BAS Reconciliation Report

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

The ***BAS Reconciliation Report*** will provide a report for a single building or across your portfolio, to assist with lodgement with the ATO via your accountant / tax agent or the ATO Portal using SBR and the appropriate credentials. The BAS (Business Activity Statement) reports GST, PAYG Instalment and Withholding Tax for a specific period.

BAS Reconciliation Report | Security

To access the BAS Reconciliation Report, the user must have permission set to 'Allow' for *BAS Reconciliation Report* under the 'FinancialReports' category in ***Security Setup.***

BAS Reconciliation Report Template and Configuration

BAS Reconciliation Report will display the totals for the selected reporting period that the Building / Plan is registered for. This report can be used to assist with the lodgement of the BAS. It will also report each section of the BAS and detail the totals for each account code in each section to align with the totals.

There is one template available for BAS Reconciliation reporting plus a few configuration items to review. These reports can be applied using the ***Report Distribution*** method. If the *Filter Buildings* is set to All Active Buildings, all buildings will be included, and it can be useful to produce one report set to send to the appropriate person for BAS lodgement.

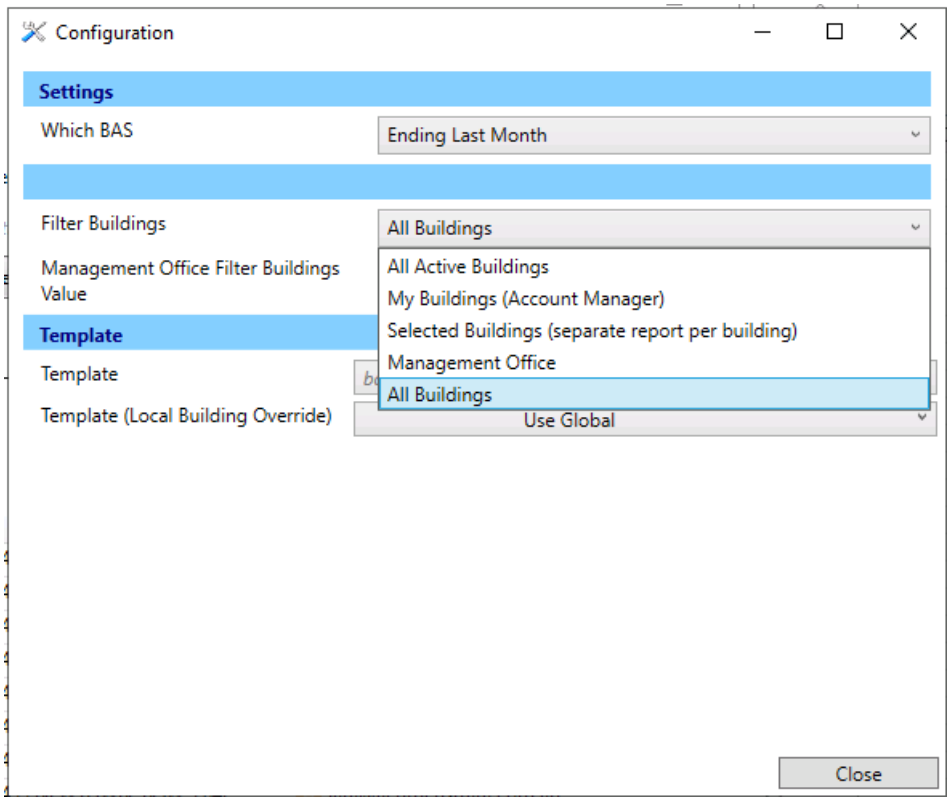
The ***BAS Reconciliation Report*** can be set with a Report Set or when using the ***BAS Reconciliation Report*** from Report Distribution for single reporting.

1. Search or select ***BAS Reconciliation Report***.
2. The ***BAS Reconciliation Report template*** will be available from the Report Distribution window, and the internal user will be pre-tagged.
3. Select the cogwheel to set the template and configuration settings.
    - Set the Which BAS option for 'Ending Last Quarter' or 'Ending Last Month'.
    - Use the Filter Buildings to choose the report order.
        - Recommended for *All Buildings* to have one report for all buildings.
        - Use *Selected Buildings (separate report per building)* for a per-building report. This

would be used for saving to ***DocMax*** for each property.

- Select the applicable Management Office if required.

