



*Gillespie*Advisory

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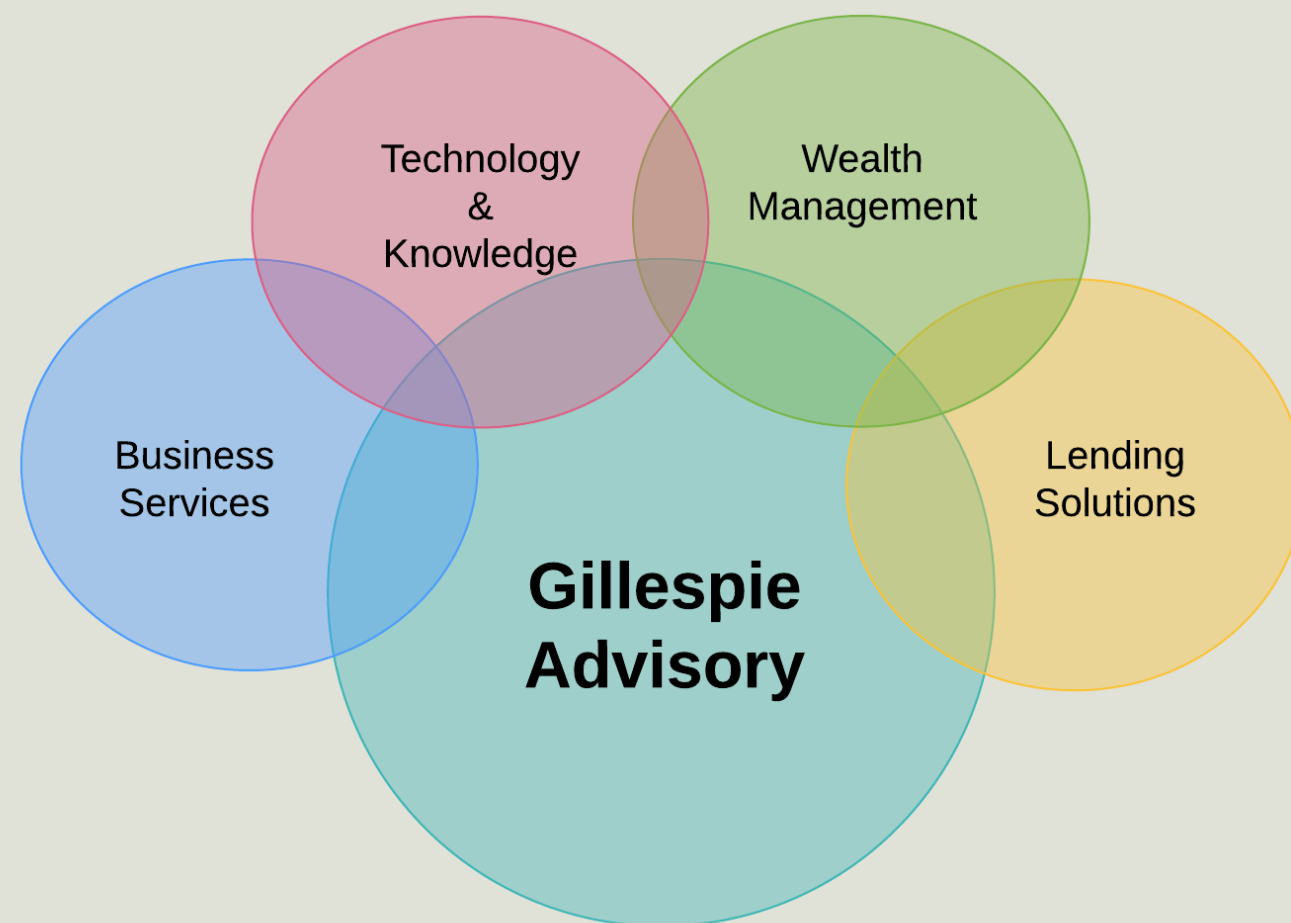
About Us

- Gillespie Advisory is a professional services firm established in 1989.
- Provide integrated financial solutions to achieve superior commercial outcomes creating long term intrinsic value.
- Clients include small business enterprises, corporates, non-for-profit organisations, industry associations and individuals.



Our Services

Integrated financial solutions



BUSINESS SERVICES

Provide business advisory, taxation, accounting services on financial performance & compliance obligations.



TECHNOLOGY & KNOWLEDGE

Expertise in the selection, implementation, training and use of accounting and business systems.



WEALTH MANAGEMENT

We offer wealth creation, retirement planning and wealth protection strategies designed to achieve your objectives.



LENDING SOLUTIONS

Access to a wide variety of finance including home loans, business and commercial loans, hire purchased leases and premium funding.

Service Offering

Consulting Solutions

- SMART Financial Systems review
- Assistance with updating existing systems
- Convert to other business systems
- Problem solving
- Software subscriptions
- Onsite support with workflows
- BAS preparation
- Bookkeeping & payroll support
- End of year assistance
- Annual leave backup/support





Service Offering

Knowledge Services

- Financial Software training in Xero, MYOB, Quickbooks, Reckon
- Microsoft Office suite from beginners to advanced
- Tailored training sessions
- Onsite training
- Onsite presentations of new features including floorwalking

End of Year Hacks using MYOB

- **EOFY Preparation is key!**
- **Online versus Brower**
- **Features for Quality Data**
- **5 Timesaving features**
- **STP Finalisation**

