

step-up

CLOUD BASED BOOKKEEPING, BAS & PAYROLL SERVICES



BOOKKEEPING



PAYROLL



BAS



TRAINING



PROJECT
REPORTING

We are committed to meeting the demands of today's business environment in the most effective and efficient manner. The Step-Up team keeps up-to-date with legislative changes, software updates and other developments that affect our clients.

Your business is unique and so too are your requirements. Accordingly our services are tailored to you – as comprehensive or as minimal as you desire.

OUR SERVICES

BOOKKEEPING SERVICES

- All cloud applications including MYOB, XERO and Quickbooks
- General ledger reconciliations
- Law Firm Trust account reconciliations and reporting - LEAP & SmokeBall
- Accounts payable (DEXT, HubDoc & ApprovalMax)
- Accounts receivable
- Bank and ledger reconciliations
- Multiple currencies
- 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 BAS (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

PAYROLL SERVICES

- Payroll Processing - MYOB, XERO & Deputy
- Complex termination payment calculations
- Superannuation
- STP – setup, maintenance & finalisation
- Payroll Tax – calculation for all states
- Personnel Files maintenance
- Award and hourly rate analysis
- Leave Entitlement calculations
- IAS
- Departmental reporting of wages
- Commission calculations

END OF FINANCIAL YEAR BOOKKEEPING SERVICES

- WorkCover – annual remuneration certification
- Payroll Tax - annual returns (all states)
- STP Finalisation
- 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 Software training
- MYOB & XERO file setup
- Integration assistance with DEXT, LEAP, Deputy, ApprovalMax & SmokeBall

