



Mind Your Own Business.

fact sheet



MYOB BusinessBasics

Basic business management from a leading business management software provider

MYOB provides solutions for real Asian Businesses and Conditions. MYOB BusinessBasics is simply a smarter way to run your business.



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

MYOB BusinessBasics contains a host of features that simplify the way you quote, track and invoice your jobs. It simultaneously tracks your transactions and GST obligations.

MYOB BusinessBasics ensures you have the best chance to get the job and get paid quicker. Your invoices and quotes will be in the customers hands in seconds (via email), rather than days.

Get started fast

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

Create quotes that convert to invoices

Entering a sale into MYOB BusinessBasics 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 BusinessBasics, relating these jobspecific expenses to their respective jobs is called job tracking. By tracking jobs with MYOB BusinessBasics, you'll be able to see the net profit (or loss) for a job at a glance and get an immediate breakdown of the income and expenses incurred.

Track your GST

MYOB BusinessBasics makes tracking your GST. MYOB BusinessBasics 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.

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 BusinessBasics. 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
- Petty cash transactions
- Payments made to suppliers.

Create and customise over 70 reports

MYOB BusinessBasics 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.

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Customise to suit your needs

MYOB BusinessBasics 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 BusinessBasics, 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 BusinessBasics 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.

Connect with Office software

MYOB Accounting seamlessly connects to Microsoft Office, the world's most popular office products. Create personalised letters for customer-focused marketing and communication with Microsoft Word and send your reports to Microsoft Excel for refined data analysis.

And if you're using Microsoft Office XP or 2003, you can use Smart Tag technology to get fast access to your customer and supplier contact details and financial information from within Office without opening your MYOB Premier company file.

Minimum System Requirements

Installation

- 200MHz Intel Pentium® processor (or equivalent) with 64MB RAM
- Windows 2000, Windows XP or Windows Vista
- 200MB of Hard disk space
- 16-bit colour, 1024x768 screen resolution
- CD-Rom Drive
- Windows-compatible printer
- Windows-compatible mouse or pointing device

Some features require

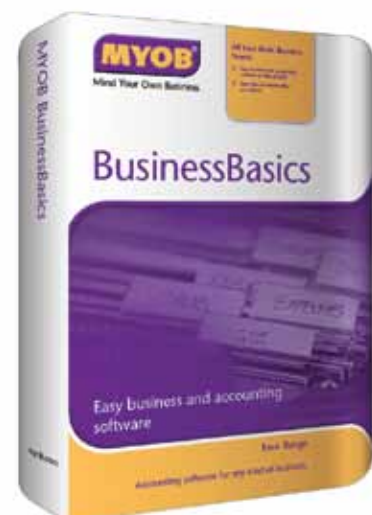
- Internet access
- Microsoft Internet Explorer 5.5
- QuickTime® 4.0

Microsoft Office connection requires

- Microsoft Word version 8 to 2003
- Microsoft Excel version 8 to 2003

For More Information

For more information on MYOB Accounting v18, please call our Customer Service at (65) 6505 6582 or visit www.myob.com.sg



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