

Recording a BAS Payment or Refund

This document will explain:

- How to record a payment to the ATO for your Business Activity Statement
- How to record a refund from the ATO for your Business Activity Statement

In the majority of cases you will need to make a payment to the Tax Office each BAS period, and that payment is made up of what you owe them, less what they need to credit you.

Ensure there is a CardFile for the ATO in your Jim2 database, and add one if not, so you can easily track all payments made to the ATO.

The amount of each payment needs to be recorded correctly and reflect how it is apportioned against the GL Liability accounts to accurately debit and credit those running balances - you will record the payment to reflect what was actually lodged on your BAS.

You should ensure that the GST liability figures from your previous system are entered as opening balances against the relevant GST Liability accounts in Jim2. Your payment (or Refund) in Jim2 will simply clear these out.

Recording your BAS Payment

For this example, the GST Calculation Worksheet report shows a total due of \$8500.00 made up of:

GST Collected on Sales	6000.00
PAYG Withholding Payable	4000.00
PAYG Instalment Income Tax	1500.00
GST Paid on Purchases	-3000.00

Go to Accounts>Banking>Chequebook, add a 'Cheque' and select the CardFile for the ATO.

Record the amount of the payment and allocate the amounts exactly as lodged on your BAS to the relevant General Ledger accounts as shown in the screenshot below.

Acc. Code	GL Dept	Name	Curr	Amount Ex.	Amount Inc.	Tax
21310	...	GST Collected	AUD	6000.00	6000.00	X
21420	...	PAYG Withholding Payable	AUD	4000.00	4000.00	X
21440	...	PAYG Instalment Income Tax	AUD	1500.00	1500.00	X
21330	...	GST Paid	AUD	-3000.00	-3000.00	X

Enter the "negative" liability last to balance the cheque amount, finish and save.

You must use **Tax Code X** on every line of the cheque entry when paying the ATO.

Note:

You must only use Tax Code Q against the PAYG Payable account in the Payroll General Journal, as Tax Code Q flags the transaction to report into W2 in GST Sessions. If you use Tax Code Q when recording a payment to the ATO, it will distort the figure in W2 in your next GST Session.

Recording your BAS Refund

For this example, the GST Calculation Worksheet report shows a total refund due of \$5000.00 made up of:

GST Collected on Sales	-10000.00
PAYG Withholding Payable	- 4000.00
GST Paid on Purchases	18000.00
PAYG Instalment Income Tax	1000.00

Go to Accounts>Banking>Chequebook, add a 'Deposit' and select the cardfile for the ATO.

Record the amount of the refund and allocate the amounts exactly as lodged on your BAS to the relevant General Ledger accounts as shown in the screenshot below.

The screenshot shows a 'Viewing Deposit #1' window with the following details:

- Tran #: 22
- Type: Deposit
- Status: FINISH
- Card Code: ATO
- Date: 28/11/2011
- GL Acc: 11105
- Cheque Account: 1
- Deposit By: EFT
- Deposit No: 1
- Chq Amt \$: 5000.00
- Reconciled:
- Comment: BAS Oct 2011 Quarter

Below the details is a table showing the allocation of the deposit amount to various General Ledger accounts:

Acc.Code	GL Dept	Name	Curr	Amount Ex.	Amount Inc.	Tax
21310		GST Collected	AUD	-10000.00	-10000.00	X
21420		PAYG Withholding Payable	AUD	-4000.00	-4000.00	X
21330		GST Paid	AUD	18000.00	18000.00	X
21440		PAYG Instalment Income Tax	AUD	1000.00	1000.00	X

The bottom part of the form includes buttons for 'Cancel Deposit', 'Create Similar', 'Edit', and 'Close'. To the right is a summary table:

	Amount allocated
Tax \$	0.00
Total \$	5000.00
Out of Balance \$	0.00

Enter the "positive" liability last to balance the deposit amount, finish and save.

You must use **Tax Code X** on every line of the deposit entry when entering a refund from the ATO.

Note:

You must only use Tax Code Q against the PAYG Payable account in the Payroll General Journal, as Tax Code Q flags the transaction to report into W2 in GST Sessions. If you use Tax Code Q when recording a refund from the ATO, it will distort the figure in W2 in your next GST Session.

For further assistance or information please call Happen Business 02 9570 4696 or email support@happen.biz