



**Part 1: [Total 80 Points, 4 Points each]**

Note:

1. Minus 4 points if:  
Wrong Date, Qty, Amount, and Accounts.

2. Minus 1 points if:  
Wrong Terms, Job, Category, Memo, Less 1 Report

**Remarks: MYOB**  
Basic Passing Rate is  
min. 80 point  
**PASS / FAIL**

Mr. ANDREW is the owner of company "ANAMBAS, PT".  
His business as Distributor buys MYOB accounting software and sells them to end users, since December 2007.

Mr. Andrew starts using MYOB Accounting v17 software for his company "ANAMBAS, PT" to prepare his 1 Jan 2011 to 31 Dec 2011 Financial Year Reports. And prefer to have 13<sup>th</sup> accounting period, so he can use the 13<sup>th</sup> month for recording any tax adjustment.

You are required to:

1. Setup the company data file according to the fact given.
  - Company Name : \_\_\_\_\_
  - Current Financial Year : \_\_\_\_\_
  - Last Month of Financial Year : \_\_\_\_\_
  - Conversion Month : \_\_\_\_\_
  - Number of Accounting Periods : \_\_\_\_\_
  - Setup the Accounts List from the list provide by MYOB Accounting software.
    - Business Type: Distributor
 Save the MYOB company data backup file name as NIM\_Your Name
2. a. Delete the following account codes:
  - 1-2120 Payroll Cheque Account
  - 1-2210 Less Prov'n for Doubtful Debts
- b. Edit the following account code:
  - 1-2140 Petty Cash, change to: 1-2120
  - 1-2160 Undeposited Funds, change to: 1-2130
- c. Add the following account code:
  - 2-2340 GST Clearing
- d. Add Address: Add Name, NIM, Class and Place & Date of Birth into Company Information.
- e. Setup the System Preferences: Tick the option for "Warn if Jobs Are Not Assigned to All Transaction [System-wide]"

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

**a. "ANAMBAS. PT" 1 Jan 2011 Balance Sheet information**

Account #	Account	YTD Debit	YTD Credit
1-1510	Office Equip at Cost	1,200.00	
1-1520	Office Equip Accum Dep'n		100.00
1-2110	Cheque Account	20,000.00	
1-2120	Petty Cash	5,000.00	
1-2200	Trade Debtors	770.00	
1-2800	Merchandise Inventory	3,690.00	
2-2200	Trade Creditors		2,970.00
2-2310	VAT Collected		70.00
2-2330	VAT Paid	270.00	
3-1100	Owner's/Sharehldr Capital		25,000.00
3-8000	Retained Earnings		2,790.00
Total:		<u>30,930.00</u>	<u>30,930.00</u>

- b. Tax Codes: GST = 10%,  
Job: PD for Product, SVC for Services  
Category: YK for Yogy, BTM for Batam.

4. a. A/R Opening Balances as 31 Dec 2010:
  - PURNAMA, PT = \$330 inc. GST, Terms: Net 30, Inv#: S-700001, Cust PO#: PRN-700001 [Category: YK]
  - CAHAYA, PT = \$440 inc. GST, Terms: Net 30, Inv#: S-700002, Cust PO#: CHY-700001 [Category: BTM]
- b. A/P Opening Balances as 31 Dec 2010:
  - KIRANA, PT = \$1,650 inc. GST, Terms: Net 30, PO#: P-700001, Supplier Inv#: KRN-700001 [Category: BTM]
  - SENTOSA, PT = \$1,320 inc. GST, Terms: Net 30, PO#: P-700002, Supplier Inv#: STS-700001 [Category: YK]
5. Inventory Opening Balance as 01 Jan 2011 [IJ#: I-800001]:
  - MYOB Accounting v17 (Item no. MA17, selling price \$580 N-T) = 3 unit for \$410/unit.
  - MYOB Premier v11 Single (Item no. MP11S, selling price \$900 N-T) = 3 unit for \$820/unit.
  - MYOB Support (Item no. MS, selling price \$80 N-T) [Category: YK]

**NB:**

- For MA17 & MP11S: I Buy as: Purchase, I Sell as: Sales, I Inventory as: Merchandise Inventory.
- For MS: I Sell as: Miscellaneous Income. [Category: YK]

