



## fact sheet



# MYOB Premier

## Powerful multi-user business management software

MYOB Premier is a powerful multiuser software that's ideal for businesses with up to 100 staff. Process foreign currency transactions, manage GST submissions and analyse your business in greater detail



### Get started fast

Be up and running in minutes with the Easy Setup Assistant. Start recording transactions without knowledge of accounting concepts and principles. Quickly learn how to process transactions or tasks with the in-built step-by-step guide.

### Multi-user access

Get simultaneous access to accounts for up to three users on a standard Windows peer-to-peer network. Set up password protected user profiles.

### Operate in foreign currencies

Record transactions in foreign currencies to simplify import/export processes. Track exchange rate gains and losses.

### Fully trackable time billing

Track the details of each job, including non-hourly services and expenses. Know exactly how much each job costs and every task performed. Allocate a GST code to all activities. Bill for time and materials on one invoice.

### Enhanced usability tools

Quickly locate records and recurring transactions with advanced search capabilities. Print preview and spell check forms. Tax table warnings ensure latest tax scales are used.

### Advanced reporting

Generate comprehensive reports for in-depth business analysis - monitor performance by department or cost centre. Avoid processing errors with the Company Data Auditor.

Integrate with Microsoft Office for refined data analysis and customer-focused marketing. Plan next year's budget while still in the current year. Compare actual data over prior, current and next years. Clarify individual amounts with itemised remittance advices and customer statements. Save customised reports and filters. Invoice statements to include transactions up to actual statement date. Generate GST reports to facilitate e-Filing your returns or Internal Audit File to facilitate internal auditing by IRAS.

### Manage sales and purchases

Create quotes, orders and invoices. Schedule recurring invoices and purchases. Manage complex transactions including deposits, discounts, returns, credits and adjustment notes.

### Complete inventory management

Know exactly what's in stock and on order. Email sales, purchases and remittance advices to better manage customer and supplier relationships. Easily reconcile inventory balances at any time. Utilise full manufacturing build, back-ordering capabilities and set up to six pricing levels.

Print pricelists and packing slips and import items from Microsoft Excel. Buy and sell in different units and automatically back-order and buy stock. Record detailed inventory descriptions, including images.

### Transaction management

Pinpoint transaction details with ease. View transactions by account number and tax code to assist with reconciliation. Set specific Lock Periods by date to perform reconciliations weekly.

### Access contact information instantly

Store and search all contact information within the Card File. Import and export contact logs and customer lists. Synchronise Card File with Microsoft Outlook.

### Undo bank reconciliation

Make corrections to data by undoing the last bank reconciliation performed on an account. Password protection ensures reconciliations are not undone in error.

## Minimum System Requirements

### Installation

- Windows® 2000 (service pack 4), Windows XP (service pack 3), Windows Vista (service pack 1)
- 1GHz Intel Pentium® processor (or equivalent) with 200MB RAM
- 200MB of free hard disk space for program installation
- 35MB additional disk space for program installation
- 16-bit colour, 1024x768 screen resolution
- Dial-up or broadband connection for MYOB M-Powered Services\* and MYOB Help over the Internet
- Microsoft Internet Explorer (minimum v5.5)
- Apple QuickTime® (minimum v6)
- Adobe® Acrobat Reader (minimum v7)
- Internet Explorer 5.5, Apple QuickTime 6 and Adobe Reader 7 are included on the installation CD.

### Network

- 100 BaseT Ethernet network that supports NetBEUI, NetBIOS or TCP/IP networking protocols

### Some features require

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

### Microsoft Office connection requires

- Microsoft Word 2000 to 2007
- Microsoft Excel 2000 to 2007
- Microsoft Outlook 2000 to 2007 (for card synchronisation)

MYOB Premier is a powerful accounting software solution for small businesses.

## 01 BUSINESS SOLUTIONS PTE LTD

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