MYOB Advanced

MYOB Advanced
Role or User Definitions

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1. All user licencing is per Named User. A user is an individual who is authorised to access the licenced software.
2. Individuals may not share a user name to log into the MYOB Advanced product.
3. A named user has access to all company files under their licence.
4. Each MYOB Advanced Business System must have a minimum of 1 FULL user licence.
5. Each MYOB Advanced Business System includes 1 External Accountant licence.

Full User

This type of user is available for the following versions:
- MYOB Advanced Business Standard,
- MYOB Advanced Business Plus,
- MYOB Advanced Business Enterprise.

A full user has complete access to all product features and functionality.

Sales User

This type of user is available for the following versions:
- MYOB Advanced Business Plus,
- MYOB Advanced Business Enterprise.

A sales user is designed for sales staff and thus provides them with:
- Access to all Staff Productivity Tools,
- Limited access to Supplier Management,
- Intermediate access to Accounts Receivable functionality,
- Limited access to Sales order functionality
- Access to CRM, External portals,
- Limited access to Equipment timesheets, &
- Limited access to Reporting & Workflow.

Warehouse User

This type of user is available for the following versions:
- MYOB Advanced Business Plus,
- MYOB Advanced Business Enterprise.

A warehouse user is designed for staff involved with inventory management thus provides them with:
- Access to all Staff Productivity Tools,
- Limited access to Supplier Management and Supplier Invoicing,

- Limited access to Accounts Receivable functionality,
- Access to Sales order functionality,
- Access to Inventory functionality and Purchase order,
- Limited to CRM & External portals,
- Limited access to Project Accounting, &
- Limited access to Reporting & Workflow.

Projects User

This type of user is available for the following versions:
- MYOB Advanced Business Plus,
- MYOB Advanced Business Enterprise.

A project user is designed for staff involved with projects thus provides them with:
- Access to all Staff Productivity Tools,
- Limited access to Accounts Payable & Accounts Receivable functionality,
- Minimal access to Sales order functionality,
- Limited access to Inventory functionality and Purchase orders,
- Limited to CRM & External portals,
- Access to Project Accounting, &
- Limited access to Reporting & Workflow.

Service Manager User

This type of user is available for the following versions:
- MYOB Advanced Business Plus,
- MYOB Advanced Business Enterprise.

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Finance User

This type of user is available for the following versions:

• MYOB Advanced Business Enterprise.

A finance user is designed for accounting department staff and thus provides them with:

• Access to all Staff Productivity Tools,
• Access to all accounting functions,
• Access to all cash management functions,
• Access to all Accounts Payable and Accounts Receivable functions,
• Access to all accounting functions,
• Access to most Sales Order functions,
• Very limited access to Inventory functions,
• Intermediate access to Purchase order functions,
• Limited access to CRM functions,
• Limited access to project accounting functions,
• Access to Intercompany and External portal functions,
• Access to Reporting and Workflow, &
• Limited access to Security functions.

External Accountant User

This type of user is available for the following versions:

• MYOB Advanced Business Enterprise.

An external accountant user is designed to allow your accountant to have some access and thus provides them with:

• Intermediate access to Staff Productivity Tools,
• Intermediate access to accounting functions,
• Intermediate access to all cash management functions,
• Limited access to some Accounts Payable and Accounts Receivable functions,
• Access to Intercompany and External portal functions, &
• Intermediate access to Reporting and Workflow.

Executive User

This type of user is available for the following versions:

• MYOB Advanced Business Standard,
• MYOB Advanced Business Plus,
• MYOB Advanced Business Enterprise.

An executive user is designed for senior management staff and thus provides them with:

• Access to most Staff Productivity Tools,
• Limited access to most accounting functions,
• Limited access to all cash management functions,
• Limited access to all Accounts Payable and Accounts Receivable functions,
• Limited access to all Sales Order functions,
• Limited access to all Inventory functions,
• Limited access to all Purchase order functions,
• Limited access to all CRM functions,
• Limited access to all project accounting functions,
• Limited access to Intercompany functions, &
• Access to most Reporting and Workflow.

Service Technician User

This type of user is available for the following versions:

• MYOB Advanced Business Plus,
• MYOB Advanced Business Enterprise.

Employee User

This type of user is available for the following versions:

• MYOB Advanced Business Standard,
• MYOB Advanced Business Plus,
• MYOB Advanced Business Enterprise.

An employee user is designed for all staff to have limited access to the system and thus provides them with:

• Access to most Staff Productivity Tools,
• Access to purchase requests,
• Access to equipment timesheet functions,
• Access to External Portals,
• Access to Form & Report Designer, &
• Access to Dashboards.