

FORM RR, ELS REPORTS AND THEIR PURPOSES

This section outlines the report that tax agent could request from the ATO. Such requests can be done by sending the Agent Request for Report form (RR) to the ATO. To access RR forms, on the Taxcat main screen click on the top menu bar: **File | Database Maintenance**

Agent Request for Report form (RR)

There are two types of report that a tax agent can request – solicited and unsolicited – in the RR form. Illustrated below are the types of reports available:

A. Solicited Report

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|---------------------------------|---|
| Client List: | This report displays a list of all taxpayer currently belonging to the tax agents practice. |
| Client Statistic: | This report outlines a summary of the tax agent overall lodgment statistic for a specific period. |
| Activity Statement Client List: | This report outlines taxpayers belonging to the tax agent that have lodged or will need to lodge BAS or IAS year to date. |

B. Unsolicited Report

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|-------------------------------------|---|
| Due Lodgment Report: | This report displays the applicable due date for a list of specified clients whose returns that are not lodged. |
| Reconciliation Statement: | This report provides tax agents with details of all electronic funds transfers deposited into their trust accounts on behalf of their clients so to enable them to reconcile their account. |
| Activity Statement Lodgment Report: | This report provides tax agents in regards to the lodgment status of their clients' activity statement for the previous six months; includes annual IAS and GST return. |
| Activity Statement Summary Report: | This report provides tax agents with a summarise list of activity statements issued to their clients. |

Printing Reports Obtained from the ATO

Upon complete sending the RR form request to the ATO, and after lapse time of at least half a day, the ATO will send the generated report back to the tax agent in the agent's next login to the ATO (next lodgment).

To view the report received, on the Taxcat main screen, click on the top menu: **Reports | ELS Reports**

Further outlined below are the meanings of each report type:

A. Output Client (OG)

Also called Output Activity Statement Report, this report provides tax agent the client list for Activity Statement.

B. Outgoing BAS (OB)

Report OB outlines clients for the tax agent, which the ATO has determined a BAS is due for a specific period. This report contains details for each client previously indicated by the tax agent via a CB application. Below is an extract of an Outgoing BAS report:

Statement Msg: July to September 2001	DIN: 00201377572
Statement Due: 28/10/2001	Statement Payable: 28/10/2001

Figure.1

(Refer to figure.1) For example, the field Statement Msg: indicates that due BAS applicable for the client is from July to September 2001. Field Statement Due: means the BAS due date is 28/10/2001. The DIN applicable for this period BAS is a unique identifier issued by the ATO.

C. Outgoing IAS (OI)

Report OI outlines clients for the tax agent, which the ATO has determined an IAS is due for a specific period. This report contains details for each client previously nominated by the tax agent via a - Update of Activity Statement Clients (CB) - application.

D. Activity Statement (OL)

Report OL is used by the ATO to provide tax agents with the lodgment status of their clients based on the activity statement lodged. The report will be generated after each activity statement run.

E. Activity Statement (OM)

This report is used by the ATO to provide tax agents with a list of all activity statements issued to them via paper or ELS in the monthly activity statement generation. Below is an extract of the report OM:

Instalment Activity Statement I	HAIRY JONES
July to September 2001	
DIN	01400817419
094 999 707 001	PAYG tax wit
Form Due:	28/10/2001
Payment Due:	28/10/2001

Figure.2

In Figure.2, the report outlines the activity statement client's name, applicable dates for the statement, DIN, form and payment due date.

F. Client Statistics (CS)

Report CS is used by the ATO to provide tax agents with their overall lodgment status.