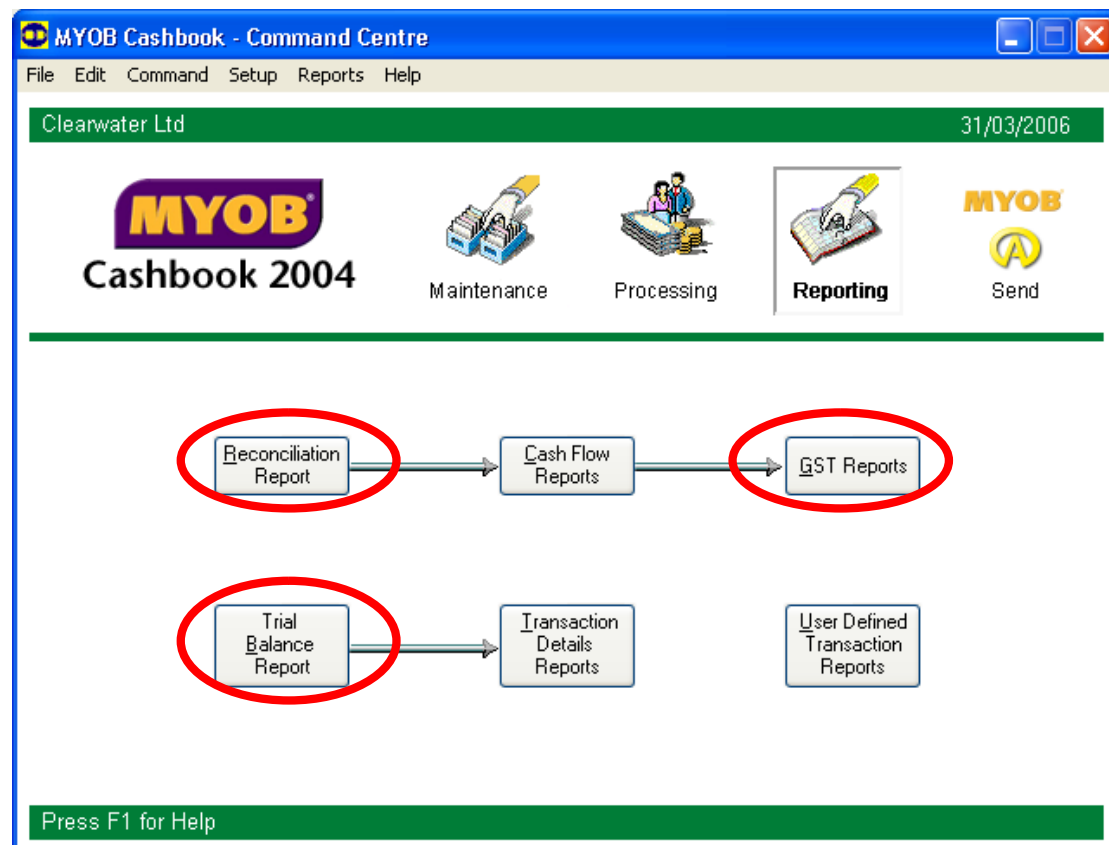


## Year End Procedure for MYOB Cashbook

### 1 Print Reports

- Bank Reconciliation for all bank accounts as at 31 March 2005
- Trial Balance as at 31 March 2005
- GST Reports (Summary & Detail) for all GST periods to 31 March 2005 (if not already printed)

