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 to demonstrate 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 <u>the password is not stored</u>, 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.

Name	Function
MyGovID app	Access to authorised representatives
Relationship Authorisation Manager (website)	Management of credentials and adding additional Users
Machine Credentials (File to be created and stored)	File to be used to allow Lodgement with locally installed software - StrataMax ATO SBR module

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. Search or select ATO SBR Client.
 - If the standalone version of the <u>SBR</u> client is not installed, users will see a notification where they can click the button to automatically download and install the SBR client.
- 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 \checkmark ABR Keystore Files (*.xml) \checkmark

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 <u>not</u> import the building when the *Find Pending* button is used.

Finding Pending - Business Activity Statement

When the StrataMax **ATO SBR Client** screen is opened, the screen will display a list of options for*Find Pending*, the first step in preparing the BAS that are available to be lodged, based on whether the building is *GST Registered* in StrataMax.

- 1. Review the *To* and *From* dates to ensure that they represent the BAS period due to be lodged.
- 2. Click the *Find Pending* button.
- 3. When the list of buildings registered for GST appears, tag the required buildings and clickOK.
- 4. The selected BAS will now appear in the list with a status of 'New'.

Drive:	Testing 5.5 MySql (BCMax)			~							
AUSkey:	Acjest888 79706657502			× Q							
Building	Name	From	То	ABN	Branch	Form			🛞 Ref	resh	
Nev	v							^	Shov	v Lodged	_
24300	AS 010 PAYG FIXED 2	1/10/2005	31/12/2005	32 654 262 608	1				E Fin	d Dending	_
1444	AS 006 WITHHOLDING WAGES 2	1/10/2005	31/12/2005	93 192 790 233	1				•	arenang	_
7575	AS 015 WITHHOLDING WAGES 1	1/10/2005	31/12/2005	71 202 576 451	1				From:	01/04/201	19
	THE REPORT OF A	1/04/2006	30/06/2006	0.000000000	1				To:	30/06/201	19
100	49-00-000-014	1/04/2006	30/06/2006	1.000	1				-		_
12	at the second part water of	1/04/2006	30/06/2006	1.000	1				Bul	k Prefill	
	ALC: NOT THE OWNER OF THE OWNER OWNER OF THE OWNER OWNER OWNER OF THE OWNER O	1/10/2006	31/12/2006	N 100 AN 100	1				🔁 Bul	k Prelodge	
	49-10-10-01-02-0	1/10/2006	31/12/2006	1.000.000	1				_		-
	THE REPORT OF A	1/10/2006	31/12/2006	0.0000000000	1				Bul	k Lodge	
	49-89-866-5-5	1/10/2006	31/12/2006	1.000	1				Loc	3	
	tests.	1/10/2006	31/12/2006	1.11.11.11	1					,	-
10	ALC: NOT THE REAL PROPERTY OF	1/10/2006	31/12/2006	10.000	1				🕜 Ab	out	
	NUMBER OF TAXABLE	1/10/2006	31/12/2006	10.00	1						
	100 B (100 B)	1/10/2006	31/12/2006	10.00	1						
	Testing and Testing of Street	1/10/2006	31/12/2006		1						
1.10	CONTRACTOR AND	1/01/2007	31/03/2007	1.	1						
	ALC: NO DESCRIPTION OF	1/01/2007	31/03/2007	1990 B. 1990	1		2				
10 C	THE OWNER REPORT	1/01/2007	31/03/2007	1000	1		0				
	A REAL PROPERTY OF	1/01/2007	31/03/2007	CONTRACTOR OF	1						
	CONTRACTOR .	1/01/2007	31/03/2007	n an	1						
	status allows but stat	1/01/2007	31/03/2007		1						
	100 B (100 B)	1/01/2007	31/03/2007	1.00	1						
100	THE POOL	1/01/2007	31/03/2007	Language Co.	1			\sim			

Prefilling – Business Activity Statement

Prefilling the BAS will contact the ATO service and will return a response containing details of the selected BAS that the ATO has available. This can be done using the *Bulk Prefill* button or each individual BAS.

Prefill one BAS

To prefill the details for a selected BAS:

- 1. Select and right-click the required BAS.
- 2. Select Prefill and OK.
- 3. The BAS will now appear in the list with a status of 'Prefilled'.

