



# The Paperless Office



## The Paperless Office

### Where to From Here?

Two, half-day workshops for people employed in farming and regional businesses.

**Presented by Bernie McKenzie and Ben Clurey, Belmores Chartered Accountants**

**Date:** Thursday 17 September (Session 1)  
Thursday 24 September (Session 2)

**Time:** 9.30am – 12.30pm

**How:** Online via Zoom. To register, click on the link below or click 'Register Now'  
[https://us02web.zoom.us/meeting/register/tZYscuCqqzsrGdHRGQa4B3f\\_zuzl9Rpa0sry](https://us02web.zoom.us/meeting/register/tZYscuCqqzsrGdHRGQa4B3f_zuzl9Rpa0sry)

The Paperless Office workshop series will be delivered over 2 online sessions and will cover:

- Current filing and document management systems: *How are you currently doing things? What needs to change and how do we change?*
- Paperless Office: *Receiving information, saving and storing information, linking document management and accounting systems.*
- Online Programs: *What is your current program? How do you load information onto the system? What are the best options i.e. MYOB, Xero, or other packages?*
- Where is the future of online going?: *ATO requirements in STP/Super Streaming, ATO Portal, business portals – accountants*
- Selecting the right option for you
- Reading financial statements: *To understand benchmark comparison, fixed and variable costs, bank reporting, return on assets*

These free workshops involve both theory and practical demonstrations.

For more information, please contact Riverine Plains on 0407 919 842 or email Fiona Hart at [info@riverineplains.org.au](mailto:info@riverineplains.org.au)

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