



SD – Finance Documents

Contents

Debtor Management	2
Superannuation	2
Bank Reconciliation	3
Adding a new employee into Xero Payroll	4
Payroll	6
Processing Bills	10

Debtor Management

1. Invoices raised fortnightly on Tuesday/Wednesday of pay week after completion of payroll. (when advised by Support Coordination & Client Engagement that all Shifts have been finalised in the CRM)
2. Plan Management to create and control all Plan Management monthly fees & set up fees.
3. Payment terms are 14 days.
4. If outstanding after 21 days, finance department to follow up with a phone call
5. If outstanding by 28 days and received no response from debtor refer to CEO.
6. CEO to make call on:
 - a. Suspension of services until debt is cleared
 - b. Payment plan is developed with participant
 - c. Or referral to debt collection

Superannuation

Superannuation is to be paid monthly by the 15th of the following month.

1. Click Payroll, Superannuation
2. Add Super Payment
3. "Due Date End" to be end of the following month.
4. Select All (tick box on left)
5. Balance total figure to liability on Balance Sheet
6. Submit for Approval
7. Approver will receive a code sent via SMS (currently setup to CEO's mobile).
8. Approver to enter code in Xero to approve.
9. Accept
10. Money will be automatically direct debited out of the Operations business account and paid to the respective superannuation funds of your employees the next day.

Bank Reconciliation

1. On the Dashboard, Select Reconcile x items under the bank accounts.
2. Check any auto matches and click ok if correct
3. Create invoices or bills for remaining transactions
4. Direct allocations like bank charges or interest can be allocated directly to their account by entering the details on the right.

It's best to stay on top of this for a few reasons:

- Outstanding Invoices and Bills are accurate
- Process will take less time if done more frequently.
- Any errors can be investigated in a timely manner.

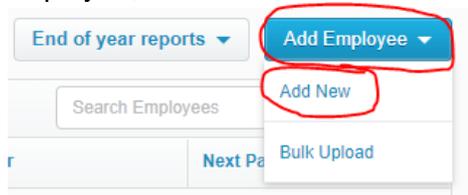
Creating Invoices (Debtors)

Finance Team Role

1. Create Batches (NDIS, PLAN, SELF & TAC) in CRM.
2. Correct the date of invoices to read the last day of the period being invoiced.
3. Check all invoices to ensure there are no errors, if errors are discovered consult with Plan Management / CRM Technical Administrator and correct before proceeding.
4. Send the NDIS batch to Proda via the Portal.
5. Sync the PLAN & SELF batches to Xero.
6. Process all Draft invoices in Xero and create the TAC invoices.
7. Update the Invoice Summary Report and email to CEO, General Manager, Support Coordination Manager & Operations Manager. (cc Finance Manager).
8. Follow debtor policy for follow up

Adding a new employee into Xero Payroll

1. Go to Payroll, Employees
2. Add Employee
3. Add Employee, Add New



4. Enter Basic Information
 - a. The following is required to Save

! There are multiple errors on the page that require your attention.

- The Last Name is required.
- The First Name is required.
- The Date of Birth is required.
- The Address is required.
- The Suburb is required.
- The State is required.
- The Postcode is required.

- b. Gender of employee is required for Superannuation
5. Save
 6. Employment and Superannuation
 - a. **Employee**
 - b. **Salary & wages**
 - c. **SCHADS Award**
 7. Tax Information – Enter information from Tax Declaration.

SD – Finance Documents

8. If Full Time or Part time, “Assign Leave Type”

a. Setup Personal Hourly

Edit Leave Type ✕

Leave ⓘ
Personal Hourly

Leave Calculation Method ⓘ
Based on Ordinary Earnings

Hours of leave accrued annually by a full-time employee ⓘ
76

Hours a full-time employee works in a Fortnightly pay period ⓘ
76

Opening Balance ⓘ
0.0000

On termination unused balance is: ⓘ
Not Paid Out

b. Setup Holiday Hourly

Edit Leave Type ✕

Leave ⓘ
Holiday Hourly

Leave Calculation Method ⓘ
Based on Ordinary Earnings

Hours of leave accrued annually by a full-time employee ⓘ
152

Hours a full-time employee works in a Fortnightly pay period ⓘ
76

Opening Balance ⓘ
0.0000

On termination unused balance is: ⓘ
Paid Out

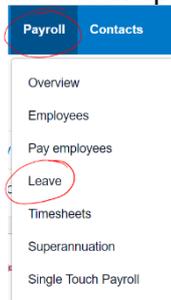
ETP leave type ⓘ

9. Bank Account – Enter bank details for pay to be transferred to. Enter “Pay” in Statement Text.
10. Payslips – No action required
11. Pay Template – Setup Pay items, phone allowance, superannuation and Sal Sac if required.

