

## Checklist 2 - End of Year MYOB datafile preliminary Accounts Review

Client Name	
Date File Received	
Date Reviewed	
Period Ended	
MYOB version	
Password	
Name of data file	

<p><b>Company Data Auditor</b></p> <ul style="list-style-type: none"> <li>• Company File Overview <ul style="list-style-type: none"> <li>- Note last back up and verification date</li> <li>- Note Payroll tax tables revision date</li> </ul> </li> <li>• Account Reconciliation <ul style="list-style-type: none"> <li>Note all accounts never reconciled or old dates</li> <li>Click on reconcile accounts and note/check old unreconciled amounts</li> </ul> </li> </ul> <p>Account.....</p> <p>Account.....</p> <p>Account.....</p> <p>Account.....</p> <ul style="list-style-type: none"> <li>• Data Exception Review <ul style="list-style-type: none"> <li>- Reconcile invoices with linked receivables account</li> <li>- Reconcile purchases with linked payables account</li> <li>- Compare item values with inventory account</li> <li>- Scan for future dated transactions</li> <li>- Scan for prepaid transactions</li> <li>- Review audit trail changes</li> <li>- Check for tax amount exceptions (Sales)</li> <li>- Check for tax amount exceptions (Purchases)</li> <li>- Check for tax code exceptions (Invoice Transactions)</li> <li>- Check for tax code exceptions (Cash Transactions)</li> </ul> </li> </ul> <p>TIP: If you go to the reports area to print the reports as you be able to preview the reports before printing.</p>		
<p><b>Opening Balances</b></p> <p>Check opening balances between prior year accounts and client data – detail any problems</p> <p>Were last years adjustments entered on the 30 June or 1 July _____</p>		
<p><b>Debtors</b></p> <ul style="list-style-type: none"> <li>• Receivables Reconciliation Report</li> <li>• Review Returns and Credits</li> <li>• Review and note old/bad debts</li> </ul>		



End of year checklist

<p><b>Creditors</b></p> <ul style="list-style-type: none"> <li>• Payables Reconciliation Report</li> <li>• Review Returns and Debits</li> <li>• Review and note old accounts</li> </ul>		
<p><b>Print Outs</b> Print out the balance sheet, profit and loss and problem accounts</p>		
<p><b>Work Papers</b> File any relevant work papers you have created</p>		

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Following the above procedures an accounting requirements review should be undertaken to determine what further work is required prior to finalisation of accounts for tax return preparation purposes.

See the full review checklist for comprehensive MYOB datafile review procedure.

