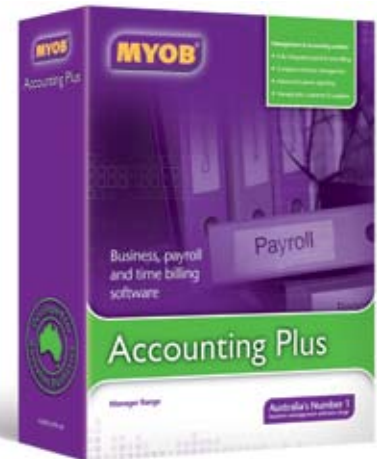


MYOB Accounting Plus v17

Business, payroll and time billing software from Australia's leading business management software provider

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

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



MYOB Accounting Plus, professional business management software helps you manage your business and payroll with ease. It's packed with business and inventory management features to help you better manage your customer and supplier relationships. MYOB Accounting Plus automates your pay runs and updates all your accounts automatically. And if you bill clients for your time, it provides you with a clear view of what needs to be billed and how your employees are spending their time. MYOB Accounting Plus is the perfect software solution for businesses that have employees or provide professional services.

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 and get you 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.

Handle all your employee needs

The integrated payroll in MYOB Accounting Plus' calculates and tracks PAYG withholdings; long service, annual, holiday and sick leave; superannuation; and other employee entitlements and expenses.

With MYOB Accounting Plus you can:

- Pay all your staff simultaneously with the Process Payroll assistant, which steps you through the pay run process
- Process pays weekly, fortnightly, semi-monthly or monthly (set up different pay periods for different employees)
- Pay your employees' by setting a standard pay, using a timesheet or both
- Provide hourly, salaried, overtime, bonus, commission and advanced payments
- Print payslips and paycheques
- Generate and lodge Payment Summaries electronically
- Pay employees electronically into multiple bank accounts (up to three accounts)
- Cater for all your employees' superannuation needs
- Import activity slip information into your employee pays
- Allocate pay items to multiple jobs
- Set a flat rate of tax for employees with a PAYG variation
- Assign an employee category to an employee card (eg, Permanent or Temporary)
- Assign employment status to each employee card (eg, Full Time, Part Time, Casual or Other)
- Record the reason for Termination on the employee card
- Review and check employees' pays before processing.

Through M-Powered Payments and M-Powered Superannuation services you can electronically pay your employees' wages and make superannuation contributions straight from MYOB Accounting Plus.

You can M-Power your business today by calling **1300 555 931** or by visiting myob.com.au/m-powered .



Accounting Plus – factsheet

Bill for your time the way you want to

The time-billing functions in MYOB Accounting Plus have been designed to work exactly the way you collect and bill your time.

- Track your hourly and non-hourly, chargeable and non-chargeable activities
- Bill by employee, customer or activity rate
- Partially charge, write off time or defer your billing until next month
- Set up records for all the activities your company provides
- Create activity slips that track the amount of time spent performing any activity for a client
- Bill clients with a specially-designed time billing invoice
- Allocate a GST code to all your activities
- Bill for time and materials on the one invoice
- Import time billing activity slip information into your employee pays.

Manage all your sales and purchases

MYOB Accounting Plus 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 Plus 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 Plus 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 Plus 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 Plus 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 Plus 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.

Transaction Management

MYOB Accounting Plus takes the pain out of pinpointing your recurring 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 Plus 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 Plus 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 Plus 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.

Access contact information instantly

Store your entire customer, supplier, employee and personal contact information in the easy-to-access Card File. With MYOB Accounting Plus you can:

- Synchronise your MYOB Card File with your Microsoft Outlook contacts
- 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



Accounting Plus – factsheet

- 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
- Import and export contact logs and customer lists.

Analyse your business in more than 200 ways

Make informed business decisions based on accurate and detailed information.

- Over 200 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 Plus enables clients to easily undo the last bank reconciliation performed on the account. Password protection prevents bank reconciliations from being 'undone' in error.

Connect with Microsoft Office

MYOB Accounting Plus 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
- Make superannuation contributions electronically
- Estimate and save for your short-term tax obligations
- Pay suppliers and employees electronically direct from MYOB Accounting Plus
- 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 .

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 Plus, or to locate your nearest stockist, visit myob.com.au/products/accountingplus/ or call the MYOB Sales team on **1300 555 111**.

Need multi-user access, ability to manage several prices on stock or deal in multiple currencies?

MYOB Premier provides the advanced tools to help you manage your business, payroll and time.

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