

## Trainer Information of the Major Differences between FNS10 and FNS04 Standard Series

### Document Purpose

At OfficeLink Learning we are striving to provide your RTO and Training Development area with quality training resources, and additional tools that can assist with the integration of the FNS10 range.

### The past

We have been working hard on reviewing our FSN04 product range in order to bring you the most accurate and update training resources for your RTO and Students.

In addition, we have been designing the FNS10 product range which can be used in many instances concurrently with FNS04 or uniquely on its own.

Our review has taken into consideration, errors in calculations and screen shots, increased or simplified instructions, defined data ranges to provide boundaries to students, formatting changes, updated websites and solutions. This review, we feel was necessary in order to secure a sound building block of resources before developing the FNS10 range and later in 2011, the new version of MYOB AccountRight.

### The present

This communication is to assist you with the integration of our FNS04 and FNS10 product ranges as these both use MYOB Student Edition software version 6. You may have students who participant in classroom, distance or RPL methods of learning who will all be able to use these resources.

The following pages are a summary of the major differences between the FNS10 and FNS04/07 ranges.

Our exercise CD's which contain the necessary data files for Students to complete practical tasks will now have a new sub directory called FNS10 units. In the next subfolder is the new units code subfolders and underneath that level will appear the data files. It is imperative that your students use the Student Edition MYOB software when working with the data files to avoid any activation errors.

Specially referring to our FNS10 Assessment Tools some of the MYOB data files have had their financial year rolled over in order to assist with the data entry. (We do appreciate that it can be frustrating and difficult for the year end to be prior to 2011). The Marking Guides however, may have example screen shots and reports prepared in the financial year end 2010. For assessment reasons, Workplace Trainers and Assessors will use these as guides only.

We will continue to work hard on reviewing these data files of more units and keep you up dated on further changes.

## The future

We are aiming to upload any Additional Reading Materials, Exercise Files and the FNS10 product range to our Virtual OfficeLink during over the coming weeks.

Please continue to access our Trainer Resources section of the Virtual OfficeLink for up to date information on changes made via the FNS10 Document Version Register. To learn more about what the Document Version Register, please refer to our information sheet title *Feedback and Document Version Register*.

Over the coming weeks, we will be considering any necessary topic or instruction or legislative changes to the FNSBKPG405A / FNSBKG405A Establish and Maintain a Payroll as MYOB Australia has released a new version of the Student Edition Account Right software. This does include tax tables which reflect the current financial year 2011/2012.

In fourth quarter of 2011, MYOB Australia is planning on releasing a new product to the market (still to be confirmed called AccountRight version 20). This new product range from MYOB Australia will see significant change to the software as they are moving the data file to an SQL platform. This major programming change by MYOB Australia will definitely enable much more sophisticated reported and extraction of data into third party programs. We are not able to estimate when this new product range will available in 2012 as MYOB Australia cannot confirm its release date. We will keep you informed of any progress in this area.

Finally, please always feel welcome to speak to one of our team at OfficeLink Learning regarding your training or resource needs at any time.

