

# Course Requirements

## FNS40222 Certificate IV in Accounting and Bookkeeping

### Stationery requirements

- Note paper
- Black, blue and red pens
- Pencils & Eraser
- Plastic sleeves
- Lever arch file
- USB Memory Stick
- Calculator
- USB Headset (headphones) for computer or laptop
- Smartphone with authenticator app/Xero Verify installed, and a personal email address for multi-factor authentication.

### Uniform requirements / PPE

Smart casual attire.

## Important information regarding Booklist

### Classroom full time students:

- If you are enrolling as a full-time student, you will be required to purchase all resources at the start of your studies.


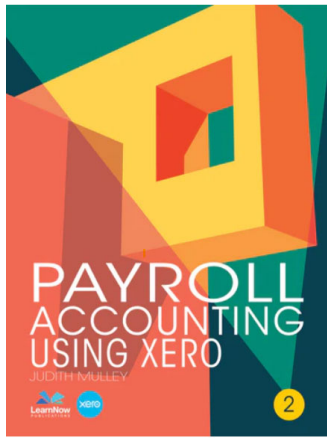
**Discount Code** - A discount code is available if you purchase all books at one time.

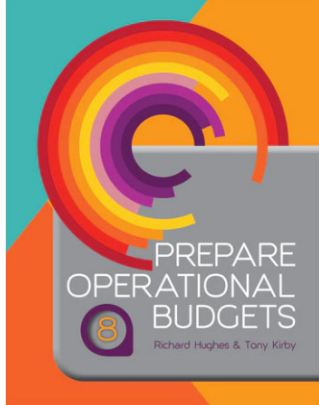
- **Discount code:** If you **have not** completed the Certificate III in Accounts Administration use the following discount code link to purchase all your resources at one time:  
<https://lnonline.com.au/packs/srtnewc424>
- **Discount code:** If you **have** already completed the Certificate III in Accounts Administration use the following discount code link to purchase all your resources at one time:  
<https://lnonline.com.au/packs/srtconc424>

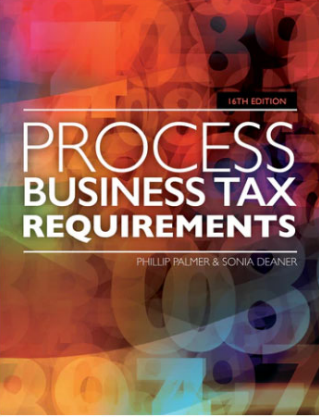
### External online and Part-time students:

If you are an online or part time student **PLEASE DO NOT** purchase all the resource at once. You will only purchase resources for the unit/s you enrol in as student editions continually change.

**Textbook/s – The following resources may be ordered online from Learn Now Publications <https://lnonline.com.au>**

<p><b>Title: FNSTPB411 Complete business Activity and Instalment Activity Statements BAS &amp; IAS Preparation Using Xero 12th Edition (January 2023)</b></p>		
<p>Author: Phillip Palmer, Sonia Deaner &amp; Antonella Todaro</p>	<p>Resource book may be purchased online from: <a href="https://lnonline.com.au/collections/xero-textbooks/products/2023-bas-ias-preparation-using-xero-12?_pos=1&amp;_sid=a5102d593&amp;_ss=r">https://lnonline.com.au/collections/xero-textbooks/products/2023-bas-ias-preparation-using-xero-12?_pos=1&amp;_sid=a5102d593&amp;_ss=r</a></p> <p>Please do not purchase the book second hand. If second hand books are purchased then access to the online solutions for the Chapter Review questions are not available from the publisher. It is important for students to have access to these online solutions. You will need to create an account with the Publisher when you purchase your resources, and it is through this account and email that you assign to it that you will then have access to the solutions. Xero organisations are also created from within the online resources platform, with each organisation deleted six months after its creation.</p>	<p>ISBN: 978-1-76073-161-8</p> 
<p><b>Title: FNSTPB412 Establish and Maintain Payroll Systems Payroll Accounting Using Xero 2nd Edition (December 2023)</b></p>		
<p>Author: Judith Mulley</p>	<p>Resource book may be purchased online from: <a href="https://lnonline.com.au/products/2023-payroll-accounting-using-xero-2?_pos=13&amp;_sid=ff426785a&amp;_ss=r">https://lnonline.com.au/products/2023-payroll-accounting-using-xero-2?_pos=13&amp;_sid=ff426785a&amp;_ss=r</a></p> <p>Please do not purchase the book second hand. If second hand books are purchased then access to the online solutions for the Chapter Review questions are not available from the publisher. It is important for students to have access to these online solutions. You will need to create an account with the Publisher when you purchase your resources, and it is through this account and email that you assign to it that you will then have access to the solutions. Xero organisations are also created from within the online resources platform, with each organisation deleted six months after its creation.</p>	<p>ISBN: 978-1-76073-329-2</p> 

