

ACTIVITY STATEMENT GUIDE



Reckon APS Tax

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Contents

Overview	4
Creating an Activity Statement	4
Getting List of Obligations.....	5
Prefill Data	6
Displaying Return in Tax Manager.....	6
Import Activity Statements.....	6

Overview

As of the 31st March 2019, the ELS version of the Business Activity Statement (BAS) and Instalment Activity Statement (IAS) will be unavailable for lodgement via the ELS gateway. These services will be replaced by the SBR equivalent Activity Statements (AS). As part of the Activity Statement creation, Tax Manager will now request for the activity statement obligation list during the creation of the return and then provide the option to retrieve the pre-fill information for the selected activity statement.

Creating an Activity Statement



All users that will be creating Activity Statements are required to have AUSkey credentials setup. To setup lodgement permissions, refer to the ATO's Access Manager to manage access and permissions for SBR online services.

The general creation of Activity Statements in Tax Manager has not changed. Instead of BAS and IAS, the return type is now named "Activity Statement". When the **Add** button is selected, the system will request the Activity Statement unlogged obligations list using the AUSkey credentials from the ATO.

The AS services supported by SBR follows the existing form types in the following table:

Activity Statement	Period	Obligations
A	Quarterly BAS	GST, PAYG-I, PAYG-W, DCOIN
B	Quarterly IAS	PAYG-I, DCOIN
C	Quarterly BAS	GST, WET, LCT, PAYG-I, PAYG-W, FBT, DCOIN
D	Quarterly BAS	GST
F	Quarterly BAS	GST, PAYG-W
G	Monthly BAS	GST, WET, LCT, PAYG-W, PAYG-I, FBT, DCOIN
I	Monthly / Quarterly IAS	PAYG-W
J	Quarterly IAS	PAYG-I, PAYG-W, FBT, DCOIN
N	Annual PAYG Instalment Notice	PAYG-I
P	Annual GST Return	GST, WET, LCT
R	Quarterly PAYG Instalment Notice	PAYG-I
S	Quarterly GST Instalment Notice	GST
T	Quarterly GST & PAYG Instalment Notice	GST, PAYG-I
U	Quarterly BAS	GST, PAYG-W, PAYG-I, FTC
V	Quarterly BAS	GST, WET, LCT, PAYG-W, PAYG-I, FBT, FTC
W	Quarterly BAS	GST, FTC
X	Quarterly BAS	GST, PAYG-W, FTC

Activity Statement	Period	Obligations
Y	Monthly BAS	GST, WET, LCT, PAYG-W, PAYG-I, FBT, FTC
Z	Annual GST Return	GST, WET, LCT, FTC

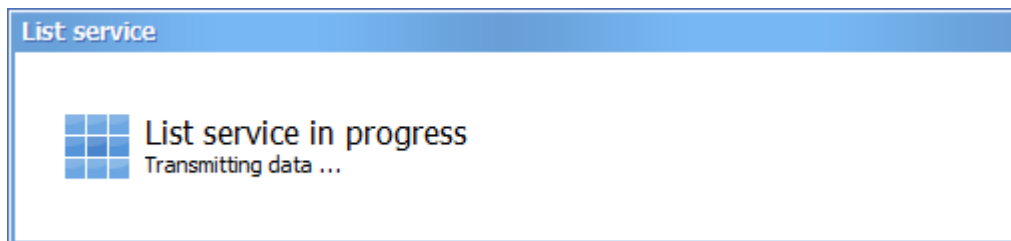
The following are detailed explanations of each obligation:

Obligation	Description
GST	Goods and services tax
LCT	Luxury car tax
WET	Wine equalisation tax
PAYG-W	PAYG tax withheld
PAYG-I	PAYG income tax instalment
FBT	Fringe benefits tax instalment
FTC	Fuel tax credit
DCOIN	Deferred company / fund instalment

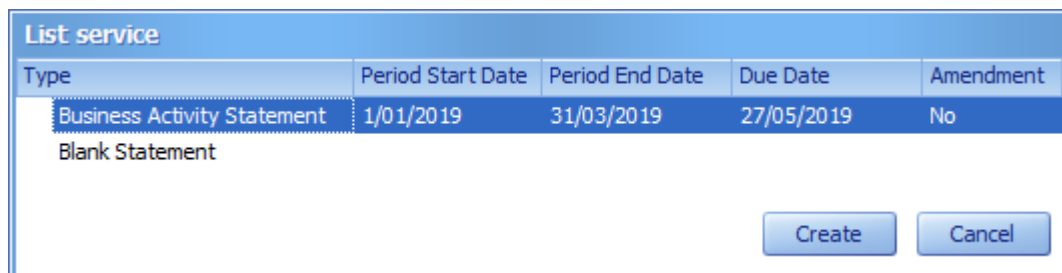
Getting List of Obligations

The ATO now provide a list of unlogged obligations of the Activity Statement for each client. The user/agent will be able to retrieve this list during the creation of the Activity Statement form.

After clicking **Add** in the Add Return screen, the software will use the AUSkey credentials to request an unlogged list service from the ATO. A status bar will show the progress of the transmission while retrieving the list of the activity statement information direct from the ATO.



When the transmission is complete, a list service screen will display the entire list of available activity statement types that can be created for the requested client.



This list will display any available Activity Statements to prefill plus an option to create a Blank statement.

Prefill Data

The ATO now provides prefill data for Activity Statements. After selecting the activity statement from the list, the next step of the creation process will be to prefill the return with data obtained from the ATO. The software will use the AUSkey credentials to request the prefill service from the ATO. There are two options for creating Activity Statements.

1. Selecting “Blank Statement” from the list and clicking on the **Create** button will not request a prefill transmission. It will create an empty activity statement in Tax Manager. This activity statement will include Practice Management fields such as TFN/ABN/Names/Addresses and contact information will be used on creation of the return instead of the prefill data.
2. Selecting an activity statement other than “Blank Statement” and clicking on the Create button will request a prefill transmission to the ATO to return that activity statements prefill data. Once the prefill data has been received, the return will be created in Tax Manager.

The successful prefill will provide prefilled customised data specific to the entity’s reporting obligations, including:

- Activity Statement Type
- DIN
- Period/s
- Taxpayer details
- Taxation rates
- Lodgement / payment due dates

Displaying Return in Tax Manager

The return will be displayed in Tax Manager with Type as Activity Statement and a Due Date from the return.

The screenshot shows the Tax Manager interface for a client named GENTEC LTD. The main window displays a table of returns with the following data:

Type	Status	Due Date
Client : GENTEC LTD		
Year : 2018		
Matter : Tax Return 2018		
Activity Statement	Started	26/11/2018
Year : 2017		

Import Activity Statements

Import activity statements will not be available for SBR Activity Statements.