



We're Xero Certified, Xero Payroll Specialists and registered BAS Agents that can help get accounts cleaned up and on track so that reporting is accurate and meaningful. Let us help you make end of year as simple and painless as possible so that your accountant can provide higher value-added services instead of dealing with transaction problems.

## SERVICES OFFERED:

### + ACCOUNTING & PAYROLL/ HR SUPPORT PACKAGES

- Monthly review and correction of transactions
- Staff training in the use of Xero and how to process transactions that are frequently handled incorrectly
- Set up new employees in payroll, process termination pays and assist with more challenging payroll transactions
- Consulting and written HR advice regarding more complex payroll and employment issues
- Management reporting and budgeting, including monthly discussions
- Reconciliation of Balance Sheet accounts, including GST
- Lodgement of BAS, IAS, Payment Summaries, Payroll Tax and Taxable Payment Annual Reporting
- Preparation and lodgement of workers' compensation annual declarations
- Liaise with external accountant on issues requiring their guidance and input
- Collation of documents and reconciliations required by your external accountant for preparation of the annual financial statements and tax return plus entry of alignment journal to bring Xero data file in line with the accountant's figures.

### + BOOKKEEPING RESCUE

- Identify and correct transactions that are causing balances that don't make sense – minor or major clean-ups including re-lodgement of BAS' where necessary
- Fix GST reconciliation problems and over or under claimed GST

### + XERO SET-UP AND CONVERSION

- Automatic conversions from MYOB or Reckon, plus customisation and adjustment of Xero settings to ensure correct usage of Xero moving forwards
- Manual conversions from any accounting software package or Excel

### + END-TO-END BOOKKEEPING SERVICES

- Entry of all purchases from source documents (bills and receipts)
- Preparation of supplier payments, including uploading batch payments to online banking for review and authorisation
- Entry of all sales and payments by customers
- Reconciliation of all bank accounts and credit cards
- Monitor status of contractors and their superannuation entitlements
- Full payroll function including new employee set-up and termination pays
- Consulting and written HR advice regarding more complex payroll and employment issues
- Set up quarterly superannuation batch payments for review and authorisation
- Management reporting and budgeting, including monthly discussions (if accountant is not providing)
- Reconciliation of Balance Sheet accounts, including GST
- Preparation and lodgement of BAS, IAS, Payment Summaries, Payroll Tax Returns and Taxable Payments Annual Reports
- Preparation and lodgement of workers' compensation annual declarations
- Liaise with external accountant on issues requiring their guidance and input
- Collation of documents and reconciliations required by your external accountant for preparation of the annual financial statements and tax return plus entry of alignment journal to bring Xero data file in line with the accountant's figures

### + TRAINING

- Train staff in the use of Xero
- Provide remote support via e-mail or screen share for issues
- Train Directors in how to extract the reports that they need out of Xero