



MYOB BusinessBasics



Basic business management for small or home-based businesses

MYOB BusinessBasics simplifies the way you quote, track and invoice your jobs. It also tracks your transactions and VAT, and provides you with over 70 reports to help you understand your business.

Invoices | Profit & Loss | Debtors | VAT

Get started fast

The Easy Setup Assistant in MYOB BusinessBasics can get you up and running in minutes. It prompts you with a series of questions that help you set up your accounts according to your industry and particular business needs.

Create quotes that convert to invoices

Entering a sale into MYOB BusinessBasics can take as little as a few seconds and doesn't require any accounting knowledge.

You can also follow up invoices with statements to encourage prompt payment – and if your statements fail to get a response, you can use the reporting features to help you follow up any outstanding accounts.

Track job costings and profitability

When you're running a business by yourself, it's important to have a complete understanding of all of your costs – and how you've acquired them.

In MYOB BusinessBasics, the relationship of these job specific expenses to their respective jobs is called job tracking. By tracking jobs with MYOB BusinessBasics you will be able to see at a glance the net profit (or loss) for a job and get an immediate breakdown of the income and expense incurred.

Manage your VAT and produce accurate returns

MYOB BusinessBasics makes tracking your VAT return easy (cash basis) with a range of reports that will help you identify your VAT obligations, track VAT paid and collected, as well as identify any transactions you might have missed.

Automatically reconcile your accounts

If you do your banking online, you can download and automatically reconcile your bank and credit card statements against your MYOB transactions. Where the transactions match, they will automatically appear as cleared – saving you time and the tedium of line after line of manual bank reconciliation. Any un-matched transactions can easily be added and automatically reconciled.

This way, you can keep track of:

- Cash and cheques (written and received)
- Credit card purchases
- Credit card payments
- Cash machine withdrawals and deposits
- Petty cash transactions
- Payments made to suppliers

Create and customise over 70 reports

MYOB BusinessBasics tracks your business activities and can provide you with a whole range of information on demand, from a detailed Profit and Loss and Balance Sheet, to a monthly sales by customer report.



MYOB BusinessBasics factsheet



Customise to suit your needs

MYOB BusinessBasics lets you customise the content and look of reports to suit the needs of your business. You can limit the information a report contains to a particular period, account or customer, or include specific details such as customer's credit limit. You can also easily design your own quotes, invoices and statements.

Email quotes, invoices and reports

You can save time and money by emailing your quotes and invoices direct to your prospects and customers, as well as printing and sending them by fax. You can also create forms and reports in PDF format for viewing with Adobe Acrobat Reader or other PDF viewers.

Having your invoices with your customers within seconds rather than days will increase the likelihood of you getting paid faster. Also, a promptly received quote will reinforce the perception in your prospects' minds that your business is the one they should be dealing with.

System requirements



Windows 2000, XP or Windows Vista

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

£30 FREE Online Ads



MYOB BusinessBasics includes a £30 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) or 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**.