

Year End Procedure for:

MYOB Accounting/Accounting Plus/Premier

There is **no rush** to start a new year – you can continue entering transactions for April, May etc into your current data file, just check the date. When you do start a new year, all transactions dated 01 April 2007 (and after) will be brought forward.

1 Reconcile & Print Reports

Before sending your or email or disk to us, make sure **everything has been entered for March** (Bank entries, Invoices, Inventory Adjustment etc) then reconcile the following:

Bank Accounts

All bank accounts, then print a **Reconciliation Report** for each bank account.

Accounts Receivable

Accounts Receivable, then print **Receivables Reconciliation [Summary]** with ageing date of **31/03/06**.

Account Payable

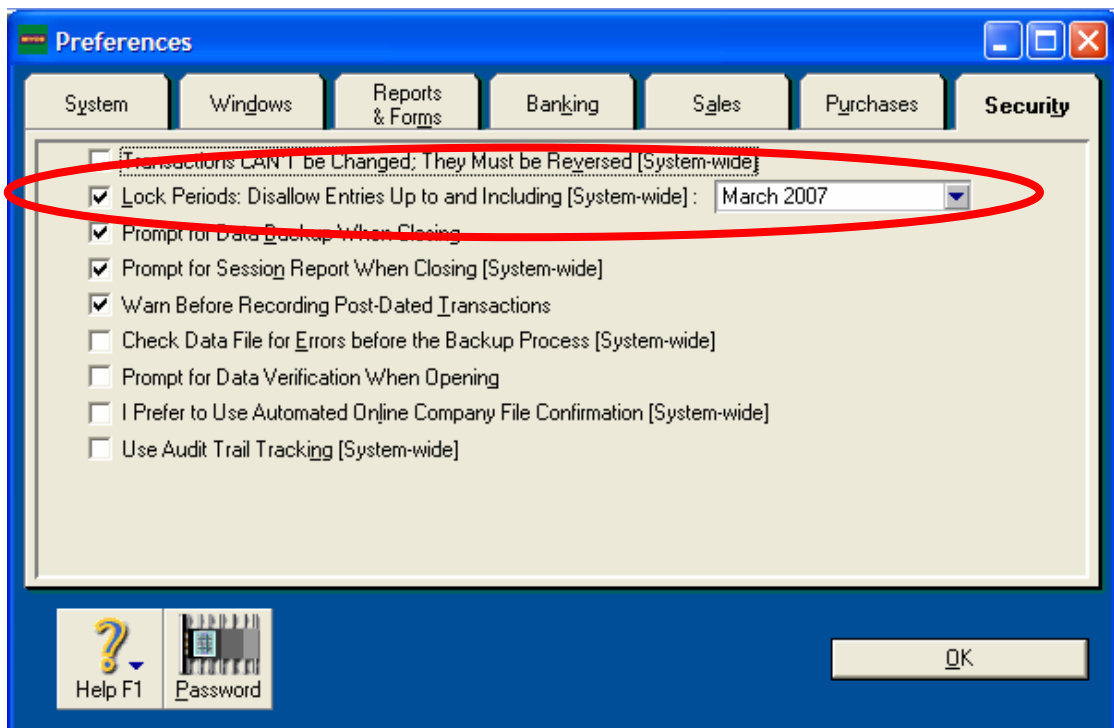
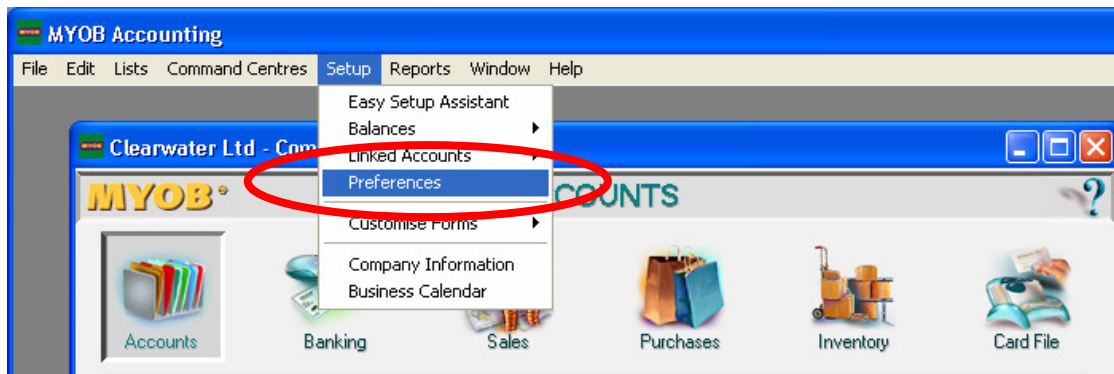
Accounts Payable, then print **Payables Reconciliation [Summary]** with ageing date of **31/03/06**.

