

SPECIAL - ORDER FORM

QA – Reckon Accounts / QuickBooks® **BAS / GST Reconciliation Workbook**

QA - RECKON ACCOUNTS (QuickBooks) BAS / GST RECONCILIATION WORKBOOK

To order your QA - Reckon Accounts BAS / GST workbook simply complete this form and Fax back to QA on 02 6628 1518 or Email to info@gabusiness.com.au

QA – QuickBooks BAS Workbook - \$97

(Including GST and Freight anywhere in Australia - PLUS order before 28 July 2014 and receive a complimentary copy of the Bookkeeping End of Month Checklist valued at \$49 PLUS Online Access to a 20 Hints & Tips Pack for Reckon Accounts valued at \$99).

Order by 28 July 2014 and receive over \$150 in Extra Value

Reckon

Accredited Partner

Consultant

THE BAS / GST RECONCILIATION WORKBOOK INCLUDES:

- How to check that you have the correct Preferences setup for GST/BAS tracking in Reckon
- How to perform the 3 Way reconciliation of your GST Reports to your General Ledger and to your BAS Form prior to lodging for the period
- How to Reconcile / Proof the Tax Payable (GST Account) on your Balance Sheet
- Reviewing your Payroll Item setup for correct BAS reporting
- How to Process your BAS & IAS Liability Payments (or BAS Refunds)
- What reports to produce (and why) for each BAS period
- How to check for Opening Balance Issues in the file from prior BAS periods
- Find out about the "BAS Journal" and How to process It?
- Comprehensive BAS checklists for both "Cash" and "Accruals" reporting
- Plus much, much more in a 47 page bound guide to preparing the BAS in Reckon Accounts

BUSINESS NAME			CONTACT NAME	
PHONE			TOTAL COST (INCLUDE GST)	\$ 129 Only \$97
POSTAL ADDRESS				
EMAIL				
PAYMENT METHOD	■ BY CHEQUE Please post cheques to QA Business, PO BOX 900, ALSTONVILLE, 2477 (Please allow up to 5 days for delivery)	□ BY DIRECT DEPOSIT Please deposit to QA Business (NAB Account) BSB 082707 A/C 489110239 (Please send payment confirmation with completed order form)		
	BY CREDIT CARD (We Accept Visa & MasterCard and do not levy any of those annoying surcharges)	NAME ON CARE)	
		CARD NUMBER		
		EXPIRY DATE		
		CARD TYPE		MASTERCARD
Your order will be processed once payment has been received in full – a Tax Invoice will be sent with your order				

QA Business Pty Ltd (ABN 37 001 875 065) PO Box 900 ALSTONVILLE NSW 2477 T. 1300 289 846 (1300 BUY TIME) Fax. 02 6628 1518

E. info@qabusiness.com.au W. www.qabusiness.com.au

Buy Time®

DISCLAIMER - © QA Business Pty Ltd 1999-2014, this manual / workbook represents information (including software versions) available at the time of publication. Examples provided within are examples only. and are not financial or taxation advice. Readers are still advised to seek professional advice on any areas they are still unsure on. No part of the documents can be reproduced, copied, or duplicated in whole or in part without the express written authorisation of QA Business Pty Ltd. QA Business reserves the right to modify the above offer without prior notice. This publication is not intended in any area still advised to seek professional advice on any areas they are still unsure on. No part of the documents can be reproduced, copied, or duplicated in whole or in part without the express written authorisation of QA Business Pty Ltd. QA Business reserves the right to modify the above offer without prior notice. This publication is not intended in any way to represent an endorsement by Reckon. QuickBooks is a registered trademark and service marks of Intuit Inc, registered in the United States and other countries and used by Reckon under licence until February 2014. Reckon Accounts is a registered trademark and service mark of Reckon Limited.

S:\QATeam\quickbooks\Manuals\Manual Order Forms\BAS Manual order form - July 2014 Web Special.doc