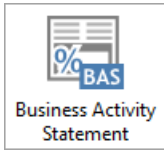


# Business Activity Statement NEW

Last Modified on 19/09/2024 8:12 am AEST

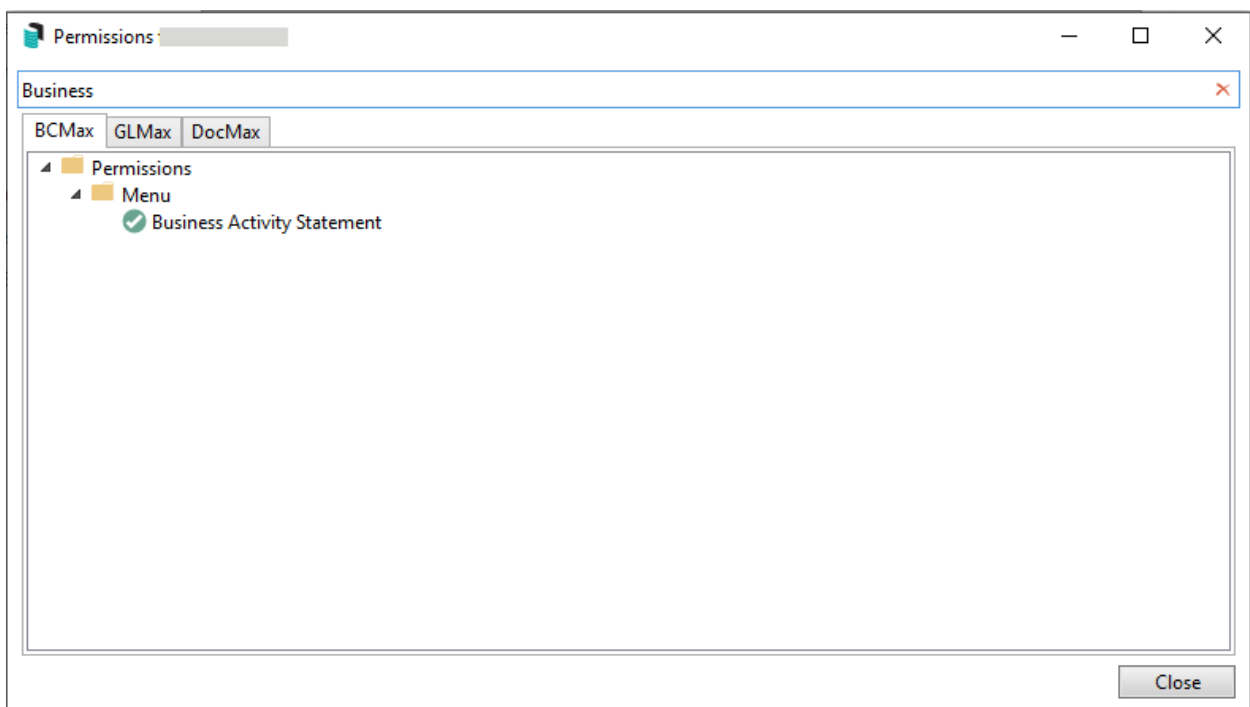


The instructions in this article relate to **Business Activity Statement** and **Income Activity Statement** and the tax types available in StrataMax. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

Please note that the information contained within this help page is only applicable to StrataMax version 5.6.113 or higher. Please refer to [Business Activity Statement](#) for prior versions.

## Business Activity Statement | Security

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



# Business Activity Statement (BAS) | Overview

Businesses registered to report their tax obligations to the Australian Taxation Office can report the following tax types on either a BAS or IAS depending on which tax type has been registered:

- GST - GST on Sales, Expenses or Capital Acquisitions.
- PAYG Instalment - Instalment for Income Tax, based on the prior year's income tax return and non-mutual income.
- PAYG Withholding - Tax held from Wages to be paid on behalf of an employee.

If the registration is only for Instalment Tax, the form for lodgement is called an IAS or Income Activity Statement. The setup / registration for the above tax types is completed in Building Information.

The preparing of the BAS will report the data for the current period, allow the details to be reviewed, tax codes edited, variance to be checked, all in preparation for the finalising of the BAS ready for lodgement.

The finalising of the BAS will process the required Creditor Invoice transactions for the payment / refund to the Australian Taxation Office, provided the period is complete, payment references entered and within the set variance..

