

Financial Services Training Package and MYOB titles

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SOFTWARE PUBLICATIONS

Financial Services Training Package

UNIT CODE	UNIT TITLE	ISBN	PRICE
FNSACC311	Process financial transactions and extract interim reports manually 3rd edition <i>Software Publications writing team</i>	978-1-921971-60-0	54.95
	<i>Training resources CD</i> <i>Includes 2 assessment options, solutions and reference material</i>	978-1-921971-61-7	75.95
FNSACC302A & FNSACC302 & FNSACC312	Administer subsidiary accounts and ledgers using MYOB AccountRight v19.8 2 nd edition <i>Includes MYOB Student Edition USB</i> <i>Leanne Berry</i>	978-1-922241-27-6	48.95
	<i>Training resources CD</i> <i>Includes 2 assessment options, solutions and reference material</i>	978-1-922012-70-8	74.95
FNSACC313 FNSACC323	Perform financial calculations 4 th edition (suitable for FNSACC323) <i>Ian Berry and Software Publications writing team</i>	978-1-925291-62-9	25.95
	<i>Training resources CD for the 4th edition</i> <i>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 & FNSACC414	Prepare financial statements for non-reporting entities using MYOB AccountRight v19.8 (suitable for FNSACC414) <i>Includes MYOB Student Edition USB</i> <i>Marian Brown, Leanne Berry and Rochelle Park</i>	978-1-922012-75-3	46.95
	<i>Training resources CD</i> <i>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 USB</i> <i>Marian Brown and Lyn Joyce</i>	978-1-922012-79-1	46.95
	<i>Training resources CD</i> <i>Includes 2 assessment options, solutions and reference material</i>	978-1-922241-05-4	74.95
FNSACC408	Work effectively in the accounting and bookkeeping industry <i>Haylee Walmsley and Software Publications writing team</i>	978-1-925291-64-3	25.95
FNSACC416 & FNSACC426	Set up and operate a computerised accounting system using MYOB AccountRight <i>R Marshall, J Voight and Software Publications writing team</i> <i>This workbook has been written using AccountRight 2018.2</i> <i>Files are not compatible with any MYOB v19</i>	978-1-921971-26-6	54.95
	<i>Training resources CD</i> <i>Includes 2 assessment options, additional exercise, solutions and reference material</i>	978-1-921971-27-3	149.95

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UNIT CODE	UNIT TITLE	ISBN	PRICE
FNSBKG402A/ FNSBKG403A & FNSBKG402/ FNSBKG403	Establish and maintain cash and accrual accounting systems using MYOB AccountRight v19.8 <i>Includes MYOB Student Edition USB</i> <i>Marian Brown, Leanne Berry and Lyn Joyce</i>	978-1-922012-80-7	56.95
	<i>Training resources CD</i> <i>Includes 2 assessment options, additional exercise, solutions and reference material</i>	978-1-922241-06-1	74.95
FNSINC301A & FNSINC301	Work effectively in the financial services industry 2 nd edition <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
FNSTPB401 FNSTPB411	Complete business activity and instalment activity statements using MYOB AccountRight (suitable for FNSTPB411) <i>A Linton, J Voight and Software Publications writing team</i> <i>This workbook uses screenshots from AccountRight 2019.3</i> <i>Files are not compatible with any MYOB v19</i>	978-1-921971-24-2	54.95
	<i>Training resources CD</i> <i>Includes 1 final assessment, solutions, read-only completed company files and reference material</i>	978-1-921971-25-9	149.95
FNSTPB402	Establish and maintain payroll systems using MYOB AccountRight <i>J Voight and Software Publications writing team</i> <i>This workbook uses screenshots AccountRight 2018.2</i> <i>Files are not compatible with any MYOB v19</i> <i>Requires purchase of MYOB student edition from MYOB – not available from Software Publications</i>	978-1-921971-52-5	54.95
	<i>Training resources CD</i> <i>Includes 2 final assessment options, solutions, read-only completed company files and reference material</i>	978-1-921971-53-2	149.95

Imported Units and other accredited MYOB resources

UNIT CODE	UNIT TITLE	ISBN	PRICE
BSBCMM101A	Apply basic communication skills 2 nd Edition <i>Simon Thompson</i>	978-1-922012-09-8	19.95
BSBCUS301	Deliver and monitor a service to customers learner guide <i>Kim Aubrey</i>	978-1-925291-08-7	24.95
BSBFIA301A & BSBFIA301	Maintain financial records using MYOB AccountRight v19 <i>Includes MYOB Student Edition software on USB</i> <i>Marian Brown and Leanne Berry</i>	978-1-921780-95-0	43.95
	Training resource CD for Maintain financial records v19 <i>Includes additional exercise, assessment and solutions</i>	978-1-921780-96-7	49.95
BSBFIA301A	Maintain financial records (manually) 2013 edition <i>Marian Brown and Lyn Joyce</i>	978-1-922012-96-8	34.95
	Training resource CD Maintain financial records (manually) 2013 edition <i>Includes 2 assessment options, solutions, reference material</i>	978-1-922241-23-8	74.95
BSBFIA302/BSBHRM416	Process payroll using MYOB AccountRight <i>includes manually processing payroll</i> <i>Jo Voight</i>	978-1-921971-47-1	46.95
	Training resources CD for Process payroll	978-1-921971-56-3	149.95
BSBFIA302A & BSBFIA302	Process payroll manually and using MYOB AccountRight v19.10 current as at 1 July 2014 workbook <i>Includes MYOB Student Edition USB</i>	978-1-922241-77-1	46.95
	Training resources CD <i>Includes 2 assessment options, solutions and reference material</i>	978-1-922012-83-8	99.95
BSBFIA301A BSBFIA303A BSBFIA304A & BSBFIA301 BSBFIA303 BSBFIA304	Computerised Accounting covering: Maintain financial records Process accounts payable and receivable Maintain a general ledger using MYOB AccountRight v19.8 <i>Includes MYOB Student Edition software on USB</i>	978-1-922012-82-1	56.95
	Training resource CD for Computerised Accounting v19.8 <i>Includes 4 additional exercises, assessment, solutions, reference material</i>	978-1-922241-13-9	74.95

