

Vol 1 Issue 6A
31st January 2012

CLIENT BOOKKEEPING eBRIEF



An Australian Government Initiative

business.gov.au

The Australian Government's principal business resource

Back in the October eBrief we produced an article regarding 'Disaster Recovery Planning'. We have now found business.gov.au has produced a free iPad application *MyBizShield* check it out. The MyBizShield app is an interactive tool that helps you create an emergency management & recovery plan that's right for your business. MyBizShield encourages you to take proactive steps to protect your business including:

- ◆ identifying business risks in your area
- ◆ assessing your business's strengths and weaknesses
- ◆ planning for natural disasters
- ◆ developing contingency plans.

Business.gov.au <http://www.business.gov.au> offers you simple & convenient access to all the government information, forms and services you need. It's a whole-of-government service providing essential information on planning, starting and growing your business.

When will my super be paid? Payslip requirements from 1 July 2012

From 1 July 2012, employers will be required to report on payslips an 'expected payment on or before' date in addition to the current entitlement during the pay period. In many cases this will be the superannuation guarantee due date, or a due date under a workplace agreement or award. In some cases, however, where they remit contributions sooner, employers may choose to disclose an earlier date.

This will provide up-to-date information to employees on when they can expect superannuation contributions and will allow them to follow up with their superannuation fund to confirm that payments have been made by the due date. From 1 July 2013, subject to there being no significant payroll system costs, payslip reporting of actual contributions paid rather than just accrued contributions will commence, including the provision of information about which fund the contributions are being paid into.

ATO

KEY LODGEMENT

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

**BAS lodgement-
December Quarter
(including PAYG I)**
28th February by form

**BAS lodgement-
December Quarter
For Monthly Lodgers**
21st January, 2012

**BAS January 2012
Monthly lodgement**
21 February 2012

**BAS Annual GST
return lodgement**
28 February 2012

SGC PAYMENTS :
28th January, 2012
(If required contributions are not made by the due date for quarter 2 the SGC is not tax deductible)

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)

FOR ONSITE SUPPORT CONTACT ME NOW TO ARRANGE AN APPOINTMENT

0439 177 360

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

AL Bookkeeping and Business Services
Tel: 02 9476 3669 Mob: 0439 177 360
Email: andrea@albookkeeping.com

MYOB AccountRight Frequently Asked Questions

(taken from www.myobaustalia.custhelp.com)



Making business life easier

Q. What is the Bank Register and how do I use it?

You can access all the main banking functions and information from within the **Bank Register**, which is found in the **Banking Command Centre**. (Availability of each area depends on Version of Software used)

From within the **Bank Register** window, you can:

- List your banking transactions for a selected bank account and date range
- Open transaction which are listed in the **Bank Register** window
- Record **Receive Payment** and **Receive Money** transactions
- Record **Pay Bills** and **Spend Money**
- Enter **Invoices** or **Bills**
- Import bank statements
- Use or save recurring transaction templates for **Spend Money** or **Receive Money** transactions
- View **Customer** and **Supplier** card balances.



Using the Bank Register: To access the Bank Register, go to the Banking command centre and click Bank Register.

To list your bank transactions in the Bank Register

1. Click the Account drop down arrow and select the applicable account
2. Enter a date range in the Dated From and To fields
3. Press the <tab> key on your keyboard

The transactions for the selected **Account** that fall within the specified date range will then be displayed. They will be listed in date order, from the most recent to the oldest. Once your transactions are listed, identify the transaction you want opened then click its zoom arrow.

To enter transactions in the Bank Register

1. Select Account
2. Click the Type drop down arrow & select the applicable transaction :-Spend Money/Receive Money/Pay Bill/Receive Payment

3. Check the ID#/Cheque No and then enter the Date.
4. Click the Card drop down arrow and select the Customer/Supplier Card
5. Enter the Amount
6. Check the transaction details then click Record.

To Save Recurring transactions in the Bank Register (Only usable on Spend Money or Receive Money Transactions)

1. Create the transaction as above
2. Click Save Recurring prior to clicking Record then to Use Recurring Transaction
3. Click Use Recurring, alter as required, click Record

With Government & ATO Requirements Changing – & Business/Technology advancements, software will inevitably change. So UPGRADES occur:

With certain cloud-based software it happens automatically - you open the software & the changes are there. With software on your desktop you will receive advise regarding upgrades, before installing please check with us – as this will ensure a smooth transition to the new version for you

