BK & OSS

- BAS WORKPAPER
- WAGES PAYABLE RECONCILIATION
- PAYG RECONCILIATION AND
- SUPER RECONCILIATION



Agenda:

- What is BAS ?
- BAS Filing eligibility and Due Dates
- Steps to prepare BAS Workpaper

1. Step 1 – How to prepare checklist
2. Step 2 – Bank Reconciliation Summary
3. Step 3 – Super Reconciliation
4. Step 4 – Wages Payable Reconciliation
5. Step 5 – PAYG Reconciliation



Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

What is business activity statement (bas)?

- Business Activity Statement (BAS) is a form submitted to the Australian Taxation Office (ATO) by registered business entities to report their tax obligations
- It's a summary of all the business taxes you have paid or will pay to the government during a specific period. Most Australian businesses will lodge their BAS monthly, quarterly or annually.
- It includes GST, PAYG (Pay as you go), PAYG Instalment, FTC (fuel tax credit) FBT, etc.
- PAYG-Pay As You Go (like we have TDS)
- PAYGI-Advance Tax



Carisma Solutions confidential. Please do not distribute.

BAS Filing eligibility and Due Dates

BAS due dates depend upon the business annual turnover.

1. More than $20 million annual turnover

- Lodge: Monthly.
- Deadlines: submit a BAS within 21 days of the month closing.

2.Less than $20 million annual turnover

- Lodge: Quarterly
  - Quarter 1 (July-September) BAS is due on 28 October.
  - Quarter 2 (October-December) is due on 28 February.
  - Quarter 3 (January-March) is due on 28 April.
  - Quarter 4 (April-June) is due on 28 July.

Carisma Solutions confidential. Please do not distribute.

BAS Filing eligibility and Due Dates

BAS due dates depend upon the business annual turnover.

3. Less than $75000 annual turnover

- Lodge: Annually.
- Deadline: Submit with income tax return.

4.If we file through a Registered Tax Agent

- Getting a Registered Tax Agent to help you with completing your activity statement has a couple of main advantages:
- you can ensure that you are regularly lodging accurately and on time
- you have an extended due date than if you lodge yourself (exceptions may apply if there have been late lodgments in the past).

Carisma Solutions confidential. Please do not distribute.

Bas workpaper

Steps to follow to prepare a bas workpaper for a finalized books:



Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

Step – 1: Below is the process to follow while preparing BAS

- Once the GL scrutiny had done for the books, we can start prepare for the BAS
- Here is the procedure of things to follow while preparing BAS.
- Remaining is continued in the next slide…

BAS CHECKLIST			✓	If actioned / correct								
Client Name:			×	If NOT actioned /incorrect								
Bookkeeper:												
Complete By:	**Date:**											
	Jul-22	**Aug-22**	**Sep-22**	**Oct-22**	**Nov-22**	**Dec-22**	**Jan-23**	**Feb-23**	**Mar-23**	**Apr-23**	**May-23**	**Jun-23**
Dext / Hubdoc cleared – all receipts coded and published to Xero												
Xero Inbox cleared - all receipts coded and published to Purchases or Sales												
Xero purchases cleared up to current period - check that payments have been correctly allocated to Bills (Remove and redo if not)												
Xero sales cleared up to current period - check that payments have been correctly allocated to Sales (Remove and redo if not)												
All Bank Transaction Lines have been reconciled up to current period for each Bank Account												
Check Xero Inbox to ensure that the Bank Statements have been saved in folders to current period and named correctly												
Check Clearing Accounts - balanced back to Nil												
Ensure all transactions for purchase of Asset or expenses have a receipt attached												

BAS Checklist | IAS Checklist

Carisma Solutions confidential. Please do not distribute.

Continuation…

Ensure all transactions for purchase of Asset or expenses have a receipt attached												
Ensure we have a Bank Statement for each bank account as at end of quarter and need to publish with any out of balance.												
Check any manual Journals to be posted for the BAS quarter to recognise any expense or sales												
Complete Bank Reconciliation report for each bank statement for the period (month or quarter) DONOT complete a bank rec without a statement. Publish and if more than one bank account, identify in the name of the report												
Reconcilation of Wages, PAYG Witholding and Super / Loan reconciliation by requesting loan statement												
Reconcilation of ATO Integrated Client Account												
Complete GST Reconciliation Excel spreadsheet												
Lock Period												
Prepare BAS and publish in Xero and XPM												
Ensure Qtrly Profit & Loss is published in												
Ensure Qtrly Balance Sheet is published in reports												

BAS Checklist | IAS Checklist

Note: All the above are the things should be checked before preparing BAS

Carisma Solutions confidential. Please do not distribute.

Below is the process to follow while preparing IAS

- These are the things which should be checked for preparing IAS

IAS CHECKLIST			✓	If actioned / correct								
Client Name:			×	If NOT actioned /incorrect								
Bookkeeper:												
Complete By:	**Date:**											
	Jul-22	**Aug-22**	**Sep-22**	**Oct-22**	**Nov-22**	**Dec-22**	**Jan-23**	**Feb-23**	**Mar-23**	**Apr-23**	**May-23**	**Jun-23**
Payrun to be completed up to the period going to process IAS, if there is no wages processed, request client to provide those details to process the same												
Check wages payable account reconciled, if there is no wages made for the respective employee, to be informed to client to make payment on each month												
Need to move the PAYG payable by receiving ATO document from client to to ATO account without mainitaining in PAGY payable account, and then download Balance sheet up to the current month to prepare IAS which is reconciled with the Payroll activity summary report figures for PAYG payable												
Check Payroll activity summary agaisnt Profit and loss account for the current month for salaries and wages figures												
Publish IAS in Xero and XPM for the current month and save the report with current month IAS in reports												
Download Published IAS report / P&L account / Balance sheet and payroll activity report to send client with payable amount and then move the payable amount in to ATO document by the end of month date												

BAS Checklist | IAS Checklist

Carisma Solutions confidential. Please do not distribute.

We can maintain a query tab to draft our queries and get the reply from client. Below is the example of a query tab.

Client:
Period:

QNO	ACCOUNT HEADS	QUERY	Link to Documents/Work Papers	REPLY	CARISMA REPLY
1	Plant & Equipment (2860)	With Regarding Burns Mower World- **New chainsaw** (Stihl MS601) have been Capitalized. Kindly confirm if any changes required.Please advise.	GST Audit Report'!A1	ok	ok
2	Insurance	DEFT INSURANCE - Fitzpatrick and Co- **Annual vehicle insurance renewal** (all vehicles) - Kindly advise can I create a M/V car Rego/Insurance and recode under the GL.	GST Audit Report'!A1	yes,go ahead & create code	updated
3	Repairs & Replacements	The below transactions mentioned in Coding report **Hot Water Service** value of 22.250.00. I have coded under **Repairs & Replacements** GL. Kindly let me Know if any changes required.			
	1865 Repairs & Replacements 27 Sep 2023 Spend Money JME PLUMBING - Hot Water Service, GST $ 2225.00 24,475.00 2,225.00 22,250.00 10.00% GST on Expenses				
4	Super Query	**Note:** Week ending 21 Dec 2021 Super has been pending for Employee Brook Lioyd. Hence the Diffrence Showing. Below is the snip for Your reference.			
5	Wages Query	As per Payroll Expense Journal - PD-287 Wages paid to Emplyoess but There is a Bank payment on 4.10.2023 Value of 104.65 Coded under Wages Payable. Kindly confirm Wheather the payment related to Wages Expense or advise for GL for recode.	GST Audit Report'!A1		
6	Taxation	5334292562613 CommBank app BPAY - Ato Payment. I have checked with ICA & ITA reports but couldn't able to find the Value of **$113.48**. Kindly confirm is this Payment related to ATO or advise GL for recode.	GST Audit Report'!A1	This is for an SGC statement please allocate to an ATO	Updated

Carisma Solutions confidential. Please do not distribute.

Continutation of the Query tab...

7	Lease Payments	I have noted **Pastoral Lease** transactions are coded previously without GST.	GST Audit Report'!A1	move to rates & taxes gst	Updated
8	Sundry Expense	KMART 1065 MILDURA Card xx6376 - **Personal** - Kindly advise under which Director's Drawings has to code.	GST Audit Report'!A1	Please code to Drawings Jesse	Updated

Queries

Note: Above are the few examples of the queries which we can raise with our client and get confirmation from them.

Carisma Solutions confidential. Please do not distribute.

Below is the list of reports we should check before BAS filing

- Business Activity statement (BAS)
- Instalment Activity Statement (IAS)
- Payroll Activity Statement
- GST Audit Report
- GST Calculation Worksheet
- Profit & Loss
- Balance Sheet

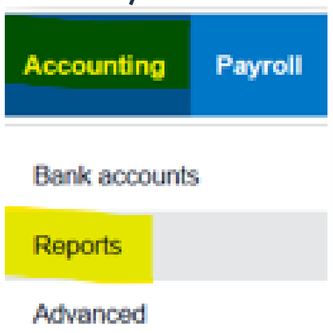


Carisma Solutions confidential. Please do not distribute.

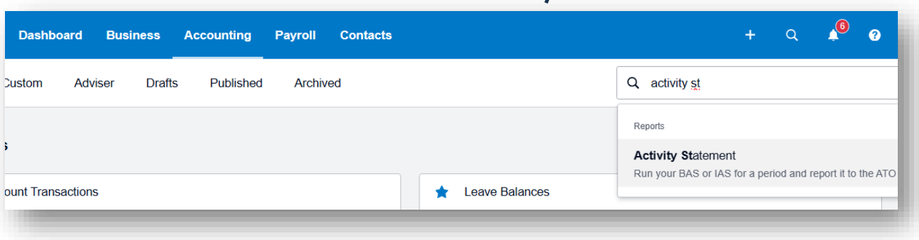
This is the Business Activity Statement from Xero

✓Go to Xero Dashboard > Reports > Search Activity Statement

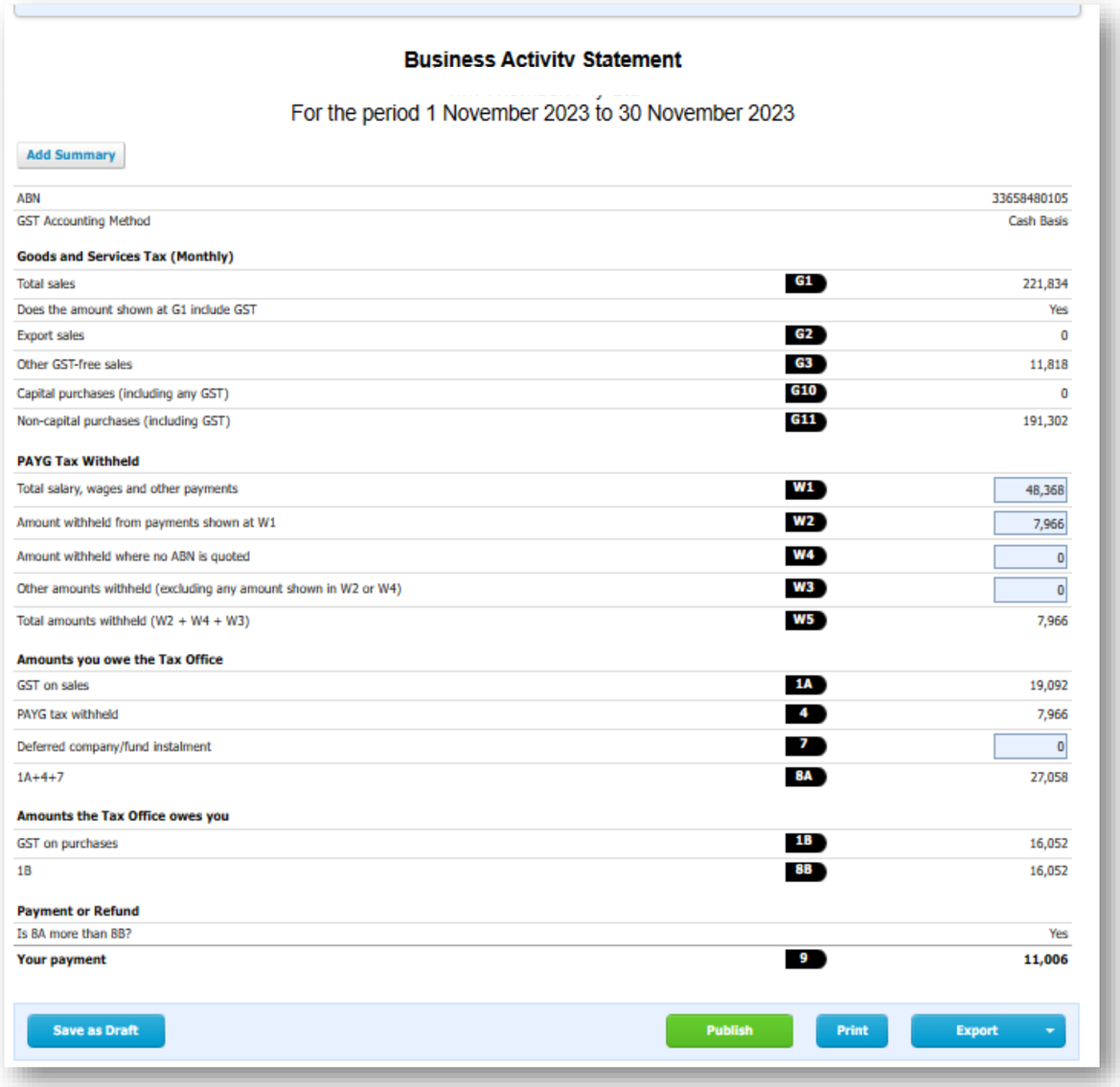
1



2



3



Business Activity Statement

For the period 1 November 2023 to 30 November 2023

Add Summary

ABN		33658480105
GST Accounting Method		Cash Basis
Goods and Services Tax (Monthly)		
Total sales	G1	221,834
Does the amount shown at G1 include GST		Yes
Export sales	G2	0
Other GST-free sales	G3	11,818
Capital purchases (including any GST)	G10	0
Non-capital purchases (including GST)	G11	191,302
PAYG Tax Withheld		
Total salary, wages and other payments	W1	48,368
Amount withheld from payments shown at W1	W2	7,966
Amount withheld where no ABN is quoted	W4	0
Other amounts withheld (excluding any amount shown in W2 or W4)	W3	0
Total amounts withheld (W2 + W4 + W3)	W5	7,966
Amounts you owe the Tax Office		
GST on sales	1A	19,092
PAYG tax withheld	4	7,966
Deferred company/fund instalment	7	0
1A+4+7	8A	27,058
Amounts the Tax Office owes you		
GST on purchases	1B	16,052
1B	8B	16,052
Payment or Refund		
Is 8A more than 8B?		Yes
Your payment	9	**11,006**

Save as Draft | Publish | Print | Export

Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

Business Activity Statement and ICA balances checking

Business Activity Statement					
For the period 1 January 2023 to 31 March 2023					
ABN		39363527859			
GST Accounting Method		Cash Basis			
Goods and Services Tax (Option 1)					
Total sales	G1	$464,700.93			
Does the amount shown at G1 include GST		Yes			
Export sales	G2	$0.00			
Other GST-free sales	G3	$170.38			
Capital purchases (including any GST)	G10	$84,437.00			
Non-capital purchases (including GST)	G11	$207,358.62			
PAYG Tax Withheld					
Total salary, wages and other payments	W1	$5,280.00			
Amount withheld from payments shown at W1	W2	$950.00			
Amount withheld where no ABN is quoted	W4	$0.00			
Other amounts withheld (excluding any amount shown in W2 or W4)	W3	$0.00			
Total amounts withheld (W2 + W4 + W3)	W5	$950.00			
Amounts you owe the Tax Office					
GST on sales	1A	$42,230.05			
PAYG tax withheld	4	$950.00			
Deferred company/fund instalment	7	$0.00			
Fuel tax credit over claim (Do not claim in litres)	7C	$0.00			
1A+4+7+7C	8A	$43,180.05			
Amounts the Tax Office owes you					
GST on purchases	1B	$22,025.87	$ 20,204.18	GST	
Fuel tax credit (Do not claim in litres)	7D	$622.00			
1B+7D	8B	$22,647.87			
Payment or Refund					
Is 8A more than 8B?		Yes			
Your payment	9	**$20,532.18**			

ICA statement downloaded from ATO

26 May 2023	25 May 2023	Payment received		$20,533.00	$0.00
25 May 2023	26 May 2023	Original Activity Statement for the period ending 31 Mar 23	$20,533.00		$20,533.00 DR
25 May 2023	26 May 2023	- GST	$20,205.00		
25 May 2023	26 May 2023	- PAYG Withholding	$950.00		

ut:blank

8/23, 9:03 AM Print | Australian Taxation Office

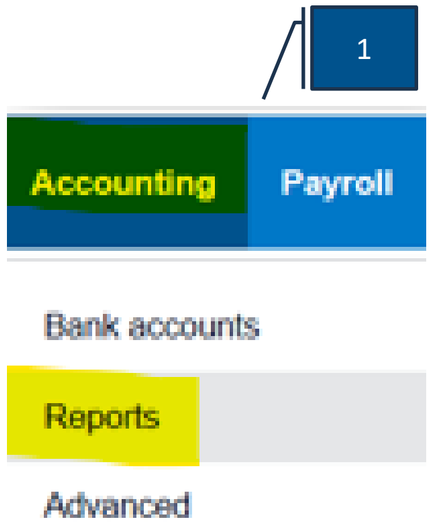
Processed date	Effective date	Description	Debit (DR)	Credit (CR)	Balance
25 May 2023	25 May 2023	- Fuel Tax Credit		$622.00	

