

ezytax
BLUE

tax review
manual



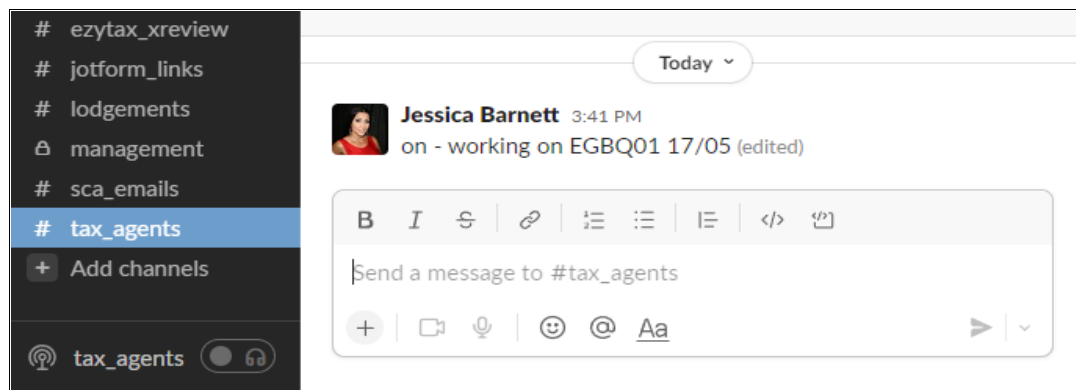
TAX REVIEW MANUAL

This manual demonstrates the process a reviewer should follow when reviewing tax returns.

SLACK:

The main channels for reviewers will be **#ezytax_xreview** and **#tax_agents**. When you start work, message 'On' and the Station you are working on in the **#tax_agents** channel to clock-on and let others know that you are active.

EG:



When you finish work, message 'Off' in the **#tax_agents** channel to clock-off and let the others know you are no longer active.

TIMESHEETS:

Your time-sheet can be found on your server desktop. A screenshot example of a completed time-sheet is provided below.

- 1) Enter your name at the top of the sheet at the beginning of each week.
- 2) Click on the correct '**Week Ending**'. You can navigate to the correct week by selecting the correct week at the bottom of the file (shown by pink box).
- 3) Find the correct day you work – **Highlight** the blocks of time you work per 15min increment (seen below in yellow).
- 4) In the # of ITR's column for each day (right of each highlighted block) – enter the number of returns you reviewed for each 15min increment. Most returns, assuming no errors or queries, typically take 1-2 minutes to review.

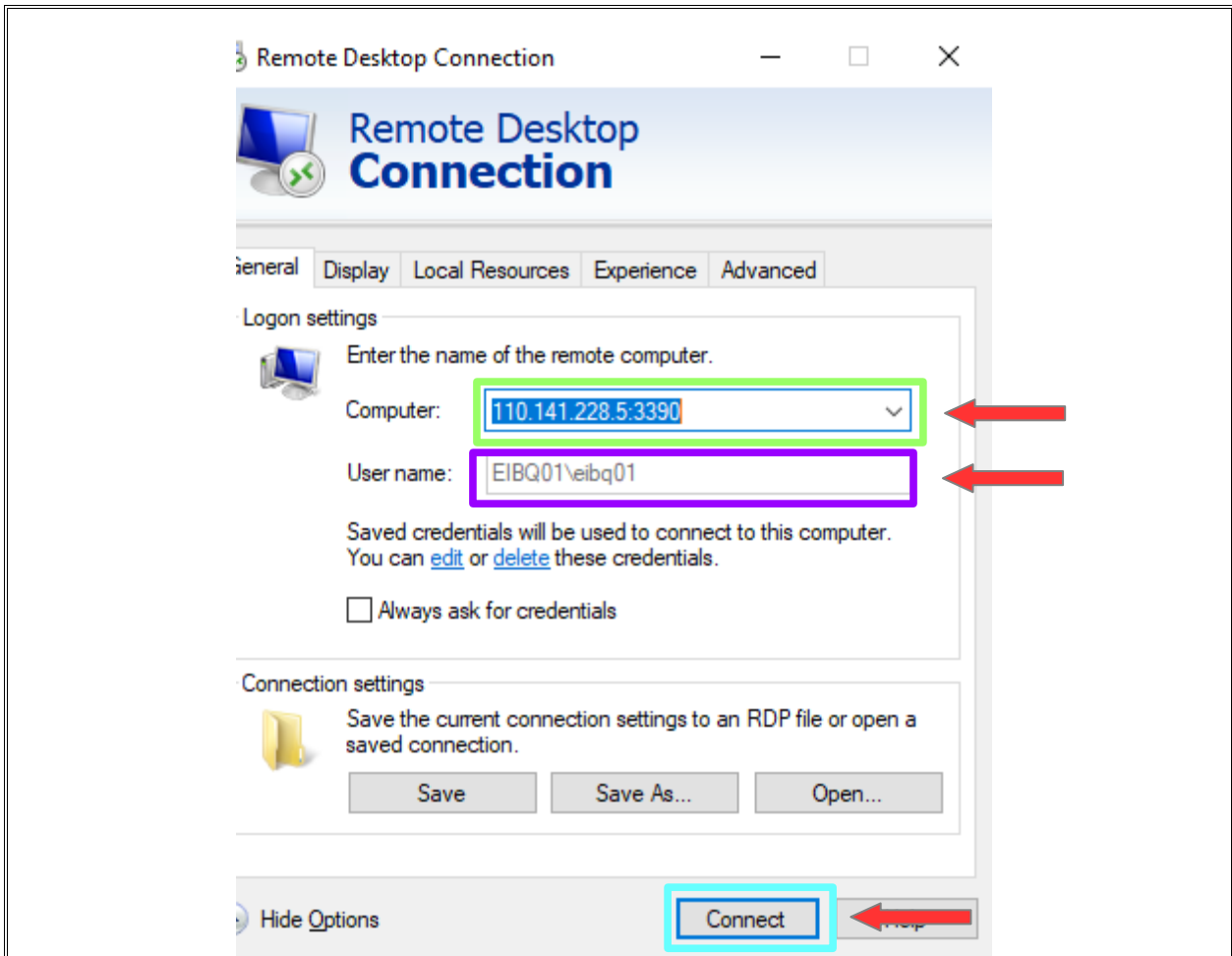
EZYTAX BLUE		REVIEW TIMESHEET					
NAME: Sue Lee		Week Ending:				12/07/20	
	Monday	# of ITR's*	Tuesday	# of ITR's*	Wednesday	# of ITR's*	Thursday
8.30am							
8.45am							
9.00am		7		7			
9.15am		7		7			
9.30am		8		8			
9.45am		4		6			
10.00am		2					
10.15am		6					
10.30am		8					
10.45am		7					
11.00am		7		3			
11.15am		6		4			
11.30am		6		8			
11.45am		8		7			
12.00pm				6			
12.15pm				6			
12.30pm				8			
12.45pm							
1.00pm							
1.15pm							
1.30pm							

