

# Attaché EOY 2007/08 Seminars



## 1. Select your location

Accounts EOY, Payroll EOY and Attaché 7 and Your Accountant sessions

- Canberra** Wednesday 28 May
- Sydney West** Thursday 29 May
- Newcastle** Friday 30 May
- Melbourne East** Monday 2 June
- Melbourne City** Thursday 5 June
- Perth** Tuesday 10 June
- Adelaide** Wednesday 11 June
- Sydney City** Tuesday 17 June
- Brisbane** Friday 20 June

Accounts EOY and Payroll EOY sessions only

- Hobart** Tuesday 3 June
- Launceston** Wednesday 4 June
- Darwin** Friday 13 June
- Gold Coast** Thursday 19 June

## Sessions

### Attaché 7 and Your Accountant

9:00am – 10:00am  
(not available in Hobart, Launceston, Darwin and Gold Coast)

This session is for **your external accountant**, and we encourage you to attend with them. Together you'll learn how to make end-of-year financials and BAS reporting easier for you both.

- I'll be attending this session with my accountant
- My accountant will be attending this session without me

Accountant Name  
.....

Company  
.....

Phone  
.....

Email  
.....

### Accounts End-of-Year Processing

10:30am – 12:00pm  
9:30am – 11:00am in Hobart, Launceston, Darwin and Gold Coast  
• Reconciliation • Reporting • EOY Backups • EOY processing • GL Final Adjustments • Housekeeping  
**Plus** New customer statements and inventory reporting.

### Payroll End-of-Year Processing

12:30pm – 2:00pm  
11:30am – 1:00pm in Hobart, Launceston, Darwin and Gold Coast  
• Reconciliation • Fringe Benefits • Payment Summaries • Magnetic Media • EOY Backups • Housekeeping  
**Plus** Calculating OTE for superannuation and new ETPs.

## 2. Attendee details

First name	Surname
.....	.....
.....	.....
.....	.....

Attaché 7 and Your Accountant	Accounts EOY		Payroll EOY		Total
	Early-bird*	Regular	Early-bird*	Regular	
<input type="checkbox"/> Free	<input type="checkbox"/> \$110	<input type="checkbox"/> \$130	<input type="checkbox"/> \$110	<input type="checkbox"/> \$130	
<input type="checkbox"/> Free	<input type="checkbox"/> \$110	<input type="checkbox"/> \$130	<input type="checkbox"/> \$110	<input type="checkbox"/> \$130	
<input type="checkbox"/> Free	<input type="checkbox"/> \$110	<input type="checkbox"/> \$130	<input type="checkbox"/> \$110	<input type="checkbox"/> \$130	
<b>Total</b>					<b>\$</b>

\* Register by 15 May to receive the early-bird discount.

## 3. Company details

Please use block letters

Company .....	VIP .....	Phone .....
Email (for tax invoice) .....		Contact person .....

## 4. Payment details

Please charge my AFTP/CBP account signature .....

Cheque enclosed for the amount of \$ ..... payable to Attaché Software Pty. Limited

Credit card for the amount of \$ .....  
 Cardholder .....  
 Expiry [ ] [ ] / [ ] [ ] signature .....

Direct deposit/EFT ANZ North Sydney – Miller Street 012 361 2286 55513 Enclose receipt or remittance advice