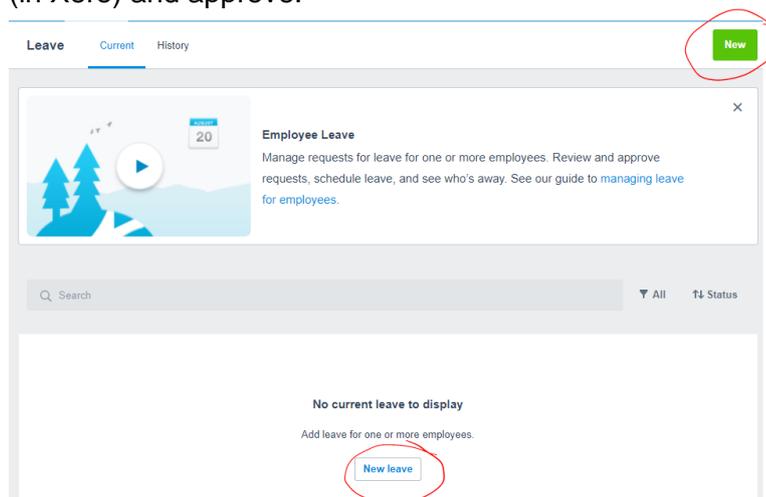
Payroll

How to Run Payroll

1. Receive confirmation from coordination regarding the schedule board being approved –
2. Check and apply for leave
 - a. Check appropriate leave for the fortnight has been applied for and approved.



- b. Payroll
- c. Leave
- d. If leave has been applied for and/or approved, it will show here
- e. If not, request leave form from employee, apply for leave on employee's behalf (in Xero) and approve.



- f. Select “New”, then select the “employee”, choose leave type, enter description, date/s of leave and hours of leave taken. Click Approve to finalise. Do this for each employee prior to the beginning the pay run.

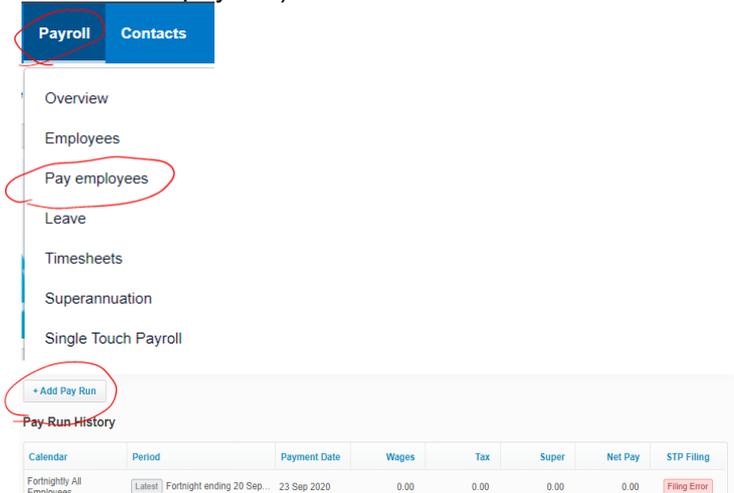
SD – Finance Documents

3. Eziway Salary Sacrifice Portal
 - a. Open Browser, go to eziway.net.au and login
 - b. Under Payroll, Select Projected deduction report, Projected deduction – Itemised
 - c. Print report
 - d. Leave browser open (we'll return here later)
4. Print required Employee Approved Timesheets in Brevity

Start pay run

- a. Under Payroll, select Pay Employees, then “+ Add Pay run”, select pay period click next. (should default to next pay run)

i.



Calendar	Period	Payment Date	Wages	Tax	Super	Net Pay	STP Filing
Fortnightly All Employees	Latest Fortnight ending 20 Sep...	23 Sep 2020	0.00	0.00	0.00	0.00	Filing Error

- b. Unselect employees who haven't worked this pay run

SD – Finance Documents

- c. Go into Brevity – Admin – Sync Xero, to sync the payroll records

Administration	Schedule Board
1. Languages	
2. Qualifications	
3. Service Types	
4. Funding Sources	
5. Pricelists	
6. Expense Types	
7. Public Holidays	
8. Pay Rate Loading	
9. Communication Templates	
10. Form Templates	
11. Goal Templates	
12. Interests	
13. Employee Positions	
14. Cancellation Policies	
15. Bulk Communication Groups	
Change Service Type	
16. Client Checklist	
Change Pricelist	
Travel & Transport Settings	
05-2 Sync Xero	

