SOLO by myob

2026 END OF FINANCIAL YEAR CHECKLIST

This checklist gets you sorted for tax time and ready for a smooth start to 2027.

Know the dates

The Australian financial year ends
30th June

The new financial year starts
1st July

As a sole operator, you'll need to report all your business income and expenses. Registered for GST? Check that you've lodged and paid your BAS.

Lodge tax return
1st July - 31st Oct

Lodge your tax return with the Australian Tax Office (ATO) between July 1st and October 31st or consult your Tax Agent for your lodgment date.

Step 1. Track every dollar you earn

a. **Income via invoices** ☐
Enter all the invoices for any work done this financial year.
Solo – Send an invoice

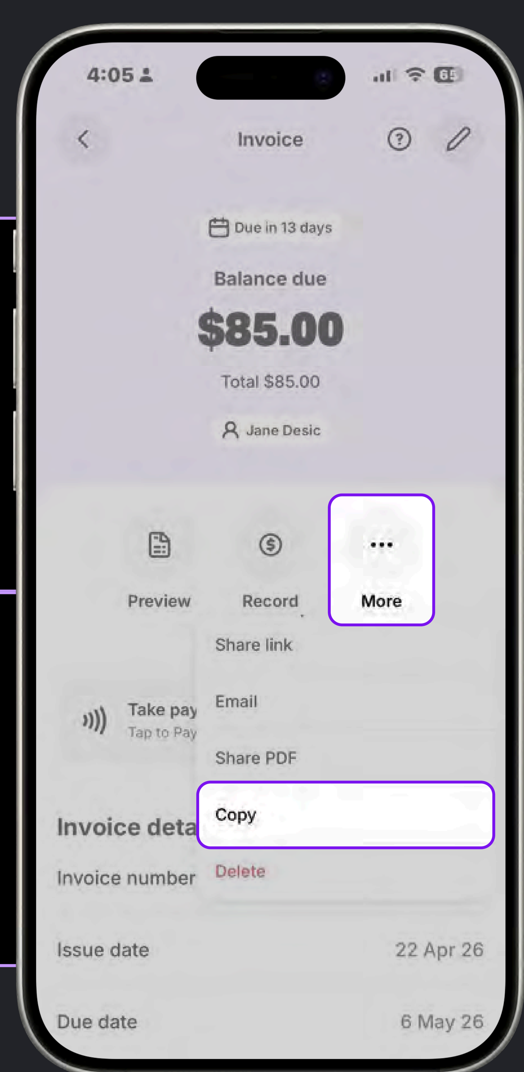
b. **Non invoiced income** ☐
Record any extra income (not invoiced). Think grants, interest etc.
If you have a connected bank account categorise all income.
Solo – Record income

c. **Finalise any customer refunds or returns** ☐
Solo – Refund a customer

d. **Chase unpaid invoices** and mark them as paid when the money lands. ☐
Solo – Chase overdue invoices

Tip Turn on auto reminders and skip the awkward follow-ups.
Send automatic payment reminders to a customer

TIP Got repeat jobs? Copy an invoice and save time.
Copy an invoice



Step 2. Track expenses. Claim what's yours.

Check ATO Small business guides to understand what you can and can't claim.
Reach out to your advisor for further advice.

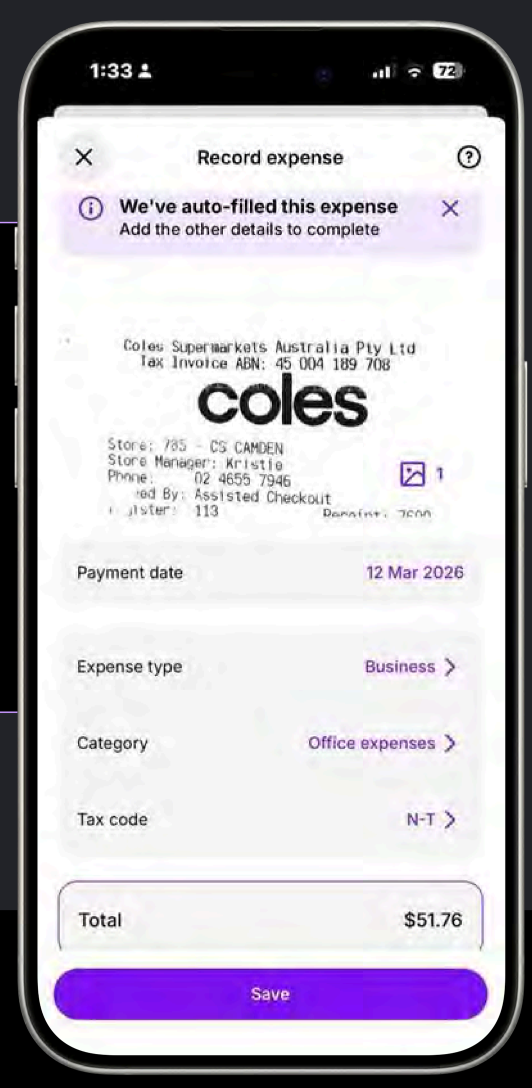
a. **Snap and track all your business expenses**
Don't miss the expenses you can claim back.
Solo – Record an expense

b. **Pre-pay any business expenses**
e.g. insurance premiums or annual subscriptions if it suits your tax set up.
Consult your advisor for more information on your circumstances.

