





Legend:



Prepared in Xero Green



Prepared in Xero Blue

Notes:

Any client that provide Excel spreadsheet need to refer to “NO have a bookkeeping software” from procedures for BAS preparation and create a XERO ledger if does not have any through “partner plan”

There is a variation to this

1. Bookkeeping clients with IBPO that are IAA clients

- If BK Team doing the job in a regular basic, they should have everything. This is IBPO team responsibility.

2. IAA clients that do their own Bookkeeping

- This is for IAA CM'S to prepare the BAS

3. Clients that do not use Cloud accounting

- This is for IAA CM'S to have a chat with the client and/or Dominic to engage them into a software. This is compulsory to move forward