Week 1 / **Week 2** / Week 3 / Week 4 / Week 5 / Week 6 / Week 7 / Week 8 / Week 9 / Week 10 / Week 11

+ 2 / 23 PageStyle Week 2

REVIEW PROCESS:

- 1) On your local computer > open the **Remote Desktop Connection** app.
- 2) In the general tab, enter the **IP address** for the correct server:
 - BlueOne Server: 110.141.228.5:3100
Brisbane and Gold Coast stations & VA Tax Accountants Folder (V:)
 - BlueZero Server: 110.141.228:3101
Cairns and Townsville stations
- 3) Enter your **Username**.
- 4) Click **Connect**.
- 5) Enter your Password on the next screen.



6) Once you have logged into the correct remote server > click on MYOBAO on remote desktop.

7) Enter your username and password to log into MYOBAO.

NAVIGATING THE EZYTAX(T:) DRIVE:

All locations have a code and each location either has 1, 2 or 3 stations.

List of locations/stations are:

Blue One Locations

BRISBANE	CODES	GOLD COAST	CODES
Indooroopilly	EIBQ01	Pacific Fair	EPGQ01
Indooroopilly Office	BIBQ01	Coomera	ECGQ01/02

Garden City	EGBQ01/02	Robina	ERGQ01
Chermside	ECBQ01/02	Helensvale	EHGQ01
Carindale	EWBQ01		
North Lakes	ENBQ01/02		

Blue Zero Locations

CAIRNS	CODES	TOWNSVILLE	CODES
Cairns Central	ECCQ01/02/03	Townsville	ESTQ01/02
Smithfield	ESCQ01/02	Townsville	ESTQ03
Smithfield Office	BSCQ01		
Earlville	EECQ01/02		
Emails	ECCQ04		

VA Locations (via BlueOne Server)

LOCATION	CODES	
Cairns Central	VCCQ01	
Garden City	VGBQ01	
Mount Sheridan	VMCQ01	
Emails	VCCQ02	