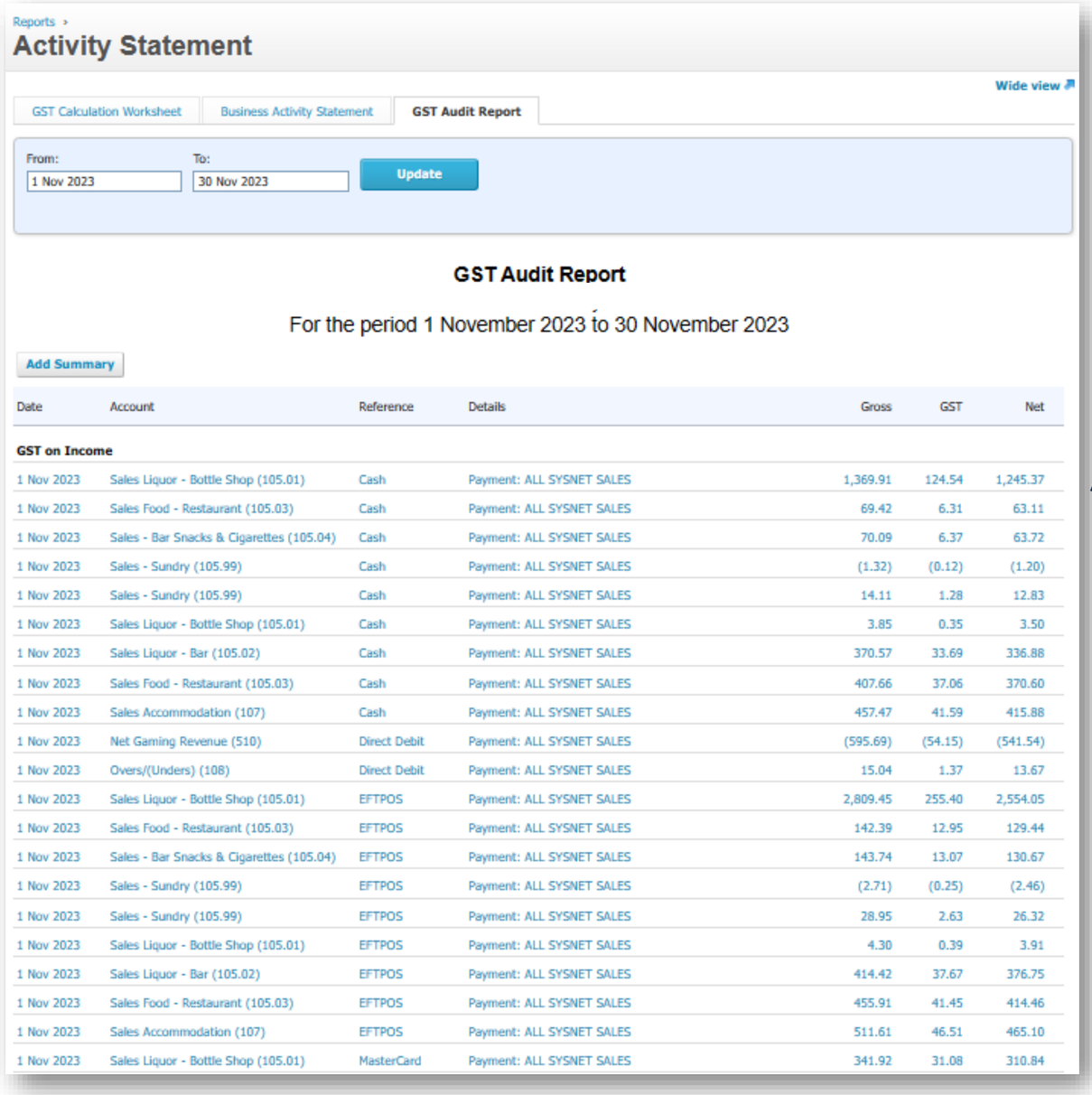
Note: Once the BAS published the Balances of Business Activity statement and IAS must match.

Carisma Solutions confidential. Please do not distribute.

This is the GST Audit report from Xero

- ✓Go to Xero Dashboard > Reports > Search GST Audit Report





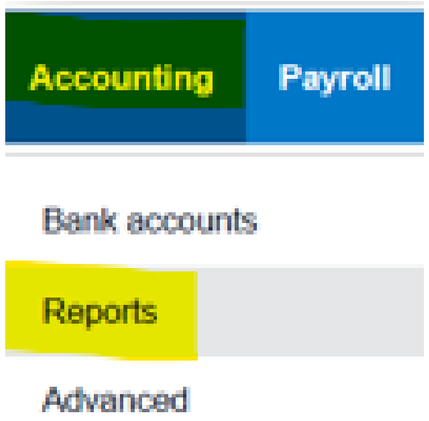
Date	Account	Reference	Details	Gross	GST	Net
GST on Income						
1 Nov 2023	Sales Liquor - Bottle Shop (105.01)	Cash	Payment: ALL SYSNET SALES	1,369.91	124.54	1,245.37
1 Nov 2023	Sales Food - Restaurant (105.03)	Cash	Payment: ALL SYSNET SALES	69.42	6.31	63.11
1 Nov 2023	Sales - Bar Snacks & Cigarettes (105.04)	Cash	Payment: ALL SYSNET SALES	70.09	6.37	63.72
1 Nov 2023	Sales - Sundry (105.99)	Cash	Payment: ALL SYSNET SALES	(1.32)	(0.12)	(1.20)
1 Nov 2023	Sales - Sundry (105.99)	Cash	Payment: ALL SYSNET SALES	14.11	1.28	12.83
1 Nov 2023	Sales Liquor - Bottle Shop (105.01)	Cash	Payment: ALL SYSNET SALES	3.85	0.35	3.50
1 Nov 2023	Sales Liquor - Bar (105.02)	Cash	Payment: ALL SYSNET SALES	370.57	33.69	336.88
1 Nov 2023	Sales Food - Restaurant (105.03)	Cash	Payment: ALL SYSNET SALES	407.66	37.06	370.60
1 Nov 2023	Sales Accommodation (107)	Cash	Payment: ALL SYSNET SALES	457.47	41.59	415.88
1 Nov 2023	Net Gaming Revenue (510)	Direct Debit	Payment: ALL SYSNET SALES	(595.69)	(54.15)	(541.54)
1 Nov 2023	Overs/(Unders) (108)	Direct Debit	Payment: ALL SYSNET SALES	15.04	1.37	13.67
1 Nov 2023	Sales Liquor - Bottle Shop (105.01)	EFTPOS	Payment: ALL SYSNET SALES	2,809.45	255.40	2,554.05
1 Nov 2023	Sales Food - Restaurant (105.03)	EFTPOS	Payment: ALL SYSNET SALES	142.39	12.95	129.44
1 Nov 2023	Sales - Bar Snacks & Cigarettes (105.04)	EFTPOS	Payment: ALL SYSNET SALES	143.74	13.07	130.67
1 Nov 2023	Sales - Sundry (105.99)	EFTPOS	Payment: ALL SYSNET SALES	(2.71)	(0.25)	(2.46)
1 Nov 2023	Sales - Sundry (105.99)	EFTPOS	Payment: ALL SYSNET SALES	28.95	2.63	26.32
1 Nov 2023	Sales Liquor - Bottle Shop (105.01)	EFTPOS	Payment: ALL SYSNET SALES	4.30	0.39	3.91
1 Nov 2023	Sales Liquor - Bar (105.02)	EFTPOS	Payment: ALL SYSNET SALES	414.42	37.67	376.75
1 Nov 2023	Sales Food - Restaurant (105.03)	EFTPOS	Payment: ALL SYSNET SALES	455.91	41.45	414.46
1 Nov 2023	Sales Accommodation (107)	EFTPOS	Payment: ALL SYSNET SALES	511.61	46.51	465.10
1 Nov 2023	Sales Liquor - Bottle Shop (105.01)	MasterCard	Payment: ALL SYSNET SALES	341.92	31.08	310.84

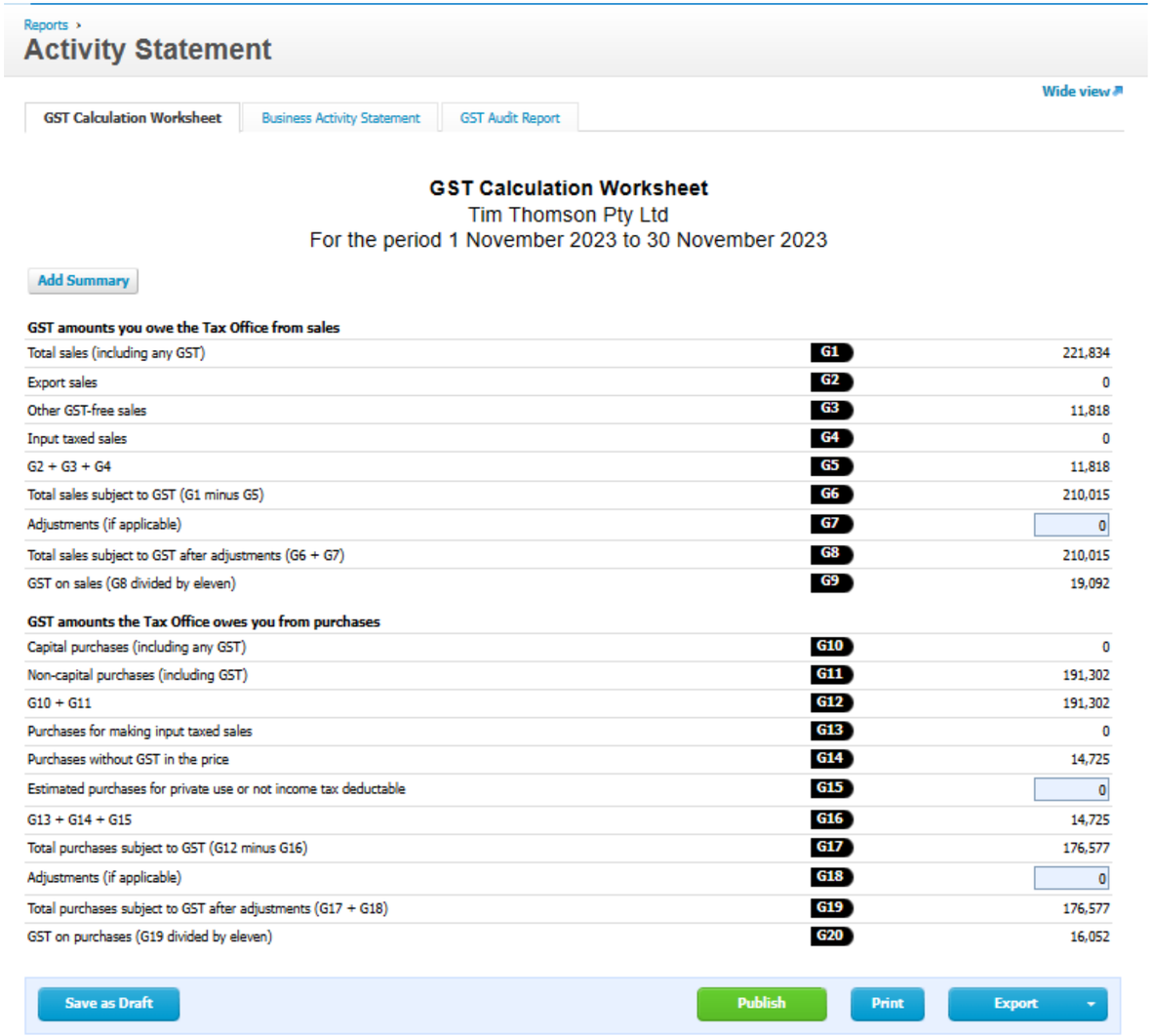
Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

This is the GST Calculation Worksheet in this we will calculate Total GST on Sales collected and Total GST on Purchases paid

✓Go to Xero Dashboard > Reports > Search GST Calculation Worksheet



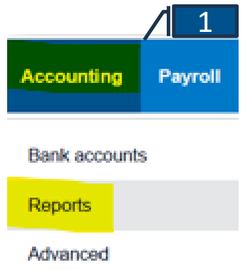


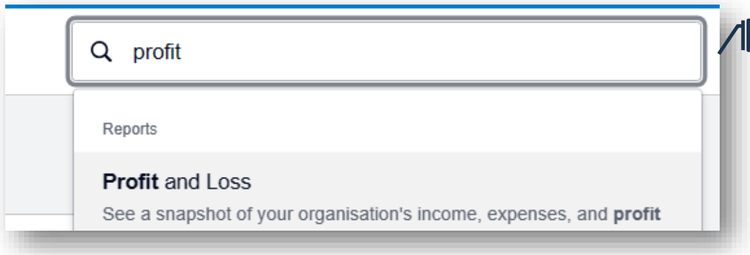
Carisma Solutions confidential. Please do not distribute.

