



Client Checklist – MYOB – Information for Accountant

Make a duplicate copy of all the information and backup copy for yourself.

Then, forward this completed checklist together with disk and relevant material.

* WARNING: Note the report that cannot be reprinted, and must be done before any processing in the next financial period.

Our Details

Our MYOB User Contact Name _____ Our Email _____

Our Contact Phone _____ Our Fax _____

Our Company or Trade Name _____

Accounting Firm Contact _____

Circle Financial Period Ending JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Circle Financial Year 2000 2001 2002

Checked and Confirmed MYOB Reports

As applicable (using appropriate report filters)

General Ledger Reports

- Balance Sheet – as at this Financial Period ending date (identify and highlight any non-zero suspense or clearing accounts)
- Profit & Loss – as at this Financial Period ending date
- Trial Balance [Summary] – as from the beginning to this Financial Period ending date (include zero balances)
 - Confirmed opening balances of this report = the Balance Sheet amounts on the last income tax return

Cheque Book Reports

- Reconciliation Report – as at this Financial Period ending date for **each** reconciled bank account
 - Equals Balance Sheet bank account(s) ending balance – as at this Financial Reporting ending date

Sales Reports

- Receivables Reconciliation [Detail] – as at this Financial Period ending date
 - Equals Balance Sheet Accounts Receivable ending balance – as at this Financial Period ending date

Purchase Reports

- Payables Reconciliation [Detail] – as at this Financial Period ending date
 - Equals Balance Sheet Accounts Payable ending balance – as at this Financial Reporting ending date

Inventory Reports

- * Items List [Summary] – after processing your inventory adjustments, as at this Financial Period ending date
 - Only select items that are inventoried.
 - Important:** This report cannot be backdated or reprinted and must be done immediately **after** your year-end inventory adjustments and **before** recording the first sale or purchase in the next period.
 - Equals Balance Sheet Accounts Payable ending balance – as at this Financial Reporting ending date

Time Billing Reports

- Activity Slip [Customer Summary] – Slip Status: WIP Only – as at this Financial Period ending date

Payroll Reports

- Payroll Activity [Summary] – as from the beginning to this Financial Period ending date



Provide - Copies of Reconciled Items

If applicable to this Financial Period ending date

- Copy of Reconciliation - External Sales Software to MYOB
- Copy of Reconciliation - External Purchasing Software to MYOB
- Copy of Reconciliation - External Payroll Software to MYOB
- Copy of Reconciled Bank Statements
- Confirm Balance of Canada Customs & Revenue Agency Liability (Payroll) to MYOB Liability
- Confirm Balance of Canada Customs & Revenue Agency Liability (GST) to MYOB Liability
- Confirm Balance of Provincial Sales Tax Liability to MYOB Liability
- Confirm Balance of Workers' Compensation Liability to MYOB Liability
- Balance Customer Deposits to MYOB Liability
- Balance Vendor Deposits to MYOB Liability

Provide - Miscellaneous Information

As of this Financial Period ending date

- Detail of Prepaid Expenses
- Detail of Closing Work in Progress (other than Time Billing)
- Detail of any Overseas Stock in Transit - ordered before this Financial Period Ending Date (Pending MYOB Purchases)
- Capital Items Purchased
- Capital Items Sold
- Finance Contracts
- Lease Contracts
- Shares Purchased, Sold and Dividends Received
- Non-reconciled Bank Account Statements

After All Applicable Tasks Have Been Done - Backup to Datafile

- MYOB Software Version _____ *MYOB Menu Bar > Help > About MYOB*
- MYOB Current Financial Year _____ *MYOB Menu Bar > Setup > Company Information*
- MYOB Locked Period to _____ *MYOB Menu Bar > Setup > Preferences > Security*

Important!

- I have confirmed that the MYOB data file is locked to the above period ending. I also understand that if I have only locked the 13th period, this does not lock any preceding months and vice versa.
- I also understand that it is my responsibility to ensure the data file **remains locked** to this period ending, and **absolutely no transactions are altered or deleted without prior permission** from the outside accounting firm, and that all such changes must be approved in writing.

- MYOB Optimize completed (with NO errors) *Windows Start > Programs > MYOB > Optimizer*
- MYOB Verified (with NO errors) before Backup *MYOB Menu Bar > File > Verify Data File*

MYOB Backup Disk Type 1.44 Floppy Iomega Zip 100/250 CD-ROM

User ID _____ Password _____

Filename & Extension _____ Disk ID Label _____

File Dated _____ Signed _____

For further information regarding year-end procedures please contact your Certified MYOB Consultant and/or refer to the Period End Procedures manual provided by Dick Hope & Associates.