



The assignment will be marked out of 50 marks and is worth 10% of your final grade.

Overall Presentation

Communication: Your assignment expects a high standard of written expression and presentation. Correct spelling and grammar are essential. Discussions should be concise, structured logically, and relevant to the question.

Referencing: APA referencing is to be used where necessary however you do not need to reference the assignment question. You need to reference your textbook (or any other text) if you have quoted or paraphrased it. Always answer the questions in your own words.

Presentation: Use A4 paper size and Times New Roman font size 12.

Online Submission: Please make sure that you submit your assignment online via Canvas.
Late submission will NOT be accepted.

Submission Guideline

1. Only **one submission** from each group is expected (Hint: You can invite users to access your group company file).
2. All files required must be merged into a **single file** in Word or PDF to upload.
3. The **Cover Page** must be filled in with all details required.
4. Make sure you have invited acctg222@auckland.ac.nz as an **administrator user** for marking purposes.

Group Setup

You will be in a group of a maximum of five to complete this assignment. You can self-select to form groups. For the students who do not select to be in any groups, you will be assigned into groups after the 5th of August, 14:00. It is recommended that you select a group leader to manage this group assignment.

Part A – Practical Questions (20 Marks)

1. The assignment requires your group to follow MYOB's online training and complete questions for the 'MYOB Essential' product.
2. Please note that you **DO NOT** need to download or install any software for this assignment as the software is cloud-based.
3. Please use your **university email** address for registration.
4. When creating the company file, please use your group name as the company name (i.e. **2022S2 ACCTG222 Group #**).
5. Follow the rules below to apply the **multiplier** when entering the **transaction value marked with an asterisk**:
 - a. Group 1 – 15 use multiplier 1.25 (i.e. multiply the value by 1.25)
 - b. Group 16 – 30 use multiplier 2.25 (i.e. multiply the value by 2.25)
 - c. Group 30 + use multiplier 3.25 (i.e. multiply the value by 3.25)
6. No credit card details are required, do **NOT** disclose any credit card information.
7. Make sure you go through the online training videos first before attempting the tasks. Refer to <https://myacademy.myob.com/essentials/nz>

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