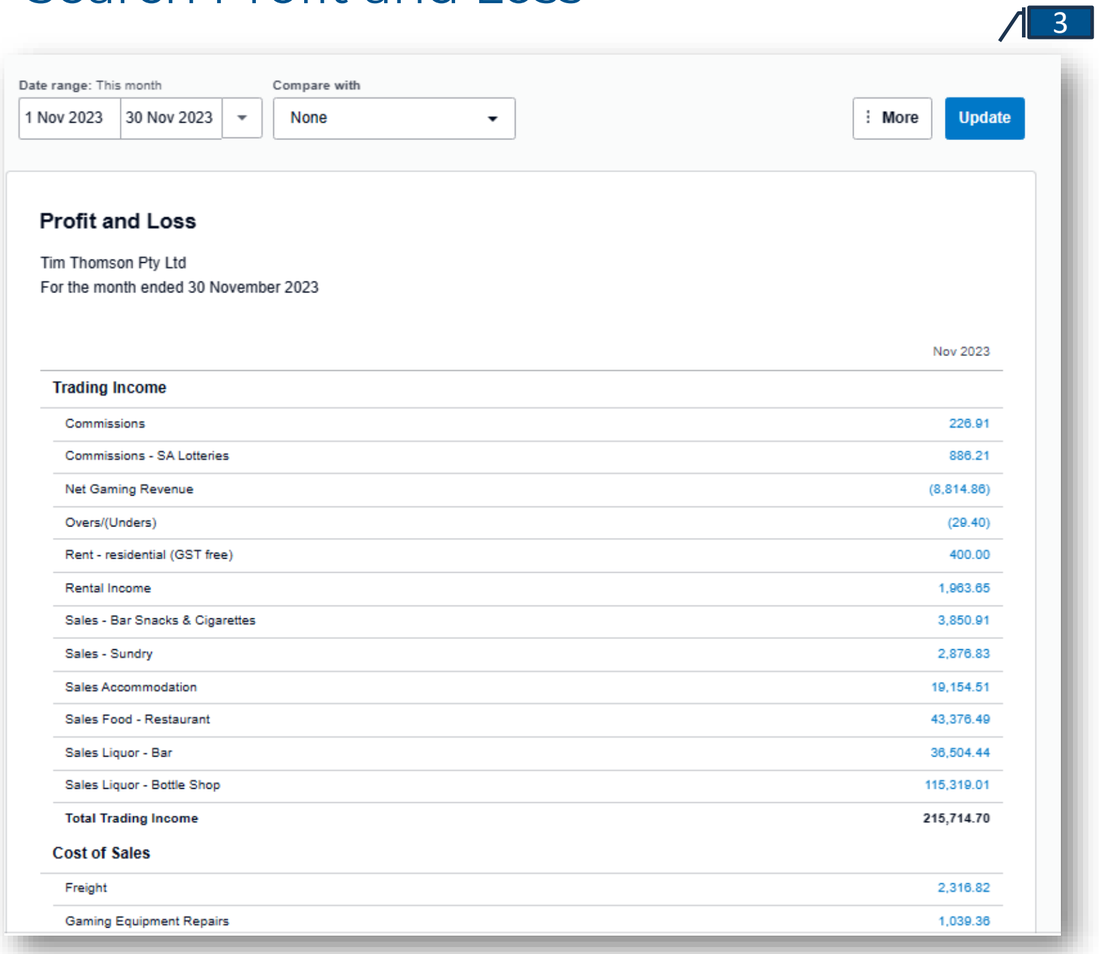
CARISMA SOLUTIONS

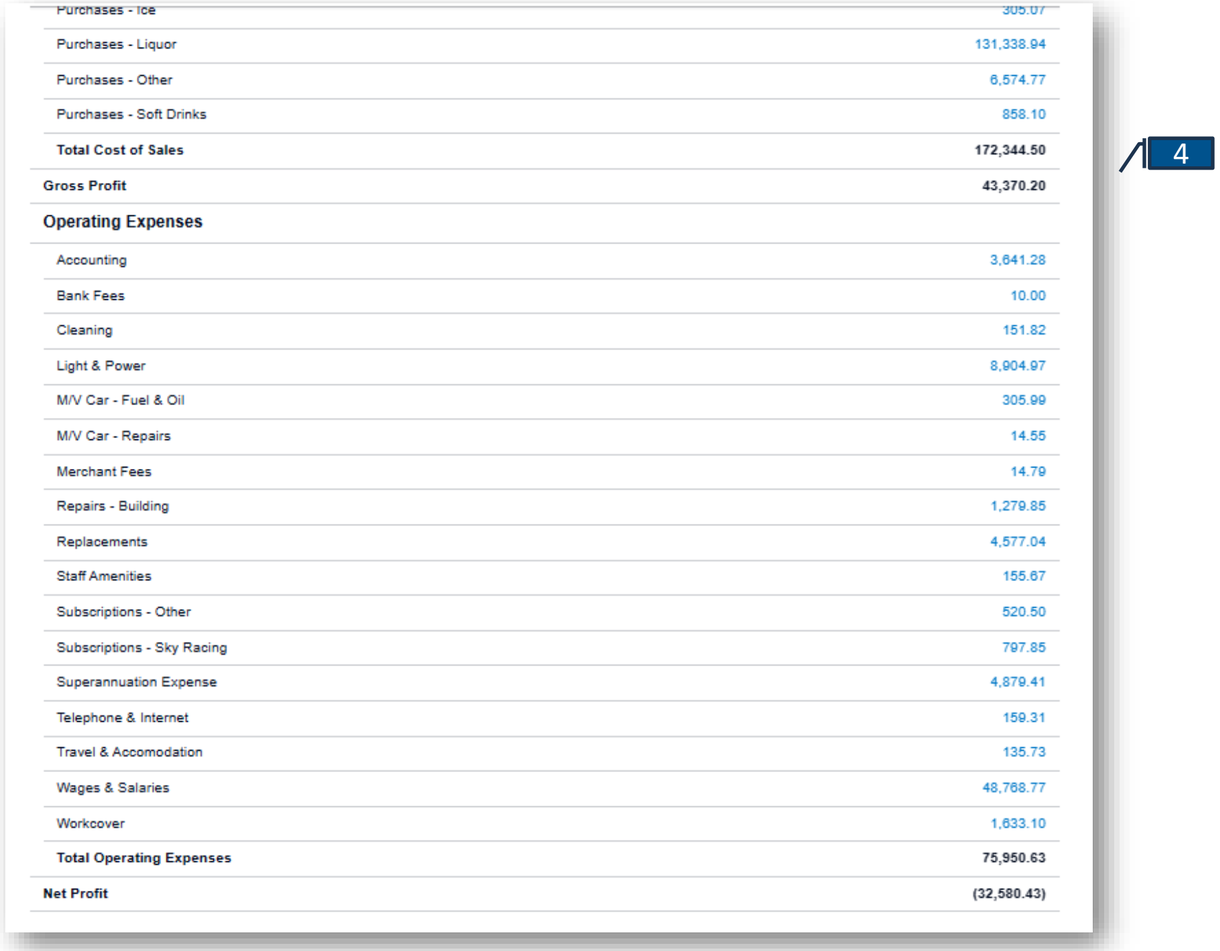
This is the Profit and Loss from Xero

✓Go to Xero Dashboard > Reports > Search Profit and Loss









Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

This is the Balance Sheet from Xero

✓Go to Xero Dashboard > Reports > Search Balance Sheet

Date: End of last quarter | Compare with

30 Sept 2023 | None | More | Update

Balance Sheet

Tim Thomson Pty Ltd
As at 30 September 2023

	30 Sep 2023
Assets	
Bank	
ANZ AU 015580 432720626	106,165.67
ANZ AU 015580 432721119	35,028.32
Suncorp Merchant Account	78,038.51
Total Bank	**219,232.50**
Current Assets	
Cardronics ATM Clearing Acccount	(1,590.00)
Cash Floats	12,400.00
Cash On Hand	12.00
Cash/Cheque Deposit Clearing Account	(24,799.40)
Daily Sales Variance Clearing	(60,831.52)
Debtor Sales Clearing	18,544.83
Debtors	3,000.00
Debtors - on Account (H&L)	7,044.70
Prepayments	27,000.00
Residents Withholding Tax	15.00
SA Lotteries Clearing Account	74,950.08
Stock on Hand - Liquor	375,451.58
Workcover Receivable	3,615.75
Total Current Assets	**434,813.02**
Liabilities	
Current Liabilities	
Creditors	191,286.67
GST	4,598.72
GST Accruals	320.90
Holiday Pay Provision	32,051.31
PAYG Withholding Payable	8,293.00
Rounding	0.06
Superannuation Payable	1,329.93
Workcover - Payable	3,615.75
WRJT Thomson CCard & Personal Pd	52,522.41
Total Current Liabilities	**294,018.75**
Non-current Liabilities	
Directors' Loan - Tim Thomson	407,668.77
Gift Voucher Liability	60.00
Loan - Jim & Cheryl Soanes	25,000.00
Loan - LM Coxhead	50,000.00
Loan - Vernon Hembrow	50,000.00
Total Non-current Liabilities	**532,728.77**
Total Liabilities	**826,747.52**
Net Assets	**527,580.87**
Equity	
Asset Revaluation Reserve	10,158.00
Current Year Earnings	84,284.85
Issued & Paid Up Capital	12.00
Retained Earnings	433,126.02
Total Equity	**527,580.87**

Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

Before preparing checklist, we should check whether the client follows cash basis or accrual basis.

What is Cash Basis?

Cash basis refers to a major accounting method that recognizes revenues and expenses at the time cash is received or paid out.

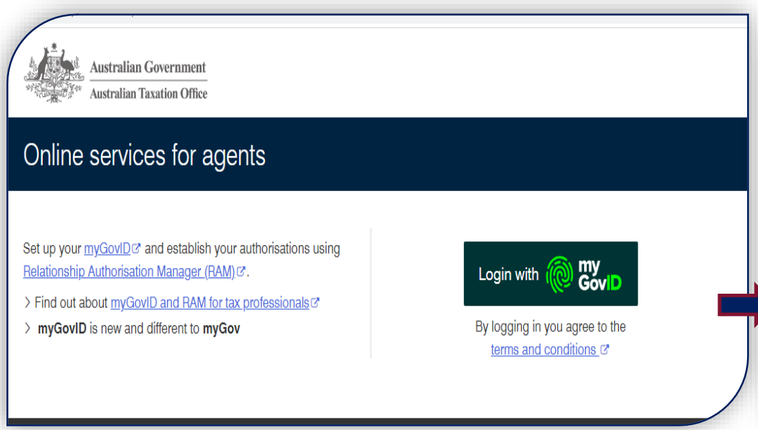
What is Accrual Basis?

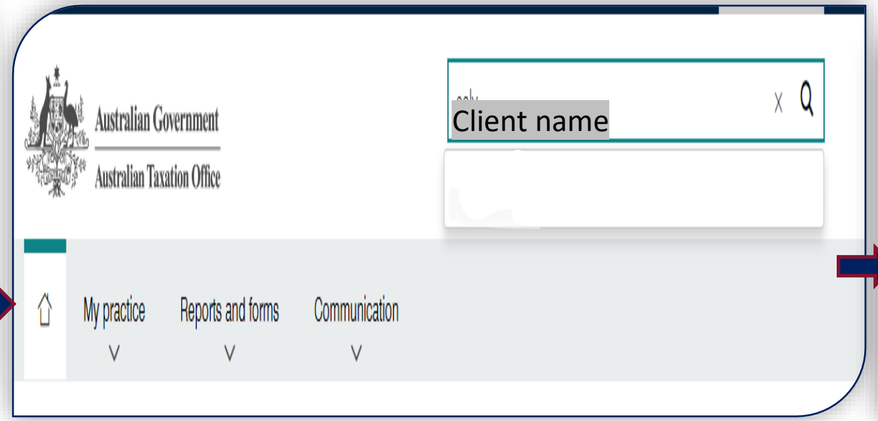
Accrual accounting, which recognizes income at the time the revenue is earned and records expenses when liabilities are incurred regardless of when cash is received or paid.

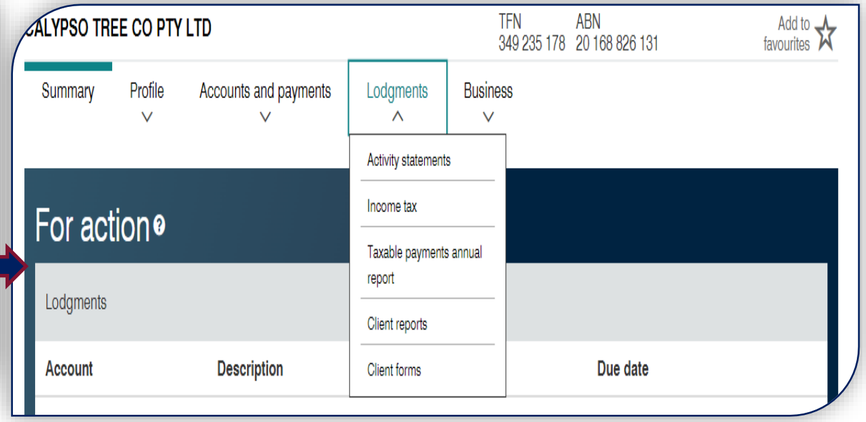
Carisma Solutions confidential. Please do not distribute.

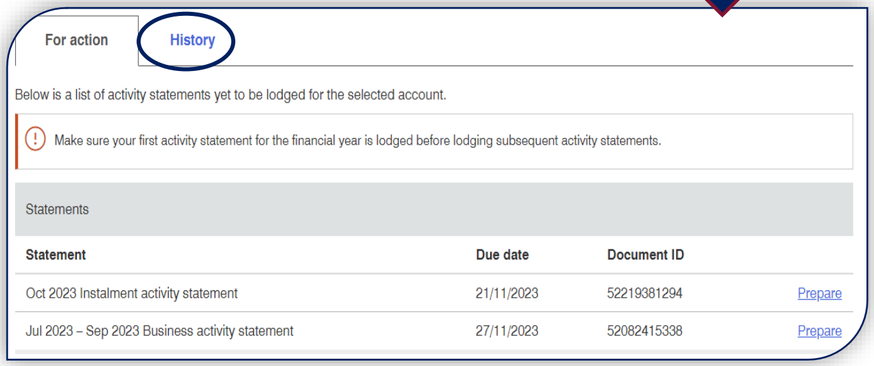
How to check the Accounting basis of client in myGov

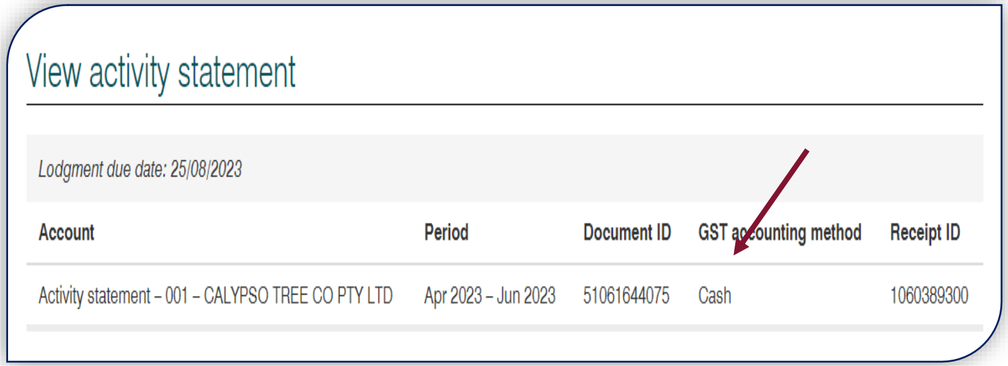
First login to ATO Portal and select client name > Under Lodgements select Activity statements > In History Tab select last quarter BAS > Under GST accounting method you can find the Accounting basis of the client









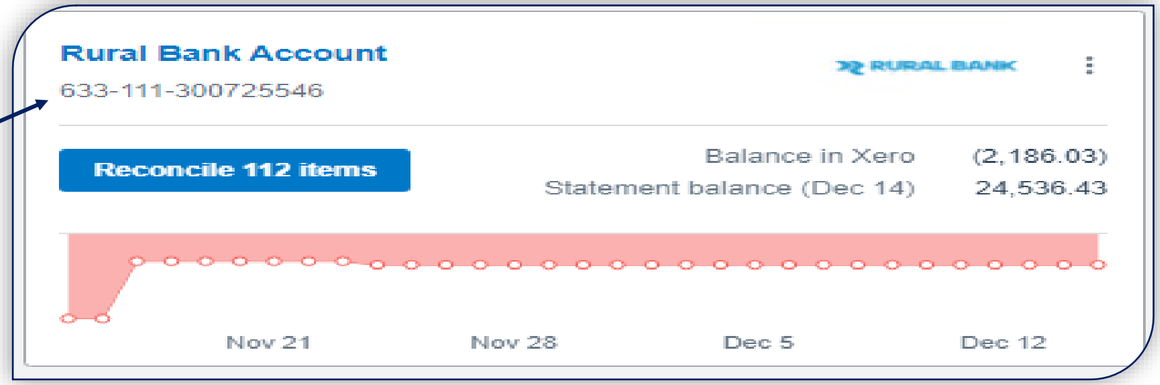


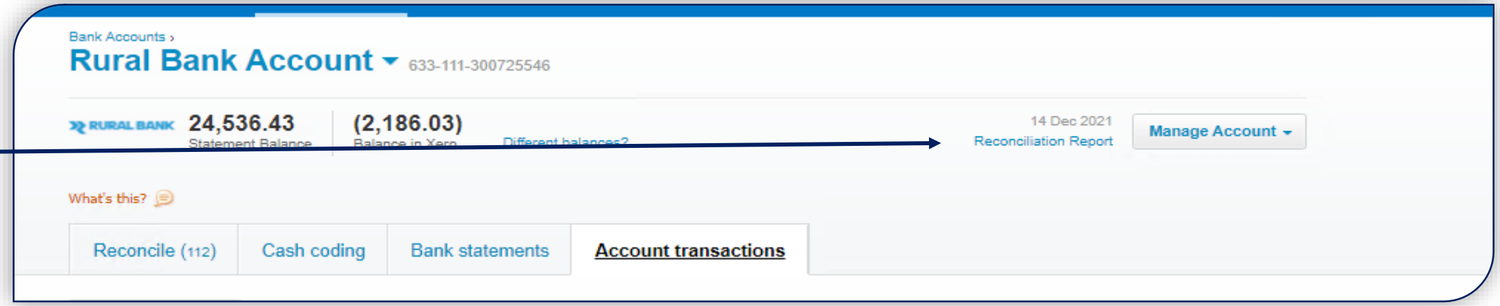
Carisma Solutions confidential. Please do not distribute.

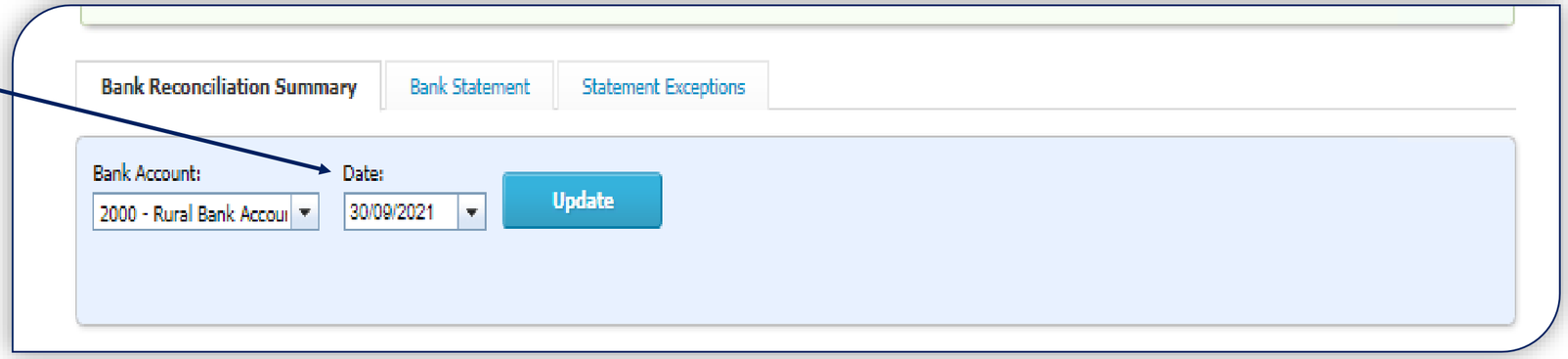
CARISMA SOLUTIONS

STEP 2:
BRS- Bank Reconciliation Summary

- In this sheet we should check whether all the transaction of that BAS Quarter has been reconciled and balanced with Xero & bank statement.
- For that select, any bank A/C > Reconciliation Report > Enter BAS period end date > Select-Update



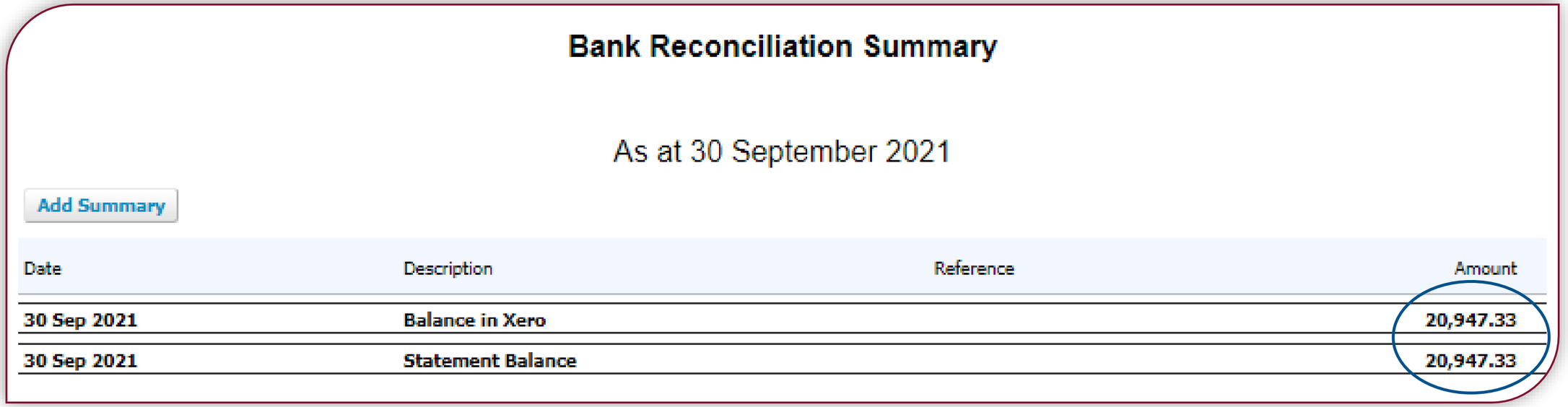




Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

If both Balance in Xero and Statement balance matches, then all the transactions have been coded as per statement.



Bank Reconciliation Summary

As at 30 September 2021

Add Summary

Date	Description	Reference	Amount
30 Sep 2021	**Balance in Xero**		**20,947.33**
30 Sep 2021	**Statement Balance**		**20,947.33**

Note: If any differences came means we need to check and must code properly.

Carisma Solutions confidential. Please do not distribute.

