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## **CLIENT NEWSLETTER**

**18 June 2008**

### **END OF YEAR PROCEDURE FOR BANKLINK USERS**

You should ensure that you add unpresented cheques at 30 June by following the steps below. This is important at the end of each quarter for your BAS and especially important at 30 June.

- .... Click on the arrow next to the cheque book symbol on the toolbar and select "Add Unpresented cheques":  
Enter in the first cheque number used and last cheque number used in the month you are processing, for unpresented cheques to be identified in the bank rec. Click on the "OK" button to confirm. Click on "Yes" to "Do you want to add?"
- .... By reference to your cheque butts, enter amounts against the zero (0) entries (the unpresented items) and code them (Press the equal sign "=" to add the amount).

When you have collated all your information for us to prepare your accounts and income tax returns for the year ended 30 June 2008, we will use the current Banklink file and select the entries to 30 June 2008.

After we have processed your file for the year, we will lock off the entries so that no changes are made to the 'final product'.

A good habit to get into is as soon as you've finalised and printed your BAS to answer 'YES' to the question "do you wish to finalise the accounting period". This stops any changes being made after the BAS is lodged.

Please call if you require any further information.

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### **What is "OBM"? Open Book Management**

The success of OBM is evident. Because OBM gets team members to feel, think and act like business owners, everybody is working towards improving the efficiency and effectiveness of the business – and therefore the financial results.

*This Newsletter, of necessity, has dealt with matters of a technical nature in general terms only. Clients should contact us for detailed information on any of the items in the Newsletter. No responsibility for loss occasioned to any person acting or refraining from acting in reliance upon any material in this Newsletter can be accepted by any member of the firm.*

*Liability limited by a scheme approved under Professional Standards Legislation.*