



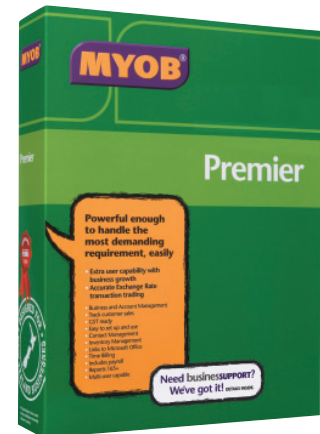
# MYOB Premier v12

(Released August 2008)

The ideal and complete software solution for handling foreign currency, time billing in a multi-user environment

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 Premier provides advanced inventory, and business management capabilities to medium-sized companies. Manage even the most complex medium-sized business with ease using the multi-user MYOB Premier software and use its time-saving tools to manage and analyse your business.

### Get started fast

You can be up and running in minutes, even if you're unfamiliar with accounting concepts and principles. The Easy Setup Assistant prompts you with a series of questions that help you set up your accounts according to your industry and business needs.

### More Information

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

The release of MYOB Premier v12 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

#### 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



# MYOB Premier v12 - key features

- 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 Premier 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.

### • Multi-user access

MYOB Premier lets multiple people access your business information simultaneously. Premier is issued with two user licences and further licences are available direct from MYOB as your business requirements change. You can set up password-protected user profiles to control which screens, reports and menu items each user has access to, ensuring sensitive business information remains discrete. And because it runs on a standard Windows peer-to-peer network, setting up and running MYOB Premier on your network is easy.

### • Bill for your time the way you want to

The time-billing functions in MYOB Premier 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 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, 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 Premier offers full manufacturing build and backordering capabilities automatically when items run below preset stock levels, and allows you to:

- Create instant purchase orders for backordered items – MYOB 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 user-defined lists and five years of item history
- Easily reconcile your inventory balance at any point of time.

### • Record foreign currency transactions

If you import or export goods, handling foreign currency transactions and exchange rate gains and losses can be a challenge. But with MYOB Premier's multiple-currency capability you can record transactions in foreign currencies and keep track of realised and unrealised exchange rate gains and losses. You can track bank accounts held in foreign currencies and easily view your accounts receivable and accounts payable balances in NZ dollars as well as in the foreign currency.



# MYOB Premier v12 - key features

- **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 Premier you can:

- Have your GST number automatically entered on all necessary invoices and forms
- Create professional tax invoices quickly
- Handle a variety of NZ-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 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.

- **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 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.

- **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
- Synchronise with Microsoft Outlook.

- **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 Premier 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. 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 Premier company file.

## Are your business needs outgrowing your software?

### Need to pay staff and handle employee needs?

MYOB Payroll can be easily integrated with MYOB Premier, allowing you to calculate and track PAYE withholdings, long service, annual, holiday and sick leave; superannuation; and other employee entitlements and expenses.

### Need remote access to your company's data? Need to store stock in multiple warehouses?

MYOB Premier Enterprise incorporates all of the features of Premier plus Payroll and allows you to store stock in multiple locations and gain remote access to your company's data.

To find out more about these MYOB business solutions that can grow with your business, please call the MYOB Sales team on 0800 60 69 62 or email us at sales@myob.co.nz.

- 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.