



MYOB FirstEdge

Basic business management for Mac users from Australia's leading business management software provider

MYOB is an authentic Australian business providing solutions for real Australian businesses and conditions.

MYOB FirstEdge is simply a smarter way to run your business.



Your Mac. Your business. Your FirstEdge.

At MYOB we believe our customers have the right to choose how they run their business. We also believe that, whether you use a PC or a Mac, your business deserves to benefit from the best possible business management software.

MYOB has been providing Mac users with business software for many years. It's a commitment and track record that few software companies in the world can match. So when you choose MYOB FirstEdge as your business management software, you know that your decision is backed by a company committed to its customers and determined to maintain its position as a world leader in Mac-specific business management software.

Manage all your basic business tasks from the one easy program, designed specifically for small or home-based Australian businesses running on a Mac. Streamline the data entry and reconciliation side of managing your business and free up your time to focus on running it.

MYOB FirstEdge contains a host of features that simplify the way you quote, track and invoice your jobs. These allow you to simultaneously track your transactions and GST obligations and also help when it's time to prepare your BAS. MYOB FirstEdge ensures you have the best chance to get the job – and get paid – quicker, by having the invoices and quotes in the customers hands in seconds (via email), rather than days.

Get started fast

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

Create quotes that convert to invoices

Entering a sale into MYOB FirstEdge is simple – it can take as little as a few seconds and doesn't require any accounting knowledge. You only need to have a small amount of knowledge about quotes and invoices (the two stages of a sale) and layouts (the different types of sales you can record). If the need arises, you can follow up invoices with statements to encourage 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 your own business, it's important to have a complete understanding of all your costs – and how you've acquired them. In MYOB FirstEdge, relating these job specific expenses to their respective jobs is called job tracking. By tracking jobs with MYOB FirstEdge, you'll be able to get the net profit (or loss) at a glance for a job and get an immediate breakdown of the income and expenses incurred.

Track your GST and automate your BAS

MYOB FirstEdge makes tracking your GST and preparing your BAS even easier. MYOB FirstEdge also makes it easy for you to report your tax liabilities when you need to. The range of reports will help you identify your GST obligations, track GST paid and collected, and also identify any transactions you might have missed. When it comes time to submit your BAS, the BASlink feature will help automate the reporting for you by linking your GST and other business information to the relevant fields in a format that looks just like the real BAS.



FirstEdge – factsheet

Automatically reconcile your accounts

If you do your banking online, you can download your business bank and credit card statements and import them straight into MYOB FirstEdge. Where the transactions match, they'll automatically appear as cleared – saving you time and the tedium of line-after-line manual bank reconciliation. This helps you keep track of:

- Cheques (written and received)
- Credit card purchases
- Credit card payments
- ATM withdrawals and deposits
- Petty cash transactions
- The payments you make to your suppliers.

Create and customise over 70 reports

MYOB FirstEdge can provide you with a whole range of information about your business on demand. By tracking all of your business activities, you can access anything from detailed profit and loss and balance sheets to monthly Sales by Customer reports.

Customise to suit your needs

MYOB FirstEdge lets you customise the content and look of reports to suit the needs of your business. For example, you can limit the information a report contains to a particular period, account or customer, or include specific details such as a customer's credit limit. You can also modify the appearance of reports so that the reports you print for your clients look more professional and formal to those printed for general company use.

Email quotes, invoices and reports

With MYOB FirstEdge, you can save time and money by emailing your quotes and invoices directly to your prospects and customers, in addition to printing and sending them by fax. MYOB FirstEdge creates forms and reports in PDF format for viewing with Adobe Acrobat Reader (supplied with the program). Having your invoices in your customers hands within seconds rather than days increases the likelihood of you getting paid faster. A promptly received quote also reinforces your prospects' perception that your business is the one they should be dealing with.

The easy way to get paid faster

Imagine if all your customers could pay you through BPAY®! With MYOB FirstEdge, you can print and email MYOB M-Powered Invoices*. These resemble standard invoices but also include a 'How to Pay' section similar to a utility bill.

MYOB M-Powered Invoices gives your customers the convenience of paying:

- Via BPAY®
- Using a telephone or online credit card payment system that's personalised and automated
- In person at any Australia Post outlet.

You will receive a notification the next business day of any payments made. Unlike cheque payments, these are deposited as cleared funds into your account the next business day.

For more information, visit www.myob.com.au/m-powered/invoices/.

Minimum System Requirements

Installation

- Mac OS X to 10.4
- PowerMac G3 or better with at least 128MB RAM
- 200MB of Hard disk space
- 1024x768 screen resolution

Some features require

- Internet access
- QuickTime® 4.0

Microsoft Office connection requires

- Microsoft Word X to 2004
- Microsoft Excel X to 2004

More Information

To find out more about MYOB FirstEdge, or to locate your nearest stockist, visit myob.com.au/products/firstedge/ or call the MYOB Sales team on **1300 555 111**.

Need to manage inventory or payroll?

MYOB AccountEdge provides business management capabilities, including inventory and payroll management.

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How to pay



by credit card

To pay via MasterCard or VISA.
by INTERNET: myob.com.au/ezybillpay
by PHONE: 1300 855 656
Minimum payment \$10.00. Maximum payment \$10,000.
Quote Ref: 1234 5674 816



Bill code: 123456
Ref: 1234 5674 816

Contact your financial institution to make this payment from your bank account (excluding credit cards).
Minimum payment \$10.00.
The following biller name will appear on your bank statement: **MYOB Pay Services**

Powered by **MYOB**



by mail

Detach this section and mail your cheque to...

Clearwater Pty Ltd



in person

Present this invoice at any Post Office to make a payment via cash or EFTPOS. Cheque payments not accepted.

Minimum payment \$10.00. Maximum payment \$10,000.



*749 12345674816

Invoice #: 00000081 Amount Due: \$260.00