

## **MYOB BACKUP PROCEDURES**

**Please follow these instructions and do not backup your file in any other format.**

The data file you wish to backup should be open.

1. Ensure the MYOB data file contains all accounting entries and the bank account has been reconciled.
2. Choose Backup from the File menu.
3. MYOB company file backup window appears.
4. Ensure the "Backup Company File and M-Powered Services Centre Only" if not already done, also select "Check Company File for Errors".
5. Click Continue.
6. Click OK.
7. A dialog box appears, allowing you to enter a name and select a location for the backup file you are about to create. We are able to accept your backup data in the following methods:
  - a. Saved to file then E-mailed
  - b. Floppy disk (not recommended due to high failure rate)
  - c. CD/DVD
  - d. Zip disk
  - e. USB Flash drive
8. Enter the name you want to assign to the backup; we suggest you name the backup file the version of MYOB, business name and the financial year, e.g. MYOB v18 "Business Name" 2009.
9. Click Save to create the backup.

**BACKUP FILE OF YOUR ACCOUNTING SOFTWARE INCLUDED?**

Yes / No / Emailed to:

**To assist us please complete the following:**

CLIENT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATA FILE NAME: \_\_\_\_\_

MYOB PRODUCT & VERSION: \_\_\_\_\_

PASSWORD (if applicable): \_\_\_\_\_

CONTACT NAME (Bookkeeper): \_\_\_\_\_