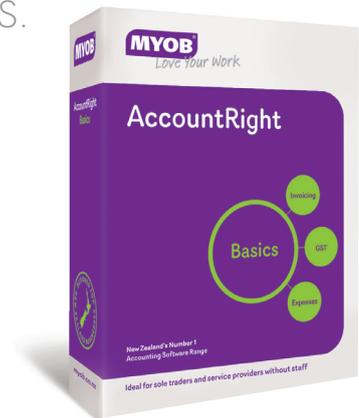


MYOB AccountRight Basics

INTRODUCING MYOB ACCOUNTRIGHT BASICS.
THE NEXT GENERATION OF MYOB BUSINESSBASICS.

MYOB AccountRight Basics is a significant step forward for existing users of MYOB BusinessBasics. When you upgrade to AccountRight Basics, you become part of the award-winning AccountRight family of accounting solutions. That means you have access to the same time and money saving software tools that much larger businesses enjoy with their AccountRight software.



Quickly view your financial position

The Business Insights dashboard gives you an instant snapshot of key financial indicators including profitability, customer analysis (eg outstanding and overdue receivables), and account details (bank account, credit card balances, and more).

Customise invoices

We've made it even easier to customise invoices, statements, remittance advice, and payslips. Your documents will have a professional 'on-brand' appearance.

Email invoices, remittances and statements

Sending out invoices and statements is more efficient than ever when you email your clients directly from AccountRight Basics.

Automatically pay your bills in bulk

Save time by using electronic payments to incorporate all your bill payments in one file in one easy step, ready to upload to your internet banking

Automate regular payments

Use recurring transactions to automate ongoing payments such as rent by automatically recording the transaction at a given date set by you.

Effectively manage your clients

Get closer to your clients with the new CRM capabilities which enable you to keep a contact log for each client, create alerts, and sync your contacts with MS Outlook.

Set credit limits

Reduce the risk of unpaid or over-extended accounts. You'll receive a warning if a customer exceeds their credit limit. You can also place a hold on sales when the credit limit is reached.

Easier end of financial year

We've simplified end of financial year close off to ensure you get it right first time. Financial data from previous years is now accessible as well, so there's no need to restore company files.

THE SMARTER WAY TO MANAGE YOUR BUSINESS ACCOUNTING

simple | flexible | helpful

	BusinessBasics	AccountRight Basics
Accounts		
Create and manage a chart of accounts	•	•
Enter transactions non-specific to banking & sales	•	•
Transfer funds between bank accounts		•
Prepare budgets		•
Create recurring transactions		•
Banking		
Perform bank reconciliation	•	•
Prepare electronic payments		•
Undo bank reconciliation		•
Sales		
Create quotes and invoices	•	•
Receive payments directly against sales invoices	•	•
Email statements		•
Batch email invoices		•
Cards/Customers		
Manage contacts	•	•
Set and control credit limits for customers		•
Synchronise business contacts with MS Outlook		•
Analysis/Reporting		
Advanced management reporting	•	•
Customisable dashboard		•
Export reports directly to MS Excel		•

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