

Year End Procedure for: MYOB Accounting/ Accounts right

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 2015 (and after) will be brought forward. .

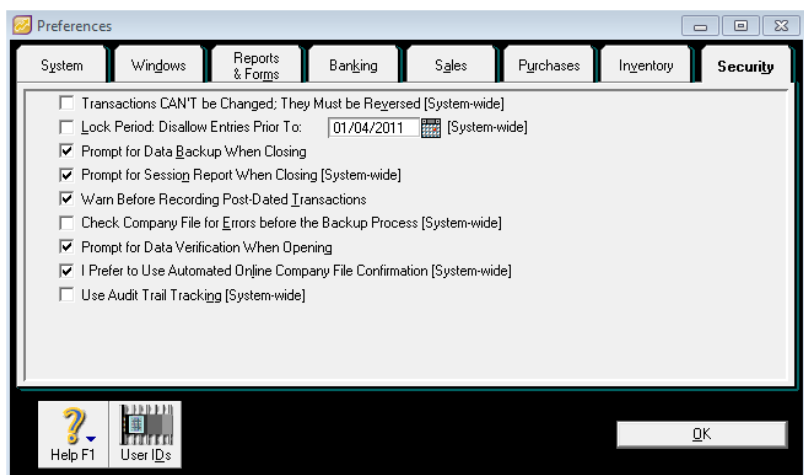
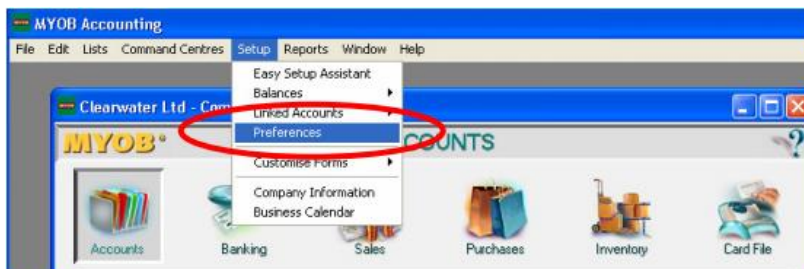
1. Reconcile & Print Reports

Before sending or email your disk to us make sure everything has been entered for March 2015 (Bank entries, Invoices, Inventory Adjustment etc.) then reconcile the following:

1. Bank Accounts
All bank accounts then print a Reconciliation Report for each bank account.
2. Accounts Receivable
Reports, Sales and then print Reconciliation [Summary] with ageing date of 31/03/15
3. Account Payable
Reports, Purchases and then print Payables Reconciliation [Summary] with ageing date of 31/03/15
4. 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).

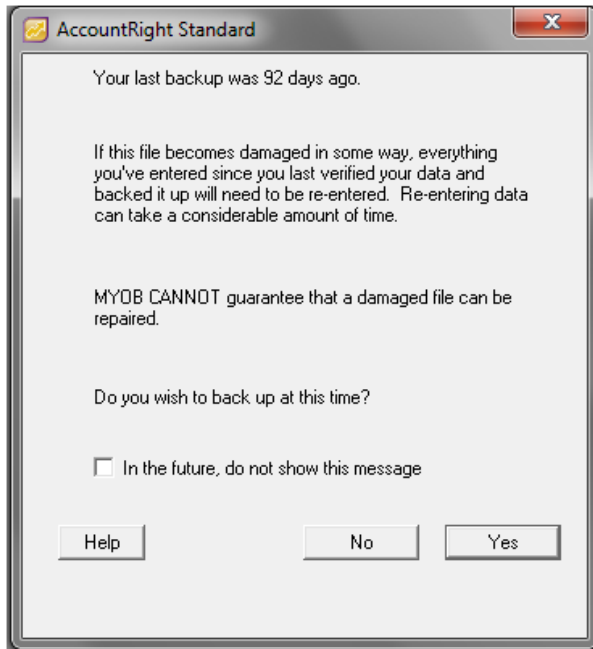
2. Lock the period

Setup / Preferences / Security – tick the second option to lock periods: Disallow Entries Up to and including March 2015 (this should also be done after preparing each GST Return). This prevents entering, or changing, any transactions dated before 31/03/15.

