

HOW TO LINK YOUR MYOB ACCOUNTING DATA WHEN APPLYING FOR A *NAB QuickBiz Loan*


more
than
money




Follow this help guide to link your MYOB accounting data




How do I log into my MYOB Essentials package to apply for the NAB QuickBiz loan?

1. Select the MYOB icon in the financial data section of the application.

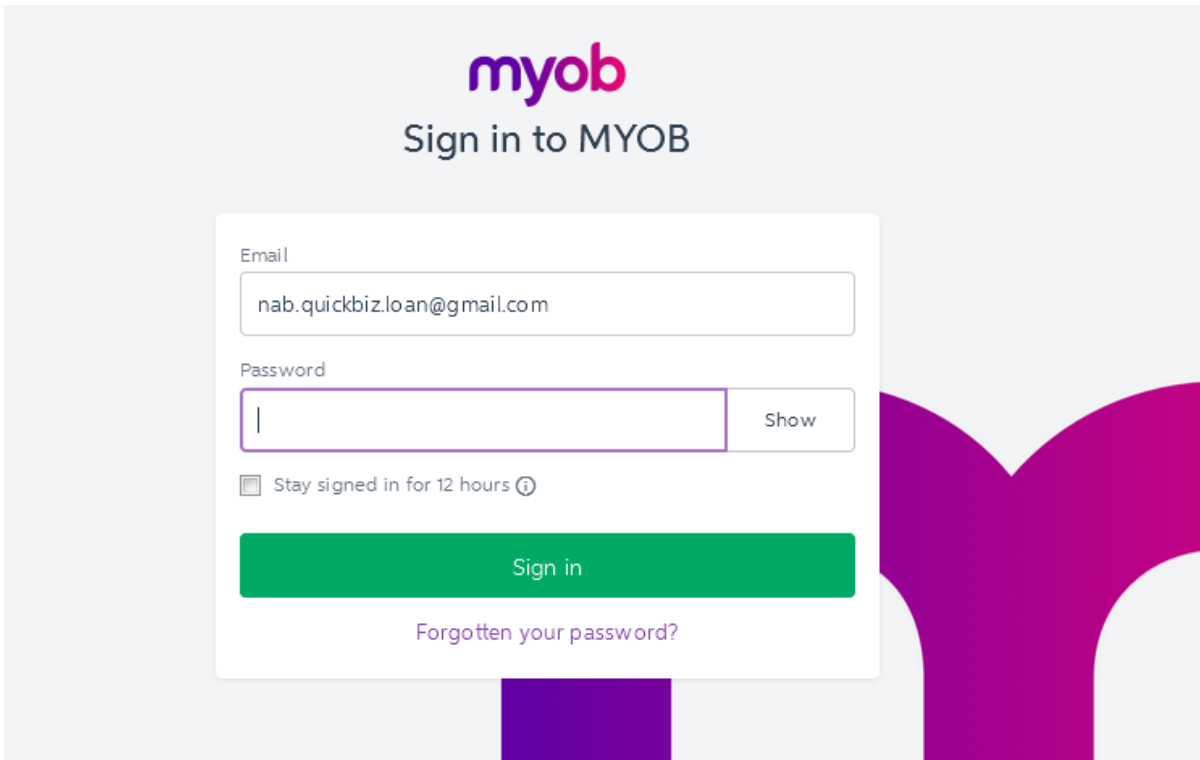
Connect your online accounting package or upload your accounting data 

A pop-up window will appear to connect to your accounting package.
Please ensure your pop-up blocker is disabled before connecting.

 Connect your accounting software to automatically link your data.

		
Connect	Connect	Upload Reports
Connect directly to your Xero account to automatically link your financial data	Connect directly to your MYOB Essentials account to automatically link your financial data	Upload your financial data in CSV or TXT format from XERO, MYOB and/or your bank.

2. When the MYOB window appears, enter your email address and your MYOB password then select login and you're done.

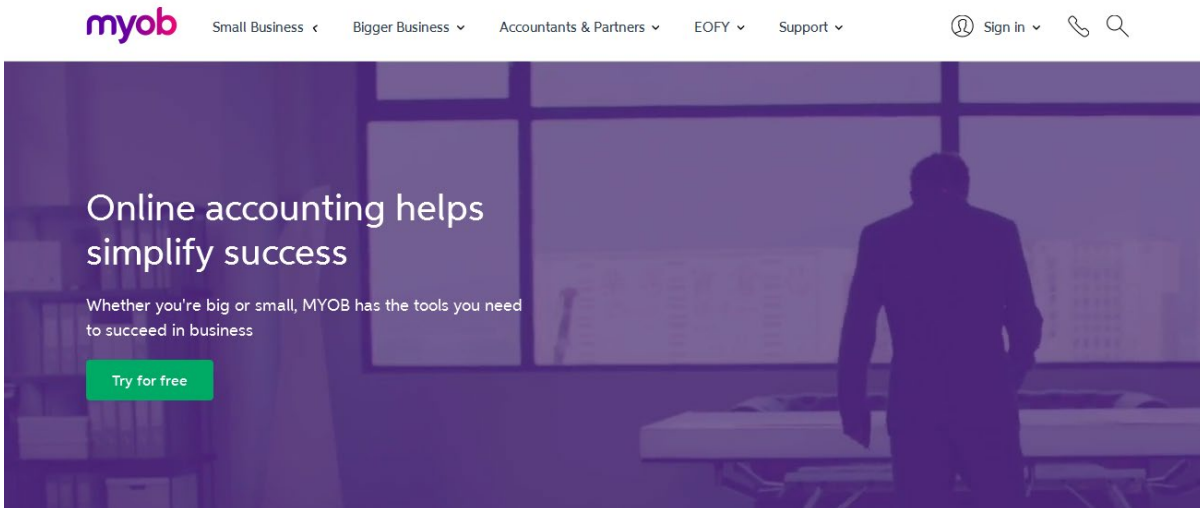


The screenshot shows the MYOB login interface. At the top, the MYOB logo is displayed in purple, followed by the text "Sign in to MYOB". Below this is a white login form with the following elements:

- An "Email" field containing the text "nab.quickbiz.loan@gmail.com".
- A "Password" field with a "Show" button to its right.
- A checkbox labeled "Stay signed in for 12 hours" with an information icon.
- A large green "Sign in" button.
- A link for "Forgotten your password?" below the sign in button.

How do I generate my financial reports from MYOB Essentials?

1. Log in to your MYOB Essentials account.



The screenshot shows the MYOB website homepage. The navigation bar at the top includes the MYOB logo and several menu items: "Small Business", "Bigger Business", "Accountants & Partners", "EOFY", and "Support". On the right side of the navigation bar, there are icons for "Sign in", a phone, and a search icon. The main content area features a large purple-tinted image of a person standing in a modern office. Overlaid on this image is the text "Online accounting helps simplify success" and a sub-headline "Whether you're big or small, MYOB has the tools you need to succeed in business". A green "Try for free" button is positioned in the lower-left corner of the main content area.

2. A dashboard page will then appear.

The screenshot shows the MYOB dashboard with the following elements:

- Navigation:** Dashboard (selected), Sales, Purchases, Banking, Contacts, Payroll, Reports, In tray, My businesses, nab.quickbiz.loan@gmail...
- Profile Completion:** "Your profile is 0% complete" with a progress bar and a list of tasks: Update your personal information, Update your business information, Update GST settings, Enter opening balances for all your accounts, and Update your invoice and quote settings.
- Financial Summary:**
 - Money in:** Invoices: \$0 (0 invoices), Invoices overdue: \$0 (0 invoices overdue).
 - Money out:** Expenses: \$0 (Owing to suppliers), PAYG & Super: \$0.
 - Banking:** Bank accounts: \$654,306 (In the bank), Credit cards: \$0.
- Buttons:** "Set up bank feeds" (green).

Make sure the account profile is set to the business that's applying for the loan by selecting the right business name on **My Businesses** at the top right hand side of the dashboard.

Your business trading accounts

1. Select **Reports** on the top of the page and then select **All reports**.

This screenshot is identical to the previous one, but with the **Reports** menu open, showing the following options:

- All reports (highlighted)
- Budgets
- Profit & Loss
- Balance Sheet

2. Select **General Ledger Details** under the Business Reports section.

Reports

Business reports	
Budget management	Create and edit budgets.
Balance sheet	Displays the balance of your MYOB Essentials asset, liability and equity accounts up to a certain date in a financial year.
Trial balance	Displays the activity of each account in the form of debits and credits for a specified month of a financial year, and also for the period from the beginning of the financial year up to that month.
Profit & loss	Displays a summary of your business performance as a report, bar chart and line graph. You can also compare the results to budgets and the previous year.
GST report for activity statement	Displays GST Business Activity Statement information from the transactions you have created.
GST detailed report	Displays detailed information that you can use to prepare your BAS.
Journals	Displays a list of all your transactions as journal entries.
Accounts	Lists all or selected MYOB Essentials accounts, along with their balances as at a specific date.
Contacts	Lists all or selected contacts, along with their phone and email details.
General ledger details	Lists all the transactions that have been applied to an account for a specified period.

3. Set the date “**From**” date 365 days prior to today’s date and “**To**” date to today's date. For example if today’s date is 13 March 2017, the ‘From’ date should be 14 March 2016 and the ‘To’ date should be 13 March 2017.

General ledger details report

From: To: Update

Report options

Select accounts

Date	Debit	Credit	Balance	GST Amt
01/07/2016		1,258.29	1,258.29	125.83
04/07/2016		2,120.11	3,378.40	212.01
06/07/2016		50.11	3,428.51	5.01
09/07/2016		228.29	3,656.80	22.83

Mny

- Select the **Select Accounts** dropdown box, untick the Select/Unselect all. Make sure all business trading accounts are included by ticking them and selecting the accounts used to make ATO payments.

General ledger details report

From: 14/03/2016 To: 13/03/2017 Report options

Hide accounts

4-1200 Fee income						
Date	Ref No	Type	Description	Debit	Credit	Balance
01/07/2016	DP000396	Receive Mny	DEPOSIT		1,258.29	1,258.29
04/07/2016	DP000397	Receive Mny	DEPOSIT		2,120.11	3,378.40
06/07/2016	DP000398	Receive Mny	DEPOSIT		50.11	3,428.51

Select/Unselect all
Reduce the report size by selecting only the accounts needed

- Income
- 4-1200 Fee income
- 4-1600 Licensing income
- 4-2400 Sales 1
- 4-2600 Sales 2
- Other Income
- 8-1000 Discount received
- 8-1200 Interest income
- 8-1400 Other income
- Cost of Sales

- Banking
- 1-1000 Cheque account
- 1-1200 Petty cash
- 1-1400 Savings account
- Current Assets
- 1-1600 ABN withholding credits
- 1-1800 Accounts receivable
- Fixed Assets
- 1-2000 Furniture & fittings
- 1-2200 Motor vehicles
- 1-2400 Office equipment & computers

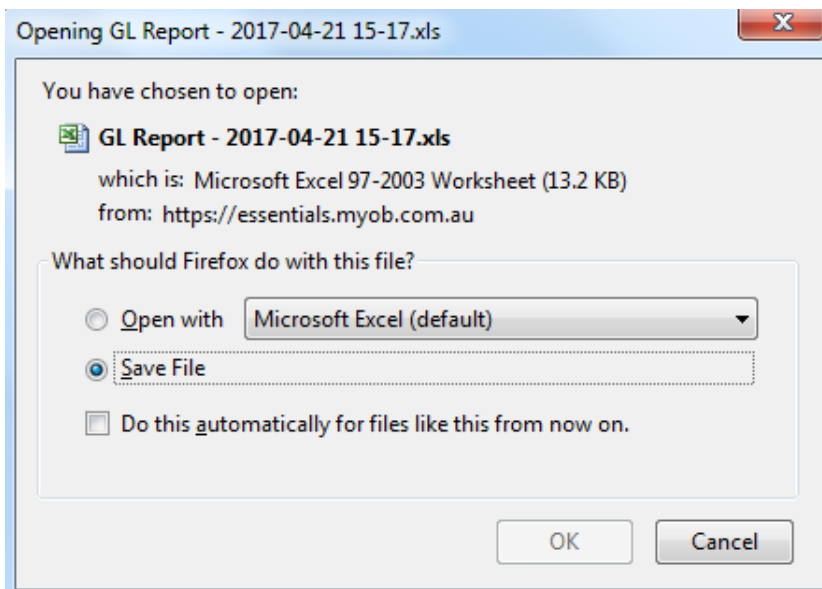
- To hide the dropdown box, scroll up and select **Hide Accounts**.

- Select **Update**.

- Select **XLS box** on the right side of the page and a window browser will appear. Select **Save File** to your preferred location and convert the excel file to a CSV file (to learn more about CSV files refer to the 'What is a CSV File' section below).

Report options

Select accounts



Your Balance Sheet

1. Select **Reports** on the top of the page and select **All Reports**.

The screenshot shows the MYOB dashboard with the 'Reports' menu open. The 'All reports' option is highlighted. Below the menu, there are three main sections: 'Money in', 'Money out', and 'Banking'. 'Money in' shows 0 invoices and 0 invoices overdue. 'Money out' shows 0 owing to suppliers and a 'PAYG & Super' section. 'Banking' shows \$654,306 in the bank and a 'Credit cards' section. A 'Set up bank feeds' button is visible in the top right of the banking section.

2. Select **Balance Sheet** under the Business Reports section.

Reports

Business reports	
Budget management	Create and edit budgets.
Balance sheet	Displays the balance of your MYOB Essentials asset, liability and equity accounts up to a certain date in a financial year.
Trial balance	Displays the activity of each account in the form of debits and credits for a specified month of a financial year, and also for the period from the beginning of the financial year up to that month.
Profit & loss	Displays a summary of your business performance as a report, bar chart and line graph. You can also compare the results to budgets and the previous year.
GST report for activity statement	Displays GST Business Activity Statement information from the transactions you have created.
GST detailed report	Displays detailed information that you can use to prepare your BAS.

3. Ensure that the As at date is today's date. Select **Refresh**.

Balance sheet

The screenshot shows the 'Balance sheet' report in MYOB. At the top, there is an 'As at' date field set to '13/03/2017' and a 'Refresh' button. A calendar overlay is visible, showing the date '13' selected for March 2017. The report table shows the following data:

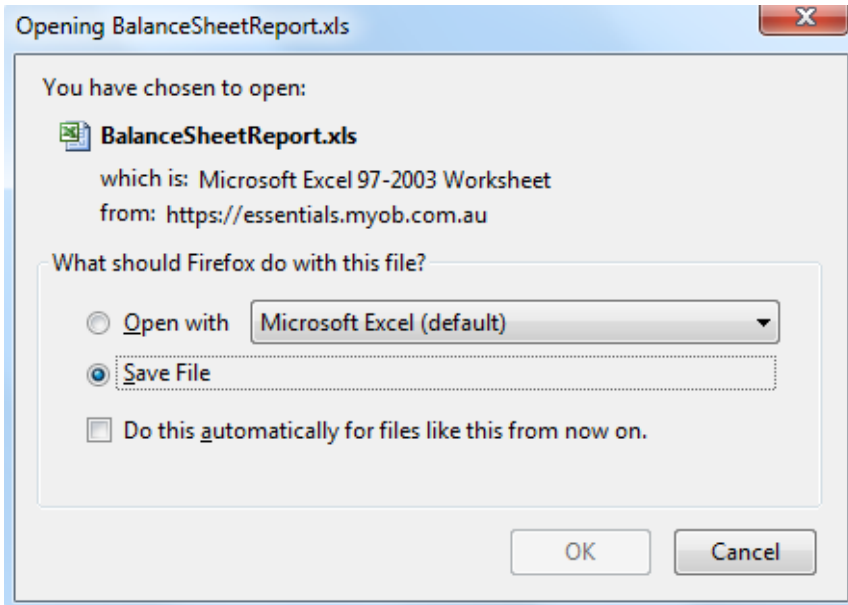
Asset		
Current	Cheque	654,306
		654,306
Total A		654,306
Liability		
Current	GST co	65,077
	GST paid	-5,081
		59,996

4. Select **XLS** and a window browser will appear. **Select Save File** to your preferred location and convert the excel file to a CSV file (to learn more about CSV files refer to the 'What is a CSV File' section below).

▶ Report options

XLS

PDF



Your Profit and Loss

1. Select **Reports** on the top of the page and select **All Reports**.

The image shows the MYOB dashboard. At the top, there is a navigation bar with "myob" logo and various menu items: Dashboard, Sales, Purchases, Banking, Contacts, Payroll, Reports, In tray, My businesses, and a user profile. The "Reports" menu is open, showing a list of options: All reports, Budgets, Profit & Loss, Balance Sheet, and an option to update your invoice and quote settings. Below the navigation bar, there is a section for "Your profile is 0% complete" with a progress bar and a list of tasks to complete. The main dashboard area is divided into three columns: "Money in", "Money out", and "Banking". The "Money in" column shows "Invoices" with a total of \$0 and "0 invoices". The "Money out" column shows "Expenses" with a total of \$0 and "Owing to suppliers". The "Banking" column shows "Bank accounts" with a total of \$654,306 and "In the bank". There is also a "Set up bank feeds" button in the Banking section.

2. Select **Profit & Loss** under the Business Reports section.

Reports

Business reports	
Budget management	Create and edit budgets.
Balance sheet	Displays the balance of your MYOB Essentials asset, liability and equity accounts up to a certain date in a financial year.
Trial balance	Displays the activity of each account in the form of debits and credits for a specified month of a financial year, and also for the period from the beginning of the financial year up to that month.
Profit & loss	Displays a summary of your business performance as a report, bar chart and line graph. You can also compare the results to budgets and the previous year.
GST report for activity statement	Displays GST Business Activity Statement information from the transactions you have created.
GST detailed report	Displays detailed information that you can use to prepare your BAS.

3. Set the date “**From**” date to 365 days prior to today’s date and the “**To**” date to today's date. For example if today is 13 March 2017, the ‘From’ date should be 14 March 2016 and the ‘To’ date should be 13 March 2017.

Profit & loss

From	To	Breakdown	Compare to
14/03/2016	13/03/2017	Total	<input type="checkbox"/> Last Year <input type="checkbox"/> Budget

	Total
191,697.15	
4,949.75	
Total Income	196,646.90

4. MYOB will produce the report using the 30 June financial year cut-off, which means you may need to generate two reports to have a full 365 day report.

5. Set the Breakdown at ‘Total’ and make sure the Compare To fields are unticked.

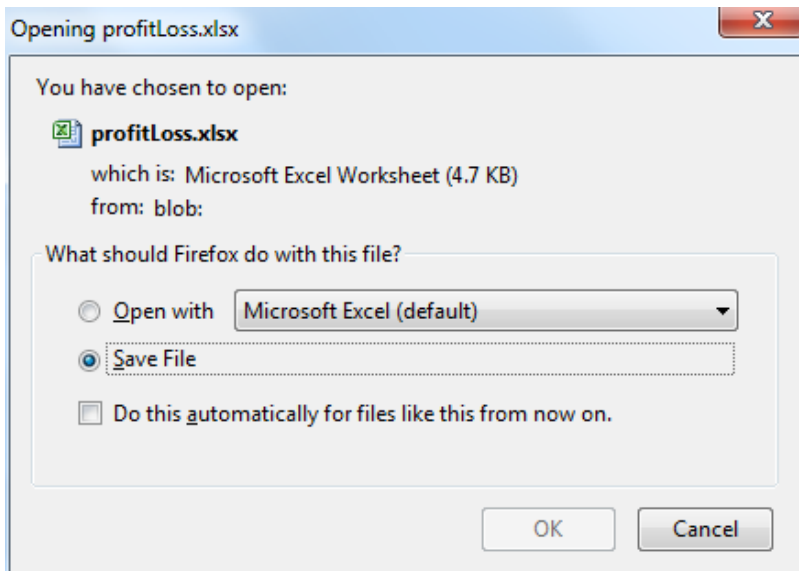
Breakdown	Compare to
Total	<input type="checkbox"/> Last Year <input type="checkbox"/> Budget

6. Select **Export** and then **Excel**.

Export ▾

- Excel
- PDF

7. A window browser will then appear. Select **Save File** to your preferred location and convert the excel file to a CSV file (to learn more about CSV files refer to the 'What is a CSV File' below).



What is a CSV File?

A CSV file looks similar to an Excel file, however it doesn't include any formatting functions which reduces the file size and makes it easier to upload. This also allows us to quickly assess the information provided.