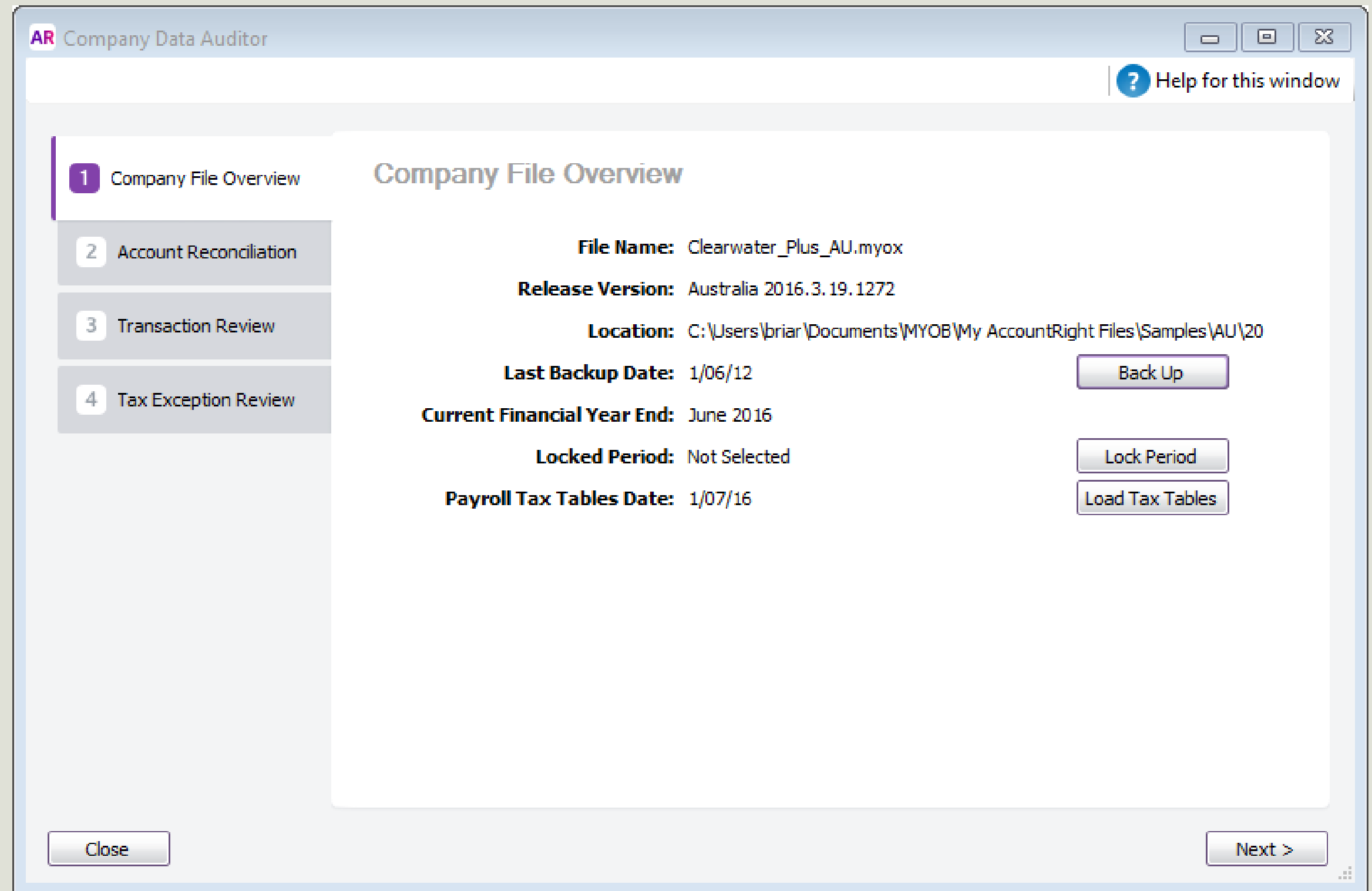
Preparation is the key to your success

- ☐ **Record ALL transactions**
- ☐ **Revise and record any movements in accruals, prepayments and unspent funding or grants**
- ☐ **Review your assets and record depreciation**
- ☐ **Reconcile all bank accounts, loans and credit cards**
- ☐ **Don't forget about bad debts and doubtful debts**

Preparation is the key to your success

- ☐ **Conduct and record any inventory stocktakes**
- ☐ **Reconcile Balance Sheet accounts and clear suspense**
- ☐ **Complete the STP Finalisation process**
- ☐ **Prepare your auditor file**
- ☐ **Prepare any post audit acquittal or funding reports**

Company Data Auditor



Company Data Auditor

AR Company Data Auditor

Help for this window

1 Company File Overview

2 Account Reconciliation

3 Transaction Review

4 Tax Exception Review

Account Reconciliation Review

	Account	Balance	Reconcile Date
→	1-1110 General Cheque Account 1	\$73,967.07	30/04/16
→	1-1120 General Cheque Account 2	\$150,000.00	Never reconciled
→	1-1140 Petty Cash	\$0.00	Never reconciled
→	1-1150 Clearwater Provision Account	\$63,005.19	Never reconciled
→	1-1160 Clearwater Investment Account	\$20,000.00	Never reconciled
→	1-1180 Undeposited Funds	\$12.00	Never reconciled
→	1-1190 Electronic Clearing Account	-\$35,263.18	Never reconciled
→	1-1200 Payroll Cheque Account	-\$14,953.48	Never reconciled
→	2-1250 PAYG Clearing	\$0.00	Never reconciled

