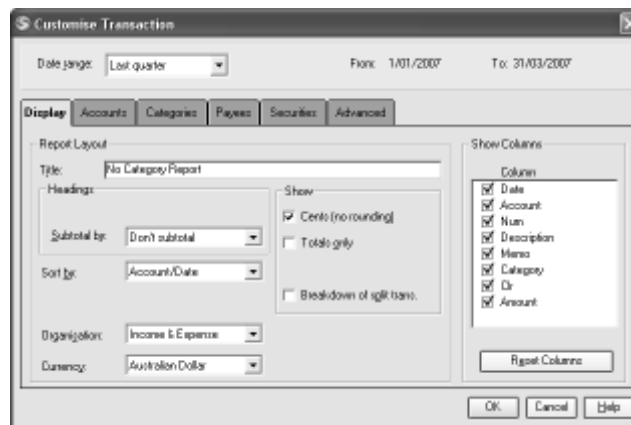


Very useful prior to reconciling a BAS period is to memorise a report for all those transactions that may be “Un-categorised”. Follow the steps below to create and memorise the report and check prior to lodging each BAS.

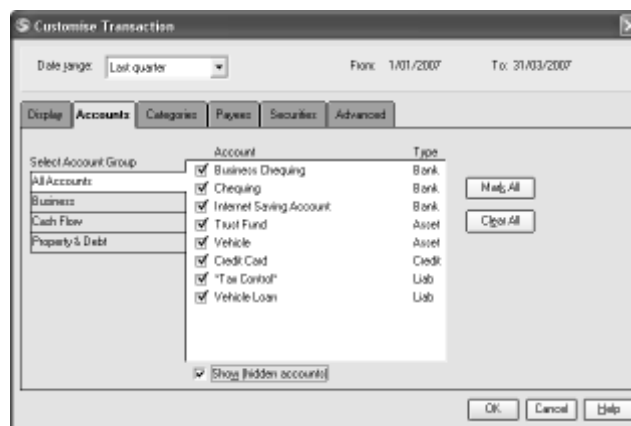
Go to Reports > Banking > Transaction



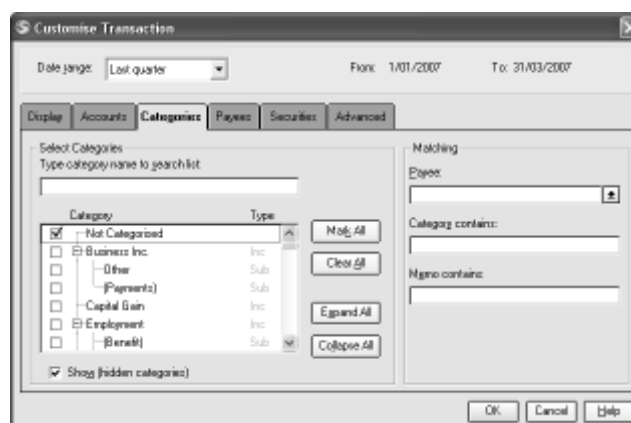
Customise the report to display the BAS period (in this case last quarter). Also in this “Display” tab give the report the “Title” – “No Category Report”.



Choose the “Accounts” tab and make sure you “Show All” and “Mark All” accounts:

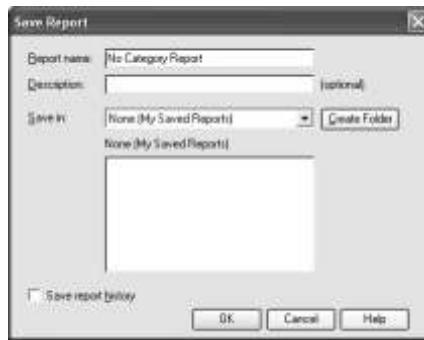


Choose the “Categories” tab and “Clear All” and then just select the “Not Categorised” category:

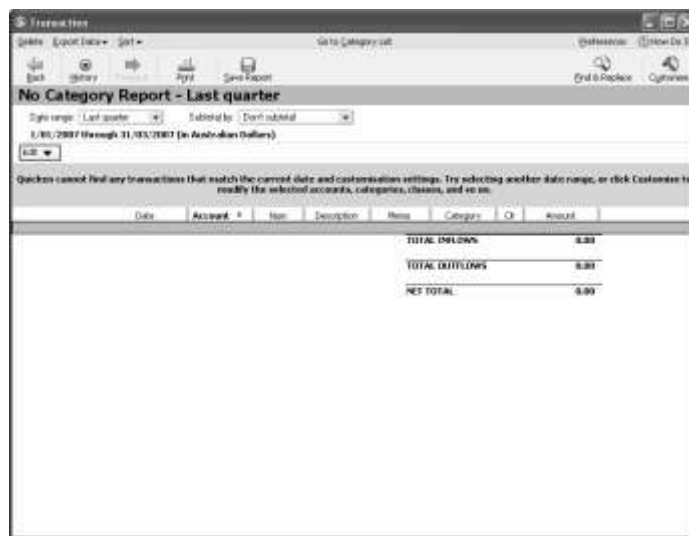


Click OK

Make sure you click “Save Report” and re-name the saved report as follows:



The report should always be NIL – if not rectify to make sure it is:



Make sure if / when you create any new accounts later that you re-memorise the report to include the new account / s.