



# MYOB Premier

## Powerful multi-user business management software

The more your business grows, the more you rely on your accounting software to help you manage transactions and the other areas of your business. Chances are more of your team will also need to access your business information.

MYOB Premier is for businesses that need to streamline accounts procedures, simplify complex inventory issues, run an automated payroll, bill for time or increase productivity with multi-user accessibility.



### Get started fast

To help you get started, the Premier Easy Setup Assistant prompts you with a series of questions that help you set up your accounts according to your industry and business needs – you can be 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. Premier does all the double-entry accounting behind the scenes for you, so you just fill in the familiar on-screen forms and click Record when you're done.

When you want to learn how to edit or delete the transaction you're looking at, or how to create a new transaction, or any other task, a quick step-by-step guide is just a couple of clicks away from every window.

### Multi-user access

MYOB Premier lets multiple people access your business information simultaneously. Premier is issued with three user licences and further licences are available direct from MYOB as your business requirements change.

You can set up password-protected user profiles to control which screens, reports and menu items each user has access to, ensuring sensitive business information remains discrete.

And because it runs on a standard Windows peer-to-peer network, setting up and running Premier on your network is easy.

### Manage all your sales and purchases

MYOB Premier's 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, including service, item, professional and time billing.

Premier makes it easy to schedule your recurring invoices and purchases. Just set them up once and be reminded when they're due, or automatically have Premier record them for you.

You can also handle complex transactions, including deposits, discounts, lay-bys, returns, credit and adjustment notes, and foreign currency transactions. Control the amount of credit you extend to customers with optional credit limit warnings, and place customers on Credit Hold until payment is received.

By using the M-Powered® Invoices service, you can also have customers pay you through BPAY®, in person at any Australia Post outlet, or using an automated Credit Card by Phone service.

The M-Powered Payments service can also save you time and effort by letting you pay your suppliers electronically direct from Premier. The service can even send suppliers a remittance by fax or email for each payment you make.

Both the M-Powered Invoices and M-Powered Payments services are available to approved applicants only. To find out more about these services, or to read the Product Disclosure Statement, visit [www.myob.com.au/m-powered/](http://www.myob.com.au/m-powered/).



# Premier – factsheet

## Handle all your employee needs

MYOB Premier's integrated payroll calculates and tracks PAYG withholdings, long service, annual, holiday and sick leave – as well as superannuation and other employee entitlements and expenses.

- Pay all of your staff at the same time with the Process Payroll assistant, which steps you through the pay run process.
- Process pays weekly, fortnightly, semi-monthly or monthly (set up different pay periods for different employees).
- Provide hourly, salaried, overtime, bonus, commission and advanced payments.
- Print payslips and paycheques.
- Lodge pays and Payment Summaries electronically.
- Pay employees electronically into multiple bank accounts (up to three accounts).
- Cater for all your employees' superannuation needs.
- Import activity slip information into your employee pays.
- Allocate pay items to multiple jobs.
- Set a flat rate of tax for employees with a PAYG variation.

And by using the M-Powered Payments and M-Powered Superannuation services you can electronically pay your employees' wages and make superannuation contributions straight from MYOB Premier. These services are available to approved applicants only. To find out more about the M-Powered Services, or to read the Product Disclosure Statement, visit [www.myob.com.au/m-powered/](http://www.myob.com.au/m-powered/).

## Track GST and simplify BAS reporting

Report GST on either a cash or accrual basis, and work with both GST inclusive and exclusive prices.

- Have your ABN automatically entered on all necessary invoices and forms.
- Create professional tax invoices quickly.
- Handle a variety of Australian-specific taxes.
- Generate reports showing all GST collected and paid.
- The MYOB BASlink feature simplifies the completing and reporting of the BAS.

