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BAS Lodgement FAQs

You are not authorised to access/lodge for the given Reporting Party. You are not authorised to perform this task for this taxpayer. Please contact the credential administrator for this taxpayer:

1) Please check the client is added under your clients section in your BAS/TAX agent portal
2) Check the agent number you are using in GovReports. Some agents may have two agent numbers. You should use your business agent number

How do I lodge my own BAS? Do I need to add myself as one of my clients?

You need to add yourself as a client in the BAS Agent Portal. (Previously BAS Agents had to do it via Business Portal but with GovReports it’s merged into one account). Once you add yourself to the GovReports client list as well, use the LODGE button to access the reports to lodge.

I can’t find anywhere to access the forms for my business. I need to access BAS and payment summary lodgement

You need to add yourself as a client in the BAS Agent Portal. (Previously BAS Agents had to do it via Business Portal but with GovReports it’s merged into one account). Once you add yourself to the GovReports client list as well, use the LODGE button to access the reports to lodge.
PAYG Annual Summary FAQs

Whether GovReports allows “PAYG payment summary - business and personal services” to lodge to ATO or not?

Yes, GovReports allows all five types of PAYG summaries. In GovReports user has an option to select which type of form they wish to submit to ATO. These are the five PAYG summary reports we support.

- PAYG payment summary - Business and personal services
- PAYG payment summary - Employment termination payment summary data record
- PAYG payment summary - Individual non-business
- PAYG payment summary - Superannuation income stream payment summary data record
- PAYG payment summary - Superannuation lump sum payment summary data record
How can I lodge my Payment Summaries/ EMPDUPE files?

How to Lodge PAYG ANNUAL SUMMARY

Step 1: Login to GovReports

Step 2: Go to My Clients

Step 3: Select Clients from the drop down list
Step 4: Click the Forms button next to the client you want to lodge the PAYG Annual Summary

Step 5: Select the PAYG Annual Summary form

Step 6: Select “Import EMPDUPE File” and click on “Choose File” to navigate your way to the EMPDUPE file. After uploading the file Click on “Read File” button
Step 7: Click “Next” to proceed

Step 8: Click on “View” button to verify the details of each Payee (not mandatory) and Click “Next” to proceed
Step 9: Select Prelodge as the option and press Submit. If everything is OK, GovReports will show you a green bar with a message that your report is ready for lodgement.

Step 10: Select Lodge and Submit. This lodges your PAYG Annual Summary directly to ATO. GovReports will show you a lodgement receipt. This receipt is saved by GovReports and you can choose to send yourself a copy by clicking Send Mail.
PAYG Processing Times: Once lodged, ATO can take from 14 to 30 days to process the lodged payment summaries. As such, pre-fill information will not be available until ATO completes the PAYG processing. Should pre-fill information is not available after 30 days, please contact ATO for additional information.

How do I lodge an amended ATO Payment Summary?

There are a couple of ways to do this: If your accounting/payroll software can generate amended EMPDUPE file, then you can put this through GovReports. Generate a new EMPDUPE file and reload it through GovReports. Either way is accepted.

I have just been trying to lodge a client’s payment summaries. I get the following error message. Organisational Name TypeCode: Payer name type code must be 'MN' or 'MTR'.

Please update your business type from “Main Name” to “Main Trading Name” and then try lodging PAYG summary, it should be fine. This type of error usually occurs when there is a mismatch between the business Type code entered in Agent portal and GovReports.

To update the Business Type code, Login to GovReports, Click on My Settings à My Business and click on your business name [hyperlink]. This takes you to “Edit My Business” page. In the first field [Type] change it to “Main Trading Name”. Click next and submit the changes.

Can I do Payroll Tax in Qld under my subscription?

Yes. On the forms menu there is a drop down box for other agencies. That will give you the list of forms for those agencies.
TFND Lodgement FAQs

Can I import TFN Dec forms into GovReports. I am currently using MYOB V19.6

Unfortunately, MYOB does not have a facility to generate the TFNDEC files; only the payroll software’s support it. If you use any payroll software, then you can use TFNDEC file option in GovReports otherwise you have to use manual option where you need to key in the details.

I just added my first client and was unsure if I should provide my details in the Name, Address etc or the Client’s details? Also, when it asks for a signature at the end of a TFN Declaration is that just my name or the name of the Payee?

Generally you enter your client’s information (as much as possible) as GovReports uses this information for filling out forms etc. However we understand that BAS agents generally attend to most correspondences to some clients so it is OK to put in your information. On the last page before lodgement is your information. Payee information comes on the page before. Once you lodge you can get the PDF printouts at My Lodgement → Payee Details.

“How to lodge my saved/draft/queued forms?”

Steps on how to Lodge a saved/queued form [Draft]:

1) Sign in to GovReports
2) Select My Lodgements à Queue
3) Click on the Edit Icon [Little green icon looks like a pen writing on a paper] of the form you want to lodge.
4) Click Next on Reporting Periods page
5) Click Next on Payees List page to go to Declaration page
6) Please tick the declaration check box and enter your name in the signature box with date and click Next button
7) From the Lodgement page, you may select Lodge button for lodgement (You may select Prelodge, to test the details before lodgement or save for future lodgements)
I’m trying to add a client that has 2 businesses under the same ABN, 1 has the branch 001 and the other 002 but GovReports won’t let me add the second one because it has the same ABN even though I’m putting the branch numbers in.

Once you add the first business, use the option button (looks like a gear) to Add Branch. Then you can edit and set the branch number. You don’t have to enter a new branch like a new business client.