FNS and FNS10
Financial Services Training Package
and
MYOB titles

INQUIRIES

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- FNS04 Financial Services Training Package
- MYOB v19 and earlier
- Microsoft 2007 and earlier
- Contents and sample pages

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Financial Services Training Package Units

FNSACC301A & FNSACC301	Process financial transactions and extract interim reports manually and using MYOB AccountRight v19.8 *Includes MYOB Student Edition DVD* *Marian Brown and Lyn Joyce*	978-1-922012-93-7	44.95
	Training resources CD *Includes 1 assessment option, solutions and reference material*	978-1-922241-54-2	74.95
	Process financial transactions and extract interim reports manually 2013 Edition workbook *Marian Brown and Lyn Joyce*	978-1-922012-77-7	49.95
	Training resources CD *Includes 2 assessment options, solutions and reference material*	978-1-922012-65-4	74.95
FNSACC302A & FNSACC302	Administer subsidiary accounts and ledgers using MYOB AccountRight v19.8 2nd edition *Includes MYOB Student Edition DVD* *Leanne Berry*	978-1-922241-27-6	41.95
	Training resources CD *Includes 2 assessment options, solutions and reference material*	978-1-922012-70-8	74.95
FNSACC303A & FNSACC303	Perform financial calculations 3rd Edition *Updated to include changes to income tax as at 1 July 2012* *Ian Berry and Software Publications writing team*	978-1-922012-61-6	24.95
	Training and assessment guide CD *for the 2nd and 3rd editions* *Includes training and assessment mapping, training plans, exercise and assessment instructions and solutions plus the Assessment*	978-1-921971-11-2	99.95
FNSACC404A & FNSACC404	Prepare financial statements for non-reporting entities using MYOB AccountRight v19.8 *Includes MYOB Student Edition DVD* *Marian Brown, Leanne Berry and Rochelle Park*	978-1-922012-75-3	39.95
	Training resources CD *Includes 2 assessment options, solutions and reference material*	978-1-922012-76-0	74.95
FNSACC405A & FNSACC405	Maintain inventory records using MYOB AccountRight Plus v19.8 *Includes MYOB Student Edition DVD* *Marian Brown and Lyn Joyce*	978-1-922012-79-1	39.95
	Training resources CD *Includes 2 assessment options, solutions and reference material*	978-1-922241-05-4	74.95
FNSACC406A & FNSACC406	Set up and operate a computerised accounting system using MYOB AccountRight v19.8 *Includes MYOB Student Edition DVD* *Marian Brown and Lyn Joyce*	978-1-922012-67-8	54.95
	Training resources CD *Includes 2 assessment options, additional exercise, solutions and reference material*	978-1-922012-73-9	74.95

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FNSBKG401A & FNSBKG401	Develop and implement policies and procedures relevant to bookkeeping activities **2nd edition** *Haylee Walmsley*	978-1-922241-25-2	19.95
	Training resources CD *Includes 1 additional assessment, marking guides and 3 PowerPoint presentations*	978-1-922241-32-0	74.95
FNSBKG402A/ FNSBKG403A & FNSBKG402/ FNSBKG403	Establish and maintain cash and accrual accounting systems using MYOB AccountRight v19.8 *Includes MYOB Student Edition DVD* *Marian Brown, Leanne Berry and Lyn Joyce*	978-1-922012-80-7	49.95
	Training resources CD *Includes 2 assessment options, additional exercise, solutions and reference material*	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 *Includes MYOB Student Edition DVD* *Amanda Linton*	978-1-922241-78-8	49.95
	Training resources CD *Includes 2 assessment options, solutions and reference material*	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 *Includes MYOB Student Edition DVD* *Leanne Berry*	978-1-922241-76-4	54.95
	Training resources CD *Includes 2 assessment options, solutions and reference material*	978-1-922241-89-4	99.95
FNSINC301A & FNSINC301	Work effectively in the financial services industry 2nd edition *Haylee Walmsley*	978-1-922241-11-5	24.95
	Training resources CD *Includes 2 additional assessments, marking guides and PowerPoint presentation*	978-1-922241-22-1	74.95
FNSINC401A	Apply principles of professional practice to work in the financial services industry 3rd edition *Includes updated exercises and assessment* *Peter Bull*	978-1-921971-48-8	24.95
	Marking guide CD for 3rd edition *Marking guide for exercises and assessment tasks*	978-1-921971-08-2	29.95

