

AUSTRALIA

SMSF ACCOUNTING

2 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 | 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 3 | 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 4 | BUSINESS COMMUNICATION (SS/PD) PPT ONLY

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



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