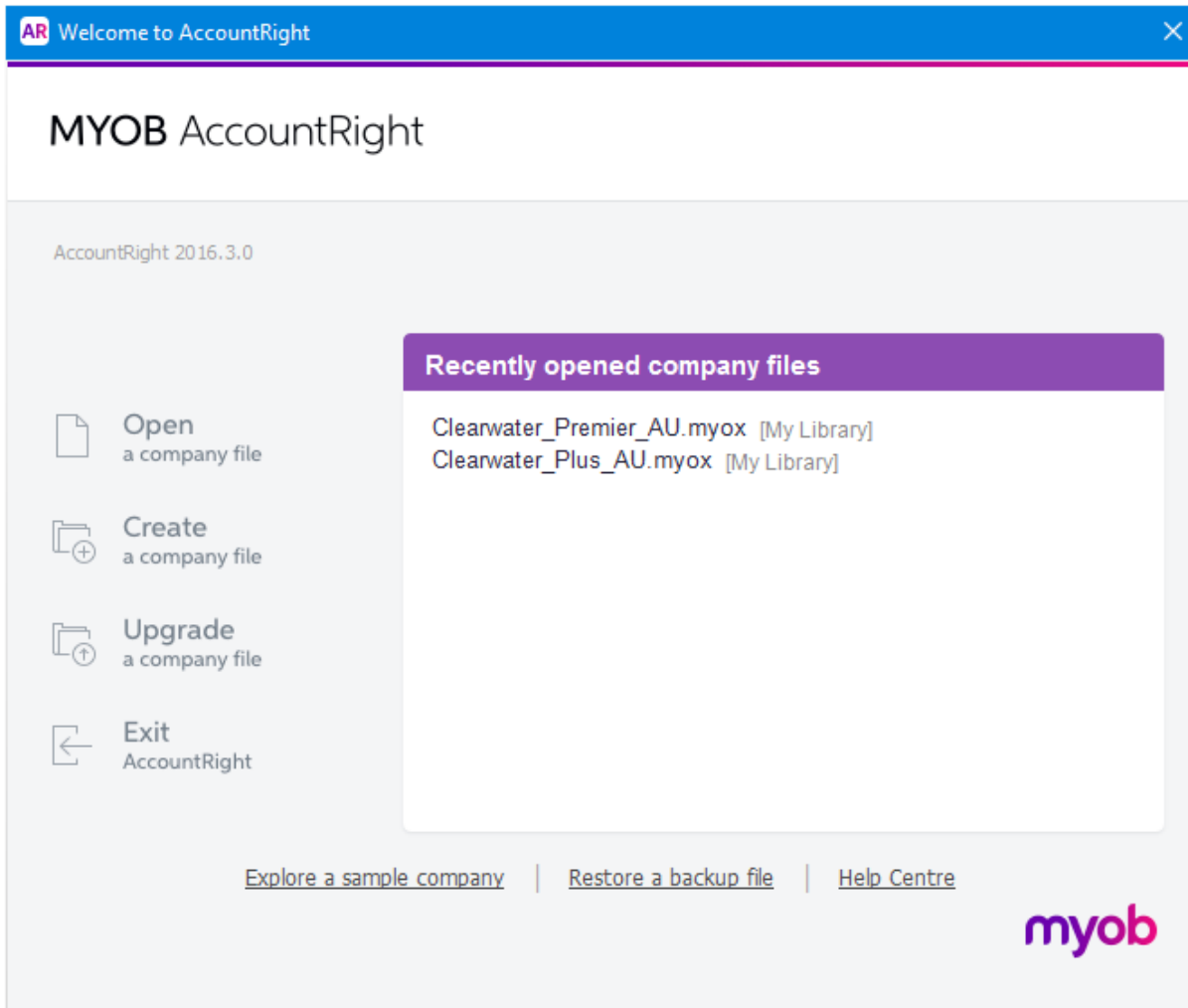
How to convert Excel to a CSV file?

1. Open the exported Excel file.
2. Select File in the top left hand side of the screen.
3. Select Save As.
4. A window will then open, locate the 'Save as Type' dropdown box at the bottom of the window and choose CSV (Comma Delimited) (*.csv).
5. Select Save.

MYOB ACCOUNTRIGHT

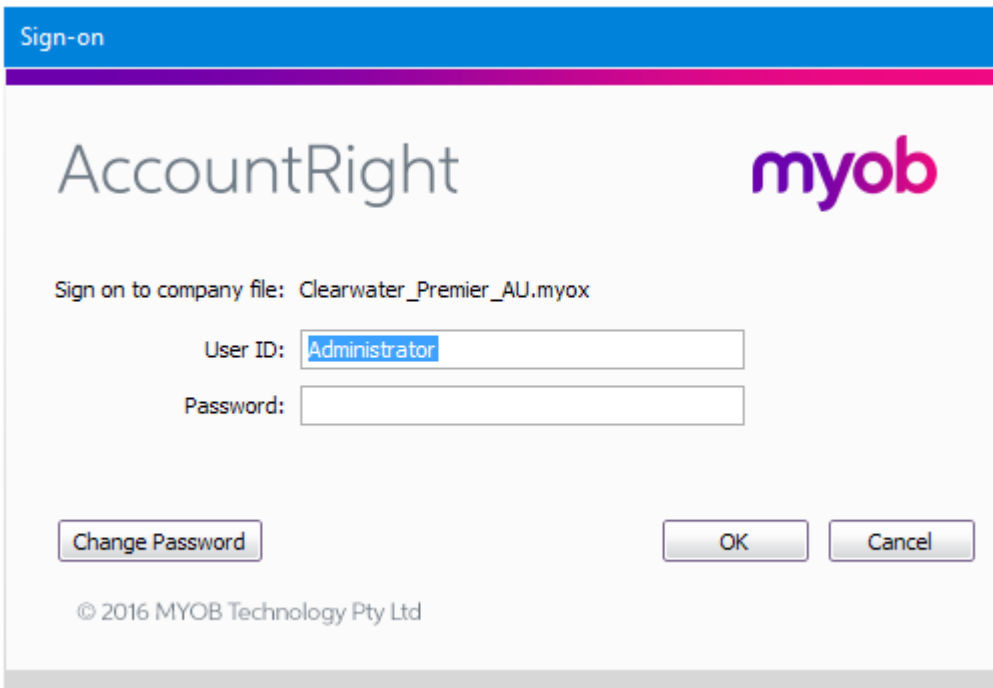
How do I generate my financial reports from the latest edition of MYOB AccountRight?

1. Open your MYOB AccountRight accounting package
2. The Welcome to AccountRight box will appear



3. Select the **Business Name** that's applying for the loan

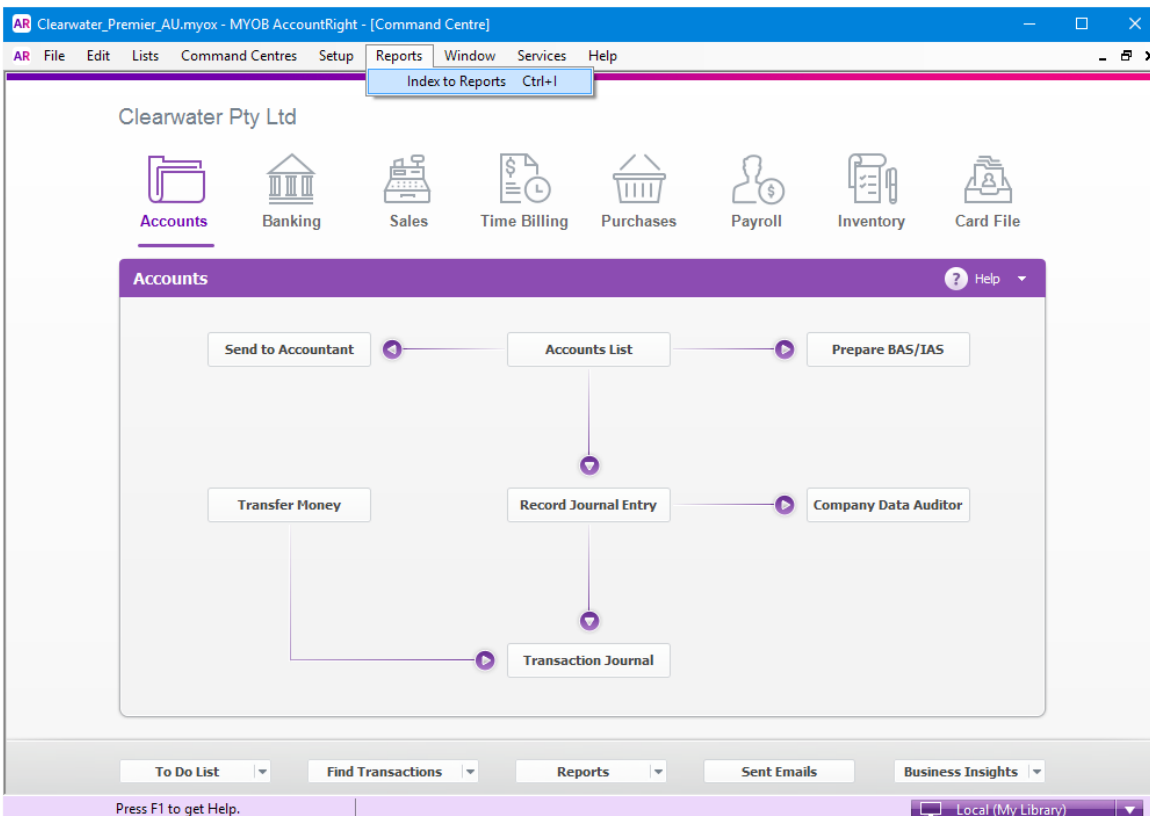
4. Enter in your **User ID** and **Password** and select **OK**



5. The Command Centre page will appear

Your business trading accounts

1. Select the **Reports** menu (at the top of the AccountRight window) and select **Index to Reports**



2. Select **Banking** on the left hand side and select **Bank Register**

3. Under Filter Report, set the “**Dated from**” to be 365 prior to today’s date. For example if today is 13 March 2017, the “**Dated from**” date is 14 March 2016 and “**To**” date is 13 March 2017

4. Select **Display Report**

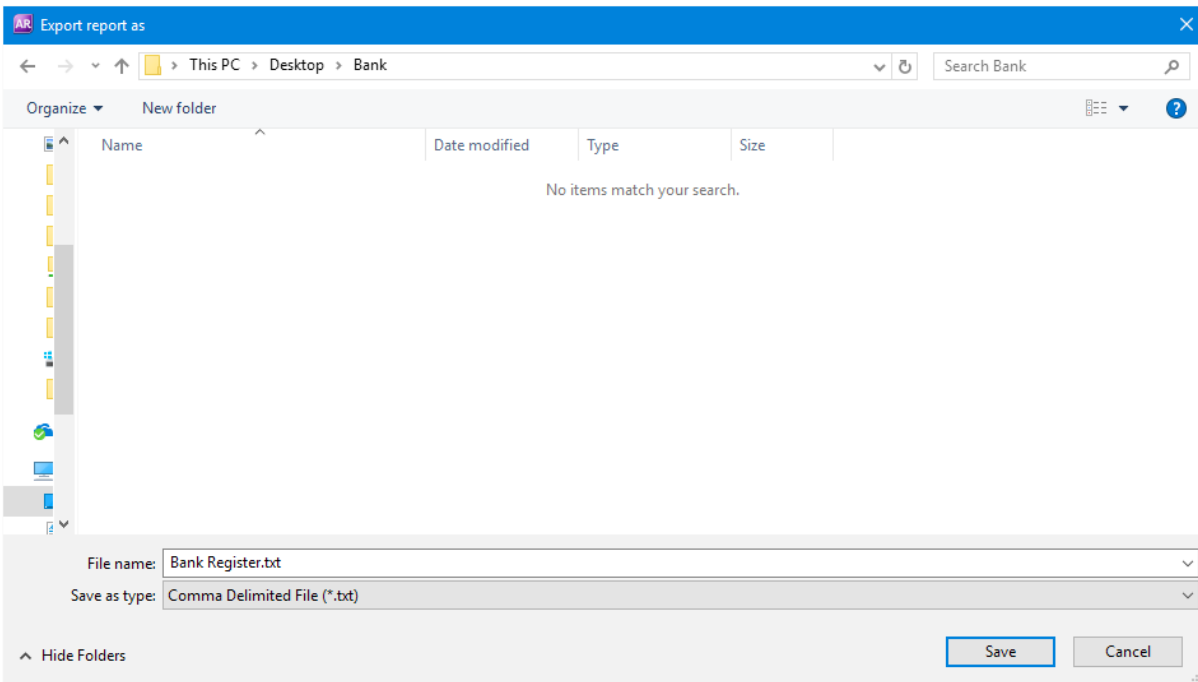
The screenshot shows a software interface for generating reports. The window title is "Clearwater Pty Ltd - Index to Reports". The main heading is "Reports". On the left, there is a sidebar with categories: Accounts, Banking, GST / Sales Tax, Sales, Time Billing, Purchases, Payroll, Inventory, Card, and My Custom Reports. The "Banking" category is selected, and a "Select Report" list is shown with options like "Bank Register", "Bank Deposit Slip", "Undeposited Funds", etc. The "Bank Register" report is selected. The main content area shows the "Bank Register" report description: "Displays every cheque, withdrawal, and deposit for the selected cheque account within a date range. A running balance is provided." Below this is a "Filter Report" section with "Dated From" set to 09/05/2016 and "To" set to 08/05/2017. There are buttons for "Advanced Filters", "Display Report", "Export to Excel", and "Close".

5. Select the blue dropdown box on the top left hand side. Go to **Export** and select **CSV**

The screenshot shows a software window titled "Clearwater Pty Ltd - Bank Register report". The "Export" menu is open, listing several options: PDF (Portable Document format), Excel (Microsoft Excel format), XPS (Open XML Paper Specification format), CSV (Comma Separated Values format), and TSV. The CSV option is highlighted in yellow. In the background, the report header for "Clearwater Pty Ltd" is visible, including the address "25 Spring Street, Blackburn, VIC, 3130", ABN "80 000 000 001", and email "info@clearwater.com.au".

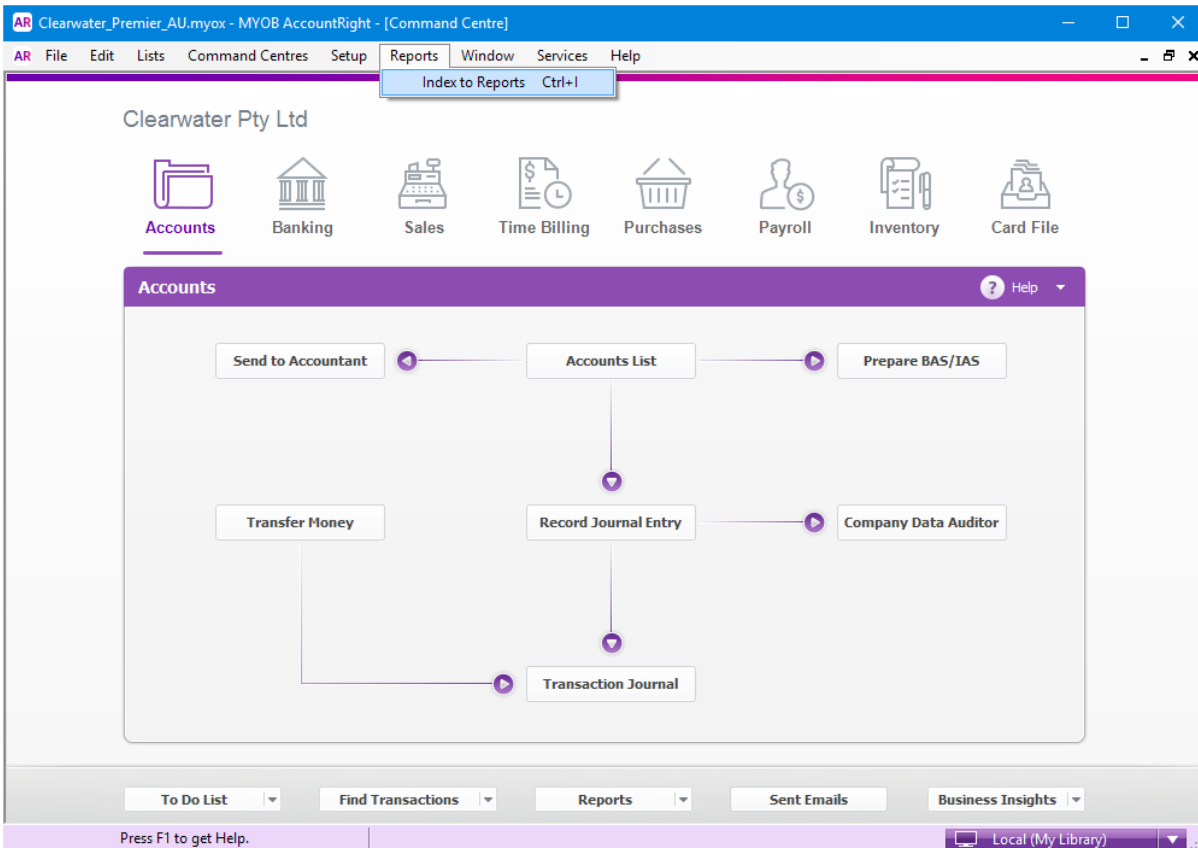
ID No.	Src	Date	Memo/Payee	Deposit	Withdrawal	Balance
1-1110 General Cheque Account 1						
136	CD	11/05/2016	Metropolitan Electricity		\$275.00	\$97,510.34
136	CD	11/05/2016	Metropolitan Electricity	\$250.00		\$97,760.34
111	CD	17/05/2016	Donations - Red Cross		\$25.50	\$97,734.84
152	CD	17/05/2016	RACV Ltd		\$89.75	\$97,645.09
122	CD	19/05/2016	Telstra		\$175.00	\$97,470.09
123	CD	19/05/2016	James Smith		\$65.50	\$97,404.59
134	CD	22/05/2016	WLJ Real Estate		\$465.00	\$96,939.59
141	CD	30/05/2016	Ultra Tune		\$190.00	\$96,749.59
108	CD	02/11/2016	Chelsea Mosset		\$100.00	\$96,649.59
109	CD	07/03/2017	Cash Sales	\$2,000.00		\$94,649.59
110	CD	07/03/2017			\$22.00	\$94,627.59
111	CD	07/03/2017	A-Z Stationery Supplies		\$33.00	\$94,594.59
				\$250.00	\$3,440.75	
1-1190 Electronic Clearing Account						
24	CD	10/05/2016	Cash Purchases		\$100.00	(\$29,069.79)
25	CD	01/06/2016	Clear & Bright Filters		\$10.00	(\$29,079.79)
EP	CD	05/06/2016	Jones, Mary		\$661.54	(\$29,741.33)
EP	CD	05/06/2016	Long, Alan		\$841.85	(\$30,583.18)
EP	CD	05/06/2016	Parker, Peter		\$329.23	(\$30,912.41)
EP	CD	05/06/2016	Smith, Sue		\$1,042.46	(\$31,954.87)
				\$0.00	\$2,985.08	

