

# BAS Reconciliation Report

Last Modified on 18/10/2024 2:43 pm AEST



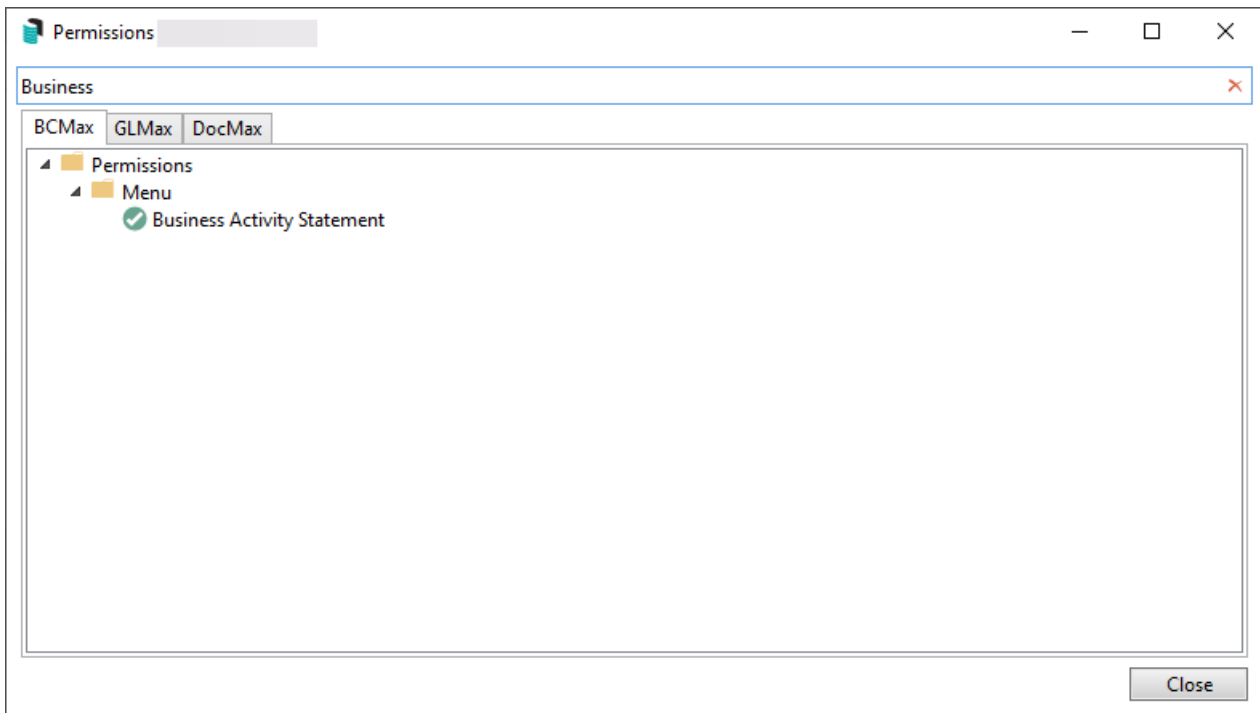
The instructions in this article relate to **BAS Reconciliation Report**. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

The **BAS Reconciliation Report** will provide a report for a single building or across your portfolio, to assist with lodgement with the ATO via your accountant / tax agent or the ATO Portal using SBR and the appropriate credentials. The BAS (Business Activity Statement) reports GST, PAYG Instalment and Withholding Tax for a specific period.

Please note that the information contained within this help page is only applicable to StrataMax versions 5.6.113.

## BAS Reconciliation Report | Security

To access the BAS Reconciliation Report, the user must have permission set to 'Allow' for *BAS Reconciliation Report* under the 'FinancialReports' category in *Security Setup*.



