

Backup and Disaster Recovery when using MYOB Business

Why Back up?

- Employers need to keep time and wages records for 7 years
- A business must keep company tax records for five years
- The financial data held by MYOB Business is crucial to the day-to-day running of the business

MYOB's Security Commitment

As MYOB Business is a cloud-based accounting software many of the traditional back up and disaster processes are now irrelevant as they are handled by MYOB.

Details of MYOB's security can be found at

www.myob.com/au/about/security/security-commitment

MYOB Security Commitment

MYOB takes the [privacy and security](#) of our clients' business data very seriously.

We use and follow **industry best practices**, including:

- globally recognised ISO 31000 Risk Management Standard;
- security controls based on the ISO 27001 Information Security Management Standard;
- internal security team responsible for management and monitoring of all product suites and related services;
- use of a secured encrypted channel, for all communication, ensuring that the transmission of data between the computer/browser and the MYOB product is not compromised;
- compliance with Payment Card Industry Data Security Standard (PCI DSS) for the handling of credit card data; and
- compliance with the Australian and New Zealand privacy laws, including the Australian Privacy Principles (for more details, please visit MYOB's Group Privacy Policy [here](#)).

So, Are Business Back up Procedures Still Necessary?

A business using MYOB Business should still consider their own back up procedures to prepare for the following scenarios:

- The business decides to cancel their MYOB Business subscription and use another software provider.
- An instance where the Internet is down for a period of time

Users of MYOB Business also need to be aware of the MYOB Business terms of use which state:

e. **Record retention during your Subscription period.** It's important to safeguard your records and Subscriber Data. There is an inherent risk of data loss with any technology. You should retain a copy of your records and all Subscriber Data at all times. You acknowledge and agree that MYOB Essentials is not intended to be used as, and must not be relied upon by you as, a data backup or storage service. Your access to your Subscriber Data within MYOB Essentials is conditional upon you paying the Fees in full when due.

February 2021

www.myob.com/au/support/customer-service/myob-legal-notice/BusinessTermsOfUse

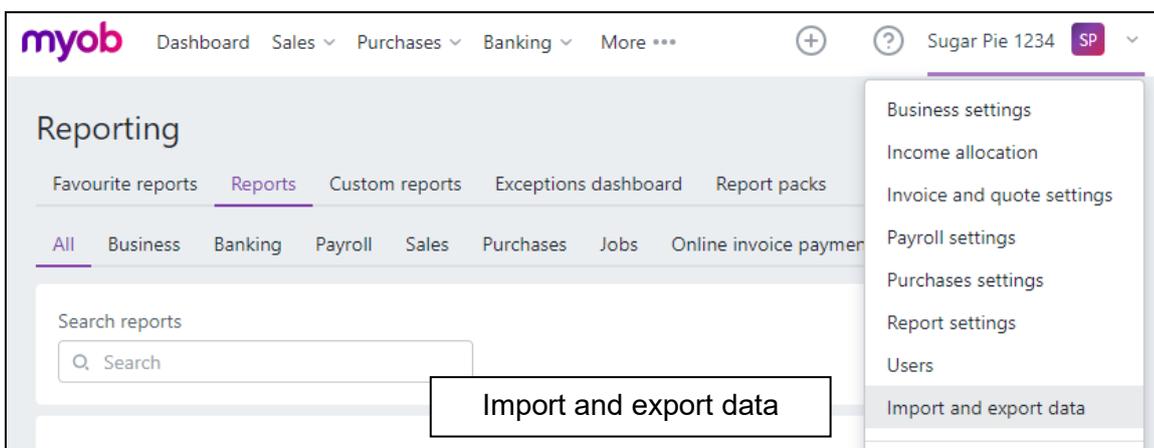
How to Back up in MYOB Business

There isn't a one-step feature in MYOB Business to backup company data, but data can be exported in PDF or Excel formats through the reports area and through the export data feature.

