



MYOB AO.

UPGRADING TO THE NEXT GENERATION

MYOB AO is ready for you. After years of development and rigorous user acceptance testing, the next generation AO Practice Manager and AO Tax Manager are ready for implementation at your practice.

To ensure as smooth an upgrade as possible, we'll keep you informed every step of the way, with a dedicated support team to have you up and running and enjoying all the benefits of MYOB AO in no time.

Arranging your upgrade

To ensure MYOB AO is right for your practice your MYOB Client Manager will talk you through all of the benefits the suite offers, the compatibility with your existing platform, and arrange your upgrade.

Pre-migration

Once your upgrade is processed, a pack containing the product upgrade and a pre-migration checklist will be delivered direct to your practice. This checklist is important and must be completed before installing next generation AO.

To help with the pre-migration checklist and prepare your practice for what to expect when upgrading, we have developed a complimentary online seminar that we recommend be completed in advance of your upgrade.

Upgrading

Installation is quick and easy. Once you've received your upgrading pack and completed the pre-migration checklist – simply insert the DVD and follow the instructions from the Installation Wizard.

TRAINING

A number of online training and consulting services are available to get your practice up to speed on all of the new features provided by MYOB AO.

MYOB Online Training

A series of complimentary online seminars have been developed to ensure every member of your practice is familiar with each of the AO modules.

Practice Manager

The Practice Manager sessions cover everything from timesheets and disbursements through to billing and reporting, and are designed to make the transition onto AO Practice Manager as simple as possible - all at your own pace.

Course

- > MYOB AO System Introduction
- > MYOB AO Practice Manager Overview
- > Billing & Debtors
- > Reporting & Mail Merge

Tax Manager

The Tax Manager training will give your practice all of the tools you need to get up and running on next generation Tax Manager fast.

Course

- > Tax Letter Processes
- > IRD Data
- > Alerts
- > Filing Statistics
- > Tax Manager Views

Visit the Training & Support section on myob.co.nz/ao to find out more.

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MYOB CONSULTING SERVICES

Would you prefer it if we took care of the upgrade for you? Our consultants offer a range of onsite and remote services to get your practice working on next generation AO fast. You'll be enjoying all the benefits of MYOB AO in no time.

Practice Manager

- > Pre Migration checks
- > AO Practice Manager installation
- > Product Training: Navigation, Contact and Client Management, Timesheets data entry, Job Manager, Homepages, Billing, Debtor Management, Reports and Practice Administration, and a session on the integration with AO Classic modules.

Tax Manager

- > Pre Migration checks
- > AO Tax Manager installation
- > Product Training: Tax Letter Process, IRD Data, Alerts, Filing Statistics and Tax Manager views.

Contact your MYOB Client Manager to find out more and make the arrangements for a service - call **0800 94 96 99** or email accountants@myob.co.nz

SUPPORTING YOU ALL THE WAY

You're never alone. You will have choices when you need support.

- > **MYOB Technical Support team**
Phone 0800 94 96 98 or log a request at my.MYOB.co.nz
- > **my.MYOB.co.nz**
Access MYOB Knowledgebase articles, log requests for support, and more.
- > **MYOB Community Forum**
Join the conversation with MYOB experts and the MYOB AO community available directly from within MYOB AO.
- > **myob.co.nz/ao**
A dedicated webpage regularly updated with the latest information on MYOB AO.
- > **MYOB AO Help Centre**
Find answers to common workflow matters and access useful training materials - direct from AO.
- > **MYOB eBulletin**
Sign up at my.MYOB.co.nz for important product updates.
- > **Let us do it for you**
MYOB Consultants can do it all for you with a selection of services. Call us on **0800 94 96 99** to find out more.



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