

# PropertyIQ<sup>TM</sup>

## Business Activity Statement (BAS) Reporting and GST Guide



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# 1. INTRODUCTION

The GST rules applicable to strata plans are complex. This manual provides basic guidance on the GST rules as they apply to the PropertyIQ system to assist you to identify when you require assistance from your tax adviser or from PropertyIQ Support.

If you manage GST registered buildings, this manual will guide you through:

1. Generating BAS reports;
2. Processing journal transfers;
3. Processing refunds and/or payments; and
4. Reconciling GST accounts.

The GST Summary Report can be transposed into your preferred BAS lodgement software or the ATO Business Portal.

This manual also sets out the GST assumptions and policies underpinning the PropertyIQ system. Consistent with the terminology in PropertyIQ, references to a building in this manual are references to the strata plan for the building.

**Please note:** This information has been prepared to assist you to get the most out of the PropertyIQ system by showing you how to configure and generate BAS reports, processing journal entries and reconciling GST accounts (**Tax Reports**). You must make your own determination as to whether any tax treatment outlined in this document is appropriate for your circumstances. You are responsible for the input and content of all such Tax Reports. We do not represent or warrant that the Tax Reports are sufficient for or comply with Australian Tax Office requirements – you should satisfy yourself of this in conjunction with your tax advisor. The information contained in this document does not constitute legal, financial, tax, accounting or any other advice, and nor should it be construed as such. You should obtain financial, legal and taxation advice before making any decision regarding this information.

This information is current as at July 2020. Whilst we have taken all reasonable care in producing this information, subsequent changes in circumstances may occur at any time and may impact the accuracy of information. Tax laws are regularly amended and reinterpreted and users should confirm that the discussion in this guide remains valid. No responsibility for the accuracy, completeness or timeliness of the information is accepted. The use of this information by you is at your complete discretion and is wholly your responsibility. **PropertyIQ accepts no liability for any loss howsoever caused arising from reliance upon the information contained in this document.**

# 2. PROPERTYIQ SETTINGS THAT AFFECT BAS

## 2.1 Including a building in BAS processing

Each Building Card contains Tax Settings which allow you to select whether the building is registered for GST and whether the building accounts for GST on a cash or accruals basis. If you select that the building is registered for GST, it will be included in BAS processing and any transactions entered or raised in PropertyIQ will be treated as GST applicable transactions.

- 1 Select the box to enable GST in PropertyIQ for a GST registered building (see [Section 3.2 GST Registration of Buildings](#) for more information on this topic).
- 2 Select the frequency at which GST needs to be reported to the ATO for this building.
- 3 Select the basis on which you want to report GST for this building – Cash or Accruals (see [Section 3.6 GST Accounting Methods](#) for more information on this topic)
- 4 Enter the ABN and TFN for the building.

The screenshot shows the 'Building' card in PropertyIQ. The 'Tax Settings' section is expanded, showing the following options:

- Income Tax Return:
- GST Registered:  (marked with a blue circle 1)
- Frequency: Quarterly (marked with a blue circle 2)
- Basis: Cash (marked with a blue circle 3)
- Deregistered:

Other fields in the Tax Settings section include:

- ABN: 123456789 (marked with a blue circle 4)
- ACN: [Empty]
- TFN: [Empty]

The form also includes a 'Payment Plan Statement' field and a 'Payment Plan' checkbox. The bottom of the form has 'Save' and 'Cancel' buttons.

## 2.2 Retrospectively applying GST to transactions

If you need to retrospectively apply GST to transactions, such as reflecting GST registration from a certain date, you can do this using the Adjustments function, provided that the transactions you wish to retrospectively adjust occurred during the same financial year.

- To apply GST to levies for a particular date range, you can do this under Processing>Adjustments >Levy Maintenance. If you select the applicable levies, click Edit and Apply GST.
- To apply GST to supplier transactions for a particular date range, you can do this under Processing>Adjustments> Supplier Transactions. If you select the applicable invoices, tick GST Adjustment and align the GST to the appropriate registration date.

### 2.3 Chart of accounts settings

Within the PropertyIQ system, users are required to define the tax characteristics for each profit and loss account, for example: GST free or GST inclusive accounts and mutual or non-mutual accounts. The background of these settings is discussed in [Section 3.7 GST on Income and Expense Items](#) and in Section 2 Mutual and Non-Mutual Income of the Property IQ Income Tax Manual.

You can also input manual adjustments to GST balances to record transactions which may have occurred outside of PropertyIQ such as wages and PAYG tax withheld. Please see [Section 5.1 BAS Settings](#) for more information.

### 2.4 Transaction settings

Users are also required to define the GST characteristics of each transaction processed within PropertyIQ, for example: GST free, taxable supply, etc. These selections will be validated against the building settings and account settings – where discrepancies arise, they will be noted on the GST Exceptions Report.

- For more information on GST Exceptions Report - see [Section 5.5 GST Exceptions Report](#)
- For more information on correcting GST on transactions – see [Section 5.7 Correcting the GST classification of income and expenses](#)

### 2.5 Chart of account code definitions

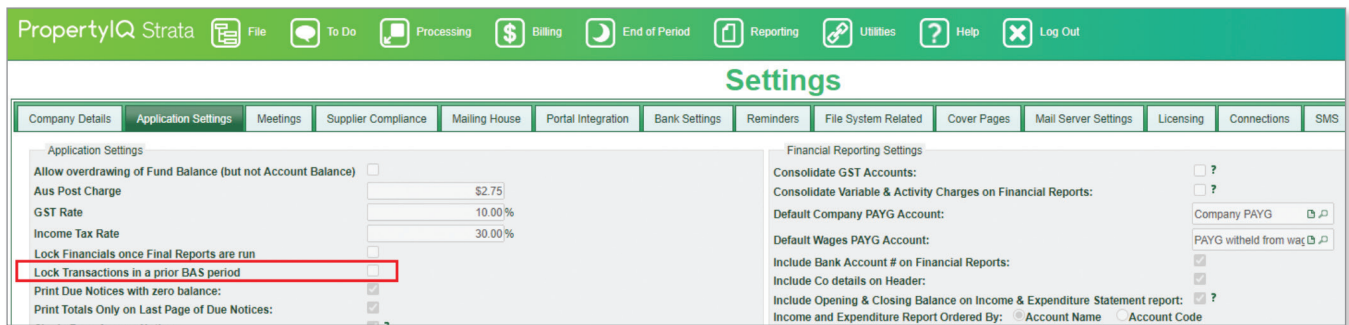
Account Type	Account Name	Definition
<b>Liabilities</b> (Amounts that are paid to the ATO)	GST Collected	The amount of GST collected <b>since the last BAS return.</b>
	GST Uncollected	The amount of GST that hasn't yet been collected in arrears, less the GST collected on amounts paid in advance.
<b>Asset</b> (Amounts that are claimed as a credit)	GST Paid	The amount of GST paid on expenses <b>since the last BAS return.</b>
	GST Unpaid	The amount of GST that hasn't yet been paid on outstanding, GST-applicable supplier invoices.

### 2.6 Accounting and other requirements

There are multiple accounting concepts that arise during the BAS process; although PropertyIQ performs these functions, we recommend that you familiarise yourself with the relevant BAS accounting standards.

### 2.7 Prior period transaction lock

PropertyIQ stores prior period BAS information for each building. You can lock transactions from prior periods by navigating to Settings>Application Settings. Where the lock is activated, transactions from prior BAS periods cannot be edited.