Reconcile Accounts


Close


< Back

Next >

AR

Count Inventory

 Print

 Help for this window

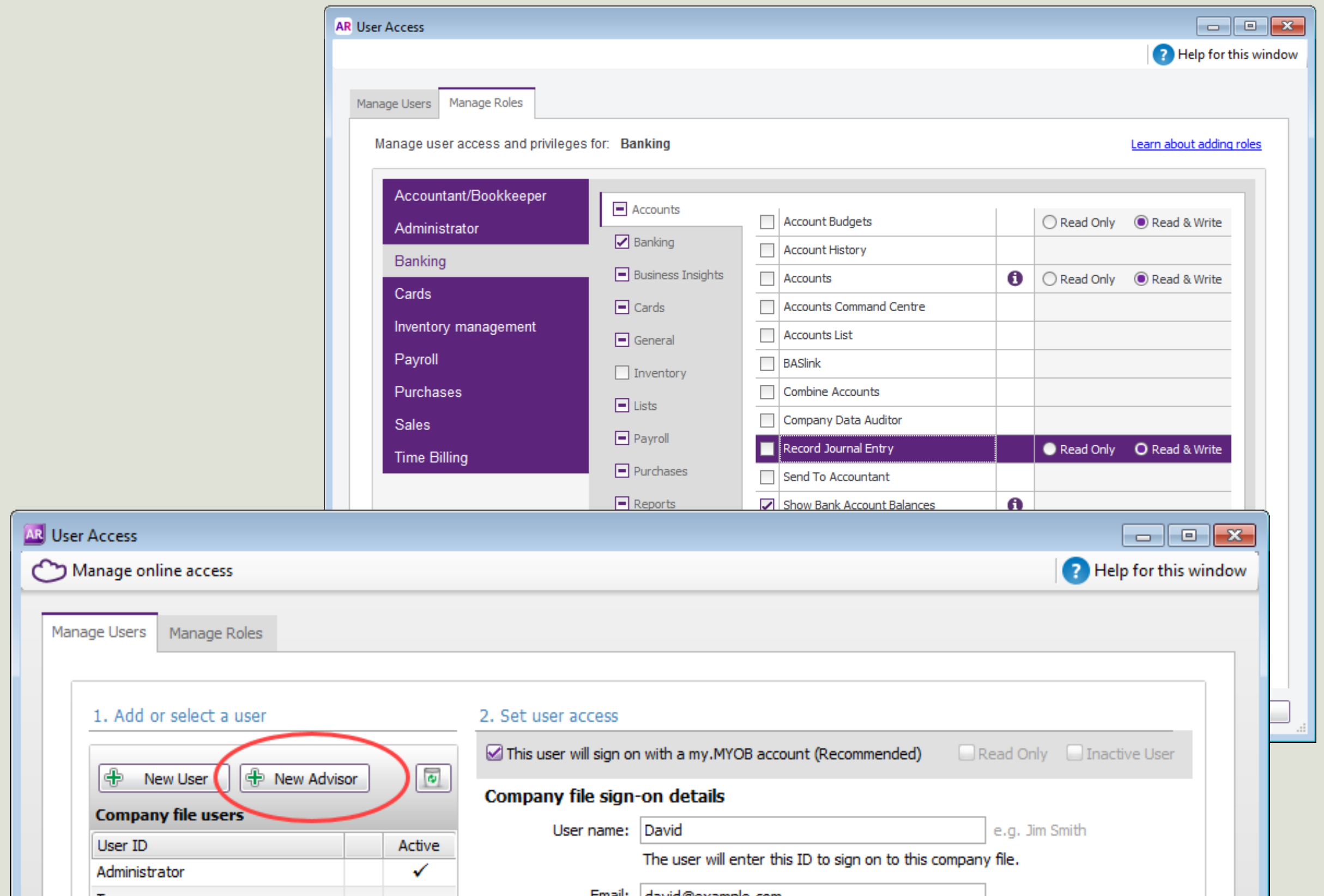
Item Number	Item Name	On Hand	Counted	Difference
100	Cooler Large	4	4	0
120	Cooler Filter Large	131	128	-3
123	Filter Kit No 1 Large	0	0	0
1234	Mens 27" Racer	5	5	0
1234 - LB	Mens 27" Racer Layby	0	0	0
200	Cooler Medium	10	13	3
220	Cooler Filter Medium	22	22	0
300	Cooler Small	10	9	-1
320	Cooler Filter Small	3	3	0
400	Pottery Crock	2	2	0
410	Glass Crock	28	26	-2
500	Spring Water Beverage Maker	0	0	0
550	Coffee Powder	23	23	0
560	Tea	28	28	0
600	20 Litres North Spring	168	168	0
610	20 Litres South Spring	357	357	0
630	20 Litres Clear Carbon	136	136	0
640	20 Litres Oranoe Carbon	55	55	0

Adjust Inventory

Cancel

Inventory Count Sheet

Auditor Access



AR Record Journal Entry

Journal ? Help for this window

Display in GST [BAS] reports as: ☐ Sale (Supply)
☐ Purchase (Acquisition)

