ICE Business System

BAS Amounts

(Version 1.2)

Learning Unit Guide

Signature Software

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I : Introduction

This Learning Unit Guide is reference-based, in that most of the information for the tasks can be found in the **Signature Learning Centre**.

This guide is designed as a workbook to be used during facilitator led learning.

It includes instructional materials, descriptions of business processes and details of demonstrations to be undertaken by the facilitator.

There are references to **menu paths** for accessing the functions within **ICE** application and **SLC References** for locating additional information in the **Signature Learning Centre**.

II : Objectives

To illustrate the process to determine the amounts to appear on a Business Activity Statement and how to process payments/receipts made to/from the ATO in the General Ledger.

III : Target Audience

Account processing staff responsible for GST and BAS reconciliation.

IV : Prerequisites

- Accounting Setup Activities
- Accounting Reporting Activities

V : Scenarios

V.1 : Generate BAS Report

Workflow

Workflow :	Generate BAS Report
Scenario 1:	To determine the amounts posted to each of the BAS Codes.

Inputs	Activities / Stages	Outcomes
	1.1 Generate BAS Report	• The total of transactions posted to each BAS Code is displayed.

Scenario 1: Generate BAS Report

To determine the amounts posted to each of the BAS Codes.

1.1: Generate BAS Report

Objectives:
• *Report the amounts for each BAS Code.*
SLC Reference:
• *ICE Business Systems > Accounting > Reporting Activities*

Work Instructions

Screen: ICE Main
1. Access **BAS Report.** Select menu path: **Reports > BAS Management (GST) > BAS Report**
Screen: BAS Report
2. Select whether to view the report by **Date or Period.**
3. Enter the **Date or Period** required.
4. Select **Preview** to view the report. **Note:** *G1 is GST inclusive and includes G3 sales.* *To view transactions determining amounts displayed generate a detailed BAS Transaction Report for the required BAS Code (Reports > BAS Management (GST) > BAS Transaction Report.*

| Outcomes: |
| --- |
| • *The total of transactions posted to each BAS Code is displayed.* |
| Notes: |
| • *The BAS Report only reflects transactions that have been updated.* |
| • *It is recommended that the BAS Statement is reconciled to the GST General Ledger Accounts (Reports > General Ledger > Transactions). Exclude any variances caused by posting the GST paid/received transaction from the previous BAS period.* |
| • *PAYG amounts should be determined from the payroll system utilised or generating General Ledger Account reports (Reports> General Ledger > Transactions) for each of the accounts they have been posted to within the ICE Business System.* |

V.2 : Processing BAS Payments/Receipts

Workflow

Workflow :	Processing BAS Payments/Receipts
Scenario 2:	To process the payment or receipt for a Business Activity Statement.

Inputs	Activities / Stages	Outcomes
	2.1 Create GL Transaction	• The transaction is ready to be entered.
	2.2 Enter GL Transaction Details	• The details of the transaction has been recorded.
	2.3 Enter Lines	• The transaction has been recorded.
	2.4 Update Transaction	• The transaction has been updated. • The GST & PAYG amounts have been recorded.

Scenario 2: Processing BAS Payments/Receipts

To process the payment or receipt for a Business Activity Statement.
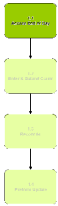
2.1: Create a GL Transaction

Objectives:
• *Create a new transaction in the General Ledger.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: ICE Main
1. Access **GL Transactions.**   Select menu path: **Accounting > General Ledger > Transactions.**
Screen: GL Transactions
2. Insert a new **Transaction.**   Press **F9** or the **Green "+"** speed button to insert a new Transaction.

Outcomes:
• *The transaction is ready to be entered.*
Notes:
• *N/A*

2.2: Enter GL Transaction Details

Objectives:
• *Record the details of the transaction.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions
1. Select the **Type** of transaction, either Payment or Receipt.
2. Enter a **Reference** that references the BAS Payment/Receipt.
3. Select the **Date** of the transaction.

4. Enter the **Total** of the transaction.

5. Select the type of **Sales Tax** to remove any GST involved in this transaction.

6. Enter a **Comment** indicating the period the BAS was for.

7. Select the **Bank Account** used to receive/pay the amount.

8. Enter additional details such as the Payee Name or Deposit Details.

9. Press **F10** or the **Green "✓"** speed button to save the transaction.

Outcomes:

- *The details of the transaction has been recorded.*

Notes:

- *N/A*

2.3: Enter Lines

Objectives:

- *To record the general ledger postings for the BAS Payment/Receipt.*

SLC Reference:

- *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions

1. Select the **Description** box to place the cursor here.

2. Press **F9** to insert a new line.

3. Within the Description box select the **search arrow**.

Screen: GL Account Search

4. Search for the first **GL Account** to be used by typing in any of the searchable fields (either the GST Collected Account or a dedicated ATO Payment Account to be reconciled with the GST Accounts at the end of the financial period).