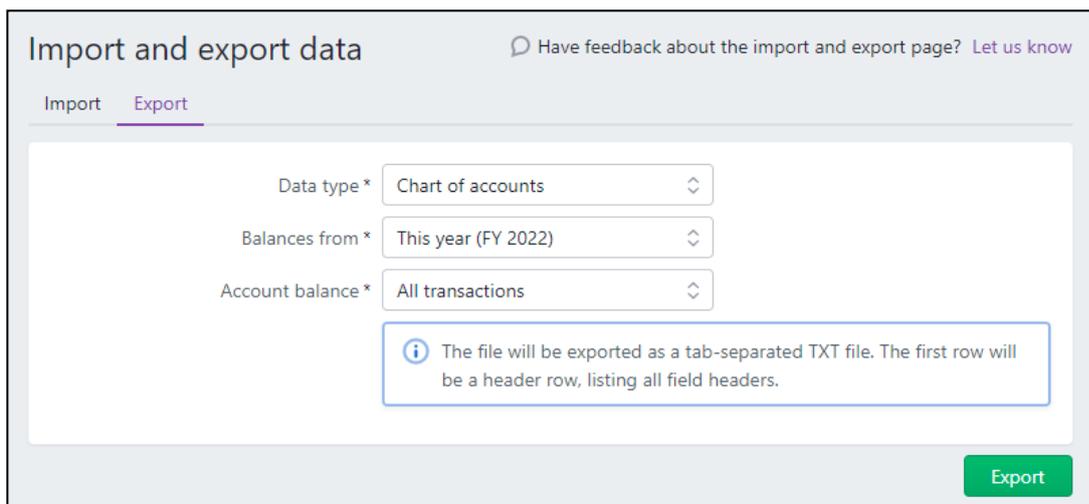
Export the Chart of Accounts

MYOB Business provides the option to export a list chart of accounts as a tab-separated text file.

1. Click on **Business Name** ➤ **Import and export data**



2. Click on the **Export** tab
3. Select the required settings and click **Export** to download the file.



Example ChartOfAccounts.txt

Account Number	Account Name	Account Type	Header	Parent	Account Number	Tax Code	Balance	Inactive Account
1-0000	Assets Asset H		\$140,663.90	N				
1-1000	ANZ Business Account	Bank	1-0000	N-T	\$15,078.90	N		
1-1100	Petty Cash	Bank	1-0000	N-T	\$400.00	N		
1-2000	Undeposited Funds Account	Bank	1-0000	N-T	\$0.00	N		
1-3000	Electronic Clearing Account	Bank	1-0000	N-T	\$0.00	N		
1-4000	Payroll Clearing Account	Bank	1-0000	N-T	\$0.00	N		
1-5000	Trade Debtors	Accounts Receivable	1-0000	N-T	\$1,735.00	N		
1-5500	Prepayments	Other Current Asset	1-0000	N-T	\$1,250.00	N		
1-6000	Voluntary Withholding Credits	Other Asset	1-0000	N-T	\$0.00	N		
1-7000	ABN Withholding Credits	Other Asset	1-0000	N-T	\$0.00	N		
1-8000	Fixed Assets	Asset H	1-0000		\$122,200.00	N		
1-8100	Production Equipment	Fixed Asset	1-8000	CAP	\$0.00	N		
1-8150	Accum Depr on Production Equipment	Fixed Asset	1-8000	N-T	\$0.00	N	\$0.00	N
1-8200	Computer Equipment	Fixed Asset	1-8000	CAP	\$1,200.00	N		
1-8250	Accum Depr on Computer Equipment	Fixed Asset	1-8000	N-T	\$0.00	N	\$0.00	N
1-8300	Refrigeration Equipment	Fixed Asset	1-8000	CAP	\$104,000.00	N		
1-8350	Accum Depr on Refrigeration Equipment	Fixed Asset	1-8000	N-T	(\$25,000.00)	N		N
1-8400	Furniture and Fittings	Fixed Asset	1-8000	CAP	\$25,000.00	N		

There is a second option to export **Data for your accountant**. If data is to be exported using this function, your Accountant will advise you of the required export file type.

