



ezytax  
BLUE

station  
sheet





After you complete a job for a client and you invoice them, you complete the Station Sheet as follows:

- Today's date
- Put in the **Client's Name** (LAST NAME, then first name)
- Put in the **Invoice Number** for the invoice you created for the client eg: Chermside Brisbane invoicing on Station 1 will be #19ECBQ100100.
- Put **your Initials** in so we know who completed the work and did the invoicing.
- Put in what **type of Work** you completed eg: 18ITR or 19ITR+Biz or Amend 10
- Put **how the client paid** for the service – C = Cash; T = Trust; CC = Credit Card; EFT = EFTPOS; PP = PayPal; Chq = Cheque
- Put in the **Date Paid**, unless they are Trust as Administration will fill this in when the fee is deducted from the client's refund.
- Put in the **Amount** of the invoice
- Update the **Status** of the tax return from the drop down box available. If complete > **To Be Reviewed**; If outstanding > **O/S** and write a reason in **Additional Notes**.

EZYTAX BLUE											
GARDEN CITY – STATION 1 (EGBQ1)											
DATE:											
07/05/21											
	CLIENT NAME	INVOICE #	INITIAL	WORK	PAYMENT TYPE	DATE PAID	AMOUNT	STATUS	REVIEW	DATE LODGED	ADDITIONAL NOTES (If status is 'Outstanding' give detailed explanation of what is still required)
1	GARRETT, Rebecca	#20EGBQ100696	LP	2020ITR	EFT	07/05/21	\$69.00	Lodged		12/05/21	
2	FORSTER-CRILLY, Andrew	#20EGBQ100697	LP	2020ITR	EFT	07/05/21	\$69.00	Lodged		12/05/21	
3											
4											
5											
6											
7											

TANG, Jasmin	#20EGBQ100699	LP	2020ITR, FOREIGN	EFT	21/05/20	\$102.00	To Be Reviewed
--------------	---------------	----	------------------	-----	----------	----------	----------------

- If there are things we should know about the client eg: different name in MYOB or bringing stuff back – make an **Additional Note** on the station sheet.

ADDITIONAL NOTES	
(If status is 'Outstanding' give detailed explanation of what is still required)	
Client Bringing in MLE, Bank Interest, Deductions etc...	



EZY TAX BLUE										
GARDEN CITY – STATION 1 (EGBQ1)										
DATE:		07/05/21								
CLIENT NAME	INVOICE #	INITIAL	WORK	PAYMENT TYPE	DATE PAID	AMOUNT	STATUS	REVIEW	DATE LODGED	ADDITIONAL NOTES (If status is 'Outstanding' give detailed explanation of what is still required)
1	SARRETT, Rebecca	#20EGBQ100696	LP	2020/TR	EFT	07/05/21	\$69.00	Lodged		12/05/21
2	FORSTER-CRILLY, Andrew	#20EGBQ100697	LP	2020/TR	EFT	07/05/21	\$69.00	Lodged		12/05/21
3										
4										
5										
6										
7										

**COMPLETING SS AT END OF DAY:**

1. Enter number of **ITR's, NLA's and OPS** (Other Professional Services) completed for the day. OPS – is for BAS, Consult etc. Things *OTHER THAN* tax returns (and related schedules) and NLA's.
2. Complete Banking Worksheet and Merchant Summary per **TOTALS**. Make sure **ALL** totals match. Speak to Management if there are any discrepancies.
3. Make sure you **SAVE** the Station Sheet. **DO NOT** click SAVE AS.

# of ITR's	2
# of NLA's	0
# of OPS	0

  

Takings	\$138.00
Cash	\$0.00
Trust	\$0.00
DD	\$0.00
EFT	\$138.00
CC	\$0.00
PP	\$0.00
Chq	\$0.00
Q/S**	\$0.00
<b>TOTAL</b>	<b>\$138.00</b>

Balance \$138.00