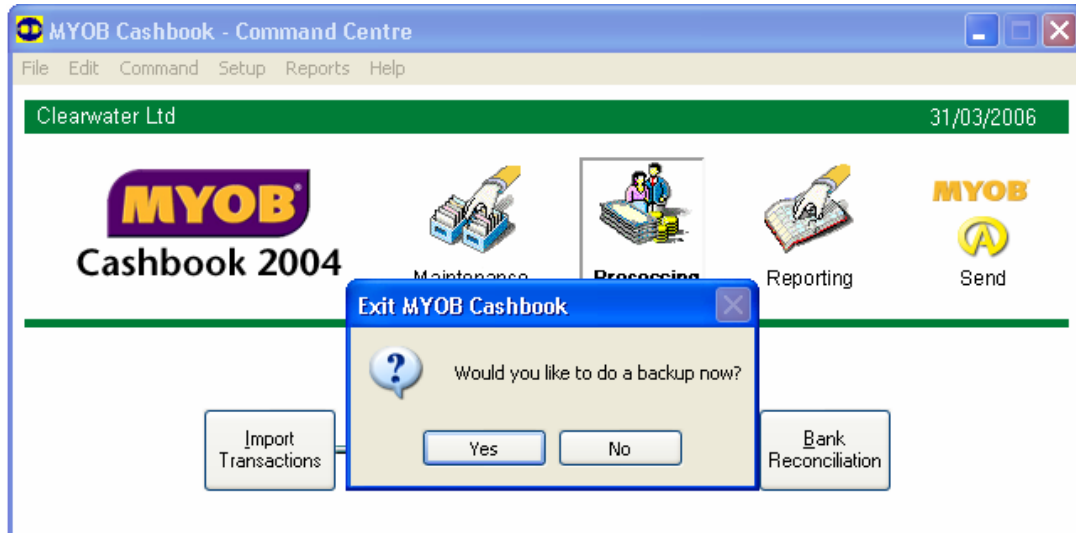



### 2 Backup

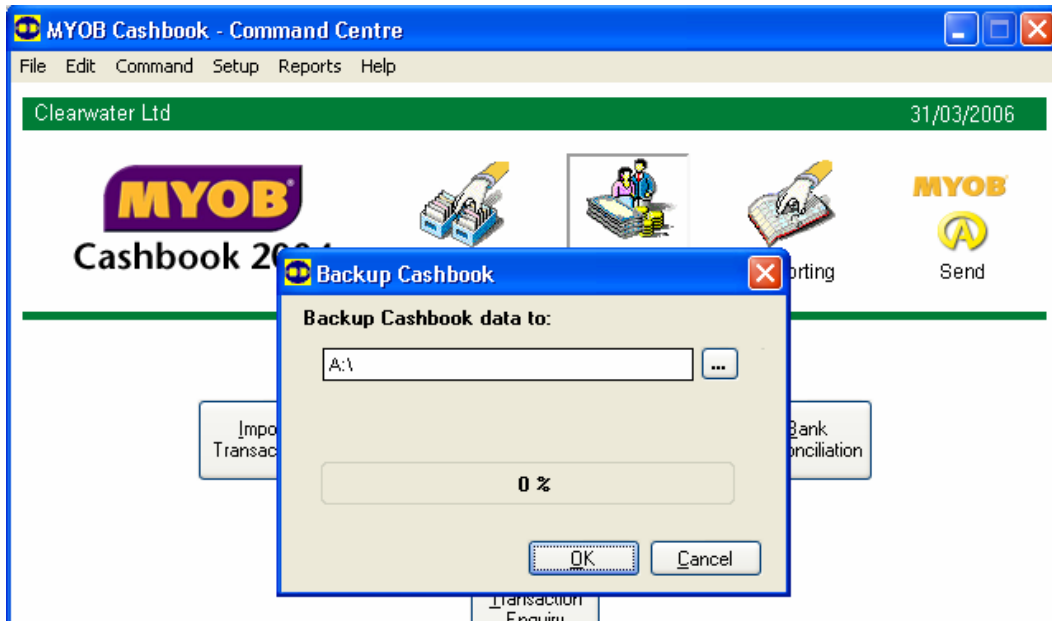
- Two backups should be done, in Zip file format:
  - § One to your hard drive – we suggest you create a folder on your [C:\drive] called "backups" & save it there
  - § One to an external media (floppy disk, CD, storage key, zip disk etc)