## 3. GST CONSIDERATIONS AND DECISIONS

### 3.1 GST assumptions and policies underpinning PropertyIQ

PropertyIQ cannot validate the GST treatment that users assign to individual transactions so users must ensure that the correct GST settings have been applied to each account and any transactions input to PropertyIQ. PropertyIQ makes no representations about the correctness of its system rules and logic and it is incumbent on users to verify the correct GST treatment with their tax agent. All comments hereinafter provide information that is general in nature and may not necessarily apply to your particular circumstances. We recommend that you obtain independent advice from your tax advisor. If you are unsure how to assign particular GST settings to an account, you should seek assistance from PropertyIQ Support. We are unable to provide GST or tax advice. Below are some of the specific assumptions and policies of PropertyIQ.

Assumption / Policy	More Information Available
PropertyIQ has no default for GST accounting methods (cash or accruals methods).	<a href="#">Section 3.6 GST Accounting Methods</a>
PropertyIQ uses default GST settings for certain income and expense items.	<a href="#">Section 3.7 GST on Income and Expense Items</a>
Where GST is accounted for on an accruals basis, PropertyIQ recognises GST liabilities on the due date of levy reminder notices.	<a href="#">Section 3.8 Tax Invoice Requirements and Templates</a>
PropertyIQ annual levy notice and levy reminder notice templates may need to be modified to comply with tax invoice requirements.	<a href="#">Section 3.8 Tax Invoice Requirements and Templates</a>
PropertyIQ can only correct GST errors in a building's next BAS; and does not address amendments to the building's prior BAS'.	<a href="#">Section 8.2 GST Errors and Amendments</a>
All amounts are in AUD.	N/A

### 3.2 GST registration of buildings

A building is required to register for GST where its 'GST turnover' is equal to or greater than \$75,000 per annum (\$150,000 for non-profit entities). A building can voluntarily register for GST if its turnover is below the threshold. Some registration considerations are below.

Item	Considerations
GST Turnover	What is the forecast turnover of the building for the next 12 months? This will likely depend on ordinary and special levies.
GST Turnover – Inclusions	Levies (ordinary and special); inspection and certificate fees.
GST Turnover - Exclusions	Bank interest; interest charged on levies in arrears.
GST Turnover – Dependent on Facts	Sale, rental or lease income from common property. You should seek advice on the GST treatment of these transactions.
Non-Profit Entity?	Where no distributions are paid or contemplated to lot owners, the building may qualify as a non-profit entity for GST purposes.

### 3.3 Cancelling GST registration

GST registration can be cancelled voluntarily when a building's GST turnover is below the compulsory registration threshold; the cancellation will generally be effective from the same date. Refer to [Section 2.1](#) for instructions about toggling this setting.

If the GST registration of a building is cancelled and the 'GST Registered' setting is toggled off for that building, any transactions that were raised or processed in the system when the 'inclusion in BAS processing' function was enabled, which are dated after the GST deregistration date, must be manually updated so they are correctly reported as GST Free.

For levies, this can be processed under Processing>Adjustments>Levy Maintenance, and for supplier transactions, under Processing>Adjustments>Supplier Transactions.

When a building is deregistered for GST purposes you should consider the impact on items such as pre-paid levies where GST has been charged and whether levy notices should be reissued. You should seek advice from a suitably qualified tax advisor or accountant in this regard.

### 3.4 Change in the GST arrangements of buildings

There are various implications which must be considered where a building varies its GST arrangements, as follows:

Item	Considerations
GST Registration or Cancellation	<ul style="list-style-type: none"> <li>Whether GST must be charged on levies invoiced on or around the date of GST registration or cancellation;</li> <li>Where input tax credits can be claimed in respect of expenses incurred on or around the date of GST registration or cancellation.</li> <li>There are special rules that can apply, particularly for buildings that account for GST on a cash basis.</li> <li>A building that cancels its GST registration may be required to pay back GST input tax credits previously claimed on its expenses. For this reason, there is generally little or no benefit in temporarily registering for GST to make a large GST input tax credit claim.</li> </ul>

Item	Considerations
Changing GST Accounting Methods – Cash or Accruals	<ul style="list-style-type: none"> <li>You must apply to the ATO to change your GST accounting basis. Changes generally only take effect from the first day of the next BAS period (month or quarter).</li> <li>There are special transitional rules that apply to ensure that buildings properly account for GST on sales and purchases in the BAS for the first tax period after the change.</li> </ul>
Changing BAS Lodgement Frequency	<ul style="list-style-type: none"> <li>Buildings can change how often they lodge their BAS (e.g.. from quarterly to monthly or vice versa). Changes generally only take effect from the first day of the next BAS period (month or quarter).</li> </ul>

Any technical questions should be addressed to your tax adviser. Any questions about how to implement any changes in PropertyIQ should be addressed to PropertyIQ Support.

### 3.5 ABN requirements

Even where a strata plan is not registered for GST, it will generally still require an Australian Business Number (ABN). It is compulsory for any entity with a turnover greater than \$75,000 per annum to have an ABN (similar with GST registration).

Furthermore, where a supplier does not provide or quote an ABN on an invoice, the purchaser is obliged to withhold 47% of the quoted amount and remit this to the ATO as 'no-ABN withholding.' Input tax credits may also not be claimed on the total amount of the supply where no-ABN withholding applies. This will negatively impact a strata plan if it makes taxable supplies by way of levies to lot owners, etc. and does not have an ABN.

For tax invoice requirements, including the requirement to quote an ABN, please refer to [Section 3.8](#).

### 3.6 GST accounting methods

PropertyIQ has no default GST accounting method. Users must nominate whether each building uses the cash or non-cash (accruals) basis; the method chosen will affect the timing of when income and expense items are recognised for GST purposes. The thresholds and key elements of each are below.

Cash Accounting for GST You can use Cash if your turnover is less than \$2m.	Accruals Accounting for GST You can use Accruals if your turnover is less than \$2m. You must use Accruals if your turnover is greater than \$2m.
Where a building accounts for GST on a cash basis...	Where a building accounts for GST on an accruals basis...
<ul style="list-style-type: none"> <li>It should account for GST on income in the tax period when it receives payment.</li> <li>If only part-payment is received in one tax period, it only accounts for the GST on the part of the payment received.</li> </ul>	<ul style="list-style-type: none"> <li>It should account for the GST on income items in the tax period in which it issues a tax invoice or receives full or part payment for the relevant income item, whichever happens first.</li> </ul>
<ul style="list-style-type: none"> <li>It should account for input tax credits on expenses in the tax period in which payment is made.</li> <li>The building must have a tax invoice before it can claim an input tax credit (except for purchases costing \$82.50 or less).</li> <li>If the building only pays for part of the purchase in a tax period, it only claims the GST credit for the part of the cost paid.</li> </ul>	<ul style="list-style-type: none"> <li>It should account for input tax credits on expenses in the tax period in which it receives a tax invoice or makes full or part payment for the relevant expense item, whichever happens first.</li> <li>The building must have a tax invoice before it can claim a GST credit (except for purchases costing \$82.50 or less).</li> </ul>

### 3.7 GST on income and expense items

Only GST registered buildings have a GST liability on their income items; unregistered buildings do not pay GST. Conversely, only registered buildings may claim an input tax credit and unregistered buildings may not.

