Entering All Tax Liabilities

- Click on "Employees" along the top toolbar & from the drop-down menu, click on "Process Payroll Liabilities" > "Pay Payroll Liabilities"

- In this window, select the appropriate timeframe (or enter the "From" & "To" Dates manually)

- You'll now be in the "Pay Liabilities" window - check that the correct bank account (that you wrote the cheque from) is displayed in the "Bank Account" field & enter the correct cheque date in the "Payment Date" field. (Make sure the radio button is on the **"Review liability cheque to enter expenses/penalties"** option)

- Tick the "**Show all liabilities**" checkbox at the bottom of the window. You should now see a PAYG Tax W/Held Liability amount to the ATO & (depending on how you've set them up) one or several Superannuation Liability amounts to the relevant funds. *(The PAYG Tax W/Held amount SHOULD be the SAME as the actual PAYG Tax W/Held amount you have paid/sent to the ATO - if it's not, you'll need to find what's gone wrong & fix it up)*

- *Tick the PAYG Tax W/Held line by clicking in the white column just before it & if necessary, edit the amount*

- *Check that the "Show Payroll Liabilities" are the same as you previously selected, then click the "Create" button*

- *QB now generates a "Liability Cheque" to "ATO" (or however you've named it with that PAYG Tax W/Held amount on the "Payroll "Liabilities" tab. This is the only "Payroll Liability" for the BAS*

- *To enter the PAYG Instalment & GST components, you need to click on the "Expenses" tab*

- *Select your "PAYG Instalments" account from your Chart of Accounts list (If this is your first entry/payment, you'll need to set it up as an "Other Current Liability" account: Just type in "PAYG Instalments" & Click "Set Up" when prompted) & enter the actual amount of this component in the "Net Amount" column*

- *On the next line, type in "GST Payable" (or whatever you've named your GST account & in the "Net Amount" column type in the full amount of GST you have paid on purchases (If the GST you've paid on purchases is more than the GST you've collected on sales, this figure will be a **NEGATIVE** amount eg -500)*

- *Click on the "Recalculate" button to ensure the Liability Chq total is updated & enter the correct number for the chq you sent in/paid. (If you can't edit this field, because it has "To Print" in it already, click the dropdown to the left of the "Order Cheques" icon & select "Cash/Cheque")*

- *Click "Save & Close" to record*