FNSTPB401 Complete business activity and instalment activity statements

This workbook supports FNSTPB401 Complete business activity and instalment activity statements in the Financial Services Training Package.

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FNSTPB401 Complete business activity and instalment activity statements

Application

This unit describes the skills and knowledge required to identify and apply compliance requirements to effectively process and complete business activity statements (BAS), instalment activity statements (IAS), and other required reports.

It applies to individuals who use a range of organisational and analytical techniques to work in organisations or to supply specific bookkeeping services as a small business owner or contractor.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. This unit is designed to meet the education requirements of the Tax Practitioner Board (TPB). Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on regulatory requirements.

Elements and Performance Criteria

Element *Elements describe the essential outcomes.*	**Performance criteria** *Performance criteria describe the performance needed to demonstrate achievement of the element.*	**Workbook reference**
1. Identify compliance and other requirements applicable to business activity	1.1 Research and document legislative, regulatory, industry and organisational requirements relating to activity statements and seek expert advice to clarify issues where applicable	Chapter 1 Statutory, legislative and other requirements Chapter 2 Goods and services tax Chapter 4 Payroll legislation and related items on activity statements
	1.2 Review, interpret and apply legislation relating to taxes reported on activity statements	All chapters
	1.3 Identify, document and apply policies in relation to compliance with code of professional conduct as stipulated in legislation relevant to activity	Chapter 1 Statutory, legislative and other requirements
	1.4 Identify scope of services that can be provided by a Registered BAS Agent under the Tax Agent Services Act, including limitations of services compared to those of a Tax Agent	Chapter 1 Statutory, legislative and other requirements Chapter 6 Other GST and tax issues
	1.5 Identify and access information, advice and services outside own scope of operation; establishing and using networks where necessary	Chapter 1 Statutory, legislative and other requirements Chapter 4 Payroll legislation and related items on activity statements

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Element *Elements describe the essential outcomes.*	**Performance criteria** *Performance criteria describe the performance needed to demonstrate achievement of the element.*	**Workbook reference**
	1.6 Identify and document lodgement schedule requirements	Chapter 1 Statutory, legislative and other requirements Chapter 2 Goods and services tax Chapter 6 Other GST and tax issues Chapter 9 Payroll and the activity statement Chapter 11 Preparing the business activity statement
	1.7 Assess entity's cash flow and payment options and arrangements, and initiate discussion with management to ensure sufficient funds are available to meet statutory requirements	Chapter 3 GST reporting
2. Analyse and apply industry codes of conduct associated with work activities	2.1 Review, interpret and apply relevant industry codes of conduct and identify the applicable governing bodies	Chapter 1 Statutory, legislative and other requirements
	2.2 Document and apply relevant policies and procedures to ensure compliance with code of conduct requirements	Chapter 1 Statutory, legislative and other requirements Chapter 2 Goods and services tax
	2.3 Identify and document own competency development requirements relating to changes in legislation	Chapter 1 Statutory, legislative and other requirements
3. Review and apply goods and services tax (GST) implications and code transactions	3.1 Identify, interpret and apply and record GST principles	Chapter 3 GST reporting Chapter 4 Payroll legislation and related items on activity statements
	3.2 Identify and code purchases and/or payments as per GST classifications	Chapter 3 GST reporting Chapter 4 Payroll legislation and related items on activity statements
	3.3 Identify and code sales and/or receipts as per GST classifications	Chapter 3 GST reporting Chapter 4 Payroll legislation and related items on activity statements
	3.4 Process accounting data to comply with tax and GST reporting requirements	Chapter 3 GST reporting

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Element *Elements describe the essential outcomes.*	**Performance criteria** *Performance criteria describe the performance needed to demonstrate achievement of the element.*	**Workbook reference**
4. Report on payroll activities and amounts withheld	4.1 Calculate and reconcile total salaries, wages and other payments for a reporting period to enter onto a BAS	Chapter 9 Payroll and the activity statement Chapter 11 Preparing the business activity statement
	4.2 Verify or calculate pay as you go instalment (PAYGI) amount where applicable, or calculate for other payments where applicable	Chapter 9 Payroll and the activity statement Chapter 10 Calculating and reporting PAYG Chapter 11 Preparing the business activity statement
5. Reconcile and prepare activity statement	5.1 Prepare and reconcile activity statement reports, identify and correct statement errors, and amend bookkeeping entries as required	Chapter 3 GST reporting Chapter 9 Payroll and the activity statement Chapter 10 Calculating and reporting PAYG Chapter 11 Preparing the business activity statement
	5.2 Review extraordinary transactions in the accounting system, including transactions involving capital acquisitions and imports	Chapter 3 GST reporting Chapter 8 Entering GST transactions in MYOB AccountRight
	5.3 Make adjustments for previous quarters, months or year-end where necessary according to legislative guidelines	Chapter 5 Correcting GST errors Chapter 12 Entering GST adjustments using MYOB
	5.4 Complete BAS and/or IAS return according to current statutory, legislative, regulatory and organisational schedule	Chapter 3 GST reporting Chapter 5 Correcting GST errors Chapter 10 Calculating and reporting PAYG Chapter 11 Preparing the business activity statement Chapter 12 Entering GST adjustments using MYOB
	5.5 Reconcile figures completed on BAS and/or IAS form with journal entries, financial statements, GST and other control accounts	Chapter 3 GST reporting Chapter 11 Preparing the business activity statement
6. Lodge activity statement	6.1 Check activity statement and ensure sign-off by authorising person required by statutory, legislative and regulatory requirements	Chapter 13 Testing your skills
	6.2 Lodge activity statement according to statutory, legislative and regulatory requirements	Chapter 3 GST reporting Chapter 10 Calculating and reporting PAYG Chapter 11 Preparing the business activity statement

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Foundation Skills

This section describes those language, literacy and numeracy and employment skills that are essential to performance.

