
Extended Tax Reporting

SAP Business One 9.1

June, 2014



Welcome to the Extended Tax Reporting topic.

Objectives Slide



At the end of this topic, you will be able to:

- Explain the extended options available in tax reporting.
- Define the settings for extended tax reporting.
- Generate tax reports for the tax authorities.

* Note that this functionality applies to **Value Added Tax (VAT)** and is available in the localizations detailed in the next slides.

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- After completing this topic, you will be able to:
 - Explain the extended options available in tax reporting.
 - Define the settings for extended tax reporting.
 - Generate tax reports for the tax authorities.
- Note that this functionality applies to **Value Added Tax (or VAT)** and is available in the localizations detailed in the next slides.

Enhancements, Benefits, and Motivation

The Extended Tax Reporting function was available in previous versions. So what is new in 9.1?



Enhancements:

- The extended tax reporting function is now enabled in additional localizations.

Benefits:

- Declare selected tax obligations to the tax authorities according to a flexible structure.
- Create electronic files.
- Save documents into a particular period and therefore have the ability to correct a report that has already been saved.

Motivation: provide more comprehensive options than the regular tax reports.

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- In 9.1 version the extended tax reporting function is enabled in additional localizations. We will list the new localizations in the next slide.
- With the extended tax reporting you can declare selected tax obligations to the tax authorities according to a flexible structure and create electronic files.
- The extended tax reporting function also saves documents into a particular period and therefore enables to correct a report that has already been saved.
- In summary, the extended tax reporting provides more comprehensive options than the regular tax reports.

New Localizations

- **The Extended Tax Reporting function is already available in following localizations:**

BE (Belgium)	NL (Netherland)	TR (Turkey)	PT (Portugal)	ES (Spain)	DE (Germany)
RU (Russia)	UK (United Kingdom)	ANZ (Australia and New Zealand)		CZ (Czech Republic)	SK (Slovakia)

- **From 9.1 version it is also available in:**

JP (Japan)	PA (Panama)	IT (Italy)	AT (Austria)	FR (France)	CY (Cyprus)
KR (Korea)	DK (Denmark)	SE (Sweden)	CH (Switzerland)	HU (Hungary)	PL (Poland)
FI (Finland)	CN (P. R. China)	ZA (South Africa)	SG (Singapore)	NO (Norway)	

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- The Extended Tax Reporting function is already available in the localizations presented in the top chart.
- From version 9.1 it is also available in the localizations presented in the lower chart.

Business Example #1 Declare Selected Tax Obligations



OEC Computers is required to report and pay their tax obligations in a certain structure.

They are required to declare their goods and services in one entry and fringe benefits tax in another entry.

They need the ability to:

- Display documents and manual journal entries grouped by their tax entries.
- Expand the display to show the tax amounts and details.
- Create electronic files.

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- Let us look at a business example:
 - OEC Computers is required to report and pay their tax obligations in a certain structure.
 - They are required to declare their goods and services in one entry and fringe benefits tax in another entry.
- They need the ability to display documents and manual journal entries grouped by their tax entries and the option for expanding the display to show the tax amounts and details.
- They also need the ability to create electronic files for submission to the tax authorities.

Business Example #2 Correct a Report



OEC Computers submits tax reports to the tax authorities on a monthly basis.

They work with distant vendors that send their invoices via post.

Sometimes an invoice arrives after the tax report was already submitted.

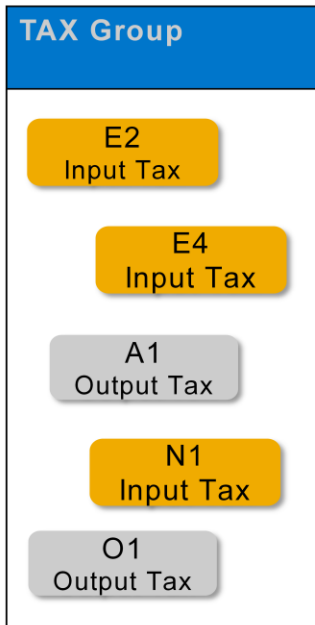
They need the ability to:

- Track which transactions were reported to the tax authorities in specified periods.
- Spot missing transactions from the original report for the specified period and add them later.

