

Suite 3, 82 - 90 Allison Crescent
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The Accurate Bookkeeping and Training Professional



Services offered:

Onsite & Classroom Training MYOB Specialists
Microsoft Office Classroom Training
Bookkeeping Services temporary or permanent

MYOB Software Reseller
Software/Data Troubleshooting
Remote Support

FNS40207 CERTIFICATE IV FINANCIAL SERVICES (BOOKKEEPING)

COURSE DESCRIPTION

Course Duration: 15 Days

Attendance Pattern: 1 day per week over 15 weeks comprised of the following:

10x	9:30 - 4pm	Trainer led Lectures
3x	9:30 - 4pm	Self paced computer practical
2x	9:30 - 4pm	Trainer-led computer practical

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

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

Next date course is offered: Visit our website for details

Who should 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 comprehensive course is designed for people who wish to have a career as a professional contract bookkeeper, either working under the direction of a Tax Agent/Public Accountant, for a Bookkeeping Business or Franchise or in their own Bookkeeping Business.

Employed bookkeepers with experience will also benefit from this nationally recognised course as they will gain a valuable qualification in their chosen career field.

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This 15 day course includes comprehensive manuals, bookkeeping training using MYOB and the FNS40207 Certificate IV in Financial Services (Bookkeeping) which is the newly developed and released Australia wide accredited qualification for bookkeepers. Participants will be instructed by Catherine Parker, Exact Business Solutions Pty Ltd.

About The Course:

Competence is demonstrated by both multiple choice & short answer theory questions and the successful completion of an open book assessment designed to test the students' ability to complete a set of monthly and quarterly accounts, including bank reconciliations.

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

Group One - Workplace Basics

1. FNSICGEN304A - Apply health and safety practices in the workplace
2. FNSICGEN302A - Use technology in the workplace.

Group Two - Establish & Maintain a Bookkeeping System

1. FNSICGEN301B - Communicate in the workplace
2. FNSBKPG402A - Establish and maintain a Cash Accounting System
3. FNSBKPG403A - Establish and maintain an Accrual Accounting System
4. FNSACCT407B - Set up and operate a computerised Accounting System
5. FNSBKPG405A - Establish and maintain a payroll system
6. FNSACCT405B - Prepare financial statements

Group Three - Part One - Bookkeeping Policies & Practices

1. FNSICIND401B - Apply principles of professional practice to work in the financial services industry
2. FNSBKPG401A - Develop and implement policies and practices relevant to bookkeeping activities

Group Three - Part Two - End of Period Financial Reports & Activity Statements

1. FNSACCT406B - Maintain asset and inventory records
2. BSBADM408A - Prepare financial reports
3. FNSBKPG404A - Carry out Business Activity and Installment Activity Statement tasks

The elective units in this unique qualification have been carefully selected to ensure graduates are competent to be employed in a bookkeeping and clerical accounting role.

Group One - Workplace Basics covers two of the industry core subjects, FNSICGEN304A - Apply health and safety practices in the workplace and FNSICGEN302A - Use technology in the workplace which are mandatory subjects for all Financial Services qualifications at any level.

The nine units in ***Group Two - Establish & Maintain a Bookkeeping System*** are assessed as a single group cluster thus enabling us to teach all of the units in as a single subject. Consequently we do not have to duplicate any of our training or assessments thus dramatically reducing the teaching time in comparison with a TAFE college which teaches one unit at a time.

The two units in ***Group Three - Part One - Bookkeeping Policies & Practices*** and the three units in ***Group Three - Part Two - End of Period Financial Reports & Activity Statements*** are also assessed as single group clusters.

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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 accounting system such as MYOB to perform these activities. Therefore in addition to 10 days of lectures, students will receive 4 days of extensive self-paced and 1 day on more advanced instructor led MYOB training to assist them with starting on the assessments.

Assessment:

For the practical assessment tests we have created a scenario case study and have written a 38 page Policy & Procedures Manual which the student will be required to refer to for specific instructions on how that particular business operates. The purpose of this scenario and manual is, as far as possible, to simulate an actual workplace experience in the classroom.

Students will be required to first set up a company file, chart of accounts, opening balances, customers, suppliers, inventory items, tax codes and payroll records for this entity in a computerised accounting system and then to enter an entire month's transactions comprising of creditors invoices and payments of suppliers, sales invoices, adjustment notes and banking, petty cash, credit card and direct debit transactions, reconciliations of bank accounts and subsidiary ledgers and payroll transactions. End of period reporting, bad debt and end of year processes will complete the assessment.

All of the processing of accounting transactions will be conducted using MYOB. Accounting principles and concepts including accounting entities, chart of accounts, the accounting equation & double entry bookkeeping will be covered and assessed. We will only lightly cover manual accounting procedures as we believe that the introduction of GST and the requirement to report transactions on the Business Activity Statement (BAS) on a cash basis, as well as an accrual basis, have rendered manual accounting almost redundant and it is far more important that students have an extensive knowledge of computerised accounting systems, such as MYOB and QuickBooks.

As a consequence our students will be competent in MYOB as well as in basic bookkeeping and accounting principles.

