



ATTENTION



ACCOUNTING / BUSINESS STUDIES TEACHERS

in a
DOCs A BOX

**Innovative Curriculum
Materials**

WHAT IS IT?

Simulated Business Documents

- ✓ cheque butts
 - ✓ deposit book
 - ✓ bank statements
 - ✓ supplier bills
 - ✓ customer invoice information
- (all in a video sized box)

CD containing:

- ✓ base files for use with MYOB
- ✓ solutions for various versions
- ✓ Teachers Manual including how an MYOB file “works”
- ✓ detailed notes with student instructions

WHY HAS IT BEEN PRODUCED?

- ✓ To add **realism** to classroom teaching
- ✓ To thus increase **relevance**
- ✓ To maximise **interest** for student and teacher

HOW CAN IT BE USED?

- ✓ As a tool to teach computer accounting
- ✓ As an assessment task
- ✓ To introduce the basics of accounting
(from source documents to journals)

*The base files are set up for MYOB,
but it could be used with
any accounting package*

WHERE DID IT COME FROM?

- ✓ A teacher of 20 years experience
- ✓ A business person of 12 years
- ✓ An MYOB consultant for 8 years

HOW MUCH?

From \$20

Costs vary according to volume purchased.

MORE INFORMATION?

www.accountingsolutions.com.au
or 041 3620742



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Excerpt from the Teachers' Manual

Preface

I have produced this package because I believe that the very best teaching/learning outcomes result from "hands-on/real life" experiences. A vital aim in teaching accounting is to ensure that the student can transfer skills learned during a training exercise to the actual business environment. Most traditional training exercises comprise neatly typed lists of cheques, deposits, other information and step by step instructions. However in a "real" business environment, source documents such as cheque books, deposit books, bank statements receipts and invoices are the ingredients used to produce final reports such as profit or loss statements and balance sheets.

The student's ability to transfer skills learnt using traditional exercises is hampered by a lack of familiarity with these basic documents. Why not, therefore, teach using simulated documents? It is not a new concept. I used them myself as a student in the 60's studying Commercial Principles & Practice (gee that ages me!) I also used them during my 20 year teaching career. The major drawback is the lack of time to prepare such "exercises". To this end I have prepared the following "Docs in a Box". It is so-called because I see it as a "business" boxed up waiting to be sorted, entered and analysed by the student. My 7 years of assisting small business operators to computerise their accounting systems have taught me, that each business is unique, yet each is also simply a variation on the basic theme that Assets must always equal Liabilities plus Proprietorship ($A=L+P$). It is very comforting to an accounting teacher to know that what they teach really is what still is so in our computerized world.

This approach requires more initial teacher direction and therefore no doubt, more knowledge of the subject matter. Because there is much less reliance on printed, step by step, exercise specific instructions, I believe that the student has to attempt to understand the process rather than just read the instructions. Both types of exercises have their place. Business in a Box may be your introduction to MYOB or you may use it as an assignment or formal end of unit test. It's up to you -- the unit is designed to be flexible, to fit your needs.

The Docs in a Box series was designed to be used to introduce students to the basics of computerized accounting via the use of MYOB. However it could equally be used in conjunction with other accounting packages (just produce your own base file and associated chart of accounts) or indeed to assist in the teaching of basic manual bookkeeping concepts. It may well be a valuable exercise to use the documents as a manual bookkeeping exercise prior to using it in the computer room. This may help to somewhat demystify the computerized process upon which your students are about to embark.

