

Exact Business Solutions Pty Ltd

Course Outline

Three Day Course - BI-550: BAS Agent Registration Skill Set: – Including:

FNSBKG404A Carry out business activity and instalment activity statement tasks and

FNSBKG405A Establish and maintain a payroll system

Course Aims

This course is for those who have completed a course at a higher level than a Certificate IV, such as a Diploma or Degree, but have not completed an equivalent basic GST/BAS taxation principles course in that higher level course.

Objectives

This is a 3 day 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
- ✓ Using MYOB to complete Payroll
- ✓ 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)
- ✓ MYOB Payroll Training Manual

Course Structure

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

At the end of these 3 days participants will have learnt about:

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|---------------------------|---|
| ✓ Overview of the GST | ✓ Employer vs. Contractor |
| ✓ Taxable supplies | ✓ Fair Work Act |
| ✓ Input taxed supplies | ✓ Payment Summaries |
| ✓ Creditable acquisitions | ✓ Superannuation |
| ✓ Luxury cars | ✓ Payslips |
| ✓ Registration | ✓ Privacy laws |
| ✓ Cash basis of GST | ✓ Unfair dismissal and Unlawful termination |
| ✓ Accruals basis of GST | ✓ PAYG & the BAS |
| ✓ Adjustments | ✓ FBT & the BAS |
| ✓ Second-hand goods | ✓ Completing the BAS |
| ✓ GST & the BAS | |

Assessment

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