6. A window browser will then appear, select **Save**

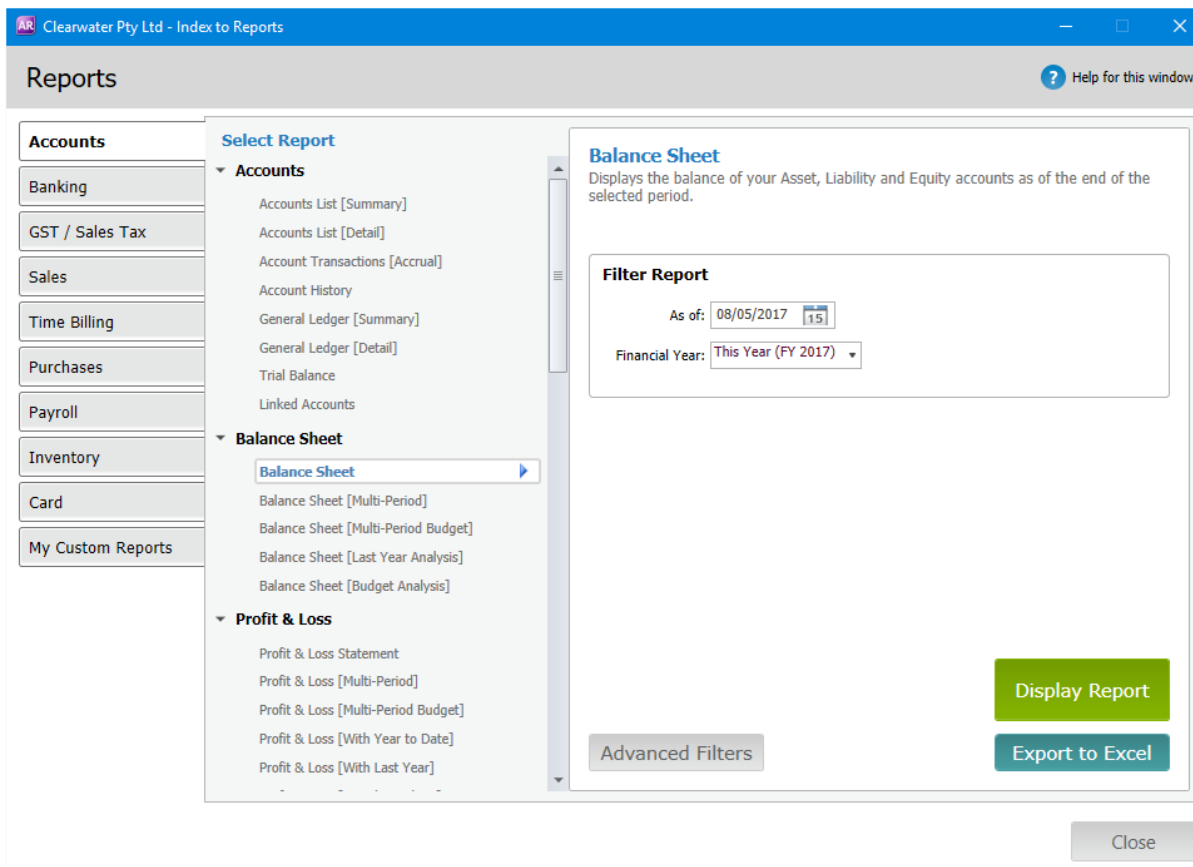


Your Balance Sheet

1. Select **Reports** menu (at the top of the AccountRight window) and select **Index to Reports**



2. Select **Accounts** on the left hand side and select **Balance Sheet** under Balance Sheet



3. Ensure the **“As of”** date is today’s date and the **“Financial year”** is the current financial year

4. Select **Display Report** and the file will appear

5. Make sure the "Report Level" is set at Level 4

Clearwater Pty Ltd - Balance Sheet report

Filters Print Preview Insert/Modify

Run Report As of: 08/05/2017 15 Report Level: Level 4 Include Zero Balances
 Financial Year: This Year (FY 2017) Sort Display Transactions: All Round to Whole Dollar
 Dates Refinements Additional Filters Reset Filters

Created: 08/05/2017 12:52 PM Clearwater Pty Ltd
 25 Spring Street
 Blackburn
 VIC, 3130
 ABN: 80 000 000 001
 Email: info@clearwater.com.au

Balance Sheet

As of 08/05/2017

Assets	
Current Assets	
General Cheque Account 1	\$97,037.59
General Cheque Account 2	\$150,000.00
Clearwater Provision Account	\$64,217.19
Clearwater Investment Account	\$20,000.00
Electronic Clearing Account	(\$31,954.87)
Payroll Cheque Account	(\$14,953.48)
Inventory	\$21,996.92
Trade Debtors	\$8,396.19
Total Current Assets	\$314,739.54
Withholding Credits	
Voluntary Withholding Credits	\$560.00
Total Withholding Credits	\$560.00
Furniture & Fittings	
F & F - At Cost	\$1,250.00
Total Furniture & Fittings	\$1,250.00
Total Assets	\$316,549.54
Liabilities	
Current Liabilities	
Payroll Liabilities	
PAYG Withholdings Payable	\$18,067.00
Superannuation Payable	\$9,755.54
Total Payroll Liabilities	\$27,842.54
Trade Creditors	\$31,308.75
Total Current Liabilities	\$59,151.29
GST Liabilities	
GST Collected	\$13,234.39
GST Paid	(\$7,687.74)
Sales Tax Payable	\$257.51
Voluntary Withholdings Payable	\$391.00
ABN Withholding Payable	\$1,291.00
Luxury Car Tax Payable	\$2,752.96
Total GST Liabilities	\$10,239.12
Total Liabilities	\$69,390.41
Net Assets	\$247,159.13
Equity	
Retained Earnings	(\$2,846.28)
Current Earnings	\$5.41
Historical Balancing Account	\$250,000.00
Total Equity	\$247,159.13

100 %

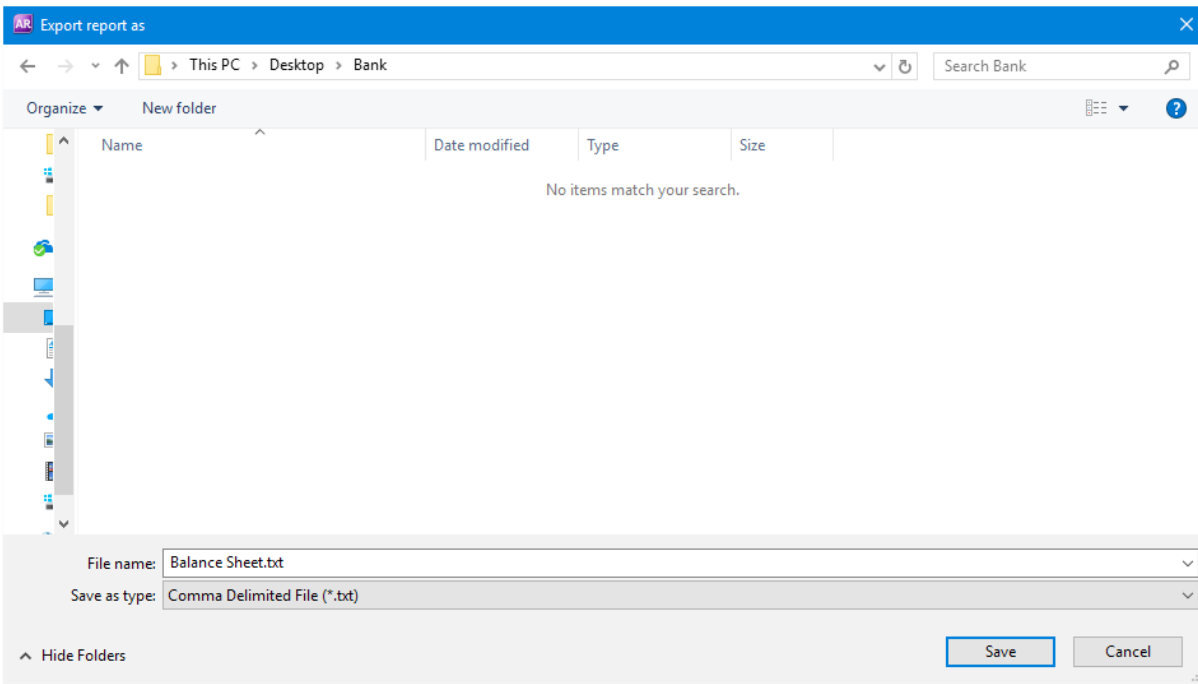
6. Select the blue dropdown box on the top left hand side. Go to **Export** and select **CSV**

The screenshot shows a software window titled "Clearwater Pty Ltd - Balance Sheet report". On the left, a menu is open with "Export" selected, and "CSV" (Comma Separated Values format) is highlighted. The main area displays a balance sheet for Clearwater Pty Ltd, including assets, liabilities, and equity sections with numerical values.

Clearwater Pty Ltd
 25 Spring Street
 Blackburn
 VIC, 3130
 ABN: 80 000 000 001
 Email: info@clearwater.com.au

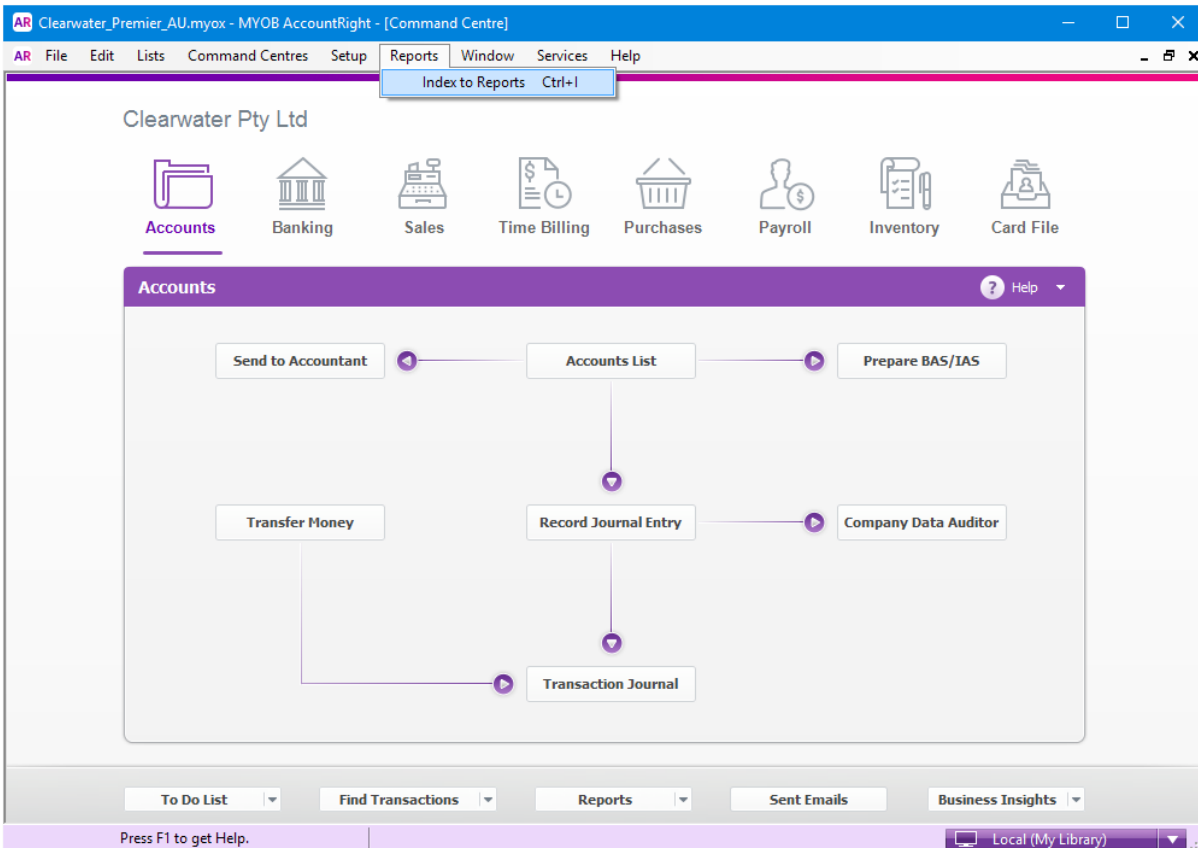
Assets		
Current Assets		
General Cheque Account 1		\$97,037.59
General Cheque Account 2		\$150,000.00
Cleanwater Provision Account		\$64,217.19
Cleanwater Investment Account		\$20,000.00
Electronic Clearing Account		(\$31,954.87)
Payroll Cheque Account		(\$14,953.48)
Inventory		\$21,996.92
Trade Debtors		\$8,396.19
Total Current Assets		\$314,739.54
Withholding Credits		
Voluntary Withholding Credits		\$560.00
Total Withholding Credits		\$560.00
Furniture & Fittings		
F & F - At Cost		\$1,250.00
Total Furniture & Fittings		\$1,250.00
Total Assets		\$316,549.54
Liabilities		
Current Liabilities		
Payroll Liabilities		
PAYG Withholdings Payable	\$18,067.00	
Superannuation Payable	\$9,755.54	
Total Payroll Liabilities	\$27,842.54	
Trade Creditors	\$31,308.75	
Total Current Liabilities		\$59,151.29
GST Liabilities		
GST Collected	\$13,234.39	
GST Paid	(\$7,687.74)	
Sales Tax Payable	\$257.51	
Voluntary Withholdings Payable	\$391.00	
ABN Withholding Payable	\$1,291.00	
Luxury Car Tax Payable	\$2,752.96	
Total GST Liabilities		\$10,239.12
Total Liabilities		\$69,390.41
Net Assets		\$247,159.13
Equity		
Retained Earnings		(\$2,846.28)
Current Earnings		\$5.41
Historical Balancing Account		\$250,000.00
Total Equity		\$247,159.13

7. A window browser will appear, select **Save**

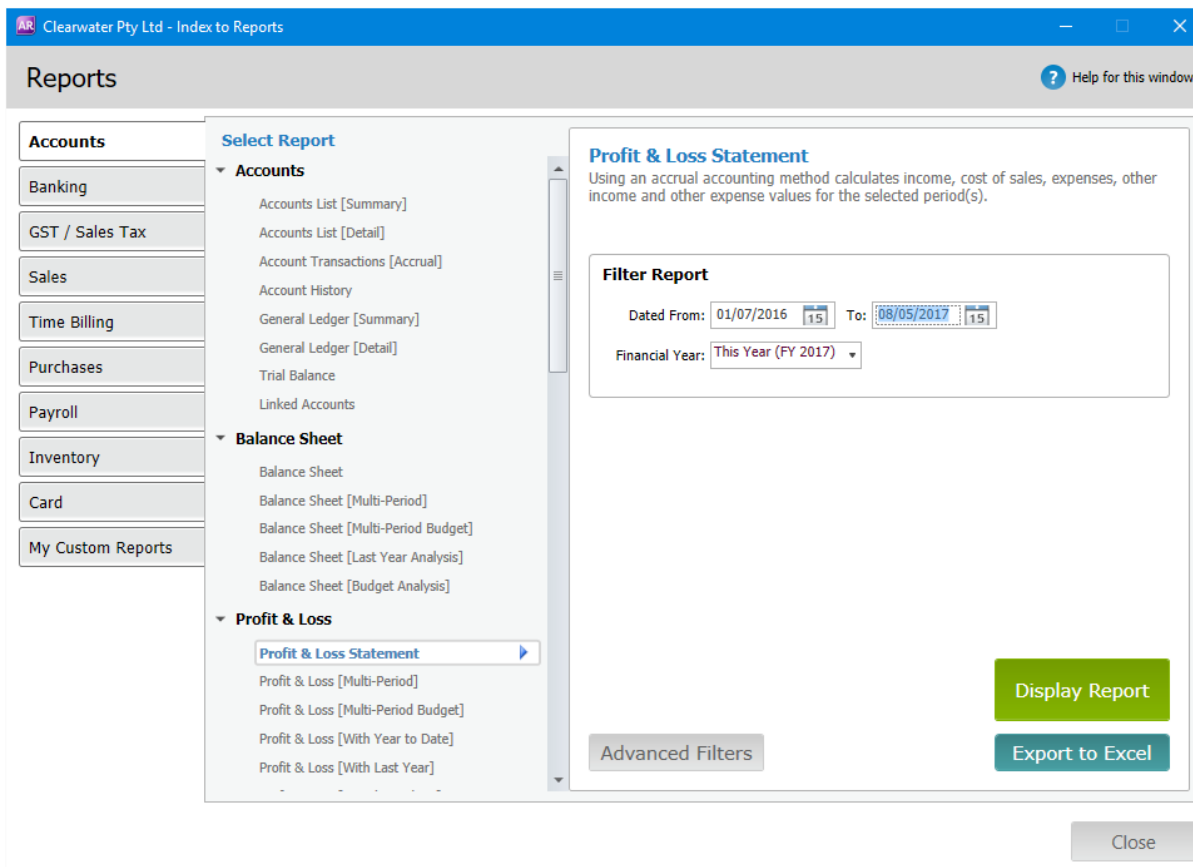


Your Profit and Loss

1. Select **Reports** menu (at the top of the AccountRight window) and select **Index to Reports**



2. Select **Accounts** on the left hand side and select **Profit & Loss Statement** under Profit & Loss



3. MYOB will produce the report using the 30 June financial year cut-off, which means you may need to generate two reports

4. Ensure the **“From”** date is set at 01/07/YYYY (most recent year of 1 July) and **“To”** is today’s date. For example if today is 13 March 2017, the date should be set at “From” 01/07/2016 “To” 13/03/2017

5. Select **Display Report** and the file will appear

6. Make sure the "Report Level" is set at Level 4

Clearwater Pty Ltd - Profit & Loss Statement report

Filters | Print Preview | Insert/Modify

Run Report | Dated From: 01/07/2016 To: 08/05/2017 | Report Level: Level 4 | Include Zero Balances | Round to Whole Dollar

Financial Year: This Year (FY 2017) | Display Transactions: All | Additional Filters | Reset Filters

Created: 08/05/2017 12:55 PM

Clearwater Pty Ltd
 25 Spring Street
 Blackburn
 VIC, 3130
 ABN: 60 000 000 001
 Email: info@clearwater.com.au

Profit & Loss Statement
 01/07/2016 To 08/05/2017

Income	
Sales Income	
Sales - Water Cooler	\$61.77
Total Income	\$61.77
Cost Of Sales	
Purchases	
Equipment	\$45.45
Total Cost Of Sales	\$45.45
Gross Profit	\$16.32
Expenses	
General & Admin Expenses	
Accounting Fees	\$10.91
Total Expenses	\$10.91
Operating Profit	\$5.41
Total Other Income	\$0.00
Total Other Expenses	\$0.00
Net Profit/(Loss)	\$5.41

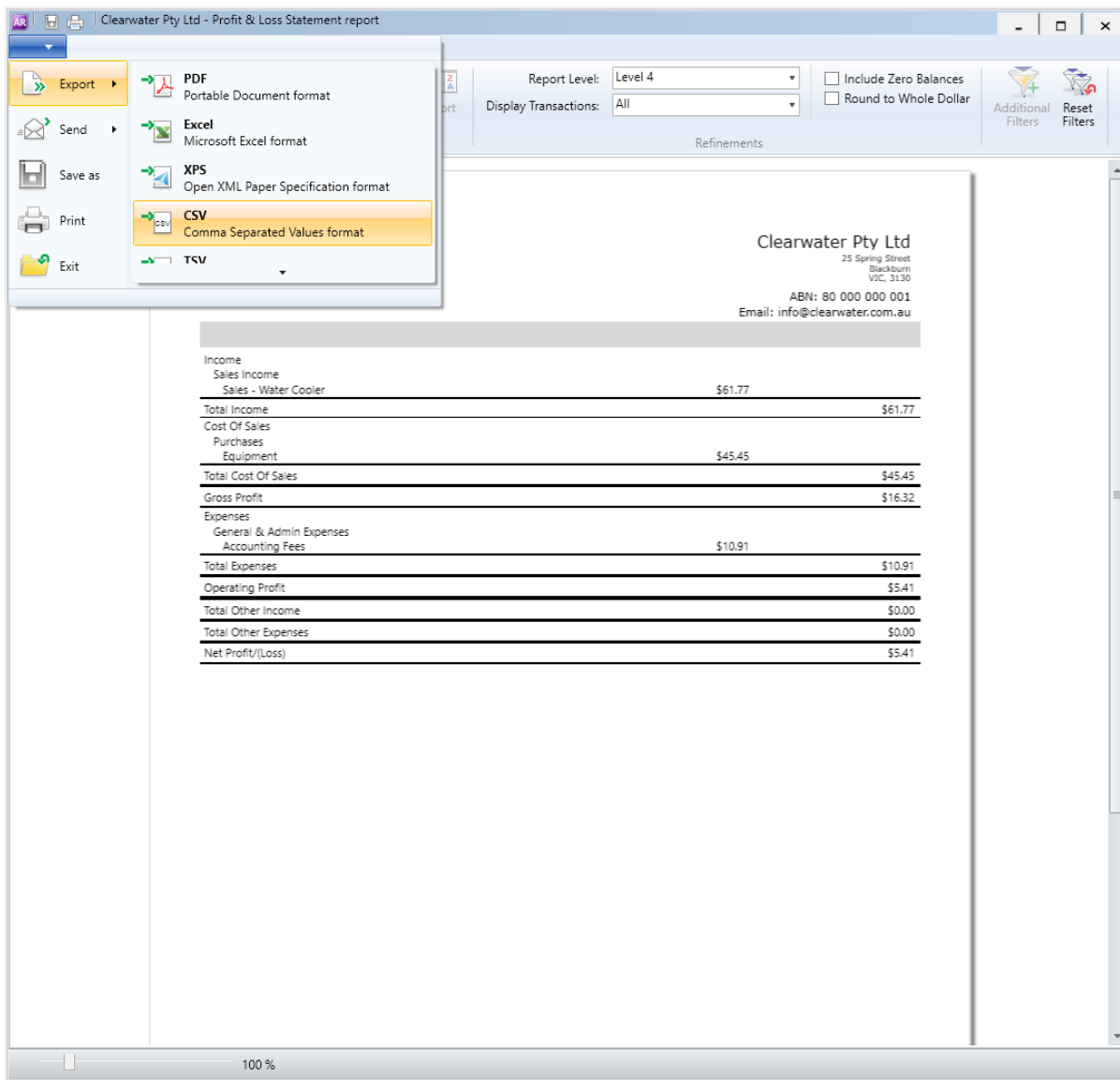
100%

7. Select the blue dropdown box on the top left hand side. Go to **Export** and select **CSV**

The screenshot shows a software window titled "Clearwater Pty Ltd - Profit & Loss Statement report". The interface includes a top navigation bar with a blue dropdown menu, a "Refinements" section with "Report Level" set to "Level 4" and "Display Transactions" set to "All", and checkboxes for "Include Zero Balances" and "Round to Whole Dollar". The main content area displays the company name "Clearwater Pty Ltd" with its address and contact information. Below this is a Profit & Loss Statement table.