The **BAS Reconciliation Report** can be prepared for all buildings and sent as one PDF to be used for lodgement by a tax agent / accountant. The alternative option, is to use the **Search BAS**, to report all the required details for lodgement by the exporting to Excel for use by the lodging person.

## Business Activity Statement Status

Business Activity Statement Status - 1521 STRATAMAX ONLINE HELP

Current Building  Show all  
 My Buildings (Account Manager)  Show due or with issues only  
 Management Office  Show overdue or with issues only  
 All Buildings

Building Name	Building No.	Account Group	Status	Next End Date	GST Start Date	PAYGW Start Date	PAYGI Start Date	Actions
11 PALM AVE	260324		!					
AQUA RESORT	220702		✓	30/09/2024	01/07/2024	01/07/2024		
BAS AND TAX	454545		✓	30/09/2024			01/07/2024	
HARBOUR VILLAS	1345131		✓	30/09/2024	01/07/2024		01/07/2024	
LANA RESORT 2024	1212		✓	30/09/2024	01/07/2024			
LATROBE LANE	558764		!	30/09/2023	01/07/2023		01/07/2023	
STRATAMAX ONLINE HELP	1521		!	30/06/2024	01/04/2024			
TEST BUILDING	09876		!					
VICTORIA PALMS	651356	OC 1	!					
VICTORIA PALMS	651356	OC 2	!					
WEBINARS	210678		!					

Prepare Prepare and Finalise Close

- Advanced filters for Building selection.
- Filters for Status for buildings that may be overdue or have issues, or to show all buildings.

- Building Name and Number.
- Account Group - will display the Account Group Name if is an Account Group Building (VIC) and not using a consolidated BAS.
- Status - current status to determine there are issues or if a building is overdue for lodgement or ready to prepare or finalise - see below for examples.
- Next End Date - displays the end of the next reporting period, determined by the registered tax and the frequency from tax setup.
- GST / PAYGW / PAYGI Start Date - will display the start date for the current period, if the tax is currently registered in tax setup.
- Actions - see below for details.

## Status Information

These are examples of some of the various status messages that may be displayed and require action.



- Next BAS is Due to be prepared by - will display date (not overdue).