4. Click *Close.*



Example: Business Activity Statement Report

[redacted] / 001 31/07/2024

GST for 01/04/2024 to 30/06/2024

G1 Total Sales	153,788	Tax Free Purchases	0		
G2 Export Sales		G10 Capital Purchases		Total	3.00
G3 Other GST Free Sales		G11 Non-capital Purchases		Posted	185.86
1A GST on Sales	13,980	1B GST on Purchases	13,977	Variance	182.86

W1 Gross Wages	W2 Tax Withheld - Wages	Total
	W4 Tax Withheld - No ABN	Posted
		Variance

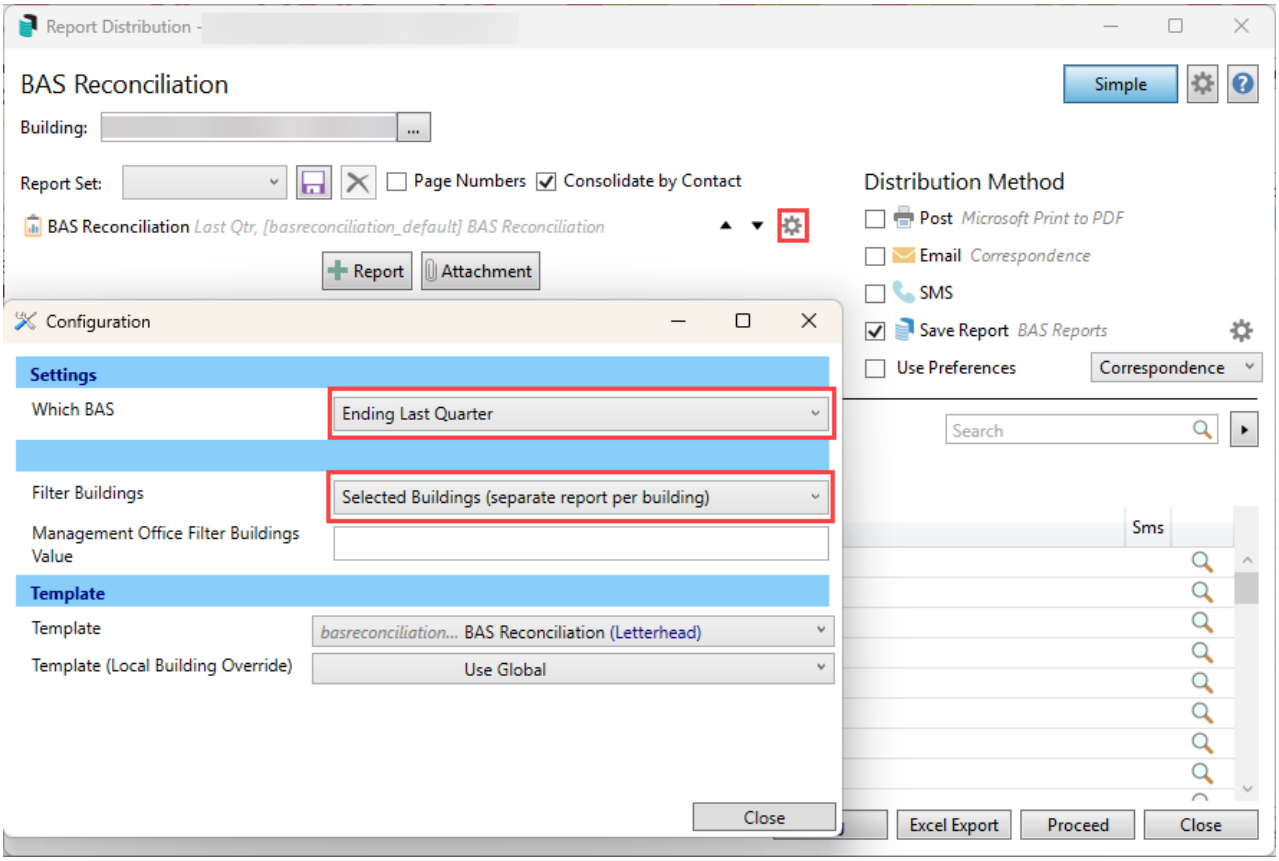
T1 Instalment Income	T2 Instalment Rate	Total
T3 Varied Rate	T4 Reason	Posted
		Variance

GST on Expenses		Purchases	
12110	ACCOUNTING - BAS PREPARATION	220.00	20.00
12705	BANK CHARGES	45.60	4.14
13105	CLEANING	4,489.24	408.12
13250	DOORS & WINDOWS	1,768.80	160.80
13405	ELECTRICAL REPAIRS	220.00	20.00
13890	GARAGE DOORS	308.00	28.00
13905	GARDEN & GROUNDS	1,040.60	94.60
15005	MANAGEMENT FEES	1,862.49	169.32

Generate current individual BAS Reports and Save to DocMax

To generate a BAS Report for the current period across all buildings, use the following instructions.