Pref	illed						
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	А	
42962	AS 017 PAYG FIXED 3	1/07/2006	30/09/2006	12 481 183 031	1	Х	
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.

Stratal	Max SBR Client							- u ×
Drive:	Testing 5.5 MySql (BCMax)			~				
AUSkey:	Acjest888 79706657502			× Q				
Building	Name	From	То	ABN	Branch	Form		Refresh
BOIL 1	1000	1/07/2018	30/09/2018	95 457 784 712	1		^	Show Lodged
1000	The Back Systematic	1/07/2018	30/09/2018	99 798 142 437	1			S r in r
COLUMN 1	100 (April 1967)	1/07/2018	30/09/2018	87 297 585 419	1			Find Pending
-	The second set of the second	1/07/2018	30/09/2018	49 425 379 391	1			From: 01/04/2019
	1000 0700 000 0000 0000 00000	1/10/2018	31/10/2018	14 088 411 787	1			7 20/06/2010
100	state where a set of	1/11/2018	30/11/2018	14 088 411 787	1			10: 30/00/2019
10010	NAME OF BRIDE	1/10/2018	31/12/2018	98 467 590 823	1			Bulk Prefill
1000	100-010-0000-0.0000-0	1/10/2018	31/12/2018	62 483 468 038	1			
100	AND REPORTED AND INCOME.	1/10/2018	31/12/2018	32 087 112 105	1			Bulk Prelodge
10.00	THE OC MEMORY AND ADD	1/10/2018	31/12/2018	92 691 689 133	1			Bulk Lodge
1000	AND MADE IN	1/10/2018	31/12/2018	49 425 379 391	1			-
100	1000 BIR 61	1/10/2018	31/12/2018	49 425 379 391	1			🔊 Log
10.00	NUMBER OF STREET, ST	1/10/2018	31/12/2018	17 088 268 884	1			About
100	ALC: NOT THE REAL PROPERTY.	1/10/2018	31/12/2018	12 481 183 031	1			•
-	HER MANAGER INCOME.	1/10/2018	31/12/2018	14 088 411 787	1			
125	where the set of the set	1/10/2018	31/12/2018	13 230 894 714	1			
10.0	AND DESCRIPTION DOUBLE.	1/10/2018	31/12/2018	49 425 379 391	1			
10 M								
-	a second and second	1/07/2005	31/07/2005	14 088 411 787	1	G		
10.0	AND REPORT	1/04/2006	30/06/2006	49 425 379 391	1	A		
100	stated from the local states of	1/07/2006	30/09/2006	12 481 183 031	1	x		
1975	ALC: NUMBER OF STREET,	1/10/2007	31/12/2007	49 425 379 391	1	v		
10.00	NUMBER OF STREET	1/04/2008	30/06/2008	32 087 112 105	1	F	_	

2. Tag the required BAS and click OK.

ag	Building	Name	From	To	ABN	Branch		
0	24300	AS 010 PAYG FIXED 2	01/10/2005	31/12/2005	32 654 262 608	1		
2	4444	AS 006 WITHHOLDING WAGES 2	01/10/2005	31/12/2005	93 192 790 233	1		
2	7575	AS 015 WITHHOLDING WAGES 1	01/10/2005	31/12/2005	71 202 576 451	1		
D.	30248		01/04/2006	30/06/2006	92 691 689 133	1		
2	35719	AS 003 PAYG % 3	01/04/2006	30/06/2006	17 088 268 884	1		
	7575	AS 015 WITHHOLDING WAGES 1	01/04/2006	30/06/2006	71 202 576 451	1		
2	24300	AS 010 PAYG FIXED 2	01/10/2006	31/12/2006	62 483 468 038	1	_	ĩ
5	26133	AS 005 PAYG FIXED 1	01/10/2006	31/12/2006	32 087 112 105	1		
0	30248		01/10/2006	31/12/2006	92 691 689 133	1		
	35719		01/10/2006	31/12/2006	17 088 268 884	1		
	35880		01/10/2006	31/12/2006	62 930 389 345	1		
	7575		01/10/2006	31/12/2006	49 425 379 391	1		
	888		01/10/2006	31/12/2006	58 524 127 892	1		
	9742		01/10/2006	31/12/2006	64 912 217 387	1		
	9814		01/10/2006	31/12/2006	39 911 242 818	1		
1	3330/	LOCANDALFLAWER		34 (03 (3007	CO 477 443 033			1

- 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.