Clearwater Pty Ltd	
25 Spring Street Blackburn VIC, 3130	
ABN: 80 000 000 001 Email: info@clearwater.com.au	
Income	
Sales Income	
Sales - Water Cooler	\$61.77
Total Income	\$61.77
Cost Of Sales	
Purchases	
Equipment	\$45.45
Total Cost Of Sales	\$45.45
Gross Profit	\$16.32
Expenses	
General & Admin Expenses	
Accounting Fees	\$10.91
Total Expenses	\$10.91
Operating Profit	\$5.41
Total Other Income	\$0.00
Total Other Expenses	\$0.00
Net Profit/(Loss)	\$5.41

8. A window browser will then appear, select **Save** to your preferred location



9. Repeat step 1-6 to generate a second report, setting the **“From”** date to be 365 days prior to today and the **“To”** date to be 30/06/YYYY (date of the last financial year). For example if today is 13 March 2017, the date should be set at **“From”** 14/03/2017 **“To”** 30/06/2016

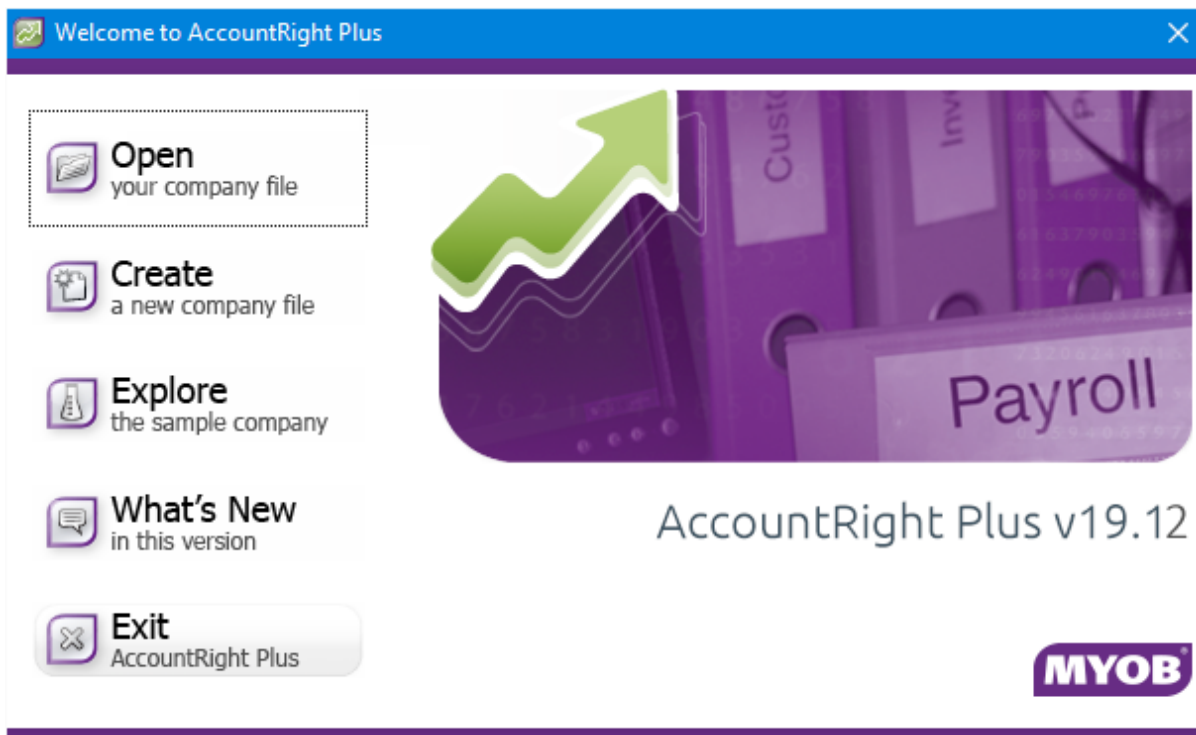
If you’ve rolled over your transactions to this financial year, generate last year’s transactions report by following these steps

1. Close the MYOB AccountRight software and then reopen it
2. Select **Open** your company file and your document browser will appear
3. This time, select on the *last year’s file* for the business that is applying for the loan
4. Enter in your **User ID** and **Password** and select **OK**
5. The Command Centre page will appear
6. Select **Reports** on the top of the page and select **Index to Reports**
7. Select **Bank Register** under the Cheques and Deposit section

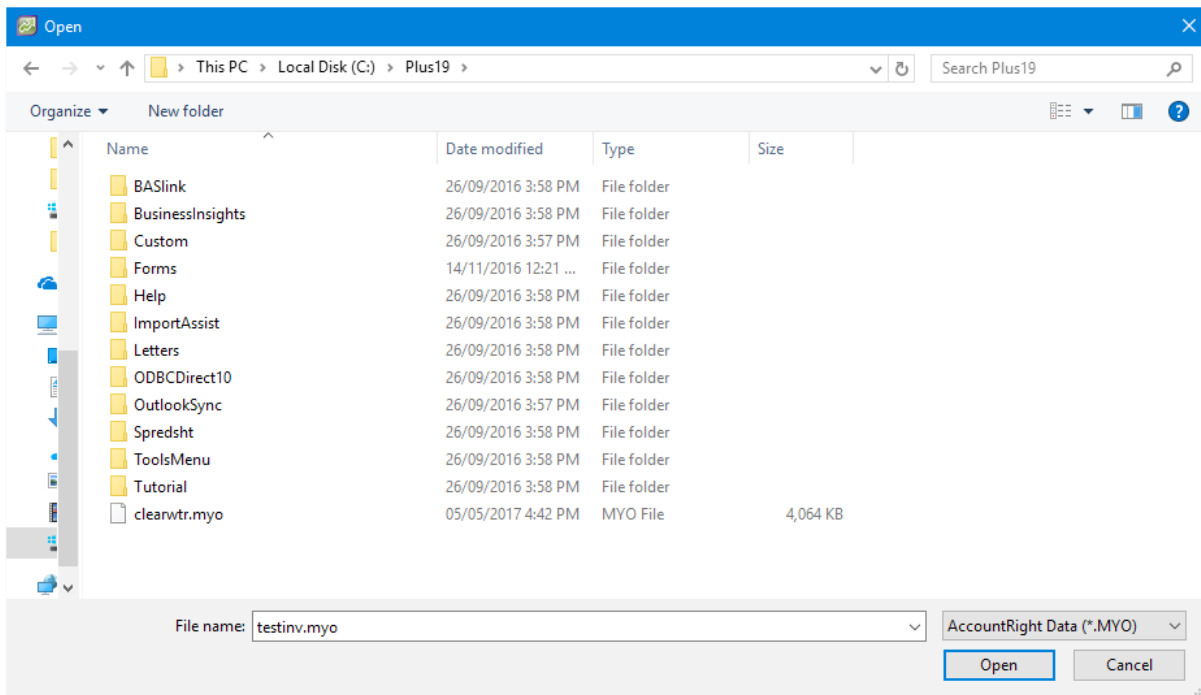
8. Select **Customise** on the middle bottom of the window. The Report Customisation – Bank Register will then appear
 9. Select the **Accounts** dropdown box and untick the blue tick box
 10. Select all business trading accounts, including the ones used to make ATO payments. Select **OK**
 11. Set the **“Dated from”** to be 365 days prior to today and the **“To”** date to be 30/06/YYYY (date of the last financial year). For example if today is 13 March 2017, the date should be set at **“From”** 14/03/2016 **“To”** 30/06/2016
 12. Select **Display** on the right bottom window and the file will then appear
 13. Select **Send to** and choose **Comma Separated Text File**. The file will then open.
 14. Select **Save** to your preferred location
-

How do I generate my financial reports with the MYOB AccountRight V19 desktop version?

1. Open your MYOB AccountRight accounting package

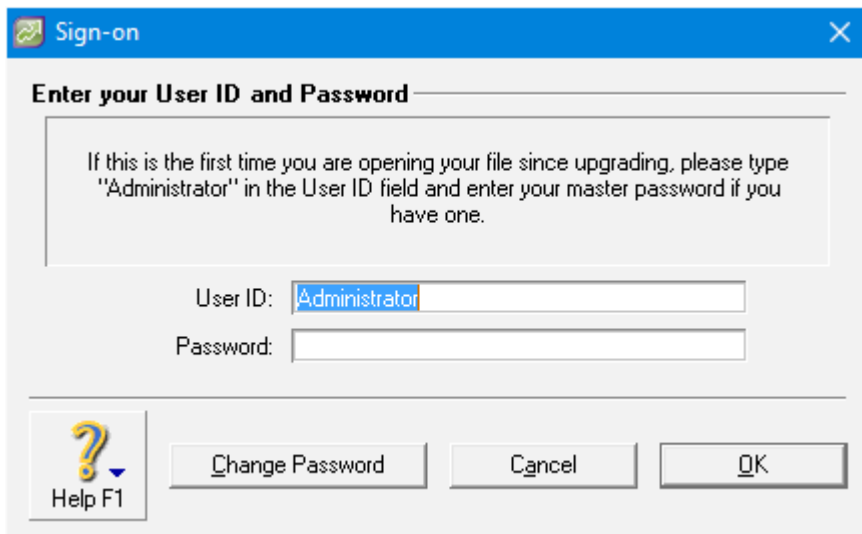


2. Select **Open** your company file and your document browser will appear



3. Select on the file for the business that is applying for the loan

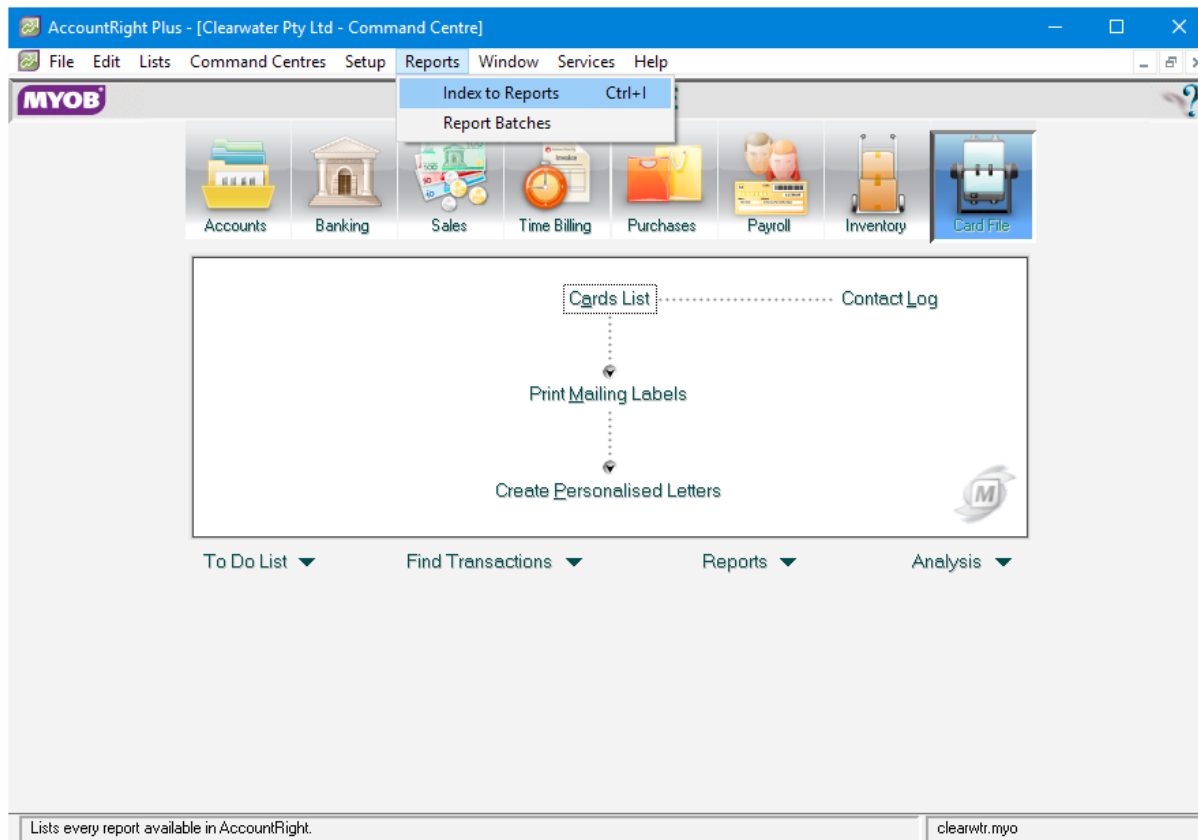
4. Enter in your User ID and Password and select **OK**



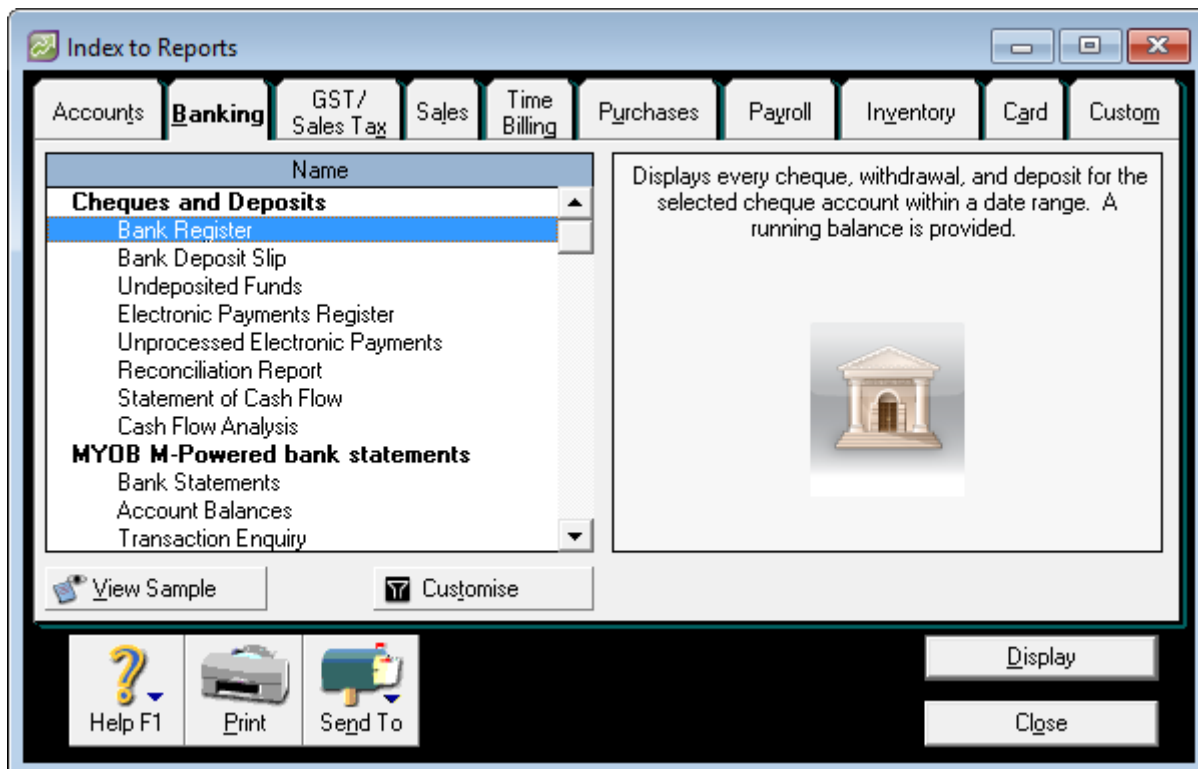
5. The Command Centre page will appear

Your business trading accounts

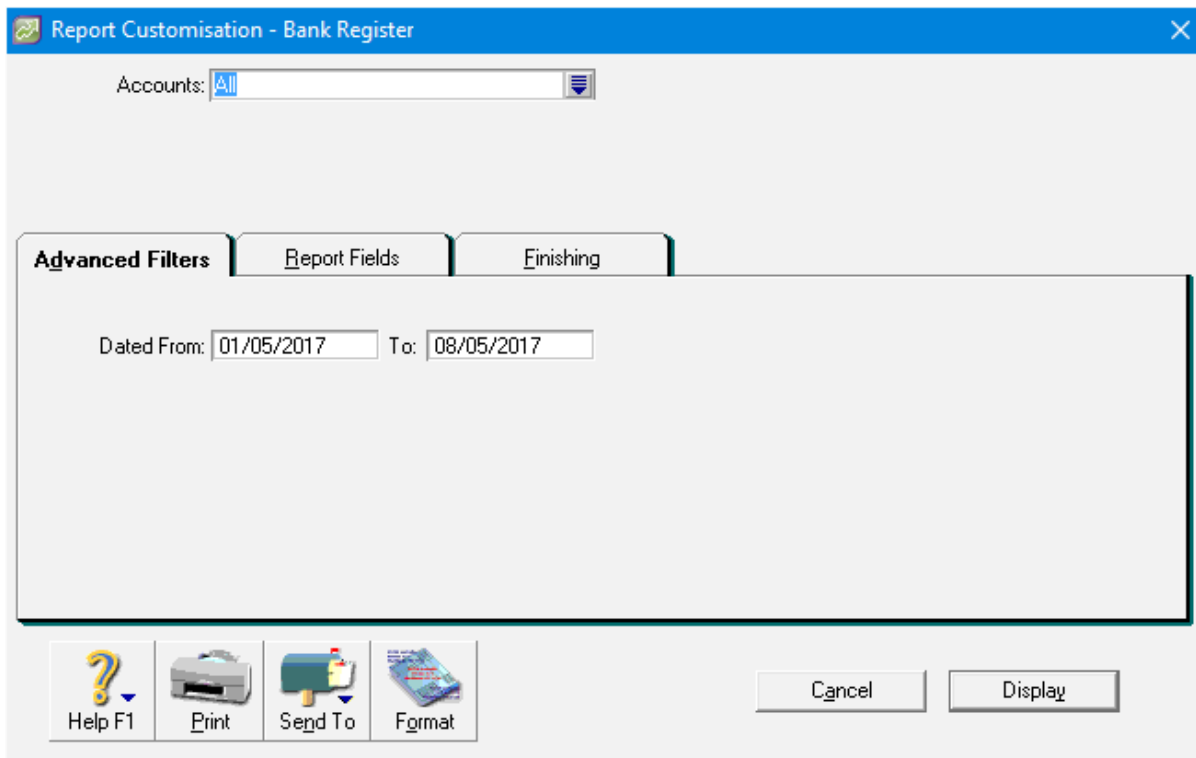
1. Select **Reports** on the top of the page and select **Index to Reports**



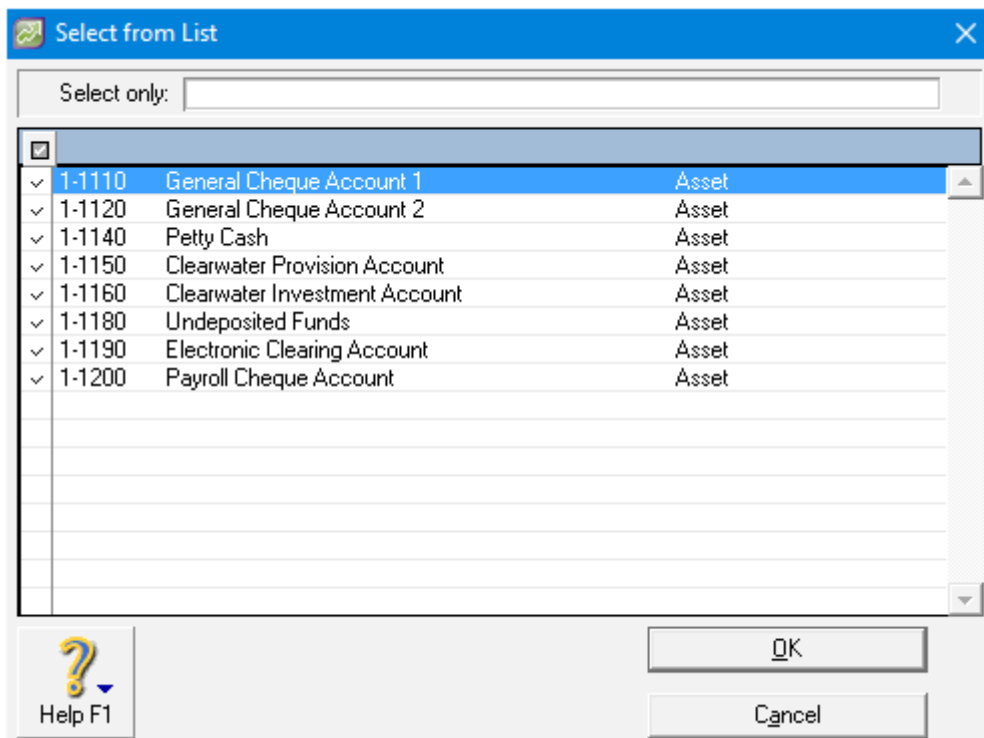
2. Select **Banking**, then **Bank Register** under Cheques and Deposit section



3. Select **Customise** on the middle bottom of the window. The Report Customisation – Bank Register will appear



4. Select the **Accounts** dropdown box and untick the blue tick box



5. Select all **business trading accounts**, including the ones you use to make ATO payments by selecting on the most left hand side of the cell. Select **OK**
6. If you haven't rolled over your transactions for this financial year, set the "Dated from" to be 365 days from today. For example if today is 13 May 2016, the date should be set at "From" 14/05/2015 "To" 13/05/2016

If you've rolled over your transactions for this financial year, set the "Dated from" to be 01/07/YYYY (most recent year for 1 July) and "To" is today's date. For example if today is 13 May 2016, the date should be set at "From" 01/07/2015 "To" 13/05/2016. See below for more instructions

Report Customisation - Bank Register

Accounts: Selected...

