Systems and Access

Priority: Get These Set Up Immediately

Ask Alida or Yaseen to help you get access on Day 1:

System	Priority	Action
Email	Day 1	Should already be set up by Grant
Shared drive	Day 1	Should already be set up by Grant
Xero (all 3 orgs)	Day 1	Alida or Grant to add you as a user
Healthbridge	Week 1	Alida to walk you through it

Xero - Primary Accounting Platform

What it does: Bookkeeping, invoicing, quoting, bank reconciliation, supplier management, financial reporting.

Your organisations:

Organisation	Entity	Region	Your Role
Dr James La Porta Inc	Medical practice	SA	Full bookkeeping
Saint Raphael	Management company	SA	Full bookkeeping
Sanctura Limited	UK clinic	UK	Full bookkeeping

What you'll do in Xero:

- Record and categorise transactions
- Reconcile bank feeds
- Manage supplier invoices and bills
- Run reports (P&L, balance sheet, aged receivables, aged payables)
- Audit invoices created by staff (decentralized invoicing model)
- Prepare data for management accounts

What you won't do in Xero:

- Create patient invoices (staff do this at point of service)
- Create quotes (staff do this)

Current state: All three organisations are up to date for the current financial year (confirmed by Alida as of January 2026).

Supporting documents: Largely uploaded to Xero. Some additional files on Alida's drive - ask her where everything is.

Healthbridge - Medical Billing

What it does: Patient invoicing for James La Porta Inc (SA medical billing).

Your role: Understand how it works, review for accuracy. Candice has some experience with this system.

Action: Ask Alida for a walkthrough during Week 1.

Investec Online Banking

What it does: SA banking for Inc and Saint Raphael.

Your access: None currently.

Current users:

User	Level	Can Do
James	Level 4	Everything including SARS releases
Alida	Lower level	Load payments, view accounts, release non-SARS
Yaseen	Same as Alida	Load payments, view accounts, release non-SARS

Note: When Alida leaves, her access will need to be removed. The question of whether you get banking access is still open - for now, you work through Grant for payment loading.

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eFiling (SARS)

What it does: South African tax filing (VAT, PAYE, Income Tax).

Your access: None needed. Inaura has access and handles submissions.

Your role: Review Inaura's calculations before giving the go-ahead to submit.

CIPC

What it does: Company registrations, annual returns, UBO submissions for SA entities.

Your access: Not needed directly. Imperium Registrations (Theo) handles these.

Your role: Track deadlines via the compliance calendar, coordinate with Imperium (through Grant initially).

File Storage

Alida's Drive

Ask Alida to show you where she keeps:

- Staff files (contracts, personal details)
- Payment schedules
- HR documentation
- Policy documents
- Anything not already on Xero

Critical action: Get copies of everything before 23 Feb. If it only exists on Alida's personal drive, it needs to be moved to the shared drive.

Shared Drive

Grant has set up a shared drive for you. Use it for:

- Your working files
- Process documentation you create
- Payment schedules
- Anything that needs to be accessible to the team

Access Checklist

Use this to track what you've got set up:

System	Access Needed	Status	Notes
Email	Full	☐	Grant set up
Shared drive	Full	☐	Grant set up
Xero - Inc	Adviser or Standard	☐	Alida/Grant to add
Xero - Saint Raphael	Adviser or Standard	☐	Alida/Grant to add
Xero - Sanctura Ltd	Adviser or Standard	☐	Alida/Grant to add
Healthbridge	View/training	☐	Alida to show
Investec	None for now	N/A	Work through Grant
eFiling	None needed	N/A	Inaura handles