



Cotter Accountancy

Accounting, Tax and **Superannuation Specialist**

MYOB Checklist – to bookkeepers and clients

Firstly

Have you input the adjusting entries for the 2017 year end and agreed your file to our final accounts before you rolled forward?

Please review the “Company Data Auditor” on the Accounts screen.

ON THE “COMPANY FILE OVERVIEW” SCREEN:

Please check the following:

1. The current Financial Year is the 2018 year.
2. You have activated the Lock Period Date as being 1/7/2018.
3. Check the currency of the payroll tax tables – should now be for 1/7/2018.

ON THE “ACCOUNTS RECONCILIATION” SCREEN:

Have you ensured that every bank, credit card & loan account in your data file that has a balance as at 30 June 2018 has been reconciled up to that date?

ON THE “TRANSACTIONS REVIEW” SCREEN

Start & End Date: Input dates for the full year from 1 July 2017 to 30 June 2018

Press: ‘Run Review’

1. Are there any ‘?’?
2. If so click on ‘Display’
3. This should list the issues that you may need to fix – please attend to all exceptions prior to sending us the file or alternatively discuss these with us before sending the file) - Print the report to PDF so this can be attached to the email sending us your file for the year.
4. Make sure that the exceptions are not just BAS or IAS payments or payments in relation to paying the payroll liability accounts off. If so, then not an issue.

ON THE “TAX EXEPTIONS REVIEW” SCREEN

Start & End Date: Input dates for the full year from 1 July 2017 to 30 June 2018

Press: ‘Run Review’

1. Are there any ‘?’?
2. If so click on ‘Display’
3. This should list the GST issues that you need to possibly fix – check why the default GST code was not used – Print this report to PDF so this can be attached in an email if you are not sure. Is the default code wrong – or are you altering the code incorrectly etc?

If any issues above have needed to be addressed – please remember to lock off your file as at 1/7/2018 and back up again (selecting only “Company data and M-Powered Services Centre Only” – to keep the file size down) and email file to us or request us to open a folder for you in our cloud database so you can upload the file.

Signature

Date