

Mapping to Unit FNSTPB401 Complete business activity and instalment activity statements

This unit describes the skills and knowledge required to identify and apply compliance requirements to effectively process and complete business activity statements (BAS), instalment activity statements (IAS), and other required reports. The table below maps the contents of the OfficeLink Learning User Guide for the unit.

Element	Performance Criteria	Reference
1 Identify compliance and other requirements applicable to business activity	1.1 Research and document legislative, regulatory, industry and organisational requirements relating to activity statements and seek expert advice to clarify issues where applicable.	Units 2, 3 & 4
	1.2 Review, interpret and apply legislation relating to taxes reported on activity statements	Units 2 -10
	1.3 Identify, document and apply policies in relation to compliance with Code of Professional Conduct as stipulated in legislation relevant to activity	Units 2 - 10
	1.4 Identify scope of services that can be provided by a registered BAS Agent under the Tax Agent Services Act, including limitations of services compared to those of a Tax Agent	Unit 1
	1.5 Identify and access information, advice and services outside scope of operation, establishing and using networks where necessary.	Units 2 - 10
	1.6 Identify and document lodgement schedule requirements	Units 2 & 8
	1.7 Assess entity's cash flow and payment options and arrangements, and initiate discussion with management to ensure sufficient funds are available to meet statutory requirements	Units 2
2. Analyse and apply industry codes of conduct associated with work activities	2.1 Review, interpret and apply relevant industry codes of conduct and identify the applicable governing bodies	Unit 1 & 2
	2.2 Document and apply relevant policies and procedures to ensure compliance with code of conduct requirements	Unit 1 & 2
	2.3 Identify and document own competency development requirements relating to changes in legislation	Unit 1
3 Review and apply goods and services tax (GST) implications and code transactions	3.1 Identify, interpret and apply and record GST principles	Units 3 & 5
	3.2 Identify and code purchases and/or payments as per GST classifications	Units 3 & 5
	3.3 Identify and code sales and/or receipts as per GST classifications	Units 3 & 5
	3.4 Process accounting data to comply with tax reporting requirements	Units 3 & 5
4 Report on payroll activities and amounts withheld	4.1 Calculate and reconcile total salaries, wages and other payments for reporting period to enter onto a BAS	Unit 7
	4.2 Verify or calculate pay as you go (PAYGI) amount where applicable, or calculate for other payments where applicable	Unit 5, 7 & 8
5 Complete and reconcile activity statement	5.1 Prepare and reconcile activity statement reports, identify and correct statement errors and amend bookkeeping entries as required	Units 3, 9 & 10
	5.2 Review extraordinary transactions in the accounting system, including transactions involving capital acquisitions and imports	Unit 6
	5.3 Make adjustments for previous quarters, months or year-end where necessary according to legislative guidelines	Unit 10
	5.4 Complete BAS and/or IAS return according to current statutory, legislative, regulatory and organisational schedule	Units 3 & 9
	5.5 Reconcile figures completed on BAS and/or IAS form with journal entries, financial statements, GST and other control accounts	Unit 9
6 Lodge activity statement	6.1 Check activity statement and ensure sign off by authorising person required by statutory, legislative and regulatory requirements	Units 9 & 10
	6.2 Lodge activity statement in accordance with statutory, legislative and regulatory requirements	Units 8, 9 & 10