

## Easy online accounting with everything you need to take care of business

It's really good how bank links work – makes my reconciliation much easier than what I used to do – with minimal time burned.

Noel Dixon, MYOB Essentials client

MYOB Essentials is the fast and easy way to manage your cash flow and compliance requirements. Includes time saving features to help take care of the day-to-day bookwork.

### Save time

You don't need to be an accountant to use MYOB Essentials, anyone can do it. It's quick and easy to set up.

Save time on data entry and bank reconciliations when you link your bank accounts. Bank transactions are automatically imported and matched to your sales and expenses so you can see your cashflow in real-time.

MYOB Essentials customers cut the time managing sales and payments by almost 40%\*

\*MYOB Client Research, June 2014.

Date	Account	Description	Withdrawal	Deposit	Allocate or Match	Tax
23/03/2015	Cheque	TEASHERPAYMY PAYMENT IV000000001		900.00	-	
28/02/2015	Cheque	BP PAYMENT 4057733	54.59		-	
28/02/2015	Cheque	ATO PAYMENT 4057733	2,544.59		-	
13/02/2015	Cheque	LIFCOCKER PAYMENT RENT	2,544.59		-	
07/02/2015	Cheque	KMART CHADSTONE VIC	27.00		-	

Save time on data entry and bank reconciliations by linking your bank account.

### Business health check, at a glance

See how much cash you have, your outstanding invoices and your tax liabilities in real time, so you have a clear picture of what needs your attention.

### Stay up to date with the ATO

Work together with your bookkeeper or accountant without having to be in the same place. MYOB Essentials makes meeting your monthly and quarterly compliance obligations easier. Plus it's updated automatically every time there's a tax change to keep you up to date with the Tax Office.

Money in	Money out	Banking
<b>Invoices</b> <b>\$20,413</b> 22 Invoices issued	<b>Expenses</b> <b>\$727</b> Owing to suppliers	<b>Bank accounts</b> <b>-\$30,445</b> In the bank
<b>\$18,104</b> 17 Invoices overdue	<b>PAYG &amp; Super</b> <b>\$13,463</b> PAYG & Super owing	<b>Credit cards</b> <b>-\$500</b> In credit cards
GST refund		

Easily get the information you need to make better business decisions.

### Easy invoicing

Creating and sending invoices and quotes couldn't be easier. Email invoices directly from MYOB Essentials, or print them out and post them. MYOB Essentials shows you who owes you what, and when it's due, making it easier than ever to get paid fast.

Item	Description	Allocate to	Units	Unit price	Tax type	Amount
-	Cover Large	Fee Income	1	500.00	1	500.00

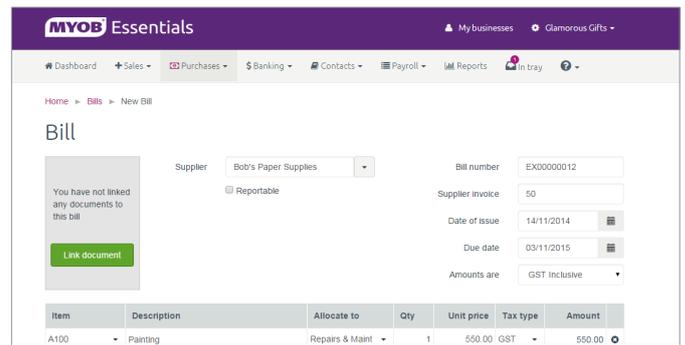
Personalise the look of your INVOICES, and even send them on the go.

# MYOB Essentials Fact Sheet

## Track your bills

Easily track where you're spending money and gain a clear picture of the day-to-day expenses of running your business.

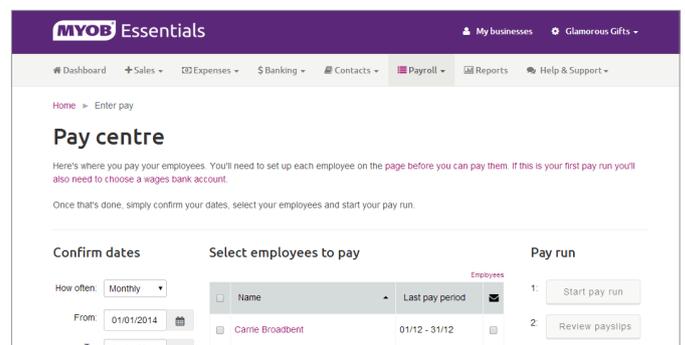
Get a more accurate view of your cash flow and make your tax obligations easier by storing your bills and supplier invoices securely in your accounts.



Track the day-to-day expenses of running your business.

## Simple payroll

Take the stress out of pay day with MYOB Essentials' easy 3-step payroll system. Calculate employee pay, track leave, and pay and report super electronically. Your tax and super rates are always up to date. MYOB Essentials includes payroll for one. As your business grows, upgrade to unlimited payroll.



MYOB Essentials 3-step pay run makes paying employees a breeze.

## Accounting on the go

Access the best parts of MYOB Essentials with our smartphone app. Send invoices and manage your contacts on the go knowing your accounts are being updated across all your devices at the same time.

## Unlimited users

Connect with your bookkeeper or accountant online. Work together on the accounts simultaneously with all your team, no matter where you are.

## Always up-to-date

Fast and easy updates ensure you're always up-to-date with the latest Tax Office requirements.

## Safe and secure

Peace of mind that your accounts are safe, secure, and saved automatically in the cloud multiple times a day.

## Minimum system requirements

MYOB Essentials requires an internet connection. You can use any computer or tablet to access MYOB Essentials, as long as it can run the latest version of Internet Explorer, Chrome, Firefox or Safari.

## Extend your MYOB

Easily extend your accounting software by connecting with third-party apps that are tailored to your business needs or industry.