

Instructions for completing a Cash Basis Business Activity Statement ~ MYOB v18

Before preparing your BAS you should have completed the following Reconciliations, as at the end of the BAS period you are reporting for eg 30 September 2009:

1. Bank Reconciliations
2. Credit Card Reconciliations

If you use a Cash Draw – make sure it is balanced – the balance should be “Zero”, or the amount of the next deposit.

If you use a Payroll Clearing account – make sure it is balanced – the Balance should be “Zero” or the amount of your payroll cheque to be entered.

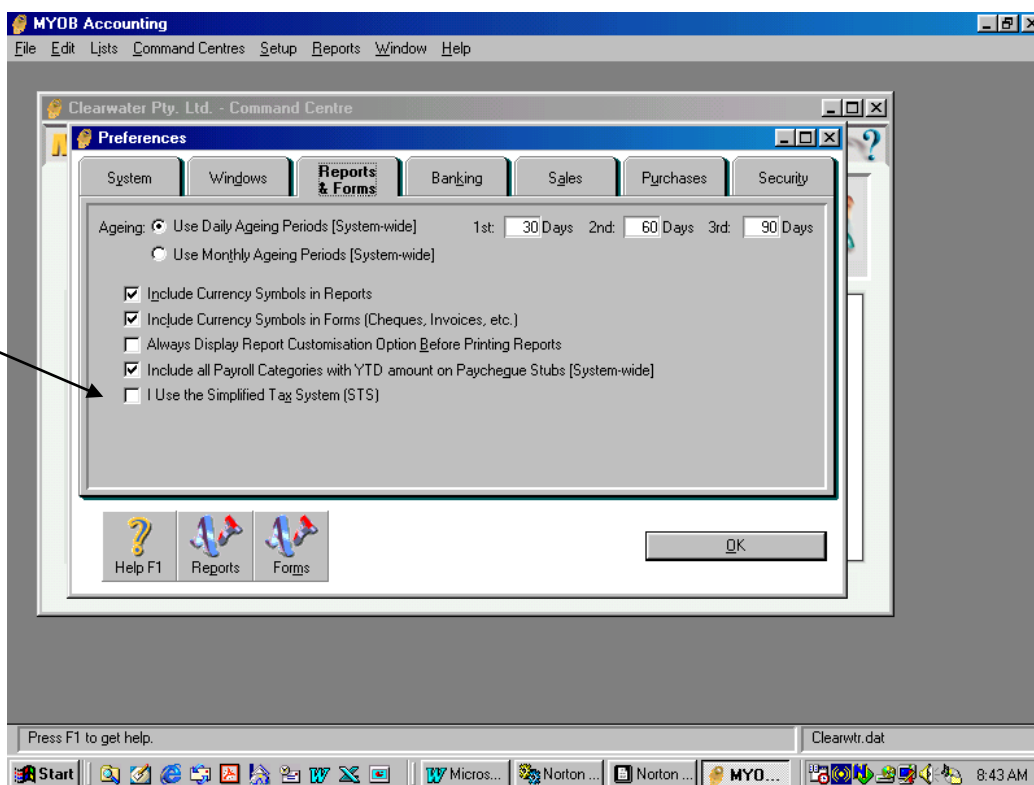
Run the following reports to check your Debtors and Creditors are in balance:

1. Receivables Reconciliation Summary -
(Go to Reports; Sales tab; click on report; then click on Customise; then enter ending date of your BAS eg 30th September 2009.)
2. Payable Reconciliation Summary –
(Go to Reports; Purchases tab; click on report, then click on Customise; then enter ending date of your BAS eg 30th September 2009.)

Both of these reports should say “Out of Balance 0.00”

If all of the above have been done, and there is no accounts out of Balance, proceed to enter your Private Use components into the system, for such items as Telephone, Electricity, Motor Vehicles.

All of the following reports, will need to be run on a Cash Basis. To do this go to Set-up; Preferences; select “Reports and Forms” Tab; click on the box next to “I Use the Simplified Tax System (STS); when you do this a box will appear with a date field; enter “01.07.01”.



Private Use Calculations and entry

1. Go to Reports and Run a “Profit & Loss with Year to Date” for the 3months covering the period of the BAS eg July, August, September 2009.