Advanced Filters | Report Fields | Finishing

Dated From: 09/05/2016 To: 08/05/2017

Help F1 | Print | Send To | Format | Cancel | Display

7. Select **Display** on the right bottom window and the file will appear

AccountRight Plus - [Report Display]

File Edit Lists Command Centres Setup Reports Window Services Help

Dated From: 09/05/2016 To: 08/05/2017 Redisplay View: Print Preview

Clearwater Pty Ltd
25 Spring Street
Blackburn
VIC, 3130

Bank Register

09/05/2016 To 08/05/2017

08/05/2017 1:24:10 PM Page 1

ID#	Src	Date	Memo/Payee	Deposit	Withdrawal	Balance
1-1110 General Cheque Account 1						
16	CD	11/07/2016	Metropolitan Electricity		\$250.35	(\$250.35)
19	CD	11/07/2016	Telstra		\$167.50	(\$417.85)
24	CD	14/07/2016	WLJ Real Estate		\$465.00	(\$882.85)
92	CD	15/07/2016	Clear & Bright Filters for 00		\$854.75	(\$1,737.60)
93	CD	15/07/2016	Clear & Bright Filters for 00		\$1,464.99	(\$3,202.59)
48	CD	17/07/2016	RACV Ltd		\$89.75	(\$3,292.34)
102	CD	18/07/2016	Mojo Advertising for 00000		\$350.00	(\$3,642.34)
79	CD	18/07/2016	Cash Purchases for 00000		\$187.00	(\$3,829.34)
25	CD	19/07/2016	WLJ Real Estate		\$465.00	(\$4,294.34)
94	CD	19/07/2016	Underwater Springs Pty Ltd		\$7,450.95	(\$11,745.29)
86	CD	21/07/2016	Underwater Springs Pty Ltd		\$250.00	(\$11,995.29)
87	CD	23/07/2016	Mountain Spring for 00000		\$1,480.88	(\$13,476.17)
37	CD	30/07/2016	Ultra Tune		\$375.00	(\$13,851.17)
53	CD	30/07/2016	J & J Jones		\$345.00	(\$14,196.17)
80	CD	30/07/2016	Cash Purchases for 00000		\$63.20	(\$14,259.37)
SC300701	CD	30/07/2016	Bank Charges		\$37.00	(\$14,296.37)
IE300701	CR	30/07/2016	Interest for the month	\$14.35		(\$14,282.02)
95	CD	31/07/2016	Mountain Spring for 00000		\$70.13	(\$14,352.15)
96	CD	01/08/2016	Clear & Bright Filters for 00		\$489.65	(\$14,841.80)
97	CD	01/08/2016	Underwater Springs Pty Ltd		\$7,329.25	(\$22,171.05)
CR000001	CR	01/08/2016	The Motor Company for 00	\$350.00		(\$21,821.05)
26	CD	02/08/2016	WLJ Real Estate		\$465.00	(\$22,286.05)
CASHSALE	CR	07/08/2016	Cash Sales	\$10,000.00		(\$12,286.05)

Help F1 Print Send To Customise Save As Close

Press F1 to get help. clearwtr.myo

8. Select **Send** and choose **Comma Separated Text File** and the file will be opened. Select **Save** to your preferred location

AccountRight Plus - [Report Display]

File Edit Lists Command Centres Setup Reports Window Services Help

Dated From: 09/05/2016 To: 08/05/2017 Redisplay View: Print Preview

Clearwater Pty Ltd
25 Spring Street
Blackburn
VIC. 3130

Bank Register

09/05/2016 To 08/05/2017 Page 1

08/05/2017 1:24:10 PM

ID#	Src	Date	Memo/Payee	Deposit	Withdrawal	Balance
1-1110	General Cheque Account 1					
16	CD	11/07/2016	Metropolitan Electricity		\$250.35	(\$250.35)
19	CD	11/07/2016	Telstra		\$167.50	(\$417.85)
24	CD	14/07/2016	WLJ Real Estate		\$465.00	(\$882.85)
92	CD	15/07/2016	Clear & Bright Filters for 00		\$854.75	(\$1,737.60)
93	CD	15/07/2016	Clear & Bright Filters for 00		\$1,464.99	(\$3,202.59)
48	CD	17/07/2016	RACV Ltd		\$89.75	(\$3,292.34)
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25	CD	19/07/2016	WLJ Real Estate		\$465.00	(\$4,294.34)
94	CD	19/07/2016	Underwater Springs Pty Ltd		\$7,450.95	(\$11,745.29)
86	CD	21/07/2016	Underwater Springs Pty Ltd		\$250.00	(\$11,995.29)
87	CD	23/07/2016	Mountain Spring for 00000		\$1,480.88	(\$13,476.17)
37	CD	30/07/2016	Ultra Tune		\$375.00	(\$13,851.17)
53	CD	30/07/2016	J & J Jones		\$345.00	(\$14,196.17)
80	CD	30/07/2016	Cash Purchases for 00000		\$63.20	(\$14,259.37)
SC300701	CD	30/07/2016	Bank Charges		\$37.00	(\$14,296.37)
IE300701	CR	30/07/2016	Interest for the month	\$14.35		(\$14,282.02)
95	CD	31/07/2016	Mountain Spring for 00000		\$70.13	(\$14,352.15)
96	CD	01/08/2016	Clear & Bright Filters for 00		\$489.65	(\$14,841.80)
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CR000001	CR	01/08/2016	The Motor Company for 00	\$350.00		(\$21,821.05)
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CASHSALE	CR	07/08/2016	Cash Sales	\$10,000.00		(\$12,286.05)

Help F1 Print Send To

Press F1 to get help. clearwtr.myo

Excel...
Email...
Fax...
PDF...
HTML...
Tab-Delimited Text File...
Comma-Separated Text File...
Simple Text File...

Save As

This PC > Local Disk (C:) > Plus19 >

Organize New folder

Name	Date modified	Type	Size
BASlink	26/09/2016 3:58 PM	File folder	
BusinessInsights	26/09/2016 3:58 PM	File folder	
Custom	26/09/2016 3:57 PM	File folder	
Forms	14/11/2016 12:21 ...	File folder	
Help	26/09/2016 3:58 PM	File folder	
ImportAssist	26/09/2016 3:58 PM	File folder	
Letters	26/09/2016 3:58 PM	File folder	
ODBCDirect10	26/09/2016 3:58 PM	File folder	
OutlookSync	26/09/2016 3:57 PM	File folder	
Spredsht	26/09/2016 3:58 PM	File folder	
ToolsMenu	26/09/2016 3:58 PM	File folder	
Tutorial	26/09/2016 3:58 PM	File folder	
BASlink.txt	02/02/2017 1:58 PM	Text Document	6 KB
ManiFX Disable.txt	10/05/2016 11:02 ...	Text Document	1 KB

File name: **Bank Register.txt**

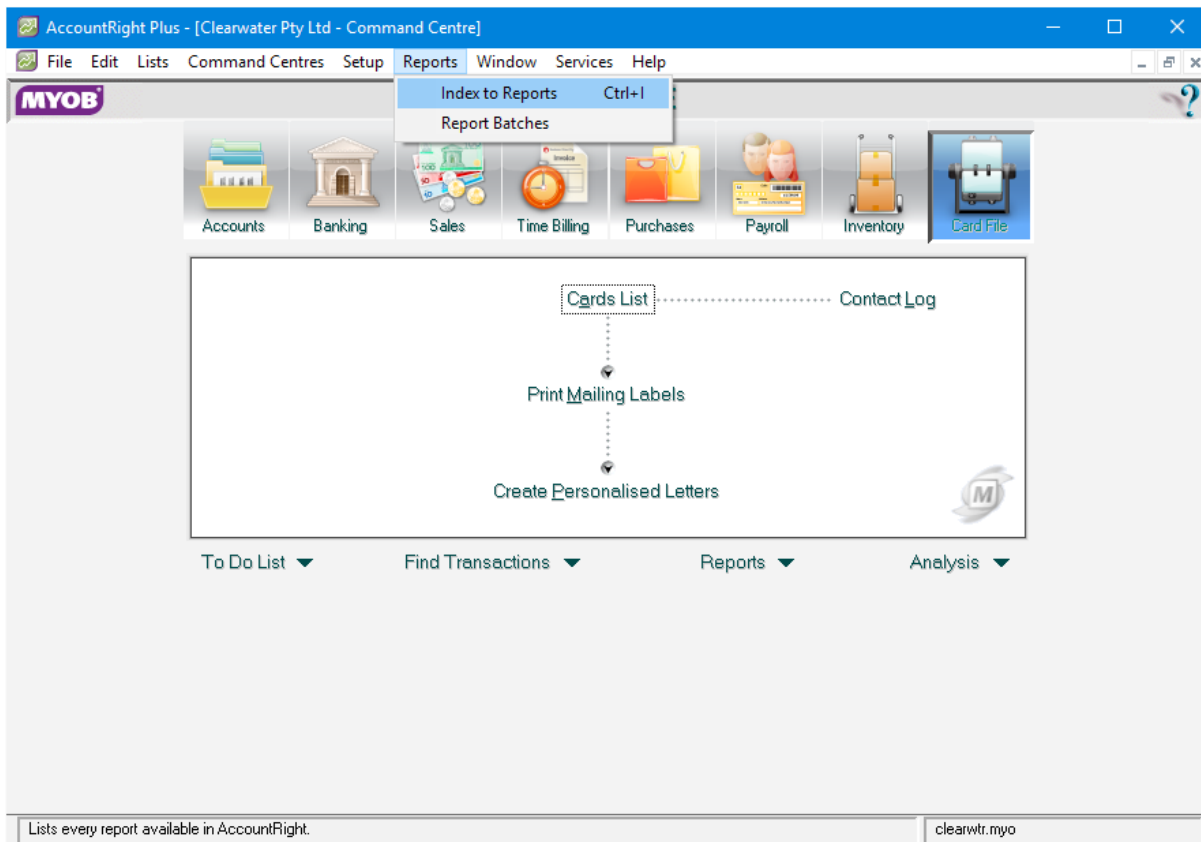
Save as type: **Text Files (*.TXT)**

Hide Folders Save Cancel

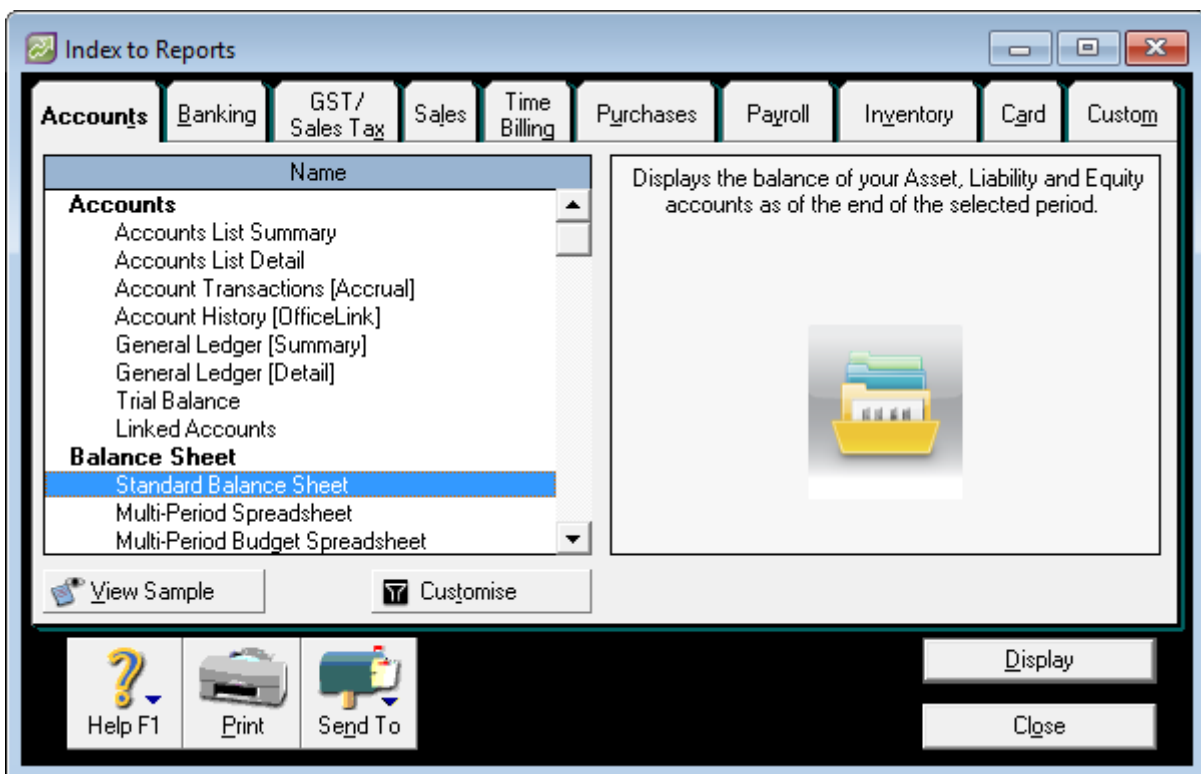
Note: If you find the file is automatically saved as .TXT (text files) even after you choose CSV, don't worry. For MYOB AccountRight, you can upload TXT format for the assessment.

Your Balance Sheet

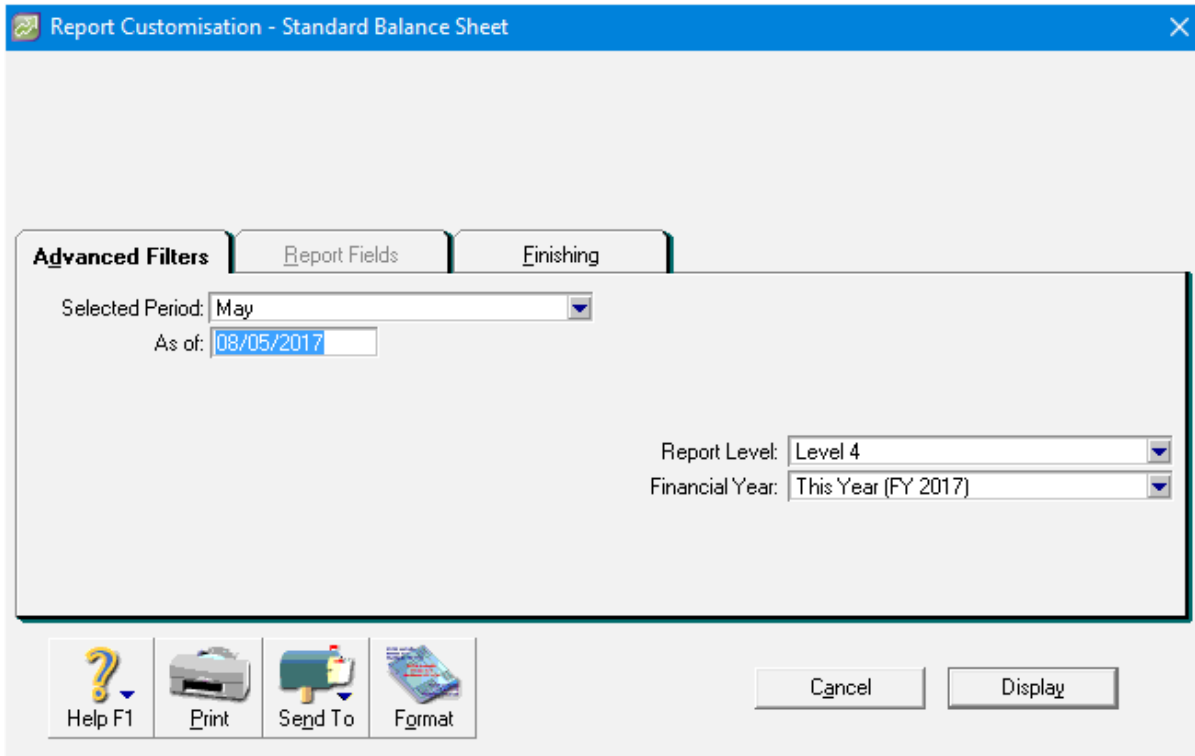
1. Ensure the MYOB business account is in the current financial year
2. Select **Reports** on the top of the page and select **Index to Reports**



3. Select **Accounts**, then **Standard Balance Sheet** under the Balance Sheet section



4. Select **Customise** on the middle bottom of the window. The Report Customisation – Standard Balance Sheet will then appear
5. The **“As of”** date should be set to today and the **“Financial Year”** should be set to the current financial year
6. Make sure the **“Report Level”** is set at Level 4



7. Select **Display** on the right bottom window and the Balance Sheet will then appear

8. Select **Send** and choose **Comma Separated Text File**. The file will then open. Select **Save** to your preferred location

Report Display

As of: 08/05/2017 Redisplay View: Print Preview

Clearwater Pty Ltd
25 Spring Street
Blackburn
VIC, 3130

Balance Sheet
As of 08/05/2017

08/05/2017
1:31:46 PM

Assets

Current Assets

General Cheque Account 1	\$88,073.34	
General Cheque Account 2	\$150,000.00	
Clearwater Provision Account	\$64,217.19	
Clearwater Investment Account	\$20,000.00	
Electronic Clearing Account	(\$31,057.10)	
Payroll Cheque Account	(\$15,620.71)	
Inventory	\$22,042.37	
Trade Debtors	\$7,599.24	
Total Current Assets	\$305,254.33	
Withholding Credits		
Voluntary Withholding Credits	\$560.00	
Total Withholding Credits	\$560.00	\$560.00
Furniture & Fittings		
F & F - At Cost	\$1,250.00	
Total Furniture & Fittings	\$1,250.00	\$1,250.00
Total Assets	\$307,064.33	

Liabilities

Current Liabilities

Payroll Liabilities		
PAYG Withholdings Payable	\$17,646.00	
Superannuation Payable	\$9,308.44	
Total Payroll Liabilities	\$26,954.44	
Trade Creditors	\$31,408.75	
Bank Loans	(\$10,000.00)	