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- Let us look at another business example:
 - OEC Computers submits tax reports to the tax authorities on a monthly basis.
 - They work with distant vendors that send their invoices via post and sometimes an invoice arrives after the tax report was already submitted.
- Therefore, they need the ability to track which transactions were reported to the tax authorities in specified periods, and to spot missing transactions from the original report for the specified period and add them later.
- With the extended tax reporting option, they can generate a report that allocates certain documents to a particular reporting period.

The Tax System



The tax system is determined according to the localization you choose for the company database:

- SAP Business One provides predefined tax groups for each supported localization to be used by your company for purchasing, sales, and payments.
- Each tax group should be connected to a G/L account to automatically create journal entries for documents containing this group.
- Note that you have two types of tax groups, output tax for A/R documents and input tax for A/P documents.
- During system setup you can define default tax groups to use when creating sales and purchasing transactions for items and services.

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- Before we talk about the Extended Tax Reporting option, let us have a quick reminder of the tax system.
- The tax system is determined according to the localization you choose for the company database.
- SAP Business One provides predefined tax groups for each supported localization to be used by your company for purchasing, sales, and payments.
- Each tax group should be connected to a G/L account to automatically create journal entries for documents containing this group.
- In the example shown you can see few of the predefined tax groups in a certain company.
- Note that you have two types of tax groups, output tax for A/R documents and input tax for A/P documents.
- During system setup you can define default tax groups to use when creating sales and purchasing transactions for items and services.

Extended Tax Reporting = Tax Declaration Boxes/ BAS Codes

TAX Group	Tax Declaration Boxes/ BAS Codes
E2 Input Tax	XX1
E4 Input Tax	XX2
A1 Output Tax	XX3
N1 Input Tax	YY1
O1 Output Tax	YY2

Extended Tax Reporting gives you the option to define formulas for selected tax groups:

- SAP Business One offers two options –
 - Tax Declaration Boxes
 - BAS (**B**usiness **A**ctivity **S**tatement) Codes
- The setting of these two options are similar, however BAS Codes gives more flexibility.
- The options available for your company depends on your localization.

* In this training we will focus on BAS codes.

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- So, what is the meaning of the Extended Tax Reporting option?
- It gives you the option to define formulas for selected tax groups.
- SAP Business One offers two options for implementing the Extended Tax Reporting: Tax Declaration Boxes and BAS Codes. **BAS** stands for **B**usiness **A**ctivity **S**tatement.
- The setting of these two options are similar however BAS Codes gives you more flexibility in designing the structure and the rules of specific tax declaration entity.
- The options available for your company depends on your localization.
- Some localizations have the tax declaration boxes available, some have the BAS codes and some have both.
- In this training we will focus on the BAS codes option as it is more flexible.

Extended Tax Reporting = Tax Declaration Boxes/ BAS Codes

TAX Group	Tax Declaration Boxes/ Bas Codes
E2 Input Tax	XX1 = E2 (Debit side)
E4 Input Tax	XX2 = E2 + E4 (Debit side and credit side)
A1 Output Tax	XX3 = XX1 + XX2
N1 Input Tax	YY1 = A1 (Debit side)
O1 Output Tax	YY2 = A1 (Credit side)

BAS codes in the system:

- SAP Business One assists you in business activity statement reporting by providing a range of predefined BAS codes for value added tax.
- You can add new BAS codes and modify or remove existing BAS codes, if tax regulations require a change, for example.
- When defining a BAS code you can combine tax groups in a formula using mathematical operations.