(Reports; Accounts; Profit & Loss; Year to Date; then click on Customise; click and drag across the appropriate months (check which year your system is set to eg Current Year 2009; make sure it is for the right year).

2. Go to the expenses which need a private use apportionment eg Motor Vehicles. Work out the total expenses for Motor Vehicles for the selected period. Multiple this by the private use %, this is the amount which needs to be adjusted.

Example: Total Motor Vehicle expenses for July, August, and September equal \$3250.00 – private use percentage ~ 24%. Therefore $\$3250 \times .24 = \780.00
This is the amount which we will use in the journal/ cheque GST adjustment.

3. Go to Accounts command Centre, then click on Record Journal Entry. Enter the date as at the ending date of the BAS eg 30th September 2009; in the memo field – type in “Private Use ...% on(eg Motor vehicle). Make sure the box in the right hand corner next to “Tax Inclusive” is blank, if not click on the box and the tick will be removed.
4. In the Accounts field enter in the Account number for “Less Private Use” for the expense you are reducing, or the actual expense number if you don’t have a separate account number.
5. In tab across to the credit column, enter in the amount to be reduced eg \$780.00 with the Tax Code ~ GST (Tab) to the next line
6. In the Account number field enter in your loan account/Drawings account number usually 2..... or 3..... Tab to the Debit Column; which will automatically enter in the Debit amount (\$858.00).
7. (You may like to make this a “Use Recurring Transaction”) Click OK
8. Continue this method for all private use expenses.

Now we are ready to Run Reports for Preparation of the BAS

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Please run the following reports:

Report TAB (Customise)	Report Name	Date Range
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GST/Sales Tax	Tax Code Exception (Cash)	for the period of the BAS Eg July, August, September
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(Review this report and check for incorrect codes)

	Tax Code Exception (Invoice)	as above
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(This should have the message – Nothing to Print)

GST/Sales Tax	GST Summary Cash	as above, with Tax Exclusive selected.
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(Click on Display and check that the GST Collected is 10% of Sales and GST Paid is 10% of Purchases)

If the GST Collected and GST Paid is not 10%, run the following report “Tax Amount Variance”. When the entries appear, click on them and correct the error. Note you will need to Run one report for Collected and a separate report to Paid, if you have problems in both area’s. Collected is “Sales/Receipts”; Paid is Purchases/Disbursements.

When the report is correct click “Print”.

Accounts	Simplified Tax System Profit & Loss (YTD) “Print”	for the period of the BAS Eg July, August, Sept 2009
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Accounts	Standard Balance Sheet “Print”	as above
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Payroll	Employees Register Summary “Print”	Qtr (relating to the BAS) Eg QTR 1
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Sales	Receivable Reconciliation Summary with TAX “Print”	as at the end of the BAS period
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Purchases	Payable Reconciliation Summary with TAX “Print”	as at the end of the BAS period
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Payroll

Go to your Payroll Register Summary, look at the Gross figure and compare this to the Wages figure in the Profit & Loss, this should be the same.

Then check the Total tax in the Payroll Register Summary, to the PAYG withholding in the Balance Sheet, this figure should be the same.

(If either of the above figures is different, you have a problem)

GST/ Profit & Loss

Go to the GST Summary for Cash, add up the Total of the code codes in the Sales area Eg GST, ADJ(if you use this code) and ITS. **Not AGT(if you use this code)**

Go to the Profit and Loss, compare the Total Income to the Total of the GST codes. This should be the same, if not you have a problem. If the GST and ITS codes added together are less than the Income figure on the Profit & Loss, then a Sale or deposit has a N-T code on it and needs to be changed.

When the Sales part is correct, then repeat the same process for the Purchases. Add together GST,ADJ and FRE, plus the Gross Wages from the P & L, and the Superannuation from the P & L. Plus Travel Allowance, plus Other Employee Expenses if this is where your SGC is allocated.

Check this total to the Total Expenses and Cost of Goods Sold for the selected period on the Profit and Loss. Once again these figures should be the same, if not you have a problem.

