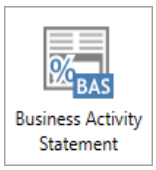
Business Activity Statement

Last Modified on 24/07/2026 1:08 pm AEST

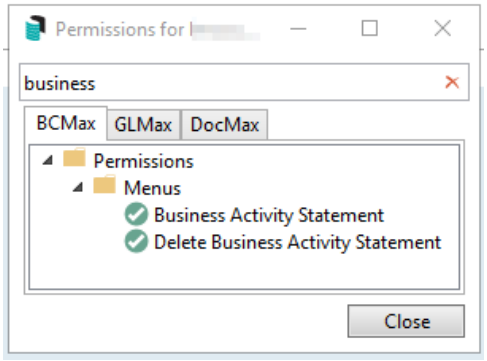


The instructions in this article relate to ***Business Activity Statement*** and ***Income Activity Statement*** and the tax types available in StrataMax. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

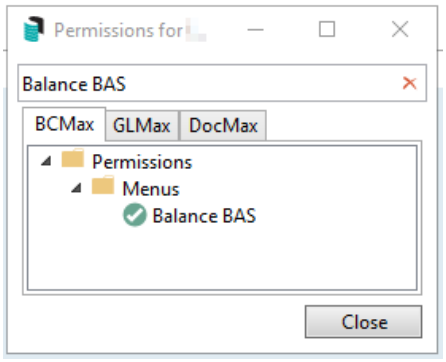
Business Activity Statement | Security

To access the ***Business Activity Statement***, the user must have permission set to 'Allow' for Business Activity Statement under the 'Menus' category in ***Security Setup***.

The Delete button in the 'Prepare BAS' screen, is only available if the user has the 'Delete Business Activity Statement' permission, which is recommended to be accessible by administrators only.



An additional function to assist with identifying potential transactions causing a variance is the 'Balance BAS' permission.



Business Activity Statement (BAS) | Overview

StrataMax only provides reporting on an accrual basis for reporting and GST, there is no cash reporting option available. See our **FAQ's** for more detail.

Businesses registered to report their tax obligations to the Australian Taxation Office (ATO) can report the following tax types on either a BAS or IAS, depending on which tax types have been registered:

- GST - GST on Sales, Expenses or Capital Acquisitions.
- PAYG Instalment - Instalment for Income Tax, based on the prior year income tax return and non-mutual income.
- PAYG Withholding - Tax held from Wages to be paid on behalf of an employee.

If the registration is only for Instalment Tax, the lodgement form is called an IAS (Income Activity Statement). Tax registrations are configured in ***Building Information***.

Preparing the BAS

Preparing the BAS reports data for the current period and allows:

- Review of the transactions.
- Editing of tax codes.
- Validation and variance checks prior to finalisation.

There is validation between the BAS being prepared and the GST Clearing Account balance as at the closing date. You will not be able to finalise the BAS if the variance exceeds the configured tolerance.

Finalising the BAS

Finalising the BAS will generate the required Creditor Invoice transactions for payment or refund, to the configured ATO Creditor Account, in the Tax Setup section of ***Building Information***. The finalise can only occur when:

- The reporting period is complete.
- The EFT or CRN Payment reference has been entered (***Creditor Maintenance***) for the selected Building.
- The variance is within the configured tolerance.

Issues preventing BAS finalisation

If the BAS will not finalise:

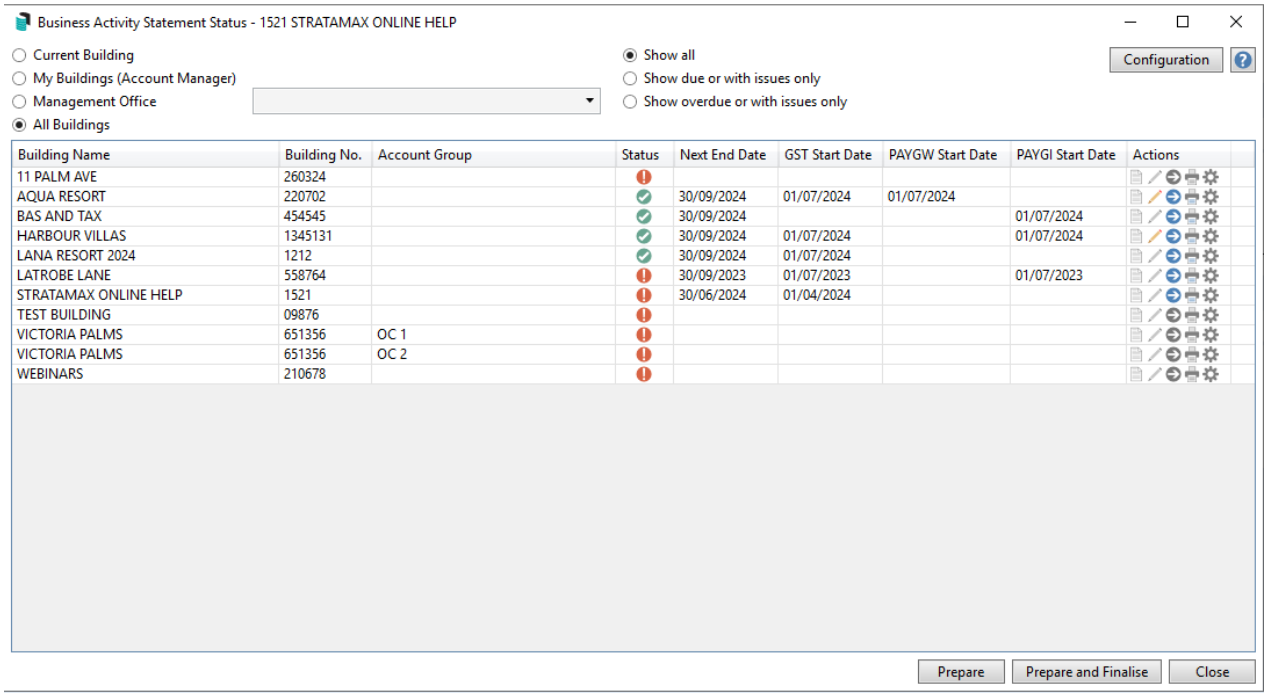
- Confirm all required tax setup configurations are complete:
  - The 'Don't Prepare BAS Date Before' is not empty.
  - Payments references are complete.
  - ATO Creditor Account is set.

- Check the variance tolerance has not been exceeded.

BAS Reporting and Lodgement

The ***BAS Reconciliation Report*** can be prepared for all buildings as one PDF or exported to Excel to assist with lodgement by a tax agent or accountant. Alternatively, use the ***Search BAS***, to select and report the required fields used for lodgement and then use the Export option to create one Excel worksheet for use for lodgement.

Business Activity Statement Status



Filters:

- Advanced filters for Building selection.
- Status filters to identify overdue, in-progress, or issue-related BAS.

Columns:

- Building name and number
- Account Group name will display if the building reports by account groups (VIC).
- Status indicators to determine if a BAS is ready, overdue or if issues exist.
- Next End Date will display the end of the next reporting period, determined by the reporting frequency from the tax setup.
- GST / PAYGW / PAYGI Start Date will display the start date for the current period, if the tax is currently registered in tax setup.
- Actions - see below for details.

Status Information

Below are some examples of the various status messages that may be displayed when you hover across the status column and require action.



