

ATO / SBR BAS Lodgement

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The instructions in this article relate to **ATO SBR Client**. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

The **ATO SBR Client** is an integrated module designed to assist with the lodgement of a saved StrataMax BAS directly with the Australian Taxation Office (ATO).

ATO / SBR Video

The following video was prepared demonstrates the SBR functionality of lodging Business Activity Statements with the ATO

What is Standard Business Reporting?

SBR (Standard Business Reporting) is an enabling technology that can be used in many ways saving the community and government agencies time and money. SBR helps businesses reduce the time spent collating information, filling in forms and submitting reports to government.

The SBR Integration integrates with StrataMax and will perform the following tasks:

1. Retrieve outstanding BAS reports to complete.
2. Prefill the data available from the ATO and saved StrataMax BAS for the selected period.
3. Submit Prelodge BAS to check for errors.
4. Submit completed BAS reports.
5. List previously Lodged BAS reports (lodged via SBR).

The ATO SBR Client will allow BAS's to be lodged for both StrataMax and GLMax, if being utilised.

ATO Credentials

Credentials are created in the form of a saved encrypted file, which is obtained through the ATO. This is called

an 'SBR Keystore file' and must be available and accessible when StrataMax is open in order for the **ATO SBR Client** to be used.

To obtain an SBR Keystore file, this article has included the below links to assist. However, any issues or queries about this process should be forwarded to the ATO directly.

When the **ATO SBR Client** is used to lodge BAS, the SBR Keystore file requires a password. When this is entered, the process involves multiple steps and the password is not stored, meaning the password must be re-entered each time a BAS is lodged.

StrataMax is an installed software product (not hosted), which may need to be advised if discussions with the ATO are required.

Previous	Current / Future	Function
ATO Business/BAS or Tax Agent Portal	MyGovID app	Access to authorised representatives
Access Manager (website)	Relationship Authorisation Manager (website)	Management of credentials and adding additional Users
AusKey (File stored locally)	Machine Credentials (File to be created and stored)	File to be used to allow Lodgement with locally installed software (Previously ECI and now StrataMax ATO SBR)

Useful links to the ATO

MyGovID and RAM

<https://www.ato.gov.au/General/Online-services/Accessing-online-services-with-myGovID-and-RAM/>

Guide for creating the machine credential file

<https://info.authorisationmanager.gov.au/guide-how-to-install-a-machine-credential>

Create Machine Credential

https://info.authorisationmanager.gov.au/sites/default/files/atobeinstaller_exe.zip (this will download a browser extension to install)

Video demonstrating the above process

<https://publish.viostream.com/play/bd1bdiuni9z7sw>

Create Machine Credentials to use with SBR software

<https://info.authorisationmanager.gov.au/business-software-user-or-provider>

StrataMax ATO SBR Client

The **ATO SBR Client** allows users to easily and quickly lodge saved Business Activity Statements to the ATO. Before using SBR, ensure that the current completed BAS has been saved in the **Business Activity Statement** menu.

1. Open the **ATO SBR Client** menu.
2. Select the required *Drive* to use from the drop down list (This will default to the first drive).
3. Click the *Search* button (magnifying glass) next to the Keys field.
4. This will open Windows Explorer to locate the ABR Keystore file.

File name:	ato.M2M.KeyStore.xml	ABR Keystore Files (*.xml)
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CLOUD HOSTED CLIENTS

If StrataMax is installed on a remote server or virtual machine, this file will need to be saved or transferred there so that it is accessible to be used in the **ATO SBR Client** menu in StrataMax. The office IT support provider will be able to assist with the transfer of this file if necessary.

BAS Types that cannot be lodged using ATO SBR Client

Some BAS types cannot be lodged using the **ATO SBR Client** menu. If these BAS appear under the 'New' section when the *Find Pending* button is clicked, they should be deleted and lodged manually with the ATO either by using MyGovID or with a paper BAS.

GST / PAYG with variable lodgement frequency

Any buildings that have a different GST frequency (e.g. quarterly), to the PAYG reporting (e.g. monthly) frequency, the **ATO SBR Client** will not be able to select the appropriate document from the list web service.

If a building is detected with this condition, the **ATO SBR Client** will display an error message in the log and not import the building when the *Find Pending* button is used.

Account Groups

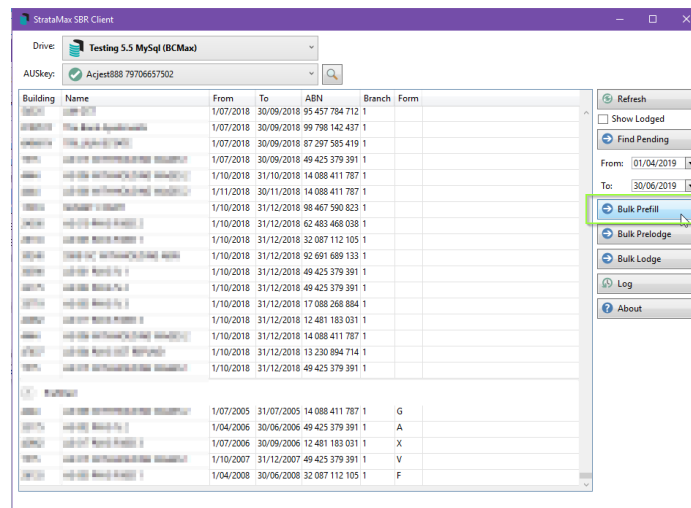
Any buildings that utilise [account groups](#) in StrataMax, cannot lodge a BAS using the **ATO SBR Client** menu. This is due to the possibility that the building may require multiple ABN.

