

OfficeLink Learning Printed Resources for FNS release 3.0

Cert IV Accounting and Bookkeeping, Cert III Accounts Administration

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Resource Unit Code	Unit Name	Software version	ISBN	Price	Part Number	Assessment Tool and Marking Guide	Prac Files
FNSACC408	Work effectively in the accounting and bookkeeping industry		978-1-925527-72-8	\$18	300	✓	NA
BSBSMB412	Introduce cloud accounting into business operations		978-1-925527-71-1	\$24	303	✓	NA
BSBFIA401	Prepare Financial Reports	MYOB 19.12	978-1-925527-83-4	\$36	310	✓	✓
		MYOB 2017	978-1-925527-92-6	\$36	410	✓	✓
		Xero	978-1-925527-82-7	\$36	510	✓	✓
FNSACC311	Process Financial Transactions and Extract Interim Reports	MYOB 2017	978-1-925782-98-1	\$36	411	✓	✓
		Xero	978-1-925782-97-4	\$36	511	✓	✓
FNSACC312 <i>FNSACM301 FNSACM302 FNSACM303</i>	Administer Subsidiary Accounts and Ledgers <i>Also contains these units. Separate assessments available.</i>	MYOB 2017	978-1-925782-96-7	\$36	412	✓	✓
		Xero	978-1-925782-95-0	\$36	512	✓	✓
FNSACC416	Set up and Operate Computerised Accounting System	MYOB 2017	978-1-925782-94-3	\$36	416	✓	✓
		Xero	978-1-925782-93-6	\$36	516	✓	✓
FNSTPB401	Complete Business Activity and Instalment Activity Statement Tasks	MYOB 2017	978-1-925782-90-5	\$36	401	✓	✓
		Xero	978-1-925782-89-9	\$36	501	✓	✓
FNSTPB402	Establish and Maintain a Payroll System	MYOB 2017	978-1-925782-92-9	\$36	402	✓	✓
		Xero	978-1-925782-91-2	\$36	502	✓	✓
FNSACC414	Prepare Financial Statements for Non Reporting Entities	MYOB 2017	978-1-925782-88-2	\$36	414	✓	✓
		Xero	978-1-925782-87-5	\$36	514	✓	✓
FNSACC405	Maintain Inventory Records	MYOB 19.12	978-1-925782-99-8	\$36	305	✓	✓
		MYOB 2017	978-1-925782-84-4	\$36	405	✓	✓
FNSACC412	Prepare Operational Budgets	Excel 2016	978-1-925527-86-5	\$18	325	✓	NA
FNSACC313	Perform Financial Calculations	Excel 2016	978-1-925782-77-6	\$30	313	✓	✓
BSBITU306	Design and Produce Business Documents FNS version	Office 2016	978-1-925527-48-3	\$36	255	✓	✓
BSBWRT301	Write Simple Documents					✓	✓
BSBITU402	Develop and Use Complex Spreadsheets	Excel 2016	978-1-925527-21-6	\$36	247	✓	✓
BSBCUS301	Deliver and Monitor a Service to Customers		978-1-925366-16-7	\$18	157	✓	NA
FNSACC304	Conduct business activities using a computerised accounting system	MYOB 2017	978-1-925782-86-8	\$36	404	✓	✓
		Xero	978-1-925782-85-1	\$36	504	✓	✓
FNSINC301	Work effectively in the financial services industry		978-1-925366-23-5	\$18	117	✓	✓
BSBFIA301	Maintain Financial Records (Manual bookkeeping principles)		978-1-925527-96-4	\$36	421	✓	✓
BSBFIA302	Process Payroll	MYOB 2017	978-1-925527-94-0	\$36	422	✓	✓
		Xero	978-1-925527-80-3	\$36	522	✓	✓
BSBFIA303 BSBFIA304	Process Accounts Payable and Receivable & Maintain a General Ledger	MYOB 2017	978-1-925527-95-7	\$36	423	✓	✓
		Xero	978-1-925527-76-9	\$36	523	✓	✓
BSBITU304	Produce Spreadsheets	Office 2016	978-1-925527-16-2	\$32	244	✓	✓
BSBCMM301	Process customer complaints		978-1-925366-33-4	\$18	180	✓	✓
BSBCUS301	Deliver and Monitor a Service to Customers		978-1-925366-16-7	\$18	157	✓	NA
BSBWOR301	Organise Personal Work Priorities and Development		978-1-925366-31-0	\$18	187	✓	NA