Best regards

Elizabeth J Haverfield

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Abbr'd Part #	FNS10 Unit Code	Differences in User Guides	Differences User Guide Exercise Files	Differences in Assessment Tools & Marking Guides	Differences in AT & MG Exercise Files
017	FNSINC301A Work Effectively in The Financial Services Industry	This text has been totally revised as 4 new elements have been added to the unit. Adding and mapped new Skills Knowledge and Critical Evidence	No files	Part A added questions G – R. Part B new practical activity. Updated any reference to elements or performance criteria throughout.	No files
018	FNSINC401A Apply Principles of Professional Practice to Work in the Financial Service Industry	Added theory and activity tasks on sustainability and team skills. Units 3 and 7 have been added. Adding and mapped new Skills Knowledge and Critical Evidence	No files	Part A added questions R - U. Part B added tasks 3 and 7 to practical activity. Updated any reference to elements or performance criteria throughout.	No files
300	FNSINC401A Develop and implement Policies and Procedures Relevant to Bookkeeping Activities & FNSBKG401A Apply Principles of Professional Practice to Work in the Financial Service Industry	Added theory and activity tasks on sustainability and team skills. Units 3 and 7 have been added. Adding and mapped new Skills Knowledge and Critical Evidence	No files	Part A added questions V-Z. Part B added tasks 3 and 7 to practical activity. Updated any reference to elements or performance criteria throughout.	No files
301	FNSBKG402A Establish and Maintain Cash Accounting System	Updated Unit code and name. Compliance reference on Unit 1 showing the elements. Compliance mapping in Appendix A. Adding and mapped new Skills Knowledge and Critical Evidence in Appendix B.	None, use the same files now located in new folder on CD.	Updated Unit code and name. No change to Part A. No change to Part B. Updated any reference to elements or performance criteria throughout.	None, use the same files now located in new folder on CD.
307	FNSBKG403A Establish and Maintain Accrual Accounting System	Updated Unit code and name. Compliance reference on Unit 1 showing the elements. Compliance mapping in Appendix A. Adding and mapped new Skills Knowledge and Critical Evidence.	None, use the same files now located in new folder on CD.	Updated Unit code and name. No change to Part A. No change to Part B. Updated any reference to elements or performance criteria throughout.	None, use the same files now located in new folder on CD.
302	FNSBKG404A Carry out Business Activity and Instalment Activity Statement Tasks	Updated Unit code and name. Compliance reference on Unit 1 showing the elements. Compliance mapping in Appendix A. Adding and mapped new Skills Knowledge and Critical Evidence.	None, use the same files now located in new folder on CD.	Updated Unit code and name. No change to Part A. No change to Part B. Updated any reference to elements or performance criteria throughout.	None, use the same files now located in new folder on CD.
303	FNSBKG405A Establish and Maintain Payroll System	Updated Unit code and name. Compliance reference on Unit 1 showing the elements. Compliance mapping in Appendix A. Adding and mapped new Skills Knowledge	None, use the same files now located in new folder on CD.	Updated Unit code and name. No change to Part A. No change to Part B. Updated any reference to elements or performance criteria	None, use the same files now located in new folder on CD.

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		and Critical Evidence.		throughout.	
353	FNSACC301A Process Financial Transactions and Extract Interim Reports	This tool is based on our Working with Accounts User Guide (FNSICACC304B-306B). This tool will take 6 - 7 hours in a classroom. Removed the unit on Rolling over Year End. Added new unit on Petty Cash manually and added computerized Petty Cash. Modified the Consolidation exercise. Updated Unit code and name. Compliance reference on Unit 1 showing the elements. Compliance mapping in Appendix A. Adding and mapped new Skills Knowledge and Critical Evidence	None, use the same files now located in new folder on CD.	New Tools. Includes mapping of Skills Knowledge and Critical Evidence.	New File.
350	FNSACC302A Administer Subsidiary Accounts and Ledgers	<i>This User Guide is also used for part #'s 351 and 352.</i> This guide is based on FNSICACC301B/307B's User Guide. Updated Unit code and name. Compliance reference on Unit 1 showing the elements. Compliance mapping in Appendix A. Adding and mapped new Skills Knowledge and Critical Evidence.	New Files	New Tools. Includes mapping of Skills Knowledge and Critical Evidence.	New Files
354	FNSACC303A Perform Financial Calculations	Created a new tool which will take approx 6 - 7 hours in a classroom. This is a manual bookkeeping concept. Includes mapping of Skills Knowledge and Critical Evidence.	No files	New Tools. Includes mapping of Skills Knowledge and Critical Evidence.	No files
321	FNSACC403A Make Decisions in a Legal Context	Created a new tool which will take approx 6 - 7 hours in a classroom. Includes mapping of Skills Knowledge and Critical Evidence.	No files	New Tools. Includes mapping of Skills Knowledge and Critical Evidence.	No files
304	FNSACC404A Prepare Financial Statements for Non Reporting Entities	Updated Unit code and name. Compliance reference on Unit 1 showing the elements. Compliance mapping in Appendix A. Adding and mapped new Skills Knowledge and Critical Evidence.	None, use the same files now located in new folder on CD.	Updated Unit code and name. No change to Part A. No change to Part B. Updated any reference to elements or performance criteria throughout.	None, use the same files now located in new folder on CD.
305	FNSACC405A Maintain	Removed chapter relating to Assets.	Removed Excel	Updated Unit code and name.	MYOB data files

