factsheet

MYOB AccountEdge v7

Business, payroll and inventory management software 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 AccountEdge is simply a smarter way to run your business.

Your Mac. Your business. Your AccountEdge.

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 AccountEdge 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 both your business and payroll with ease using MYOB AccountEdge. It's packed with business and inventory management features to help you better manage your customer and supplier relationships. MYOB AccountEdge streamlines your pay runs and updates all your accounts automatically. And if you bill clients for your time, it provides you with a clear view to what needs to be billed and how your employees are spending their time. MYOB AccountEdge is the perfect software solution for Mac-based businesses that have employees, need inventory management or provide professional services.

Get started fast

The Easy Setup Assistant prompts you with a series of questions that help you set up your accounts according to your industry and business needs and get you 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.

Handle all your employee needs

The integrated-payroll in MYOB AccountEdge calculates and tracks PAYG withholdings, annual and personal leave, superannuation, and other employee entitlements and expenses.

With MYOB AccountEdge you can:

- Pay all of your employees at the same time with the Process Payroll assistant, which steps you through the pay run process
- Process pays weekly, fortnightly, semi-monthly or monthly (set up different pay periods for different employees)
- Pay your employees' by setting a standard pay, using a timesheet or both
- Provide hourly, salaried, overtime, bonus, commission and advanced payments
- Print payslips and paycheques
- Generate and lodge Payment Summaries electronically
- Pay employees electronically into multiple bank accounts (up to three accounts)
- Cater for all your employees' superannuation needs
- Import activity slip information into your employee pays
- Allocate pay items to multiple jobs
- Set a flat rate of tax for employees with a PAYG variation
- Assign an employee category to an employee card (eg, Permanent or Temporary)
- Assign employment status to each employee card (eg, Full Time, Part Time, Casual or Other)
- Record the reason for termination on the employee card
- Review and check employees' pays before processing.

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Bill for your time the way you want to

The time-billing functions in MYOB AccountEdge 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.

Manage all your sales and purchases

MYOB AccountEdge'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. MYOB AccountEdge 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 MYOB AccountEdge record them for you. You can also handle complex transactions including deposits, discounts, returns, credits and adjustment notes.

You can also control the amount of credit you extend to customers with optional credit limit warnings, and place customers on Credit Hold until payment is received. And, when you're out of stock and want to order items to fulfil a sale, you can simply create a purchase order from the Sales Quote or Sales Order window.

Keep track of your inventory

Enter inventory items, record detailed descriptions (even images) and track all their movements. MYOB AccountEdge offers full manufacturing build and backordering capabilities automatic when items run below preset stock levels, and also allows you to:

- Create instant purchase orders for backordered items – MYOB AccountEdge will fill in the primary supplier and the last price you paid for the item, or a standard price
- 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 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 MYOB AccountEdge'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 Australian dollars as well as in the foreign currency.

Track GST and simplify BAS reporting

Report GST on either a cash or accrual basis, and work with both GST inclusive and exclusive prices. With MYOB AccountEdge you can:

- Have your ABN automatically entered on all necessary invoices and forms
- Create professional tax invoices quickly
- Handle a variety of Australian-specific taxes
- Generate reports showing all GST collected and paid

The MYOB BASlink feature simplifies the completing and reporting of the BAS.

Transaction Management

MYOB AccountEdge takes the pain out of pinpointing your recurring transaction details. The 'Recurring Transaction List' locates recurring transactions within your company file with ease by searching and filtering information by Transaction Name, Amount and Next Due. The Transaction Tax Code report filters transactions by account number. This assists with the reconciliation process by enabling you to view each transaction and its assigned account number and Tax Code.

MYOB AccountEdge also provides the flexibility to set specific Lock Periods by date, rather than month, for your transactions. This feature provides the security to perform bank reconciliations weekly or ensure that transactions which are recorded on a daily basis are not altered. For example, a lock period can be set in the next financial year, to facilitate end-of-year accounting. A calendar is provided to tidy up the selection screen.

Generate current and future budgets

Project and plan for the future success of your business. MYOB AccountEdge quickens and simplifies the budgeting process by enabling you to plan next year's budget while you're still in the current year. You can now work on all your balance sheet accounts and profit & loss accounts in one window in a simple spreadsheet format. With shortcuts, you can copy actuals from last year to the current year's budget figures, making it easier to compare actuals from year to year. And budgets can be imported and exported to and from Microsoft Excel for Mac in one simple step.

Email quotes, invoices, statements and reports

You can save on time and costs by emailing your quotes, orders, invoices and statements straight to your customers. By emailing quotes and orders directly to your suppliers, you can speed up the time taken to process it. Then when a bill has been paid or a refund made, you can inform your suppliers and customers by sending them a remittance advice via email (or print it to fax or post). Forms can be sent individually or in batches – the process is just as easy.

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Design your own forms

MYOB AccountEdge 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.

Access contact information instantly

Store your entire customer, supplier, employee and personal contact information in the easy-to-access Card File. With MYOB AccountEdge you can:

- Synchronise your MYOB Card File with your Mac Address Book
- 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
- Import and export contact logs and customer lists.

Analyse your business in more than 200 ways

Make informed business decisions based on accurate and detailed information.

- Over 200 flexible reports and charts
- 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.

Undo bank reconciliation

Sometimes when working with company files, the last bank reconciliation performed on the file needs to be undone in order to make corrections or adjustments to the business information. The undo bank account reconciliation feature in MYOB AccountEdge enables clients to easily undo the last bank reconciliation performed on the account. Password protection prevents bank reconciliations from being 'undone' in error.

Connect with Microsoft Office for Mac

MYOB AccountEdge seamlessly connects to Microsoft Office for Mac. It enables 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.

Minimum System Requirements

Installation

- Mac OS X 10.3.9 to 10.4*
- PowerMac G3 or better with at least 128MB RAM
- Hard disk with at least 200MB free space
- 1024x768 screen resolution running thousands of colours

*(Unix file system) formatted hard drives are not supported

Some features require

- Internet access
- Mac OS X 10.4 is required for Mac Address Book synchronisation

Microsoft Office connection requires

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

More Information

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

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