Prefilled						
4444	AS 006 WITHHOLDING WAGES 2	1/07/2005	31/07/2005	14 088 411 787	1	G
33175	AS 002 PAYG % 2	1/04/2006	30/06/2006	49 425 379 391	1	A
42962	AS 017 PAYG FIXED 3	1/07/2006	30/09/2006	12 481 183 031	1	X
7575	AS 015 WITHHOLDING WAGES 1	1/10/2007	31/12/2007	49 425 379 391	1	V
26133	AS 005 PAYG FIXED 1	1/04/2008	30/06/2008	32 087 112 105	1	F

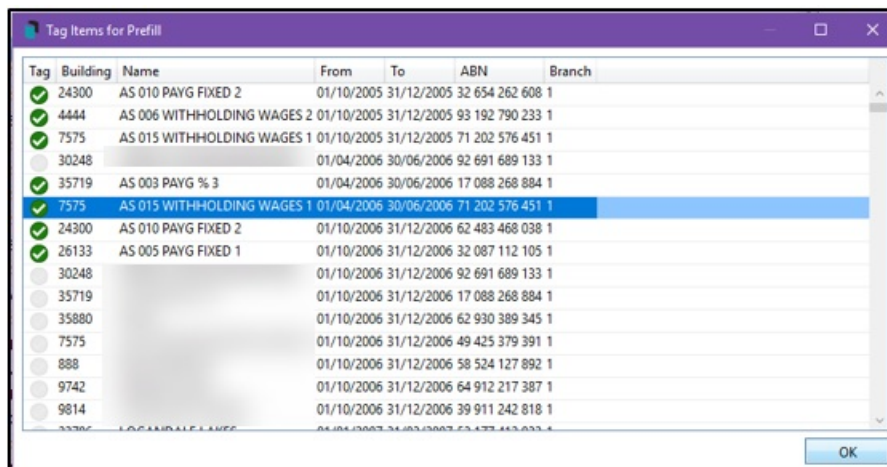
Prefill Multiple BAS

To prefill multiple BAS that are due to be lodged.

1. Click the *Bulk Prefill* button.

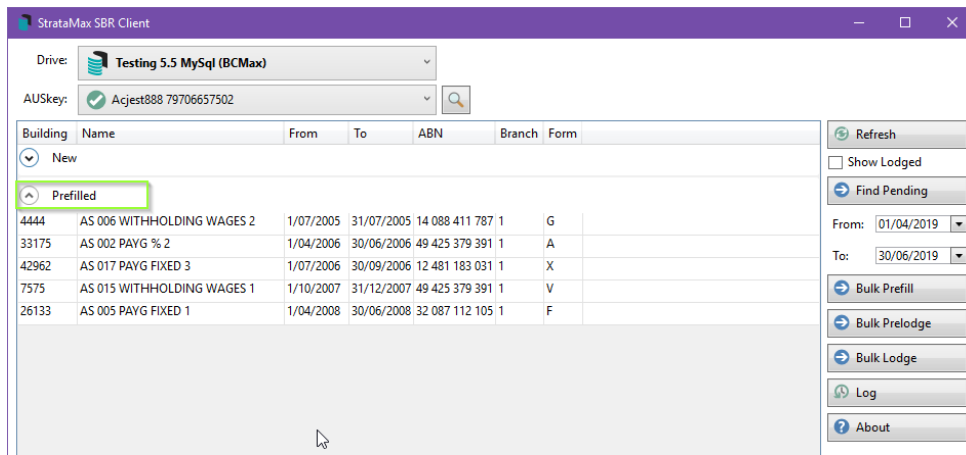


2. Tag the required BAS and click *OK*.



3. The system will return a prefill complete message.
4. All prefilled BAS will now be listed with a status of 'Prefilled'.

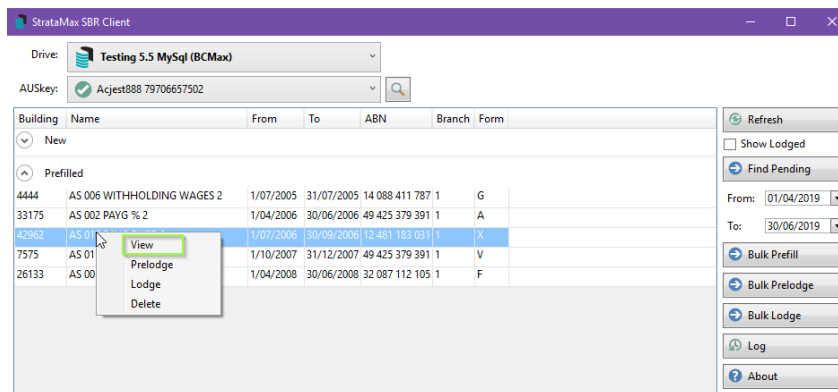
Items that have not changed status will have reported details of any errors which can be reviewed by clicking the *Log* button.



Viewing Prefilled Statement

Once the **ATO SBR Client** has prefilled a BAS, it can be viewed under the *Prefilled* section. The BAS should be checked to ensure the data is correct and matches the saved BAS for the same period.

1. Expand the *Prefilled* section of the list by clicking the drop-down arrow.
2. Select and right-click the required BAS, and click *View*.



4. The BAS will appear on screen.

The screenshot shows the 'Activity Statement' window for 'Form X - Business Activity Statement'. The business name is HILBAY P/L, located at 32 INGLIS STREET, GORDONVALE QLD 4865. The statement covers the period from 1/07/2006 to 30/09/2006. The document identification number is 11235577143, the Australian Business Number is 12481183031, and the Tax File Number is 929914848. The lodgement due date is 30/10/2006, and the payment due date is also 30/10/2006. The estimated completion time is 0 hours and 1 minute. The form includes sections for PAYG Income Tax, PAYG Withholding, and FBT. Payment options are listed as BPAY, Cheque, and EFT.

