

IAS Payroll Validation: Build Prompt

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About this document

This document contains a single prompt you can give to Claude to build an **IAS Payroll Validation** working paper. It's a live web page (a Claude Artifact) that pulls a client's payroll and general ledger data from XBert, validates it, and produces a PDF working paper to support the W1 and W2 labels on an IAS or BAS.

The prompt reflects a tool that was built and tested iteratively against real Xero files through XBert. It captures the rules and checks that were settled along the way, so you can reproduce the tool without repeating that process.

What you need

- A Claude plan with access to Artifacts that can use connectors (the "mcp" capability) and file downloads.
- The **XBert connector** added in Claude (Settings, Connectors), signed in to your XBert practice.
- Clients connected in XBert with a **Xero payroll connection** (payroll turned on and payroll access granted).

How to use it

1. Start a new conversation in Claude.
2. Copy everything inside the **Master prompt** section below and paste it in.
3. Claude should ask you some confirming questions, then build and publish the page.
4. Run it on one client and one month first. Check the figures against Xero's Payroll Activity Summary and the trial balance before relying on it.

Before you rely on it

This tool supports your professional judgement; it doesn't replace it. It hasn't been reviewed by the ATO or by XBert. W1 treatment follows each client's Xero pay item settings, not an independent reading of ATO rules. Payday Super timing is based on the ATO's published 7 business day rule for payday super contributions (effective 1 July 2026). Check current ATO guidance, and treat any flag as a prompt to investigate, not a conclusion.

Master prompt

Copy from the line below to the end of the prompt.

I want you to build a live web page (a Claude Artifact) called "IAS Payroll Validation". It is a working paper tool for Australian bookkeepers and BAS agents to validate a client's payroll against the general ledger before lodging an IAS or BAS, and to produce a PDF working paper.

Before you build, read this whole brief, check which XBert tools are available to you, test the key calls on one of my clients, and ask me any questions where something is unclear. Do not guess or invent figures, rules or tool names. If

something in this brief can't be done with the tools available, tell me.

GENERAL

- Australian context and Australian/UK spelling throughout.
- Use a clean, neutral, professional style. The page must work in light and dark mode and at phone width.
- All amounts in AUD, to the cent. Tolerance for every reconciliation is exactly \$0.00.
- Every figure shown must come from the data; nothing hard-coded or estimated.
- The page makes read-only calls, with one exception: the optional "Book time in XBert" panel (see TIME BOOKING), which writes a timesheet entry only after the user confirms. It must never create, update or delete anything else in XBert or Xero.

DATA SOURCE: XBert

- Use the page's connector ("mcp") capability to call the XBert connector as the person viewing the page, using the single tool "tools_invoke" with {name, argumentsJson}. Declare only that tool.
- XBert responses come back either as JSON or as YAML-like text. Some YAML responses contain compact tables in the form "name[N]{col1,col2,...}:" followed by comma-separated rows (for example the chart of accounts, organisation settings and work items). Parse these yourself. Load js-yaml from cdnjs and parse YAML with the FAILSAFE schema so account codes like 65130.10 and 804 keep their exact text; convert numbers and true/false values explicitly.
- XBert applies a per-user rate limit ("Rate limit exceeded. Retry after 60 seconds"). It can also reach the page only as a generic "Connector call failed" with no rate-limit wording, so when a call fails that way, suggest waiting a couple of minutes before retrying. Route every call through a throttled queue: no more than 2 calls at once, spaced about 350 ms apart. On a rate-limit response, wait the time given and retry, up to 3 times, showing "Waiting N seconds, then continuing" to the user. Retry once on a transient connection error. If a call finally fails, show which XBert call failed and its error code.
- Tools to use (confirm each exists and inspect a real response before relying on its shape):
 - Data_GetAllAccessibleClients (paged, pageSize 100) and Data_GetClientConnections: list only clients where hasPayroll, hasPayrollAccess and isConnectedToAccountingSoftware are true, and isDisconnected and isLocked are false. If connections can't be read (Data_GetClientConnections has been seen to return an intermittent internal error), list all connected clients and say so; don't fail the client list.
 - Data_PayrollSettings (includePayItems true): payroll account mapping (WAGESEXPENSE, PAYGLIABILITY, SUPERANNUATIONEXPENSE, SUPERANNUATIONLIABILITY, WAGESPAYABLELIABILITY), pay calendars, earnings rates (with isReportableAsW1) and deduction types (with reducesTax and isExemptFromW1).
 - Data_OrganisationSettings: surface "chartOfAccounts" (account class and names) and surface "organisation" (financial year end day and month).
 - Data_FinancialStatements statement "trialBalance" with asOfDate: once at the last day of the period and once at the day before the period starts. Use context.actualAsOfDate to confirm the date returned.
 - Data_PayRuns_Search (it has no default status filter, so drafts are included), Data_PayRuns_Get (payslip ids), Data_Payslips_Get (detail lines and super lines).
 - Data_BankTransactions_Search and Data_BankTransactions_Get (line items with account codes) to identify payments.
 - Data_XBertConfigurations (includeItems true, scope client) and Features_GetWork for XBert alerts.
 - Data_XPMStaff for the reviewer list.
 - Features_LogActualTime for the time booking panel (the only write call).