Inventory

For those using Inventory, you must print the **Item List Summary BEFORE** entering any new transactions for April - **please include a copy with your backup** (if you don't use the Inventory module, please ignore).

2 Lock the period

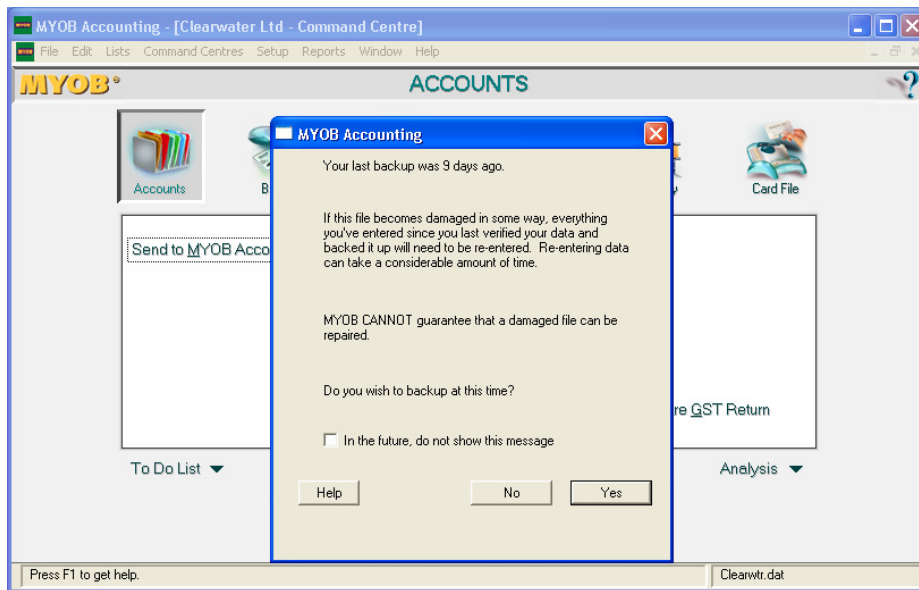
Setup / Preferences / Security – tick the second option to **Lock periods: Disallow Entries Up to and including March 2006** (this should also be done after preparing each GST Return). This prevents entering, or changing, any transactions dated before 31/03/06.



3 Backup

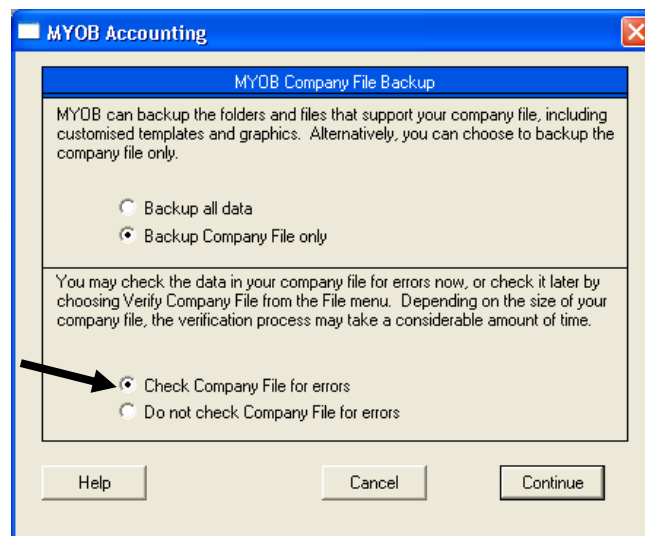
To backup your datafile, simply exit the program and you will be prompted to backup.

