

## Accomplished Accounts

### Seminar Schedule 2010

**Cost:**

\$60 plus GST - per person per seminar

**Light Morning Tea Included**

**Time 9:30am to 11:30am for all seminars**

**Venue: 49 Robinson St, Dandenong 3175 Mel Ref 90 D7**

To register, please contact the office on (03) 9793 4793

Or by email [info@accomplished-accounts.com.au](mailto:info@accomplished-accounts.com.au)

### Accounting Systems and Bookkeeping Specialists



**Tuesday, March 9th**

*QuickBooks—BAS*

- Chart of Accounts Set Up
- Cash/Accrual
- Lodging Online
- Memorised reports-tax checking
- PAYG Instalments

**Thursday, May 6th**

*QuickBooks-Payroll*

- RDO
- Termination
- Salary Sacrifice
- Super
- PAYG Summaries
- FAQ's

**Tuesday, June 8th**

*QuickBooks End Of Financial Year*

- Previous years financials
- GST/PAYGW Control
- Bank reconciliations/uncleared items
- Fixed Assets & stock
- Profit & Loss positions
- A/R and A/P - reconcile

**Thursday, October 7th**

*MYOB—Hints & Tips*

**Tuesday, March 30th**

*QuickBooks New Features*

- Presentation of what's new in 10/11
- Start up new files
- Upgrading to new QBi series

**Tuesday, June 1st**

*MYOB End of Financial Year*

- Previous year's financials
- GST/PAYGW Control
- Bank reconciliations/uncleared items
- Fixed Assets & Stock
- Profit & Loss positions
- A/R and A/P—reconcile

**Tuesday, September 21st**

*QuickBooks—BAS*

- Chart of Accounts Set Up
- Cash/Accrual
- Lodging Online
- Memorised reports-tax checking
- PAYG Instalments

**Tuesday, October 12th**

*QuickBooks—Hints & Tips*

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