SELECTION

- Controls: client (payroll-connected only), financial year (1 July to 30 June), frequency (Monthly or Quarterly, chosen manually by the user to match the client's lodgement cycle), period, and a Run button. Default to the most recent completed month.
- Do not try to detect the PAYG withholding cycle automatically. XBert's paygWithholdingCycle field has been found to reflect the BAS cycle rather than the IAS cycle.

GENERAL LEDGER RULES

- GL figures come from trial balance closing balances: balance = closingDebit less closingCredit. Earlier XBert responses used ytdDebit and ytdCredit for the same figures, so accept either. If neither pair is present, flag it red ("format not recognised") and withhold all GL comparisons rather than treating balances as nil. XBert omits accounts with a nil balance, so a missing account means nil.
- If XBert reports the trial balance as out of balance (totals.balanced false), show that as a grey note with the difference.
- Balance sheet accounts: movement = balance at period end less balance at the day before the period starts.
- Profit and loss accounts: year-to-date resets at the financial year start, so if the period starts on 1 July the opening is nil; otherwise use the day-before-period balance.
- If the trial balance date returned differs from the date requested, flag it red and withhold all GL comparisons.

- Read the Xero financial year end. Payroll always runs 1 July to 30 June. If the Xero year end is not 30 June (for example a substituted accounting period), raise a red, confirmable alert explaining that trial balance year-to-date figures reset at the Xero year end, so GL movements may be wrong.
- The GL checks use trial balance positions only and don't read individual transactions. Say so in the notes: a variance can come from a manual journal, bill or spend money coded to a payroll account, so the user should check account transactions in Xero.

PAYROLL RULES

- Include pay runs by payment date, posted status only. (This basis is confirmed.)
- Draft or unposted pay runs with a payment date in the period: flag red, exclude from W1 and W2, status Not ready.
- Round every payslip line (earnings, tax, deductions, super lines) to the cent before adding. XBert returns some line amounts to four decimal places, and summing unrounded lines produces 1 cent differences.
- Earnings lines have lineType containing "EARN" (EARNINGS and LEAVE_EARNINGS). Match the line description to the earnings rate name to get the W1 flag. Leave earnings with no match are treated as W1 (state this as an assumption). Anything else unmatched is flagged red as unknown and left out of W1.
- Tax lines: lineType containing "TAX". W2 = sum of tax lines.
- Deduction lines: lineType containing "DEDUCT". Match to deduction types.
- Super lines: contributionType SGC, SALARYSACRIFICE, EMPLOYERADDITIONAL, EMPLOYEE.
- Xero includes salary sacrifice in gross wages and credits it to the super liability, not super expense.

