



(6) Computerised System Checklist

for the income tax year starting 1 April 2010 to 31 March 2011

Please complete and return this check list with all relevant information. Please mark the Y box if task is complete or the N/A box if question is not applicable

NOTE: Incomplete information will result in a delay in starting your accounts and may increase costs to you.

NAME

SOFTWARE

VERSION

USERNAME

PASSWORD

A PLEASE CHECK BELOW ITEMS BEFORE SENDING MYOB FILE TO US

	Y	N/A
1 Is your software's Bank balance reconciled to the year end balance from bank statement?	<input type="checkbox"/>	<input type="checkbox"/>
2 Does the list of Accounts Receivable shown in your software match actual amounts owed to you?	<input type="checkbox"/>	<input type="checkbox"/>
3 Does the list of Accounts Payable shown in your software match actual amounts you owe?	<input type="checkbox"/>	<input type="checkbox"/>
4 Does the software's inventory/stock amounts match your physical stock take?	<input type="checkbox"/>	<input type="checkbox"/>
5 Have you printed the Balance Sheet and Profit & Loss to check for any unusual items?	<input type="checkbox"/>	<input type="checkbox"/>
6 Does your balance sheet balance? (i.e. Net Assets = Total Equity)	<input type="checkbox"/>	<input type="checkbox"/>

B YEAR END PROCEDURE

	Y	N/A
7 FILE LOCKED SO THAT TRANSACTIONS CANNOT BE ENTERED BEFORE YEAR END DATE <i>(Almost all accounting systems have security settings to stop any information being entered before a specific date. This feature should be used after each GST return is filed and at the time records are sent to us)</i>	<input type="checkbox"/>	<input type="checkbox"/>
8 FILE BACKED UP AND SENT TO US Back up of file sent to us via email, CD or USB drive	<input type="checkbox"/>	<input type="checkbox"/>
9 LOG ON DETAILS PROVIDED TO US FOR ONLINE SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>

10 ROLLOVER JOURNAL

Please ensure that you **do not** "Start a New Year" until we have completed the accounts and provided you with adjusting journals.

C ASSISTANCE / TRAINING

Y N/A

11 CAN WE HELP YOU GET YOUR DATA READY FOR YEAR END?

12 WHAT AREAS WOULD YOU BE INTERESTED IN RECEIVING TRAINING ON?

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WOULD YOU LIKE US TO CONTACT YOU IN REGARDS TO THE ABOVE AREAS

D NOTES REGARDING FILE

IS THERE ANY OTHER INFORMATION YOU WOULD LIKE TO ADD REGARDING THE DATA

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(PLEASE REMEMBER TO COMPLETE THE TERMS OF ENGAGEMENT)