Select **Yes**

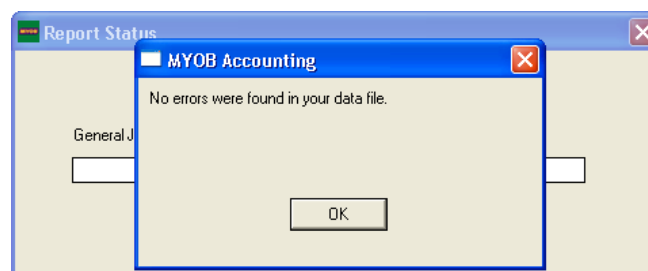


You can choose to backup all data or just your Company File. All data includes any customised invoices, spreadsheets or templates. We only require the company file.

You should choose to check your Company File for errors.

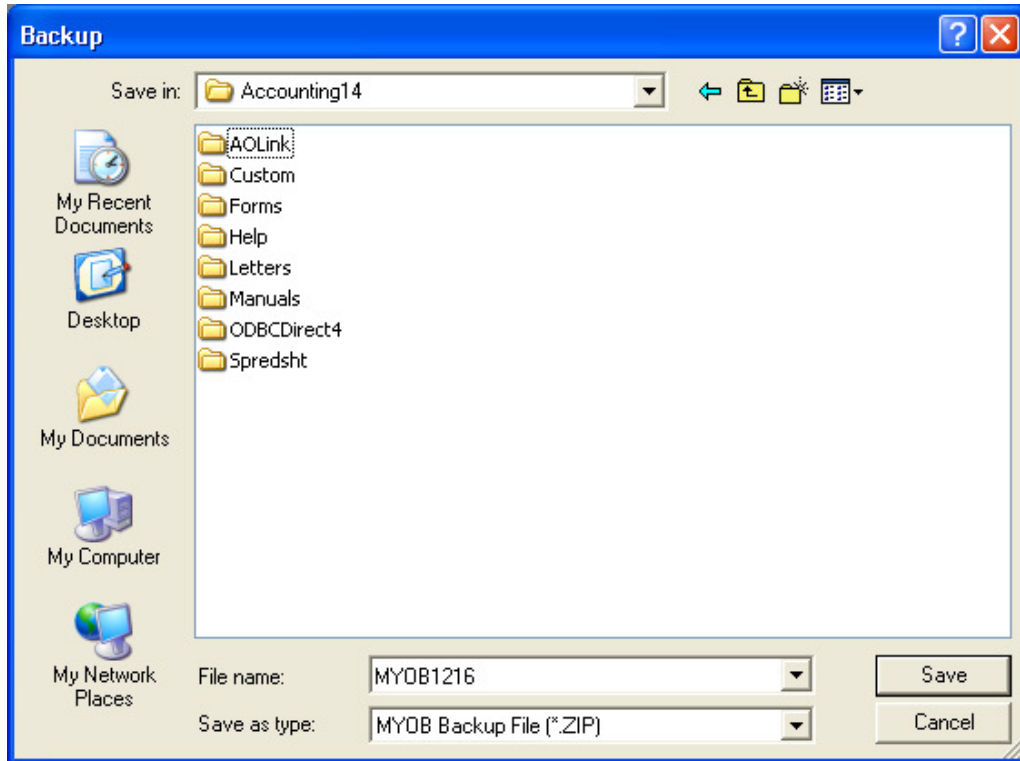


If no errors are found click **OK**



Once you have selected the appropriate location click **Save**.

The file name will typically be MYOB with four numbers following (Or PRM for Premier users), these numbers are the date the backup was made e.g. **MYOB1216** is a backup made on the 16th of December. This is an easy way of knowing when you last backed up.



Please send us a backup via email or on disk

If you wish to email the backup

- In your email program create a new mail message
- Address it to backup@aingertomlin.co.nz
- Attach your backup by selecting the **Insert** menu and **File**
- Navigate to the location of your backup.

When the above steps have been completed, continue processing as usual

DO NOT ROLL OVER.

Once your financial statements are complete, we will send you an adjusting year end journal entry and give the go ahead to complete the end of year rollover.