Skill	Description	Workbook reference
Reading	• Analyses and interprets relatively complex regulatory and legislative texts and other sources of information to identify and clarify requirements	All chapters
Writing	• Documents research information and records required tax data and financial transactions	Chapter 1 Statutory, legislative and other requirements Chapter 2 Goods and services tax
Oral communication	• Elicits the views and opinions of others and obtains information by questioning and active listening	Chapter 1 Statutory, legislative and other requirements Chapter 6 Other GST and tax issues
	• Uses clear and detailed language to clarify and confirm understanding	Chapter 1 Statutory, legislative and other requirements Chapter 6 Other GST and tax issues
Numeracy	• Uses developed mathematical skills to interpret and assess business accounting records; identify, reconcile and process data; and calculate required taxation instalments in line with reporting requirements	Chapter 3 GST reporting Chapter 9 Payroll and the activity statement Chapter 10 Calculating and reporting PAYG Chapter 11 Preparing the business activity statement Chapter 12 Entering GST adjustments using MYOB
	• Prepares accurate numerical data for activity statements that is adjusted and corrected as required and reconciled to bookkeeping system entries	All chapters
	• Defines timeframes according to schedule requirements	Chapter 3 GST reporting Chapter 5 Correcting GST errors
Navigate the world of work	• Takes responsibility for complying with legal and regulatory requirements	All chapters
	• Uses research and consultation to ensure fully informed and compliant work practice	Chapter 1 Statutory, legislative and other requirements Chapter 2 Goods and services tax Chapter 3 GST reporting Chapter 4 Payroll legislation and related items on activity statements Chapter 5 Correcting GST errors

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Skill	Description	Workbook reference
Interact with others	• Cooperates and collaborates with others as part of familiar routine activities and contributes to activities requiring joint responsibility and accountability	All chapters
Get the work done	• Plans, organises and completes work according to defined requirements, taking responsibility for sequencing tasks to meet organisational timeframes and legislative requirements	All chapters
	• Uses systematic, analytical processes in complex routine and non-routine situations, gathering information and identifying and evaluating potential solutions	Chapter 1 Statutory, legislative and other requirements Chapter 2 Goods and services tax Chapter 5 Correcting GST errors Chapter 8 GST reporting Chapter 11 Preparing the business activity statement
	• Uses digital tools to conduct research, design work processes and to complete work tasks	All chapters

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Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.		**Workbook reference**
Legislative and regulatory requirements must include:	• BAS and IAS requirements, including: • time requirements	Chapter 1 Statutory, legislative and other requirements
	• cash versus accrual reporting requirements	Chapter 3 GST reporting
	• GST Act and related public rulings, determinations and regulations	Chapter 1 Statutory, legislative and other requirements
	• income tax legislation	Chapter 1 Statutory, legislative and other requirementsChapter 4 Payroll legislation and related items on activity statements
	• privacy legislation	Chapter 1 Statutory, legislative and other requirements
	• tax agent services legislation	
	• TPB conduct requirements	
	• industry associations recognised by the TPB.	
Payment options must include:	• maintaining an estimate of amount payable on BAS and IAS	Chapter 3 GST reporting
	• PAYGI and pay as you go withholding (PAYGW)	Chapter 4 Payroll legislation and related items on activity statements Chapter 8 Entering GST transactions in MYOB AccountRight Chapter 10 Calculating and reporting PAYG Chapter 11 Preparing the business activity statement
	• setting up a provision account for PAYGI.	Chapter 4 Payroll legislation and related items on activity statements Chapter 3 GST reporting Chapter 10 Calculating and reporting PAYG

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This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.		**Workbook reference**
GST principles must include:	• GST collected • GST input tax credits • net GST payable.	Chapter 3 GST reporting Chapter 8 Entering GST transactions in MYOB AccountRight Chapter 11 Preparing the business activity statement Chapter 12 Entering GST adjustments using MYOB
GST classifications must include:	• GST • GST free • input taxed • no tax (not reportable) • input taxed supply • exports.	Chapter 3 GST reporting Chapter 2 Goods and services tax Chapter 3 GST reporting Chapter 8 Entering GST transactions in MYOB AccountRight Chapter 11 Preparing the business activity statement Chapter 12 Entering GST adjustments using MYOB

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Assessment for this Unit

This Unit is assessed by:

- submitting completed exercises
- completing a final assessment.

Assessment requirements

Performance Evidence

Evidence of the ability to:	**Workbook reference**
• research, critically evaluate, and apply changes to current or new legislative or professional conduct requirements when preparing business activity statements (BAS)	Chapter 1 Statutory, legislative and other requirements Chapter 2 Goods and services tax Chapter 4 Payroll legislation and related items on activity statements
• identify financial transactions required to prepare activity statements and apply the principles and classifications of the goods and services tax (GST)	Chapter 3 GST reporting Chapter 4 Payroll legislation and related items on activity statements
• prepare both BAS and instalment activity statements (IAS) for a range of legal entities that comply with:	Chapter 3 GST reporting Chapter 4 Payroll legislation and related items on activity statements
• Australian taxation law, Australian Taxation Office (ATO) rulings, Tax Practitioner Board (TPB) requirements, and lodgement schedules	Chapter 1 Statutory, legislative and other requirementsChapter 3 GST reporting Chapter 4 Payroll legislation and related items on activity statements
• accounting principles and practices	Chapter 3 GST reporting Chapter 4 Payroll legislation and related items on activity statements
• organisational policy and procedures relating to business activity statements	Chapter 8 Entering GST transactions in MYOB AccountRight Chapter 13 Testing your skills
• present business activity statements for verification and approval.	Chapter 3 GST reporting Chapter 4 Payroll legislation and related items on activity statements Chapter 11 Preparing the business activity statement

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Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.	**Workbook reference**
• Research methods and sources of information used to update knowledge of professional and legislative requirements relating to activity statements	Chapter 1 Statutory, legislative and other requirementsChapter 3 GST reporting Chapter 4 Payroll legislation and related items on activity statements
• Key requirements of current legislation, regulations and industry codes of practice relating to preparing activity statements, including:	
• Tax Agent Services Act (TASA), including Code of Professional Conduct. TPB registration requirements, and civil penalty provisions	Chapter 1 Statutory, legislative and other requirements
• Fringe Benefits Tax Assessment Act	Chapter 6 Other GST and tax issues
• A New Tax System (Goods and Services Tax) Act	Chapter 1 Statutory, legislative and other requirements
• Income Tax Assessment Act	Chapter 1 Statutory, legislative and other requirementsChapter 10 Calculating and reporting PAYG
• Taxation Administration Act	Chapter 1 Statutory, legislative and other requirements
• other taxation laws, including taxable payments annual reporting, fringe benefits tax (for collection and recovery), wine equalisation tax, luxury car tax and fuel tax	Chapter 1 Statutory, legislative and other requirementsChapter 6 Other GST and tax issues
• Privacy Act	Chapter 1 Statutory, legislative and other requirements
• ATO requirements	Chapter 1 Statutory, legislative and other requirements Chapter 4 Payroll legislation and related items on activity statements Chapter 6 Other GST and tax issues
• Accounting terminology used when preparing and submitting BAS and IAS for a range of business types	All chapters
• GST terminology, classifications, regulations, and obligations	All chapters

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How to use this workbook

This workbook is divided into two parts:

- required knowledge
- required skills, i.e. using MYOB to complete tasks.

