

Certificate in Accounts Administration & Payroll

That promotion is just around the corner



Certificate in Accounts Administration & Payroll

Here's a certificate that will improve your job prospects no end. It's an industry and employer recognised certificate that will increase your job prospects in Accounts Administration. It can help you to upskill in your current role, or find that exciting new job. You'll gain skills in accounts, administration, GST, Xero, payroll, MYOB Payroll, Microsoft Excel and much more. Plus, you'll get up to six months free access to MYOB included with your course and gain the official Xero Advisor

Start Date:	Get instant access within 1 business day.
Course Duration:	Approximately 140 hours.
Access Time:	You'll have 24/7 access to your course material for up to 6 months until you complete.
Delivery and Support:	100% online with unlimited tutor support via phone and email.
Assessments:	Multiple choice, short answer and practical assessments.
Investment:	\$995 + GST or only \$25 per week on an interest free payment plan.



All the Right Choices

- ✔ Greatly increase your job prospects in Accounts Administration, upskill in your current role find a new job.
- ✔ Gain valuable skills in using Microsoft Word & Excel.
- ✔ Flexible online study – work at your own pace in your own time.
- ✔ The Career Academy is a Xero and MYOB Education Partner – get the latest course material, plus tips and tricks on how to use the software effectively.
- ✔ Get access to The Career Centre – get a FREE CV Review & job tips to help you succeed.
- ✔ FREE access to the CCH Wheelers eLibrary with over 50 accounts, bookkeeping and payroll textbooks to help you study.

This Package Combines the Following Three Certifications

- Certificate in Accounts Administration
- Certificate in Xero Payroll
- Certificate in MYOB Payroll



Course Curriculum

Certificate in Accounts Administration

ABKA202 Accounting and Bookkeeping Fundamentals

This course will provide an overview of the accounting equation and the basic principles underlying the double entry system of accounting. It will include but not be limited to the function and purpose of accounting and its key concepts, a look at the principal qualitative characteristics and their effect on financial statements, and the basic and expanded accounting equation and its connection to the double-entry method of accounting.

ABKA152 General Journal

This course will take a close look at the difference between the general journal and the general ledger, the chart of accounts, and fundamental rules in respect of when to debit or credit an account. It will include but not be limited to the definition and purpose of general journals, account categories, and how to prepare journal entries.

ABKA153 General Ledger and the Trial Balance

This course will provide an introduction to managing contacts in Xero, and will include but not be limited to the process for creating new customers, suppliers and employees in Xero, how to import and export contacts, as well as the process for archiving contacts.

ABKA218 Depreciation

This course will provide an introduction and overview of depreciation and will include but not be limited to the purpose of depreciation, how to calculate depreciation and the different calculation methods, as well as how to prepare journal entries using the straight-line method or the diminishing balance method.

ABKA106 Adjusting Entries

This course will provide an introduction to cash basis and accruals basis accounting concepts, and will include but not be limited to an overview of adjusting entries, a look at the key adjusting entries that need to be made at the end of the financial year, and how to prepare the balance day adjustments for a range of adjusting entries.

ABKA146 Financial Statements

This course will take a close look at the purpose of financial statements, and will include but not be limited to the Profit & Loss Statement and the Balance Sheet and how to prepare these statements, the purpose of inventory and the two common inventory systems, how to prepare journal entries, and how to calculate the year-end stock adjustment.

ABKA133 Understanding GST

This course will provide an introduction to Goods and Services tax (GST) and how this affects small businesses. It will include but not be limited to an overview of GST in Australia, the key terms and basic principles of GST, the obligations a business has once they are registered for GST, how to calculate GST on a product or service as well as how to complete a basic BAS return.



Course Curriculum

Certificate in Accounts Administration

ABKA214 Fundamentals of Payroll

This course will take a look at the fundamentals of payroll and payroll management concepts, and will include but not be limited to employee record information that must be retained, the purpose of checking payroll data and how to reconcile payroll information, the different types of employees and how to determine the PAYG withholding tax that is to be deducted from wages.

