

Get started with MYOB Essentials

Do the following tasks to set up MYOB Essentials and start using it to run your business.

Get started	Common tasks
What is MYOB Essentials?	Setup tasks
System requirements	To create an invoice
Setting up	To create a bill
Explore MYOB Essentials	<ul style="list-style-type: none">• Adding a contact• Uploading a document
Settings	Setting up bank feeds

Thinking of switching to MYOB Essentials from another program? Check out our migration services ([Australia](#) | [New Zealand](#)).

MYOB Essentials Community Forum

Find support and answers from MYOB Essentials experts and other users. Ask and answer questions about MYOB Essentials, and learn from the experiences of other MYOB Essentials users.

[Click here](#) to go to the community forum, or learn more about the [community forum](#).

MYOB Training

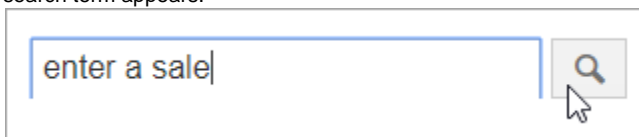
MYOB Training courses are designed to assist small business owners and bookkeepers with the use of their accounting software.

See our [training site](#) for more information.

Finding topics in this help

You can find a topic in this help in the following ways:

- **Search**—Enter your search terms in the search field at the top of the help page to search the entire help. A list of topics that match your search term appears.



The image shows a search input field with a light blue border. Inside the field, the text 'enter a sale' is written in a light blue font. To the right of the text is a magnifying glass icon inside a small square button. A mouse cursor is pointing at the bottom right corner of the search field.

- **Breadcrumbs**—The *breadcrumbs* across the top of each page shows where your current page sits in the list of all help topics. It's an easy way to find your way around the help. Hover over the breadcrumbs to see other help topics.

Do a pay run

MYOB Essentials Accounting > Payroll > Do a pay run >

- Entering leave on the pay run
- Leave calculations
- Paying your employees
- Edit or delete a pay
- Leave loading (Australia only)
- Paying employees electronically

- **Procedure topics**—Step-by-step procedures are initially hidden when you view a topic. To view the procedure, click the heading or the drop-down arrow (>) next to it.

> To email an invoice

> To preview and print an invoice

> To preview and print multiple invoices at once

Related topics

Setting up

Signing up and signing in to MYOB Essentials

Basic setup

Adding more users or businesses

Additional setup

From the community

How do you link your bank account to your MYOB Essentials
Cancelling my subscription due to Carona Virus killing my businessa
Since last week Essentials is regularly logging me out
Leave page message when saving invoice
Emails not being received & continual logging out of MYOB

More »