

Suite 3, 82 - 90 Allison Crescent  
MENAI NSW 2234  
Ph: 02 8002 2299 Fax: 02 9423 6975  
Email: [info@exactbusinesssolutions.com.au](mailto:info@exactbusinesssolutions.com.au)  
Web: [www.exact-business-solutions.com.au](http://www.exact-business-solutions.com.au)



## The Accurate Bookkeeping and Training Professional



### Services offered:

Onsite & Classroom Training MYOB Specialists  
Microsoft Office Classroom Training  
Bookkeeping Services Onsite or Offsite  
BAS Lodgment by a Registered BAS Agent

MYOB Software Reseller  
Software/Data Troubleshooting  
Remote Support

# FNS40210 CERTIFICATE IV

## FINANCIAL SERVICES (BOOKKEEPING)

### COURSE DESCRIPTION

Course Duration: 14 Days

Attendance Pattern: 1 day per week over 14 weeks comprised of the following:

11x	9:30 - 4pm	Trainer led Lectures
3 x	9:30 - 4pm	Self paced computer practical

Additional study load: 8 hours homework per week (approximately)

Location: Suite 3 / 82-90 Allison Crescent MENAI NSW (Sydney South). Free parking.

### Who should you do this course?

Do you wish to upgrade your skills with a new professional qualification? Are you a contract bookkeeper, employee or business owner who is very busy but want some recognition for your skills?

This Nationally Recognised accredited course has been designed by Bookkeepers for Bookkeepers and it is ideal for people looking for employment as a bookkeeper or people wanting to start their own bookkeeping business and become BAS Agents.

Suite 3, 82 - 90 Allison Crescent  
MENAI NSW 2234  
Ph: 02 8002 2299 Fax: 02 9423 6975  
Email: [info@exactbusinesssolutions.com.au](mailto:info@exactbusinesssolutions.com.au)  
Web: [www.exact-business-solutions.com.au](http://www.exact-business-solutions.com.au)



### **About The Course:**

The course can be started at any time by distance learning ([see estimated distance timetable](#)), that is by correspondence, including PowerPoint slides, study and accounting guides, textbooks and assessments using Microsoft Word and MYOB, or classroom ([see EBS website for current timetable](#)).

The classroom course includes 14 days of lectures and self-paced MYOB courses. The assessments, together with homework and textbook study, are completed at your own pace in your own time, between classes or after the classroom delivery has finished. It is estimated that a further 30-35 days will be required to complete the course.

The distance course is completed at your own pace in your own time. You can finish it as quickly as you like, or take the full 12 months.

Competence is demonstrated by both multiple assignments in Microsoft Excel and MYOB, together with short answer theory questions using Microsoft Word. The assessments are part of the learning process. They are open book and are designed to encourage you to research the answers and learn in the process.

The successful completion of the open book assignments are designed to test the student's ability to complete monthly and quarterly accounts, including bank reconciliations, payroll and BAS returns.

The 19 units in this qualification have been carefully selected to ensure graduates are competent to be employed or contracted in a bookkeeping role or to operate a business as a BAS Agent.

The 19 units have been carefully grouped into 6 groups and 8 sections in order to avoid the duplications often found in individual unit assessments. That means that you only have to complete 8 assessments in order to qualify for all 19 units.

In the past introductory accounting concepts and principles have been taught using a manual accounting system approach. We do cover manual accounting concepts in this course; however the view we have adopted is that it is more important for students to learn to operate a computer program such as Microsoft Excel or a computerised accounting system such as MYOB to perform these activities. Consequently in addition to 5 days of lectures, students will receive 3 days of extensive self pace training in MYOB and an optional 1 day of Excel self paced training before starting on the assessments.

### **Assessment:**

The assessments themselves are largely based on a fictitious sporting business called Wayne Cooper Gym Repairs. By using this scenario we are able to simulate a workplace environment in the classroom and your home.