1. Unreconciled Transactions

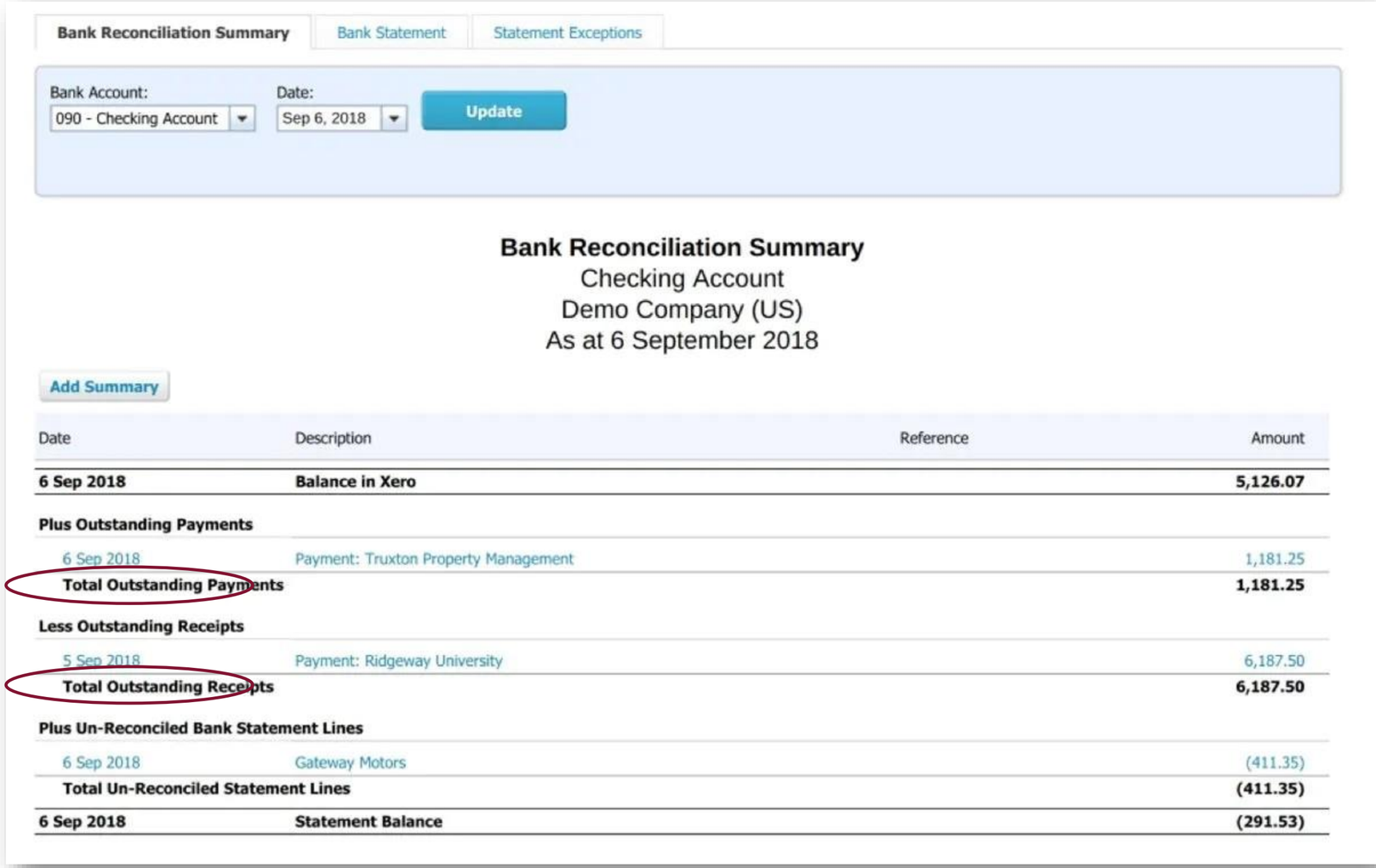
- Here is an example:
- Balance in Xero and Statement Balance not reconciled
- We must check and code all the transactions properly

Date	Description	Reference	Amount
Balance in Xero			
3 Nov 2023			90,684.16
Plus Unreconciled Statement Lines			
3 Nov 2023		INTERNET EXTERNAL TRANSFER TO 035071 000280089 REF NO 8511391 919794 Foodplus OAP0000 00111 0000000000	(347.85)
3 Nov 2023		INTERNET EXTERNAL TRANSFER TO 065005 010745572 REF NO 82937390 1106 Massena OAP0000 00111 0000000000	(217.12)
3 Nov 2023		INTERNET EXTERNAL TRANSFER TO 085558 593596662 REF NO 97521392 13260 Pikes Beer OAP0000 00111 0000000000	(528.00)
3 Nov 2023		DIRECT CREDIT Helping Hand Age HHAC-VEN077970 PEPAM20233078063121 0000000000	135.00
Total Unreconciled Statement Lines			**(957.97)**
Statement Balances			
3 Nov 2023	Statement balance (calculated)		89,726.19
3 Nov 2023	Imported statement balance		89,726.19
3 Nov 2023	Calculated balance out by		-

Carisma Solutions confidential. Please do not distribute.

2. Outstanding Receipts and Outstanding Payments

- Here is an example of Outstanding Receipts and Outstanding Payments



Bank Reconciliation Summary | Bank Statement | Statement Exceptions

Bank Account: 090 - Checking Account Date: Sep 6, 2018 Update

Bank Reconciliation Summary
Checking Account
Demo Company (US)
As at 6 September 2018

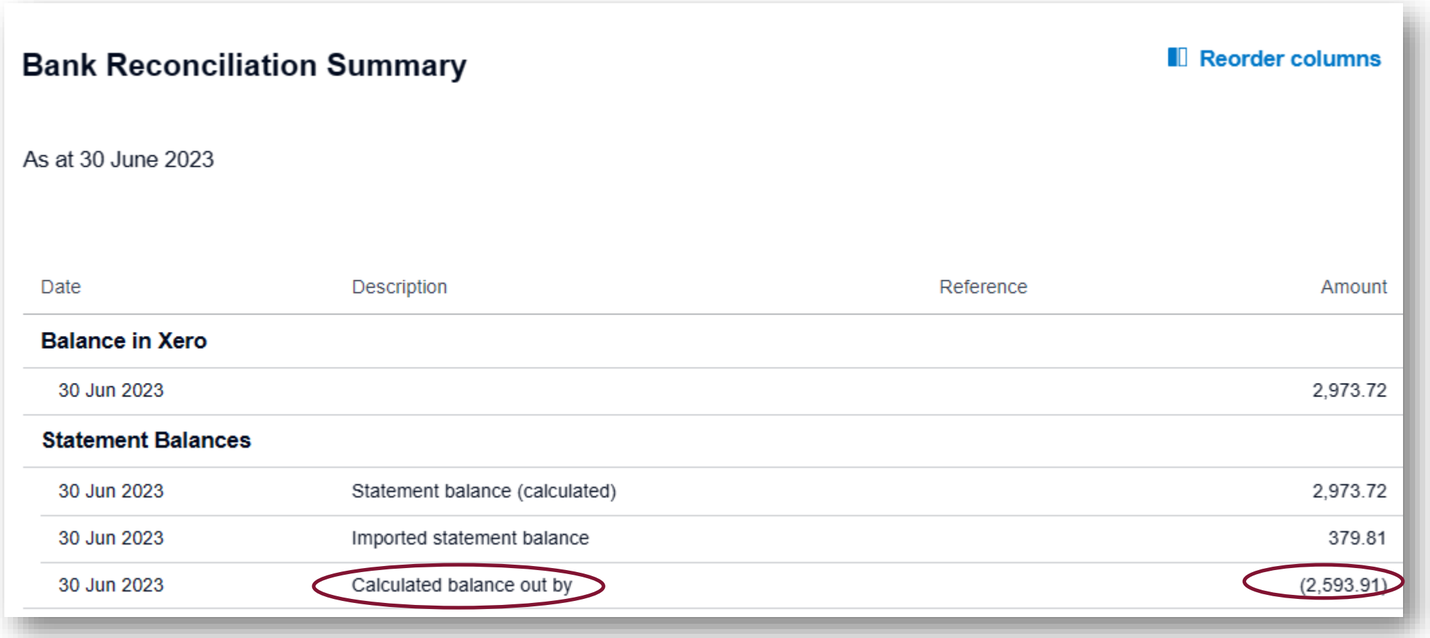
Add Summary

Date	Description	Reference	Amount
6 Sep 2018	**Balance in Xero**		**5,126.07**
Plus Outstanding Payments			
6 Sep 2018	Payment: Truxton Property Management		1,181.25
Total Outstanding Payments			**1,181.25**
Less Outstanding Receipts			
5 Sep 2018	Payment: Ridgeway University		6,187.50
Total Outstanding Receipts			**6,187.50**
Plus Un-Reconciled Bank Statement Lines			
6 Sep 2018	Gateway Motors		(411.35)
Total Un-Reconciled Statement Lines			**(411.35)**
6 Sep 2018	**Statement Balance**		**(291.53)**

Carisma Solutions confidential. Please do not distribute.

3. Out of Balance

- Here is an example of Out of balance
- Here the imported bank statement balances and Xero Bank balances has difference



Bank Reconciliation Summary

Reorder columns

As at 30 June 2023

Date	Description	Reference	Amount
Balance in Xero			
30 Jun 2023			2,973.72
Statement Balances			
30 Jun 2023	Statement balance (calculated)		2,973.72
30 Jun 2023	Imported statement balance		379.81
30 Jun 2023	Calculated balance out by		(2,593.91)

Carisma Solutions confidential. Please do not distribute.

Step 3: Super Reconciliation

Super Reconciliation Decision

We need to check superannuation payable in Balance sheet. If the outstanding amount is related to the current Quarter. Superannuation reconciliation not required.

Requirement of Superannuation Reconciliation

If there is Outstanding balance (which is not related to current Quarter), Then we need to Export Excel spread sheet from balance sheet. And need to reconcile and find any discrepancies need to confirm with Client to Prepare SGC Statement for Outstanding balances.

Liabilities	
Current Liabilities	
Accounts Payable	6,962.63
Child Support Payable	191.90
GST	(11,105.36)
Owner A Drawings	(861.79)
PAYG Withholdings Payable	69,024.00
Rounding	(29,909.73)
Superannuation Payable	36,020.30
Suspense	20,095.08
Wages Payable - Payroll	8,760.17
Total Current Liabilities	**99,177.20**

Balance sheet

Carisma Solutions confidential. Please do not distribute.

SGC Statement

What is SGC statement?

- An SGC statement is a document that employers must lodge with the ATO if they have not paid the correct amount of SG contributions to their employees' super funds. The SGC is a penalty that is imposed on employers who do not meet their SG obligations.
- Below is the example of a filed SGC statement in from ATO

Superannuation guarantee employer 005

Date generated	09 August 2023
Overdue	$48,323.66 DR
Not yet due	$0.00
Balance	$48,323.66 DR

Transactions

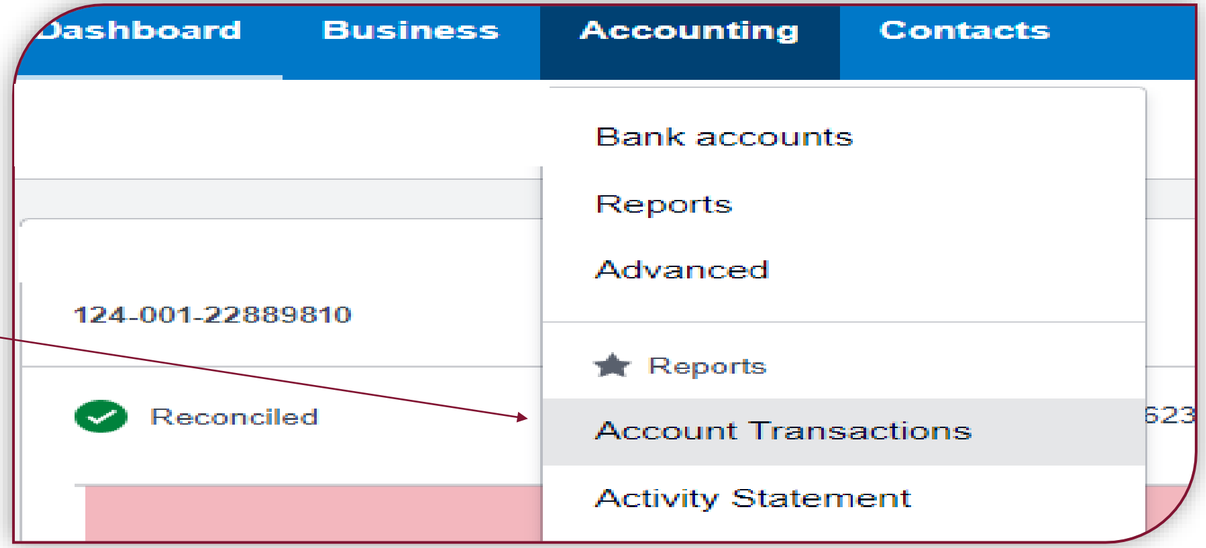
82 results found **-** from **09 August 2021** to **09 August 2023** sorted by **processed date** ordered **newest to oldest**

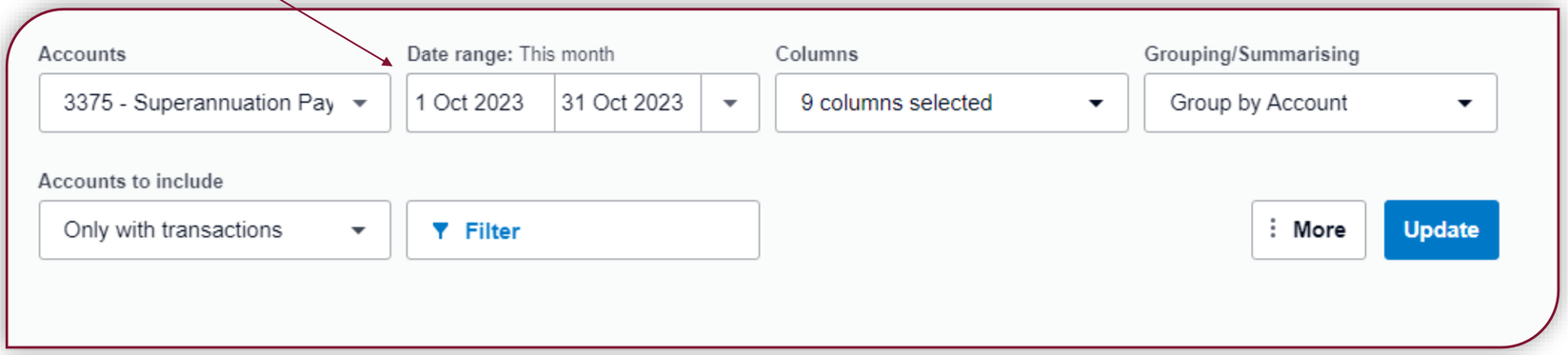
Processed date	Effective date	Description	Debit (DR)	Credit (CR)	Balance
18 Jul 2023	18 Jul 2023	General interest charge	$52.14		$48,323.66 DR
17 Jul 2023	14 Jul 2023	Payment received		$750.00	$48,271.52 DR
17 Jul 2023	14 Jul 2023	General interest charge	$132.34		$49,021.52 DR
4 Jul 2023	4 Jul 2023	General interest charge	$39.61		$48,889.18 DR
1 Jul 2023	1 Jul 2023	General interest charge	$139.15		$48,849.57 DR

Carisma Solutions confidential. Please do not distribute.

Super Reconciliation Procedure in Xero

- Go to Xero Dashboard > Accounting > Reports > Account Transactions.
- Under Accounts Select Superannuation payable and Enter BAS period in “DATA RANGE” and Click UPDATE





Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

Superannuation Payable Transactions

Reorder columns

Windalle Pastoral Trust
For the period 1 July 2021 to 30 September 2021

Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
Superannuation Payable								
Opening Balance				-	**466.83**	**466.83**	-	-
9 Jul 2021	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-320	-	75.60	542.43	75.60	-
16 Jul 2021	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-321	-	37.80	580.23	37.80	-
16 Jul 2021	Spend Money	SuperChoice - Superannuation Installments	SuperChoice P/L 0018991378 PC160721-143927818	466.83	-	113.40	(466.83)	-
23 Jul 2021	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-322	-	37.80	151.20	37.80	-
30 Jul 2021	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-323	-	37.80	189.00	37.80	-
13 Aug 2021	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-325	-	75.60	264.60	75.60	-
20 Aug 2021	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-326	-	37.80	302.40	37.80	-
27 Aug 2021	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-327	-	37.80	340.20	37.80	-
10 Sep 2021	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-329	-	75.60	415.80	75.60	-
17 Sep 2021	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-330	-	37.80	453.60	37.80	-
24 Sep 2021	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-331	-	37.80	491.40	37.80	-
Total Superannuation Payable				**466.83**	**491.40**	**491.40**	**24.57**	-
Closing Balance				-	**491.40**	**491.40**	-	-
Total				**466.83**	**491.40**	**(24.57)**	**24.57**	-

Note: Here there's a running balance which would have been paid in the October month. Finally, the balance must be zero.

Carisma Solutions confidential. Please do not distribute.

