous buttons at the bottom will move from page to page in this order; Sales, Purchases, PAYG Withheld (which you can fill in from your payroll system) and the Final Result

Use the edit sundry income and edit sundry expenses to mark or unmark items to include in the BAS (these are marked as being included by default)

Use the supporting schedule button to check transactions are and balances are correct and the print transactions button to print any transactions for a given GST code

**BAS Wizard**

**GST Amounts You Owe The ATO From Sales Or Services Invoiced By YOU**

Total Sales (including GST)	<b>G1</b>	<input type="text" value="312309"/>	<b>G1 On The BAS</b>
Export Sales (Code 3)	<b>G2</b>	<input type="text" value="1200"/>	<b>G2 On The BAS</b>
Other GST Free Sales	<b>G3</b>	<input type="text" value="1000"/>	<b>G3 On The BAS</b>
Input Taxed Sales (Code 4)	<b>G4</b>	<input type="text" value="0"/>	
G2 + G3 + G4	<b>G5</b>	<input type="text" value="2200"/>	
Total Sales Subject To GST (G1 minus G5)	<b>G6</b>	<input type="text" value="310109"/>	
Adjustments (If Applicable)	<b>G7</b>	<input type="text" value="0"/>	
Total Sales Subject To GST After Adjustments	<b>G8</b>	<input type="text" value="310109"/>	
GST On Sales	<b>G9</b>	<input type="text" value="28191"/>	<b>1A In Summary On The BAS</b>

Total Income Not Invoiced (Sundry Income)   Add To G1

Total Subject To GST Income Not Invoiced (Sundry Income)   Add To G8

Sales Detailed

Purchases Detailed

Use GST Period

Choose Date Range (Supporting Schedule Only)

GST Period From  To

**NOTE:** Sundry receipts are NOT automatically added to the sales section of the BAS whereas sundry payments are. This is because it is assumed that there should be no sundry receipts in sales as all sales should be invoiced. It is common on the other hand for sundry payments (like bank charges etc) to be included in the BAS.

### **Editing Sundry Transactions**

Both sundry receipts and sundry payments can be marked as included in the BAS by using Y (yes) or N (no) in the Included column.

The transactions are arranged in general ledger account code order to make it easier to unmark all transactions for a particular account like Wages etc. It is also possible to mark all transactions for a specific account by positioning on the first account and pressing the F3 key. This will mark all instances of the same account with a N (No).