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UNIT CODE	UNIT TITLE	ISBN	PRICE
BSBFIA304A & BSBFIA304	Maintain a general ledger using MYOB AccountRight v19.8 <i>Includes MYOB Student Edition USB</i> <i>Marian Brown</i>	978-1-922012-85-2	43.95
	Training resource CD for Maintain a general ledger using MYOB AccountRight v19.8 <i>Includes additional exercise, 2 assessment options and solutions</i>	978-1-922241-87-0	74.95
BSBFIA401A & BSBFIA401	Prepare financial reports manually and using MYOB AccountRight v19.8 <i>Includes MYOB Student Edition USB</i>	978-1-922012-64-7	48.95
	Training resources CD	978-1-922012-68-5	74.95
BSBFIA402A & BSBFIA402	Report on financial activity using MYOB AccountRight v19.8 <i>Includes MYOB Student Edition USB</i> <i>Leanne Berry and Software Publications writing team</i>	978-1-922012-86-9	46.95
	Training resources CD for Report on financial activity using MYOB AccountRight v19.8 <i>Includes 1 assessment option, solutions and resources</i>	978-1-925291-07-0	99.95
BSBFIM502A & BSBFIM502	Manage payroll manually and using MYOB AccountRight v19.10 current as at 1 July 2014 <i>Includes MYOB Student Edition USB</i> <i>Leanne Berry</i>	978-1-922012-87-6	53.95
	Training resource CD for Manage payroll v19.10 <i>Includes 2 assessment options, solutions and resources</i>	978-1-922241-88-7	99.95
BSBHRM507A & BSBHRM507	Manage separation or termination <i>Chris Lindsay</i>	1-921657-10-3	22.95
BSBINM301	Organise workplace information <i>Software Publications writing team</i>	978-1-925291-55-1	32.95
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
	Solutions CD	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

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UNIT CODE	UNIT TITLE	ISBN	PRICE
	<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
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>includes 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
BSBITU402	Develop and use complex spreadsheets (Excel 2019) <i>Software Publications writing team</i>	978-1-921971-54-9	39.95
	<i>Solutions CD</i>	978-1-921971-55-6	49.95
	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
BSBRES401A & BSBRES401	Analyse and present research information <i>Loris Hansford</i>	1-74123-993-1	29.95
BSBRKG304B & BSBRKG304	Maintain business records <i>Software Publications writing team</i>	978-1-921885-60-0	22.95
BSBSMB412	Introduce cloud computing into business operations <i>Software Publications writing team</i>	978-1-925291-66-7	32.95
BSBTEC301	Design and produce business documents (Word) <i>Software Publications writing team</i>	978-1-921971-57-0	36.95
	<i>Marking guide CD for BSBTEC301 Design and produce business documents (Word)</i>	978-1-921971-58-7	54.95
BSBTEC302	Develop and use spreadsheets (Excel) <i>Software Publications writing team</i>	978-1-921971-67-9	42.95
	<i>Solutions CD for BSBTEC302 Develop and use spreadsheets (Excel)</i>	978-1-921971-68-6	54.95
BSBTEC402	Develop and produce complex spreadsheets (Excel) <i>Software Publications writing team</i>	978-1-921971-62-4	40.95

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UNIT CODE	UNIT TITLE	ISBN	PRICE
	<i>Solutions CD for BSBTEC402 Develop and produce complex spreadsheets (Excel)</i>	978-1-921971-63-1	54.95
BSBWOR301B	Organise personal work priorities and development learner guide	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

Computerised accounting using MYOB v19.8 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"> • cashbook • notes and exercises on double-entry bookkeeping • general ledger including setting up a company file • sales • purchases • preparing the business activity statement. <i>Includes MYOB Student Edition USB</i>	978-1-922012-82-1	56.95
Training resource CD <i>Includes 4 additional exercises, assessment, solutions, reference material</i>	978-1-922241-13-9	74.95
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MYOB Made Easy for the Classroom 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"> • purchases and returns • sales and returns • cash receipts • cash payments • general journal entries • bank reconciliation. 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

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MYOB Cashbook 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"> entering receipts and payments bank reconciliation. <i>Includes MYOB Student Edition USB</i>	978-1-922241-02-3	31.95
Training resource CD <i>Includes 2 additional exercises, solutions and completed company files.</i>	978-1-922241-03-0	74.95
Bookkeeping Basics and MYOB 6 hour course This workbook covers bookkeeping basics such as: <ul style="list-style-type: none"> assets sole trader double-entry bookkeeping rules for debiting and crediting accounts preparation of a profit and loss and balance sheet. <i>Includes MYOB Student Edition USB</i>	978-1-922012-95-1	41.95
Introduction to MYOB 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"> 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. <i>Includes MYOB Student Edition USB</i>	978-1-922012-98-2	51.95
Training resource CD <i>Includes 3 additional exercises, solutions and completed company files.</i>	978-1-922012-99-9	74.95