ADDITIONAL NOTE ABOUT SUPER PAYMENTS IN XERO

- If the client maintains books in Xero and pays Super to ATO via Xero - We can even check employee wise how much super paid to ATO and how much yet to be paid

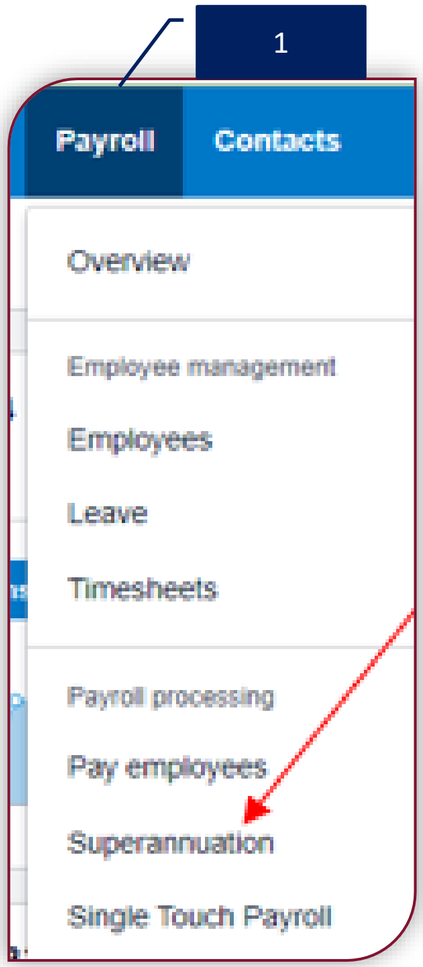


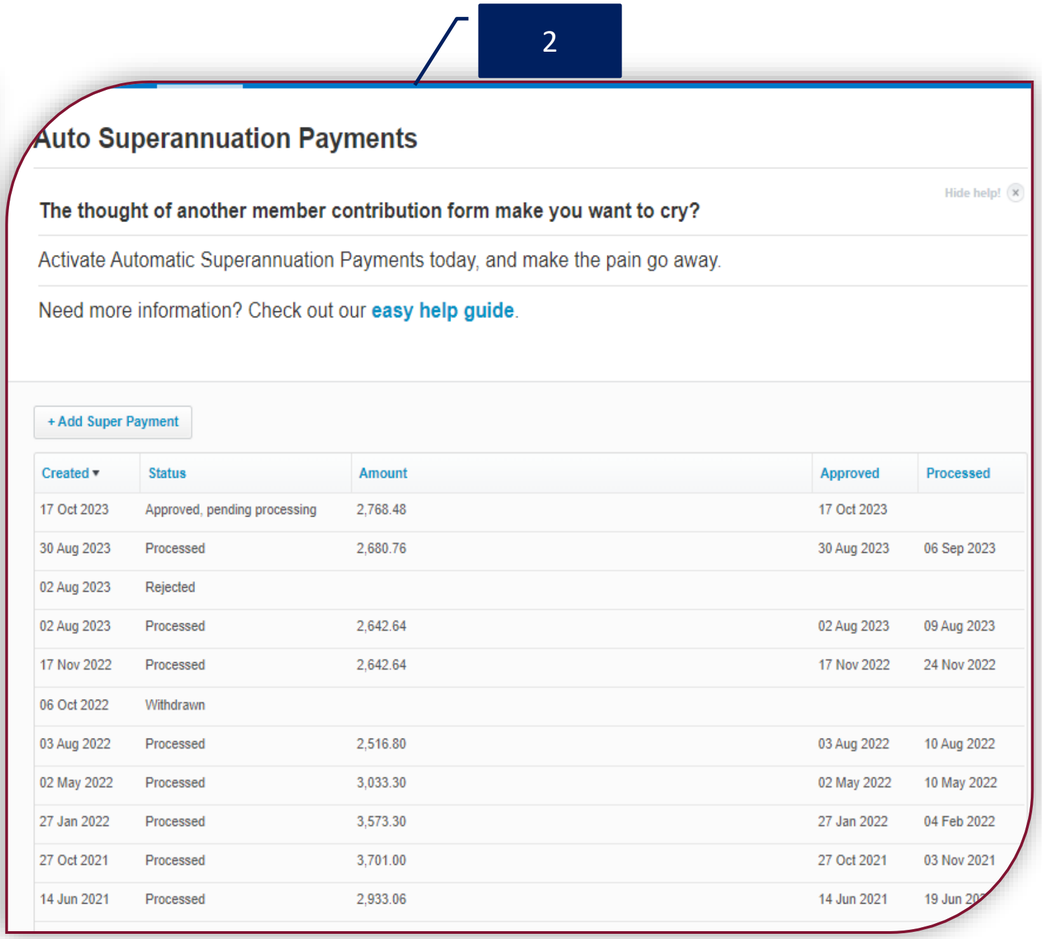
Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

Steps to find the Super payments in Xero

- ✓ Xero Dashboard > Payroll > Superannuation
- ✓ Payment history will show
- ✓ **Processed** – Payment has been processed
- ✓ **Approved, pending processing** – Payment approved but pending for processing
- ✓ **Rejected** – Payment has been rejected by ATO
- ✓ **Withdrawn** – Payment has been withdrawn



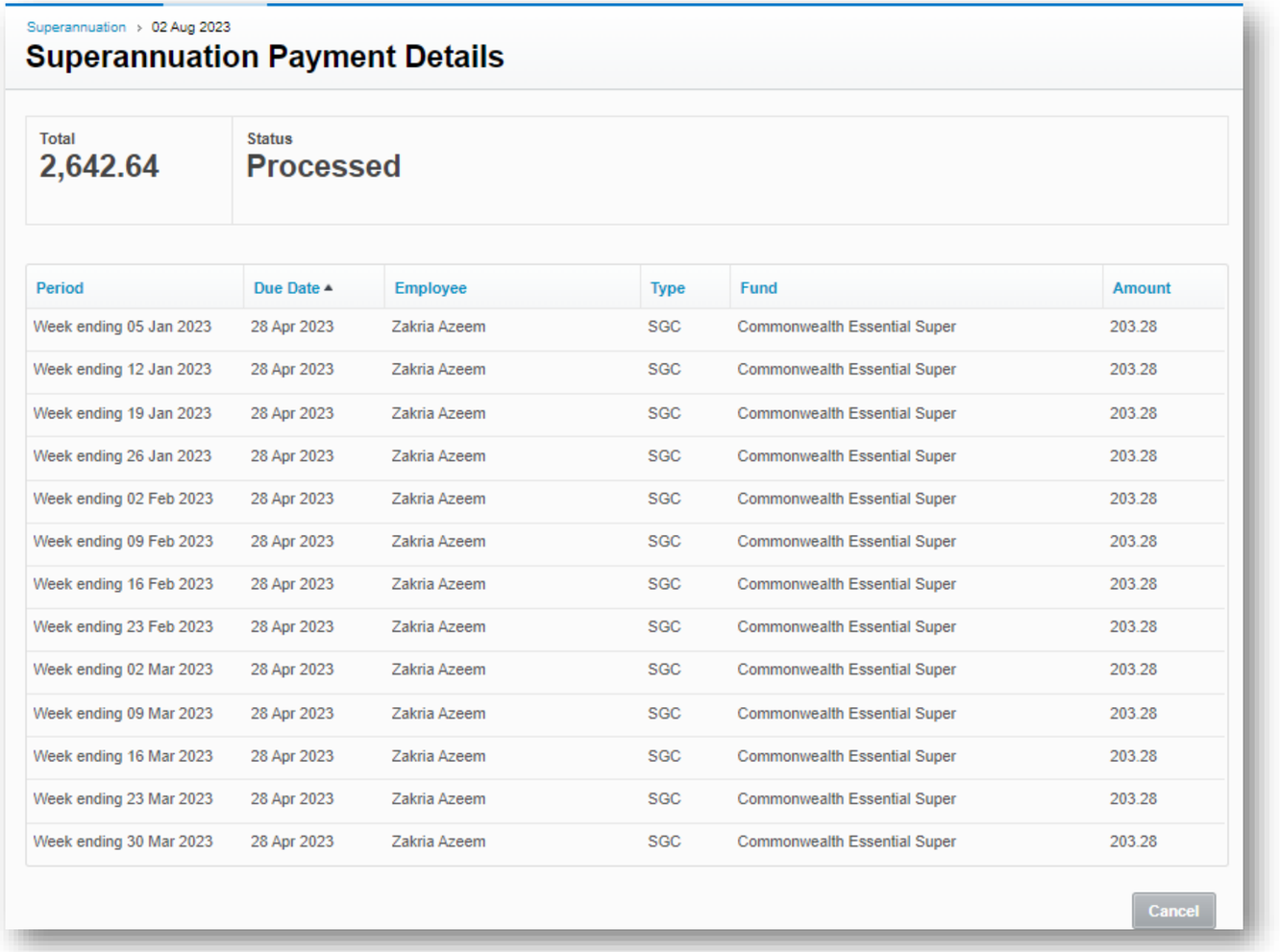


Created	Status	Amount	Approved	Processed
17 Oct 2023	Approved, pending processing	2,768.48	17 Oct 2023	
30 Aug 2023	Processed	2,680.76	30 Aug 2023	06 Sep 2023
02 Aug 2023	Rejected			
02 Aug 2023	Processed	2,642.64	02 Aug 2023	09 Aug 2023
17 Nov 2022	Processed	2,642.64	17 Nov 2022	24 Nov 2022
06 Oct 2022	Withdrawn			
03 Aug 2022	Processed	2,516.80	03 Aug 2022	10 Aug 2022
02 May 2022	Processed	3,033.30	02 May 2022	10 May 2022
27 Jan 2022	Processed	3,573.30	27 Jan 2022	04 Feb 2022
27 Oct 2021	Processed	3,701.00	27 Oct 2021	03 Nov 2021
14 Jun 2021	Processed	2,933.06	14 Jun 2021	19 Jun 20

Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

Select the payment to select to know pay details and the below page will show. In this you can see the payment details employee wise



Superannuation › 02 Aug 2023

Superannuation Payment Details

Total	Status
2,642.64	Processed

Period	Due Date ▲	Employee	Type	Fund	Amount
Week ending 05 Jan 2023	28 Apr 2023	Zakria Azeem	SGC	Commonwealth Essential Super	203.28
Week ending 12 Jan 2023	28 Apr 2023	Zakria Azeem	SGC	Commonwealth Essential Super	203.28
Week ending 19 Jan 2023	28 Apr 2023	Zakria Azeem	SGC	Commonwealth Essential Super	203.28
Week ending 26 Jan 2023	28 Apr 2023	Zakria Azeem	SGC	Commonwealth Essential Super	203.28
Week ending 02 Feb 2023	28 Apr 2023	Zakria Azeem	SGC	Commonwealth Essential Super	203.28
Week ending 09 Feb 2023	28 Apr 2023	Zakria Azeem	SGC	Commonwealth Essential Super	203.28
Week ending 16 Feb 2023	28 Apr 2023	Zakria Azeem	SGC	Commonwealth Essential Super	203.28
Week ending 23 Feb 2023	28 Apr 2023	Zakria Azeem	SGC	Commonwealth Essential Super	203.28
Week ending 02 Mar 2023	28 Apr 2023	Zakria Azeem	SGC	Commonwealth Essential Super	203.28
Week ending 09 Mar 2023	28 Apr 2023	Zakria Azeem	SGC	Commonwealth Essential Super	203.28
Week ending 16 Mar 2023	28 Apr 2023	Zakria Azeem	SGC	Commonwealth Essential Super	203.28
Week ending 23 Mar 2023	28 Apr 2023	Zakria Azeem	SGC	Commonwealth Essential Super	203.28
Week ending 30 Mar 2023	28 Apr 2023	Zakria Azeem	SGC	Commonwealth Essential Super	203.28

Cancel

Carisma Solutions confidential. Please do not distribute.

STEP 3:
WAGES payable reconciliation

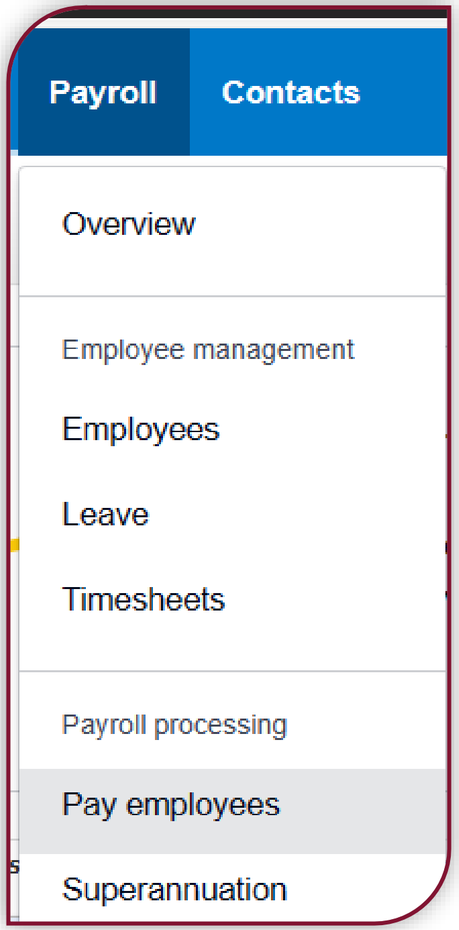
- As mentioned in checklist, before starting BAS Preparation we need to check client has employee and processed payroll or not.
- If they are providing wages, then we need to check that the wages have been paid properly or any missing wages is there.

Balance sheet

Liabilities	
Current Liabilities	
Accounts Payable	6,962.63
Child Support Payable	191.90
GST	(11,105.36)
Owner A Drawings	(861.79)
PAYG Withholdings Payable	69,024.00
Rounding	(29,909.73)
Superannuation Payable	36,020.30
Suspense	20,095.08
Wages Payable - Payroll	8,760.17
Total Current Liabilities	**99,177.20**

Carisma Solutions confidential. Please do not distribute.

Before going to Wages Payable reconciliation, we should check whether STP filed for the pay runs



Pay Run History

Calendar	Period	Payment Date	Wages	Tax	Super	Net Pay	STP Filing
Fortnightly - Correct	Latest Fortnight ending 06 Oct ...	05 Oct 2023	5,669.00	1,226.00	623.59	2,427.00	Filed
Fortnightly - Correct	Fortnight ending 22 Sep 2023	21 Sep 2023	5,040.00	1,010.00	554.40	2,198.00	Filed
Fortnightly - Correct	Fortnight ending 08 Sep 2023	07 Sep 2023	5,600.00	1,204.00	616.00	4,041.84	Filed
Fortnightly - Correct	Fortnight ending 25 Aug 2023	24 Aug 2023	5,600.00	1,204.00	616.00	2,198.00	Filed
Fortnightly - Correct	Fortnight ending 11 Aug 2023	10 Aug 2023	5,320.00	1,106.00	585.20	2,016.00	Filed
Fortnightly - Correct	Fortnight ending 28 Jul 2023	27 Jul 2023	4,200.00	760.00	462.00	1,242.00	Filed
Fortnightly - Correct	Fortnight ending 14 Jul 2023	13 Jul 2023	2,500.00	498.00	275.00	0.00	Filed
Fortnightly - Correct	Fortnight ending 30 Jun 2023	29 Jun 2023	1,000.00	66.00	105.00	0.00	Filed
Fortnightly - Correct	Fortnight ending 16 Jun 2023	15 Jun 2023	1,000.00	66.00	105.00	0.00	Filed
Fortnightly - Correct	Fortnight ending 02 Jun 2023	01 Jun 2023	1,250.00	126.00	131.25	0.00	Filed
Fortnightly - Correct	Fortnight ending 19 May 2023	18 May 2023	2,500.00	498.00	262.50	0.00	Filed
Fortnightly - Correct	Fortnight ending 05 May 2023	04 May 2023	2,950.00	498.00	309.75	250.00	Filed
Fortnightly - Correct	Fortnight ending 21 Apr 2023	20 Apr 2023	2,250.00	410.00	236.25	0.00	Filed
Fortnightly - Correct	Fortnight ending 07 Apr 2023	06 Apr 2023	5,100.00	884.00	483.00	2,396.00	Filed

In the above Image you can see all the pay run STP have been Filed.

Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

It can also show other status like In Progress, Yet to File or Overdue

- In Progress – It indicates that we have submitted to ATO, and filing is in progress
- Yet to File – It indicates the STP for the pay run is pending to file
- Overdue – It indicates that the pay run period over and the STP filing date is overdue

Carisma Solutions confidential. Please do not distribute.

Wages payable reconciliation

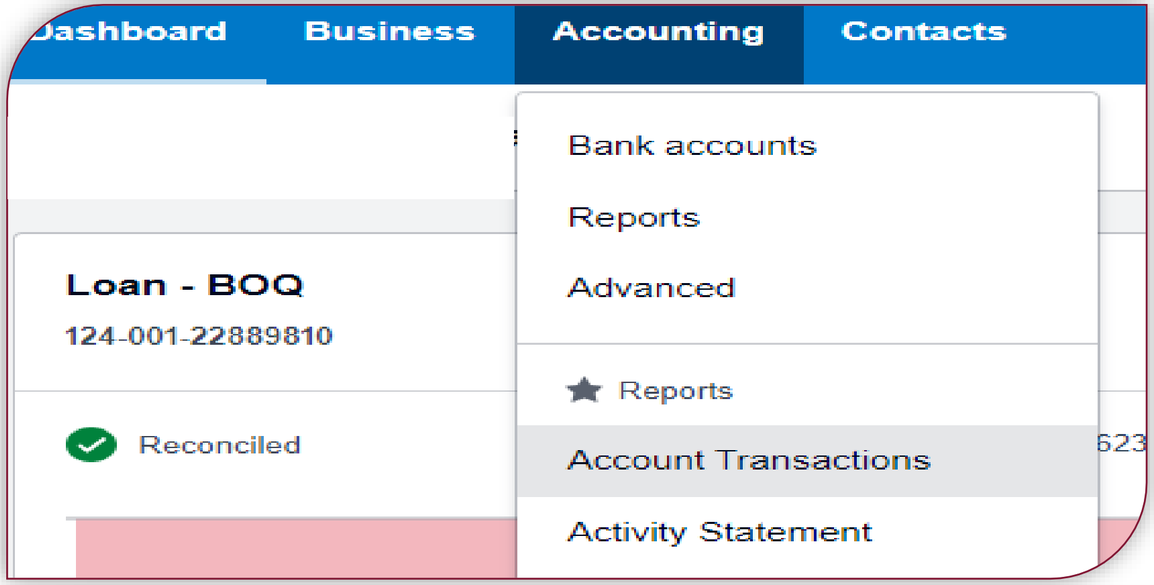
Wages Payable Reconciliation

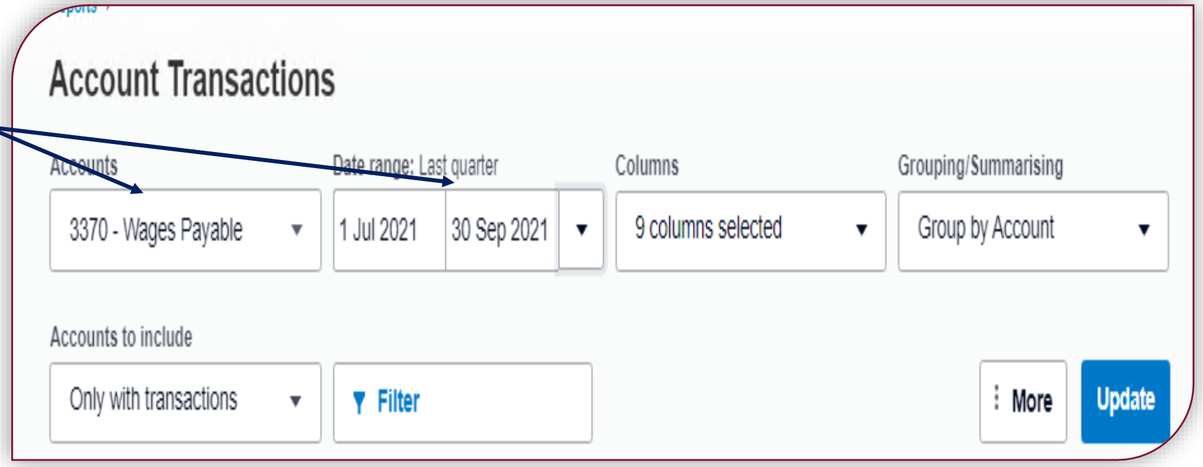
- As mentioned in checklist before starting BAS Preparation we need to check client has employee and processed payroll or not.
- If they are providing wages, then we need to check that the wages have been paid properly or any missing wages is there.
- For that we need to check wages payable in Balance sheet. If there is outstanding balance shows in Balance sheet then, wages payable reconciliation required.

