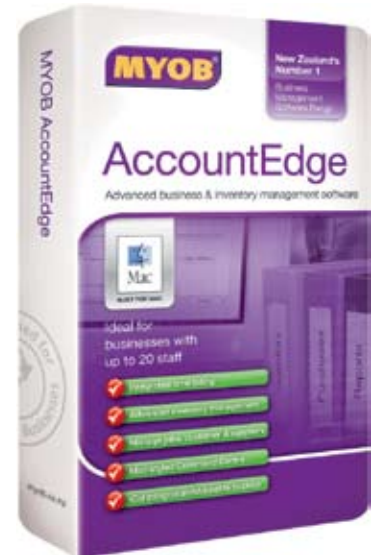# MYOB AccountEdge

The ideal accounting and business management software solution for businesses using the Mac.

MYOB is a leading provider of business management software, designed specifically for New Zealand's small businesses and accounting practices.

MYOB is making business life easier, with a comprehensive range of services and products designed to help you manage your operation.

Your Mac. Your business. Your AccountEdge.

At MYOB we believe our customers have the right to choose how they run their business. We also believe that, whether you use a PC or a Mac, your business deserves to benefit from the best possible business management software.

MYOB has been providing Mac users with business software for many years. It's a commitment and track record that few software companies in the world can match. So when you choose MYOB AccountEdge as your business management software, you know that your decision is backed by a company that is committed to the Mac user community.

Manage your business with ease using MYOB AccountEdge. It's packed with business and inventory management features to help you better manage your customer and supplier relationships.

MYOB AccountEdge allows you to track time and expense against projects, clients, employees, or any entity your business requires.

MYOB AccountEdge is the perfect solution for Mac-based businesses.

Get started fast

The Easy Setup Assistant prompts you with a series of questions that help you set up your accounts according to your industry and business. You're up and running in minutes.
You can then get straight into recording your business transactions, even if you aren't familiar with accounting concepts and principles.

Bill for your time the way you want to

The time-billing functions in MYOB AccountEdge have been designed to work exactly the way you collect and bill your time.

- Bill by employee, customer or activity rate
- Bill for time and materials on the one invoice
- Partially charge, write off time or defer your billing until next month
- Set up records for all the activities your company provides
- Create activity slips that track the amount of time spent performing any activity for a client
- Allocate a GST code to all your activities

Manage all your sales and purchases

The sales and purchases systems are flexible and easy to use, so you can adapt them to the way your business works. Create quotes, orders and invoices, and choose from several customisable invoice layouts. MYOB AccountEdge makes it easy to schedule your recurring invoices and purchases. Just set them up once and be reminded when they're due, or alternatively, automatically have MYOB AccountEdge record them for you. You can also handle complex transactions including deposits, discounts, lay-bys, returns, credits and adjustment notes.

You can also control the amount of credit you extend to customers with optional credit limit warnings. Another option is to place customers on Credit Hold until payment is received.

Keep track of your inventory

Enter inventory items, record detailed descriptions (even images) and track inventory movements. MYOB AccountEdge also provides full manufacturing build and backordering capabilities when items run below preset stock levels. MYOB AccountEdge also allows you to:

- Create instant purchase orders for backordered items – AccountEdge will fill in the primary supplier and the last price paid for you
- Base your pricing strategies on customer status
- Specify up to six pricing levels and five quantity breaks
- Categorise and analyse the inventory with three user-defined lists and five years of item history
- Easily reconcile your inventory balance at any point of time.

Record foreign currency transactions

If you import or export goods, handling foreign currency transactions and exchange rate gains and losses can be a challenge. However, with MYOB AccountEdge's multiple-currency capability you can record transactions in foreign currencies and keep track of realised and unrealised exchange rate gains and losses. You can track bank accounts held in foreign currencies and easily view your accounts receivable and accounts payable balances in New Zealand dollars as well as in the foreign currency.

Track GST and simplify GST reporting

Report GST on either a cash or accrual basis, and work with both GST inclusive and exclusive prices. With MYOB AccountEdge you can:

- Have your GST number automatically entered on all necessary invoices and forms
- Create professional tax invoices quickly
- Handle a variety of New Zealand-specific taxes
- Generate reports showing all GST collected and paid

Generate current and future budgets

Project and plan for the future success of your business. MYOB AccountEdge quickens and simplifies the budgeting process by enabling you to plan next year's budget while you're still in the current year. You can now work on all your balance sheet accounts and profit & loss accounts in one window via a simple spreadsheet format. With shortcuts, you can copy actuals from last year to the current year's budget figures, making it easier to compare actuals from year to year. And budgets can be imported and exported to and from MS Excel in one simple step.

Email quotes, invoices, statements and reports

Save time and expense by emailing your quotes, orders, invoices and statements straight to your customers. You can also email quotes and orders to your suppliers for faster processing. Send your forms individually or in batches – the process is just as easy.

Design your own forms

MYOB AccountEdge makes it easy to design your own quotes, invoices, statements and other forms that you use in your day-to-day business. Add colour, images, logos, background images and other design elements to create forms that are consistent with your business image and which allow you to present a professional image.

Access contact information instantly

Store your entire customer, supplier, employee and personal contact information in the easy-to-access Card File. With MYOB AccountEdge you can:

- Store up to five addresses and five contacts per card
- Categorise contacts into three groups
- Search by individual, company, postcode range, last contact date and more
- Maintain a detailed contact log
- View a five-year snapshot of your customer or supplier history
- Zoom in on a customer's balance for an instant Accounts Receivable report.

Analyse your business in more than 200 ways

Make informed business decisions based on accurate and detailed information.

- Over 200 flexible reports and charts
- Assess up-to-date Profit and Loss Statements and Balance Sheets
- Produce comprehensive reports and send to Microsoft® Excel for further analysis
- Email or save reports to disk for your accountant
- Use the Company Data Auditor to detect common processing errors and to ensure the integrity of your business information.

Connect with Office software

MYOB AccountEdge seamlessly connects to Microsoft Office, the world's most popular office software. It enables you to create personalised letters for customer-focused marketing and communication with Microsoft Word, and send your reports to Microsoft Excel for refined data analysis.

Minimum System Requirements

Installation

- PowerMac, G5 or Intel processor with 1GB RAM
- 250MB of Hard disk space for program installation
- 35MB available for each company file
- 1024x768 screen resolution with thousands of colours
- NOTE: UNIX-formatted hard drives are not supported

Software

- Mac OS X 10.4 or 10.5
- Apple QuickTime 5.0 or later
- PDF viewer such as Preview or Adobe Reader
- Web browser such as Safari or Firefox

Microsoft Office connection requires

- Microsoft Word 2004 or Word 2008 for Mac
- Microsoft Excel 2004 or Excel 2008 for Mac

More Information

To find out more about MYOB AccountEdge or to locate your nearest stockist, visit **www.myob.co.nz** or call the MYOB Sales team on **0800 60 69 62.**