ADMG114 Managing Accounts Payable, Accounts Receivable & Cash Management

This course will provide an introduction to accounts payable and receivables and the calculation of the cash conversion cycle. It will include but not be limited to the difference between cash accounting and accrual accounting, how to create journal entries and ledger entries to record a credit sale, a look at doubtful debt as well as creditor and debtor schedules.

ABKA122 Budgeting, Forecasting, and Cashflow Management

This course will take a close look at the preparation of budgets, forecasts and cash flow management, including but not limited to the purpose of a budget and forecast, the importance and advantages of budgeting, how to prepare a budget and how to compare actual results with analyse variances as well as a look at the cash conversion cycle.

CITG138 Using Microsoft Excel

This course will provide an introduction to the fundamentals of Microsoft Excel, including but not limited to the key functions within the software including formulas, functions and data manipulation, how to add content to spreadsheets as well as formatting styles.

CITG127 Introduction to Microsoft Word

This course will provide an introduction to the basic functions and features of Microsoft Word, including but not limited to formatting features to improve the look of a short document, how to insert content into a document and how to apply document-processing techniques to manage larger documents.



Course Curriculum

Certificate in Xero Payroll

ABKA219 Introduction to Xero Online

This course will provide an introduction and basic overview of Xero, including but not limited to the benefits of using Xero and cloud computing, the system requirements for Xero, and how to navigate the Xero Dashboard.

ABKA200 Setting up Xero Payroll

This course will provide an introduction to setting up the Xero Payroll module, and will include but not be limited to how to assign users with payroll administration access, how to create pay calendars, and how to create holiday groups.

ABKA182 Managing Payroll Items with Xero

This course will take a look at new employees and leave requests in Xero, and will include but not be limited to setting up employees, entering opening balances, and assigning leave.

ABKA107 New Employees & Leave Requests with Xero

This course will provide an introduction to pay templates in Xero, and will include but not be limited to how to produce new pay templates, how to apply changes to pay templates and how to apply changes to employee earnings.

ABKA179 Pay Templates in Xero

This course will take a close look at creating and posting pay runs in Xero, and will include but not be limited to processing pay runs, creating unscheduled pay runs, reverting posted pay runs and modifying

ABKA178 Pay Runs in Xero

This course will provide an overview of payslips and payroll reporting in Xero, and will include but not be limited to accessing historical payslips for employees and how to locate and produce payroll reports.

ABKA183 Payslips & Payroll Reporting with Xero

This course will provide an overview of payslips and payroll reporting in Xero, and will include but not be limited to accessing historical payslips for employees and how to locate and produce payroll reports.

ABKA145 – Employment Payment Summaries with Xero

This course will provide an introduction to Employment Payment Summaries, including but not limited to the procedure for reconciliation from payroll to the general ledger, how to prepare payroll for the year end and how to produce employment payment summaries so that they can be filed with the ATO and published to the employee's secure portal.

ABKA294 Certificate in Xero Payroll Assessment

Complete a practical case study based assessment using Xero.



Course Curriculum

Certificate in MYOB Payroll

ABKA329 Installing MYOB Payroll

This course will provide an introduction and basic overview of Xero, including but not limited to the benefits of using Xero and cloud computing, the system requirements for Xero, and how to navigate the Xero Dashboard.

ABKA330 – Payroll Categories

This course will provide an in-depth overview of aged receivables and payables, a fundamental area for business owners and accounting staff. This includes but is not limited to the aged receivables and payables process and reports, as well as the cash conversion cycle and ratio reports.

ABKA331 – Employees & Timesheets

This course will provide an overview of fixed assets in Xero, including but not limited to the process for setting up fixed assets, how to view the fixed asset register and disposal schedule, depreciation options and processes, and the fixed asset reconciliation report.

