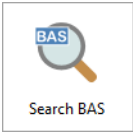


Search BAS

Last Modified on 15/06/2026 4:03 pm AEST



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

Search BAS is used to query Business Activity Statement information for a single building or across the portfolio. It can be used to locate saved BAS periods by End Date, review prior completed BAS periods on screen, and access saved BAS details such as Last BAS and prior BAS records.

This search can assist with everyday tasks such as reviewing BAS periods, locating historical BAS information, and reporting on BAS data for follow-up or review. Searches can be saved for ongoing use, and the results can be exported to Excel or produced as a PDF-style document.

Searches

Many [search screens](#) use the same layout and tabs, even though each one reports on a different area of data. Once you understand how the search screen works, the same process can be applied across a range of searches.

Search BAS | Security

To access **Search BAS**, the user must have permission set to *Allow* for *Search BAS* under the *Menu* category in [Security Setup](#).

Search BAS | What it can report on

Search BAS can be used to report on saved BAS information, including *End Date*, *GST Start Date*, *PAYG Instalment Start Date*, and *PAYG Withholding Start Date*. This can assist when locating prior BAS periods for a single building or across the portfolio.

This search can also be used to access prior BAS records, including Last BAS and earlier BAS periods, and to review BAS information saved for completed reporting periods.

Recommended Search Examples

The following examples provide practical ways to use **Search BAS** to determine the current BAS position and refer to previously saved quarters.

Search BAS records

Search BAS opens with default fields to help locate BAS records for the current building and selected BAS period.

1. Search for or select **Search BAS**.
2. By default, the *Current Building* and *End Date* fields will be applied.
3. If required, remove or change the *Current Building* field to return BAS records across the portfolio.
4. Use the *End Date* field to select a specific BAS date or date range, including an historic year.
5. If required, add another field and select the required field, condition, and value.
6. Click *Refresh* to return the BAS records.
7. If required, click *Export* to export the results to Excel.

Full BAS Reporting

The ATO may require additional reporting when the income or annual turnover exceeds 2 million dollars. The additional reported information relates to:

- G2 - Export Sales
- G3 - Other GST free Sales
- G10 - Capital Purchases
- G11 - Non-Capital Purchases

These fields can be added to the displayed columns in **Search BAS**. To update the BAS to report as a Full BAS, review the setup in [Building Information](#).

View BAS

To view a previously saved BAS, use **Search BAS** to locate the required BAS period and then open the saved BAS record.

1. Search for or select **Search BAS**.
2. By default, the *Current Building* and *End Date* fields will be applied. Adjust the fields as required.
3. Locate the required BAS period for the building.
4. Click *View BAS*.
5. Review the *Prepare BAS* screen and click *Print*.
6. Add any required reports in the *Report Distribution* screen and click *Proceed*.

Grouping on GST totalling accounts

This search will report the totals of the GST item reportable for the accountant for lodgement.

1. Search for or select **Search BAS**.
2. Change the view from *List* to *Grouped*.
3. Use the Columns display to include relevant fields for display. For example, GST Variance, GST Posted, Tax Free Purchases. When setting these fields, adjust the style available for that field. For

example, Sum to total the transactions in that account.

4. Use the Restrict To tab to include any other fields of restriction that will allow results to be refined.

Search BAS - STRATAMAX ONLINE HELP 1521

Refresh Export Grouped

Restrict To Available Columns

Columns Building Locked Building Long Name Building Name Building Number Building Type End Date G1 Total Sales G10 Capital Purchases G11 Non-Capital Purchases G2 Export Sales

Sort Order

Advanced

Displayed Columns

Building Name Grouped

Building Number Grouped

GST Start Date Grouped

End Date Grouped

GST Variance Sum

GST Posted Sum

GST Total Sum

Tax Free Purchases Sum

G1 Total Sales Sum

Add > < Remove

End Date is greater than or equal to 1 Year in the past, Limited to 1,000 records

10 records displayed

Find First Find Next

Building Name	Building Number	GST Start Date	End Date	GST Variance (Sum)	GST Posted (Sum)	GST Total (Sum)	Tax Free Purchases (Sum)	G1 Total Sales (Sum)	1A GST on Sales (Sum)	1B GST on Purchases
HARBOUR VILLAS	1345131	01/04/2025	30/06/2025	-0.18	-8.18 -8	0	0	481	43	51
HARBOUR VILLAS	1345131	01/07/2025	30/09/2025	-0.73	-7.73 -7	0	0	486	44	51
AQUA RESORT	220702	01/04/2025	30/06/2025	-0.86	9,365.14 9,366	0	0	103,026	9,366	0
AQUA RESORT	220702	01/07/2025	30/09/2025	-1.49	25,51 27	0	0	585	53	26
AQUA RESORT	220702	01/10/2025	31/12/2025	-1.91	4,507.09 4,509	0	0	50,494	4,590	81
AQUA RESORT	220702	01/01/2026	31/03/2026	-1.60	53.40 55	0	0	1,182	107	52
VICTORIA PALMS	651356	01/04/2025	30/06/2025	-0.72	42.28 43	0	0	2,084	188	145
VICTORIA PALMS	651356	01/07/2025	30/09/2025	0.08	43.08 43	0	0	2,106	190	147
VICTORIA PALMS	651356	01/10/2025	31/12/2025	0.88	43.88 43	0	0	2,106	190	147
VICTORIA PALMS	651356	01/01/2026	31/03/2026	2.28	188.28 186	0	0	2,060	186	0