

User Guide

Integrated Client Account

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INTEGRATED CLIENT ACCOUNT (ICA)

The Integrated Client Account is the account that records the lodgement and payments of your business activity statements.

LODGEMENT VALUES

Activity Statement Lodgement

When an activity statement is lodged to ATO, the Integrated Client Account shows net amounts that were reported for each tax obligation. The Integrated Client Account itemised transactions display 2 dates:

- Effective Date → It is the date a transaction affected the Integrated Client Account;
- Process Date → It is the date a transaction is processed by ATO;

Interest & Fines

Interest and fines are charged to the Integrated Client account when activity statements are lodged or paid late. Occasionally if the lodgement is late by a few days, Interest charges are applied to the account and then reversed after a few days.

RECONCILING YOUR INTEGRATED CLIENT ACCOUNT IN MYOB/XERO

You should create a liability account in MYOB/Xero called ATO – ICA and post all BAS Purchase Statements and BAS payments to this account. You should then reconcile your Integrated Client Account from your Business Portal to the liability account in your accounting software.



Important Information

- An Auskey is required to access your Business Portal;
- Lodgements of activity statements shows net amounts that were reported for each tax obligation;
- The Transaction Effective Date is the date the transaction affected the account;
- The Transaction Process Date is the transaction date processed by the ATO;



Security Policies

- Access to the Business Portal is restricted to computers where the Auskey software has been installed;
- The Business Portal can only be accessed via Internet Explorer or Google Chrome;
- To apply for an Auskey you must be the director of the business or being nominated by the director;
- Auskey passwords cannot be reset or provided by the ATO, the business must apply for a new Auskey;

Frequently Asked Questions



How do I know which payment was made for an activity statement?

Tax accounts are maintained in a running-balance format. Payments are not applied to specific activity statements or tax obligations – they are applied to the balance of the account.

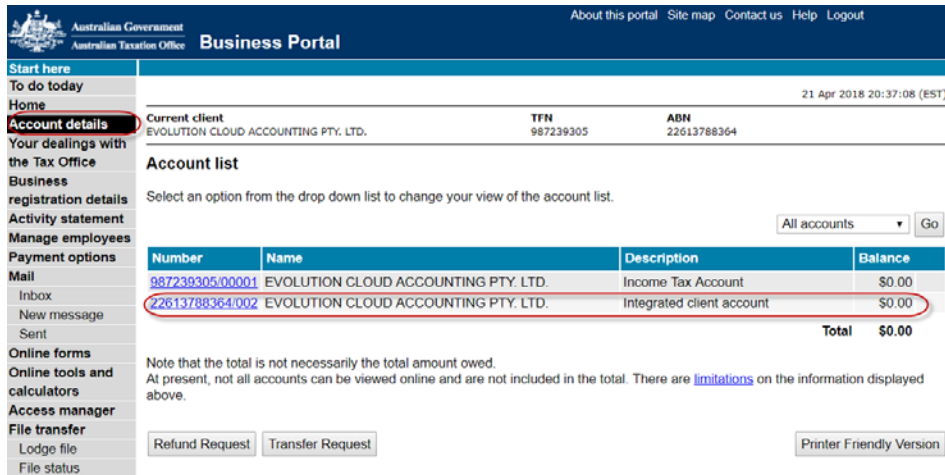
How do I know which transactions trigger a general interest charge?

The trigger for calculating GIC occurs when the account balance changes to a debit amount (that is, an amount you owe us). GIC is calculated on a daily compounding basis for each day the account is in debit.

How to download your integrated client account

1. Go to the ATO Business Portal (<https://bp.ato.gov.au/>)
2. Log in using your AusKey and Password

➔ *The ATO Business Portal*



Business Portal About this portal Site map Contact us Help Logout

21 Apr 2018 20:37:08 (EST)

Account details Current client: EVOLUTION CLOUD ACCOUNTING PTY. LTD. TFN: 987239305 ABN: 22613788364

Account list

Select an option from the drop down list to change your view of the account list.