Field	Value
A1 Document Identification Number	11235577143
A2 Australian Business Number	12481183031
A3 Period Covered by this Statement From	1/07/2006
A4 Period Covered by this Statement To	30/09/2006
A5 Lodgement Due Date	30/10/2006
A6 Payment Due Date	30/10/2006
Estimated Completion Time	0 HRS 1 MINS
Customer Ref (PRN)	124811830311260

BPAY
 Biller code: 75556
 Ref: 124811830311260

Cheque
 Payable to:
 Australian Taxation Office
 Locked Bag 1793
 Penrith NSW 1793

EFT
 ATO EFT Deposits Trust Account
 Reserve Bank of Australia
 BSB: 093003
 Acct: 316385
 Ref: 124811830311260

5. All sections of the BAS statement can be viewed by selecting each tab down the side of the page:

- Cover Sheet
- Summary
- GST
- PAYG Income Tax
- PAYG Withholding Tax
- FBT

There are several fields that are prefilled from the ATO:

- Document Identification Number
- Customer Ref (PRN) Payment Reference Number
- Form type
- Completion Time

Summary for the period 01/07/2006 to 30/09/2006					
GST Payable \$	122	1A	GST Refundable \$	4411	1B
Wine Equalisation Tax Payable \$		1C	Wine Equalisation Tax Refundable \$		1D
Luxury Car Tax Payable \$		1E	Luxury Car Tax Refundable \$		1F
Total Amounts Withheld from Payments \$		4			
Income Tax Instalment \$	213	5A	Income Tax Claimable Credits \$		5B
Fringe Benefits Tax Instalment \$		6A	Fringe Benefits Tax Claimable Credits \$		6B
Deferred Company/Fund Instalment \$		7			
1A+1C+1E+4+5A+6A+7 \$	335	8A	1B+1D+1F+5B+6B \$	4411	8B
			Net amount payable/refundable (8A-8B) \$	-4076	9

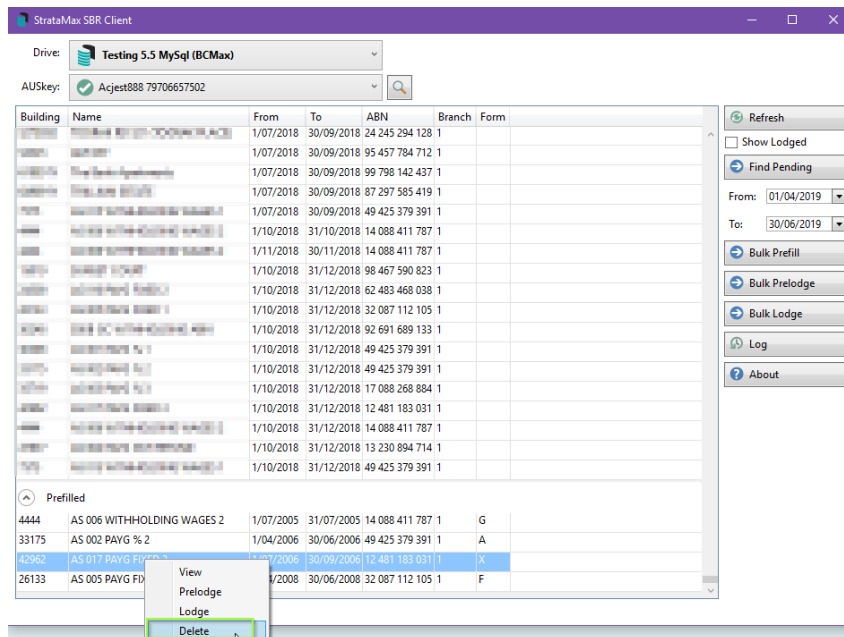
The preview is read-only and if there are discrepancies then the BAS may need to be deleted in the **ATO SBR Client**. If changes are required, the PAYG or BAS may just need to be edited or may have to be deleted, corrected and saved again.

Deleting Prefilled Statement

If there are changes that need to be made to any *Pending* or *Prefilled* BAS statement, the BAS will need to be deleted and loaded again into the **ATO SBR Client**, once the changes have been made to the BAS in StrataMax and saved again.

Making changes to a saved BAS in StrataMax has not changed.

1. Open the **ATO SBR Client** menu and select the required BAS.
2. Right-click and select *Delete*.



4. The prefilled BAS will be deleted from the **ATO SBR Client**.

- The BAS will no longer be displayed in the current or prefilled list of BAS statements. All BAS will need to be brought back in to the **ATO SBR Client** by clicking the *Find Pending* button, after required changes in StrataMax have been made and the BAS is ready to lodge.

Prelodge - Business Activity Statements

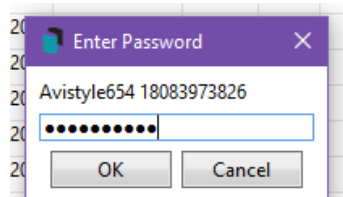
Using the *Prelodge* button verifies the details of the BAS return for the period. The **ATO SBR Client** will return a response from the ATO outlining any issues with the BAS or if any of the reported amounts will be corrected upon lodging.

Using the Prelodge feature does not mean that your BAS has been lodged.

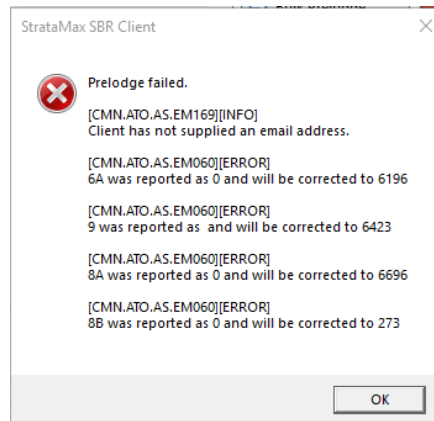
Prelodge one Statement

1. Select the required BAS under the *Prefilled* List.
2. Right-click and select *Prelodge*.
3. Enter the correct password.

When the password is entered to decrypt the M2M keystore file, the process involves multiple steps. The password is not stored, when the process is repeated for lodgement for the next BAS period the password must be re-entered.