ABKA333 – Processing Payroll & Termination Pay

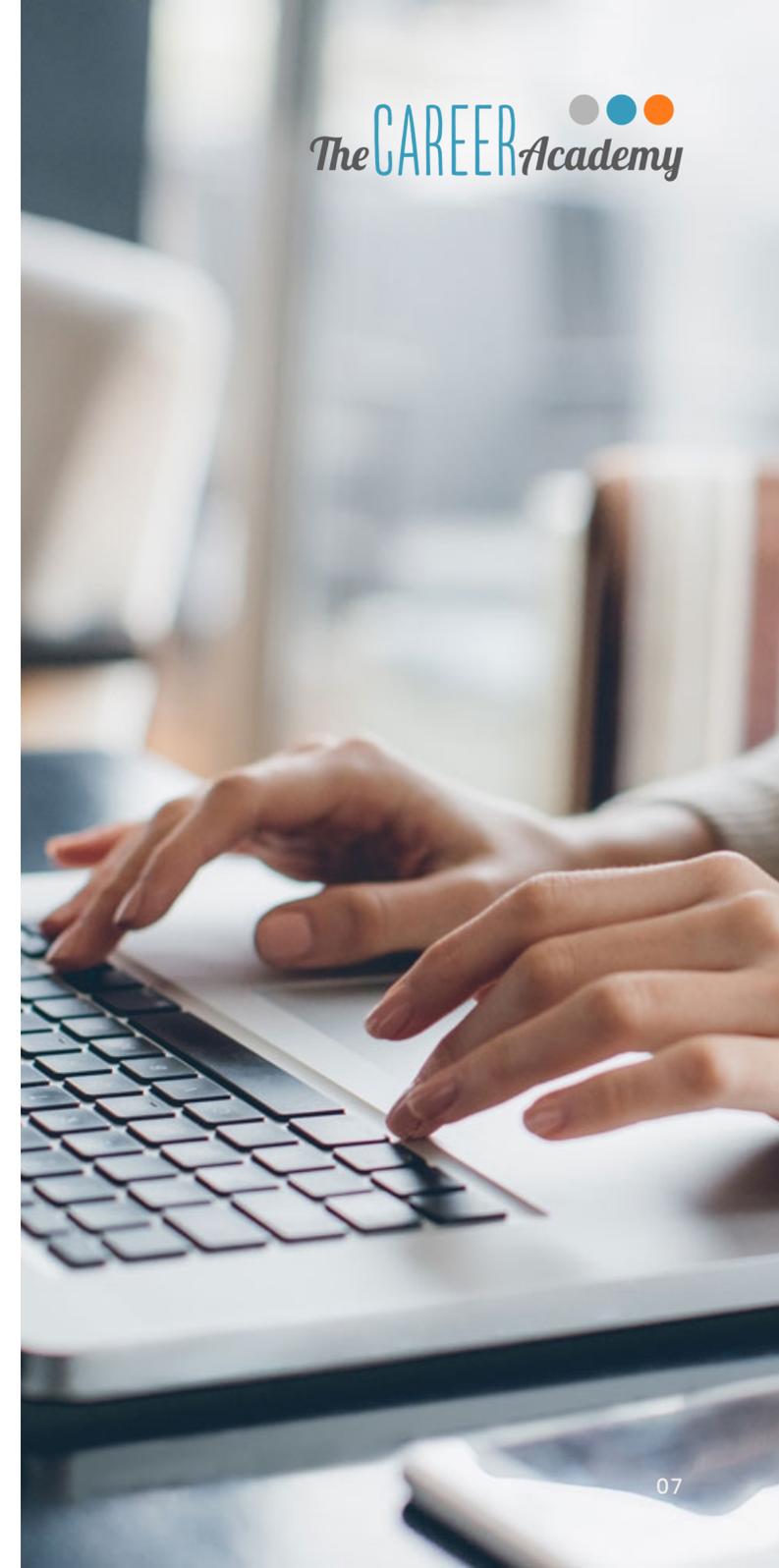
This course will look at how to access the budgeting module in Xero and will include information on the purpose of creating and working to a budget, how to create an overall budget in Xero, and instructions on how to import or export budgets and generate budget reports.

ABKA334 – Payroll Liabilities, Superannuation & Reporting

This course will provide guidance on how to set up tracking categories to monitor and analyse different areas of a business, and will include but is not limited to the process for creating tracking categories in Xero, the tracking of budgets and payroll expenses, and how to produce reports with tracking categories.

ABKA336 MYOB Payroll Assessment

Complete a practical case study based assessment using MYOB Payroll.



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Follow our easy 5-step enrolment process - it only takes a few minutes to get started!



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