

Registration Form

Choose your location

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Adelaide, 14 June | <input type="checkbox"/> Gold Coast, 1 June | <input type="checkbox"/> Melbourne (East), 7 June | <input type="checkbox"/> Perth, 15 June |
| <input type="checkbox"/> Brisbane, 2 June | <input type="checkbox"/> Hobart, 5 June | <input type="checkbox"/> Melbourne (City), 8 June | <input type="checkbox"/> Sydney (City), 16 June |
| <input type="checkbox"/> Canberra, 25 May | <input type="checkbox"/> Launceston, 6 June | <input type="checkbox"/> Newcastle, 26 May | <input type="checkbox"/> Sydney (West), 30 May |

Seminar	Price (attendee)	Qty	Total	
Payroll EOY (plus Superannuation) session				
Name	Early bird \$132.00 (ends May 5)			
Name	\$165.00			
Name				
Accounts EOY session				
Name	\$55.00			
Name	or free if attending Payroll session (substitutes welcome)			
Name				
25% off Attaché guide books	Regular	Attendee special	Qty	Total
Business Partner At Work	\$88	\$66		
Attaché ODBC and Microsoft Office for Office 97/2000	\$88	\$66		
Attaché ODBC and Microsoft Office for Office XP/2003	\$88	\$66		
Attaché GST Handbook	\$88	\$66		
Forms Designer (with Screen Designer) Guide	\$48	\$36		
Attaché Payroll User Guide	\$88	\$66		
Business Partner Supervisor Guide	\$48	\$36		
Postage and handling	\$11	free		
Order total				

<input type="checkbox"/> Please charge my AFTP/CBP account																
signature.....																
<input type="checkbox"/> Credit card																
for the amount of \$.....																
Card holder.....																
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<input type="checkbox"/> Cheque enclosed																
for the amount of \$.....																
Payable to Attaché Software Australia Pty. Limited																
<input type="checkbox"/> Direct deposit/EFT																
ANZ North Sydney – Miller Street 012-361-2286-55513																
Enclose receipt or remittance advice (or email to admin@attachesoftware.com)																

Company	
Contact	
VIP no.	Phone
Address	
P/code	
Email (for invoice/confirmation)	
Attaché consultant	
Attaché Software Australia Pty. Limited EOY06	
18 Berry Street, North Sydney NSW 2060	
PO Box 1070, North Sydney NSW 2059	
Tel +61 2 9929 8700 Fax +61 2 9925 0481	



Fax to (02) 99250481

- Adelaide, 14 June | Holiday Inn, 65 Hindley St
- Brisbane, 2 June | Mercure Hotel, 85-87 North Quay
- Canberra, 25 May | Rydges Lakeside, London Circt
- Gold Coast, 1 June | Crowne Plaza Surfers Paradise, 2807 Gold Coast Hwy
- Hobart, 5 June | Mecure Hotel, 156 Bathurst St
- Launceston, 6 June | Hotel Grand Chancellor, 29 Cameron St
- Melbourne (East), 7 June | Novotel Glen Waverley, 285 Springvale Rd
- Melbourne (City), 8 June | Carlton Crest Hotel, 65 Queens Rd
- Newcastle, 26 May | Wests Leagues Club, 88 Hobart Rd
- Perth, 15 June | Duxton Hotel, 1 St Georges Terrace
- Sydney (City), 16 June | Vibe Hotel, 111 Goulburn St
- Sydney (West), 30 May | Carlton Hotel Parramatta, 350 Church St

Early bird special
 Book and pay before
 May 5 2006 to
 receive your early bird
 discount

25%OFF
 all Attaché
 publications



Find out more
 about the seminars
 via the CBP Members website or at
www.attachesoftware.com/seminars/eoyseminars06

Session 1
Payroll End-of-Year Processing
\$132.00 early bird (ends May 5)
\$165.00

9:00am – 11:00am
 (1:00pm – 3:00pm in Gold Coast and Melbourne East)

Let Attaché help you process your payroll end-of-year with confidence. This session covers the following:

- Reconciliation
- Electronic lodgement
- Payment Summaries
- Backups
- Fringe Benefits
- Deleting transactions
- Magnetic Media
- Checks after EOY

Superannuation - Doing it Right?

This year's Payroll EOY includes an intensive session on how to use Attaché Payroll to handle superannuation. If your superannuation isn't as easy as *Set Up – Process Pays – Export* then you need to attend. Participants receive our new guide *Managing Superannuation with Attaché Payroll*.

Question & Answer — Open forum Bring along your Payroll questions and get help from our experts.

Handouts Attaché's EOY guides and checklists for your payroll end-of-year processing. (Normally \$30.00)

Session 2
Accounts End-of-Year Processing
\$55.00
Free if attending Payroll EOY

11:30am – 12:30pm
 (3:30pm – 4:30pm in Gold Coast and Melbourne East)

This session covers all you need to know about accounts end-of-year processing with your Attaché system:

- Debtors/Creditors/General Ledger
- Deleting old transactions
- BAS reports
- Checks after EOY
- Electronic lodgement
- General Ledger final adjustments
- EOY backups

With plenty of time for questions, you can be sure you'll get answers to any issues you face with end-of-year processing. Plus you'll learn about new features in your Attaché system that you may not know about which will benefit your business.

Handouts Attaché's EOY guides and checklists for your accounts end-of-year processing. (Normally \$30.00)

Special Bonus

Attendees at the Payroll session can attend the Accounts session free of charge. (You may send a substitute attendee to this session if you wish.)