Within the PropertyIQ system, users are required to allocate tax characteristics to each account in the chart of accounts, both on the income and expense side. The user allocates a GST classification (free or inclusive) for each item. Certain income and expense fields have a default option; however, most fields are left to the user to decide. Any default setting is a suggested GST treatment only and users must determine the appropriate treatment of each item. More information on these settings is available in Section 2 Mutual and Non-Mutual Income of the Property IQ Income Tax Manual.

The PropertyIQ system is flexible in how you implement the GST treatment of various income and expense items. If you require assistance, please contact PropertyIQ Support. The GST treatment of some income items is clear, however other items may not be clear. You should seek professional tax advice if you are uncertain of a particular item.

**If your building is registered for GST, generally, the following treatment applies...**

GST Applicable	GST Not Applicable	Uncertain – Seek Tax Advice
<ul style="list-style-type: none"> <li>Levies – special and ordinary;</li> <li>Inspection and certificate fees;</li> <li>Most operational expenses – see receipts from suppliers.</li> </ul>	<ul style="list-style-type: none"> <li>Bank interest income;</li> <li>Bank interest expenses;</li> <li>Arrears interest on levies.</li> </ul>	<ul style="list-style-type: none"> <li>One-off transactions involving the sale or lease of common property;</li> <li>Grant of exclusive-use rights to common property.</li> </ul>

GST registered buildings will need to hold a tax invoice from the relevant supplier for each expense in order to claim the GST input tax credit in respect of that expense. Buildings can generally rely on the tax invoices issued by suppliers to determine whether their expenses are subject to GST.

**3.8 Tax invoice requirements and templates**

Where a building makes any taxable supply a tax invoice must be issued. A tax invoices must contain certain information to be valid. The requirements are:

1. The document must state that it is a ‘Tax Invoice;’
2. The document must show the strata plan’s identity (e.g. SP 2015/95 Pty Ltd);
3. The document must state the purchaser’s identity (e.g. the lot owner);
4. The document must show the strata plan’s ABN;
5. The document must state the date of issue;
6. The document must have a brief description of the item supplied (e.g.. special levy);
7. The GST amount (if any) payable, must be shown separately, or if the GST amount is exactly one-eleventh of the total price, such as “total price includes GST of \$40;”
8. The document must also note which items on the invoice contains GST.

Please refer to the Australian Taxation Office website for further information. You can access the link [here](#).

Buildings must only issue one tax invoice for each supply. Where there is a credit paid to an owner or another party, the building will need to issue an adjustment or credit note. In respect of levies, most buildings issue an annual levy notice (the requirements of which differ from state to state) and a levy reminder notice. The PropertyIQ system contains tax invoice templates for both the annual levy notice and the levy reminder notice.

Levy reminder notices generated by PropertyIQ list the following:

- Current levies due;
- Levies in arrears (including where an owner makes a partial payment of levies owing);
- Levies paid in advance by owners; and
- The same levy amount can therefore appear on multiple reminder notices.

For buildings that account for GST on an accruals basis, PropertyIQ contains internal rules for the timing of GST liabilities on levies. In particular, the system recognises the GST liability for the building on the due date of the levy reminder notice. You should confirm that the system correctly accounts for GST on levies, given your buildings’ particular circumstances.

**Tax Invoice**  
ABN: 51064735903  
 Date of Notice 24/09/2019

**LEVY NOTICE**  
Strata Schemes Management Act 2015

Due Date	Details	Admin	Capital Works	Interest	Paid	Total
01/08/2019	Standard Levy Contribution Schedule (01/08/19 - 31/10/19)	\$127.27	\$46.73	\$0.01	\$171.96	\$2.06
01/11/2019	Standard Levy Contribution Schedule (01/11/19 - 31/01/20)	\$127.27	\$46.73	\$0.00	\$0.00	\$174.00
01/02/2020	Standard Levy Contribution Schedule (01/02/20 - 30/04/20)	\$127.27	\$46.73	\$0.00	\$0.00	\$174.00
01/05/2020	Standard Levy Contribution Schedule (01/05/20 - 31/07/20)	\$127.27	\$46.73	\$0.00	\$0.00	\$174.00
<b>Total Due:</b>						<b>\$524.06</b>

This is a tax invoice for GST purposes only in respect to current period levies. Current period levies of \$174.00 includes GST of \$15.02  
 In Arrears: \$2.06

Section 85(1) of the Strata Schemes Management Act 2015 provides for interest on unpaid levies to be charged at 10% pa

**ODEFT** PAYMENT SYSTEMS

\*Payments by phone or internet from your cheque or savings account require registration. Please complete a Custom or Initiated Direct Debit registration form available at [www.odeft.com.au](http://www.odeft.com.au) or call 1800 072 102. Payments by Credit Card do not require registration and a surcharge may apply.

**Tax Invoice**  
ABN: 12386078307  
 Date of Notice 24/09/2019

**LEVY NOTICE**  
Strata Schemes Management Act 2015

Due Date	Details	Admin	Capital Works	Interest	Paid	Total
01/08/2019	Quarterly Levies (01/08/19 - 31/10/19)	\$440.00	\$132.00	\$0.02	\$566.51	\$5.51
<b>Total Due:</b>						<b>\$5.51</b>

This is a tax invoice for GST purposes only in respect to current period levies. Current period levies of \$572.00 includes GST of \$52.00  
 In Arrears: \$5.51

Section 85(1) of the Strata Schemes Management Act 2015 provides for interest on unpaid levies to be charged at 10% pa

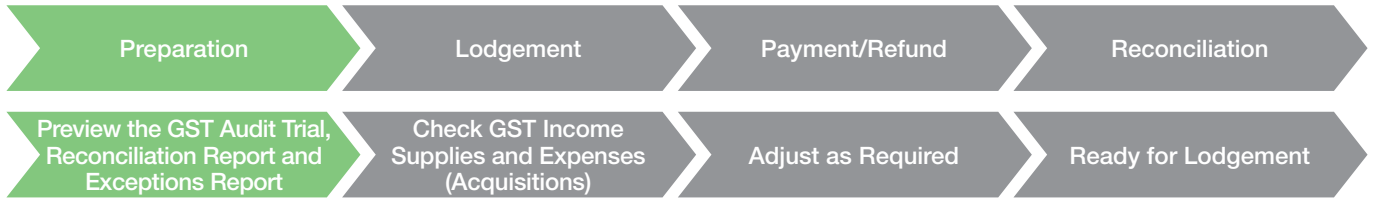
**ODEFT** PAYMENT SYSTEMS

\*Payments by phone or internet from your cheque or savings account require registration. Please complete a Custom or Initiated Direct Debit registration form available at [www.odeft.com.au](http://www.odeft.com.au) or call 1800 072 102. Payments by Credit Card do not require registration and a surcharge may apply.

## 4. THE BAS PROCESS – RECOMMENDED WORKFLOW



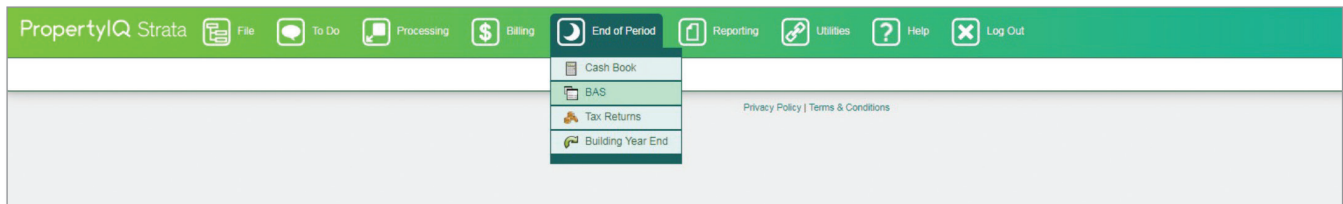
## 5. THE PREPARATION PHASE



The GST Audit Trail Report, GST Reconciliation Report and GST Exceptions Report will assist in determining whether all transactions in the chart of accounts have been correctly processed for GST purposes. You can generate a preview of these reports to identify any transactions that have not been correctly processed.

