



Seed
TRAINING GROUP

HANDILEDGER

ONLINE

ABOUT THE COURSE

This course allows the students to create a company data file to complete historical and opening balances, produce and manage purchase orders and invoices, manage accounts payable and accounts receivable, and produce business activity statement (BAS) documentation.

- 100% real-world case studies
- Step by step manual provided



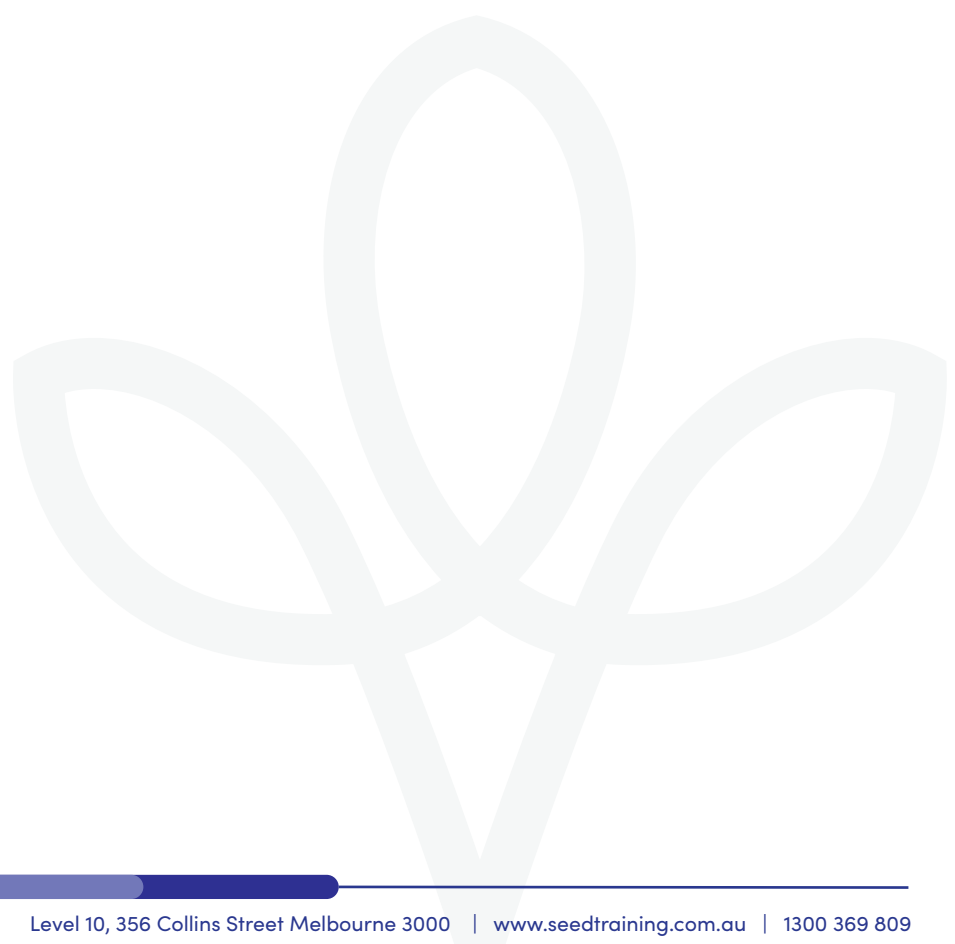
UNITS

This course includes training in the following areas:

UNITS 	Adding A New Company
	Editing Chart of Accounts
	Setting Up Opening Balances and Comparatives
	Entering Journal Entries
	Managing Your Debtors
	Managing Your Creditors
	Reports and Graphs

UPON COMPLETION

This course is eligible for CPD hours. Upon successful completion of all the required units of this course, students will receive a certificate of completion.





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CAREER OPPORTUNITIES

- Accounts Payable Officer
- Accounts Receivable Officer

**IMPORTANT: Further requirements for becoming a registered BAS agent*

PRICE

\$225

DURATION

12 months online

ASSESSMENTS

Case studies

ENTRY REQUIREMENT

There are no formal education entry requirements.

EQUIPMENT NEEDED

- PDF reader
- A computer (Windows recommended) with internet and web browser access
- Word/text processing, spreadsheet, and presentation software installed (e.g. Microsoft Office)

RELATED COURSES

- Bookkeeping Program
- Individual Taxation
- Business Taxation
- General Accountant Program
- Tax Accountant Program
- Internship Placement

FINANCE OPTIONS

- Fees must be paid within 5 working days of receiving the confirmation of enrolment and invoice for the enrolment fee.
- Seed Training Group may cancel an enrolment or discontinue training if fees are not paid as required.
- Both direct deposit and credit card are accepted.

**Please refer to the Student Information Handbook for further details regarding Fees & Refund Policy and Procedure.*