

The Case Study

[Total: 100 poin]

Based the fact given, you are required to :

1. Setup the company data file :

Mr Jejen is the owner of company “**SINAR NET, PT**”.

His business as **Computer Dealer** buys computer hardware & software hand sells them to end users, since December 2010.

Mr. Jejen starts using MYOB Premier V12 software for his company “**SINAR NET, PT**” to prepare his **1 Jan 2011 to 31 Dec 2011 Financial Year Reports**. And prefer to have **13th accounting period**, so he can use the 13th month for recording any tax adjustment.

The Company starts using one of the account list provided by MYOB Premier V12. So you don't need to set up the account list completely.

Setup the information below :

The company address is : (ID: <your place & date birth info>)
Tel : 021-5666989
Fax : 5666898
Email : sinarnet@centrin.com

The following preferences option must be activated :

- System Preferences : Tick the option for “**Warn if Jobs Are Not Assigned to All Transaction [System-Wide]**”
- Sales Preferences : Tick the option for : “**Warn for Duplicate Invoices Numbers on Recorded Sales**”
- Purchases Preferences : Tick the option for : “**Warn for Purchase Orders Numbers on Recorded Purchases**”

[4 marks]

2. Setup the List below :

Setup the following account list

- The Company don't use the following account codes anymore :
 - 1-2120 Payroll Cheque Account
 - 1-2130 Cash Drawer
- The Company changes some account list as follows:
 - 1-2140 Petty Cash, change to : 1-2120
 - 1-2160 Undeposited Funds, change to 1-2130 Undeposited Cash
- The Company need to add the following accounts:

Account #	Account	Type	Header/Detail	Level
2-2340	GST Clearing	Other Liability	Detail	4
4-2200	Installation Fee	Income	Detail	3

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Setup the tax code as **GST (Goods and Services Tax)**, Tax Type: **Goods & Services Tax**, Rate: **10%**.

Setup the Jobs List as **HD** for **Hardware**, **SF** for **Software** and **X** for **Services**.

Setup the Categories List as **BL** for **Bali** , **YGK** for **Yogyakarta**.

Setup the following customer and supplier list :

- **NUGRAHA, PT (Customer)** • **LIXO, PT (Supplier)** • **Oci (Employee)**
- **MAGMA, PT (Customer)** • **CITIZ, PT (Supplier)** • **Dewi (Employee)**

Setup the item list as follows:

- **AVAST- Anti Virus** (Item no. **AV**, selling price \$80, N-T) .
Linked Account for I Buy as : **Software-Purchase**, I Sell as : **Software**, I Inventory as : **Software**.
- **Hard disk XTN** (Item no. **HX**, selling price \$750, N-T).
Linked Account for I Buy as : **Hardware-Purchase**, I Sell as : **Hardware**, I Inventory as : **Other Hardware**.
- **Modem TP LINK** (Item no. **MT**, selling price \$1500 N-T).
Linked Account for I Buy as : **Parts-Purchase**, I Sell as : **Computer Parts**, I Inventory as : **Modems**.

[8 marks]

3. Setup Balance Sheet information as 01 Jan2011 :

Acc #	Account	YTD Debit	YTD Credit
1-1410	Office Equip – at Cost	\$35,000.00	
1-1420	Office Equip – Accum Dep'n		\$15,000.00
1-2110	Cheque Account	\$10,000.00	
1-2140	Petty Cash	\$5,000.00	
1-2200	Trade Debtors	\$5,720.00	
1-2330	Modems	\$6,250.00	
1-2340	Other Hardware	\$2,400.00	
1-2350	Software	\$210.00	
2-2200	Trade Creditors		\$8,140.00
2-2310	GST Collected		\$520.00
2-2330	GST Paid	\$740.00	
3-1100	Owner/Sharehldr Capital		\$30,000.00
3-8000	Retained Earnings		\$11,660.00
	Total:	\$63,320.00	\$63,320.00

Setup the following Customers and Suppliers ending balance as 31 Dec 2010 :

- **NUGRAHA, PT** **\$3,520** inc.GST, [Inv#:S-110001, PO#:NGP-110001] [Category: BL],
- **MAGMA, PT** **\$2,200** inc.GST, [Inv#:S-110002, PO#:MGP-110001] [Category: BL],
- **LIXO, PT** **\$5,940** inc.GST, [PO#:P-100001, Inv#:LX-110001] [Category: YGK],
- **CITIZ, PT** **\$2,200**.inc GST, [PO#:P-100002, Inv#:CT-110001] [Category: YGK],