Order of learning

The following order of learning is recommended prior to attempting this Unit:

1. FNSACC311 Process financial transactions and extract interim reports
2. FNSACC312 Administer subsidiary accounts and ledgers
3. FNSACC416 Set up and operate a computerised accounting system (using MYOB)
4. BSBFIA401 Prepare financial reports
5. FNSACC414 Prepare financial statements for non-reporting entities
6. FNSACC405 Maintain inventory records
7. FNSTPB402 Establish and maintain payroll systems (using MYOB)

If you have not completed equivalent learning you may have difficulties completing this workbook. Speak to your trainer for further guidance.

Knowledge of Excel is advisable for *Chapter 3 GST reporting* to prepare a cash book and bank reconciliation.

The ability to process payroll is required for *Chapter 9 Payroll and the activity statement*.

Solutions

Solutions for exercises which do not form part of your assessment are provided electronically with the exercise files download. Use the solutions to check your progress as you complete exercises.

Financial year implications

The solutions are financial year sensitive.

If you are completing this workbook in the first quarter of a new financial year, you may be required to use data from the previous financial year to complete exercises as information on websites can take time to be updated to reflect the new financial year.

Ask your trainer which financial year you should use.

Content and websites in this workbook

Because legislation and websites are constantly changing, information, URLs and website images used in this workbook may have changed. The expiry of this information is not grounds for a refund on purchase.

Where possible, instructions have been provided to guide you to find the required information instead of providing the full URL.

Delivery of this workbook

This course is designed to be trainer-led or self-paced and learners follow a set sequence of exercises and enter data and print reports.

It could take up to 30 hours to complete this workbook.

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BAS Agent Code of Professional Conduct

The BAS Agent Code of Professional Conduct regulates personal and professional conduct as a registered BAS agent.

The code of conduct can be reviewed and downloaded from the Tax Practitioners Board website.

Exercise 10

1. Go to the TPB website.
2. Search for **Code of Professional Conduct**.
3. Read the information on the page.
4. For further explanation of the code, download the PDF of the explanatory paper (EP) of the code and save it in your working folder, and read it.
5. There are five categories of core principles in the code. List one principle from each of the five categories.
6. Prepare to discuss the principles of independence and confidentiality. Include in your discussions:
   a. What may constitute a conflict of interest?
   b. How to manage that particular issue.

If you are learning online or by distance, complete this exercise as instructed by your trainer.

Safe harbour

The ATO administers 'safe harbour' provisions as outlined in the Taxation Administration Act 1953. Under these provisions a taxpayer who uses a registered tax agent or BAS agent will benefit from a safe harbour from certain administrative penalties in certain circumstances.

Penalties may no longer apply, e.g.:

- where a false or misleading statement is made carelessly, provided the taxpayer has taken reasonable care to comply with their tax obligations by giving their tax agent or BAS agent the information necessary to make the statement; and
- where a document (such as a return, notice or statement) is not lodged on time in the approved form due to the tax agent's or BAS agent's carelessness, provided the taxpayer gave the agent the necessary information in sufficient time to lodge the document on time and in the approved form.

Implications of BAS agent laws

Some bookkeepers may be unable to become BAS agents because:

- they have not met the requirements to be a BAS agent and cannot seek registration as yet as they do not possess a Certificate IV in Accounting and Bookkeeping or a superior qualification
- they do not meet the necessary number of hours of experience due to their part-time status or the fact that they are new to the industry
- their bookkeeping experience may not be of the kind required by the legislation, i.e. substantially involved in BAS services
- they may be unable to meet the fit and proper person criterion.

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CHAPTER 3
GST REPORTING

This chapter covers:

- ❒ GST reporting options
- ❒ reporting methods
- ❒ cash versus non-cash (accrual)
- ❒ what is reported on a business activity statement
- ❒ how to record payments in the cash payments book
- ❒ how to record receipts in the cash receipts book
- ❒ bank reconciliation
- ❒ transferring figures to the business activity statement using the accounts method
- ❒ calculating the GST refund or payment
- ❒ completing the business activity statement using the simplified GST accounting method
- ❒ tax codes

Before you attempt this chapter you should be able to:

- ❒ prepare a cash book and bank reconciliation
- ❒ use Excel

Speak to your trainer if you cannot do any of these tasks.

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Business activity statements

A business activity statement (BAS) is a report that entities registered for GST submit to the ATO that includes GST paid and GST collected amounts, as well as other reportable amounts such as PAYG withholding or fuel tax credits.

Accounting methods of reporting GST

There are two methods of accounting for GST. The method you use will affect when you must report GST.

Cash basis	If an entity accounts for income on a cash basis it includes payments received regardless of when the work was done. Income is only included when payment is received. The advantage of the cash accounting method is that the money flowing through the business is better aligned with activity statement liabilities, so it is easier to manage cash flow.
Accrual (non-cash) basis	The accrual basis accounting system includes all income earned during the income year even if the entity has not received payment for the work by the end of the income year. All amounts earned should be included during the year as assessable income, even if payment for the work done is still outstanding at the end of the year. If the turnover of the entity is less than $10,000,000, GST can be reported on **either** a cash basis or an accrual basis. If the turnover of the entity is more than $10,000,000, GST **must** be reported on an **accrual** basis. **Note** Even where a GST registered entity fails to meet the cash accounting criteria, it can still apply to the ATO and satisfy them that it is appropriate to account on a cash basis. In exercising its discretion to allow an entity to account on a cash basis despite not satisfying the criteria, the ATO will consider the: • nature and size of the entity and • nature of the entity's accounting system.

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Selecting the accounting method

Before selecting the accounting method, the entity should consider:

- cash flow of the business
- whether the business carries large debtors and/or creditors
- timing of major capital acquisitions and
- seasonal nature of the business.

At the end of each month, the amount of GST owing should be estimated from reports and put aside. Many businesses adopt the best practice of setting up a separate business bank account to plan for payments to the ATO. The amount of GST isolate required to submit to the ATO can be isolated, whilst leaving the main business bank account clear for meeting day to day business requirements. Many businesses also put aside funds for PAYG withholding, instalments and superannuation into the same bank account.

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CHAPTER 7

USING MYOB ACCOUNTRIGHT

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How to use MYOB for this workbook

Screenshots in this workbook are taken from MYOB AccountRight 2018.2.