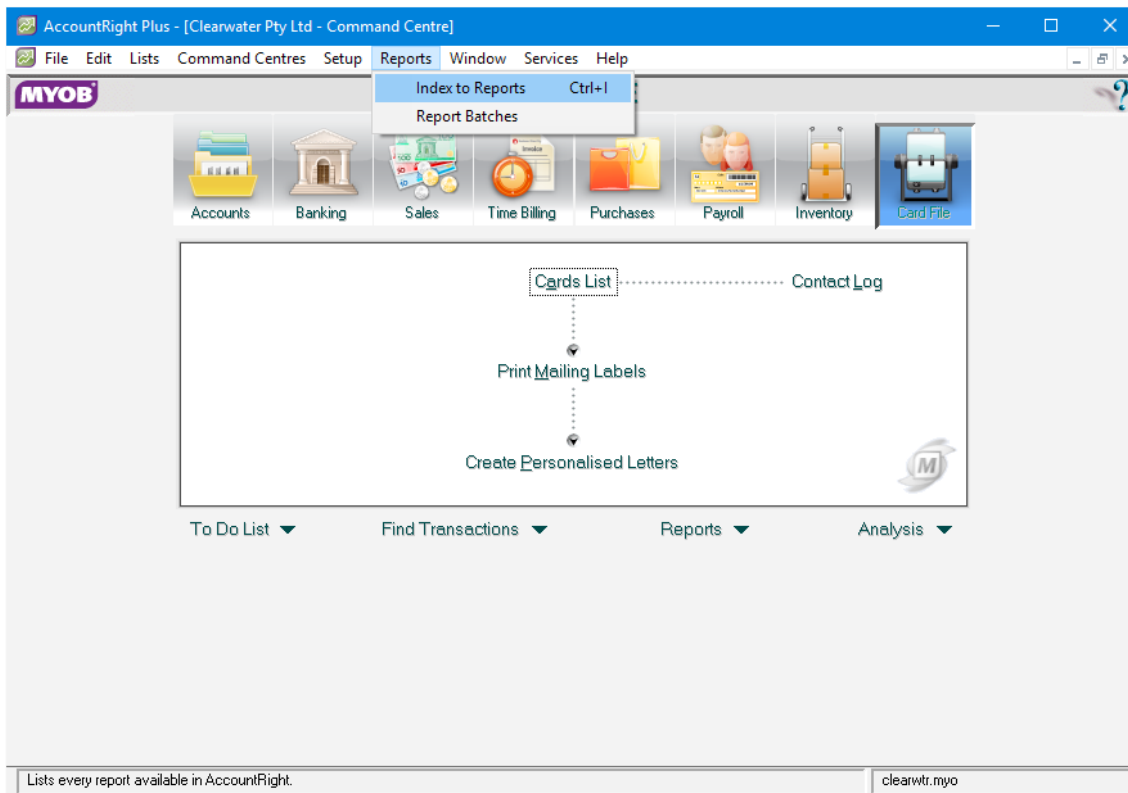
Help F1 Print Send To

Customise Save As Close

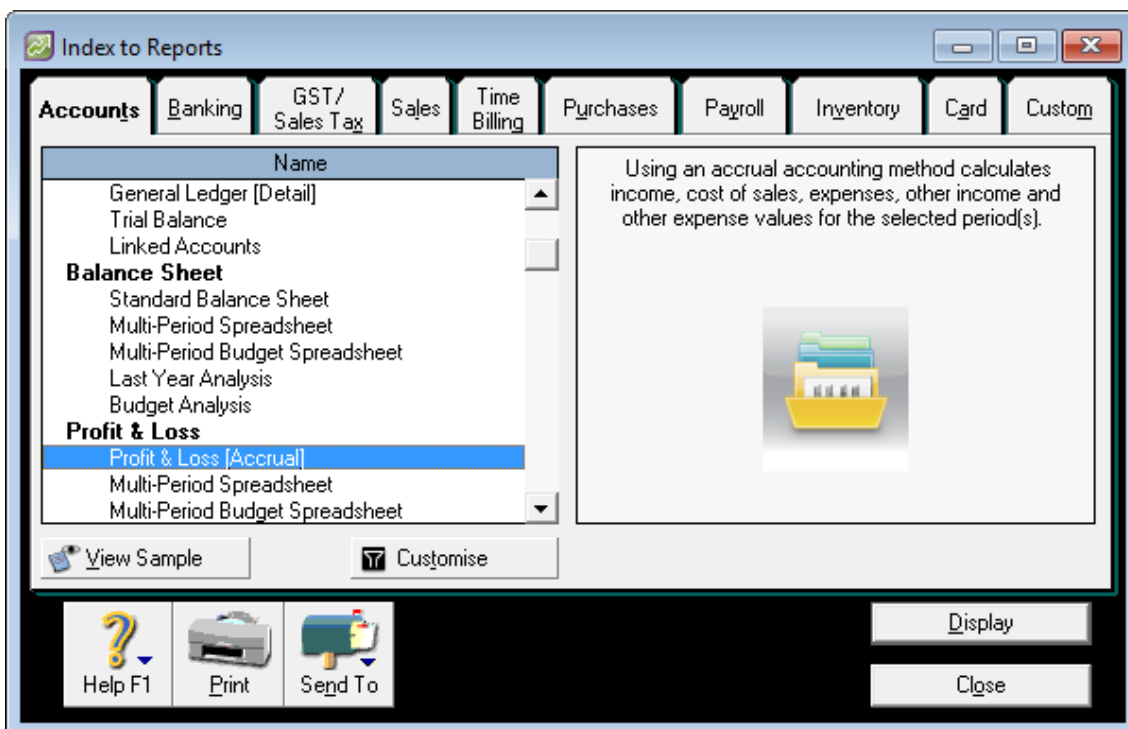
- Excel...
- Email...
- Fax...
- PDF...
- HTML...
- Tab-Delimited Text File...
- Comma-Separated Text File...**
- Simple Text File...

Your Profit and Loss

1. Make sure the MYOB business account is in the current financial year
2. Select **Reports** at the top of the page and select **Index to Reports**

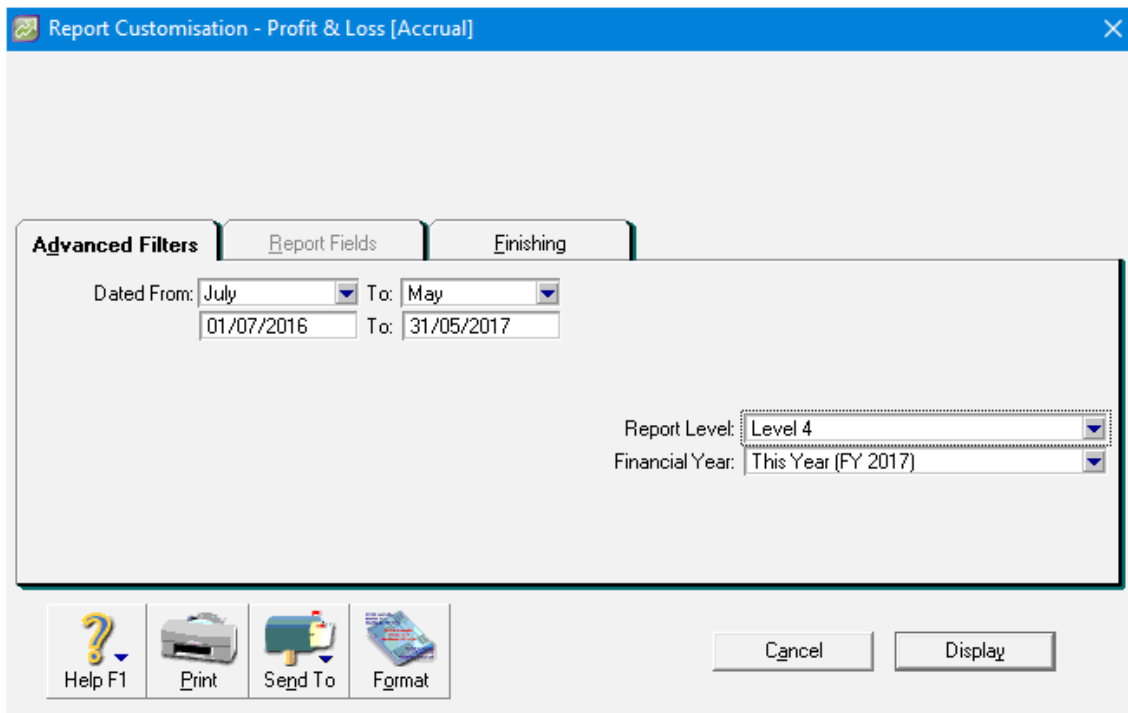


3. Select **Accounts**, then **Profit & Loss (Accrual)** under the Profit & Loss section

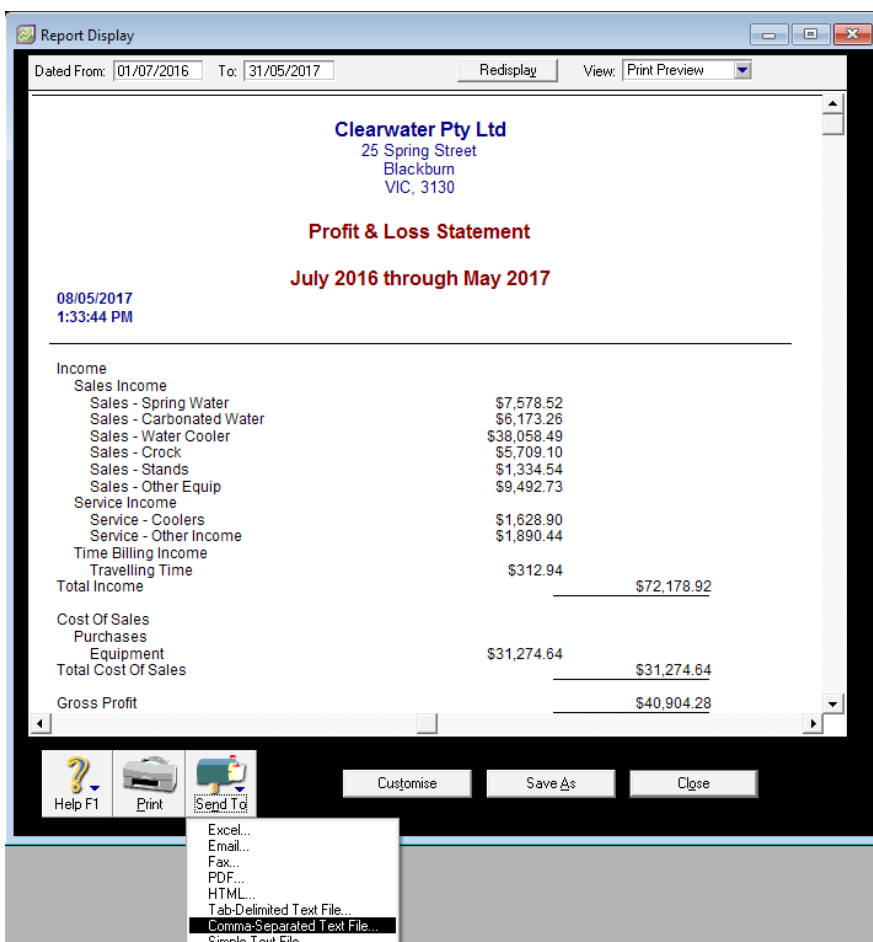


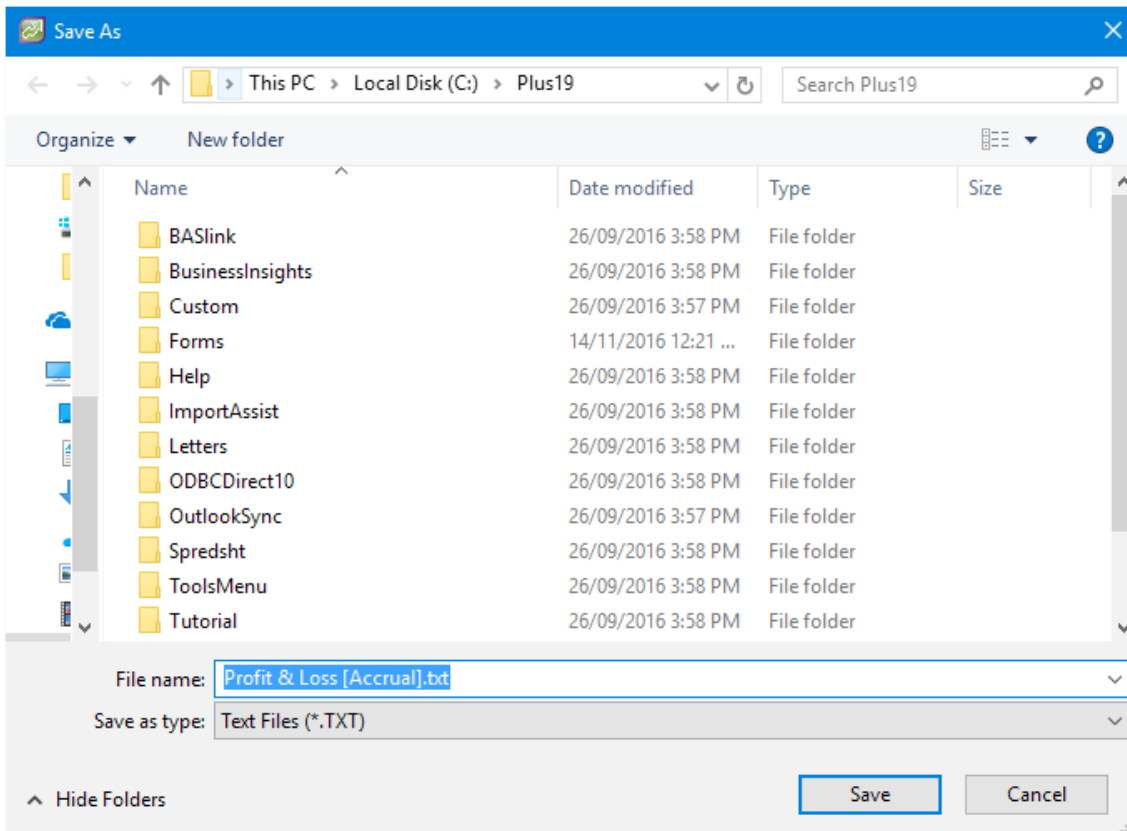
4. Select **Customise** on the middle bottom of the window. The Report Customisation – Profit & Loss (Accrual) will then appear.
5. MYOB produces the report using the 30 June financial year cut-off, which means you may need to generate two reports

6. Make sure the **“Dated From”** date is set at 01/07/YYYY (the most recent year for 1st of July) and the **“To”** is today’s date. For example if today’s date is 13 March 2017, the date should be set at “From” 01/07/2016 “To” 13/03/2017
7. Ensure the **“Financial Year”** is set to the current financial year
8. Set the **“Report Level”** at Level 4



9. Select **Display** on the right bottom window and then the file will appear
10. Select **Send to** and choose **Comma Separated Text File**. The file will then open. Select **Save** to your preferred location





- Repeat steps 1-9 to generate a second report, setting the **“From”** date 365 days prior to today and the **“To”** date to 30/06/YYYY (date of the last financial year). For example, if today’s date is 13 March 2017, the date should be set at **“From”** 14/03/20176 **“To”** 30/06/2016

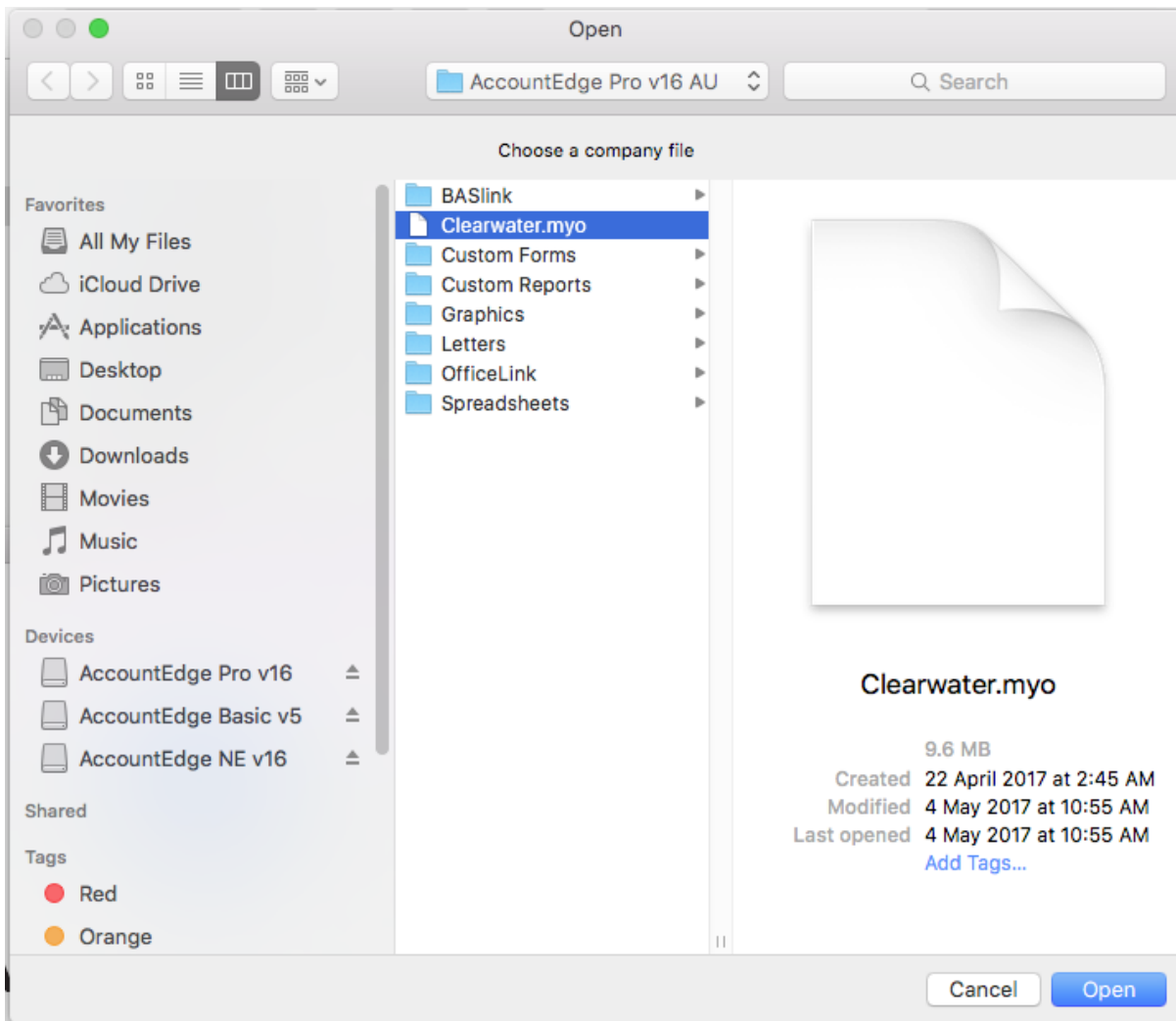
MYOB ACCOUNTEDGE

How do I generate my financial reports from MYOB AccountEdge?