1. Search for or select ***Business Activity Statement***.
2. Click *Prepare* to prepare the data for the report, then close the screen.
3. Search for or select ***BAS Reconciliation Report***.
4. Review the distribution settings. It is recommended to select *Save Report* with a DocMax profile so the report is available in DocMax for each building.
5. Set any email or post settings required for the internal user.
6. Select the cogwheel to set the configuration settings.
    - Set *Ending Last Quarter*.
    - Set *Filter Buildings* to *Selected Buildings (separate report per building)* to produce a separate report for each building.
7. Click *Preview* to produce the report to the preview screen.
8. Click the button in the bottom-right corner to distribute the report.

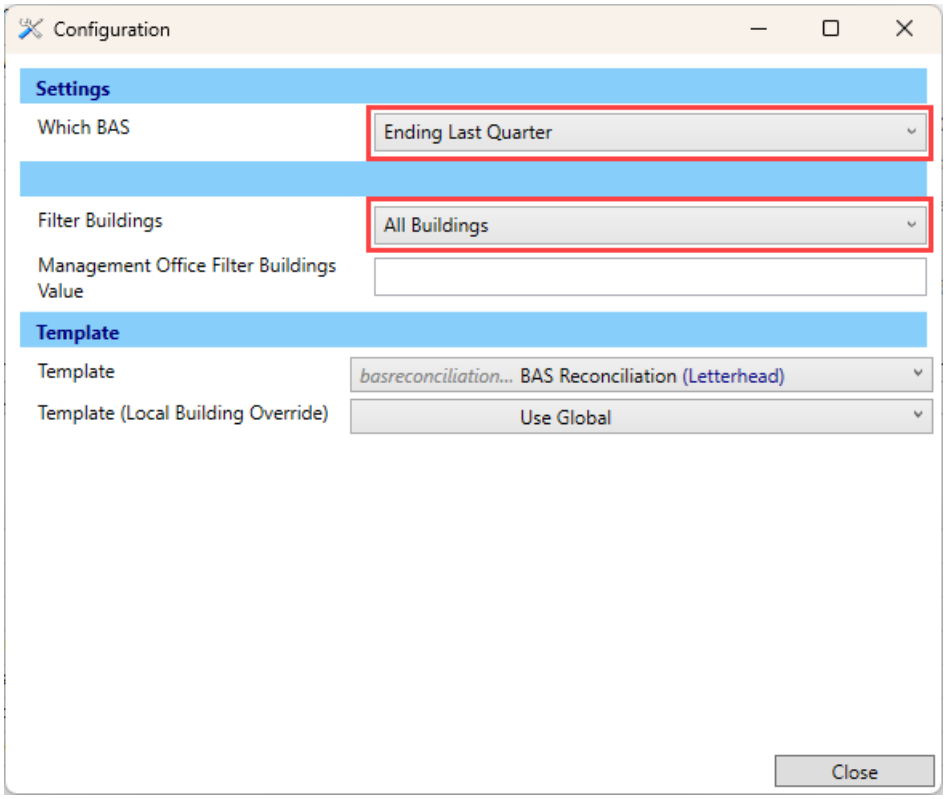


Generate a current combined BAS Report for Distribution

These instructions explain how to produce the BAS report in one file ready for distribution. This is useful

when sending the report to the registered BAS agent or accountant for lodgement.

1. Search for or select ***Business Activity Statement***.
2. Click *Prepare* to prepare the data for the report, then close the screen.
3. Search for or select ***BAS Reconciliation Report***.
4. Review the distribution settings and set any email or post settings required. Adjust the recipient type if needed and tag the contact. The default recipient will be the internal user.
5. Select the cogwheel to set the configuration settings.
6. Set the configuration options:
    - Set *Ending Last Quarter*.
    - Set *All Buildings* to produce a combined report.
7. Click *Preview* to produce the report to the preview screen.
8. Click the button in the bottom-right corner to distribute the report.



Generating a Historical BAS Report

- ***Search BAS*** can be used to generate a historical BAS report for an individual building.
- To locate historical BAS reports for multiple buildings, use an advanced search in ***DocMax***. This will be available based on the distribution setting *Save Report*, with a profile being applied each time a current BAS is saved.