5. Press **F12** to retrieve the search results.

6. Select the **GL Account** required.

7. Press **OK** to select and close GL Account search screen.

Screen: GL Transactions

8. Ensure the **Period** is set to the Period of the transaction (and not the end period of the BAS statement being paid/receipted).

9. Enter the **Amount** of GST collected.

   Note:
   The amount should be entered as a positive figure for GL Payments, and as a negative figure for GL Receipts.

10. Enter a **Comment** indicating the period the transaction is for.

11. Press **F10** to save the line.

12. Repeat steps 2 – 10 to enter the **GST paid** and **PAYG paid** amounts.

    Note:
    The amounts should be entered as a negative figure for GL Payments, and as a positive figure for GL Receipts.

Outcomes:
• *The transaction has been recorded.*
Notes:
• *N/A*

2.4: Update Transaction

Objectives:
• *To update the transaction to the General Ledger.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions

1. Select the **Update Status** of **Ready to Update (complete).**

2. Update the transaction by right-clicking on the blue title bar.

3. Select the menu option of **Processes > Update this Transaction.**

    Note:
    If entering multiple transactions they can be updated once by selecting Update a range of Transaction once they have all been entered.

Screen: Print Preview

4. **Review** the Checklist.

5. If required select the **Print** icon.

    Note:
    Either only the Checklist or Audit Trail is required to be printed as they contain the same information. It is recommended that the Audit Trail be printed as this is printed on confirmation of Updating the transaction. It is suggested that a Checklist only be printed if the transactions entered need to be reviewed further than can be done on the screen.

6. Select the **Close** button to proceed with the update.

Screen: Confirm

7. After reviewing the Checklist if no further changes are required select the **Yes** button to continue with the update.

If changes are required select the **No** button to not continue with the update.

8. If a copy of the Audit Trail is required select the **Print** button. **Note:** *If a copy of the Audit Trail is not required select the Cancel button. Selecting to cancel the print does not cancel the update. Audit Trials can be reprinted at any time.*

Screen: GL Transactions

9. Select the **OK** button to close the Window.

Outcomes:
• *The transaction has been updated.*
• *The GST & PAYG amounts have been recorded.*
Notes:
• *N/A*

V.3 : Discrepancies between BAS Report & GL Account Balances

Workflow

Workflow :	Discrepancies between BAS Report & GL Account Balances
Scenario 3:	Upon printing the BAS Report and reconciling to the GST General Ledger Accounts a discrepancy has been identified.

Inputs	Activities / Stages	Outcomes
	3.1 Common Causes for Discrepancies	• The common causes of discrepancies has been identified.
	1.1 Generate BAS Report	• The BAS Transaction Report is used to identify any incorrect postings of GST & BAS Code selection.
	3.2 Generate GL Transaction Ledger Report	• The General Ledger Transaction Ledger Report is used to identify any incorrect postings of GST based on transaction type.
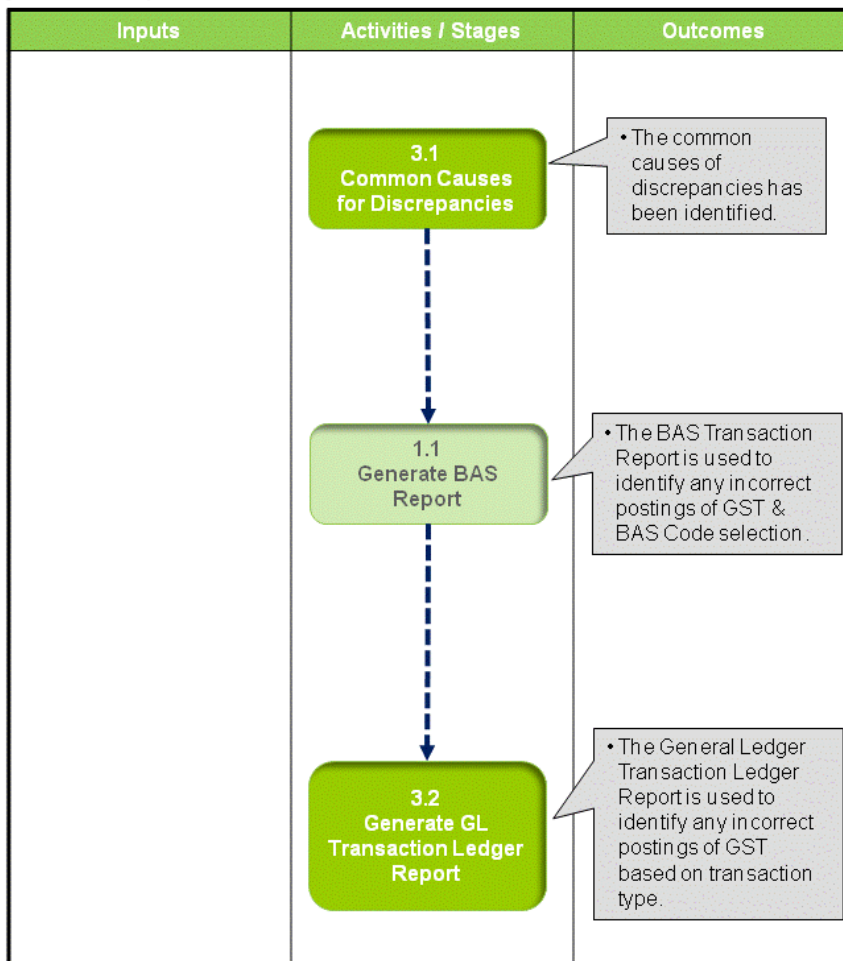
Scenario 3: Discrepancies between BAS Report & GL Account Balances