W1 AND W2

- W1 = earnings flagged reportable at W1, less pre-tax salary sacrifice (SALARYSACRIFICE super lines and deductions that reduce tax). Pre-tax salary sacrifice is excluded from W1.
- Flag amber any earnings excluded from W1 by Xero's flag, and any pre-tax deduction not flagged exempt from W1 in Xero.
- W2 = tax withheld per payslip tax lines; cross-check against pay run tax totals.

PAGE LAYOUT (in this order)

Header: client, period, basis, GL dates returned, run time.

1. XBert review gate (top of page, required before the IAS can progress)

- Open XBert alerts only (To do or In progress), created by XBert (creationSource XBertFabric), not scheduled tasks.
- Payroll related: the XBert's analytics group is Payroll or its risk type is Payroll Risk, or the title or process tag mentions super, PAYG, payroll, wages, leave, STP or employee.
- Transaction date on or before the period end.
- Each alert needs a choice: "Needs resolution" or "Informational only", plus an optional comment.
- A required "Reviewed by" field: a dropdown built from XBert work item assignees and creators plus the XPM staff roster, de-duplicated, with an "Other (type a name)" option.
- Until every alert is marked and a reviewer chosen: status "XBert review outstanding", W1 and W2 greyed as "Pending XBert review", PDF save disabled. Everything else stays visible.
- Any alert marked Needs resolution: status "Not ready: resolve in XBert and rerun" (PDF can still be saved, stamped Not ready).
- If XBert alerts can't be loaded: Not ready.
- Review choices reset on every run.
- Work items are capped at about 200 source rows per request. If the cap is hit, split the date range and requery; if still capped, warn.

2. Summary tiles: W1, W2, validation status (with red, amber and confirmed counts).

- Put a "Save working paper (PDF)" button inside the validation status tile, with a second one at the bottom of the page. Both are always visible after a run. They are disabled, with a message underneath, until the XBert review and reviewer are complete. Never hide them: if the view can't save files (for example an unsigned public link), clicking explains that instead.

A. Pay run register (checked first: if it fails, every reconciliation below is working from incomplete data)

- A status badge: "Check first" (red) for any unconfirmed missing, draft or unposted pay run; "Items to confirm" (amber) for timing items; "Complete with confirmations" once its red and amber items are confirmed; otherwise "Complete".
- While any red register item is unconfirmed, show a red banner at the top of this section saying sections B to F are calculated from posted pay runs only and may be incomplete. Keep all sections visible.
- Only pay runs with a payment date in the period: paid date, pay period, status, whether included, staff, gross, tax, super.
- Expected pay runs from pay calendars: project each calendar's payment dates (weekly, fortnightly, four-weekly,

monthly, quarterly) from its next payment date. A posted pay run paid on the expected date or within 1 day counts as processed. Further out but within half a pay cycle: amber, needs confirming. Nothing found: red "Missing", status Not ready unless confirmed. Only check dates up to today. Posted pay runs that don't match a calendar date are listed as off-cycle notes. Pay runs aren't linked to calendars in XBert, so matching is by date and count.

- Each missing or off-calendar row has a Review column with a "Confirmed OK to be missing" (or "Timing confirmed") tick box and a required reason. There are legitimate reasons a pay run can be missing, so this must be confirmable, but it stays visible: a confirmed row turns green as "Missing (confirmed)" with the reason, reviewer and time, and still appears in G and the PDF. Confirming here and in G is the same confirmation.

- Also note (grey) pay runs paid in the period whose pay period started before it, pay runs for this period paid after it, and super-only pay runs.

B. Gross wages: payroll to GL

- Each pay run's gross, total payroll gross earnings, GL wages for the period (the sum of included wages accounts; do not list the individual accounts in this table), variance.

- Wages accounts: the mapped wages expense account plus accounts on earnings rates and lines, ticked by default in a collapsible "Wages accounts included" list. Other expense accounts named wage, salary or payroll are listed unticked; flag if they have movement.

C. PAYG withheld: W2 to this period's liability

- Closing PAYG liability per GL, less W2 for the period, equals the balance relating to earlier periods, which should be nil.