Carisma Solutions confidential. Please do not distribute.

Wages Payable Reconciliation Procedure in Xero

- Go to Xero Dashboard > Accounting > Reports > Account Transactions.
- Under Accounts Select Wages payable
- Enter BAS period in “DATA RANGE” and Click UPDATE.





Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

Check all the transactions match and the balance must be zero

Wages Payable Transactions

Reorder columns

For the period 1 July 2021 to 30 September 2021

Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
Wages Payable								
Opening Balance				253.00	-	**(253.00)**	-	-
2 Jul 2021	Payroll Expense	Wages Payable	Payroll Expense Journal - PD-319	-	253.00	-	253.00	-
7 Jul 2021	Spend Money	Brett Bonselaar - Wages		253.00	-	(253.00)	(253.00)	-
9 Jul 2021	Payroll Expense	Wages Payable	Payroll Expense Journal - PD-320	-	253.00	-	253.00	-
14 Jul 2021	Spend Money	Brett Bonselaar - Wages		253.00	-	(253.00)	(253.00)	-
16 Jul 2021	Payroll Expense	Wages Payable	Payroll Expense Journal - PD-321	-	253.00	-	253.00	-
21 Jul 2021	Spend Money	Brett Bonselaar - Wages		253.00	-	(253.00)	(253.00)	-
23 Jul 2021	Payroll Expense	Wages Payable	Payroll Expense Journal - PD-322	-	253.00	-	253.00	-
10 Sep 2021	Payroll Expense	Wages Payable	Payroll Expense Journal - PD-329	-	253.00	-	253.00	-
15 Sep 2021	Spend Money	Brett Bonselaar - Wages		253.00	-	(253.00)	(253.00)	-
17 Sep 2021	Payroll Expense	Wages Payable	Payroll Expense Journal - PD-330	-	253.00	-	253.00	-
22 Sep 2021	Spend Money	Brett Bonselaar - Wages		253.00	-	(253.00)	(253.00)	-
24 Sep 2021	Payroll Expense	Wages Payable	Payroll Expense Journal - PD-331	-	253.00	-	253.00	-
29 Sep 2021	Spend Money	Brett Bonselaar - Wages		253.00	-	(253.00)	(253.00)	-
Total Wages Payable				3,289.00	3,289.00	**(253.00)**	-	-
Closing Balance				253.00	-	**(253.00)**	-	-
Total				3,289.00	3,289.00	-	-	-

Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

STEP 5:

PAYGW RECONCILIATION

- **Purpose of PAYGW Reconciliation**
- The main purpose of this is to check whether wages and PAYGW of an employee is paid correctly while processing Payroll.
- For this we need to check the payroll activity summary, wages & salaries and PAYG withholding GL.

Balance sheet

Liabilities	
Current Liabilities	
Accounts Payable	6,962.63
Child Support Payable	191.90
GST	(11,105.36)
Owner A Drawings	(861.79)
PAYG Withholdings Payable	69,024.00
Rounding	(29,909.73)
Superannuation Payable	36,020.30
Suspense	20,095.08
Wages Payable - Payroll	8,760.17
Total Current Liabilities	**99,177.20**

Carisma Solutions confidential. Please do not distribute.

We need to check the PAYGW books closing balance with ICA statement

- ✓ **Why we need to check PAYGW balance with ICA Statement**
- ✓ Most of the times last BAS period only show as due, If same is paid in ICA , need to update PAYG payment in our books and match with ICA statement.

ICA statement downloaded from ATO

26 May 2023	25 May 2023	Payment received		$20,533.00	$0.00
25 May 2023	26 May 2023	Original Activity Statement for the period ending 31 Mar 23	$20,533.00		$20,533.00 DR
25 May 2023	26 May 2023	- GST	$20,205.00		
25 May 2023	26 May 2023	- PAYG Withholding	$950.00		

ıt:blank

8/23, 9:03 AM Print | Australian Taxation Office

Processed date	Effective date	Description	Debit (DR)	Credit (CR)	Balance
25 May 2023	25 May 2023	- Fuel Tax Credit		$622.00	

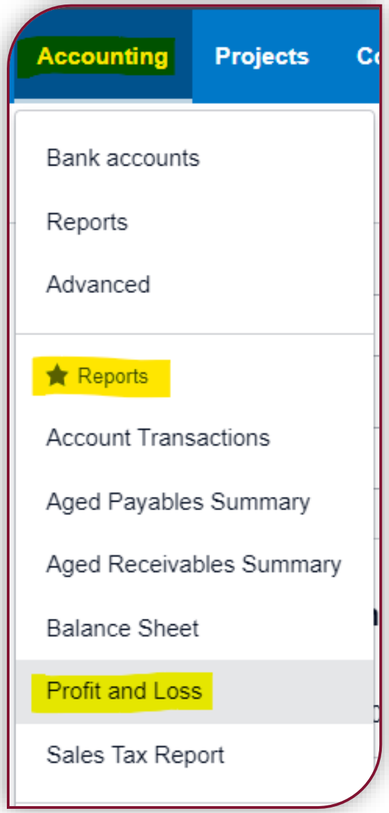
Carisma Solutions confidential. Please do not distribute.

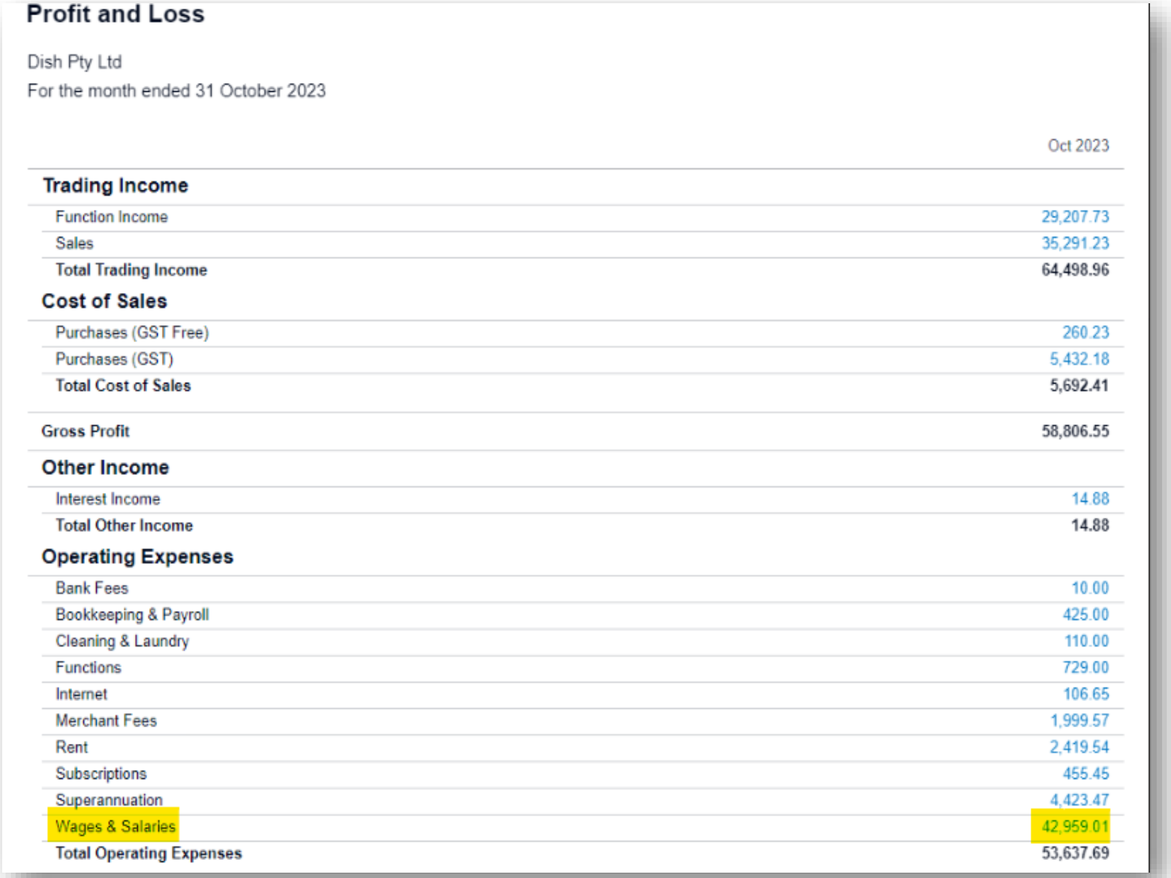
CARISMA SOLUTIONS

PAYG Reconciliation Step 1. Wages Reconciliation

Below is the Gross Wages Pathway

- Accounting > Reports > P&L (or)
- Accounting > Reports > Account transactions > select Gross wages GL > Enter BAS Period and Click Update





Profit and Loss

Dish Pty Ltd

For the month ended 31 October 2023

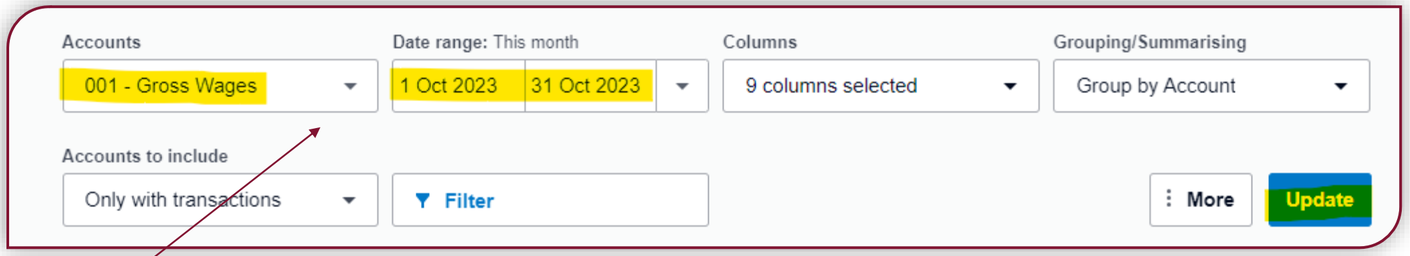
	Oct 2023
Trading Income	
Function Income	29,207.73
Sales	35,291.23
Total Trading Income	**64,498.96**
Cost of Sales	
Purchases (GST Free)	260.23
Purchases (GST)	5,432.18
Total Cost of Sales	**5,692.41**
Gross Profit	**58,806.55**
Other Income	
Interest Income	14.88
Total Other Income	**14.88**
Operating Expenses	
Bank Fees	10.00
Bookkeeping & Payroll	425.00
Cleaning & Laundry	110.00
Functions	729.00
Internet	106.65
Merchant Fees	1,999.57
Rent	2,419.54
Subscriptions	455.45
Superannuation	4,423.47
Wages & Salaries	42,959.01
Total Operating Expenses	**53,637.69**

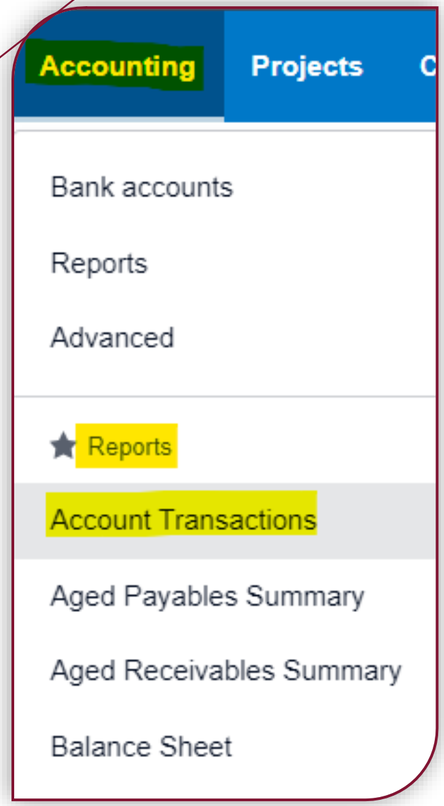
Carisma Solutions confidential. Please do not distribute.

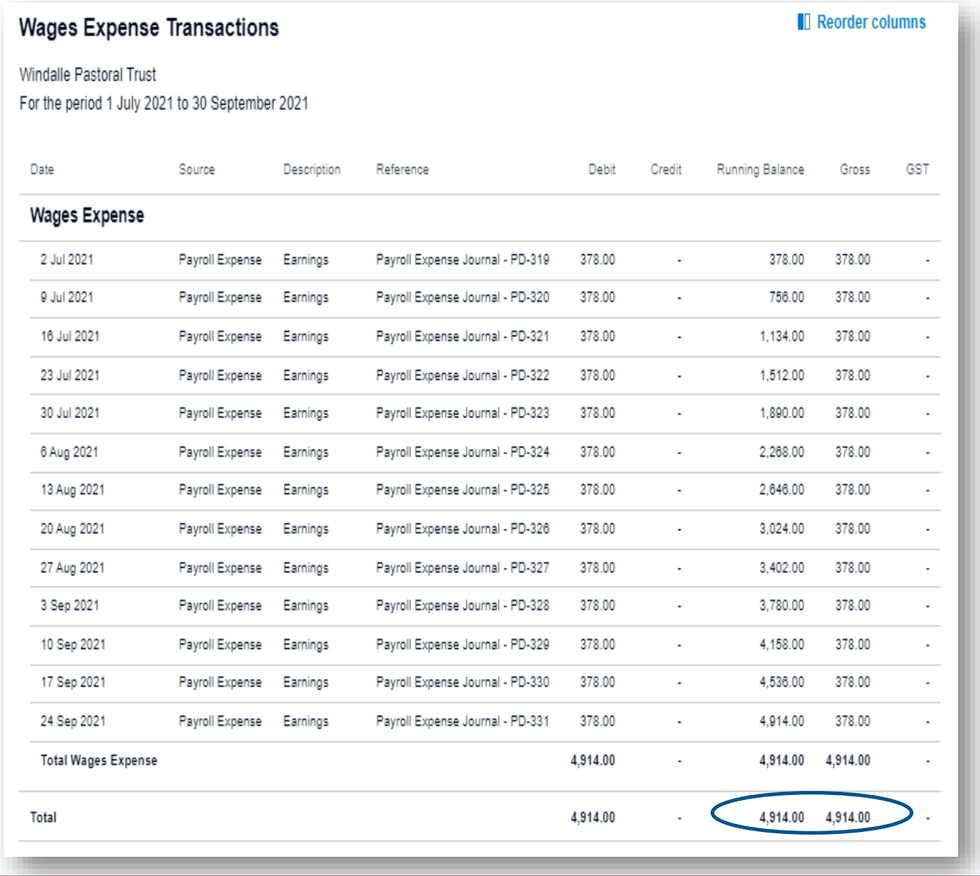
CARISMA SOLUTIONS

Continuation...

