**BAS Common Problems and Errors Checklist**

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| **Task** | **Notes** |
| Compare lodged BAS to current BAS reporting and note discrepancies against sales and purchases |  |
| Check all clearing and contra accounts are zero |  |
| Check payments to ATO are allocated to correct GL accounts |  |
| Check asset sales and purchases are entered correctly |  |
| Check accountant journals that affect control accounts |  |
| Check reversing journals are correct |  |
| Check insurance transactions contain stamp duty as not reportable  |  |
| Check tax codes for overseas suppliers – many are now registered for GST in Australia but many remain GST free |  |
| Check data imported automatically from other applications has correct tax codes and GL allocations |  |
| Check new suppliers ABN and GST registration against ABN Lookup |  |
| Check GL and tax code exception reports available in your software |  |
| Reconcile balance sheet accounts: accounts payable, accounts receivable, superannuation, PAYGW, wages, loans |  |
| Check payment gateway fees – overseas suppliers may be GST free |  |
| Check the ATO GST limit on vehicles has been observed |  |
| Check inter-entity loans have the same balance in both entities’ accounts |  |
| Check the timing of transactions and journal entries are correct – no past or future dated transactions affecting GST reconciliation |  |