- If positive, flag red: an unresolved prior balance may mean a prior activity statement hasn't been lodged or its lodgement or clearing transaction hasn't been processed.

- If negative, flag red: more paid or cleared than withheld, or withholding posted elsewhere.

- Supporting movement underneath: opening, W2, bank payments coded to the account, other debits (derived, for example ATO clearing account), closing.

D. Wages clearing account (the mapped wages payable account)

- Opening, plus net pay from pay runs (one summary line with the count), less net wage payments from bank transactions coded to the account (one summary line with the count), calculated closing, GL closing (should be nil), unexplained movement.

- Detail of each pay run and payment in a collapsible panel.

- Red if the GL closing balance isn't nil; amber for unexplained movement (for example a batch payment, bill or journal).

E. W1 build-up and salary sacrifice

- Each earnings item with type, W1 treatment and basis; total gross; W1 earnings; less salary sacrifice; less pre-tax deductions; W1.

- A collapsible by-employee table.

F. Superannuation

1. Super expense: payroll employer super (SG plus employer additional, excluding salary sacrifice and employee contributions) against the GL super expense total. Show only the total GL figure; the individual accounts appear in a collapsible "Super expense accounts included" list (mapped account plus expense accounts named super, excluding admin, interest or fee accounts, which are listed unticked).

2. Super liability roll-forward: opening, plus super liability for the period (super expense per GL plus salary sacrifice per payroll, plus any employee post-tax contributions), less payments to funds (bank transactions coded to the super liability), calculated closing, GL closing, variance.

3. Payday Super timing (for pay runs paid from 1 July 2026): each pay run's total super (SG, salary sacrifice and other contributions) is due 7 business days after its payment date. Read bank payments to the super liability from the period start to 45 days after period end, and match them to pay runs oldest first, applying any opening balance first. Use the bank payment date as the paid date. Status per pay run: On time, Late (with business days late), Paid before payday (amber: possible duplicate or misdated payment), Unpaid overdue, or Unpaid not yet due. Flag unmatched payments. Public holidays and the 20 business day allowance for new employees or funds are not modelled; say so.

G. Exceptions

- Every red (Resolve), amber (Confirm) and grey (Note) item.

- Each red and amber item has a "Confirmed as correct" tick box and a comment box. Confirming requires a reviewer and a comment. A confirmed item turns green, shows "Confirmed by [reviewer]" with date and time, stops counting towards red and amber, and changes its section's status to "Confirmed". Clearing the comment un-confirms it.

- Grey notes can take an optional comment.

- Trial balance date mismatches, unrecognised trial balance formats and XBert load failures cannot be confirmed.
- Confirmations reset on every run.

H. Notes and items to verify

- Plain statements of every assumption and limitation above.

TIME BOOKING (below the save button)

- A "Book time in XBert" panel appears after a run. It lists the client's open XBert tasks (classType task, not alerts) whose process tag mentions BAS, IAS, PAYG or Payroll, showing status, due date, estimate and time logged so far. Pre-select the task whose title matches the period's month; if none clearly matches, ask the user to choose.
- A timer starts when Run validation is clicked (pause and resume available) and fills the minutes field; the user can overwrite the minutes. Re-running the same client and period keeps the timer; a different client or period resets it.
- Fields: minutes (whole, 1 to 1440), date worked (defaults to today, not in the future), billable (ticked by default), note (pre-filled "IAS payroll validation, [period]: [status]." and kept in step with the status until edited; it becomes an internal comment on the task and the XPM timesheet note).
- "Book time" shows a confirm step naming the minutes, billable choice, date and task. Only then call Features_LogActualTime with notificationId, durationMinutes, isBillable and note (plus startTime at 9:00 am local, sent as UTC, when the date isn't today). Never retry this call automatically, even on a rate limit, because a retry can create a duplicate entry.
- Show XBert's reply as given, including xpmPush outcome ("pushed" or "skipped") and reason. Never say the time reached XPM unless the outcome is "pushed". On an error, say no time should have been logged and ask the user to check the task in XBert before trying again.
- Lock the button after a successful booking, with a "Book more time" option for another entry. List bookings made before saving in a "Time booked in XBert" section of the PDF.