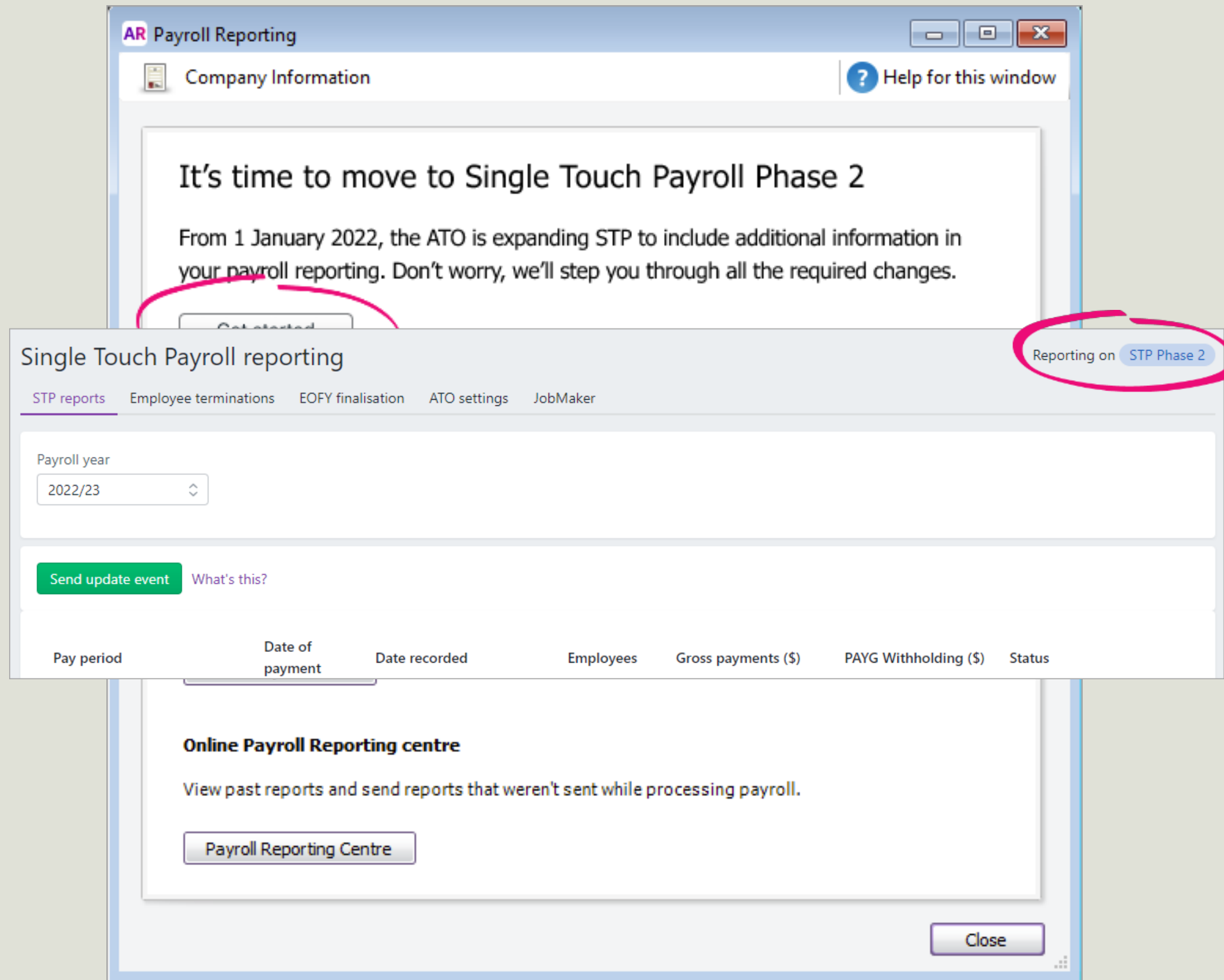
General Journal No.: GJ000001

Date: 03/07/2017

Memo: EOY adjustment from accountant

☒ Tax Inclusive
☒ Year-End Adjustment

Track EOY entries



**Are you STP
Phase 2
compliant?**

STP

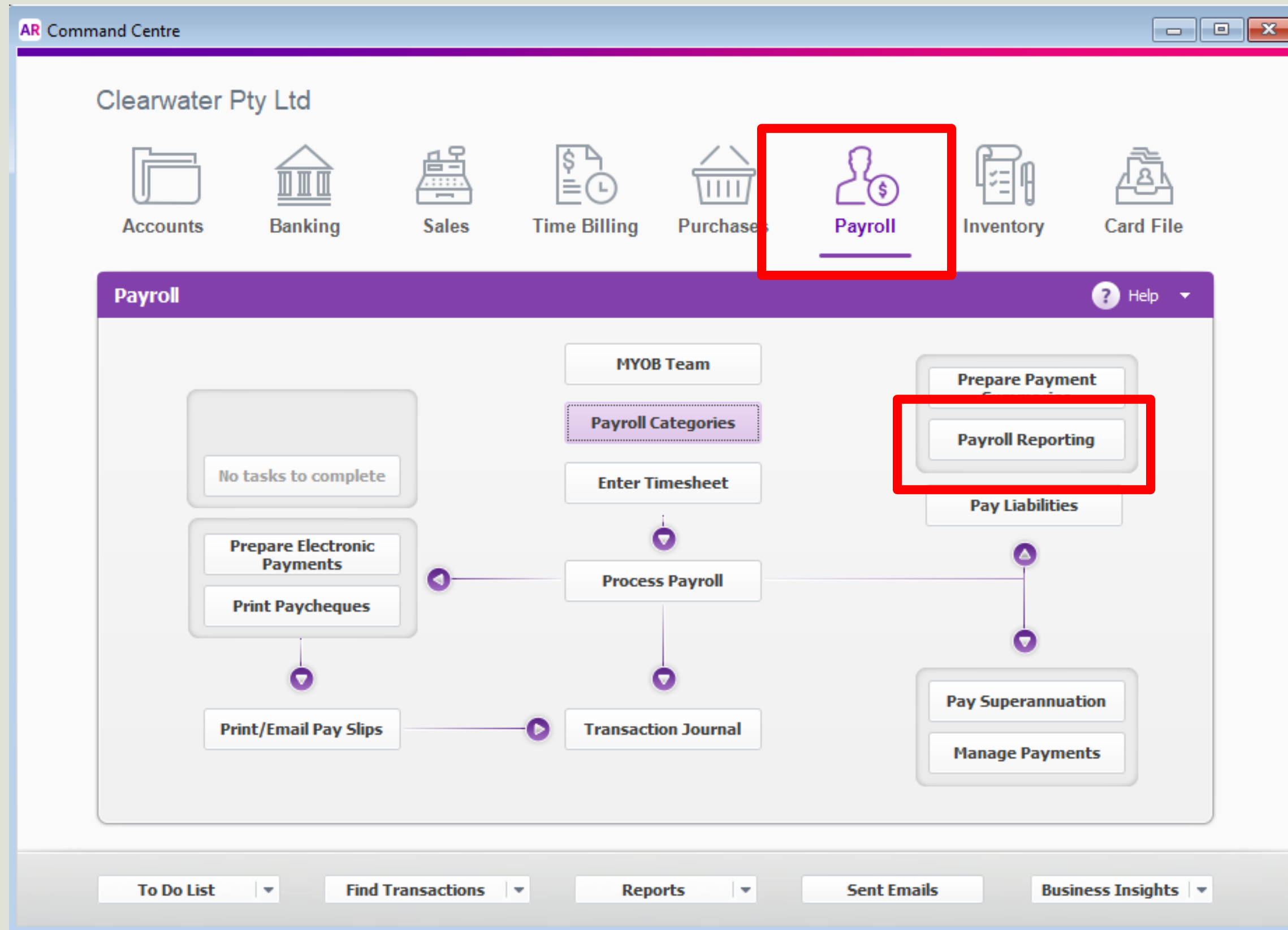
Finalisation

- ☐ **Check you are reporting via STP Phase 2**
- ☐ **Enter all pays up to 30 June – watch out for PAYMENT dates**
- ☐ **Fix any incorrect pays**

STP

Finalisation

- ☐ **Check terminated employees' details entered correctly**