- d. Xero data sync – click continue
- e. Select entitles and Sync

SD – Finance Documents

Select entities to sync

<p>Sync data</p> <p><input checked="" type="radio"/> To XERO</p> <p><input type="radio"/> From XERO</p>	<p>Select records to sync</p> <p><input checked="" type="radio"/> ALL - even if already synced</p> <p><input type="radio"/> Updated Only - since last sync</p> <p><input type="radio"/> Unsynced Only - never synced</p>	<p>Select entities to sync</p> <p><input type="checkbox"/> Client</p> <p><input type="checkbox"/> Employee</p> <p><input type="checkbox"/> Invoice</p> <p><input type="checkbox"/> Payment</p> <p><input checked="" type="checkbox"/> Timesheet</p> <p><input type="checkbox"/> ExternalProvider</p> <p><input type="checkbox"/> EarningsLine</p> <p><input type="checkbox"/> ReimbursementLine</p> <p><input type="checkbox"/> PMLInvoice</p>
--	---	---

[Continue](#)

- f. Select the timesheets and then sync

[Previous](#)

[Sync data](#)

- g. Go into Xero timesheets, search by draft and approve the timesheets that have been sync'd
- h. Back to brevity – repeat the above step but choose earning line – Print results
- i. Check each draft pay to Brevity – make adjustments where necessary
- j. Manually adjust the leave accrual for each of the staff earning an RDO for the pay fortnight. At the bottom of the employee's draft payslip, enter the appropriate hours against the RDO – On call" leave type (note, this is only applicable to those 'on call' for the pay period
- k. In Xero, click "View Reports"
- a. Print payroll Employee Summary and have the manager review
 - b. Make any changes if required.
 - c. Click "Post Pay run", then "Yes"

View Reports [Post Pay Run](#) [Close](#)

- l. Click "Pay Run Options"
- m. Select Download ABA
- n. Click "Pay Run Options"
- o. Click "File" to lodge with ATO, Tick authorisation box, Submit/OK
- p. Login to Bendigo Bank Online Banking.
- q. Move Money
- r. Bulk Payments
- s. Upload new payment file
- t. Select the correct .ABA file.
- u. Complete the payment
- v. Second signatory required to authorise payment
- w. Email pay slips

SD – Finance Documents

Paying Salary Sacrifice Amounts

- 1 - paying Eziway in Xero
 - a. Business
 - b. Bills to pay
 - c. Awaiting payment
 - d. Update the repeating bill to Eziway with the new amount
2. - select Eziway to pay after updating the amount
3. – make payment – pay Eziway in Xero via ABA File at Bendigo Bank (as above)
4. - EZIWAY, save any changes & email confirmation to Eziway by clicking on the email to Eziway button bottom right corner, log out.

Processing Bills

Create Bills (Creditors)

1. Input of Bill into Xero
 - a. For electronic bills
 - i. Forward email to Xero email address
 - bills.87mp3.dhmzci9jjkg60dht@xerofiles.com
 - b. For paper bills
 - i. Scan as PDF to Xero email on scanner
2. Bill is automatically created as a draft Bill in Xero.
3. Xero will prefill data into the Bill as per it's digital scanning software
4. Review prefilled data
5. Enter in account as per expense category
6. Save and send for approval
7. Once approved bill will move to "Awaiting Payment".
8. Select bills to pay by ticking box on left
9. Click Batch Payments
10. Confirm number of bills to pay "Pay xx Bills"
11. Select Bank account to pay from (BB: Operations)
12. Continue to review bills
13. Update any payment details (checking for missing account numbers)
14. Continue to Payment Summary
15. Finish and view batch
16. Export Batch File
17. Print Batch PDF
18. Send Remittance to the bank once the ABA file has been approved in the bank

Rejected Bills

If a bill is created in error there are 2 opportunities to remove it:

1. Bill is sitting in awaiting approval
 - a. At this stage the bill can be deleted to remove chance of accidental payment.
 - i. Click Business

SD – Finance Documents

- ii. Bills to Pay
 - iii. Search for Bill
 - iv. Open Bill
 - v. Select Bill Options
 - vi. Click Delete
- 2. Bill is sitting in Awaiting Payment
 - b. At this stage the bill can only be voided, it removes the bill from the financial records but a record of it remains in the audit trail.
 - i. Click Business
 - ii. Bills to Pay
 - iii. Search for Bill
 - iv. Open Bill
 - v. Select Bill Options
 - vi. Click Void