

Computerised Accounts Checklist

2026

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?

Please confirm any >90 day balance are accurate.

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.

7. Do you have a Superannuation Payable balance?

Have you processed the superannuation payments to the employees (especially as Payday Super is now in effect)

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.

You may have recently received correspondence from MYOB advising of their transition to a cloud-based platform. This enhancement enables you to access your data file securely via a web browser from any location at your convenience.

If the file has been upgraded to online no more back-ups will be needed. If the file still offline we recommend transitioning online ASAP.

To create a Backup File in 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.