Setup the following inventory opening balance as 01 Jan 2011:

- **AVAST- Anti Virus** = 3 unit for \$70/unit
- **Hard disk XTN** = 4 Unit for \$600/unit.
- **Modem TP LINK** (= 5 unit for \$1,250/unit.
[Journal# : I-110001] [Category : BL]

[8 marks]

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4. The following transactions are made in January 2011. Record these transaction in MYOB according to the dates and details given below.

02 Jan 2011	<p>A purchase was raised to purchase the following inventory item from main supplier, CITIZ, PT on Net 28th days credit terms, Not all the goods and bill was received. (PO# : P-600001, Supplier Inv#:CT-600001). [Category : BL].</p> <p>a. Receive 5 units of Modem TP LINK (Item no. MT) for \$1,250 (Exclude 10% GST) each, 2 units Backorder.</p> <p>b. Receive 2 units of AVAST- Anti Virus (Item no. AV) for \$70, (Exclude 10% GST) each, 1 unit Backorder.</p> <p style="text-align: right;">[4 marks]</p>
03 Jan 2011	<p>Raised purchased to LIXO, PT for 3 units of Hard Disk XTN (Item no. HX) \$660/unit (Include 10% GST) on Cash term. All the goods & Bill was received (PO# : P-600002, Supplier Inv#: LX-600001). [Category : YGK]</p> <p style="text-align: right;">[4 marks]</p> <p>Paid full payment to LIXO, PT, for bill on 3 Jan 2011 \$1,980 using Petty Cash [ID#: D-110001]</p> <p style="text-align: right;">[4 marks]</p>
04 Jan 2011	<p>Return 1 unit of Modem TP LINK (MT) @1,250 (Exclude 10% GST) to CITIZ, PT (PO# : P-600003, Supplier Inv#:CT-600001) and Edit Journal Memo with "Purchase RETURN : CITIZ, PT". [Category BL].</p> <p style="text-align: right;">[2 marks]</p> <p>Immediately applied the Debit Note to Trade Creditor Balance for CITIZ, PT on 2 Jan 2011 transaction.</p> <p style="text-align: right;">[2 marks]</p>
05 Jan 2011	<p>Sold 7 units of Modem TP LINK (MT) @1,500 (Exclude 10% GST) each to MAGMA, PT on net 30 days term with discount 3% if pays before 10 days (Inv#: S-600001)(Cust PO#: MGP-110001). [Job : HD] [Category : YGK] [Salesperson : Oci]</p> <p style="text-align: right;">[4 marks]</p>
06 Jan 2011	<p>Sold the following items to NUGRAHA, PT on Net 15 days term (Inv# : S-600002) (Cust PO#: NGP-110001). All the goods and invoice was delivered : [Category : BL] [Salesperson : Dewi]</p> <ul style="list-style-type: none"> • Ship 2 units of Modem TP LINK (MT) for \$1,760 (Include 10% GST) each [Job : HD] • Ship 3 units Hard Disk XTN (HX) for \$825 (Include 10% GST) each [Job : HD] <p style="text-align: right;">[4 marks]</p>
07 Jan 2011	<p>Charge for Installation Fee for \$22 (Include 10% GST) to NUGRAHA, PT, on Cash Term (Inv# : S-600003) (Cust PO#: NGP-110002). [Job : X] [Category : BL] [Saleperson : Dewi].</p> <p style="text-align: right;">[4 marks]</p> <p>Full payment of \$22 for installation was received from NUGRAHA, PT and deposit to Petty Cash [Cheque No#: R-110001].</p> <p style="text-align: right;">[4 marks]</p>
08 Jan 2011	<p>Issued \$5 sales rebate to NUGRAHA, PT as Installation (Inv# S-609003) (Cust PO#: NGP-110002). E dit the jprnal memo with "Sale REBATE: NUGRAHA,PT". [Job X] [Category : BL] [Salesperson : Dewi]</p> <p style="text-align: right;">[2 marks]</p> <p>Immediately pay refund for \$5 , sales rebate to NUGRAHA, PT from Petty Cash [Cheque No#: D-110002].</p>