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Units imported from other Training Packages

BSBCUS301	Deliver and monitor a service to customers learner guide *Kim Aubrey*	978-1-925291-08-7	24.95
BSBCUS301B	Deliver and monitor a service to customers learner guide *Kim Aubrey*	978-1-922241-68-9	24.95
BSBFIA302A & BSBFIA302	Process payroll manually and using MYOB AccountRight v19.10 current as at 1 July 2014 workbook *Includes MYOB Student Edition DVD*	978-1-922241-77-1	39.95
	Training resources CD *Includes 2 assessment options, solutions and reference material*	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
	Training resources CD	978-1-922012-68-5	74.95
BSBITU202A/ BSBITU304A & BSBITU202/ BSBITU304	Create and produce spreadsheets Excel 2013	978-1-922241-28-3	36.95
	Solutions CD	978-1-922241-35-1	49.95
	Computer skills Create and produce spreadsheets (Excel 2013) *Covers a limited Range Statement*	978-1-922241-70-2	24.95
	Solutions CD	978-1-922241-83-2	49.95
	Training resources CD for Computer skills Create and produce spreadsheets (Excel 2013) *Includes completed exercise files, marking guide, progress checksheets, Windows 7 instructions*	978-1-922241-90-0	99.95
BSBITU202A/ BSBITU304A	Create and produce spreadsheets Excel 2010	978-1-921780-70-7	36.95
	Solutions CD	978-1-921780-71-4	49.95
	Comprehensive version of Create and produce spreadsheets Excel 2010	978-1-921971-30-3	39.95
	Solutions CD	978-1-921971-31-0	49.95
BSBITU304A & BSBITU304	Produce spreadsheets Excel 2013	978-1-922241-17-7	36.95
	Solutions CD	978-1-922241-33-7	49.95
BSBITU304A	Produce spreadsheets Excel 2010	978-1-921885-15-0	36.95
	Solutions CD	978-1-921885-16-7	49.95

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BSBITU306A & BSBITU306	Design and produce business documents Office 2013 Standard BSB edition covering the Unit of Competency only *Software Publications writing team*	978-1-922241-20-7	36.95
	Marking guide CD	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 *Software Publications writing team*	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 *Software Publications writing team*	978-1-925291-14-8	74.95
	Marking guide CD	978-1-925291-15-5	59.95
BSBITU306A	Special edition Design and produce business documents Office 2010 Includes introductions to Windows XP and 7; workplace procedures; document planning; and Microsoft Word and Excel 2010	978-1-921971-03-7	49.95
	Marking guide CD	978-1-921971-04-4	49.95
	BNIT edition Design and produce business documents Office 2010 Suitable for learners completing a separate Excel unit. Includes introductions to Windows XP and 7; workplace procedures; document planning; and Microsoft Word, PowerPoint and Access 2010	978-1-922012-25-8	49.95
	Marking guide CD	978-1-922012-42-5	49.95
BSBITU402A & BSBITU402	Develop and use complex spreadsheets Excel 2013 *Software Publications writing team*	978-1-922241-18-4	36.95
	Solutions CD	978-1-922241-36-8	49.95
BSBITU402A	Develop and use complex spreadsheets Excel 2010	978-1-921780-78-3	36.95
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	Marking guide CD	978-1-921971-17-4	29.95
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	Marking guide CD	978-1-922241-62-7	29.95
BSBWOR501B & BSBWOR501	Manage personal work priorities and professional development	978-1-922012-97-5	22.95
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BSBWRT301A & BSBWRT301	Write simple documents workbook *New format, revised content and exercises* *Software Publications writing team*	978-1-921971-21-1	29.95
	Training and assessment guide CD *Includes training and assessment mapping, training plans, exercise and assessment instructions and solutions plus the Assessment*	978-1-921971-22-8	99.95
BSBWRT301A	Write simple documents *Software Publications writing team*	978-1-921885-23-5	29.95