StrataN	Max SBR Client						-		×
Drive:	Testing 5.5 MySql (BCMax)			~					
AUSkey:	Acjest888 79706657502			×Q					
Building	Name	From	То	ABN	Branch	Form	🛞 Refres	h	
 New 	v						Show L	odged	
Pref	illed						Find P	ending	
4444	AS 006 WITHHOLDING WAGES 2	1/07/2005	31/07/2005	14 088 411 787	1	G	From: 01	/04/2019	•
33175	AS 002 PAYG % 2	1/04/2006	30/06/2006	49 425 379 391	1	A	T-: 20	06 (2010	
42962	AS 017 PAYG FIXED 3	1/07/2006	30/09/2006	12 481 183 031	1	х	10: 30	/06/2019	•
7575	AS 015 WITHHOLDING WAGES 1	1/10/2007	31/12/2007	49 425 379 391	1	V	Bulk P	refill	
26133	AS 005 PAYG FIXED 1	1/04/2008	30/06/2008	32 087 112 105	1	F	Bulk P	relodae	
							Bulk L	odge	
							🕼 Log		
		G					About		

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.

Drive:	📄 Test	ing 5.5 MySql (BCMax)			v					
AUSkey:	🕑 Acjes	t888 79706657502			~ Q					
Building	Name		From	То	ABN	Branch	Form	Show	fresh wlodaed	
Pref	illed							Fin	id Pending)
4444	AS 006 WIT	HHOLDING WAGES 2	1/07/2005	31/07/2005	14 088 411 787	1	G	From:	01/04/20	19 💌
33175	AS 002 PAY	G % 2	1/04/2006	30/06/2006	49 425 379 391	1	A	To:	30/06/20	19 👻
42962	AS 01	View	1/07/2006	30/09/2006	12 481 183 031	1	x			
7575	AS 01	Prelodge	1/10/2007	31/12/2007	49 425 379 391	1	v	🗢 Bu	lk Prefill	
26133	AS 00	Lodge	1/04/2008	30/06/2008	32 087 112 105	1	F	🕤 Bu	lk Prelodg	e
		Delete						🕤 Bu	lk Lodge	
								🔊 Lo	9	
								Ab	out	

4. The BAS will appear on screen.

Activity Statement					-		\times
Cover Sheet Summary GST PAYG Income Tax PAYG Withholding FBT	Form X - Business Activity Statement HILBAY P/L 32 INGLIS STREET GORDONVALE QLD 4865 A1 Document Identification Number A2 Australian Business Number A3 Period Covered by this Statement From A4 Period Covered by this Statement To A5 Lodgement Due Date A6 Payment Due Date Estimated Completion Time Payment Options Customer Ref (PRN): 124811830311260	11235577143 12481183031 1 Tax 1/07/2006 30/10/2006 30/10/2006 HRS MINS 0 1 BPAY Biller code: 75556 Ref: 124811830311260	File Number 929914848 Payable to: Australian Taxation Office Locked Bag 1793 Penrith NSW 1793	EFT ATO EFT Deposits Tru Reserve Bank of Aust BSB: 093003 Acct: 316385 Ref: 12481183031126	st Accour ralia	nt	

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

There are several fields that are prefilled from the ATO:

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

	×
4411	1B
	1D
	1F
	5B
	6B
4411	8B
4076	9
	4411 4411 4411 4076

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. See Re-opening a BAS below.