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- SAP Business One assists you in business activity statement reporting by providing a range of predefined BAS codes for value added tax.
- You can add new BAS codes and modify or remove existing BAS codes, if tax regulations require a change, for example.
- In the example shown you can see some of the BAS codes defined for a certain company.
- When defining a BAS code you can combine tax groups in a formula using mathematical operations. You can see this in the example for the **XX2** BAS code.
- You can also combine the existing BAS codes in a formula. This is shown in the **XX3** example.
- Some BAS codes include one tax group with the option to determine which side of each transaction is added: only the debit amount, only the credit amount, or both. In the example of **YY1** and **YY2**, these BAS codes are based on the same tax group **A1** but take different parts of the transaction.

Extended Tax Reporting = Tax Declaration Boxes/ BAS Codes

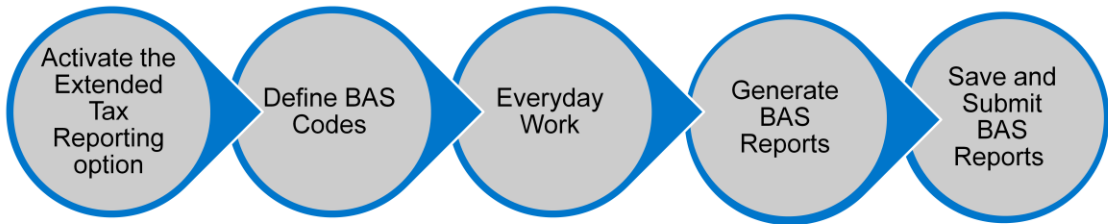
TAX Group	Tax Declaration Boxes/ Bas Codes	Declaration Reports			
<div style="background-color: #FFD700; padding: 5px; border: 1px solid black; display: inline-block; margin-bottom: 10px;">E2 Input Tax</div> <div style="background-color: #FFD700; padding: 5px; border: 1px solid black; display: inline-block; margin-bottom: 10px;">E4 Input Tax</div> <div style="background-color: #D3D3D3; padding: 5px; border: 1px solid black; display: inline-block; margin-bottom: 10px;">A1 Output Tax</div> <div style="background-color: #FFD700; padding: 5px; border: 1px solid black; display: inline-block; margin-bottom: 10px;">N1 Input Tax</div> <div style="background-color: #D3D3D3; padding: 5px; border: 1px solid black; display: inline-block;">O1 Output Tax</div>	XX1 = E2 (Debit side) XX2 = E2 + E4 (Debit side and credit side) XX3 = XX1 + XX2 YY1 = A1 (Debit side) YY2 = A1 (Credit side)	Selected period = 2014 March			
		Tax Boxes/ Bas Codes	Component	Tax amount	
		XX1	E2	100	
		XX2	E2	-200	
			E4	50	
		XX3	XX1	100	
			XX2	-150	
		YY1	A1	300	
YY2	A1	-300			

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- Use the extended tax declaration reports to display documents and manual journal entries in the appropriate period grouped by Tax Declaration Boxes or by BAS codes.
- You can expand the report display to show the tax groups included in each Tax or BAS code with their tax amounts.

The Working Process with Extended Tax Reporting

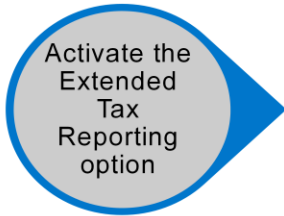
Process Overview:



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- Let us review the working process with extended tax reporting:
 - First, you need to activate the extended tax reporting option.
 - Then, you should review the predefined BAS codes provided in your localization. And add or remove BAS codes if required.
 - During everyday work the system automatically calculates the tax amounts for the documents you add to the system.
 - At the end of each month, you run the BAS Report Generation. It enables you to save certain documents into a particular reporting period. You can also correct a report that has already been saved and show only documents that have not yet been included in any previous report for a given period.
 - Finally, you retrieve BAS reports and submit them to the tax authorities.
- In the next slides we will go through the different steps.

Activate the Extended Tax Reporting Option



Administration → System Initialization → Company Details → Accounting Data tab.