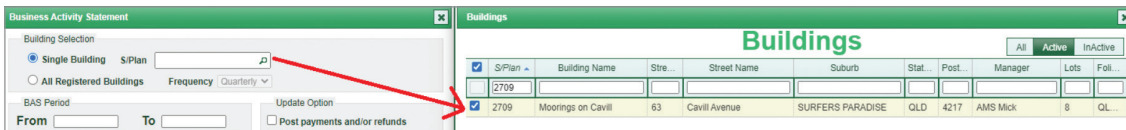
Below is a step-by-step guide to generating each of The GST Audit Trail Report, GST Reconciliation Report and GST Exceptions Report. A more detailed description of each report is provided throughout the remainder of this section.

To get started go to  and select BAS.



1 You can choose between generating BAS reports for all GST registered buildings or for a single building. **Click on the search icon to open the buildings screen, refine your search and then double-click on the building you want**

2 If you have selected a single building, it shows here.



3 Select the BAS lodgement frequency from the dropdown list. This is a filter to allow you to process multiple BAS' at once (which will only apply to buildings which have the same BAS periods). The choices are monthly, quarterly or annually.

4 Select the date range of the BAS period. This field allows you to select any date range for reporting flexibility, although you should ensure the dates appropriately align to the BAS period that you wish to prepare.

5 The GST Summary Report shows the GST details that are entered onto the BAS Form. During the preparation phase you should only preview this report.

6 The GST Audit Trail Report is used in the preparation phase to show all GST applicable transactions. During the preparation phase you should only preview this report.

7 The GST Exceptions Report shows transactions that do not match the GST settings assigned to a particular account. This allows you to identify potential errors or exceptions to the GST characteristics you have assigned to that account.

8 The GST Reconciliation Report shows any variance between the balances of all GST accounts (GST paid/unpaid, GST collected/uncollected) and the expected balance sheet balances at the BAS reporting date. You should use this in the preparation phase to identify any discrepancies. After lodgement, you can select to post automatic reconciliation journals that will transfer any variations between the GST accounts and the balance sheet.

9 Posting the payments and/or refunds is conducted in the lodgement phase. You don't need to do this in the preparation phase.

10 You can choose to process reconciliation journals prior to the lodgement phase or after the lodgement phase. However, the date range you select will affect the outcome of your journal transfers.



- 11 Click Preview to preview the reports. It is recommended that you always preview before processing the final reports and journal transfers.
- 12 There is no need to generate reports in the preparation phase. This should be done in the lodgement phase (see section below – Lodgement Phase).
- 13 The Settings button allows you to enter balances for buildings that have a PAYG element or that have been entered into PropertyIQ part way through a BAS period (see section 5.1 [BAS Settings](#)).

## 5.1 BAS settings (incl. GST opening balances for new buildings)

The BAS Settings function (accessed via BAS>Settings button – see 13 in the image above) allows you to account for items in the BAS that PropertyIQ has not recorded or that have occurred outside of the PropertyIQ system. These are entered on a per schedule basis.

In this section, you can enter amounts relating to the below items, and they'll be accounted for in the PropertyIQ BAS workflow including BAS reports, BAS calculations and any payments and/or refunds that are raised.

- **Wages**
- **PAYG; Wages** PAYG and/or Company PAYG
- **GST Collected;** Admin Fund and Sinking/Capital Works/Maintenance/Reserve Fund
- **GST Paid;** Admin Fund and Sinking/Capital Works/Maintenance/Reserve Fund

- 1 **Wages:** Enter any gross wages the building has paid here
- 2 **Wages PAYG:** Enter any PAYG the schedule has withheld from wages here, that must be paid to ATO
- 3 **Company PAYG:** Enter any company PAYG the schedule has withheld here, that must be paid to ATO
- 4 **Admin Collected:** Enter any GST collected into the admin fund outside PropertyIQ here
- 5 **Capital Works Collected:** Enter any GST collected into the capital works/sinking/maintenance/reserve fund outside PropertyIQ here
- 6 **Admin Paid:** Enter any GST paid from the admin fund outside PropertyIQ here
- 7 **Capital Works Paid:** Enter any GST paid from the capital works/sinking fund outside PropertyIQ here
- 8 **Click Save** to save your entries

S/Plan	Building Name	Building address	Schedule	ABN	Wages	Wages PAYG	Company PAYG	Admin Collected	Cap. Works Coll.	Admin Paid	Cap. Works Paid
000010	Rohit Building	13 Giselle St SCHO...	Contribution Schedule	1111111111	\$5,000.00	\$500.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00
000011	Macquarie	1 Shelley St SYDNE...	Contribution Schedule	1111111111	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1	The Bachelor Pad	1-8 Hollywood Drive...	Contribution Schedule	123123123	\$0.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
1	The Bachelor Pad	1-8 Hollywood Drive...	Utility Schedule 1	999999999	\$1,000.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
1	The Bachelor Pad	1-8 Hollywood Drive...	Utility Schedule 2	888888888	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
2	Scott's Mansion	1 Park Lane KENSI...	Contribution Schedule	125465	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	HARVARD PLACE	HARVARD STREET...	Contribution Schedule	2222222256	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	HARVARD PLACE	HARVARD STREET...	Commercial	2222222256	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Penrith Plaza	1 Smith BAYBROO...	Interest	1234656798	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
4	Penrith Plaza	1 Smith BAYBROO...	Utility Schedule 1	12 345 678 710	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
4	Penrith Plaza	1 Smith BAYBROO...	OC3	555555555	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00

## Using BAS Settings to record GST opening balances for new buildings created in PropertyIQ

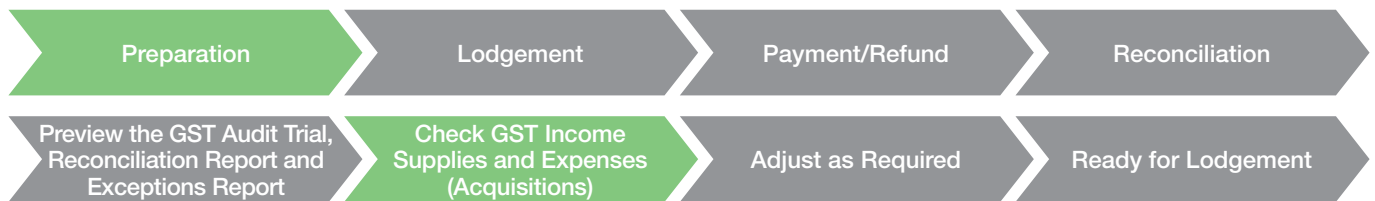
You can also use the BAS Settings function to enter GST opening balances (GST collected, GST paid) in the following scenarios:

1. New management acquired e.g.. where a user takes on management of a new building partway through a BAS period; and
2. New migration to PropertyIQ e.g.. transitioned buildings from another system to PropertyIQ.

