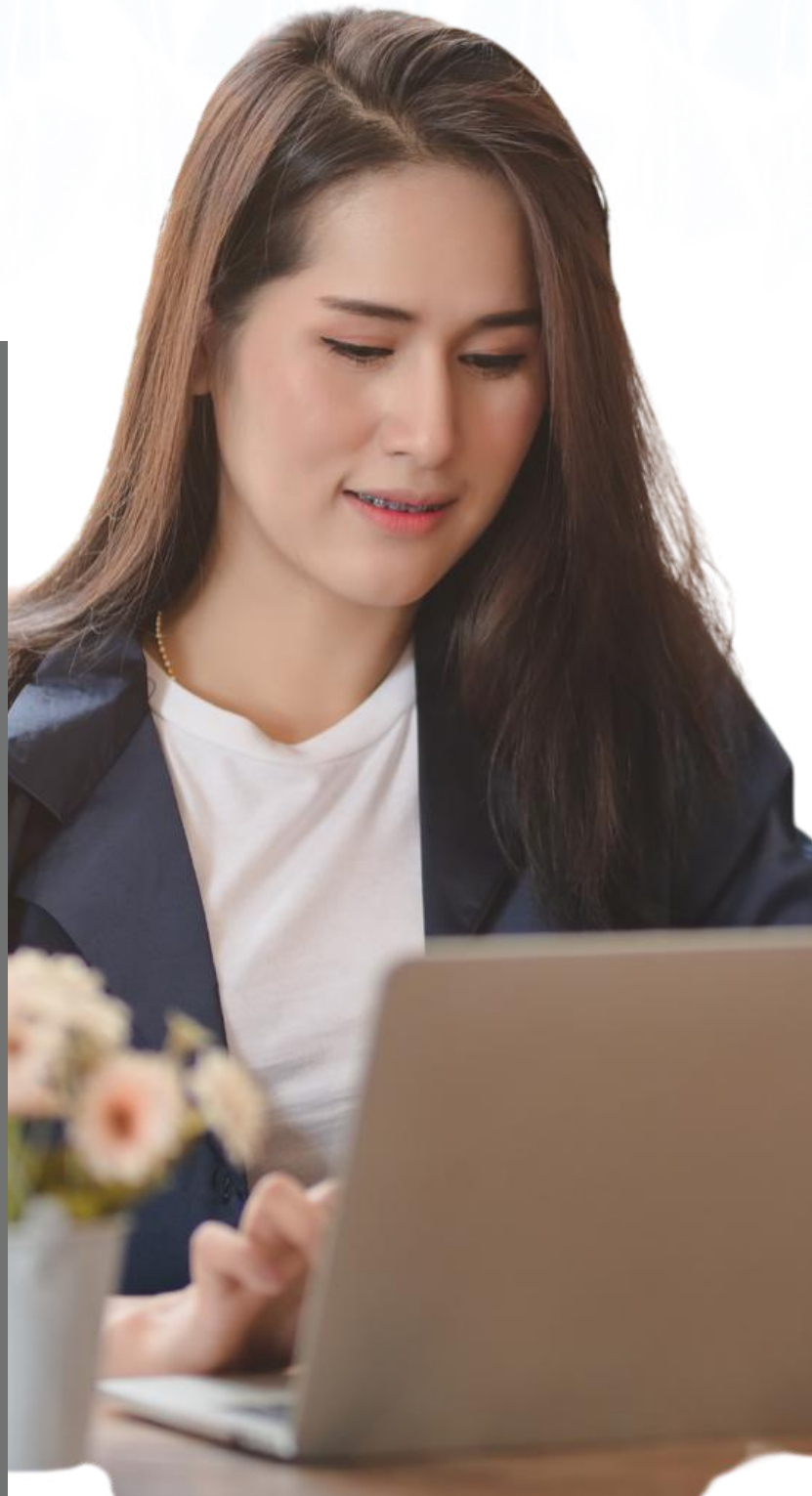




**ARMADA**  
ACCOUNTANTS & ADVISORS



**COMPUTERISED  
ACCOUNTS  
CHECKLIST**

# Checking your Data File

1 Provide Armada with access

We require full access to your accounting system including user/payroll.

2 Are all bank accounts reconciled?

3 Do the accounts receivable balance?

Have all bad debts been written off?

4 Do the accounts payable balance?

Please confirm any >90 day balance are accurate.

5 Does the inventory account balance?

Have you written off/down any obsolete stock.

6 Does the PAYGW tax account balance?

Does the balance in this account match the PAYG withholding owed to the Tax Office at 30 June.

If there are discrepancies which you cannot reconcile please contact our office for assistance.  
It is important that these checks are completed prior to preparation of your accounts.

## Sending us your computer datafile

We suggest that you back-up your data file. Please save your copy of the backup securely and make sure it is clearly named.

You may wish to e-mail your file to us. If the size of the file is over your email limit, you can upload the data file by using the following link

<https://spaces.hightail.com/uplink/ArmadaAccountantsAndAdvisors>

To create a Backup File in MYOB or QuickBooks software:

1. Select 'File' from the top left corner of your menu.
2. Scroll down until you reach 'Back Up'.
3. Select 'Back Up'.
4. Select the relevant drive from the drive section.
5. Change the file name to be an abbreviation of your business name and year, so that you can identify the file.

Once you have requested that we start work on your financials, DO NOT MAKE ANY CHANGES to your data file. If a change is required, please contact us to discuss.



# ARMADA

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