

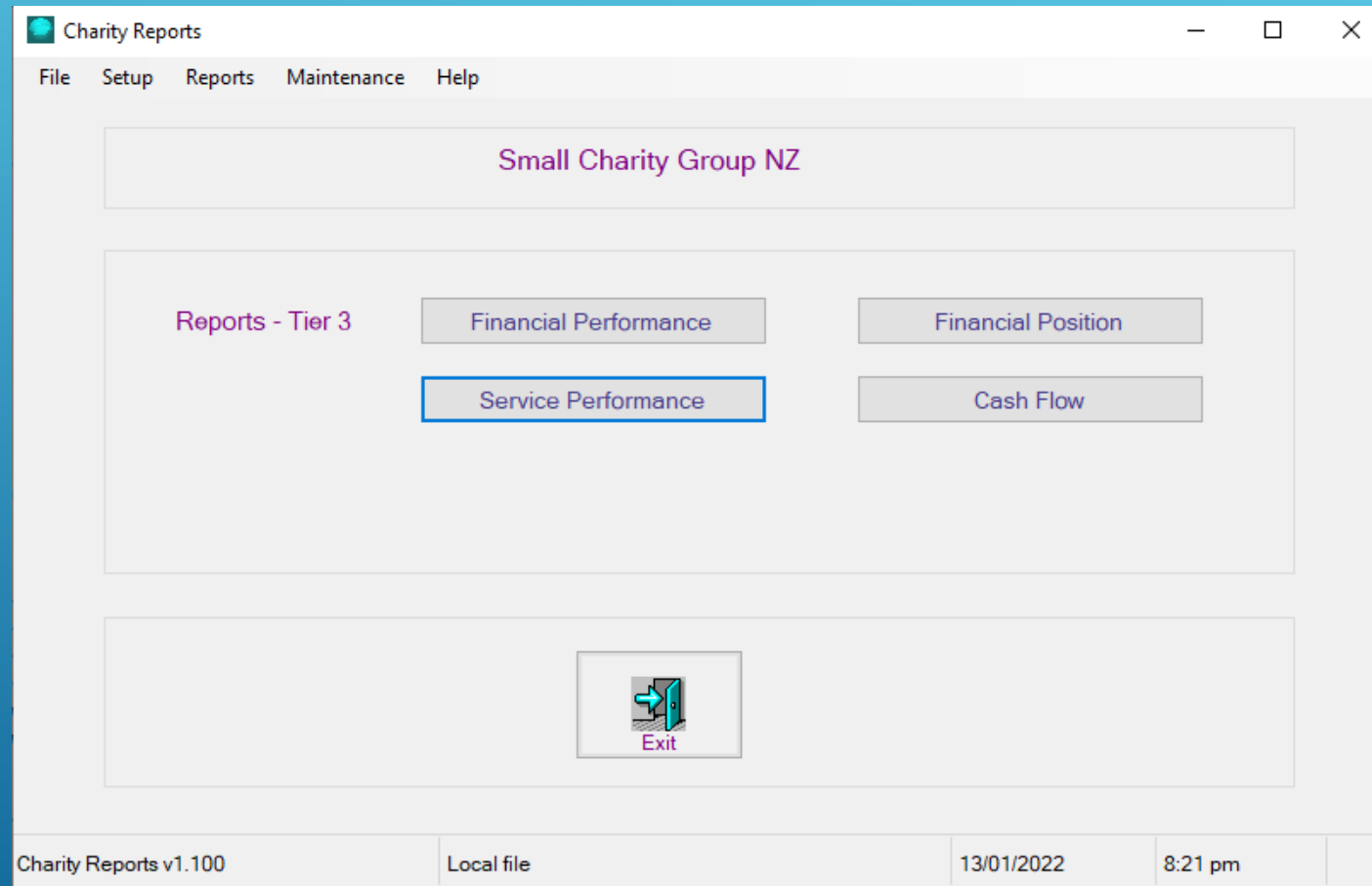
CHARITY REPORTS

For MYOB AccountRight files

Software produced by Computing Solutions Ltd



CHARITY REPORTS FOR MYOB



CHARITY REPORTS FOR MYOB

- ▶ Charity Reports is an add-on application designed for all smaller size Charities in New Zealand, which are required by the Charities Commission to file annual reports under either Tier 3 or Tier 4 levels.
- ▶ The software is an affordable option to assist compliance with Charity reporting
- ▶ Key Features
 - ▶ Reports
 - ▶ You can create the reports required for each Tier Level.
 - ▶ The reports can be stand-alone or updated into a template file.
 - ▶ Maintenance
 - ▶ The software will create the background files required to map each MYOB account to the relevant line in each report.

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Reports provided

- Tier 3
 - Statement of Service Performance
 - Statement of Financial Performance
 - Statement of Financial Position
 - Statement of Cash Flows

- Tier 4
 - Statement of Service Performance
 - Statement of Receipts and Payments
 - Statement of Resources and Commitments

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Maintenance options

- Create a MYOB Map file
 - Creates a file mapping each MYOB account to each report
- Create a Map Code file
 - Creates a list of report codes which can be used
- Create a Report Template file
 - Creates an Excel file with a worksheet for each report
- View the Tier Level Chart
 - Displays a chart to assist with Tier level selection

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The Process

- Select your Preferences
 - select your Tier level
 - select the Report File Type (Stand-alone or Template)
- Use Maintenance to create a MYOB Map file
- Use Maintenance to create a Map Code file
- Use Maintenance to create a new Template file
 - not required for stand-alone reports
 - not required if you have your own Temple file

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The Process - continued

- Edit your MYOB Map file and change any report codes where relevant
 - the software will make a best guess to map each account
 - you can improve on this, and add further report lines
 - each account has map codes for each report
- For stand alone reports
 - - run the report, review results, edit mapping
- For Template based reports
 - make a **backup** copy of the Template file
 - run the report, review results, edit mapping

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Template based reports

- The excel file should contain separate worksheets
 - some worksheets can contain text
 - other worksheets are for separate reports
 - the report worksheets **MUST** have the correct **name**
 - the software will update the relevant worksheet

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SUMMARY

- The software can be downloaded from the website below
- Help notes are included with the software
- Any enquiries may be emailed to:
info@computingsolutions.co.nz
- For further details see:
www.computingsolutions.co.nz