This will allow users to produce one consolidated BAS report for GST transactions which were processed in a different system for one part of a BAS period, and within PropertyIQ for the remainder of a BAS period. It will also ensure any payments and/or refunds raised by PropertyIQ will be more accurate and based on GST balances for the full BAS period, not just for what has been transacted in PropertyIQ.

As an alternative to using the BAS Settings function to input GST opening balances, users can use the partial BAS report from the prior system/manager and pair it with the BAS report from PropertyIQ to manually calculate and combine the balances to be reported on for the full BAS period.

### 5.2 GST audit trail report



The purpose of the GST Audit Trail Report is to document all transactions where GST applied during the quarter. The report is separated into a taxable supplies section (GST collected by the building – ‘Sales’ on the BAS) and an acquisitions section (GST paid by the building – ‘Purchases’ on a BAS).

Where the building accounts for GST on a cash basis, the report will only display those transactions where cash was received or paid during that period. If the building accounts for GST on an accruals basis, the report will only display those transactions where an invoice has been issued or received during the period. Bank adjustment transactions in PropertyIQ will also show on the report if either method is selected.

### 5.3 GST audit trail – when a building reports GST on a Cash basis

The below example building reports GST on a cash basis so the supplies section shows income that has been received for the period selected. Ensure that all transactions are correct before proceeding to the next stage and that you have claimed all credits to which the building is entitled.

Transactions will appear as GST free if the supplier is not registered for GST or the transaction doesn't attract GST.

My Strata Company				Page 3		
Level 15, 111 Eagle Street BRISBANE QLD 4000 A.B.N: .....						
Ph: 07 3737 3102 Email: info@mystrataco.com.au						
Printed: 05/02/2018 03:36 pm User: Catherine Matthews						
Quarterly GST Audit Trail - From 01/10/2017 To 31/12/2017				GST Accounting method: CASH		
Strata Plan# 888777 Hornsby Towers admin				A.B.N: 123434354		
Main Contribution Schedule, Lift Maintenance						
Supplies for the Period:						
Date	Reference	Details	Gross	GST	Balance	
32	17/11/17	91 Receipt: Lot# 2 MADDISON FURNESS Charge for final notice dated 17/08/2017	\$17.50	\$1.59 (G1)	\$-322.91	
33	17/11/17	98 Receipt: Lot# 7 CHRISTY LEE Standard Levy Contribution Schedule for 01/10/2016 to 31/12/2016	\$559.25	\$0.00 (G3)	\$-322.91	
34	17/11/17	118 Receipt: Lot# 8 BAILEY BROWN Special levy for urgent balcony repairs	\$206.05	\$0.00 (G3)	\$-322.91	
35	17/11/17	114 Receipt: Lot# 9 BAILEY BROWN Standard Levy Contribution Schedule for 01/10/2016 to 31/12/2016	\$559.25	\$0.00 (G3)	\$-322.91	
36	17/11/17	113 Receipt: Lot# 10 BAILEY BROWN Standard Levy Contribution Schedule for 01/10/2016 to 31/12/2016	\$559.25	\$0.00 (G3)	\$-322.91	
37	17/11/17	89 Receipt: Lot# 2 MADDISON FURNESS Charge for legal notice dated 17/08/2017	\$35.00	\$3.18 (G1)	\$-319.73	
38	17/11/17	120 Receipt: Lot# 8 BAILEY BROWN Credit Receipt	\$4,194.85	\$381.35 (G1)	\$61.62	
39	17/11/17	119 Receipt: Lot# 4 SALLY BENNETT	\$1,699.73	\$154.52 (G1)	\$216.14	

The below example building reports GST on a cash basis so the acquisitions section shows payments that have been made for the period selected.

**My Strata Company**

Level 15, 111 Eagle Street BRISBANE QLD 4000 ABN: 7  
 Ph: 07 3737 3102 Email: info@mystrataco.com.au  
 Printed: 05/02/2018 03:36 pm User: Catherine Matthews

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**Quarterly GST Audit Trail - From 01/10/2017 To 31/12/2017**

**GST Accounting method: CASH**

Strata Plan# 888777

Hornsby Towers admin

A.B.N: 123434354

**Main Contribution Schedule, Lift Maintenance**

**Acquisitions for the Period:**

Date	Reference	Details	Gross	GST	Balance
1	06/10/17	115 Payment: Electrical Repairs Jack of All Trades, ABN 34323432	\$550.00	\$50.00 (G11)	\$50.00
<b>TOTAL ACQUISITIONS</b>			<b>\$550.00</b>	<b>\$50.00</b>	

Acquisitions Summary -		Administrative	Capital Works	TOTAL
(G10)	Capital Purchases	\$0.00	\$0.00	\$0.00
(G11)	Non Capital Purchases	\$550.00	\$0.00	\$550.00
(G12)	(G10) + (G11)	\$550.00	\$0.00	\$550.00
(G13)	Input Taxed Sales	\$0.00	\$0.00	\$0.00
(G14)	GST Free Purchases	\$0.00	\$0.00	\$0.00
(G15)	Private Use	\$0.00	\$0.00	\$0.00
(G16)	(G13) + (G14) + (G15)	\$0.00	\$0.00	\$0.00
(G17)	(G12) - (G16)	\$550.00	\$0.00	\$550.00
(G18)	Adjustments	\$0.00	\$0.00	\$0.00
(G19)	(G17) + (G18)	\$550.00	\$0.00	\$550.00
(G20)	(G19) / 11	\$50.00	\$0.00	\$50.00

**5.4 GST audit trail – when a building reports GST on an Accruals basis**

The below example building reports GST on an accrual basis so the supplies section shows levies and other income that is due during the selected period.

**My Strata Company**

Level 15, 111 Eagle Street BRISBANE QLD 4000 ABN:  
 Ph: 07 3737 3102 Email: info@mystrataco.com.au  
 Printed: 05/02/2018 04:21 pm User: ams

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**Monthly GST Audit Trail - From 01/10/2017 To 31/12/2017**

**GST Accounting method: ACCRUAL**

Strata Plan# 18421

Jacksons Hill

A.B.N: 11386254272

**Consolidated**

**Supplies for the Period:**

Date	Reference	Details	Gross	GST	Balance
1	01/10/17	113 Levy; Lot# 3 KELLY FELL	\$9,545.94	\$867.81 (G1)	\$867.81
2	01/10/17	101 Standard Levy from 2018-10-01 to 2018-12-31 Levy; Lot# 3 KELLY FELL	\$5,405.31	\$491.39 (G1)	\$1,359.20
3	01/10/17	109 Standard Levy from 2017-10-01 to 2017-12-31 Levy; Lot# 2 JERMAINE CARTER	\$9,545.94	\$867.81 (G1)	\$2,227.01
4	01/10/17	97 Standard Levy from 2018-10-01 to 2018-12-31 Levy; Lot# 2 JERMAINE CARTER	\$5,405.31	\$491.39 (G1)	\$2,718.40
5	01/10/17	93 Standard Levy from 2017-10-01 to 2017-12-31 Levy; Lot# 1 DRAKE LIVELY	\$10,810.63	\$982.78 (G1)	\$3,701.18
6	23/10/17	205 Standard Levy from 2017-10-01 to 2017-12-31 Levy; Lot# 2 JERMAINE CARTER	\$17.50	\$1.59 (G1)	\$3,702.77
7	23/10/17	206 Charge for final notice dated 23/10/2017 from to Levy; Lot# 3 KELLY FELL	\$16.50	\$1.50 (G1)	\$3,704.27
8	23/10/17	208 Charge for arrears notice dated 23/10/2017 from to Levy; Lot# 3 KELLY FELL	\$17.50	\$1.59 (G1)	\$3,705.86
9	23/10/17	204 Charge for final notice dated 23/10/2017 from to Levy; Lot# 2 JERMAINE CARTER	\$16.50	\$1.50 (G1)	\$3,707.36