The instructions in this workbook can be applied to the following MYOB accounting applications:

- MYOB AccountRight Plus 2018.2 or later
- MYOB AccountRight Premier 2018.2 or later (version containing all the features of MYOB Accounting Plus but allows for multiple businesses under one subscription)
- MYOB AccountEdge (MYOB AccountRight in a Mac environment).

Symbols used in this workbook

Keys to press are typed in UPPER CASE, for example:

TAB	Press the TAB key on the keyboard
ENTER	Press the ENTER key on the keyboard

Bold text indicates text you should type, a menu or command to select, for example:

Enter **145700**	Actually type the number 145700.
Select **Sales**	Click on the Sales button.

Bold text is also used to emphasise terms and instructions, for example:

The correct way to pronounce MYOB is M Y O B as if you are spelling it.

Do not enter into MYOB

There will be times where instructions are included for information only. They are not to be entered.

PRINTOUT

You are required to create a report and print or save it as a PDF in your working folder following instructions in this workbook.

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MYOB AccountRight student edition

Before starting the MYOB content in this workbook, you will require MYOB AccountRight installed on your computer. The current AccountRight student access is different to how the AccountRight v19 student edition worked. The main difference is that you need to activate files with a serial number.

The MYOB AccountRight student edition can be purchased from the MYOB website www.myob.com/au/accounting-software/student-edition. The purchase gives you access to a serial number to enable you to activate any new company files you need to create while completing your study.

Serial numbers are **not** provided in this workbook or by Software Publications, however some of the exercise company files may already be activated. Instructions are provided when you require a serial number.

Speak to your trainer. Your training organisation may be able provide you with a serial number. If your training organisation has provided you with a serial number, download MYOB AccountRight from the MYOB website.

Important

Without a serial number you will only be able to access your company file for the 30-day trial period. After 30 days the company file will become read-only. A serial number cannot be added to a company file after the trial period has expired.

PC or Mac?

Before installing the MYOB application you need to consider if you will be working on a PC or Mac while completing this workbook.

AccountEdge for Mac and AccountRight for PC company files are not cross-platform compatible. This could be a problem if you use a Mac at home and a PC at your training organisation. Talk to your trainer as this will have implications on completing this workbook.

Look into options such as Bootcamp or Parallels to use the Windows-based application AccountRight on a Mac side-by-side.

Installing MYOB AccountRight for PC

3. Quit any applications you have running.
4. Go to the location you have saved the MYOB AccountRight .exe file.
5. Double click on the **.exe** file.
6. Follow the prompts during the installation.
7. When MYOB AccountRight has been installed an MYOB AccountRight shortcut can be found on your desktop.

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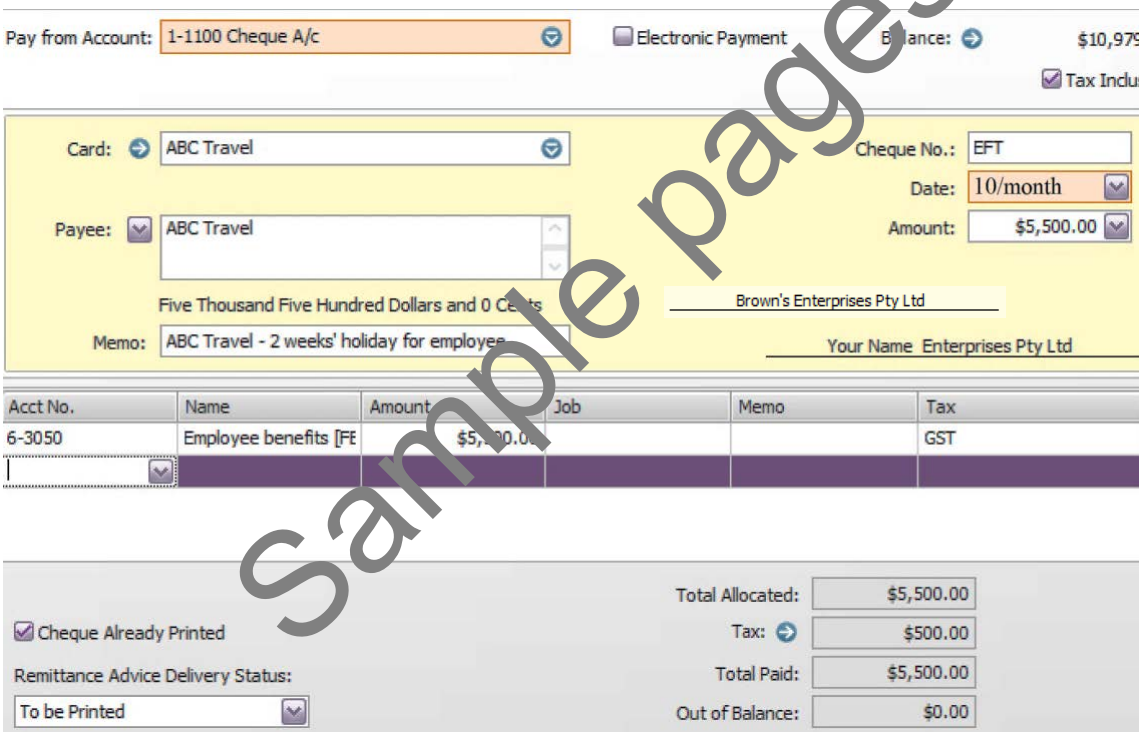
Entering a payment for a provision of an employee fringe benefit

The business paid for a two-week holiday for an employee to travel to Hobart at a cost of $5,500 inc GST. This payment will be recorded as an employee benefit which will be subject to fringe benefits tax.

ABC Travel
ABN: 83 964 511 211 TAX INVOICE
10/month
Brown's Enterprises
ABN: 35 933 853 286
Holiday in Hobart – staff member – special bonus
Accommodation and airfares
Total including GST $5,500.00
EFT payment received with thanks

Exercise 77

1. In **Spend Money** record the payment like this using the TAB key to move from field to field:



The GST can be claimed on this private expense. The value of this benefit will be reported on the employee's payment summary in the Reportable Fringe Benefits Amounts section.

2. **Record** the transaction.
3. Return to the Command Centre.