Upon printing the BAS Report and reconciling to the GST General Ledger Accounts a discrepancy has been identified.

3.1: Common Causes for Discrepancies

Objectives:
• *Outline the common causes of discrepancies between the BAS Report and the GST General Ledger Accounts.*
SLC Reference:
• *ICE Business Systems > Accounting > Reporting Activities*

Work Instructions

Screen: ICE Main
• Ensure the correct amounts are being reconciled.
• G1 is GST inclusive and includes G3, however the GST Collected General Ledger Account contains the GST for sales that contained GST only.
• GST Paid General Ledger Account contains the GST from G10 & G11. This will not automatically equal one-eleventh of G10 & G11 as it may include GST free purchases (such as water bills) that did not post to the GST Paid General Ledger Account.
• When reconciling the total GST Paid or GST Collected determined by the BAS Report to the General Ledger GST Paid or Collected Accounts, a BAS Transaction Report is required to identify any incorrect flagging of GST amounts.
• A General Ledger Transaction Listing of the GST General Ledger Accounts will identify any direct postings (including journals) that may be causing a discrepancy.
• To easily identify late postings to GL Accounts it is recommended that a General Ledger Transaction Ledger and Trial Balance be printed to a pdf format at the end of each month to hold the data in a static format. Then when troubleshooting for discrepancies the previous pdf report can be compared to the current reports.

Outcomes:
• *The common causes of discrepancies has been identified.*
Notes:
• *N/A*

1.1: Generate BAS Report

Objectives:
• Generate a Transaction Report to identify incorrect postings of GST for each BAS Code.
SLC Reference:
• ICE Business Systems > Accounting > Reporting Activities

Work Instructions

Screen: ICE Main
1. Access **BAS Report.** Select menu path: **Reports > BAS Management (GST) > BAS Report.**
Screen: BAS Report
2. Select whether to view the report by **Date or Period.**
3. Enter the **Date or Period** required.
4. Select the **Report Type** of Detail Report.
5. Select the **BAS Code Selection Search Arrow** to select the first BAS Code.
6. Select **Preview** to view the report. **Note:** Look for discrepancies where GST should or should not be included based on the BAS Code selected, I.e. G14 should not include any GST amount, identify G11 amounts that do not have GST etc.

Outcomes:
• The BAS Transaction Report is used to identify any incorrect postings of GST & BAS Code selection.
Notes:
• N/A

3.2: Generate GL Transaction Ledger Report

Objectives:
• Generate a General Ledger Transaction Ledger Report for the GST Accounts to identify any direct postings.
SLC Reference:
• ICE Business Systems > Accounting > Reporting Activities

Work Instructions

Screen: ICE Main
1. Access **General Ledger Transaction Ledger Report.** Select menu path: **Reports > General Ledger > Transaction.**
Screen: General Ledger Transaction Ledger
2. Select the **GST Collected or GST Paid** Account**.** 3. Enter the **Year, Period or Transaction Date Range** required. 4. Select **Preview** to view the report. **Note:** *Look for direct journal postings such as transactions with a Type of GLJNL or abnormal postings such as Type APINVOICE in the GST Collected account and vice versa.*

Outcomes:
• *The General Ledger Transaction Ledger Report is used to identify any incorrect postings of GST based on transaction type.*
Notes:
• *N/A*