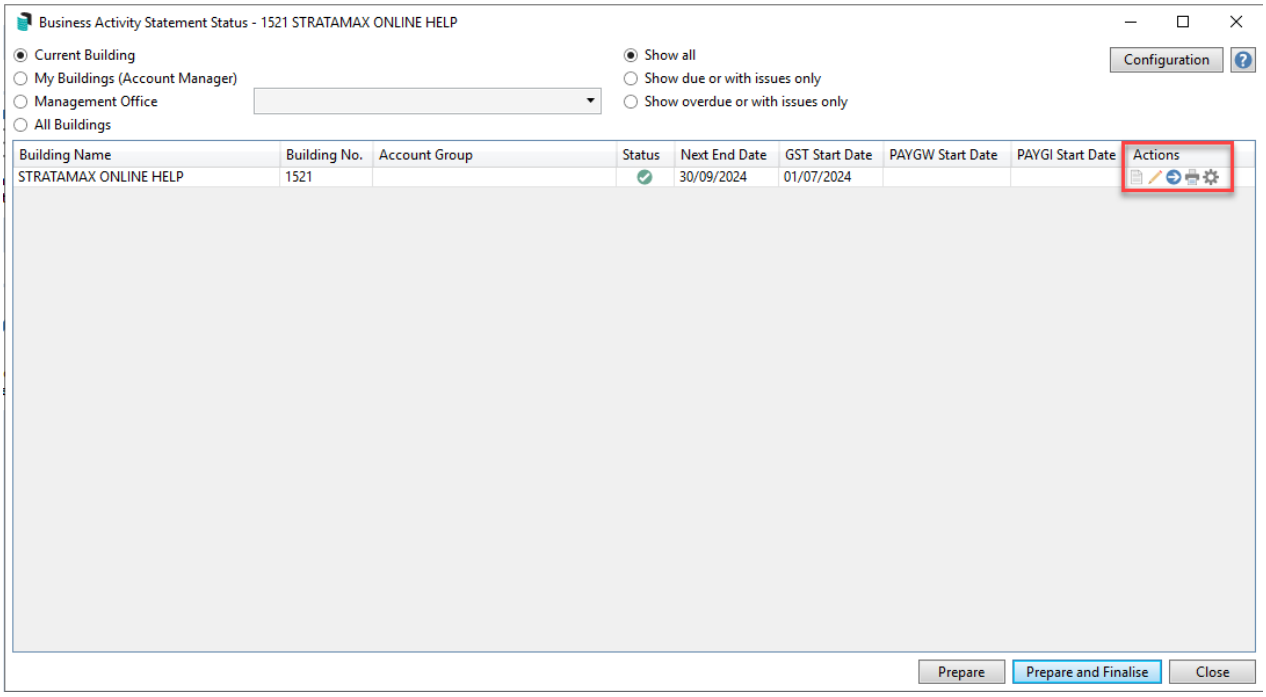
- Next BAS is Due to be prepared by - will display date (not overdue).

- BAS is Due by - will display if close to due date (not overdue) and waiting to be Finalised.



- Set the 'Don't Process before Due Date' in Tax Setup - the date must be set for the end of the prior period, so the current period can be calculated - i.e. 30.06.24 will set the current BAS period to 01.07.24 - 30.09.24.
- BAS has not been prepared by <date> - will display if the BAS is overdue, based on the number of days entered in the 'Configuration' screen, in the *Number of days after the end of a period that the BAS is due.*
- Variance - A BAS will not finalise if the variance is higher that the configured tolerance set in the configuration.

Actions available on the BAS



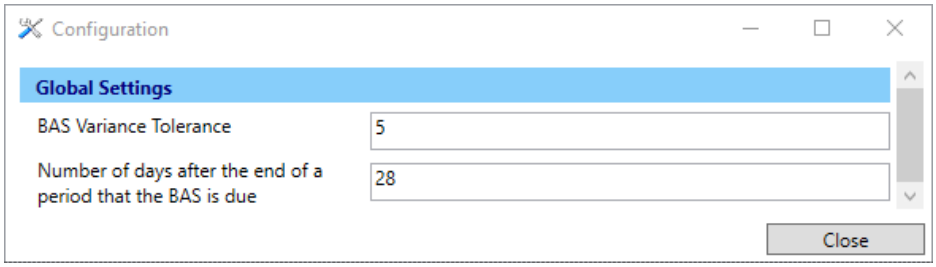
- *View Last BAS* - The last BAS will be displayed and the option to print the report for selected building will be available, either with the default template or to Excel. This view will also show the transactions posted to the defined ATO Creditor as set in Tax Setup.
- *Reopen Last BAS* - This option will allow the prior BAS period to be reopened so important

transactions that were not included can be updated, the re-finalise of the BAS will create adjusting Creditor transactions.

- *Prepare a New BAS* -The report for the current period will be prepared. The BAS can be edited, saved or printed. If the BAS is already prepared, a prompt to 'Edit the In Progress BAS' will be displayed to make selection to update any recent or updated transactions. An 'In Progress' BAS can also be deleted to allow the prepare to be completed again for the period to refresh all transactions.
- *BAS Reconciliation Report* - Will display the selected building ***BAS Reconciliation Report***.
- *Tax Setup* - This shortcut will display the ***Building Information***, BAS / IAS (GST) Registrations which can also be updated and saved.

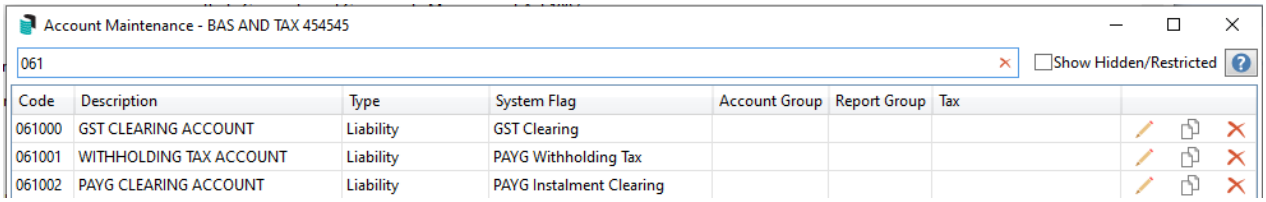
BAS | Configuration

1. Search or select ***Business Activity Statement***.
2. Click the *Configuration* button in the top right of the BAS window.
    - *BAS Variance Tolerance:* This amount is the variance between the Clearing Account balance at the end of the reporting period compared to the expected BAS / IAS amount for the same period. The BAS will not be able to be finalised if the amount is greater that the set tolerance (StrataMax recommends a tolerance of $5.00 be set to allow for rounding as the BAS is reported to the ATO in whole dollars).
    - *Number of days after the end of a period that the BAS is due*Set the number of days to help with the timing for lodgement. Once the number of days is exceeded, the BAS will report as overdue with a red warning icon.



BAS Clearing Account Setup

The setup of the Clearing Accounts is completed in ***Account Maintenance***. The system flag will define which tax type and this will be used to process transactions to when the BAS is finalised. These account codes should not have any manual transactions created as they are system codes used to create the required transactions. Manual entries to these accounts will cause a variance to the relevant area.



ATO Default Creditor

The ATO-defined Creditor is set in the ***New Building*** Setup screen for all new buildings and amended in ***Building Information*** - GST / Tax Setup. The Creditor reference numbers for payment for BPAY or EFT are set in ***Creditor Maintenance***.

This particular code is the only creditor code that has its own system tax code setting, which may affect the creditor for Building Transfers. Review this information on how to adjust this.

Prepare the Current Period BAS / IAS

Preparing the current period for the BAS will calculate the GST transactions, including any new transactions that may have occurred. Once any variances or tax code adjustments (if any) have been addressed, and the prepare action is completed, it should also be finalised in the same process to ensure the total balance matches the reporting with what will be used to lodge with the Australian Taxation Office. The *Prepare* button will also assist in running the BAS Reconciliation Report for the current period which is useful to review before Prepare and Finalise is actioned.

1. Search or select ***Business Activity Statement***.
2. Select advanced filter options:
    - *Current building:* Only the BAS for the current selected building (noted at the top of the window) is displayed.
    - *My Buildings (Account Manager):*To select an individual Account Manager name and the properties they are listed for.
    - *Management Office:* Select from drop-down list if being utilised.
    - *All Buildings:* Displays all registered Buildings requiring lodgement.

    Select Status filter options:
    - *Show all:* All buildings based on the above selection.
    - *Show due or with issues only:*Buildings that are due for review for the BAS period completed but not yet prepared or have issues.
    - *Show overdue or with issues only:*Buildings that are overdue (based on configuration) for the BAS period completed but not yet prepared or have issues.
3. To prepare one building, click the in the *Actions* column. To prepare all buildings, click *Prepare* to update it to the current reporting period.
4. If a report for the current period is required for one building, click in the *Actions* column. To

prepare a report for all buildings, use the ***BAS Reconciliation Report***.

