

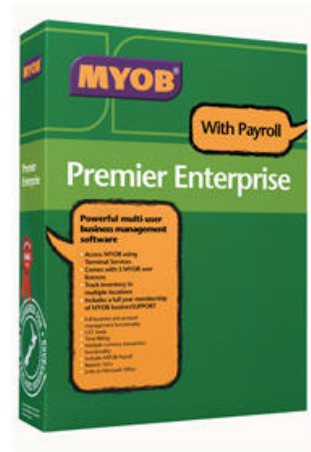


MYOB Premier Enterprise

The ideal and complete software solution for advanced multi-user performance and advanced inventory control.

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.



Get started fast

To help you get started, the Premier Enterprise Easy Setup Assistant prompts you with a series of questions that help you set up your accounts according to your industry and 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. Premier Enterprise 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.

Multi-user access

MYOB Premier Enterprise lets multiple people access your business information simultaneously. Premier Enterprise is issued with five 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.

More Information

To find out more about MYOB Premier Enterprise 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?

Get your MYOB Premier Enterprise and Outlook Working Together
We've made it easy for you to exchange key contact information between Outlook and MYOB Premier Enterprise. 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? We know how frustrating and time consuming this can be so we've made solving this problem a priority. MYOB has made it simple to fix these problems 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

Do you pay suppliers? You'll know that printing, enveloping and mailing remittance advices for payments can be a time consuming and costly exercise. 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. If this sounds like you, we've added a handy feature that will save you data entry time and help you avoid errors. 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.

Negative Inventory

In businesses with a high turn-over of inventory you may sometimes encounter situations where MYOB's stock count is zero yet you have an item physically on hand, and wish to be able to invoice the item. This can occur because stock counts are incorrect or because an inwards goods receipt is yet to be processed.

Now with Premier Enterprise's Negative Inventory preference you can choose to allow stock levels to go below zero. Your Premier Enterprise software will handle the necessary stock and cost adjustments when you next receive the stock items into stock.



Premier Enterprise – factsheet

Improved network performance and stability

MYOB Premier Enterprise has been developed and is fully tested for use on networks running Windows Server™ 2003 in a Terminal Services environment.

This network environment enables improved network performance and stability even with workstations that have limited memory, limited disk space, or insufficient processing power.

Another advantage of running a Terminal Services network is the centralised management of software installation and upgrade deployment. MYOB Premier Enterprise, and any future upgrades or updates, only need to be installed on the Terminal Server and not on each individual workstation.

See the Minimum System Requirements section for more information about the hardware and software required to run MYOB Premier Enterprise in a Terminal Services environment.

Secure multi-user access

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.

Work remotely with your MYOB data file

MYOB Premier Enterprise allows you to access your MYOB business data from remote locations - 24 hours a day, 7 days week, utilising the remote access functionality of Terminal Services.

Put simply, this enables you – or your staff members – to access your MYOB business data from home or a location outside your head office. So, for example, whilst you're working on your company data file from an office in Auckland, a staff member can be working on the same data file from an office in Christchurch.

By giving you greater flexibility in how and when you access your business data, remote access functionality can help increase the productivity of your business.

Please note: usage of the remote site functionality within MYOB Premier Enterprise is dependant upon the following:

1. The required number of Premier Enterprise workstation licences and Terminal server client access licences are purchased to cover all users.
2. All users accessing the company data file must be employees or related entities of the MYOB Premier Enterprise license holder.

Manage all your sales and purchases

MYOB Premier Enterprise'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, including service, item, professional and time billing.

Premier Enterprise 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 Premier Enterprise record them for you.

You can also handle complex transactions, including deposits, discounts, returns, credit and adjustment notes, and foreign currency transactions. Control the amount of credit you extend to customers with optional credit limit warnings, and place customers on Credit Hold until payment is received.

MYOB Payroll*

If your business has staff you are probably spending more time looking after the payroll than you'd like, or need to. The solution is MYOB Payroll – the complete payroll software solution for growing New Zealand businesses.

You don't need to be an accountant to use it. Payroll is a comprehensive solution that is simple to use and in plain English format.

MYOB Payroll is a fully featured, user-friendly Windows payroll program that is suitable for any size business setup.

MYOB Payroll includes all the functionality you need to help you manage your obligations as an employer, including:

- Complete PAYE calculations and IR-Filing functions
- Full Holiday Pay management
- KiwiSaver deduction management
- Direct Credit wages to employee bank accounts
- Cost centre's and Departments for easy wage analysis

The multi award-winning MYOB 'flowchart design' guides you at every step.

