

# Exact Business Solutions Pty Ltd

## Course Outline



### BI-540: FNDBKPG404A - Carry Out Business Activity & Instalment Statement Tasks

A Two Day Course

#### Course Aims

This course will cover current statutory, legislation and regulatory requirements and relevant GST terminology, classifications, regulations and obligations related to preparation of Business and Instalment Activity Statements. Our experienced trainer will instruct you in how to handle complex GST Issues and show you how to deal with GST correctly when using MYOB for your accounting software.

#### Objectives

**This is a two day trainer-led course and includes:**

- ✓ Researching and documenting statutory, legislative and regulatory requirements relating to Activity Statements; identifying lodgement schedule requirements
- ✓ Recognising GST implications and coding transactions
- ✓ Reporting on payroll and other amounts withheld, pay as you go (PAYG) instalments and taxes
- ✓ Completing, reconciling and lodging the Activity Statement

#### Prerequisites

This course is excellent for people who would like a career as a bookkeeper and have completed Certificate IV in Financial Services (Accounting), Diploma, Advanced Diploma or Degree in Accounting and require this unit to become a BAS Agent.

#### Materials

- ✓ A comprehensive BIA written study guide
- ✓ PowerPoint slides
- ✓ Australian Master Bookkeepers Guide (RRP \$120)

#### Course Structure

The course uses both lecture techniques and class exercises to demonstrate the accounting concepts involved.

At the end of these 2 days participants will have learnt about:

- |                           |                      |
|---------------------------|----------------------|
| ✓ Overview of the GST     | ✓ Tax invoices       |
| ✓ Taxable supplies        | ✓ Adjustments        |
| ✓ Input taxed supplies    | ✓ Second-hand goods  |
| ✓ Creditable acquisitions | ✓ GST & the BAS      |
| ✓ Luxury cars             | ✓ PAYG & the BAS     |
| ✓ Registration            | ✓ FBT & the BAS      |
| ✓ Cash basis of GST       | ✓ Completing the BAS |
| ✓ Accruals basis of GST   |                      |

#### Assessment

This course includes an assessment completed at student's own pace for homework which includes both Theory and Practical Questions.