You can also keep on top of your GST, BAS, PAYG and other payroll liabilities using the M-Powered MoneyController service. This service helps you quickly analyse what your liabilities are and set aside funds into a high-interest MoneyController Provision account so you won't be caught short of cash when they're due. This service is available to approved applicants only.

To find out more or to read the Product Disclosure Statement visit [www.myob.com.au/m-powered/](http://www.myob.com.au/m-powered/).

## Email quotes, invoices, statements and reports

Save time and costs 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.

When you choose to send an invoice by email, Premier automatically enters a subject line and message for you and attaches the invoice as a PDF document. Then use your normal email program to send it along with any other emails you may have waiting to send. You can even use the email feature to conveniently send reports to your accountant and business partners.

## Design your own forms

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

You can create as many form layouts as you need and even specify which form designs to use for which customers.

## Access contact information instantly

Store your entire customer, supplier, employee and personal contact information in the easy-to-access Card File.

- 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.

## Keep track of your inventory

Enter inventory items, record detailed descriptions (even images) and track all their movements. MYOB Premier offers full manufacturing build and backordering capabilities – automatic for when items run below preset stock levels.

Create instant purchase orders for backordered items – Premier 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.

## Bill for your time the way you want to

MYOB Premier's time billing functions have been designed to work exactly the way you collect and bill your time.

- Track your hourly and non-hourly, chargeable and non-chargeable activities.
- Bill by employee, customer or activity rate.
- 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.
- Bill clients with a specially-designed time billing invoice.
- Allocate a GST code to all your activities.
- Bill for time and materials on the one invoice.
- Import time billing activity slip information into your employee pays.

### Analyse your business in more than 200 ways

Make informed business decisions based on accurate and detailed information.

- Over 200 flexible reports.
- 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.
- View screen-optimised or print-preview versions of each report.
- Analyse sales by salesperson, track where sales are coming from, identify customers who owe money, stay on top of outstanding invoices, and more.

### Get more insight into your business

As your business grows, you will want to control and review the performance of your business cost centres (departments, divisions, offices and stores). MYOB Premier enables you to track each cost centre's performance and easily produce financial statements and other reports. You can prepare and analyse your financial reports at a company, cost centre and job level.

### Connect with Office software

MYOB Premier seamlessly connects to Microsoft Office, the world's most popular office products. Create personalised letters for customer-focused marketing and communication with Microsoft Word and send your reports to Microsoft Excel for refined data analysis.

And if you're using Microsoft Office XP or 2003, you can use Smart Tag technology to get fast access to your customer and supplier contact details and financial information from within Office without opening your Premier company file.

### Perform fast bank reconciliations

If there's one business process that should be made easier, it's the bank rec. MYOB Premier can import bank and credit card statements that you've downloaded from the internet and then automatically reconcile the matching transactions for you.

## Premier – factsheet

And by using the M-Powered Bank Statements service, you can even request and receive bank statement information straight into MYOB Premier, without having to download the statements from your bank's website. This service is available to approved applicants only, and you can find out more about it, and read the Product Disclosure Statement, by visiting [www.myob.com.au/m-powered/](http://www.myob.com.au/m-powered/).

### Record foreign currency transactions

If you import or export goods, handling foreign currency transactions and exchange rate gains and losses can be a challenge. But with Premier'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 Australian dollars as well as in the foreign currency.

## Support and services that help you make the most of MYOB Premier

### Get peace of mind with 12 months of included support

When you purchase MYOB Premier, you will be entitled to 12 months of phone, fax and email technical support and you will automatically receive any software upgrades and updates that are released during this period.

And there are many other benefits, including the waiving of M-Powered Services monthly access fees and exclusive accounts recovery services. Keeping your business up-to-date and running smoothly has never been easier.

### Streamline your everyday business processes with MYOB M-Powered Services

MYOB M-Powered® Services are a range of services that simplify common business processes. They boost your business efficiency by automating the flow of information and funds between your business and the many people and organisations you deal with.