The assessments are designed to prove competency in the following accredited units:

**GROUP ONE - FINANCIAL SERVICES, OHS & BUSINESS DOCUMENTS**

- FNSINC301A - Work effectively in the financial services industry
- FNSINC401A - Apply principles of professional practice to work in the financial services industry
- BSBOHS303B - Contribute to OHS hazard identification and risk assessment
- BSBITU306A - Design and produce business documents
- BSBWRT301A - Write simple documents (elective)

**GROUP TWO - SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM**

- FNSACC406A - Set up and operate a computerised accounting system (elective)
- FNSACCT301A - Process financial transactions and extract interim reports
- FNSACCT302A - Administer subsidiary accounts and ledgers
- FNSACCT303A - Perform financial calculations
- FNSACM301A - Administer financial accounts (elective)
- BSBFIA304A - Maintain a general ledger (elective)

**GROUP THREE - BOOKKEEPING POLICES & PRACTICES**

- FNSBKG401A - Develop and implement policies and practices relevant to bookkeeping activities

**GROUP FOUR - PROVIDE CONTRACT BOOKKEEPING SERVICES USING MYOB**

- FNSBKG402A - Establish and maintain a Cash Accounting System
- FNSACCT403B - Prepare operational budgets (elective)
- FNSBKG403A - Establish and maintain an Accrual Accounting System

**GROUP FIVE - PART 1: BAS AGENT REGISTRATION SKILL SET: PAYROLL**

- FNSBKG405A - Establish and maintain a payroll system

**GROUP FIVE - PART 2: BAS AGENT REGISTRATION SKILL SET: BAS**

- FNSBKG404A - Carry out Business Activity and Instalment Activity Statement tasks

**GROUP SIX - MAINTAIN ASSET & INVENTORY RECORDS**

- BSBFIA401A - Prepare financial reports
- FNSACC405A - Maintain inventory records (elective)

Suite 3, 82 - 90 Allison Crescent  
MENAI NSW 2234  
Ph: 02 8002 2299 Fax: 02 9423 6975  
Email: [info@exactbusinessolutions.com.au](mailto:info@exactbusinessolutions.com.au)  
Web: [www.exact-business-solutions.com.au](http://www.exact-business-solutions.com.au)



### What does the course include?

The following learning materials will be provided for this course:

- **Textbooks specific to:**
  - Working in the Financial Services Industry
  - Accounting and Bookkeeping: Principles and Practice
  - Australian Master Bookkeepers Guide
  
- **BIA Study Guides:**
  - Perry Anderson Accounting & Compliance Guide
  - Bookkeeping Policies and Practices Study Guide
  - ABN Pillars of Public Practice
  - BIA Guide to Fair Work and Payroll
  
- **Over 800 PowerPoint slides**
- One year's student membership The Institute of Certified Bookkeepers
- Membership of The Australian Bookkeepers Network for a discounted annual fee of \$350
- Or a 90 day free trial of ABN membership (excluded ABN BAS membership) The full annual membership fee of \$462 applies thereafter
- **MYOB Student Edition CD and**
  - CD of self paced Exercises
  - Ready To Go with MYOB course Manual
  - MYOB Payroll Manual
  - MYOB Intermediate GST & BAS Manual
- **CD-ROM including your assessment and reference material**



**Exact Business Solutions Pty Ltd** is conducting this course under contract for The Bookkeeping Institute of Australia (BIA).

BIA is a **Registered Training Organisation (RTO)** registered under the Australian Quality Training Framework (AQTF) by the Training and Employment Recognition Council of the Queensland Government (national code 32190).

The Bookkeeping Institute of Australia is registered for the full delivery of FNS40210 Certificate IV in Financial Services which is an Australia wide accredited qualification.

### Distance Learning Option Timetable

The following timetable is based on a study day of 5 hours. Based on this timetable the complete course will take around 350 hours to complete, which is 70 days or 35 weeks at 2 days a week. While it was developed to assist distance learners it is also a good guide for classroom students after the course has been delivered.

