


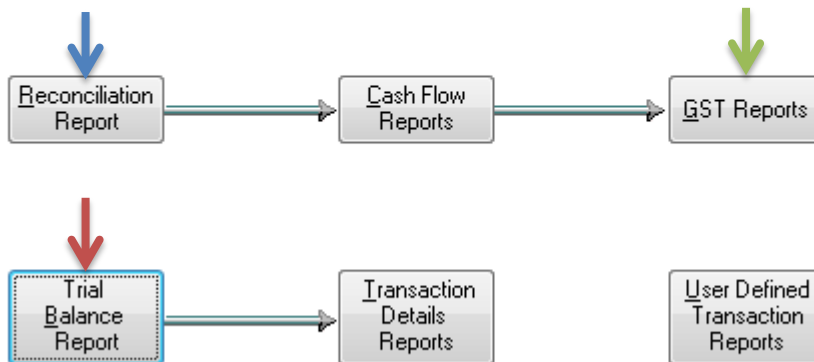


Year End Procedure for MYOB CASHBOOK

1 Print Reports

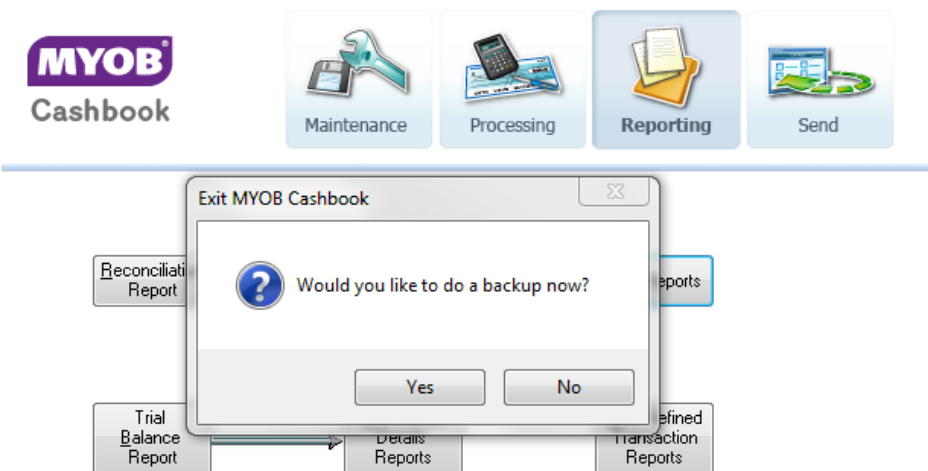
-  Bank Reconciliation for all bank accounts as 31 March 2014.
-  Trial Balance as at 31 March 2014
-  GST Reports (Summary & Detail) for all GST Periods to 31 March 2014




Backup

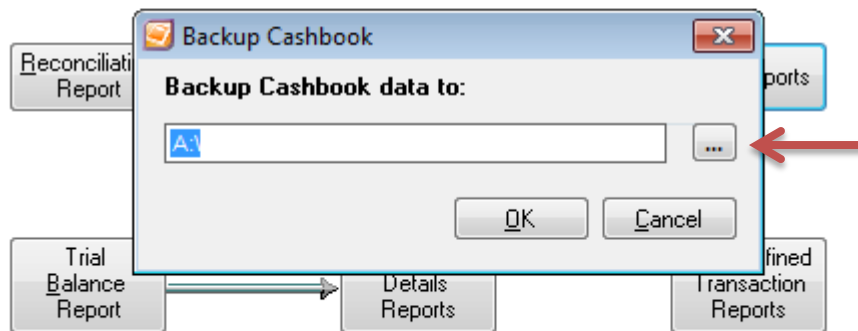
- There should be two Zip file format backups
 1. To your hard drive
 2. One to an external medial (Cd, Memory data stick)

Backup by exiting the Cashbook program and you will be prompted to backup and selecting **YES**



Click on the  button to navigate where to backup
And press OK

When the backup is finished you will be advised, Click OK



Please send one of the backups to us

By email: info@brlaccountants.co.nz

Or memory stick / CD to be included with your year end information.