MYOB®
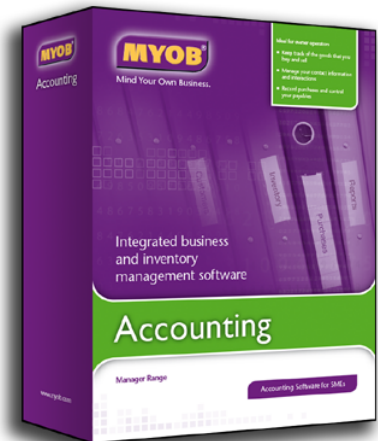
MYOB Accounting

Integrated business and inventory management software

MYOB Accounting is the complete business management solution for your business. It automates and greatly simplifies your accounting, inventory and customer contact system. Flexible and easy to use, MYOB Accounting provides you with all the key financial information you need to run and grow a successful business.

Get started fast

The Easy Setup Assistant prompts you with a series of questions that help you set up your accounts according to your business needs – you can be up and running in minutes. You can then get straight into recording your business transactions, even if you aren't familiar with accounting concepts and principles.

MYOB Accounting does all the double-entry accounting behind the scenes for you, so you just fill in the familiar on-screen forms and click Record when you're done. When you want to learn how to edit or delete the transaction you're looking at, or how to create a new transaction or any other task, a quick step-by-step guide is just a couple of clicks away from every window.

Manage all your sales and purchases

MYOB Accounting's sales and purchases systems are flexible and easy to use, so you can adapt them to the way your business works. Create quotes, orders, and invoices, and choose from several customisable invoice layouts. MYOB Accounting makes it easy to schedule your recurring invoices and purchases. Just set them up once and be reminded when they're due, or automatically have MYOB Accounting record them for you. You can also handle complex transactions including deposits, discounts, credits and adjustment notes.

Keep track of your inventory

Enter inventory items, record detailed descriptions (even images) and track all their movements. MYOB Accounting offers full manufacturing build and backordering capabilities automatically when items run below preset stock levels, and allows you to:

- Create instant purchase orders for backordered items – Premier will fill in the primary supplier and the last price paid for you
- Base your pricing strategies on customer status
- Categorise and analyse the inventory with three user-defined lists and five years of item history
- Easily reconcile your inventory balance at any point of time

Track GST

Report GST on either a cash or accrual basis, and work with both GST inclusive and exclusive prices.

- Create professional tax invoices quickly
- Generate reports showing all GST collected and paid

Generate current and future budgets

Project and plan for the future success of your business. MYOB Accounting quickens and simplifies the budgeting process by enabling you to plan next year's budget while you're still in the current year. You can now work on all your balance sheet accounts and profit & loss accounts in one window in a simple spreadsheet format. With shortcuts, you can copy actuals from last year to the current year's budget figures, making it easier to compare actuals from year to year. And budgets can be imported and exported to and from MS Excel in one simple step.

Perform fast bank reconciliations

If there's one business process that should be made easier, it's the bank reconciliations. MYOB Accounting can import bank and credit card statements that you've downloaded from the internet and then automatically reconcile the matching transactions for you. You can set the system to only allow you the ability to undo your last bank account reconciliation when reconciled in error or deleted.

Email quotes, invoices, statements and reports

Save time and costs by emailing your quotes, orders, invoices and statements straight to your customers. You can also email quotes and orders to your suppliers for faster processing. Send your forms individually or in batches – the process is just as easy.

Design your own forms

MYOB Accounting makes it easy to design your own quotes, invoices, statements and other forms that you use in your business. Add colour, images, logos, background images and other design elements to create forms that are consistent with your business image and allow you to present a professional image. You can then print preview the forms to check details before printing.

Analyse your business in more than 160 ways

Make informed business decisions based on accurate and detailed information.

- Over 160 flexible reports and charts
- Assess up-to-date Profit and Loss Statements and Balance Sheets
- Produce comprehensive reports and send to Microsoft® Excel for further analysis
- Email or save reports to disk for your accountant
- Use the Company Data Auditor to detect common processing errors and to ensure the integrity of your business information

Access contact information instantly

Store your entire customer, supplier, employee and personal contact information in the easy-to-access Card File.

With MYOB Accounting you can:

- Store up to five addresses and five contacts per card
- Categorise contacts into three groups
- Search by individual, company, postcode range, last contact date and more
- Maintain a detailed contact log
- View a five-year snapshot of your customer or supplier history
- Zoom in on a customer's balance for an instant Accounts Receivable report

Connect with Office software

MYOB Accounting seamlessly connects to Microsoft Office, the world's most popular office products. Create personalised letters for customer-focused marketing and communication with Microsoft Word and send your reports to Microsoft Excel for refined data analysis. And if you're using Microsoft Office XP or 2003, you can use Smart Tag technology to get fast access to your customer and supplier contact details and financial information from within Office without opening your MYOB Premier company file.

Minimum System Requirements

Installation

- 200MHz Intel Pentium® processor (or equivalent) with 64MB RAM
- Windows 2000, Windows XP or Windows Vista
- 200MB of Hard disk space
- 16-bit colour, 1024x768 screen resolution
- CD-Rom Drive
- Windows-compatible printer
- Windows-compatible mouse or pointing device

Some features require

- Internet access
- Microsoft Internet Explorer 5.5
- QuickTime® 4.0

Microsoft Office connection requires

- Microsoft Word version 8 to 2003
- Microsoft Excel version 8 to 2003

For More Information, Contact

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