For more information visit

<https://help.myob.com/wiki/display/ea/Export+for+accountants>

Reports

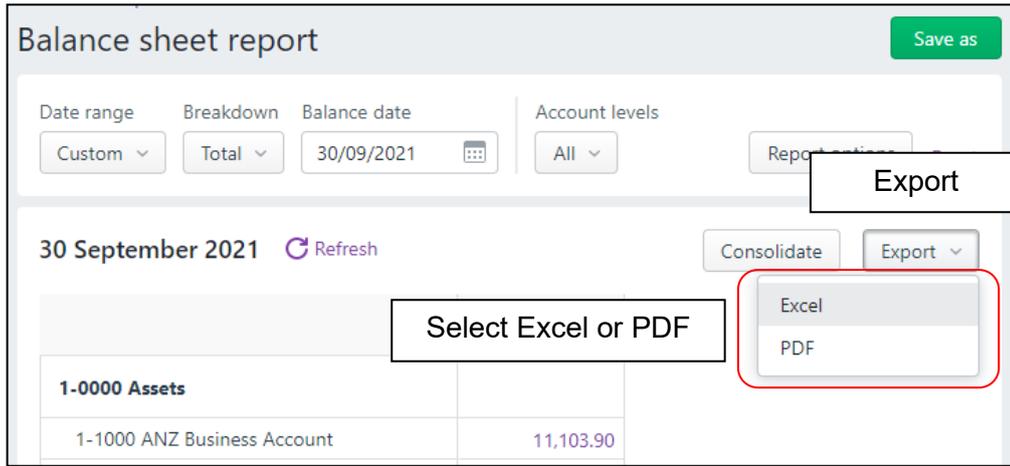
As an example, the following reports could be exported to create a backup of the data in a MYOB Business file:

- Balance Sheet (for each year)
- Profit and Loss (for each year)
- Trial Balance including past periods
- Account Transactions report
- Sales Register
- Customer transactions and/or Customer Sales (Detail) report
- Purchase register
- Supplier transactions and/or Supplier Purchases (Detail) report
- GST report and GST return for each filed return period
- Accounts List
- Contacts
- Item List
- Bank Reconciliation report
- Payroll reports

Reports can be exported as a printable PDF or an Excel spreadsheet. Several example reports are shown on the next few pages.

Balance Sheet Report

1. Click on the tab **Reporting** ➤ **Reports**
2. Click on **Balance sheet** in under **Business reports**.
3. Set the **Balance date** to the end of the period you wish to backup
4. Set the **Account levels** to **All**
5. Click on **Export** then select the required format, **Excel or PDF**, to download the report.



Example BalanceSheet Report.xls

Balance sheet report		
Sugar Pie 1234		
PO Box 123PaddingtonNSW 2021		
02 9321 8321		
30 Sep 2021		
Generated 29 Jul 2021 13:55:51		
		Total
1-0000	Assets	
1-1000	ANZ Business Account	11,103.90
1-1100	Petty Cash	400.00
1-5000	Trade Debtors	5,710.00
1-5500	Prepayments	1,250.00
1-8000	Fixed Assets	
1-8300	Refrigeration Equipment	100,000.00
1-8350	Accum Depr on Refrigeration Equipment	-25,000.00
1-8400	Furniture and Fittings	25,000.00
1-8450	Accum Depr on Furniture and Fittings	-5,000.00
1-8500	Motor Vehicles	32,000.00
1-8550	Accum Depr on Motor Vehicles	-10,000.00
	Total Fixed Assets	117,000.00
	Total Assets	135,463.90

The Account Transactions Report

1. Click on **Account transactions** in the **Business reports** section
2. Ensure that **All** is selected for the **Transaction type**
3. Set the dates for the backup period you require
4. Click on **Expand all** to expand the row for every account.

5. Click on **Export** then select the required format, **Excel** or **PDF**, to download the report.

Example AccountTransactionsReport.xls

Account transactions report					
Sugar Pie 1234					
PO Box 123PaddingtonNSW 2021					
02 9321 8321					
Accrual mode					
01 Jul 2021 - 30 Sep 2021					
Generated 29 Jul 2021 14:37:18					
Account number	Account name	Debit (\$)		Credit (\$)	
1-1000	ANZ Business Account	30,972.05		29,068.15	
ID number	Transaction type	Date	Memo/Payee	Debit (\$)	Credit (\$)
0001010	Spend money	01/07/2021	Unpresented cheque		125.00
0001010	Spend money	01/07/2021	Unpresented cheque	125.00	
0001012	Spend money	01/07/2021	Unpresented cheque		175.00
0001012	Spend money	01/07/2021	Unpresented cheque	175.00	
CR000001	Receive money	01/07/2021	Uncleared deposit	1,000.00	
CR000001	Receive money	01/07/2021	Uncleared deposit		1,000.00
1014	Spend money	04/07/2021	Purchase of office stationery		320.00
1029	Spend money	04/07/2021	PAYMENT - PAD CITY PARKING		2.80
1015	Spend money	06/07/2021	Monthly internet telephone		242.00
1020	Spend money	07/07/2021	Inv 150 – cleaning shop premises		90.00

Customer Transactions Report

1. Click on tab **Reporting** > **Reports**
2. Click on **Customer transactions** in the Sales reports section
3. Set the dates for the period you wish to back up.
4. Click on the drop arrow to expand the row for each customer.