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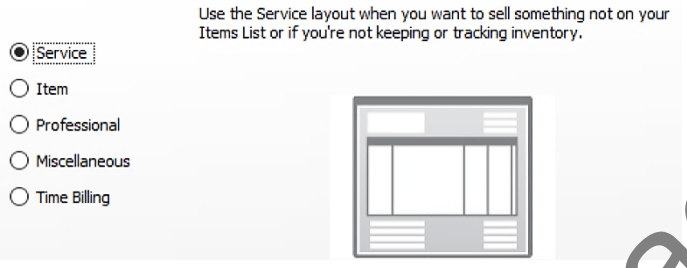
Creating a sales invoice entering GST inclusive amounts

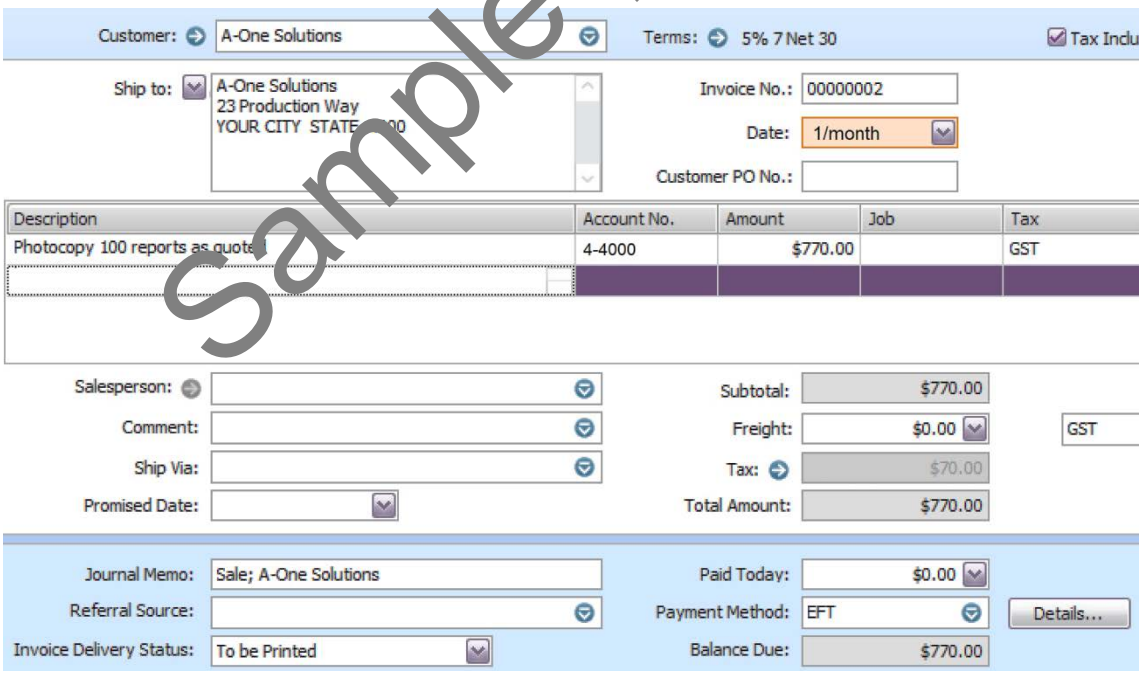
Exercise 78

Brown's Enterprises Pty Ltd
ABN: 35 933 853 286
Tax invoice
Customer: A-One Solutions
Invoice date: 1/month
Invoice No.: 2
Photocopy 100 reports as quoted: $770.00 inc GST

1. Select **Sales Command Centre**.
2. Select **Enter Sales**.
3. Select **A-One Solutions** in the customer field.
4. In Layout select **Service**.



5. Click on **OK**.
6. Enter the sales details using the TAB key to move from field to field. Your window should look like this:



7. **Record** this transaction.
8. Return to the Command Centre.

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Entering the purchase of the Hilux with a trade-in

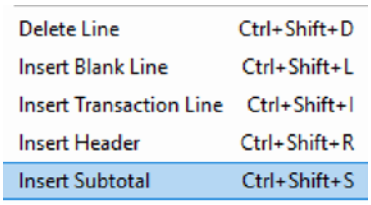
Exercise 91

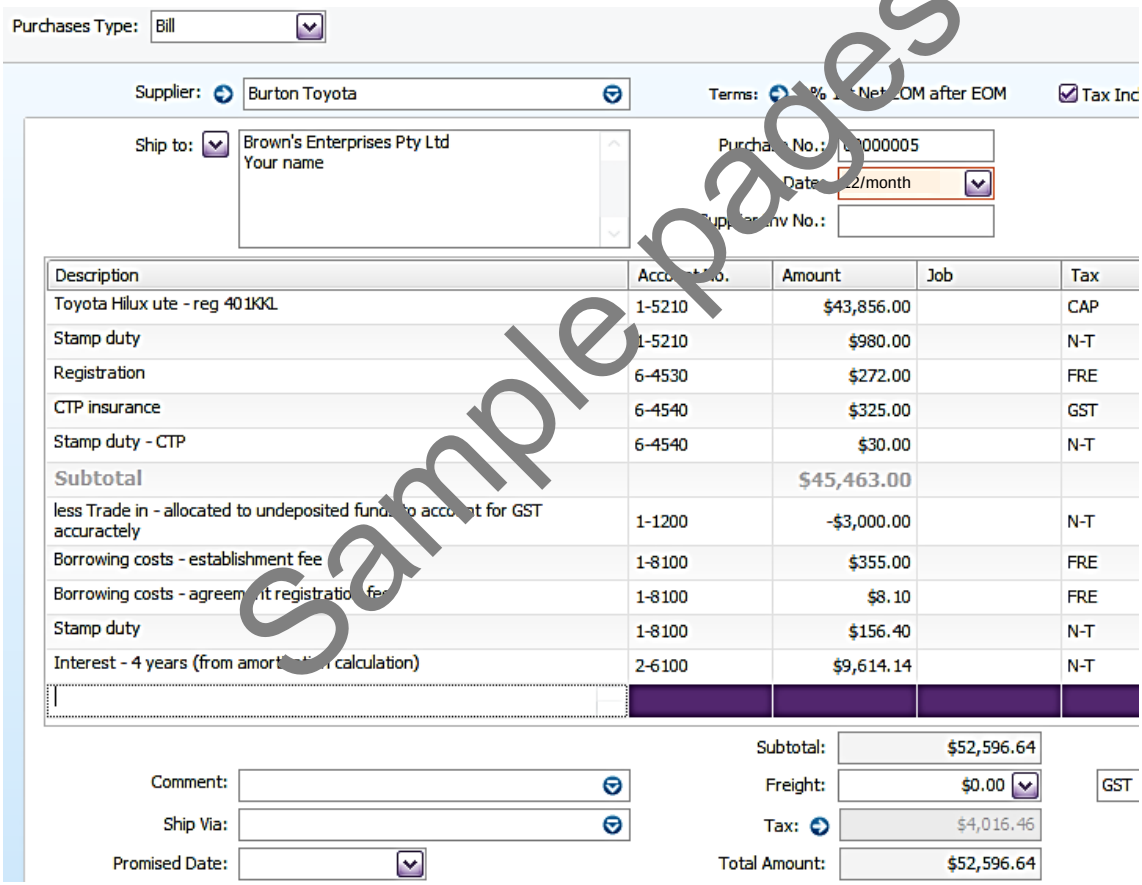
1. Select the **Purchases Command Centre**.
2. Select **Enter Purchases**.
3. Referring to tax invoice 1515 on page 151, enter the purchase of the Hilux with a trade-in of the old ute using the TAB key to move from field to field.