What does the course include:

The following learning materials will be provided for this course:

- Textbooks specific to:
 - The Financial Services Industry
 - The Bookkeeping Industry
- Study Guides:
 1. Workplace Basics Study Guide and PowerPoint slides
 2. Introduction to Bookkeeping Study Guide, PowerPoint slides & Exercise Book
 3. Setting-up and Maintaining a Bookkeeping System Study Guide and PowerPoint slides
 4. Working in the Bookkeeping Industry Study Guide and PowerPoint slides
 5. Bookkeeping Policies and Practices Study Guide and PowerPoint slides
 6. End-of-Period Financial Reports & Activity Statements Study Guide & PowerPoint slides
- 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
- USB Flash Drive for use in completing your assessments (this remains the property of BIA and must be returned when all assignments are complete)

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RPL - Recognition of Prior Learning

RPL is an assessment process that assesses the *individual's* non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.

To gain competency in the compulsory units of Certificate IV you need to be able to demonstrate that you currently:

- ✓ Have a sound working knowledge of relevant legislation;
- ✓ Have a sound working knowledge of codes of practice for the Financial Services industry;
- ✓ Understand and can implement Occupational Health and Safety procedures;
- ✓ Can communicate effectively and efficiently to a variety of audiences;
- ✓ Have a sound knowledge of organisational and industry policy and procedures;
- ✓ Have the ability to read data and input accurately;
- ✓ Can operate an accounting system to process transactions

For more information on the procedure for Recognition of Prior Learning please contact Cathy on (02) 8002 2299.

Distance Learning Option

The Certificate IV Financial Services (Bookkeeping) offers a Distance Learning Option.

For more information please contact Cathy on (02) 8002 2299.



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 FNS40207 Certificate IV in Financial Services which is an Australia wide accredited qualification.

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FNS40207 CERTIFICATE IV Financial Services (Bookkeeping) COURSE OUTLINE

GROUP ONE - WORKPLACE BASICS

Day 1
<i>Trainer-led course: Welcome & Induction - Workplace Basics</i>
<i>Workshop: Occupational Health & Safety</i>
<i>Homework - Assessment: FNSICGEN304A - Apply health and safety practices in the workplace</i>
Day 2
<i>Self-paced course: Use Technology in the Workplace</i>
<i>After basic instruction from your trainer you will start working on completing the assessment in class.</i>
<i>Homework - Assessment: FNSICGEN302A - Use technology in the workplace</i>

GROUP TWO - ESTABLISH AND MAINTAIN A BOOKKEEPING SYSTEM

Day 3 & 4
<i>Trainer-led course: Introduction to Bookkeeping & Accounting</i>
<i>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</i>
Day 5&6
<i>Self-paced course: Ready To Go with MYOB Accounting Software</i>
<i>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</i>
Day 7
<i>Self-paced course: MYOB Payroll</i>
<i>On this course you will learn how to setup MYOB 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. This course also covers the Australian legislations that payroll officers need to know.</i>

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GROUP TWO cont.....

Day 8 & 9

Trainer-led course: Setting-up and Maintaining a Bookkeeping System

Incorporating the Business Framework; Accounting Framework; Chart of Accounts review; Capital structure; Trading Stock; Accounts Receivable; Accounts Payable; The Cashbook; Inventory; Payroll & Completing the Accounting Cycle

Day 8 - Homework - Assessment-Group 2 Start on the Theory Assessment (question numbers as listed)

Day 9 - Homework - Assessment-Group 2 Answer further Theory Assessment (question numbers as listed)

Day 10

Trainer-led MYOB Course: Intermediate MYOB with GST & BAS

On this course you will learn how to use the more detailed sections of the MYOB Banking, Sales and Purchases command centres in detail including electronic payments; reconcile bank accounts including credit cards, till takings and bank loans; understand Cash and Accrual accounting methods; work in two financial years and dealing with MYOB Inventory. You will also cover GST in depth by going through Hire Purchase, Chattel Mortgage, Insurance and other difficult GST entries plus learn more about reconciling their GST and Preparing a BAS

Homework - Assessment - Group 2 - MYOB Practical Assessment

GROUP THREE - Part One - BOOKKEEPING POLICIES AND PRACTICES

Day 11 & 12

Trainer-led course: Bookkeeping Policies and Practices

Incorporating Starting your Bookkeeping Business; Business Failures; Business Name; Business Location; Marketing your Bookkeeping Business; Key Services; Charges; Duration; Debt Collection; Lead Generation; Boosting Profitability; Operating your Bookkeeping Business; Troubleshooting; MYOB Tricks and Traps; Impact of External forces on the financial services industry; the main sectors & the roles & responsibilities of the participants in the financial services industry; Developing a professional working relationship with relevant parties; Carrying out research to identify compliance requirements and support materials & the Setting up and maintaining of appropriate systems to meet compliance requirements

GROUP Three - Part Two & Part 3 - END OF PERIOD FINANCIAL REPORTS & ACTIVITY STATEMENTS

Day 13, 14 & 15

Trainer-led course: Part 2 - End of Period - Dealing with Assets and Depreciation

Trainer led course: Part 2 - End of period - Financial Reports and Stock Management

Trainer led course: Part 3 - Activity Statements

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; 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

Homework: Assessment - Group 3 Parts 1,2 & 3