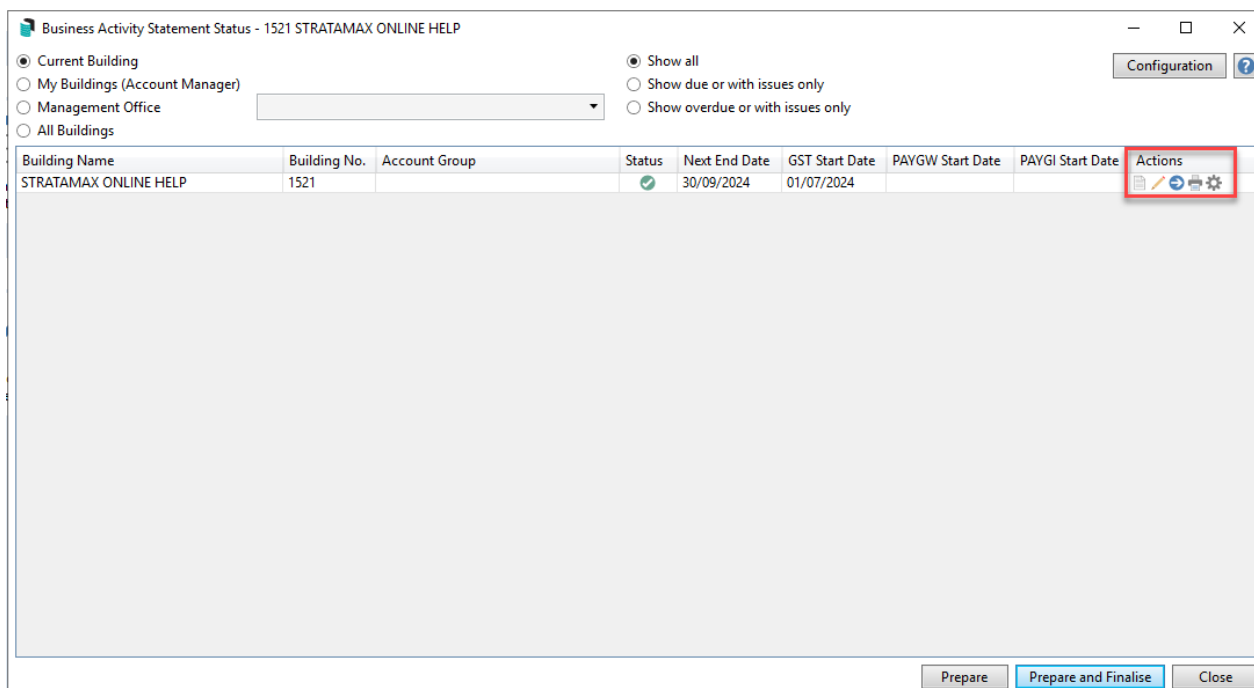


- BAS is Due by - will display if close to due date (not overdue).



- Set the 'Don't Process before Due Date' in Tax Setup - the date must be set for the end of the prior period so the current period can be calculated. i.e. 30.06.24 will set the current BAS period to 01.07.24 - 30.09.24
- BAS has not been prepared by date - will show if overdue based on configured days BAS is due after the end of the period.
- Variance - A BAS will not finalise if the variance is higher than the configured tolerance.

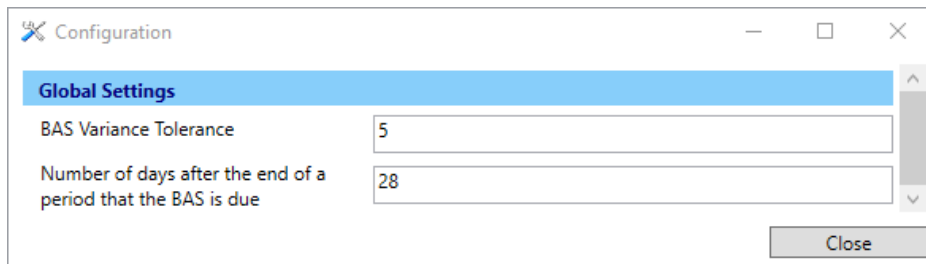
## Actions available on the BAS



- *View Last BAS* - The last BAS will be displayed and the option to print the report for selected building will be available, either with the default template or to Excel. This view will also show the transactions posted to the defined ATO Creditor as set in Tax Setup.
- *Reopen Last BAS* - This option will allow the prior BAS period to be reopened so important transactions that were not included can be updated, the re-finalise of the BAS will create adjusting Creditor transactions.
- *Prepare New BAS* - The report for the current period will be prepared. The BAS can be edited, saved or printed. If the BAS is already prepared, a prompt to 'Edit the In Progress BAS' will be displayed to make selection to update any recent or updated transactions. An 'In Progress' BAS can also be deleted to allow the prepare to be completed again for the period to refresh all transactions.
- *BAS Reconciliation Report* - Will display the selected building **BAS Reconciliation Report**.
- *Tax Setup* - This shortcut will display the **Building Information**, BAS / IAS (GST) Registrations which can also be updated and saved.

## Configuration

1. Search or select **Business Activity Statement**.
2. Click the *Configuration* button in the top right of the BAS window.
  - *BAS Variance Tolerance*: This amount is the variance between the Clearing Account balance at the end of the reporting period compared to the expected BAS / IAS amount for the same period. The BAS will not be able to be finalised if the amount is greater than the set tolerance. (StrataMax recommends a tolerance of \$5.00 be set to allow for rounding as the BAS is reported to the ATO in whole dollars).
  - *Number of days after the end of a period that the BAS is due*: Set this number of days to help with the timing for lodgement. Once the number of days is exceeded the BAS will report as overdue.



## Prepare the Current Period BAS / IAS

1. Search or select **Business Activity Statement**.
2. Select advanced filter options:
  - *Current building*: Only the BAS for the current selected building (noted at the top of the window) is displayed.
  - *My Buildings (Account Manager)*: To select an individual Account Manager name and the properties they are listed for.
  - *Management Office*: Select from drop down list if being utilised.
  - *All Buildings*: Displays all registered Buildings requiring lodgement.

Select Status filter options:

- *Show all*: All buildings based on above selection.
  - *Show due or with issued only*: Buildings that are due for review for the BAS period completed but not yet prepared or have issues.
  - *Show overdue or with issues only*: Buildings that are overdue (based on configuration) for the BAS period completed but not yet prepared or have issue.
3. Select the *Prepare* button to update to the current reporting period.
  4. Review the Status column to resolve any issues and amend.