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

Drive:	Testing 5.5 MySql (BCMax)			~			
AUSkey:	Acjest888 79706657502			~ Q			
Building	Name	From	То	ABN	Branch Form		S Refresh
-	THE REPORT OF A	1/07/2018	30/09/2018	24 245 294 128	1	^	Show Lodged
	10.0	1/07/2018	30/09/2018	95 457 784 712	1		S Find Danding
100	New York: Appendix section	1/07/2018	30/09/2018	99 798 142 437	1		Pina Penaing
	The are study	1/07/2018	30/09/2018	87 297 585 419	1		From: 01/04/2019
	the P. D. Total States in Lange 1	1/07/2018	30/09/2018	49 425 379 391	1		T-, 20/06/2010
	NUMBER OF THE OWNER OF THE OWNER OF	1/10/2018	31/10/2018	14 088 411 787	1		10: 30/00/2019
	NAMES OF TAXABLE PARTY.	1/11/2018	30/11/2018	14 088 411 787	1		Bulk Prefill
	1000 1000	1/10/2018	31/12/2018	98 467 590 823	1		Cully Dealerday
	Manufacture April 2010	1/10/2018	31/12/2018	62 483 468 038	1		Suk Prelodge
1.1	Contract of the second of the	1/10/2018	31/12/2018	32 087 112 105	1		Bulk Lodge
	THE CONTRACTOR AND	1/10/2018	31/12/2018	92 691 689 133	1		
	AND REAL PROPERTY AND	1/10/2018	31/12/2018	49 425 379 391	1		69 Log
	And the local day in th	1/10/2018	31/12/2018	49 425 379 391	1		About
÷	participant sur	1/10/2018	31/12/2018	17 088 268 884	1		
	and the second se	1/10/2018	31/12/2018	12 481 183 031	1		
	NUMBER OF THE OWNER OF THE OWNER OF	1/10/2018	31/12/2018	14 088 411 787	1		
	AND REAL PROPERTY AND REAL PROPERTY.	1/10/2018	31/12/2018	13 230 894 714	1		
× 1	NUMBER OF THE OWNER OF THE OWNER OF	1/10/2018	31/12/2018	49 425 379 391	1		
Pref	filled						
444	AS 006 WITHHOLDING WAGES 2	1/07/2005	31/07/2005	14 088 411 787	1 G		
3175	AS 002 PAYG % 2	1/04/2006	30/06/2006	49 425 379 391	1 A		
	AS 017 PAYG FIXED 2	11/07/2006	30/09/2006		1 X		
6133	AS 005 PAYG FI)	/2008	30/06/2008	32 087 112 105	1 F		
	Preioage					~ ~	l.
	Lodge	_					

- 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. The BAS will need to be brought back in to the *ATO SBR Client* by clicking the *Find Pending* button, <u>after</u> 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-lodged.



Prelodge Bulk Statements

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

	SK Client							- 🗆 ×
Drive:	Testing 5.5 MySql (BCMax)			~				
AUSkey:	Eyetex999 14088411787			× Q				
Building Nam	ne	From	То	ABN	Branch	Form		S Refresh
📑 Tag Items fe	or Prelodge	N				- 0	×	Show Lodged
Tag Building 444 33175 2 26133	Name AS 000 WITHHOLDING WAGES 2 AS 002 PAYG % 2 AS 017 PAYG FIXED 3 AS 005 PAYG FIXED 1	From 01/07/2005 01/04/2006 01/07/2006 01/04/2008	To 31/07/2005 30/06/2006 30/09/2006 30/06/2008	ABN 14 088 411 787 49 425 787 391 12 481 183 031 32 087 112 105	Branch 1 1 1 1	OK		 Find Pending From: 01/04/2019 To: 30/06/2019 Bulk Prefill Bulk Prelodge Bulk Lodge Log About

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

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'.

