



ezytax
BLUE

booth opening
& closing



OPENING PROCEDURE

Arrive at your designated booth 10 minutes before opening to set up.

MUST BE COMPLETED BEFORE BOOTH OPENS AT 9.00am

IMPORTANT: Turn alarm OFF before moving the desk/filing cabinet

- a) Clock-on in RosterElf. Ensure the booth is visible in the photo.
- b) Plug Computer into power point and turn on.
- c) Plug printer into Computer and turn on.
- d) Plug wireless Internet into Computer check that the Internet is connected.
- e) Complete Daily Banking Sheet - ensure money tin *has* been counted and is secured. Do NOT assume it balances as *you* will be responsible for any discrepancies.
- f) Setup EFTPOS Machine
- g) Open SLACK chat program and type "Good Morning" message to record start time
- h) Open MYOB
- i) At all times have the following files/programs open for easy access:
 - 1. Daily Station Sheet
 - 2. Individual Client Invoice
 - 3. Slack
 - 4. MYOB
 - 5. ATO Portal
 - 6. Calculator
 - 7. Station Email Account
- j) Make sure an ample amount of forms (at least 40 copies of Trust Account Authority, Client Info Form, Client Substantiation Declaration Forms) are printed and placed in the blue folder ready for use.
- k) Ensure area is neat & tidy at all times.
- l) Wipe down the booth walls with a microfibre cloth at the beginning.
- m) All documents are to be saved to the server in the correct location based on Location and Month

GREET CLIENTS AND PROCESS TAX RETURNS

CLOSING PROCEDURE

Count number of ELS completed and check against Daily Station Sheet.

- 1) Make sure all Individual Client Invoices are saved for the day in the correct folder on the server.
- 2) Make sure the Station Sheet is saved into the correct folder on the server with the correct file name.
- 3) Tally up on the Station Sheet all Trust (T), Cash (C), EFTPOS (EFT/CC), Direct Debit (DD) sales with a grand total at the bottom – check the totals are correct.
- 4) Enter number of ITR's, NLA's & OPS at bottom of Station Sheet (see **Station Sheet Manual**).
- 5) At 5.25pm – As long as no customers are waiting – Check stationery levels and inform management appropriately. Print any relevant forms to refill Blue Folder.
- 6) Count up money and reconcile with cash received on Station Sheet. Complete Banking Worksheet. Ensure the total amount taken for the day balances with the float count and banking amount. If figures do not balance ensure the method of payment is recorded correctly on SS, you have counted the money correctly and all returns have been recorded on the Station Sheet. Keep checking until all figures balance (see **Banking Worksheet Manual**).
- 7) Count signed Trust A/c Authority and reconcile with ELS Declarations signed and Station Sheet. Trust A/c Authorities to be scanned into **ONE** file and saved into Ezytax (T:) > Location > Administration > Trust A/c Auth folder > Station Code > Year > Filename is Date (see **FFR Manual**).

This PC > Ezytax (T:) > Brisbane > Administration > Trust Acc Auth > ECBO01 > 2019

Search 2019

| Name | Date modified | Type | Size |
|------------|--------------------|--------------------|----------|
| 01-07-2019 | 01/07/2019 3:55 PM | Adobe Acrobat D... | 1,051 KB |
| 02-07-2019 | 02/07/2019 5:07 PM | Adobe Acrobat D... | 518 KB |
| 07-07-2019 | 07/07/2019 4:02 PM | Adobe Acrobat D... | 570 KB |
| 08-07-2019 | 08/07/2019 5:08 PM | Adobe Acrobat D... | 1,080 KB |
| 10-07-19 | 10/07/2019 5:23 PM | Adobe Acrobat D... | 558 KB |

8) Settle EFTPOS & Complete Merchant Summary. Count and reconcile EFT/CC (see **EFTPOS Manual**).

9) Ensure ELS Declarations are in the same order as the Station Sheet.

10) Make sure all Client documents for ITR are scanned and uploaded to the correct Signed ITR Folder.

11) Unplug Computer, printer, EFTPOS terminal etc.

12) Take an inventory of stationery required for the next day. Wipe down the booth walls.

13) Lock everything in cabinets as required including any valuable items or paperwork with personal details on.

14) Cover booth with black cloth and turn alarm on.

15) Clock-off in RosterElf. Ensure the booth is visible in the photo behind you. Post "Bye" or similar on Slack once you are ready to leave.

OR

15) Post "Going to the bank" on Slack (if applicable).

16) Go and bank cash at a WBC SMART ATM.

17) Post “Bye” or similar on Slack once you are ready to leave.

18) Clock-off in RosterElf. Ensure the booth is visible in the photo behind you.

LEAVE NOTHING VISABLE AT THE BOOTH AND ENSURE IT IS CLEAN & EVERYTHING IS SECURE. MAKE SURE FILING CABINET IS LOCKED AND ALARM IS TURNED ON.