

# step-up



## Bookkeeping Services

- All cloud applications including MYOB, XERO, LEAP and Quickbooks
- General ledger reconciliations
- LEAP Trust account reconciliations and reporting
- Vault RE Trust account reconciliations and reporting
- My Desktop Trust account reconciliations and reporting
- Accounts payable
- Accounts receivable
- Bank and ledger reconciliations
- Multiple currencies set-up, management & training (MYOB)
- Inventory set-up, management & training (MYOB)
- Reporting - Profit & Loss, Balance Sheets, Budgets and tailored reports
- Taxable Payment Annual Reporting (TPAR)
- Sales reconciliations
- Chart of Accounts maintenance

## GST / BAS Agent Services

- Preparation & assistance with Business Activity Statements (Monthly & Quarterly)
- GST reconciliations
- Electronic lodgement through the BAS Agent portal
- MYOB / XERO accounts – setting up and maintaining GST tax codes and ensuring accurate calculations dependant upon industry GST requirements
- Ensuring your business systems are in accordance with the GST Legislation



BAS agent  
86761002

**myob** | Certified Consultant



PUBLIC PRACTICE MEMBER  
  
ASSOCIATION OF ACCOUNTING TECHNICIANS



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## Payroll Services

- Payroll Processing - MYOB, Wage Easy and XERO
- Complex termination payment calculations
- WorkCover – annual remuneration and claims management
- Superannuation
- STP – Single Touch Payroll setup and maintenance
- Personnel Files maintenance
- Award and hourly rate information available
- Leave Entitlement calculations
- Payroll Tax – calculation for all states
- PAYG Withholding / IAS
- Departmental reporting of wages

## End of Financial Year Bookkeeping Services

- WorkCover - remuneration calculation
- Payroll Tax - annual returns (all states)
- Preparation of Annual Staff Payment Summaries and lodgement
- PAYG Withholding annual reconciliation
- Year end rollovers and backups
- Correspondence with accounting firms to provide all required end of year information
- General ledger reconciliations
- Processing Accountants year end adjustments

## Training / Consulting

- MYOB / XERO Bookkeeper Training
- Bank feed and bank rules set-up
- MYOB forms / templates set-up
- MYOB set-up & installation
- Integration assistance using LEAP, Migration Manager, Shopify

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## Bene fits

- Centrally located / flexible hours of operation
- Registered BAS Agent  
- Registration No. 86761002
- Services can be provided on a regular or ad hoc basis and are adaptable to suit the changing needs of your business
- Reduce your annual accounting fees
- Ensure all legislative requirements are met
- Our tailored reports enable informed business decisions to be made by highlighting movements in turnover and percentage increases and decreases in costs
- Step-Up can supply your Accountant with a backup copy of your MYOB data file at the end of each financial year
- All services can be customised daily, weekly, monthly or as required

## Fees

- Fees are charged on an hourly basis
- Travel costs may be incurred as part of this service
- Our trading terms are 7 days

## Contact Details

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