bgl.

SF SimpleFund

	JUL	AUG	SEP	OCT	NOV	DEC
BASICS				**TIME:** 08:30-12:30		**CPE HOURS 4**
MELBOURNE	10	7	11	9	13	11
SYDNEY	3, 31		4	3, 30		4
BRISBANE	24	21	25		27	
PERTH			18		20	
ADELAIDE		14			6	

- 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

	JUL	AUG	SEP	OCT	NOV	DEC
ADVANCED				**TIME:** 13:30-17:30		**CPE HOURS 4**
MELBOURNE	10	7	11	9	13	11
SYDNEY	3, 31		4	3, 30		4
BRISBANE	24	21	25		27	
PERTH			18		20	
ADELAIDE		14			6	

- 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

	JUL	AUG	SEP	OCT	NOV	DEC
PENSIONS				**TIME:** 08:30-12:30		**CPE HOURS 4**
MELBOURNE	11	8	12	10	14	12
SYDNEY	4	1	5	4, 31		5
BRISBANE	25	22	26		28	
PERTH			19		21	
ADELAIDE		15			7	

- 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

SimpleFund 360

	JUL	AUG	SEP	OCT	NOV	DEC
PROFESSIONAL BASICS (ALSO AVAILABLE ON BGL LEARNING CHANNEL)				**TIME:** 08:30-12:30		**CPE HOURS 4**
MELBOURNE	12	9	13	11	15	13
SYDNEY	5	2	6	5	1	6
BRISBANE	26	23	27		29	
PERTH			20		22	
ADELAIDE		16			8	

- 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

	JUL	AUG	SEP	OCT	NOV	DEC
PROFESSIONAL ADVANCED (ALSO AVAILABLE ON BGL LEARNING CHANNEL)				**TIME:** 13:30-17:30		**CPE HOURS 4**
MELBOURNE	12	9	13	11	15	13
SYDNEY	5	2	6	5	1	6
BRISBANE	26	23	27		29	
PERTH			20		22	
ADELAIDE		16			8	

- 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

BGL TRAINING COURSES — CAS

	JUL	AUG	SEP	OCT	NOV	DEC
BASICS				TIME: 08:30-12:30		CPE HOURS 4
MELBOURNE	13	10	14	12	16	14
SYDNEY	6	3	7	6	2	7
BRISBANE	27	24	28		30	
PERTH			21		23	
ADELAIDE		17			9	

- 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

	JUL	AUG	SEP	OCT	NOV	DEC
ADVANCED 1				TIME: 13:30-17:30		CPE HOURS 4
MELBOURNE		10		12		14
SYDNEY		3		6		7
BRISBANE	27		28			
PERTH			21			
ADELAIDE		17				

- 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

	JUL	AUG	SEP	OCT	NOV	DEC
ADVANCED 2				TIME: 13:30-17:30		CPE HOURS 4
MELBOURNE	13		14		16	
SYDNEY	6		7		2	
BRISBANE		24			30	
PERTH					23	
ADELAIDE					9	

- 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

CAS360

	JUL	AUG	SEP	OCT	NOV	DEC
ESSENTIALS ALSO AVAILABLE ON BGL LEARNING CHANNEL				TIME: 13:30-17:30		CPE HOURS 4
MELBOURNE	11	8	12	10	14	12
SYDNEY	4	1	5	4, 31		5
BRISBANE	25	22	26		28	
PERTH			19		21	
ADELAIDE		15			7	

- Migrating from CAS Desktop
- Setting up CAS 360 using 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
- CAS 360 settings
- Email settings

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$330.00 plus GST. (additional participants) must be attending the same course on the same day as the first participant
($310.00 plus GST. using promo code: **UPSKILL17**, before 30 June 2017).
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Minimum Number of Attendees
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Course Materials
Please download and print your training manual to use in the course. Instructions to download can be found in your training confirmation email.

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