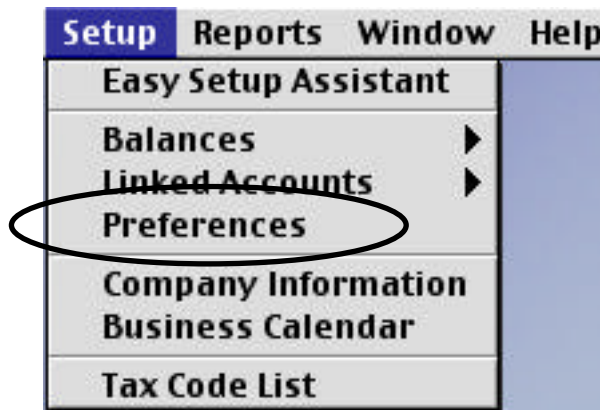


The Teachers Manual explains the basics of how an MYOB is put together and makes relevant suggestions classroom use. See the following example:

### 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.

#### **Example: 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.