5. Once the BAS is ready to be finalised, click the *Prepare and Finalise* button (in the right corner), which will create the Creditor Invoice/ Refund for the creditor account and update the next end date to the following BAS period.
6. Review the Status column to resolve any issues and amend. If there is a *GST variance,* see below for guidance on how to investigate and resolve.

If the ***ATO SBR*** has been setup, in your office, with the appropriate credentials, once the BAS is finalised use ***ATO SBR*** to continue with lodgement direct to the ATO.

Finalise the BAS

Finalising the BAS is the last action to close off a BAS period and is used in conjunction with preparing the BAS. Once the BAS has been finalised, distribute the BAS reports for lodgement, ensuring all balances are exactly as per the ATO lodgement report. This action will also create the creditor invoice for payment or a credit note for a refund.

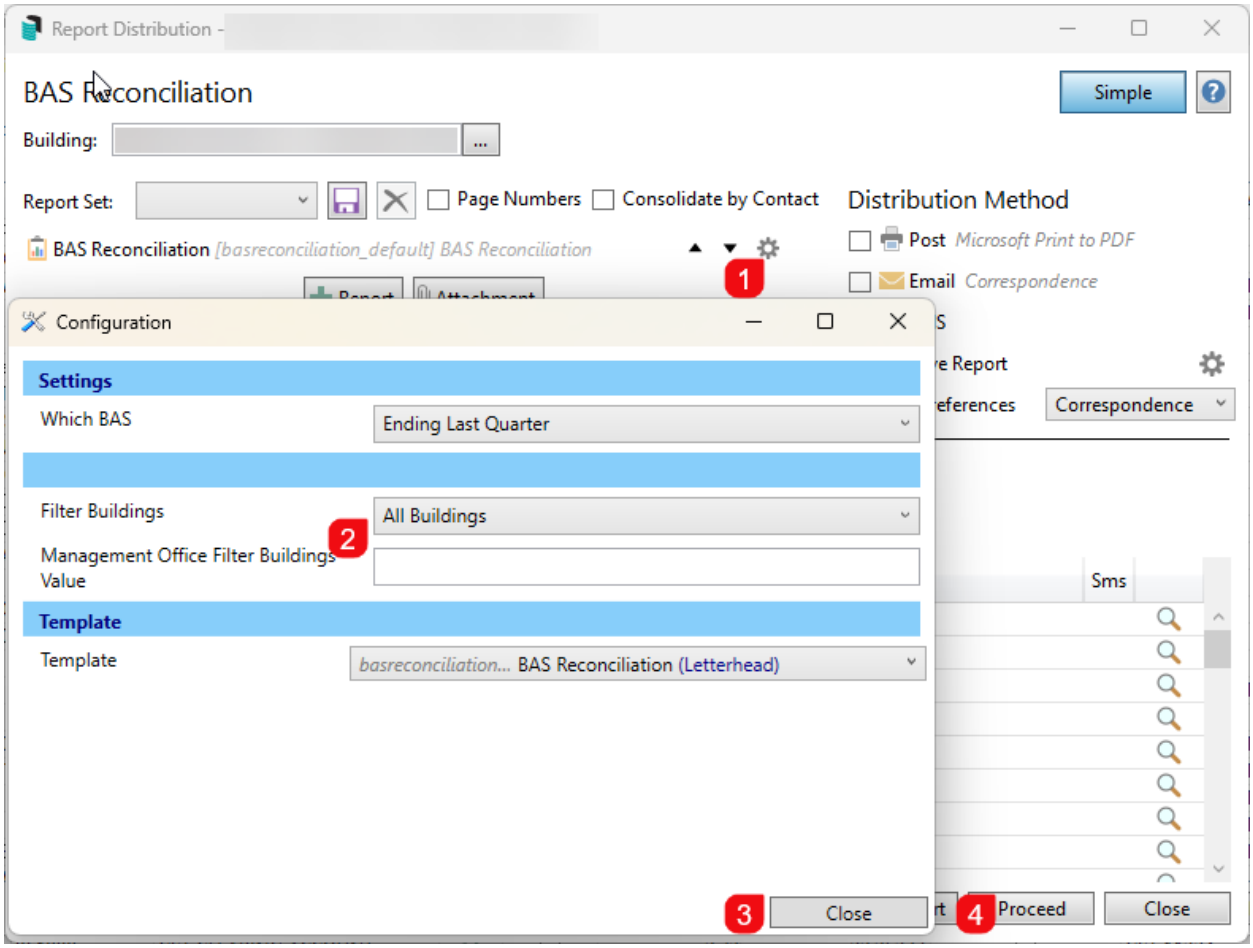
1. Search or select ***Business Activity Statement***.
2. Select required Filter options for Buildings / Status.
3. Select *Prepare and Finalise* to process all displayed buildings that have no issues. This will process the Creditor Invoices / Credit notes for the ATO Creditor as defined in the tax setup.

Distribute the Prepared and Finalised BAS Reports

The now-completed BAS/IAS reports can be easily distributed for use with lodgement at the ATO. There are two options for distribution. These reports can be sent to the accountant for lodging. For clients using the ***ATO/SBR Lodgement***, this will be the next area to finalise foreach BAS period.

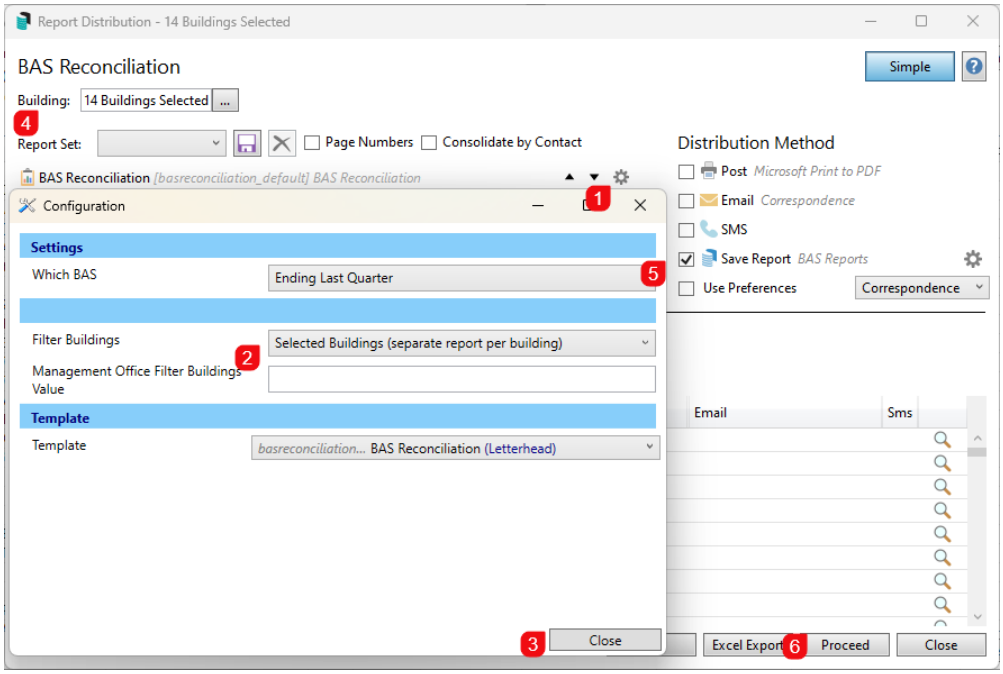
Distribute BAS Report in a single report

1. Search or select ***BAS Reconciliation Report***.
2. Select the cogwheel and ensure that *Filter Buildings* is set to *All Buildings.* Click *Close*.
3. Click *Proceed* to preview the report which will include a single file. Use the *Save* icon and save the file to a network location. Or use the *Email* icon to send via email.