<b>Title: FNSACC412 Prepare Operational Budgets 8th Edition (January 2023)</b>		
<b>Author: Richard Hughes &amp; Tony Kirby</b>	<p>Resource book may be purchased online from:  <a href="https://nonline.com.au/collections/digital-editions/products/2023-prepare-operational-budgets-8?_pos=2&amp;_sid=a0bed88da&amp;_ss=r">https://nonline.com.au/collections/digital-editions/products/2023-prepare-operational-budgets-8?_pos=2&amp;_sid=a0bed88da&amp;_ss=r</a></p> <p>Please do not purchase the book second hand. If second hand books are purchased then access to the online solutions for the Chapter Review questions are not available from the publisher. It is important for students to have access to these online solutions. You will need to create an account with the Publisher when you purchase your resources, and it is through this account and email that you assign to it that you will then have access to the solutions.</p>	<b>ISBN: 978-1-76073-288-2</b> 

<b>Title: FNSACC411 Process Business Tax Requirements 16th Edition (September 2023)</b>		
<b>Author: Phillip Palmer &amp; Sonia Deaner</b>	<p>Resource book may be purchased online from:</p> <p>Please do not purchase the book second hand. If second hand books are purchased then access to the online solutions for the Chapter Review questions are not available from the publisher. It is important for students to have access to these online solutions. You will need to create an account with the Publisher when you purchase your resources, and it is through this account and email that you assign to it that you will then have access to the solutions.</p>	<b>ISBN: 978-1-76073-312-4</b> 

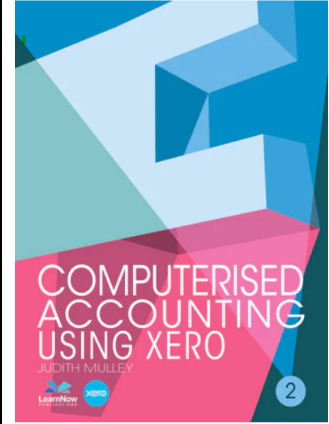
**Title: FNSACC426 Set Up and Operate Computersied Accounting Systems  
Computerised Accounting Using Xero 2nd Edition (January 2024)**

Author: Judith Mulley

Resource book may be purchased online from:  
[https://lnonline.com.au/collections/xero-textbooks/products/2024-computerised-accounting-using-xero-2?\\_pos=4&\\_sid=bc1c30c9a&\\_ss=r](https://lnonline.com.au/collections/xero-textbooks/products/2024-computerised-accounting-using-xero-2?_pos=4&_sid=bc1c30c9a&_ss=r)

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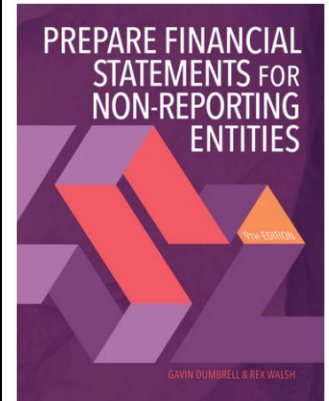
**Title: FNSACC414 Prepare Financial Statements for Non-Reporting Entities 9th  
Edition (July 2023)**

Author: Gavin  
Dumbrell & Rex Walsh

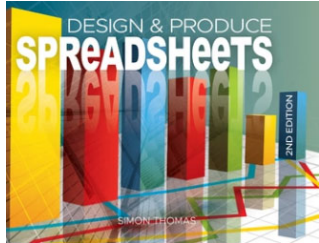
Resource book may be purchased online from:  
[https://lnonline.com.au/collections/digital-editions/products/2023-prepare-financial-statements-for-non-reporting-entities-9?\\_pos=3&\\_sid=78ec60b5c&\\_ss=r](https://lnonline.com.au/collections/digital-editions/products/2023-prepare-financial-statements-for-non-reporting-entities-9?_pos=3&_sid=78ec60b5c&_ss=r)

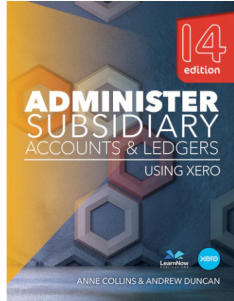
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ISBN: 978-1-76073-313-1



**If you have not completed the Certificate III in Accounts Administration, then you will also need to purchase the following resources:**

<b>Title: BSBTEC302 Design and Produce Spreadsheets</b>		
Author: Simon Thomas	<p>Publisher:</p> <p>Resource book may be purchased online from: <a href="https://lnonline.com.au/products/2023-prepare-financial-statements-for-non-reporting-entities-9?_pos=3&amp;_sid=6b4d318c1&amp;_ss=r">https://lnonline.com.au/products/2023-prepare-financial-statements-for-non-reporting-entities-9?_pos=3&amp;_sid=6b4d318c1&amp;_ss=r</a></p> <p>Please do not purchase the book second hand. If second hand books are purchased then access to the online solutions for the Chapter Review questions are not available from the publisher. It is important for students to have access to these online solutions. You will need to create an account with the Publisher when you purchase your resources and it is through this account and email that you assign to it that you will then have access to the solutions.</p>	<p>ISBN: 978-1-76073-256-1</p> 

