



# MYOB JustInvoices

Your easy invoicing solution from Australia's leading business management software provider

MYOB is an authentic Australian business providing solutions for real Australian businesses and conditions.

MYOB JustInvoices is simply a smarter way to manage your invoices.



If you are looking for a better way to prepare your invoices, track your sales and calculate GST received, but you're not after a complete business management system, MYOB JustInvoices is just what you need.

## Invoicing made easy

What you see is what you get with this straightforward program; it's simple to use and avoids accounting jargon, journal entries, debits and credits. When it comes to calculating GST and tracking customer accounts and outstanding payments, there's no need to re-key customer data. This saves you time to dedicate towards growing your business. MYOB JustInvoices also helps you to analyse your sales performance, determine when your services are in high demand and track how your business is going.

## Prepare invoices fast

MYOB JustInvoices has many time-saving features that help you enter invoices quickly. Start by setting up 'Invoice Items' for each service or physical item that you invoice. Specify its price, tax status, and a description that you want to show on the invoice. Instead of having to type in details every time, you simply select the appropriate invoice item and the rest of the details will be automatically filled in for you. And if you send identical monthly invoices to your customers, or there are slight differences from invoice to invoice, you can create templates that can be recalled and recorded with a couple of clicks.

## Keep track of who has paid, and who hasn't

Each time you start MYOB JustInvoices, a 'To Do' list tells you which invoices are due – a great way to keep track of who you're waiting on to pay you. When your customers pay you, you can record when, how, and how much – as well as which invoice – they paid. And if you've previously given them a credit note, MYOB JustInvoices can automatically apply the credit to your customer's balance before allocating the payment.

## Present a professional image everywhere

If you have a logo on your business cards or on your car or van, then start branding your invoices too! You can now present a more consistent professional image by adding your logo to your invoices. This will make your invoices stand out rather than become lost amongst the other invoices your customers receive. But why stop at just adding your logo? You can also add pictures and colour, and draw boxes and lines to make your invoices better reflect your business image. You can design an invoice layout from scratch or work from an existing template. The whole look and feel of the invoice is up to you.

## Keep the Tax Office (and your accountant) happy

If your business charges GST, you know that it can easily take a couple of hours to work out the BAS each month or quarter. And even if your accountant completes the BAS for you, they'll still want you to get your sales information organised each time it needs to be submitted. So why not let MYOB JustInvoices track the GST for you? Simply print a report showing exactly how much GST you've received and the total sales value for which you've charged GST in the period. Use the report to complete the main BAS fields yourself, or send the report to your accountant to use. There's less risk of error and it helps reduce your BAS preparation time.



# JustInvoices – factsheet

## Send personalised letters without opening a word processor

Your customers may occasionally need a friendly reminder to pay their outstanding balances. With MYOB JustInvoices you can prepare simple, personalised letters for your customers and even print the customer addresses on envelopes or adhesive labels. To save you from having to look up your customer's address, their outstanding balance, invoice dates and other details each time you write a letter, MYOB JustInvoices can fill in the information for you as the letter is being printed. Save the letter as a template, and whenever you need to send a reminder, select the customer, select the letter and click Print.

## Get invoices into your customers' hands faster

MYOB JustInvoices makes it easy to send quotes, invoices and statements to your customers. You can even do it all by email. A promptly-received quote could reinforce your prospects' perception that your business is the one they should be dealing with. Apart from saving time, printing costs and postage, having your invoices with your customers within seconds rather than days will increase the likelihood of you getting paid faster. And with MYOB JustInvoices, you can also email reports or save them as PDF, Excel, HTML and Text files. This makes it easier to communicate your business information to your accountant or partners as required.

## The easy way to get paid faster

Imagine if all your customers could pay you through BPAY®. With MYOB JustInvoices, you can print and email MYOB M-Powered Invoices. These look like standard invoices, but also include a 'How to Pay' section similar to a utility bill.

How to pay

Powered by **MYOB**

**by credit card**  
To pay via MasterCard or VISA.  
by INTERNET: myob.com.au/tyztl/pay  
by PHONE: 1300 855 558  
Minimum payment \$10.00. Maximum payment \$10,000.  
Quote Ref: 1234 5674 816

**by mail**  
Detach this section and mail your cheque to...  
Clearwater Pty Ltd

**in person**  
Present this invoice at any Post Office to make a payment via cash or EFTPOS. Cheque payments not accepted.  
Minimum payment \$10.00. Maximum payment \$10,000.

Billers code: 123456  
Ref: 1234 5674 816

Contact your financial institution to make this payment from your bank account (excluding credit cards).  
Minimum payment \$10.00.  
The following biller name will appear on your bank statement: MYOB Pay Services

\*749 12345674816

Invoice #: 00000081 Amount Due: \$260.00

MYOB M-Powered Invoices give your customers the convenience of paying invoices:

- Via BPAY®
- Using a personalised and automated telephone or online credit card payment system
- In person at any Australia Post outlet.

You will be notified the next business day of any payments made and, unlike cheque payments, they're deposited as cleared funds into your account the next business day. To find out more call **1300 555 931** or visit [myob.com.au/m-powered/invoices/](http://myob.com.au/m-powered/invoices/)

## Minimum System Requirements

### Installation

- Windows® 2000 (service pack 4), Windows XP (service pack 2), Windows Vista, or Windows 7
- 1 GHz Intel Pentium® processor (or equivalent) with 200MB RAM or higher
- 200MB of free hard disk space for program installation
- 35MB additional disk space for each company file
- 16-bit colour, 1024x768 screen resolution
- CD-Rom Drive
- Windows-compatible printer
- Windows-compatible mouse or pointing device

### Some features require

- Internet access
- Microsoft Internet Explorer (minimum v5.5)
- QuickTime® (minimum v6)
- Card synchronisation requires Microsoft Outlook 2000 to 2007
- Adobe® Acrobat Reader (minimum v7)

### Microsoft Office connection requires

- Microsoft Word 2000 to 2007
- Microsoft Excel 2000 to 2007

## More information

To find out more about MYOB JustInvoices, or to locate your nearest stockist, visit [myob.com.au/products/justinvoices/](http://myob.com.au/products/justinvoices/) or call the MYOB Sales team on **1300 555 111**.

## Looking to manage more than just Invoices?

MYOB BusinessBasics provides total business management with detailed reporting capabilities.

Visit [myob.com.au/products/businessbasics](http://myob.com.au/products/businessbasics) for further information.

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