   To add a subtotal:

   a. Select **Edit** from the Menu bar.

   b. Select **Insert Subtotal**.





   c. For this exercise ignore the warning about the seller's ABN.

- Check with the business accountant if the preferred allocation accounts for registration and insurance is 1-5210 (asset) or 6-4530 (expense) as above.
- The trade-in is allocated to the Undeposited Funds account so that an invoice can be created for the sale of the vehicle and GST collected.

4. Record the transaction.
5. Return to the Command Centre.

Sample pages

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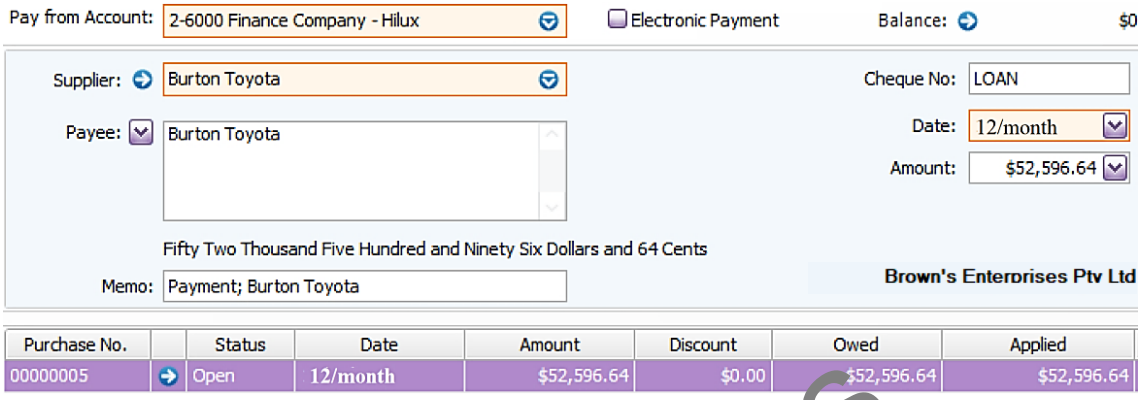
Entering the finance company payment

Exercise 92

1. Select the **Purchases Command Centre**.
2. Select **Pay Bills**.
3. Enter the following payment by the finance company to purchase the Hilux:



4. Record the payment.
5. Return to the Command Centre.

Viewing the chattel mortgage in your Balance Sheet

1. Select **Reports** in the Command Panel.
2. Select the **Accounts** tab on the left.
3. Under the Balance Sheet heading select **Balance Sheet**.
4. In the As of field enter **12/month** you are using then click on **Display Report**.

   Your chattel mortgage accounts should look like this:

Finance Company - Hilux	$52,596.64
Less Unexpired Term Charges	-$9,614.14

5. Return to the Command Centre.

Sample pages

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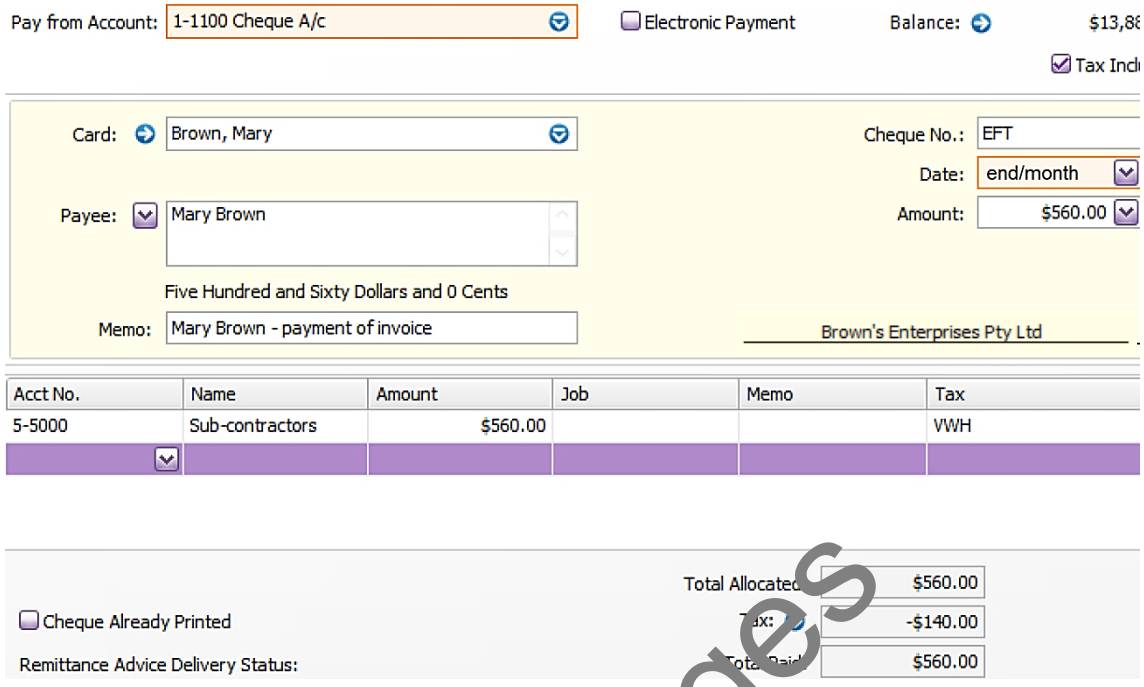
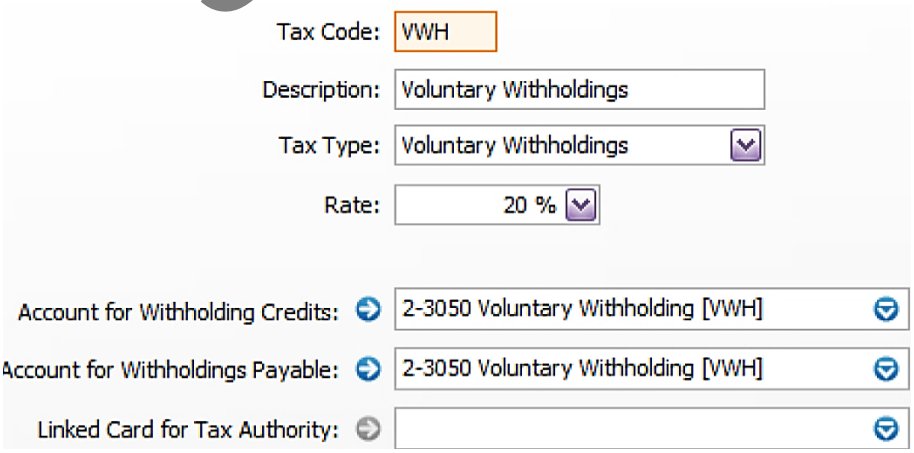
4. On end/month you are using enter the payment of $560 to Mary Brown being $700 less 20% voluntary withholding.