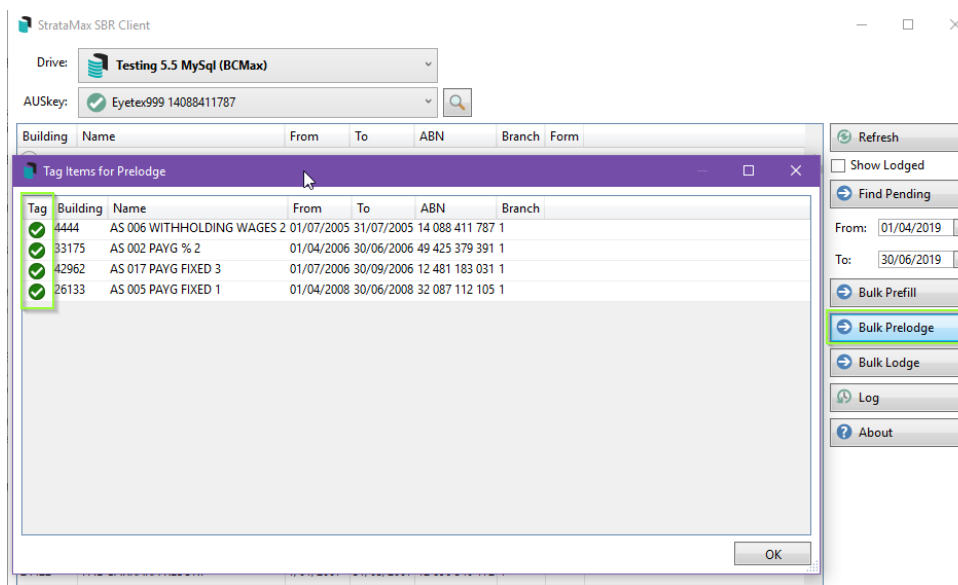


4. Click **OK**.
5. The system will return any issues it may have or move to the status of pre-logged.



Prelodge Bulk Statements

1. Click the Bulk Prelodge button.
2. Tag the Prefilled BAS Statements from the list.



3. Click **OK**.
4. Errors will appear in the Log or will move to the status of pre-logged.

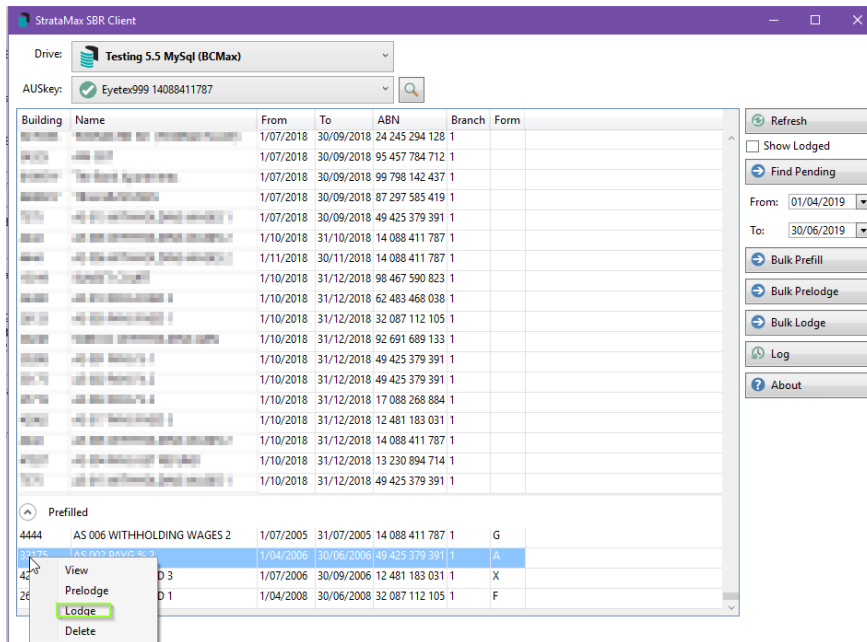
Lodging - Business Activity Statement/s

When the BAS have been prefilled (Prelodge is optional, but recommended) the user can then lodge the BAS. Once a BAS has been lodged using the **ATO SBR Client** they cannot be deleted in either the **ATO SBR Client** or StrataMax.

Lodge single Statement

When the BAS Statement is completed, checked and ready for lodgement:

1. Highlight the BAS Statement for Lodgement.
2. Right click and select 'Lodge'.



3. The Taxpayer's Declaration will appear on the screen with the reporting party information this needs to be ticked.

Note: Entity – Building name; Manager – Name/ User;

1. Click on 'Lodge'.
2. Once lodged you will receive confirmation that the lodgement was successful.
3. Lodgement result (successful or otherwise) will be saved in the log.

**Lodgement complete.**

[CMN.ATO.AS.EM121][INFO]
Your BAS has been successfully finalised. The total amount is \$136 CR.

[CMN.ATO.AS.EM169][INFO]
Client has not supplied an email address.

[SBR.GEN.GEN.OK][INFO]
Request received successfully

OK

Lodge Bulk Statements

When the BAS Statement is completed and ready for lodgement:

The screenshot shows the StrataMax SBR Client interface. At the top, there are fields for 'Drive' (Testing 5.5 MySql (BCMax)) and 'AUSKey' (Eyetex999 14088411787). Below this is a table with columns: Building, Name, From, To, ABN, Branch, and Form. The table contains multiple rows of BAS statements. On the right side, there is a sidebar with several buttons: Refresh, Show Lodged, Find Pending, From: (01/04/2019), To: (30/06/2019), Bulk Prefill, Bulk Prelodge, Bulk Lodge (highlighted with a green box), Log, and About.

Building	Name	From	To	ABN	Branch	Form
New						
1000	10/10/2005	31/12/2005	32 654 262 600	1		
1000	10/10/2005	31/12/2005	93 192 790 233	1		
1000	10/10/2005	31/12/2005	71 202 576 451	1		
1000	1/04/2006	30/06/2006	92 691 689 133	1		
1000	1/04/2006	30/06/2006	17 088 268 884	1		
1000	1/04/2006	30/06/2006	71 202 576 451	1		
1000	1/10/2006	31/12/2006	62 483 468 038	1		
1000	1/10/2006	31/12/2006	32 087 112 105	1		
1000	1/10/2006	31/12/2006	92 691 689 133	1		
1000	1/10/2006	31/12/2006	17 088 268 884	1		
1000	1/10/2006	31/12/2006	62 930 389 345	1		
1000	1/10/2006	31/12/2006	49 425 379 391	1		
1000	1/10/2006	31/12/2006	58 524 127 892	1		
1000	1/10/2006	31/12/2006	64 912 217 387	1		
1000	1/10/2006	31/12/2006	39 911 242 818	1		
1000	1/01/2007	31/03/2007	52 177 412 933	1		
1000	1/01/2007	31/03/2007	62 483 468 038	1		
1000	1/01/2007	31/03/2007	12 896 340 172	1		
1000	1/01/2007	31/03/2007	32 087 112 105	1		
1000	1/01/2007	31/03/2007	55 066 103 529	1		
1000	1/01/2007	31/03/2007	92 691 689 133	1		
1000	1/01/2007	31/03/2007	24 299 449 670	1		
1000	1/01/2007	31/03/2007	17 634 300 479	1		