1. Open your MYOB AccountEdge accounting package

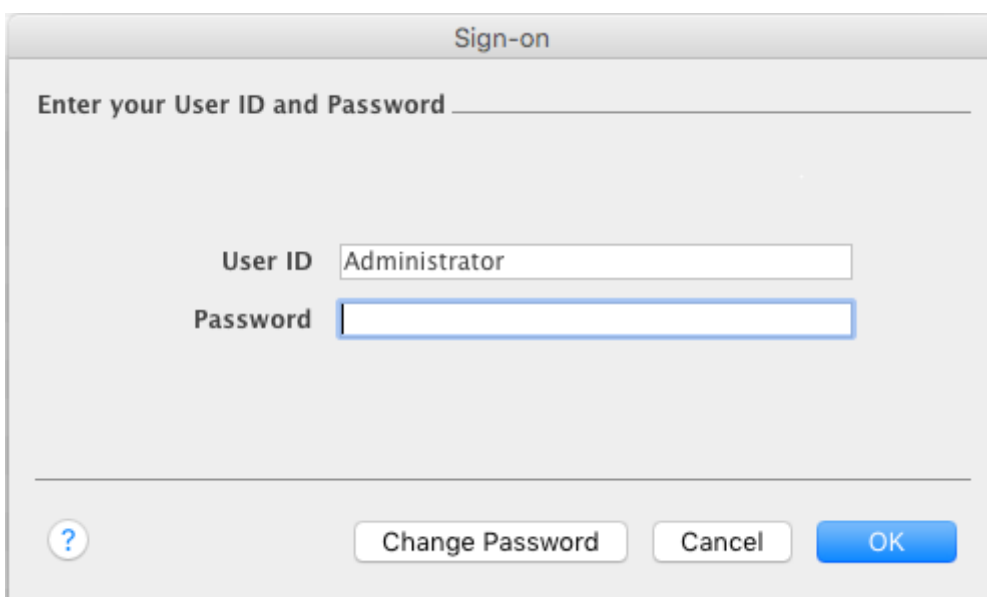


2. Select **Browse** and then your document browser will appear



3. Select on the file for the business that's applying for the loan

4. Enter your **User ID** and **Password** and then select **OK**



5. The Command Centre page will then appear

Your business trading accounts

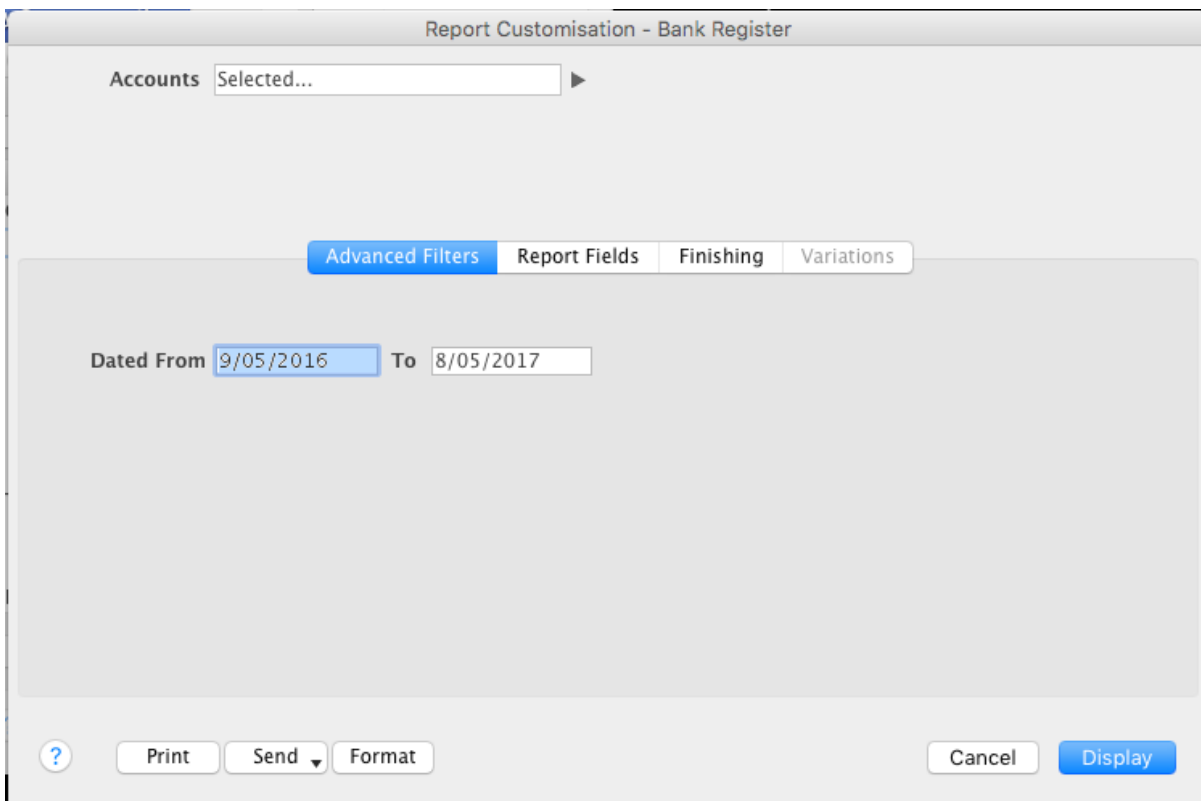
1. Select **Reports** on the top of the page and select **Index to Reports**

The screenshot shows the AccountEdge Pro software interface. The top menu bar includes 'AccountEdge Pro', 'File', 'Edit', 'Lists', 'Command Centres', 'Setup', 'Reports', 'Window', and 'Help'. The 'Reports' menu is open, displaying options such as 'Index to Reports', 'Report Batches', 'Balance Sheet - Multi-Year Spreadsheet', 'Lead - Lead Quote Summary', 'Leads - Lead Conversion', 'Leads - Lead Source', 'Profit & Loss - Multi-Year Spreadsheet', 'Profit Analysis - Customer Sales Summary', and 'Profit Analysis - Item Sales Summary'. Below the menu, a flowchart illustrates the payroll process: 'Payroll Categories' leads to 'Enter Timesheet', which leads to 'Process Payroll'. From 'Process Payroll', the flow branches to 'Prepare Electronic Payments' (which includes 'Print Paycheques') and 'Pay Liabilities' (which includes 'Pay Superannuation'). Both 'Prepare Electronic Payments' and 'Pay Liabilities' lead to 'Print/Email Pay Slips', which then leads to 'Transaction Journal'. The bottom of the interface shows a status bar with 'Clearwater Pty Ltd', 'Clearwater.myo', and various navigation buttons like 'To Do List', 'Find', 'Reports', 'Analysis', 'Sync', and 'Lists'.

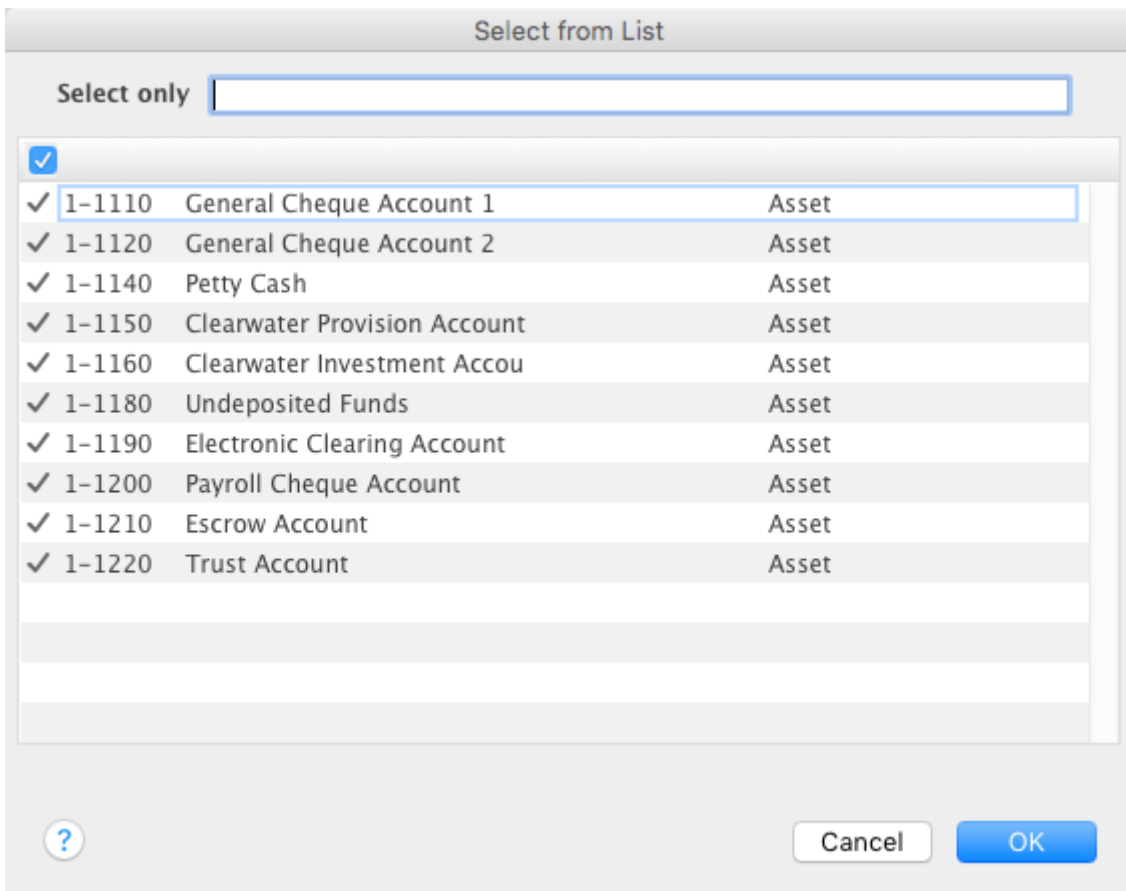
2. Select **Banking**, then **Bank Register** under the Cheques and Deposit section

The screenshot shows the 'Index to Reports' window in AccountEdge Pro. The 'Banking' tab is selected, and the 'Bank Register' report is highlighted under the 'Cheques and Deposits' section. The report description states: 'Displays every cheque, withdrawal, and deposit for the selected cheque account within a date range. A running balance is provided.' Below the description is a small icon of a classical building. At the bottom of the window, there are buttons for 'View Sample', 'Customise', 'Print', 'Send', 'Close', and 'Display'.

3. Select **Customise** on the middle bottom of the window. The Report Customisation – Bank Register will appear



4. Select the **Accounts** dropdown box and untick the blue tick box

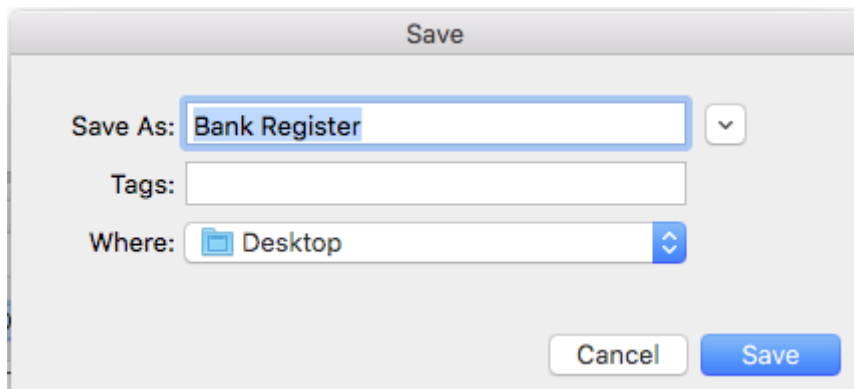
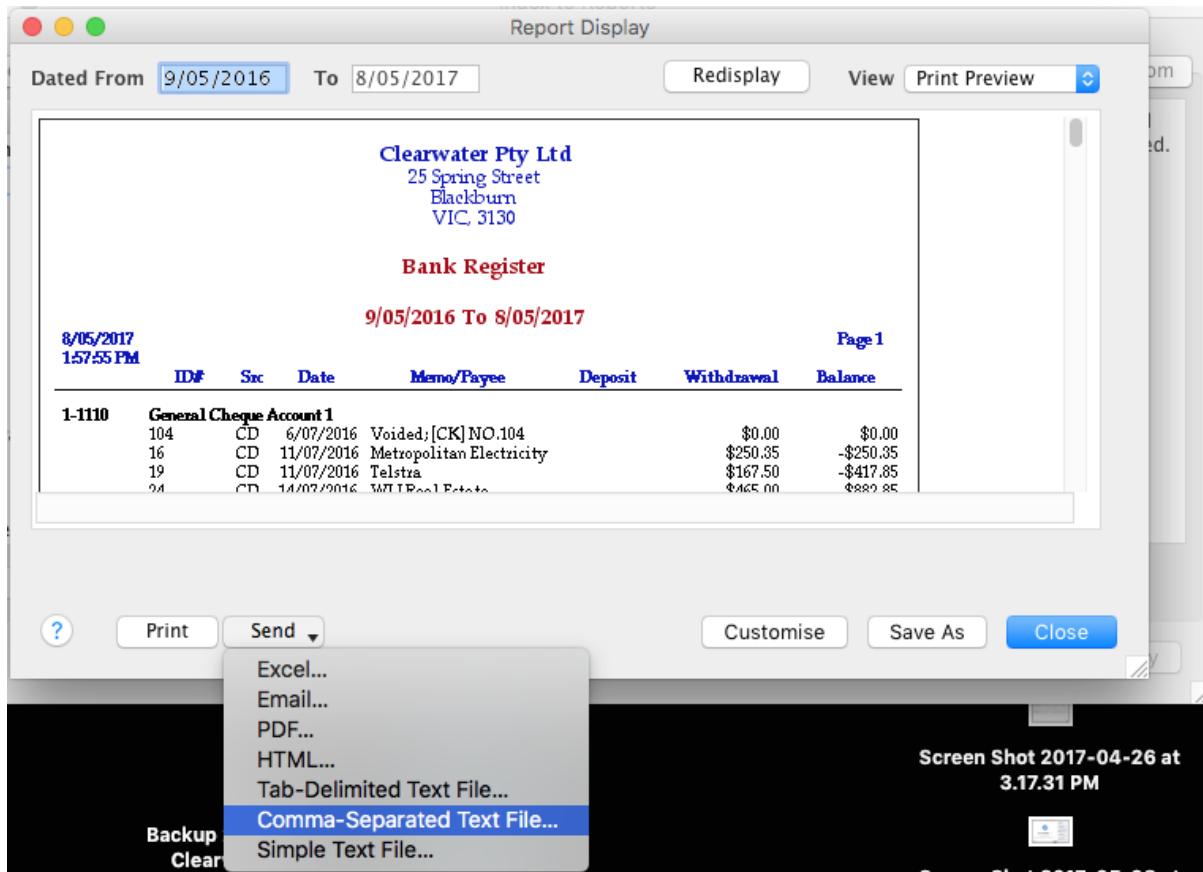


5. Select all **business trading accounts**, including the ones used to make ATO payments. Select **OK**
6. If you haven't rolled over your transactions for this financial year, set the **"Dated from"** to 365 days prior to today. For example if today's date is 13 March 2017, the date should be set at "From" 14/03/2015 "To" 13/05/2016
7. If you've rolled over your transactions for this financial year, set the **"Dated from"** to be 01/07/YYYY (most recent year for 1st of July) and **"To"** as today's date. For example if today's date is 13 March 2017, the date should be set at "From" 01/07/2016 "To" 13/03/2017. See below for more detail

The screenshot shows a software window titled "Report Customisation - Bank Register". At the top, there is a dropdown menu for "Accounts" with the text "Selected..." and a right-pointing arrow. Below this is a horizontal tab bar with four tabs: "Advanced Filters" (highlighted in blue), "Report Fields", "Finishing", and "Variations". In the main area of the window, there are two date input fields: "Dated From" with the value "9/05/2016" and "To" with the value "8/05/2017". At the bottom of the window, there is a row of buttons: a help icon (question mark in a circle), "Print", "Send" (with a dropdown arrow), "Format", "Cancel", and "Display" (highlighted in blue).

8. Select **Display** on the right bottom window and the file will then appear

9. Select **Send** and choose **Comma Separated Text File**. The file will then open. Select **Save** to your preferred location

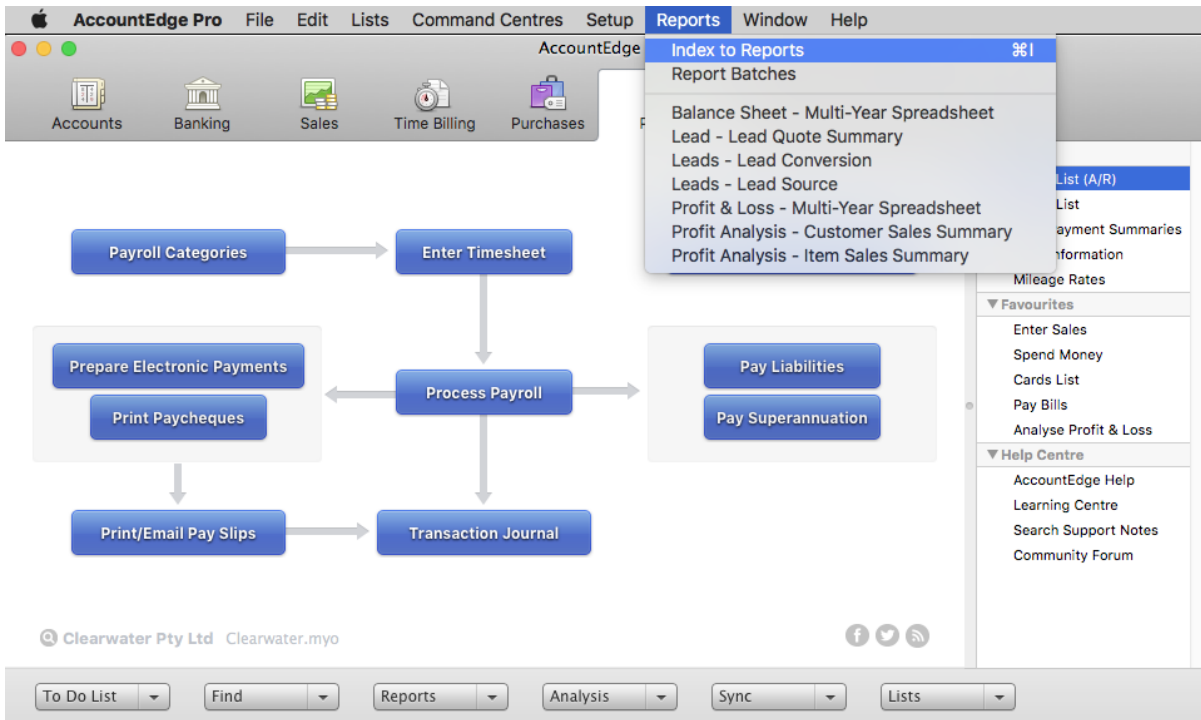


If you've rolled over your transactions to this financial year, generate last year's transactions report by following these steps

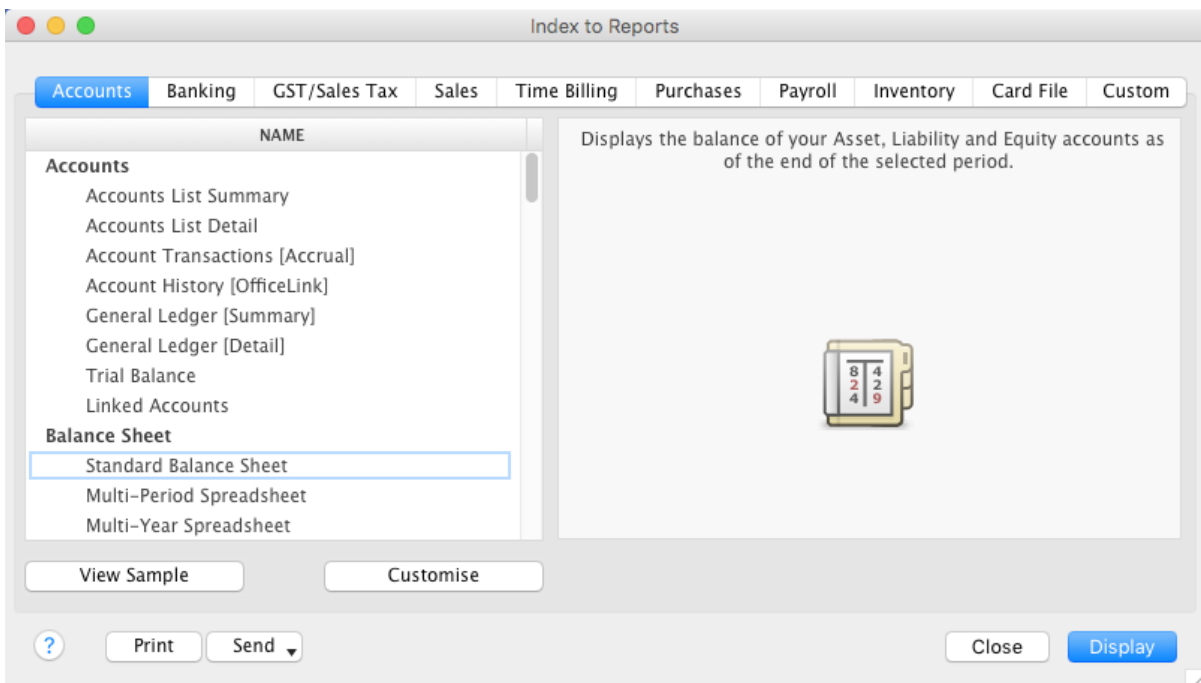
1. Close the MYOB AccountEdge software and then reopen it
2. Select **Open**. Your company file and your document browser will then appear
3. This time, select on the *last year's file* for the business that's applying for the loan
4. Enter in your **User ID** and **Password** and select **OK**
5. The Command Centre page will then appear
6. Select **Reports** on the top of the page and select **Index to Reports**
7. Select **Bank Register** under the Cheques and Deposit section
8. Select **Customise** on the middle bottom of the window. The Report Customisation – Bank Register will then appear
9. Select the **Accounts** dropdown box and untick the blue tick box
10. Select all business trading accounts, including the ones used to make ATO payments. Select **OK**
11. Set the **“Dated from”** to 365 days prior to today's date and the **“To”** date to 30/06/YYYY (date of the last financial year). For example if today is 13 March 2017, the date should be set at **“From”** 14/03/2016 **“To”** 30/06/2016
12. Select **Display** on the right bottom window and the file will appear
13. Select **Send to** and choose **Comma Separated Text File**. The file will then open. Select **Save** to your preferred location

