



e-News

Monday, 30th August 2021

How to easily check your transactions in Xero before you lodge the BAS

Demo Company (AU) ▼

Dashboard

Business

Accounting

Detailed Account Transaction Report

From:	To:	Sort by:	<input type="button" value="Update"/>
1 Jul 2021 ▼	30 Sep 2021 ▼	Account Code ▼	
<input checked="" type="checkbox"/> Cash Basis			

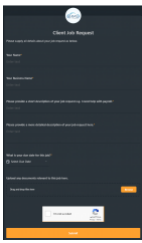
Although there are several ways to check your transactions before you lodge your BAS in Xero, one way to do it is by using the "Detailed Account Transaction Report".

This report allows you to see at a glance what a transaction is, which account it affects and what type of GST tax is attributed to it. From there, you can easily rectify errors and amend any details as necessary before lodging your BAS. It is important to check your transactions prior to lodgement, rather than just accepting the data in your Xero file at face value.

Here is our [step-by-step guide](#) about how to use this report from Xero.

Any questions about this, please get in touch.

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