



WHITINGS

CHECKLIST OF PRINCIPAL ITEMS REQUIRED FOR MYOB USERS

Please Furnish:

- Backup copy of your **final** year-end data (please ensure disks are numbered)
- Please advise your current version and password
- Copy of bank statement as at 30 June for all bank accounts operated.

Please also refer to our General Checklist for Business.

PLEASE DO NOT MAKE CHANGES TO YOUR DATA FOR THE RELEVANT FINANCIAL YEAR ONCE YOU HAVE SUPPLIED YOUR 'FINAL' DISK

TO IMPROVE OUR EFFICIENCY IN SERVICEING YOUR NEEDS, WE WOULD REQUEST THAT YOU ENSURE YOUR SOFTWARE IS UPGRADED TO THE MOST RECENT VERSION BEFORE BACKING-UP YOUR DATA.