

OverNet Computer Services

Mechanic helpdesk query

How to enter and BAS transaction into Mechanic.

This document shows the simple method to enter the BAS transaction into your Mechanic data, including the payment to the ATO.

NOTE: THIS APPLIES TO THE "ACCRUAL" GST METHOD.

SUMMARY: Use a journal entry to update the ATO supplier and then use supplier payments to pay the ATO the BAS transaction amount.

Use the Summary GST Report (program 8,5) and the Acquisition Statistics Report (program 8,12) to fill in your BAS document.

This following transaction needs to reflect the values used in your BAS document – and so the amounts will need to be changed. Press F12 and change the date to the last day of the quarter and then use Journal Entry (program 2,8,1) to enter this information.

TYPE	LEDGER	DESCRIPTION	DEBIT	CREDIT
L	GST INV DUE	GST amount to be paid to the ATO.	\$9000.07	
A	GST PUR CLM	GST credit from the ATO.		\$7000.04
S	ATO	BAS payment for the quarter.		\$2000.00
E	ROUNDING	Rounding of the BAS statement		\$0.03

In this example, a cheque for \$2000.00 is then posted to the ATO and a "Pay Supplier" transaction (program 2,4,1) is done to enter this cheque payment into Mechanic.

12 Jan 2006	Remittance No T-1234
Supplier Acct	ATO F4
Amount	2000.00 F6
Cheque No.	#000123
Payee	AUST TAX OFFICE
Comment	BAS for Oct-Dec 2005
Comment	
Purchase No.	

To verify that this process has completed correctly, ensure that the balance for the ATO supplier is \$0.00.

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