

TASPLAN

QuickBooks

Seminar



As a valued employer Tasplan has arranged QuickBooks training for you at greatly reduced rates. This short seminar is designed to make your business life easier, and is a great opportunity to learn more about QuickBooks and get your questions answered by a QuickBooks expert.

The course will cover:

- Payroll features
- Time saving tips
- Using Quicken QuickBooks to handle your super obligations
- Help with streamlining the QuickBooks payroll process
- Steps in setting up employees from start to finish
- Entering details and setting up Gross wage information
- Setting up Gross wage and tax information
- Super set up (inc salary sacrifice versus employer additional)
- Leave entitlement, deductions, expenses set up
- Standard pay set up, including EFTs
- Emailing payslips
- Reporting (payslip re-printing, reports for IAS/BAS, leave entitlements, Super)

Where: Colonial Motor Inn – 31 Elizabeth Street Launceston

WHEN: Tuesday 6th March 2012

Time: 9am to 11am

Cost: \$30.00 per person incl. GST

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

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

Tasplan is Tasmania's largest Industry Super Fund.

