

TASPLAN MYOB Seminars



Tasplan is again pleased to offer, for its valued employers, MYOB training at significantly reduced prices. Two different sessions are to be run this year - Introductory and Advanced. Those that have previously attended a Tasplan MYOB session should consider the Advanced Course.

Topics to be covered in the session include:

MYOB – Introductory

- NEW features – now called MYOB AccountRight
- Basic Navigation
- The simple way to use the registers
- Record Money received and Spent
- Create supplier orders, purchase order and bills
- Customise Tax Codes
- Modify the Accounts List
- Deal with Petty Cash
- Back up and Restore

MYOB – Advanced

- NEW features – now called AccountRight
- Setting up Users and their Roles
- Dealing with irregular transactions
- Using the Company Auditor
- Reconcile Payroll info – PAYG and Super
- Reconcile A/R , A/P and Inventory
- Reconcile the GST Account
- Starting a NEW YEAR

Where: CPA Australia Office – Level 2 / 54 Victoria Street, Hobart

WHEN: Thursday 8th March 2012

Time: **Introductory** 10am to 12pm / **Advanced** 1pm to 3pm

Cost: \$30.00 per person incl. GST

RSVP: info@tasplan.com.au or phone Britt on 03 6270 4823 by 1st March

Please note: Places are limited so please get in quick to avoid disappointment.
Tea/Coffee etc will be provided.

Tasplan is Tasmania's largest Industry Super Fund.



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MYOB[®]

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