<b>Title: FNSACC322 Administer Subsidiary Accounts and Ledgers</b>		
<b>Text: Administer Subsidiary Accounts and Ledgers using XERO 14<sup>th</sup> edition</b>		
Author: Anne Collins & Andrew Duncan	<p>Publisher:</p> <p>Resource may be purchased from LearnNow Publications: <a href="https://lnonline.com.au/collections/certificate-iv-accounting-and-bookkeeping/products/2023-administer-subsidiary-accounts-and-ledgers-using-xero-14">https://lnonline.com.au/collections/certificate-iv-accounting-and-bookkeeping/products/2023-administer-subsidiary-accounts-and-ledgers-using-xero-14</a></p> <p>Please do not purchase the book second hand. If second hand books are purchased then access to the online solutions for the Chapter Review questions are not available from the publisher. It is important for students to have access to these online solutions. You will need to create an account with the Publisher when you purchase your resources and it is through this account and email that you assign to it that you will then have access to the solutions.</p>	<p>ISBN: 978-1-76073-305-6</p> 



**FNSACC321 Process Financial Transactions and Extract Interim Reports**  
**Title: Accounting Principles – Financial transactions, subsidiary ledgers and interim reports, 14th Edition (January, 2023)**

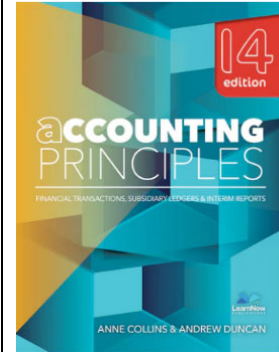
Author: Anne Collins & Andrew Duncan

Publisher:

ISBN: 978-1-76073-268-4

Resource may be purchased from LearnNow Publications:  
<https://lnonline.com.au/collections/certificate-iv-accounting-and-bookkeeping/products/2023-accounting-principles-financial-transactions-subsi-dary-ledgers-interim-reports-14>

Please do not purchase the book second hand. If second hand books are purchased then access to the online solutions for the Chapter Review questions are not available from the publisher. It is important for students to have access to these online solutions. You will need to create an account with the Publisher when you purchase your resources and it is through this account and email that you assign to it that you will then have access to the solutions.



Please note: you can purchase the resource for FNSACC321 Process Financial Transactions and Extract Interim Reports as a pack with the book for FNSACC421 Prepare Financial Reports if you would like to save money (<https://lnonline.com.au/collections/certificate-iv-accounting-and-bookkeeping/products/2022-accounting-principles-14>)



## FNSACC421 Prepare financial reports

Title: Prepare Financial Reports (Accounting Principles Book 2), 14th Edition  
(January, 2023)

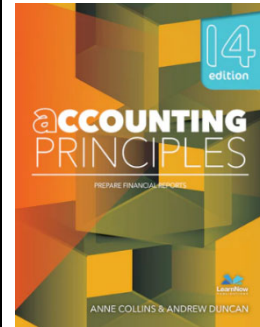
Author: Anne Collins &  
Andrew Duncan

Publisher:

ISBN: 978-1-76073-267-7

Resource may be purchased from LearnNow Publications:  
<https://lnonline.com.au/collections/certificate-iv-accounting-and-bookkeeping/products/2023-accounting-principles-financial-transactions-subsidiary-ledgers-interim-reports-14>

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**Title: BSBTEC301 Design and Produce Business Document Design and Produce Business Documents 1<sup>st</sup> Edition (2021)**

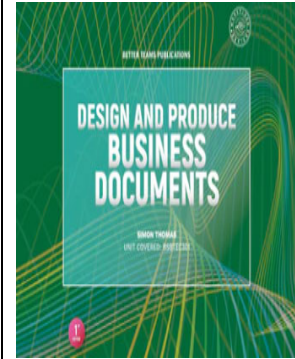
Author: Simon  
Thomas

Publisher:

ISBN: 978-1-76073-122-9

Resource book may be purchased online from:  
<https://online.com.au/collections/certificate-iii/products/2021-design-and-produce-business-documents-1>

Please do not purchase the book second hand. If second hand books are purchased then access to the online solutions for the Chapter Review questions are not available from the publisher. It is important for students to have access to these online solutions. You will need to create an account with the Publisher when you purchase your resources and it is through this account and email that you assign to it that you will then have access to the solutions.



**No resources are required for the following:**

FNSACC418 Work effectively in the accounting and bookkeeping industry.

FNSINC411 Conduct work according to professional practices in the financial services industry.