Distribute BAS Report individually for DocMax

1. Search or select ***BAS Reconciliation Report***.
2. Select the cogwheel and ensure that *Filter Buildings* is set to *Selected Buildings (separate report per building)*. Click *Close*.
3. Refer to the Save Report area and set a profile that is appropriate for the BAS Report.
4. Use the *Building Selector Tool*, use the Filters drop-down and set GST registered. Tag all buildings. Click *Select.*
5. Click *Proceed*. From the Preview window, click *Send X Emails Send to DocMax* again to file these into DocMax for each building.



It is important that the finalised BAS figures are lodged exactly the same when completed with the ATO.

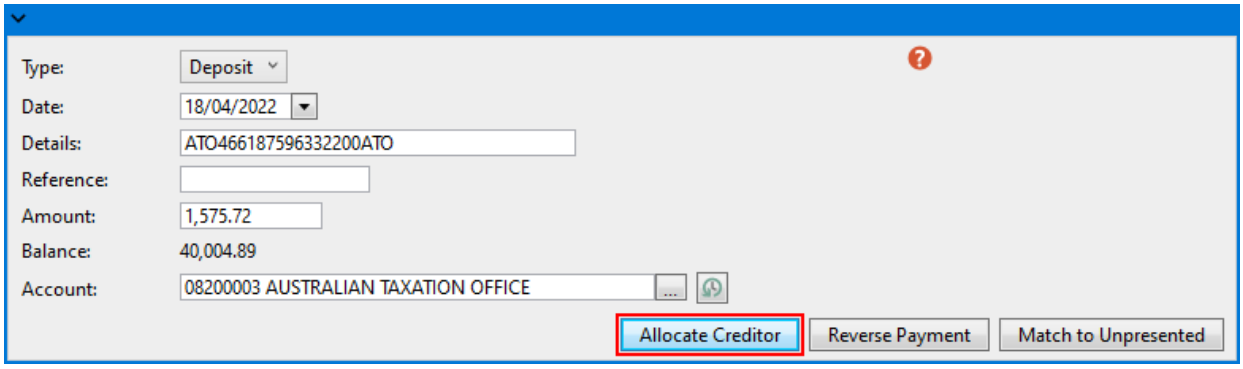
ATO Payments & Refunds

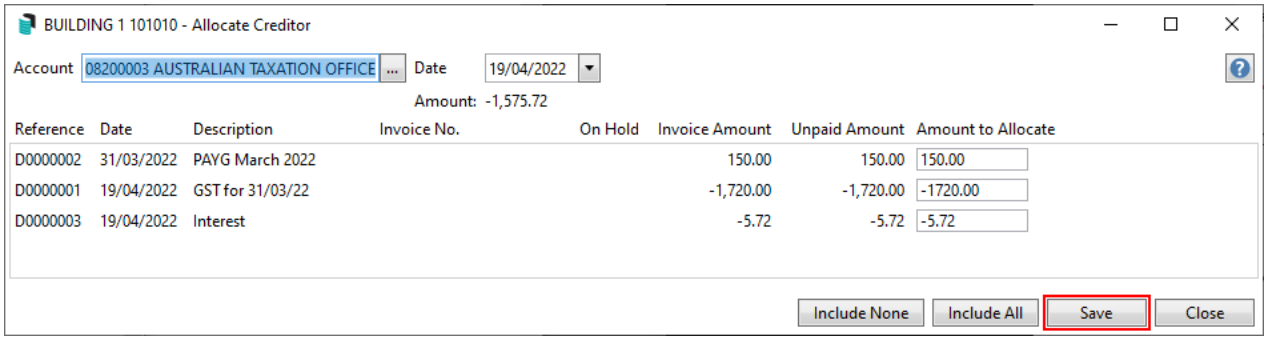
The payment method selected for the ATO Creditor may be either BPay or EFT and will require the CRN or EFT Reference number to be entered for the BAS to be finalised. This information is entered into ***Creditor Maintenance*** in the local building section.

When the BAS is finalised, it will automatically create the Creditor Invoices for Payment or Credit Notes for refund. ATO Payments can be processed via ***Payments*** once lodgement is completed and the amounts are exactly the same.

If a refund is due, once received in Process Bank Statements, it can be applied to the credit notes using Allocate Creditor for the ATO Creditor. The refund should be reviewed to ensure that the amount is the expected value to make the ATO Creditor account balance back to $0.00. If the amount refunded is note exactly as expected, review the ATO Creditor transactions for any missing invoices / credit notes to be entered prior to processing the refund.

The ATO or GST refund cannot be posted to PAYG Withholding Tax, GST Clearing or PAYG Instalment Tax accounts to ensure correct posting to the ATO Creditor account.





Individual Business Activity Statement

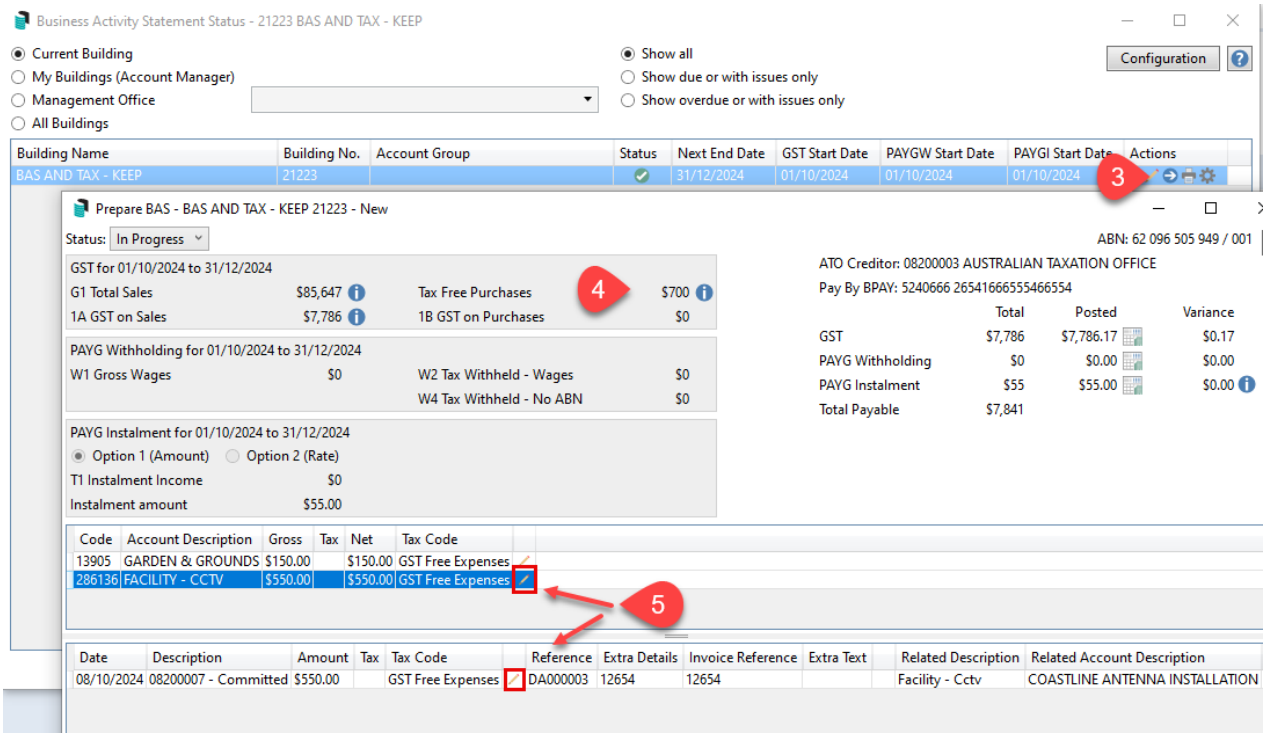
There may be times when a current period BAS for a specific Building / Plan requires review and amendments to be made. Once the current period has been prepared it can be reviewed and updated / amended. There may also be the odd occasion that the recently finalised BAS may need to be re-opened or possibly deleted - see below for further details for the most appropriate action for these scenarios.

