CAS

BASICS — TIME: 08:30-12:30 — CPE HOURS 4

City	JAN	FEB	MAR	APR	MAY	JUN
MELBOURNE		9	9	13	18	16
SYDNEY		2	2	6	11	8
BRISBANE		23	23			1, 29
PERTH			16			22
ADELAIDE		16			25	

- Adding companies to CAS
- Appointing and resigning officers
- Changing addresses for companies, officers and members
- Share allotments and transfers
- Setting up Joint Members
- Allotting shares held in trust
- Processing Annual Reviews
- Reporting

ADVANCED 1 — TIME: 13:30-17:30 — CPE HOURS 4

City	JAN	FEB	MAR	APR	MAY	JUN
MELBOURNE		9		13		16
SYDNEY		2		6		8
BRISBANE		23				1
PERTH			16			
ADELAIDE		16				

- Updating company data from an electronic data download
- Preparing combined minutes
- Multi company documents
- Reprinting documents
- Share restructures
- ASIC Agent forms
- Using the Report Editor
- Notifying corrections to previously lodged documents
- Consolidating duplicate addresses, people and other records
- Document Tracking
- Task Management

ADVANCED 2 — TIME: 13:30-17:30 — CPE HOURS 4

City	JAN	FEB	MAR	APR	MAY	JUN
MELBOURNE			9		18	
SYDNEY			2		11	
BRISBANE			23			29
PERTH						22
ADELAIDE					25	

- Electronic Company Registrations
- Preparing dividend statements
- Recording Special Purpose companies
- Issuing partly paid shares
- Issuing options
- Recording trusts
- Recording ultimate holding companies
- Company deregistrations
- Recording and processing Business Names
- Advanced reporting
- Document Management
- Advanced editing and free form documents

CAS 360

ESSENTIALS — AVAILABLE ON BGL LEARNING CHANNEL — TIME: 13:30-17:30 — CPE HOURS 4

City	JAN	FEB	MAR	APR	MAY	JUN
MELBOURNE		7	7	11	16	14
SYDNEY		28		4	9	6
BRISBANE		21	21		30	27
PERTH			14			20
ADELAIDE		14			23	

- Migrating From CAS Desktop
- Setting up CAS 360 from the ASIC Portal
- CAS 360 Alerts and Notifications
- Adding companies to CAS 360
- Officer changes
- Share allotments and transfers
- Alloting shares held in trust
- Setting up Joint Members
- Processing Annual Reviews
- Changing addresses for companies, officers and members
- Combining multiple company changes on a single ASIC form.
- Document tracking and lodgement
- Navigation and help
- Settings

Simple Fund

BASICS — TIME: 08:30-12:30 — CPE HOURS 4

City	JAN	FEB	MAR	APR	MAY	JUN
MELBOURNE		6	6	10	15	13
SYDNEY	30	27		3	8	5
BRISBANE		20	20		29	26
PERTH			13			19
ADELAIDE		13			22	

- Setting up a new SMSF from the fund's financial statements
- Introduction to the chart of accounts
- Processing transactions using the BGL Bank Data Service
- Processing current year transactions using the transaction review screen
- Investment disposals
- Recording accrued income
- Investment cost base adjustments
- Investment property purchase
- How to create year end entries
- Preparing financial statements
- Preparing the SMSF Annual Return
- Preparing investment reports
- Administration and maintenance

ADVANCED — TIME: 13:30-17:30 — CPE HOURS 4

City	JAN	FEB	MAR	APR	MAY	JUN
MELBOURNE		6	6	10	15	13
SYDNEY	30	27		3	8	5
BRISBANE		20	20		29	26
PERTH			13			19
ADELAIDE		13			22	

- Customising the chart of accounts
- Processing
  - investment purchases
  - Cost base adjustments
  - bonus shares
  - returns of capital
  - dividend reinvestments
  - investment disposals
  - demergers
- Processing
  - non deductible expenses
  - capital allowance deduction
  - depreciation
  - member contributions
- Adding pension members
- Segregating assets
- Lump sum rollins
- Lump sum payments

PENSIONS — TIME: 08:30-12:30 — CPE HOURS 4

City	JAN	FEB	MAR	APR	MAY	JUN
MELBOURNE		7	7	11	16	14
SYDNEY	31	28		4	9	6
BRISBANE		21	21		30	27
PERTH			14			20
ADELAIDE		14			23	

- Account based pension and transition to retirement
- Commencing superannuation income streams
- Actuarial certificate wizard
- Transaction upload
- Segregating assets to pension members using investment pools
- Apportioning deductible/ non deductible expenses
- Reconciling exempt pension income
- Removing tax effect accounting
- Moving balances to unrestricted non preserved
- Calculating min/max payments
- Recording pension payments
- Calculating tax free percentages
- PAYG summary and other pension documents
- Pension commutations

Simple Fund 360

PROFESSIONAL BASICS — AVAILABLE ON BGL LEARNING CHANNEL — TIME: 08:30-12:30 — CPE HOURS 4

City	JAN	FEB	MAR	APR	MAY	JUN
MELBOURNE		8	8	12	17	15
SYDNEY		1	1	5	10	7
BRISBANE		22	22		31	28
PERTH			15			21
ADELAIDE		15			24	

- Migration from Simple Fund Desktop
- Administration, navigation and help
- Setting up connected services
- Uploading a CSV file
- Processing current year transactions
- Transaction matching
- Tax related transactions
- Period compliance
- Preparing Financial Statements and Reports
- Customising letters and documents
- Setting up a new SMSF from the fund's financial statements
- Creating a badge
- Dividend/distribution reinvestments
- Entering a Distribution Statement
- Recording a Lump Sum payment

PROFESSIONAL ADVANCED — AVAILABLE ON BGL LEARNING CHANNEL — TIME: 13:30-17:30 — CPE HOURS 4

City	JAN	FEB	MAR	APR	MAY	JUN
MELBOURNE		8	8	12	17	15
SYDNEY		1	1	5	10	7
BRISBANE		22	22		31	28
PERTH			15			21
ADELAIDE		15			24	

- Setting up a new fund
- Recording a lump sum rollin
- Setting up your Bank Data Service
- Setting up your Share Data Pack
- Commencing a pension
- Recording property acquisitions
- Setting up SBR Lodgement
- Manually uploading Bank Data
- Creating transaction matching rules
- Recording contributions
- Recording tax related transactions
- Processing corporate actions
- Processing pension commutations
- Financial year end compliance
- Using the actuarial certificate wizard