



# FNS Financial Services Training Package and MYOB titles

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## New releases

FNSACC313	<p>Perform financial calculations 4<sup>th</sup> edition  <i>Ian Berry and Software Publications writing team</i></p> <p>The FNSACC313 learning guide covers a range of routine calculation methods and techniques when performing routine financial calculations and checking calculation outcomes, including:</p> <ul style="list-style-type: none"> <li>• basic calculations</li> <li>• spreadsheets</li> <li>• interest</li> <li>• GST</li> <li>• mark-up and margins</li> <li>• break-even point</li> <li>• depreciation</li> <li>• inflation.</li> </ul>	978-1-925291-62-9	25.95	
	<p><i>Training resources CD for the 4<sup>th</sup> edition</i>  <i>Includes 2 assessment options, additional exercise and solutions including expanded solutions for the learning guide</i></p>	978-1-925291-63-6	74.95	
FNSINC401	<p>Apply principles of professional practice to work in the financial services industry 4<sup>th</sup> edition  <i>Peter Bull and Software Publications writing team</i></p> <p>This learning guide covers:</p> <ul style="list-style-type: none"> <li>• overview of the Financial Services Industry</li> <li>• regulators and authorities</li> <li>• stock market</li> <li>• professional organisations</li> <li>• industry legislation</li> <li>• culture and ethics</li> <li>• teamwork</li> <li>• workplace technology</li> <li>• environmental sustainability</li> <li>• basic financial calculations.</li> </ul> <p>Assessment is included in this learning guide.</p>	978-1-925291-61-2	28.95	
	<p><i>Marking guide CD for 4th edition</i>  <i>Marking guide for exercises and assessment tasks</i></p>	978-1-925291-65-0	74.95	

## Coming soon

FNSACC311 Process financial transactions and extract interim reports manually

FNSACC408 Work effectively in the accounting and bookkeeping industry

FNSTPB401 Complete business activity and instalment activity statements using MYOB AccountRight

FNSTPB402 Establish and maintain payroll systems using MYOB AccountRight

BSBSMB412 Introduce cloud computing into business operations



## Financial Services Training Package

UNIT CODE	UNIT TITLE	ISBN	PRICE
FNSACC301A & FNSACC301	Process financial transactions and extract interim reports manually and using MYOB AccountRight v19.8 <i>Includes MYOB Student Edition DVD Marian Brown and Lyn Joyce</i>	978-1-922012-93-7	44.95
	<i>Training resources CD Includes 1 assessment option, solutions and reference material</i>	978-1-922241-54-2	74.95
	Process financial transactions and extract interim reports manually 2013 Edition workbook <i>Marian Brown and Lyn Joyce</i>	978-1-922012-77-7	49.95
	<i>Training resources CD Includes 2 assessment options, solutions and reference material</i>	978-1-922012-65-4	74.95
FNSACC302A & FNSACC302	Administer subsidiary accounts and ledgers using MYOB AccountRight v19.8 2 <sup>nd</sup> edition <i>Includes MYOB Student Edition DVD Leanne Berry</i>	978-1-922241-27-6	41.95
	<i>Training resources CD Includes 2 assessment options, solutions and reference material</i>	978-1-922012-70-8	74.95
FNSACC313	Perform financial calculations 4 <sup>th</sup> edition <i>Ian Berry and Software Publications writing team</i>	978-1-925291-62-9	25.95
	<i>Training resources CD for the 4<sup>th</sup> edition Includes 2 assessment options, additional exercise and solutions including expanded solutions for the learning guide</i>	978-1-925291-63-6	74.95
FNSACC404A & FNSACC404	Prepare financial statements for non-reporting entities using MYOB AccountRight v19.8 <i>Includes MYOB Student Edition DVD Marian Brown, Leanne Berry and Rochelle Park</i>	978-1-922012-75-3	39.95
	<i>Training resources CD Includes 2 assessment options, solutions and reference material</i>	978-1-922012-76-0	74.95
FNSACC405A & FNSACC405	Maintain inventory records using MYOB AccountRight Plus v19.8 <i>Includes MYOB Student Edition DVD Marian Brown and Lyn Joyce</i>	978-1-922012-79-1	39.95
	<i>Training resources CD Includes 2 assessment options, solutions and reference material</i>	978-1-922241-05-4	74.95
FNSACC406A & FNSACC406	Set up and operate a computerised accounting system using MYOB AccountRight v19.8 <i>Includes MYOB Student Edition DVD Marian Brown and Lyn Joyce</i>	978-1-922012-67-8	54.95
	<i>Training resources CD Includes 2 assessment options, additional exercise, solutions and reference material</i>	978-1-922012-73-9	74.95