Edit Current period

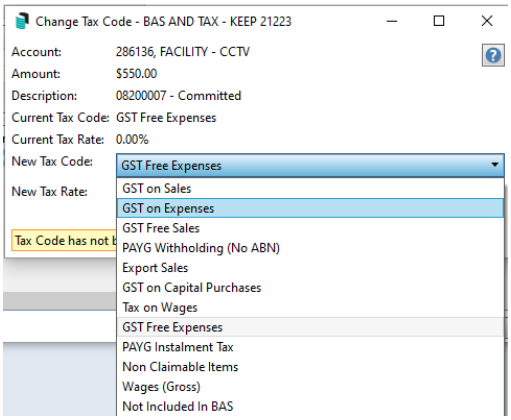
The most common adjustments required for the current / prepared BAS will be the adjustment for tax codes that may need to be updated if incorrectly entered on the original transactions. These amendments can be completed while the period is incomplete or after the end of the reporting period before the BAS is finalised.

Tax Code Changes within the BAS cannot be completed if the transactions have been included on a finalised Income Tax Report. If the BAS must be edited, the most recent Income Tax Report can be deleted.

1. Search or select ***Business Activity Statement***.
2. Locate the Building to be Edited.
3. Select the *Prepare New BAS* action.
4. Select the section of the BAS to be reviewed - i.e. Tax Free Purchases.
5. Locate the code to be amended in the section below and select either the:
    a. Code section to update all transactions in the selected code or,
    b. Select the individual transaction in the list once the code is selected.



1. Use the pencil icon to display the current tax code and then amend as necessary.
2. Select *Save*.
3. Repeat for further tax code changes.
4. Save and Close the BAS once complete.



Edit in Local Transactions

Editing GST on transactions is also available in ***Local Transactions*** and will assist with changing a tax code and updating the BAS area. This can be used for both current and prior BAS periods. Any tax code changes applied will affect the date-specific transaction and will be included in the most current ***Business Activity Statement***.

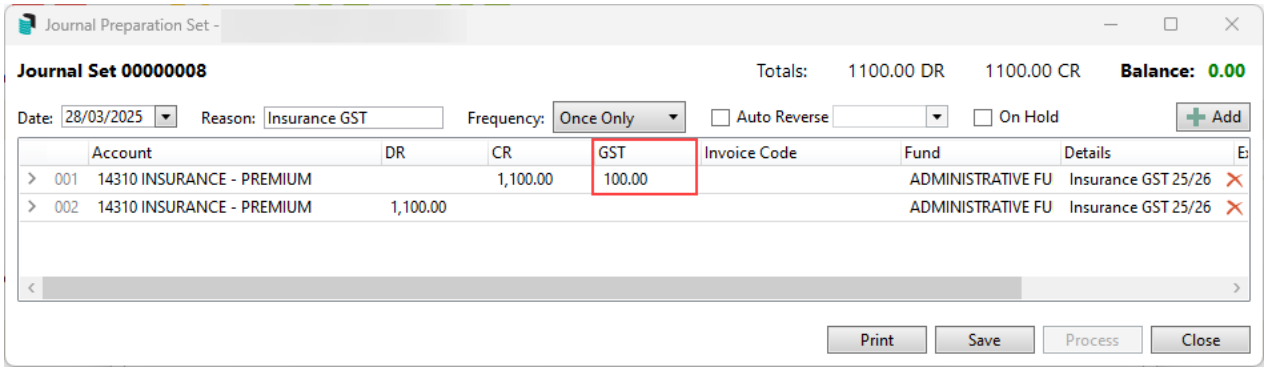
Edit GST using Journals

Editing GST using ***Journal Preparation*** is done specifically and can be managed using the GST flag in the journal set. The example below includes an insurance premium payment that understated the GST, which now needs to be include more GST. If the example is overstated, complete the same steps but for opposite entries. Journaling directly to the GST clearing account is not recommended, as this will cause

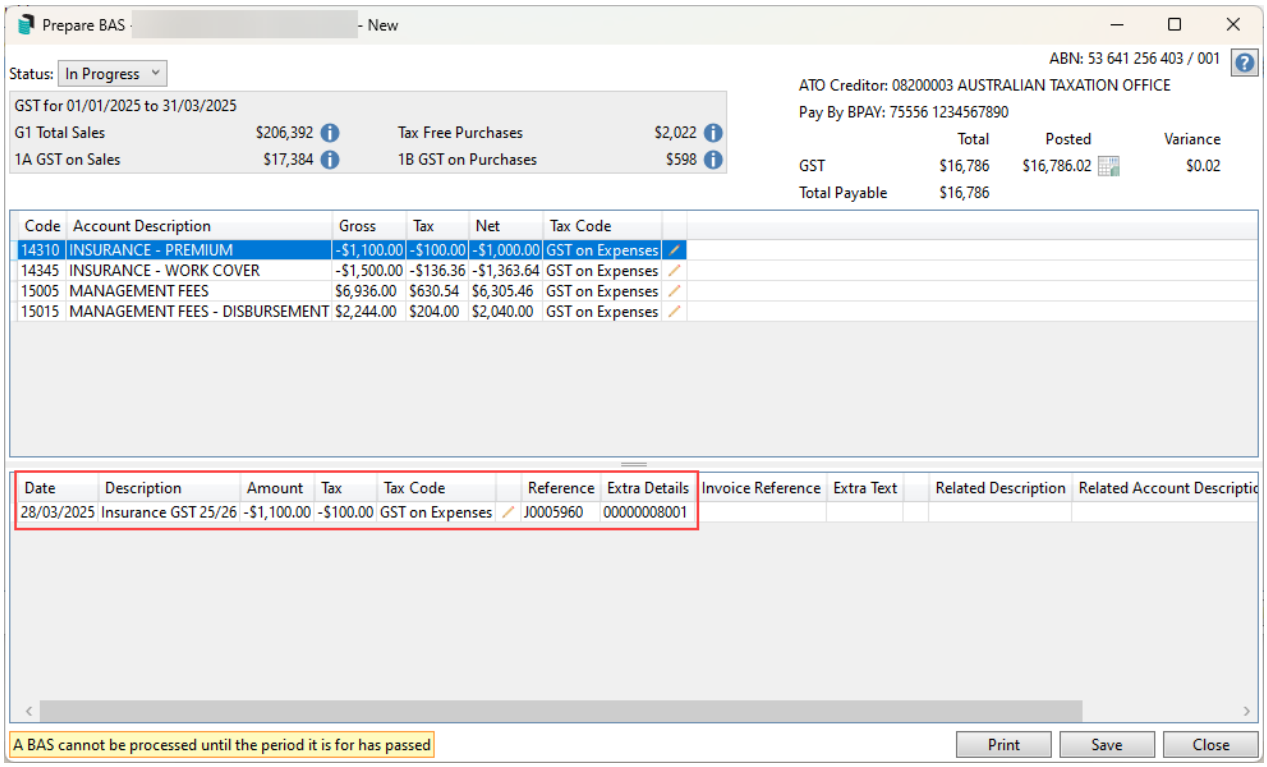
a variance, and using this method will take up the GST correctly.