Online

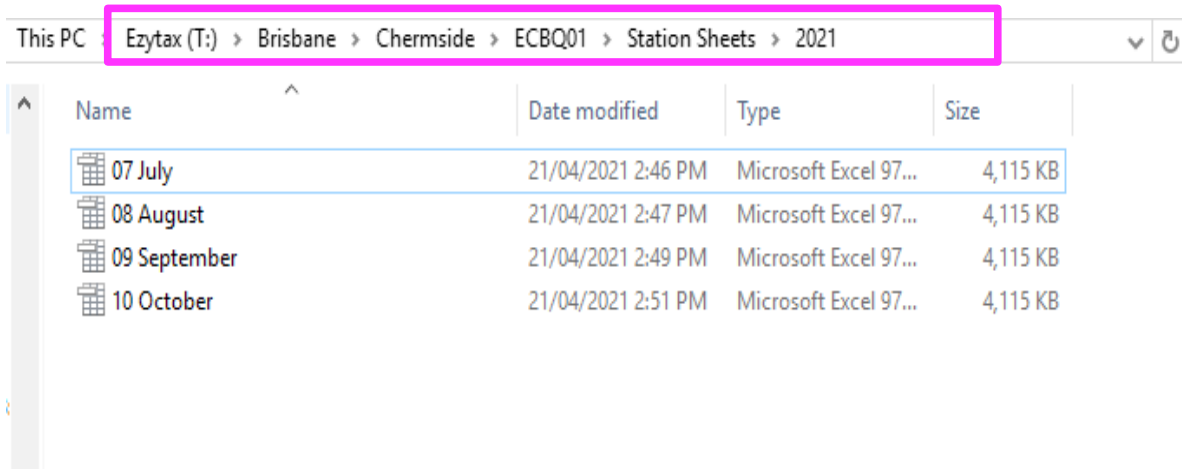
BlueTax	BTO
FKTax	FKT

STATION SHEETS:

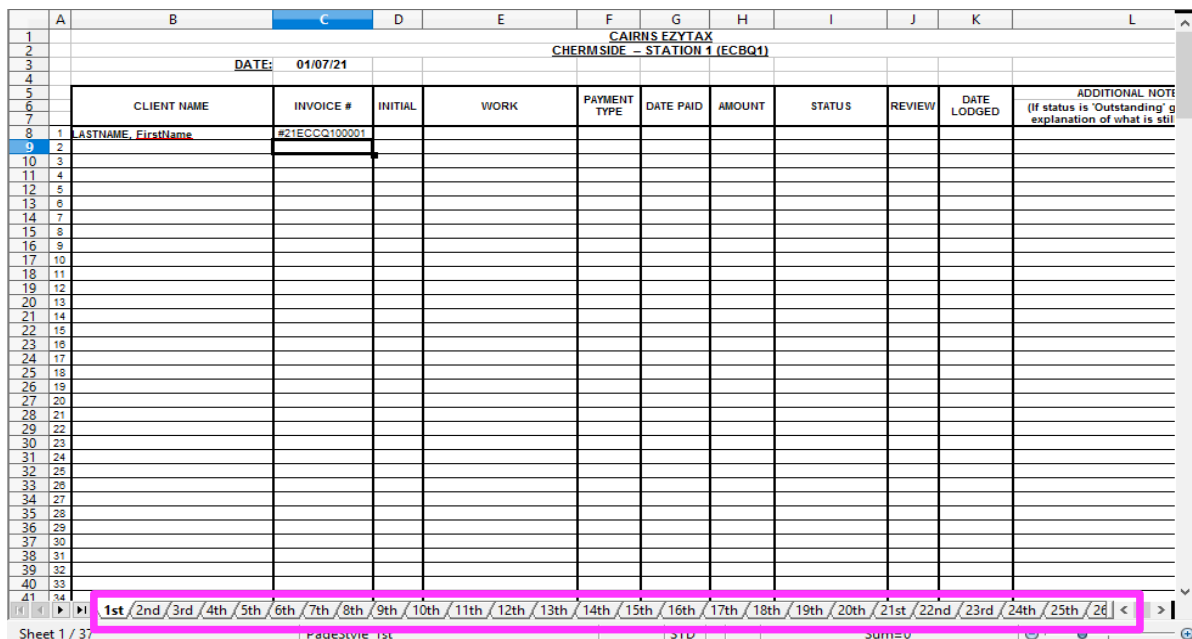
Station Sheets (SS) are used to keep track of all client jobs. It tells us what date the work was done, the client's name, the invoice number, what work we did for them, how they paid, the amount they paid, and when the work was reviewed and lodged.

The Station Sheets are located in: Ezytax(T:) > Cairns or Brisbane or Townsville or

Gold Coast > Shopping Centre location > then the Station Code > Station Sheets > 2021 > Month. This is demonstrated in the path below:



Each month has each day separated in tabs inside the excel document. Click the correct tab for the correct day.



Work with a 'To Be Reviewed' status needs to be reviewed.