UNIT CODE	UNIT TITLE	ISBN	PRICE
FNSBKG401A & FNSBKG401	Develop and implement policies and procedures relevant to bookkeeping activities <b>2<sup>nd</sup> edition</b> <i>Haylee Walmsley</i>	978-1-922241-25-2	19.95
	<i>Training resources CD</i> <i>Includes 1 additional assessment, marking guides and 3 PowerPoint presentations</i>	978-1-922241-32-0	74.95
FNSBKG402A/ FNSBKG403A & FNSBKG402/ FNSBKG403	Establish and maintain cash and accrual accounting systems using MYOB AccountRight v19.8 <i>Includes MYOB Student Edition DVD</i> <i>Marian Brown, Leanne Berry and Lyn Joyce</i>	978-1-922012-80-7	49.95
	<i>Training resources CD</i> <i>Includes 2 assessment options, additional exercise, solutions and reference material</i>	978-1-922241-06-1	74.95
FNSBKG404A & FNSBKG404	Carry out business activity and instalment activity statement tasks using MYOB AccountRight v19.10 current as at 1 July 2014 includes 9.5% superannuation <i>Includes MYOB Student Edition DVD</i> <i>Amanda Linton</i>	978-1-922241-78-8	49.95
	<i>Training resources CD</i> <i>Includes 2 assessment options, solutions and reference material</i>	978-1-922241-86-3	99.95
FNSBKG405A & FNSBKG405	Establish and maintain a payroll system using MYOB AccountRight v19.10 current as at 1 July 2014 includes 9.5% superannuation <i>Includes MYOB Student Edition DVD</i> <i>Leanne Berry</i>	978-1-922241-76-4	54.95
	<i>Training resources CD</i> <i>Includes 2 assessment options, solutions and reference material</i>	978-1-922241-89-4	99.95
FNSINC301A & FNSINC301	Work effectively in the financial services industry <b>2<sup>nd</sup> edition</b> <i>Haylee Walmsley</i>	978-1-922241-11-5	24.95
	<i>Training resources CD</i> <i>Includes 2 additional assessments, marking guides and PowerPoint presentation</i>	978-1-922241-22-1	74.95
FNSINC401	Apply principles of professional practice to work in the financial services industry 4th edition <i>Peter Bull and Software Publications writing team</i>	978-1-925291-61-2	28.95
	<i>Marking guide CD for 4th edition</i> <i>Marking guide for exercises and assessment tasks</i>	978-1-925291-65-0	74.95