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MYOB Handbooks

AccountRight 2012 Upgrade Handbook *A step by step guide to upgrading to MYOB's 2012 next generation software*	978-1-922012-43-2	32.95
AccountRight Live Handbook *This handbook is a guide to using AccountRight Live – a next generation cloud accounting service that offers the choice of doing your accounting on your desktop, in the cloud or both. Includes information on setting up and using Bank Feeds (Beta). Published December 2012*	978-1-922012-60-9	29.95
AccountRight 2011 Upgrade Handbook *A step by step guide to upgrading to MYOB's 2011 next generation software* *Includes the new features of* AccountEdge v11 for Mac	978-1-921971-78-5	37.95
AccountEdge v11 Upgrade Handbook *A step by step guide to upgrading to MYOB's 2011 next generation software*	978-1-921971-98-3	24.95

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MYOB AccountRight v19.8 for schools and short courses

Computerised accounting using MYOB v19.8 covering**:**	978-1-922012-82-1	49.95

BSBFIA301A & BSBFIA301 Maintain financial records
BSBFIA303A & BSBFIA303 Process accounts payable and receivable
BSBFIA304A & BSBFIA304 Maintain a general ledger
60 hour course
This workbook covers:

- cashbook
- notes and exercises on double-entry bookkeeping
- general ledger including setting up a company file
- sales
- purchases
- preparing the business activity statement.

Includes MYOB Student Edition DVD

Training resource CD	978-1-922241-13-9	74.95

Includes 4 additional exercises, assessment, solutions, reference material

MYOB Made Easy for the Classroom	978-1-922241-00-9	29.95

A course suited to Year 10
MYOB component 12 hours plus manual bookkeeping exercise 3 hours.
This workbook covers:

- purchases and returns
- sales and returns
- cash receipts
- cash payments
- general journal entries
- bank reconciliation.

This workbook does not include Student Edition software.

Training resource CD	978-1-922241-01-6	74.95

Includes 2 additional exercises, solutions and completed company files.

MYOB Cashbook	978-1-922241-02-3	24.95

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:

- entering receipts and payments
- bank reconciliation.

Includes MYOB Student Edition DVD

Training resource CD	978-1-922241-03-0	74.95

Includes 2 additional exercises, solutions and completed company files.

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Bookkeeping Basics and MYOB	978-1-922012-95-1	34.95

6 hour course

This workbook covers bookkeeping basics such as:

- assets
- sole trader
- double-entry bookkeeping
- rules for debiting and crediting accounts
- preparation of a profit and loss and balance sheet.

Includes MYOB Student Edition DVD

Introduction to MYOB	978-1-922012-98-2	44.95

18 hours – 6 x 3 hours

This workbook explores an MYOB company file with step by step instructions
and screen dumps. The workbook covers:

- cash receipts and cash payments
- what happens behind the windows
- sales tax invoices and purchase tax invoices
- correcting errors
- Help
- reconciliation of bank accounts
- debtors and creditors
- reports
- preparing a business activity statement
- end of year procedures
- journal entries.

Includes MYOB Student Edition DVD

Training resource CD	978-1-922012-99-9	74.95

Includes 3 additional exercises, solutions and completed company files.

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MYOB AccountRight v19 for schools and short courses

MYOB Basics plus BAS and Payroll (Turquoise)	978-1-921780-25-7	34.95

9 hour course

This workbook explores a data file with detailed step by step instructions to become familiar with the various Command Centres. It covers how to enter data including:

- cash receipts and payments
- sales invoices
- customer payments
- purchase invoices
- supplier payments.

The workbook also includes:

- inventory
- reconciliation of bank accounts
- debtors and creditors
- a number of basic reports
- Business Activity Statement
- how to process basic payroll and print reports.

