



BAS Prep Checklist

a simple guide to make BAS Lodgment Stress-Free

1. Before You Start

- Gather bank statements for the full BAS period
- Ensure all invoices and receipts are entered
- Reconcile bank accounts
- Update payroll records
- Confirm GST settings are correct

2. GST on Sales

- Review of all sales invoices
- Checking GST collected is correctly recorded
- Verify export sales are GST-free

3. GST on Purchases

- Ensure all business expenses are entered
- Check GST credits are correctly applied
- Review large purchases for correct GST treatment

4. Payroll & PAYG Withholding

- Confirm wages match payroll reports
- Check PAYG withholding amounts
- Ensure superannuation is up to date

5. Final Review

- Compare BAS figures to prior periods
- Run a GST summary report
- Double-check for missing transactions
- Confirm lodgment due date

Need help preparing or lodging your BAS?
Contact us today for stress-free BAS support and expert bookkeeping guidance.