- ☐ **Run key payroll reports and match to Payroll Reporting Centre**
- ☐ **Verify all pays sent to the ATO have been accepted**



Single Touch Payroll reporting

STP reports Employee terminations EOFY finalisation ATO settings JobKeeper payments % Turnover JobMaker

Payroll year

2021/22

Employees 11

Gross payments YTD 47775.08

PAYG withholding YTD 9853

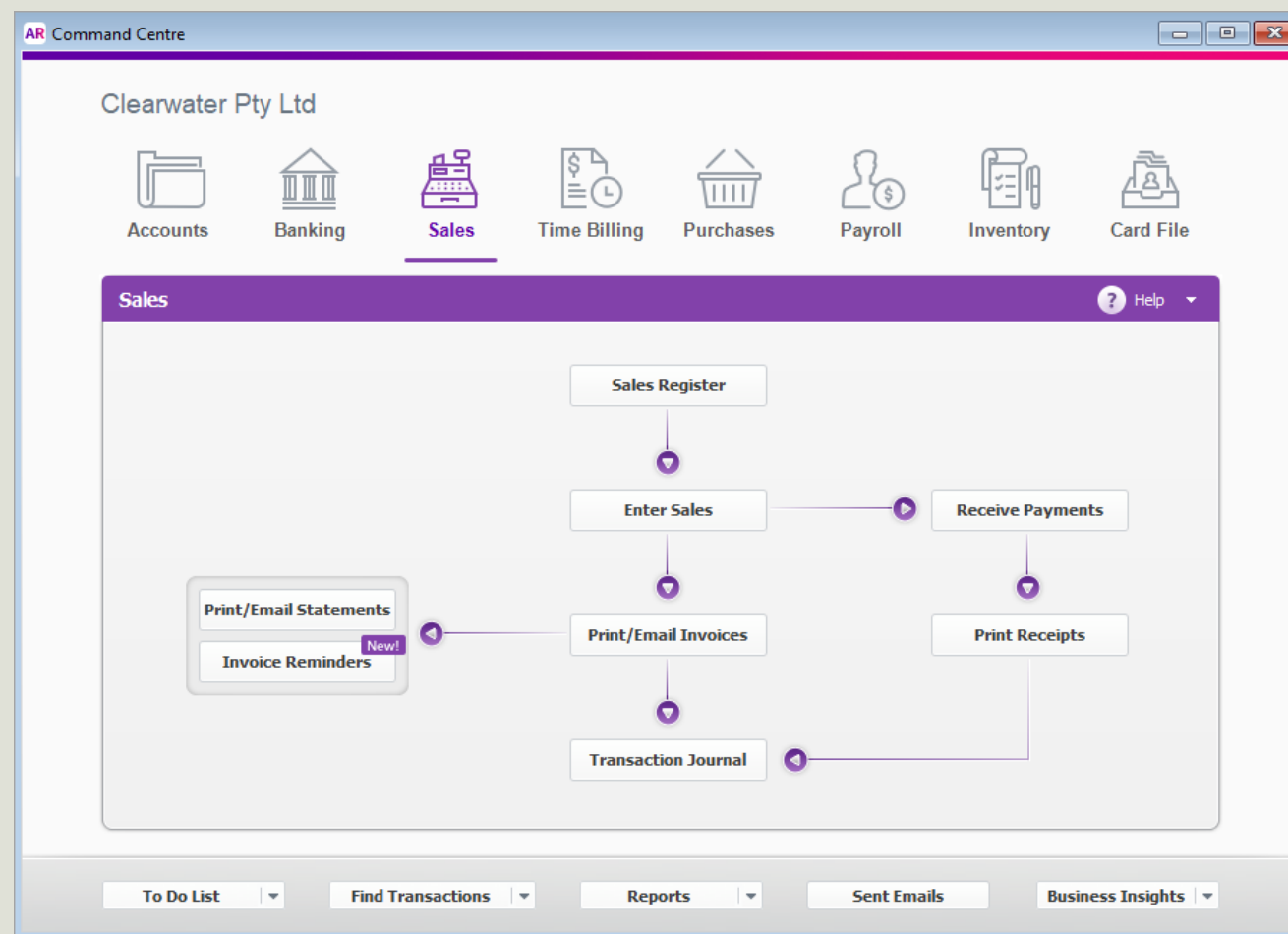
☐ Enable RFBA

[View YTD verification report \(PDF\)](#)

