AUSTRALIA
ACCOUNTING & TAXATION

4 MONTHS DURATION

MODULE 1 | BUSINESS ACCOUNTING FUNDAMENTALS

- Basics of Accounting & Accounting Process
- Journal entries & Adjusting entries
- Classification of Balance Sheet
- Reconciliation: Bank, Vendor, Customer

MODULE 2 | XERO SOFTWARE TRAINING

GETTING STARTED WITH XERO
- Account Setup & Quick Tour
- Chart of Accounts
- Tracking Categories

SALES & INVOICING
- Invoice Setting & Creation
- Credit Notes & Customer Statements
- Sales Reports

PURCHASES & BILLS
- Bill Settings & Creation
- Debit Notes & Batch Payments
- Supplier Statements & Purchase Reports

BANK RECONCILIATION
- Adding Bank & PayPal
- Bank Rules, Find and Match
- Cash Coding

PRODUCT & SERVICES
- Adding Product & Services
- Adding Tracked & Untracked Products

FIXED ASSETS
- Fixed Assets Settings
- Adding Assets from Bills, Bank Transactions, Spend Money
- Depreciation

BAS & REPORTING
- GST
- BAS Lodgement
- Financial Reports

ADVANCED FEATURES
- Budgeting
- Custom Templates

PAYROLL PROCESS
- Payroll Setup & Configuration
- Employee Setup, Processing Payroll
- Single Touch Payroll, Superannuation Management
- End-of-Year Payroll Tasks, Reporting & Analysis

MODULE 3 | GST TAXATION

- Understanding GST legislation & the GST system
- GST Registration, Amendments & ongoing obligations
- Taxable, GST-Free, Input-Taxed and Mixed Supplies
- Tax invoices, GST credits, Adjustments & Corrections
- PAYG Withholding & Instalments on BAS
- Special taxes: WET, LCT, Fuel Tax Credits, FBT
- BAS preparation, Electronic Lodgement & BAS Reconciliation
- GST for not-for-profit, E-commerce & International transactions
- GST for property, FBT adjustments, Audit preparation

MODULE 4 | PAYROLL PROCESSING

- Introduction to Australian payroll
- Employment Basics & Awards
- Employee Onboarding Process
- Timesheet Processing & Leave Management
- PAYG withholding Tax & Superannuation
- Single Touch Payroll (STP-2)
- Payroll Processing Workflow
- Payroll Reconciliation & Reporting
- Termination, Final pay & Redundancy

MODULE 5 | SMSF ACCOUNTING & COMPLIANCE

- Introduction to SMSF
- SMSF structure, Trust creation & Legal requirements
- Trust deed & SIS Act rules
- SMSF Contributions, Limits, Roll over & Investment rules
- Withdrawal rules at age 60–65+ (Lump sum & Pension)
- Penalties for early/illegal withdrawals
- SAR (SMSF Annual Return), Audit preparation & Compliance
- Investment strategy, LRBA, SMSF property rules
- Practical Training on Software

MODULE 6 | MS EXCEL

- Basic and Advanced Excel Formulas
- Cell Reference: Relative | Mixed | Absolute
- If Function: If | If with and | If with Or | If with Nested If
- Conditional Formatting Tools
- Financial Function: PMT | PPMT | IPMT
- Data: Sorting | Filter | Advance Filter

- Function: Count-If | Count-Ifs | Sum-If | Sum-Ifs
- V Lookup & H Lookup Formulation
- V Look Up with Match & Index with Match Function
- Double & Three V-lookup Concepts
- Pivot Table & Pivot Charts
- Classical Pivot tables with Matching Reports
- What If Analysis Tools
- Data Validation Tools
- Other Misc. Topic

MODULE 7 | BUSINESS COMMUNICATION (SS/PD) PPT ONLY

- Personal Interview Skills
- Professional Body Language
- Workplace Etiquettes
- E-Mail Correspondence

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