**My Strata Company**

Level 15, 111 Eagle Street BRISBANE QLD 4000 ABN:  
 Ph: 07 3737 3102 Email: info@mystrataco.com.au  
 Printed: 05/02/2018 04:21 pm User: ams

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**Monthly GST Audit Trail - From 01/10/2017 To 31/12/2017**

**GST Accounting method: ACCRUAL**

Strata Plan# 18421

Jacksons Hill

A.B.N: 11386254272

**Consolidated**

**Acquisitions for the Period:**

Date	Reference	Details	Gross	GST	Balance
49	01/12/17	5551 Invoice: Legal Notice Processing (01/11/2017 - 30/11/2017) Managing Agent, ABN 545454545	\$75.00	\$6.82 (G11)	\$1,096.52
50	01/12/17	5551 Invoice: Final Notice Processing (01/11/2017 - 30/11/2017) Managing Agent, ABN 545454545	\$28.50	\$2.59 (G11)	\$1,099.11
51	01/12/17	5551 Invoice: Invoice Processing (01/11/2017 - 30/11/2017) Managing Agent, ABN 545454545	\$6.00	\$0.55 (G11)	\$1,099.66
52	01/12/17	5551 Invoice: Payment Processing (01/11/2017 - 30/11/2017) Managing Agent, ABN 545454545	\$1.50	\$0.14 (G11)	\$1,099.80
53	01/12/17	5463 Invoice: Postage & Petties (01/12/2017 - 31/12/2017) Managing Agent, ABN 545454545	\$33.00	\$3.00 (G11)	\$1,102.80
54	01/12/17	5463 Invoice: Bank Charges (01/12/2017 - 31/12/2017) Managing Agent, ABN 545454545	\$22.00	\$2.00 (G11)	\$1,104.80
55	01/12/17	5463 Invoice: Administration Costs (01/12/2017 - 31/12/2017) Managing Agent, ABN 545454545	\$50.00	\$4.55 (G11)	\$1,109.35
56	01/12/17	5463 Invoice: Management Fee (01/12/2017 - 31/12/2017) Managing Agent, ABN 545454545	\$236.02	\$21.46 (G11)	\$1,130.81
57	01/12/17	5463 Invoice: Management Fee (01/12/2017 - 31/12/2017) Managing Agent, ABN 545454545	\$582.52	\$52.96 (G11)	\$1,183.77
58	01/12/17	5463 Invoice: Archiving Costs (01/12/2017 - 31/12/2017) Managing Agent, ABN 545454545	\$11.00	\$1.00 (G11)	\$1,184.77
59	01/12/17	5463 Invoice: Meter reading (01/12/2017 - 31/12/2017) Managing Agent, ABN 545454545	\$15.00	\$1.36 (G11)	\$1,186.13

**5.5 GST exceptions report**

The GST Exceptions Report shows transactions that do not match the GST settings reflected on an individual account, such as a GST free transaction that may have been posted to a GST applicable account. If this treatment was unintended, you can adjust any exceptions identified prior to continuing. Transactions that appear here are for informational purposes only, and therefore should your nominated treatment be appropriate, no issues will arise if you proceed processing the BAS.

<b>Group Training Company</b>						
ABN:						
Ph: Email:						
Printed: 17/09/2018 12:15 pm User: ams Page 1						
<b>Quarterly GST Exceptions - From 01/07/2018 To 30/09/2018</b>				<b>GST Accounting method: CASH</b>		
1288 Banksia Gardens 59 Albert Crescent, BURWOOD, NSW 2014 SP 128864 Main				Building A.B.N.:		
<b>Contribution Schedule</b>						
<b>Account: Window Cleaning</b>		<b>Fund: Administrative</b>		<b>GST Applicable: N</b>		
<b>Date</b>	<b>Reference</b>	<b>Details</b>	<b>Type</b>	<b>Name</b>	<b>ABN</b>	<b>Amount GST</b>
17/09/18	17	window cleaning	Payment	Henry The Man	1238766	\$220.00 \$20.00

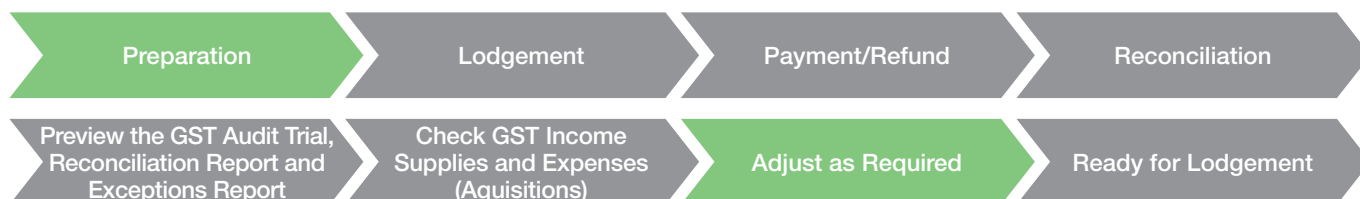
## 5.6 GST reconciliation report

Variances between the GST accounts and the expected balance sheet amounts may arise from time to time. Often, they are caused by rounding, moving transactions between BAS periods or Funds (administration/capital works) and not performing the 'Post Payments/Refunds' function in a certain BAS period.

The GST Reconciliation Report shows any variances between balances of GST accounts (GST Paid/Unpaid, GST Collected/Uncollected) and the expected balance sheet amount. Refer to Section 8.1 for the Post Reconciliation Journals function.

<b>Group Training Company</b>					
ABN:					
Ph: Email:					
Printed: 17/09/2018 12:44 pm User: ams Page 1					
<b>Quarterly GST Reconciliation - From 01/09/2018 To 17/09/2018</b>			<b>GST Accounting method: CASH</b>		
1288 Banksia Gardens 59 Albert Crescent, BURWOOD, NSW 2014 SP 128864 Main			Building A.B.N.:		
<b>Contribution Schedule</b>					
<b>Account</b>	<b>Fund</b>	<b>Balance Sheet</b>	<b>Actual</b>	<b>Variance</b>	
GST Paid	Admin	\$255.54	\$520.00	\$-264.46	
GST Paid	Cap. Works	\$0.00	\$200.00	\$-200.00	
GST Unpaid	Admin	\$0.00	\$0.00	\$0.00	
GST Unpaid	Cap. Works	\$0.00	\$0.00	\$0.00	
GST Collected	Admin	\$36.97	\$200.00	\$-163.03	
GST Collected	Cap. Works	\$10.10	\$100.00	\$-89.90	
GST Uncollected	Admin	\$464.98	\$665.95	\$-200.97	
GST Uncollected	Cap. Works	\$180.79	\$180.79	\$0.00	

## 5.7 Correcting the GST classification of income and expenses



If you identify errors in the GST classification of income or expenses, these should be corrected prior to lodgement. Below are the instructions for correcting each type of transaction.