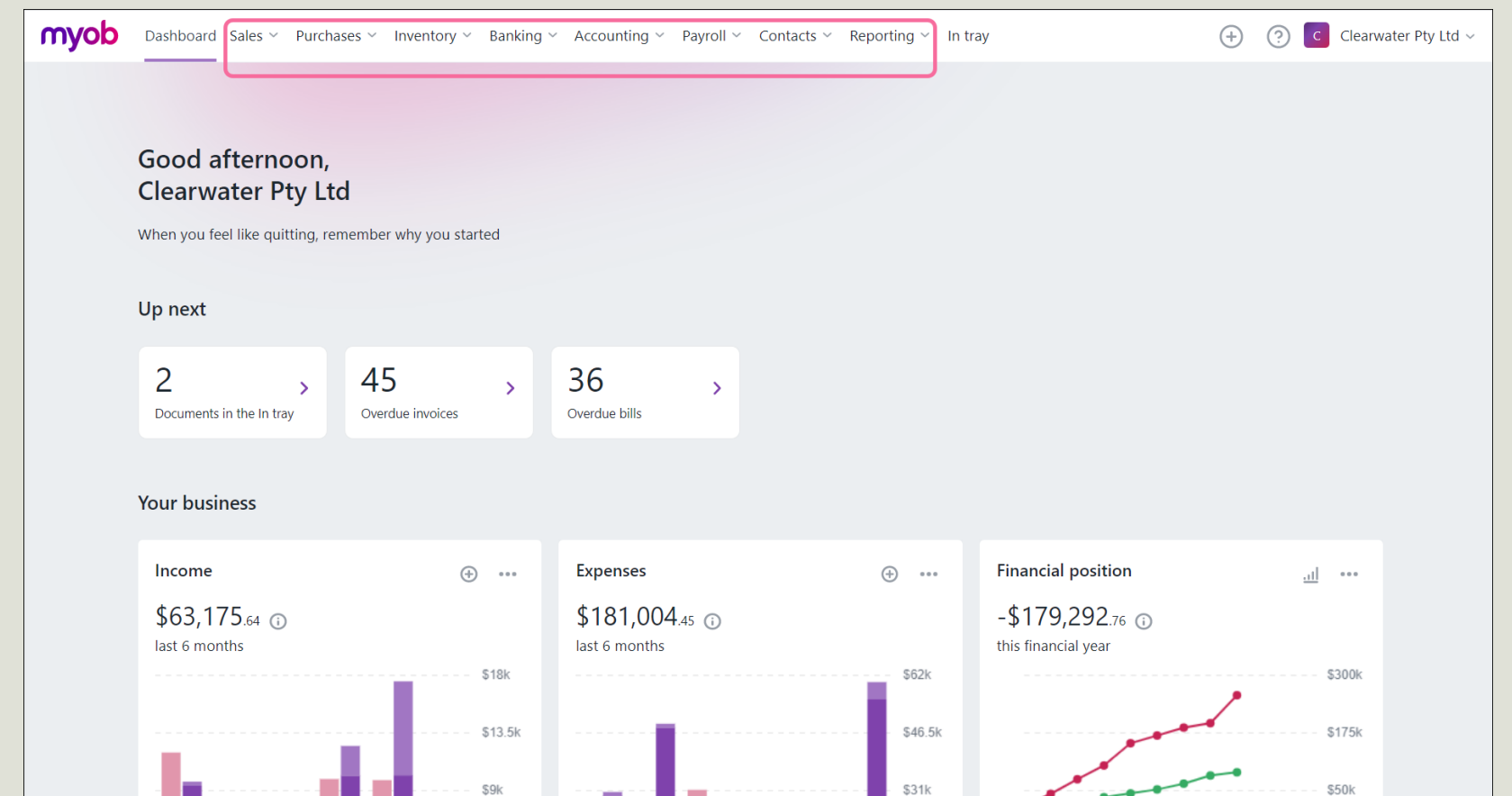
Finalise and notify the ATO

<input type="checkbox"/> First name	Surname or family name	Employment end date	Gross YTD (\$)	PAYG withholding YTD (\$)	Final indicator
<input type="checkbox"/> Alan	Long		3420	452	...
<input type="checkbox"/> Steven	Rankin		0	0	...
<input checked="" type="checkbox"/> Sue	Smith		6153.84	1392	...