5. Before recording, recap the transaction. Your recap should look like this:

Src	Date	ID No.	Account	Debit	Credit	Job
CD	end/month	Mary Brown - payment of invoice				
		EFT	1-1100 Cheque A/c		$560.00	
		EFT	5-5000 Sub-contractors	$700.00		
		EFT	2-3050 Voluntary Withholding [VWH		$140.00	

6. Record the transaction.
7. Return to the Command Centre.
8. In the Menu bar select **Lists**.
9. Select **Tax Codes**.
10. Select **VWH** to view the setup of this tax code. (In some company files this code could be coded VOL.)



11. Return to the Command Centre.

Sample pages

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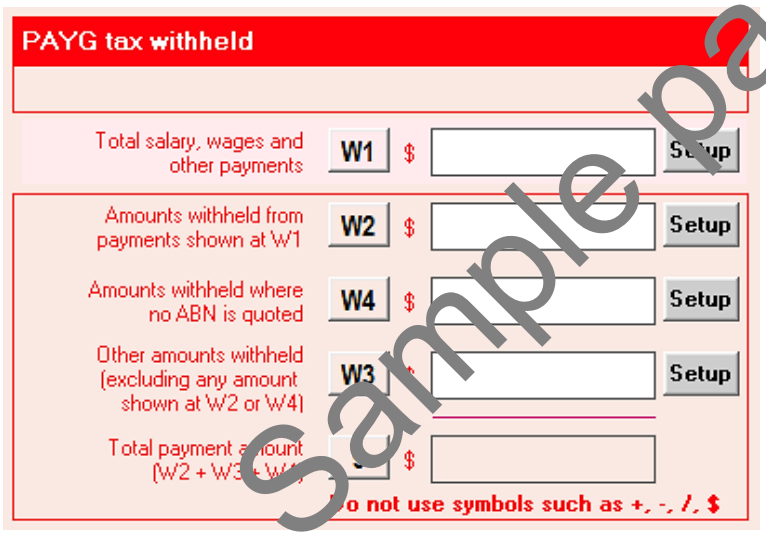
Reporting wages and PAYGW on the business activity statement

Exercise 110

1. With reference to PRINTOUT 11 Payroll Summary report, the voluntary withholding entry in this chapter and the ABN withholding calculated in *Chapter 8 Entering GST transactions in MYOB AccountRight*, complete the PAYG tax withheld section of the BAS.

		Calculation
W1	Gross wages less salary sacrifice plus voluntary withholding gross amount	
W2	PAYG withholding plus voluntary withholding amount on page 180	
W4	ABN amount (No ABN) from page 148	



Sample pages

2. Check your completed exercise with the solutions.

Remember

Make a backup your company file.

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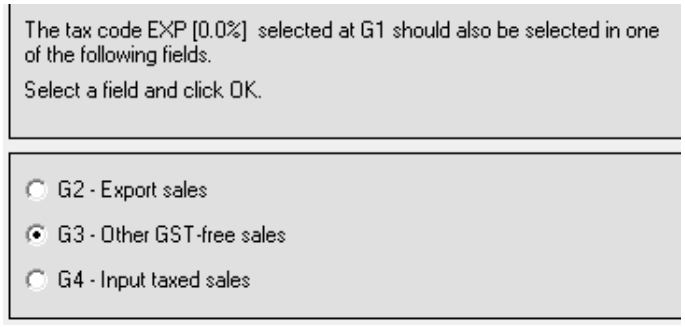
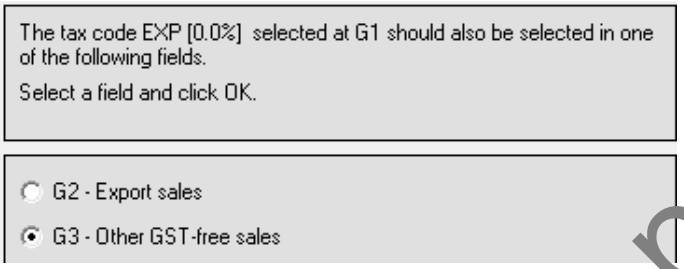
Use the **EXP** code on a sales invoice when exporting goods and services.

a. When you select **EXP**, the following dialog box will be displayed:



b. Select **G2** and **OK**.

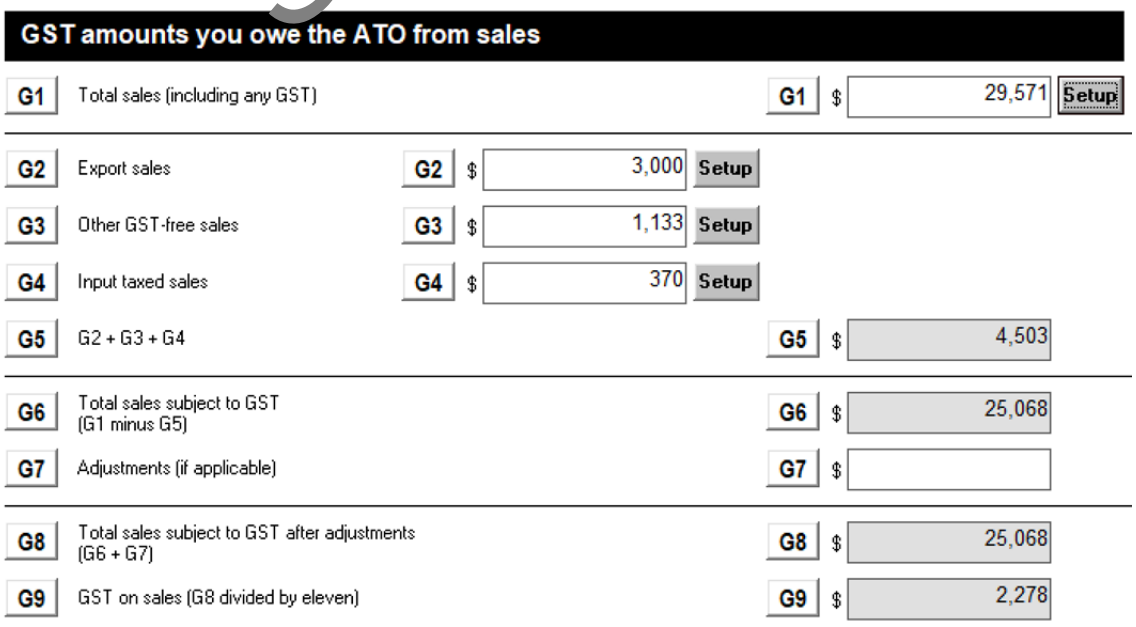
5. When you select **FRE**, select **G3** and **OK**.