1. Search or select ***Journal Preparation***.
2. Click + Add Journal Set.
3. Enter the date (noting that it will be included with the BAS period it relates to) and reason, and click the + Add button.
4. Select the account and enter the amount required. Refer to the GST flag, which will include GST.
5. Click + Add and select the same account code, tick *No GST,* and set the GST dropdown.
6. Click *Save / Close / Process.*

Journal Preparation Set:



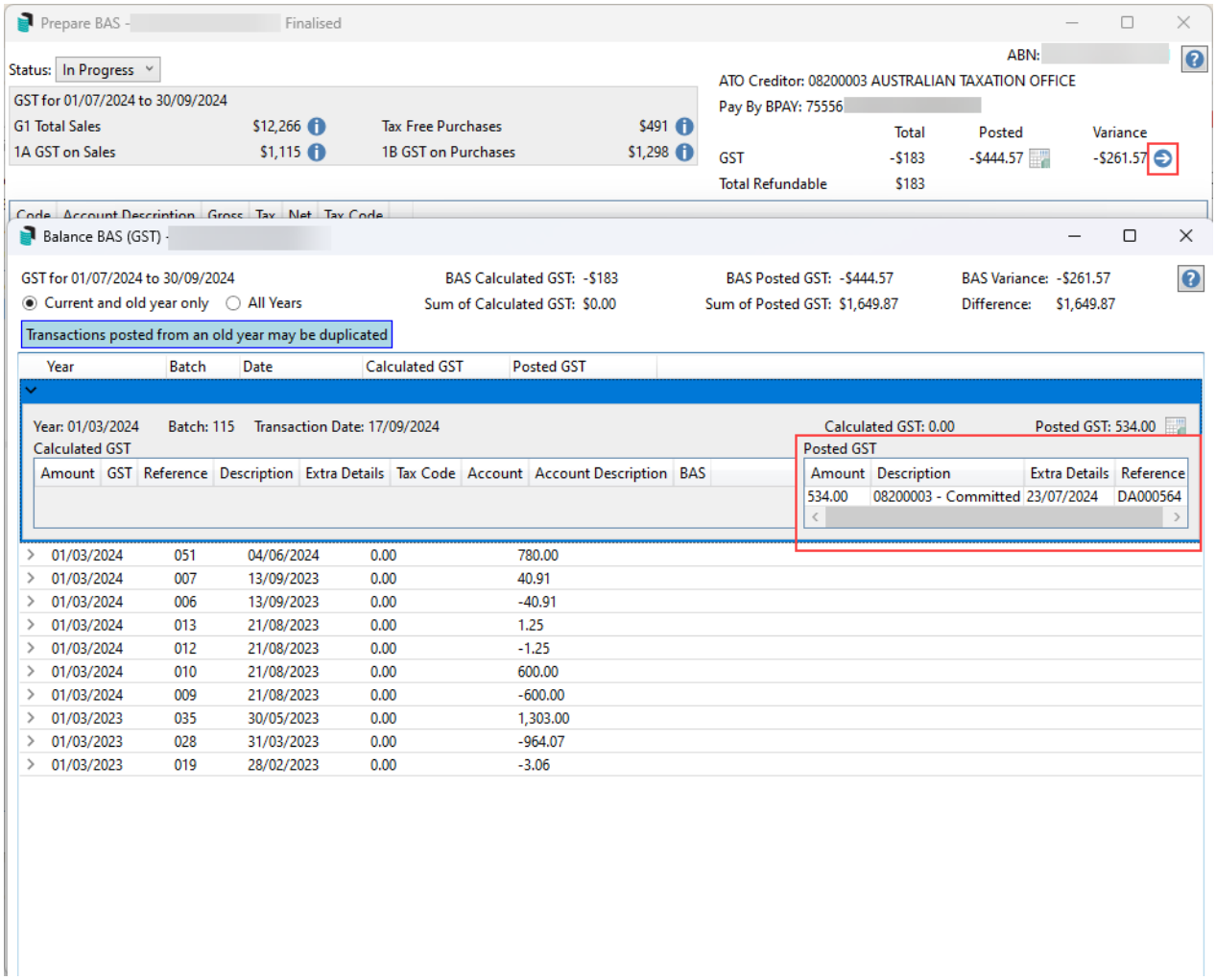
BAS effect:



Balance BAS Tool

The Balance BAS tool provides a view of potential transactions that may be causing discrepancies or a variance in GST and PAYG Withholding balances and is controlled via ***Security Setup***. This tool will only be available to use when the variance is outside the set Configuration tolerance.

1. Search or select ***Business Activity Statement***.
2. Locate the Building to be reviewed. Select the *Prepare New BAS* action.
3. From within the *Prepare BAS* screen, select the blue arrow icon next to the variance amount. This can also apply to PAYG Withholding variances.
4. Using the Balance BAS (GST) window, select the included transactions to identify what has been posted to the clearing account that could be causing the variance.
5. Using this information, complete the required action with either a***Creditor Invoice*** or ***Journal Preparation*** set to move this to the nominated account. If a journal is being completed to move the balance to a GST to reconcile type account, these must be investigated and resolved where possible.



GST Variance

The GST Clearing account total balance on the Balance Sheet at the end of each period, should match what is also being lodged. The GST Clearing account is only for transactions automatically created by the System. If manual entries have been allocated to this account, over time, you may have a variance.

You may need to review with your BAS Agent or Accountant to assist.

If there is a variance on the GST, this will need to be investigated and resolved prior to finalising the current / next reporting period.

Why is there a Variance?

This is often due to transactions that are in the GST Clearing account in error or were manually entered and possibly not in the correct format.

There are likely to be three outcomes:

1. The **GST Clearing Account is wrong** and a transaction/s need to be removed to resolve the variance. This is likely to be a journal to be completed in Journal Preparation i.e. Income Tax refund in GST Clearing Account.
2. The **GST Clearing Account is correct**, however a manual amount entered into the GST Clearing Account previously should have be included on the BAS Lodgement. This is likely when an entry was created but not with the correct system details GST *** and would have then not been reported on the BAS. This variance will have been an issue since the original transaction occurred, however the prior BAS did not check the variance, which is a new feature. This variance should only require investigation and resolution on the first period using the new GST / BAS enhancements. This scenario will require a manual entry to the ATO Creditor for payment / refund and should also be manually included on the ATO lodgement, either for a prior period or added to the current period.
3. Unable to determine a reason for the variance, journal to resolve this at a later time. This is a interim solution, as the above investigation is highly recommended. This option will leave a balance on the financial statements for reconciliation at a later time - this may need to be discussed with your BAS Agent / Accountant. A new balance sheet code may be added in ***Account Maintenance***, for example "GST Adjustment", or "GST Variance" or similar. The date of the the journal **must** be in the current GST reporting period to correct the variance.

NOTE: It is not recommended that journals are completed to the GST Clearing Account after the variance is resolved, all adjustments can now be easily done in the ***BAS*** or using ***Local Transactions***, *Edit Tax Code*.

There are only two types of transactions that should be in the GST Clearing Account – what are these?

- GST (Account Code) Transactions – automatically created.
- ATO Creditor account invoices / credit notes, posted when the BAS was saved.

Amount	Running Balance	Invoice Code	Description	Reference	Extra Details	Fund Name
9.49	-1,185.59		GST 1011	J0044035	J0044033	Admin Fund
4.88	-1,180.71		GST 2011	J0044038	J0044036	Sinking Fund
9.49	-1,171.22		GST 1011	J0044046	J0044044	Admin Fund
4.88	-1,166.34		GST 2011	J0044049	J0044047	Sinking Fund
10.44	-1,155.90		GST 1011	J0044057	J0044055	Admin Fund
5.36	-1,150.54		GST 2011	J0044060	J0044058	Sinking Fund
0.48	-1,150.06		GST 1272	J0044067	B0002213	Admin Fund
14,212.04	13,061.98	18	GST for 30/06/24	DA006271	004	Admin Fund
-13,241.04	-179.06	18	GST for 30/06/24	DA006272	005	Sinking Fund

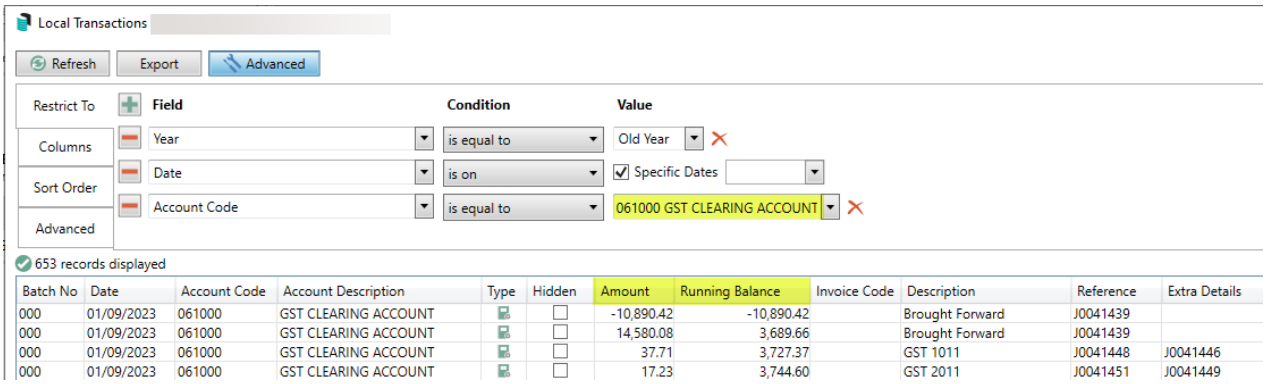
GST Transactions

Creditor Invoice

How do I locate the manual Transactions?