c. **Keep personal and business expenses separate**
Review any expenses that may have a personal % and split accordingly.
Solo – Split an expense

d. **Decide if you'll top up your superannuation**
Consult your advisor for more information regarding your personal circumstances.
ATO – ATO Super for sole traders and contractors

Tip Snap, upload, done. Capture expenses by uploading receipts from your phone including PDFs. Let Solo do the heavy-lifting.
Solo – Capture an expense



Step 3. Got Solo Money* and/or connected accounts in Solo? If yes;

a. **Transactions to review**
Go to Home screen > Action hub > Transactions to review.
It's as simple as scroll, match, confirm, and tracked for tax time.
Solo – Review transactions

b. **Personal transactions**
Mark personal transactions as Category = Personal to exclude personal transactions from your records.

Step 4. Get your records ready

Everything your advisor will ask for (save yourself the back-and-forth):

- Total business income (use the Solo Profit and Loss report)
- Total business expenses (use the Solo Profit and Loss report)
- Asset purchases or sales
- Loan or Hire to Purchase (HP) documents
- Receipt and expense records
- Vehicle log book (if applicable)
- Bank, credit card and loan statements
- Super contribution records

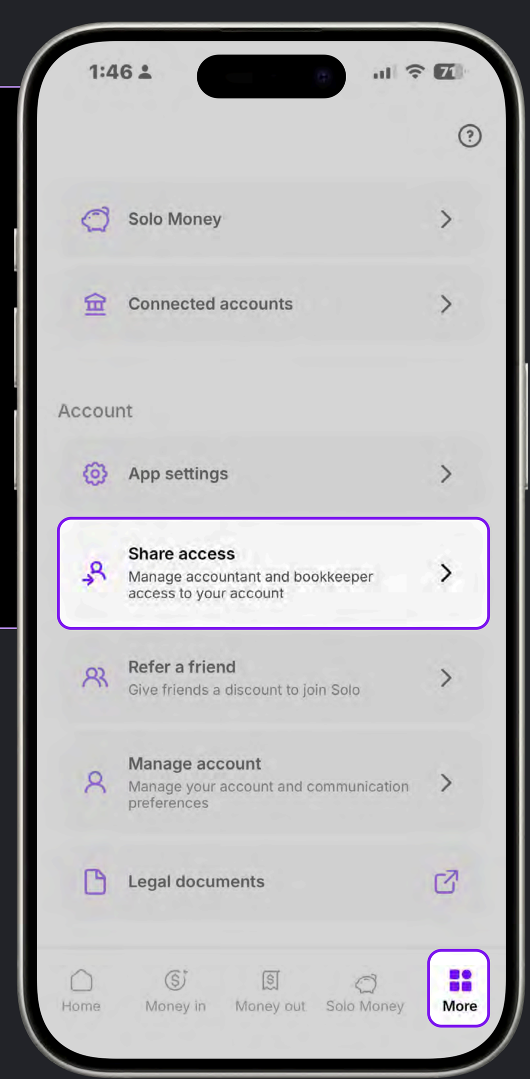
Solo – View and share a report

Step 5. Team up with a pro

a. **Invite your accountant/bookkeeper to your Solo file**
They can view, edit and create records in Solo on your behalf to help with EOFY.
Solo – Invite your accountant or bookkeeper

b. Check in on how your business is tracking and set your goals for FY2027.

Tip Lodge your tax (before 31st October)
- Lodge online with myTax or
- Invite your accountant/bookkeeper if they are doing the lodgment for you. Use a registered tax agent



Step 6. Start the new year strong with Solo

a. **Set up Solo Money bank account**

Your built-in business bank account where you can watch your balance and transactions appear in near real-time. And keep your business and personal money separate.

Solo – Open a Solo Money Account*

b. **Give customers more ways to pay**

From card to digital wallets.

Solo - Online payments

Turn your phone into a payment device with Tap to Pay.

Solo – Use Tap to Pay***

c. **Set up suppliers and categories**

Help Solo match your transactions faster every time.

Solo - Create a category

d. **Create invoice templates**

Send professional invoices on the go.

Solo – Invoice products and services

Solo – Create a customer or supplier

* Solo Money accounts are issued by Great Southern Bank, a business name of Credit Union Australia Ltd (ABN 44 087650 959, AFSL and ACL 238317).

** Applications for online payments are subject to approval. Fees apply: $0.25 per transaction + 1.8% of total invoice. Fees are inclusive of GST and will be automatically passed on to your customers unless you turn off surcharging. Payment accepted via Visa, Mastercard, AMEX, Apple Pay, Google Pay and PayPal. You can also choose to enable BPAY, but cannot pass on a surcharge to customers who pay via BPAY. View terms and conditions here.

*** Applications for Tap to Pay are subject to approval. Fees apply: $0.30 per transaction + 1.6% of the total invoice. Fees are inclusive of GST. View terms and conditions here.

GET SOLO TODAY, BOSS YOUR EOFY TOMORROW.

EOFY offer

$12 for 12 months*