- Check the *Extended Tax Reporting* option.
- Specify the period type for the report generation:
 - Year
 - Quarter
 - Month
 - Period

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- To activate the *Extended Tax Reporting* option, choose the menu path shown on the graphic.
- Then, check the option.
- Selecting the *Extended Tax Reporting* checkbox opens the *Period Type for Report Generation* dropdown list.
- Specify the period type for the report generation: year, quarter, month or period.

Define BAS (Business Activity Statement) Codes

Define BAS
Codes

**Administration → Setup → Financials →
Tax → BAS Code Definitions.**

BAS Code Definitions - Setup

Effective From: 01.01.2014

Declaration Format: [Empty]

#	Code	Name	Type	Summary Field	Debit/Credit	Formula Syntax	Sort Order	Absolute Value
1	G1a	Total Sales, GST code - (Base Amount)	VAT Group	Base Amount	Debit Side and Credit Side	S1	1	<input type="checkbox"/>
2	G1b	Total Sales, GST code - (Tax Amount)	VAT Group	Tax Amount	Debit Side and Credit Side	S1	2	<input type="checkbox"/>
3	G1c	Total Sales, GST code - (Base Amount + Tax Amount)	Formula			[G1a] + [G1b]	3	<input type="checkbox"/>
4	G1	Total Sales, GST code - (Base Amount + Tax Amount)	Formula			[G1c] + [G5]	4	<input type="checkbox"/>
5	G2	Export Sales, GST code	VAT Group	Base Amount	Debit Side and Credit Side	SE	5	<input type="checkbox"/>
6	G3	Other GST-free supplies, GST code	VAT Group	Base Amount	Debit Side and Credit Side	S2	6	<input type="checkbox"/>
7	G4	Input taxed sales, GST code	VAT Group	Base Amount	Debit Side and Credit Side	GST1	7	<input type="checkbox"/>
8	G5	Total GST-free & Input taxed supplies (G2 + G3 + G4), GST code	Formula			[G2] + [G3] + [G4]	8	<input type="checkbox"/>
9	G6	Total taxable supplies (G1 - G5), GST code	Formula			[G1] - [G5]	9	<input type="checkbox"/>
10	G7	Adjustments, GST code	Manual Input				10	<input type="checkbox"/>
11	G8	Total Taxable supplies after adjustments (G6 + G7), GST code	Formula			[G6] + [G7]	11	<input type="checkbox"/>
12	G9	GST payable (on G8 divided by 11), GST code	Formula			[G8] / 11	12	<input type="checkbox"/>
13	G10a	Capital Acquisitions, GST code - (Base Amount)	VAT Group	Base Amount	Debit Side and Credit Side	C1	13	<input type="checkbox"/>
14	G10b	Capital Acquisitions, GST code - (Tax Amount)	VAT Group	Tax Amount	Debit Side and Credit Side	C1	14	<input type="checkbox"/>

OK Cancel

BAS Code Definitions - Rows

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- SAP Business One assists you in business activity statement reporting by providing a range of predefined BAS codes according to the database localization.
- Choose the menu path that appears in the graphic.
- In the example shown you can see some of the predefined BAS codes defined for the Australian localization.
- At the top of the form you can create a new effective period by copying data from a previous effective period.
- You can add or remove BAS codes, for example if there are any changes in tax regulations.