Use ***Local Transactions*** to identify any entries that are not the above two system transactions – noting you may have to review old & historic year data. Use the Running Balance column to help and ensure that you increase transactions in Advanced if there are more than 1000 transactions.

Use the Running Balance to check the amount for the prior BAS – i.e. last June transaction running balance (rollover amount) should be the total for the June ATO Creditor amount.



Batch No	Date	Account Code	Account Description	Type	Hidden	Amount	Running Balance	Invoice Code	Description	Reference	Extra Details
000	01/09/2023	061000	GST CLEARING ACCOUNT			-10,890.42	-10,890.42		Brought Forward	J0041439	
000	01/09/2023	061000	GST CLEARING ACCOUNT			14,580.08	3,689.66		Brought Forward	J0041439	
000	01/09/2023	061000	GST CLEARING ACCOUNT			37.71	3,727.37		GST 1011	J0041448	J0041446
000	01/09/2023	061000	GST CLEARING ACCOUNT			17.23	3,744.60		GST 2011	J0041451	J0041449

What are some examples of the manual transactions?

- GST Refund – if allocated from the Bank Reconciliation, but the original BAS entry is already posted to the ATO Creditor.
- Income Tax Refund – incorrectly coded from the Bank Reconciliation and possibly should have been allocated to an income account or ATO Income Tax Creditor if a Credit Note was entered for the Refund.
- Journals manually applied to the GST Clearing Account – check the description and possibly extra details to identify.

Example

Manual transaction & ATO Refund

Account Description	Type	Hidden	Amount	Invoice Code	Invoice Code Description	Description	Reference	Extra Details
G S T CLEARING ACCOUNT			-4,753.91			GST 101	J0000416	J0000414
G S T CLEARING ACCOUNT			-6,001.09			GST 201	J0000421	J0000419
G S T CLEARING ACCOUNT			14,686.06			Opening bal GST adj	J0000444	
G S T CLEARING ACCOUNT			-7,788.00			ATO59635882053I001AT	R0000021	Direct Dep.

You will not be able to finalise the BAS if there is a variance larger than the configured tolerance set. Also review the GST, Tax and Wages FAQ which is constantly being updated.

Check the ***Local Transactions*** for the GST Clearing Account code for any strange looking items that may have been manually applied to the account in error. Example:

- ATO Refund (if should have been applied to the ATO Creditor instead).
- Opening Balances, should be reconciled to $0.00 for the first period after the setup of the Building / Plan.
    - Opening Balances should always be applied to a separate account at setup so as to not be missed on the first reporting period, as these are manual entries to be lodged with the StrataMax BAS.
- Manual transactions that are not the same as the system created GST entries, as these will not have been included on the BAS.

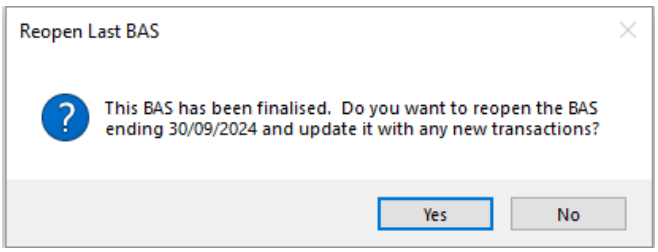
Re-Open Last BAS

If a finalised BAS needs to be amended, the ReOpen Last BAS action can be used. Only the most recent / last period can be re-opened. It is recommended that this option is used with care and by guidance from your administrator / accountant / BAS Agent. As Creditor Invoices are created, when the original BAS was finalised, there will be new adjusting Creditor Invoices / Credit Notes transacted when the BAS is re-finalised.

Scenarios that may require the BAS to be reopened:

- Tax code updates required for one or more transactions that must be reported in the recently closed period.
    - Note: These amendments, if minor can be completed in the current / next period by updating with ***Local Transactions***.
- Auditor / Accountant adjustments.
- Lodgement for PAYG Instalment had a varied rate or percentage.

1. Search or select ***Business Activity Statement***
2. Click on the pencil icon to *Reopen Last BAS*.
3. Select *Yes* if appropriate to proceed, then *Save*.



Delete Last Period

If a finalised BAS needs to be amended, the Re-Open Last BAS action must be used to access the Delete option. This option should be considered as a last option as the Re-Open BAS should assist to include any additional changes. Please discuss with your administrator if this is the correct action.

Scenarios that may require the BAS to be reopened then deleted:

- If incorrect balances are included and possibly are items that should be excluded.
- A new tax type is registered - i.e. PAYG.

> The delete option is only available if the original Creditor Invoices for the ATO Creditor have NOT been paid.

GST Conversion Account

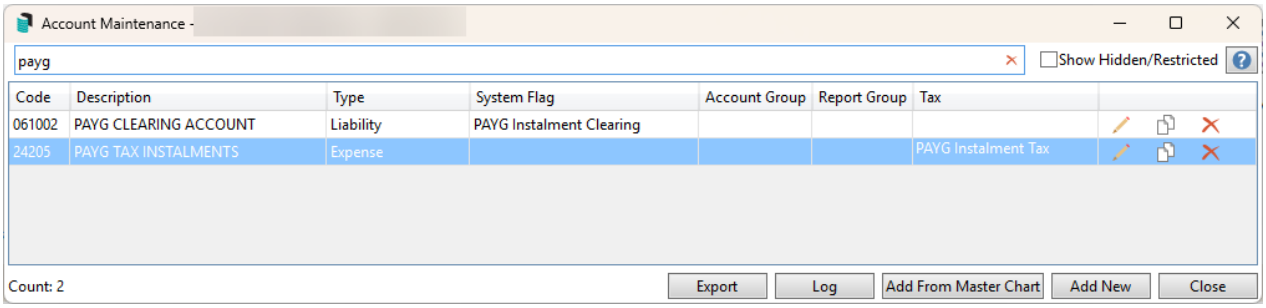
GST Conversion Account is an account used to record the GST amount from opening balances from a prior manager. This amount should be reported to the ATO in the first period that the BAS is lodged, which will usually also include amounts that have been transacted in StrataMax for the remaining portion of the same period. This amount should have accompanying reports / documentation from the prior manager, so it can be lodged correctly with the ATO for Income / Expenses. Please refer to your accountant / administrator should you not be able to determine how to resolve this opening balance amount, this is external to StrataMax transactions and GST calculations.

PAYGI

Setting up a building for PAYGI can be done for all buildings, including those that are not registered for GST. The setup of these accounts is done in a similar way as the BAS accounts, and will use the Business Activity Statement screen to create the transactions.

