MYOB®

Mind Your Own Business.

# MYOB Accounting at a Glance

**New Company Data File**

## Setup Up

- Built In Set Up Assistant
- 100+ Sample Chart of Accounts
- Integrated Help File
- Free 30 Day Telephone Support
- Access to online support notes

## Contact Management

### Card File

- Contact log and alert
- Personalised Letters
- Mailing Labels
- Vendor/Customer/ Employee Contact Management

## Processing Transactions

### Sales

- Sales Register
- Enter Sales
- Receive Payments
- Transaction Journal
- Print/Customise/Email Your Statements /Payments/Invoices/Receipts

### Banking

- Bank Register
- Spend Money
- Receive Money
- Reconcile Accounts
- Transaction Journal
- Prepare Bank Deposit
- Print Receipts
- Print Cheques
- Print/Customise/Email Your Receipts/ Cheques

### Purchases

- Purchase Register
- Enter Purchases
- Pay Bills
- Transaction Journal
- Print/Customise/ Email Your Purchase Orders/Cheques

### Inventory

- Items Register
- Items List
- Set Item Prices
- Count Inventory
- Adjust Inventory
- Transfer Inventory
- Auto-Build Inventory
- Transaction Journal
- Single level Pricing

### Business Management

- Advanced Data Search Feature
- Budgeting Tools
- 150+ Reports
- Cost Centre Tracking
- Print/Email/send to disk Reports
- Dynamic Link to MS Word and Excel
- Access to charts and graphs
- Set Important Alerts and Recurring Transaction

## Data Security/ Integrity

- Backup/Restore
- Password control
- Audit Trail
- Transaction Lock Periods
- Database Optimisation Tools