



MYOB Accounting

Integrated business and inventory management software

MYOB Accounting is the complete business management solution - automates and greatly simplifies your accounting, inventory and customer contact system. Flexible and it is easy for you to adapt these best business processes to the way your business works.



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 Premier 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 Premier'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

Premier 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 Premier record them for you. You can also handle complex transactions including deposits, discounts, credits and adjustment notes.

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 Premier 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.

Perform fast bank reconciliations

If there's one business process that should be made easier, it's the bank reconciliations. MYOB Premier can import bank and credit card statements that you've downloaded from the internet and then automatically reconcile the matching transactions for you.

You would have the ability to undo your last bank account reconciliation when reconciled in error or deleted.

Keep track of your inventory

Enter inventory items, record detailed descriptions (even images) and track all their movements. MYOB Premier

offers full manufacturing build and backordering capabilities automatically when items run below preset stock levels, and allows you to:

- Track stock items using multiple locations
- Allow the sale of items with insufficient quantities
- 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
- Specify up to six pricing levels and five quantity breaks
- Categorise and analyse the inventory with three userdefined lists and five years of item history
- Easily reconcile your inventory balance at any point of time

Track VAT

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

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

Generate current and future budgets

Project and plan for the future success of your business. MYOB Premier 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.

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 Premier 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

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.

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)

More Information

For more detailed information, please call our Customer Service at:

SINGAPORE

Phone: (65) 6505 6582

Email: cs.sg@myob.com.sg

Website: www.myob.com.sg

MALAYSIA

Phone: (603) 7983 8030

Email: cs.my@myob.com.my

Website: www.myob.com.my