

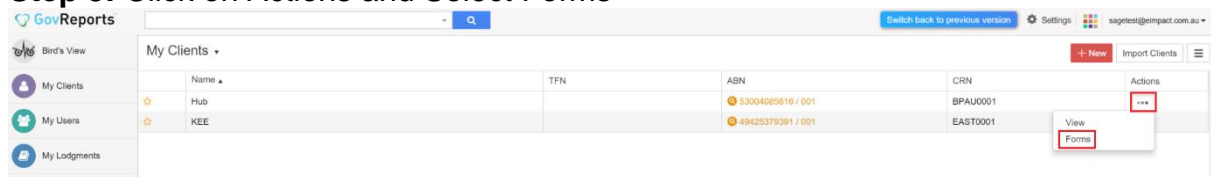
# GovReports

## Integration Guide

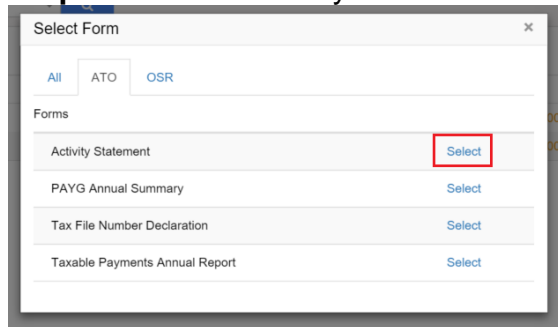
**Step 1:** Login in to GovReports

**Step 2:** Go to 'My Clients'

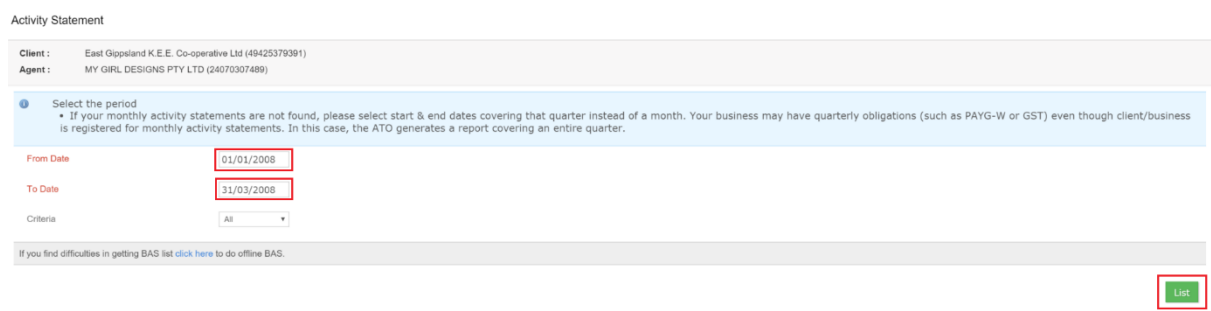
**Step 3:** Click on Actions and Select Forms



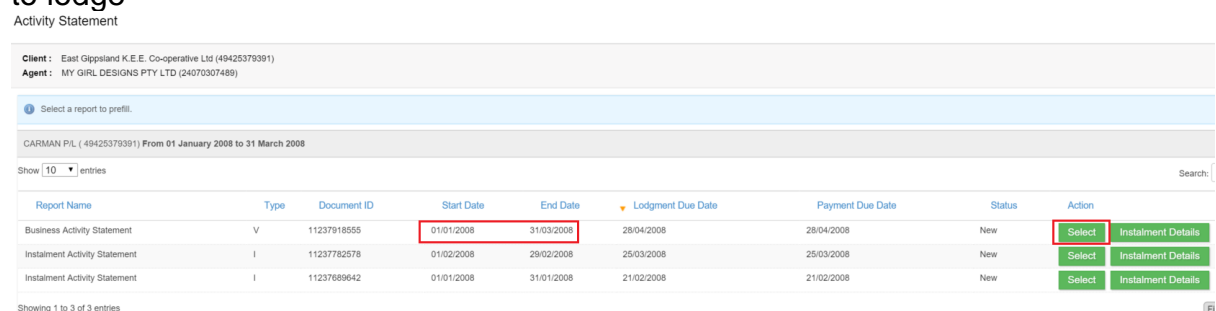
**Step 4:** Click on Activity Statement



**Step 5:** Enter the applicable BAS period dates into "From Date" and "To Date", then click on List button



**Step 6:** List of Activity Statements will be displayed, Select the BAS/IAS period to lodge



## Step 7: Select the entry type as Sage One and enter Sage One credentials.

### Click 'Connect' button.

Activity Statement entry type

Reporting Party : East Gippsland K.E.E. Co-operative Ltd (49425379391)  
Intermediary : MY GIRL DESIGNS PTY LTD (24070307489)

Please select the entry type.

Entry type

- ☐ Manual
- ☐ MYOB (BASlink)
- ☐ MYOB Account Right
- ☐ Reckon BAS/IAS File
- ☐ Xero
- ☐ Intuit QuickBooks Online
- ☐ Import CSV File
- ☒ Sage One

Please enter the Username, Password and click Connect

Username

Password

## Step 8: The BAS report will be prefilled from Sage One, click next and proceed to Save/lodge

Business Activity Statement

Reporting Party : East Gippsland K.E.E. Co-operative Ltd (49425379391)  
Intermediary : MY GIRL DESIGNS PTY LTD (24070307489)

Details for activity statement for the period from 01 January 2008 to 31 March 2008

Main Name	CARMAN PIL
ABN	49425379391
Document ID	11237918555
Form Due On	28 April 2008
Payment Due On	28 April 2008
Revision	No
GST Accounting Method	Cash
Email Address	<input type="text" value="jamesjob@eimpact.com.au"/>
Postal Address	65 NORTHBOURNE AVE BAIRNSDALE, VIC-3875
Contact Telephone	<input type="text" value="0456456456_"/>

## Step 9: Choose the lodgment type and click submit.

Business Activity Statement

Reporting Party : East Gippsland K.E.E. Co-operative Ltd (49425379391)  
Intermediary : MY GIRL DESIGNS PTY LTD (24070307489)

Save/Lodge

Lodgment Type

- ☐ Save as Draft (Will not validate with the SBR. Saves form/data as draft for later use)
- ☐ PreLodge (Validates data with the SBR, but your form/data will not be saved)
- ☐ Save (Validates data with the SBR, if valid, saves the form/data and moves it to Queue)
- ☐ Save, Validate and Send for Signature (If valid, saves the form/data and Sends for Signature)
- ☒ Lodge

\*\* Check here to go back to Activity List page after (Save as Draft / Save) process. ☐