

# Requesting and viewing a Review date report (RA62) - AU

*RA 61/62 - Review Date report*

Complete this transaction when you want to obtain a report that shows the review dates for the companies you represent, within a specified date range.

A review date request is automatically sent when setting up an agent.

On lodgement of this form MYOB will automatically submit a RA71 data download to ASIC.

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## To request a Review date report

1. Select **All clients** and click **Corporate admin** on the top menu bar. The **Client lodgements** page appears.
2. Click the **Agent lodgements** button on the secondary navigation menu. The **Agent lodgements** page appears.
3. Click the **Prepare form** button at the top-right of the page.
4. Click **Prepare form** in the **Review date report** row.
5. Select the agent you want to request the review date report for.
6. Choose the report period:
  - a. Under **Report for the** select **year, quarter** or **month**.
  - b. Under **Ending at the end of** select the month and type the year in the adjacent field.

**Review date report**

Form RA61

Which agent would you like to use to lodge this form?

Mike

Report for the Ending at the end of

year March YYYY

I hereby declare that I am authorised to request this report.

Cancel Lodge form

7. Select the **I hereby declare that I am authorised to request this report** checkbox.
8. Click **Lodge form**.

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## To view the Review date report

1. Select **All clients** and click **Corporate admin** on the top menu bar. The **Client lodgements** page appears.
2. Click the **Agent lodgements** button on the secondary navigation menu. The **Agent lodgements** page appears.
3. Click the ellipses button for the **Review Date report** received and choose **View documents**.