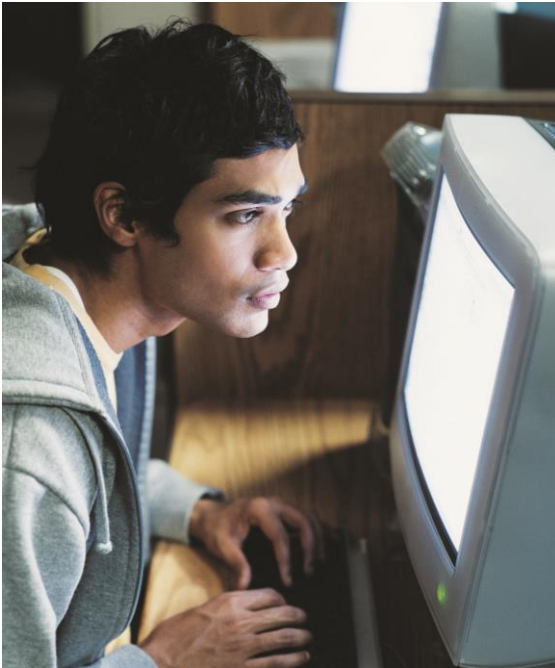


MYOB Practice Set



Perdisco's MYOB Practice Set

This is a real world simulation of a single month in the accounting cycle of a small business that requires students to use the actual MYOB accounting software.

Students first learn about the key software features used in the practice set by working through Perdisco's MYOB Learning Centre, and then create and set up company files, record transactions and generate financial reports using MYOB.

Our regular feedback helps students identify and fix their mistakes as they go to prevent those mistakes being carried forward throughout the rest of their work.

By the end of the practice set, students will have experience in using MYOB and should be able to perform many activities in this software that are commonly performed by professional accountants.

Students will understand the benefits of using a computerised accounting system including automatic posting of transactions and built-in internal control measures that prevent records from being deliberately modified.

Practice sets are available for Accounting Plus v18 and AccountRight Plus v19.

Unique VirtualTutor practice set approach

Perdisco's manual and MYOB practice sets are automatically graded and designed to be a similar experience to the familiar paper-based practice sets that are frequently used. The key difference is that they are delivered online using a web browser.

Delivering the practice sets online allows:

- Our **AutoGrade** functionality to score students attempts automatically using hundreds of points (this gives each completed practice set a very detailed grade that is free from bias).
- Our **VirtualTutor** functionality to provide real-time feedback, providing students with an effective learning experience.
- Our **Back-on-Track** functionality to prevent students from carrying forward mistakes.
- Our **AntiCheat** functionality to deliver a different practice set version to every student to eliminate cheating.



MYOB Practice Set



Online Learning Centre

The practice set links to our Online Learning Centre.

Designed as a virtual textbook, the Learning Centre gives students very detailed assistance in using Accounting Plus v18 and AccountRight Plus v19.

The extensive learning resources include video tutorials, screen illustrations and detailed step-by-step instructions.

For added convenience to students, Quick Reference and Troubleshooting guides are included to provide easy-to-find answers.

Access to the Learning Centre is automatically included with the practice sets.

All students, and particularly those who have not used the software before, will find this to be an indispensable resource.

MYOB Learning Centre

Learning Centre > Troubleshooting > Find transactions

Australia

Using the Find Transactions window

The Find Transactions window allows you to search for transactions in MYOB. You can enter as many search criteria as you want, using the information you have on hand. This window has 8 different tabs allowing you to search for transactions by account, card, item, invoice, bill, category, job and payroll category. Note that this window also allows you to drill down to view individual transactions in detail.

To open the Find Transactions window, go to the bottom of any command centre and click Find Transactions. Alternatively, press <CTRL> + <Y> from your keyboard. If you know that you are going to use a particular tab of the Find Transactions window to conduct your search, click the down arrow icon to the right of Find Transactions and select the appropriate option from the drop down list provided. To search for transactions by card, click the Card option.

Clearwater Pty Ltd - Command Centre

MYOB BANKING

Accounts Banking Sales Time Billing Purchases Payroll Inventory Card File

Spend Money Bank Register Receive Money

Prepare Electronic Payments Reconcile Accounts Prepare Bank Deposit

Print Cheques Print/Email Remittance Advices Transaction Journal

"I liked the user-friendly interface, back-on-track functionality, and the very detailed sets of instructions that make using the learning tools and especially MYOB, easy".

