

## How to process GST reconciliation journal transfers manually

### Reconcile GST Collected

By definition, this account should be the amount of GST that has been collected since the last BAS return.

The Supplies section of the GST Audit Trail will tell us the amount of GST that has been collected since the last BAS return. The **G9** totals on the report are the figures for admin and sinking that should be represented on the Balance Sheet.

If there is a difference in these figures, process a journal for the difference (PROCESS – ADJUSTMENTS – JOURNALS).

A **CREDIT** journal will *increase* the balance of the GST Collected account.

A **DEBIT** journal will *decrease* the balance of the GST Collected account.

The other side of the journal is always the BAS Clearing account.

### Reconcile GST Uncollected

By definition, this account should be the total of  $1/11^{\text{th}}$  of Levies Receivable less  $1/11^{\text{th}}$  of Levies Paid in Advance.

Compare the result of this calculation to the balance of the GST Uncollected account.

If there is a difference, process a journal process a journal for the difference (PROCESS – ADJUSTMENTS – JOURNALS).

A **CREDIT** journal will *increase* the balance of the GST Uncollected account.

A **DEBIT** journal will *decrease* the balance of the GST Uncollected account.

The other side of the journal is always the BAS Clearing account.

### Reconcile GST Paid

By definition this account should represent the amount of GST that has been paid to suppliers since the last BAS return.

The Acquisitions section of the GST Audit Trail will tell us the amount of GST that has been paid since the last BAS return. The **G20** totals on the report are the figures for admin and sinking that should be represented on the Balance Sheet.

If there is a difference in these figures, process a journal for the difference (PROCESS – ADJUSTMENTS – JOURNALS).

A **CREDIT** journal will *decrease* the balance of the GST Paid account.

A **DEBIT** journal will *increase* the balance of the GST Paid account.

The other side of the journal is always the BAS Clearing account.

## Reconcile GST Unpaid

By definition this account should represent the total of 1/11<sup>th</sup> of Accounts Payable. There is a separate Accounts Payable account for unpaid GST free transactions, these are not included in this calculation.

Compare the result of this calculation to the balance of the GST Unpaid account.

If there is a difference, process a journal process a journal for the difference (PROCESS – ADJUSTMENTS – JOURNALS).

A **CREDIT** journal will *decrease* the balance of the GST Unpaid account.

A **DEBIT** journal will *increase* the balance of the GST Unpaid account.

The other side of the journal is always the BAS Clearing account.