* MYOB Payroll is included when you purchase MYOB Premier, MYOB Accounting Plus, or MYOB Premier Enterprise.

Track GST and simplify GST reporting

Report GST on either a cash or accrual GSTis, and work with both GST inclusive and exclusive prices.

- Have your ABN 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.
- The MYOB GSTlink feature simplifies the completing and reporting of the GST.

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.

When you choose to send an invoice by email, Premier Enterprise automatically enters a subject line and message for you and attaches the invoice as a PDF document. Then use your normal email program to send it along with any other emails you may have waiting to send. You can even use the email feature to conveniently send reports to your accountant and business partners.



MYOB Premier Enterprise – factsheet

Design your own forms

MYOB Premier Enterprise 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 professionally.

You can create as many form layouts as you need and even specify which form designs to use for which customers.

Access contact information instantly

Store your entire customer, supplier, employee and personal contact information in the easy-to-access Card File.

- 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 Outlook.

Keep track of your inventory

Enter inventory items, record detailed descriptions (even images) and track all their movements. MYOB Premier Enterprise offers full manufacturing build and backordering capabilities – automatic for when items run below preset stock levels.

Create instant purchase orders for backordered items – Premier Enterprise 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 inventory at different locations.
- Optional preference for Negative Inventory for greater flexibility.

Bill for your time the way you want to

MYOB Premier Enterprise's time billing functions 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.

Analyse your business in more than 200 ways

Make informed business decisions GSTed on accurate and detailed information.

- Over 200 flexible reports.
- 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.
- View screen-optimised or print-preview versions of each report.
- Analyse sales by salesperson, track where sales are coming from, identify customers who owe money, stay on top of outstanding invoices, and more.

Get more insight into your business

As your business grows, you will want to control and review the performance of your business cost centres (departments, divisions, offices and stores). MYOB Premier Enterprise enables you to track each cost centre's performance and easily produce financial statements and other reports. You can prepare and analyse your financial reports at a company, cost centre and job level.

Connect with Office software

MYOB Premier Enterprise 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 Premier Enterprise company file.

Perform fast bank reconciliations

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



MYOB Premier Enterprise – factsheet

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 Premier Enterprise'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 New Zealand dollars as well as in the foreign currency.

Support and services that help you make the most of MYOB Premier Enterprise

Get peace of mind with 12 months of included support

When you purchase MYOB Premier Enterprise, you will be entitled to 12 months of phone, fax and email technical support and you will automatically receive any software upgrades and updates that are released during this period.

Take advantage of MYOB Training and get some onsite assistance

Want to get up to speed fast with MYOB Premier Enterprise? Then book an MYOB Training course direct from MYOB New Zealand. MYOB Training courses are developed by a dedicated team of accountants, training and technical experts, and are delivered by MYOB professional trainers. Find out more by visiting www.myob.co.nz.

For onsite assistance with installing, setting up or using MYOB Premier Enterprise, contact one of our MYOB Approved Partners who are located throughout NZ. To locate your nearest Approved Partner, visit www.myob.co.nz.

Minimum System Requirements

Server

- Windows Server™ 2003 Standard Edition running Terminal Server.*
- Pentium III processor (or equivalent) @ 1.0GHz or better.
- 256 MB RAM, and additional 10MB for each user.
- Hard disk with at least 2GB free.
- 16-bit colour, 1024x768 screen resolution.
- Windows-compatible printer.

Clients

- Windows 2000 (Service Pack 3 or higher), Windows XP, running Terminal Server Client., Windows Vista.
- Pentium III processor (or equivalent) @ 1.0GHz or better.
- 128MB RAM.
- Hard disk with at least 200MB free.
- 16-bit colour, 1024x768 screen resolution.

Network

- 100 Base T Ethernet network that supports NetBEUI, NetBIOS or TCP/IP networking protocols.
- Windows Server 2003 Standard Edition is the required Terminal Server network operating system.

Some features require

- Internet access.
- Microsoft® Internet Explorer 5.5 or higher.
- QuickTime 5.0 or higher.
- Adobe Acrobat® Reader® 4 or higher.

Microsoft Office connection requires

- Microsoft Word version 8 to 2003.
- Microsoft Excel version 8 to 2003.

* Windows Small Business Server 2003 is not supported.

† Performance in multi-user mode is dependent on your network's capability. Additional workstation licences are available to purchase from MYOB NZ. Terminal Server Client Access Licences can be purchased from your nearest authorised Microsoft dealer.

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