(Student, University of Adelaide)

"I found the feedback extremely helpful as it allowed me to keep my records in MYOB accurate as the assessment progressed."

(Student, Griffith University)

"You get your feedback quickly and the learning centre is really helpful."

(Student, University of Western Sydney.)

"Great opportunity to practice the complete accounting cycle."

(Student, University of Adelaide)

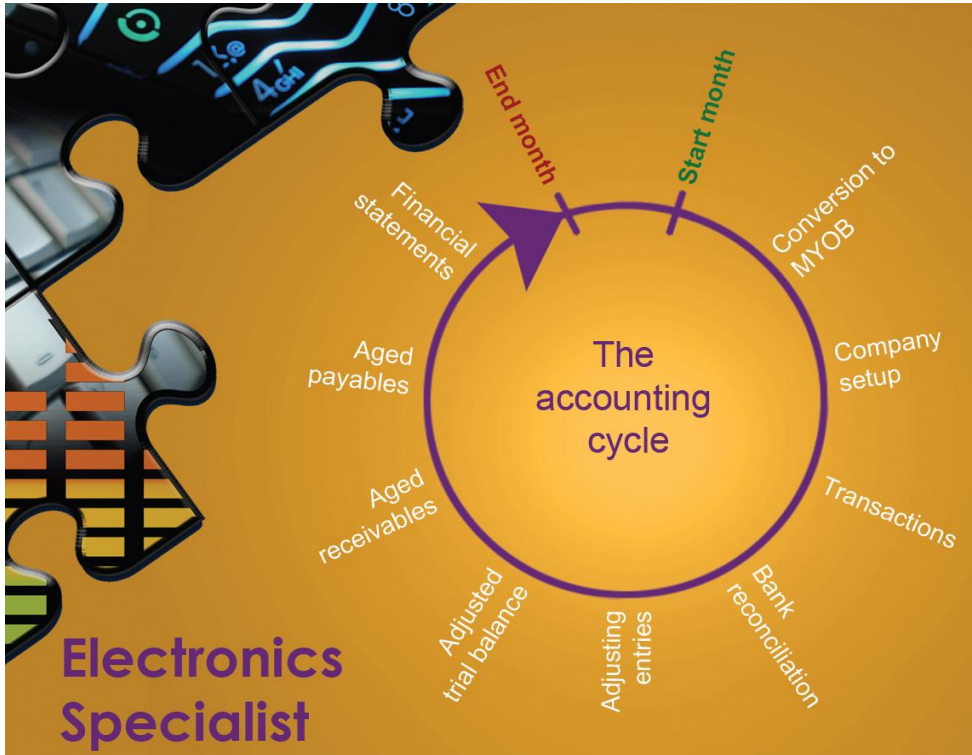
Administrative features

Student and Instructor Companions: Each practice set title has its own separate companions for students and instructors that explain the concepts covered in the practice set, the pedagogical design and how the grading works.

Set up and information for students: When you adopt, our customer support team will contact you to check the details of your course and will provide documents that you can use to provide guidance to your students on how to access and use their practice set.

Regular reporting: We automatically provide you with regular reports on your students' performance throughout the practice set period. These reports can also be customised for specific requirements that you may have.

MYOB Practice Set



Electronics Specialist

The practice set:

- Takes up to 19 hours to complete
- Is graded out of 409
- Contains 14 sections that are marked as students go

During the process of completing this one month accounting cycle, students will:

- Create and setup a company file in MYOB
- Apply AASB (Australian Accounting Standards Board) standards
- Work on a business that is set up as a proprietary limited company
- Use the perpetual inventory system and the weighted average method
- Include transactions that are subject to GST
- Record adjusting entries
- Perform a bank reconciliation
- Generate aged receivables and aged payables reports
- Prepare financial statements
- Become familiar with specified screens and functionality of MYOB.