📑 Strat	aMax SBR Client							– 🗆 X
Drive	Testing 5.5 MySql (BCMax)			~				
AUSkey	Eyetex999 14088411787			~ 🔍				
Building	Name	From	То	ABN	Branch	Form		S Refresh
-	And the second second second	1/07/2018	30/09/2018	24 245 294 128	1		^	Show Lodged
10.00		1/07/2018	30/09/2018	95 457 784 712	1			
	The first Agencies	1/07/2018	30/09/2018	99 798 142 437	1		l	Find Pending
Section 1	The design of the second se	1/07/2018	30/09/2018	87 297 585 419	1			From: 01/04/2019 -
1910	10-00 archeol. (High strengt) 1	1/07/2018	30/09/2018	49 425 379 391	1			To: 20/06/2010 -
-	The second	1/10/2018	31/10/2018	14 088 411 787	1			10. 30/00/2013 •
-	-0-Dearthment, Stick and Child	1/11/2018	30/11/2018	14 088 411 787	1			Bulk Prefill
10040	AND COMP.	1/10/2018	31/12/2018	98 467 590 823	1			Pulk Drolodge
-	ALC: NO DESCRIPTION OF	1/10/2018	31/12/2018	62 483 468 038	1			Unix Prelouge
100.00	-4)-60-844-0 mag/0-1	1/10/2018	31/12/2018	32 087 112 105	1			Bulk Lodge
	And in the second second second	1/10/2018	31/12/2018	92 691 689 133	1		ľ	O 1
	-10-00 Bello/16-1	1/10/2018	31/12/2018	49 425 379 391	1			Log
10.00	10.00 ADD 71.1	1/10/2018	31/12/2018	49 425 379 391	1			About
10.000	And the second second second	1/10/2018	31/12/2018	17 088 268 884	1		ľ	
1000	AD ST MACHINES S	1/10/2018	31/12/2018	12 481 183 031	1			
-	The second	1/10/2018	31/12/2018	14 088 411 787	1			
- 10 C	- Contraction of the state	1/10/2018	31/12/2018	13 230 894 714	1			
10.04	at an entrance produced to	1/10/2018	31/12/2018	49 425 379 391	1			
Pr	efilled							
4444	AS 006 WITHHOLDING WAGES 2	1/07/2005	31/07/2005	14 088 411 787	1	G		
32175	AS 002 DAVG 94 2	1/04/2006	30/06/2006	49 425 379 391	1	A		
42	View D 3	1/07/2006	30/09/2006	12 481 183 031	1	х		
26	Prelodge D 1	1/04/2008	30/06/2008	32 087 112 105	1	F		
	Lodge						\sim	
	Delete							

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;

Declaration		×
✓ I declare the f	ollowing:	
 I am authorised entities 	I to lodge this statement on behalf of th	e specified entity/
 I have read and 	accept the terms of the <u>SBR end user a</u>	greement
 The informatio 	n being submitted is true and correct	
Reporting Party:	100 Million ((Entity)
Intermediary:	The second second	(Manager)
	Lodge Cancel	

- 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.

StrataMax SBR Client



Lodge Bulk Statements

When the BAS Statement is completed and ready for lodgement:

Drive:	Testing 5.5 MySql (BCMax)			~				
AUSkey:	Systex999 14088411787			× Q				
Building	Name	From	То	ABN	Branch	Form		🛞 Refresh
Nev	v						^	Show Lodged
	a potencia (1/10/2005	31/12/2005	32 654 262 608	1			Eind Pending
	A REPORT OF A REAL PROPERTY.	1/10/2005	31/12/2005	93 192 790 233	1			•
100	 A second sec second second sec	1/10/2005	31/12/2005	71 202 576 451	1			From: 01/04/2019 -
1.1	And a second	1/04/2006	30/06/2006	92 691 689 133	1			To: 30/06/2019 -
100	4) (Sec. 2017) 1.0	1/04/2006	30/06/2006	17 088 268 884	1			
100	A DECEMBER OF A DECEMBER OF	1/04/2006	30/06/2006	71 202 576 451	1			Bulk Prefill
	A DESCRIPTION OF A	1/10/2006	31/12/2006	62 483 468 038	1			Bulk Prelodge
	A DESCRIPTION OF A	1/10/2006	31/12/2006	32 087 112 105	1			-
	ALC: NOT THE OWNER OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER O	1/10/2006	31/12/2006	92 691 689 133	1			Bulk Lodge
0.00	4,000,000,000	1/10/2006	31/12/2006	17 088 268 884	1			Log
1000	Contract of the local distance of the local	1/10/2006	31/12/2006	62 930 389 345	1			
10.00	A STORE STORE STORE STORE	1/10/2006	31/12/2006	49 425 379 391	1			About
	100 T 100 T	1/10/2006	31/12/2006	58 524 127 892	1			
	NUMBER OF COMPANY	1/10/2006	31/12/2006	64 912 217 387	1			
	Table (ed Traditio	1/10/2006	31/12/2006	39 911 242 818	1			
1.00	Address and a	1/01/2007	31/03/2007	52 177 412 933	1			
	A DESCRIPTION OF A	1/01/2007	31/03/2007	62 483 468 038	1			
100	Tel College BLOCH	1/01/2007	31/03/2007	12 896 340 172	1			
10 C C	A DESCRIPTION OF A	1/01/2007	31/03/2007	32 087 112 105	1			
1.00	WORKSON, MARKEN	1/01/2007	31/03/2007	55 066 103 529	1			
100	Contraction and the	1/01/2007	31/03/2007	92 691 689 133	1			
100	Contract Contract	1/01/2007	31/03/2007	24 299 449 670	1			
1444	240 MOOT	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.



