

**AGRIMASTER®  
HELP NOTE**



**BAS Checklist**

***Period ended*** \_\_\_\_\_

- Chattel Mortgages or Hire purchases. Have you represented all parts of the transaction, including trade-ins and stamp duty? Has the full purchase price of new equipment been represented?
- Completed downloads from AWB, Grain Pool of WA, Agracorp and Primaries.
- Reconciled all bank accounts (including AWB) and closed off each month.
- Printed off monthly reports.
- All fuel transactions entered ( Make sure you used the correct codes and entered your quantities
- Check your percentages for Fuel tax claims
- Did you use Repair Past to correct any prior period transactions?
- Have all wages been entered, including those paid with cash?
- Have all cash transactions been recorded?
- Have any staff superannuation obligations been completed.

**Process for Closing Tax Period...**

- Ensure correct/current period is ready to be closed.
- Print off the GST Full Report and explain adjustments represented with #. Make note on GST Full Report.
- Analyse this report and ensure that it makes sense. Does the net GST match your own manual calculation?
- Are all transactions represented in the correct GST category?
- Correct any errors through repair past.
- Check if there are any GST adjustments from prior periods.

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- ❑ Once all corrections have been accounted for, reprint the GST Full Report.
- ❑ Now you can mark BAS (View, Print and Close Tax Period).
- ❑ Allow the system to create your transactions as a cheque or EFT payment.
- ❑ Close all GST and other tax periods (Wages Tax, PAYG Installment etc).
- ❑ Go to the transactions screen and edit the date on the transaction that has been prepared for the Australian Taxation Office to agree with today's date. There is no need for you to prepare your own entry.