Session	Days	Hours	Study & Assessments
1	2	10	<b>Lecture #1 – Group 1, Part 1: Orientation &amp; Financial Services:</b> Based on the PowerPoint slides and the "Getting Started" Study Guide and the Working in the Financial Services Industry textbook.
2	2	10	<b>Assessment #1 – Financial Services Industry (short answer questions)</b>
3	2	10	<b>Lecture #2 – Group 1, Part 2: OHS &amp; Business Documents:</b> Based on the PowerPoint slides and the Working in the Financial Services Industry textbook.
4	4	20	<b>Assessment #2 – OHS &amp; Business Documents (OHS reports and short answer questions)</b>
5	6	30	<b>Lectures #3 &amp; #4 – Group 2:</b> Introduction to Bookkeeping & Accounting based on the PowerPoint slides and Accounting and Bookkeeping: Principles and Practice textbook
6	4	20	<b>Homework and Textbook study:</b> Accounting and Bookkeeping: Principles and Practice
7	5	25	<b>MYOB Self-paced courses:</b> Ready To Go with MYOB & MYOB Accounting for GST/BAS
8	5	25	<b>Assessment #3 – Set up and operate a computerised accounting system</b>
9	2	10	<b>Lecture #5 – Group 3:</b> Bookkeeping Policies and Practices: Study Guide & ABN Pillars
10	5	25	<b>Assessment #4 – Group 3: Set Up A Bookkeeping Business (create a Bookkeeping Business Plan)</b>
11	2	10	<b>Lecture #6 – Group 4:</b> Bookkeeping, Budgeting & MYOB
12	4	20	<b>Homework and Textbook study:</b> Australian Master Bookkeepers Guide
13	5	25	<b>Assessment #5 – Group 4: Provide Contract Bookkeeping Services Using MYOB</b>
			Note Group 5 covers the Tax Practitioners Board's BAS Agents Skill Set
14	2	10	<b>Lecture #7 – Group 5.1:</b> Payroll & the Fair Work Act
15	1	5	<b>Self-paced course:</b> MYOB Accounting for Payroll
16	2	10	<b>Homework and Textbook study:</b> Australian Master Bookkeepers Guide & the BIA Fair Work Payroll guide
17	2	10	<b>Assessment #6 – Group 5 Part 1: Establish &amp; Maintain A Payroll System Using MYOB</b>
18	3	15	<b>Lecture #8 – Group 5.2:</b> Activity Statements based on the PowerPoint slides
19	3	15	<b>Homework and Textbook study:</b> Australian Master Bookkeepers Guide
20	3	15	<b>Assessment #7 – Group 5 Part 2: Activity Statements</b>
21	3	15	<b>Lecture #9 – Group 6:</b> End-Of-Period Financial Reports based on the PowerPoint slides
22	3	15	<b>Assessment Test #8 – Group 6: Maintain Asset &amp; Inventory Records</b>
<b>Totals</b>	<b>70</b>	<b>350</b>	

Suite 3, 82 - 90 Allison Crescent  
 MENAI NSW 2234  
 Ph: 02 8002 2299 Fax: 02 9423 6975  
 Email: [info@exactbusinessolutions.com.au](mailto:info@exactbusinessolutions.com.au)  
 Web: [www.exact-business-solutions.com.au](http://www.exact-business-solutions.com.au)



## FNS40210 CERTIFICATE IV Financial Services (Bookkeeping)

### Course Outline

<b>GROUP ONE - The Financial Services Industry &amp; OHS</b>
<b>Day 1</b>
<b>Trainer-led course: Lecture # 1 - Group 1, Part 1: Orientation &amp; Financial Services</b>
This lecture will cover: Orientation & Training Packages; Financial Services Industry; Managing your time; Communication and Working in a Team
<b>Day 2</b>
<b>Trainer-led course: Lecture # 2 - Group 1, Part 2: OHS &amp; Business Document</b>
This lecture will cover: Health and Safety in the Workplace; Doing Research and Writing Reports
<b>GROUP TWO - Setting up a Computerised Accounting System for a Sole Trader</b>
<b>Day 3 &amp; 4</b>
<b>Trainer-led course: Lecture 3 &amp; 4 Introduction to Bookkeeping &amp; Accounting</b>
This is the foundation lecture for the program and covers the History of Bookkeeping; Accounting Concepts and Principles; Business Organisations; Accounting Entities; Business Types; The Trading Cycle; Accounting Periods; Balance Date; Source Documents; Groups of Accounts; The Accounting Equation; Net Profit; The Rules of Debits & Credits; Double Entry Bookkeeping; Accounting Systems; Chart of Accounts; Accrual and Cash Accounting; GST; The Profit & Loss Statement & The Balance Sheet and The Flow of Information.
<b>Day 5</b>
<b>Trainer-led course: Lecture # 5 - Bookkeeping Basics</b>
Incorporating recording transactions in the accounting system; Preparation of financial statements; Measurement of profit; The purpose of adjusting entries; Completing the accounting cycle; Preparing adjusting entries; The adjusted trial balance; Closing entries; Small business concessions; Prepaid expenditure; Simplified depreciation rules; Simplified trading stock rules; Small business CGT concessions and Accounting for GST.
<b>Day 6 &amp; 7</b>
<b>Self-paced course: Ready To Go with MYOB Accounting Software</b>
On this course you will learn how to create a new company file in MYOB; deal with more complex invoicing matters; enter customer and supplier details into MYOB's card file; export MYOB data to Microsoft Excel 2003; make purchases from suppliers; make sales to customers; modify a chart of accounts to suit specific business needs; pay for purchases that have been made from suppliers; perform a bank reconciliation; perform end of month operations in MYOB; produce a variety of business related reports; record customer payments; set up a petty cash operation in MYOB; setup inventory for a new company file; track and monitor your credit cards; verify, backup, & restore MYOB data files & write cheques to make payments.
<b>Day 8</b>
<b>Trainer-led course: Intermediate MYOB with GST &amp; BAS</b>
On this course you will learn how to use the MYOB Banking command centre; reconcile bank accounts; understand file management and error correction; understand Cash and Accrual accounting methods; use advanced sales and purchases features & understand GST & BAS in depth

