

Instruction for Completing Monthly IAS in MYOB

1. Run a Bank Reconciliation for the Month you are reporting.
(**Command Centres>Banking>Reconcile Accounts**)
2. Run a Profit and Loss for the Month you are reporting.
(**Reports>Index to Reports (Ctrl I)>Accounts>Small Business Entity>Profit & Loss [Cash]**)
3. Run a Balance Sheet for the Month you are reporting.
(**Reports>Index to Reports (Ctrl I)>Accounts>Balance Sheet>Standard Balance Sheet**)
4. Print Payroll Register Summary for the Month you are reporting.
(**Reports>Index to Reports (Ctrl I)>Payroll>Register Summary**)
5. Check that the Payroll Register Summary gross wages equals the Profit and Loss wages.
6. Check the Payroll Register Summary Tax equals the PAYE Withholding in the Balance Sheet.
7. Select (**Command Centre>Accounts>BAS Link**)
8. Once only set up - Click on the BAS info icon in the bottom left hand corner.
9. In Setup Window select
Withholding Payment Frequency>Monthly (medium withholder) click ok
10. Click on the Reporting Month - make sure the year is the current financial year
11. Click on Prepare Statement
12. Check that W1 = Payroll Register Summary - Gross Wages
13. Check that W2 = Payroll Register Summary - Tax
14. Fill in ancillary information
15. Click on the Print Button - this will print out a populated form.
16. Copy the information on to the ATO form and send it to the ATO
17. Click on the Transaction Icon - this will print out the Spend Money Icon –
it will ask if you use the PAYG function click on "NO"
18. Select Save and Close.