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.

Strata N	∕lax SBR Client							-		×
Drive:	Testing 5.5 MySql (BCMax)			~						
AUSkey:	Setex 999 14088411787			× Q						
Building	Name	From	То	ABN	Branch	Form		🛞 Ref	resh	
1000	CONCIS D (CONSIGNOR)	1/07/2018	30/09/2018	24 245 294 128	1		^	Show	v Lodged	
	425 252	1/07/2018	30/09/2018	95 457 784 712	1			-	62	
1000	The Start Agentine de	1/07/2018	30/09/2018	99 798 142 437	1			Fin	d Pendiñg)
	The second second second	1/07/2018	30/09/2018	87 297 585 419	1			From:	01/04/20	19 🔻
10.0	ALC: NOT THE REPORT OF A DESCRIPTION OF	1/07/2018	30/09/2018	49 425 379 391	1					
-	AD THE METHOD, DOG MANAGED	1/10/2018	31/10/2018	14 088 411 787	1			To:	30/06/20	19 💌
	A REPORT OF A REPORT OF	1/11/2018	30/11/2018	14 088 411 787	1			🕤 Bul	k Prefill	
100	Mark Science	1/10/2018	31/12/2018	98 467 590 823	1			-		
1.00	at the April March 1	1/10/2018	31/12/2018	62 483 468 038	1			🕤 Bul	k Prelodg	e
	ALC: NO. OF COMPANY OF COMPANY	1/10/2018	31/12/2018	32 087 112 105	1			🖨 Bul	klodae	
10.00	COMPANY AND AND ADDRESS OF	1/10/2018	31/12/2018	92 691 689 133	1					
	ALC: NOT THE OWNER, NAME	1/10/2018	31/12/2018	49 425 379 391	1			🔊 Log)	
100	49-0020-0020-0	1/10/2018	31/12/2018	49 425 379 391	1				out	
100	10 00 MONTH 1	1/10/2018	31/12/2018	17 088 268 884	1			AD	Juc	

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

📔 Strata	Max SBR Client								_	
Drive:	Testing 5.5 MySql (BCMa	ax)		~						
AUSkey:	Septex 200 14088411787			× Q						
Building	Name	From	То	ABN	Branch	Form		6	Ref	re
🔿 Loo	lged							v 9	hov	v L
47837	AS 004 PAYG GST REFUND	1/10/2004	31/12/2004	13 230 894 714	1	D		Ð	Fin	d I
35719	AS 003 PAYG % 3	1/10/2005	31/12/2005	17 088 268 884	1	С				
30398	AS 001 PAYG % 1	1/04/2006	30/06/2006	49 425 379 391	1	A		Fro	m:	0
								To:		3

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

	-					
Drive:	Testing 5.5 MySql (BC	Max)		~		
AUSkey:	Systex999 14088411787			× Q		
Building	Name	From	То	ABN	Branch	Form
🔊 Lod	ged					
47837	AS 004 PAYG GST REFUND	1/10/2004	31/12/2004	13 230 894 714	1	D
5719	AS 003 PAYG % 3	View	/12/2005	17 088 268 884	1	С
0000	AS 001 DAVG % 1	1/04/2006	30/06/2006	/0 /25 370 301	1	۸

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

Activity Statement					_		\times
Cover Sheet Summary GST PAYG Income Tax PAYG Withholding FBT	Form D - Business Activity Statement A1 Document Identification Number A2 Australian Business Number A3 Period Covered by this Statement From A4 Period Covered by this Statement To A5 Lodgement Due Date A6 Payment Due Date Estimated Completion Time Payment Options Customer Ref (PRN): 132308947147360	9647672864 1/10/2004 31/12/2004 28/02/2005 28/02/2005 HRS MINS BPAY Biller code: 75556 Ref: 132308947147360	File Number	EFT ATO EFT Deposits Tru Reserve Bank of Aust BSI: 093003 Acct: 316385 Ref: 13230894714736	st Accou ralia 50	nt	

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'.