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

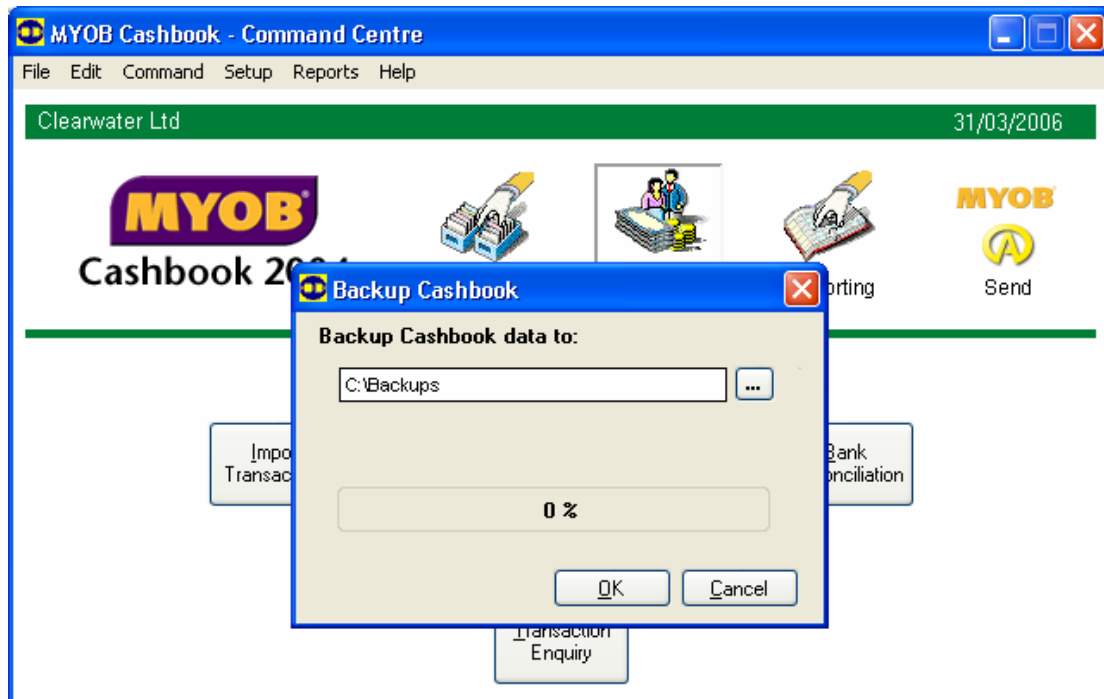
Select Yes



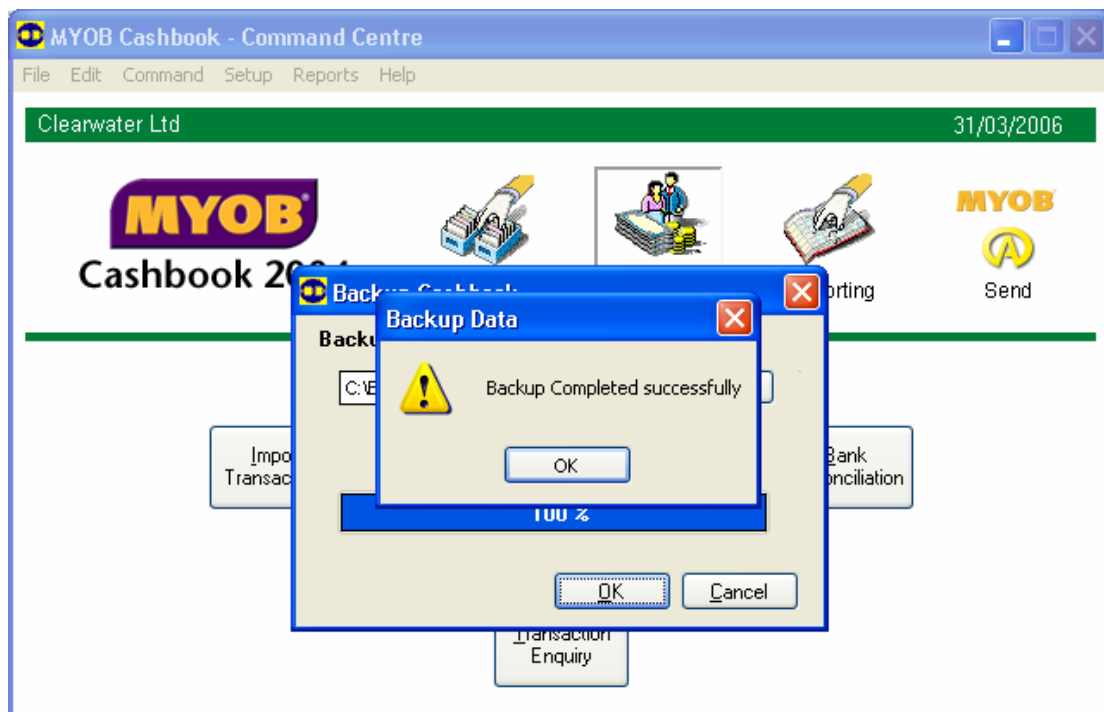
Click on the  button to navigate to where you backup your Cashbook.



