



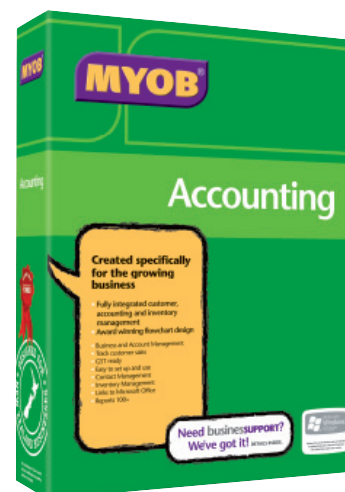
# MYOB Accounting v18

(Released June 2008)

Integrated business management - the ideal complete accounting software solution for growing New Zealand businesses.

MYOB is one of the country's leading providers of business management software, designed specifically for New Zealand's small businesses and accounting practices.

MYOB is making business life easier, with a comprehensive range of services and products designed to help you manage your operation.



Streamline your accounts procedures with MYOB Accounting, the software designed for New Zealand 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.

## More Information

To find out more about MYOB Accounting please call the MYOB Sales team on **0800 60 69 62** or email us at **sales@myob.co.nz**.

## What has changed in the new version?

The latest release of MYOB Accounting v18 contains a wealth of improvements and new features.

### Key features enable your business to:

#### Create more professional forms – save time and paper

Have you ever wanted to print preview an invoice rather than printing it?

- Print Preview on business forms – including invoices and purchase orders.
- Print Preview on the GST return – now quickly check your GST return without printing it.
- Spell check on sales, purchase and item information – avoid those embarrassing spelling mistakes on customer invoices.

#### Improve your reporting and customise to suit

If you have specific report selections you use regularly you can now save these settings and filters on custom reports. You no longer have to reselect the filters each time you run the report.

- The ability to save advanced filters and finishing options on custom reports.

#### More search options

Have you ever needed to find a customer card based on their address, or phone number or email address? We've increased the options for searching the card file.

- Enhanced options for searching for cards and items, activities and locations.



# Accounting v18 - key features

## Provide clearer statements

Do your customers sometimes find their Invoice Statements hard to understand? We've enhanced statement options :

- Improved invoice statement filters, only display invoices up to the statement date
- An itemised payment listing for invoice statements, show what amounts have been applied to individual invoices
- Debit and discount fields on remittance advice forms

## Quickly fix minor mistakes

We all make mistakes. Now you can fix minor errors on supplier payments and customer receipts without having to delete and re-enter the whole transaction.

- Edit bill payments/supplier payments and customer receipts

## Improve security

- Updated security to protect employee information
- Restricted access to the 'undo last reconciliation' function

## Standard Product Features

### Get your MYOB Accounting and Outlook Working Together

With our simple Outlook Card Sync tool you can quickly synchronise your MYOB card file with Outlook, allowing key contact data in either system to be copied to the other in a matter of seconds.

### Easier Bank Reconciliation

Have you ever spent hours trying to reconcile your bank account? MYOB has made it simple by adding a new undo bank reconciliation option to its products, allowing the user to correct the previous reconciliation easy and easily.

### Email Remittance Advice

We've added the ability to email or print remittance advice forms from your MYOB solution using a process that you're already familiar with from emailing other MYOB forms.

### Convert Sales Order to PO

Many businesses don't hold a lot of stock on hand, rather they purchase on demand as sales are confirmed. With our new "Copy to Purchase Order" feature you can now copy the content of any Sales Order onto a Purchase Order, quickly and accurately.

### 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, lay-bys, returns, 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 – 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 GST reporting

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

- Create professional tax invoices quickly
- Handle a variety of New Zealand-specific taxes
- 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.

## 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.

## 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.



# Accounting v18 - keyfeatures

## 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 card balance for an instant Accounts Receivable report
- Synchronise with Microsoft Outlook.

## 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 Accounting company file.

- Refer to our "Version Comparison" chart for a summary of all major features of this software.
- Refer to "System Requirements" for MYOB's minimum and recommended system requirements to best run your business management software.