1. Click on the 'Bulk Lodge' option.
2. Tag the BAS/s that you wish to Lodge.
3. Click on 'Ok'.
4. BAS will lodge and log errors, if there are any and return a message box.

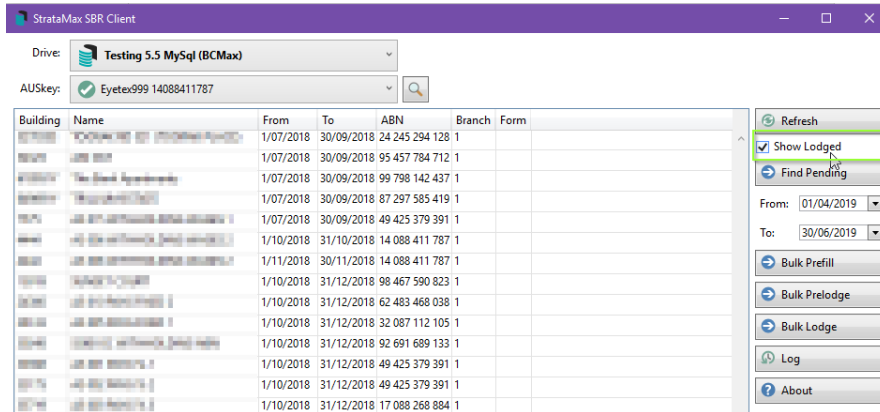
The screenshot shows a message box titled "StrataMax SBR Client" with a red "X" icon. The text inside the box reads: "Lodgement complete. 1 succeeded and 3 errors. Please review the SBR log for details." There is an "OK" button at the bottom right of the box.

Please Note: When using the Bulk Lodgement button in the ATO SBR client module, the list of items that can be selected are either 'prefilled or pre-lodged' status. Therefore 'Prefilled' items can be lodged directly if the BAS figures are checked and confirmed as expected.

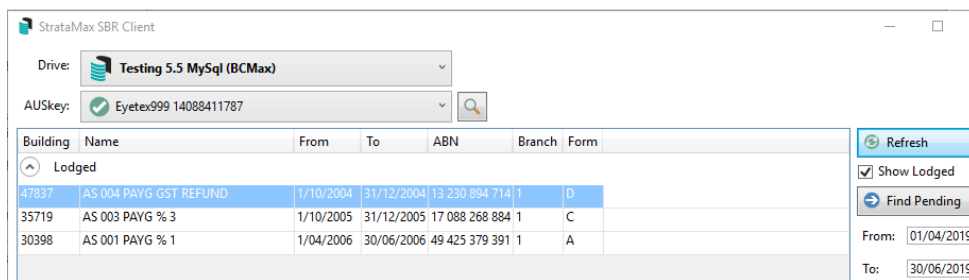
Show Lodged

Once the BAS Statements have been successfully lodged, they will be removed from the list and then can be viewed following the steps below.

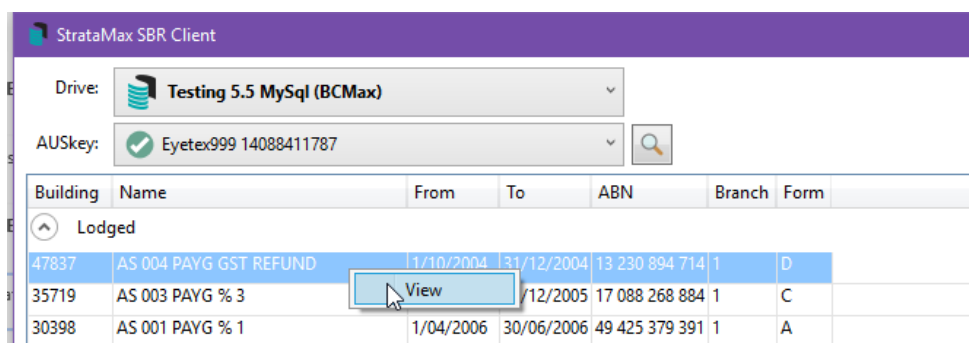
1. Tick the 'Show Lodged' Option.



2. Click on 'Refresh'.
3. A List of Lodged BAS Statements will appear on screen.



4. Right click the required statements and click on 'View'.



5. The Lodged BAS Return will appear on screen to view.

Form D - Business Activity Statement

Cover Sheet

Summary

GST

PAYG Income Tax

PAYG Withholding

FBT

A1 Document Identification Number: 9647672864

A2 Australian Business Number: [redacted] 1 Tax File Number: [redacted]

A3 Period Covered by this Statement From: 1/10/2004

A4 Period Covered by this Statement To: 31/12/2004

A5 Lodgement Due Date: 28/02/2005

A6 Payment Due Date: 28/02/2005

PAYG Income Tax: Estimated Completion Time: HRS: [] MINS: []

PAYG Withholding: Payment Options: Customer Ref (PRN): 132308947147360

BPAY
 Biller code: 75556
 Ref: 132308947147360

Cheque
 Payable to:
 Australian Taxation Office
 Locked Bag 1793
 Penrith NSW 1793

EFT
 ATO EFT Deposits Trust Account
 Reserve Bank of Australia
 BSB: 093003
 Acct: 316385
 Ref: 132308947147360

Log – ATO SBR Client

When find Pending, Prefill, Prelodge or Lodge is used on a BAS Statement, the system will log the responses (description), time stamp of the activity, errors and information for all actions, as well as the User and Building details.