### 5.7.1 Correcting the GST classification on Receipts (Income)

If an amount of income was processed as GST Free but should have had GST applied:

1. Process a bank adjustment to decrease the bank account (admin and sinking if the receipt related to both). Process this as GST Free.
2. Process a bank adjustment (admin and sinking if the receipt related to both) to increase the bank account. Process this as GST Inclusive. For further information, see the PropertyIQ Adjustments manual.

If the receipt was processed as GST inclusive but should have been GST free:

1. Process a bank adjustment to decrease the bank account (admin and sinking if the receipt related to both). Process this as GST Inclusive.
2. Process a bank adjustment to increase the bank account (admin and sinking if the receipt related to both). Process this as GST free. For further information, see the PropertyIQ Adjustments manual.

### 5.7.2 Correcting the GST classification of Levies/Fees (Income)

If the GST classification on a levy/fee is not correct, go to:

1. Processing > Adjustments.
2. Select the Levy Maintenance tab.
3. Alter the GST status of the levy as required.

For further information, see the PropertyIQ Adjustments manual.

### 5.7.3 Correcting the GST classification of Supplier Transactions (Expense)

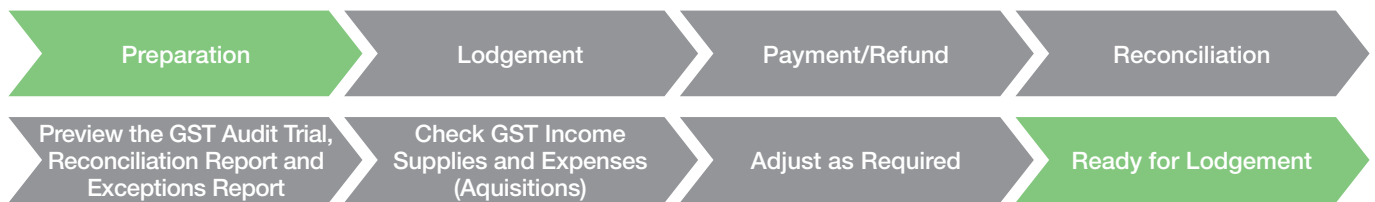
If the classification of an expense is not correct, go to:

1. Processing > Adjustments.
2. Select the Supplier Transactions tab.
3. You can alter the GST status of a transaction or align its status to the status of the supplier and the schedule that the transaction is for.

For further information, see the PropertyIQ Adjustments manual.

If you need to make any adjustments, we recommend that you preview the GST audit trail report after making the adjustments to ensure that your changes are correct.

If you identify errors on a BAS that has already been lodged with the ATO, please refer to [Section 8.2 GST Errors and Amendments](#) for an overview of the capabilities of PropertyIQ in amending BAS.



## 6. THE LODGEMENT PHASE

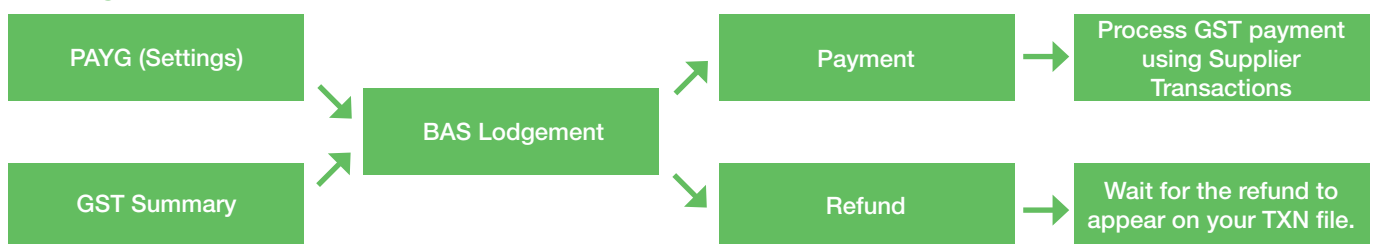


The lodgement phase is the next step in the BAS workflow process. In this step you will use the GST Summary Report to prepare the BAS form for lodgement or to provide to your BAS agent for lodgement. Before commencing this phase ensure that the GST Audit Trail report is correct.

The GST Summary Report categorises Taxable Supplies (Sales) and Creditable Acquisitions (purchases) to assist completing the BAS. The Administration and Sinking/Reserve/Maintenance/Capital Works Funds are consolidated in this report for BAS purposes only.

In the next phase, upon lodging the BAS you will have a refund or payment due. PropertyIQ can generate journal entries for any refund or payment required.

### 6.1 Lodgement Phase Workflow



### 6.2 Lodging GST Returns

Once registered for GST, a building must lodge a GST return as part of its Business Activity Statement (BAS). A building normally lodges a quarterly GST return, but may choose to lodge monthly (required where its GST turnover is greater than \$20 million) or annually (only available where the building is voluntarily registered for GST).

### 6.3 GST summary report

The GST Summary Report shows the amounts you need to enter in each section of the BAS lodgement form.

- 1 By default, all buildings will be selected. You can select a single building by clicking on the search icon and searching for a single building.
- 2 Frequency defaults to quarterly, however you can select a different frequency from the dropdown list.
- 3 Enter the date range for the BAS period.

- 4 Select GST Summary Report.
- 5 Select GST Audit Trail (a copy will also be stored in the building's documents too).
- 6 Select the GST Exceptions Report. In the lodgement phase, the report should contain no exceptions.
- 7 Select the GST Reconciliation Report.
- 8 Selecting Post Payments/Refunds in the lodgement phase will generate the journal transfers to clear the GST Paid and GST Collected accounts. See Section 6.5 Post Payments and Refunds for more information.
- 9 Use Post Reconciliations to post reconciliations after the lodgement phase is completed.
- 10 Click Generate to generate the selected reports and trigger the journal transfers.
- 11 You can edit the items in the Settings screen prior to generating the reports and the journal transfers.

You can now use the GST Summary Report to complete the GST section of the BAS Lodgement Form. This can be done by transposing the amounts from each label (i.e. G1, G2) into the corresponding label on the BAS form, the ATO Business Portal or other lodgement software.

GST you owe the ATO from sales		GST amounts that ATO owes you from purchases	
Total Sales Opening Balance	\$3,300.00	G10 Capital Purchases	G10 \$0.00
Total Sales (Including any GST)	\$0.00	Non Capital Purchases Opening Balance	\$7,700.00
G1 Total Sales (Including any GST)	G1 \$3,300.00	Non Capital Purchases	\$220.00
G2 Export Sales	G2 \$0.00	G11 Non Capital Purchases	G11 \$7,920.00
G3 Other GST Free Sales	G3 \$0.00	G12 G10 + G11	G12 \$7,920.00
G4 Input Taxed Sales	G4 \$0.00	G13 Purchases For Input Taxed Sales	G13 \$0.00
G5 G2 + G3 + G4	G5 \$0.00	G14 GST Free Purchases	G14 \$0.00
G6 Sales Subject To GST (G1 - G5)	G6 \$3,300.00	G15 Private Use	G15 \$0.00
G7 Adjustments (If applicable)	G7 \$0.00	G16 G13 + G14 + G15	G16 \$0.00
G8 Subject To GST After Adjustments (G6 + G7)	G8 \$3,300.00	G17 G12 - G16	G17 \$7,920.00
G9 GST On Sales (G8 / 11)	G9 \$300.00	G18 Adjustments (If applicable)	G18 \$0.00
Opening Balance	\$300.00	G19 G17 + G18	G19 \$7,920.00
Wages	\$5,000.00	G20 GST On Purchases (G19 / 11)	G20 \$720.00
Wages PAYG	\$500.00	Opening Balance	\$700.00
Company PAYG	\$400.00		
Total PAYG	\$900.00		



## 6.5 Post Payments and Refunds

The GST Collected and GST Paid accounts for each building should have a zero balance at the end of each BAS period. PropertyIQ will complete this process automatically when Post Payments and/or Refunds is selected during the lodgement phase. The Post Payments and/or Refunds processes the following:

1. Creates journal transfers to clear the account balances of the GST Collected and GST Paid accounts.
2. Creates a supplier invoice for buildings that have a GST liability payable (Users must make the payment to the ATO manually on PropertyIQ).
3. Creates a manual deposit for buildings that are due to receive a refund.