MYOB Practice Set



MYOB software functionality being tested

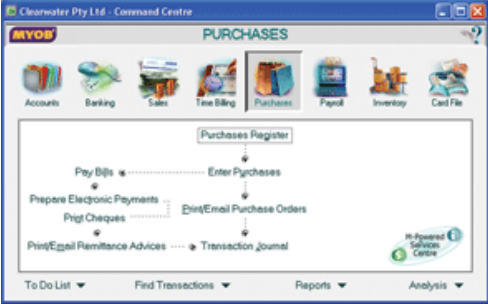



The MYOB practice set focuses on the icon-based command centres of MYOB Accounting Plus Version 18 and AccountRight Plus Version 19 and asks students to interact with those icons to achieve the required tasks. A screen shot of each command centre is shown below to illustrate the concept along with the icons and tasks being tested, where:

- = Students use, and are tested on, the functionality of this icon
- ◉ = Students navigate via an alternate pathway for the same functionality
- = Not included in this version of the practice set

| Command Centre (taken from v18) | Icon/Task | Tested |
|---------------------------------|--------------------------------|--------|
| Accounts | Send to Accountant | ○ |
| | MoneyController/Transfer Money | ○ |
| | Accounts List | ● |
| | Record Journal Entry | ● |
| | Transaction Journal | ● |
| | BASLink | ○ |
| | Company Data Auditor | ○ |
| Banking | Spend Money | ● |
| | Prepare Electronic Payments | ○ |
| | Print/Email functionality | ○ |
| | Bank Register | ● |
| | Reconcile Accounts | ● |
| | Transaction Journal | ● |
| | Receive Money | ● |
| | Prepare Bank Deposit | ● |
| Sales | Print/Email functionality | ○ |
| | Sales Register | ● |
| | Enter Sales | ● |
| | Transaction Journal | ● |
| | Receive Payments | ● |

MYOB practice set



| | | |
|---------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------|
| Purchases  | Pay Bills | <input checked="" type="radio"/> |
| | Prepare Electronic Payments | <input type="radio"/> |
| | Print/Email functionality | <input type="radio"/> |
| | Purchases Register | <input checked="" type="radio"/> |
| | Enter Purchases | <input checked="" type="radio"/> |
| Transaction Journal | <input checked="" type="radio"/> | |
| Payroll  | Payroll Categories | <input checked="" type="radio"/> |
| | Prepare Electronic Payments | <input type="radio"/> |
| | Print/Email functionality | <input type="radio"/> |
| | Enter Timesheet | <input type="radio"/> |
| | Process Payroll | <input checked="" type="radio"/> |
| | Transaction Journal | <input checked="" type="radio"/> |
| Pay Liabilities/Superannuation | <input type="radio"/> | |
| Inventory  | Build Items | <input type="radio"/> |
| | Auto-Build Items | <input type="radio"/> |
| | Items Register | <input checked="" type="radio"/> |
| | Items List | <input checked="" type="radio"/> |
| | Receive Items | <input type="radio"/> |
| | Transaction Journal | <input checked="" type="radio"/> |
| | Adjust Inventory | <input checked="" type="radio"/> |
| | Set Item Prices | <input type="radio"/> |
| Count Inventory | <input checked="" type="radio"/> | |
| Card File  | Cards List | <input checked="" type="radio"/> |
| | Print Mailing Labels | <input type="radio"/> |
| | Create Personalised Letters | <input type="radio"/> |
| | Contact Log | <input type="radio"/> |
| | To Do List | <input type="radio"/> |
| | Find Transactions | <input checked="" type="radio"/> |
| | Reports | <input checked="" type="radio"/> |
| Analysis | <input type="radio"/> | |

MYOB Practice Set



Reviewer access

We provide free review copies of our content to instructors. Contact us to request your copy.

How to adopt

If you would like to adopt any of our content, please contact us. Our adoption pack includes information that you can provide to your students (including a PowerPoint presentation and PDF you can put on your course website).

Cost

Manual practice sets are AU\$24.95 or NZ\$29.95. MYOB software (Accounting Plus v18 or AccountRight Plus v19) can be packaged with the practice set for an additional \$9.90.

Manual practice sets

We also have a catalogue of manual accounting practice sets. Please visit our website or contact us for more information.

Who is using our practice sets?

Institutions such as Australian Catholic University, Australian Institution of Commerce and Technology, Bond University, Charles Sturt University, Curtin University of Technology, Edith Cowan University, Eynesbury, Federation University of Australia, Flinders University, Kaplan, Macquarie University, Southern Cross University, UNITEC Institute of Technology, University of Adelaide, University of New South Wales, University of Newcastle, University of Sydney, University of Tasmania, University of Western Australia, University of Western Sydney, Victoria University, Waikato University and more.



For more information contact us by phone or email, visit our website, or view this introductory video at:

www.perdisco.com/au/myob

Perdisco

1800 808 636 (Australia)
+61 2 9281 0669 (International)
info@perdisco.com.au
www.perdisco.com.au

perdisco / latin /. v., learn thoroughly