Suite 3, 82 - 90 Allison Crescent  
 MENAI NSW 2234  
 Ph: 02 8002 2299 Fax: 02 9423 6975  
 Email: [info@exactbusinessolutions.com.au](mailto:info@exactbusinessolutions.com.au)  
 Web: [www.exact-business-solutions.com.au](http://www.exact-business-solutions.com.au)



### **GROUP THREE - Bookkeeping Policies and Practices**

#### **Day 9**

#### **Trainer-led course: Lecture # 6 - Bookkeeping Policies and Practices**

Incorporating The history and background to the current legislative framework under which bookkeepers operate; The old legislation – the Income Tax Assessment Act of 1936; The new legislation – the Tax Agent Services Act 2009; What is a BAS Service; Who needs to register as a BAS agent?; Recognised BAS Agent Associations; Code of Professional Conduct; ABN BAS; ATO Guidelines for Developing a Robust Risk-Based QA Process; Australian Accounting Standards; Professional Development; Professional Partner Programs; Break Even Analysis; Financial Services Legislation; Time Management; The Essentials of Public Practice; Working with Accountants; New Client Relationship and Bookkeeping Business Plan

### **GROUP FOUR - Setting up a Computerised Accounting System for a Corporation &**

### **GROUP FIVE - BAS Agent Registration Skill Set**

#### **Day 10 & 11**

#### **Trainer-led course: Lecture 7 & 8 Bookkeeping, Budgeting, Payroll & The Fair Work Act**

Incorporating MYOB accounting; Budgeting; PAYG; TFN Declaration; Pay as you go; Employer vs. Contractor; Fair Work Act; Payment summaries; Superannuation; Pay slips; Privacy laws; Unfair dismissal and Unlawful termination.

### **GROUP FIVE - BAS Agent Registration Skill Set**

#### **Day 12**

#### **Self-paced course: MYOB Payroll**

On this course you will learn how to setup MYOB Accounting Plus for payroll; add employee payroll details in MYOB; conduct a pay run; create and track employee entitlements; pay employees electronically; display payroll information and generate reports; finalise the end of a pay year.

#### **Day 13**

#### **Trainer-led course: Lecture # 9 - Activity Statements**

Incorporating Researching and documenting Statutory, legislative and regulatory requirements relating to Activity Statements; Identifying Lodgment schedule requirements; Recognising GST implications and coding transactions; Reporting on payroll and other amounts withheld, pay as you go (PAYG) installments and taxes & Completing, reconciling and lodging the Activity Statement

### **GROUP Six - Assets, Inventory & End of Year Reporting**

#### **Day 14**

#### **Trainer-led course: Lecture #10 - End of Period - Financial Reports**

Incorporating Setting up an asset register; Complying with organisational asset acquisition procedures; Reconciling asset register and inventory records to the general ledger; Recording inventory flows; Recognising new assets and asset categories; Preparing schedules and ad hoc reports; Recording the disposal of fixed assets; Recording general journal entries for balance day adjustments; Preparing final general ledger accounts & end-of-period financial reports.