Your Balance Sheet

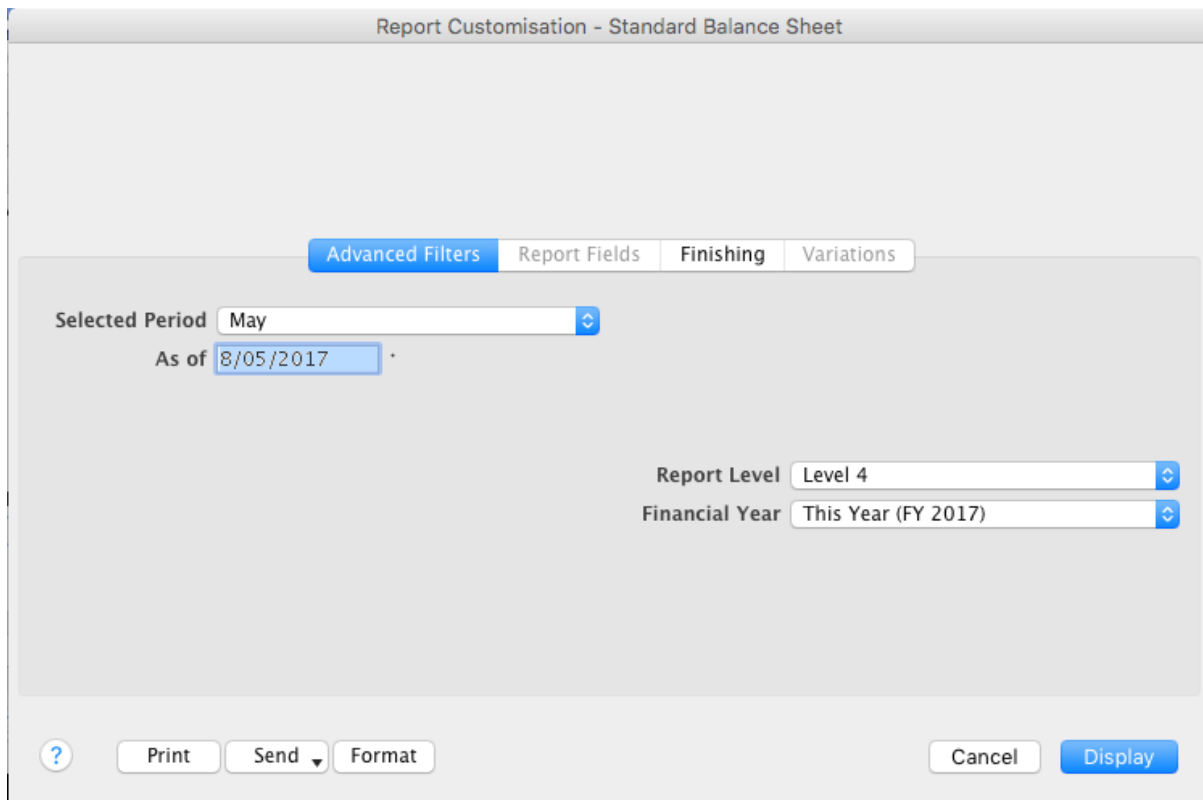
1. Ensure the MYOB business account is in the current financial year
2. Select **Reports** on the top of the page and select **Index to Reports**



3. Select **Accounts**, then **Standard Balance Sheet** under the Balance Sheet section



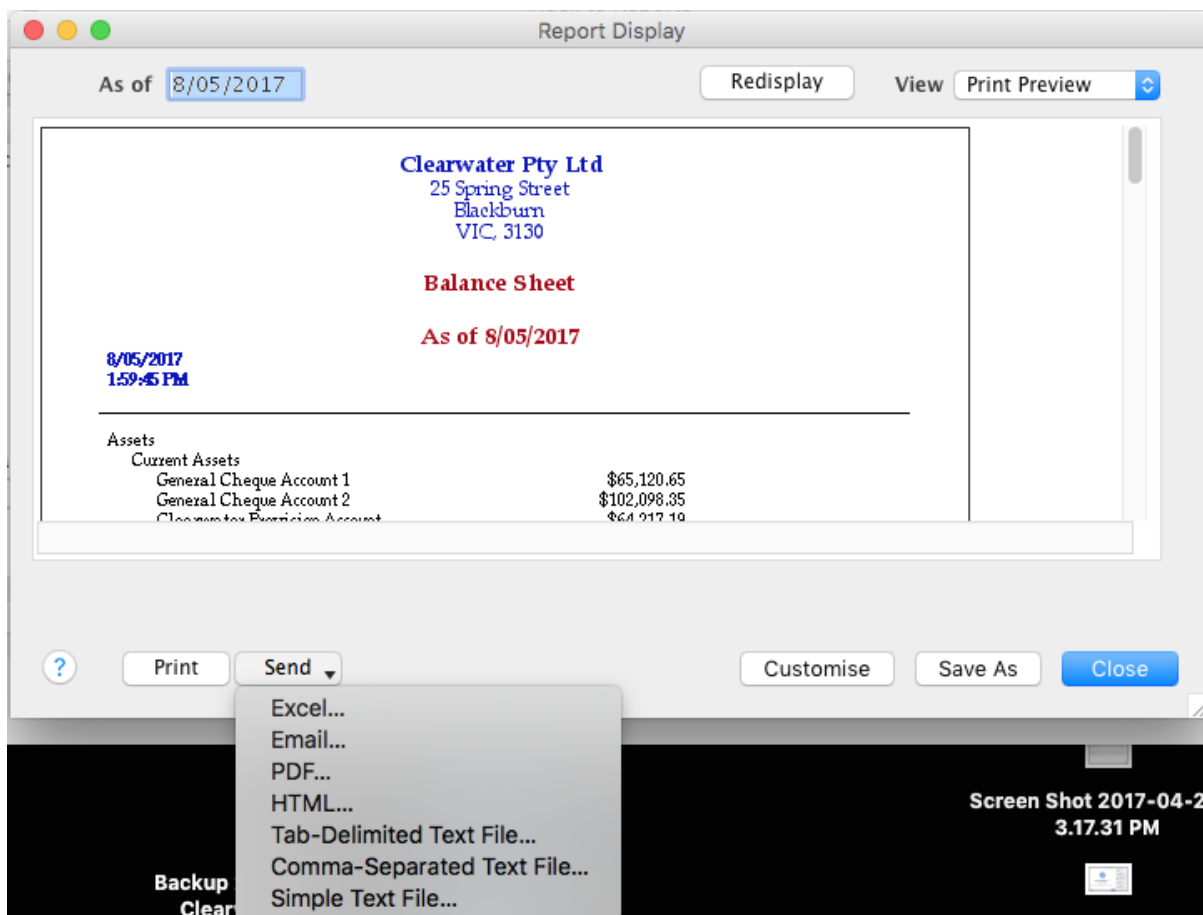
4. Select **Customise** on the middle bottom of the window. The Report Customisation – Standard Balance Sheet will then appear



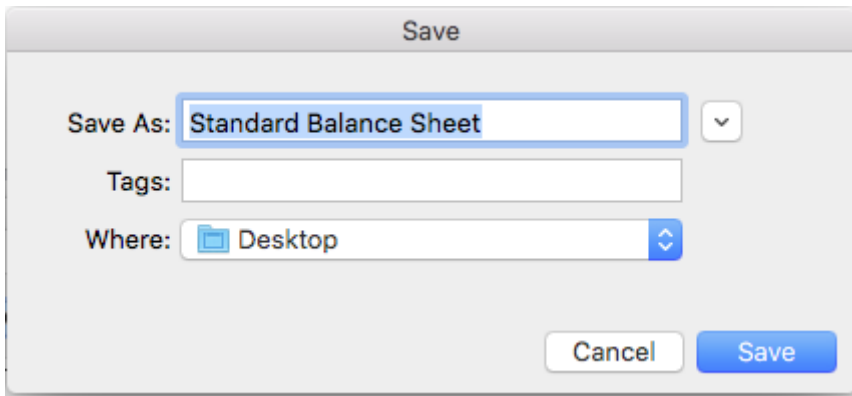
5. The “As of” date should be set to today’s date and the “Financial Year” should be set to the current financial year

6. Set the “Report Level” to Level 4

7. Select **Display** on the right bottom window and the Balance Sheet will then appear

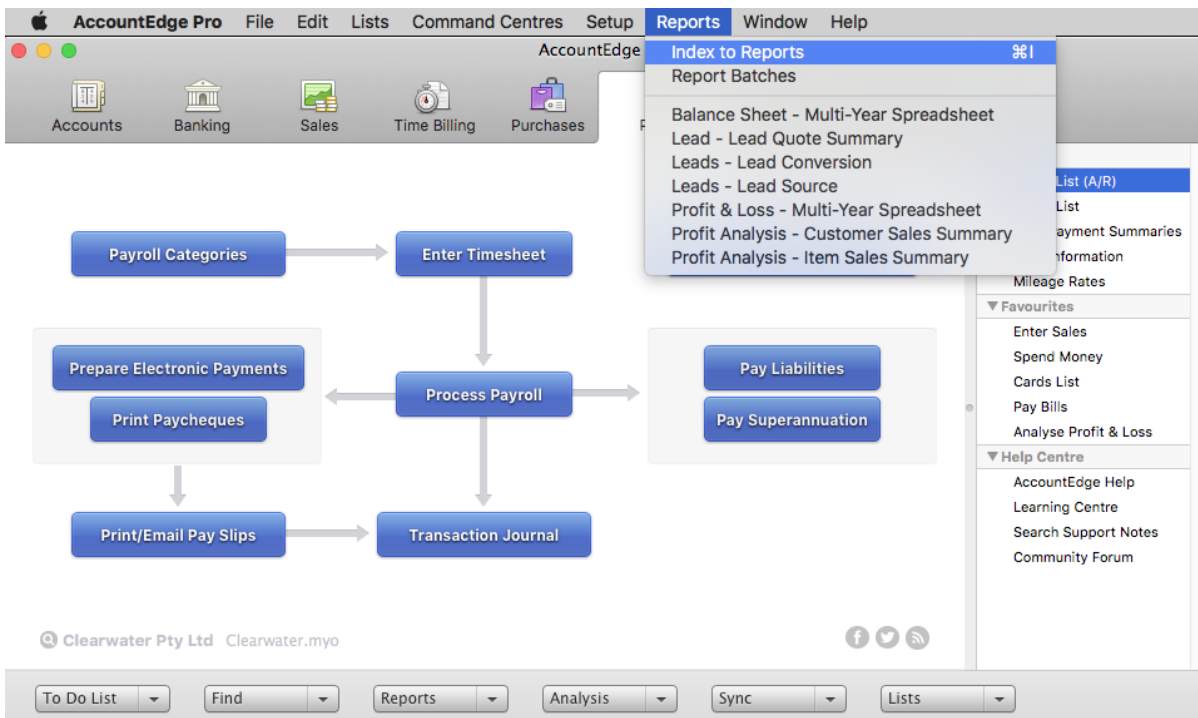


8. Select **Send** and choose **Comma Separated Text File**. The file will then open. Select **Save** to your preferred location

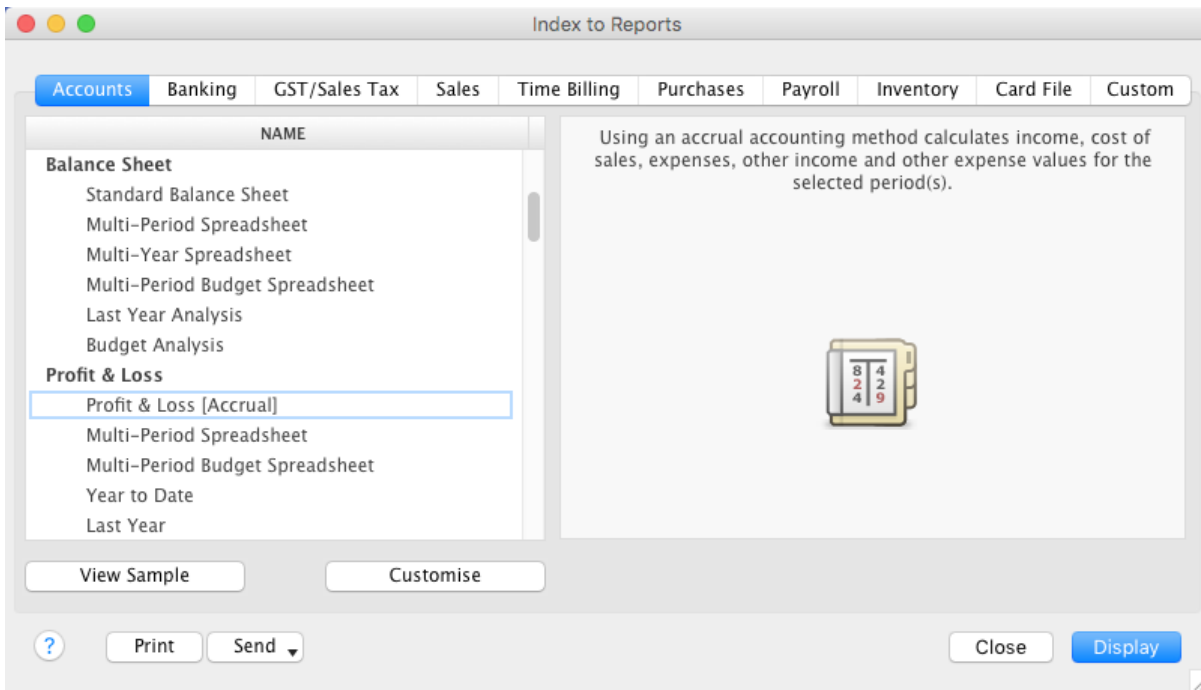


Your Profit and Loss

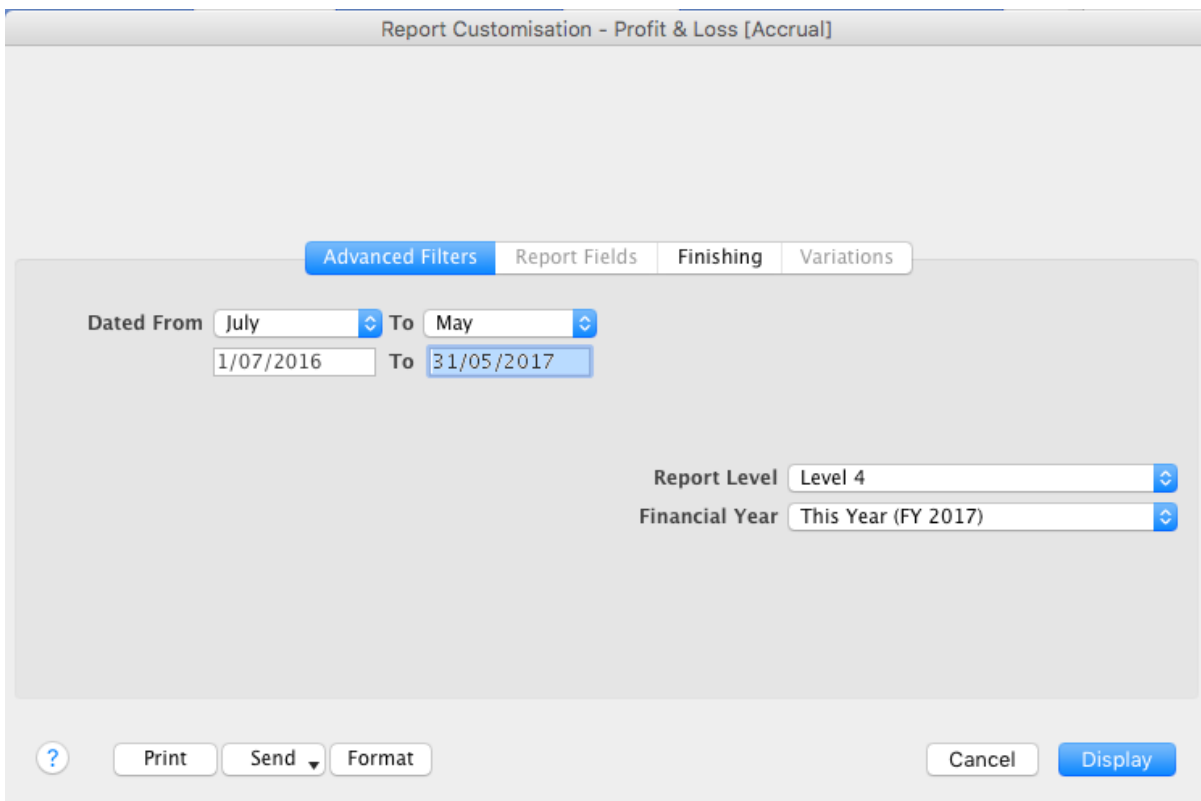
1. Make sure the MYOB business account is in the current financial year
2. Select **Reports** at the top of the page and select **Index to Reports**



3. Select **Accounts**, then **Profit & Loss (Accrual)** under the Profit & Loss section



4. Select **Customise** on the middle bottom of the window. The Report Customisation – Profit & Loss (Accrual) will then appear. MYOB produces the report using the 30 June financial year cut-off, which means you may need to generate two reports



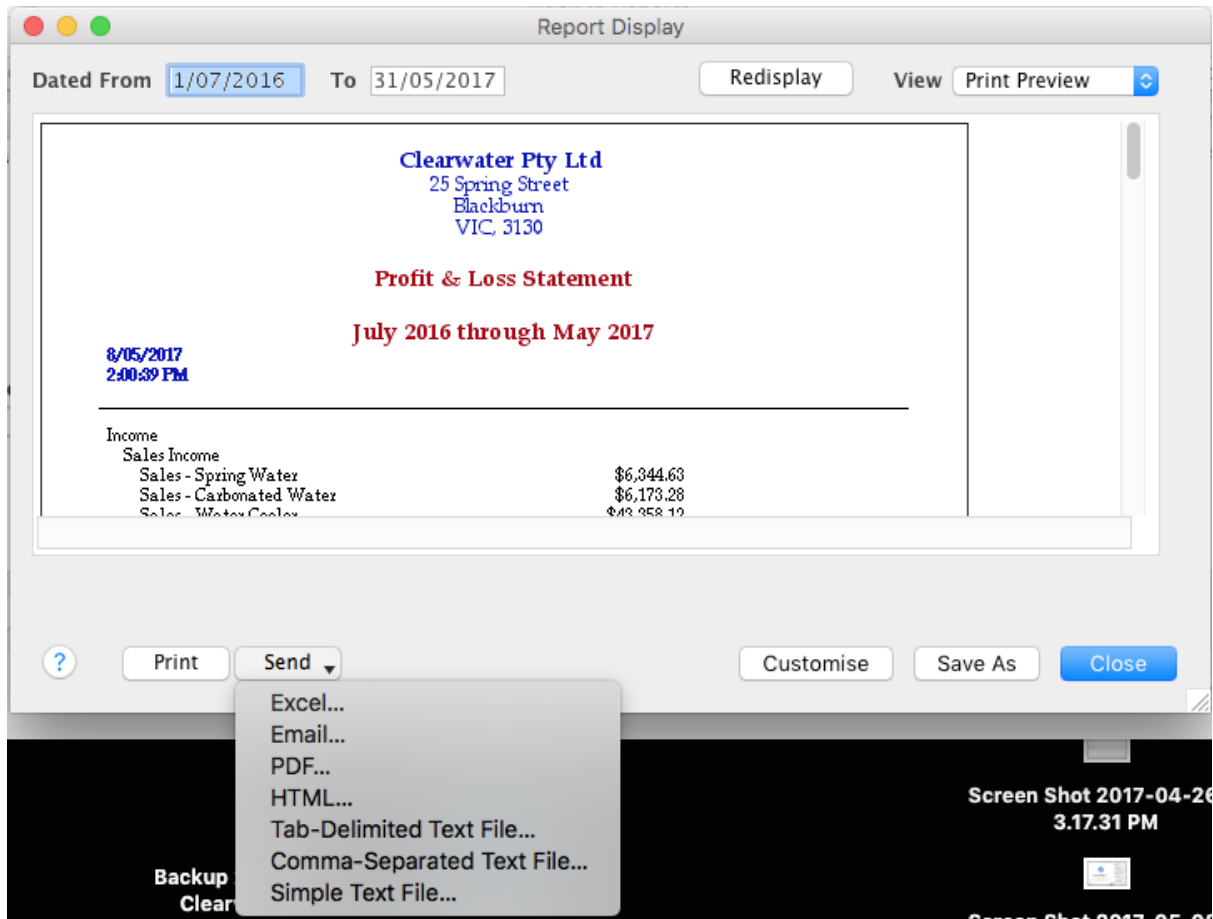
5. Make sure the **“Dated From”** date is set at 01/07/YYYY (most recent year for 1st of July) and the **“To”** is today’s date. For example if today’s date is 13 March 2017, the date should be set at “From” 01/07/2016 “To” 13/03/2017

6. Ensure the **“Financial Year”** is set correctly to the current financial year

7. Set the **“Report Level”** at Level 4

8. Select **Display** on the right bottom window and then the file will appear

9. Select **Send to** and choose **Comma Separated Text File**. The file will then open. Select **Save** to your preferred location



10. Repeat steps 1-9 to generate the second report, setting the **“From”** date 365 days prior to today and the **“To”** date to 30/06/YYYY (date of last financial year). For example, if today’s date is 13 March 2017, the date should be set at **“From”** 14/03/2017 **“To”** 30/06/2016