TOWNSVILLE EZY TAX WILLOWS – STATION 1 (EWTQ01)										
DATE:		13/11/20								
CLIENT NAME	INVOICE #	INITIAL	WORK	PAYMENT TYPE	DATE PAID	AMOUNT	STATUS	REVIEW	DATE LODGED	
1	WHALAN, Kyle	#20EWTQ1000097	JE	20 ITR	EFT	13/11/20	\$89.00	To Be Reviewed		
2	SWAN, Chris	#20EWTQ1000097	JE	20 ITR	CC	13/11/20	\$89.00	To Be Reviewed		

Once a return has been reviewed, you need to change the Status on the SS to **'Reviewed'** and enter your initials in the **Review** column.

EZY TAX BLUE CHERMSIDE – STATION 1 (ECBQ1)										
DATE:		25/10/19								
CLIENT NAME	INVOICE #	INITIAL	WORK	PAYMENT TYPE	DATE PAID	AMOUNT	STATUS	REVIEW	DATE LODGED	
1	Cassidy, linda	#19ECBQ1000689	SW	19 ITR	C	25/10/19	\$65.00	Lodged	AF	
2	NG, yoke	#19ECBQ1000689	SW	19 ITR, 17, 18 NL	C	25/10/19	\$109.00	Lodged	AF	
3	Mascarenhas, Nitika	#19ECBQ1000690	SW	17, 18, 19 nL	C	25/10/19	\$66.00	Lodged	AF	
4	Sanchez Quiroga, Eric	#19ECBQ1000691	SW	19 ITR, 18 NL	C	25/10/19	\$87.00	Lodged	AF	
5	Davidson, Emma	#19ECBQ1000692	SW	19 ITR, BUS	C	25/10/19	\$131.00	Reviewed	AF	
6	Oghani Ghaffari, Paniz	#19ECBQ1000693	SW	17, 19 ITR, 13, 14 NL	C	25/10/19	\$174.00	Reviewed	AF	
7	Geertz, Karen	#19ECBQ1000694	SW	10 ITR	C	25/10/19	\$85.00	Reviewed	AF	
8	Geertz, Karen	#19ECBQ1000695	SW	11 ITR	C	25/10/19	\$85.00	Reviewed	AF	
9	Geertz, Karen	#19ECBQ1000696	SW	12 ITR	C	25/10/19	\$85.00	Reviewed	AF	
10	Geertz, Karen	#19ECBQ1000697	SW	13 ITR	C	25/10/19	\$85.00	Reviewed	AF	
11	Geertz, Karen	#19ECBQ1000698	SW	14 ITR	C	25/10/19	\$85.00	Reviewed	AF	
12	Geertz, Karen	#19ECBQ1000699	SW	15 ITR	C	25/10/19	\$85.00	Reviewed	AF	
13	Geertz, Karen	#19ECBQ1000700	SW	16 ITR	C	25/10/19	\$85.00	Reviewed	AF	
14	Geertz, Karen	#19ECBQ1000701	SW	17 ITR	C	25/10/19	\$85.00	Reviewed	AF	
15	Geertz, Karen	#19ECBQ1000702	SW	18 ITR	C	25/10/19	\$85.00	Reviewed	AF	
16	Geertz, Karen	#19ECBQ1000703	SW	19 ITR	C	25/10/19	\$85.00	Lodged	AF	
17	Ayala, Jorge	#19ECBQ1000698	SW	19 ITR	C	25/10/19	\$85.00	Lodged	AF	
18	Denholm, Jake	#19ECBQ1000699	SW	19 ITR, BUS	C	25/10/19	\$131.00	Lodged	AF	
19										

During review, if there are any errors/queries, that prevent a tax return from being ready to lodge, change status to **'O/S'** (outstanding) and enter notes in the Additional Notes column on SS. Add error/query to the Errors List *and* contact the relevant staff member for clarification via Slack.

EZY TAX BLUE – BRISBANE CHERMSIDE – STATION 1 (ECBQ01)										
DATE:		20/10/20								
CLIENT NAME	INVOICE #	INITIAL	WORK	PAYMENT TYPE	DATE PAID	AMOUNT	STATUS	REVIEW	DATE LODGED	ADDITIONAL NOTES (If status is 'Outstanding' give detail explanation of what is still require)
1	ZANDA, Simona	#20ECBQ100635	LP	2020ITR	EFT	20/10/20	\$69.00	Lodged	SL	
2	SPANU, Mauro	#20ECBQ100636	LP	2020ITR	EFT	20/10/20	\$69.00	Lodged	SL	
3	BRAR, Sandeep	#20ECBQ100637	LP	2020ITR	EFT	20/10/20	\$69.00	DNL - Other (List)		APPLYING FOR MLE
4	KAUR, Amandeep	#20ECBQ100638	LP	2020ITR	CC	20/10/20	\$69.00	O/S		APPLYING FOR MLE
5	HERROD, Lachlan	#20ECBQ100639	LP	2020ITR, ABN \$191	Trust			Lodged	SL	
6	KANDAKASI, Diana	#20ECBQ100640	LP	2020ITR	EFT	20/10/20	\$69.00	Lodged	SL	
7										

Do **NOT** change status to **'DNL'**! This is **ONLY** if the client refuses to lodge. Always

put **O/S** and notes in **Additional Notes** to explain the reason for O/S.