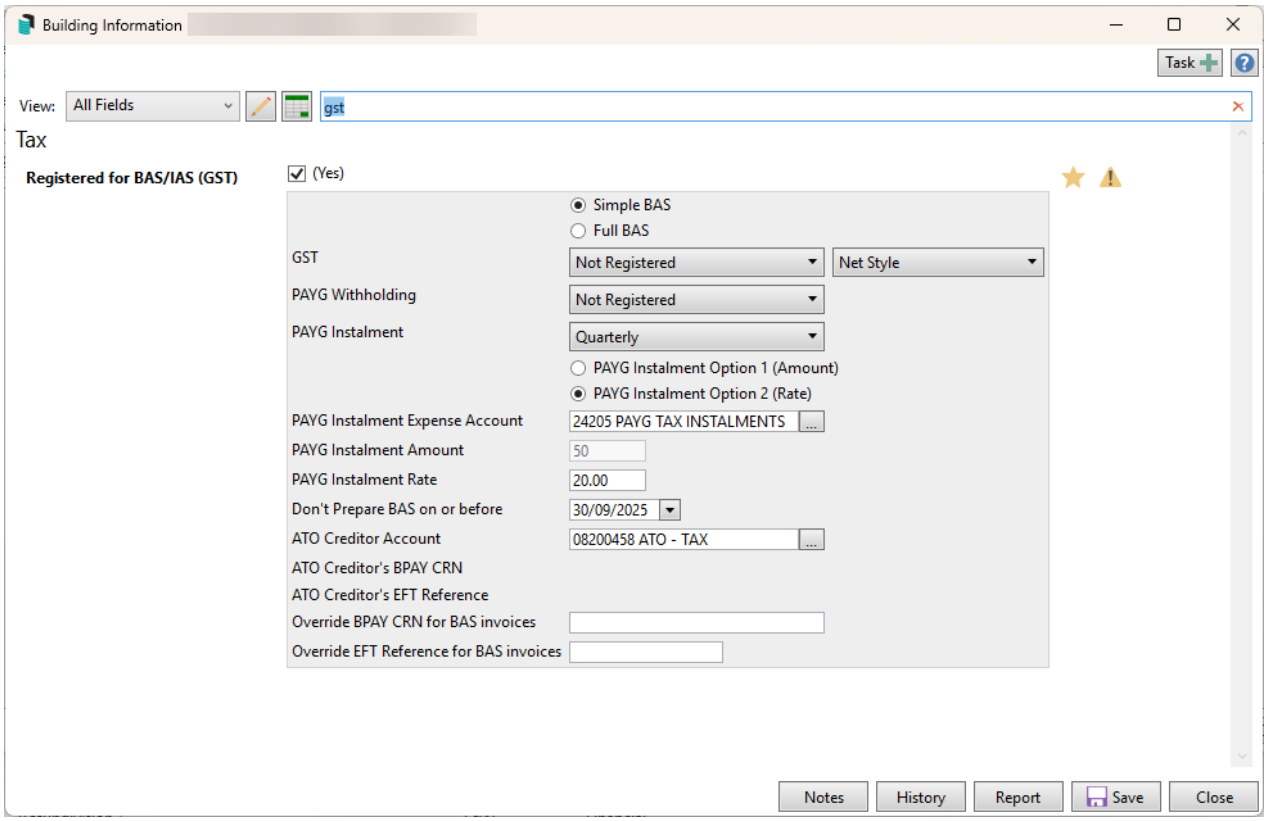
Setup

Account Maintenance: ensure an account code is available for the PAYG Instalment Tax Code, including the system clearing account.



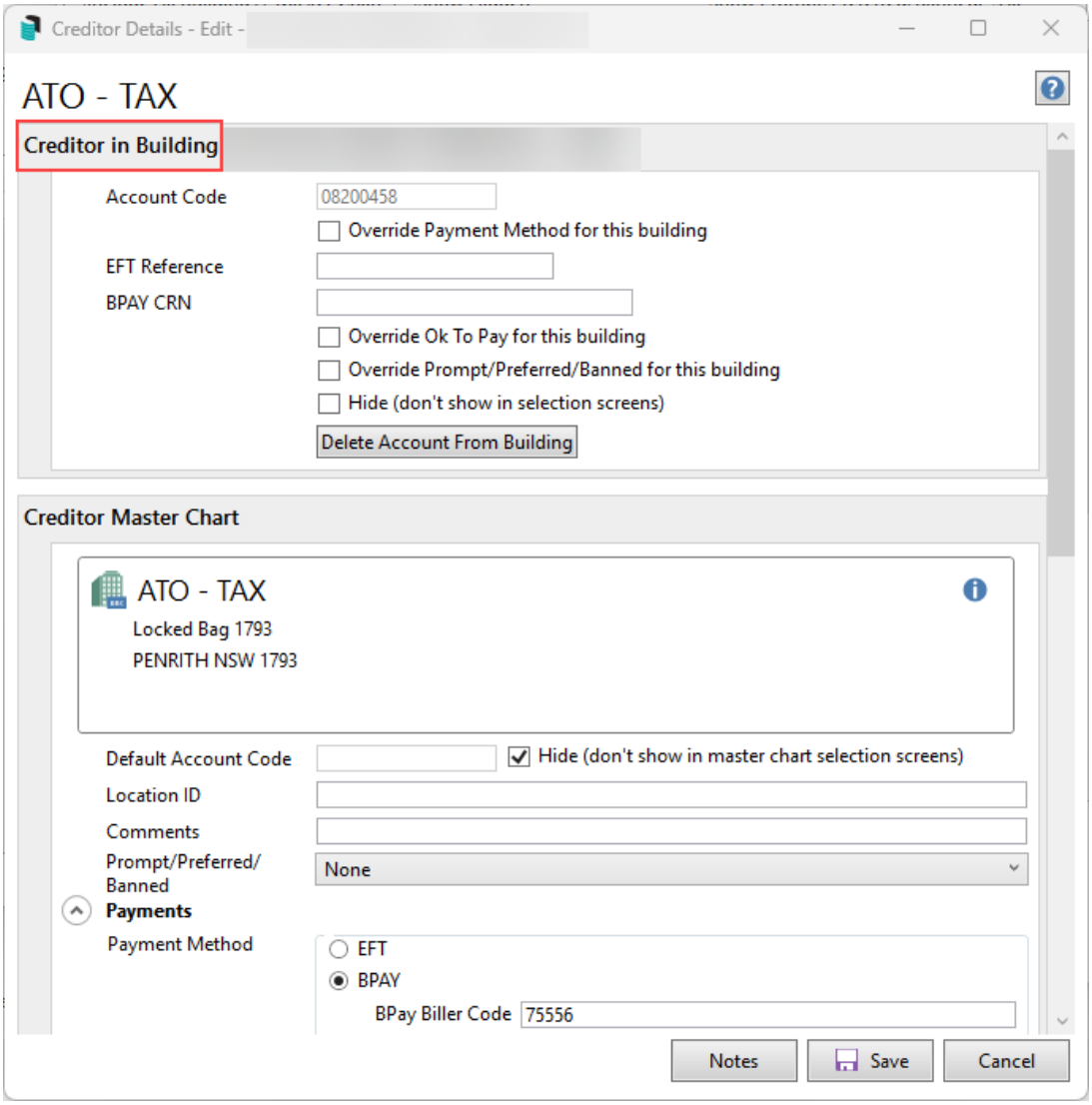
Building Information: ensure that the PAYG Instalment fields, which include PAYG Instalment with the relevant option, Instalment Expense, and Instalment Amount or Rate (depending on what option has been

set). Don't Prepare BAS on or before (if a new building setup) and ATO Creditor Account.



Creditor Maintenance

When the BAS/PAYGI is finalised in the BAS screen, it automatically creates an invoice ready to pay the ATO. To ensure the payment is credited to the correct ATO account, a unique Payment Reference Number (PRN) is used. This unique reference can be entered into the Creditor in Building area with either the EFT Reference or BPay CRN fields.



Finalising the BAS and PAYGI Entries

Each instalment period, when you open the **Business Activity Statement (BAS)**, there will be a current entry ready for review and finalisation:

- **For GST-registered buildings,** the entry will include both the BAS and the PAYGI instalment amounts.
- **For buildings not registered for GST but with a PAYGI amount:** Only the PAYGI entry will be available for review and finalisation.

When you finalise the current period, the system automatically creates an invoice to the nominated creditor account, ready for payment.

System-Generated Batches

Upon finalising the BAS, the system processes two batches:

1. A transaction between the **ATO Creditor** and the **PAYGI Clearing Account**.
2. A transaction between the **PAYGI Clearing Account** and the **Expense Account**.

Both batches are processed simultaneously, ensuring that the PAYGI Clearing Account ends with a zero balance.