Includes MYOB Student Edition DVD

Teacher resource CD	978-1-921971-88-4	49.95

MYOB Basics plus BAS (Purple)	978-1-921780-17-2	34.95

1 day course (6 hours)

All the basics are covered in this workbook. It explores an MYOB data file which is provided and covers:

- how to enter a variety of cash receipts and cash payments and what happens behind the windows
- how to enter different types of sales tax invoices and purchase tax invoices
- how to correct errors, use Help and the reconcile bank accounts
- debits and credits.

Includes MYOB Student Edition DVD

Teacher resource CD	978-1-921971-49-5	49.95

Basic Payroll	978-1-921885-25-9	24.95

6 hour course

This workbook covers the basic processing and reporting of payroll with step by step instructions and screen dumps to learn:

- how to process pays
- print and reconcile payroll.

The outstanding feature of this book is the drilling down of transactions to explain what is happening in the data file to assist in the understanding of how MYOB AccountRight Plus works.

Includes MYOB Student Edition DVD

Teacher resource CD	978-1-921885-26-6	49.95

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Minding your own business (Grey)	978-1-921780-36-3	44.95

21 hour community course (7 x 3 hours)

This workbook explores an MYOB data file with step by step instructions and screen dumps to become familiar with the various Command Centres.

The workbook covers:

- cash receipts and payments
- sales invoices
- customer payments
- purchase invoices
- supplier payments
- inventory
- reconciliation of bank accounts
- debtors and creditors
- customising invoices
- end of financial year transactions including journal entries
- basic reports
- processing payroll
- printing payslips and payroll reports.

Includes MYOB Student Edition DVD

Teacher resource CD	978-1-921971-90-7	49.95
MYOB for Beginners (Green)	978-1-921780-18-9	49.95

30 hours

This workbook covers the same content as **Brown's Introduction to MYOB AccountRight** plus includes:

- double-entry bookkeeping
- additional information on sales
- additional exercises.

The workbook covers the requirements of:

- BSBFIA301A Maintain financial records
- BSBFIA303A Process accounts payable and receivable
- BSBFIA304A Maintain a general ledger
- FNSACCT407B (except performance criteria 3.2).

Includes MYOB Student Edition DVD

Teacher resource CD	978-1-921971-91-4	49.95

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MYOB Beginners Course (Red)	978-1-921780-19-6	32.95

2 day course (12 hours)

This short course is perfect for RTOs with limited time and covers the requirements of:

- BSBFIA303A Process accounts payable and receivable using a computerised system

This condensed workbook explores an MYOB data file with step by step instructions and screen dumps to learn:

- how to enter a variety or cash receipts and cash payments
- what happens behind the windows
- how to enter different types of sales Tax Invoices including inventory and purchase Tax Invoices
- how to correct errors
- use Help
- reconcile bank accounts, debtors and creditors
- how to print a number of reports.

2 consolidation exercises are also provided which can be used for assessment.

Includes MYOB Student Edition DVD

Teacher resource CD	978-1-921971-92-1	49.95

MYOB for Users (Brown)	978-1-921780-22-6	32.95

2 days course (12 hours)

This workbook supports **MYOB Beginners Course**. This workbook includes step by step instructions and screen dumps to cover:

- how to set up an MYOB data file
- preparing Business Activity Statements including bank accounts, debtors, creditors, inventory and GST are reconciled
- journal entries for depreciation, stock valuations, private use and end of year adjustments for prepayment and accruals
- starting a new financial year
- Job Management feature of MYOB how to enter EFTPOS transactions
- budgets.

A revision exercise is included.

Understanding what is being entered is emphasised.

Includes MYOB Student Edition DVD

Teacher resource CD	978-1-921971-94-5	49.95

MYOB for Accountants (Blue)	978-1-921780-24-0	29.95

This workbook covers:

- how to set up MYOB
- end of year
- GST issues
- budgets
- jobs
- categories.

This workbook is suitable for teacher training.