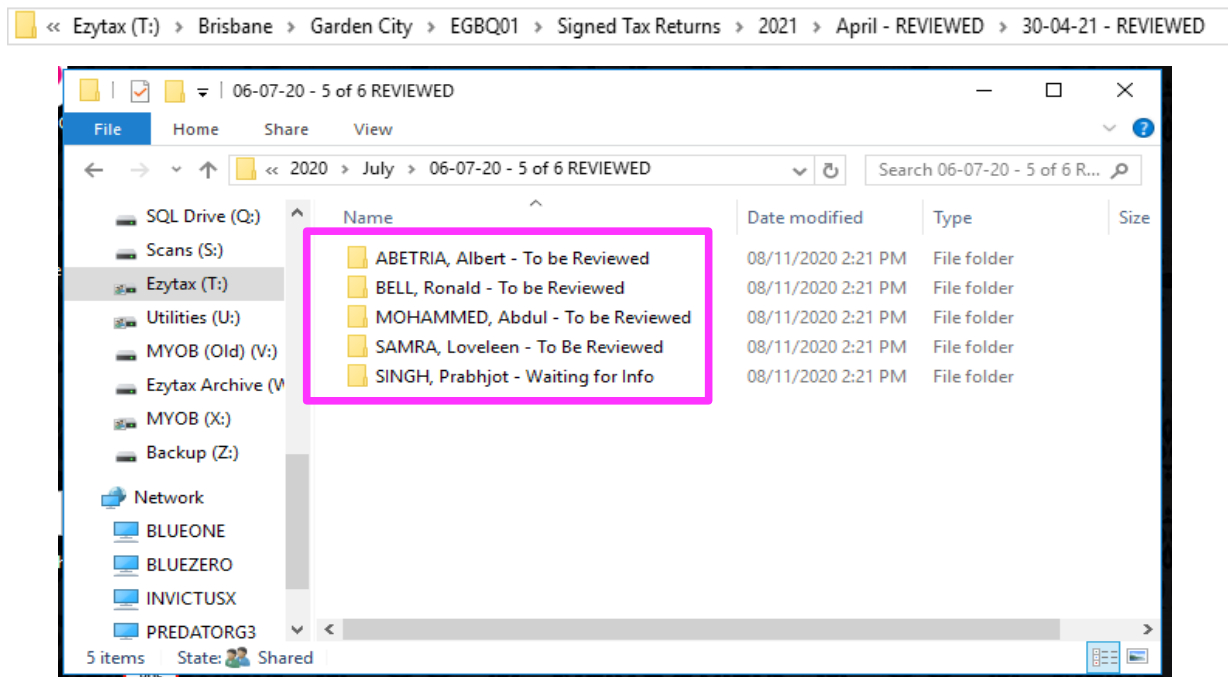
Status Codes:

- To Be Reviewed – Status stating ITR is paid, completed and uploaded
- O/S – When ITR is partially completed or requiring further information
- DNL – Refund Issue – When client does not want to lodge a tax return due to refund being too low.
- DNL – Other – When client does not want to lodge a tax return due to other reasons.
- Reviewed – ITR is reviewed by Tax Agent and ready to lodge. ITR will be set to complete.
- Lodged – ITR is lodged with the ATO.

SIGNED TAX RETURNS FOLDER:

All relevant paperwork for a client that is ready for review is scanned and saved in the **Signed Tax Returns** for each station in individual client files.

Ezytax(T:) > Cairns or Brisbane or Townsville or Gold Coast > Shopping Centre location > then the Station Code > Signed Tax Returns > Year > Month > Day > Clients Name



Each client will have the following:

- Prefill
- Signed ITR – includes Client Info Form (CIF), ELS, Client Substantiation Declaration (Sub-Dec)

Clients will have the following IF applicable:

- Trust Account Authority (TAA) – this is if the client has chosen Fee From Refund (Trust). Make sure ITR bank details show the TRUST ACCOUNT bank details.
- Non-Lodgment Sub Dec (NLA Sub-dec) – must be signed if NLA lodged.
- NLA receipt – must show years lodged as NLA
- Any other relevant documents such as Medicare Levy Exemption Certificate (MLE Cert), CGT statements, managed funds, etc.

CHECK that ALL documents are signed – ELS at Part A and Part B, CIF and Sub-dec. If trust, check that TAA is signed. Also check for signature on other documents such as BAS, BAS Sub-Dec, NLA Sub-Dec, etc.

ERRORS LIST:

Errors list are to be completed for each staff member who has an error on their tax returns or in their administration.