🔋 StrataN	fax SBR Client						-		×
Drive:	Testing 5.5 MySql (BCMax)			~					
AUSkey:	Setex 999 14088411787			~ Q					
Building	Name	From	То	ABN	Branch	Form	🛞 Re	fresh	
🔿 Lodg	ged						Sho	w Lodged	
47837	AS 004 PAYG GST REFUND	1/10/2004	31/12/2004	13 230 894 714	1	D	Fir	nd Pending	
35719	AS 003 PAYG % 3	1/10/2005	31/12/2005	17 088 268 884	1	С	•		
30398	AS 001 PAYG % 1	1/04/2006	30/06/2006	49 425 379 391	1	Α	From:	01/04/20	19 🔻
							To:	30/06/20	19 🔻
							🕞 Bu	lk Prefill	
							🕤 Bu	lk Prelodge	2
							🕤 Bu	lk Lodge	
							🔊 Lo	g	
							🕜 Ab	out	

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 a	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
<	1			>

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



Sample Log Messages

- GST and PAYG Instalment Tax at different lodgement frequencies is not currently supported.
- Access to the Activity Statement is not available. Contract 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
[CMN.ATO.AUTH.008] You are not authorised to lodge on behalf of this client.	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.
[CMN.ATO.AS.EM139] EM139NoAsAccount [CMN.ATO.AS.EM024] Access to the activity statement is not available. Contact the Tax Office.	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.
[CMN.ATO.AS.EM200] For simpler BAS lodgement labels G2 or G3 or G10 or G11 must not be provided	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.
[CMN.ATO.GEN.001017] Field not supplied in valid format	This error indicates a formatting problem with one of the fields within the lodgement document. Please contact StrataMax support for assistance.

[CMN.ATO.AS.EM005]	
T1 is a mandatory field	
	This error may indicate a problem with the
[CMN.ATO.AS.EM059]	structure of the lodgement document.
Complete PAYG-W prior to	Please contact StrataMax support for assistance.
submitting the activity	
statement.	

Error Message	Action
[mscorlib]	This error message may occur during the
Error calling SBR Core	StrataMax SBR Client SBR Product Verification
Services.	Testing process, and requires a configuration
The software used to	change by the ATO to allow the software to use
generate this request has not	SBR services.
been registered with SBR	Please contact StrataMax support for assistance.
[CMN.ATO.AS.EM169]: Client has not supplied an email address	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.
[CMN.ATO.AS.EM130]	This is an example of the informational message
Your BAS has been	received when the BAS lodgement is successful.
successfully finalised. The	A payment to the ATO of the specified amount is
debit amount is \$12345.	required.
[CMN.ATO.AS.EM121]	This is an example of the informational message
Your BAS has been	received when the BAS lodgement is successful.
successfully finalised. The	A refund from the ATO of the specified amount
total amount is \$54321 CR.	will be forthcoming.
[CMN.ATO.AS.EM125]	This is an example of the informational message
Your BAS has been	received when the BAS lodgement is successful,
successfully finalised and	and there is no payment/refund amount (i.e. nil
there is nothing to pay.	balance).

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 '001'.

To Edit an 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.

