

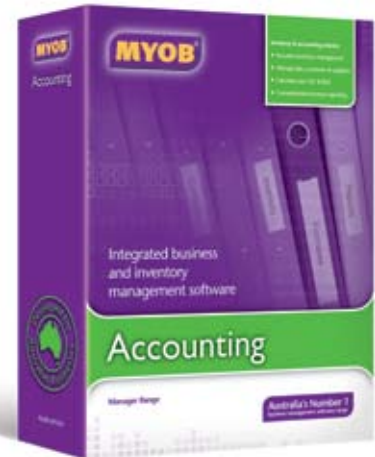


# MYOB Accounting v17

Integrated business and inventory management software for sole traders, from Australia's leading business management software provider

MYOB is an authentic Australian business providing solutions for real Australian businesses and conditions.

MYOB Accounting is simply a smarter way to run your business.



Streamline your accounts procedures with MYOB Accounting, the software designed for Australian businesses. MYOB Accounting is ideal for owner operators who want to improve inventory management and better manage customer and supplier relationships, and also require advanced business reporting. MYOB Accounting avoids accounting jargon and is easy to use. Its award-winning design guides you through the automation of your accounts, making it easy to track all your accounting data. With MYOB Accounting's powerful inventory management system, you'll always know exactly what's in stock, on order and committed.

## 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, returns, credits and adjustment notes. And, when you're out of stock and want to order items to fulfil a sale, you can simply create a purchase order from the Sales Quote or Sales Order window.

## Keep track of your inventory

Enter inventory items, record detailed descriptions and track all their movements. MYOB Accounting offers full manufacturing build and backordering capabilities – automatic for when items run below preset stock levels. And you can easily reconcile your inventory balance at any time. You can also create instant purchase orders for backordered items – MYOB Accounting will fill in the primary supplier and the last price paid for you. Categorise and analyse the inventory with three user-defined lists and five years of item history.

## Track GST and simplify BAS reporting

Report GST on either a cash or accrual basis, and work with both GST inclusive and exclusive prices. With MYOB Accounting you can:

- Have your ABN automatically entered on all necessary invoices and forms
- Create professional tax invoices quickly
- Handle a variety of Australian-specific taxes
- Generate reports showing all GST collected and paid.

The MYOB BASlink feature simplifies the completing and reporting of the BAS.



# Accounting – factsheet

## Transaction Management

MYOB Accounting takes the pain out of pinpointing your transaction details. The 'Recurring Transaction List' locates recurring transactions within your company file with ease by searching and filtering information by Transaction Name, Amount and Next Due. The Transaction Tax Code report filters transactions by account number. This assists with the reconciliation process by enabling you to view each transaction and its assigned account number and Tax Code.

MYOB Accounting also provides the flexibility to set specific Lock Periods by date, rather than month, for your transactions. This feature provides the security to perform bank reconciliations weekly or ensure that transactions which are recorded on a daily basis are not altered. For example, a lock period can be set in the next financial year, to facilitate end-of-year accounting. A calendar is provided to tidy up the selection screen.

## 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 Microsoft Excel in one simple step.

## Email quotes, invoices, statements and reports

You can save on time and costs by emailing your quotes, orders, invoices and statements straight to your customers. By emailing quotes and orders directly to your suppliers, you can speed up the time taken to process it. Then when a bill has been paid or a refund made, you can inform your suppliers and customers by sending them a remittance advice via email (or print it to fax or post). Forms can be sent 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.

## 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.

## Undo bank reconciliation

Sometimes when working with company files, the last bank reconciliation performed on the file needs to be undone in order to make corrections or adjustments to the business information. The undo bank account reconciliation feature in MYOB Accounting enables clients to easily undo the last bank reconciliation performed on the account. Password protection prevents bank reconciliations from being 'undone' in error.

## 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
- Synchronise your MYOB Card File with your Microsoft Outlook contacts
- Import and export contact logs and customer lists.

## Connect with Microsoft Office

MYOB Accounting seamlessly connects to Microsoft Office, the world's most popular office products, and helps to keep your contacts up to date with ease by synchronising your MYOB Card File with your Microsoft Outlook contacts. Create personalised letters for customer-focused marketing and communication with Microsoft Word and send your reports to Microsoft Excel for refined data analysis.

## Streamline your everyday business processes with MYOB M-Powered® Services

MYOB M-Powered® Services are a range of services that simplify common business processes. They boost your business efficiency by automating the flow of information and funds between your business and the many people and organisations you deal with.

- Get paid faster by adding BPAY® and other popular payment methods to your invoices
- Estimate and save for your short-term tax obligations
- Pay suppliers electronically direct from MYOB Accounting
- Receive electronic bank statements and automatically reconcile your accounts.

You can M-Power your business today by calling **1300 555 931** or by visiting [myob.com.au/m-powered](http://myob.com.au/m-powered) .



# Accounting – factsheet

## Minimum System Requirements

### Installation

- Windows® 2000 (service pack 4), Windows XP (service pack 2), Windows Vista
- 200MHz Intel Pentium® processor (or equivalent) with 64MB RAM
- 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®
- Card synchronisation requires Microsoft Outlook 2000 to 2007
- Adobe® Acrobat Reader v4 or higher

### Microsoft Office connection requires

- Microsoft Word 2000 to 2007
- Microsoft Excel 2000 to 2007

## More Information

To find out more about MYOB Accounting, or to locate your nearest stockist, visit [myob.com.au/products/accounting/](http://myob.com.au/products/accounting/) or call the MYOB Sales team on **1300 555 111**.

## Need to manage payroll or bill for your time?

MYOB Accounting Plus incorporates payroll and time-billing capabilities with advanced business reporting tools.

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