## Units imported from other Training Packages

UNIT CODE	UNIT TITLE	ISBN	PRICE
BSBCUS301	Deliver and monitor a service to customers learner guide <i>Kim Aubrey</i>	978-1-925291-08-7	24.95
BSBFIA302A & BSBFIA302	Process payroll manually and using MYOB AccountRight v19.10 current as at 1 July 2014 workbook <i>Includes MYOB Student Edition DVD</i>	978-1-922241-77-1	39.95
	<i>Training resources CD</i> <i>Includes 2 assessment options, solutions and reference material</i>	978-1-922012-83-8	99.95
BSBFIA401A & BSBFIA401	Prepare financial reports manually and using MYOB AccountRight v19.8	978-1-922012-64-7	41.95
	<i>Training resources CD</i>	978-1-922012-68-5	74.95
BSBITU202 and BSBITU304	Create and produce spreadsheets (Excel 2016) <i>Software Publications writing team</i>	978-1-925291-21-6	36.95
	Solutions CD for Create and produce spreadsheets (Excel 2016)	978-1-925291-44-5	49.95
	Computer skills Create and produce spreadsheets (Excel 2016) <i>Abridged workbook</i> <i>Software Publications writing team</i>	978-1-925291-33-9	24.95
	Solutions CD for Computer skills Create and produce spreadsheets (Excel 2016)	978-1-925291-45-2	49.95
BSBITU202A/ BSBITU304A & BSBITU202/ BSBITU304	Create and produce spreadsheets Excel 2013	978-1-922241-28-3	36.95
	<i>Solutions CD</i>	978-1-922241-35-1	49.95
	Computer skills Create and produce spreadsheets (Excel 2013) <i>Covers a limited Range Statement</i>	978-1-922241-70-2	24.95
	<i>Solutions CD</i>	978-1-922241-83-2	49.95
	Training resources CD for Computer skills Create and produce spreadsheets (Excel 2013) <i>Includes completed exercise files, marking guide, progress checksheets, Windows 7 instructions</i>	978-1-922241-90-0	99.95
BSBITU304	Produce spreadsheets (Excel 2016) <i>Software Publications writing team</i>	978-1-925291-26-1	36.95
	<i>Solutions CD for Produce spreadsheets (Excel 2016)</i>	978-1-925291-49-0	49.95
BSBITU304A & BSBITU304	Produce spreadsheets Excel 2013	978-1-922241-17-7	36.95
	<i>Solutions CD</i>	978-1-922241-33-7	49.95



UNIT CODE	UNIT TITLE	ISBN	PRICE
BSBITU306	Design and produce business documents (Office 2016) <i>Software Publications writing team</i>	978-1-925291-19-3	36.95
	<i>Marking guide CD</i>	978-1-925291-48-3	49.95
	Special edition Design and produce business documents (Office 2016) <i>2 volume set: Volume 1–BSBITU306 Design and produce business documents (Office 2016) workbook; Volume 2–supplements for Microsoft Word 2016 (based on abridged BSBITU201) and Microsoft Excel 2016 (based on abridged BSBITU202)</i>	978-1-925291-57-5	54.95
BSBITU306A & BSBITU306	Design and produce business documents Office 2013 Standard BSB edition covering the Unit of Competency only <i>Software Publications writing team</i>	978-1-922241-20-7	36.95
	<i>Marking guide CD</i>	978-1-922241-52-8	49.95
	Special edition Design and produce business documents Office 2013 Includes Windows 8 basics, workplace procedures, document planning; and Microsoft Word and Excel 2013 <i>Software Publications writing team</i>	978-1-922241-99-3	49.95
	Expanded edition Design and produce business documents (Office 2013) Includes Windows 8 basics, workplace procedures, document planning; and Microsoft Word, Excel, PowerPoint and Access 2013 <i>Software Publications writing team</i>	978-1-925291-14-8	74.95
BSBITU402	Develop and use complex spreadsheets (Excel 2016) <i>Software Publications writing team</i>	978-1-925291-30-8	36.95
	<i>Solutions CD</i>	978-1-925291-42-1	49.95
BSBITU402A & BSBITU402	Develop and use complex spreadsheets Excel 2013 <i>Software Publications writing team</i>	978-1-922241-18-4	36.95
	<i>Solutions CD</i>	978-1-922241-36-8	49.95
BSBOHS201A	Participate in OHS processes 2 <sup>nd</sup> edition	978-1-921971-16-7	24.95
	<i>Marking guide CD</i>	978-1-921971-17-4	29.95
BSBWOR301B	Organise personal work priorities and development learner guide <i>Belinda Henwood</i>	978-1-922241-57-3	22.95
	<i>Marking guide CD</i>	978-1-922241-62-7	29.95
BSBWOR501B & BSBWOR501	Manage personal work priorities and professional development	978-1-922012-97-5	22.95
	<i>Training courseware CD</i> <i>Includes assessor guide and PowerPoint presentation</i>	978-1-922241-69-6	99.95
BSBWRT301A & BSBWRT301	Write simple documents workbook <i>New format, revised content and exercises</i> <i>Software Publications writing team</i>	978-1-921971-21-1	29.95
	<i>Training and assessment guide CD</i> <i>Includes training and assessment mapping, training plans, exercise and assessment instructions and solutions plus the Assessment</i>	978-1-921971-22-8	99.95