- Accounts > Reports > P&L (or)
- Accounting > Reports > Account transactions > select Gross wages GL > Enter BAS Period and Click Update







Wages Expense Transactions

Reorder columns

Windalle Pastoral Trust

For the period 1 July 2021 to 30 September 2021

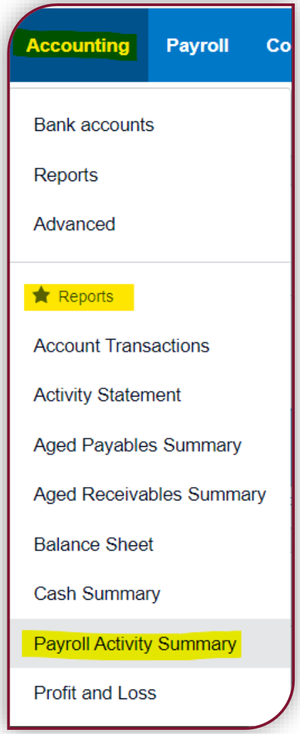
Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
Wages Expense								
2 Jul 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-319	378.00	-	378.00	378.00	-
9 Jul 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-320	378.00	-	756.00	378.00	-
16 Jul 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-321	378.00	-	1,134.00	378.00	-
23 Jul 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-322	378.00	-	1,512.00	378.00	-
30 Jul 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-323	378.00	-	1,890.00	378.00	-
6 Aug 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-324	378.00	-	2,268.00	378.00	-
13 Aug 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-325	378.00	-	2,646.00	378.00	-
20 Aug 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-326	378.00	-	3,024.00	378.00	-
27 Aug 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-327	378.00	-	3,402.00	378.00	-
3 Sep 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-328	378.00	-	3,780.00	378.00	-
10 Sep 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-329	378.00	-	4,158.00	378.00	-
17 Sep 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-330	378.00	-	4,536.00	378.00	-
24 Sep 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-331	378.00	-	4,914.00	378.00	-
Total Wages Expense				**4,914.00**	-	**4,914.00**	**4,914.00**	-
Total				**4,914.00**	-	**4,914.00**	**4,914.00**	-

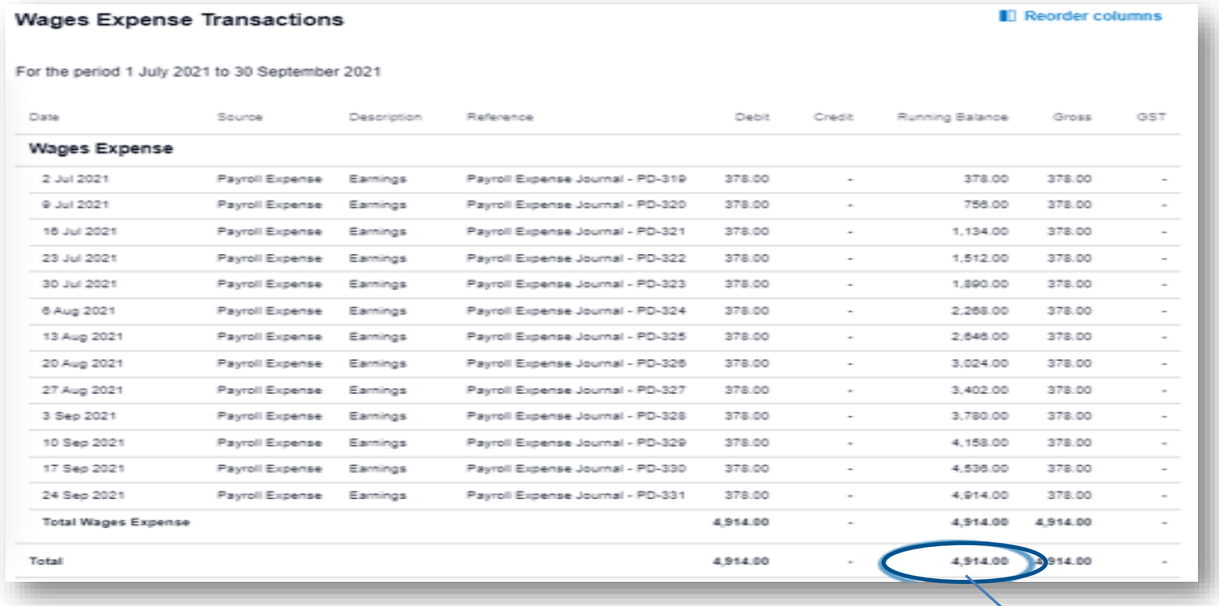
Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

Step 2. Payroll activity summary

- Accounts > Reports > Payroll Activity Summary
- In this we should check the wages transaction balance matches with the Payroll Activity summary W1 balance
- And we should check W2 PAYG balance matches with the PAYG withheld GL



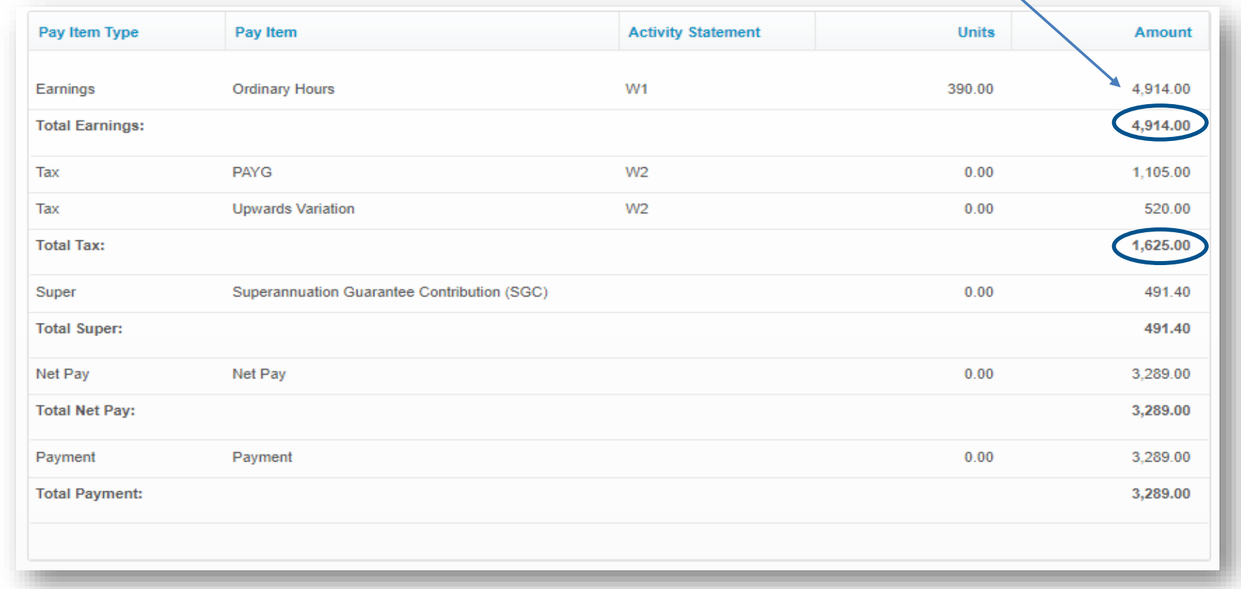


Wages Expense Transactions

Reorder columns

For the period 1 July 2021 to 30 September 2021

Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
Wages Expense								
2 Jul 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-319	378.00	-	378.00	378.00	-
9 Jul 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-320	378.00	-	756.00	378.00	-
16 Jul 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-321	378.00	-	1,134.00	378.00	-
23 Jul 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-322	378.00	-	1,512.00	378.00	-
30 Jul 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-323	378.00	-	1,890.00	378.00	-
6 Aug 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-324	378.00	-	2,268.00	378.00	-
13 Aug 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-325	378.00	-	2,646.00	378.00	-
20 Aug 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-326	378.00	-	3,024.00	378.00	-
27 Aug 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-327	378.00	-	3,402.00	378.00	-
3 Sep 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-328	378.00	-	3,780.00	378.00	-
10 Sep 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-329	378.00	-	4,158.00	378.00	-
17 Sep 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-330	378.00	-	4,536.00	378.00	-
24 Sep 2021	Payroll Expense	Earnings	Payroll Expense Journal - PD-331	378.00	-	4,914.00	378.00	-
Total Wages Expense				**4,914.00**	-	**4,914.00**	**4,914.00**	-
Total				**4,914.00**	-	**4,914.00**	**4,914.00**	-



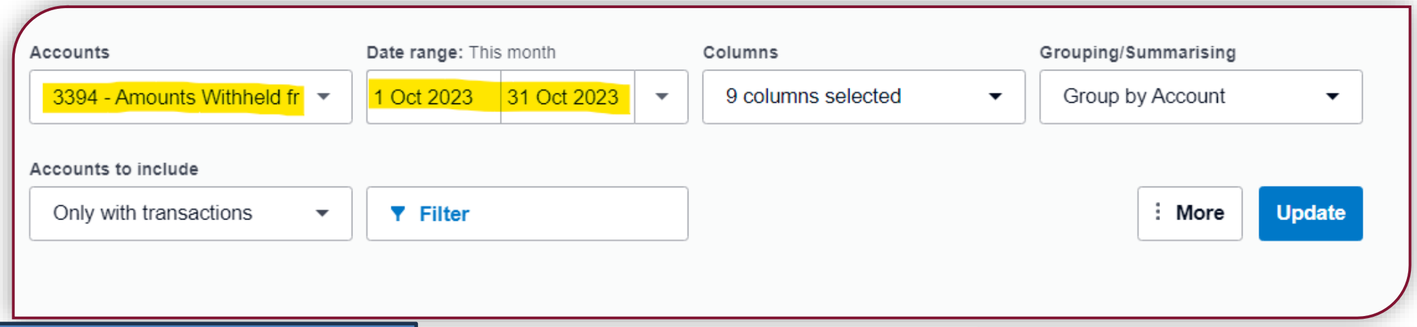
Pay Item Type	Pay Item	Activity Statement	Units	Amount
Earnings	Ordinary Hours	W1	390.00	4,914.00
Total Earnings:				**4,914.00**
Tax	PAYG	W2	0.00	1,105.00
Tax	Upwards Variation	W2	0.00	520.00
Total Tax:				**1,625.00**
Super	Superannuation Guarantee Contribution (SGC)		0.00	491.40
Total Super:				**491.40**
Net Pay	Net Pay		0.00	3,289.00
Total Net Pay:				**3,289.00**
Payment	Payment		0.00	3,289.00
Total Payment:				**3,289.00**

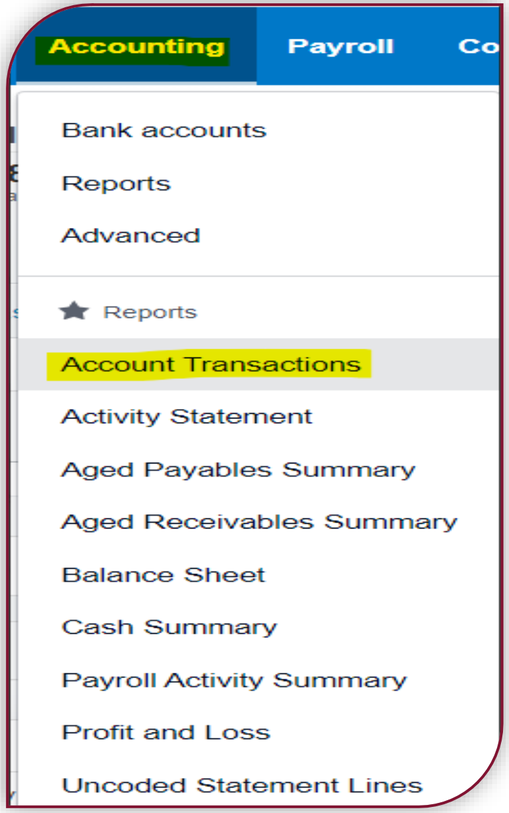
Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

Step 3. PAYG WITHHELD GL

- Accounting > Reports > Account transactions > Select PAYG Withholding GL





Payroll Activity Summary

Pay Item Type	Pay Item	Activity Statement	Units	Amount
Earnings	Ordinary Hours	W1	390.00	4,914.00
Total Earnings:				4,914.00
Tax	PAYG	W2	0.00	1,105.00
Tax	Upwards Variation	W2	0.00	520.00
Total Tax:				1,625.00
Super	Superannuation Guarantee Contribution (SGC)		0.00	491.40
Total Super:				491.40
Net Pay	Net Pay		0.00	3,289.00
Total Net Pay:				3,289.00
Payment	Payment		0.00	3,289.00
Total Payment:				3,289.00

PAYG Withheld GL

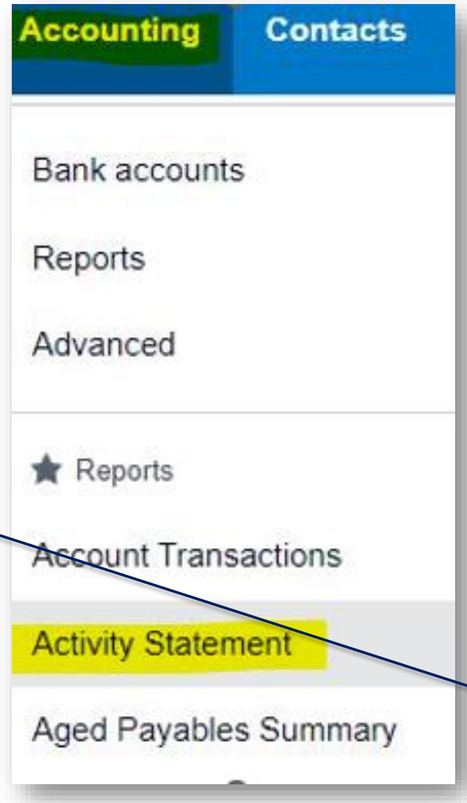
Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
Amounts withheld from salary and wages								
Opening Balance				-	1,625.57	1,625.57	-	-
2 Jul 2021	Payroll Expense	Tax	Payroll Expense Journal - PD-319	-	125.00	1,750.57	125.00	-
9 Jul 2021	Payroll Expense	Tax	Payroll Expense Journal - PD-320	-	125.00	1,875.57	125.00	-
16 Jul 2021	Payroll Expense	Tax	Payroll Expense Journal - PD-321	-	125.00	2,000.57	125.00	-
23 Jul 2021	Payroll Expense	Tax	Payroll Expense Journal - PD-322	-	125.00	2,125.57	125.00	-
30 Jul 2021	Payroll Expense	Tax	Payroll Expense Journal - PD-323	-	125.00	2,250.57	125.00	-
6 Aug 2021	Payroll Expense	Tax	Payroll Expense Journal - PD-324	-	125.00	2,375.57	125.00	-
13 Aug 2021	Payroll Expense	Tax	Payroll Expense Journal - PD-325	-	125.00	2,500.57	125.00	-
17 Aug 2021	Receive Money	ATO - PAYG Withholding	Q4 2020/21 BAS REFUND	1,625.00	-	875.57	(1,625.00)	-
20 Aug 2021	Payroll Expense	Tax	Payroll Expense Journal - PD-326	-	125.00	1,000.57	125.00	-
27 Aug 2021	Payroll Expense	Tax	Payroll Expense Journal - PD-327	-	125.00	1,125.57	125.00	-
3 Sep 2021	Payroll Expense	Tax	Payroll Expense Journal - PD-328	-	125.00	1,250.57	125.00	-
10 Sep 2021	Payroll Expense	Tax	Payroll Expense Journal - PD-329	-	125.00	1,375.57	125.00	-
17 Sep 2021	Payroll Expense	Tax	Payroll Expense Journal - PD-330	-	125.00	1,500.57	125.00	-
24 Sep 2021	Payroll Expense	Tax	Payroll Expense Journal - PD-331	-	125.00	1,625.57	125.00	-
Total Amounts withheld from salary and wages				1,625.00	1,625.00	1,625.57	-	-
Closing Balance				-	1,625.57	1,625.57	-	-
Total				1,625.00	1,625.00		-	-

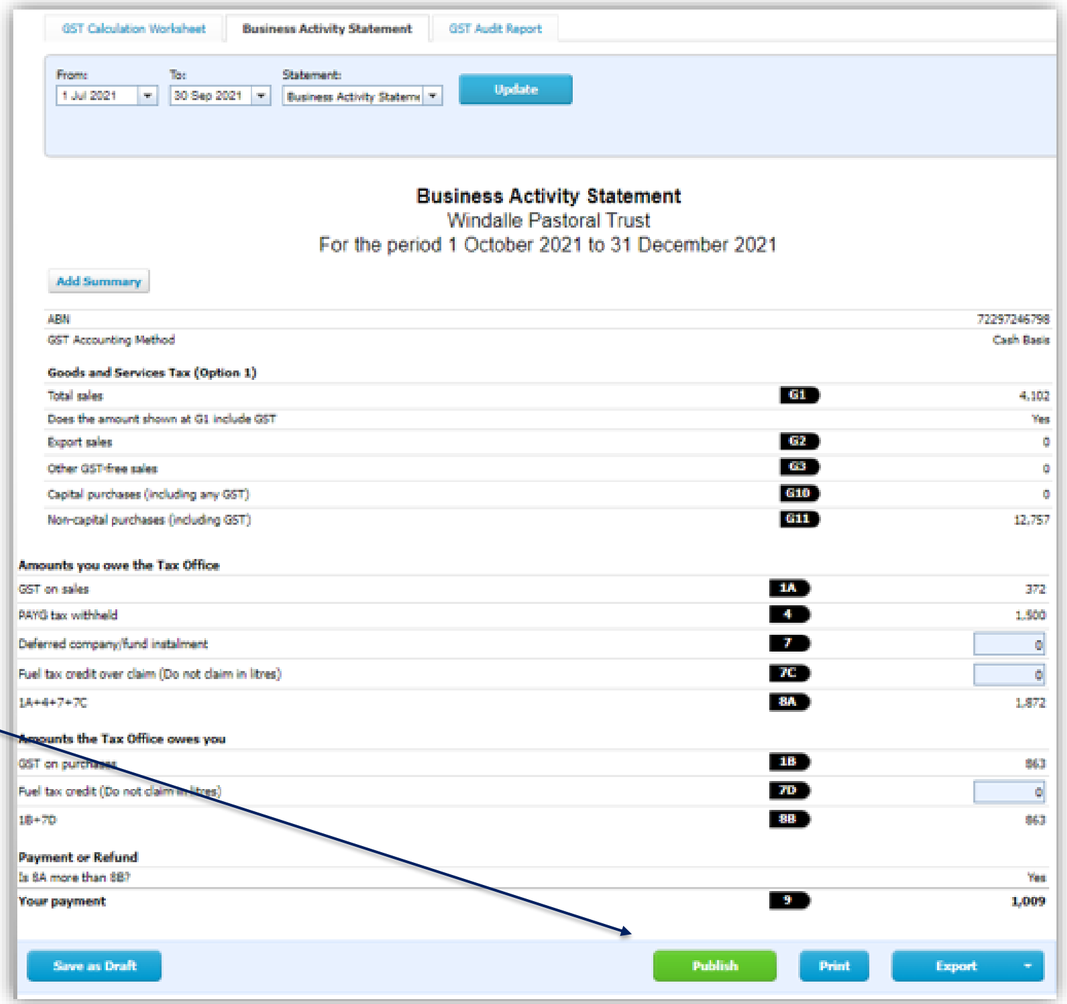
Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

BAS FILING – XPM

- Once all the above are done we can proceed with BAS filing
- For that we need to send the BAS statement and get confirmation from the client and once we got confirmation from client and approval, we will process a BAS statement- Activity statement from Xero to XPM.
- Go to > Accounting > Activity statement > publish
- Then this Activity statement will reflect in XPM



