



MYOB Accounting



Easy accounting and business management for small or home-based businesses

MYOB Accounting makes doing your accounts a simple and rewarding task. Ideal if you have little or no accounting knowledge, run an expanding business or hold stock.

Stock Control | Sales & Purchases | MS Office Integration | VAT Reporting

MYOB Accounting has all of the features of MYOB BusinessBasics, and more...

Get started fast

The Easy Setup Assistant in MYOB Accounting 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.

No accounting knowledge required

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, or any other task, a quick step-by-step guide is just a couple of clicks away from every window.

Manage all your sales and purchases

MYOB Accounting's sales and purchase systems are easy to use and can be adapted to the way your business works. Create quotes, orders and invoices, and choose from several customisable invoice layouts, including service, item and professional. You can easily schedule your recurring invoices and purchases – simply set them up once and be reminded when they are due, or automatically have MYOB Accounting record them for you. The software handles complex transactions, including deposits, discounts, returns, credits and adjustments. Control the amount of credit you extend to customers with optional credit limit warnings and place customers on credit hold until payment is received. You will also be able to instantly create a Purchase Order from a Sales Order or Quote.

Connect with Office software

MYOB Accounting seamlessly connects to Microsoft Office. This will allow you to create personalised letters for customer-focused marketing and communication with Microsoft Word, and send your reports to Microsoft Excel for refined data analysis.

Track your VAT and simplify reporting

MYOB Accounting reports VAT on either cash or accrual basis, and works with both VAT inclusive and exclusive prices.

- Quickly create customisable, professional looking invoices
- Generate reports showing all VAT collected and paid
- Manage your VAT and produce accurate returns
- Track your profitability daily, weekly, monthly or for any period

Email quotes, invoices, statements and reports

Save time and money 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 and send your forms individually or in batches – the process is just as easy. When you choose to send an invoice by email, MYOB Accounting automatically enters a subject line and message for you and attaches the invoice as a PDF document. You can then use your internal email system to send it with other emails. You can also email reports to your accountant and business partners.

Perform fast bank reconciliations

MYOB Accounting can also import bank and credit card statements that have been downloaded from the internet and then automatically reconcile the matching transactions for you. If you make a mistake when reconciling your bank statement, you can fix the error instantly with the Undo Reconciliation button.



MYOB Accounting factsheet



Keep track of your stock

With MYOB Accounting you can enter stock items, record detailed descriptions and track all their movements. MYOB Accounting offers full manufacturing build and back-ordering capabilities, and automatically builds or back-orders items with quantities below preset stock levels.

You can easily reconcile your stock values at any time and create instant purchase orders for backordered items. MYOB Accounting also enables you to categorise and analyse stock with five years of item history.

Design your own forms

You can design your own quotes, invoices, statements and other forms that you use in your business. Add colour, images, logos and other design elements to create as many forms as you need, that are consistent with your business image.

Access contact information instantly

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

- Store up to five addresses and contact details per card
- Categorise contacts into three user-defined groups
- Search by name, 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 Debtors report
- Synchronise your MYOB Contacts with Microsoft Outlook

Analyse your business in more than 170 ways

Make informed business decisions based on accurate and detailed information with over 170 flexible reports and charts.

£40 FREE Online Ads



MYOB Accounting includes a £40 Google AdWords voucher allowing free online advertising for your business. AdWords ads help you connect with potential customers in the right place, and at precisely the right moment: when they are actively reading web pages and searching on terms that relate to your business.

Terms and conditions apply. Google AdWords is solely responsible for services provided under the voucher and MYOB accepts no liability for their delivery. Promotional credit is only available to new Google AdWords customers

Try before you buy

The best way to experience the power and ease of use of MYOB software is by trying it.

MYOB free trial versions give you the option to use the full functionality of the products for 30 days (45 days for MYOB RetailBasics). Alternatively you can take an instant TestDrive online.

Once you have evaluated the software you can transfer to the full product whilst maintaining all the data entered during this trial period.

FREE introductory Telephone Support

Learning any new software can be a little daunting, so for that little extra peace of mind MYOB gives you 30 days of FREE introductory support, starting from the day you register your product.

Further information

For more information on any MYOB product, training or support visit www.myob.co.uk.

Alternatively, if you wish to speak directly to an MYOB advisor please call our Customer Service Team on: **0845 130 3975**.

Get more insight into your business

As your business grows, you will want to control and review its performance. MYOB Accounting enables you to track 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.

System requirements



Windows 2000, XP or Windows Vista.

For more detailed system requirements visit www.myob.co.uk/accounting