



ATO & Social Media

The ATO uses social media to share the latest information on tax changes, initiatives, products and services.

You can find the ATO on the following social media channels providing:

Twitter — latest updates on new measures, changes to legislation, reminders of due dates, system outages, upcoming events and new products

www.twitter.com/ato_gov_au

Facebook — updates on a wide range of important information you need to know about your tax and superannuation

www.facebook.com/atogovau

YouTube — videos on various tax administration topics to keep you up to date with what's new and important for you to know about your tax and superannuation.

www.youtube.com/AusTaxOffice

KEY LODGEMENT

DATES:

If you use your BAS Agents Portal to lodge your Activity Statements then you can be eligible for an extension.

BAS lodgment-JUNE Quarter

28th July by form

11th August - Electronic lodgment

25th August – BAS Agent Portal

BAS ANNUAL lodgment

21st August final date

BAS JULY Monthly lodgment

21 August

PAYG Withholding

14 July -PAYG summaries to employees.

14 August -PAYG

Summaries Annual return to ATO. (EMPDUPE file to ATO)

Customers who owe you

Money.

Once your Service is performed, provide an Invoice ASAP. Your Credit Terms need to be clear and outlined on your Invoice Via

MYOB or Quickbooks you can easily customize an Invoice with all your business information. If you customize cleverly then you can even advertise more of your business services on your Invoice Template.

To track the payment status of an Invoice, MYOB or Quickbooks allows you to quickly monitor 'Aged Debtors' (Aged Receivables) via Reports.

Having a 'Credit & Debt Recovery Policy' is only part of the story, you must also strictly enforce it.

Ask for payment when payment is due.

We can help-Talk to us today

FOR ONSITE END OF
YEAR SUPPORT CONTACT
ME **NOW** TO ARRANGE
AN APPOINTMENT
0439 177 360

Where a due date falls on a day that is not a business day (that is, the due date is a Saturday, a Sunday or a public holiday), lodgment or payment may be made on the first business day after the due date without incurring a penalty or general interest charge (GIC).

A business day means a day other than a Saturday or a Sunday, or a day which is a public holiday.

(Source—ATO)

Disclaimer: All or any advice contained in this newsletter is of a general nature only, & may not apply to your individual business circumstances. For specific advice relating to your specific situation, please contact your accountant or contact me for further discussion

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BACKUP, BACKUP & BACKUP. WHY DO I NEED TO BACKUP MY FILE?

We cannot emphasize enough how important Backing-up your data file is. Your data file has all your income & expense details – how would you re-create that if something happened to your computer?

Backups are also important for the purpose of retaining historical records and the ability to access information from previous financial years.

It's also a good idea to review where & what you are backing up to – there are many choices, including: USB/CDs /DVDs and offsite storage. All these methods have their advantages & disadvantages. A USB is cheap, portable & reuseable. CDs are just as cheap and easy to store. DVD's can store a lot of information. Offsite storage gives you another level of protection

HOW DO I BACKUP MY MYOB FILES?

1) To Backup as distinct from copying the file you must have the data file open.

2) Go to the **File** menu on the top toolbar and select **Backup**

3) The **Company File Backup** window is displayed, choose from the following:

4) **Backup All Data** or **Backup Data file only** (The Backup all data option includes the data file & customized forms/reports, the BASlink & images linked to inventory or cards)

5) Select either '**Check for Errors**' or '**Do not check for Errors**'.
(Checking for errors will verify the company file prior to backing up)

6) Click Continue and the Backup window appears – this gives you the opportunity to choose where the file will be backed up to and naming of the backup. MYOB names it by default **MYOB0520.zip**. If you have more than one company file we suggest you change the 'MYOB' to something that reminds you which file it is e.g. if the company name is 'Fred's mowing' then I would name it fred0520.zip

7) Click **Save** and the file will be backed up



MYOB ATLAS

**Get a free website
for your business**

**A website today is
like a phone - every
business needs one.
The internet is now
the first place most
Aussies go when
looking for
information about
businesses like yours.
If you don't have a
presence on the web,
now is the perfect
time to 'Web Up'.**

**Google and MYOB
have come together to
create 'Getting Aussie
Business Online'.**

**Make sure your
business is found by
creating your free
website today with
MYOB Atlas**



If you receive a computer 'error message' you don't understand:

Type the error message into Google Search. You are bound to stumble upon at least one person who has had the same problem and hopefully someone who has found the solution.

Finding information on the ATO Website

Often when I am looking for a specific document on the ATO website I find it quicker to type into Google Search the 'document