

GST Questionnaire for MYOB EXO Users

Please complete the following Questionnaire for each of your Registered MYOB EXO databases and then either fax to +64 9 441 9120 or email gst@acclaimgroup.co.nz

1. What is the name of the company, as registered with MYOB?

2. Is this company GST on an Invoice Basis or Payments Basis?

3. What frequency do you pay GST? For example: Every Two Months.

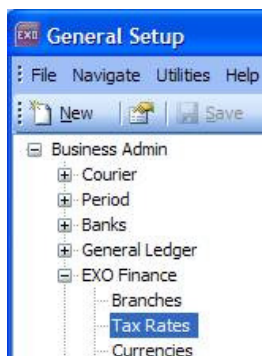
4. Would the company normally have a GST Return Date of 30 September?

5. If No, what is the normal GST Return Date that includes the September period?

6. What version of MYOB EXO are you using? To view your version number, select HELP > ABOUT within EXO.

7. What is the first month in your financial year? For example: April.

To assist in answering the next two questions, select SETUP > BUSINESS ADMIN > EXO FINANCE > TAX RATES:



Note the numbers against the DEBTORS STANDARD GST RATE and then CREDITORS STANDARD GST RATE:

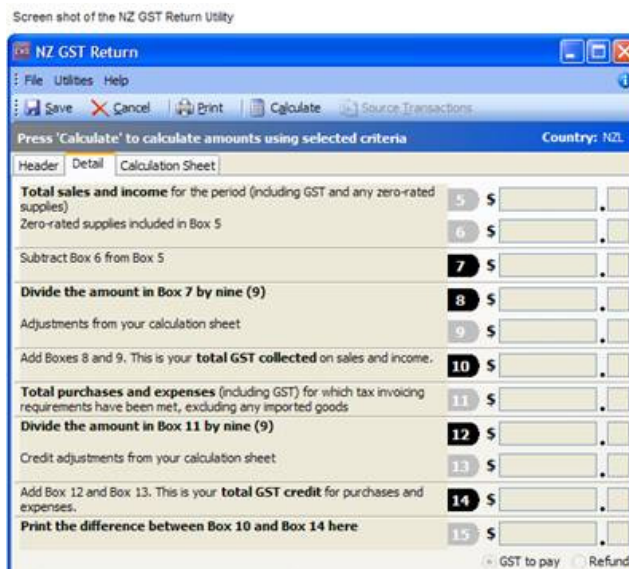
Tax Rate No.	Tax Rate Name	Short name	Rate %
1	DEBTORS STANDARD GST RATE	DR	12.5
2	DEBTORS GST EXEMPT	DR-EX	0
3	DEBTORS ZERO RATED	DR-ZR	0
4	CREDITORS STANDARD GST RATE	CR	12.5
5	CREDITORS GST EXEMPT	CR-EX	0
6	CREDITORS ZERO RATED	CR-ZR	0
7	BAD DEBTS	BAD	12.5
8	BAD DEBTS RECOVERED	BADREC	12.5
9	CUSTOMS GST	CUSTOM	0

Default Debtor Tax Rate Number Default Creditor Tax Rate Number

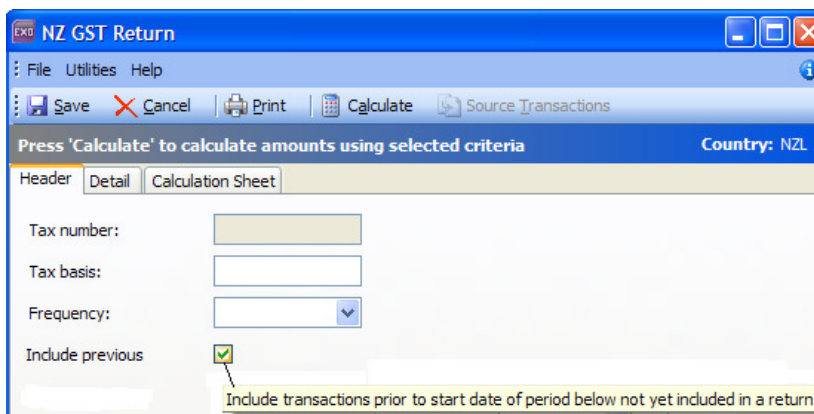
8. What is the Tax Rate Number for the DEBTORS STANDARD GST RATE? For example: 1

9. What is the Tax Rate Number for the CREDITORS STANDARD GST RATE? For example: 4

10. Is the company using the NZ GST Return Utility within EXO to complete GST Returns?



11. Within the NZ GST Return Utility is the INCLUDE PREVIOUS option normally selected?



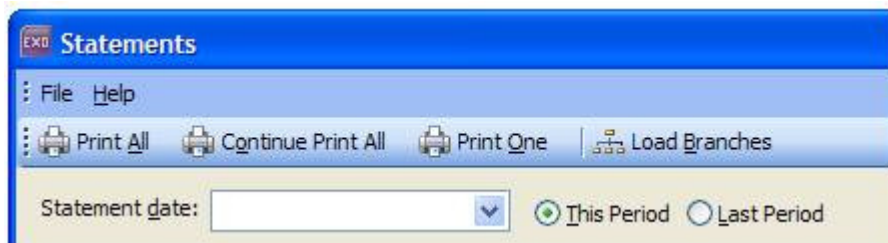
12. Does the company use the NZ GST Return Utility to calculate Customs GST?

13. Does the company reconcile the NZ GST Return Utility with the GL?

14. At the end of each month are all ledgers normally rolled at the same time (Debtors, Creditors, Stock and General Ledgers)?

15. If No, what is the normal order and timing in which the Ledgers are rolled?

16. At the end of each month, does the company *normally* print THIS PERIOD or LAST PERIOD Debtor Statements?



17. Under SETUP > BUSINESS ADMIN > STOCK > PRICE NAMES: is there any Stock Price Levels setup as GST Inclusive?

18. Does the company use the Subscriptions module?

19. Does the company use the Sales Order Quote system?

20. Does the company use the Sales Order Standing Orders system?

21. Are sales orders generated outside of the EXO database, for example website integration or import routine from external applications? If yes, please specify:

22. Are debtor payments generated outside of the EXO database, for example website integration or import routine from external applications? If yes, please specify:

23. Does the company accept Deposits from Debtors for goods/services that are supplied in a different month from that of the deposit?

24. Does the company manage Customer Retentions?

25. If the company uses the Job Costing Module, are you anticipating having open jobs that span the tax rate change?

26. Does the company use the Point of Sale Module?

27. Does the company purchase second hand goods from un-registered suppliers?

28. Is the company expecting to write-off bad debts by 30/09/2010?