1. Click on 'Log'.

StrataMax SBR Client

Drive: Testing 5.5 MySql (BCMax)

AUSkey: Eyetex999 14088411787

Building	Name	From	To	ABN	Branch	Form
Lodged						
47837	AS 004 PAYG GST REFUND	1/10/2004	31/12/2004	13 230 894 714	1	D
35719	AS 003 PAYG % 3	1/10/2005	31/12/2005	17 088 268 884	1	C
30398	AS 001 PAYG % 1	1/04/2006	30/06/2006	49 425 379 391	1	A

Refresh

Show Lodged

Find Pending

From: 01/04/2019

To: 30/06/2019

Bulk Prefill

Bulk Prelodge

Bulk Lodge

Log

About

2. The Log will appear as read only on the screen.

Time Stamp	Level	User	Description	Building
31/07/2019 09:15:33	ERROR	renee.soderlunc	[CMN.ATO.AUTH.007]: You do not have the correct permission for this	35719
31/07/2019 09:15:33	INFO	renee.soderlunc	[SBR.GEN.GEN.OK]: Request received successfully	35719
31/07/2019 09:15:32	ERROR	renee.soderlunc	[CMN.ATO.AUTH.007]: You do not have the correct permission for this	7575
31/07/2019 09:15:31	INFO	renee.soderlunc	[SBR.GEN.GEN.OK]: Request received successfully	7575
31/07/2019 09:15:31	ERROR	renee.soderlunc	[CMN.ATO.AUTH.007]: You do not have the correct permission for this	4444
31/07/2019 09:15:11	INFO	renee.soderlunc	[SBR.GEN.GEN.OK]: Request received successfully	4444
31/07/2019 09:15:10	ERROR	renee.soderlunc	[CMN.ATO.AUTH.007]: You do not have the correct permission for this	24300
31/07/2019 09:15:10	INFO	renee.soderlunc	[SBR.GEN.GEN.OK]: Request received successfully	24300
31/07/2019 09:08:46	ERROR	renee.soderlunc	[CMN.ATO.AUTH.007]: You do not have the correct permission for this	24300
31/07/2019 09:08:45	INFO	renee.soderlunc	[SBR.GEN.GEN.OK]: Request received successfully	24300
19/07/2019 14:42:20	INFO	renee.soderlunc	[SBR.GEN.GEN.OK]: Request received successfully	35719
19/07/2019 14:42:20	INFO	renee.soderlunc	[CMN.ATO.AS.EM169]: Client has not supplied an email address.	35719
19/07/2019 14:42:20	INFO	renee.soderlunc	[CMN.ATO.AS.EM130]: Your BAS has been successfully finalised. The de	35719
19/07/2019 14:38:44	ERROR	renee.soderlunc	[CMN.ATO.AS.EM060]: 8B was reported as 0 and will be corrected to 27	35719
19/07/2019 14:38:44	ERROR	renee.soderlunc	[CMN.ATO.AS.EM060]: 8A was reported as 0 and will be corrected to 66	35719
19/07/2019 14:38:44	ERROR	renee.soderlunc	[CMN.ATO.AS.EM060]: 9 was reported as and will be corrected to 6423	35719
19/07/2019 14:38:44	ERROR	renee.soderlunc	[CMN.ATO.AS.EM060]: 6A was reported as 0 and will be corrected to 61	35719
19/07/2019 14:38:44	INFO	renee.soderlunc	[CMN.ATO.AS.EM169]: Client has not supplied an email address.	35719

3. For further information the XBRL Document history is also available by clicking on 'XBRL Documents' (this is used for StrataMax Support to troubleshoot issues).

The screenshot shows the 'XBRL Document History' window. On the left, a list of document entries is displayed, including details like document ID, type (List Response or Prefill Request), and timestamp. One entry is highlighted in blue. On the right, the XML content of the selected document is shown, including various XBRL elements like `<xbrli:entity>`, `<xbrli:period>`, and `<xbrli:context id="Intermediary">`. At the bottom, there are fields for 'Contexts' and 'Units', and a date range filter set to 'From: 01/07/2019 To: 31/07/2019' with 'Refresh' and 'Close' buttons.

Sample Log Messages

- GST and PAYG Instalment Tax at different lodgement frequencies is not currently supported.
- Access to the Activity Statement is not available. Contact the Tax Office. (Login to ATO and check Branch number and edit if incorrect).
- You are not authorised to lodge on behalf of the requested ABN (Login to ATO and check Branch number and edit if incorrect).
- Request received successfully.
- Client has not supplied an email address.
- Activity Strata under Tax Office review.

- Your BAS has been successfully finalised. The debit amount is \$\$\$.

SBR Error Messages

Example messages that may assist when reviewing the log.

Error Message	Action
<p>[CMN.ATO.AUTH.008] You are not authorised to lodge on behalf of this client.</p>	<p>This message may appear when lodging as a tax agent. Ensure that the Tax Agent/Client relationship between your tax agent ABN and client ABN exists in the ABR Access Manager, and ensure that your Tax Agent number is specified in the intermediary details for the lodgement.</p>
<p>[CMN.ATO.AS.EM139] EM139NoAsAccount</p> <p>[CMN.ATO.AS.EM024] Access to the activity statement is not available. Contact the Tax Office.</p>	<p>The activity statement branch code may be incorrect or missing. Check the branch code associated with the activity statement lodgement matches the branch code of the reporting party shown in in the ATO portal. Before prefilling of the BAS form is done, it is possible to edit the lodgement item to update the branch code.</p>
<p>[CMN.ATO.AS.EM200]</p> <p>For simpler BAS lodgement labels G2 or G3 or G10 or G11 must not be provided</p>	<p>The activity statement was lodged with labels G2, G3, G10, or G11 (Full Reporting), however the ATO requires this ABN to lodge activity statements without these labels (Simpler BAS). Check BAS Info module to ensure that the building is configured to lodge as Simpler BAS/Full Reporting.</p>
<p>[CMN.ATO.GEN.001017] Field not supplied in valid format</p>	<p>This error indicates a formatting problem with one of the fields within the lodgement document. Please contact StrataMax support for assistance.</p>