ERRORS LIST	ACTIONED BY	DATE FIXED	RESIGN NEEDED?	RE-REVIEW
List Errors that need Fixing before lodgment				
Wrong tax offset claimed, Refund has decreased	JD	17/05/22	Yes	JD

- **ERRORS LIST** – Any mistakes found during review will be listed here. Fix the little mistakes like typo's and M1/M2 dependent children.
- **RESIGN NEEDED** – If a resign is required change put **YES** in this box, otherwise choose NO.
- **ACTIONED BY & DATE FIXED** – Errors rectified by staff will be listed here.
- **RE-REVIEW** – Put the initials of the person who has re-reviewed the tax

return (if necessary).

Common Errors include (but not limited to):

- Typo's – Fix these errors as you go. Especially if it is for simple things like bank details that do not need a resign.
- Client's bank details instead of Trust Bank Details for Trust clients – Fix these errors as you go.
- Not entering email/phone numbers in client console/tax return – Fix these errors as you go.
- Part B on ELS not signed
- Dependent children not entered at M1 & M2 – Fix these errors as you go.
- Incorrect spelling of Client's name – Fix these errors as you go.

REVIEWING TAX RETURNS:

Once all relevant folders are open (SS, Errors List, Signed ITR folder), search a client in MYOB who has a 'To Be Reviewed' status on SS.

Checkpoint:-

At this point, you should have the following open:

- 1) Station Sheet
- 2) Signed Tax Return folder for the station/day you are reviewing
- 3) MYOB
- 4) Errors List

Having these open will allow you to review in an efficient manner.

- 1) In MYOB > **Main** tab > check the Client's details match with the CIF and Prefill. Things to check are correct include: Name, Address, DOB, TFN, Mobile, Email.
- 2) **Responsibility** tab > check Partner is Jessica Darby/Barnett
- 3) **Addresses** tab > Confirm both home and postal address matches the CIF and the email and phone number are both entered correctly.
- 4) Click **Tax Returns** tab to access tax return

Client - MIRI,MR AMINE MOHAMMED

Client Name Company Ezytax Blue

Client Code

- 5) SS will determine what year/s have been prepared. Double click on the correct year to review.
- 6) **Front cover** > check 'Y' and 'Y' are entered under Postal Address.

Your postal address

Use Client address?

Suburb or town State Postcode

Has postal address changed since last tax return lodged?

Country - if not Australia

Overseas Country

- 7) Check phone number/s and email address are correct per CIF.

Your mobile phone number

Your daytime phone number (if different from your mobile phone number above)

Area Code Telephone number

Your email address

- 8) Check SS for payment method > check bank account details are correct per CIF. If payment method is 'Trust' > the bank account details must be the Streamline Trust Account or 'Agent Details' or "A", as shown in the 2nd image below.

Cash/EFT/CC/PP/Chq:

Electronic funds transfer (EFT)

If a refund is expected for this return you must provide financial institution details including BSB, Account number and Account name. If neither you nor your client has a bank account please phone the Tax Office on 13 72 86 (fast key code 1312) to obtain instructions so that you may lodge electronically.

Show the Account name exactly as it is shown on your Bank Statement, and do NOT show the account type, such as cheque, savings, mortgage offset, etc.

Select bank a/c details from:

BSB number
Must be 6 digits

082684

Account number

972332077

Account name

Amine Miri

Trust:

Electronic funds transfer (EFT)

If a refund is expected for this return you must provide financial institution details including BSB, Account number and Account name. If neither you nor your client has a bank account please phone the Tax Office on 13 72 86 (fast key code 1312) to obtain instructions so that you may lodge electronically.

Show the Account name exactly as it is shown on your Bank Statement, and do NOT show the account type, such as cheque, savings, mortgage offset, etc.

Select bank a/c details from:

BSB number
Must be 6 digits

084472

Account number

839618906

Account name

Streamline CA Pty Ltd Trust Acc

INCOME TAB:

Ensure ALL income is entered from Prefill and other documentation. Ensure there are no transposition errors.

Item 1 - For each PAYG summary, check the following are entered correctly:

- ABN
- Employer name
- Tax withheld in the tax withheld box
- Income is correct and entered into the income box
- All PAYG summaries are entered, if multiple.
- Other income types e.g. Allowances, RESC, RFBT, Lump Sums, are entered in the correct area/s.
- ETP's are entered at Item 3, not at Item 1.

Note an **error on error list** for any omissions or incorrect entries.

Payer's ARN	Payer's WPN		
95 130 029 006			
GLOBE LABOUR SERVICES PTY LTD	Tax withheld	4396	Amount
			28514
Allowances including commissions, director's fees, bonuses, tips or consultation fees etc.			779
Is the employer exempt from FBT under section 57A of the FBTAA 1986?			...