All accounts [v] Go

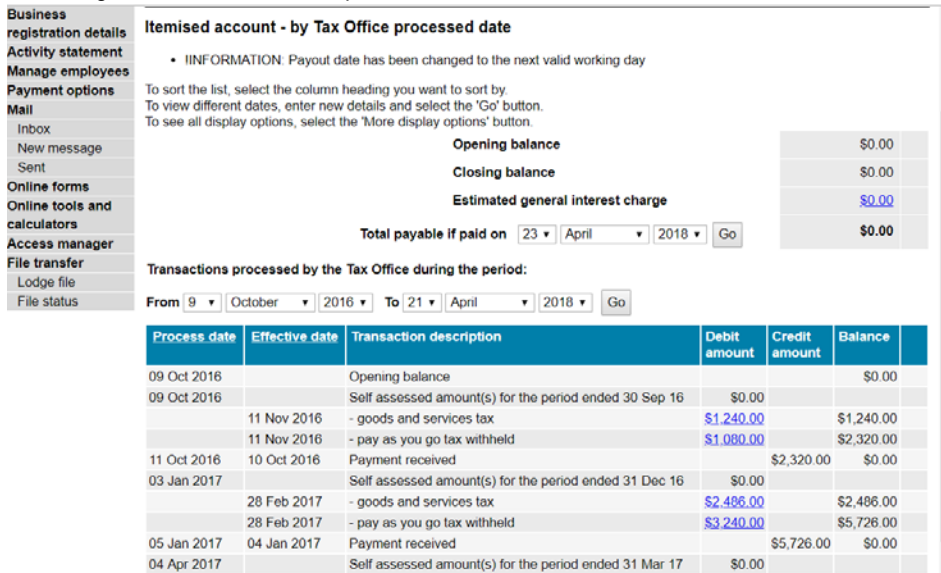
Number	Name	Description	Balance
987239305/00001	EVOLUTION CLOUD ACCOUNTING PTY. LTD.	Income Tax Account	\$0.00
22613788364/002	EVOLUTION CLOUD ACCOUNTING PTY. LTD.	Integrated client account	\$0.00
Total			\$0.00

Note that the total is not necessarily the total amount owed. At present, not all accounts can be viewed online and are not included in the total. There are [limitations](#) on the information displayed above.

Refund Request Transfer Request Printer Friendly Version

3. Click on **Account Details**
4. Click on: **Integrated Client Account**

➔ *The Integrated Client Account opens*



Itemised account - by Tax Office processed date

- INFORMATION: Payout date has been changed to the next valid working day

To sort the list, select the column heading you want to sort by. To view different dates, enter new details and select the 'Go' button. To see all display options, select the 'More display options' button.

Opening balance	\$0.00
Closing balance	\$0.00
Estimated general interest charge	\$0.00
Total payable if paid on 23 April 2018	\$0.00

Transactions processed by the Tax Office during the period:

From 9 October 2016 To 21 April 2018

Process date	Effective date	Transaction description	Debit amount	Credit amount	Balance
09 Oct 2016		Opening balance			\$0.00
09 Oct 2016		Self assessed amount(s) for the period ended 30 Sep 16	\$0.00		
	11 Nov 2016	- goods and services tax	\$1,240.00		\$1,240.00
	11 Nov 2016	- pay as you go tax withheld	\$1,080.00		\$2,320.00
11 Oct 2016	10 Oct 2016	Payment received		\$2,320.00	\$0.00
03 Jan 2017		Self assessed amount(s) for the period ended 31 Dec 16	\$0.00		
	28 Feb 2017	- goods and services tax	\$2,486.00		\$2,486.00
	28 Feb 2017	- pay as you go tax withheld	\$3,240.00		\$5,726.00
05 Jan 2017	04 Jan 2017	Payment received		\$5,726.00	\$0.00
04 Apr 2017		Self assessed amount(s) for the period ended 31 Mar 17	\$0.00		

5. Expand the statement dates if necessary
6. Print the Integrated Client Account statement