

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 only is selected (if you don't have that choice, continue to the next step).
5. Click Continue.
6. 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
7. 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. MYOBv16ABC Bookshop 2007.
8. Click OK 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): _____