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	Inventory Records	Updated Unit code and name. Compliance reference on Unit 1 showing the elements Compliance mapping in Appendix A. Adding and mapped new Skills Knowledge and Critical Evidence	spreadsheet and unit on Assets. MYOB files are the same files now located in new folder on CD	Part B is now changed sending reports from MYOB to Microsoft Excel for Task 14.	are the same now located in new a folder on CD. There is no Excel spreadsheet any more.
021	FNSACC406A Set up and Operate Computerised Accounting System	Updated Unit code and name. Compliance reference on Unit 1 showing the elements Compliance mapping in Appendix A. Adding and mapped new Skills Knowledge and Critical Evidence Added a section with more period end adjustments via journal entries Updated reports to reflect these journal entries.	No files	New Tools. Includes mapping of Skills Knowledge and Critical Evidence.	No files
351	FNSACM301A Administer Financial Accounts FNSACM302A Prepare Match and Process Receipts	<i>Use part # 350's FNSACC302A User Guide.</i>	<i>See part # 350's</i>	New Tools. Includes mapping of Skills Knowledge and Critical Evidence.	New files
352	FNSACM303A Process Payment Documentation	<i>Use part # 350's FNSACC302A User Guide.</i>	<i>See part # 350's</i>	New Tools. Includes mapping of Skills Knowledge and Critical Evidence.	New files
306	BSBFIA301A Maintain Financial Records & BSBCM308A Maintain Financial Records	No change.	No files	No changes.	No files
314 & WWP	BSBFIA302A Process Payroll	No change.	None, use the same files now located in new folder on CD.	No changes.	None, use the same files now located in new folder on CD.
311	BSBFIA303A Process Accounts Payable and Receivable	No change.	None, use the same files now located in new folder on CD.	No changes	None, use the same files now located in new folder on CD.
311 & 314	BSBFIA304A Maintain a General Ledger	No change.	None, use the same files now located in new folder on CD.	No changes.	None, use the same files now located in new folder on CD.
310	BSBFIA401A Prepare	No change.	None, use the	No changes	None, use the

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	Financial Reports		same files now located in new folder on CD.		same files now located in new folder on CD.
015	BSBOHS303B Contribute to OHS Hazard Identification and Risk Assessment & BSBOHS201A Participate in OHS Processes	Revised theory and activities to meet revised performance criteria. It would be best to treat the tool as new. Adding and mapped new Skills Knowledge and Critical Evidence.	No files	Revised these tools, would be best to treat as new. Includes mapping of Skills Knowledge and Critical Evidence.	No files
355	BSBITU306A Design and Produce Business Documents & BSBWRT301A Write Simple Documents	Created new user guide on fundamentals of creating business documents which a bookkeeper would use, namely letters, memos, notations. Will take approx 3 to 4 hours. Adding and mapped new Skills Knowledge and Critical Evidence.	New files can be found on our CD's under these code numbers. They are Word files	New Tools. Includes mapping of Skills Knowledge and Critical Evidence.	No files
356	BSBWOR203A Work Effectively With Others	Created a new tool which will take approx 3 to 4 hours in a classroom. Includes mapping of Skills Knowledge and Critical Evidence.	No files	New Tools. Includes mapping of Skills Knowledge and Critical Evidence.	No files
357	BSBCUS301A Deliver and Monitor a Service to Customers	Updated Unit code and name. Tool is based on FNSICCUS401A guide. Compliance reference on Unit 1 showing the elements. Compliance mapping in Appendix A. Adding and mapped new Skills Knowledge and Critical Evidence.	No files	Tool is based on FNSICCUS401A. Updated Unit code and name. No change to Part A. No change to Part B. Updated any reference to elements or performance criteria throughout.	No files
358	BSBWOR204A Use Business Technology	Tool is based on FNSICGEN302A guide. Compliance reference on Unit 1 showing the elements Compliance mapping in Appendix A. Adding and mapped new Skills Knowledge and Critical Evidence	No files	Tools are based on FNSICGEN302A. Updated Unit code and name. No change to Part A. No change to Part B. Updated any reference to elements or performance criteria throughout.	No files