Includes MYOB Student Edition DVD

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MYOB AccountRight v19 Intermediate (Salmon)	978-1-921780-23-3	34.95

6 hours

This workbook builds on the basics learnt in the Basics course and covers:

- how to create a new data file and enter opening balances
- out of the ordinary GST issues such as private use and entering recipient created tax invoices
- preparing Business Activity Statement and all the required checking and reconciliations
- working in MYOB's last year, this year and next year
- starting a new financial year.

Includes MYOB Student Edition DVD

Teacher resource CD	978-1-921971-95-2	49.95
MYOB AccountRight v19 Advanced (Violet)	978-1-921780-37-0	34.95

6 hours

This workbook builds on your Basics and Intermediate knowledge of MYOB AccountRight. Topics covered include:

- customising tax invoices
- entering budgets
- using jobs and categories to provide cost centre and job reports
- entering chattel mortgage and premium
- how to use identifiers and custom lists and design reports to use MYOB AccountRight as a database.

Includes MYOB Student Edition DVD

Teacher resource CD	978-1-921971-96-9	49.95
MYOB Extension Workbook – Intermediate and Advanced combined	978-1-921885-34-1	44.95

2 day advanced course

18 hours – 6 x 3 hours

This workbook builds on the basics learnt in the **Introduction** course. Each unit covers a different topic and the teacher can deliver the individual in any order. Complete step by step instructions and screen dumps are given.

The workbook covers:

- preparing a Business Activity Statement involving out of the ordinary GST issues such as:
  - private use
  - chattel mortgages
  - premium funding
  - entering recipient created tax invoices.
- how to use jobs, budgets, categories, custom lists and identifiers
- customising forms such as tax invoices.

Includes MYOB Student Edition DVD

Teacher resource CD	978-1-921971-97-6	49.95

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Computer Skills series is back!

The Computer Skills series is a set of concise workbooks which cover all the Performance Criteria of a given Unit, but limited items in the Range Statement. Based on Cheryl Price and Julia Wix originating material. These workbooks are based on Microsoft Word 2013 using Windows 8.1 operating system.

Computer skills BSBITU201A Produce simple word processed documents (Word 2013) suitable for BSBITU201	978-1-922241-63-4	24.95
Marking guide CD for Computer Skills BSBITU201A Produce simple word processed documents (Word 2013)	978-1-922241-81-8	49.95
Training resources CD for Computer skills BSBITU201A Produce simple word processed documents (Word 2013) *Includes completed exercise files, marking guide, progress checksheets, Windows 7 instructions*	978-1-922241-80-1	99.95
Computer skills BSBITU202A and BSBITU304A Create and produce spreadsheets (Excel 2013) suitable for BSBITU202	978-1-922241-70-2	24.95
Solutions CD for Computer skills BSBITU202A & BSBITU304A Create and produce spreadsheets (Excel 2013)	978-1-922241-83-2	49.95
Training resources CD for Computer skills BSBITU202A & BSBITU304A Create and produce spreadsheets (Excel 2013) *Includes completed exercise files, marking guide, progress checksheets, Windows 7 instructions*	978-1-922241-90-0	99.95
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Training resources CD for Computer skills BSBITU302B Create electronic presentations (PowerPoint 2013) *Includes completed exercise files, marking guide, progress checksheets, Windows 7 instructions*	978-1-922241-94-8	99.95
Computer skills BSBITU303A Design and produce text documents (Word 2013) suitable for BSBITU303	978-1-922241-72-6	24.95
Marking guide CD for Computer skills BSBITU303A Design and produce text documents (Word 2013)	978-1-922241-82-5	49.95
Training resources CD for Computer skills BSBITU303A Design and produce text documents (Word 2013) *Includes completed exercise files, marking guide, progress checksheets, Windows 7 instructions*	978-1-922241-91-7	99.95
Computer skills BSBITU309A Produce desktop published documents (Publisher 2013) suitable for BSBITU309	978-1-922241-73-3	24.95
Marking guide CD for Computer skills BSBITU309A Produce desktop published documents (Publisher 2013)	978-1-922241-92-4	49.95
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