AGRIMASTER® HELP NOTE

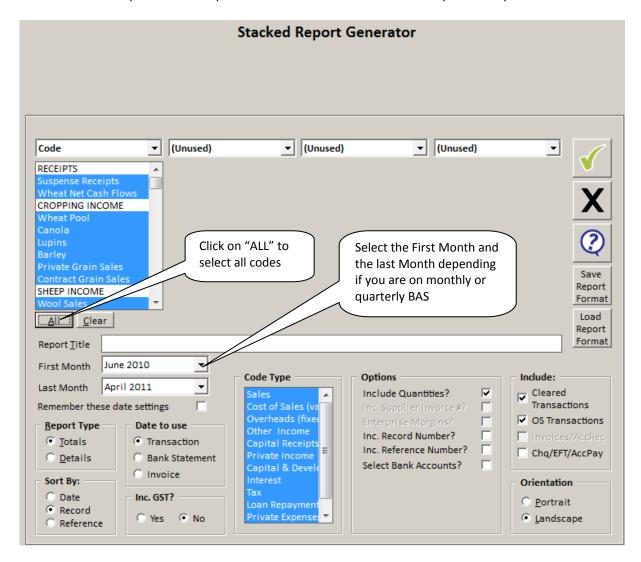


BAS Reconciliation

This help note is to assist you in your BAS preparation and will assist you in checking that everything has been correctly coded before lodging your BAS.

The following reports should be run to verify the GST is correct:

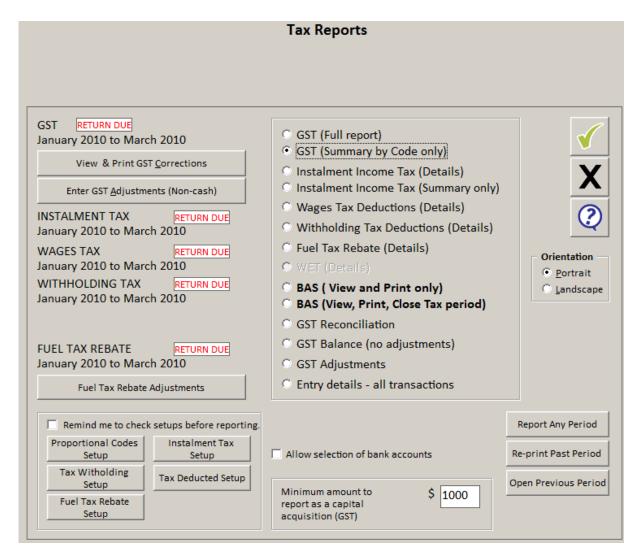
1. Run a **Stacked Report (GST Inc)**. Each Month or quarter the date range will need to be amended to the correct BAS period. The Report should include ALL Codes for the period in question



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2. Run a **GST** (Summary by Code only) report, for the same GST period as the **stacked report**. Ensure the correct fields have been selected as shown below:



- **3.** Using the **Stacked Report (Inc. GST)** and the **GST (Summary by Code only)** compare each code's figure to ensure they cross check and reconcile for the BAS period.
- **4.** Run a **Stacked Report (Ex GST)** ensure all fields in the dump picture shown below are selected. Each quarter the date range will need to be amended to the correct BAS period.
- **5.** Run a **Cash Trial Balance** report, this will report the figures Ex GST. Ensure all fields in the dump picture shown below are selected. Each quarter the date range will need to be amended to the correct BAS period.
- **6.** Using the **Stacked Report (Ex. GST)** and the **Cash Trial Balance** Report, compare each code's figure to ensure they cross check & reconcile for the BAS period.

Printout a **GST Full Report** and check all entries in the following categories in the report to ensure they have been categorised correctly, then attach a copy of the BAS form to be filed away.

- Financial Acquisitions
- Capital Acquisitions < \$1,000</p>

- ➤ Capital Acquisitions > \$1,000
- ➢ GST Free Acquisitions
- Acquisitions where Supplier not registered
- Loans & Tax
- GST Corrections



7. It is possible for you to lodge your Business Activity Statement on-line though the Australian Taxation Office website using the ECI (Electronic Commerce Interface) if you would like information about this facility please have a look at the ATO's ECT website at www.eci.ato.gov.au