STATUS LOGIC (first match wins)

1. XBert alerts couldn't be loaded: Not ready.
2. XBert alerts unreviewed or no reviewer: XBert review outstanding.
3. Any alert marked Needs resolution: Not ready.
4. Any unconfirmed red item about drafts, missing pay runs, unmatched earnings, or a GL date mismatch: Not ready.
5. Any other unconfirmed red item: Variances to review.
6. Any unconfirmed amber item: Validated with items to confirm.
7. Some items confirmed by the reviewer: Validated with confirmations.
8. Otherwise: Validated.

PDF WORKING PAPER

- Generated in the page with jsPDF and jspdf-autotable (from cdnjs), saved through the page's downloads capability. The page can't open the print dialog.
- A4 portrait with real, searchable text (not a screenshot), in a neutral professional style. Embed a clean sans-serif font if available, otherwise Helvetica.
- Contents: header ("IAS Payroll Validation · Working paper"), client, period, run time, GL dates returned, "XBert review by [reviewer]", W1/W2/status summary, then every section above including tables, collapsible detail, account lists (marked Included or Excluded), review decisions with dates and comments, exceptions with confirmations and comments, notes, and any time booked in XBert. Page numbers and a footer on every page.
- Replace any characters the PDF font can't render (for example the Unicode minus sign).
- File name: "yyyymmdd - IAS Validation - [client].pdf", where yyyymmdd is the last day of the reporting period. Replace characters Windows doesn't allow in file names with a space.

TESTING BEFORE YOU HAND IT OVER

- Run the key XBert calls yourself on one of my payroll clients for one month and show me: payroll gross, W2, GL wages movement, PAYG closing balance, super expense and super liability figures, so I can check them against Xero before you build.
- After building, tell me what you tested and what you couldn't test with real data (for example, whether a real draft pay run appears in XBert, or salary sacrifice deductions).

Known limits of the approach

These are known gaps. Keep them in mind when you review results.

- **GL detail:** the checks use trial balance positions only, so journals, bills or other entries coded to wages, PAYG or super accounts show up as variances. Use Xero's account transactions to find the cause.
- **XBert data formats:** XBert can change the shape of its responses (the trial balance field names changed in October 2026). The page should flag a format it doesn't recognise rather than show nil balances, but re-test after any XBert update.
- **Confirmations aren't remembered:** every confirmation, including a missing pay run on a calendar that's no longer used, must be re-entered on each run.
- **Time booking:** this is the only write action. Each booking creates a new XBert timesheet entry; whether it reaches XPM depends on the task's process tag and client mapping in XBert.
- **Payments by bill or clearing account:** super or wages paid through a bill, a batch payment, or the ATO integrated client account won't be recognised as a payment. They show as unexplained movement or other debits until you confirm them.
- **Withholding cycle:** the monthly or quarterly choice is manual. A quarterly withholder run monthly (or the reverse) will produce a PAYG flag.
- **Pay calendars:** twice-monthly calendars can't be projected and are flagged as not checked. Pay runs aren't linked to calendars, so a missing pay run on one of two calendars that share dates may be attributed to either calendar.
- **Payday Super:** public holidays and the extended allowance for new employees or new funds aren't modelled. A "Late" flag means check, not confirmed late.
- **Rate limits:** a busy client can trigger XBert's rate limit, which adds a pause of about 60 seconds to a run. The limit is per user, so other tools or Claude sessions using your XBert login at the same time count towards it. If the page shows "Connector call failed" when loading clients, wait a couple of minutes and reload rather than retrying repeatedly.
- **Draft pay runs:** the draft check relies on the pay run status XBert returns. Confirm how a draft appears on your own data.

This prompt and document are shared for use by bookkeepers and BAS agents. They don't constitute tax or legal advice. Always check results against the source records and current ATO guidance.