Define BAS Codes - Type

VAT Group **Account** **Manual Input** **Formula** **Single Choice**

#	Code	Name	Type	Summary Field	Debit/Credit	Formula Syntax	Sort Order	Absolute Value
1	G1a	Total Sales, GST code - (Base Amount)	VAT Group	Base Amount	Debit Side and Credit Side	S1	1	<input type="checkbox"/>
2	G1b	Total Sales, GST code - (Tax Amount)	VAT Group	Tax Amount	Debit Side and Credit Side	S1	2	<input type="checkbox"/>
3	G1c	Total Sales, GST code - (Base Amount + Tax Amount)	Formula			[G1a] + [G1b]	3	<input type="checkbox"/>
4	G1	Total Sales, GST code - (Base Amount + Tax Amount)	Formula			[G1c] + [G5]	4	<input type="checkbox"/>
5	G2	Export Sales, GST code	VAT Group	Base Amount	Debit Side and Credit Side	SE	5	<input type="checkbox"/>
6	G3	Other GST-free supplies, GST code	VAT Group	Base Amount	Debit Side and Credit Side	S2	6	<input type="checkbox"/>
7	G4	Input taxed sales, GST code	VAT Group	Base Amount	Debit Side and Credit Side	GST1	7	<input type="checkbox"/>
8	G5	Total GST-free & Input taxed supplies (G2 + G3 + G4), GST code	Formula			[G2] + [G3] + [G4]	8	<input type="checkbox"/>
9	G6	Total taxable supplies (G1 - G5), GST code	Formula			[G1] - [G5]	9	<input type="checkbox"/>
10	G7	Adjustments, GST code	Manual Input				10	<input type="checkbox"/>
11	G8	Total Taxable supplies after adjustments (G6 + G7), GST code	Formula			[G6] + [G7]	11	<input type="checkbox"/>
12	G9	GST payable (on G8 divided by 11), GST code	Formula			[G8] / 11	12	<input type="checkbox"/>
13	G10a	Capital Acquisitions, GST code - (Base Amount)	VAT Group	Base Amount	Debit Side and Credit Side	C1	13	<input type="checkbox"/>
14	G10b	Capital Acquisitions, GST code - (Tax Amount)	VAT Group	Tax Amount	Debit Side and Credit Side	C1	14	<input type="checkbox"/>

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- Let us focus on three main definitions in the *BAS Code Definitions – Setup* window.
- The first one is the *Type* column which indicates how tax is calculated.
- The options are: *VAT Group*, *Account*, *Manual Input*, *Formula*, and *Single Choice*.
- Note that the result of the type definition appears on the *Formula Syntax* column.
- Let us review the BAS code types.

BAS Codes Types

BAS Code Type	You record according to...	How to define?
<i>VAT Group</i>	Tax groups	Double-click the BAS code row
<i>Account</i>	G/L account	Double-click the BAS code row
<i>Manual Input</i>	An amount or a percentage rate entered manually	Enter the data in the report window
<i>Formula</i>	A combination or calculation of existing BAS codes	Type the BAS codes (with brackets "[]") in the <i>Formula Syntax</i> column
<i>Single Choice</i>	Legal regulations	First create BAS codes of type <i>Manual Input</i> . Then provide background information for those manual BAS codes, by creating a BAS code of single choice type

- Take a look at the predefined BAS codes in your localization to learn about each BAS Code type.

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- It is recommended to take a look at the predefined BAS codes in your localization to learn about each BAS Code type:
 - With the *VAT Group* option you report, group, and filter transactions by tax groups. You can combine tax groups in a formula using mathematical operations. To do so, double-click the BAS code row to define its details.
 - Use the *Account* type to report, group, and filter transactions by G/L accounts. You can assign each account to only one BAS code. So after you select an account for a BAS code, it is not displayed for another code selection. You define the account by double-clicking the BAS code row.
 - With the *Manual Input* type you can manually enter an amount or a percentage rate, for example, as an adjustment to a BAS code, in the *BAS Report – Generation* window. This means that in the *BAS Code Definitions* window you do not enter any value. You will do so in the actual report.
 - The *Formula* type enables you to combine the existing BAS codes in a formula using mathematical operations. When you include BAS codes in a formula, use brackets "[]" as placeholders for each BAS code.
 - *Single Choice* type, allows you to provide background information or additional remarks for certain BAS codes according to legal regulations. You can specify few legally valid options as reason codes and select only one of them for reporting purposes. To do so you first create BAS codes of type *Manual Input*. Then, to provide background information for those manual BAS codes, you create a BAS code of single choice type. You enter the reason codes by double-clicking the BAS code row.