Once you have selected the appropriate location click OK



Once the backup has been completed you will be advised, click OK



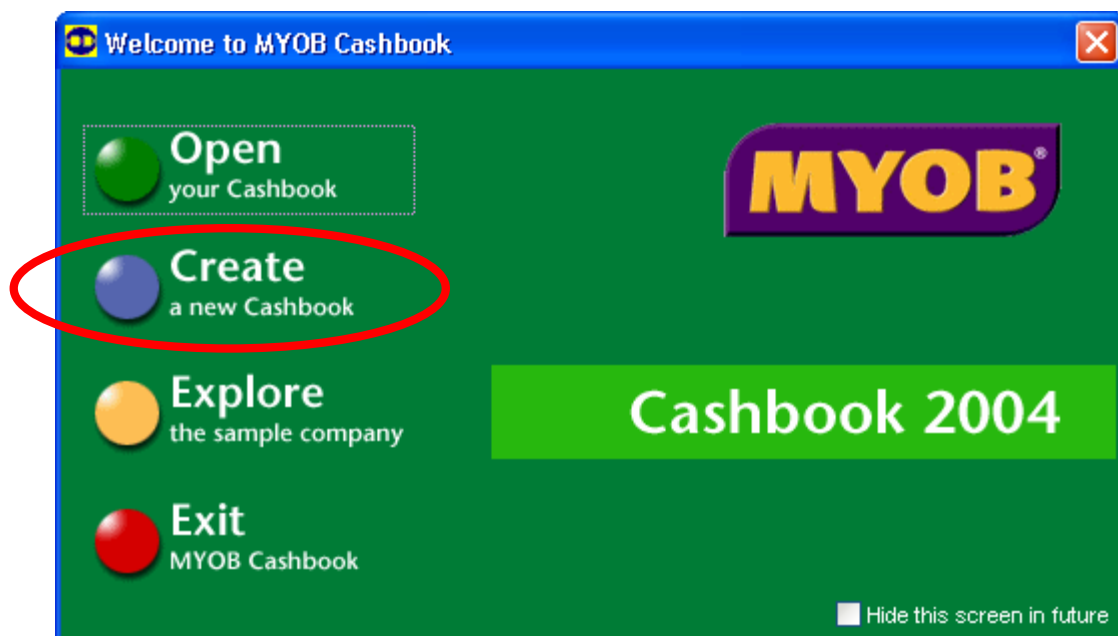
- One of these backups must be sent to us – preferably email the backup you saved to your hard drive, or take an extra external media backup, such as floppy disc, CD or memory key and send it in to Ainger Tomlin, PO Box 8237, Christchurch.

