

Easy online accounting for your small business

Perfect for sole traders, startups and smaller businesses, MYOB Essentials makes it easy to create invoices, track expenses, pay employees and manage your GST, online.

Bank transactions Import Statements

View: All bank accounts | Display: All transactions | From: 31/01/2011 | To: 19/03/2014

Transaction History | Import History | Find bank transaction

16 transactions, 8 to be allocated

Date	Acct	Description	Allocate or Match	Withdrawal	Deposit	GST
19/11/14	Cheque	POS 1811185 - OFFICE SUPPLIES (NSW)	Office Supplies	\$109.75		GST Exempt
19/11/14	Cheque	Direct Deposit - GLAMOROUS PTY LTD (NSW)	Matched to invoice N00000003 to Glamorous GRS		\$40.00	GST Exempt
16/11/14	Cheque	DEPOSIT	Fee Income		\$100.00	GST Exempt
16/11/14	Cheque	ATM0034236 - CASHCARD/HSBC - GLEN WAVERLEY/GLEN WA AU	Office Supplies	\$60.00		GST Exempt
16/11/14	Cheque	Direct Debit - SWIRE SUPER (NSW)	Allocate me	\$621.54		\$0.00

Accounts and banking working together

Say goodbye to data entry by linking your bank accounts and credit cards to MYOB Essentials. This brings all your transactions directly from your bank into MYOB Essentials so you don't need to enter them yourself.

Plus, MYOB Essentials can automatically match payments to your invoices or allocate them directly to accounts, saving you heaps of work.

Business health check, at a glance

MYOB Essentials keeps you in the loop about where your business is at. See your bank balances, what you're owed, and your top business expenses. All this, right on the homepage.

Money in **Money out** **Banking** Set up bank feeds

\$280
2 invoices issued

\$372
Owing to suppliers

\$9,793
In the bank

\$280
2 invoices overdue

\$679
PAYE & KiwiSaver owing

\$0
In credit cards

8
Unallocated transactions

Invoices owed to me

Sales target for March

Invoices I've issued
\$0 of \$10,000

Invoice

Customer: Blue Box Homewares

Invoice number: I/00000004

Purchase order: [blank]

Date of issue: 19/03/2014

Payment terms: 30 days

Due date: 18/04/2014

Amounts are: GST inclusive

Item	Description	Allocate to	Units	Unit price	Tax type	Amount
103	Beach umbrella	Miscellaneous II - City	5	74.75	S15	373.75
Subtotal						\$373.75
GST						\$48.75
Total						\$422.50
Amount paid						\$0.00
Amount due						\$422.50

Notes to customer: Remember this?

Buttons: Enter payment | Email | Print | Save | Cancel

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.

Track your expenses

MYOB Essentials makes it easy to keep track of what you're spending, and where. You can then see how much you owe, and when it's due, at a glance.

Expenses

Number	Supplier invoice	Supplier	Received	Due	Total	Due	Status
EX0000003		Glamorous Gifts	17/07/2012	16/08/2012	240.00	240.00	
EX0000002		Glamorous Gifts	01/08/2012	31/08/2012	88.00	88.00	
EX0000001		Glamorous Gifts	01/08/2012	31/08/2012	44.00	44.00	Overdue
					372.00	372.00	

Pay centre

Here's where you pay your employees. You'll need to set up each employee on the Employees page before you can pay them. If this is your first pay run you'll also need to choose a wages bank account. Once that's done, simply confirm your dates, select your employees and start your pay run.

Confirm dates

How often: Weekly

From: 14/10/2013

To: 20/10/2013

Pay on: 21/10/2013

Last pay run: 08/07/2012

Select employees to pay

Name	Last pay period
<input checked="" type="checkbox"/> James Black	01/07 - 07/07
<input checked="" type="checkbox"/> Jessica Peterson	01/07 - 07/07
<input checked="" type="checkbox"/> Lisa McKenzie	01/07 - 07/07

Pay run

- 1 Start pay run
- 2 Review payslips
- 3 Finish pay run

Simple payroll

Take the stress out of pay day with MYOB Essentials' easy 3-step payroll system. Calculate pay and Kiwisaver, track leave and print payslips, and rest assured that the tax and KiwiSaver rates are always up to date.

Access whenever, wherever and with whoever you want

Manage your business anywhere you've got internet access. So whether you're away from the office, at a client's site or even overseas, it's always business as usual. Because it's online, MYOB Essentials lets everyone work together on the same data, meaning that your accountant, bookkeeper and you are always on the same page.

Always up-to-date

Because MYOB Essentials is online, you'll never need to install an update or worry about having the latest tax rates or KiwiSaver calculations. We take care of all that for you.

Safe and secure

We know how important your business data is, which is why we use best practice standards to ensure your information is highly protected and backed up.

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 a recent version of Internet Explorer, Chrome, Firefox or Safari.

Need more information?

For more information, visit myob.co.nz/essentials, or contact the MYOB Essentials support team at myob.co.nz/myobessentials/product_support.