Define BAS Codes

In the **Summary Field** - select which of the following tax transaction amounts to display in the report: *Base Amount*, *Tax Amount*, or *Non-Deductible Amount*.

The **Debit/Credit** column – determines which side of a transaction is recorded by the BAS code: only the debit amount, only the credit amount, or both.

BAS Code Definitions - Setup

Effective From: 01.01.2014

Declaration Format: []

#	Code	Name	Type	Summary Field	Debit/Credit	Formula Syntax	Sort Order	Absolute Value
1	G1a	Total Sales, GST code - (Base Amount)	VAT Group	Base Amount	Debit Side and Credit Side	S1	1	<input type="checkbox"/>
2	G1b	Total Sales, GST code - (Tax Amount)	VAT Group	Tax Amount	Debit Side and Credit Side	S1	2	<input type="checkbox"/>
3	G1c	Total Sales, GST code - (Base Amount + Tax Amount)	Formula			[G1a] + [G1b]	3	<input type="checkbox"/>
4	G1	Total Sales, GST code - (Base Amount + Tax Amount)	Formula			[G1c] + [G5]	4	<input type="checkbox"/>
5	G2	Export Sales, GST code	VAT Group	Base Amount	Debit Side and Credit Side	SE	5	<input type="checkbox"/>
6	G3	Other GST-free supplies, GST code	VAT Group	Base Amount	Debit Side and Credit Side	S2	6	<input type="checkbox"/>
7	G4	Input taxed sales, GST code	VAT Group	Base Amount	Debit Side and Credit Side	GST1	7	<input type="checkbox"/>
8	G5	Total GST-free & Input taxed supplies (G2 + G3 + G4), GST code	Formula			[G2] + [G3] + [G4]	8	<input type="checkbox"/>
9	G6	Total taxable supplies (G1 - G5), GST code	Formula			[G1] - [G5]	9	<input type="checkbox"/>
10	G7	Adjustments, GST code	Manual Input				10	<input type="checkbox"/>
11	G8	Total Taxable supplies after adjustments (G6 + G7), GST code	Formula			[G6] + [G7]	11	<input type="checkbox"/>
12	G9	GST payable (on G8 divided by 11), GST code	Formula			[G8] / 11	12	<input type="checkbox"/>
13	G10a	Capital Acquisitions, GST code - (Base Amount)	VAT Group	Base Amount	Debit Side and Credit Side	C1	13	<input type="checkbox"/>
14	G10b	Capital Acquisitions, GST code - (Tax Amount)	VAT Group	Tax Amount	Debit Side and Credit Side	C1	14	<input type="checkbox"/>

OK Cancel

BAS Code Definitions - Rows

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- In the **Summary field** column select which of the following tax transaction amounts to display in the report: *Base Amount*, *Tax Amount*, or *Non-Deductible Amount*.
- The **Debit/Credit** column determines which side of a transaction is recorded by the BAS code: only the debit amount, only the credit amount, or both.

Everyday Work

During everyday work:

- The system automatically calculates the tax for each row in the document and summarizes the total document tax amount in the document footer area.
- An additional line(s) is created in the automatic journal entry of the document. This line(s) posts the tax amount to the correct tax account according to the appropriate tax group.
- Tax reports in general and the BAS report in specific, are based on the tax line(s) of the journal entries created in the system.