<p>[CMN.ATO.AS.EM005] T1 is a mandatory field</p> <p>[CMN.ATO.AS.EM059] Complete PAYG-W prior to submitting the activity statement.</p>	<p>This error may indicate a problem with the structure of the lodgement document.</p> <p>Please contact StrataMax support for assistance.</p>
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Error Message	Action
<p>[mscorlib] Error calling SBR Core Services. The software used to generate this request has not been registered with SBR</p>	<p>This error message may occur during the StrataMax SBR Client SBR Product Verification Testing process, and requires a configuration change by the ATO to allow the software to use SBR services.</p> <p>Please contact StrataMax support for assistance.</p>
<p>[CMN.ATO.AS.EM169]: Client has not supplied an email address</p>	<p>This is simply a reminder message that indicates the ATO has no record of a contact email address for the reporting party. In order to receive notification of new activity statements, registering the reporting party email address with the ATO is required.</p>
<p>[CMN.ATO.AS.EM130] Your BAS has been successfully finalised. The debit amount is \$12345.</p>	<p>This is an example of the informational message received when the BAS lodgement is successful. A payment to the ATO of the specified amount is required.</p>
<p>[CMN.ATO.AS.EM121] Your BAS has been successfully finalised. The total amount is \$54321 CR.</p>	<p>This is an example of the informational message received when the BAS lodgement is successful. A refund from the ATO of the specified amount will be forthcoming.</p>
<p>[CMN.ATO.AS.EM125] Your BAS has been successfully finalised and there is nothing to pay.</p>	<p>This is an example of the informational message received when the BAS lodgement is successful, and there is no payment/refund amount (i.e. nil balance).</p>

Troubleshooting Error Messages

Editing a Branch Number

A branch is formed where a business entity separately registers its branch to suit the structural, management and accounting arrangements of the organisation. When an entity registers a branch for GST or PAYG purposes, the entity is called the 'parent entity'. This may require the branch number to be edited from the default number 1, most likely to a 2.

The 'Prefill' stage may log a message similar to the below:

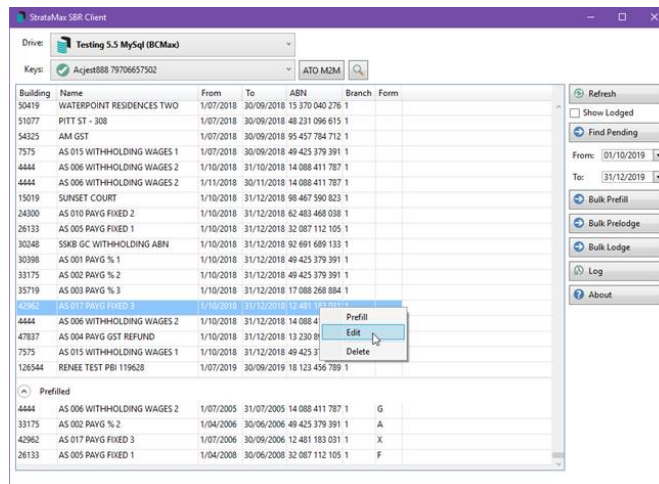
- Access to the Activity Statement is not available. Contact the Tax Office. Logging into the Relationship Authorisation Manager (website) may assist to identify the branch number required to be reported and then can be amended.

Manually edit the branch number within SBR (saved BAS)

Login to ATO MyGovID and check the Branch number and edit if varies from the default stored '1'.

To Edit a already saved BAS Statement for a selected BAS:

1. Highlight the BAS that you want to change the branch number for.
2. Right Click on the BAS.
3. Select 'Edit' option.



4. Edit to correct to the expected branch number, save and close. Re-try to pre-fill.

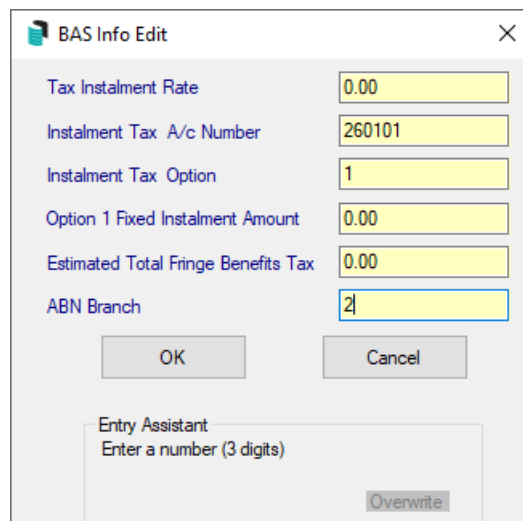
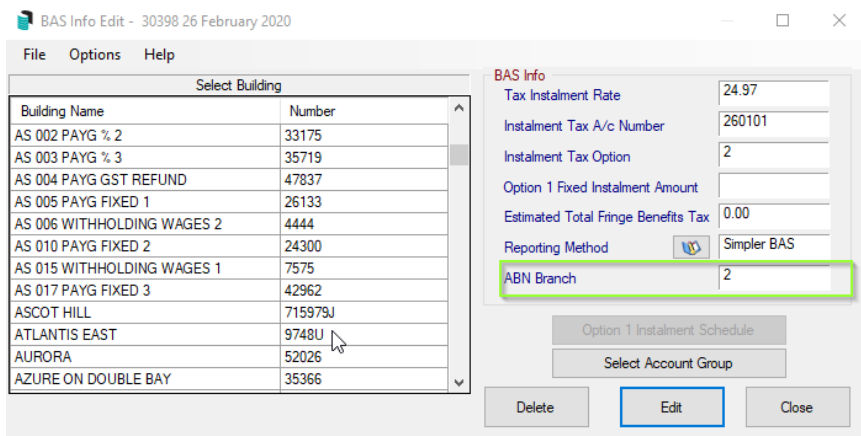
Please Note: if you have amended the branch number, this may be saved for all future BAS periods by editing the ABN Branch field in BAS Info Editor - see below.

