

MYOB BusinessBasics is all you need to begin managing your business like a financial expert - no accounting or computing experience required. Enjoy the benefits of this business management program that simplify your processes, streamlining data entries, managing your business and free up your time to focus on running on it.

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

Manage your business easily

- New Company File and Easy Setup assistants get you up and running fast
- Simple English terms instead of accounting jargon
- Getting Started Guide, User Guide and built-in help files
- Find accounts by name or number when categorising transactions - software to fit the way you work
- Built-in checker to avoid errors, and double entries

Step-by-step assistants will help you create and set up your company details and opening balances.

Related processes are grouped together and presented in logical flowcharts - easy to find.

On-screen forms look like their paper equivalents, and each step is clear. Eg. sales are recorded in a window that looks like an invoice.

The double-entry accounting your accountant wants is taken care of for you.

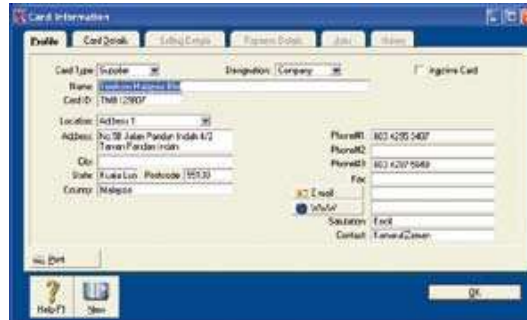
Get started fast

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



Manage your customers effectively

You can't manage what you can't measure so you'll be pleased to know that MYOB BusinessBasics can give you up-to-the-minute sales and customer information with 70 analysis reports and charts.



Reports can be exported in a variety of different formats, allowing you to send them electronically or open them in Microsoft® Excel or other office software.



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 cost - and how you've acquired them.

With MYOB BusinessBasics, you can track job-specific expenses to their respective jobs. Hence, you are able to tell at a glance the net profit (or loss) for a job and get an immediate breakdown of the income and expense incurred.



Track Tax

MYOB BusinessBasics makes tracking your tax (e.g. GST, VAT and Sales tax) and preparing your tax reports even easier, which includes reports that will help you identify your tax obligations.

Also it helps to track tax paid and collected, as well as identifies any transactions that you may have missed.



Invoice your customers by email

Save on postage and stationery costs by emailing your invoice - it's easy to do with MYOB BusinessBasics! It also means you can get your invoices out faster, improving your cash flow.

You can email quotes, orders and invoice direct to your customers and suppliers, because MYOB BusinessBasics create forms and reports as secure PDF documents that's can't be edited.

MYOB BusinessBasics's email capability works with all MAPI compliant email software including: Microsoft® Outlook (97 and later) and Netscape Messenger (Version 4 and later).