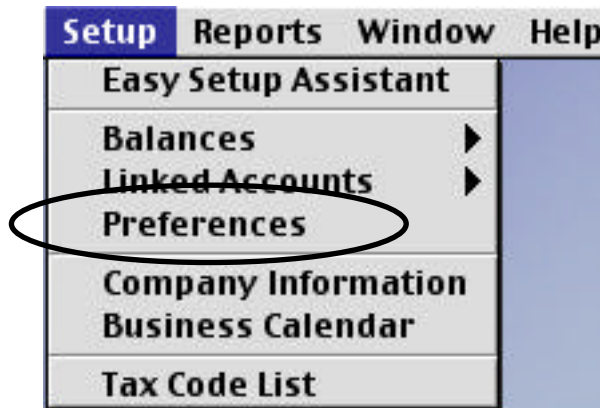
However you decide to use your "Docs in a Box", I hope it allows you a few extra hours at night to enjoy your life outside of teaching. I have prepared your base materials. Enjoy using them.

H Nowak

Heather Nowak, B.Com., Dip. Ed.
Computer Accounting Solutions Pty Ltd

The Manual explains the basics of how an MYOB is put together and makes relevant suggestions for the classroom environment. See the following example:

3. Preferences



As the title suggests, “**Preferences**” determine how you prefer your file to operate. There are no “correct” settings. However the settings can have a very big impact on how trouble free your class will be. I have provided a list with the most commonly used settings. I will make some comments on some of those that I feel are important in a classroom environment and/or are not obviously self-explanatory.

b. Purchases Preferences -- Recommendations

- ★ **Print Purchases When They’re Placed in the Pending File:** (a “pending purchase” is an order) This should be ticked if you intend to show students how to order via MYOB. The immediate printing of the order provides reinforcement for the process that they have just completed. Get them to imagine that they would then take this printout to the fax and send it off to the supplier Note also that they could send it directly from their computer by choosing their internal fax as the “printer”.
- ★ **Make a Contact Log Entry for Every Purchase:** The contact log can be a very useful teaching tool. MYOB automatically makes a note on a card every time a transaction affects that card. It is additional to the double entry being made elsewhere. The useful thing from your point of view is that it is not deleted if the original transaction is deleted. If an entry is changed, the original note does not change and a new, additional note is made. This is an ideal way of assisting you with sorting out problems e.g.: “I didn’t delete it Miss” or “I didn’t change it”. It is also possible for the user to make notes on the card. See the example on the following page.

Excerpt from the Students' Instructions

Instructions for entering Cashco's data:

1. The first month of trading.

Val commences using MYOB with only the entry of cash transactions. This is a realistic and oft used approach in the business world. It enables the user to commence using a computerised system with the minimum of fuss. During this period a manual system has been used to track debtors and creditors (once again a common situation).

The following paragraphs will give some guidelines for entering the cash data.

a. Entering deposits for the first month

There are TWO possible approaches.

- i) **Enter the TOTAL of the deposit only.** This approach would be appropriate if a breakdown according to client is **not** required. It would also be used in a business where the individual sources of the funds cannot be, or is not, traced ie: cash over the counter. The solution has assumed this approach.
- ii) **Enter each INDIVIDUAL receipt.** This approach will provide a customer database with the ability to use the Inquiry window to view all the transactions affecting individual customers. If you intend to use this approach remember it would be appropriate to use an "Undeposited Funds Account". If you don't use this account the bank reconciliation process will be more complicated. A business would not normally enter receipts individually in this manner. If they wished to have this detailed information they would probably enter the transactions via the "Sales" section and apply receipts via Customer Payments.

My approach to entering the transactions shall be

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- ☞ As you are entering the first few entries "Recap the Transaction". You will find this under "Edit/Recap Transaction". This will stress that the entry that is being made does in fact have a double entry impact. If you understand double entry it will help confirm the accuracy of the entry.
- ☞ Display the receipts journal by taking the short cut via the magnifying glass, or closing the deposit window and going to the "Transaction Journal". This emphasises that the transaction that is being entered, is being placed in a "journal". Compare it with the manual Cash Receipts Journal with which you may be familiar. Throughout the exercise, this regular checking via the transaction journal will help you understand the effect that your entries are having.
- ☞ Regularly display a Profit & Loss Statement. This illustrates the essential nature of a computerised accounting system --- information is entered from source documents, and then the program itself completes a good deal of the

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