## Sending a backup via email

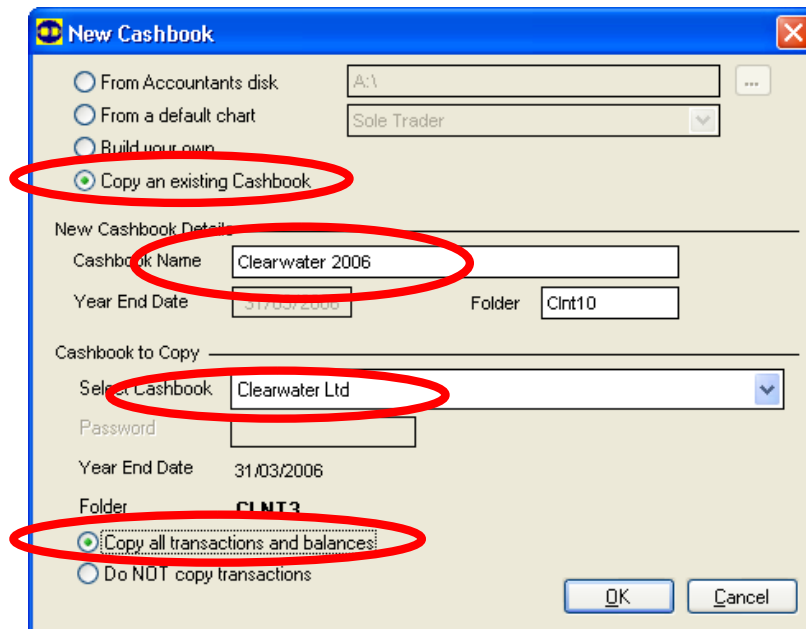
- Perform your backup as normal
- In your email program create a new mail message
- Address it to [backup@aingertomlin.co.nz](mailto:backup@aingertomlin.co.nz)
- Attach your backup by selecting the Insert menu and File
- Navigate to the location of your backup

## 3 Create a new Cashbook and roll this over

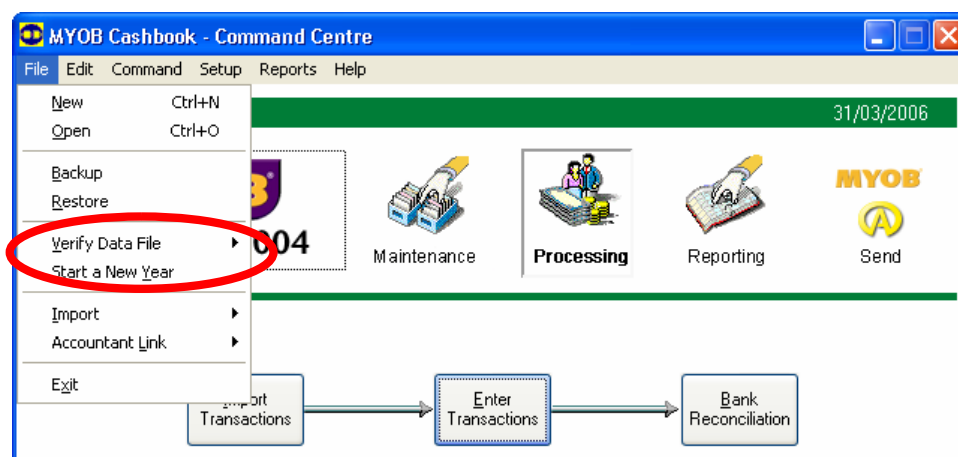
- At the MYOB Cashbook front screen, rather than going into “OPEN your Cashbook”, go into “CREATE a new Cashbook”



- § Click Copy an existing Cashbook
- § Make the Cashbook Name your business name plus the new year eg Clearwater 2006
- § Year End Date is the year you are finalising eg 31 March 2005
- § Click Copy all transactions & balances
- § Click OK



- Once in the new Cashbook, you are ready to roll into the new year
  - § File
  - § Start a New Year



Click No to “Would you like to do a backup now?”

Click Next to the End of Year Rollover Wizard

Click Finish

Click Yes to “Are you absolutely sure you want to continue with the End of Year Process now?”