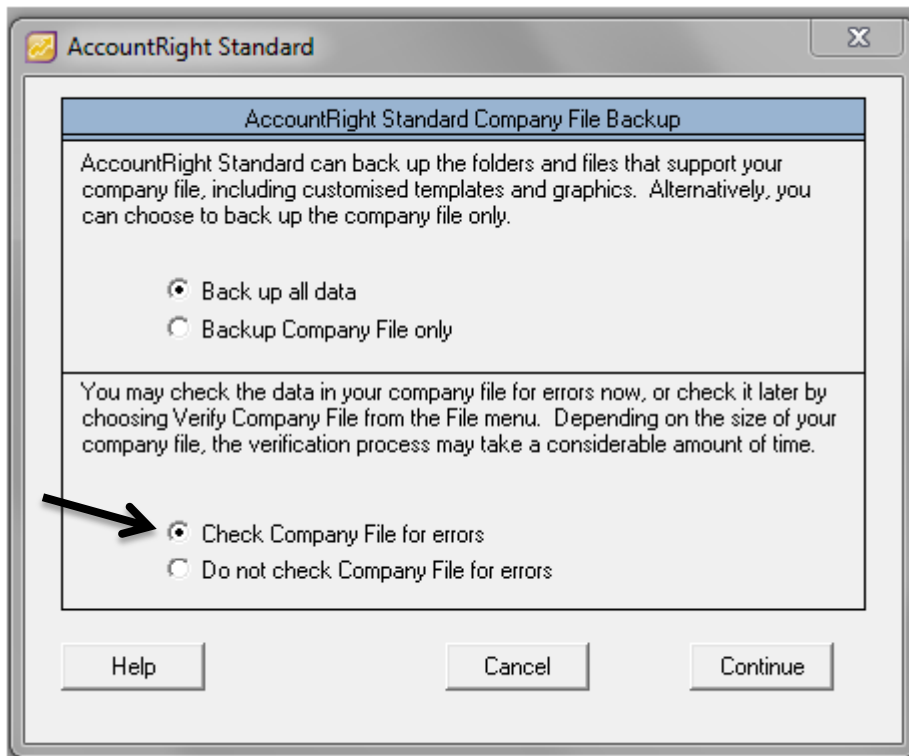


3. Backup

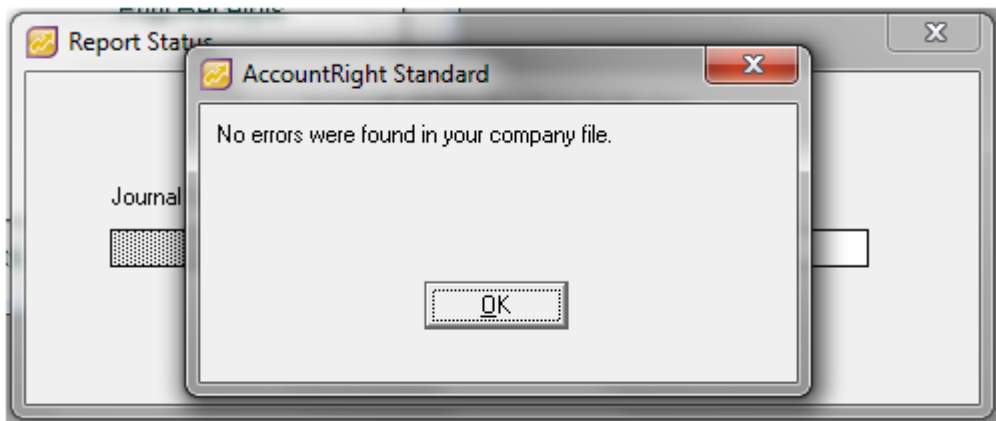
To back up your data file, simply exit the program and you will be prompted to backup. Select Yes



You can choose to backup all data or just the 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.

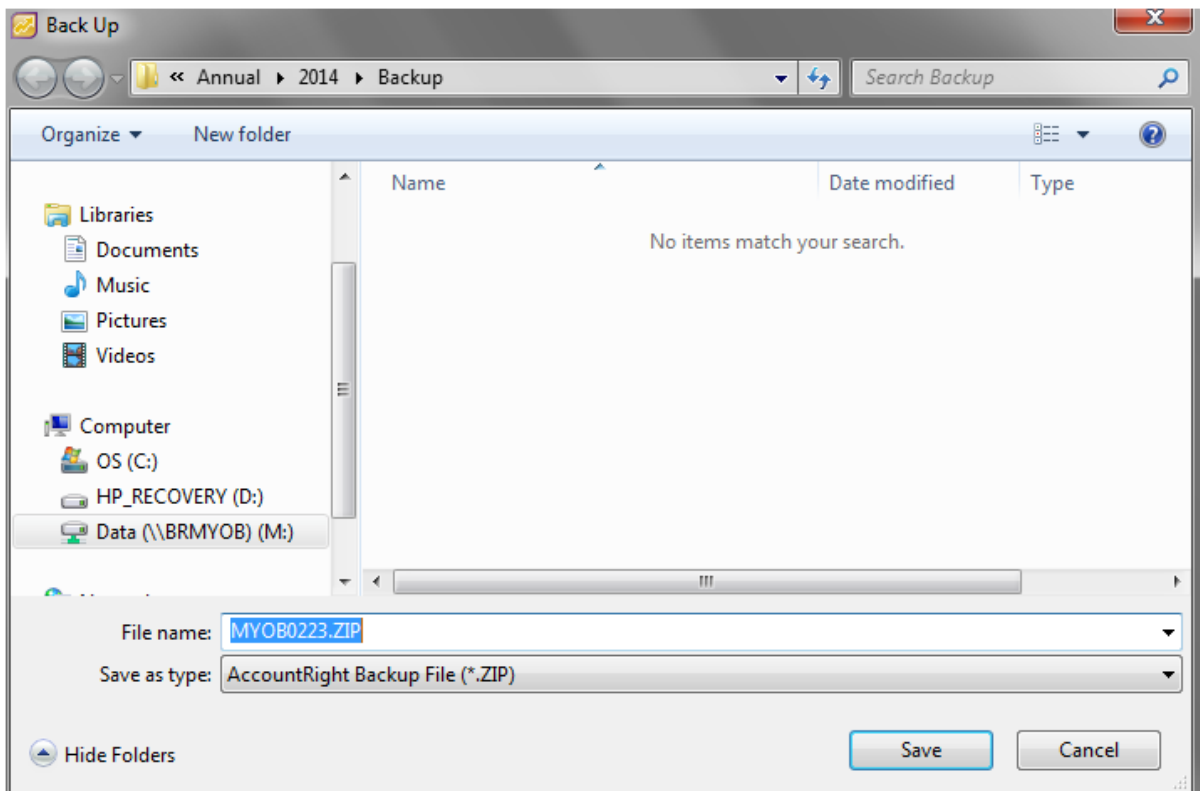


If no errors are found click OK



Once you have selected the appropriate location click **save**

The file name will normally be MYOB with four numbers following, these numbers are the date the backup was made e.g. MYOB0223 is a backup made on the 23rd February. This is an easy way of knowing when you last backed up.



Please send us a backup via email or memory data stick

If you wish to email the backup

In your email program create a new mail message

Address it to info@brlaccountants.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

Remember 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.