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**TRANSACTIONS :**

6. **On 2 Jan 2011:** A purchase order was raised to purchase the following inventory item from main supplier, KIRANA, PT, on Net 30th days credit terms (PO#: P-800001, Supplier Inv#: KRN-800001). Not all the goods and bill was received.
  - a. Received 4 unit of MYOB Accounting v17 (MA17) for \$410 (Exclude 10% GST) each, with Backorder 3 unit of MA17 [Job: PD].
  - b. Received 2 unit of MYOB Premier v11 (MP11S) for \$820 (Exclude 10% GST) each, with Backorder 2 unit of MP11S [Job: PD] [Category: BTM]
7. **On 3 Jan 2011:** Raised purchase to SENTOSA, PT for Accounting Fees \$200 on Cash term (PO#: P-800002, Supplier Inv#: STS-800001). Bill was received. [Job: SVC] [Category: YK]
8. **On 4 Jan 2011:** Pay KIRANA, PT from Petty Cash for total \$600 for Bill on 31 Dec 2007 (\$600) [Cheque#: D-800001].
9. **On 5 Jan 2011:** Return 1 unit of MYOB Accounting v17 (MA17) @\$410 (exclude 10% GST) to KIRANA, PT (PO#: P-800003, Supplier Inv#: KRN-800001). Edit Journal Memo with "Purchase Return; KIRANA, PT" [Job: PD], [Category: BTM]. Immediately applied the Debit Note to Trade Creditor balance for KIRANA, PT for bill on 2 Jan 2011.
10. **On 6 Jan 2011:** Sold the following items to PURNAMA, PT on Net 30 days after EOM terms (Inv#: S-800001, Cust PO#:PNM-800001). Not all the goods and invoice was delivered:
  - a. Ship 2 unit of MYOB Accounting v17 (MA17) for \$638 (Include 10% GST) each, with Backorder 3 unit of MA17 [Job: PD]
  - b. Ship 2 unit of MYOB Premier v11 (MP11S) for \$990 (Include 10% GST) each, with Backorder 3 unit of MP11S [Job: PD]
  - c. Ship 4 Hours of MYOB Support (MS) for \$88 (Include 10% GST) per hour [Job: SVC] [Category: YK], [Salesperson: AIDIN]
11. **On 7 Jan 2011:** Sold MYOB Seminar Ticket to CAHAYA, PT for \$880 inc. GST 10% on Cash terms (Inv#: S-800002, Cust PO#:CHY-800001). Invoice to CAHAYA, PT was issued. [Job: SVC], [Category: BTM], [Salesperson: JINI].
12. **On 8 Jan 2011:** Full payment of \$800 on 7 Jan 2011 [ID#: R-800001] was received from CAHAYA, PT and deposit to Cheque Account.
13. **On 9 Jan 2011:** Issued \$100 Rebate Credit Notes to PURNAMA, PT (Inv#: S-800003, Cust PO#:CHY-800001). Edit Journal Memo with "Sales Rebate; PURNAMA, PT". Immediately applied the \$100 rebate amount as Sales to Trade Debtors balance for PURNAMA, PT [ID#: S-800003] for invoice on 6 Jan 2011. [Job: PD], [Category: YK], [Salesperson: AIDIN]
14. **On 10 Jan 2011:** Use Spend Money to record MYOB Seminar Expenses from Petty Cash for \$200 [Cheque#: D-800002]:
  - Office Supplies = \$90
  - Seminar Room Rental = \$100 (Exclude 10% GST) [Category: YK]

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15. **On 11 Jan 2011:** Use Receive Money to record: Deposit \$5.52 to Cheque Account, for \$6.52 Bank Interest Income and \$1 Bank Charges.[ID#: R-800002] [Category: YK]
16. **On 31 Jan 2011:** Perform Bank Reconciliation for Cheque Account. The Bank Statement for Cheque Account shows a balance of \$20,805.52 on 31 January 2011.
17. **On 31 Jan 2011:** Prepare a journal entry to record the Fixed Assets Depreciation for Office Equipment at \$100. [GJ#: G-800001] [Category: YK]. Save as Monthly Recurring Transaction. Use the Recurring and record depreciation journal for 29 Feb 2011.
18. **On 31 Jan 2011:** Prepare a journal entry to record the GST Clearing for Dec 2007 [GJ#: G-800002][Category: YK]
19. **On 31 Jan 2011:** Builds Item for Inventory Exchange 2 Unit MYOB Accounting v17 (MA17) for \$410 each with 1 Unit MYOB Premier v11 (MP11S) for \$820 each.[IJ#: I-800002] [Category: YK]
20. **On 31 Jan 2011:** Sent to PDF the Financial Reports for period of January (1 Jan 2011 to 31 Jan 2011) save the reports in Reports Folder for : Std. Balance Sheet, Profit & Loss [Accrual], Jobs P&L, Category P&L. Trial Balance, G/L [Summary], Account Transaction [Accrual] and GST [Detail-Accrual].

**TROUBLESHOOTING**

21. From Security Preference, actiGSTe the option for "Use Audit Trail Tracking", then Lock the Accounting period for Jan 2008. And then 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.
22. From Company Data Auditor - Transaction Review for 1 Jan 2011 to 31 Jan 2011, there is a "?" mark for Scan for Future Dated Transaction, display it and Sent to PDF the Reports for Future Dated Transactions, and Delete the future dated transactions.
23. Edit Payment on 4 Jan 2011 to KIRANA, PT from Petty Cash for total \$800 for Bill on 31 Dec 2010. Keep the Cheque No record as D-800001.
24. Delete all related transactions for KIRANA, PT on Question No. 9 (5 Jan 2011).
25. Display & Sent Report to: Excel Format the financial Reports for period of January (1 Jan to 31 Jan 2011). Save the reports in Reports Folder for : Bank Register, Receivables Reconciliation Detail, Customer Ledger, Sales Register (All Sales), Payables Reconciliation Detail, Supplier Ledger, Purchase Register (All Purchase), Item Register Detail, Inventory Value Reconciliation.

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