## MYOB AccountRight v19.8 for schools and short courses

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<b>Computerised accounting using MYOB v19.8</b> covering: BSBFIA301A & BSBFIA301 Maintain financial records BSBFIA303A & BSBFIA303 Process accounts payable and receivable BSBFIA304A & BSBFIA304 Maintain a general ledger 60 hour course This workbook covers: <ul style="list-style-type: none"><li>• cashbook</li><li>• notes and exercises on double-entry bookkeeping</li><li>• general ledger including setting up a company file</li><li>• sales</li><li>• purchases</li><li>• preparing the business activity statement.</li></ul> <i>Includes MYOB Student Edition DVD</i>	978-1-922012-82-1	49.95
Training resource CD <i>Includes 4 additional exercises, assessment, solutions, reference material</i>	978-1-922241-13-9	74.95
<hr/> <b>MYOB Made Easy for the Classroom</b> A course suited to Year 10 MYOB component 12 hours plus manual bookkeeping exercise 3 hours. This workbook covers: <ul style="list-style-type: none"><li>• purchases and returns</li><li>• sales and returns</li><li>• cash receipts</li><li>• cash payments</li><li>• general journal entries</li><li>• bank reconciliation.</li></ul> This workbook does not include Student Edition software.	978-1-922241-00-9	29.95
Training resource CD <i>Includes 2 additional exercises, solutions and completed company files.</i>	978-1-922241-01-6	74.95
<hr/> <b>MYOB Cashbook</b> A course suited to Year 9 6–9 hour course This workbook explores the Banking Command Centre of MYOB AccountRight with step by step instructions and screen dumps. It covers: <ul style="list-style-type: none"><li>• entering receipts and payments</li><li>• bank reconciliation.</li></ul> <i>Includes MYOB Student Edition DVD</i>	978-1-922241-02-3	24.95
Training resource CD <i>Includes 2 additional exercises, solutions and completed company files.</i>	978-1-922241-03-0	74.95

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<b>Bookkeeping Basics and MYOB</b> 6 hour course This workbook covers bookkeeping basics such as: <ul style="list-style-type: none"><li>• assets</li><li>• sole trader</li><li>• double-entry bookkeeping</li><li>• rules for debiting and crediting accounts</li><li>• preparation of a profit and loss and balance sheet.</li></ul> <i>Includes MYOB Student Edition DVD</i>	978-1-922012-95-1	34.95
<b>Introduction to MYOB</b> 18 hours – 6 x 3 hours A course suited to Year 12 This workbook explores an MYOB company file with step by step instructions and screen dumps. The workbook covers: <ul style="list-style-type: none"><li>• cash receipts and cash payments</li><li>• what happens behind the windows</li><li>• sales tax invoices and purchase tax invoices</li><li>• correcting errors</li><li>• Help</li><li>• reconciliation of bank accounts</li><li>• debtors and creditors</li><li>• reports</li><li>• preparing a business activity statement</li><li>• end of year procedures</li><li>• journal entries.</li></ul> <i>Includes MYOB Student Edition DVD</i>	978-1-922012-98-2	44.95
Training resource CD <i>Includes 3 additional exercises, solutions and completed company files.</i>	978-1-922012-99-9	74.95

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