Amend Branch number to populate automatically in ATO SBR (future BAS's)

If identified that a branch number is not the default of '1' then the branch number can be entered into BAS Info Edit, this number will reflect in future saved BAS's for ATO SBR Lodgement. To set this follow the below steps:

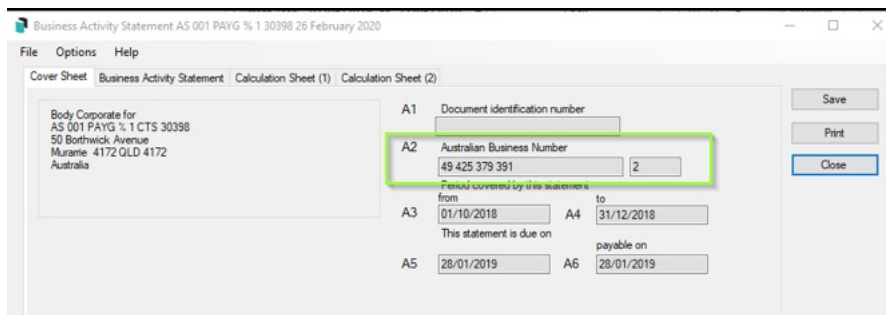
1. Navigate to BAS Info Editor.
2. Edit an existing BAS info configuration.
3. Change the branch code to '1' or '2' for example (blank will default to '1').
4. If there are no installment details for the select building, enter as 0.00 for option 1.

5. If prompted select 'Yes' to save amount as 0.00.
6. Close BAS Info Edit once complete.



Please note: Do not format the branch number as '001' or '002' as this will prevent lodgement.

When reviewing in Business Activity Statement, the branch Code will show on the Business Activity Statement.



BAS Reporting Methods

Simpler BAS & Full Reporting

ATO SBR Client must know to lodge either using the Simpler BAS method or Full Reporting method BAS:

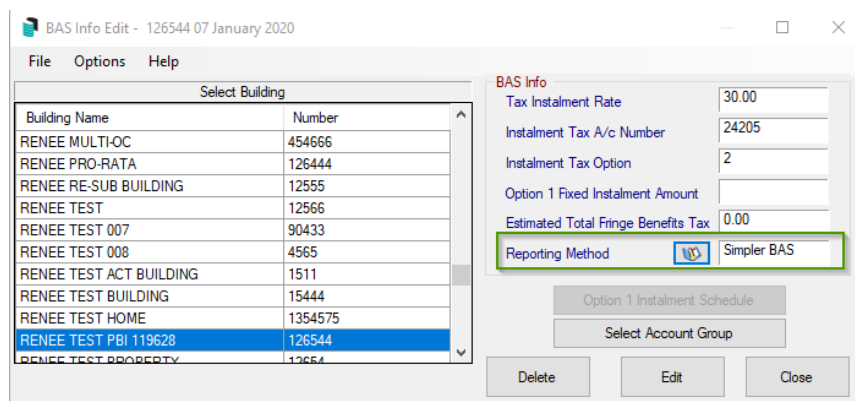
- Simpler BAS – lodging BAS Statement without labels G2, G3, G10, G11 (annual turnover of less than \$10

million).

- Full Reporting – lodging BAS Statement with all labels available (annual turnover of more than \$10 million).

Reporting method configuration settings have been added to BAS Info Editor to allow for the reporting method to be set, otherwise ATO may reject lodgements for buildings that need to lodge a full BAS with all the extra BAS Labels. To configure the BAS Reporting method follow the below steps:

1. Navigate to 'BAS Info Editor'.
2. The Tax Instalment information will need to be completed using Edit.
3. Click on 'Reporting Method' icon.
4. The system will switch between Simpler and Full Reporting.



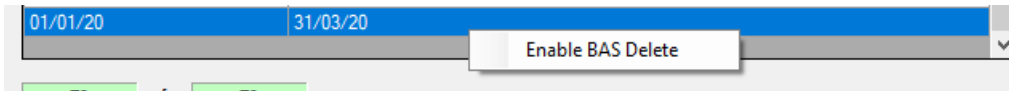
Please Note: The default reporting method is Simpler BAS. If there are no installment details for the select building, enter as 0.00 for option 1.

Deleting a BAS in StrataMax

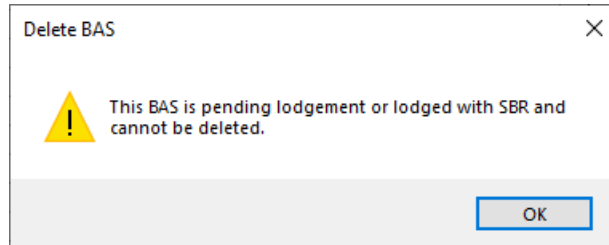
Note: When a BAS has been lodged through the ATO SBR Client, it cannot be deleted. If amendments are required, this should be completed using MyGovID. Rules apply for validation when deleting BAS Statements within StrataMax:

- If 'Find Pending' has not been done in ATO SBR Client for a Bas Period – the StrataMax BAS Statement can be deleted / amended as required.
- If 'Find Pending' is done in ATO SBR Client and the building BAS period has been tagged it will not allow you to delete the BAS in StrataMax.
- If 'Find Pending' is done and the user deletes the SBR Record from ATO SBR Client (so it no longer appears in the SBR List) it will then allow the user to delete the BAS in StrataMax.
- If the BAS has been lodged through SBR, it will not allow users to delete the SBR record nor allow it to be deleted in the StrataMax BAS.

1. Business Activity Statement, Select a Past BAS, then highlight the last saved period.
2. Right click and select 'Enable BAS Delete'.
3. Select the now enabled 'Delete' button to remove the transactions and the saved BAS records.



If the message below appears review the [ATO SBR Client](#) as detailed above to remove any pending BAS data prior to amending in StrataMax.



Should you require further information please contact StrataMax Support Team support@stratamax.com to log a case.