

Overview

This document is to assist with the monthly or quarterly reconciliation of your BAS Tax Return.

1. When the time comes to do your BAS Tax Return make sure all of your transactions are **posted to the GL**.
2. When you create your BAS Return tick the 'Include Previous' option. This will ensure that any transactions that were created in the past since your last BAS are included in the return.

3. Then click the calculate button. Once the system has calculated the transactions you can go ahead and compare the 1A section and the 1B selection to the GST sales and GST purchases accounts in the GL. (Accrual Basis)
4. Please be aware that the BAS Return doesn't report on any **GL Journals** OR entries from the **Cashbook with LR = G**, so take this into consideration when reconciling between the sub ledgers to the General Ledger.
5. Once Calculated you can click on the Summary Tab and then Double Click on any of the calculated fields – this will show you all the transactions used. This can be exported to Excel to be used for reconciliations

TROUBLESHOOTING:

Reasons why these won't balance

- SubLedgers not Posted to GL
- Direct journals to the GST account in the GL that won't exist on the Debtor/Creditor ledger

You can also run the Tax Rate by Type Report for the chosen period and balance this to your GST GL accounts to do the BAS Return rather than using the BAS Return function.