



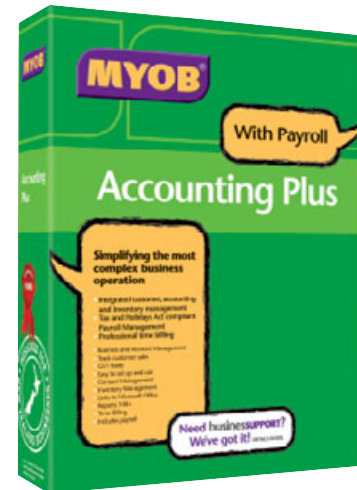
# MYOB Accounting Plus v18

(Released June 2008)

You don't need to be an accountant to use it. MYOB Accounting Plus is simple to use and in plain English

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.



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. If you bill clients for your time, it provides you with a clear view to 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

MYOB Accounting Plus comes with MYOB Payroll, the simple yet powerful payroll solution preferred by thousands of New Zealand businesses. MYOB Payroll handles all your employee payments, PAYE, Holiday Pay and KiwiSaver obligations in one package.

## More Information

To find out more about MYOB Accounting Plus 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 Plus 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 Plus 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.

### With MYOB Accounting Plus you can:

- Pay all your staff simultaneously with MYOB Payroll, which steps you through the pay run process
- Process pays weekly, fortnightly, semi-monthly or monthly (set up different pay periods for different employees)
- Provide hourly, salaried, overtime, bonus, commission and advanced payments
- Print payslips and reports
- Lodge pays and Payment Summaries electronically
- Pay employees electronically
- Cater for all your employees' superannuation needs.

## 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, 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 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 GST 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 GST number automatically entered on all necessary invoices and forms
- Create professional tax invoices quickly
- Handle a variety of New Zealand-specific taxes
- Generate reports showing all GST collected and paid.



# Accounting Plus v18 - keyfeatures

## 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. 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, statements and remittances 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 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:

- 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.

## 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.

## Connect with Office software

MYOB Accounting Plus 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 Microsoft Office without opening your MYOB Accounting Plus company file.

## Need multi-user access or deal in multiple currencies?

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

- 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.