6. When you select **ITS**, select **G4** and **OK**.

7. Check the codes and amounts reconcile with your PRINTOUT 21 GST [Summary - Cash] report (updated).

8. Click on **OK**. Your worksheet should look like this:



Sample pages

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Saving a business activity statement

1. Select **Save Setup & Exit**.
2. Read the message regarding the setup being saved and backing up of your activity data. You can save a file that is in an acceptable format by the ATO for online lodgement.

   If you are using a third party SBR enabled application to lodge the BAS, such as GovReports, you should save a copy of this file to upload when lodgement is due.

   If you are lodging using the ATO agent online services or business portal, the file format cannot be uploaded to either platform.

   MYOB includes a **Lodge Online** tab (you may not see this depending on the version of MYOB you are using). This cannot be simulated in a learning environment. To find out how to lodge a BAS online, search the MYOB website.

   There is no need to save the file for this exercise.
3. Click on **No**. You will be returned to the Prepare BAS/IAS window.
4. Return to the Command Centre.
5. Make a backup your company file.

Lodging a business activity statement using MYOB AccountRight

MYOB AccountRight has the facility to lodge the BAS online directly from the application once set up. The online setup is not covered in this workbook.

Sample pages

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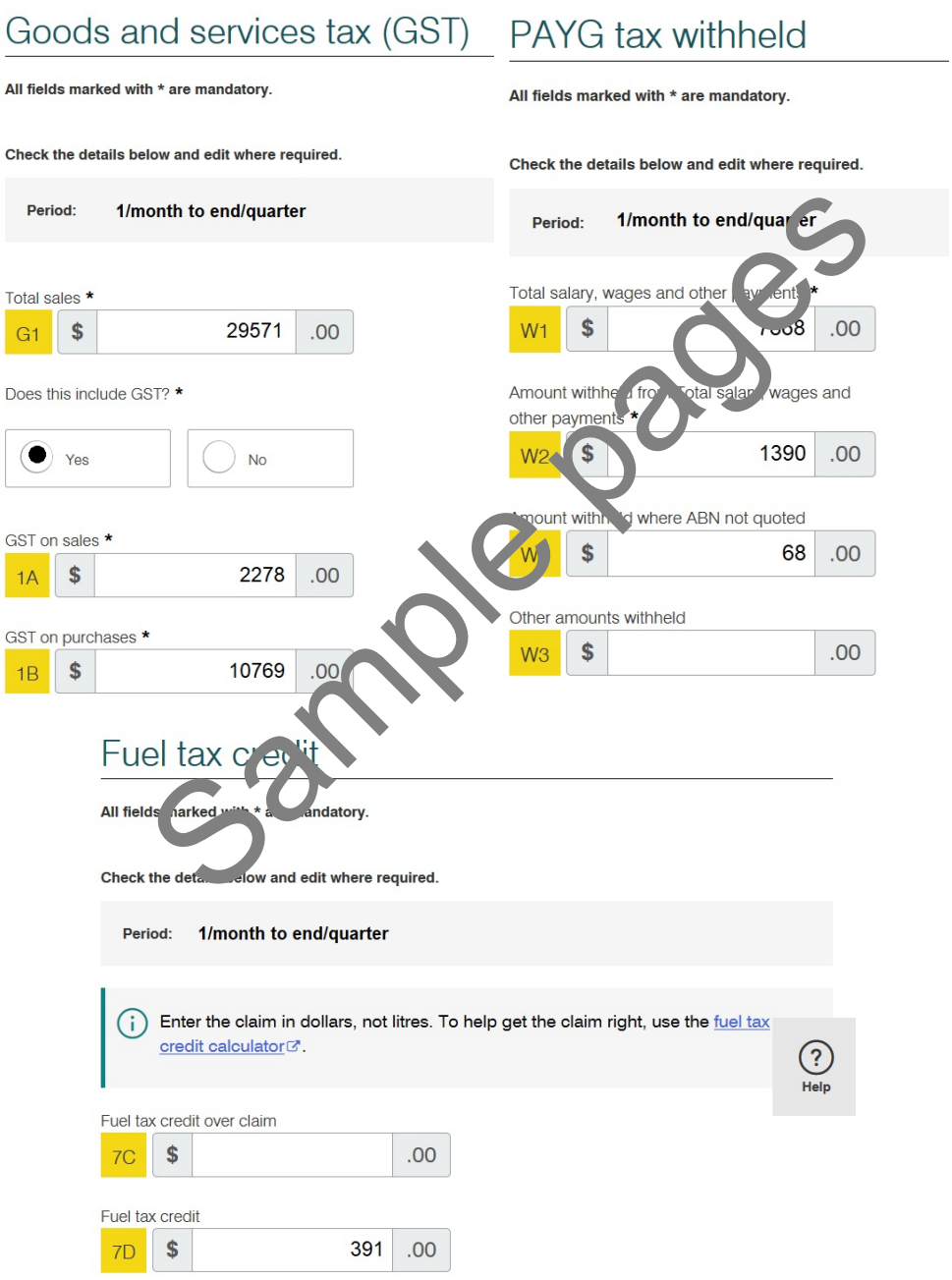
Preparing the simpler business activity statement form

Now that you have prepared the BAS as a full form BAS in this workbook, you have all the information required to be able to prepare a simpler BAS, as less information is required.

Small business entities lodge a simpler BAS form as their default method of lodgement. This means that even if you use the full BAS reporting in your app, the figures reported to the ATO via SBR are the Simpler BAS fields only, unless the business otherwise makes a request to lodge a complete BAS.

Examples of the fields completed in a simpler BAS



Sample pages

Refer to page 52 to revise *Simpler BAS reporting method*.

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