Customer transactions report Save as

Date range: Custom | Date from: 01/07/2021 | Date to: 30/09/2021 | Customers: All selected | Report options: Reset

1 July 2021 to 30 September 2021 Refresh Expand all Collapse all Customise Export

Customer name	Customer number	Opening balance (\$)	Transaction amount (\$)	Balance (\$)																								
ABC Accounting	*None	1,320.00	(1,320.00)	0.00																								
<table border="1"> <thead> <tr> <th>Date</th> <th>Source</th> <th>ID No.</th> <th>Memo</th> <th>Transaction amount (\$)</th> <th>Balance (\$)</th> </tr> </thead> <tbody> <tr> <td>27/07/2021</td> <td>Receive money</td> <td>CR000013</td> <td>Payment for 00119</td> <td>(1,000.00)</td> <td>320.00</td> </tr> <tr> <td>29/09/2021</td> <td>Receive money</td> <td>CR000023</td> <td>Payment: DEPOSIT -</td> <td>(320.00)</td> <td>0.00</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td>(1,320.00)</td> <td>0.00</td> </tr> </tbody> </table>					Date	Source	ID No.	Memo	Transaction amount (\$)	Balance (\$)	27/07/2021	Receive money	CR000013	Payment for 00119	(1,000.00)	320.00	29/09/2021	Receive money	CR000023	Payment: DEPOSIT -	(320.00)	0.00	Total				(1,320.00)	0.00
Date	Source	ID No.	Memo	Transaction amount (\$)	Balance (\$)																							
27/07/2021	Receive money	CR000013	Payment for 00119	(1,000.00)	320.00																							
29/09/2021	Receive money	CR000023	Payment: DEPOSIT -	(320.00)	0.00																							
Total				(1,320.00)	0.00																							

Export options: Excel, PDF

Click here to expand each row (with arrow pointing to the expand icon)

5. Click on **Export** then select the required format, **Excel** or **PDF**, to download the report.

Example CustomerTransactionsReport.xls

Customer name	Customer number	Opening balance (\$)	Transaction amount (\$)	Balance (\$)	
Customer transactions report					
Sugar Pie 1234					
PO Box 123PaddingtonNSW 2021					
02 9321 8321					
01 Jul 2021 - 30 Sep 2021					
Generated 27 Jul 2021 16:03:41					
ABC Accounting	*None				
Date	Source	ID No.	Memo	Transaction amount (\$)	Balance (\$)
27/07/2021	Receive money	CR000013	Payment for 00119	-1,000.00	320.00
29/09/2021	Receive money	CR000023	Payment; DEPOSIT - ABC	-320.00	0.00
Total				-1,320.00	0.00
Ebb & Flow	*None	0.00		0.00	0.00
Events by Ingrid	*None				
Date	Source	ID No.	Memo	Transaction amount (\$)	Balance (\$)
26/07/2021	Sale	00000142	Sale; Events by Ingrid	600.00	600.00
26/07/2021	Receive money	CR000012	Direct deposit	-600.00	0.00
10/08/2021	Sale	00000132	Sale; Events by Ingrid	300.00	300.00
28/08/2021	Sale	00000135	Sale; Events by Ingrid	180.00	480.00
28/08/2021	Receive money	CR000005	Direct deposit	-180.00	300.00
Total				300.00	300.00

Contact Details

1. Click on **Contacts** in the **Business reports** section
2. Ensure the Contact type selected is **All**
3. Click on **Export** then select the required format, **Excel or PDF**, to download the report.

Example Contacts PDF report

						Sugar Pie 1234 PO Box 123 Paddington NSW 2021 02 9321 8321
Contacts report						
Contact ID	Name	Phone	Type	Email	Balance (\$)	Status
*None	Events by Ingrid	0418 814 418	Customer	ingrid@eventsbyingrid.com	300.00	Active
*None	Hamilton Homes		Customer	adamp@hamiltonhomes.com	560.00	Active
*None	Sweet Treat Wholesalers		Supplier		300.00	Active
*None	The IT Girl		Supplier		110.00	Active
*None	The Pier Events		Customer	manager@thepier.com.au	875.00	Active

Frequency of Backup and Storage of Exported Files

As with traditional back up files the business must have procedures defining how the MYOB Business data is stored, for example to:

- a cloud-based storage facility such as Dropbox
- on a company laptop or a USB stick which is kept in a secure place away from the business premises

Procedures also need to define how often backups are taken, for example weekly.