



## Manage sales and purchases

- > Produce professional quotes and invoices for items and services
- > Email purchase orders, quotes, invoices and remittance advices to customers and suppliers
- > Easily track what's owed to you and when you should be paid

## Quickly view your financial position

- > View the following financial indicators and more at a glance:
  - Profitability
  - Customer analysis (eg outstanding and overdue receivables)
  - Account details (bank account, credit card balances and more)



Quickly view your financial position

## Effectively manage your customers

- > Synchronise your contacts with Microsoft Outlook®
- > Keep track of all your customer interactions using the contact log



Effectively manage your clients

## Customise your reports and business forms

- > Design the layout of your invoices, statements and receipts to fit your business and its professional image
- > Quickly add and remove data then save as customised reports.

### Minimum System Requirements

#### Operating System

- > Windows® 7, Windows Vista (SP1)
- > Windows XP Pro (SP 3, 32 bit)

Adobe Reader Minimum version 7

#### Microsoft Office

- > Microsoft Outlook
- > Microsoft Office 2003–2010 (32 bit)

Required for certain functions such as email and card synchronisation.

### Hardware

- > 1GHz Intel Pentium® 4 processor (or equivalent) with 2GB RAM
- > 2GB of hard disk space
- > 32 bit colour, 1024x768 screen resolution
- > CD Rom Drive

### Internet

- > Internet Explorer 7 (32 bit or above), Safari 4, Firefox 3

Required for activation and confirmation, accessing program updates and Online Help.

For more detailed information about software compatibility, see [myob.com.au/minimum\\_specs](http://myob.com.au/minimum_specs)

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# FACTSHEET

	AccountRight Basics	AccountRight Standard	AccountRight Plus	AccountRight Premier
<b>Business Accounting</b>				
Easily calculate, prepare and track your GST and BAS obligations	•	•	•	•
Prepare, print or email sales invoices and statements	•	•	•	•
Generate invoices with the option to pay via BPAY®, Postbillpay®, online or via credit card*	•	•	•	•
Track and pay expenses	•	•	•	•
Create customer quotes	•	•	•	•
Create purchases and manage suppliers		•	•	•
Create and track jobs	•	•	•	•
Job budgeting, profitability and expense reimbursement		•	•	•
Track and bill time spent on jobs			•	•
Multi-currency accounting				•
<b>Inventory Management</b>				
Manage items list	•	•	•	•
Manage inventory levels and back orders		•	•	•
Build and manage items from raw materials		•	•	•
Manage multiple pricing levels and assign to customers		•	•	•
Multi-warehouse item management				•
<b>Payroll Management†</b>				
Calculate and remit employee tax (PAYG)			•	•
Calculate and remit Superannuation Guarantee (SG)			•	•
Calculate and track leave entitlements			•	•
Calculate state payroll tax			•	•
Manage employee timesheets with job tracking			•	•
Print and email customisable payslips			•	•
<b>Reporting</b>				
Easily customise and filter reports	•	•	•	•
Export reports to Microsoft Excel®, PDF and other file formats	•	•	•	•
<b>Access and Support</b>				
Multi-user access†				•
Manage user permissions and passwords	•	•	•	•
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