



## MYOB – Checklist before bringing in your file

When bringing in your disk :

Are reconciliations done for Debtors, Creditors, Bank and Credit Cards Y / N

Can we please have a copy of your bank statements at 30 June Y / N

Was there any new purchases (Cars, Leases etc)? If so are copies of the contacts included Y / N

Have you included printouts of Balance Sheets and Profit and Loss for the quarter Y / N

Back up your files in MYOB – onto a disk – call it YOUR NAMEQ#YY.ZIP, that way we will know which file to look at. Y / N

Are you going to work on your file while we have it ? ( So we can give you a list of changes we have made) Y / N

Have you rolled over from last year? Y / N

What version of MYOB are you working on?

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Username

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Password

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Remember to Back up your files regularly – keep a hard copy so you can recreate your own accounts if anything happens to your file. It forms your audit trail for the ATO if you ever need it.

Always check you're using the current file- refer to recent bank reconciliations or data input. It's easy to use the wrong file and MYOB is unforgiving in transferring data. Do not roll over the year until you are sure your file matches your accounts. MYOB cannot reopen a rolled year. A few seconds to check your data integrity will save you a lot of unnecessary re-inputting and accounting costs.

If you are not comfortable to make these adjustment to your files please get us to do it (there will be extra costs involved) or engage a qualified MYOB Bookkeeper. To rely on your MYOB file as a reliable representation of your accounts for audit or GST review purposes this must be done.

