

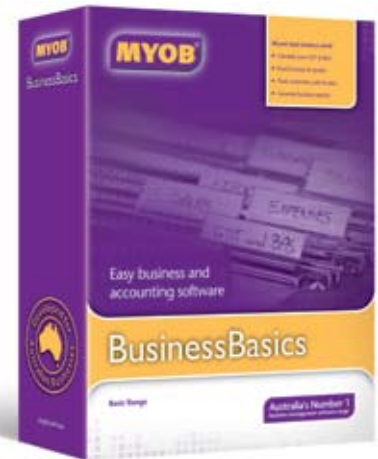


# MYOB BusinessBasics

Basic business management from Australia's leading business management software provider

MYOB is an authentic Australian business providing solutions for real Australian 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 Australian 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, which is a great help when preparing your BAS.

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 job-specific 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 and automate your BAS

MYOB BusinessBasics makes tracking your GST and preparing your BAS even easier. 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. 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.

## 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
- ATM withdrawals and deposits
- Petty cash transactions
- Payments made to suppliers.



# BusinessBasics – factsheet

## 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.

## 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.

## The easy way to get paid faster

Imagine if all your customers could pay you through BPAY®. With MYOB BusinessBasics, 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.

## Minimum System Requirements

### Installation

- Windows® 2000 (service pack 4), Windows XP (service pack 2), Windows Vista
- 200MHz Intel Pentium® processor (or equivalent) with 64MB RAM
- 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®
- Adobe® Acrobat Reader v4 or higher

### Microsoft Office connection requires

- Microsoft Word 2000 to 2007
- Microsoft Excel 2000 to 2007

## More Information

To find out more about MYOB BusinessBasics, or to locate your nearest stockist, visit [myob.com.au/products/businessbasics/](http://myob.com.au/products/businessbasics/) or call the MYOB Sales team on **1300 555 111**.

## Looking to manage Inventory?

MYOB Accounting provides business management capabilities, including supplies, purchases and inventory management.

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### How to pay

**by credit card**  
To pay via MasterCard or VISA  
by INTERNET: [myob.com.au/ezbillpay](http://myob.com.au/ezbillpay)  
by PHONE: 1300 855 558  
Minimum payment \$10.00. Maximum payment \$10,000.  
Quote Ref: 1234 5674 816

**by mail**  
Detach this section and mail your cheque to...  
Clearwater Pty Ltd

**BPAY**  
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**

**Deposit 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

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

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

You will receive 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.

To find out more call **1300 555 931** or visit [myob.com.au/m-powered/invoices/](http://myob.com.au/m-powered/invoices/).

\*This service is only available to approved applicants.