



WHITINGS

CHECKLIST OF PRINCIPAL ITEMS REQUIRED FOR QUICKBOOKS USERS

Please Furnish:

- Users of Quicken, please refer to our 'Non – Computer Based Systems' checklist.
- Backup of Accountants Review copy of your **final** year-end data file (disks must be numbered). Please note, if a year-end adjustment is required, your software needs to be the latest version (currently version 8.0).
- Please advise your current version and password.
- Copy of bank statement and bank reconciliations as at 30 June for all bank accounts operated.

Please also refer to our General Checklist for Businesses.

PLEASE DO NOT MAKE CHANGES TO YOUR DATA FOR THE RELEVANT FINANCIAL YEAR ONCE YOU HAVE SUPPLIED YOUR 'FINAL' DISK

TO IMPROVE OUR EFFICIENCY IN SERVICEING YOUR NEEDS, WE WOULD REQUEST THAT YOU ENSURE YOUR SOFTWARE IS UPGRADED TO THE MOST RECENT VERSION BEFORE BACKING-UP YOUR DATA (visit www.quicken.com.au for details of upgrades available).