#	G/L Acct/...	G/L Acct/BP Name	Debit	Credit	Tax Group	Federal Tax ID	Base Amount
1	➡ C23900	Parameter Technology	AUD 45,993.75			92 072 997 454	
2	➡ 207000	VAT Payable (output Tax)		AUD 4,181.25	S1		AUD 41,812.50
3	➡ 400000	Sales Revenue (Domestic) - Product No.1		AUD 41,812.50			
4	➡ 130000	Raw Materials		AUD 18,048.74			
5	➡ 500025	Finished Goods - Cost of Goods Sold	AUD 18,048.74				
A/R Invoice							
			AUD 64,042.49	AUD 64,042.49			

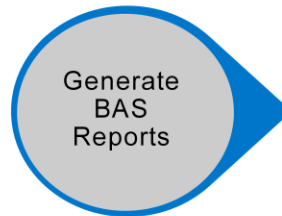
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- During everyday work the system automatically calculates the tax for each row in marketing documents you add and summarizes the total document tax amount in the document footer area.
- An additional line is created in the automatic journal entry of the document. This line posts the tax amount to the correct tax account according to the appropriate tax group.
- In the example shown you can see the tax row that was posted in the automatic journal entry of an A/R Invoice.
- You can also include tax rows in manual journal entries.
- Tax reports in general and the BAS report in specific, are based on the tax lines of the journal entries created in the system.

Generate BAS Reports

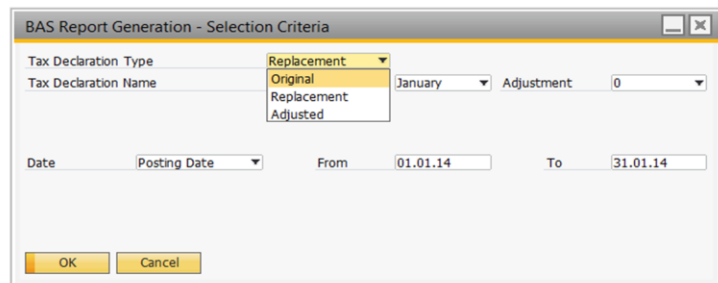
BAS Report Generation:

Financials → Financial Reports → Accounting → Tax → BAS Report Generation



- Enables saving certain documents into a particular reporting period.
- Tax declaration types:

- **Original** – to save the report for the first time in a given period.
- **Replacement** - to correct a report that has already been saved.
- **Adjusted** - to show only documents that have not yet been included in any previous report for a given period.



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- The BAS Report Generation enables you to save certain documents into a particular reporting period.
- Choose the menu path that appears in the graphic.
- Then choose the tax declaration type you want to issue:
 - Original – to save the report for the first time in a given period.
 - Replacement - to correct a report that has already been saved.
 - Adjusted - to show only documents that have not yet been included in any previous report for a given period.
- After choosing the report type you should specify the tax declaration name by selecting the appropriate year and period. For a replacement declaration, also select the desired adjustment number.
- Then, choose the date and date range according to which transactions should be included in the report.

BAS Report Generation

#	Selected	Approved	Code	Name	Formula	Tax Code / Acct No.	Tax %	Doc. No.	Posting Date	Doc. Date	Amount	Summary Field
1	<input checked="" type="checkbox"/>		▼ G1a	Total Sales, GST code - (Base Amount)	S1	▼ S1	10.00				AUD 183,435	Base Amount
2	<input checked="" type="checkbox"/>										AUD 183,435.20	
3	<input checked="" type="checkbox"/>							IN 364 01.01.14	01.01.14	01.01.14	AUD 144,037.60	
4	<input checked="" type="checkbox"/>							IN 366 05.01.14	05.01.14	05.01.14	AUD 19,698.80	
5	<input checked="" type="checkbox"/>							IN 367 06.01.14	06.01.14	06.01.14	AUD 19,698.80	
6	<input checked="" type="checkbox"/>										AUD 18,343	Tax Amount
7	<input checked="" type="checkbox"/>		▼ G1b	Total Sales, GST code - (Tax Amount)	S1	▼ S1	10.00				AUD 18,343.52	
8	<input checked="" type="checkbox"/>										AUD 14,403.76	
9	<input checked="" type="checkbox"/>							IN 364 01.01.14	01.01.14	01.01.14	AUD 1,969.88	
10	<input checked="" type="checkbox"/>							IN 366 05.01.14	05.01.14	05.01.14	AUD 1,969.88	
11	<input checked="" type="checkbox"/>							IN 367 06.01.14	06.01.14	06.01.14	AUD 1,969.88	
12	<input type="checkbox"/>		▼ G1c	Total Sales, GST code - (Base Amount + Tax Amount)	[G1a] + [G1b]						AUD 201,778	
13	<input type="checkbox"/>										AUD 183,435	
14	<input type="checkbox"/>		▼ G1	Total Sales, GST code - (Base Amount + Tax Amount)	[G1c] + [G5]						AUD 18,343	
15	<input type="checkbox"/>										AUD 201,778	
16	<input type="checkbox"/>										AUD 201,778	
											AUD 0	

