

MYOB AccountRight Standard



THE SMARTER WAY TO MANAGE YOUR ACCOUNTING AND INVENTORY.



MYOB AccountRight Standard is ideal for sole traders and small businesses with product lines. Benefit from partnering with Australia's leading accounting software provider, dedicated to making your business life easier.

Easy to set up and use

- > Easy Setup Assistant ensures you're up and running quickly
- > Use an intuitive Command Centre to easily navigate your accounts, banking, sales and contacts
- > Get HoverHelp by holding your mouse over a field or function

Easily manage your inventory

- > Keep track of what you buy and sell, and how much you have on hand
- > Raise purchase orders and automatically back order inventory items
- > Manage customer price levels and volume discounts

Simplify GST calculations

- > Easily calculate and track your GST
- > Automatically generate your GST and know at a glance where you're at with your BAS



Quick assistance with HoverHelp

No.	Item Number	Name	On Hand	Unit Cost
100	100	100		
101	101	101		
102	102	102		
103	103	103		
104	104	104		
105	105	105		
106	106	106		
107	107	107		
108	108	108		
109	109	109		
110	110	110		
111	111	111		
112	112	112		
113	113	113		
114	114	114		
115	115	115		
116	116	116		
117	117	117		
118	118	118		
119	119	119		
120	120	120		
121	121	121		
122	122	122		
123	123	123		
124	124	124		
125	125	125		
126	126	126		
127	127	127		
128	128	128		
129	129	129		
130	130	130		
131	131	131		
132	132	132		
133	133	133		
134	134	134		
135	135	135		
136	136	136		
137	137	137		
138	138	138		
139	139	139		
140	140	140		
141	141	141		
142	142	142		
143	143	143		
144	144	144		
145	145	145		
146	146	146		
147	147	147		
148	148	148		
149	149	149		
150	150	150		
151	151	151		
152	152	152		
153	153	153		
154	154	154		
155	155	155		

Easily manage inventory

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

This product is subject to a licence agreement. Product activation and initial registration is required. This product is issued with one user licence and one business data file (known as a Company File). Additional company files may be purchased from MYOB. Copyright MYOB Technology Pty Ltd ABN 30 086 760 269. AccountRight and Love Your Work are trademarks of MYOB Technology Pty Ltd.



FACTSHEET

	AccountRight Basics	AccountRight Standard	AccountRight Plus	AccountRight Premier
Business Accounting				
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				•
Inventory Management				
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				•
Payroll Management†				
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			•	•
Reporting				
Easily customise and filter reports	•	•	•	•
Export reports to Microsoft Excel®, PDF and other file formats	•	•	•	•
Access and Support				
Multi-user access†				•
Manage user permissions and passwords	•	•	•	•
FREE MYOB Cover#	30 days	30 days	30 days	12 month

^ Utilising M-Powered Services, access for approved applicants only, fees apply. To read the MYOB M-Powered Services Product Disclosure Statement visit myob.com.au/m-powered. © Registered to BPAY Pty Ltd ABN 69 079 137 518. * Payroll reports and tax calculations are valid for the financial year in which purchased. An update will need to be purchased if the ATO make changes to payroll reporting and/or calculations in the future to remain compliant with any legislative changes. † Includes multi-user access for three people working concurrently on AccountRight Premier. Additional licences can be purchased from MYOB. # Your free MYOB Cover membership is limited to the period applicable to your product and starts from the time you register your product. All benefits are valid for the duration of your membership. Visit myob.com.au/30days or myob.com.au/cover to find out more.