GST/Balance Sheet

Go to your Receivables Reconciliation Summary with Tax report, find the GST figure and add this figure to the GST Collected on your GST Summary for Cash. The total of these figures should equal the GST Collected on your Balance Sheet. If it is out less than \$1.00, then it is rounding's and everything is correct. If it is out more than this, then it is possible you have entered a sale/deposit into a previous BAS period, instead of the current BAS period.

You will need to run reports for your previous period, and compare them to the ones you have filled.

Remember all adjustments must be done in the current period for which you are doing your BAS, even if it relates to a previous date.

Go to your Payables Reconciliation with Tax Report, this will show you the GST included in the Payables balance, and represents GST not yet paid

Add the GST not yet paid, to the GST paid as per your GST Summary Cash report. This figure should equal the GST Paid on your Balance Sheet. If it is out less than \$1.00, then it is rounding's and everything is correct. If it is out more than this, then it is possible you have entered a purchase/cheque into a previous BAS period, instead of the current BAS period.

You will need to run reports for your previous period, and compare them to the ones you have filled.

Remember all adjustments must be done in the current period for which you are doing your BAS, even if it relates to a previous date.

Once the Balance sheet figure agrees you are ready to prepare /write up the BAS.

BAS Calculation and Preparation

Go to Reports; GST/Sales Tax Tab and Print a "GST Summary – Cash", with GST **Inclusive** selected.

Go to the Accounts command centre, and Click on BAS Link.

Go to the BAS info icon and check the details eg Cash Accounting, GST Reporting Quarterly, PAYG Withholding Quarterly etc. If everything is correct Click OK.

(Please note you only need to do this step once, after the upgrade to make sure everything has converted correctly)

Click on the last month which the BAS refers to eg S (make sure the selected year is correct).

Click on Prepare Statement. Click OK on the information boxes as they appear. Select "Yes" to any upgrade messages.

Click on "Complete".

Select – Front Sheet

Check that G1 equals the Total of Sales of GST and ITS, on the Tax Inclusive report you just printed (**ignore ADJ and AGT codes**)

Check that G10 equal the Total of Purchase at GCA on the report

Check that G11 equals the Total of Purchases of GST and FRE on the report (**once again ignore any ADJ and AGT codes**).

Check W1 – equals Gross Wages on the Payroll Register Summary

Check W2 – equals Tax paid on the Payroll Register Summary.

If correct continue – if not you have a problem (Please call)

Select – Back Sheet

Check that 1A equals GST Collected (rounded) to the GST Inclusive summary report **less any ADJ or AGT amounts.**

Check that 1B equals GST Paid (rounded) to the GST Inclusive summary report, **less and ADJ or AGT Amounts**

If you have a PAYG instalment rate, check that this amount has been entered at T2, if you use this option. Also check that T1 equals the income as per your Profit & Loss Cash Basis for the period. If you use PAYG instalment amount (Option 1), enter that amount from the BAS which the ATO sent you. This can be done, via the Information Icon on left hand side when you started BAS Link and selected the BAS period to be completed

Click on the “Check” button, the only errors you should see will be:

DIN: Document Identification Number Missing

Time: Time taken to complete not entered

Contact: Contact name is missing/blank.

Click “Close”

Don't worry about these error, you are not lodging electronically; therefore ignore any future error messages, that come up when you go to print reports. But if there are other errors, please phone.

When you are happy with the above figures, select the “Print” button. After the BAS has printed click on the “Transaction” Button. Then click on PRINT when the next screen appears.

Once the reports have printed; click on “Save and Exit”.

Now write these figures on to the ATO printed BAS, take a copy of this handwritten BAS and post, to the ATO.

Go to Reports; GST/Sales Tax Reports; Select – GST (Detail) Cash; Click on Customise and select the period of the BAS, and Tax Inclusive. Then PRINT.

File all reports with a copy of your BAS.

The Transaction report from the BAS called either “Spend Money” or “Make a Deposit” keep out so you can code your payment or refund.

Please remember to lock down the BAS period you have just completed (go to Set-up, down to Preferences, and across to the Security Tab, make sure there is a tick in the box on the second line, also select the month and year you wish to lock down.

Congratulations you have now completed your BAS