

# 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: Colonial Motor Inn – 31 Elizabeth Street Launceston

WHEN: Tuesday 6<sup>th</sup> March 2012

Time: Introductory 12 Noon to 2pm / Advanced 2.30pm to 4.30pm

Cost: \$30.00 per person per session incl. GST

RSVP: [info@tasplan.com.au](mailto:info@tasplan.com.au) or phone Britt on 03 6270 4823 by 1<sup>st</sup> March

**Please note:** Places are limited so please get in quick to avoid disappointment.  
Afternoon Tea will be provided.

**Tasplan** is Tasmania's largest Industry Super Fund.