- Get paid faster by adding BPAY and other popular payment methods to your invoices
- Make superannuation contributions electronically
- Estimate and save for your short-term tax obligations
- Pay suppliers and employees electronically direct from MYOB Premier
- Receive electronic bank statements and automatically reconcile your accounts.



# Premier – factsheet

And once you're approved to use these services, you can do it all within the security of your MYOB software. To apply, find out more, or to read the Product Disclosure Statement, visit [www.myob.com.au/m-powered/](http://www.myob.com.au/m-powered/).

## Take advantage of MYOB Training and get some onsite assistance

Want to get up to speed fast with MYOB Premier? Then book an MYOB Training course direct from MYOB Australia. MYOB Training courses are developed by a dedicated team of accountants, training and technical experts, and are delivered by MYOB professional trainers. Find out more by visiting [www.myob.com.au/training/](http://www.myob.com.au/training/).

For onsite assistance with installing, setting up or using MYOB Premier, contact one of the hundreds of MYOB Certified Consultants who are located throughout Australia. To locate your nearest consultant, visit [www.myob.com.au/support/ccmembers/](http://www.myob.com.au/support/ccmembers/).

## Convert your QuickBooks files to MYOB Premier

The MYOB Premier CD includes a QuickBooks® Conversion Assistant, which will help you convert your existing QuickBooks data into an MYOB Premier company file.

The following information will be converted: Jobs, Inventory, Accounts and their balances, Customer, Vendor and Employee information, Company Information, Shipping Methods, Terms, Tax Codes, Open Invoices, and Open Purchases.

## System Requirements

### Installation

- PC with Pentium® processor (or equivalent) @ 200MHz or better
- At least 64MB RAM.
- Hard disk with at least 200MB free.
- 16-bit colour, 1024x768 screen resolution.
- Windows® 98, Windows Me, Windows 2000 or Windows XP.
- Windows-compatible printer.
- Windows-compatible mouse or pointing device.

### Network

Ethernet network (for best performance choose 100BaseT) that supports NetBEUI, NetBIOS or TCP/IP networking protocols.

### Backups

To facilitate effective backups, a CD backup or a removable drive solution such as a ZIP disk is recommended.

### Some features require

- Internet access.
- Microsoft® Internet Explorer 5.5.

### Microsoft Office connection requires

- Microsoft Word versions 8 – 2003.
- Microsoft Excel versions 8 – 2003.

### For more information

To find out more about MYOB Premier, visit [www.myob.com.au/products/premier/](http://www.myob.com.au/products/premier/) or call MYOB Sales on **1300 555 111**.

## Do more than three people need to access your accounts simultaneously?

MYOB Premier is issued with three user licences, and additional licences are available direct from MYOB. However, if your business requires additional licences, consider running your accounts on MYOB Premier Enterprise instead.

MYOB Premier Enterprise has been developed and is fully tested for use on networks running Windows Server™ 2003 in a Terminal Services environment.

This network environment enables improved network performance and stability even with workstations that have limited memory, limited disk space, or insufficient processing power.

Included with MYOB Premier Enterprise are five user licences and five Terminal Server Client Access Licences.

For more information about MYOB Premier Enterprise visit [www.myob.com.au](http://www.myob.com.au) or call MYOB Sales on **1300 555 111**.

**Product activation is required:** To protect against potential piracy and provide you with reassurance that you have purchased an authentic copy of MYOB Premier, you will be required to activate each company file you create, either by phone or internet. To find out more about product activation, visit [www.myob.com.au/products/activation/](http://www.myob.com.au/products/activation/).

BPAY is a registered trademark of BPAY Pty Ltd. QuickBooks is a registered trademark of Intuit Corporation. Pentium is a registered trademark of Intel Corporation or its subsidiaries in the United States and other countries. Microsoft, Windows, Windows NT and Windows Server are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

© Registered to MYOB Technology Pty Ltd ABN 30 086 760 269