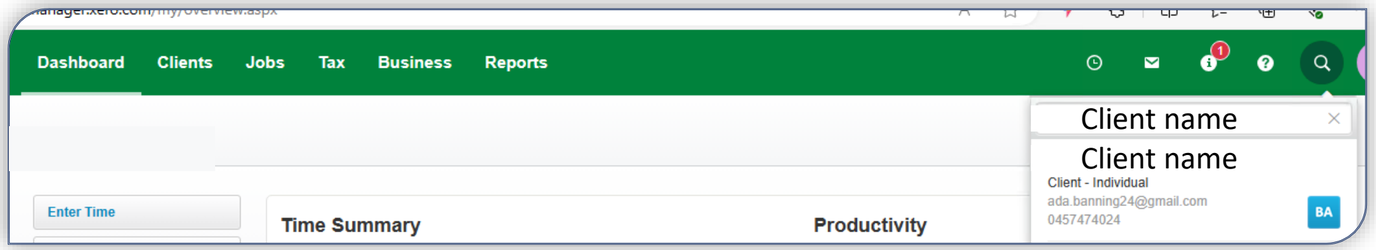


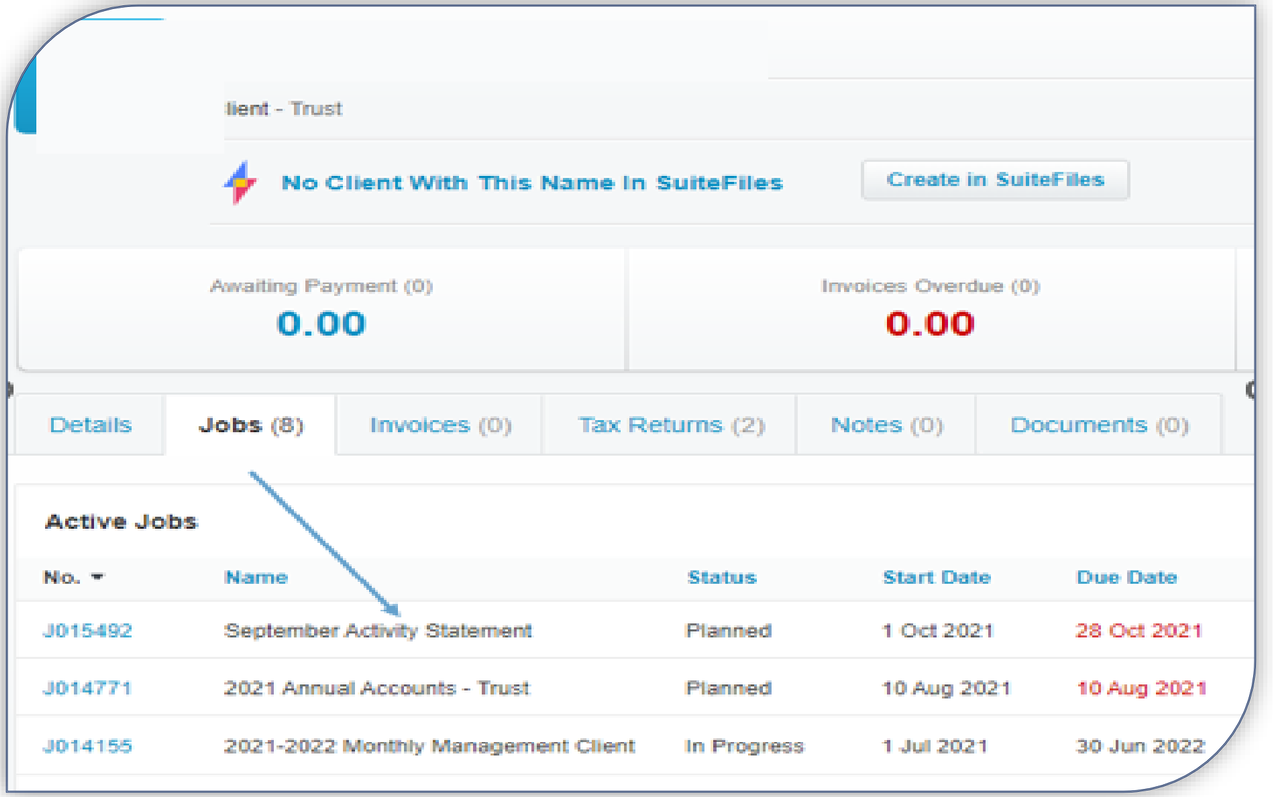
Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

BAS FILING STEPS IN XPM

- Go to practice manager & Tax > select a client name
- E.g., XXY > Jobs-September Activity Statement > New AS-Sep AS > next > Import from xero-select AS > Import > Validate-complete > Approve > Request E-signature.

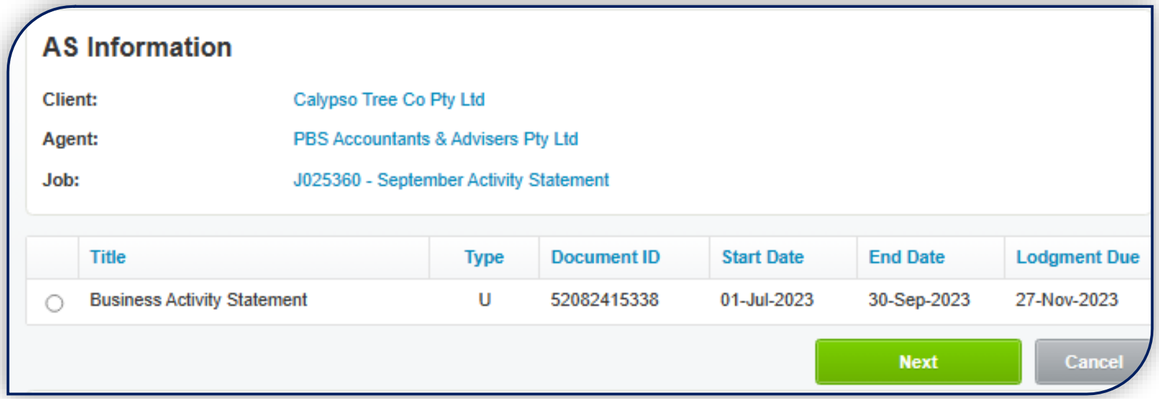


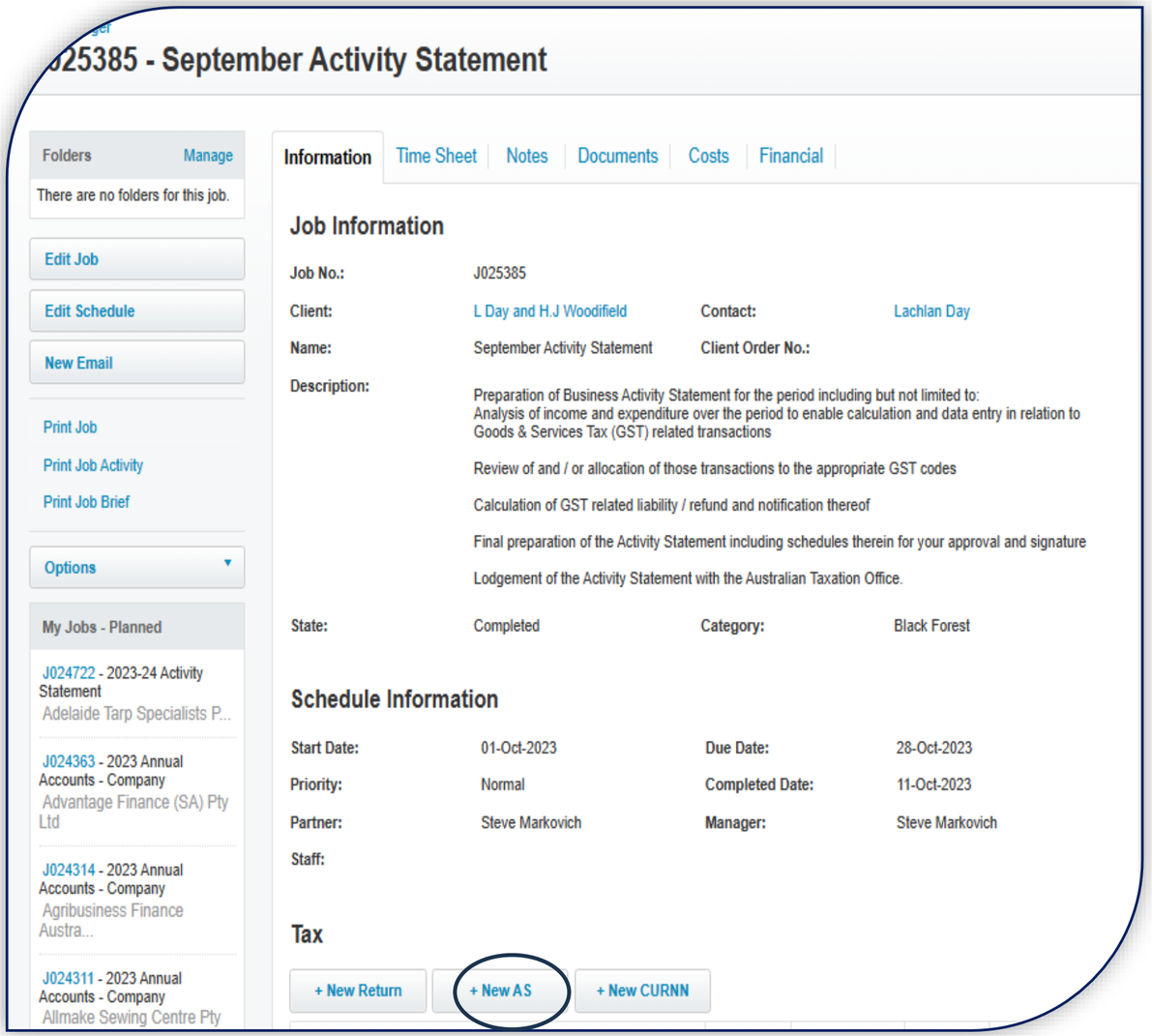


Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

- ✓ Select XXX Activity Statement > Select New AS
- ✓ In the AS information select the Auto Prefilled Business Activity statement and Select Next

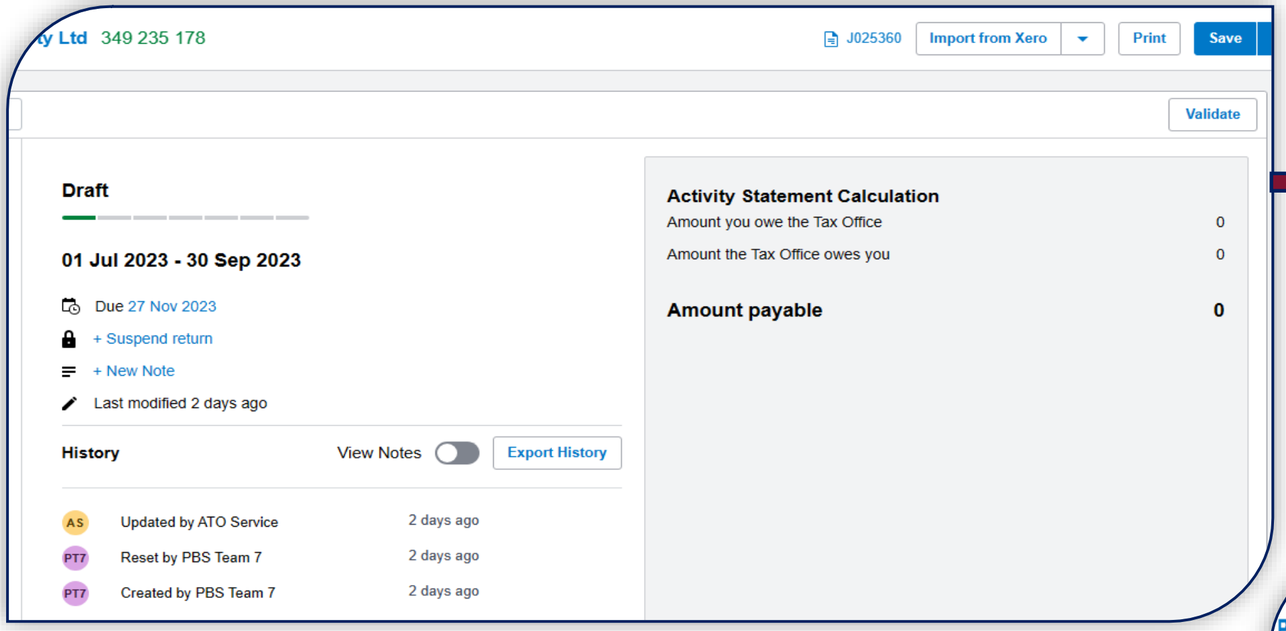


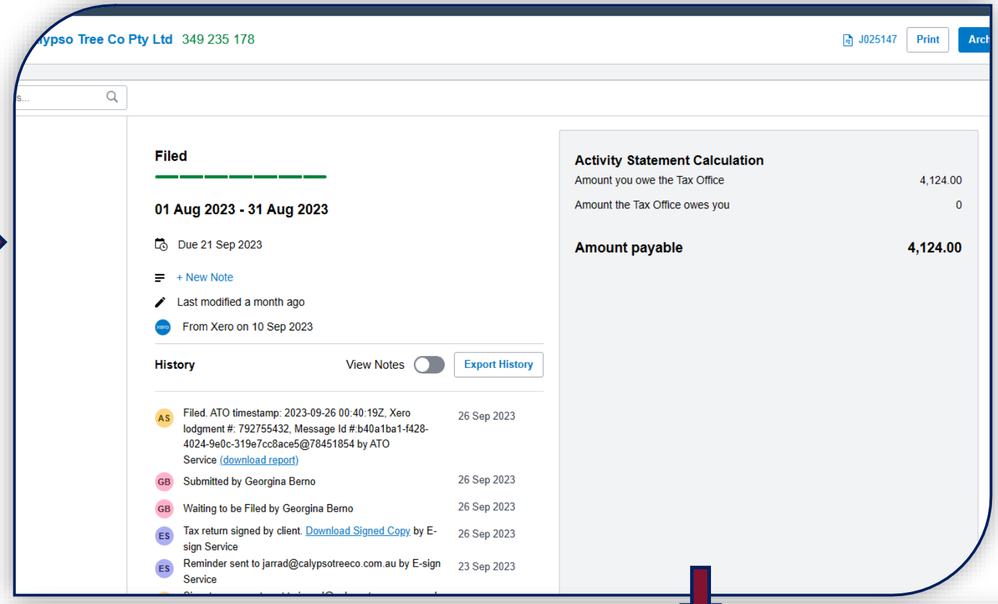


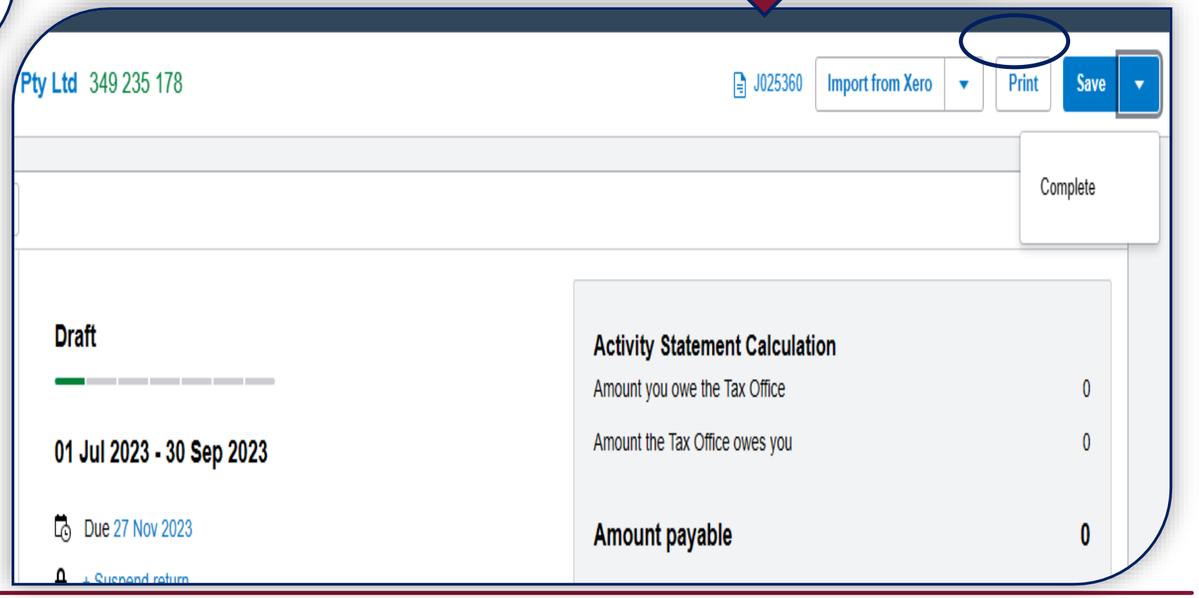
Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

Select Import from Xero and after import completed click save and then Click complete and It'll show approve status



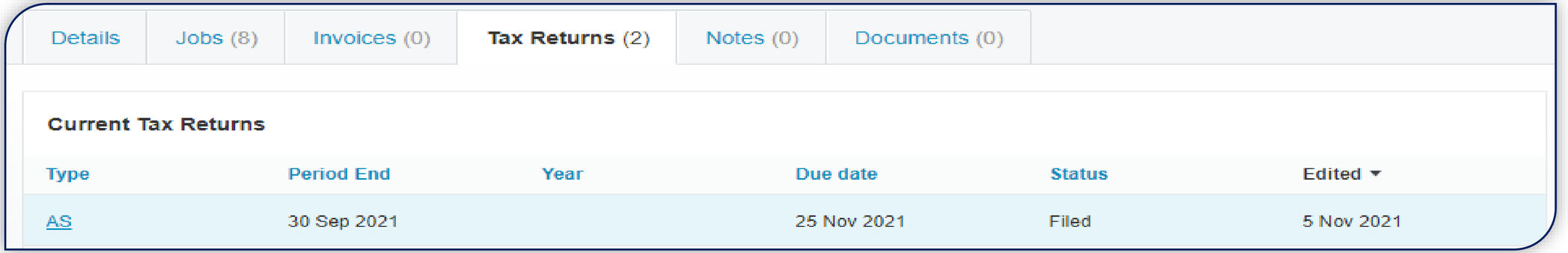




Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

After Filing BAS, it will be in TAX Returns:





Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

THANK YOU

Carisma Solutions confidential. Please do not distribute.