



Lister Mason Xero Bookkeeping Solution

Setup & Configuration

Whether you're a start-up business or an established business we will setup your Xero file this includes:

- Full setup of Xero accounting file
- Setup customised Chart of Accounts
- Customised document/invoice templates
- Customised reports
- Activate bank feeds; and
- Create bank rules

Once the setup is complete we will analyse your accounts, answer questions, provide targeted advice and run reports from real data in actual time. Having an up-to-date view of your finances enables us to identify any cash flow problems at an early stage and to advise you accordingly.

If you decide after our setup that processing Xero is more your go we provide comprehensive training as follows:

Education

1. **Basic** – how to process Xero transactions, memorise transactions, code and reconcile bank transactions. We also take you through the invoice processing and reporting.
2. **Payroll Training** - includes, entering employee details, superannuation details and annual and family leave balances. We also process pay runs from start to finish.

On top of our education packages we offer a Xero support line to assist you. We will provide you with short explanations on how to process something or organise a virtual meeting to provide you with a demonstration.

Support

As certified Xero advisers we can provide expert advice and support on using this software solution for your business. Our Xero support can be accessed by purchasing support tickets from our website. Each ticket entitles the user to fifteen minutes of support. Our Xero support tickets can be purchased in blocks of five or ten tickets. The Xero support tickets can be used for;

- Coding and processing queries
- Payroll processing queries
- Superannuation processing queries
- General support



Payroll Processing

Managing your own payroll information can prove to be time consuming and costly. Our payroll setup is a one stop shop for all of your employee's data. This includes employee's details, rates of pay, allowances and annual and personal leave records.

Our payroll processing takes the stress out of payroll. All you need to do is provide us with the time sheets and payroll exceptions and we will do the rest:

- Manage and enter data for your attendance system
- Calculate components of gross, tax & net pay calculations
- Produce employee pay-slips and email to the designated destination
- Calculate and manage Leave entitlements
- Produce End of Financial Year information, including individual ATO Payment Summary creation & delivery & submission of the EMPDUPE file to the ATO
- Superannuation Calculations of SGC, Salary Sacrifice & Employer / Employee additional amounts
- Provide ongoing payroll support & advice – employment start-up forms, termination assistance etc.
- Calculation of employee allowances & reimbursements
- Provide employees access to the My payroll function.

Pricing

Below are the costs for our bookkeeping solution. The cost includes Xero subscription, bookkeeping and preparation of the quarterly BAS.

For businesses that have over 80 transactions per week we can provide a fixed quote.

Our packages are:

1. **Xero Basic:** Xero Basic is a cashbook with GST reporting.
2. **Xero Standard:** Xero Standard has all the features of Xero Basic plus invoicing and payroll.
3. **Xero Premium** – Xero Premium has all the features of Xero Standard plus super stream reporting which is compulsory for all employers from 1 July 2016



XERO PACKAGES						
Xero Basic – Cost Per Month						
Bank Accounts	Weekly Transactions* All prices include GST.					
	Less than 40	40 to 50	50-60	60-70	70-80	
1	215	248	281	314	347	
2	226	259	292	325	358	
3	237	270	303	336	369	
4	248	281	314	347	380	
5	259	292	325	358	391	
Xero Standard – Cost Per Month						
Bank Accounts	Weekly Transactions					
	Less than 40	40 to 50	50-60	60-70	70-80	
1	237	270	303	336	369	
2	248	281	314	347	380	
3	259	292	325	358	391	
4	270	303	336	369	402	
5	281	314	347	380	413	
Xero Premium – Cost Per Month						
Bank Accounts	Weekly Transactions					
	Less than 40	40 to 50	50-60	60-70	70-80	
1	248	281	314	347	380	
2	259	292	325	358	391	
3	270	303	336	369	402	
4	281	314	347	380	413	
5	292	325	358	391	424	



Extras		
Setup & Configuration	Education	Support
Xero Setup - \$550	Basic - \$375 – 2.5 hours of support.	Purchase five tickets for \$250 or ten tickets for \$400. Each Ticket entitles you to fifteen minutes of support.
Payroll - Setup <ul style="list-style-type: none"> • Payroll Setup \$55/employee • Payroll processing \$11/employee/per pay run • Setup SuperStream - \$220 • Superannuation payment processing \$11/employee/per payment 	Payroll - \$300 - 2 hours of support	