If you do not complete this step, GST paid and GST collected will continue to accrue in the respective accounts.

PropertyIQ will consider PAYG and Wages figures (entered in BAS Settings) when calculating a building's GST liability or refund. It will also create a manual deposit or a supplier transaction based on its calculations; PAYG payable or receivable will be displayed separately on the deposit slip or supplier transaction that is created.

The journal process is as follows:

To clear GST Collected	DEBIT	GST Collected
	CREDIT	BAS Clearing
To clear GST Paid	DEBIT	BAS Clearing
	CREDIT	GST Paid

## 7. THE PAYMENT AND REFUNDS PHASE



### 7.1 Processing BAS Payments

Paying a GST liability to the ATO is the same process as making payments to other suppliers in the PropertyIQ system.

1. Go to Processing and select Supplier Payments.
2. Select the supplier as Tax Supplier.
3. Process the payment in accordance with a supplier payment run in the PropertyIQ Supplier Payments manual.

### 7.2 Processing BAS Refunds

Refunds due from a BAS are automatically processed as funds are deposited into the building's bank account and TXN files are processed. PropertyIQ will match the deposited amount with the manual deposit created during the lodgement phase and allocate the funds accordingly.

If the refund deposited into the bank account does not match with the manual deposit created at lodgement, PropertyIQ will not be able to process the amount and allocate the funds to an account. This usually occurs from other tax consideration for the building, rather than GST. The unallocated amount will show in the Informational tab. Before proceeding you should investigate the reason for the difference.

To allocate the funds manually, go to Processing and select Receipts. Then go to the Manual Deposits tab and find the manual deposit slip for that building.

1. The amount received must equal the total allocation at the bottom.
2. Do not alter the original allocation.
3. Add another allocation to so that the amount received equals the total allocation (a balancing amount).
4. Click Save Without Printing.





## 8. THE RECONCILIATION PHASE

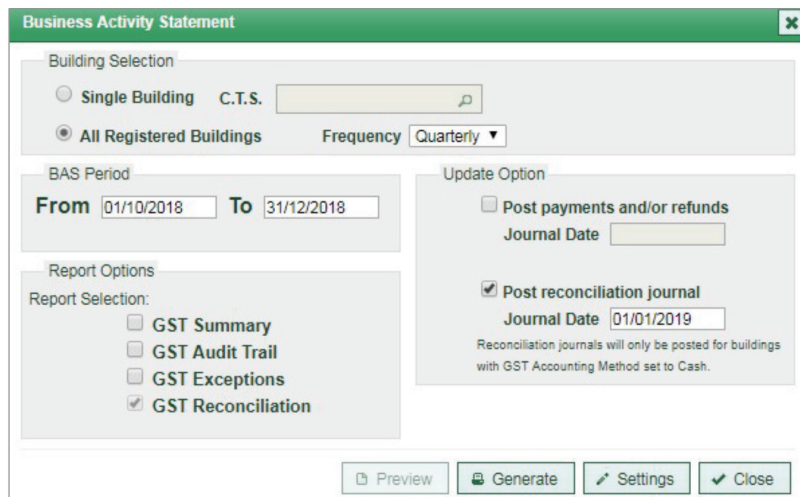
### 8.1 Balance sheet reconciliation

The final phase in the BAS process is to reconcile the GST Balance Sheet accounts. This process aligns the GST accounts in the Profit and Loss with the GST Balance Sheet accounts. The function is designed to remove variances which display on the GST Reconciliation Report for buildings which account for GST on a cash basis. It is not a reconciliation for auditing purposes and is not designed to cater to buildings which account for GST on an accruals basis.

You should perform the reconciliation process after the end of the BAS period and AFTER all payments and/or refunds have been raised.

When you select Post Reconciliation Journal on the BAS Screen, PropertyIQ will complete this process automatically.

The reconciliation journals will appear as a "BAS Reconciliation Adjustment" in the Journals tab.



The screenshot shows the 'Business Activity Statement' interface. It includes a 'Building Selection' section with radio buttons for 'Single Building' (selected) and 'All Registered Buildings'. A 'Frequency' dropdown is set to 'Quarterly'. The 'BAS Period' is defined by 'From' (01/10/2018) and 'To' (31/12/2018) date fields. The 'Update Option' section has checkboxes for 'Post payments and/or refunds' (unchecked) and 'Post reconciliation journal' (checked), with a 'Journal Date' field set to 01/01/2019. A note states: 'Reconciliation journals will only be posted for buildings with GST Accounting Method set to Cash.' The 'Report Selection' section has checkboxes for 'GST Summary', 'GST Audit Trail', 'GST Exceptions', and 'GST Reconciliation' (checked). At the bottom are buttons for 'Preview', 'Generate', 'Settings', and 'Close'.

### 8.2 GST errors and amendments

If you have made an error on a BAS that has already been lodged, this may result in the building overpaying or underpaying GST to the ATO and should be corrected. Where a building has overpaid its GST liability, it can generally claim the GST refund in a subsequent BAS without needing to lodge an amended BAS (for the period in which the error was made).

Where a building has underpaid GST, the building can generally correct the error in a later BAS if the error was less than \$10,000 and its GST turnover is less than \$20 million, provided that the error is corrected in a BAS lodged within 18 months of the original. If this criterion is not met then the original BAS will have to be amended.

PropertyIQ is only able to correct errors in a later BAS; it is not able to amend a BAS which has already been lodged. If an error is identified after a BAS is lodged, you should seek assistance from PropertyIQ Support.

Time limits are imposed on amending the BAS and apply to both taxpayers and the ATO; the 'period of review' is generally, four years and one day during which the GST payable can be amended to increase or decrease the GST payable.

If you account for GST on a cash basis, the period of review commences from the earliest BAS period in which you can claim a GST credit for a particular purchase. If you account for GST on an accruals basis, the period of review commences from the earliest BAS period in which you can claim a GST credit for a purchase in which either an invoice for the purchase is issued or you provide part or all of the payment for your purchase. The four-year time limit begins on the due date of the activity statement for this BAS period. If you make the payment over multiple tax periods, the time limit applies separately to each part of the payment.

Where a building has underpaid GST, it is generally required to pay that GST to the ATO and can be liable for penalties and general interest charges (GIC) for that error.

## IMPORTANT INFORMATION

This information has been prepared by PropertyIQ Pty Limited ACN 603 672 975 (PropertyIQ) for general information purposes only. You must make your own determination as to whether any tax treatment outlined in this document is appropriate for your circumstances. This information does not constitute legal, tax, financial or any other advice, and nor should it be construed as such. You should obtain financial, legal and taxation advice before making any decision regarding this information.

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