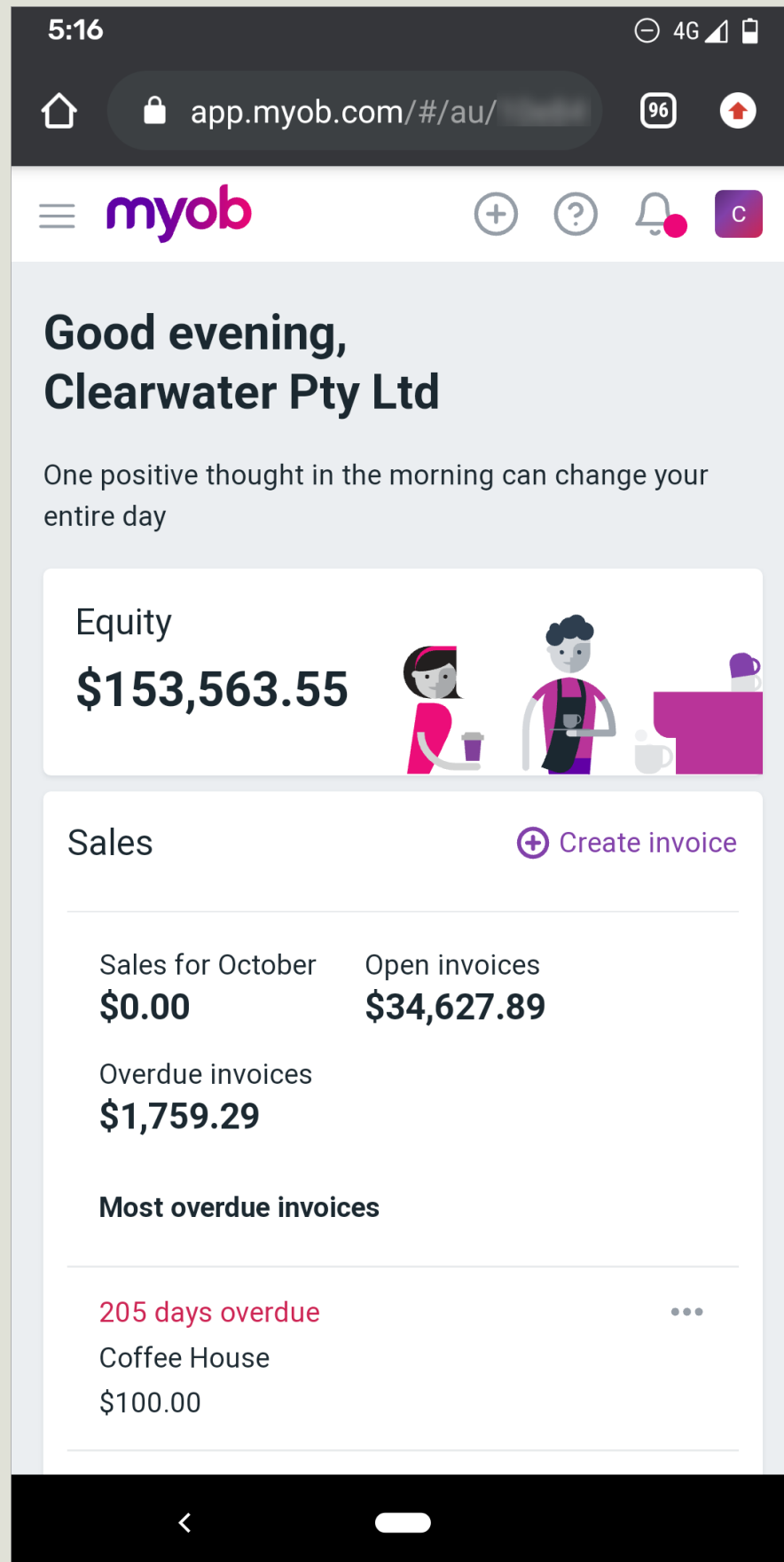
‘Online’ versus ‘Browser’ war



**AccountRight Plus
AccountRight Premier**



**Business Lite
Business Pro
Payroll only**



- **Looks different, same data**
- **Automatic ABN validation**
- **Bank reconciliation and matching power**
- **Bulk find and replace!**
- **The in 'Tray' is easier in the browser**
- **Consolidated financial reports for multiple businesses!**
- **Restrictions removed for report periods**