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		[2 marks]
10 Jan 2011	Use Spend Money, Transfer \$100, to Cheque Account from Petty Cash \$125 and pay \$25 as Bank Chargers. [Cheque No#: D-110003] [Category : BL]	[4 marks]
	Received \$55.50 as Bank interest Income with \$5.50 Bank Charges on Cheque Account. [ID#: R-110002] [Category : YGK]	[4 marks]

5. Perform **Bank Reconciliation** for **Cheque Account**. Bank Statement Balance **\$10,150** on **31 January 2011**. Note: **\$5 Sale Rebate to NUGRAHA,PT is still unrepresented.**

[4 marks]
6. In addition to the transaction above, prepare a journal entry to record the depreciation on **31 Jan 2011**, for the following asset categories [GJ#: **G-111001**][Category: **BL**] :
 - Office Equipment \$300
 Save as **Monthly Recurring Transaction** for those journal then **Use the Recurring** and record depreciation journal for **Feb 2011** [GJ#: **G-112001**] [Category: **BL**].

[2 marks]

Prepare a journal entry to record the **GST Clearing** journal on **31 Jan 2011** [GJ#: **G-111002**] for **Dec 2010**. [Category: **AM**]

[2 marks]
7. Prepare a journal entry to record adjust Inventory Lost for 1 unit of **Hard Disk XTN (HX)** @\$600. [IJ#: **I-110002**] [Job : **HD**] [Category : **YGK**].

[4 marks]
8. Generate the following financial reports at Jan 2011 reports to PDF format :
 - Standard Balance Sheet
 - Profit & Loss (Accrual)
 - General Journal
 - Bank Reconciliation report
 - All Sales report
 - All Purchases report
 - Item Register (detail)
 - Cash Receipts Journal
 - Cash Disbursement Journall

[4 marks]
9. From **Security Preference**, activate the option for **"Use Audit Trail Tracking"**, then **Lock the Accounting period** for **31 Aug 2011**. **BACKUP** your **MYOB company data file (ONLY)**, **Check Company File for Error** and **Save** the MYOB company data backup file name as **Your name in Backup Folder**.

[4 marks]
10. From Company **Data Auditor – Transaction Review** for **1 Aug 2011 to 31 Aug 2011**, there is a **"?"** mark for **Scan for Future Dated Transaction**. Display it & Sent to **PDF the reports**. And then **delete** those **Future Dated Transaction journal**.

[4 marks]
11. Delete all transaction on **4th Jan 2011**

[4 marks]
12. **Edit the Recurring Transaction Template** of Fixed Assets Depreciation for Office Equipment to \$350 per month.

[4 marks]

13. Modify to Microsoft Excel the **Standard Balance Sheet reports in T Format** (like the sample below)

Clearwater Pte Ltd Balance Sheet As of January 2011			
AKTIVA		PASIVA	
Assets		Liabilities	
Fixed Assets		Current Liabilities	
Motor Vehicle		Trade Creditors	\$253,220.00
Motor Vehicle at Cost	\$30,000.00	VAT Liabilities	
Motor Vehicle Acc Dep	(\$3,325.00)	VAT Collected	\$2,605.45
Total Motor Vehicle	\$26,675.00	VAT Paid	(\$14,520.00)
Total Fixed Assets	\$26,675.00	Total VAT Liabilities	(\$11,914.55)
Current Asset		Total Current Liabilities	
Bank & Cash in Hand		Total Liabilities	
General Cheque Account	\$135,244.00		\$241,305.45
HSBC Philipines	\$100,200.00		
Petty Cash	\$2,000.00	Equity	
Undeposited Funds	\$450.00	Paid Up Capital	\$150,000.00
Total Bank & Cash in Hand	\$237,894.00	Retained Earnings	\$4,984,428.62
Trade Debtors	\$103,560.00	Current Earnings	(\$120.47)
Inventory		Total Equity	
Inventory-Equipment	\$5,007,484.60		\$5,134,308.15
Total Inventory	\$5,007,484.60		
Total Current Asset	\$5,348,938.60		
Total AKTIVA	\$5,375,613.60	Total PASIVA	\$5,375,613.60

[4 marks]

-End of Assignment-