Item 5 & Item 6 – Check government payments are entered correctly in the correct item.

Item 7 – Offset amount should appear **at T2 under the Offsets tab**. Reason for this is because of a software error if offset is entered in schedule at I7.

Item 10 & Item 11 – Check entered from Prefill and other documents.

Item 13, 18,19,20,21 – Check investment incomes against other doc's such as buy/sell statements, rental property summary, etc.

Item 15 – Check Business Income Worksheet (BIW).

ENSURE ALL INCOME AND EXPENSES ARE ENTERED FROM PREFILL

ENSURE NOTHING IS MISSED

DEDUCTIONS TAB:

Check deductions are reasonable. Question anything that seems excessive or calculated incorrectly. Things to consider:

1. Are the deductions reasonable given the client's occupation?
 - e.g. Retail worker at Woolworths claimed 5000km at D1 for MVE = unreasonable? Versus a tradesman claiming at D1 = likely reasonable.
2. Do any deductions require more information?

- e.g. for a tradesman, a 'tools' deduction totalling \$780. Is that one tool, or a combination of tools where no individual item is over \$300? If deduction description is unclear, message the person who completed the return, per SS information, to clarify.
3. Have they claimed at D10 for previous year return, but on the prefill their previous year return is outstanding?
 4. For D9 claims, is the ABN listed as a Deductible Gift Recipient?
 5. Private Use has been accounted for – telephone, internet, home office, etc.
 6. For excessive claims, where no receipt is provided in the Client's folder, message employee to clarify whether receipt was sighted. If not, get employee to contact client to provide evidence.
 - e.g. a \$10,000 claim at D9.

OFFSETS TAB:

Things to consider:

- T1 offset entered for those eligible by age or by being a recipient of Item 6?
- T2 offset entered for Income at Item 7? **DO NOT** use the schedule for T2. Enter offset directly into the box.
- T4 offset entered for Cairns and Townsville clients, or others who lived in remote areas for 183 days.

MEDICARE TAB:

Things to consider:

- Dependents entered at both M1 and M2?
- M1 > Medicare Levy Exemption (MLE) details are entered correctly if MLE is in client's folder. Check dates of MLE.
- M2 > Private Health Insurance details are entered correctly, when applicable. Check dates and type, per prefill summary or client provided statement.

ADJUSTMENTS TAB:

Things to consider:

- A1 – entered correctly.
- HECS/HELP/SSL info is entered from Prefill.
- A2 – dates for starting/ceasing residency are entered when applicable.

SPOUSE DETAILS TAB:

Things to consider:


- Check spouse details are entered if spouse appears on Prefill or CIF.
- If we prepared both husband and wife ITR, spouse income details should be the Taxable Income per the tax return.

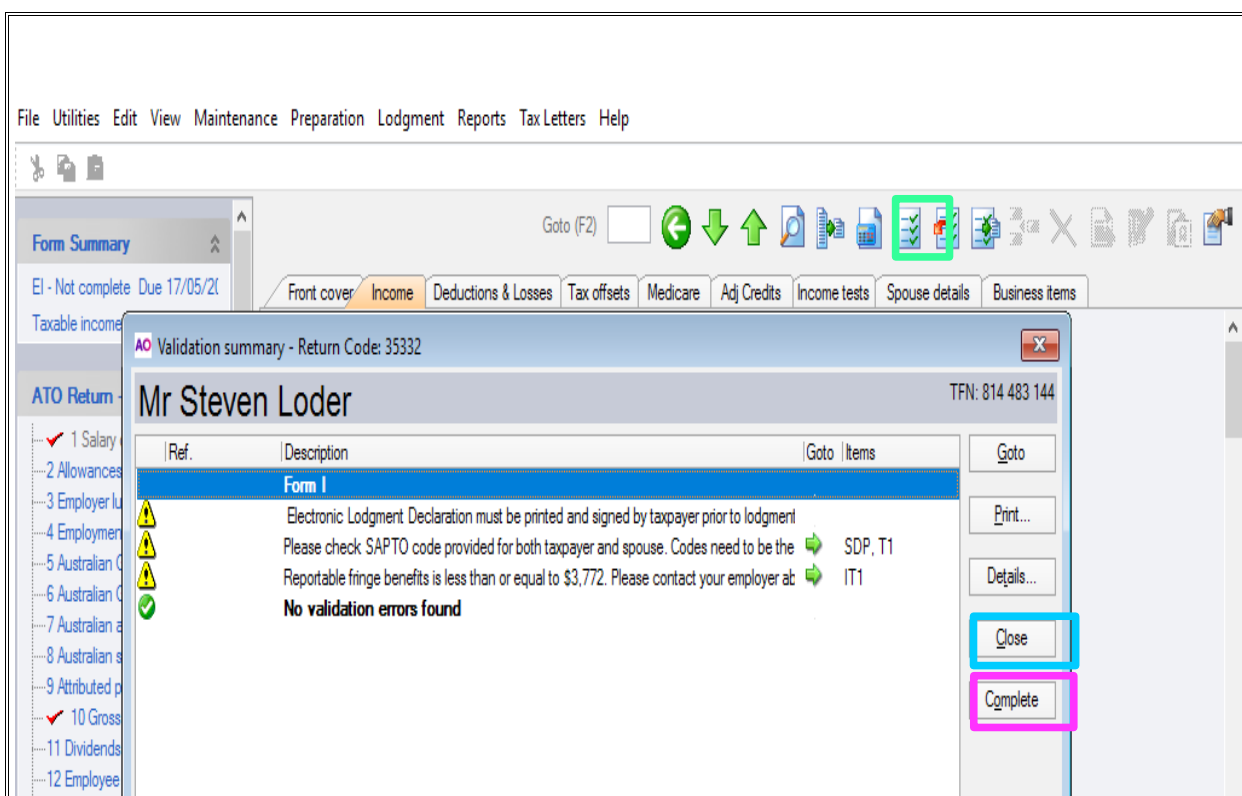
BUSINESS TAB:

Things to consider:

- Ensure BIW is completed or ABN Checklist.
- Ensure private use has been accounted for
- Ensure ABN charge has been charged to the client.

REVIEW OF ITR IS COMPLETE:

- 1) Click **Validation** button on ITR – ensure NO V-Errors. Fix V-Errors is present. Add to Errors List – V-Errors not cleared.
- 2) If Ready To Lodge – click '**Complete**'. Do **NOT** press complete if there are errors present and not ready to lodge. Press **CLOSE** to exit Validation Summary without setting to complete.
- 3) Press  to exit tax return.



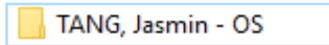
- 4) Update **Status** on SS to REVIEWED or O/S.
- 5) Enter your Initials in the **Review** Column
- 6) Add a note in the '**Additional Information**' section on the station sheet to explain why it is outstanding and what it relates to – i.e. clarifying MVE deduction.
- 7) Complete Errors List for that tax return (if applicable).
- 8) If errors/queries, send a message to the person who completed the return.
- 9) Change the status of the Client's Signed ITR folder from '**TO BE REVIEWED**' to '**REVIEWED**' if ready to lodge or '**OS**' if errors/queries.
- 10) Once all ITR's in a day are reviewed, change the Day's Signed ITR folder status from 'TO BE REVIEWED' to 'REVIEWED' if ALL tax returns for that day are ready to lodge or 'X of YREVIEWED' where X = number of returns ready to lodge and Y = number of tax returns for that day. See below example.

Station sheet example for OS return:

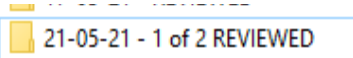
CLIENT NAME	INVOICE #	INITIAL	WORK	PAYMENT TYPE	DATE PAID	AMOUNT	STATUS	REVIEW	DATE LODGED	ADDITIONAL NOTES (If status is 'Outstanding' give detailed explanation of what is still required)
TANG, Jasmin	#20EGBQ100699	LP	2020ITR, FOREIGN	EFT	21/05/20	\$102.00	O/S	YN		Confirming WFH deduction.

Signed ITR folder example for OS tax return:

Client Signed ITR folder status changed from 'TO BE REVIEWED' to 'OS':



Day's Signed ITR folder status from 'TO BE REVIEWED' to 1 of 2 REVIEWED due to the above being OS.

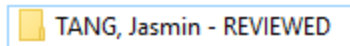


Station sheet example for reviewed return:

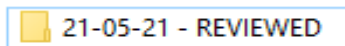
CLIENT NAME	INVOICE #	INITIAL	WORK	PAYMENT TYPE	DATE PAID	AMOUNT	STATUS	REVIEW	DATE LODGED	ADDITIONAL NOTES (If status is 'Outstanding' give detailed explanation of what is still required)
TANG, Jasmin	#20EGBQ100699	LP	2020ITR, FOREIGN	EFT	21/05/20	\$102.00	Reviewed	YN		

Signed ITR folders for Reviewed tax return:

Client Signed ITR folder status changed from 'TO BE REVIEWED' to 'REVIEWED':



Day's Signed ITR folder status from 'TO BE REVIEWED' to REVIEWED.



Always sort through returns to review **oldest to newest**. Follow up on any O/S returns that you have reviewed have been completed, ready for a final review and set to Complete.

BUSINESS ACTIVITY STATEMENTS (BAS):

As the BAS's are lodged on the portal, they will not appear in MYOBAO. All documents will be found in the Client's Signed ITR folder under the relevant date per SS.