Top 5 time saving tips

Activate and use Bank Feeds

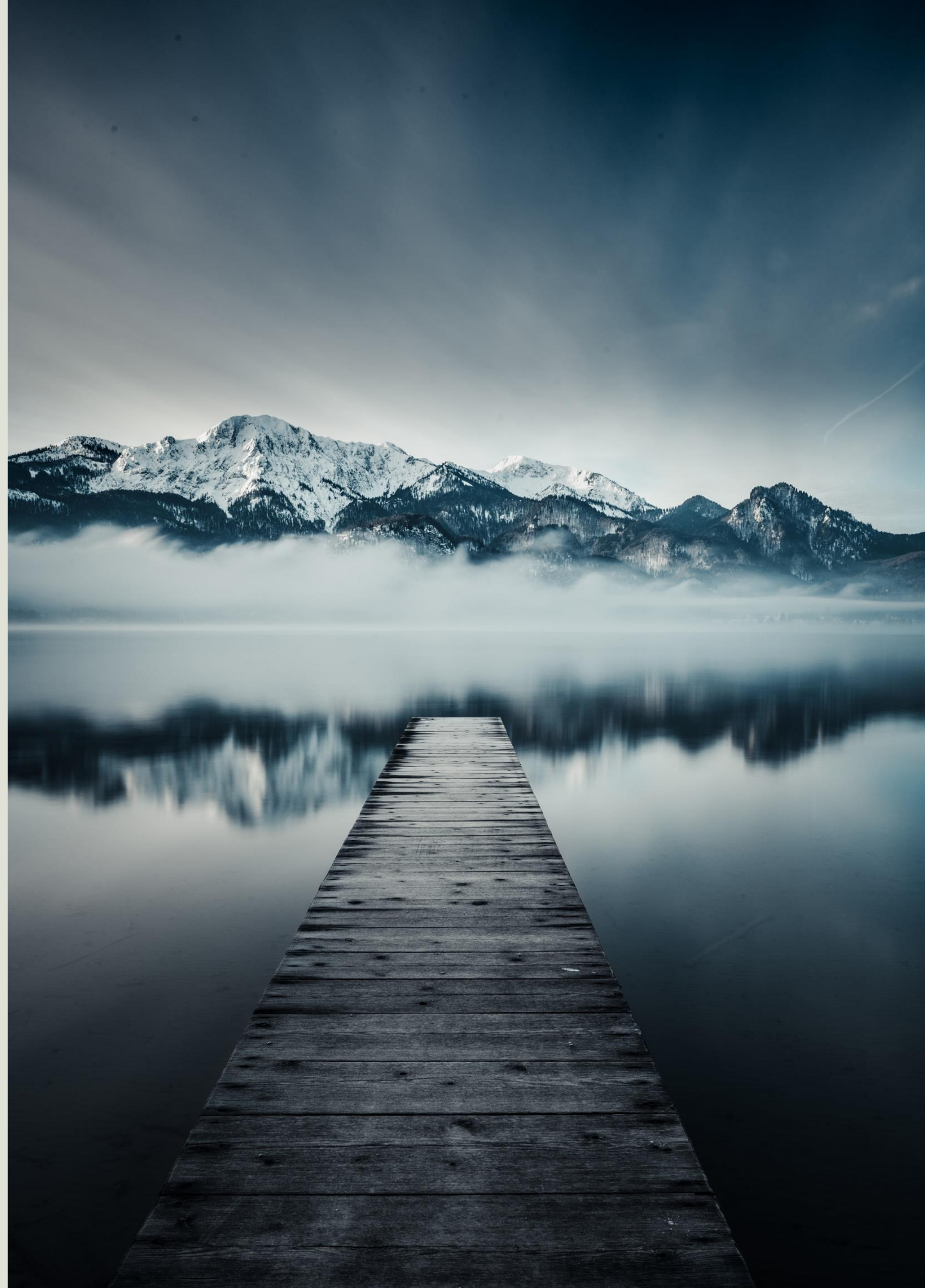
Automate, automate, automate
make it easy!

Use the in Tray and go paperless

Register for auto-super

Use ABA files for bulk payroll and
supplier payments





Seek help. Find hope.

13 11 14

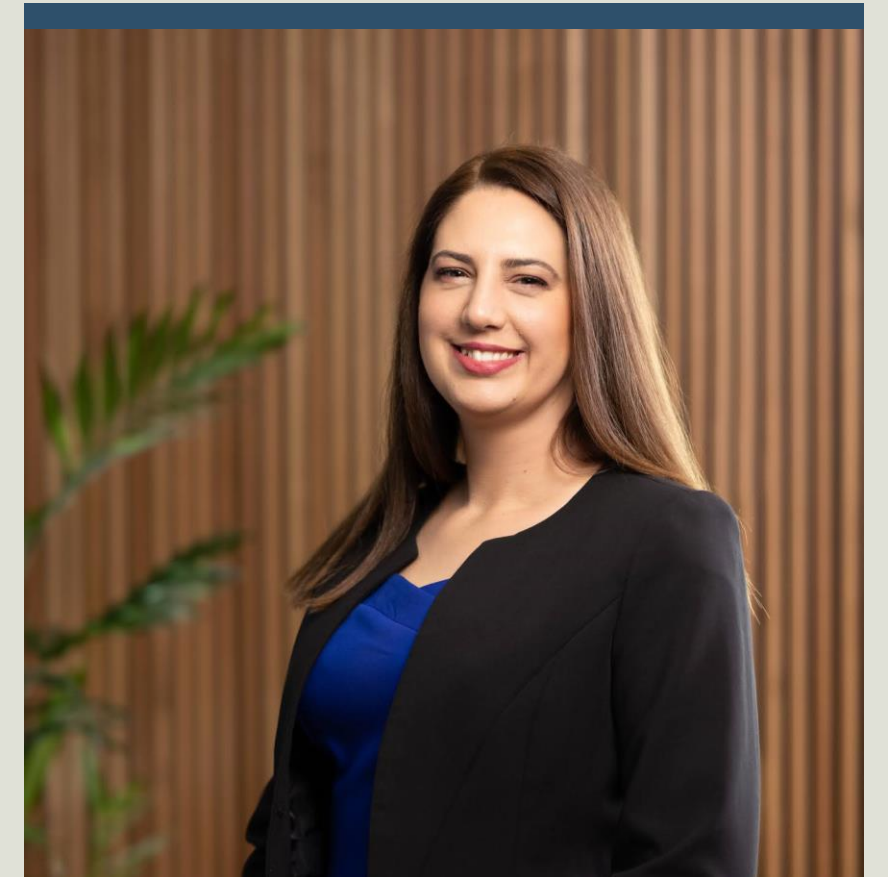


About the Presenter

Yvonne Varela is a Chartered Accountant and registered Tax Agent with over 20 years hands on experience in accounting, taxation, auditing and the financial systems that support them.

Yvonne is an MYOB Business Certified Consultant that provides training in the product as well as systems integrations for some of the popular add-ons that businesses like to use. Her aim is to streamline workflows to ensure organisations can get on with what they do best.

Yvonne and Gillespie Advisory actively support small to large NFP's around Australia, including sponsorship and representation on Boards and Committees. This provides a wealth of knowledge that is unique to those in the NFP sector, where understanding the NFP sector is key when delivering training or consulting and the financial systems that support the organisation.



Yvonne Varela, CA

Principal
Technology & Knowledge

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