In the report window:

- The documents and transactions are grouped by BAS codes. You can expand the report display to show the tax groups included in each BAS code and their tax amounts.
- Select the documents and transactions that you want to include in the report.
- You can change the values in the report for manual BAS codes and select one option from single choice type codes.

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- In the report window, the documents and transactions are grouped by BAS codes. You can expand the report display to show the tax groups included in each BAS code and their tax amounts.
- Select the documents and transactions that you want to include in the report.
- You can change the values in the report for manual BAS codes and select one option from single choice type codes.
- To save the report, choose *Add*.
- If you need to correct a report that has already been saved then you can run the BAS Report Generation for the same period using the *Replacement* tax declaration type. Another option is to use the *Adjusted* tax declaration type so that the report only shows documents that were not included in the saved report for the period.

Save and Submit BAS Reports

BAS Report Retrieval:

Financials → Financial Reports → Accounting → Tax → BAS Report Retrieval



Save and
Submit
BAS
Reports

- Retrieve BAS reports .
- Depending on your localization, save the report data to be submitted to the tax authorities as follows:
 - **Export** BAS amounts to a Microsoft Excel file. You can use the file to submit the amounts to the tax authorities, for example, by filling in the pre-printed report forms.
 - **Create** an electronic BAS report file in XML format. You can submit the file to the tax authorities directly for VAT declaration purposes.
 - **Create** electronic BAS report files in TXT format. With the DEFIR add-on, the files are then converted into a new file format that can be submitted to the tax authorities directly.

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- Use the BAS Report Retrieval transaction to retrieve BAS reports.
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 - Export BAS amounts to a Microsoft Excel file. You can use the file to submit the amounts to the tax authorities, for example, by filling in the pre-printed report forms.
 - Create an electronic BAS report file in XML format. You can submit the file to the tax authorities directly for VAT declaration purposes.
 - Create electronic BAS report files in TXT format. With the DEFIR add-on, the files are then converted into a new file format that can be submitted to the tax authorities directly.
- To learn about the options available in your localization and how to work with them, refer to the Online Help.

Topic Summary



- In version 9.1, the extended tax reporting function is enabled for additional localizations.
- Extended Tax Reporting gives you the option to define formulas for selected tax groups using two options: Tax Declaration Boxes and BAS Codes. BAS Codes give you more flexibility. The options available for your company depend on your localization.
- SAP Business One provides a range of predefined BAS codes. You can add new BAS codes and modify or remove existing BAS codes, if tax regulations require a change, for example.
- During daily work, the system automatically calculates the tax for each row in marketing documents. The journal entry additionally posts the tax amount to the correct tax account according to the appropriate tax group.
- In the BAS Report Generation, documents and transactions are grouped by BAS codes. You can save certain documents into a particular reporting period and correct a report that has already been saved.
- Use the BAS Report Retrieval to retrieve BAS reports and, depending on your localization, save the report data to be submitted to the tax authorities in the appropriated file format.

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- In the BAS Report Generation, documents and transactions are grouped by BAS codes. You can save certain documents into a particular reporting period and correct a report that has already been saved.
- Use the BAS Report Retrieval to retrieve BAS reports and, depending on your localization, save the report data to be submitted to the tax authorities in the appropriated file format.



Thank you

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Thank you for your time.