If the **ATO SBR** has been setup, in your office, with the appropriate credentials, once the BAS is finalised use **ATO SBR** to continue with lodgement direct to the ATO.

## Finalise the BAS

1. Search or select **Business Activity Statement**.
2. Select required Filter options for Buildings / Status.
3. Select Prepare and Finalise to process all displayed buildings that have no issues, this will process the Creditor Invoices / Credit notes to the ATO Creditor as defined in the tax setup.

It is important that the finalised BAS figures are lodged exactly the same when completed with the ATO.

## Distribute the Finalised BAS Reports

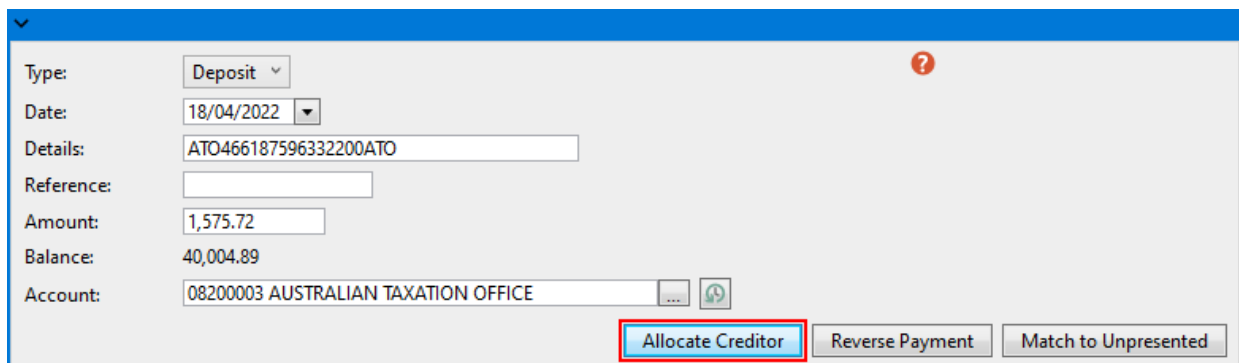
The now completed BAS / IAS reports can now be easily distributed to be used with the lodgement with the ATO. There are two options for distribution, either or both may be used:

1. **Report Distribution** will allow for the **BAS Reconciliation Report** to be produced as one global PDF to be sent with the normal distribution options.
2. **Search BAS** allows for easy setup to report the current period for lodgement and options to view the BAS or export to Excel for all information to be populated on the ATO portal.

## ATO Payments & Refunds

The payment method selected for the ATO Creditor may be either BPay or EFT and will require the CRN or EFT Reference number to be entered for the BAS to be finalised. This information is entered into Creditor Maintenance in the local building section. When the BAS is finalised, it will automatically create the Creditor Invoices for Payment or Credit Notes for refund. ATO Payments can be processed via **Payments** once lodgement is completed and the amounts are exactly the same.

If a refund is due, once received in Process Bank Statements, it can be applied to the credit notes using Allocate Creditor for the ATO Creditor. The refund should be reviewed to ensure that the amount is the expected value to make the ATO Creditor account balance back to \$0.00.



The screenshot shows a software interface with the following fields and buttons:

- Type: Deposit (dropdown)
- Date: 18/04/2022 (dropdown)
- Details: ATO466187596332200ATO (text input)
- Reference: (empty text input)
- Amount: 1,575.72 (text input)
- Balance: 40,004.89 (text input)
- Account: 08200003 AUSTRALIAN TAXATION OFFICE (text input with a search icon)
- Buttons: Allocate Creditor (highlighted with a red box), Reverse Payment, Match to Unpresented

Account **08200003 AUSTRALIAN TAXATION OFFICE** ... Date 19/04/2022



Amount: -1,575.72

Reference	Date	Description	Invoice No.	On Hold	Invoice Amount	Unpaid Amount	Amount to Allocate
D0000002	31/03/2022	PAYG March 2022			150.00	150.00	<input type="text" value="150.00"/>
D0000001	19/04/2022	GST for 31/03/22			-1,720.00	-1,720.00	<input type="text" value="-1720.00"/>
D0000003	19/04/2022	Interest			-5.72	-5.72	<input type="text" value="-5.72"/>