Drive:	Testing 5.5 MySql (BCMax)							
Keys:	Acjest888 79706657502			ATO M2M	Q			
Building	Name	From	То	ABN	Branch	Form	(5) R	efresh
50419	WATERPOINT RESIDENCES TWO	1/07/2018	30/09/2018	15 370 040 276	1		She	w Lodged
51077	PITT ST - 308	1/07/2018	30/09/2018	48 231 096 615	1		0.	10.1
54325	AM GST	1/07/2018	30/09/2018	95 457 784 712	1			na Penaing
7575	AS 015 WITHHOLDING WAGES 1	1/07/2018	30/09/2018	49 425 379 391	1		From:	01/10/2019 .
4444	AS 006 WITHHOLDING WAGES 2	1/10/2018	31/10/2018	14 088 411 787	1			21/12/2010
4444	AS 006 WITHHOLDING WAGES 2	1/11/2018	30/11/2018	14 088 411 787	1		10:	31/12/2019
15019	SUNSET COURT	1/10/2018	31/12/2018	98 467 590 823	1		B	ulk Prefill
24300	AS 010 PAYG FIXED 2	1/10/2018	31/12/2018	62 483 468 038	1		0.	
26133	AS 005 PAYG FIXED 1	1/10/2018	31/12/2018	32 087 112 105	1		08	ulk Prelodge
30248	SSKB GC WITHHOLDING ABN	1/10/2018	31/12/2018	92 691 689 133	1		O B	ulk Lodge
30398	AS 001 PAYG % 1	1/10/2018	31/12/2018	49 425 379 391	1			
33175	AS 002 PAYG % 2	1/10/2018	31/12/2018	49 425 379 391	1		BL	og .
35719	AS 003 PAYG % 3	1/10/2018	31/12/2018	17 088 268 884	1		@ A	bout
42962	AS 017 PAYG FDED 3	1/10/2018	31/12/2018	12 491 1 11 021			1.000	20000 C
6464	AS 006 WITHHOLDING WAGES 2	1/10/2018	31/12/2018	14 088 4	Prefill			
47837	AS 004 PAYG GST REFUND	1/10/2018	31/12/2018	13 230 8	Edit			
7575	AS 015 WITHHOLDING WAGES 1	1/10/2018	31/12/2018	49 425 3	Delete			
126544	RENEE TEST PBI 119628	1/07/2019	30/09/2019	18 123 456 789	1			
 Pref 	filled							
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		
26133	AS 005 PAYG FIXED 1	1/04/2008	30/06/2008	32 087 112 105	1	F		

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 *Building Information*.

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

If identified that a branch number is not the default of '001' then the branch number can be entered into *Building Information*, this number will reflect in future saved BAS's for ATO SBR Lodgement. To set this follow the below steps:

- 1. Navigate to Building Information.
- 2. Locate the Australian Business Number Field (ABN).

- 3. Change the branch code to '001' or '002' for example (blank will default to '001').
- 4. Click Save to update the changes made.

Australian Business Number (ABN)	62096505949	Branch:	002	
	STRATAMAX PTY. LTD. (Active - Australian Private Company, GST Registered)			

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

Prepare BAS	321 - New					_		×
Status: In Progress 🗡				ATO Creditor: 0820000	3 AUSTRALIAI	ABN: 62 096 5	i05 949 / 002 E	0
GST for 01/10/2024 to 31/12/20)24			Pay By BPAY: 75556			-	
G1 Total Sales	\$0	Tax Free Purchases	\$0	,.,	Total	Posted	Variance	
1A GST on Sales	\$0	1B GST on Purchases	\$0	GST	\$0	\$0.00	\$0.00	
				Total Refundable	\$0	hada and		

BAS Reporting Methods

Simple and Full BAS Reporting

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

- Simple 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 *Building Information* 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 *Building Information*.

2. Update the Tax section with the required Reporting Method and select save.

📄 Tax Setup -		_		×
	 Simple BAS Full BAS 			0
GST	Quarterly	•	Net S	Style 🔻
PAYG Withholding	Not Registered	•		
PAYG Instalment	Not Registered	•		
	 PAYG Instalment (PAYG Instalment (Option 1 (Amour Option 2 (Rate)	nt)	
PAYG Instalment Expense Account				
PAYG Instalment Amount				
PAYG Instalment Rate				
Don't Prepare BAS on or before	30/09/2024 💌			
ATO Creditor Account	08200003 AUSTRALIA	N TAXATION		
ATO Creditor's BPAY CRN				
ATO Creditor's EFT Reference				
Override BPAY CRN for BAS invoices				
Override EFT Reference for BAS invoices				
		Save	C	lose

Please Note: The default reporting method is Simple BAS.

Reopen 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 <u>not</u> been done in ATO SBR Client for a Bas Period the StrataMax BAS Statement can be Reopened and 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 Reopen 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 Reopen the BAS in StrataMax.
- If the BAS has been lodged through SBR, it will not allow users to delete the SBR record or allow it to be Reopened in the StrataMax BAS.
- 1. Business Activity Statement, select 'Reopen Last BAS' in the action column.
- 2. Select 'Yes to Reopen and update last BAS to include additional transactions.
 - If a new tax registration is being setup for the first time PAYG-W or PAYG-I, after this is completed in Tax Setup, the BAS may need to be deleted for the new tax type to appear and refresh the in progress BAS.
- 3. Finalise the BAS and then submit to the SBR again.

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