1. Check that the following Xero accounts start at zero prior to starting: • *'Stripe Holding Account (Cookaborough)'* • *'Debtors Clearing Account (Cookaborough)'*	
2. Download the '**Accounting report summary**' report by selecting 'Date range'– *using the previous Thursday to the following Wednesday dates.*	
3. Check the 'Stripe Holding Account (Cookaborough)' is the same as the amount received in the bank/Xero.	
4. Download the '**Debtor export report**' report by selecting 'Date range'– *using the previous Thursday to the following Wednesday dates.*	
5. Import the '**Accounting report summary**' into Xero.	
6. Import the '**Debtor export report**' into Xero.	
7. Reconcile the following accounts in Xero: • *'Stripe Holding Account (Cookaborough)'* • *'Debtors Clearing Account (Cookaborough)'*	
8. Review the Xero 'Aged Receivables Payable' report, including: • Clear out any 'Cash' debtors that have been paid • Follow up any HCP or NDIS payment owing – particularly those that are over 30 days noting there may have been issues with the invoices being sent/received ie going to their junk folder	
9. End-of-month debtor statements – this is generally a monthly task.	