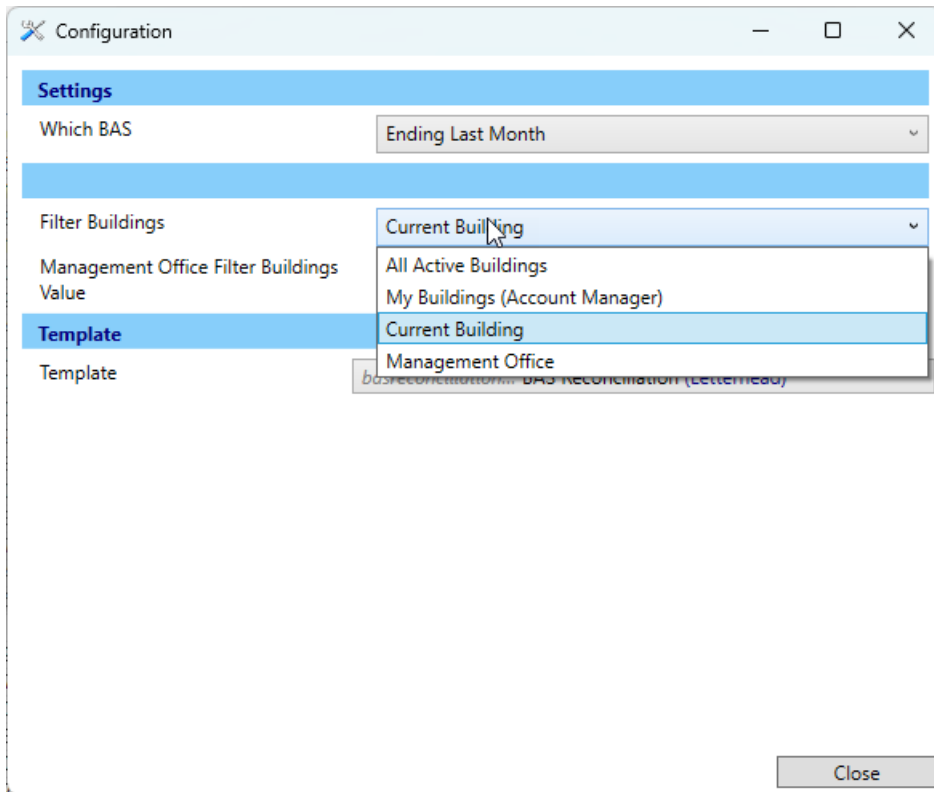
## BAS Reconciliation Report Template and Configuration

**BAS Reconciliation Report** will display the totals for the selected reporting period that the Building / Plan is registered for. This report can be used to assist with the lodgement of the BAS. It will also report each section of the BAS and detail the totals for each account code in each section to align with the totals.

There is one template available for BAS Reconciliation reporting plus a few configuration items to review. These reports can be applied using the **Report Distribution** method. If the *Filter Buildings* is set to All Active Buildings, all buildings will be included, and it can be useful to produce one report set to send to the appropriate person for BAS lodgement.

The **BAS Reconciliation Report** can be set with a **Report Set** or when using the **BAS Reconciliation Report** from Report Distribution for single reporting.

1. Search or select **BAS Reconciliation Report**.
2. The **BAS Reconciliation Report template** will be available from the Report Distribution window, and the internal user will be pre-tagged.
3. Select the cogwheel to set the template and configuration settings.
  - Set the Which BAS option for 'Ending Last Quarter' or 'Ending Last Month'
  - Use the Filter Buildings to choose the selection for buildings.
    - Select the applicable Management Office if required.
4. Click *Close*



### Example: Business Activity Statement Report

[Redacted] / 001 31/07/2024

GST for 01/04/2024 to 30/06/2024			
G1 Total Sales	153,788	Tax Free Purchases	0
G2 Export Sales		G10 Capital Purchases	Total 3.00
G3 Other GST Free Sales		G11 Non-capital Purchases	Posted 185.86
1A GST on Sales	13,980	1B GST on Purchases	13,977
			Variance 182.86

W1 Gross Wages	W2 Tax Withheld - Wages	Total
	W4 Tax Withheld - No ABN	Posted
		Variance

T1 Instalment Income	T2 Instalment Rate	Total
T3 Varied Rate	T4 Reason	Posted
		Variance

GST on Expenses	Purchases
12110 ACCOUNTING - BAS PREPARATION	220.00 20.00
12705 BANK CHARGES	45.60 4.14
13105 CLEANING	4,489.24 408.12
13250 DOORS & WINDOWS	1,768.80 160.80
13405 ELECTRICAL REPAIRS	220.00 20.00
13890 GARAGE DOORS	308.00 28.00
13905 GARDEN & GROUNDS	1,040.60 94.60
15005 MANAGEMENT FEES	1,862.49 169.32