

MYOB AccountRight Basics

NEW
RELEASE
FOR 2011THE SMARTER WAY TO MANAGE
YOUR ACCOUNTING NEEDS.

MYOB AccountRight Basics, formerly MYOB BusinessBasics, is ideal for sole traders and service providers without staff. Benefit from partnering with Australia's leading accounting software provider, dedicated to making your business life easier.



Quickly view your financial position

- > View the following key financial indicators at a glance:
 - Profitability
 - Customer analysis (eg outstanding and overdue receivables)
 - Account details (bank account, credit card balances and more)

Simplify GST calculations

- > Easily calculate and track your GST obligations
- > Automatically generate your GST return for submission to the ATO

Easily create invoices and process payments

- > Generate invoices within the software and email or post directly to your customers
- > Process customer payments and refunds simply

Get paid on time

- > Manage credit limits, prompt payment discounts, and late payment fees.



Quickly view your financial position

Customise your invoices

- > Ensure your business creates the right impression every time with professional looking invoices and statements

Automatically audit your accounts

- > Use the Company Auditor feature to automatically double check your accounts
- > Ensures your accounts are error-free

Set credit limits for your customers

- > Receive a warning if a customer exceeds their pre-approved credit limit
- > Place sales on hold when credit limit is reached

Take control of your finances

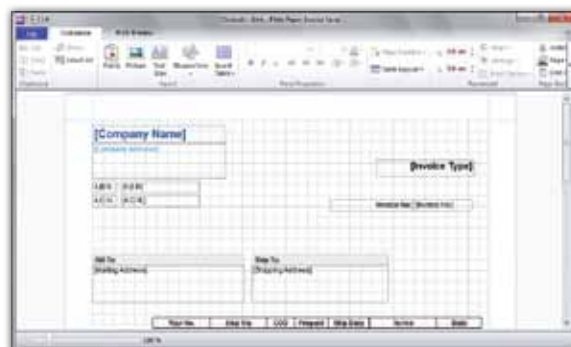
- > Use the new budgeting feature to input your business budget
- > Track actual transactions to budget so you know how you're going

Effectively manage your customers

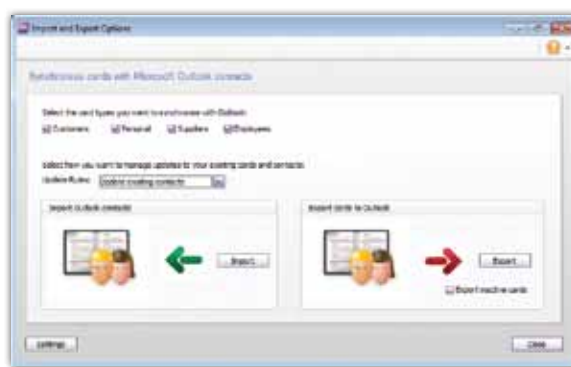
- > Synchronise your contacts with Microsoft Outlook
- > Keep a contact log for each client
- > Create reminder alerts

Automatically pay your bills in bulk

- > Use electronic payments to incorporate all your bill payments in one file and upload to your bank in one easy step.



Customise invoices



Effectively manage your clients

Minimum System Requirements

Operating System	Windows XP (SP3) ¹ / Vista (SP2) ² / Windows 7 ²
Adobe Reader	Minimum Version 7
Internet Explorer	Version 8
Framework	-
Microsoft Office	Certain functions (such as Microsoft Office connection, email and card synchronisation) require Microsoft Outlook/ Microsoft Office 2003 - 2010 (32-bit)

Hardware

- > Pentium processor at 1GHz or faster
- > 1 GB RAM or higher (2 GB RAM preferred)
- > 2 GB hard disk space
- > 32 bit colour, 1024x768 screen resolution

Internet

- > Some features require internet access (Internet Explorer 7, 32 bit or above)
- > Activation and confirmation of this product requires internet access.

¹ These products have been tested on Windows XP 32-bit only.

² These products have been tested on both 32-bit and 64-bit versions of these operating systems.

For more detailed information about software compatibility, see myob.com.au/minimum_specs

PRODUCT COMPARISON CHART

	AccountRight Basics	AccountRight Standard	AccountRight Plus	AccountRight Premier
Business accounting				
Easily calculate, prepare and track your GST and BAS obligations	•	•	•	•
Prepare, print or email sales invoices and statements	•	•	•	•
Generate invoices with the option to pay via BPAY®, Postbillpay®, online or via credit card*	•	•	•	•
Track and pay expenses	•	•	•	•
Create customer quotes	•	•	•	•
Create purchases and manage suppliers		•	•	•
Create and track jobs	•	•	•	•
Job budgeting, profitability and expense reimbursement		•	•	•
Track and bill time spent on jobs			•	•
Multi-currency accounting				•
Inventory Management				
Manage items and price lists	•	•	•	•
Manage inventory levels and back orders		•	•	•
Build and manage items from raw materials		•	•	•
Create multiple item prices and assign to customers		•	•	•
Multi-warehouse item management				•
Payroll Management*				
Calculate and remit employee tax (PAYG)			•	•
Calculate and remit Superannuation Guarantee (SG)			•	•
Calculate and track leave entitlements			•	•
Calculate state payroll tax			•	•
Manage employee time sheets with job tracking			•	•
Print and email customisable payslips			•	•
Reporting				
Easily customise and filter reports	•	•	•	•
Export reports to Microsoft Excel®, PDF and other file formats	•	•	•	•
Access and Support				
Multi-user access†				•
Manage user permissions and passwords	•	•	•	•
FREE MYOB Cover#	30 days	30 days	30 days	12 month

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THE SMARTER WAY TO MANAGE YOUR BUSINESS ACCOUNTING

simple | flexible | helpful